



Autumn 2010

EASTMEAD EUROPEAN TRAINING

is offering

- **“How Brussels Works – the Decision-Making Process”**
13 September, 11 October, 29 November

£395 (exclusive of VAT)
- **“Negotiating and Implementing Directives”**
20 September

£465 (exclusive of VAT)
- **“EU Negotiating Skills and Techniques”**
15 and 16 November

£850 (exclusive of VAT)

Venue: The Royal Thames Yacht Club, 60 Knightsbridge,
London SW1

Contact: Marie Kerr on 01983 539672; marie@eetraining.co.uk

In-house bespoke solutions, including mentoring, also delivered



Thinking beyond training



COURSE: **“How Brussels Works – The Decision- Making Process”**

NEED: Understanding how Brussels works – a thorough explanation of the decision-making process

FOR: All staff whose job is affected by EU Business

DURATION: One day

CONTENT: **ANALYSIS OF INDIVIDUAL KEY INSTITUTIONS**

- Commission
 - Council
 - European Parliament
 - European Court of Justice
- } Their roles, structures, powers, pressure points

THE DECISION-MAKING PROCESS

- Start-to-finish
- Codecision / Comitology

COMMUNITY LAW

- Analysis of Regulations and Directives

DEALING WITH PROBLEMS

- Infraction cases – brought by Commission
- Legal challenges – in the Member State

SOURCES OF HELP

- Cabinet Office
- UKREP
- EU Co-ordination Units

STYLE: Participative lectures with examples
Group / individual work
Comprehensive course support material – both printed and on-line






COURSE: **“Negotiating and Implementing Directives”**

NEED: Understanding how to ensure the correct implementation of Directives

FOR: All staff who have to negotiate or implement Directives

DURATION: One day

CONTENT: **RE-CAP**  “DECISION-MAKING PROCESS”
• “COMMUNITY LAW”

OVERVIEW OF THE LIFE-CYCLE OF A DIRECTIVE

ANALYSIS OF LEGAL REQUIREMENTS ON MEMBER STATES

TRANSPOSITION

- Routes and methods for transposing Directives into National Law

IMPLEMENTATION APPROACHES

ENFORCEMENT / SANCTIONS

INFRACTIONS

- The Role of the Commission
- The European Court of Justice

ACTIONS IN NATIONAL COURTS

STYLE: Participative lectures with examples
Group / individual work
Comprehensive course support material – both printed and on-line





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EVENT: **“EU Lobbying Skills”**

BENEFIT: To help you plan and present your case effectively

FOR: All staff with an interface with EU Institutions

DURATION: One day

CONTENT: **NEGOTIATING SKILLS**

- General points relevant to any negotiation
- How Brussels differs

STRATEGY AND TACTICS

- Preparing your brief /managing your constituency

LOBBYING SKILLS AND PRACTICE

- Effective management of your message

TIPS / DO'S AND DON'TS

PROCEDURES AND ETIQUETTES

- Insight into Brussels meetings
- Understanding Codecision

SOURCES OF HELP

- Where to seek support
- Information sources
- Role of Permanent Representatives

STYLE: Participative lectures with examples
Group / individual work
Comprehensive course support material – both printed and on-line



Thinking beyond training



- EVENT:** **“EU Negotiating Skills and Techniques”**
- BENEFIT:** To help you prepare and handle negotiations in an EU context
- FOR:** All staff who attend EU meetings and/or interface with EU Institutions
- DURATION:** Two days
- CONTENT:**
- ANALYSIS OF NEGOTIATING CYCLES**
- General points relevant to any negotiation
 - How Brussels differs
- NEGOTIATING PRACTICAL EXERCISES**
- Opportunity for individual role-playing and feedback
- PREPARATION FOR MULTI-NATIONAL / EU MEETINGS**
- Analysis of stages involved in effective preparation
 - Setting realistic objectives
 - Managing your constituency
 - UK co-ordination tools
- PROCEDURES AND ETIQUETTES**
- Understanding the conduct of EU meetings
 - Practical tips from two seasoned practitioners
- MEETING ROLE-PLAY**
- Main EU-based exercise with group and individual feedback
- STYLE:** Participative lectures with examples
Group / individual work
Comprehensive course support material – both printed and on-line

