

The Organizational and Administrative Unit is supervised by the Office Deputy Director for Logistics. Its main task is to provide organizational and administrative services for the entire Office. The tasks carried out by the unit include:

- property management and upkeep,
- maintaining the Office archives,
- maintaining a storage of office supplies,
- supervising IT equipment, databases and the Office webpage,
- managing the IT network,
- planning and managing public contracts,
- purchasing materials, assets and services,
- securing transport needs,
- providing front office service,
- ensuring safety and hygiene at work,
- providing service for employees' foreign business trips;
- providing service for projects being implemented by the Office
- working in the field of public relations.