



Brussels, 20 December 2002
PRESS/A2/MMI D(2002) 61452

**2003 CO-ORDINATION MEETING OF
THE EUROPEAN DOCUMENTATION CENTRES (EU NETWORK)**

**Brussels, 28 February - 1 March 2003
Borschette Conference Center, Rue Froissart 36**

- INVITATION TO THE EDC NATIONAL COORDINATORS -

The Unit Press/A.2 "Representations: Information Campaigns, Relays and Networks" of the European Commission is pleased to invite you to the 2003 Co-ordination Meeting of the EU Network of European Documentation Centres (EDCs) which will be held in Brussels, the 28th February and the 1st March 2003.

The central theme of the meeting will be the future of the network within the framework of the new information and communication strategy of the European Union¹

A draft programme for the above-mentioned meeting is enclosed (annex1). For all suggestions or enquiries concerning the content of this programme, please contact Marta Múgica Inciarte of unit Press/A.2 (e-mail: marta.mugica-inciarte@cec.eu.int, phone +32-2-295.83.45).

For practical enquiries concerning the travel and hotel arrangements, see enclosed information (annex 2). You can also contact Danièle D'Hossche of this unit (e-mail daniele.d'hossche@cec.eu.int, phone +32-2-295.83.45).

Looking forward to a constructive meeting, I would be grateful if you could confirm your participation by e-mail to Danièle D'Hossche - using the attached registration form (annex 3) - by the 16th January 2003.

Fabrizia de Rosa
Head of unit Press/A.2

¹ "Communication from the Commission to the Council, the European Parliament, the Economic and Social Committee and the Committee of the Regions on an Information and Communication Strategy for the European Union" COM (2002) 350 final of 2nd July 2002.

- DRAFT PROGRAMME -

Thursday, February the 27th

Arrival of participants

*Hotel: Euroflat
50, Boulevard Charlemagne 1000 Brussels*

Friday, February the 28th

- 9:00 Registration at Borschette Conference Center, Rue Froissart 36
- 9:30 **Welcome address**
Panayotis Carvounis, Director DG Press/A “Interinstitutional Relations, Information Policy, Representations”
- 9.50 **Opening of the meeting and presentation of its objectives**
Fabrizia de Rosa, Head of Unit and Marta Múgica, Administrator, Unit Press/A.2 "Representations: Information Campaigns, Relays and Networks"
- 10.10 **The Communication of the European Commission on the new Information and Communication Strategy of the European Union**
Benoît Woringer, Head of Unit or Mrs. Janet Royall, Administrator PRESS/A.1 “Relations with the European Parliament and other Institutions and Information policy”
- Questions and contributions by the audience*
- 10:45 *Coffee break*
- 11:00 **EDCs Central Support Services provided by Unit Press/A2**
Marta Múgica, Administrator, Unit Press/A.2
- 11.40 **The European Commission's Latest Communication Instruments**
Niels Thogersen, Director Press/B “Communication, Media and Services” or William Martin, Adviser, DG Press and Communication
- Questions and contributions by the audience*
- 12:45 *Lunch at the Borschette Conference Center*

- 14:30 **The 2003 Stocktaking Evaluation exercise**
Stephan Koppelberg, Administrator, Unit Press/A.2
- 15.30 **The EDCs contribution to Working Group on Questionnaire
Elaboration**
Ian Mayfield, EDC University of Portsmouth (UK)
Questions and contributions by the audience
- 16.30 Visit to the Central Library of the European Commission
- 20.30 *Dinner at Hotel Euroflat*

Saturday, February 8th

- 9:30 **Update on recent development of the EDC network at national
level - Presentations by the national co-ordinators (max 10 minutes per
Country)**

Chair: Marta Múgica, Administrator, Unit Press/A.2
- 10.30 *Coffee break*
- 10.45 Continuation of the presentations
- 11.45 Questions and answers
- 12.00 Conclusions of the meeting by the Commission
- 13.00 End of the meeting
- Afternoon: free
- 20.30 *Dinner at Hotel Euroflat*

- PRACTICAL INFORMATION -

Transport

- Reservations: are made via the travel agency the European Commission in Brussels works with: "TQ3 - Solution Travel"
- Basic rules on transport:
 - = if the location of your departure, and the arrival place of the meeting are distant of less than 400 km: Train 1st class
 - = other cases: plane, economic class, APEX fare.
- Travel expenses: covered by the European Commission.
- With regard to the plane tickets, they will be collectable at the airport of departure.
- With regard to the train tickets, they will be sent to you by express mail - DHL service.
- Taxi expenses are **not** paid for by the Commission

To join the hotel:

- = bus n° 12 - shuttle **from the airport** to Rond-Point Schuman , about 200 m from the hotel.
- = underground-metro **from the Midi Station** (Thalys) to Rond-Point Schuman also.

Stay (3 nights)

- **Euroflat Hotel**, boulevard Charlemagne 50, 1000 Brussels
Tel. + 32/ 2 . 230.00.10 – faxes + 32 /2. 230.36.83
- Rooms and breakfasts, and two official dinners at the hotel, as well as the lunches which are taken at the Conference Centre, are paid for by the European Commission.

Contacts:

The contact persons within Unit PRESS/A.2 are :

Marta Múgica Inciarte Tel : + 32 / 2 .295.93.45

e-mail : Marta.Mugica-inciarte@cec.eu.int

Danièle d'Hossche Tel : + 32 / 2. 296.99.24

e-mail : daniele.d'hossche@cec.eu.int

The fax number of the unit is: + 32/ 2. 299.90.14

- REGISTRATION FORM -

(To return, duly completed, to D. D'Hossche by mail daniele.d'hossche@cec.eu.int, or by fax +32 (0)2 299 90 14 by 16th January 2003 at the latest)

Name, first name ...Cavelli Sara

Function Deputy Director of

Società Italiana per l'Organizzazione Internazionale (SIOI)

Complete EDC Name European Documentation Centre of SIOI

EDC address Piazza di San Marco 51 – 00186 Roma

Phone 00 39 06 - 69297826 - 69207846

Fax 00 39 06 - 6789102 6790322

E-mail cavelli@sioi.org

Transport means by plane

Estimated time of :

Departure from Roma .on 27.02.2003 at 15.00.(approx.)

Departure from Brussels on 01.03.2003 at 15.00.(approx.)

Hotel stay (please specify the number of nights):

27 February: yes

28 February: yes

1 March: no