

Full-services Solutions

Representation Office in Brussels

EUROFUTURE has gathered considerable experience in serving associations with tailored organisational solutions. For emerging or developing associations, our solutions are designed to fit small budgets, with the objective of ensuring that our clients hold optimal positions within the European environment.

- Corporate Representations
- Industries Associations
- Business Federations
- Professional Associations
- Regional Organizations
- Non-profit Organizations

EUROFUTURE helps clients raise profile and develop influence without the burdens of staffing, management, legal and tax issues. From our experience in setting-up European offices, we also advise on the best strategy to prepare the future.

EUROFUTURE proposes a **full-services package** for clients who consider opening a representation office in Brussels. Our efficient and cost-effective package offers a scope of services for a monthly flat price of **€5000**, all taxes and office costs included.

Our full-services package is detailed in the following pages.

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1 Office Management

Ref.	Solutions	Description	Includes	Prices
1.1	Representation Office	Develop an effective and permanent business presence in Brussels.	<ul style="list-style-type: none"> Commercial Address Phone/Fax services Secretariat services Meeting facilities 	<i>Package Included</i>
1.2	Dedicated Team	Initial Team building to prepare further staffing.	<ul style="list-style-type: none"> Office Director (Acting) Business Expert Public Affairs Expert 	<i>Package Included</i>

2 Information Management

Ref.	Solutions	Description	Includes	Prices
2.1	Website Management	Dedicated pages in the existing website.	<ul style="list-style-type: none"> Optimization Contents management 	<i>Package Included</i>
2.2	Mission Statement	Informative leaflet presenting the purpose and the mission of the Brussels office*.	<ul style="list-style-type: none"> Production (EN/FR) Packaging Dissemination 	<i>Package Included</i>
2.3	Position Papers	Informative documents for advocacy or discussion activities.		<i>Package Included</i>
2.4	Press Releases	Regular informative pieces for general dissemination.		<i>Package Included</i>

* Printing costs non included.

3 Stakeholders Management

Ref.	Solutions	Description	Includes	Prices
3.1	Data base Management	Segmentation and mapping of stakeholders.	<ul style="list-style-type: none"> Development Updating 	<i>Package Included</i>
3.2	Media Relations	Networking with the Brussels press corps.	<ul style="list-style-type: none"> Contacts development PA agenda PA activities Feedback reporting 	<i>Package Included</i>
3.3	Institutional Relations	Networking with EU institutions and related agencies.		<i>Package Included</i>
3.4	Business Community	Networking and platform building.		<i>Package Included</i>

4 Agenda Management

Ref.	Solutions	Description	Includes	Prices
4.1	Issue Tracking	Public Affairs programmes and activities.	<ul style="list-style-type: none"> Weekly report 	<i>Package Included</i>
4.2	Information Management		<ul style="list-style-type: none"> Weekly report 	<i>Package Included</i>
4.3	Regulatory Watch		<ul style="list-style-type: none"> Weekly report 	<i>Package Included</i>

5 Events Management

Ref.	Solutions	Description	Includes	Prices
5.1	Informative Breakfasts	Dedicated informative events to engage with stakeholders.	<ul style="list-style-type: none"> Agenda Planning Panel Organization Analyses Reporting 	<i>Package Included*</i>
5.2	Focus Groups			<i>Package Included</i>
5.3	Workshops			<i>Package Included</i>
5.4	Speaking Opportunities	Organization, preparation and placement of keynotes speeches.	<ul style="list-style-type: none"> Agenda Planning Contacts Organization Evaluation 	<i>Package Included</i>

* Catering costs non included

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