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**Engl. only**

**EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW**  
**(VENICE COMMISSION)**

**4th MEETING OF  
THE NATIONAL CO-ORDINATORS  
OF THE UNIDEM CAMPUS SEMINARS**

**(Trieste, 4 October 2004)**

**MEETING REPORT**

### ***1. Opening of the meeting***

Professor Bartole, substitute member of the Venice Commission for Italy, opened the meeting and thanked the national co-ordinators, the members of the Secretariat and Mrs Gregoric for their contribution to the smooth functioning of the Campus.

### ***2. Communication by the Secretariat***

The Secretariat informed the participants that the quality of the lectures given and the active participation of public officials in discussions during the fourth year of the UNIDEM Campus seminars reconfirmed the importance of continuing the initiative.

### ***3. Adoption of the Agenda***

The Agenda was adopted without modifications (see Appendix I).

### ***4. Topics for the seminars in 2005***

The Secretariat informed the participants that due to financial and organisational constraints, the number of seminars in 2005 will be limited to five (5).

The Secretariat presented the proposal for the topics for the seminars in 2005, prepared on the basis of suggestions for the possible topics sent by several national co-ordinators.

The topics for the seminars in 2005, as agreed by the participants, appear in Appendix II.

Following a proposal by the Co-ordinator from the Former Yugoslav Republic of Macedonia, it was agreed that the future proposals for topics for seminars in 2006 should also contain a short outline of the programme for each seminar.

### ***5. Procedure of nomination and other organisational aspects***

The Secretariat recalled the importance of respecting the agreed procedural aspects linked to the organisation of each seminar in order to ensure the success of the activity. The following was particularly stressed :

- call for nominations should be sent four weeks before the seminar;
- draft agenda should be sent to the national co-ordinators (and participants if already nominated) as soon as it is ready;
- nominations are to be accompanied by the CV of each candidate;
- nomination letter should indicate the total number of participants to be nominated;
- total amount of the daily allowances is calculated by the Financial Division on case-by-case basis after the seminar, and cannot be indicated in advance by the Secretariat; and
- complete bank details for international transfer must be provided.

## **6. Follow-up to seminars**

The Secretariat recalled that the primary objective of the UNIDEM Campus is the “training of trainers”, that is, dissemination of the information gained during the seminars. It informed the participants that during 2004, many delegations reported on follow-up initiatives organised in their respective countries. However, only a very limited number of such initiatives were organised in co-operation with the national co-ordinator.

It was agreed that the invitation letters sent to participants should be more explicit as to the purpose of the training seminar and the duty of participants to organise a follow-up initiative in their respective countries with the support of the co-ordinators. It was also suggested that practical information about the city of Trieste and transport to MIB be added to the invitation letters.

The Secretariat informed the participants that the draft agenda of future seminars as well as written reports provided by the lecturers will be put on the Venice Commission web-site as from the next training seminar in November.

**It was agreed that the invitation letters be revised (see Appendix III).**

## **7. Other business**

### *- Summer school*

Professor Bartole informed the participants about the idea of setting-up a summer school for civil servants by the University of Trieste in co-operation with the University of Graz (Austria). He suggested that the first summer school take place in June – July 2005 in Trieste and address the following topic: “The impact of the enlarged EU on new member states and prospects for further enlargement” (presently scheduled for October 2005). The summer school would last for two consecutive weeks and would take place in Trieste and in Graz.

The Secretariat informed the co-ordinators that in order to proceed with the organisation of the Summer school, such initiative must be officially approved by the Venice Commission.

The proposal was considered interesting and worth pursuing.

**It was agreed that Professor Bartole will inform the Venice Commission about the idea of setting-up a summer school for civil servants during the next plenary session in Venice.**

### *- National delegations' presentations during seminars*

The representative of Belarus and the representative of Serbia and Montenegro informed the participants of the very positive feedback received on presentations made by several

participants on the national strategies against organised crime during the last UNIDEM Campus seminar in July.

**It was agreed that during each seminar one or two workshops will include brief national presentations – prepared by all delegations – on the specific topic dealt with during the lecture.**

## **Appendix I**

### **AGENDA**

1. *Adoption of the Agenda*
2. *Proposals for Seminars in 2005*
  - a) *Number of seminars*
  - b) *Dates*
  - c) *Topics (see Appendix II)*
3. *Organisational aspects*
  - a) *Procedure of nomination of participants*
  - b) *Travel arrangements*
4. *Follow-up to seminars*
5. *Other business*

**Appendix II**

<b>UNIDEM Campus Trieste Draft programme 2005*</b>	
<i>24 – 28 January Trieste</i>	The role of media freedom and pluralism in strengthening democracy
<i>14 – 18 March Trieste</i>	Administrative justice and inter-ministerial communication within the public administration
<i>16 – 20 May Trieste</i>	Diversity and cohesion : integration policies for minorities and immigrants
<i>27 June – 1 July Trieste</i>	Legal framework for public administration performance indicators and performance measurement
<i>24 – 28 October Trieste</i>	The impact of the enlarged EU on new member states and prospects for further enlargement

\* In 2005, all seminars will be in English language.

### APPENDIX III

**Information Note for participants  
to be added to the invitation letter sent to each participant**

**UNIDEM CAMPUS training seminar  
on  
( INSERT DATE AND TITLE OF THE SEMINAR)**

<p><i>MIB School of Management Address Tel.</i></p>
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#### **INFORMATION FOR PARTICIPANTS**

##### **GENERAL INFORMATION**

###### ***Objective***

The UNIDEM Campus programme aims at contributing to the establishment of a qualified, trained and professional civil service in the countries concerned, through the “training of trainers”.

The officials of national administrations who participate in the programme are expected to train their own colleagues in their respective countries by passing on the knowledge and skills acquired during the seminar.

###### ***Participants***

The UNIDEM Campus programme is addressed to public officials from 11 participating countries : Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Former Yugoslav Republic of Macedonia, Moldova, Romania, Serbia and Montenegro, Slovenia and Ukraine.

During your stay in Trieste, you are expected to attend all lectures and workshops. Non-attendance will affect the payment of the per diem.

Upon your return, you are expected to organise, within four weeks of the end of the seminar, a follow-up initiative (conference, seminar or round-table) with the assistance of the national Co-ordinator.

A written report on the follow-up initiative is to be sent to the Venice Commission Secretariat as well as to your national co-ordinator, at the latest four weeks after it has taken place (i.e. within two months of the training seminar). Proposed elements for the report on follow-up initiatives are hereto enclosed.

***Teaching staff***

The teaching staff is composed of experts with practical experience in the field concerned (*insert profession & names of lecturers*), as well as university professors (*insert names of lecturers*).

***Working method***

The seminars are organised on the basis of the participative method, which includes:

- a) *Lectures* introducing the subject, followed directly by questions from participants.
- b) *Workshops* allowing for discussions of practical examples proposed by the lecturer.
- c) *Exchange of experience*. During two workshops (*insert date*), each delegation is required to make a short presentation on the specific situation regarding (*insert topic*) in its respective country. You are therefore requested to prepare two brief presentations.

Friday morning is reserved for national presentations only. Two to three delegations are invited to prepare a general explanation of the practice of their state on the subject of the seminar (the specific topic covered in the “exchange of experience” is obviously not included).

Should you wish to prepare such a general explanation, please inform your national coordinator or Mrs Dubravka Bojic ([Dubravka.Bojic@coe.int](mailto:Dubravka.Bojic@coe.int)) directly of the Venice Commission’s Secretariat.

**PRACTICAL INFORMATION*****Getting to the hotel from the airport***

Participants will not be met at the airport. You are invited to use taxis (app. 50 €) or the bus service (app. 5 €) provided from the airport to the City of Trieste (“Central Station”), at your own expense.

***Getting to MIB from the hotel***

From the hotel “Città di Parenzo” take the bus no. 25 (bus stop in street “Corso Italia”).  
From the hotel “Abazia” take the bus n°11 or no. 25 (bus stop in Piazza della Borsa, very near to Piazza Unità d’Italia – five minutes walk from the hotel).  
You can also take a taxi for the price of 6 – 8 €.

***Meals***

The lunches will be served at the Palazzo del Ferdinando (MIB) from Monday to Friday.  
The daily allowance you will receive after the seminar is intended to cover evening meals and other subsistence expenses.



***Contacts***

Before the seminar:

Mrs Dubravka Bojic (phone +33 3 90 21 42 61; by e-mail: [Dubravka.Bojic@coe.int](mailto:Dubravka.Bojic@coe.int))

Ms Brigitte Aubry (phone +33 3 88 41 34 74; by e-mail: [Brigitte.Aubry@coe.int](mailto:Brigitte.Aubry@coe.int))

When in Trieste:

Ms Elisabetta Gregoric (phone +39 040 918 81 40 (direct line), or +39 347 971 51 14 (mobile); by e-mail: [elisabetta.gregoric@mib.edu](mailto:elisabetta.gregoric@mib.edu)).

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