

**Magdalena Skrzyńska**

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European Parliament

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**Mr Stanisław Rakoczy**

Chairman

of the EU Affairs Committee

of the Sejm of the Republic of Poland

Warsaw

**Mr Edmund Wittbrodt**

Chairman

of the EU Affairs Committee

of the Senat of the Republic of Poland

Warsaw

Cover letter for Magdalena Skrzyńska

Dear Chairmen,

I would like to express my interest in the position of the Permanent Member of the COSAC secretariat. I believe that my experience and education make me an ideal candidate for this position.

As my résumé indicates, I have roughly 13 years of professional experience in the European Affairs in the Chancellery of the Sejm. I have been following developments in the COSAC conference since 1998. I was a secretary of the delegation of Sejm and Senat to the COSAC conference when Poland was a candidate country, and then when Poland became member of the EU, I was assisting the Sejm's delegation to the COSAC meetings. Since then I attended over 20 COSAC plenary meetings and COSAC Chairpersons meetings, as well as several working groups (i.e. on new rules of procedures and "Copenhagen parliamentary Guidelines" for relations between governments and Parliaments on Community issues, on the involvement of the regional assemblies and on the reform of COSAC).

According to the document on Establishment of a secretariat of the COSAC Troika and presidential Troika adopted by XXX COSAC in Rome in October 2003 "The Secretariat shall act in close and permanent liaison with the national Parliaments' representatives in Brussels". During three and a half years of my activity as the Chancellery of Sejm Representative to the EU I have established close relations with

all permanent representatives in Brussels, as well as with the officials of the European Parliament. Every day exchange of views and best practices gave me a good understanding of workings of the national parliaments and the EP.


Moreover, as a representative of the Chancellery of the Sejm to the EU I have been closely cooperating with COSAC secretariat and from the 1<sup>st</sup> January 2011 I am its member from the Sejm's part.

During all these years I had the possibility to follow how the idea of establishing the COSAC secretariat had been arising, and then how the secretariat works both from the outside and the inside. This allows me to think that I can respond to the needs of the members of COSAC, its Troika and presidency also in proposing the future development of the activities of the secretariat.

My past and current positions at the Chancellery of the Sejm allowed me to gain experience required for the post. I have long institutional memory, experience in drafting reports and minutes, as well as in research. I have developed very good interpersonal, communication and organisational skills as required in any busy working environment. My previous positions also helped me to develop very good mediation and diplomatic skills, as well as team working skills and the ability to work in a multicultural environment. I can work independently, hard and under the pressure of time.

All things considered, I believe that with my insight, knowledge, experience and enthusiasm I can make a valuable contribution to the position of the Permanent Member of the COSAC secretariat.

Yours sincerely,



Magdalena Skrzyńska