

## Europass Curriculum Vitae

### Personal information

Surname(s) / First name(s) **Koutroumpa Eleni**

Address(es) 2, Filoxenou str, 11636, Athens

Telephone(s) Mobile

E-mail(s)

Nationality Greek

Nationality Female

Gender

### Work experience

Dates 10/05/2016 onwards

Main activities and responsibilities Administrative Director at the Appeals Authority  
I am in charge of the Central Administrative Service of the Appeals Authority and of the administrative services of the annexes. Additionally, I am responsible for the smooth and efficient operation and support of the Appeals Committees.

Name and Address of the sector Appeals Authority  
2, Filoxenou str  
11635 Athens

Type of Sector The Appeals Authority is an autonomous service, which reports directly to the Minister of Migration Policy. It examines at second instance administrative appeals lodged against decisions issued by the Asylum Service.

Dates 09/05/2005 -09/05/2016

Occupation or position held Senior Investigator at the Greek Ombudsman; s Office, at the department of Human Rights

Main activities and responsibilities Investigation of complaints against actions of public authorities that infringe citizens' rights or violate their legal interests. Investigation of cases concerning mainly issues of asylum seekers and refugees, legal entry and residence, malfunction of university affairs, as well as issues regarding Citizens' access to public documents etc.

Name and address of employer Greek Ombudsaman  
5, Hatziyanni Mexi str.  
115 23 Athens

Type of business or sector Constitutionally sanctioned Independent Authority

Dates 24/10/2001 - 09/3/2004

Occupation or position held Legal Advisor in the Ministry of Press and Mass Media

Main activities and responsibilities

I handled legal issues of the ministry and I was member of committees which processed the laws concerning the organisation and operation of the ministry as well as regulations for the wider sector of the mass media.  
 During the EU Greek Presidency I was assigned chairman of the work team of audiovisual subjects of the Council of Ministers (Culture and Audiovisual). On half year period, I chaired the meetings of the team in Brussels. Besides, I was member of the Greek delegation in the Council of Ministers of Culture and Mass Media in May 2002 and 2003.  
 In May 2003, I had the responsibility of the organisation of the european conference of the Ministry, in Corfu, on the subject "Audiovisual media and advertisement: Achieving a balance between the viability and the social role of the media".  
 At the same time, I participated in the organisation of the informal council of Ministers of culture and audiovisual subjects, that were held in Thessalonica, on the subject "Advertisement and audiovisual media".

Name and address of employer

Ministry of Press and Mass Media  
 1, Zalokosta str, Athens

Type of business or sector

Ministry

Dates

20/07/1987- 09/05/2005

Occupation or position held

Attorney at Law, Bar of Athens

Main activities and responsibilities

Working independently, I handled civil and commercial law cases.

**Education and training**

Dates

19/01/1999

Title of qualification awarded

PhD on the subject : "Advertising Contract and mass media"

Principal subjects / occupational skills covered

I researched the advertisement as means of expression as well as element of financial freedom from the part of Constitutional law. Additionally, I researched the legal relationship among advertisers, advertising agencies and mass media

Name and type of organisation providing education and training

Pantion University, Athens, Greece.

Dates

1980-1985

Title of qualification awarded

Degree in Law

Principal subjects / occupational skills covered

Private and Public law as follows: Constitutional law, Administrative law, Civil law, Commercial and Criminal law, etc

Name and type of organisation providing education and training

Kapodistriakon University of Athens

**Personal skills and competences**

Mother tongue(s)

**Greek**

Other language(s)

Self-assessment

European level (\*)

**English**

Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(\*) Common European Framework of Reference (CEF) level

Social skills and competences	<p>Mediating Skills: As an investigator of the Greek Ombudsman I frequently mediate between individuals and public authorities.</p> <p>Ability to work in a team</p>
Organisational skills and competences	<p>Experience</p> <ol style="list-style-type: none"> <li>on participating in delegations which represented Greek State or Greek Ombudsman in national and international venues</li> <li>on organizing or coordinating conferences</li> <li>on working with a large team of experts in a national and international level</li> <li>on preparing training course models</li> </ol> <p>for example:</p> <ul style="list-style-type: none"> <li>- Representation of the Greek State (Ministry of Press and Mass Media) in EU Commission (2002-2003)</li> <li>- Organisation of the European Conference of the Ministry of Mass Media (2003)</li> <li>- Representation of the Greek Ombudsman <ol style="list-style-type: none"> <li>1. at the National Committee of Human Rights</li> <li>2. at law drafting Committee of the Ministry of Protection of Citizens and Public Order (about the reform of the asylum legal framework (2010)</li> <li>3. in meetings with representatives of the European Council for the Prevention of Torture (CPT) or with EU Commissioner (2010)</li> </ol> </li> <li>- Short term expert at the Twinning Project "Support to the Strengthening of the Serbian Ombudsman" 2009-2011 on a) case handling techniques and b) assessment and review of primary and secondary ombudsman legislation</li> <li>- Conduct Person on behalf of Greek Ombudsman in Peer to Peer programme, which is implemented by the Office of the Commissioner for Human Rights, co-financed by the European Council and the EU and aims to create a network of independent national cooperation structures for human rights (2008-2012)</li> <li>- Training courses regarding the asylum law and illegal immigration, to the students of the Police Academy (2011)</li> <li>- Member of the committee that organized conference regarding the Asylum system in Greece (2009)</li> </ul>
Computer skills and competences	<p>Competent with Microsoft Office programmes, especially "Word" and "Power Point".</p>
<b>Additional information</b>	<p>MEMBER OF ORGANIZATIONS:</p> <p>From 2006 member of the Hellenic League of Human Rights</p>
<b>Publications</b>	<p>{Justice, 47}</p> <p>"Penal trial and television-the American experience" Journal YPERASPISY , issue 2, 1993</p> <p>{Freedoms, 11}</p> <ol style="list-style-type: none"> <li>1. Advertising Contract and Mass Media (My PhD edited by Sakkoulas Publishers, 2000)</li> <li>2. "Globaliization and Mass Media – Tendencies and Developments"</li> </ol> <p>In volume " The State in the 21st century " , edit. Sakkoula, 2002</p>