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

**3<sup>rd</sup> MEETING OF  
THE NATIONAL CO-ORDINATORS  
OF THE UNIDEM CAMPUS SEMINARS**

**(Paris, 9 February 2004)**

**MEETING REPORT**

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

Professor Jambrek, member of the Venice Commission for Slovenia, opened the meeting and recalled the role and functions of the persons responsible for the organisation of the UNIDEM Campus seminars within the Secretariat. He also thanked the national co-ordinators for their contribution to the smooth functioning of the Campus.

Professor Bartole, substitute member of the Venice Commission for Italy, recalled that the UNIDEM Campus seminars are financed by the Regione Friuli-Venezia Giulia.. He also informed the participants about the interest of the Regione in transfrontier co-operation, and in establishing contacts with the participating countries. He therefore suggested that the participants to the seminars could prepare a short note relating to the possible relations between their respective countries and the Regione Friuli-Venezia Giulia.

**It was agreed that the participants to the seminars will prepare a short note relating to the possible relations between their respective countries and the Regione Friuli-Venezia Giulia.**

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

The Secretariat informed the participants that last year 150 civil servants and 40 lecturers participated in the 6 seminars organised in Trieste. The quality of the lectures given and the active participation of public officials in discussions reconfirmed the importance of continuing the initiative.

The Secretariat also briefly exposed the objectives of the meeting and the items on the agenda.

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

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

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

The Secretariat recalled the importance of respect for the agreed procedural aspects linked to the organisation of each seminar for the success of the activity. The following was particularly stressed :

- the deadline for nomination of candidates must be respected;
- nominations are to be accompanied by the CV of each candidate;
- complete bank details for international transfer must be provided;
- the total amount of the daily allowances is calculated by the Finances Division on case-by-case basis, and cannot be indicated in advance by the Secretariat.

Several Co-ordinators (Bulgaria, FYROM, Serbia and Montenegro) raised the issue of the flight schedule, in particular the very late arrivals in Trieste (after 11pm), and the long waiting time between the connecting flights. They feared that particularly inconvenient itineraries,

proposed by the Council of Europe travel agency, might discourage high rank civil servants from participating in the UNIDEM Campus seminars in the future.

The Co-ordinator from Croatia, supported by the representative of FYROM, suggested to clearly indicate in the certificate of attendance distributed at the end of each seminar, that the purpose of the seminar is legal training. She considered that such modification would contribute to a better understanding of the final purpose of the project, and to making it more attractive to the high rank officials.

Ms. Gregoric underlined the importance of the choice of candidates ; she praised the good level of preparation of last year's participants and their active involvement in the discussions. Furthermore, the national presentations were generally very well prepared, and appreciated.

Several co-ordinators suggested adding to the invitation letters also practical information about the city of Trieste as well as contact details of the hotel and the MIB.

**It was agreed that the proposed candidates should be experts in the field dealt with by the seminar, and that they should occupy positions where they can apply the knowledge gained from the seminars. They must be fluent in English or French.**

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

The Secretariat stressed that the primary objective of the UNIDEM Campus is the "training of trainers" that is dissemination of the information gained during the seminars. However, during 2003, only 4 delegations reported on follow-up meetings organised in their respective countries.

It was agreed that a new procedure of follow-up to seminars would be put in place : the participants should organise a follow-up initiative (meeting, round table or conference) in their respective countries - with the support of the co-ordinators, and under their supervision - within 4 weeks after the end of each seminar. They should also send a written report on the follow-up initiative to the Secretariat within the following 4 weeks after it has taken place. Proposed elements for the model report on follow-up initiatives appear in Appendix IV.

Professor Jambrek underlined the importance of the reading material for the organisation of a follow-up initiative. It was agreed that the reports provided by the lecturers, as well as the recommended reading material will be put on the Venice Commission web-site (upon agreement by the lecturers).

**It was agreed that a new procedure of follow-up to seminars will be put in place (see Appendix IV).**

## **6. *Topics for the seminars in 2004***

The Secretariat thanked the representatives of Belarus, Romania and Ukraine for sending their proposals for the possible topics of the seminars in 2004.

The topics for the seminars in 2004 as agreed by the participants appear in Appendix V.

Following proposal by the Co-ordinator from Serbia and Montenegro, it was agreed that the next co-ordinators' meeting should be held in September 2004. Furthermore, the future proposals for the possible topics should also contain the short outline of the programme for each seminar, and be supported by one or two other participating countries.

<p><b>The next co-ordinators' meeting will be held in September 2004.</b></p>
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## **7. *Other business***

Prof. Matei, the Romanian co-ordinator, suggested to set up a network of the institutions represented in the UNIDEM Campus aimed at exchanging experiences, ideas and information among the participating states. Such network could also undertake studies covering items such as public administration reform or status of civil and parliamentary servants. She agreed to prepare a detailed proposal in writing to be distributed to the co-ordinators before the following co-ordinators' meeting.

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 Universities from Austria, Croatia and Slovenia.

Both proposals were considered interesting and worth pursuing.

## **Appendix I**

### **AGENDA**

1. *Adoption of the Agenda*
2. *Procedure of nomination*
3. *Follow-up to seminars*
4. *Proposals for Seminars in 2004*
  - a) *Dates*
  - b) *Topics (see Appendix)*
5. *Other business*

## Appendix II

### INFORMATION NOTE – organisational aspects

#### 1. Procedure of nomination of participants

- Nominations must be accompanied by the CV of the candidates (name, exact title, institution he/she represents, address, phone number, mobile phone, e-mail address);
- Please follow the model letter attached;
- Nominations must arrive in Strasbourg four (4) weeks before the seminar.

#### 2. Journey to and accommodation in Trieste

- Each participant will receive an invitation letter with all the details concerning the seminar (time and place of the seminar, hotel address etc.), as well as the itinerary of the journey (times and dates);
- It is extremely important that the participant takes note of the indicated time-schedule, as the ticket, once delivered, cannot be modified (no names changes, no time changes, no dates changes) or refunded (please be so kind to pass this information to the nominated participants).

#### 3. Seminar in Trieste

- Trieste airport is located 30 km from the city, and is connected to the centre of town by bus or by taxi;
- Participants should make their own way to their hotel;
- Participants must fill in the reimbursement form (complete bank details for international transfer) and give it to Ms Gregoric;
- Participants are due to attend all the lectures given during the seminar;
- At the end of the seminar, participants will receive the certificate of attendance.

#### 6. Presentations made by the participants

- On Friday morning, two or three delegations will do a short presentation on the specific situation in their respective countries related to the topic of each seminar
- Please indicate the topic of the seminar on which your country could report as soon as possible, and in any case before **the end of March 2004.**

#### 4. After the seminar

- The reimbursement forms are sent to the Financial Division of the Council of Europe which is in charge of calculation of the daily allowances;
- Please note that the whole procedure of reimbursement takes approximately 6 weeks.

#### 5. Follow-up to seminars

- The lecturers' reports and the recommended reading material will be published on the Venice Commission web-site;

- Within four weeks from the end of each seminar, the participants shall organise the follow-up initiative aimed at informing their hierarchy and colleagues about the seminar;
- Within four weeks after the follow-up initiative has been held, the participants should send the written report to the Venice Commission's Secretariat.

### **Contact persons**

Organisation of journeys, and accommodation

**Brigitte Aubry** - tel. 33 3 88 41 34 74, fax: 33 3 88 41 37 38, e-mail: [Brigitte.Aubry@coe.int](mailto:Brigitte.Aubry@coe.int)

Programme of the seminar and lecturers

**Dubravka Bojic**, tel. 33 3 90 21 42 61, fax. 33 3 88 41 37 38, e-mail: [Dubravka.Bojic@coe.int](mailto:Dubravka.Bojic@coe.int)

Assistance in Trieste and for any query when in Trieste

**Elisabetta Gregoric**, tel. 39 040 91 88 140/111, fax. 39 040 91 88 122, e-mail: [gregoric@mib.edu](mailto:gregoric@mib.edu), mobile phone: 0039 347 97 15 114

**Appendix III**

<b>UNIDEM Campus Trieste Draft programme 2004*</b>	
<i>16 – 18 February Strasbourg</i>	The Civil Servant's Guide to the Council of Europe
<i>5 – 9 April Trieste</i>	Regional and local self-government and transfrontier co-operation <i>(will include lecture on Euroregion)</i>
<i>24 – 28 May Trieste</i>	Harmonisation of national legislation with <i>acquis communautaire</i> and law-making principles (English) <i>(will include lecture on the European Charter on Fundamental Rights)</i>
<i>5 – 9 July Trieste</i>	Police and internal security services <i>(will include lecture on immigration issues and asylum policy, as well as lecture on organised crime and trafficking of human beings)</i>
<i>4 – 8 October Trieste</i>	Access to and protection of data in the era of e-government
<i>22 – 26 November Trieste</i>	Civil servant or <i>Beamter</i> : two models of public administration in the light of European principles

\* In 2004, all seminars will be in English language.



## Appendix IV

### Proposed elements for the model report on follow-up to UNIDEM Campus seminars

Title of the seminar  
Date & place of the seminar

Type of initiative (meeting/conference/round table) / *date, place* /

Persons attending : / *names, titles, institutions, description of functions* /

Brief description of the meeting : / *topics touched upon, issues discussed, material distributed, etc.* /

Appreciation of the current situation in the field dealt with by the seminar (in your respective country), in the light of the discussions held during the seminar.

Conclusions of the initiative.

Distribution of the report of the initiative / *e.g. colleagues from the same and, or other Ministries and institutions* /

Where will the report be available to other civil servants ?

**Appendix V****LIST OF PARTICIPANTS****ALBANIA**

Ms Enkela DUDUSHI , Public Administration Department, Specialist, Co-ordinator, TIRANA  
Telephone+355 4 251241  
E-mail : [e\\_dudushi@hotmail](mailto:e_dudushi@hotmail)

**BELARUS**

Mr Grigory VASILEVICH, Chairman, Constitutional Court of Belarus, Co-ordinator, MINSK  
Telephone+ 375 172 273 273 Fax:+ 375 172 275 209  
E-mail: [ksrb@user.unibel.by](mailto:ksrb@user.unibel.by)

**BULGARIE**

Ms Lilia TODOROVA, Advisor, Council of Ministers, Directorate for State Administration,  
Co-ordinator, SOFIA  
Telephone+ 359 2 940 20 70 Fax:+ 359 2 980 20 71  
E-mail: [l.todorova@government.bg](mailto:l.todorova@government.bg)

**CROATIA**

Ms Tatjana CORLIJA, Adviser, Ministry for European Integration, Adviser, Co-ordinator,  
ZAGREB  
Telephone + 385 1 4599 406/ Mob + Fax: + 385 1 6303 100  
E-mail: [tatjana.corlija@mei.hr](mailto:tatjana.corlija@mei.hr)

**ITALY**

Mr Sergio BARTOLE, Professor, University of Trieste, TRIESTE  
Telephone +39 040 63 51 26 Fax:+39 040 660000

**MOLDOVA**

Mrs Rodica IOVU, Section on Inter-Parliamentary Relations, Foreign Affairs Division,  
Parliament of Moldova, Co-ordinator, CHISINAU  
Telephone+ 373 22 23 34 06 Fax:00 373 22 23 3210  
E-mail: [r.iovu@parlament.gov.md](mailto:r.iovu@parlament.gov.md)

**ROMANIA**

Ms Lucica MATEI, National School of Political Studies and Public Administration, Ministry  
of Education and Research, Co-ordinator, BUCHAREST  
Telephone+ 40 21 293 88 Fax:+ 40 1 314 6507  
E-mail: [lmatei@snspra.ro](mailto:lmatei@snspra.ro)

**SERBIA AND MONTENEGRO**

Ms Jasmina STANKOVIC-TATARAC, Senior Adviser, Department of OSCE and CoE,  
Ministry of Foreign Affairs of Serbia and Montenegro, Co-ordinator, BELGRADE  
Telephone+ 381 11 306 8502 Mob + 381 63 8 432 765  
E-mail: [jtatarac@smip.sv.gov.yu](mailto:jtatarac@smip.sv.gov.yu)

**SLOVENIA**

Mr Peter JAMBREK, Professor, University School of Government, Graduate School of Government and European Studies, KRANJ,  
Telephone+ 386 4 2 601 851 Fax:+ 386 40 740000  
E-mail: [racunovodstvo@fds.si](mailto:racunovodstvo@fds.si)

Mr Joze JANEZ, Subsecretary , Administrative Academy, Head of Department, Ministry of Interior, Co-ordinator, LJUBLJANA  
Telephone+386 1 231 39 47 + Fax:+386 1 433 92 12  
E-mail: [joze.janez@gov.si](mailto:joze.janez@gov.si)

**“THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA”**

Mr Metodija DIMOVSKI, Secretary General, Civil Servants Agency, Co-ordinator, SKOPJE  
Telephone + 389 2 3094 211 Fax: + 389 2 3082 937  
E-mail: [m.dimovski@ads.gov.mk](mailto:m.dimovski@ads.gov.mk)

**UKRAINE**

Mr Oleh SEMENENKO, Head *ad interim*, Division of the Council of Europe, Ministry of Foreign Affairs, Co-ordinator, KYIV,  
Telephone + 38044 238 17 70 Fax: + 38044 238 18 93  
E-mail: [vre@mfa.gov.ua](mailto:vre@mfa.gov.ua)

**MIB**

Ms Elisabetta GREGORIC, Consultant Expert, University de Trieste, Palazzo del Ferdinando, TRIESTE  
Telephone:+ 39 040 981 88 111 Fax: +39 040 9188122  
E-mail: [elisabetta.gregoric@mib.edu](mailto:elisabetta.gregoric@mib.edu)

**SECRETARIAT**

Ms Dubraka BOJIC, Administrator, Venice Commission  
Ms Brigitte AUBRY, Assistant, Venice Commission  
Ms Denise BRASSEUR, Interprète, Council of Europe  
Ms Annie ROBERT, Interprète