



Ministero dei Beni e delle Attività Culturali

Direzione generale per l'organizzazione, l'innovazione, la formazione, la
qualificazione professionale e le relazioni sindacali

Servizio II

Circolare n. 164

Prot. n. 21065 ALL. 5

Roma, 29 LUG. 2008

A tutti gli Uffici ed Istituti Centrali e periferici
LORO SEDI

OGGETTO: European Institute of Public Administration – Organizzazione di un seminario.

Lussemburgo 22 – 23 settembre 2008

Si trasmette per opportuna conoscenza e massima diffusione, l'iniziativa allegata pervenuta dall'European Institute of Public Administration relativa al seminario indicato in oggetto.

Nella documentazione allegata sono indicate le condizioni di partecipazione a cui ogni interessato dovrà attenersi

Si precisa che tutti gli oneri da sostenere per la partecipazione al seminario indicato saranno a carico della struttura di appartenenza dei partecipanti.

IL DIRETTORE GENERALE
(Arch. Antonia P. RECCHIA)

Institut Européen
d'Administration Publique – Antenne Luxembourg

European Institute
of Public Administration – Antenna Luxembourg

To the
Head of Personnel/Training Department
Ministry for Culture
00186 ROME
ITALY



Luxembourg, 19 June 2008

Dear Sir or Madam,

Are all members of your staff up to date on the legal, administrative and systematic aspects of implementation at national level of EC law? The creation of well-functioning systems at national level is a key factor for success. It is also a prerequisite for the timely and adequate transposition of regulations, directives and decisions into national legal frames. Therefore essential questions are: What types of EU legislation exist and what are our obligations? What are the consequences of not meeting the requirements? However, we have also questions related to *efficiency and effectiveness* of the work. So, who are the main national players? What are the tools? What is the best way to mediate between conflicting interests at intra- and inter-ministerial level when meeting the obligations?

All these questions will be dealt with in this seminar with the title;

PRACTICAL TOOLS FOR NATIONAL IMPLEMENTATION

Since we organised this very successful seminar in March 2008, we have decided to repeat it. The aim of this seminar is to describe the main obligations, processes and tools. We will also discuss the prerequisites for setting up a coherent system with effective machinery for implementation. The seminar is mainly targeted at ministerial departments, agencies and bodies assisting the Public Administration. It is well designed to meet the needs of both older and newer EU Member States and the candidate countries, when dealing with European affairs.

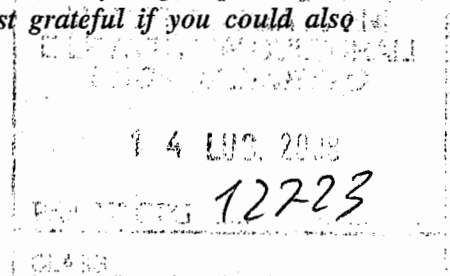
The seminar is organised by the Luxembourg Antenna of the European Institute of Public Administration and will take place in **Luxembourg on 22-23 September 2008**. Please find enclosed the provisional programme, some general information and a registration form.

EIPA would be honoured to count you among the participants. For registrations received and the referring payment effectuated before **August, 4th 2008**, the registration fee is **€ 780** (including documentation, beverages, 2 lunches and a reception/cocktail). The fee for registrations after this date is **€ 830**. The working languages of the seminar will be English.

Should you wish to receive more details about this seminar, please do not hesitate to contact Ms Yuna LONG, Programme Organiser, tel.: +352 426230205, fax: +352 426237, e-mail: y.long@eipa.net. You can also consult our web site: <http://www.eipa.nl>. *We would be most grateful if you could also distribute this information to other persons who may be interested.*

We look forward to welcoming you to this seminar.

Yours sincerely,
Peter GOLDSCHMIDT
Director of EIPA Antenna Luxembourg



European Centre for Judges and Lawyers
European Institute of Public Administration (EIPA) – Antenna Luxembourg

07.06.08/1

Institut Européen
d'Administration Publique – Antenne Luxembourg
European Institute
of Public Administration – Antenna Luxembourg

Seminar

Tools for National Implementation – Implementation of EU Policies at National Level

Luxembourg (LU), 22-23 September 2008

Conference Venue

Chambre des Métiers Building
2, circuit de la Foire Internationale
L-1347 Luxembourg



Organised by the
European Institute of Public Administration (EIPA) –
European Centre for Judges and Lawyers

Circuit de la Foire Internationale 2
L-1347 LUXEMBOURG

www.eipa.eu

Seminar

Tools for National Implementation – Implementation of EU Policies at National Level

PROGRAMME AND GENERAL INFORMATION

Description

The seminar will deal with specific aspects concerning political, legal and project managerial questions related to implementation of EU-law at the member-state level, including the identification of different legal instruments, planning, timing, consultation, allocation of responsibilities, communication, enforcement, etc. Workshops sessions will give the participants the opportunity to exchange experiences and views on successfully accomplished processes, encountered obstacles etc. The seminar also illustrates the need and consequences of no- or incorrect implementation. Our aim is to give the participant a better understanding of national and the Commission's needs when implementing European Community legislation.

The objectives of the seminar are:

- To transfer methodology and tools as well as to create the awareness to ensure compliance with EU-membership obligations;
- To discuss the balance domestic and supra-national political interests, and constitutional and legal requirements
- To learn by exchange of experiences from other countries

Target group

Officials and experts from ministries, central agencies and authorities responsible for, drafting and coordinating and implementing national European Community legislation at the national level.

Programme

The programme will commence on Monday 22nd of September 2008 at 09.00 a.m and finish on Tuesday 23rd of September at 16.00 p.m.

Seminar venue

The seminar will take place at EIPA in the Chambre des Métiers Building – (Master's room).

Working language

The seminar will be conducted in English

Fee

The participation fee is € 830 and includes documentation, 2 lunches, 1 dinner/reception and refreshments. Accommodation and travel costs are at the expense of the participants or their administration. There will be discount of €50 for all participants who have registered and whose payment has been received before 04th August 2008.

Hotel reservations

The European Institute of Public Administration has made a block booking at 3 hotels in Luxembourg:

- **Hotel Parc Plaza****** at the rate of € 152 (including breakfast and tourist tax)
(Reservation code: PL 115955 valid until 12/09/2008)
- **Hotel Parc Bellevue***** at the rate of € 95 (including breakfast and tourist tax)
(Reservation code: BV115954 valid until 12/09/2008)
5, avenue Marie-Thérèse, city center, 10 minutes from "Centre Aldringen" (Tel.: 45 61 41-1; Fax: 45 61 41 222; E-mail: reservation@hpb.lu ; www.hpb.lu)
- **Hotel Novotel*****, Kirchberg, 6 rue du fort Niedergrünwald L-2015 Luxembourg, at the rate of € 140 SINGLE ROOM (including breakfast and tourist tax) (Reservation code: IEA 092208 valid until 25/08/2008) This hotel is situated 10 minutes by bus N.18 to EIPA Luxembourg.

(Tel.: 439848 1; Fax: 438658, E-mail: H1930@accor.com; www.novotel.com)

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.

Should you wish to make use of this possibility, please phone or fax the reservation department of the hotel at one of the above-mentioned numbers and mention the following reference: **EIPA 08/516/01**.

Public Transport

Luxembourg City has two main bus stations, one in the city centre called "Centre Aldringen" and one next to the railway station called "Air Terminus". All buses, wherever they go, are passing through these two stations. Bus no 18, with departure every ten minutes, is going direction Kirchberg, stopping right in front of Hotel Novotel, which is at walking distance to all European Institutions.

Meals

The lunches will be served at the Amarine's restaurant (5 minutes walk from EIPA) and the reception in the same building. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the registration form and return it **before 15 September 2008** to Ms Yuna LONG, Programme Organiser, European Institute of Public Administration, Circuit de la Foire Internationale du Luxembourg, 2 L-1347 Luxembourg Tél: 00352426230-205 (fax: 00352426237). You can also submit the online registration form which can be found on EIPA's web site: www.eipa.eu (training).

Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box in the registration form.

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 date indicated on the registration form 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 2 weeks before the seminar starting date. In that case, registration fees received will be fully reimbursed. EIPA accepts no responsibility for any costs incurred (travel, accommodation, etc...).

For administrative reasons, a fee of € 150 will be charged for cancellations received after 08 September 2008 unless another participant is designated.

The mention of a speaker's name in the programme does not commit EIPA. In the event that an announced speaker does not appear, EIPA will do its utmost to find a suitable replacement. For EIPA's cancellation policy, please visit our website www.eipa.eu (legal notice).



PROGRAMME

Monday 22 September 2008

- 09.00 Welcome and introduction to the seminar & presentation of participants' expectations**
Peter Goldschmidt,
Director, European Centre for Judges and Lawyers (EIPA)
- 09.30 Administrative requirements and process management**
Administrative requirements; consultation, procedures, relations between ministries and agencies, etc;
How to efficiently organise and work in a project;
Tools and methods, who takes the lead?
Method: Presentation and interaction with participants
Tore Chr. Malterud,
Head of Unit for Public Administration, EIPA, Maastricht
- 11.30 Linking EU and national legislation**
Legal/administrative terminology, legal basis (EU and national/federal),
Drafting and legislative process – Consultation;
Treaty obligations regarding implementation and what needs to be implemented, self-imposed legal obligations (*acquis*);
Structure of legal acts;
Definitions;
Notification;
Method: Presentation and interaction with participants
Peter Goldschmidt
- 13.00 Lunch**
- 14.00 Workshop I: National processes of implementation and identifying stakeholders**
Participants will be asked to identify national tasks, stakeholders and sources for information.
Method: Presentation and interaction with participants
Tore Chr. Malterud
- 15.30 Workshop II: analysing legal acts**
The participants will be divided into groups and asked to analyse legal acts (regulations, directives, and decisions) in relation to obligations, time limits, organisational requirements, etc.
The results of the workshop will be discussed in plenary.
Peter Goldschmidt
- 17.00 Cocktail in EIPA and end of first day**

Tuesday 23 September 2008

- 09.00 Notification requirements and Tools**
This session will link legal frameworks with structures and effective processes and present examples, instruments and documents informing the Commission of legislation implemented.
Method: Presentation, Q&A session
Peter Goldschmidt
- 10.30 Simulation**
The participants will be divided into groups and given different tasks. Each group will be asked to present a plan for implementing an EU legal act. They will also be asked to identify problems and come up with solutions.
Tore Chr. Malterud and Peter Goldschmidt
- 12.00 Lunch**
- 13.30 Reports from the groups**
Tore Chr. Malterud and Peter Goldschmidt
- 14.30 Consequences of not meeting the implementation obligations (Part I)**
Direct effect;
State liability;
What reactions can be expected?
Infringement procedures
Method: Presentation, Q&A session
Carla Botelho,
Lecturer European Centre for Judges and Lawyers (EIPA)
- 15.30 Summing up and some general advice**
Method: Presentation Q&A session
Tore Chr. Malterud and Peter Goldschmidt
- 16.00 Evaluation and end of the seminar**



REGISTRATION FORM

Seminar

Tools for National Implementation – Implementation of EU Policies at National Level

Luxembourg (LU), 22-23 September 2008

Surname: Title:

First name: M / F

Current position:

Organisation:

Department:

Work address:

Postal code & town: Country:

Tel. no. (work): Fax no.:

E-mail address:

PAYMENTS 08/51601

The participation fee includes participation in the seminar, documentation,
2 lunches, 1 reception/cocktail party and beverages.

€ 830

*For this seminar, there will be discount of €50 for all participants
who have registered and whose payment has been received before 04 August 2008*

(€ 780)

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 / Debit 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: (This refers to the last three digits of the number on the BACK of your card)

Note: Pre-payment is a condition for participation. For administrative reasons, a fee of EUR 150 will be charged for cancellations received after 31st March 2008 unless another participant is designated.

MEALS

Lunch Day 1	<input type="checkbox"/>	will attend	<input type="checkbox"/>	will not attend
Lunch Day 2	<input type="checkbox"/>	will attend	<input type="checkbox"/>	will not attend
Reception / Cocktail party - Day 1	<input type="checkbox"/>	will attend	<input type="checkbox"/>	will not attend
Vegetarian or Diabetic Meals	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Kindly complete the registration form and return it to:

Ms Yuna Long,
European Institute of Public Administration
Antenna Luxembourg
Circuit de la Foire Internationale 2
L - 1347 LUXEMBOURG

Tel.: +352 426 230 205
Fax: +352 426 237
E-mail: y.long@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.