

## **The Ministry of Foreign Affairs of the Hellenic Republic**

The Ministry of Foreign Affairs conducts the country's foreign policy, represents the country before other states and international organizations, participates on its behalf in international cooperation initiatives and mechanisms at the international, European and regional levels and advocates Greek interests, both public and private, abroad.

### **Economic Diplomacy- The Economic and Commercial Affairs (ECA) Offices**

Interns will be able to participate in the daily program of the **Economic and Commercial Affairs Office** in the receiving state.

The Economic and Commercial Affairs Offices form part of the Diplomatic Authorities of Greece. Their primary role is to enhance the trade and economic interests of the Hellenic Republic in the respective country, through promoting and facilitating the expansion of Greek exports of goods and services, monitoring imports, attracting foreign investment in Greece and enhancing bilateral business cooperation. This role includes:

- Promoting Greece as an international business and services centre
- Encouraging foreign investment and stimulating business interest in Greece
- Developing commercial relations and business contacts with foreign importers and distributors.
- Enhancing the image of Greece as a reliable trading partner
- Providing information to the business community and prospective investors on Greece's export possibilities in industrial and agricultural products and investment opportunities in Greece.
- Organising trade delegations and facilitating participation in trade fairs and exhibitions in the respective country
- Organising seminars/workshops/conferences for the promotion of various production sectors and the Greek economy.
- Providing lists of contacts for exporters, market intelligence concerning business opportunities and export prospects
- Identifying marketing opportunities through market research and monitoring of trends and developments with a view to fitting products into markets
- Dealing with trade and business inquiries and providing essential information.

### **Duties of the interns will include:**

- communicating with Business Associations and Government bodies

- monitoring daily economic press;
- writing reports and conducting market research;
- attending various meetings/conferences;
- supporting visits of Greek officials and business delegations to the receiving country;
- responding to various info requests about Greece and Greek business environment;
- responding to various info requests about the respective country and its business environment
- dealing/witnessing economic diplomacy issues in the respective country

### **ECA Offices in the EU and Turkey**

1. Nicosia
2. London
3. Paris
4. Madrid
5. Lisboa
6. Stockholm
7. Brussels
8. The Hague
9. Vienna
10. Milan
11. Rome
12. Berlin
13. Munich
14. Dusseldorf
15. Warsaw
16. Ljubljana
17. Budapest
18. Prague
19. Zagreb
20. Bucharest
21. Sofia
22. Ankara
23. Istanbul