

ENEA – EU LIAISON OFFICE IN BRUSSELS

ADDRESS

Rue de Namur, 72 – 74
1000 Brussels
Belgium

Tel. 0032 (2) 5120448

Fax. 0032 (2) 5122468



ENEA – EU Liaison Office in Brussels works to promote and strengthen the ENEA image and participation to the EU, besides providing information, operational consulting and logistical support to ENEA Technical Units.

Throughout the ages, the Office has built strong relations with Italian, European and international institutions such as the European Commission, the European Parliament, the Italian and Foreign Permanent Representations, as well as Brussels Representation Offices of the European research organizations, regions and industries.

It represents "*the access key to ENEA*" for those organisations that want to start collaborations and create synergies with our Agency, and "*the access key to Europe*" for the ENEA resources willing to use the offered services.

ENEA – EU Liaison Office is located on the 4th floor, in a typical Belgium building.

ACTIVITIES

ENEA – EU Liaison Office in Brussels works for both the internal and external relations of the organisation, in view to promote the global mission of ENEA: to strengthen ENEA participation in the EU.

The main activities of the Office are:

- Collaboration with Offices related to other institutions
- Promotion of ENEA towards the EU and the European Parliament
- Services in support of project development
- Relations with the National Delegates and the Italian Permanent Representation.

Collaboration with Offices related to other institutions

As well as ENEA, many Italian and European organisations have Liaison Offices in Brussels. With all of them, ENEA is seeking to encourage collaborations in order to foster projects' partnerships and future strategies.

ENEA – EU Liaison Office in Brussels is a member of IGLO (Informal Group of Representation Offices), a body composed by all European Representation Offices. IGLO provides partners' search facility and creates research thematic working groups in order to encourage the exchange of information, in particular those related to the 7th Framework Programme of RTD.

The Office is also member of GII (Italian Initiative Group), an organism made of all the Italian institutions represented in Brussels. Coordinated by the Italian Embassy, the GII holds a strategic importance because it is the main point of contact between ENEA and the main Italian industries (FIAT, Ferrovie dello Stato, Unioncamere, etc) here in Brussels.

Promoting ENEA towards the EU and the European Parliament

ENEA – EU Liaison Office in Brussels enhances the image of ENEA promoting lots of initiatives and activities, such as:

- Organisation of ENEA thematic workshops addressed to an institutional audience and/or the general audience
- Preparation and participation at working groups about topics related to ENEA main topics of interest
- Active participation and membership of European associations of interest (IGLO, etc.)
- Support to ENEA departments for the drafting of "position papers" addressed to the European institutions
- Support to ENEA experts to join European working groups, either in the European Commission or the European Parliament.

Services in support of project development

ENEA – EU Liaison Office in Brussels would like to become an "access point" for project development in support of ENEA Technical Units. Activities are usually divided in two steps: pre and post-submission of a project.

Activities related to pre-submission of a project are:

- Finding of information to help Technical Units to draft project proposals for different European programmes
- Scouting of Calls for Proposals of interest
- Introduction of the project ideas to the competent EC project Officers for a first preliminary check of the correspondence of the ideas with the call's objectives and scope
- Support for qualified partners' search throughout our networks of European entities (research centres, universities, regions) here in Brussels (IGLO and other Representation Offices)
- Scouting of project opportunities on behalf of ENEA Technical Units
- Representation and promotion of ENEA capacities in occasion of information days related to EU funding programmes on behalf of ENEA staff

- Organisation of info-events and promotion of project ideas in order to stimulate qualified partnerships
- Offer of logistical facilities (conference rooms, etc...) and services of the Office for project meetings.

Activities related to post-submission of a project are:

- Monitoring of the state of the art of the projects' evaluation and collection of information related to their performance
- Support in the negotiation phase when requested for projects receiving funding
- Offer of logistical services in the Office for project meetings or promotional events to be carried out in Brussels.

Relations with the National Delegates and the Permanent Representation of Italy to the EU

The National Delegates and the Permanent Representation of Italy to the European Union are the main partners of ENEA. The Liaison Office refers to them the ENEA researchers' contributions in order to improve the definition of the work programmes. We also support ENEA Technical Departments to enhance the visibility of their projects toward the National Delegates.

Stage

The ENEA EU Liaison Office in Brussels hosts internships, lasting six months - usually from September to February and from March to August - in collaboration with Italian and foreign Universities which have signed agreements with ENEA, as well as with Chambers of Commerce, Regions and other public bodies.

Internships are unpaid and do not provide any benefit or reimbursement. They also do not entitle you to a possible engagement, since, being a public body, recruitments are made exclusively through competitive public tenders, which can be found at our web-site www.enea.it "Opportunities".

It's absolutely necessary that the promoter of the stage takes charge of the trainee insurance for occupational accidents and civil liability.

Interviews for the selection of trainees are held during the months of January and July every year.

Please submit your application well in advance at the Head Office: massimo.busuoli@enea.it

SERVICES

ENEA – EU Liaison Office in Brussels offers a few logistical services to ENEA and its partners, such as:

- A large meeting room
- A small meeting room
- A conference room
- Support offices
- Eventual organisation of coffee breaks and lunch breaks for meetings.

Large meeting room

It is furnished with an oval large table with maximum capacity for 16 people. The room is fully equipped with: beamer projector, screen, projector for tracings, TV with VHS recorder, telephone, WI-FI connection.



Small meeting room

It is furnished with a rounded table with maximum capacity for 8 people, equipped with telephone and WI-FI connection.



Conference room

It can host lectures and workshops with a maximum capacity of 40 seats. The room is equipped with beamer projector, telephone and WI-FI connection.



Support offices

Three support offices equipped with telephone and internet (WI-FI and cable) are available. Two of them are provided with computer and scanner.



Eventual organisation of coffee breaks and lunch breaks for meetings

We can organise working breakfasts, lunch and coffee breaks in occasion of meetings and events taking place in the Office.

HOW TO FIND US



From Zaventem Airport

By car



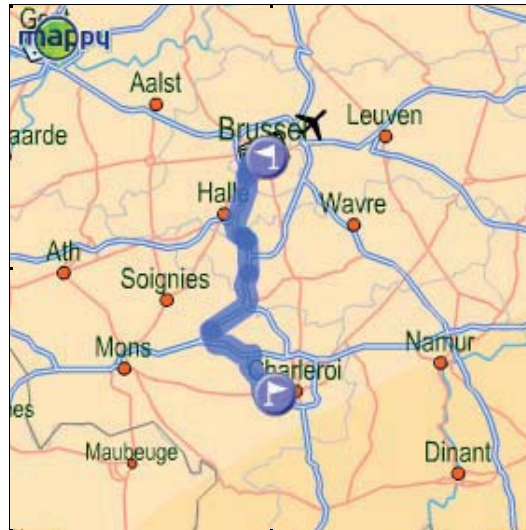
Map from Zaventem Airport

By public transports

At the Terminal Arrivals take the train directed to Brussels on -2 level of the station. Get off the train at Brussels Gare Centrale (Centraal Station), then take the metro *Line 1* direction STOCKEL - STOKKEL or *Line 5* direction HERMANN-DEBROUX and get off at ARTS-LOI - KUNST-WET (two stops). Take the metro *Line 2* direction SIMONIS (LEOPOLD II) or *Line 6* direction ROI BAUDOIJN - KONING BOUDEWIJN and get off at PORTE DE NAMUR - NAAMSE POORT (two stops). From there to the Office it's only 50 mt.

From Charleroi Airport

By car



By public transports

Take the shuttle bus to train station Brussels Midi (Brussels-Zuid). From there take the metro *Line 2* or *Line 6* direction SIMONIS (ELISABETH) and get off at PORTE DE NAMUR - NAAMSE POORT (4 stops). From there to the Office it's only 50 mt.

From Central Station (Gare Centrale - Centraal Station)

Take the metro *Line 1* direction STOCKEL - STOKKEL or *Line 5* direction HERMANN-DEBROUX and get off at ARTS-LOI - KUNST-WET (2 stops). Take the metro *Line 2* direction SIMONIS (LEOPOLD II) or *Line 6* direction ROI BAUDOUIIN - KONING BOUDEWIJN and get off at PORTE DE NAMUR - NAAMSE PORT (2 stops). From there to the Office it's only 50 mt.

STAFF

- Massimo Busuoli
e mail: massimo.busuoli@enea.it
- Valerio Abbadessa
e mail: valerio.abbadessa@enea.it
- Roberta Boniotti
e mail: roberta.boniotti@enea.it
- Sandra Poleggi
e mail: sandra.poleggi@enea.it

Tel. 0032-2-5120448

Fax 0032-2-5122468