

UNIVERSITY OF BIRMINGHAM BRUSSELS OFFICE

The University's Brussels Office has been in existence since 2010. There is no doubt that having a European presence in Brussels enhances both the profile of individual researchers as well as that of the University, it provides:

- Intelligence on EU policy and development.
- Networking activities.
- A place to meet and share information.

Our Brussels Office is a shared space where we are hosted by Birmingham City Council and we have a permanent member of staff working for us to support our activities and academics when they are visiting. The office is used by our academic community for a variety of activities including workshops and seminars, profile raising events, proposal development meetings to name a few. It is also a space to hotdesk whilst in Brussels providing a home from home whilst away.

The Space

The Office provides space to hold small-large events seating 120 in its seminar room if need be. There is a coffee/reception area where receptions can be held or hot desking carried out. The space is free to our staff.

Funding

If you are planning on to use the Brussels office for the purpose of proposal development activities then the University have an [International Engagement Fund \(BIEF\)](#) to support any engagement activity outside the UK that increases the international academic reputation of the University for example partnership and proposal building activities that.

Booking a room

To book a room for whatever activity you foresee, please complete the booking form [here](#). Our team will then contact you to confirm and support you through your activity.

Resources

- [Promotional video](#)
- [Promotional brochure](#)
- [Booking form](#)

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Closed Days in Brussels

Here you'll find a list of the Bank Holidays/closed days in Brussels during 2017 which you'll need to take into account when organising any engagement with Brussels stakeholders and the office.

| Date | Weekday | Holiday Name | Holiday Type |
|--------|-----------|--------------------------------------|------------------|
| Jan 1 | Sunday | New Year's Day | National holiday |
| Mar 20 | Monday | March equinox | Season |
| Apr 14 | Friday | Good Friday | Observance |
| Apr 16 | Sunday | Easter Day | National holiday |
| Apr 17 | Monday | Easter Monday | National holiday |
| May 1 | Monday | Labor Day / May Day | National holiday |
| May 25 | Thursday | Ascension Day | National holiday |
| Jun 4 | Sunday | Whit Sunday | National holiday |
| Jun 5 | Monday | Whit Monday | National holiday |
| Jun 21 | Wednesday | June Solstice | Season |
| Jul 21 | Friday | Belgian National Day | National holiday |
| Aug 15 | Tuesday | Assumption of Mary | National holiday |
| Sep 22 | Friday | September equinox | Season |
| Nov 1 | Wednesday | All Saints' Day | National holiday |
| Nov 11 | Saturday | Armistice Day | National holiday |
| Dec 21 | Thursday | December Solstice | Season |
| Dec 24 | Sunday | Christmas Eve | Observance |
| Dec 25 | Monday | Christmas Day | National holiday |
| Dec 31 | Sunday | New Year's Eve | Observance |

Dedicated Contacts

We have a dedicated team to help in all aspects of working through our Brussels Office:

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| Sally Wiley (Birmingham-based liaison) s.a.wiley@bham.ac.uk 43884 | <ul style="list-style-type: none">• Focus on campus activities• Raises awareness of the Brussels Office• Identifies and develops initial ideas.• Promotes support pre and post activities with a focus on follow-up• Accompanies staff to Brussels where necessary |
| Vacant (Brussels Office based) | <ul style="list-style-type: none">• Focus on Brussels end of activities• Develops and finalises ideas within Brussels context |

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| | <ul style="list-style-type: none">• Makes contact with stakeholders in Brussels• Provides Brussels intelligence.• Raises the profile of the University in Brussels. |
| Xavier Rodde (Oversight and development) x.rodde@bham.ac.uk 43880 | <ul style="list-style-type: none">• Manages the activities of the Brussels Office• Identifies opportunities for activities• Is involved in development and where necessary delivery of activities. |

Office Contact Details

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