



Council of the European Union
General Secretariat

TREE

Directorate-General for Transport, Energy, Environment and Education



*“ For a connected Europe that moves,
learns and lives... sustainably!*

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OUR MISSION

TREE is responsible for three Council formations:

- **ENVI** (Environment and Climate)
- **TTE** (Transport, Telecom and Energy)
- **EYCS** (Education, Youth, Culture and Sport)

Our name TREE symbolises: **deep-rooted values** (the essence and foundation of our work); **strength and endurance** (our staff); **aspiration to higher spheres** (education, youth, culture and sport); **connectivity** (transport, telecom and energy); **green transition and ecological balance**; including, of course, **carbon absorption** (environment and climate).



HOW WE ARE ORGANISED

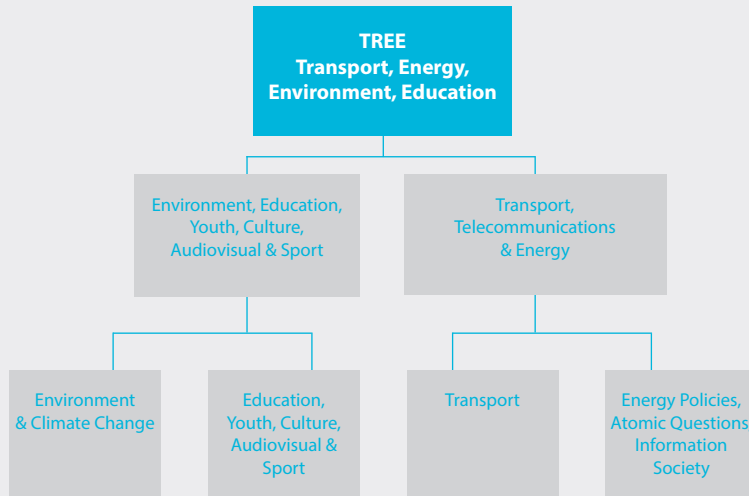
The structure of the DG is simple, despite the diversity of issues covered. It consists of two directorates: one covering the ENVI and EYCS Councils and the other covering the TTE Council plus atomic questions.

Both directorates are divided into two units responsible for thematically linked issues. Altogether there are 37 administrators and 22 clerical staff.

The DG is managed by Peter Javorcik. The DG is supported by a political advisor (AD), a personal assistant and an administrative assistant (both ASTs).

Directorate TREE1 is managed by Berthold Berger, with two heads of unit (Jacob Vries for environment and climate files and Nicholas Platten for education, youth, culture, audiovisual and sport issues).

TREE2 is managed by Piotr Serafin and also has two heads of unit (Ana Ramirez is responsible for transport and Janusz Bielecki for energy, atomic questions, telecom and postal issues).



WHAT WE DO

In keeping with the GSC's mission statement, we provide support to the presidency and delegations and contribute to the smooth functioning of the Council, specifically by:

- supporting the EU's decision-making and legislative process
- preparing and providing support for international negotiations and coordination meetings
- advising presidencies on conducting negotiations and organising work at all levels
- ensuring the timely preparation of high-quality documents
- facilitating a smooth transition between presidencies
- following the main institutional and policy developments in our areas of competence in other institutions and relevant fora
- regularly providing advice and briefs to the President of the European Council on matters within DG TREE's competence
- ensuring close cooperation with colleagues from other EU institutions
- establishing and maintaining relevant contacts with other directorates-general

PROFILES AND SKILLS WE ARE LOOKING FOR

All staff provide services to the presidencies at all levels (working party, Coreper, Council) and play an advisory and coordinating role to ensure coherence.

ADs

- Contribute to the preparation, coordination and follow-up work of the Council and its preparatory bodies (Committee of Permanent Representatives - COREPER, working parties).
- Take part in the preparation of and follow-up to European Council meetings.
- Draft documents relating to the activities of the European Council and/or the Council and their preparatory bodies.
- Analyse political dossiers with a view to facilitating decision-making.
- Provide advice, where appropriate, to the President of the European Council and/or members of the Council, the presidencies and the Secretary-General.
- Communicate and cooperate with internal and external interlocutors.

ASTs & SCs

- Generally provide administrative assistance and organisational support for the service.
- Provide assistance and support to administrators and management for the preparation and follow-up activities of working parties, Coreper, Council and trilogue meetings, including by issuing working documents and ST documents, editing briefs for the Presidency and generally taking care of administrative and logistical issues.
- Ensure the smooth running, technically and logistically, of the Council, including through action taken at the post-holder's own initiative and through appropriate contacts with, and coordination of, all relevant GSC services and the Commission.
- Compile and follow-up on deadlines for briefs/notes for the PEC.
- Assist management in carrying out horizontal tasks including the coordination of, for example, activity reports, work programmes, the updating of lists, HR-related activities and risk management activities.
- Ensure or contribute to the overall coordination of internal work processes, including the monitoring of deadlines and procedural steps.
- Draft minutes of meetings with internal, interinstitutional and outside parties.
- Take care of the administrative and logistical preparation of missions.
- Carry out documentary research and perform paper and electronic filing and archiving.

- Maintain contacts with external and internal parties on administrative or logistical matters related to the coordination and running of legislative and other procedures.
- Help train new secretaries.
- Contribute actively to finding solutions to administrative issues.

The work of the political assistants work is more oriented to supporting policy work, while horizontal coordination assistants perform horizontal and logistical tasks.

WHAT WE OFFER

As a policy DG, **our work is variable and dynamic**. We are in contact with several actors involved in the EU's legislative procedure, not just the presidency. **Our areas of activity** are interesting and in a constant state of development, and, because they **affect everyday life**, we have a strong sense of serving the citizen.

This is a fast-moving and dynamic working environment, where everyone pulls together to provide the very best service to the presidency, delegations and, more broadly, the Council.

We all come from different backgrounds, but share **the common goal of contributing to the EU's response to today's major global challenges** in the areas of the environment, transport, energy, telecommunications, education, culture and sport.



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