FRIDAY 5 OCTOBER 2018

09.00 Delegated and implementing acts
A detailed session on the new system of ‘delegated acts’ and ‘implementing acts’, including an understanding of:
• The procedures for adopting these acts, with specific examples.
• An outline of the institutional issues that have arisen.
• A demonstration of how these issues have been addressed in a new Common Understanding between the institutions.

Decision-making case study: Exercise 3
• Close of the Alternative Fuels case study with an analysis of how delegated and implementing acts have been adopted on the basis of the Alternative Fuels Infrastructure Directive.

10.45 Coffee break

11.00 Practical perspectives: preparing for EU decision-making
• Discussion introduced by experienced EU practitioners on how national officials and other stakeholders can prepare to participate effectively in EU policy processes.
• Anita Drondina, Counsellor, Permanent Representation of Latvia to the EU
• Philippe Portalier, Director Internal Market and Standardisation, ORGALIME – The European Technology Industries, Brussels

12.45 A final wrap-up

13.00 End of the seminar

Course venue
European Institute of Public Administration (EIPA)
O.L. Vrouweplein 22
6211 HE, Maastricht
the Netherlands

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Fee
EIPA Members’ fee: € 1370,-
Regular fee: € 1522,22

The fee includes documentation and refreshments. Lunches, a reception or dinner are included if mentioned in the programme. Accommodation and travel costs are at the expense of the participants or their administration.

Discounts
EIPA offers a 10% discount to all civil servants working for one of EIPA’s supporting countries, and civil servants working for an EU institution, body or agency.

Who are the supporting countries?
Civil servants coming from the following EIPA supporting countries are entitled to get the reduced fee: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Spain, Sweden, United Kingdom.
For all other participants, the regular fee applies.

Meals
Lunches and the reception will be served at a restaurant in town. Special dietary requirements (e.g. vegetarian, diabetic) can be indicated once you receive the confirmation of the seminar.

Hotel reservations
EIPA has special price arrangements with a number of hotels. All hotels are within 10 minutes walking distance from EIPA. Should you wish to make use of this possibility, please book directly via the links below. Payment is to be made directly and personally to the hotel upon checking out. At the time of booking, please mention in the requested field the EIPA project number for your course.
• Townhouse Hotel
• Hotel Derlon
• Designhotel Maastricht
• Bastion Hotel

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

Payment
Prior payment is a condition for participation.

Cancellation policy
For administrative reasons you will be charged €150 for cancellations received within 15 days before the activity begins. There is no charge for qualified substitute participants. EIPA reserves the right to cancel the activity up to 2 weeks before the starting date. In that case, registration fees received will be fully reimbursed. EIPA accepts no responsibility for any costs incurred (travel, accommodation, etc.).
“I’m going to that meeting in Brussels next week. Is it an expert group or a comitology committee?”
“I need to brief the boss about what to expect. Will the Commission ask her to vote?”
“How can I know where our issue is in the EU decision process, and what comes next?”

Simple questions, the answers to which may be complex, and yet can make your job easier. This course will get you up to speed on the essential elements of how the EU system works: the different powers that the EU has, who does what, and how you can have a role in shaping EU decisions. It is concise but thorough, and focuses in detail on EU law-making.

What you will learn in this course
• The differences between legislative acts, implementing acts (the world of ‘comitology’), the new delegat- ed acts, and their place in both the EU policy cycle and the hierarchy of laws.
• The decision-making procedures within the Commission, the Council and the European Parliament, and the ways in which national officials and other stakeholders fit into the policy process.
• The ordinary legislative procedure and how a ‘tri- tuple’ works.
• Delegated and implementing acts using topical cases (including the well-known ‘glyphosate’ saga).

By the end of the course, you will
• Understand the essential principles and procedures that you need to know to be credible when operating in an EU context
• Be able to decode messages and reports from Brussels
• Be more effective in your own interactions with other officials
• Be better equipped to explain how things work to your colleagues and associates
• Have a solid basis for continuous learning on the job afterwards

Who is this course for
• Officials who have taken on a new role in Brussels
• Officials who have to attend meetings in the Commission or Council
• Anyone who needs to know how EU decision-making works in practice

Course methodology and highlights
We believe learning happens best with practical knowledge. So this course includes:
• Extensive insights with multiple examples and real life cases
• Group exercises
• Role plays and simulation games
• Inputs from an experienced EU practitioner as the basis for discussion among participants about the practical demands of participation in the various stages of EU decision-making.

After-course support
In order to help retain and deepen the knowledge acquired afterwards, you will receive a copy of Edward Best’s 2016 book Understanding EU Decision-Making, published with the support of the EU Publications Office.

Course structure
The course duration is 2.5 days, in order to leave time for ample exercises and discussions. You will receive a set of concise preparatory materials in advance, to ensure that you have a basic knowledge of EU processes and thus be able to take full advantage of the detailed sessions and practical exercises in the course.

The introductory module (0.5 day, held before the commencement of the detailed course) We would want you to get maximum benefits out of this course, irrespective of your level of knowledge on EU decision-making.

So in this course, we have included an additional introductory module to be held on the afternoon before the commencement of the detailed course, covering the following topics:
• The legal bases for what the EU can and cannot do
• The main ways in which decisions are taken
• The different powers that Member States have given to the EU
• The roles and structures of the EU institutions

While this module is optional, if you are not sure you are familiar with the basics, we recommend that you attend it, to be able to make the most of the intensive course and immerse yourself in the detailed exercises over the next 2.5 days.

If you are confident of all the basics, and do not feel that you need any further training on it, you can register only for the 2.5 day course.

TUESDAY 2 OCTOBER 2018
Introductory module on EU decision-making (optional)
14.00 The European Union in 2018: basic structure and competences
15.45 Coffee break
16.00 Introduction to the EU institutions and decision-making procedures
17.30 Questions and answers
18.00 End of the introductory module

WEDNESDAY 3 OCTOBER 2018
09.00 Welcome and self-presentation of the participants
Edward Best, Head of EU Governance Unit, EIPA
09.15 An overview of EU decision-making
Brief summary of the preliminary reading/introductory module concerning the structures and competences of the EU

Group exercise: Who does what in the EU institutional system?
• Presentation of a simple model of the core EU policy cycle.
• Group exercise to match schematic outlines with institutional actors and instruments.
• Debrief of the exercise, to establish the frame work for the following sessions.
10.45 Coffee break
11.00 The Commission and legislative proposals
Detailed overview of how the Commission elaborates legislative proposals, and the role of expert groups, public consultations, and impact assessments.
12.45 Lunch
14.00 Decision-making case study: Session 1 + Group Exercise
• Introduction of an interactive case study on Alternative Fuels Infrastructure, which will be used through the whole course to illustrate each stage of the policy cycle.
• Group exercise to understand the process of agenda setting and problem definition, using the case.
15.15 Coffee break
15.30 Presentation of a simple model of the Core EU policy cycle
15.45 Debrief of the EU Firearms case
16.15 General discussion
• Summary of how the act was finalised in the real world
• General discussion on legislative procedures.
17.00 Summary of the key points covered during the day
17.30 Reception and dinner

THURSDAY 4 OCTOBER 2018
09.00 The Ordinary Legislative Procedure
Overview of the procedure by which the European Parliament and the Council have to agree on most legislative proposals.

Decision-making case study: Session 2 + Group Exercise
• Short exercise to identify the main actors and steps involved in legislative decision-making in the Alternative Fuels Infrastructure case.
• Analysis of the actual process by which the Alternative Fuels Infrastructure Directive was adopted.
11.00 Coffee break
11.15 Simulation exercise
Simulation of a meeting in the Council framework to decide a compromise text as the basis for negoti- ations with the European Parliament.
Edward Best, Head of EU Governance Unit, EIPA
Sabina Lange, Senior Lecturer, EIPA
Radovan Schida, Political Administrator, General Secretariat of the Council

Introduction to the case of the EU Firearms Directive and a first round of discussions.

13.00 Lunch
14.00 Second round of discussions on the EU Firearms case
15.15 Coffee break
15.30 Debrief of the EU Firearms case
16.15 General discussion
• Summary of how the act was finalised in the real world
• General discussion on legislative procedures.
17.00 Summary of the key points covered during the day
17.30 Reception and dinner