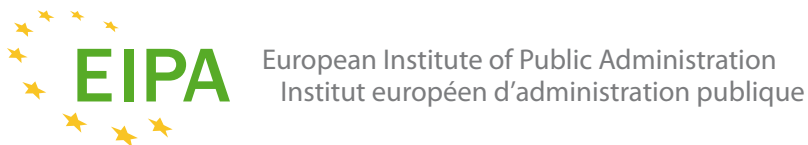


Europe on the Internet Finding your way through the European information jungle

Maastricht (NL), 28 - 29 October 2010



Introduction

Target group

All those who need to be able to find EU information quickly and/ or to update their research skills in EU-related matters: EU officials, national civil servants, consultants, information professionals, documentalists, translators, as well as people working in the commercial sector and for NGOs.

Description

This two-day course provides participants with a comprehensive and structured guide to a wide-range of free and commercial internet resources dealing with European issues. The working sessions allow participants to improve and/or update their knowledge of EU information sources, and their abilities to use them effectively.

Method

This course will offer demonstrations of the most useful websites and databases, combined with ample opportunities for participants to develop hands-on expertise by exploring the websites themselves in order to find targeted information. Each participant will be able to use a PC with high-speed internet connection during the whole duration of the seminar.

Objectives

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

- a good knowledge of the key EU information sources and search techniques;
- practical experience in using the main EU and non-EU websites and databases;
- a toolbox for finding EU targeted information.

They will be able to find quickly and efficiently:

- 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.

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

Programme

DAY I: THURSDAY 28 OCTOBER

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, 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 Europe / EU News / Agenda of the EU Institutions)

17.15

End of day one

DAY 2: FRIDAY 29 OCTOBER

09.30

Start of the second day

Session IV – Non-EU sources

(EurActiv – EUObserver – Public Information – EuropeNews papers and other media organisations)

Session V – EU Policies and national information

Session VI – Contact information

'who is who' and 'who does what' in the EU

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

Session VII – 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

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

General Information

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

European Institute of Public Administration

Bordeaux Conference Room (1.16)

O.L. Vrouweplein 22, NL-6211 HE Maastricht

tel.: +31 (0)43 3296 222, fax: +31 (0)43 3296 296

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 Beaumont **** (www.hotelbeaumont.nl), at the rate of ± € 101,75 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, gluten free), 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 14 October 2010 to:

Ms Brechtje Adriaanse

Programme Organiser

European Institute of Public Administration

P.O. Box 1229, NL - 6201 BE Maastricht

tel.: +31 43 3296 235; fax: +31 43 3296 296

e-mail: b.adriaanse@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.



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 – 1011003

The participation fee includes participation in the seminar, documentation, 2 lunches, 1 dinner and beverages
Discount of 10% (Please check first the conditions at www.eipa.eu (FAQ – special discounts))

€ 700

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

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)

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

Dinner 1: will attend will not attend

Vegetarian: yes no Fish allowed: yes no Other dietary requirements:

As the number of places is limited, please return the completed registration form before 14 October 2010 to:

Ms Brechtje Adriaanse, European Institute of Public Administration, O.L. Vrouweplein 22, P.O. Box 1229, NL-6201 BE MAASTRICHT
Tel.: +31 43 3296 235; Fax: +31 43 3296 296; E-mail: b.adriaanse@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.