

CURRICULUM VITAE

Proposed role in the project:

Staff of WOTRA, d.o.o.

Borstnikov trg 1, SI-1000 Ljubljana, SLOVENIA

T: +386 1 241 03 24, M: +386 40 790 000, F: +386 1 241 03 27

e-mail: irena.rezec@wotra.eu, Internet: www.wotra.eu

1. Family name: REZEC
2. First names: IRENA
3. Date of birth: 04.04.1963
4. Education & Training:

| Formal education: Institution (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
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| Maribor University – Faculty of Business Economics (in the initial stage) | Doctor level – application under preparation Topic: Networking/Partnering/Clustering as one of the strategic management instruments for the competitiveness improvement |
| Maribor University – Faculty of Business Economics (Oct 1996 – Jul 2002) | MBA Master Degree – Master of Science in the field of MBA majoring in international management/marketing Title of the thesis: “ Business environment kind to the companies in the process of internationalisation of business operation ” <u>where the model of needed information for the needs of different internationalisation strategies has been developed</u> , among others Main research features: It was a survey, by which I wanted to establish to what extent SMEs in Slovenia are prepared for the internationalisation of their business, the phase of the internationalisation they are in and where they encounter problems. By the questionnaire I wanted to determine the type of governmental aids expecting by SMEs from different levels (from government, regional and local) and support instruments, which have already been introduced, or which services should, in SMEs’ opinion, be developed and made easily and efficiently available to them |
| Maribor University – Faculty of Organisational Sciences (part-time study: Oct 1988 - Oct 1993) | University degree – Bachelor of Organisational sciences majoring in information systems |
| Maribor University – Faculty of Organisational Sciences (part-time study: Oct 1985 – Jun 1989) | College diploma of organisational sciences majoring in information systems |

- Seminars attended:

| Training: Institution (Date from - Date to) | Topics |
|--|--|
| OECD – LEED programme – Study Visit – oct 2010 | Study Visit in Austria, organized by the OECD on the topic “Partnerships & Green Economy” |
| InWEnt, Germany – Nov 2007 | Strengthening Regional Cooperation - Exposure Programme to Germany for Consultants and Managers of Business Development Agencies |
| Sola retorike / School of Rhetoric, Ljubljana – Mar-May 2005 | Rhetoric I |
| RR & CO. d.o.o., Ljubljana, Slovenia – Feb 2002 | Easy Financial Accounting and Management Tool for EU Projects |
| Assembly of European regions – East West Summer School 1999 in Porec, Croatia – Aug 1999 | <ul style="list-style-type: none"> - Interregional Co-operation - EU Accession: the role of regions - European Regional Policies - Culture, Tourism and Economic Development - Social Inclusion |
| Assembly of European regions – East West Summer School 1999 in Porec, Croatia – Aug 1999 | <ul style="list-style-type: none"> - Interregional Co-operation - EU Accession: the role of regions - European Regional Policies - Culture, Tourism and Economic Development - Social Inclusion |
| Ministry of the Flemish Community in the co-operation with the Flemish experts; Location: EIC Ljubljana – May 1999 | <ul style="list-style-type: none"> - International management (within this subject also networking in clustering) - Regional Development and Structural Funds - EU Public Procurement - Information Society - European Commission and other European institutions |
| International Centre for Promotion of Enterprises – May 1999 | Business Information Sources and their uses |
| EIC Gent with the EIC Network specialized group “Standardization” – Feb 1999 | CE Marking and Standardization |
| Ministry of the Flemish Community – Economics Administration, Brussels – Dec 1998 | 1-week Field Trip to Flanders: Regional development and structural funds |
| ODIN, Ljubljana – Dec 1998 | Programmes and structural funds in EU; PHARE programmes; |
| UNIDO + Small Business Development Centre + University of Maribor - Institute for Project Management – Apr 1998 | Project Management |
| European Commission, DGXXIII - EIC Network in co-operation with EICC Warsaw – May 1996 | Information programmes/tools and databases |
| European Commission, DG XXIII - EIC Network – Dec 1995 | Workshops for generalist staff members of EIC Network (different themes and workshops: Consumer protection, Standardisation, Dissemination of information, Types of information, Financing of SMEs) |
| European Commission, DG XXIII - EIC Network – Mar 1994 | Workshops for generalist staff members of EIC Network (different themes and workshops: European integration, EU programmes for SMEs, Client Relations - interview methods, quality of services, negotiation techniques, price policy; Marketing / Media,...) |

5. Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

| Language | Reading | Speaking | Writing |
|-------------------------|-------------------------------------|----------|-------------------------------------|
| Slovene (mother tongue) | 1 | 1 | 1 |
| English | 1 | 2 | 2 |
| Croatian/Bosnian | 1 | 2 | 2 |
| Serbian | 1 – latin char 4 – cyrillic char | 2 | 2 – latin char 4 – cyrillic char |

6. Membership of professional bodies:

- Sep 2010 – ongoing: **The Competitiveness Institute**
- Jul 2007 – ongoing: **Enterprise Policy Group - Business Chamber** at the European Commission – DG Enterprise and Industry
- Jan 2007 – ongoing: **World Future Society**
- from 1996 - ongoing: **MBA Club at the Faculty of Business Economics**
- from 2000 – Mar 2002: **professional board of the magazine** “Profesionalna prodaja – PROPRO / Professional selling”
- from 2000 – Oct 2001: **IT Tool Working group of the Euro Info Centre Network** at the European Commission – DG Enterprise (EC – DG Enterprise)
- from 1998 – Jun 2001: **Steering Committee of the Euro Info Centre Network** at the European Commission – DG Enterprise
- in the year 1997 and 1998: **working group “External Relations” of the Euro Info Centre Network** at the European Commission – DG Enterprise (previously DG XXIII)

7. Other skills: (e.g. Computer literacy, etc.)

- Computer literacy (PC Microsoft Office Professional, Internet, EU database searching and good knowledge in business information sources and their usage, information systems’ development, information dissemination, etc.)
- Networking / Clustering / Partnering management (management of business networks or any other types of networks and partnerships, management of public, non-governmental and any other interests networks) – wishing to complete a doctoral level study in this field of specialisation
- Management of business (information) centres
- Publishing management, Project management, Training management, Event management

8. Present position: Managing Director

9. Years within the firm: 8.5 years

Years of professional experience: 27 years

10. Key qualifications: (Relevant to the project)

Vast experience in delivering expertise and implementing complex technical assistance assignments with the focus on

- SME development and related business support services
- SME competitiveness through internationalisation and networking/partnering/clustering
- Local and Regional Economic Development
- EU financial assistance through EU programmes and initiatives
- ICT, information, knowledge and intelligence based services and tools for all above mentioned specialisation
- Monitoring of future trends for all above mentioned specialisation

11. Specific experience in the regions:

| Country | Date from - Date to |
|------------------------|----------------------------|
| Bosnia and Herzegovina | 1997; 2005-2006; 2007-2008 |
| Ecuador | 2007 |
| Georgia | 2008 |
| Montenegro | 2004; 2009 |
| Kosovo | 2002-2003 |
| Philippines | 2005 |
| Slovenia | 1983 – ongoing |
| Ukraine | 2007 |
| Vietnam | 2005 |

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12. Professional experience

| Date from - Date to | Location | Reference | Position | Description |
|---|--|-------------------------------|---|--|
| 03/2002 – ongoing | various <i>(see the listed projects and services below)</i> | WOTRA, d.o.o. / WOTRA Ltd. | Managing Director and the owner of the company <i>(regularly employed)</i> | International management/marketing and strategic management, networking, clustering and partnering management, event and training management, co-operation in different EU and other international projects, development of information dissemination packages and tools, consultancy packages, etc. <u>target groups</u> : public (business support infrastructure, municipalities, ministries, etc.) and private sector (incl. business networks, associations, chambers of commerce, economic interests groups) See more important projects and services provided with the related references below! |
| Projects and/or Services provided (03/2002 – ongoing): | | | | |
| dec 2009 – oct 2010 | Slovenia | Slovenian Tourist Board (STO) | Consultant and Mentor | The professional consultancy in the framework of the STO project's proposal and management of existent project: - preparation for the specific call for proposals of EC DG Enterprise and Industry related to the "EDEN 2010/11 – European Destination of Excellence; - consultancy in the EDEN communication strategy preparation - consultancy in the management and reporting procedures of existent EDEN project from the previous call Type : consultancy, project's proposal writing, tourism destination management and marketing, project management and reporting Thematic fields : tourism, EU programmes, European Destination of Excellence |

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| nov 2009 – dec 2009 | Montenegro | EPRD | Key (evaluation) expert / Team Leader | <p>The project “<i>Technical Assistance to EC Delegation to Montenegro for the evaluation of offers for two IPA Contracts in 2009</i>” funded by the IPA; Type: EU IPA funded project, short-term assignment Thematic fields: SME development Activities performed: Participation as voting member in the tenders' evaluation committee for two contracts planned to be implemented by EC Delegation to Montenegro: - Technical Assistance to Improve the Business Environment for Small and Rural Enterprises - Technical Assistance to local self government reform Evaluating the offers in a fair and impartial manner, maintaining strict adherence to the PRAG (Practical Guide to contract procedures for EC external actions) rules and contribution to the administrative, technical and financial evaluations of the offers received. Filling in and signing detailed evaluation grids, which pose an integral part of the Tender Evaluation Report.</p> |
| May 2009 | Belgium | European Commission – DG Info Society | Evaluation Expert | <p>Expert evaluator of the projects proposals coming to the call within the 7th Framework programme – ICT – eGovernment and Policy Models at the European Commission – DG Information Society and Media Activities performed: Evaluation of projects related to the possible use of opinions, comments, feedback of on-line communities and crowds for decision makers (politicians, SMEs and their directors, associations, etc.) on a national, regional or local levels</p> |
| dec 2008 – sep 2009 | Slovenia | Slovenian Tourist Board (STO) | Consultant and Mentor | <p>The professional consultancy in the framework of the STO's project's proposal and management of existent project: - preparation for the specific call for proposals of EC DG Enterprise and Industry related to the “EDEN – European Destination of Excellence (ENT/TOU/09/5.1.1.); - consultancy in the management and reporting procedures of existent EDEN project from the previous call Type: consultancy, project's proposal writing, project management and reporting Thematic fields: tourism, EU programmes, European Destination of Excellence</p> |

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| sep 2008 | Belgium | European Commission – DG Info Society | Evaluation Expert | <p>Expert evaluator of the projects proposals coming to the calls within the CIP – ICT PSP programme (Competitiveness and Innovation Programme – ICT Policy Support Programme) – DG Information Society and Media</p> <p>The ICT Policy Support Programme (ICT PSP) under the Competitiveness and Innovation Programme (CIP) aims at stimulating innovation and competitiveness through the wider uptake and best use of ICT by citizens, governments and businesses, particularly Small and Medium-sized Enterprises.</p> |
| aug 2008 – nov 2008 | Georgia | WorldLearning | Short-term key expert | <p>The project “<i>Technical Assistance to the Georgian Chamber of Commerce and Industry (GCCCI)</i>” funded by the USAID;</p> <p>Type: USAID funded project, short-term assignment</p> <p>Thematic fields: SME development, business support development, improvement of business support environment/organisations</p> <p>Activities performed:</p> <ol style="list-style-type: none"> 1. Analysis of the current status and activities of the GCCCI in regards to the services and assistance offered to SMEs; 2. Identification of the strong points and gaps in the current GCCCI strategy, and advise about short-term solutions/recommendations (that can bring immediate improvement) as well as medium-term solutions/recommendations (that may require up to three years to be realized); 3. Assistance offered the GCCCI in developing/revising the chamber’s SME development strategy 4. A comprehensive capacity building – in-house seminars provided: <ul style="list-style-type: none"> - Dealing with Clients; - Information vs. Consultancy – a practical case; - ICT Tools for the needs of GCCCI operation; - Business Information Sources; - Funding Opportunities in Georgia; 5. Assistance in drafting a workplan for an Export Promotion and Investment unit of the GCCCI; 6. Writing a Business and Action Plan, as well as recommendations on an effective communications strategy in accordance with the anticipated demands of the Georgian business community and export markets. |

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| jul 2008 – jul 2010 | Slovenia | Municipality of Dol pri Ljubljani | Information provider and Consultant | <p>1) Information package preparation and dissemination (on a weekly basis) on regular Slovenian and European tenders and calls for the following target groups:</p> <ul style="list-style-type: none"> - <u>municipality</u> Dol pri Ljubljani - <u>private sector</u> in Dol pri Ljubljani - <u>non-profit and non-governmental organisation</u> in Dol pri Ljubljani - <u>farmers / agribusiness sector</u> in Dol pri Ljubljani <p>2) EU consortiums partner search</p> <p>3) Update of municipal data in various EU programmes' partner search databases</p> <p>Type: consultancy, EU programmes, preparation of information package</p> <p>Thematic fields: EU programmes, tenders and calls</p> |
| jun 2008 – dec 2010 | Slovenia | Slovenian Tourist Board (STO) | Information provider and Consultant | <p>1) Information package preparation and dissemination (on a weekly basis) on regular Slovenian and European tenders and calls relevant to the tourism sector</p> <p>2) EU consortiums partner search</p> <p>3) Update STO's data in various EU programmes' partner search databases</p> <p>Type: information dissemination, information alerts, information packages, consultancy, EU programmes</p> <p>Thematic fields: EU programmes, tenders and calls</p> |
| may – sep 2008 | Slovenia | Slovenian Tourist Board (STO) | Consultant and Mentor | <p>The professional consultancy in the framework of the STO's project's proposal and management of existent project:</p> <ul style="list-style-type: none"> - preparation for the specific call for proposals of EC DG Enterprise and Industry related to the "EDEN – European Destination of Excellence (ENT/08/IMA 4.1.1.); - consultancy in the management and reporting procedures of existent EDEN project from the previous call <p>Type: consultancy, project's proposal writing, project management and reporting</p> <p>Thematic fields: tourism, EU programmes, European Destination of Excellence</p> |

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| feb 2008 sep 2009 | France, Belgium, Slovenia | European Commission – DG Regional Development – URBACT programme (EBRD funds) – Implementation Agency: Institut des Villes – URBACT Secretariat | Evaluation Expert in the External Assessment Panel | <p>Expert evaluator (member of the External Assessment Panel) of the projects proposals coming to the calls within the EU URBACT programme at the EC – DG Regional Development – its URBACT Implementation Agency:</p> <ul style="list-style-type: none"> - Mar 2008, an evaluation of projects’ proposals in Ljubljana – Slovenia and in Paris – France - Aug 2008, an evaluation of projects’ proposals in Ljubljana – Slovenia and in Paris – France - Oct 2008, an evaluation of projects’ proposals in Ljubljana – Slovenia and in Paris – France - Apr 2009, an evaluation of projects’ proposals in Ljubljana – Slovenia and in Paris – France - Sep 2009, an evaluation of projects’ proposals in Ljubljana – Slovenia and in Paris – France <p>Projects were related to the urban development in various areas important for the urban development, relationship urban:rural, etc., among other fields, there were projects related to the competitiveness of regions and SMEs/private companies in regions or cities, creative industry, brown fields, development of business and technology parks, knowledge/intelligent city or region, SME support offered by the local and regional authorities, green procurement, etc.</p> |
| dec 2007 | Slovenia | Slovenian Tourist Board (STO) | Consultant | <p>The professional consultancy in the framework of the STO’s project’s proposal preparation for the specific call for proposals of EC DG Enterprise and Industry related to the “EDEN – European Destination of Excellence (ENT2/07/COM N.R./5.1.1.);</p> <p>Type: consultancy, project’s proposal writing</p> <p>Thematic fields: tourism, EU programmes, European Destination of Excellence</p> |
| nov 2007 | Slovenia | Slovenian Tourist Board | Consultant and Trainer | <p>The professional consultancy – research type of project: analysis, report writing and presentation/seminar’s preparation on the <i>European tourism sector involvement in EU programmes;</i></p> <p>Type: research, consultancy, training financed by the Slovenian Tourist Board</p> <p>Thematic fields: tourism, EU programmes, role of governmental, regional and local development agencies in helping companies in tourism sector to be more successful and get more funds from EU programmes of various type (e.g. Interreg/Territorial Cooperation, Leonardo da Vinci/Life Long Learning Programme, RTD Framework Programme, Culture, etc.)</p> |

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| nov 2007 | Slovenia (for Croatian CCI) | Croatian Chamber of Economy Croatia | Consultant | The professional consultancy in the framework of the CCE's project's proposal preparation for the specific call for proposals within the CIP programme related to the "services in support for business and innovation (ENT/CIP/07/0001A); Type: consultancy, financed by the CCE Thematic fields: business support infrastructure, project proposals writing for the CIP – Competitiveness and Innovation Programme Call for Proposals |
| sep 2007 – jan 2008 | Bosnia and Herzegovina | EPRD | Key expert | The project "Assistance to the EC Delegation to BiH in drawing up TORs under IPA 2007 in the area of SME and RED – Regional Economic Development" funded by the IPA programme; Type: EU IPA funded project, short-term assignment Thematic fields: SME development, business support development, improvement of business support environment/organisations, Regional economic development |
| oct 2007 | Ecuador | COPCA | Key expert | The project "Prestación de servicios de Formación y Capacitación dentro del marco del Proyecto ExpoEcuador – Lote 1 – capacitación y Formación en Mercados Exteriores" funded by the ALA programme; Type: EU ALA funded project, short-term assignment Thematic fields: internationalisation / international trade Activities performed: The project activities were related to the preparation and implementation of seminars on EU internal market rules for goods delivery from third countries for the sectors/groups of products with the highest import/export potential; the seminars were organised in four different cities in Ecuador for participants from various organisations and companies (Chambers of Commerce, export agencies, associations, companies). Individual business/consulting meetings followed to the seminars, where an individual support was offered to the importers/exporters. |

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| may-jun 2007 | Ukraine | GFA | Key expert | <p>The project “<i>Ukraine SME support in priority regions</i>” funded by the TACIS programme; Type: EU TACIS funded project, short-term assignment Thematic fields: SME development, improvement of business support organisations Activities performed: capacity building of EICC’s Ukraine staff in the field of information system development, web site development, participation in EU funding programmes and project’s proposal writing, documentation centre’s management, establishing of own network of relay centres on the regional level, writing of Strategic Development Plan and Communication Strategy</p> <p>Final deliverables made by Irena Rezec:</p> <ul style="list-style-type: none"> - Recommendations for the development and/or improvement of EICC’s Informations System, Information Tools and Portal - EU and other donors' programmes in Ukraine - Three-years EICC's Strategic Development Plan (incl with the Communication Strategy), Action and Financial Plan - Co-author of the EICC's Manual of Operation - Various seminars & workshops implemented in the fields of: <ul style="list-style-type: none"> o Documentation Centre's Management o Project's proposal writing (4-days long workshop) o Information system development for the needs of business support organisations and networks with the best practices (internal for the EICC's staff) o Recommendations for development of complex Information Systems in Business Support Organizations" (for the regional CCIs) o Strategic Workshop on establishment and management of EICC’s Relay Centres in the Ukrainian regions (for the regional CCIs) |
| feb 2007 | | PEM | | |

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| jul 2005 – jul 2006 | Bosnia and Herzegovina | Hypodomi | Team Leader | <p>The project “<i>Technical Assistance for the establishment of EICC in Sarajevo</i>” funded by the CARDS programme; Type: EU CARDS funded project, short-term assignment Thematic fields: SME development, improvement of the business support organisations Activities performed: capacity building of EICC’s Sarajevo staff in the field of information system development, information dissemination, Client Relationship Management, web site development, documentation centre’s management, participation in EU funding programmes, publishing management, event management, training management, project management, writing of Handbook of Operation, 3-years Strategic Development Plan and Communication Strategy</p> |
| Apr 2005 – until the end of the programme – 2007 | Slovenia, Belgium, Greece, Italy | European Commission – DG Info Society | Evaluation Expert | <p>A reviewer of the EU eTEN running projects awarded within the eTEN calls for proposals at the EC – DG Information Society: - Apr 2005, a review of project in Brussels, Belgium - Jan 2006, a review of project in Athens, Greece - Jan 2006, a review of project in Brussels, Belgium - Feb 2006, a review of project in Brussels, Belgium - Apr 2006, a review of project in Frascati – Rome, Italy - Sep 2006, a review of project in Heraklion - Crete, Greece - Feb 2007, a review of project in Brussels, Belgium - Apr 2007, a review of project in Palermo-Sicilia, Italy Projects reviewed were mainly related to eBusiness and eLearning</p> |
| dec 2005 – jan 2006 | Slovenia | TINE, d.o.o. | Consultant | <p>The consulting project “<i>Preparation of information/consulting package for potential distributors and consulting at the improvement of relationships between manufacturers, distributors and agents</i>”; Type: privately financed Thematic fields: internationalisation of SMEs, networking/partnering/clustering of SMEs Activities performed: consulting and info/consulting package development</p> |
| jul 2005 | Vietnam, Philippines | SEQUA | Trainer | <p>The project “<i>Strengthening the capacities of Philippine and Vietnamese business organisations in preparing enterprises for doing business with the EU</i>” funded by the Asia Invest programme; Type: EU Asia Invest funded project, short-term assignment Thematic fields: SMEs competitiveness improvement, internationalisation/international trade, strategic management, networking, partnering and clustering of SMEs Activities performed: capacity building – seminar titled: Networking, partnering and clustering of SMEs as a key strategic instrument”</p> |

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| dec 2004 – jan 2007 | Slovenia | Lead Partner of the Project – Interesource Group (Ireland) | Project Manager for Slovenia | <p>The project “<i>COMPETE – Competitiveness through exporting – eTraining for Trade Experts</i>” co-funded by the EU Leonardo da Vinci programme;</p> <p>WOTRA’s role: consortium’s partner</p> <p>Type: EU – Leonardo da Vinci co-funded project, long-term assignment;</p> <p>Thematic fields: competitiveness of SMEs, internationalisation, international trade</p> <p>Main project features: COMPETE was a transnational education and training project which dealt with international trade. Tools (case studies, video interviews with successful exporters, country profiles, etc.) and a pilot training programme for exporters and trainers with the web based platform have been developed</p> <p>Activities performed: undertake background research and needs analysis, identify and undertake case studies as a case of successful Slovenian export/trade managers’ practice, contribute to the development of the website, etc.</p> |
| oct 2004 – jun 2005 | Bosnia and Herzegovina | IFC-SEED | Project manager and a key expert | <p>The project “<i>BiH SME Development Strategy Preparation</i>” funded by the IFC/SEED; contractor: WOTRA</p> <p>Type: World Bank – IFC - SEED funded project, short-term assignment</p> <p>Thematic fields: SME development</p> <p>Activities performed: definition of the overall strategy framework and content, coordination of sub-consultants, writing of SME Development Strategy covering chapters (e.g. SME institutional framework and support, Internationalisation of SMEs, Partnering and networking of SMEs, Monitoring and Quality of SME Strategy Implementation), editor of the final version of the SME Development Strategy</p> |
| Jun 2004 | Slovenia, Belgium | European Commission – DG Info Society | Evaluation Expert | <p>Expert evaluator of the projects proposals coming to the calls within the EU eTEN programme at the EC – DG Information Society.</p> <p>Projects evaluated were mainly related to eBusiness and eLearning.</p> |
| feb 2004 | Belgium | European Commission – DG Research | Evaluation Expert | <p>Expert evaluator of the projects proposals coming to the calls within the EU 6th Framework Programme - Co-operative Research for SMEs.</p> <p>Projects evaluated were mainly related to the co-operation between research organisations, business, and business support organisation at all levels as well as in various sectors.</p> |

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| feb 2004 – mar 2004 | Montenegro | WME – West Midland Enterprise | Trainer | <p>The project “<i>Technical Assistance for Establishment of a Euro Info Correspondence Centre, Montenegro</i>” funded by the European Agency for Reconstruction;</p> <p>Type: EAR-European Agency for Reconstruction funded project, short-term assignment</p> <p>Thematic fields: SME development, improvement of business support organisations</p> <p>Activities performed: preparation of the Business/Strategic Plan of EICC, writing of Communication Strategy of EICC, training of EICC, SMEDA and SMEDA Network of Local Business Centres’ staff in:</p> <ul style="list-style-type: none"> - networking/partnering/clustering of SMEs - internationalisation of SMEs - development of business information system for the needs of business support organisations - institutional business support and regional development |
| nov 2003 – jun 2004 | Slovenia | EuroChambres through the Slovenian Chamber of Commerce and Industry | Auditor (for Slovenia) | <p>The project “<i>CAPE III – Chambers’ Accession Programme for Eastern Europe</i>” funded by PHARE Programme and co-ordinated by the Eurochambres;</p> <p>Type: EU PHARE funded project, short-term assignment</p> <p>Thematic fields: SME development, EU internal market</p> <p>Main project features: to check a readiness of Slovenian companies to the EU accession</p> <p>Activities performed: preparation of interviews with Slovenian companies in different sectors and of different size, companies’ visits, reporting and follow-up</p> |
| Sep 2003 | Luxembourg | European Commission – DG Info Society | Evaluation Expert | <p>Expert evaluator of the projects proposals coming to the calls coming within the EU eContent programme at the EC – DG Information Society.</p> <p>The projects evaluated were mainly related to the digital content, and business and knowledge portals</p> |

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| dec 2002 – apr 2003 | Kosovo | SEQUA | Team Leader | <p>The project “<i>Technical Assistance for the Establishment and Operation of a Euro Info Correspondence Centre</i>” within the Kosova Chamber of Commerce in Pristina, financed by the European Agency for Reconstruction;</p> <p>Type: EAR-European Agency for Reconstruction funded project, short-term assignment</p> <p>Thematic fields: SME development, improvement of business support organisations</p> <p>Activities performed:</p> <ul style="list-style-type: none"> - management of international team of experts - management of daily operations - capacity building – seminars implemented in various fields, among others: <ul style="list-style-type: none"> o How to develop Information System for the needs of Business Centres and Business Networks o Documentation Centre’s Management - co-author and final editor of the EICC’s Manual of Operation |
| dec 2002 – jan 2003 | Slovenia | Valcea Chamber of Commerce and Industry, Romania | Consultant | <p>The professional consultancy in the framework of the VCCI’s project’s proposal preparation for the establishment of the EIC Valcea in accordance with the tender guidance published in the OJL C281/19.11.2002);</p> <p>Type: consultancy, financed by the VCCI</p> <p>Thematic fields: business support infrastructure, project proposals writing</p> |
| 10/2001 – 03/2002 | Ljubljana - Slovenia | | Independent consultant | Co-operation in different international / EU projects |
| 06/2001 – 10/2001 | Ljubljana - Slovenia | JAPTI (Public Agency for Entrepreneurship and Foreign Investments - previously PCMG) – Euro Info Centre Ljubljana | Project Manager I | <p>Project management of two international projects:</p> <ul style="list-style-type: none"> - management of bilateral (Belgium/Flanders : Slovene co-operation) project titled: “Role of the EIC Ljubljana in the Small Business Development Network and Promotion of Partnership on Regional and Local Level” - management of bilateral (Belgium/Flanders : Slovene co-operation) project titled: “PLATO Slovenia” – the initiation and co-ordination of PLATO network in Slovenia which aims to strengthen the relationships, sharing of knowledge and information among managers of bigger companies and SMEs, and consequently to professionalize Slovene management in small and medium-sized companies in a very unique way |

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| <p>09/1996 – 06/2001</p> | <p>Ljubljana - Slovenia</p> | <p>JAPTI (Public Agency for Entrepreneurship and Foreign Investments - previously PCMG – SBDC – Small Business Development Centre) – Euro Info Centre Ljubljana</p> | <p>Euro Info Centre Manager</p> | <p>Cooperation in all important development SBDC projects (e.g. UNIDO-UNDP project titled “Integrated approach to entrepreneurial and local development in Slovenia); Management of EIC Ljubljana, preparation of development strategy of the EIC Ljubljana, establishment and co-ordination of Slovenian EIC Network, introduction of specialisation of EIC Ljubljana in different EU fields (internationalisation, information society, regional development/structural funds, EU public procurement), continuously improvement of the quality of EIC Ljubljana information services towards SMEs, building of institutional framework of partners of EIC Ljubljana in Slovenia and abroad, promotion of EIC Ljubljana services as well as EU policies among SMEs etc.</p> <p>Management of international projects and events:</p> <ul style="list-style-type: none"> - management of bilateral (Belgium/Flanders : Slovene co-operation) project titled: “Role of the EIC Ljubljana in the Small Business Development Network and Promotion of Partnership on Regional and Local Level”; - management of bilateral (Belgium/Flanders : Slovene co-operation) project titled: “PLATO Slovenia” – the initiation and co-ordination of PLATO network in Slovenia which aims to strengthen the relationships, sharing of knowledge and information among managers of bigger companies and SMEs, and consequently to professionalize Slovene management in small and medium-sized companies in a very unique way; - co-operation in organisation of business partners search meetings like Interprise and IBEX (Interprise Halle in 1995, Interprise ENTEC Dessau in 1996, Interprise Helsinki in 1997, IBEX Energy Magdeburg in 1998 and 2000 etc.); - management of organisation of business partners search meeting VISA97 in Ljubljana in 1997 where companies from Slovenia, Bosnia and Herzegovina, and Germany participated; - management of organisation of bilateral (Slovenia, Germany) business partner search meetings within the International Crafts Fairs in Celje in 1997 and 1998; - management of organisation of the EIC Network Conference from the Central and Eastern European countries in Ljubljana in 1998. <p>Publishing management:</p> <p>Introduction of publishing and editorial work of EIC Ljubljana bulletin named “EIC Novice/EIC News” – regular issues and special thematic issues like “Regional Development and Structural Funds”, “EU internal market products’ requirements”, “Successful EU projects in Slovenia”. EIC Ljubljana started to publish EU information in the own bulletin in 1998 (Slovene and occasionally English edition as well).</p> |
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CV of Irena Rezec

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| 10/1993 – 08/1996 | Ljubljana - Slovenia | Ministry of Economic Affairs, Small Business Department – Small Business Development Centre and Network, Euro Info Correspondence Centre | Higher professional assistant I, information officer of the EICC, head of the project: Small Business Information System | - development of the prototype titled Small Business Information System; - introduction of EU information dissemination among SMEs and among the members of the Small Business Development Network; - introduction of business exchange of offers and demands coming from the EIC Network and from Slovenian SMEs; |
| 06/1989 – 10/1993 | Ljubljana - Slovenia | Kompas | System Analyst, Software engineer, Head of PC's applications | Software application development for the needs of tourists' agencies and exchange offices |
| 04/1986 – 05/1989 | Ljubljana - Slovenia | RRC – Racunalniške storitve | Organizer – programmer | Information systems' development mostly for the needs of Ministry of finance – Republic Tax Office |
| 12/1983 – 03/1986 | Ljubljana - Slovenia | KOTO Koteks Tobus | Assistant in the Exchange Department | Implementation of the financial part of international export payments' provision for Yugoslavian companies which exported their products abroad via KOTO Koteks Tobus – import/export and production company |

13. **Other relevant information** (e.g., Publications)

Presentations, Reports:

- A speaker at the The Competitiveness Institute Global Annual Conference on Competitiveness, Innovative Clusters and Prosperity, held in New Delhi, India between 29 nov and 3 dec 2010 with the presentation titled: Development Challenges in Networking/Partnering/Clustering Management;
- A speaker at the conference on Sustainable Tourism held in Slovenia, March 2009 with the presentation titled: The Analysis of approved EU projects related to the tourism sector in a new programming period (i.e. 2007-2013) in comparison with a previous period;
- Round table “EU Business Consultancy” participation (and a paper written titled: “SMEs in EU Programmes”) at the conference: “EU Enlargement from a Business Perspective”, Keszthely, Hungary, april 2005
- “Business environment kind to the companies in the process of internationalisation of business operation”. Maribor University – Faculty of Business Economics – Post Graduate Students' Conference. Maribor. October 2002
- “Management of networking organisations – Networking Management” - European school for regional development, Ljubljana, May 2000
- Experience on Developing a Prototype Small Business Information System in Slovenia and New Vision of Information Support Development, at the Ministry of Economy in Warsaw, April 2000“Role of the Euro Info Centre in the Small Business Development Network and Promotion of Entrepreneurship on Regional and Local Level, Otocec, 1999: International workshop on Regional and Local Development and Small Business Promotion
- Conference on Small Business Development in Slovenia, September 1998, Maribor
- and many others.

Lectures/seminars provided by Irena Rezec:

- new seminar under development: “Organisational, Management and Leadership Trends” (part of modular seminar related to the Networking/Clustering/Partnering of companies)
- new seminar under development: “Social Networks: Contemporary ways of promotion, and information & knowledge exchange” (part of modular seminar related to the Networking/Clustering/Partnering of companies)
- regular WOTRA’s seminars implemented for Slovenian and occasionally for foreign private (incl associations, private consortia, economic interests groups, etc.) and public sector:
 - Business Partnerships and their increasing role in a contemporary business practice (part of modular seminar related to the Networking/Clustering/Partnering of companies)
 - Relationship among Manufacturers and their Distributors and Agents need to be carefully planned and managed (part of modular seminar related to the Networking/Clustering/Partnering of companies)
 - Global promotion of products and services – forgotten opportunities
 - EU programmes, Project’s proposals writing and related topics (mainly in-house seminars and individual coaching from 0,5 – 5 days long seminars, workshops, mentoring, coaching – for private and public sector)
- Various seminars within the project: “Technical Assistance to the Georgian Chamber of Commerce and Industry”, e.g.:
 - Dealing with Clients;
 - Information vs. Consultancy – a practical case;
 - ICT Tools for the needs of GCCI operation;
 - Business Information Sources;
 - Funding Opportunities in Georgia;
- seminar titled: Networking, partnering and clustering of SMEs as a key strategic instrument” within the project titled: “*Strengthening the capacities of Philippine and Vietnamese business organisations in preparing enterprises for doing business with the EU*”
- different seminars within various projects, e.g.:
 - How to develop Information System for the needs of Business Centres and Business Networks
 - Documentation Centre’s Management
 - Training Management
 - Event Management
 - EU Programmes in BiH
- Training within the project titled “Ukraine SME support in priority regions”:
 - Documentation Centre's Management
 - Project's proposal writing (4-days long workshop)
 - Information system development for the needs of business support organisations and networks with the best practices (internal for the EICC's staff)
 - Recommendations for development of complex Information Systems in Business Support Organizations" (for the regional CCIs)
 - Strategic Workshop on establishment and management of EICC’s Relay Centres in the Ukrainian regions (for the regional CCIs)
- training (within the project titled “*Technical Assistance for Establishment of a Euro Info Correspondence Centre, Montenegro*») of EICC, SMEDA and SMEDA Network of Local Business Centres’ staff in:
 - institutional business support and regional development
 - networking/partnering/clustering of SMEs
 - internationalisation of SMEs
 - development of business information system for the needs of business support organisations
- Lecture titled: Business support environment” within the module: Methodologies of business consultancy” at the Gea College within the education programme for business consultants
- Lectures on the role of the EIC and the Small Business Information System for business consultants at the Gea College within the education programme for business consultants

CV of Irena Rezec

- Lectures for post graduated students of information systems at the Maribor University - Faculty of Organizational Sciences, Kranj; Subject: value of public information for the needs of entrepreneurs, managers etc. in their decision making process
- Lectures for students of public management at the Ljubljana University – Faculty of Social Sciences, Ljubljana; Subject: presentation of the European Commission, Euro Info Centre Network, networks as the new organizational approach and network management

Publications / Articles:

- Summarised paper titled: “Development Challenges in Networking/Partnering/Clustering Management” published in the Journal of Competitiveness. New Delhi - Gurgaon: Institute for Competitiveness – January 2011, Volume I, Issue 1, p. 113 – 114.
- co-author of CD titled “100 odgovorov na krizo / 100 answers to crisis” covering the field of new communication channels (answering the question: What do the new communication channels bring?) published by the Slovenian Chamber of Commerce and Industry in Nov 2009
- Results of Analysis of tourism sector’s involvement in EU programmes with the recommendations for the proposers and for the Slovenian Tourist Board. Ljubljana: WOTRA, d.o.o., dec 2007.
- Co-author of the manual titled: “Poslovni vodnik po EU sredstvih/EU Funds Business Manual”. Ljubljana: Slovenian Chamber of Economy; July 2005.
- “Take thought before you ask for EU funds”. Ljubljana: Finance – Special Issue: 24. April 2004, p. 12.
- “The funds of EU programmes are meant only for the best prepared projects”. Ljubljana: Finance: 12. February 2004, Nr 29, p. 17.
- “Business environment kind to the companies in the process of internationalisation of business operation”. Maribor University – Faculty of Business Economics – Post Graduate Students’ Conference's Proceedings. Maribor. October 2002
- Co-author of the book titled: »Entrepreneurship – the challenge for the 21 century«, Ljubljana, 2000
- United Nations – Economic Commission for Europe – Expert Meeting on Best Practice in Business Advisory, Counselling and Information Services - The best practices in business Services: «Business information centre for the new millenium», Geneve, Proceedings, November 2000
- «Management of network’s systems – Network Management» - European schools for regional development, Ljubljana, Proceedings, May 2000
- Editorship/coordination of different Slovenian institutions and companies being involved in EU projects financed by the EU funds, editorial words as well as the article titled «Schematic overview of EU programmes « in the EIC Novice/EIC News (of 80 pages in total) – special edition titled: Successful European Projects, Slovene version, Apr 2000
- «Regional Development and Internet»
EIC Novice/EIC News – special edition titled: Regional Development and Structural Funds, Slovene and English version, 1999
- «Information sources of the Euro Info Centre and dissemination of information» published in the EIC Novice/EIC News nr 1, 1999
- “Small Business Development in Slovenia - The role of the Euro Info Centre” Conference on Small Business Development in Slovenia - Proceedings, September 1998, Maribor
- EIC Ljubljana strategy of making the services close to their users, Ljubljana, 1998
- “Slovenija is the member of the Euro Info Centre Network”, published in the Gospodarski vestnik - European Supplement, February 1997, Ljubljana
- "Small Business Information System", published in the Informator - special edition, August 1996, Ljubljana (Slovene and English version)
- "We can expect the better information services very soon", published in the Obrtnik, September 1995, Ljubljana
- Permanently in the EIC News - bulletin of the Euro Info Centre; from 1998; Main subjects: EU, Euro Info Centre’s activities, Regional development and Internet, EU programmes and projects, etc.
- and many others.

Own publications and tools under development:

- Networking/clustering/partnering of companies as one of strategic management instruments for their competitiveness improvement
- Training management
- Business Centre’s Management
- Thematic on-line portals