



Institute for
European
Environmental
Policy

To whom it may concern,

This is to confirm that Christine Southam was employed by the Institute of European Policy between 6th May 2014 and 2nd January 2017 as Personal Assistant to the Executive Director. She ably supported the Executive Director in managing his busy schedule and email inbox, as well as ensuring high quality reports and documents were produced from his notes.

Ms Southam was a valuable member of the Finance and Operations team and during her time at the Institute she was responsible for a number of tasks including updating and implementing HR policies and procedures in accordance with statutory requirements; providing top level administrative support to monthly management meetings and quarterly Board meetings as well as ad hoc meetings and conferences; and providing fast, accurate touch typing to meet tight deadlines. In addition to these administrative tasks and her duties as PA to the Institute's Executive Director, Ms Southam also supported the organisation's continued strategic development in the European market.

Yours Faithfully,

Ms. Claire Froomberg

signed on 6 February 2017

Company Secretary

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