

EASPD Secretariat – Portfolios – Key areas of work

Luk Zelderloo (Secretary General)

Policy Team

Sabrina Ferraina (Policy Manager)

1. Policy team management.
2. Coordination of the Standing Committee on Inclusive Living.
3. Working on the implementation of the UNCRPD (Art. 9, 12, 19, 26), Self-directed support programmes Community-based services and deinstitutionalisation, legal capacity, European Disability Strategy and the Council of Europe Disability Action Plan.

Thomas Signal (Policy Officer)

1. Coordination of the Policy Impact Group and following general policies.
2. Working on Social Policies, the European Semester, Job Creation and workforce development.
3. Contact person for Projects: PESSIS III.

Timothy Ghilain (Policy Officer)

1. Coordination of the Standing Committee on Education and the Interest Group on Early Intervention.
2. Working on education policies (article 24 CRPD), early intervention, employment (article 27 CRPD) for persons with disabilities.
3. Contact person for the projects: Alliance for Investing in Children, iVET4D, DESC and IIIS.

Development, Research and Innovation Team

Sonia (Project & Finance Officer)

1. Ad hoc advice to members on EU project management
2. Responsible for project management standardization
3. EU funding programmes: support on Erasmus+
4. EC Progress operating grant:
 - a. Monitoring implementation (expenses)
 - b. Financial Report
5. Coordination of the Standing Committee on Employment
6. Coordination of the project European Mentoring in Social Care (EMISC)
7. Contact person for ENTELIS project
8. Contact person for and past projects EQF, ERGO WORK, MR-MV, TEST, BITSE, NQF Inclusive, QofL, EQMPD
9. Management of the receivable accounts and the payments



10. Contact person Flemish administration such as VIA, Social Maribel, insurances, bank, ..

Asel (Research & Development Officer)

1. Ad hoc advice to members on EU Policy Framework and Data/statistics
2. Officer for EU Research & Innovation Policy
 - a. Coordinator of project and ad hoc research activities
 - b. Responsible for EASPD knowledge management
 - c. Coordinator of European Research Network on Inclusive Community Planning & Service Development
3. EU funding programmes: H2020, AAL, Health Programme
4. Coordination of the Interest Group Human Resources & Workforce Development and the European Observatory on Human Resources
5. Contact person for PATHWAYS and ProAct projects

Domenico (Project & Liaison Officer)

1. Ad hoc advice to members and to staff on EU funding streams.
2. Coordinator of EU Funding Information System
3. Responsible for EASPD Internal "One stop shop" for projects
 - a. Proposals development templates
 - b. Project related database
 - i. Members (partner search and consortia building)
 1. Members profile – in coordination with Adriana
 2. Research priorities members consultation – in coordination with Asel
 - ii. External
4. EU funding programmes: Erasmus+, REC & Justice, EuropeAid, EaSI, Interreg, COSME (and other non-assigned)
5. Project Development Workshop
6. Coordination of the Interest Group on Person Centred Technology (PCT)
7. Project assistant for D-LoT project (D-LoT platform)

Carmen (Development Manager) (on maternity leave)

1. DRI Team management
2. Research & Innovation operational strategizing (priorities, activities and policy translation)
3. Coordination of EASPD EU Funding Information system
4. Coordination of project applications
5. Project scoping and overview
6. Philanthropic funds & private funding opportunities
7. Training on EU funding and Project Cycle Management
8. Project implementation:
 - a. Progress measurement & quality assurance
 - b. Coordination project related events & dissemination activities



9. Legal officer (grant & partnership agreements)
10. Coordination and management of EC Progress operating grant
11. Coordination of the D-LoT project

Finance, Communications, Membership & Events

Adriana Elena Popa (Membership Officer)

1. Responsible for relations and communication with member organisations and membership recruitment
2. Responsible of the Executive Committee, Board of Directors and General Assembly of the organisation
3. Contact for the European Care Certificate
4. Personal assistant to the Secretary General
2. Responsible for the receivable accounts of the organisation

Charlotte Portier (Communications Officer)

1. Communications coordination, management and supervision.
2. Website content management and development.
3. Press releases, news, and publications.

Andre Felix (Events Officer)

1. Responsible for events logistics.
2. Responsible for event management standardization.
3. Responsible for EASPD social media management
4. Coordination of the Interest Group on Arts and contact persons for projects related to it.

