

Possible hosting of the EUROGOOS secretariat at the Belgian Science Policy Office (BELSPO)



1. The Belgian Science Policy Office (BELSPO)

The Belgian Science Policy Office is a federal administration, responsible for the preparation and implementation of research programmes in several fields of expertise as fundamental research, sustainable development, marine research, social cohesion, information society, space technology, a.o. as well as the coordination of science policy in Belgium. It is also responsible for 10 Federal Scientific (Research) Institutions, amongst others the Royal Belgian Institute of Natural Sciences, incl. MUMM (an Eurogoos member) and the Belgian Royal Meteorological Institute, and manages an annual budget of about 550 million euro.

BELSPO is also owner of several research infrastructures on behalf of the Belgian State as the oceanographic research vessel *Belgica* and the Antarctic research base Princess Elisabeth.

In relation to ocean matters BELSPO is a member of the ESF Marine Board, a Belgian representative in the JPI's Oceans and CLiKEU, the Intergovernmental Oceanographic Commission (IOC) of UNESCO, the Belgian GMES focal point, a Belgian representative in ESFRI, etc.

2. Location, accessibility and accommodations

2.1 Brussels

Brussels has become since 1950's the administrative center of many international organizations. Notably the European Union (EU) and the North Atlantic Treaty Organisation (NATO) have their main institutions in the city, along with many other international organizations. Brussels is the third city in hosting international conferences and becoming one of the largest centers of conventions in the world. The presence of the EU and the other international bodies has led to that more ambassadors and journalists live and stay in Brussels than in Washington D.C. International schools have also been established to serve the international population. The "international community" in Brussels numbers at least 70,000 people. In 2009 an estimated 286 lobbying consultancies were known to be active in Brussels.

A recent survey rated Brussels among the top ten European cities for quality of life. Brussels offers both long-time residents and relative newcomers a very pleasant lifestyle, low costs of living, practical amenities and a wide range of educational, cultural and leisure opportunities. Brussels is also the greenest city in Europe, with parks dotted throughout the city and the enormous forest, the Forêt de Soignes nearby.

Brussels is easily accessible from all corners of Europe: by road: the Belgian motorway system is one of the most modern and efficient in Europe. Many of the main European traffic arteries crisscross the country. By rail: Belgium's railway network is one of the fastest and most extensive of any on the continent. High-speed trains (Eurostar-Thalys) link Brussels to London, Amsterdam, Paris, Frankfurt and many other major European cities. By air: the Brussels National Airport at Zaventem is only 12 km from Brussels' city center and is used by 80 airlines. Direct flights are available to all major international destinations.

2.2 Platinum building

BELSPO is located in the Platinum building (Nr. 231 Avenue Louise, 1050 Brussels), in the heart of Brussels in the "Quartier Bailli/Baljuwwijk" business district.

This neighborhood is easily accessible by public transport (bus, tram and metro) and is close to several train stations (Brussels South (Midi), North, Central, Luxembourg and Schuman). It is around 30-40 min away from Brussels Airport by taxi or by public transport. It is in walking distance (5 minutes) of the European Science Foundation (ESF) COST Office and European Institutions (the EU Commission, the EU Parliament, the EU DG Research, ...) are easily accessible by public transport or in walking distance.

BELSPO is occupying six floors from the ground floor up.

Other services of BELSPO are housed in the same building: BELNET, which is the provider of high speed internet for administrations, universities and research institutions in Belgium and the STIS - Scientific and Technical Information Service.

Also located in the office is the ARSOM - the Royal Academy of Overseas Sciences.

The building and the facilities are shared with private companies from the 7th floor up to the 12th floor as Bird&Bird; Robert Half; U-media but BELSPO has a separate entrance.



BELSPO (Platinum building)

Regarding living accommodations the neighborhood has many hotels, restaurants and bars.

3. Facilities

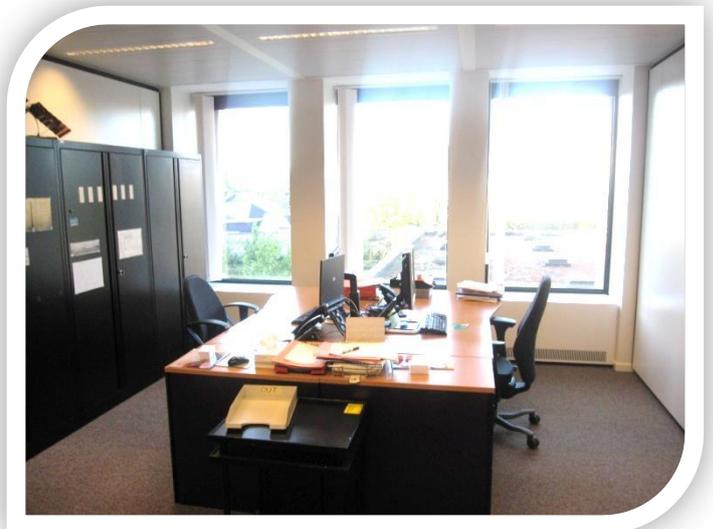
3.1 Offices

The building was fully renovated and modernized in 2010 with a sustainable approach to reduce energy and water consumption and costs. Special care was given to the use of glass for obtaining a good natural lighting.

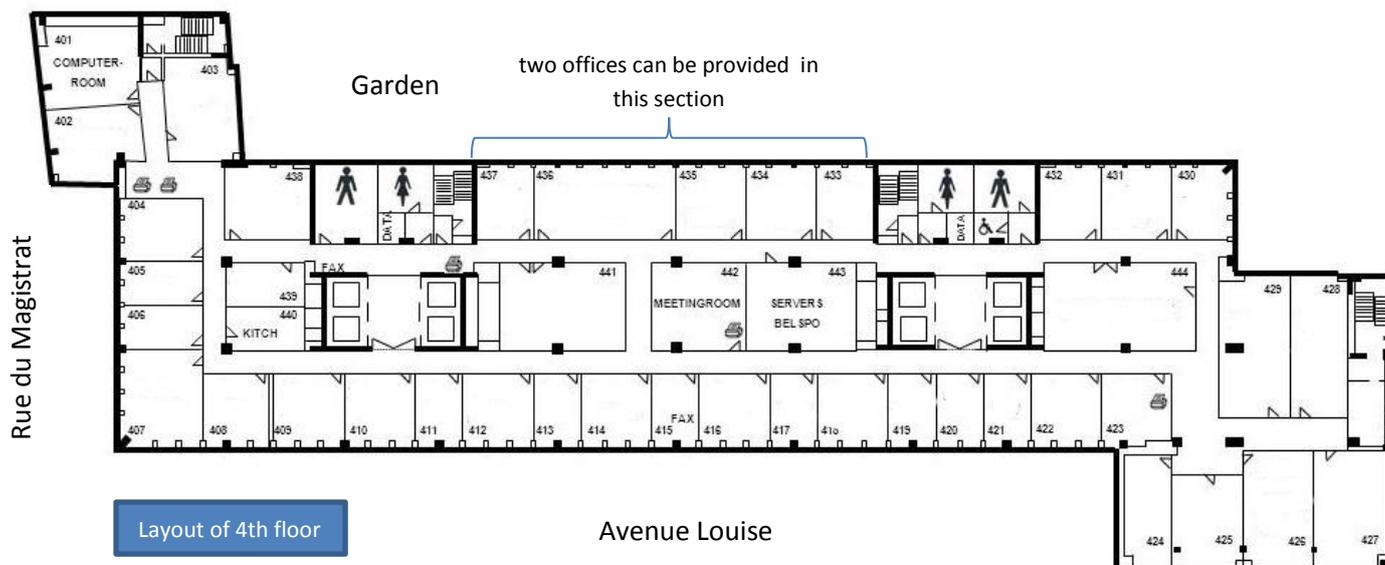
The office space for 4 persons can be provided for the EUROGOOS secretariat. It will consist of two offices with two desks. Each office has a surface of approximately 24m² (+/- 4 m by 6m). Those two offices will probably be located on the 4th floor.

Each office will have the following equipment:

- desk(s) with chairs
- telephones
- closed cupboards with shelves and doors
- desktop computers (with standard windows software)
- a high speed internet access (1 GB/sec line provided by BELNET)



Example of two desks office



As explained before BELSPO is occupying the ground floor up to the 6th floor of the building. Every floor has a similar layout (except the ground floor). Each floor has a small kitchen unit, with a fridge and warming facilities as a microwave or for making coffee and tea. On each floor are also several printers (4) and a copy machine present, some can be used as a scanner. One or more meeting rooms (for +/- 15 seating persons) are located on every floor.

On the 4th floor a fax machine, scanners and a color copy machine and color printer are also present.

3.2 Meeting rooms

Besides these small meeting rooms on every floor, BELSPO's office has 4 main and large meeting rooms on the ground floor. Those 4 meeting rooms are standard equipped with a laptop with access to the server, internet and a beamer. The four meeting rooms are fully equipped with WIFI for the participants.

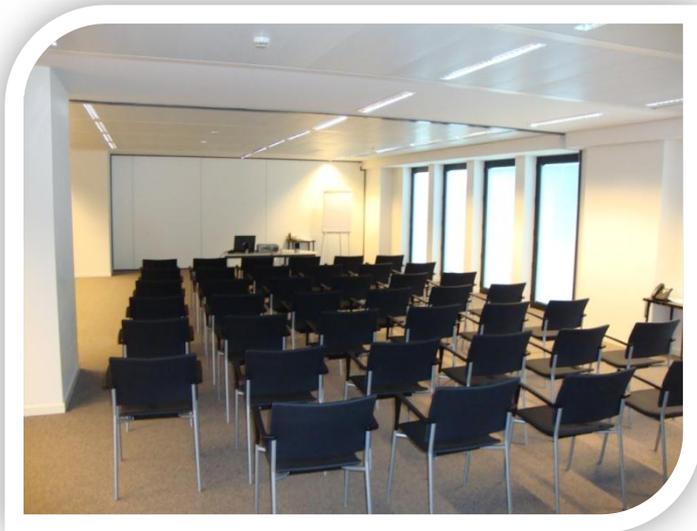
Meeting room 1: 70 m² (+/- 25 seating persons)

Meeting room 2: 70 m² (+/- 25 seating persons)

Meeting room 3: 52 m² (+/- 20 seating persons)

Those three meeting rooms are modular and separated by moving walls which can be changed to create one large room or two or three smaller meeting rooms/spaces. The maximum capacity by using the complete space is around 80 seated persons. This large room is multifunctional and can be used for workshops, receptions, meetings, lectures, etc.

Meeting room 4: 54 m² (+/- 20 seating persons)



Combined meeting room 1 and 2 (+/- 40 persons)



Meeting room 3 (+/- 20 seating persons)

Remark:

The EUROGOOS meeting of October, 14nd and 15nd of 2010 at BELSPO used meeting rooms 1 and 2 combined.

3.3 Library

A library is located on the ground floor. The library contains more than 3.000 books, scientific magazines and news journals.



3.4 Garden

A private garden (shared with the other tenants of the building) is accessible and can be used for lunches or receptions when the Belgian weather is kind.



3.5 Cafeteria

A cafeteria is located on the ground floor where drinks are provided; sandwiches and warm lunches can be obtained in the numerous catering facilities and snack bars in the neighborhood.

4. Rent, utilities and miscellaneous costs

Besides providing office space and furniture/accommodation BELSPO will take care of the costs of renting the offices and the utilities costs (electricity, water, heating), as well as the cost of the high speed internet connection.

5. Services: assistance in accounting and human resources management

The current EUROGOOS office is making use of some services of the present host (SMHI) for accounting and human resources. It is assumed that BELSPO has the capacity of providing the same kind of services through its affiliated institution, the Royal Belgian Institute of Natural Sciences (RBINS) of which MUMM, founder member of EUROGOOS is a Department.

A full description of these administrative tasks must be urgently provided, with a clear distinction between tasks which will be performed by the EUROGOOS office itself and under its responsibility and tasks for which the RBINS assistance is asked. In the second case, a full compliance with the laws on governmental accounting and personal matters is requested. This must be covered by a MoU to be concluded between EUROGOOS, BELSPO and RBINS.

Finally, Belspo warmly invites EUROGOOS to define for itself and as quickly as possible, clear juridical statutes, which will greatly facilitate these administrative arrangements.