

Anness A



L-impjeg	Technical Attache
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MINISTERU GHALL-AFFARIJJIET BARRANIN U EWROPEJ

Palazzo Parisio, Triq il-Merkanti, Valletta

Dmirijiet u responsabbiltajiet

Technical Attache' jirraporta direttament lir-Rappreżentant Permanenti ta' Malta għall-Unjoni Ewropea u responsabbli għall-koordinazzjoni tal-kompiti filwaqt li jsegwi kwalunkwe kwistjoni fi hdan ir-Rappreżentanza Permanenti kif ukoll li jzomm lir-Rappreżentant Permanenti aġġornat dwar kwalunkwe kwistjoni rilevanti fil-qasam li għalih it-Technical Attache' jkun responsabbli.

Qasam Barrani

- i. (a) Jirrapreżenta lil Malta fil-laqgħat tal-Grupp ta' Hidma tal-Kunsill u tal-Kumitat kif mitlub, il-laqgħat tal-Grupp ta' Hidma tal-Kummissjoni u l-Kumitat tal-Komitologija kif mitlub, kif ukoll f'fora oħra ta' l-UE kif meħtieġ; li jressaq il-pożizzjoni ta' Malta f'dawn il-laqgħat u jipparteċipa f'diskussjonijiet skond in-Noti ta' Istruzzjoni li jistgħu jiġu pprovduti mill-Ministeru konċernat permezz tad-Dipartiment ta' 'Koordinazzjoni tal-UE';
(b) Jiġbor u jibgħat rapporti ta' dawn il-laqgħat immedjatament wara t-tlestija tal-laqgħa f'konformità mal-Lista ta' Distribuzzjoni approvata kif ukoll jiġbed l-attenzjoni, bit-telefon, lill-Ministeru konċernat, lid-Dipartiment ta' Koordinazzjoni tal-UE u lill-Kabinett tar-Rappreżentant Permanenti fil-każ ta' kwistjonijiet immedjati;
(c) Isegwi il-laqgħat ta' Grupp ta' Hidma u Kumitat tal-Kunsill ta' Shadowing kif dettaljati, kif ukoll laqgħat tal-Grupp ta' Hidma tal-Kummissjoni u tal-Kumitat tal-Komitologija li huma rilevanti għall-qasam ta' responsabbiltà ta' din il-pożizzjoni, li għalih jattendu uffiċjali minn Malta inkluż fejn Malta għandha arrangament ta' prokura ma' Stat Membru ieħor;
(d) Isegwi b'interess il-hidma ma' rappreżentanti ta' Stati Membri oħra, mas-Segretarjat tal-Kunsill kif ukoll tal-Kummissjoni, kif ikun meħtieġ;
(e) Jikkoordina s-segwitu ta' kull kwistjoni li tinqala' fil-laqgħat hawn fuq imsemmija kif meħtieġ, kemm mat-taqsimiet l-oħra tar-Rappreżentanza Permanenti kif ukoll mal-istrutturi proprja tal-Gvern f'Malta;
- ii. (a) Il-partecipazzjoni fil-Kunsill u f'laqgħat Ministerjali oħra relatati mal-UE, fil-laqgħat tal-COREPER kif ukoll f'kull laqgħa li ssir fil-margni kif meħtieġ għal dawk l-oġġetti relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;
(b) Jiġbor u jibgħat rapporti ta' laqgħat tal-Kunsill Ministerjali kif ukoll għal dawk is-sugġetti diskussi fil-laqgħat ta' COREPER relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni immedjatament wara t-tlestija tal-laqgħa;
- iii. Twaqqif u żamma ta' laqgħat regolari ma' kontropartijiet minn, jew rappreżentanti tal-Istati Membri l-oħra, il-Kunsill, il-Kummissjoni, il-Parlament Ewropew u Istituzzjonijiet oħra sabiex isahħu l-kuntatti ta' Malta u jiżviluppaw kuntatti li jhallu l-frott u kuntatti produttivi ma' Stati Membri oħra u mal-Istituzzjonijiet tal-UE;
- iv. Kull komputu ieħor assenjat mir-Rappreżentant Permanenti;

Qasam Intern

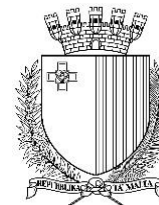
- v. Isegwi, kuljum, dawk il-materji li jaqgħu taħt il-qasam tar-responsabbiltà ta' din il-pożizzjoni li huma ta' thassib partikolari għal Malta u li huma elenkati fit-Tabella intitolata "Lista ta' Oġġetti ta' Priorità għal Malta" li hija kkoordinata u ċċirkolata fuq bażi regolari mill-Kabinett tar-Rappreżentant Permanenti;
- vi. Isegwi u jzomm rekord tal-iskadenzi interni u barranin relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni u jzomm kuntatt mat-Taqsimiet rilevanti fir-Rappreżentanza Permanenti kif ukoll mal-istrutturi tal-Gvern xierqa f'Malta, sabiex jiġi assigurat li dawn l-iskadenzi jintlaħqu b'mod f'waqt u effiċjenti;
- vii. Iżomm rekord tal-iżviluppi relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni, jiġbor u jiskrutinja dokumentazzjoni rilevanti mahruġa mill-istituzzjonijiet tal-UE u fora oħra tal-UE, u jibgħat kwalunkwe dokumentazzjoni, informazzjoni u pariri neċessarji lir-Rappreżentant Permanenti u uffiċjali oħra (ibbażati fi Brussell jew f'Malta) kif xieraq;
- viii. Provvista ta' kontribuzzjoni, fuq bażi ta' kull ġimgħa, lil Antici / Mertens / Nicolaidis għall-kumpilazzjoni tat-Tabelli intitolati "Il-Ġimgħa 'l quddiem" u "Punti ewlenin tal-Ġimgħa" li jipprovdu informazzjoni u kontribut lir-Rappreżentant Permanenti għal-laqgħat relatati ma' l-UE kif ukoll il-laqgħat tal-Kabinett tal-Ministri;
- ix. Jipprovdi kontribut lil Antici / Mertens / Nicolaidis għall-kumpilazzjoni tad-*dossiers* u notamenti meħtieġa għal-laqgħat COREPER II, COREPER I u PSC;
- x. Jipprovdi kontribut lill-Ministeru konċernat għall-kumpilazzjoni tad-*dossiers* u notamenti meħtieġa għal-laqgħat Ministerjali tal-Kunsill u oħrajn relatati mal-UE;
- xi. Thejjija ta *Briefing u Background Notes* kif ukoll *Instuction Notes* u *Speaking Notes* relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni kif u meta jkun meħtieġ;
- xii. Kull komputu ieħor assenjat mir-Rappreżentant Permanenti.

Ministry for Foreign and European Affairs

Human Resources, 331, Allied House, St. Paul's Str, Valletta

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Job title	<i>Technical Attache`</i>
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Annex A

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS

Palazzo Parisio, Merchants Str, Valletta

Duties and responsibilities

The Technical Attaché reports directly to the Permanent Representative of Malta to the European Union and is responsible for coordinating any tasks and following any issues within the Permanent Representation as well as keeping the Permanent Representative abreast of any relevant issues in the area of his/her responsibility.

External

- i. (a) Representing Malta in Council Working Party and Committee meetings as detailed, Commission Working Group and Comitology Committee meetings as detailed as well as in other EU fora as required; putting forward Malta's position in such meetings and participating in discussions in accordance with the Instruction Notes that might be provided by the Ministry concerned through the EU Coordination Department;
- (b) Compiling and sending reports of such meetings immediately after the completion of the meeting in line with the approved Distribution List as well as alerting, by telephone, the Ministry concerned, the EU Coordination Department and the Cabinet of the Permanent Representative in the event of immediate issues;
- (c) Shadowing Council Working Party and Committee meetings as detailed, as well as Commission Working Group and Comitology Committee meetings that are relevant to this position's area of responsibility, which are attended by officers from Malta including where Malta has a proxy arrangement with another Member State;
- (d) Following up with representatives of other Member States, the Council Secretariat as well as the Commission, as required;
- (e) Coordinating the follow-up of any issues arising at the above-mentioned meetings as required, both with the other units of the Permanent Representation as well as with the appropriate Government structures in Malta;
- ii. (a) Participating in the Council and other EU-related Ministerial meetings, COREPER meetings as well as any meetings held in the margins as required for those items related to this position's area of responsibility;
- (b) Compiling and sending reports of Ministerial Council meetings as well as for those items discussed in COREPER meetings related to this position's area of responsibility immediately after the completion of the meeting;
- iii. Setting up and holding regular meetings with counterparts from, or representatives of, the other Member States, the Council, Commission, European Parliament and other Institutions in order to strengthen Malta's contacts and develop fruitful and productive connections with other Member States and the EU Institutions;
- iv. Any other task assigned by the Permanent Representative.

Internal

- v. Following up, on a daily basis, items falling under this position's area of responsibility which are of particular concern to Malta and which are listed in the Table entitled "List of Priority Items for Malta" which is coordinated and circulated on a regular basis by the Cabinet of the Permanent Representative;
- vi. Following up and keeping track of internal and external deadlines related to this position's area of responsibility and liaising with the relevant Units within the Permanent Representation as well as with the appropriate Government structures in Malta, in order to ensure that these deadlines are met in a timely and efficient manner;
- vii. Keeping track of developments related to this position's area of responsibility, collating and scrutinising relevant documentation issued by the EU institutions and other EU fora, and forwarding any necessary documentation, information and advice to the Permanent Representative and other officers (Brussels or Malta-based) as appropriate;
- viii. Providing input, on a weekly basis, to Antici/Mertens/Nicolaidis for the compilation of the Tables entitled "The Week Ahead" and "Highlights of the Week" which provide information and input to the Permanent Representative for the EU-related meetings as well as the meetings of the Cabinet of Ministers;
- ix. Providing input to Antici/Mertens/Nicolaidis for the compilation of the necessary dossiers and briefs for COREPER II, COREPER I and PSC meetings;
- x. Providing input to the Ministry concerned for the compilation of the necessary dossiers and briefs for Council and other EU-related Ministerial meetings;
- xi. Drawing up Briefing and Background Notes as well as Instruction Notes and Speaking Notes related to this position's area of responsibility as and when required;
- xii. Any other task assigned by the Permanent Representative.