



EUROPE
DIRECT

The EUROPE *DIRECT* Helpdesk

Manuel Carmona Yebra

EUROPE *DIRECT* Meeting
Lisbon 9 March 2007



Brugge

College of Europe
Collège d'Europe



Natolin



New Helpdesk from December 2005

- ❑ DG COMM
- ❑ College of Europe (Bruges)
 - Intranet content
 - Services
 - General support
- ❑ Eurodynamics (Athens)
 - Technical development of the Intranet
 - Design and structure
 - Passwords / logins
 - Forms



This presentation

1. College of Europe – Development Office
2. Services we provide to EUROPE *DIRECT*



EUROPE
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College of Europe Development Office



Brugge

College of Europe
Collège d'Europe



Natolin



What is the College of Europe?

- ❑ A postgraduate education institution founded in 1949, in Bruges.
- ❑ Leading centre of excellence for the study, analysis and discussion of European affairs.
- ❑ A multicultural experience.



Some history

- ❑ The world's first higher education institution training in European affairs
- ❑ Idea by Salvador de Madariaga in The Hague Congress (1948)
- ❑ First rector: Prof. Hendrik Brugmans (European Movement)
- ❑ 1994: Natolin Campus

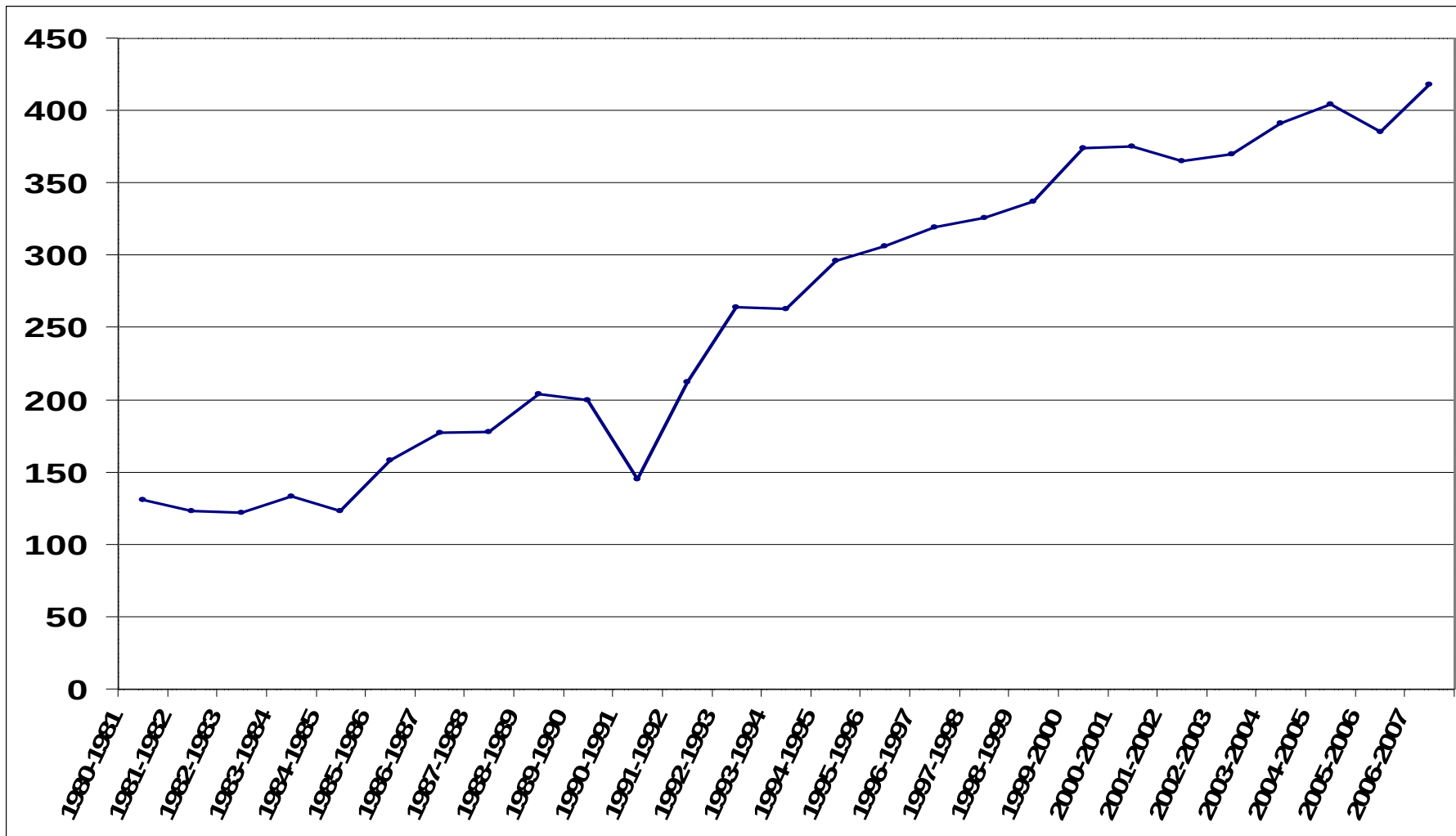


Some facts

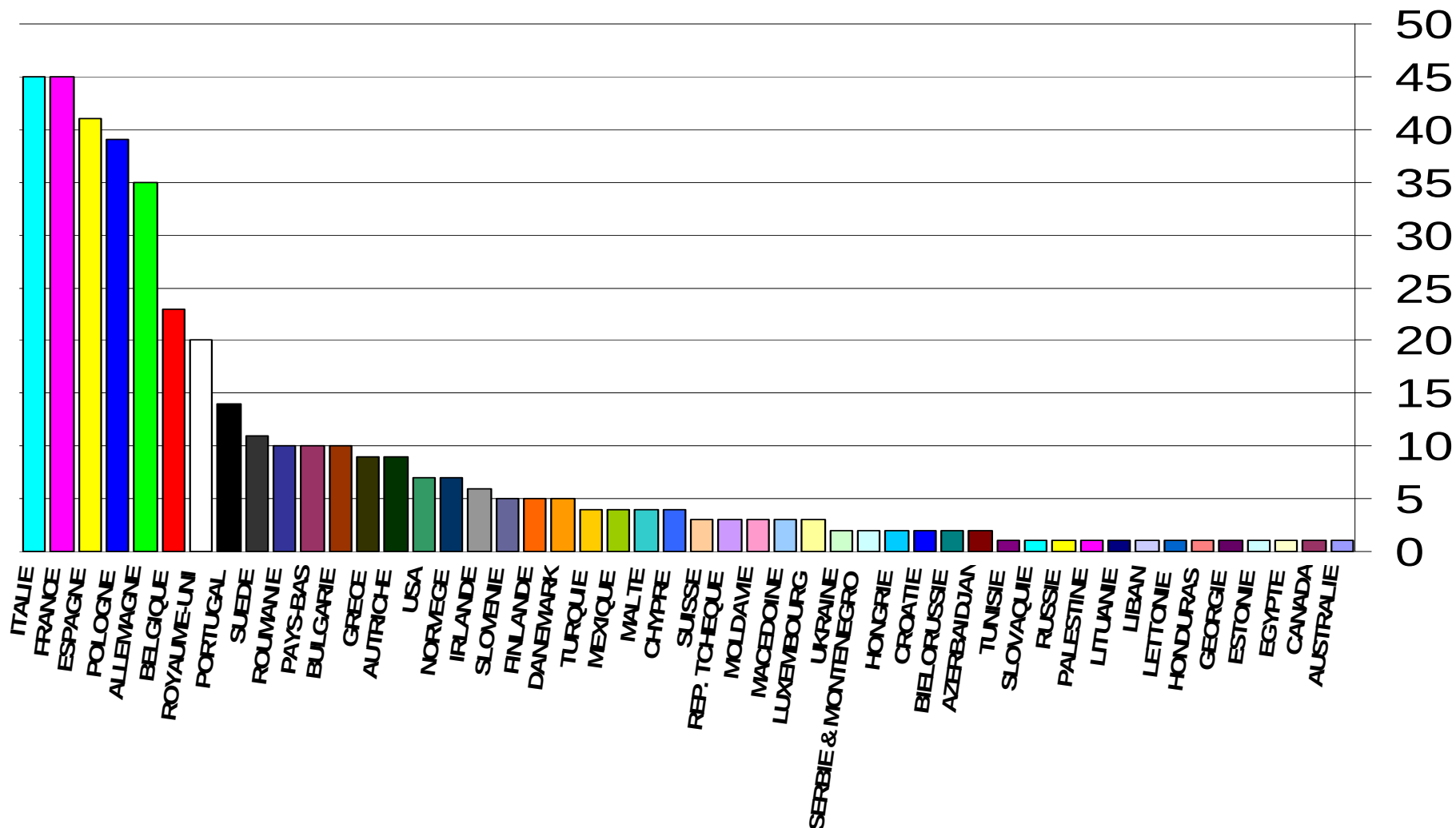
- 412 students in 2006/2007
- Two campuses: Bruges (Belgium) & Natolin (Poland)
- All students are residential
- 7 residences throughout Bruges
- 4 administrative buildings throughout Bruges
- Alumni Association & European Fondation “Salvador de Madariaga” in Brussels



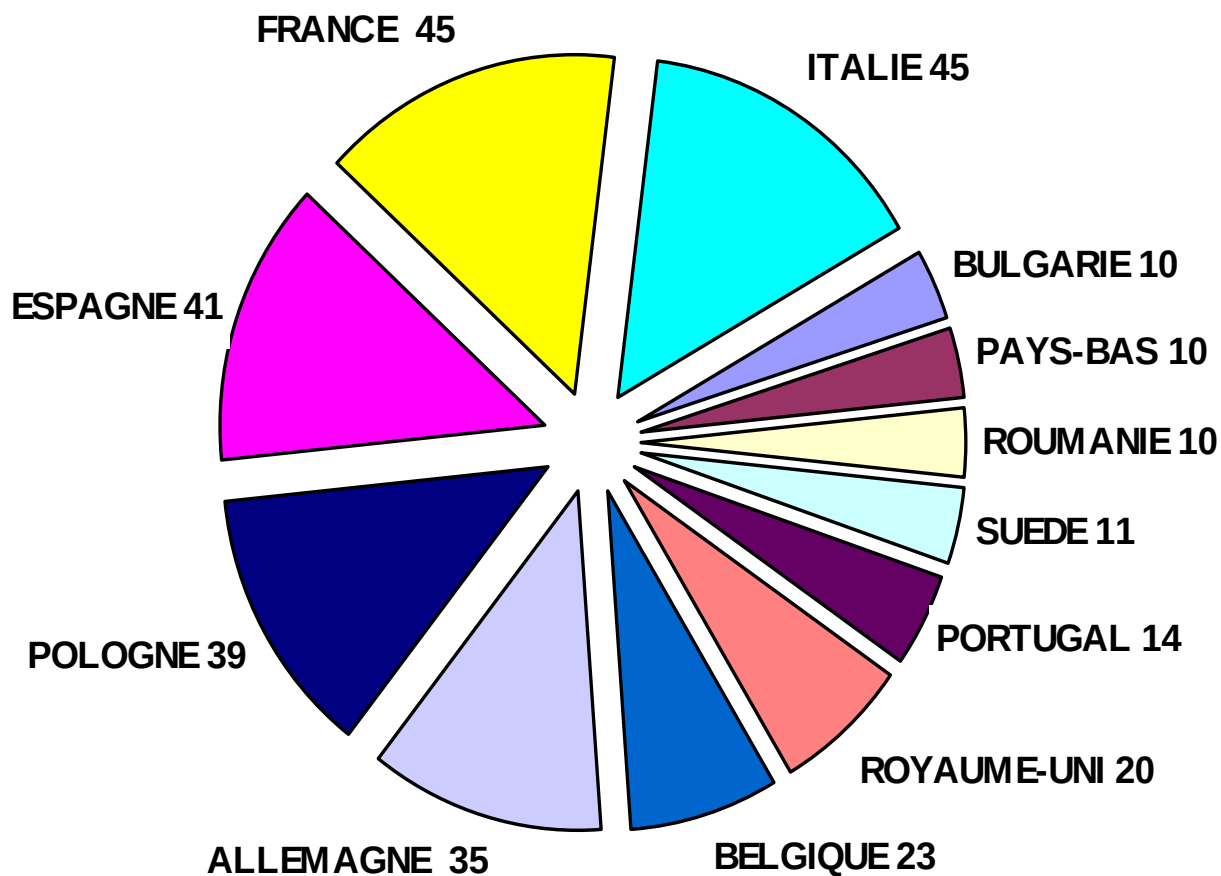
No. of Students 1980 - 2007



48 nationalities in 2006-2007 (Copernicus Promotion)



12 top countries 2006-2007 (Copernicus Promotion)





Study Programmes

❑ Bruges:

- Economics
- International Relations and Diplomacy
- EU Law
- Politics and Administration

❑ Natolin:

- European Advanced Interdisciplinary Studies



Development Office (1)

- ❑ Established in 1996
- ❑ Service contracts related to the academic expertise of the College of Europe
- ❑ Partners:
 - EU institutions
 - National administrations
 - Private companies
 - Professional associations
 - Academic institutions
 - NGOs, etc.



Development Office (2)

- ❑ Around 70 staff members
- ❑ Around 40 professional training events a year in Bruges, Brussels, or on location



Development Office (and 3): Types of projects

- ❑ **Professional training courses**
 - Tailor-made
 - Advanced Community Law Programme
 - Intensive Seminar on the EU
 - EU Policy Workshops, etc.
- ❑ **Institutional and academic co-operation: curriculum development in European Studies**
- ❑ **Consulting and research**
 - Consolidation and codification of EC Law, etc.
- ❑ **Conferences and workshops**
 - Annual Colloquium on International Humanitarian Law, etc.



Intensive seminar

- ❑ 14 years
- ❑ A reference for professional education on EU affairs
- ❑ Three versions: classic (3 weeks), advanced (2 weeks), and compact (1 week)
- ❑ This year: 2-20 July 2007
- ❑ Find out more on:
<http://is2007.coleurop.be/seminars/>



EUROPE
DIRECT

OUR SERVICES TO EUROPE *DIRECT*





The ED Network

1669 members as of 6th March 2007

- 726 Team Europe speakers
- 569 Relays
- 374 European Documentation Centres



Services provided by College of Europe – Development Office

❑ Information Services

- ED newsletter
- Specialised Information Dossiers
- Questions and Answers service
- Other information materials

❑ Trainings and meetings

- GTS and STS
- Training materials
- Annual survey on training needs
- Annual General Meetings
- Coordination Meetings

❑ General support to the ED Network and reporting on its activities



EUROPE *DIRECT* HELPDESK

TRAININGS AND MEETINGS

General Training Seminars (GTS)
Specific Training Seminars (STS)
Annual Survey of Training Needs
Annual General Meetings (AGM)

INFO SERVICES

Newsletter
Information Dossier
Questions & Answers Service
General Information Materials

GENERAL SUPPORT AND REPORTING

Exchange Programme
Reporting on ED Network
Monthly Activity Reports (Relays)
Intranet content coordination



ED Intranet

<https://ednetwork.ec.europa.eu/europedirect>



Information Services

- ❑ ED newsletter
- ❑ Specialised Information Dossiers
- ❑ Questions and Answers service
- ❑ Other information materials



EUROPE DIRECT

EUROPE DIRECT Newsletter (1)



Der neunte Mai wird heute als Geburtsstunde des modernen Europas angesehen. Vor 56 Jahren legte der französische Außenminister Robert Schuman seine später als „Schuman-Erklärung“ bekannt gewordenen Vorschläge dar. Seitdem hat sich Europa stark verändert, aber die Eckpfeiler Frieden und Solidarität sind unangestastet geblieben. Um diesen Tag zu feiern, sind verschiedene Aktionen in allen Mitgliedsstaaten geplant.

Brüssel: Wohin am 9. Mai? Was sollte man sich ansehen?

Die Europäische Kommission lädt am 6. Mai (Samstag) zum Tag der Offenen Tür in das Borsen-Gebäude der Europäischen Kommission. Ermöglicht durch den Erfolg dieser Veranstaltung im letzten Jahr hat sich die belgische Vertretung der Kommission dazu entschlossen, in diesem Jahr die Türen für das interessierte Publikum zu öffnen und verspricht einen spannenden Tag voller Veranstaltungen. Im Borsen-Gebäude selbst werden Stände zu finden sein, die die verschiedenen Generaldirektionen (GDs) und ihre Tätigkeitsfelder repräsentieren. Mitarbeiter der GDs werden anwesend sein.

vorstellen, die zwischen dem Borsenmont- und dem Justus Lipsius-Gebäude pendeln werden. Pferde und Kutschen, die ebenfalls auf dem Gelände zu sehen sein werden, garantieren zusammen mit den Schülern der Europäischen Zirkusschule eine interessante Mischung aus Highlight und Tradition. Musikalisch untermauert von fünf verschiedenen Bands, bestehend aus Kommissionsmitarbeitern (!), die von Klezmer bis hin zur Klassik alles im Repertoire haben.

Die Aktionen anderer Mitgliedsstaaten und Netzwerkmitglieder am Europatag

Alle EU Mitgliedsstaaten haben in Zusammenarbeit mit ihrer lokalen Kommissionsvertretung, den Büros des Europäischen Parlaments und den Mitgliedern des EUROPA DIREKT Netzwerks Vorberatungen getroffen. Debatten, offizielle Veranstaltungen mit verschiedenen EU-Parlamenten, Workshops und Lernspiele – damit sollen die EU und der Europatag gleichermaßen ins Bewusstsein rücken. Am neunten Mai werden Experten stattfinden, ebenso wie Märkte, EU-Konferenzen, Ausstellungen zur EU-Geschichte in Schulen und Rathäusern, Konzerte und vieles

Andere Aktionen zum Europatag

Die Kommission fördert zusammen

ganiert. EUROPA DIREKT Budapest lädt zwischen 10 und 16.30 Uhr auch zum EU – Quiz, Podiumsdiskussion ein: „Reden wir über Europa?“ Angesichts der anstehenden finnischen Ratspräsidentschaft organisiert Finnland eine Vielfalt von Veranstaltungen in seinen Städten. Die Hauptveranstaltung wird von EU Kommissar Olli Rehn in Tampere eröffnet. Andere Veranstaltungen werden in der Eplanade im Zentrum Helsinki stattfinden. Das Netzwerk in Deutschland konzentriert sich auf die Jugend: es die Veranstaltung „Jugend baut Europa“ und für berufsbildende Schulen. EUROPA DIREKT Tag feiern zum Thema „Jugend und Europa“ – von Baden und Podiumsdiskussionen hochrangiger EU-Beamter und Schüler der lokalen Europaschule bis zu Konzerten.

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Neues aus den Institutionen 6
EU Politik 9

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Jutta König-Georglades 8

Highlights
Neues Netzwerk von EUROPA DIREKT
Zentren in Großbritannien 3
„eu“- Internetadressen 6

Nr. 3 – April 2006



Auf dem Weg zu einer gemeinsamen Maritimen Politik für die EU

Europa hat eine lange und ganz unterschiedliche Küstenlinie. Im Norden grenzt sie an das Nordliche Eismeer. Im Westen an den Atlantik und im Süden ans Mittelmeer. Die EU versucht nun herauszufinden, wie man die vielfältigen Aspekte und das riesige Potential des Meeres besser nutzen könnte.

Die Industrie und Dienstleistungen im Meeresbereich tragen etwa 4% zum Gesamt-Brutto-

Bereiche wie Transport, Energie, Umwelt und Forschung. Eine strategische und umfassende Ausrichtung der Meerespolitik könnte dazu beitragen, alte Grenzen zwischen Umwelt und Wirtschaft abzutragen und deren Potential als wechselseitig abhängige EU Politikbereiche zu stärken.

Bis jetzt ist die Gemeinsame Fischerei Politik (GFP) das Gravitationszentrum der EU-Politik

GFP mündete in die heiß umstrittene der GFP, die seit 2003 in Kraft ist. Reform werden die Ansätze der EU von langfristigen Maßnahmen der GFP, die seit 2003 in Kraft ist. Reform werden die Ansätze der EU von langfristigen Maßnahmen der GFP, die seit 2003 in Kraft ist.

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Nr. 4 – Mai 2006

NEWSLETTER



EUROPE DIRECT Newsletter (2)

- ❑ Monthly (except August)
- ❑ 3 versions: English, French, and German
- ❑ Improved layout soon: March issue



EUROPE DIRECT Newsletter (and 3)

- ❑ Networking tool – publication about you
- ❑ Main contents:
 - Network activities and events: your own contributions
 - Interviews with network members
 - Practical information
 - Policy and institutional articles
 - Euroscope, etc.
- ❑ Published also at the public Europa website for EUROPE *DIRECT*: <http://ec.europa.eu/europedirect/>



Information Dossiers (1)

- ❑ Twice a year on specific EU policies
- ❑ 40 pages
- ❑ 3 versions: English, French, and German
- ❑ Also available in Powerpoint presentations of 20 slides each, in 20 official languages



Information Dossiers (and 2)

Themes so far:

- Health and Consumer Protection in the EU
- Area of Freedom, Security, and Justice
- In preparation:
 - Education and Training (May 2007)
 - November 2007



Questions and Answers service

- ❑ Online service
- ❑ Available and searchable for all Network members
- ❑ Files can be attached
- ❑ About:
 - the EU and its policies
 - the Intranet functioning
 - Intranet forms (for example, Monthly Activity Form)



Other information materials - Library

- ❑ your publications – Member Publications Database
- ❑ manuals, Network logos, guide to support services
- ❑ important EU documents
- ❑ info sheets from different DGs
- ❑ calls for proposals and community programmes
- ❑ reports (e.g. EDCs 2005 evaluation report)

Trainings and meetings

- ❑ GTS and STS
- ❑ Training materials
- ❑ Annual survey on training needs
- ❑ Coordination meetings
- ❑ Annual General Meetings





Indicative calendar (until June 2007)

March 22-23	Specific Training Seminar (max 120 participants, 2 days)	Brussels
May 23	Coordination meeting for EDCs	Brussels
May 24-25	Specific Training Seminar for EDCs (max 120 participants, 2 days)	Brussels
June 28-29	General Training Seminar (max 75 participants, 3 days)	Brussels



Indicative calendar (September - November 2007)

September 20-21	Specific Training Seminar (max 120 participants, 2 days)	Brussels
October 3-5	I Annual General Meeting for EUROPE <i>DIRECT</i> networks	Barcelona
October 17-19	II Annual General Meeting for EUROPE <i>DIRECT</i> networks	Warsaw
November	Specific Training Seminar (max 120 participants, 2 days)	Brussels
November 7-9	III Annual General Meeting for EUROPE <i>DIRECT</i> networks	Dublin



Trainings 2007 – 4 Specific

- ❑ 4 Specific Training Seminars (STS)
 - 3 for Relays and Team Europe, providing an update on EU specific topics and skill-oriented. Addressed to more experienced members
 - March STS: Future of Europe
 - September STS: Education and Training
 - November STS: Solidarity (regional and social policies)
 - New: STS for EDCs only (May 2007)



Trainings 2007 – 1 General

- ❑ 1 General Training Seminar (GTS) – June 2007
 - Objective: covering all the different aspects of the member's work. Addressed to members with less experience

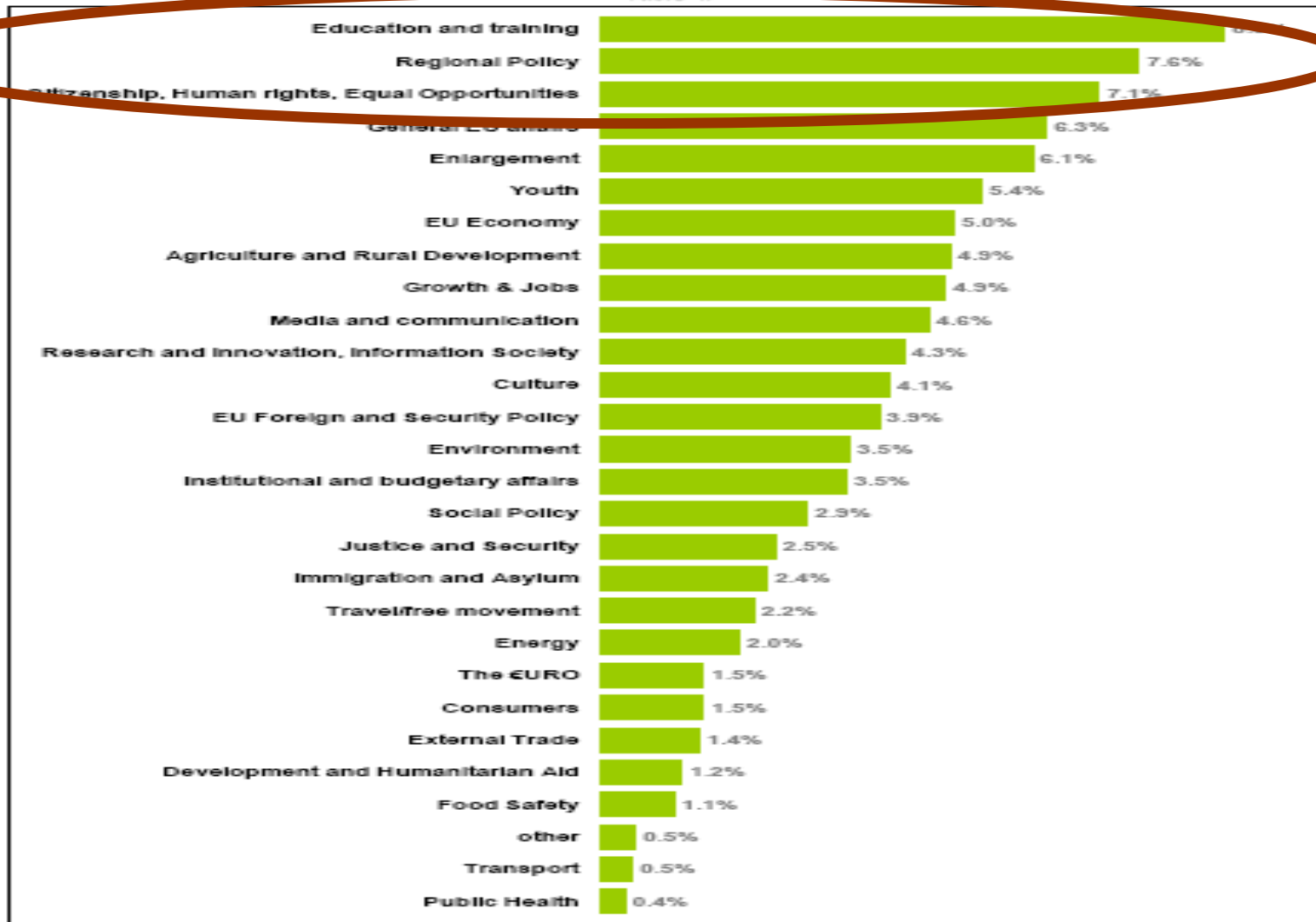


Survey on Training Needs

- ❑ Annual online survey
- ❑ Open for 3 weeks
- ❑ Launch of 2007 survey in October
- ❑ Your feedback does matter



Desired topics for trainings





Network meetings

- ❑ National Network meetings - Representations
- ❑ Coordination meetings – DG COMM
 - With Relays and Representations: January 2007
 - With EDCs and Representations: 23 May 2007
 - Objectives:
 - To discuss the coordination of network activities and communication priorities
 - To prepare Annual General Meetings
- ❑ Annual General Meetings (AGMs) – DG COMM



AGMs: 2006 (September – November)

- ❑ Helsinki (Finland)
- ❑ Bologna (Italy)
- ❑ Dresden (Poland)
- ❑ Lille (France)



AGMs: 2007

- ❑ Barcelona (Spain): 3-5 October
- ❑ Warsaw (Poland): 17-19 October
- ❑ Dublin (Ireland): 7-9 November

AGMs 2007: Where we stand

- ❑ January Coordination Meeting: agreement on a draft programme
- ❑ Consultation of the networks in the 27 MS on some issues related to the programme:
 - topics for policy sessions
 - target audiences for workshops
 - content for the EDCs sessions
- ❑ Incorporation of the feedback by the College and DG COMM to finalise the programme



AGMs 2007: The programme

- ❑ Starting on Wednesday afternoon, ending on Friday at noon
- ❑ Some separate sessions for the EDCs
- ❑ Three AGMs, three topics for the opening policy discussion
- ❑ Workshops and group work on aspects related to the daily work of the network



AGMs: Registration 2007

- ❑ Online registration system (April-June?)
- ❑ Same registration deadline for all AGMs –
First come-first served
- ❑ Pan-European meetings of up to 250
participants each
- ❑ Choose where you want to go...



General support – Exchange Programme (1)

- ❑ Sharing experience and best practice through joint projects
- ❑ Find your partner: Partnership Corner and Announcements
- ❑ Main conditions:
 - Permanent staff from EDCs and Relays
 - At least
 - at least 3 individuals (one host, two visitors) from 3 different Relays/EDCs
 - coming from at least 2 Member States



General support – Exchange Programme (2)

- ❑ DG COMM may support travel and accommodation costs for up to 7 persons per project
- ❑ Maximum total per individual: € 750
- ❑ Around 20 projects to be supported in 2007 (indicative)
- ❑ Deadline for applications: **2 April 2007**



General support – Exchange Programme (and 3)

□ Calendar:

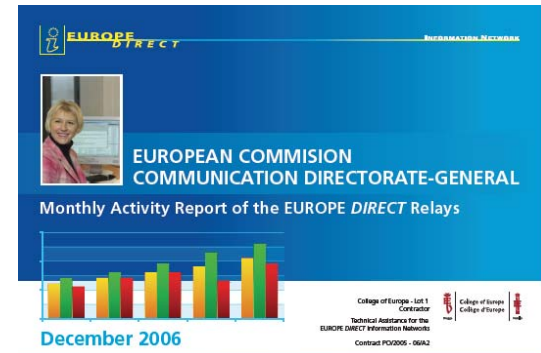
- Selection in May 2007
- Exchange projects implemented between June-September 2007
- Final reports submitted by participants by 1 November 2007

□ Go to the Intranet for

- Application forms and how to participate: Partnership Corner section
- 2006 participants and their reports

General support – Reporting on Network activities

- ❑ Monthly Activity Reports:
first one on the Intranet by
the end of March 2007
 - more later
- ❑ Half-yearly reports
- ❑ Yearly reports



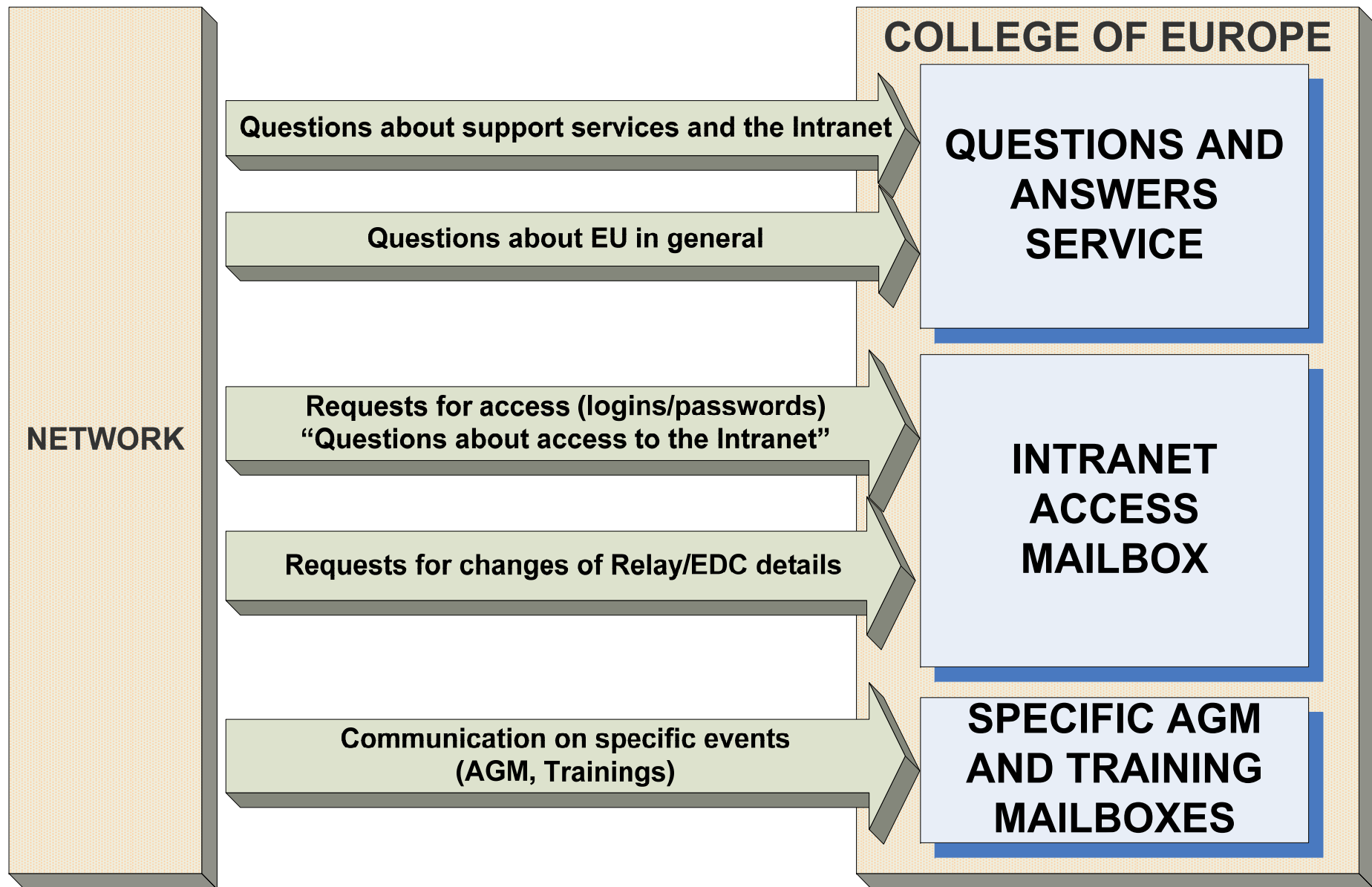
General support – Communications with the Network

1. Questions and Answers service
2. Mailbox for Intranet Access questions
3. Specific mailboxes for AGMs and Trainings





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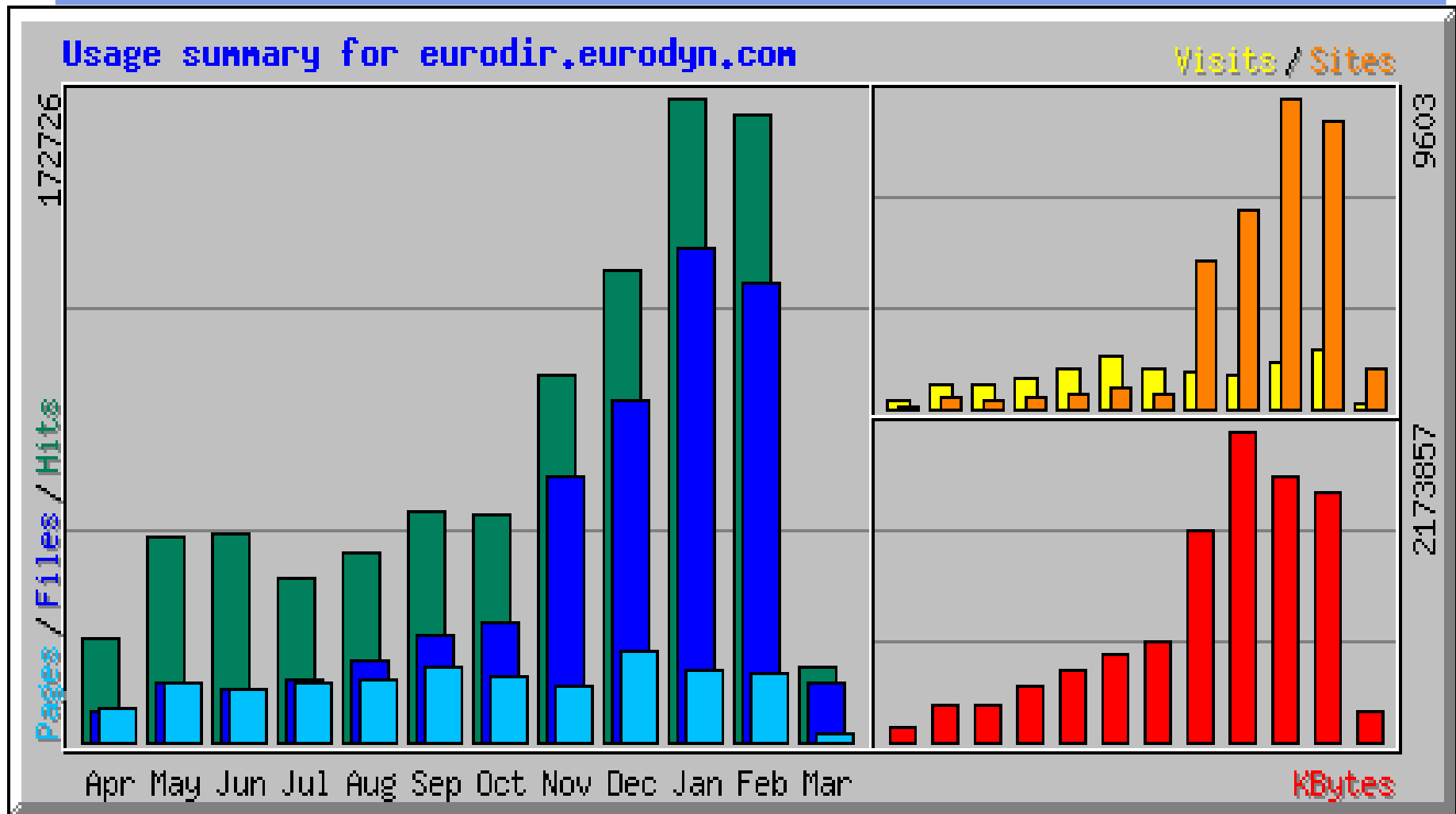




ED Intranet intro (1)

- ❑ A tool for Networking and joint projects
- ❑ A tool for Reporting
- ❑ A tool for Promotion of your activities

ED Intranet intro (2) – Usage statistics



ED Intranet intro (3)

- ❑ Developed by another contractor
- ❑ College of Europe produces and manages content
- ❑ You also produce and publish your own content: networks and meetings/events
 - expiration date!



ED Intranet intro (4) - Your details

- ❑ Update your contact details! They are available to the public in general, via the “public website”:
http://ec.europa.eu/europedirect/index_en.htm

Europe
EUROPE
DIRECT

European Commission - Europe Direct - Visit us

Home
Contact us
Visit us
Interactive map
Download
Write to us
Have your say
Other services
In touch with the EU
T-CE
TAKED
THE EU
IN YOUR
COUNTRY

Visit us
Searchable Map of the EU
Click on the map to choose a country:
Or, select a menu for the country:
Estonia - Relays
Click on the map to choose a Relay:

English (en)

Index
EDC documents
Recommendations
Treaties
National Centres
Newsletters

Estonia
Select a Network
Relays
Submit

Relays for Estonia
Displaying results 1-4 of 4.

Relay Name	Town	Email
Europe Direct Pärnu	Pärnu	ed@parnu.ee
Europe Direct Pärnu	Pärnu	ed@parnu.ee
Europe Direct Pärnu	Pärnu	ed@parnu.ee
Europe Direct Pärnu	Pärnu	ed@parnu.ee



ED Intranet intro (and 5)

- ❑ Let's walk through it...
 - what it does
 - how you can use it
 - ask questions as we go... or later at the end



Contents (1)

- ❑ Home
- ❑ Contacts
 - Interactive map
 - Directory
- ❑ Network Meetings
 - Calendar/View Network Meetings
- ❑ Training
 - Calendar
 - Training Seminars
 - Other Training Material
 - Survey on Training Needs
- ❑ Library
 - Important EU Documents
 - EUROPE *DIRECT* Newsletters
 - Member Publications Database
 - Upload Documents
 - Specialised Information Dossiers
 - Manuals



Contents (and 2)

- ❑ **Members' Meetings & Events**
 - Calendar/View Members' Meetings & Events
 - Add New
 - Notifications
- ❑ **Partnership Corner**
 - Announcement Board
 - Add Announcement
 - Exchange Programme
 - Guidelines & Forms
 - List of Selected Projects
 - Final Reports
- ❑ **Questions & Answers**
 - Question Posting Form
 - Search
- ❑ **Sitemap**
- ❑ **Personal Information**

ED Intranet





Relays: reporting via the Intranet (1)

- 1. By uploading your information and using the services in the Intranet – automatically**
- 2. By filling in the Monthly Activity Form**
 - before the end of the following month: e.g. January report should have been submitted by the end of February
 - main data requested:
 - contacts with citizens (personal, phone calls, e-mails, attendance to Relays events)
 - priority topics
 - summary of activities
 - staff numbers and names

Relays: reporting via the Intranet (and 2)

- ❑ A Monthly Activity Report (MAR) to be published in the Intranet summarising the Relays activities
- ❑ Relays will be able to extract all the reported materials to help with annual reporting
- ❑ Monthly Activity Forms:
 - Editing Monthly Activity Forms is possible within the calendar year
 - 30 min... or press “submit”



Relays: Filling the Monthly Activity Form

Legal notice | Questions about access to the Intranet

EUROPE DIRECT INFORMATION NETWORK

EUROPE DIRECT

Login

Username :

Password :

Relay manager's login

Legal notice | Questions about access to the Intranet | Top of the page



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[Legal notice](#) | [Questions about access to the intranet](#)



EUROPE DIRECT

INFORMATION NETWORK

EUROPE DIRECT > Home

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[Logout](#)

[EUROPE DIRECT on EUROPA](#)

[Debate Europe](#)

ToGEThe[®]
SINCE 1957



Welcome to the EUROPE DIRECT intranet, your forum for networking, training and finding information, documents and manuals.

[Monthly Activity Forms](#) [Edit Relay / EDC Information](#) [Edit Personal Information](#)

EUROPE DIRECT Newsletters

[\[full list\]](#)

EUROPE DIRECT Newsletter - Volume 11

PDF: [fr \[2587 KB\]](#) [de \[2607 KB\]](#) [en \[2608 KB\]](#)

Specialised Information Dossiers

[\[full list\]](#)

Specialised Information Dossier - Volume 2

An Area of Justice, Freedom and Security for all Citizens of the European Union

PDF: [en \[348 KB\]](#) [fr \[367 KB\]](#) [de \[495 KB\]](#)

Slides: [pt \[1566 KB\]](#) [nl \[1444 KB\]](#) [cs \[1457 KB\]](#) [fr \[1574 KB\]](#) [hu \[2488 KB\]](#)

[et \[1447 KB\]](#) [da \[1460 KB\]](#) [it \[1657 KB\]](#) [sk \[1459 KB\]](#) [fi \[1443 KB\]](#)
[es \[1457 KB\]](#) [de \[1448 KB\]](#) [pl \[1456 KB\]](#) [el \[2300 KB\]](#) [mt \[1457 KB\]](#)
[lt \[1457 KB\]](#) [it \[1472 KB\]](#) [en \[1439 KB\]](#) [sv \[1443 KB\]](#) [sl \[1455 KB\]](#)

Members' Meetings & Events

[\[full list\]](#)

- 14/02/2007 - Europäisches Jahr der Chancengleichheit für Alle - 3. Sitzung
- 14/02/2007 - Fare il Punto Europa ricordando Spinelli
- 14/02/2007 - Napoli per Napolitano
- 15/02/2007 - A la découverte de l'UE
- 15/02/2007 - EXHIBITION "BULGARIA and ROMANIA - NEW EU COUNTRIES"

Network Meetings

[\[full list\]](#)

- 15/02/2007 - Coordination meeting of the EDC networks in Slovakia
- 14/03/2007 - Meeting with the PRVA (Public Relations Verband Austria)
- 20/03/2007 - 8th national Europe Direct network meeting in Klagenfurt
- 20/03/2007 - Meeting (1/2007) of the 'ARGE-Europainformation' in Klagenfurt
- 23/05/2007 - European Documentation Centre coordination meeting



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EUROPE DIRECT INFORMATION NETWORK

EUROPE DIRECT > Monthly Activity Forms

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Monthly Activity Forms Edit Relay / EDC Information Edit Personal Information

Monthly Activity Forms

Add New Monthly Activity Form

To start a new report

Legal notice | Questions about access to the Intranet | Top of the page

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EUROPE DIRECT on
EUROPA

Debate Europe



Monthly Activity Forms

Edit Relay / EDC Information

Edit Personal Information

Info

Note: The session will expire after **30 minutes** of inactivity.

Monthly Activity Forms

Add New Monthly Activity Form

Help / Contact / Translation

Relay Name ³ Europe Direct Almere
Relay Email ³ ipe@bibliotheekalmere.nl
Relay Responsible ³ Polly Rademaker

» Click here to notify all meetings and events
» Click to notify all documents

Time period of the year

Please choose the year and the month you are reporting for:

1. Year ¹ 2007 Confirm
2. Month ¹ January

Contact with Citizens

Please indicate the approximate number of individual contacts:

3. Personal contacts ¹
4. Phonecalls ¹
5. Emails ¹
6. Number of persons who attended events organised by the relay ¹

The relay information
is taken automatically
from the website.

The month is by
default the previous
month

30 minutes



EUROPE DIRECT

3. Personal contacts ¹ 20

4. Phonecalls ¹ 50

5. Emails ¹ 75

Number of persons who attended events organised by the relay ¹

6. 200

Topics which were most asked/discussed

7. Most common topic Subject ¹
Youth

8. Second common topic Subject ¹
Promotional material

9. Third common topic Subject ¹
Consumers
Avian influenza

10. Summary of activities ^{1,2}
De belangrijke activiteit deze maand was...
De journalisten vroegen ons over...
enz.

Staff

Indicate total number of full time staff ² 3

namen...

Submit Exit

Choose subjects in the drop-down boxes and, if needed, add some topics in the text boxes

Click on « submit » to save

When the report is completed for the first time the staff names should be filled in. In the following reports this list will be shown automatically



Legal notice | Questions about access to the Intranet

EUROPE DIRECT INFORMATION NETWORK

EUROPE DIRECT > Monthly Activity Forms > View Form

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ToGEThe[®] SINCE 1957

Monthly Activity Forms Edit Relay / EDC Information Edit Personal Information

Info

Relay Monthly Activity Form is successfully created

Monthly Activity Forms
View Monthly Activity Form

Help / Contact / Translation

Relay Name Europe Direct Almere
Relay Email ipe@bibliotheekalmere.nl
Relay Responsible Polly Rademaker

Time period of the year

1. Year 2007
2. Month January

Contact with Citizens

Please indicate the approximate number of individual contacts:

3. Personal contacts 20
4. Phonecalls 50
5. Emails 75
6. Number of persons who attended events organised by the relay 200

Topics which were most asked/discussed

7. Most common topic Youth

This message appears to show that the report has been completed



Legal notice | Questions about access to the Intranet

EUROPE DIRECT INFORMATION NETWORK

EUROPE DIRECT > Monthly Activity Forms

Home
Contacts
Network Meetings
Training

Monthly Activity Forms Edit Relay / EDC Information Edit Personal Information

Monthly Activity Forms

Add New Monthly Activity Form

Displaying results 1-1 of 1.

Month	Action
January	 

Questions & Answers
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EUROPE DIRECT on EUROPA
Debate Europe
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The completed report(s) are listed under the « monthly activity forms » title

Open report in Excel

Edit the report



A		B	
1			
2	Relay profile		
3	Relay Id	327	
4	Full name	Europe Direct Almere	
5	Country	Netherlands	
6	Email	ipe@bibliotheekalmere.nl	
7	Manager	User ID=520; Polly Rademaker; ipe@bibliotheekalmere.nl	
8			
9	Time period of the year		
10	Year	2007	
11	Month	January	
12			
13	Contact with Citizens		
14	Personal contacts	20	
15	Phonecalls	50	
16	Emails	75	
17	Number of persons who attended events organized	200	
18			
19	Topics which were most asked/discussed		
20	Most common topic	Youth	
21			
22	Second common topic	Promotional material	
23			
24	Third common topic	Consumers	
25		Avian influenza	
26	Summary of activities	De belangrijke activiteit deze maand was... De journalisten vroegen ons over... enz.	
27			
28	Staff		
29	Indicate total number of full time or half time staff	3.0	
30	Names of staff	namen...	
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			

The report in Excel



Changes to the Intranet - Process

1. Yearly review by November each year – “Wish list”
2. College of Europe presents its own wish list to DG COMM
3. Changes are implemented - by the end of March in 2007

Main changes foreseen (1)

- ❑ More **visibility** for latest events, publications, or important news/deadlines
- ❑ New “**My meetings & events**” button
 - will allow viewing of Member meetings and events uploaded by the organisation
- ❑ **Print** buttons in both “My documents” and “My meetings & events” buttons
- ❑ **Expiration date** by default: 31/12/2008

Main changes foreseen (2)

- ❑ New subsection within the “Library” section:
“Annual / monthly network reports”, with three parts:
 - EDCs
 - Relays – monthly activity reports will be here
 - Team Europe members
- ❑ **“Attendance”** to Members meetings and events will not be a mandatory field – cannot be ascertained in advance

Main changes foreseen (3)

- ❑ **Target audiences** will be the same in all sections (following the model of “Members Meetings and Events”)
- ❑ **Training Materials:**
 - main training materials from GTS and STS to be fully searchable
 - “other training materials” provided by members or Representations will be available in 20 languages



Main changes foreseen (and 4)

- ❑ A **mini-homepage** for each section (introductory page)
- ❑ **Icons** will show if Members meetings and events listed contain attachments (pictures or other files)
- ❑ **Relevant documents** uploaded on occasion of Network meetings to be re-arranged – easier to navigate
- ❑ **EDCs**: a new field to indicate if they are “specialised” or “generalist”

Possible changes – under discussion

- ❑ **A chat or forum** instead or in addition to the Partnership Corner
- ❑ **Improving Monthly Activity Form**
 - making guidelines clearer and more available
 - simplification of the form

Your questions Your feedback

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