



Seminar

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

Maastricht, 30 November - 1 December 2009



– Only 25 places available –

learning & development

consultancy

research

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 Monday at 09.00 and will finish on Tuesday 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 Monday evening will take place at a restaurant in town.

Registration

Kindly complete the registration form and return it before 20 November 2009 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.

PROGRAMME

■ Monday 30 November 2009

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

■ Tuesday 1 December 2009

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

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

Payment p:\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):

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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: (the last three digits 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 deadline for registration unless another participant is designated.

HOTEL RESERVATION

Please reserve hotel accommodation for me.

Date of arrival: Date of departure: No. of nights:

No reservation required

MEALS

Lunch Day 1: will attend

will not attend

Dinner: will attend

will not attend

Lunch Day 2: will attend

will not attend

Vegetarian: yes

fish allowed: yes no

As the number of places is limited, please return the completed registration form before 20 November 2009 to:
Ms Esther Haenen European Institute of Public Administration, P.O. Box 1229, NL-6201 BE MAASTRICHT
Tel.: +31.43.3296 246, 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.
Please tick if you do not want to be included in our mailing database.