

Call for interest

Secretary and (optionally) accountant of a professional association in the energy sector

Purchaser: European Energy Retailers association
Recipient: lobbying and public affairs firms, independent public affairs consultants
Location: Brussels
Starting date: April 2019
Duration: 1 year with automatic renewal, 4 month notice for termination
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1. Who is EER, European Energy Retailers association?

Energy associations in five EU Member States have formed a new network aiming at enhancing cross-border competition in energy markets and achieving fair market conditions for new entrants offering energy and service-related solutions: European Energy Retailers (EER). In its founding charta the network calls for effective unbundling and harmonization of market rules.

Transitioning to a cleaner and more decentralized energy system is not only contributing to the EU's climate goals, but also creates new opportunities for innovative business models in EU Member States, thereby supporting further economic growth in the EU.

Our website: <http://europeanenergyretailers.eu/>

EER members are: ACIE (Spain), AFIEG (France), AIGET (Italy), bne (Germany) and OE (Sweden).

2. Our need

As the association becomes more active and prominent in Brussels, we wish to reinforce our local presence and network in the European capital. Hence, we are looking for a Secretary (acting from many regards as a General Secretary) (part-time, approx. 50 hours per month with option to buy more) who will be the main contact person and representative of the association in Brussels and who would:

1. **Coordinate the EER internal work**
2. **Represent the association in the relevant working groups or instances and identify the opportunities to go public**
3. **Manage all administrative and accounting tasks** (this could possibly be done by other persons within the lobbying/consulting firm)
4. Other tasks could **optionally be tackled**:
 - Assist the Board members in the public affairs strategy of the association and deal with the press relations when needed
 - Identify potential new members and support with acquisition process

This role could be managed by a public affairs firm or an independent consultant which should preferably also host the legal headquarters of EER

3. Non-disclosure agreement and conflict of interests

In his/her role, the future Secretary general should avoid any conflict of interest with other energy associations or firms whose interests could differ from EER's.

4. Task description

4.1. Management of the daily and administrative tasks

In his/her role, he/she will be entitled to legal obligations such as:

- Providing an address of domicile, phone number, email address
- Managing the annual report to authorities (both Belgian and EU, e.g. transparency register)
- Dealing with tax declaration (if serving as accountant too)
- Supervising budget planning and preparation
- Overseeing EER account and bookkeeping (in relation with the accountant if not serving as accountant too)

4.2. Coordination of EER internal activities, identification of opportunities to go public and to participate in the European debate

The **coordination of EER internal activities** will include:

- Organization of Board meetings, participation in and editing of meeting minutes
- Organization and facilitation of day-to-day work including the setup and maintenance of the EER public position papers:
 - o Setting up of meetings or conference calls (Board calls take place on monthly basis, and whenever is needed. The frequency of working cluster conference calls depends on the topics to be dealt with.)
 - o Making sure deadlines are met
 - o Assisting in the editing of position papers
 - o Assisting in editing and possibly writing official mails
 - o Proofreading & layout of EER positions, editing of the minutes if needed
 - o Follow-up

The working clusters for EER's public positions are currently the following: Retail energy markets, Wholesale energy markets, Role of the DSO / Unbundling, New Market Opportunities, Decarbonization / Renewables / Climate Change.

- Preparation, structuring and leading EER official Board meetings (facilitation and editing of meeting minutes) taking place 3 times a year for 2 days in different EER member countries (logistics and planning supported by the local member) or in Brussels
- Coordinating initiatives with partner associations, including joint letters or events or other campaign activities for example.
- If needed, the Secretary general manages and supervises the creation of communication tools such as presentations or leaflets etc.

The Secretary will also contribute to **identify the opportunities to engage in European policy affairs and the political discussion**, which will include:

- Reporting to the Board members of any news, information or consultations which could be relevant for EER activities
- Identification of activities to be led by EER: answer to consultations, participation in workshops/conferences, etc.
- Representation of EER in relevant external working groups (e.g., with the European Commission, CEER, ACER and other relevant institutions)
- Writing of or assisting with official mails and press releases
- Coordinating the organization of EER external events, including strategic development of concepts in coordination with the President and the Board, finding partners and / or service providers, overseeing logistical implementation. (Generally, EER aims at organizing 2 events per year. In 2019, the contractor will have to take care of 1 event.)
- Networking on EU level

4.3. Options

4.3.1. Accounting

- Managing the accounting/tax duties in accordance with the Belgian law

4.3.2. Assist the Board members in the public affairs strategy of the association and deal with the press relations when needed.

The public affairs and lobbying activities may include:

- Providing advice to the Board regarding the public affairs strategy, which would include an analysis of the political context, identification of relevant actors, information on the political agenda
- Carrying out the lobbying activities together with the President or other delegated members of the Board: meetings with officials, editing of dedicated position papers, coalition building etc.
- Mapping the relevant actors at EU level and organizing bilateral meetings for the President or other members of the Board.

Additionally, media relations may sometimes be needed:

- Coordinating and overseeing media work consistently with the agreed position papers
- Building relationships with Brussels-based journalists

4.3.3. Assist the Board members in the acquisition of new members

In order to set up office for the long-run in Brussels, the association needs to grow further. The Secretary general may be expected to **help identifying potential members**, organizing meetings with the Board Members, and following up regarding their prospective membership.

5. Appliance procedure

The candidates are invited to release an offer **by February, 28th 2019**. The Board will then organize meetings with the selected candidates who will be invited to present the offer, process, and methodology they propose to carry on this mission.

In case of the application of a lobbying firm which would decide to dedicate a team to the mission, all team members should attend the meeting as well as the person who will be acting as Secretary General.

Meetings with a candidates' shortlist will preferably take place in Brussels on March 18th afternoon and March 19th, 2019

A good knowledge of the energy sector and actors in Brussels will be an advantage. The candidates are required to present proven experience and references.

The most competitive offer will be chosen.