

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

Maastricht (NL), 5-6 March 2012
 28-29 June 2012
 18-19 October 2012



European Institute of Public Administration
Institut européen d'administration publique



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 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, 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

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 the first day at 09.00 and will finish the second day 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 (0)43 32 96 222, fax: +31 (0)43 32 96 296.

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.

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) and civil servants working for an EU institution, body or agency. Officials of the EU institutions, bodies or agencies should enquire about applicable arrangements. If you are eligible for a discount, please tick the box in the registration form. Please note that reductions cannot be accumulated. For more information, please visit EIPA's website: <http://seminars.eipa.eu> (FAQ - special discounts).

Hotel

The European Institute of Public Administration will be pleased to make hotel reservations for you. For all seminars we made a block booking at the Townhouse Hotel (www.townhousehotels.nl), at the rate of € 82,50 p.p.n. (incl. breakfast and excl. tourist tax). If 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 the first evening will take place at a restaurant in town.

Registration

Kindly complete the registration form and return it before the closing date, which is 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 32 96 246; fax: +31 43 32 96 296, e-mail: e.haenen@eipa.eu.

You can also submit the online registration form which can be found at <http://seminars.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. 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 of registration 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 <http://seminars.eipa.eu> (FAQ - legal notice).



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:

- | | | |
|--|---------------------------------------|-----------------------------|
| <input type="checkbox"/> 5-6 March 2012 | Closing date: 20 February 2012 | Project nr.: 1211001 |
| <input type="checkbox"/> 28-29 June 2012 | Closing date: 14 June 2012 | Project nr.: 1211002 |
| <input type="checkbox"/> 18-19 October 2012 | Closing date: 4 October 2012 | Project nr.: 1211003 |

Payment

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

€700

- Discount of 10% (Please check first the conditions at www.eipa.eu (FAQ – special discounts))

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 Townhouse Hotel

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

- No hotel reservation required

Meals

Lunch day 1: will attend will not attend

Dinner day 1: will attend will not attend

Lunch day 2: 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 the closing date to:

Ms Esther Haenen, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht,

Tel.: +31 43 32 96 246, fax: +31 43 32 96 296, 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.