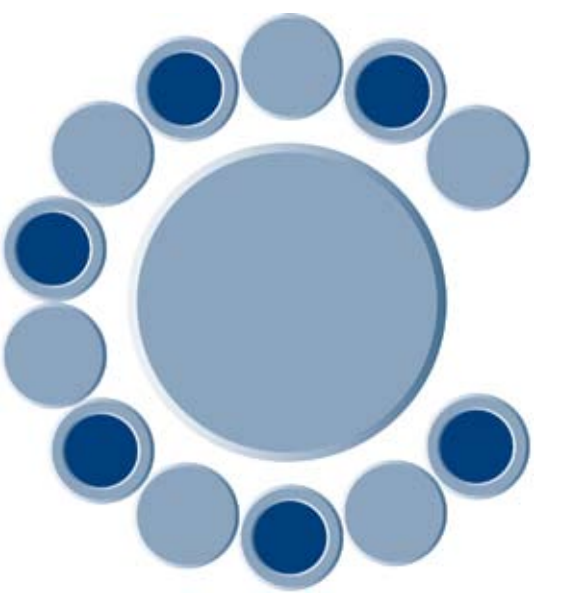


The Business Office of the German Council for Social and Economic Data



Regular Staff (FTE: 2,24)



Denis Huschka, M.A.
Managing Director
(Fulltime, FTE: 1,0)



Claudia Oellers, Dipl.Pol.
Research Assistant
(25 hours/ week, FTE: 0,62)



Patricia Axt
Team Assistant
(25 hours/ week, FTE: 0,62)

Student Assistants (FTE: 1,5)

Christoph Beck
(19 hours/ week, FTE: 0,5)

Anja Bruhn
(19 hours/ week, FTE: 0,5)

Christiane Höflinger
(19 hours/ week, FTE: 0,5)

Temporary Support / Contract Workers

Dr. Gabriele Rolf-Engel
Project work
(ca. 16 hours/ week)

Claudia Kreutz
Web Development
(ca. 15 hours/ week)

Gabriele Freudenmann
Publications
(ca. 8 hours/ week)

The staff of the Business Office supports and coordinates the administrative and scientific work of the RatSWD:

I. The business office manages the everyday business operations of the RatSWD by:

- assisting the Council Chairs with the coordination and content of RatSWD activities
- planning, conducting, and carrying out follow-up work from the meetings of the RatSWD
- organizing and implementing the election of nominees for RatSWD positions from the research community
- coordinating public relations (maintaining the RatSWD Website in German and English, quarterly published newsletter, the RatSWD Working Paper Series, RatSWD press releases, ensuring RatSWD attendance at relevant scientific and research conferences)
- providing support for RatSWD research policy advice and recommendations
- managing financial resources

II. The business office works to develop the informational infrastructure beyond the status quo by:

- planning and organizing the biannual Conference for Social and Economic Data (KSWD)
- coordinating RatSWD programs for the promotion and support of young scholars
- publishing and editing scientific books, articles, and information (RatSWD Working Paper Series, RatSWD documents, additional research in the field e.g., relevant international developments)
- attending academic conferences
- mentoring working groups
- preparing RatSWD research policy advice

III. The business office supports and coordinates the research initiatives of the RatSWD by:

- conceiving and organizing RatSWD programs, including dialogue workshops, symposia, and Expert Reports Workshops
- providing quality assurance of the Research Data Centers and Data Service Centers
- organizing and managing the project, "Developing the Research Infrastructure for the Social and Behavioral Sciences in Germany and Beyond: Progress since 2001, Current Situation, and Future Demands," a discussion of the current data infrastructure, research needs, and solutions in a wide range of disciplines and areas through a series of expert reports