

Seminar

Europe on the Internet - Finding your way through the European information jungle

Maastricht, 1 - 2 October and 30 Nov—1 Dec 2009



**– Only 25 places available –
the earlier you book, the more likely you are to get your place !**

Learning to Build Europe

European Institute of Public Administration

learning & development

consultancy

research

www.eipa.eu

Everything you need to know about European Union policy, institutions, and decision-making

GENERAL INFORMATION

Objective: The provision of information is one of the main points of attention for the European institutions. In view of the enormous number of information sources available on internet, finding the right document or information has become a real challenge. This training course therefore is designed to help those who need to quickly find information about European affairs and European institutions. It will provide participants with a comprehensive and structured guide to a wide-range of free and commercial internet resources dealing with European issues, European institutions, comitology and EU agencies.

Skills learned: At the end of the training course, the participants will have:

- a good understanding of the European key information sources and search techniques;
- practical experience in using the main EU and non-EU websites and databases;
- a toolbox for finding targeted information ranging from institutional and regulatory matters, to legislation and policy developments;

They will in particular be able to find quickly and efficiently the information that is relevant to your work or interests, such as: legislation, case law and summaries of legislation;

- working documents, policy papers and press releases;
- public procurement, call for tenders, grants and loans;
- contacts information, "who's who" and "who's doing what" in the EU;
- statistical data;
- bibliographical, translation, linguistic and terminological information.

Target group: This intensive two-day training course is designed for everyone working with or within the EU institutions and policies and wishing to quickly find information about the European Union institutions and policies to improve and/or update their research skills in EU-related matters: e.g. European officials and national civil servants, consultants, information professionals, documentalists and people working in the commercial sector and for NGOs.

Method: The training course will offer a systematic and structured approach to key European information sources. It is a practical training course that offers interactive demonstrations of the most useful websites, combined with ample opportunities for participants to develop hands-on expertise by exploring the websites themselves in order to find targeted information.

During the training course the participants will thus get practical experience in using the key EU websites and databases (including Eur-Lex, PreLex, Legislative Observatory, Registers of Documents of Council, Commission, Parliament and Comitology, Rapid, Bulletin of the EU, Agenda of the EU Institutions), by learning what they cover and how they can be accessed. They will themselves also be able to compare the different existing EU sources of information.

In order to ensure the highest level of interactivity, the training course will be limited to a maximum of 25 participants.

Location and equipment: The training course will be held at the EIPA premises. During the training course, new laptops with high-speed internet connection will be available for all participants.

Language: The training will be conducted in English.

Programme: The programme will commence on Thursday at 09.00 and will finish on Friday at 16.30.

Seminar Venue: The seminar will take place at the Bordeaux Conference Room (1.16) of the European Institute of Public Administration, O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31.43.3296222, fax: +31.43.3296296.

Fee: The participation fee is € 700 and includes documentation, 2 lunches, 1 dinner and refreshments. Accommodation and travel costs are at the expense of the participants or their administration.

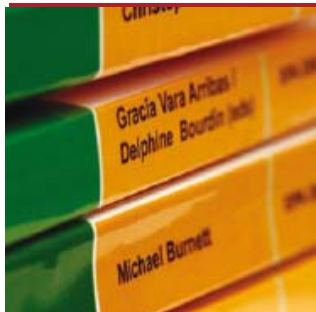
Hotel: The European Institute of Public Administration will be pleased to make hotel reservations for you at Hotel Mabi**** (www.hotelmabi.nl), at the rate of ± € 98,23 p.p.p.n. (incl. breakfast and tourist tax). Should you wish to make use of this possibility, please indicate the date of arrival and 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: Lunches will take place at the Institute's restaurant. Should you require a special menu (e.g. vegetarian, diabetic, glutenfree), please inform the Programme Organiser so this can be arranged. Dinner on Thursday evening will take place at a restaurant in town.

Registration: Kindly complete the registration form and return it before the closing date (mentioned on the registration form) to Ms Esther Haenen, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, Tel.: +31.43.3296246; fax: +31.43.3296296, e-mail: e.haenen@eipa.eu.

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. For cancellations received after the closing date indicated on the registration form we will have to charge an administration fee of € 150 unless a replacement participant is found.



***Not just information ...
but the right information!***

PROVISIONAL PROGRAMME

Day 1

09.00 Opening of the training course

Introduction : A short overview of the EU Information and Communication Policy

Session I – Policy making in the European Union: The key information sources

Legislative, judicial, policy-making and policy-tracking information

(EUR-LEX /CELEX, Nat-Lex, Case law and Curia website, PreLex , Legislative Observatory, Summaries of Legislation, Registers of Documents of Council, Commission, Parliament and Comitology)

Session II – Policy monitoring: advanced information sources

EU policy monitoring, predicting and consultative information sources

(Policy priorities of the European Commission, Council, European Council and European Parliament including: Strategic Programming and Policy Cycle (SPPC), Legislative and Work Programmes; Operational Programmes; Presidency Programmes and Conclusions; Agendas and Minutes)

Session III – Keeping up-to-date with EU events and initiatives

Sources in the EU and other organisations to help you keep up-to-date with the latest developments (RAPID, General Report / Bulletin of the EU / What's new on Europa / EU News / Agenda of the EU Institutions)

17.15 End of day one

Day 2

09.30 Start of the second day

Session III Continued – Non-EU sources

(EurActiv – EUObserver – Public Information Europe—Newspapers and other media organizations)

Session IV – EU Policies and national information

Session V – Contact information

“who is who” and “who does what” in the EU

(People, EU Institutions, Institutional Organigrammes and Directories, Consultation Bodies; Civil Society Organizations operating at European Union level, Ngo's)

Session VI – Bibliographical, translation, linguistic and terminological information

(Eclas, EU Bookshop, ERPA, IATE, Glossary, EU Jargon, EUROVOC, Acronyms and abbreviations)

16.30 End of the training course

Trainers:

Cosimo Monda

Project Leader
Senior Lecturer and Head of Information, Publications,
Documentation and Marketing Services, EIPA

Ian Thomson

Director, South Wales Europe Direct Information Centre;
Manager, EDC, Cardiff University;
Executive Editor, European Sources Online;
President, European Information Association

Registration Form

Europe on the Internet: Finding your way through the European information jungle

Please select your dates: 1-2 October 2009 30 November – 1 December 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:

PAYMENTS — 0911002 - 0911003

The participation fee includes participation in the seminar, documentation,
2 lunches, 1 dinner and beverages

€700

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

American Express 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)

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

Note: Pre-payment is a condition for participation. For administrative reasons, a fee of € 150 will be charged for cancellations received after the closing date unless another participant is designated.

HOTEL RESERVATION

Please reserve hotel accommodation for me.

Date of arrival:

Date of departure:

No. of nights:

No hotel reservation required.

MEALS

To all participants 2 lunches and 1 dinner will be served. However, please indicate any special menu

Vegetarian: yes -> fish allowed yes no

Other (e.g. diabetic, glutenfree) :

As the number of places is limited, please return the completed registration form **before 20 September 2009**
for the 1-2 October seminar and before 20 November for the 30 November– 1 December seminar to:

Ms Esther Haenen, European Institute of Public Administration,
O.L. Vrouweplein 22, P.O. Box 1229, NL-6201 BE MAASTRICHT
Tel.: +31 43 3296246; Fax: +31 43 3296 296; E-mail: e.haenen@eipa.eu
Your name and address will be part of EIPA's database for our mailing purpose only.