

Curriculum Vitae

Libby Kurien

Work Experience:

2002 – till date **House of Commons, United Kingdom Parliament**

May 2011 – present **Maternity leave**

Oct 2007 – Apr 2011: **UK National Parliament Representative to the EU (House of Commons)**

- Head of the UK National Parliament Office in Brussels, supporting the work of the House of Commons European Scrutiny Committee (ESC) and other House committees.
- Responsible for liaison with the EU institutions, in particular the European Parliament, for regular written and oral reports to the ESC about EU affairs and for facilitating excellent relations between Members of the House of Commons and MEPs.
- Regularly briefed and advised the UK delegation to COSAC, including attending the conference, briefing for COSAC Chairs and drafting questionnaire replies.
- Developed excellent working relationships with other national parliament representatives and staff of the European Parliament.
- Developed a large network of contacts within EU institutions.
- Assisted with visits of House of Commons Committees to Brussels.
- Managed Deputy Representative and budget of the office.

Oct 2005 – Sept 2007 **Delegation Secretary to NATO PA and OSCE PA UK delegations**

- Briefed and advised the Heads of Delegation and Members from both Houses of the UK Parliament on matters related to interparliamentary cooperation, rules of procedure of the assemblies and other delegation matters.
- Developed relationships with many Members and officials from other national parliaments and the international secretariats.
- Led team organising the preliminary arrangements for the NATO Parliamentary Assembly 2009 Annual Session held in Edinburgh. Including researching and assessing possible locations, liaison with conference centre, and managing the work of the project board.
- Delivered logistical elements of all EU presidency sectoral committee meetings hosted by UK parliament during its presidency of the EU including COFACC and CODAC.
- Managed two staff and the budgets of the delegations and the conferences.

Oct 2004 – Sept 2005 **Second Clerk, European Scrutiny Committee**

- Deputy to the head of secretariat and edited weekly reports of the Committee.
- Worked closely with Members, particularly the chair of the Committee, for example accompanying Chair to Luxembourg COSAC chairs meeting.
- Managed administrative staff of the Committee, a large team with high workload of a repetitive nature. Motivated and proposed innovative changes to structure of team that were later implemented.
- Assisted with the organisation of UK COSAC meetings including programme, agenda and content of the meeting.

Oct 2002 – Sept 2004 **Second Clerk, Culture, Media and Sport Select Committee**

- Deputy to head of secretariat, clerked meetings, drafted Select Committee reports, organised visits, travelled with the Committee, organised inquiries and secured high profile witnesses to be questioned by the committee.
- Worked with Members closely advising and briefing regularly.
- Undertook significant amount of training on the practices and procedures of the House of Commons.

Education:

1998-2001

UNIVERSITY COLLEGE LONDON, London, United Kingdom
Bachelor of Science in Geography with Honours (2:1)

Other:

Languages:

English (Native speaker), French (Intermediate), German (Basic)

Interests:

Skiing, cycling, walking, travel, reading.

Contact details:

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