

1. INTRODUCTION

This document sets out the background to this assignment, the overall objective and activities to be undertaken. It also provides details on the profile and experience required in the candidate for this position. Finally it outlines the expected duration, location and reporting requirements.

2. BACKGROUND INFORMATION

The Secretariat of the Central European Free Trade Agreement (CEFTA 2006) was established in Brussels, Belgium, on 8 September 2008 in accordance with Article 40 Paragraph 2 of Annex 1 to the Agreement on Amendment of and Accession to the Central European Free Trade Agreement, signed at Bucharest on 19 December 2006.

The purpose of the Secretariat is to provide support to the Joint Committee of CEFTA, the governing body of CEFTA including its appropriate bodies such as sub-committees, in accordance with the Mandate of the Secretariat adopted by the Joint Committee on 28 September 2008. The Secretariat comprises at present one Acting Director, one Senior Experts and Coordination and Communication Officer. The CEFTA Parties and a number of donors including the European Commission currently finance the Secretariat and its activities.

The CEFTA Parties have created a number of structures to manage implementation of the Agreement. These include:

- The Joint Committee, chaired by one of the Parties on a rotating basis
- Committee of Trade Facilitation
- Committee of Contact Points
- Sub-committee on Non-Tariff Measures and its working groups as below:
 - Working Group on Technical Measures
 - Working Group on Risk Management
 - Working Group on Electronic Exchange of Information
- Sub-committee on Agriculture including Sanitary and Phytosanitary Issues
- Sub-committee on Customs and Rules of Origin
- Sub-committee on Trade in Services and its working groups as below:
 - Negotiating Group on Trade in Services
 - Working Group on Trade in Services Statistics, FATS and FDI Statistics
 - Joint Working Group on Mutual Recognition of Professional Qualifications
- The CEFTA Secretariat, based in Brussels

The CEFTA Parties are also members of the Joint Working Group on Investment Policy and Promotion established together with the RCC.

The CEFTA Parties hold regular meetings of Deputy Ministers responsible for trade to ensure progress on different issues. On occasion, Summits of Prime Ministers are organised to highlight particular achievements and to reiterate the commitment to trade liberalisation and investment promotion.

The SEE 2020 Strategy recognises the importance of regional trade and investment as a factor of growth in the region – 5 of the 11 headline targets are trade and investment related. The CEFTA Parties have recognised the potential benefits of aligning the CEFTA agenda and that of the Integrated Growth Pillar of SEE

2020. SEE 2020 offers all the Parties the possibility of enriching the future implementation of CEFTA, allowing it to implement activities to reach goals outlined/mentioned in the original agreement but not elaborated.

CEFTA Structures have indentified trade facilitation and liberalisation of trade in services as their two main priorities for the period of 2014-2020. Such bi-prioritisation of the upcoming period in the implementation of CEFTA has also been reflected in the actions underlined by the SEE 2020.

In addition to the CEFTA Parties and structures, a broad range of bilateral, regional and international partners support implementation of the Agreement. In some cases, partners are actively involved in carrying out CEFTA related projects and studies. In other cases, they provide financial assistance for the functioning of different CEFTA structures or provide a useful channel of communication with other stakeholders such as the business community and related regional initiatives.

The CEFTA Secretariat in Brussels maintains close contact with various partners and ensures their involvement as appropriate in different activities and events.

2.1. Related programmes and other donor activities

The broad scope and ambitious nature of CEFTA means that the Parties require research and careful analysis of different policy options and technical assistance to guide and facilitate implementation.

Some of this work is carried out by the Parties themselves, some is specifically commissioned from donors by the Secretariat at the request of the Parties and some is carried out by interested stakeholders e.g. OECD, World Bank, UNCTAD, WTO etc.

2.2. CEFTA Week 2017

The Secretariat supportes the organization of the “CEFTA Week 2017” - a series of promotional events organised under the Serbian Chairmanship, prior to the Joint Committee meeting in Belgrade on 20-23 November 2017. The CEFTA Week events are addressing different aspects of CEFTA, highlighting the progress achieved by the CEFTA Parties in the last ten years and disseminating the current regional and global challenges in trade related areas such as investments, trade facilitation, and trade in services. It gathers a wide audience including government officials, business people, academia and journalists, with international speakers from the region and beyond. A special report on the highlights of the event is prepared by the end of the 2017.

3. OBJECTIVE OF THE ASSIGNMENT

The assignment is to assist the CEFTA Secretariat to ensure the effective organisation and delivery of the CEFTA Week and the related to it report. This is to be achieved by the secondment of a senior official from the relevant national administration.

3.1. Outputs to be Produced by the senior official:

The main outputs of the assignment are:

- (i) Prepare, delivery and follow up of the CEFTA Week 2017
- (ii) Preparation of the CEFTA Week 2017 report

3. SCOPE OF THE WORK

The CEFTA National Seconded Experts Programme is created and financed by the CEFTA Project Facility. Accordingly, the senior expert is to be placed in the CEFTA capital and will work as a seconded staff member of the Secretariat.

The main task of the senior expert is to provide logistical and technical secretarial services to the CEFTA Secretariat.

4. TECHNICAL SPECIALISED EXPERTISE

5.1. Tasks to be performed

The tasks to be undertaken by the senior official are listed below. Each task will be agreed in advance, in writing, in consultation with the CEFTA Secretariat's staff responsible for the CEFTA Week 2017.

The assignment consists of two sets of activities. The first is related to the preparation and delivery of the CEFTA Week; the second is involving preparation of the so called CEFTA Week Report.

➤ **Preparation of CEFTA Week 2017**

The organiser foresees involvement of an important number of participants in panel discussions.

- Preparation of all logistical elements for the CEFTA Week
- Coordinate with sessions' moderators for the preparation of respective sessions
- Study the sessions presentations and prepare a set of questions for the panellists for the moderators
- Discuss the questions with the CEFTA Secretariat to confirm they follow the objectives of the Session
- Communicate the questions to the panellist approximately one week prior to the event
- Organise a brief coordination meeting with the panellists on the spot
- Close collaboration with CEFTA Secretariat on all event aspects

➤ **Preparing the CEFTA Week 2015 Report**

The CEFTA Secretariat is to engage two secondees to take notes at respective sessions of the CEFTA Week which will serve as basis for the expert to prepare a report. The expert shall take its own notes in order to cross check it with the secondees after the event:

- Hold a short preparatory meeting on the spot with the secondees to agree on the approach (e.g. level of detail, style etc.); if a professional photographer is hired it is advisable that he/she joins the meeting;
- Collect the notes to be submitted to the expert not later than by 30 November 2017;
- Prepare the first draft by 6 December and send it to the CEFTA Secretariat for revision;
- Submit the final report to the CEFTA Secretariat by 15 December

5.2. Requirements

The following criteria should be met by candidates for the position of Secondee proposed by the CEFTA Party:

Qualifications:

- A university degree in a relevant field, postgraduate is desirable

General requirements:

- Shall be an expert who is employed by national public administration from a CEFTA Party,
- Shall stay in the service of the national administration throughout the period of secondment.

Specific professional experience:

- Professional experience within their national administration at an appropriate level of administrative, legal, scientific, technical or advisory functions;
- Proven experience working with CEFTA Secretariat or other regional/international organisations in South East Europe;

- Substantial knowledge of CEFTA 2006, and/or bi-lateral free trade agreements signed by CEFTA Parties with the EU, EFTA States and Turkey,

Competences:

- Initiative, resourcefulness, timeliness
- Excellent interpersonal skills and ability to deal with international interlocutors from a range of backgrounds,
- Excellent organisational and management skills with ability to prioritise.

Language and Computer Skills:

- Verifiable professional level written and spoken English language skills;
- Suitable computer skills (Word, Excel, PPT),
- Ability to compose and proofread relevant documents to a high professional level.

All Secondees must be independent and free from conflicts of interest in the scope of their assignment.

5. DURATION AND LOCATION

The assignment is expected to commence in October 2017 until end December 2017 for 30 man days in total during this period of time. The commencement date being the date of final contract's signature of all parties involved. The Secondee will be based at the CEFTA respective capitals administration offices. In case of necessity, they may travel to Brussels or any other CEFTA Party to attend the meetings organised in the framework of this assignment.

6. REPORTING

The Secondee will work closely with the Coordination and Communication Officer of the CEFTA Secretariat and shall report to the Director of the CEFTA Secretariat.