



European Social Fund Division

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22 February 2005

Markéta Schutová

To whom it may concern

Markéta has worked for me for nearly eighteen months, on a specific contract funded by the European Union, aimed to assist the Ministry of Labour and Social Affairs (MoLSA) improve their systems and capacity for delivering European Social Fund (ESF) in the Czech Republic.

During her time on the project Markéta undertook the following tasks:

Control of accounts

The project had a total budget of 1.2m Euros. Much of that expenditure was controlled in Prague. Markéta had overall responsibility for controlling the expenditure for the three separate teams within our project. She devised accounting systems that had to meet EU and English Ministry requirements. On a day-to-day basis Markéta would ensure that expenditure was properly recorded, had been spent in accordance with the rules and liaise with colleagues in England ensuring accurate records were available.

Markéta carried out her duties excellently. She identified problems, provided solutions to them and consistently demonstrated a great capacity for organisation and attention to detail.

Interpretation and Translation

The working language of the project was English, and as a Twinner I spoke no Czech. If the project achieved anything it was due to Markéta's skill in being able to accurately interpret and translate huge amounts of highly complex data on a day-to-day basis. Her skill lay in being to quickly and accurately understand the material she was working on, and to select the appropriate medium for translation. Her skill lay far beyond the doubtless excellent skills she has in technical interpretation and translation, she was aware of cultural differences that had to be addressed and was constantly aware of where further clarification was required from both sides.

She also amply demonstrated her skills in the Spanish language. Arranging two study visits with Spanish experts, identifying issues and problems and leading the visits which proved a great success for the Czech's involved in them.

General Administration

Markéta was responsible for a myriad of administration tasks involved in a complex project. She arranged meetings, seminars, office requirements in fact everything necessary for the successful running of our project. She is capable of meticulous planning and execution and indeed played a very active role in the conceptualisation of many activities.

She is capable of acting on her own initiative but at the same time being a great person to have as a member of a team.

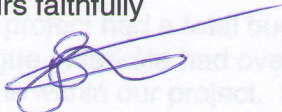
I would have no hesitation in recommending Markéta for any job that contained elements of the activities I have described. I am sure she is capable of a great many higher skills if given the opportunity.

During her time on the project she has learnt a great deal about Structural Funds, Human Resource Development and great range of other areas. Although such knowledge was not strictly required, she undertook this further study to enable to work of our project to be more efficient and effective; and in her efforts she proved to be successful.

If you require any further information you can contact Ken Lambert the project team leader in Sheffield, or you can contact me:

John Skinner
7 Mermaid Court
Station Approach
Wightman Road
London N4 1RJ
England

Yours faithfully



John Skinner
Resident twinning Advisor

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