

Administrative tasks at IRES (September 2009)

1. Communication

- * Website management of the: Updates
News: SAE, Regards, DP
News: Visitors, AR, new seminars
Sébastien Schillings
Anne Davister
Claudine Stage
- * Mail management and DHL
Anne Davister
- * Advertisement of seminars, colloquia and others internal or external scientific activities
Anne Davister and
Claudine Stage
- * Management of the postal and e-mail addresses data-base
Anne Davister and
Claudine Stage

2. Publications and research promotion

- * DP
Anne Davister
- * REL (Louvain Economic Review)
Sébastien Schillings
- * SAE
Anne Davister
- * Regards Economiques
Anne Davister
- * Annual Report
Claudine Stage
- * Jacquemin Chair
Claudine Stage with the help of Anne Davister
- * Management of the seminars (IRS, PE) and colloquia ...
Claudine Stage with the help of Anne Davister

3. Financial management

- * Daily management: payments, SAP recording, creation of order forms
- * Accounting management of the external research contracts
- * Preparation of the general accountancy of IRES: accounts and budgets

Claudine Stage

4. Logistics

* Offices Management

Ground floor and Floor B+1
Floor B+2
Floor A+2 and A+3

Paul Olbrechts
Claudine Stage
Anne Davister

* Office supplies and furniture

Anne Davister

* Distribution of the cards for the copy machine

Anne Davister

* Contact with the maintenance service

Anne Davister and
Claudine Stage

5. Mobility

Claudine Stage

* Welcome and follow up of the staff

* Organization of the “short visits”: booking into a hotel,
organisation of the trip and reimbursement

6. Library

Sébastien Schillings

Directory of administrative staff:

Anne Davister (100%): Office d.345 – Tel 3426

Claudine Stage (80% doesn't work on Wednesdays
afternoon): Office d.218 – Tel 3676

Sébastien Schillings (100%): Office d.-103 - Tel 4165 and
d.245 - Tel 3970

Paul Olbrechts (100%): Office d.112 – Tel 4143