

Summer School

**Preparing for EPSO Open Competitions for the European
Institutions (Advanced Level)**

Luxembourg, 7 – 11 July 2008

Venue:

European Centre for Judges and Lawyers
European Institute of Public Administration – Antenna Luxembourg
Chambre des Métiers Building, 4th Floor – Master Room
Circuit de la Foire Internationale 2
L – 1347 Luxembourg

Organised by the

European Institute of Public Administration –
European Centre for Judges and Lawyers (EIPA) /

Circuit de la Foire Internationale 2
L-1347 LUXEMBOURG
www.eipa.eu

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PROGRAMME

Purpose of training

The European Personnel Selection Office (EPSO) regularly announces open competitions for positions within the EU institutions. These are highly competitive, which makes good preparation essential.

EIPA will offer you comprehensive training on how to prepare for the written and oral tests. The focus will be on topical issues, such as the latest developments in certain EU policies, recent changes in the EU institutional design, and the future of the EU. The training will also provide tips and tricks on how to pass the verbal and numerical reasoning tests, write a good essay and pass the oral examination.

Target group

The Summer School is designed mainly, but not exclusively, for those applying for positions at the EU institutions at the level of Administrator grades (“AD” grades). The training may also be of interest to those applying for other grades or those who simply wish to update their knowledge of EU affairs and to obtain a comprehensive overview.

What aspects of the competition can we prepare you for?

This training is designed to prepare you for all levels of the competition, except for specialised knowledge tests, but including the specific fields of law and public administration.

The written tests are normally divided into four parts and conducted in your second language of choice. The first part contains multiple-choice questions (MCQ) to assess your general knowledge of European integration, EU institutions and EU policies; the second part comprises multiple-choice questions to assess your verbal and numerical reasoning skills; and the third part includes multiple-choice questions to assess your specific knowledge in the field of your choice (e.g. law, public administration or economics). Finally, an essay has to be written on a chosen subject to test your specialised knowledge, comprehension knowledge and ability to analyse and summarise.

The final step of the competition is the interview conducted to test your specialised knowledge, general knowledge of EU policies, and your motivation to work for the EU.

During the training at EIPA, you will be given the opportunity to take part in simulated multiple-choice question tests on general and specialised EU issues as well as in verbal and numerical reasoning tests. The training will also focus on how to write a good essay and how to pass the oral exam. The simulation tests are modelled on actual tests, offering you the opportunity to familiarise yourself with the format and time pressure in a real-life testing situation.

Language of the training

The training will be conducted in English since this will be the second language of many of the participants.

Number of participants

The number of participants will be limited to 25.

Monday 07 July

08.45 **REGISTRATION**

09.00 **Welcome and mutual introduction**

Peter GOLDSCHMIDT, Director, European Centre for Judges and Lawyers,
EIPA Antenna Luxembourg

Mariana SCHMIEDER, Researcher, European Centre for Judges and Lawyers,
EIPA Antenna Luxembourg

09.15 **Introductory EU Quiz. Group Work and Debriefing**

Peter GOLDSCHMIDT

10.30 Coffee break

11.00 **Dynamics and Perspectives of European Integration: From Rome to Lisbon**

Jost-Henrik MORGENSTERN, Researcher, European Decision-Making Unit,
EIPA Maastricht

This session will consider the main dynamics of European integration, focusing on the ongoing debates about the composition, functioning and nature of the EU institutions as well as the nature of European integration itself.

12.30 Lunch at the Amarine Restaurant, 5 rue A. Weicker - Luxembourg

14.00 **The Generation of Community Law**

Jost-Henrik MORGENSTERN

The main procedures by which Community law is generated will be discussed during this session. Special emphasis will be placed on the co-decision procedure and the new policy areas falling within it.

15.30 Coffee break

16.00 **The Internal Market: Recent and Future Developments**

William BULL, Researcher, European Centre for Judges and Lawyers, EIPA
Antenna Luxembourg

This session will cover recent developments as regards both substantive law and procedures. The focus will lie on antitrust and merger control..

17.30 Conclusion of the first day

18.00 Reception / Cocktail at EIPA Antenna Luxembourg

Tuesday 08 July

09.00 **Competition Policy (I)**

Peter GOLDSCHMIDT

10.30 Coffee break

11.00 **Competition Policy (II)**

Peter GOLDSCHMIDT

- 12.30 Lunch at the Amarine Restaurant, 5 rue A. Weicker - Luxembourg
- 14.00 **State Aid: Recent Developments**
Maria KLEIS, Research Assistant, European Policies Unit, EIPA Maastricht
- 15.30 Coffee break
- 16.00 **Verbal and Numerical Reasoning**
Mariana SCHMIEDER
- This session will explain the methodology to be used, offer tips and tricks, and last but not least, the participants will have the opportunity to take part in a MCQ test.*
- 17.30 Conclusion of the second day

Wednesday 09 July

- 09.00 **The EU System of Comitology: Evolution and future Perspectives**
Diego RAMIREZ CARDENAS, Senior Lecturer, European Centre for Judges and Lawyers, EIPA Antenna Luxembourg
- This session will not only review the various committees, their functions and competences, but also examine recent developments and ongoing initiatives to reform the comitology system.*
- 10.30 Coffee break
- 11.00 **European Economic and Monetary Union: Recent and forthcoming developments**
Christian SCHMIEDER, Risk Policy Unit, European Investment Bank, Luxembourg
- This session reviews the path to and the stages of the European Monetary Union, the structure and functioning of the European Central Bank, the excessive deficit procedure and decision-making in the area of the European Economic Policy with focus on recent developments.*
- 12.30 Lunch at the Amarine Restaurant, 5 rue A. Weicker - Luxembourg
- 14.00 **The European Area of Freedom, Security and Justice: Issues and Perspectives**
José F. CASTILLO GARCIA, Legal Officer, Eurojust – Legal Service, The Hague & *Carla BOTELHO*, Lecturer in EU Law, European Centre for Judges and Lawyers, EIPA Luxembourg
- This session will present the recent developments in criminal and civil justice.*
- 15.30 Coffee break

- 16.00 **The EU Judicial System**
José F. CASTILLO GARCIA
- This session will cover the organisation, competences and functioning of the Community courts and the reforms that will be introduced by the Lisbon Treaty.*
- 17.30 Conclusion of the third day

Thursday 10 July

- 09.00 **External Policies of the EU**
Mariana SCHMIEDER
- This part will give an overview on external policies of the EU, such as Common commercial policy, Development Cooperation, Neighbourhood policy, as well as the Enlargement strategy of the EU.*
- 10.30 Coffee break
- 11.00 **Common Foreign and Security Policy: Latest developments**
Mariana SCHMIEDER
- This session will review the origins of the Common Foreign and Defence Policy, with a particular focus on recent dynamic development and future prospects under the Lisbon Treaty.*
- 12.30 Lunch at the Amarine Restaurant, 5 rue A. Weicker - Luxembourg
- 14.00 **Simulation of MCQ Tests of General knowledge of European Integration, institutions and policies, and of specialised knowledge in the fields of law and Public Administration**
Diego RAMIREZ-CARDENAS & Mariana SCHMIEDER
- 15.30 Coffee break
- 16.00 **How to write a Good Essay**
Antonio CAIOLA, Member of the Legal Service, European Parliament, Luxembourg
- Besides explaining the objective of the essay and addressing elements to be considered when writing it, this session will present and discuss a practical example.*
- 17.45 **Guided tour through the City of Luxembourg**
- 19.30 The end of the fourth day

Friday 11 July

- 09.00 **EU Documentation (I)**
Cosimo MONDA, Senior Lecturer, Head of Information, Publications, Documentation and Marketing Services, EIPA Maastricht
- The overall objective of this session is to provide references to EU sources, allowing participants to continuously update their knowledge and to better prepare themselves for the competition.*
- 10.30 Coffee break
- 11.00 **EU Documentation (II)**
Cosimo MONDA
- 12.00 Lunch at the Amarine Restaurant, 5 rue A. Weicker - Luxembourg
- 13.30 **How to Pass the Oral Exam**
Robert GIELISSE, Head of Unit, DG Budget, European Commission, Brussels (invited)
- 15.00 End of the Summer School

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GENERAL INFORMATION

Hotel reservations

The European Institute of Public Administration has made optional room reservations at the below-mentioned. All rates are including breakfast and tourist tax:

- **Hotel Novotel******, Centre européen, Plateau de Kirchberg at the rate of €140 (Reservation code: IEA070608). The hotel is located outside the city centre, within walking distance of the Jean Monnet Building.
(Tel.: 43 77 68 51; Fax: 43 91 95; Email: H1930-RE2@accor.com)
- **Hotel Parc Plaza****** at the rate of €152 (Reservation code: PL100971)
- **Hotel Parc Bellevue****** at the rate of €95 (Reservation code: BV100990)
5, avenue Marie-Thérèse, city center, 10 minutes from “Centre Aldringen”
(Tel.: 45 61 41-1; Fax: 45 61 41 222; Email: reservation@goeres-group.com ; www.hpb.lu)
- **Hotel Français******, Place d'Armes, right in the city centre, 2 minutes from “Centre Aldringen”, at the rate of €99 (Reservation code: 12626)
(Tel.: 47 45 34; Fax: 46 42 74; Email: hfinfo@pt.lu; www.hotelfrancais.lu)

Should you wish to make use of this possibility, please phone or fax the reservation department of the hotel at one of the above-mentioned numbers and mention the before-mentioned reservation code. Payment is to be made directly and personally to the hotel on checking out. Please note that any optional bookings not confirmed one month before the seminar dates will automatically be cancelled by the hotels.

Luxembourg City has two main bus stations, one in the city centre called "Centre Aldringen" and one next to the railway station called "Air Terminus". All buses, wherever they go, are passing through these two stations. Bus no 18, with departure every ten minutes, is going direction Kirchberg, stopping right in front of Hotel Novotel, which is at walking distance to all European Institutions.

Meals

Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Participation

The fee applicable to each activity is clearly indicated on the registration form. Unless stated differently on the registration form, the fee includes participation in the activity, lunches and beverages during the activity, documentation and participation in the reception/cocktail.

Travel and accommodation costs are at the expense of the participant or his/her administration.

Pre-payment of the fee is a condition for participation in an activity. Prior to the activity each participant will receive an invoice which can be paid by bank transfer or by credit card.

Registration

You may register through our website www.eipa.eu using the online registration form or by faxing or mailing the attached registration form duly completed.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Cancellation policy

EIPA reserves the right to cancel the seminar up to 2 weeks before the seminar starting date. In that case, registration fees received will be fully reimbursed. EIPA accepts no responsibility for any costs incurred (travel, accommodation, etc...).

For administrative reasons, a fee of €150 will be charged for cancellations received after 20 June 2008. There is no charge for qualified substitute participants.

The mention of a speaker's name in the programme does not commit EIPA. In the event that an announced speaker does not appear, EIPA will do its utmost to find a suitable replacement.

REGISTRATION FORM

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Surname: _____ Title: _____
First name: _____ M / F
Current position: _____
Organisation: _____
Department: _____
Work address: _____
Postal code & town: _____ Country: _____
Tel. no. (work) : _____ Fax no.: _____
E-mail address: _____

THE SEMINAR WILL TAKE PLACE ONLY IN ENGLISH

PAYMENT - 0853801

The participation fee includes participation in the seminar, documentation, 5 lunches, 1 reception/cocktail and beverages.

EUR 1425

Method of payment

Bank transfer

The participants or their administration will receive an invoice for the payment of the registration fee
Invoice address (if different from the abovementioned address):

.....
E-mail:

Credit card / Debit card

Eurocard/Mastercard

Visa Card

Card no.: Expiry date:/.....

Name Card holder: (in case this differs from above)

Address Card holder: (in case this differs from above)

Postal code: Country: (in case this differs from above)

Card Validation Code: (This refers to the last three digits of the number on the BACK of your card)

Meals :	Lunch 1st day	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend
	Lunch 2nd day	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend
	Lunch 3rd day	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend
	Lunch 4th day	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend
	Lunch 5th day	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend
	Reception	<input type="checkbox"/> will attend	<input type="checkbox"/> will not attend
	Vegetarian/Diabetic Meals	<input type="checkbox"/> yes	<input type="checkbox"/> no

Please return the completed registration form to:

Ms Stéphanie GEMNIG
European Institute of Public Administration
Antenna Luxembourg
2 Circuit de la Foire Internationale
L - 1347 LUXEMBOURG

Tel.: +352 426 230 301
Fax: +352 426 237
E-mail: s.gemnig@eipa.eu