

# Committee on Foreign Affairs - Secretariat -

## ■ Facts

- Part of the Bundestag Administration ("supreme federal authority")
- Key service provider for the Committee on Foreign Affairs
- Nine members of staff
  - Three legal experts
  - Administrative staff

## ■ Capabilities

- Foreign-policy and European-policy expertise
- International law and European law expertise
- Analysis of important international centres of conflict
- Knowledge of opinion-forming and decision-making process in the foreign policy field in the Federal Republic of Germany
- Networking with foreign-policy players and institutions in Germany and abroad
- Foreign language expertise
- Management of political-administrative processes

## ■ Tasks

- Management of committee activities, in particular:
- Preparation, support and follow-up for committee and sub-committee meetings;
- Preparation, support and follow-up for incoming visits;
- Preparation, support and follow-up for outgoing visits;
- Through the provision of
  - substantive
  - organisational
  - protocol
  - and foreign language resources