

To the
Head Personnel/Training Department

Maastricht, January 2009

Dear Sir/Madam,

Are all members of your staff up to date on the legal, administrative and systematic aspects of implementation at national level of EC law?

The creation of well-functioning systems at national level is a key factor for success. It is also a prerequisite for the timely and adequate transposition of regulations, directives and decisions into national legal frames. Therefore essential questions are: What types of EU legislation exist and what are our obligations? What are the consequences of not meeting the requirements? However, we have also questions related to *efficiency and effectiveness* of the work. So, who are the main national players? What are the tools? What is the best way to mediate between conflicting interests at intra- and inter-ministerial level when meeting the obligations?

All these questions will be dealt with in this seminar with the title;

PRACTICAL TOOLS FOR NATIONAL IMPLEMENTATION

Since we organised this first very successful seminar in September 2007 we have had more than 200 participants, and have therefore decided to repeat it.

The aim of this seminar is to describe the main obligations, processes and tools. We will also discuss the prerequisites for setting up a coherent system with effective machinery for implementation. The seminar is mainly targeted at ministerial departments, agencies and bodies assisting the Public Administration. It is well designed to meet the needs of both older and newer EU Member States and the candidate countries, when dealing with European affairs.

The seminar is organised by the European Institute of Public Administration and will take place in **Maastricht** on **2 – 3 April** 2009. Please find enclosed the provisional programme, some general information and a registration form.

For any further information, please contact *Ms Nancy Vermeulen*, Programme Organiser (tel.: +31 43 32 96 212; fax: +31 43 32 96 296; e-mail: n.vermeulen@eipa.eu). The attached information is also available on EIPA's web site: www.eipa.eu

Yours faithfully,

EUROPEAN INSTITUTE OF
PUBLIC ADMINISTRATION

Tore Chr. Malterud
Head of Unit

Seminar

Practical Tools for National Implementation: Implementation of EU Policies at National Level

Maastricht, 2 – 3 April 2009

PROGRAMME

Thursday 2 April 2009

- 09.00** **Welcome and introduction to the seminar & presentation of participants' expectations**
Tore Malterud, Head of the Public Administration and Comparative Public Management Unit, EIPA Maastricht
- 09.30** **Administrative requirements and process management**
Administrative requirements; consultation, procedures;
Relations between ministries and agencies, etc;
How to efficiently organise and work in a project;
Tools and methods, who takes the lead?
Method: Presentation and interaction with participants
Tore Chr. Malterud
- 11.00** *Coffee break*
- 11.15** **Workshop I**
Analysing legal acts
The participants will be divided into groups and be asked to analyse legal acts (regulations, directives and decisions) in relation to obligations, time limits, organisational requirements, etc.
The results of the workshop will be discussed in plenary.
Peter Goldschmidt, Director, European Centre of Judges and Lawyers, Luxembourg
- 12.30** Lunch
- 14.00** **Workshop II**
National processes of implementation and stakeholders
Who does what and when – Involvement of national governments, NGOs and local and regional governments in dealing with the EU.
Participants will be asked to identify national tasks, stakeholders and sources for information.
Method: Presentation and interaction with participants
Tore Chr. Malterud
- 15.30** Coffee break
- 15.45** **Consequences of not meeting the implementation obligations**
Direct effect, State liability, what reactions can be expected?
Infringement procedures.
Method: Presentation, Q&A session
Carla Botelho Santos, Lecturer, European Centre of Judges and Lawyers, Luxembourg

- 17.00** **Tour of Maastricht**
- 18.30** **Reception at the Institute**

Friday 3 April 2009

- 09.00** **Linking EU and national legislation**
Treaty obligations regarding implementation and what needs to be implemented, self-imposed legal obligations (*acquis*);
Definitions and structure of EU legal acts;
Method: Presentation and interaction with participants
Peter Goldschmidt
- 10.30** Coffee break
- 10.45** **Notification instruments**
Upon completing the national law approximation process, Member States must inform (i.e. notify) the Commission or the Council Secretariat of the result. There are various notification instruments, but when should one use one or the other of these? Through practical examples, this session will link the choice of EU legal instrument with the appropriate notification instruments and documents informing the Commission of legislation implemented.
Method: Presentation, Q&A session
Carla Botelho Santos
- 12.00** Lunch
- 13.30** **Simulation**
The participants will be divided into groups and be given different tasks. Each group will be asked to present a plan for implementing an EU legal act. They will also be asked to identify problems and come up with solutions.
Tore Chr. Malterud
- 15.45** Coffee break
- 16.00** **Reports of the groups**
Tore Chr. Malterud, Peter Goldschmidt and Carla Botelho Santos
- 17.00** **Evaluation and end of the seminar**

Seminar

Practical Tools for National Implementation Implementation of EU Policies at National Level

Maastricht, 2-3 April 2009

GENERAL INFORMATION

Programme

The programme will commence on Thursday 2 April at 09.00 hrs and finish on Friday 3 April at 17.00 hrs.

Seminar venue

The seminar will take place in the Blue Conference Room (0.18) at the European Institute of Public Administration, O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31.43.3296222, fax: +31.43.3296296.

Working language

The seminar will be conducted in English.

Fee

The participation fee is € 830 and includes documentation, 1 Reception, 2 lunches and refreshments. Dinner, accommodation and travel costs are at the expense of the participants or their administration. EIPA offers its members a reduction of 10% of the registration fee. This reduction is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK) as well as civil servants working for an EU institution or agency. If you are eligible for a discount, please tick the box in the registration form. Please note that reductions cannot be accumulated. For more information, please visit EIPA's website: www.eipa.eu (*FAQ-special discounts*).

Hotel reservations

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have made a block booking at a hotel in Maastricht: Hotel Beaumont (www.beaumont.nl), at a rate of € 99.62 p.p.n. (incl. breakfast and tourist tax). Should you wish to make use of this possibility, please indicate the dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

Meals

The lunches will be served at the Institute's restaurant. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the registration form and return it **before 13 March 2009** to Ms Nancy Vermeulen, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296212, fax: +31.43.3296296, e-mail: n.vermeulen@eipa.eu. You can also submit the online registration form which can be found on EIPA's web site: www.eipa.eu.

Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box in the registration form.

Confirmation

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

Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. In any case, the participant or his/her administration will receive an invoice for the payment of the registration fee. For cancellations received after the date indicated on the registration form we will have to charge an administration fee of € 150 unless a replacement participant is found.

Cancellation policy

EIPA reserves the right to cancel the seminar up to 2 weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website www.eipa.eu (*legal notice*)

REGISTRATION FORM

Seminar Practical Tools for National Implementation Implementation of EU Policies at National Level

Maastricht (NL), 2-3 April 2009

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

PAYMENT - p:\0924101

The participation fee includes participation in the seminar, documentation, 2 lunches, 1 Reception and beverages **€ 830**

Discount of 10% (Please check first the conditions at www.eipa.eu (FAQ – special discounts)) *discount*

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

Visa Card

Eurocard/Mastercard

American Express 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)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

HOTEL RESERVATION

Please reserve hotel accommodation for me at hotel Beaumont

Date of arrival:

Date of departure:

No. of nights:

No hotel reservation required

MEALS

Lunch Day 1 will attend will not attend

Lunch Day 2 will attend will not attend Vegetarian: yes

As the number of places is limited, please return the completed registration form **before 13 March 2009** to:

**Ms Nancy Vermeulen, European Institute of Public Administration, P.O. Box 1229,
NL-6201 BE Maastricht, tel.: +31.43.3296 212, fax: +31.43.3296 296, e-mail: n.vermeulen@eipa.eu**

Your name and address will be part of EIPA's database for our mailing purpose only.

Please tick if you do not want to be included in our mailing database