

European Training Institute

ESL
NETWORK

ETI

*Brussels' leading training centre
in EU Public Affairs & Lobbying*

Upgrading NGO lobbying practices

An ETI training module specific to the not-for-profit sector

For any non-governmental organisation or civil society movement, it is becoming more and more crucial to acquire an in-depth understanding of the methods and strategies of the private sector.

With the European Union in constant evolution, your capacity to influence the EU decision making process depends directly upon your knowledge of its methods and processes.

The onset of the new Comitology, the appearance of new actors, and the general rise in complexity require the adoption of new communication strategies.

With strong experience and expertise in the field of European Public Affairs, the European Training Institute proposes a "4 pillars" training module specially customized to the needs of NGOs.

2011 Seminar Date: February 17

Price: €350 (+21% Belgian VAT when applicable)

PROGRAMME

09:00

1st Pillar: What is new (and generally unknown) in the EU decision making process?

- ✚ Policy making versus lobbying: upstream advocacy techniques
- ✚ The Drafting Phase: Public consultations, Impact assessment, Inter-service procedures
- ✚ The Adoption Phase: Council working groups and COREPER, common position (between the 1st and the 2nd reading), conciliation
- ✚ Working with the European Parliament

10:45 Coffee Break

11:00

2nd Pillar: The New Comitology and its strategic consequences on lobbying

- ✚ Comitology ‘stricto sensu’
- ✚ Quasi-legislative measures
- ✚ Consequences on lobbying

13:00 Lunch Break

14:00

3rd Pillar: Business lobbying: myth or reality?

- ✚ Budgets, strategies, organization and leadership
- ✚ EU trade associations, industrial platforms and enterprises
- ✚ Working with the “enemy”? - NGO and industry relations

15:30 Coffee Break

15:45

4th Pillar: Working with the Press in the EU Context

- ✚ Press and Lobbying
- ✚ Dos and don'ts for working with the Press

17:15 End of the day

LECTURERS:

Daniel Guéguen, Executive Chairman, ETI and author of “European Lobbying” (2007)

Yves de Lespinay, Senior Executive Partner, ETI

Vicky Marissen, Director, CLAN Public Affairs - ESL & Network Group

Filippo Giuffrida, Lawyer, Managing Director of Brussels’ office ESL & Network

- ETI reserves the right to substitute the lecturers originally appointed by other qualified experts from among our visiting Faculty-

Upgrading NGO Lobbying Practices

February 17

Enrolment fee: **€ 350** (+21% Belgian VAT when applicable)

Special discount for our partners. Please specify:

.....

Please type or print clearly in black, with capital letters. Fields in bold are compulsory for the validation of the enrolment.

Personal details

Mr /Mrs / Ms

Surname

First name(s)

Nationality

Date of birth

Company + Business address

Main field of activity

Position/occupation

Phone/Mobile

Fax

E-mail

@

Billing details

Company

Contact Name

Address

VAT n° (compulsory)

Phone

Fax

E-mail

@

Payment details

The total amount must be paid prior to the course beginning. In case the payment has not been done at the time the service is delivered (book or seminar) an interest is payable at the rate of 1 % per month, starting from the date of reception of the confirmation email, with a minimum of €50.

Transfer to **ETI** account **143-0638232-73** Fortis Bank, BIC : GEBABEBB, IBAN : BE27 1430 6382 3273

Av Jules de Trooz 11, B-1150 Brussels (Belgium). Please include your full contact details (Name, Company, Seminar and Date of seminar)

VISA or MasterCard n°

Code

Expiry Date ____ / ____

Cancellation policy:

Over 30 days before Programme beginning	20% of the amount
29 to 15 days before Programme beginning	50% of the amount
14 to 8 days before Programme beginning	75% of the amount
Less than 8 days before Programme beginning	the total amount

Each transfer of registration to other course dates filed later than one month prior to seminar beginning will be charged an extra 20% for administrative costs. No additional charge for qualified substitute participants. ETI reserves the right to cancel the seminar at the latest 2 weeks before the start date. A full refund of course fees will be allowed, but ETI is not responsible for any other costs incurred (transports, hotels, etc.)

Date

Signature

This Enrolment Form should be returned completed and signed to:

European Training Institute, 57 Rue Froissart, B-1040 Brussels • Phone: +32(0)2 400 77 30 • Fax: +32(0)2 732 75 25 • info@e-t-i.be

Your name and address will be part of the European Training Institute group database for our mailing purpose only. You have the right to access and modify this data and to consult the Register of the Commission for Private Life Protection.

Terms and Conditions of Sale - European Training Institute (ETI)

By submitting an enrolment form by post, fax, or email participants agree to respect all the terms and conditions of sale.

Generalities

1. Any legal action relative to the validity, interpretation or execution of this contract will be heard by the Courts of Brussels, including interim hearings, and multiple party actions. Only Belgian law is applicable.

Limitation of Responsibility

2. As a training institute specialised in European Public Affairs and Lobbying, ETI endeavours to offer complete and accurate information. Nevertheless, ETI declines all responsibility in case of damage suffered by participants, or any other person or entity, due to the exploitation of inaccurate or incomplete information.

Fees and Payments

3. The total amount must be paid prior to the course beginning.

4. The date of each seminar is marked on the enrolment form which the participant has completed and signed, or on the online enrolment form that the participant has submitted.

5. Participants can enrol in writing (by fax or post) or by internet (online enrolment).

6. Unless otherwise stated all prices are marked in euros, excluding VAT.

7. Belgian VAT will be applied when applicable.

8. Any company or person not liable for VAT must provide written proof of this exemption.

9. In case the payment has not been done at the time the service is delivered (book or seminar) an interest is payable at the rate of 1 % per month, starting from the date of reception of the confirmation email, with a minimum of euro 50. Non-payment of any invoice will lead to full legal liability of the participant, organization or company responsible for the enrolment. All costs incurred in recovering payment of the invoice are to be paid by the debtor. If payment of the invoice must be recovered via legal proceedings, the debtor will be responsible for all legal costs.

In Case of Cancellation

10. In case of cancellation by the participant a cancellation fee will be incurred and the participant will be invoiced following the scale:

- 30+ days before the seminar: 20% of the course fees
- 29-15 days before the seminar: 50% of the course fees
- 14-8 days before the seminar: 75% of the course fees
- Less than 8 days before the seminar: 100% of the course fees

No cancellation is admitted for 90 Minutes Conferences, Business Lunches and book orders. In case of request for cancellation for these items, a free-of-charge transfer to another seminar will be proposed.

11. No additional fees will be incurred in the case of a qualified substitute from the same company.

12. In case of transfer to a different seminar ETI reserves the right to invoice the participant 20% of the course fees for costs incurred.

13. ETI reserves the right to cancel any seminar at the latest two weeks before its start date. A full refund of course fees will be allowed, but ETI is not responsible for any other costs incurred (eg. transport, hotels....).

14. ETI will not be responsible for and no liability shall result to ETI for any **problem** in performance which result from any circumstances beyond ETI's reasonable control, including, but not limited to delays due to fire, severe weather conditions, failure of power, labor problems, acts of war, terrorism, embargo, acts of God or acts or laws of any government or agency.

Protection of Private Life

15. Your name and address will be part of ETI Group Database for our mailing purpose only. These details will not be passed to third parties, except for necessary provision of services for ETI, notably post and marketing. You have the right to access and modify this data and to consult the Register of the Commission for Private Life Protection.

16. ETI retains the right to contact participants to offer information concerning any services proposed by ETI. The participant has the right at any stage to express his desire not to be contacted, and will be removed from the contact list.

Copyright and Intellectual Property

17. All intellectual property is protected by Belgian, European and International Law. This covers all course materials, the ETI website, all publicity, and marketing materials. Any use, violation or counterfeiting of this intellectual property may lead to sanctions and payment of damages to ETI.

18. In the case of demands for damages, only Belgian courts are recognized.