



European Institute of Public Administration  
*Institut européen d'administration publique*

## PROGRAMME ON EUROPEAN NEGOTIATIONS

### The Presidency Challenges

#### *The Practicalities of Chairing Council Working Parties*

Maastricht (NL), 22-23 March 2010

Maastricht (NL), 3-4 June 2010

Maastricht (NL), 7-8 October 2010

The **Programme on European Negotiations (PEN)** is an initiative aiming to streamline and unite EIPA's actions of learning, development, coaching and research on the negotiation processes involving national and European officials within the EU governance system. The PEN aims to bring negotiation theory to EU decision-making processes, rationality and pragmatism to intuitive negotiation skills, shared best practices to individual negotiation experiences, and research to European negotiations as a whole. Open training activities of PEN consist of four complementary seminars to enhance EU negotiation skills: Representation and Negotiation in the Council of the EU (I); Interpersonal and Intercultural Dimensions of European negotiations (II); Managing EU Negotiations under Codecision (III); and the Presidency Challenges (IV).

## Seminar

# The Presidency Challenges

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## INTRODUCTION

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### **Target Group of the Seminar**

The seminar is intended for future working party Chairs, members of the teams of chairpersons and national delegates, in particular from Belgium, Hungary, Poland, Denmark, Cyprus, Ireland and Lithuania. The focus is mainly on the first Pillar. The seminar aims to contribute to an exchange of experiences and to foster connections between consecutive Presidencies.

### **Description**

The Presidency plays a central role in managing the formulation of Council decisions. A successful Presidency depends in particular on the abilities of the working party chairmen and their teams to ensure momentum and achieve results in a complex multinational arena. This seminar looks into the strategic, logistical, procedural and practical actions required to successfully manage a Council Working Party during a Presidency.

### **Method**

The seminar is deliberately interactive and consists of a mixture of a simulation, workshops, case studies and presentations. It is organised around the practical aspects of preparing and chairing meetings and designing the agendas. The objective of the seminar is to discuss and analyse the role of chairmen and national delegates, as well as the practical details involved in managing Council working parties. Moreover, it discusses the relationship between the Presidency and the Institutions, whilst providing a forum for debate on the context and preparation of the Presidency. Finally, it offers an opportunity for participants to discuss their future work with each other, with representatives from the EU Institutions and with officials who have had recent experience in chairing working parties.

### **Objectives**

The objective of this seminar is to make sure that the Presidency teams know what is involved in leading EU negotiations from the inside. After this module, which includes a simulation exercise, the participants will know how to:

- work with the procedures for conducting meetings (as specified in the Council's Rules of Procedure) and for decision making in the EU;
- develop scenarios for negotiations;
- use tools for reaching compromises;
- improve/refresh skills when it comes to leading meetings;
- assess their responsibility for ensuring efficient and goal-oriented meetings;
- network with the main players.

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## PROGRAMME

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### DAY ONE

#### PREPARING THE PRESIDENCY

- 09.00      **Introductory Session**  
Outline of the seminar programme and a self-presentation to share expectations.
- 09.30      **The Presidency Challenge from a ‘Constitutional’ Perspective**  
An exploration of the main issues surrounding calls to reform the current rotating Presidency system and their implications for forthcoming Presidencies. The session will also attempt to clarify the architecture and operations of a multifaceted Presidency as designed in the new EU Treaty.
- 10.30      Coffee break
- 10.45      **The Experience of a Previous Chair**  
A national official who was recently involved in the Presidency will talk about his/her experience in preparing and chairing a working party. Logistical and strategic aspects will be considered and special attention given to the relationship between the Chair and the national delegate.  
*Representative of a Permanent Representation to the EU, Brussels (BE)*
- 12.15      **Preparation for the Simulation Exercise**
- 12.45      Lunch
- 14.00      **Simulation Exercise: Chairing a Working Party**  
Participants will simulate a working group meeting and will be presented with an actual case. The simulation will address issues related to the work of the Chair.
- 15.30      Coffee break
- 15.45      **Debriefing : Procedural and Practical Aspects of Chairing Council Working Parties**  
The analysis of the simulation will not so much deal with negotiation skills, but rather the practical aspects of how to run a Council working party meeting. It will be preceded with a Q&A session to address any issues that participants may have over the functions and duties of the Chair.

17.00        **Conclusions of Day One**

19.30        Dinner

## **DAY TWO**

### **MANAGING THE PRESIDENCY**

09.00        **Debriefing (Continued)**

10.15        Coffee break

10.30        **Presidency Styles**

Contrary to general perception, the Presidency can opt for more than the broker role. In this session different styles for running a Presidency and chairing a working party will be presented and discussed with participants.

11.15        Break

11.30        **The Management of Codecision Making by the Presidency**

An overview of the codecision process, highlighting the interactions between the Council, Commission and the European Parliament and their implications for Chairs of Council Working Parties.

13.00        Lunch

14.00        **Working Efficiently with the General Secretariat of the Council**

This session will present the institutional but also personal perspective of the Council General Secretariat on the best ways to cooperate between a Chairperson and the desk officer of the Secretariat commissioned to assist the Presidency.

*Representative of the General Secretariat of the Council of the EU, Brussels (BE)*

15.15        Final Considerations and Q&A Session

15.45        **Conclusion and Evaluation**

16.00        End of the Seminar

### **EIPA SEMINAR TEAM:**

*Alain Guggenbühl*        Senior Lecturer in European Governance and Negotiations, Programme on European Negotiations, EIPA, Brussels (BE)

*Sabina Kajnc*        Senior Lecturer, EIPA, Maastricht (NL)

*Frank Lavadoux*        Senior Lecturer, Expert in Negotiation and Communication Techniques, EIPA, Maastricht (NL)

*Noëlle Debie*        Programme Organiser, EIPA, Maastricht (NL)

**Seminar**  
**The Presidency Challenges**

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**GENERAL INFORMATION**

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***Programme***

The programme will commence on the first day at 09.00 hrs and finish on the second day at 16.00 hrs.

***Seminar venue***

The seminar will take place 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 € 1095 and includes documentation, two lunches, one dinner and refreshments. 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, BG, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK).

***Hotel reservations***

The Institute will be pleased to make hotel reservations for you in a hotel close to EIPA in Maastricht. For the seminars on 22-23 March and 7-8 October we have made a block booking at Hotel Beaumont ([www.beaumont.nl](http://www.beaumont.nl)) at the rate of € 102 per person per night (including breakfast and tourist tax). For the seminar on 3-4 June we have made a block booking at Hotel Derlon ([www.derlon.nl](http://www.derlon.nl)) at the rate of € 125 per person per night (including breakfast and tourist tax). Should you wish to make use of this possibility, please indicate your 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***

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

***Registration***

Kindly complete the registration form and return it ***before the closing date*** to Ms Noëlle Debie, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296226, fax: +31.43.3296296, e-mail: [n.debie@eipa.eu](mailto:n.debie@eipa.eu). You can also submit the online registration form. You can go to [www.eipa.eu](http://www.eipa.eu) and click on *EIPA seminars website*. Please note that the number of participants is limited.

***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 closing date 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 two 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](http://www.eipa.eu) (*legal notice*).

# REGISTRATION FORM

## Seminar

### *The Presidency Challenges*

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

#### DATE OF PARTICIPATION

- |   |                                 |                     |
|---|---------------------------------|---------------------|
| <input type="checkbox"/> Maastricht, 22-23 March 2010 | Closing date: 8 March 2010      | (proj. no. 1013301) |
| <input type="checkbox"/> Maastricht, 3-4 June 2010    | Closing date: 20 May 2010       | (proj. no. 1013302) |
| <input type="checkbox"/> Maastricht, 7-8 October 2010 | Closing date: 23 September 2010 | (proj. no. 1013303) |

#### PAYMENT

**The participation fee includes participation in the seminar, documentation, two lunches, one dinner and beverages** **€ 1095**

*Discount (please check first the conditions at [www.eipa.eu](http://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.

**Date of arrival:**

**Date of departure:**

**No. of nights:**

No hotel reservation required

As the number of places is limited, please return the completed registration form *before the closing date* to:

*Ms Noëlle Debie, European Institute of Public Administration, P.O. Box 1229,  
NL-6201 BE Maastricht, tel.: +31.43.3296 226, fax: +31.43.3296 296, e-mail: [n.debie@eipa.eu](mailto:n.debie@eipa.eu)*

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