



# Tools and Resources to Manage a European Documentation Centre

Vademecum published by EDCs Italian Network

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The cooperation of all Italian EDC librarians was key to the collation of data on the management of publications and initiatives promoted by the centres.  
Thanks to the financial support of the European Commission Representation in Italy, this Vademecum has been translated into English, given the great interest manifested by the EDCs of other Member States.

@ Rete Italiana dei CDE, November 2020

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## Foreword

This excellent edition of the 2020 Vademecum of the Italian network of European Documentation Centres (EDCs) has come at a delicate and crucial time for the European Union and the entire world. To these challenges, the European Commission led by Ursula Von der Leyen responded with unprecedented measures to tackle the emergencies, but also with major initiatives that are much more than contingency provisions, such as the European Green Deal and the Conference on the Future of Europe. Faced with all these processes, the possibility for citizens to access clear, accurate and above all correct information is ever more important. This is borne out by the many provisions taken in recent years by the Commission and other international institutions to combat misinformation. During these months of global health emergency, the United Nations and the World Health Organization have coined a new and eloquent term to describe the problem: “infodemic”, the uncontrolled and pervasive spread of information that is not only not correct or false but is also dangerous sometimes. Just like an epidemic, it endangers each and every one of us, our society and our institutions.

This is why the Commission’s information networks are playing an ever more important part in guaranteeing that the relationship between European institutions and citizens is open and healthy. Among these networks, the EDCs make a unique and indispensable contribution not only by providing citizens, students and researchers with a privileged channel to access EU official documents and material, as they have always done, but also by becoming proactive key players able to stimulate more and more frequently an informed public debate on the major issues facing Europe. The EDCs are therefore fostering times of greater openness towards citizens and civil society, inaugurated between 2018 and 2019 with the signing of the new agreements between the Commission and the EDCs.

In the specific case of the Italian EDCs, this partnership – which they far-sightedly signed immediately – boosts an acceleration already undertaken upon their own initiative some years previously and the many network Projects in this Vademecum are evidence of this. It is initiatives of this kind that clearly show the synergy between the “third mission” of academia – dialogue with society – and the Commission’s renewed incentives for local networks to commit to greater interaction with their citizens. In their capacity as European information networks hosted mainly by universities, the EDCs are the ideal place for these parallel channels to build synergies.

In the next months, the importance of the EDCs’ proactive engagement will become ever more obvious with the opening of the aforementioned Conference on the Future of Europe, for which the participation of citizens will be fundamental. In this context, the EDCs, along with the Europe Direct and Team Europe networks, can become the engine driving a continuous, informed and constructive dialogue at local level. In fact, during the Conference, many Europe Direct and Team Europe centres will become hubs that will host and foster structured discussions with citizens on the various subjects on the Conference agenda. The EDCs will follow a progressive disclosure criterion - whereby information material will be distributed to participants gradually before the discussion – thus providing the fundamental contents upon

which to build a structured dialogue with civil society and also fostering contacts between citizens and academia. While doing so, the EDCs will be constantly supported by the Commission, which will ensure rapid and continuous updates on the major initiatives on-going at European level, from the Green Deal to the Next Generation EU, and will provide its own networks with the most appropriate instruments to carry out their role.

The many activities illustrated on the pages of this Vademecum, but also its very creation, demonstrate the high quality of the Italian EDCs: a network that has proven their uniqueness and their ability to adapt to new and more complex social, political and cultural environments. This document is not only a precious testimony of the work done these last years, but also a guide and a compendium of best practices from which all European EDCs can benefit.

**Alessandro Giordani**

European Commission – DG Communication  
Head of Unit – Networks in the Member States

## Introduction

2008 saw the first online edition of *Conoscere l'Unione europea: Risorse e strumenti per gestire un Centro di Documentazione Europea* (Getting to know the European Union: Resources and instruments to run a European Documentation Centre), which was followed by a printed edition the subsequent year. It was a little manual for documentalists and managers of the Italian European Documentation Centres. It contained a series of information, suggestions and indications useful for the daily management of EDCs activities. Twelve years on and much has changed in Europe, in the EU Institutions and in the organisation of the European Commission information networks, and in this new context, we believe the time has come to draft a new updated edition of the Vademecum, one more suited to current needs. Considerable change has come about in the last fifteen years and in particular in the past decade, the EU has experienced one of the most critical periods in its history.

Following the new enlargements that brought Central and Eastern European countries and a number of ex-Yugoslavia and Mediterranean states into the EU, the centrifugal forces and protest against the action and the policies of the EU have become stronger and the fracture between citizens and institutions has deepened. Furthermore, the economic and financial crisis, a resurgence of terrorism, an increase of migratory flows and widespread social unease have aggravated the situation, seriously endangering the stability of the European project for the first time. Furthermore, the economic and financial crisis, the resurgence of terrorism, the increase in migratory flows and widespread social unease have endangered the European project for the first time. If we now concentrate on the organisation of the European Commission information networks – of which the EDCs are part – we must point out that much has changed here too. The role of European Documentation Centres has evolved to adapt to the on-going changes. Their function of providing the public with official European documentation that was predominant initially is becoming less important (especially since digitalisation), whereas their specialist services remain essential, helping users searching for material for degree theses, PhD theses, research projects and European programmes, as well as their fundamental function of guidance and training on databases and websites of European interest. The documentalists in charge of EDCs are indeed highly qualified professionals, who carry out their duties with dedication and enthusiasm and keep up-to-date constantly thanks to Training Seminars organised by the European Commission in Brussels and national meetings planned by the European Commission Representation in Italy.

Moreover, the use of the Internet for work and study and the spreading fake news phenomenon make the EDCs' action as mediator in searches for data and information that is truthful and of proven scientific quality even more indispensable. But the activity that has been boosted most in recent years, also thanks to the precious support of the European Commission Representation in Italy, is that of communication and information through the organisation of events (seminars, conferences, information days, workshops, cultural events...) to improve

general knowledge of the institutions, of European policies and of the opportunities offered by the EU particularly for the young generations. The EDCs are renowned for this thanks to the network project on a set theme that they organise every year, which has led to the involvement of the public at large, the collaboration of the bodies to which they belong, of local bodies and associations and of other Commission information networks, thus achieving the objective of the third mission, which has now become a fundamental goal for many universities, research centres and higher training centres.

The new agreements signed between the end of 2018 and the beginning of 2019 by the European Commission and the bodies hosting the EDCs, reiterate in an even more forceful manner the need for bringing Europe closer to its citizens. In particular, by fostering public access to European documentation, collaborating with the Europe Direct local information centres, by organising dialogues with the citizens and visits to the European institutions, as well as increasing communication and debates within their own communities on the key priorities and initiatives of the EU.

In order to tackle the EDCs daily activity and plan more specific initiatives, we felt it was appropriate to review the Vademecum to update and extend it thus offering a series of information, references and sources to tap into in order to achieve more effective and timely action. We hope that thanks to this small tool, the European Documentation Centres will be able to continue being the privileged contact points for information, communication, studies and research in the European context – on their own premises but also in the field – for students, lecturers and researchers, but above all for the vast public of young people and citizens and thus provide their contribution to European integration.

**Francesco Garza**

EDC Università degli Studi in Milan  
National coordinator of EDCs Italian Network

# Contacts

## European contacts

### **Directorate General for Communication (COMM)**

Rue de la Loi 56 / Wetstraat 56 • 1000 • B-1049 • Bruxelles / Brussel • Belgio

<https://ec.europa.eu/info/departments/communication>

Director general: [Pia AHRENKILDE HANSEN](#)

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### **Coordination of the Italian Network of European Documentation Centres**

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[Magda SANNA](#) (EDC University of Sassari)

[Nicolò VALGUARNERA](#) (EDC University of Kore Enna)

# “Facilitations” for EDCs

## I. Dissemination of publications free of charge

The Publications Office of the European Union (Publications office – PO), based in Luxembourg, is an inter-institutional body in charge of the publications of the institutions of the European Union<sup>1</sup>. Its core activities include production and dissemination of general and legal publications in a variety of paper and electronic formats, running most of the websites that provide EU citizens, governments and businesses with digital access to official information and data from the EU, including EUR-Lex, the EU Open Data Portal, EU Publications, TED (Tenders Electronic Daily), CORDIS and ensuring long-term conservation of content generated by EU institutions and bodies.

Up until a few years ago, EDCs received the publications that the various EU institutions intended to disseminate regularly and free of charge. In recent years, this service has dwindled considerably and today the trend is for the Commission to disseminate this documentation mainly online.

The EDCs however can request a hard copy of these publications, which are filed by typology and subject, are searchable through keywords or advanced search options and are available on the portal of the **Publications of the EU**.<sup>2</sup>

Contacts:

- [INFO@publications.europa.eu](mailto:INFO@publications.europa.eu) (generic helpdesk)
- [OP-CUSTOMER-SUPPORT@publications.europa.eu](mailto:OP-CUSTOMER-SUPPORT@publications.europa.eu) (reserved for our network)
- 📞 (352) 29 29 42789
- Publications office of the European Union – Unit D1, Customer Service team, MER 707 - 2, rue Mercier, L-2985 Luxembourg

The request must indicate:

- the exact name of the EDC
- the exact address of the EDC (all changes must be notified!)
- telephone number and email address of the EDC;
- number of the publication catalogue (E.g.: OA-AN-06-001-FR-C) or the ISBN or the ISSN

It is no longer necessary to communicate the unique code of the individual EDC.

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<sup>1</sup> Decision 2009/496/CE, Euratom

<sup>2</sup> Portal of the Publications Office of the EU: <<https://op.europa.eu/>>

## II. EDCs as “Privileged Partners”

Some years ago, the old platform for the dissemination of EU Institutions publications (the EU-Bookshop) was incorporated into the EU Publications Office, where it is possible to retrieve publications produced by the institutions, including rather dated ones, in digital format and in the various languages available.

EDCs, have privileged partner status in so far as they have signed an agreement with the Commission DG Communication, therefore they can request delivery, even bulk orders, of a selection of publications and information material to be disseminated during events organized by the EDC itself for the “public at large”, or by other organisations who have turned to the EDC to request material, all free of charge.

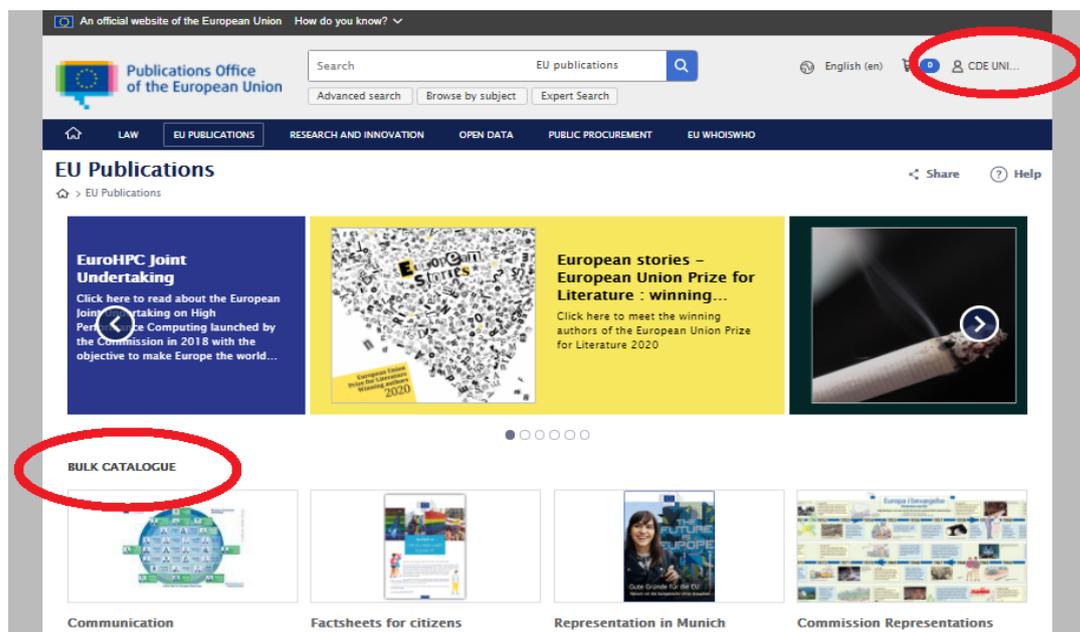
To access this service, it is necessary to go onto the EU Publications portal and enter the username and password attributed to each EDC.

Those who do not have these credentials can contact the Customer Service Group, **Marina TĂȚĂRĂM**'s team at [OP-CUSTOMER-SUPPORT@publications.europa.eu](mailto:OP-CUSTOMER-SUPPORT@publications.europa.eu).

Usually, the username is the email address of the EDC communicated by the documentalists themselves.

### Procedure for bulk orders, “Bulk catalogues”:

- identify yourself on the Publications Office website
- enter your credentials and check the EDC address and telephone number in your data profile. It is essential to communicate all changes relating to your Centre by email to:
- [OP-CUSTOMER-SUPPORT@publications.europa.eu](mailto:OP-CUSTOMER-SUPPORT@publications.europa.eu) in order to keep their databases up to date.
- Click on “Bulk catalogues”. Use the various search options to choose the titles of interest to you and add them to your basket. Complete the order, indicate the quantity required and confirm the requests all the way to the end of the procedure. The Bulk Catalogues link is visible only after login because it is reserved for privileged users.



Only titles with the blue basket icon are available for delivery. If the basket icon is grey, it means the title is not available in that language; so, you must choose an alternative language.

★★★★★ Rate this publication  
**10 keys to effectively communicating human rights**  
 These 10 keys sum up the core points communicators and practitioners in various fields raised in FRA's expert meetings, practitioners' seminars and focus groups in 2017 and 2018.

Published: 2018-09-14  
 Published: 2019-11-29

**Business-related human rights abuse reported in the EU and available remedies**  
 Growing global efforts to encourage responsible business conduct that respects human rights include steps to ensure acce...  
 Published: 2020-09-01

**Strong and effective national human rights institutions Challenges, promising practices and opportunities**  
 National Human Rights Institutions (NHRIs) are a vital part of the country-level human rights protection system. This re...  
 Published: 2020-09-01

Available language(s):  
 English

At the end of the procedure, you will receive a confirmation email with the order number. Delivery of bulk orders is free of charge for EDCs and does not take account of the weight of the material included in the order.

★★★★★ Rate this publication  
**Handbook on European data protection law**  
 2018 edition  
 Latest edition.  
 The rapid development of information technology has exacerbated the need for robust personal data protection, the right to which is safeguarded by both European Union (EU) and Council of Europe (CoE) instruments. Safeguarding this important right entails new and significant challenges as technological advances expand the frontiers of areas such as surveillance, communication interception and data storage. This handbook is designed to familiarise legal practitioners not specialised in data protection with this emerging area of the law. It provides an overview of the EU's and the CoE's applicable legal frameworks. It also explains key case law, summarising major rulings of both the Court of Justice of the European Union and the European Court of Human Rights. In addition, it presents hypothetical scenarios that serve as practical illustrations of the diverse issues encountered in this ever-evolving field.

Published: 2019-06-13  
 Published: 2019-06-13  
 Published: 2017-04-11  
 Published: 2016-03-08

Available language(s):  
 Greek (EL)  
 English (EN)    
 French (FR)

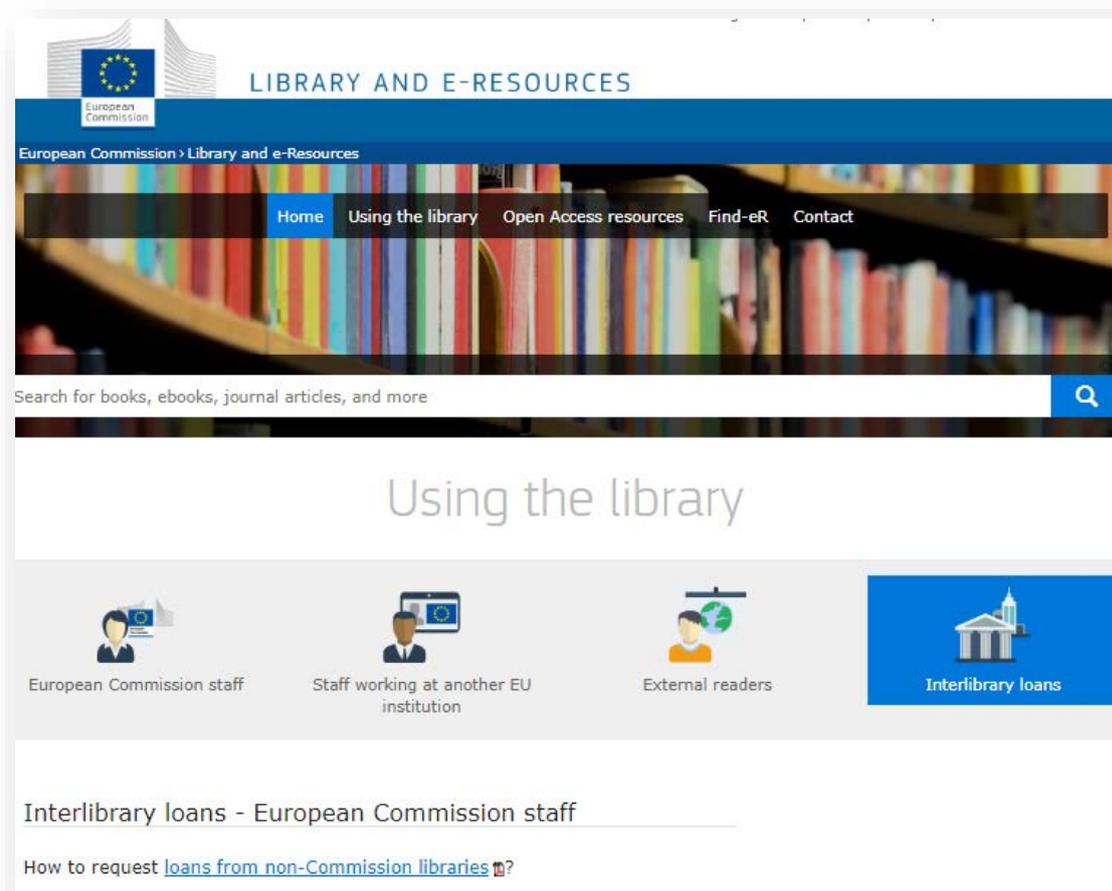
You are therefore recommended not to include titles that come with a charge and titles free of charge in the same bulk order as you run the risk of paying based on total weight.

Moreover, in line with its communication policy, the OP website issues a **Newsletter**<sup>3</sup>, that is a valid and useful instrument to discover the most recent news, even though it is published only in English.

### III. Interlibrary loans and document delivery

Thanks to their role of privileged partners, the EDCs benefit from the interlibrary loans service (ILL) and the document delivery service (DD) offered by the Central Library of the **European Commission**<sup>4</sup>.

The library guarantees that requests will be processed in maximum 6 weeks and the request must be sent to the following address: [biblio-ill@ec.europa.eu](mailto:biblio-ill@ec.europa.eu), specifying EDC status.



3 <https://op.europa.eu/en/newsletter>

4 [https://ec.europa.eu/libraries/index\\_en.htm](https://ec.europa.eu/libraries/index_en.htm)

## EDCs Obligations

The agreement between the European Commission and the EDCs renewed in November 2018 maintains the obligation for EDCs to draft an annual activity report. This is done by filling in an online form, following the instructions sent by email by the Commission staff, usually at the beginning of the year.

### I. Treatment of EDCs publications, based on library science

Publications gifted free of charge by the European Commission (monographs, magazines, CD-ROMs, DVDs, leaflets, posters, postcards, maps etc.), those ordered periodically through the European Union Publications Office and those possibly purchased or published by each EDC, generally follow the rules laid down by the host body.

Ten years after the previous Vademecum was drafted (2009 paper version), we can say there is certainly greater harmonization in the management of official EU publications, especially in classification and subject indexing. On the other hand however, we note an increase in the number of EDCs that no longer catalogue hard copies of publications, as the digital format (pdf) is now available for consultation or download directly from the University or Publications Office catalogues.

Firstly, from the point of view of cataloguing, we note that most of the EDCs catalogues are part of the national library service, *Servizio Bibliotecario Nazionale* (SBN), since many EDCs are hosted or integrated into University libraries or regional or local libraries (77% of the EDCs), and that the software most used is Sebina. For catalogue description REICAT rules are followed, according to SBN requirements.

Secondly, for subject indexing, there is a trend towards using the Florence indexer. However, we note that few EDCs index their publications by subject.

Finally, the novel technological aspect of recent years is the development and the spread of "discovery tools" or aggregators of all the online resources available for that Institution.

These are last generation commercial technological products for information and bibliographical research, which provide integrated access to all bibliographical and information catalogue resources of the University: books and magazines, e-magazines, e-books, open access magazines and digitalized material.

The **Publications Office catalogue**<sup>5</sup> is now integrated into the main discovery tools of University library systems and it is therefore possible to consult and download EU publications through a technical/computing redirection system, with a subsequent increase in visibility for the publications made available by the European Union through the EDCs in the host bodies. The main obligations concerning the Centres' wealth of documents – mentioned also in the annual activity report questions – include requesting that the documents:

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5 <<https://op.europa.eu/it/web/general-publications/publications>>

- ✓ **be part of the host body's documents** (they shall be given an inventory number and a purchase value during cataloguing and be traceable through the library catalogue)
- ✓ **be catalogued according to cataloguing standards or international formats** (ISBD, RICA, UNIMARC, USMARC or MARC 21 – “a document is deemed to be catalogued when “the recording, intended as official representation of the document, is drafted in a pre-established format, which ensures that the description of the document is methodologically and graphically uniform...”<sup>6</sup>);
- ✓ **be indexed semantically** (Eurovoc<sup>7</sup>, the Florence Indexer<sup>8</sup>, DDC<sup>9</sup>, the European Union Publication Office classification system – “subject indexing is the analysis of a document that implies comprehension of its contents, recognition of the subject area, knowledge of the indexing language chosen, estimation of user needs and requests...”<sup>10</sup> – DDC, Dewey Decimal Classification, is an organization system for library material, a structure that follows 9 subject area classifications according to a decimal system the goes from 000 to 999);<sup>11</sup>
- ✓ **be placed on an open-shelf** (the position or pressmark is the allocation of a distinctive sequence of numbers, e.g. I.V.5.21, or numbers and letters, e.g. A.174,581 BEL, or letters, e.g. CAL/Bar)<sup>12</sup>, , thus easily accessible to all users and also to external users through the online Catalogue ( OPAC – Online Public Access Catalogue).

From a recent verification carried out of the national SBN national Catalogue, when searching titles of various official EU publications, we found that a large number of the centres:

- ✓ inventory both hard copy monographs and magazines;
- ✓ enter publications in a catalogue, almost always through the software used by the libraries;
- ✓ classify using mainly the Dewey Decimal Classification
- ✓ when subject indexing, documents tend to use the Florence indexer;
- ✓ publish volumes of series published by the EDCs themselves (e.g. “Quaderni del CDE” from Ferrara; “I quaderni europei” by the Catania EDC; the “Papers di diritto europeo” by the Verona EDE; “KorEuropa” the online magazine by the Enna European Documentation Centre).

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<sup>6</sup> Cfr. M. GUERRINI, *Catalogazione*, Roma, Associazione italiana biblioteche, 1999; ICCU, *Regole italiane di catalogazione*. REICAT published by Ist. Centrale Catalogo Unico, 2009; CARLO BIANCHINI, MAURO GUERRINI, *Introduzione a RDA*, published by Editrice Bibliografica, 2014

<sup>7</sup> Eurovoc: <<https://eur-lex.europa.eu/browse/eurovoc.html>>

<sup>8</sup> Florence Indexes <[https://thes.bncf.firenze.sbn.it/index\\_eng.html](https://thes.bncf.firenze.sbn.it/index_eng.html)>

<sup>9</sup> Dewey Decimal Classification: <<https://www.aib.it/pubblicazioni/webdewey-Italiana/introduzione/>>

<sup>10</sup> Cf. M.C. GIUNTI, *Soggettazione*, Roma, Associazione italiana biblioteche, 1999

<sup>11</sup> Cfr. L. CROCKETTI, A. FAGIOLINI, *Classificazione decimale Dewey*, Ed. agg. a DDC 21, Roma, Associazione italiana biblioteche, 2001.

<sup>12</sup> M. GUERRINI, *op. cit.*, p. 15

## II. The main EDCs obligations, taken from the renewed Agreement with the Commission

The EDCs are asked more and more to stimulate the host body (or the body to which they belong) to:

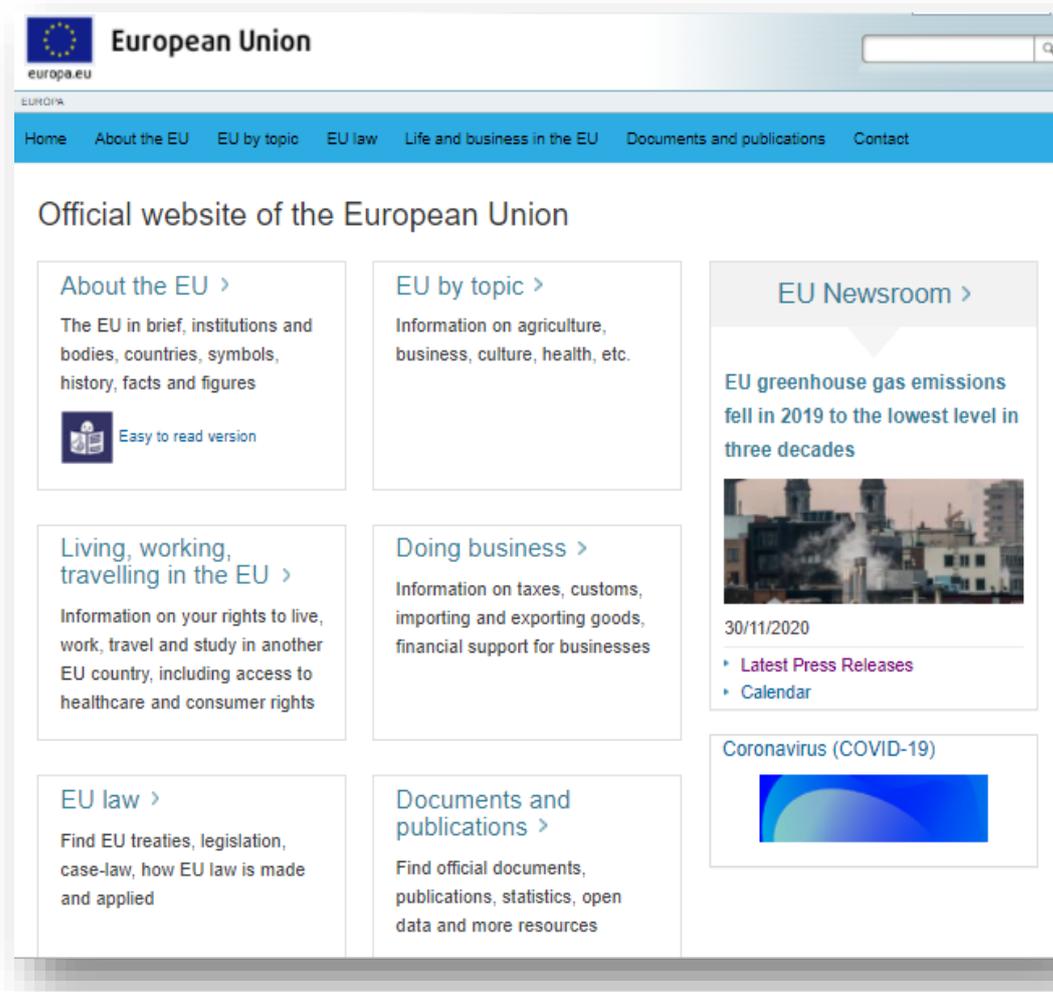
- a) promote and develop study and research activities in the field of European integration, also through advanced and specialized reference activities (supporting bibliographical research);
- b) guarantee that the European Documentation Centre is open to the public and supplies neutral, precise and objectively correct information on the EU;
- c) make available a well-recognisable physical area of the host body where the EDC can display a selection of EU paper publications supplied by the EU institutions and agencies;
- d) draw attention to the existence of the European Documentation Centre by using graphic elements or any other appropriate identification means and/or refer to the existence of the European Documentation Centre in digital publications;
- e) stress and promote the link between the Centre and the European Commission communication and information activities, commonly known as Europe Direct, and use its logo;
- f) bear the cost of creating and managing the EDC, including the cost of the equipment and software needed to operate the European Documentation Centre;
- g) encourage the organization and the promotion of dialogue with citizens and visits to the European institutions organized through the Centre;
- h) encourage the European Documentation Centre to participate actively in EU network activities, in particular with local Europe Direct information centres.

# Main websites and databases useful to EDCs

## Europa.eu

[https://europa.eu/european-union/index\\_en](https://europa.eu/european-union/index_en)

The Europa.eu portal is the main unique and multilingual access to all the documentation generated by the European Institutions. It offers much useful information to understand many aspects of the European Union.



This service website was activated in 1995 for the G7 ministerial meeting on the Information Society, and had 37 million visitors in 2014 with a monthly average of 1.7 million (last figure available).

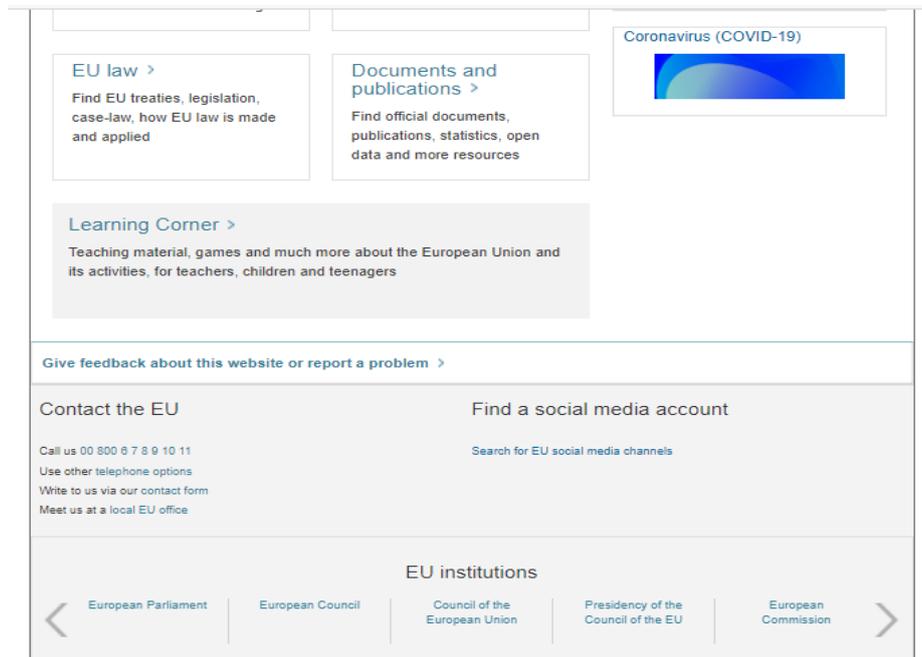


In this Vademecum, it is not possible to dwell on a systematic description of the portal that the EDC will get to know with experience.

The homepage is split into frames. In the central part you have:

- **Essential information on the EU:** click on the link and you will be directed to a page with information on the EU, the Member States, the languages spoken, the Euro, the symbols of the EU, the history and description of the Institutions;
- **The EU by theme:** on this page of the website, there is a list of themes in which the EU is active. If you click on one of the activity areas, you can learn what the EU does in a given field and find the links to the competent bodies and the related legislation and documentation;
- **Living, working, travelling in the EU:** this part of the website provides information on education, health care, pensions, travel, employment. It's linked to the "Doing business in the EU": the contents of the two frames are visible on the same page;
- **EU law:** this section gives access to introductory information on European Union law. There are also explanations on how decisions are taken within the EU, what the treaties, the regulations, the directives and other acts are;
- **Documents and publications:** if you click on this link, you will obtain a general view of the publications, the reports, the statistics and the libraries of the EU. Moreover, you also gain access to the register of European Institutions' documents (from the submenu Official Documents);

- **Learning corner:** here you will find teaching material, games and much more about the European Union and its activities, for teachers, children and youngsters. The content is split into age groups and themes and includes news and tests about the EU.



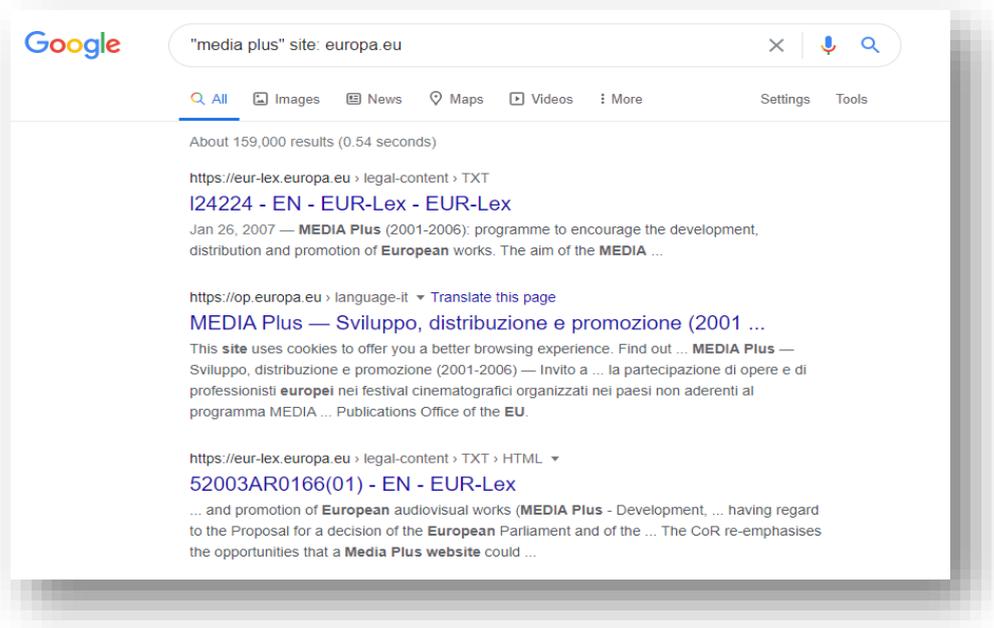
In the section on the right, there are more frames:

- the first one, the **EU Press Room**, gives access to the EU Newsroom (the main website relating to the news of the EU Institutions) and, furthermore there here is a piece of news highlighted (it can change from day to day);
- below the main frame, there appear other frames, that change each time, dedicated to themes of particular interest or urgency.



Since the search engine in the EUROPA portal does not always provide the pertinent documents, if you are in a hurry and you are seeking a specific subject, you can use the Google function that allows you to find the information within the chosen website: by entering the term you are seeking between “ “ and adding the website: Europa.eu, you will be able to find the pages relating to that specific subject on the EUROPA website.

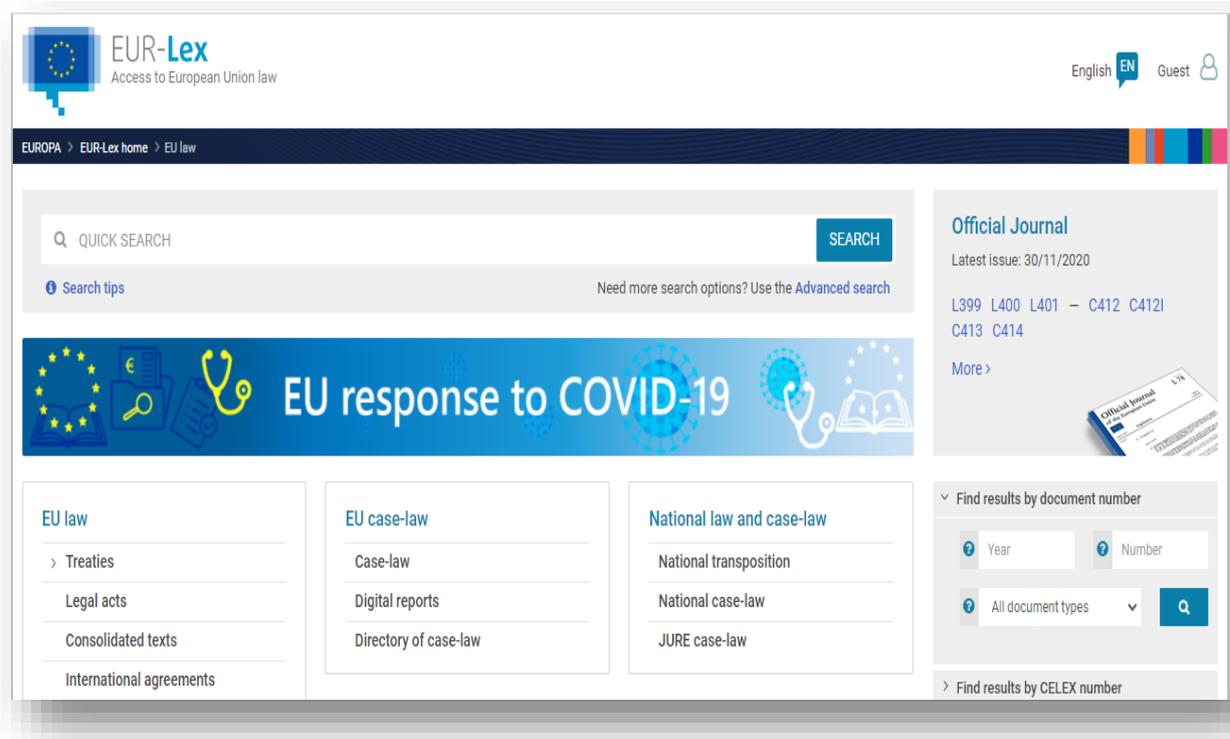
For example, if you search for the “MEDIA plus” programme, you will be offered a series of results retrievable on the Europa website in so far as the programme has already expired and therefore the information thereon is no longer in the foreground.



## EUR-Lex

<https://eur-lex.europa.eu/homepage.html?locale=en>

EUR-Lex is a database of European law available in all the 24 official EU languages. It is updated daily and contains documents that are accessible free of charge even dating back to 1951.

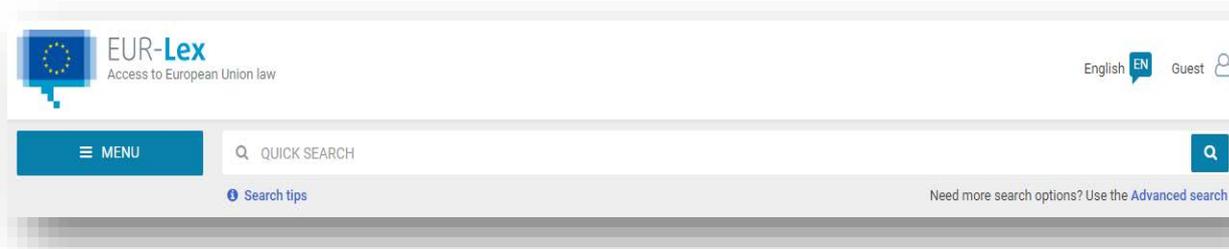


It allows you to search and retrieve the following documentation:

- the authentic **Official Journal** of the European Union (OJ);
- **EU law** (treaties, regulations, directives, decisions, implementing acts, consolidated legislation, etc.);
- the **Case-law** and other documents from the three tribunals of the Court of Justice of the EU;
- **agreements with non-EU countries** or with international organisations, acts of bodies instituted by international agreements and other acts;
- **preparatory documents** (draft legislation, reports, communications, white Papers and green Papers, guidance, etc.);
- **EFTA documents** (decisions, communications, notifications, rulings, etc.);
- **Lawmaking procedures**, enabling you to follow the entire life of an act, from the draft law to its final adoption;
- **written and oral questions** put to the European Commission and Council by members of the European Parliament;
- **measures adopted by member States** to transpose EU directive into national law;
- **references to national case-law** relating to EU legislation and especially EU members states' legislation;
- **case-law on the Brussels and Lugano conventions** and on Brussels regulations.

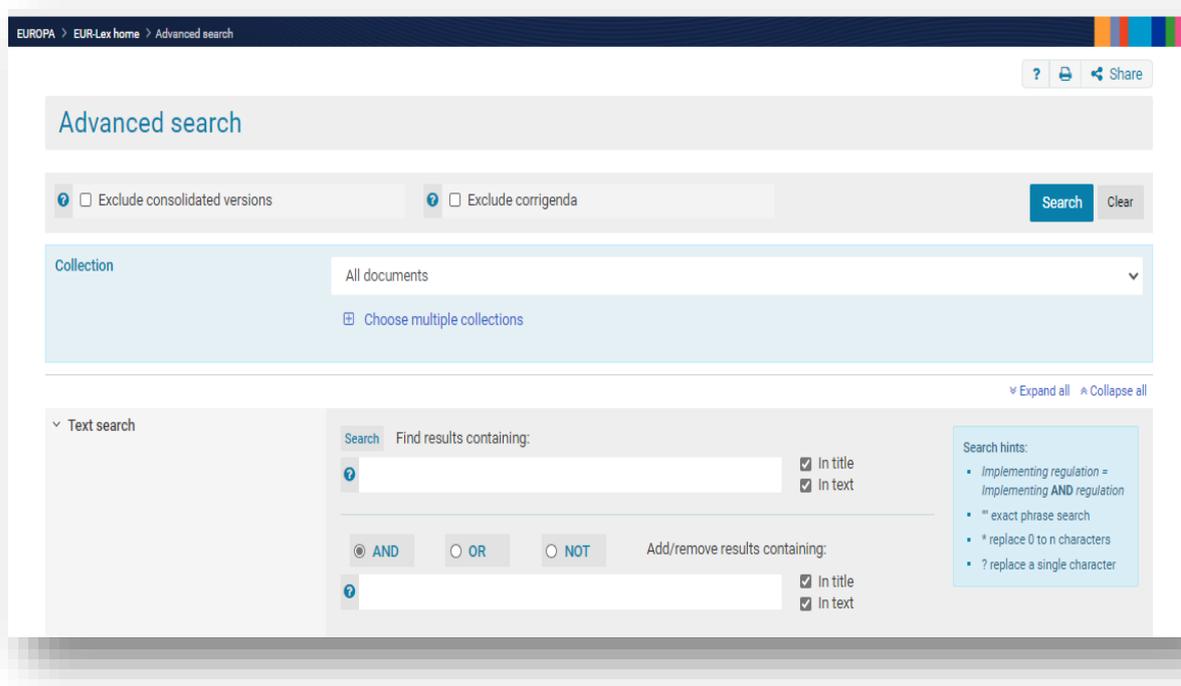
EUR-Lex offers various types of searches:

1. **Rapid Search** can be used for generic research. You must enter free text.



2. **Search by document number** is used when you know the document number (Regulations, Directives, Decisions, EU Court Cases, COM and JOIN Documents, SEC or SWD Documents, other)
3. **Search by CELEX number** is used when you know the CELEX identifier. You can also enter incomplete numbers, by replacing the missing numbers with the joker characters: “\*” replaces an undefined number of characters, while “?” replaces one single character.

4. **Advanced search** is used for targeted searches by selecting a collection and adding specific search criteria (words from the text, the title, identifiers or date). After having selected the collection, the form shows only the pertinent search criteria.



5. **Search for expert users** is to be used only if you register with EUR-Lex. After having gained access with a user account, you can select this type of search. Registered users have customizable search strategies and may set their viewing preferences, save documents or elements and research, create RSS feeds.

The results of the search, whatever the type of search, come with a series of metadata (publication reference, date, classification, relationship between the documents, etc.) that is obtained by selecting the “information on the document” fact sheet.

Each metadata element describes the document and refers to other documents on different sheets. A document may be viewed in 3 languages at a time, selected from a drop-down menu. The first language is the user interface language according to predefined settings.

If you obtain too many results from your search, it is possible to use filters by clicking on the left to refine the results. You can view maximum 100 filters.

You can also modify your search. You can change the search terms entered in the rapid search box, or you can transform a rapid search into an expert search by clicking on “edit in expert search” (only for registered users). You can export your search results in various formats: CSV, TSV, Microsoft Excel, XML and PDF.

## European Union Official Journal

<https://eur-lex.europa.eu/oj/direct-access.html>

On the EUR-Lex homepage, there is the **Official Journal box** dedicated to consulting the European Union Official Journal.

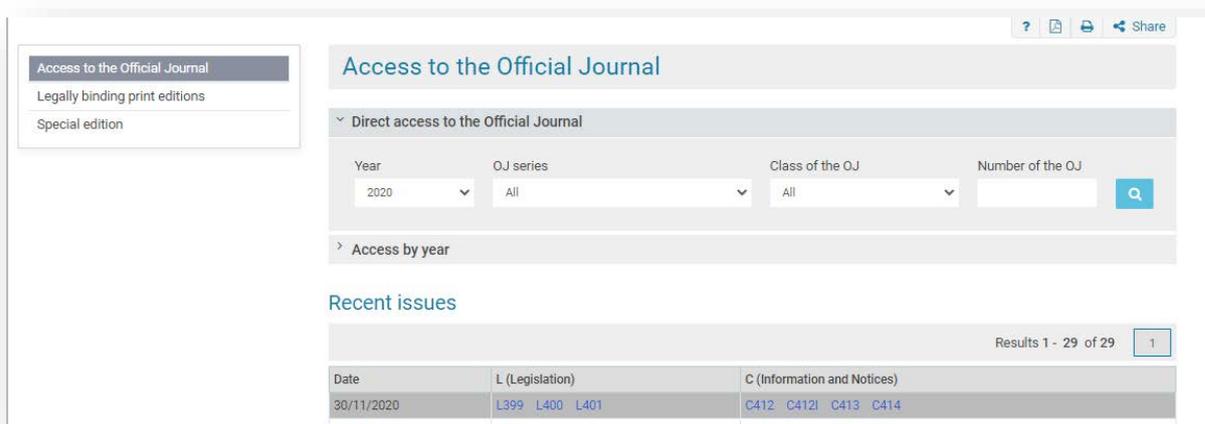
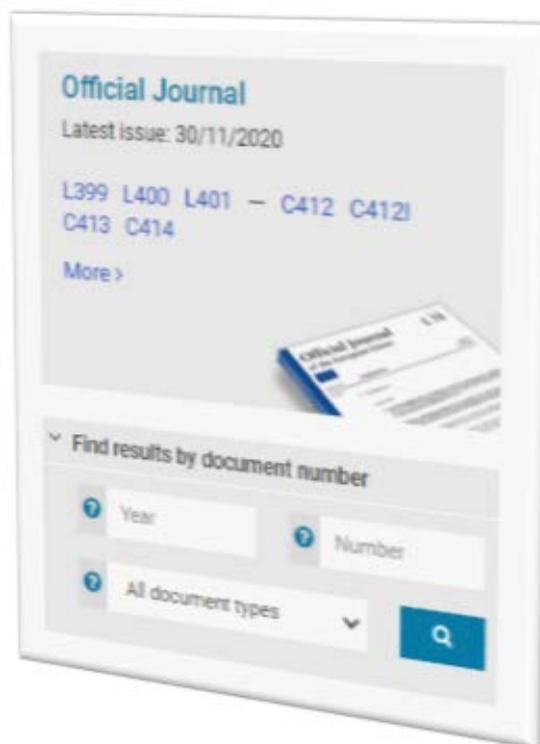
It contains the links to the latest OJ editions.

Clicking on "More" or "Official Journal", takes you to "Direct access" where you can run searches by number, series or data.

The European Union Official Journal is published every day (Monday to Friday, and on Saturdays, Sundays and holidays only in urgent cases) in all the official languages of the EU.

It is uploaded onto EUR-Lex in pdf format along with its signature on the same day of publication. As of 1st July 2013, only the e-edition of the OJ (e-OJ) is deemed to be authentic and has legal effect in accordance with Regulation (EU) No 216/2013 of the Council.

You can check the electronic signature and the authenticity of the e-OJ by using the CheckLex app.



The OJ is subdivided into two series: L - Legislation, C - Communications and information. The subseries CA (e.g. C019A), with the same number of the C series published the same day, contains calls for expressions of interest, vacancy notices, etc. CA editions may appear in one, several or all official languages. A new subseries, LI and CI, was introduced on 1st January 2016.

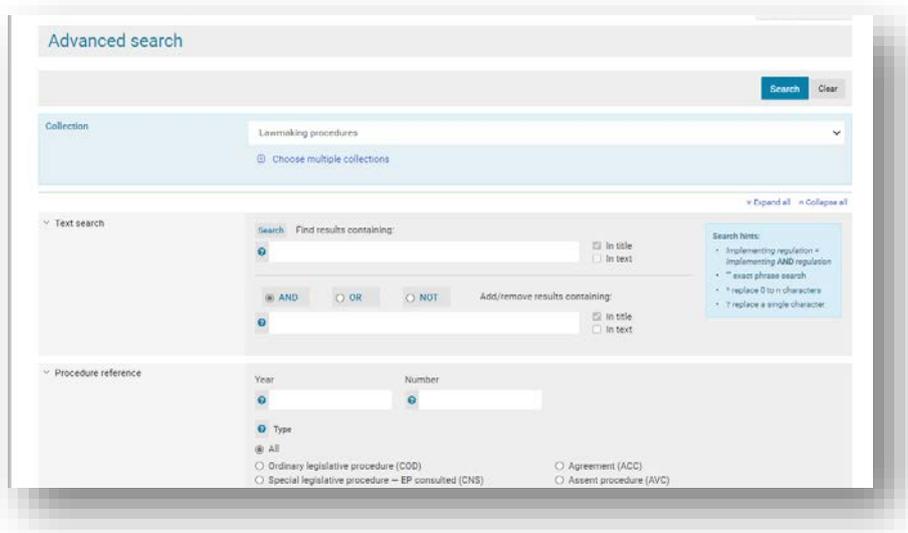
This allows for greater flexibility in case of changes in the contents planned for the Official Journal. It is possible to purchase individual printed versions of an OJ, by email.

When a State joins the European Union, the EU legislation in force at that moment (the so-called “acquis” ) is translated into the official language of the new Member State and published in a special edition of the Official Journal.

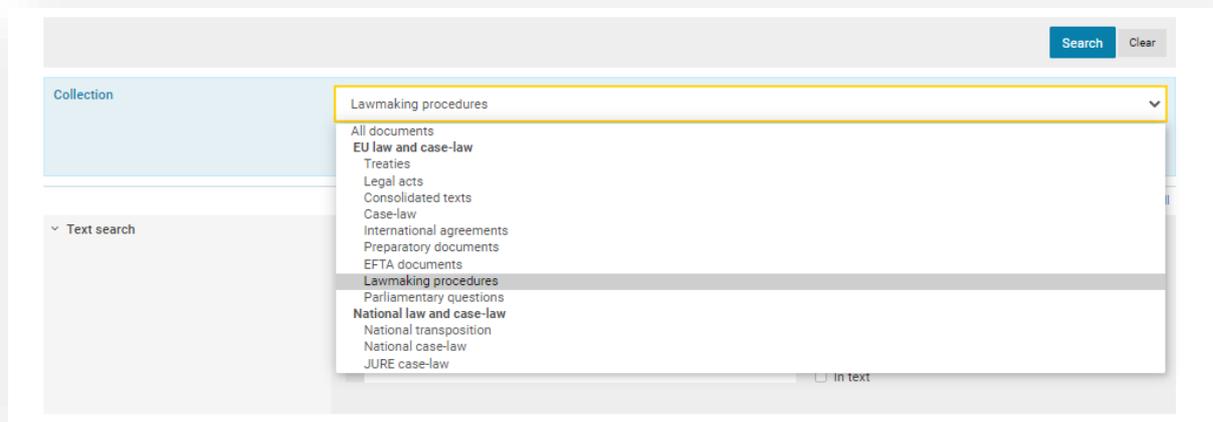
## Legislative procedures

<https://eur-lex.europa.eu/collection/legislative-procedures.html?locale=en>

From this interface it is possible to search and retrieve documentation that was previously searchable in the Pre-Lex database (now completely integrated into EUR-Lex).



You can follow the life of a draft law, from when it is submitted to when it is approved as a definitive act. It is possible to view all the speeches and the work of the institutions involved (European Commission, European Parliament, Council, European Economic and Social Committee, Committee of the Regions, etc.) and the bodies that participate in the decision-making process. You can also access the available electronic texts (COM documents, Official Journal, European Parliament, Council press releases).



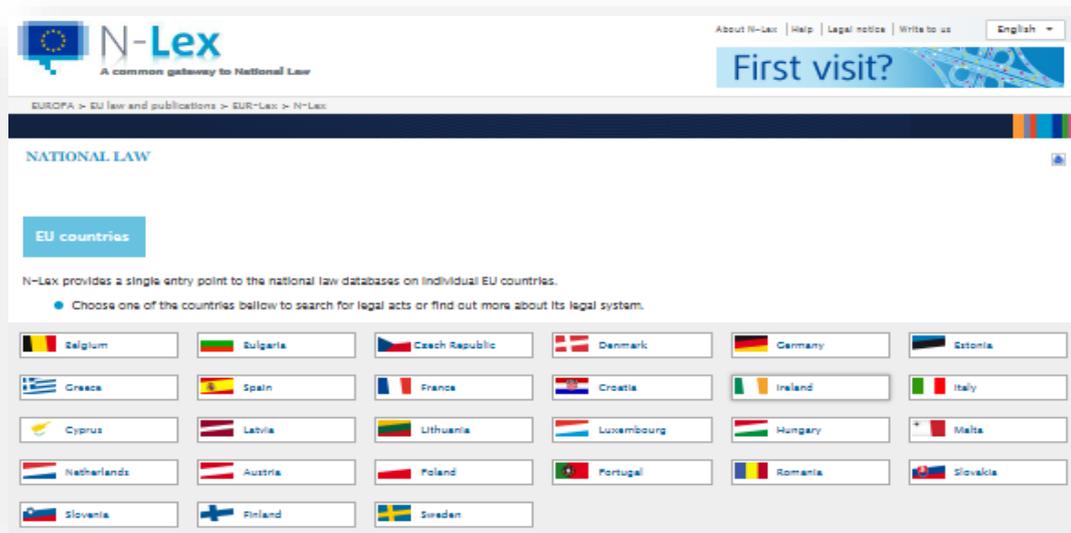
The database is available in all the official EU languages, the data goes back to 1964 and is updated daily. The search interface offers these search criteria:

- **Text search.** You can enter keywords.
- **Procedure reference.** You can select the type of procedure [Agreement (ACC), Consultation of the European Central Bank (CNB), Consultation of the Court of Auditors (CNC), Cooperation procedure (SYN), Assent procedure (AVC), Ordinary Legislative procedure (COD), Special legislative procedure – EP consent required (APP), Special legislative procedure – EP consulted (CNS), Non-legislative procedure (NLE), Social protocol (PRT)].
- **EU institutions.** You can select one of the bodies that takes part in the legislative procedure sought (European Central Bank, European Investment Bank, European Economic and Social Committee, European Committee of the Regions, Monetary Committee, Council of the European Union, European Court of Auditors, Court of Justice of the European Union, Europol, European Data Protection Supervisor, European Monetary Institute, European Ombudsman, European Parliament, European External Action Service).
- **Procedure status.** You can select the procedures regardless of their status.
- **Events selection.** You select the specific type of activity of the agent involved.
- **Search by documents.** You select the unique identifier of a document in EUR-Lex.
- **Legal basis.** Finds results concerning all types of legal acts, because of the EU provisions that permitted their enactment.
- **Theme.** You select a EuroVoc thesaurus descriptor.

## N-Lex

<https://webgate.ec.europa.eu/multisite/n-lex-migration>

N-Lex is not a database, in so far as it does not contain documents. It is to be considered more correctly as a joint interface to access **databases of the national law** of the individual EU



countries. On the homepage, we find a list of the EU countries in whose database you can launch a search.

To launch a search in one country alone you select the name of the country. The search mask is the same for all countries (with some exceptions).

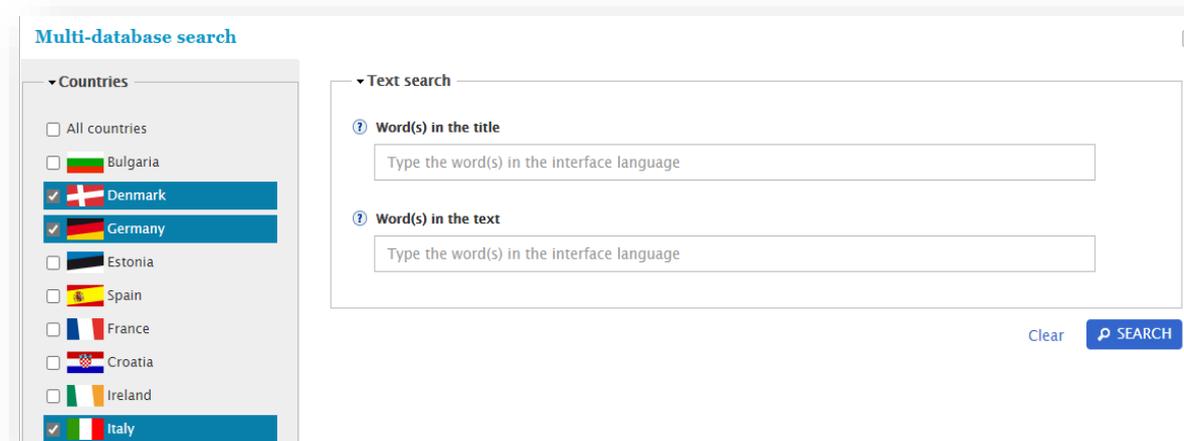
The documentation is retrieved directly from the national databases and relates to the original or the consolidated legislation, the Official Journal, legal publications.

The document is in more than one of the official languages of the country you are querying. In most cases, the following search criteria are available: **Text search**, **Document reference**, **Published in**, **Search by act**.

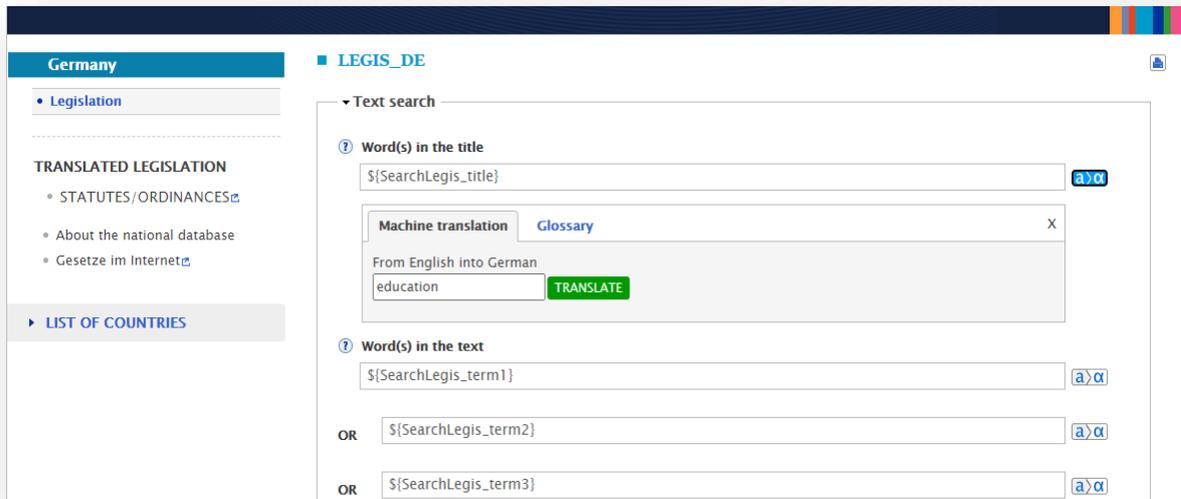


There is also a redirection to the national database and the document guide it contains before beginning a search in the search interface.

It is also possible to run a search in more than one country at the same time, if on the homepage you select the wording: “Search in more than one country at a time” . In this case, it will only be possible to **search by word(s) in the title** or **word(s) in the text**. The EUROVOC thesaurus offers one or more terms after entering the third character. If the term is not in the thesaurus, the term entered in the language of the database in which you are searching will be automatically translated.



The results of the search are subdivided according to country, in the language of the individual country. You can use automatic translation to translate the results.

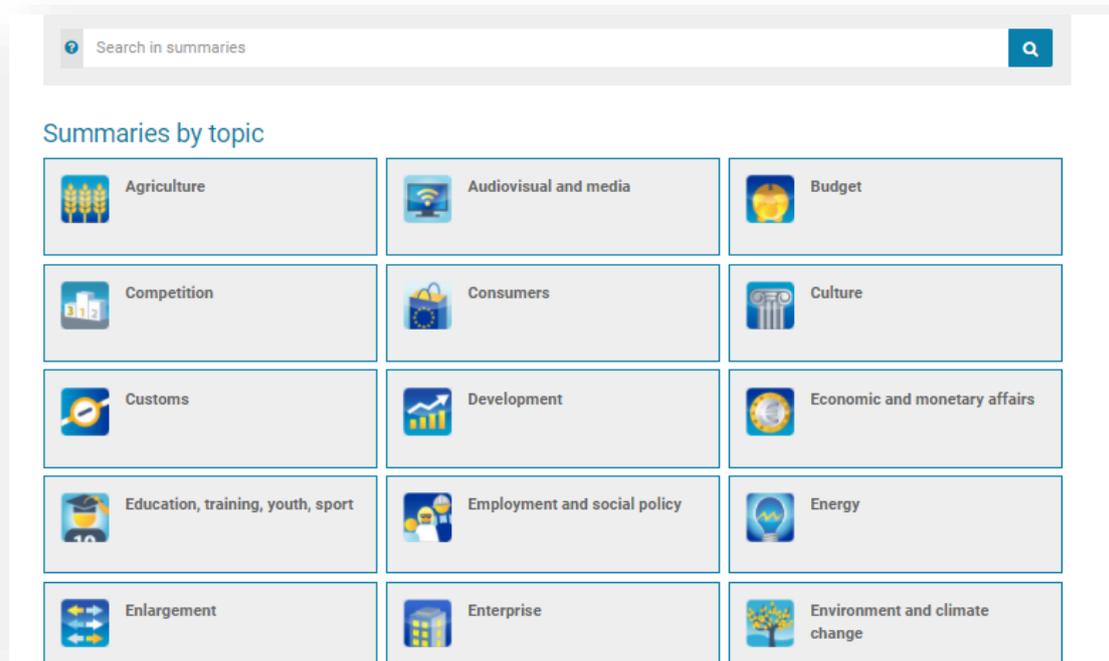


## Summaries of legislation

<https://eur-lex.europa.eu/browse/summaries.html>

This is a collection of short texts that illustrate in a plain and clear manner the legal acts adopted by the EU, it is intended for the non-specialist general public.

The summaries are subdivided into **32 thematic areas** and each of these refers to complete official legislative acts adopted by the EU in that specific area (directives, regulations, decisions and occasionally, other documents, like international agreements).



Within each thematic area, after a brief description of the general subject, there is a list of subsectors of the subject in question, and if you click on these you access the various summaries of legislation.

At the bottom of the page, there are references ( “see also” ) to similar areas.

**Human rights**

Respect for human rights and dignity, together with the principles of freedom, democracy, equality and the rule of law, are values common to all European Union (EU) countries. They also guide the EU's action both inside and outside its borders.

European action in this area is based on the Treaty on the Functioning of the European Union to which the Charter of Fundamental Rights, proclaimed in 2000, is annexed. Since 2009, the Charter has been legally binding on the EU institutions and national governments (when they are implementing EU law). The Charter is consistent with the [European Convention on Human Rights](#) (adopted in the framework of the Council of Europe). However, it does not, as such, establish any new rights but serves to gather together existing rights that had been scattered between different sources.

- ▶ [Human rights in the EU: fundamental rights](#)
- ▶ [Human rights in non-EU countries](#)
- ▶ [Archived summaries](#)

**See also:**

- [External relations](#)
- [Foreign and security policy](#)
- [Justice, freedom and security](#)

## Oeil

<http://www.europarl.europa.eu/oel/search.jsp>

Legislative Observatory  
European Parliament

Home Search Legislative priorities Find out more Contact us My Observatory

### Search

Exact word/phrase  All these words  Any of these words

Search by reference

Search Reset

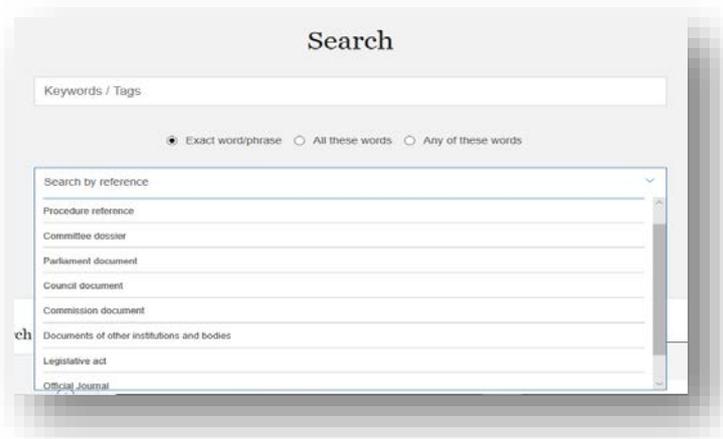
The Legislative Observatory OEIL was set up in 1994 as an instrument for monitoring the EU decision-making process, with a particular focus on the activities of the European Parliament. The observatory is organized in files that contain facts, documents, dates and key players of a procedure, in chronological order.

It publishes comprehensive records in English and French, known as **procedure files**.

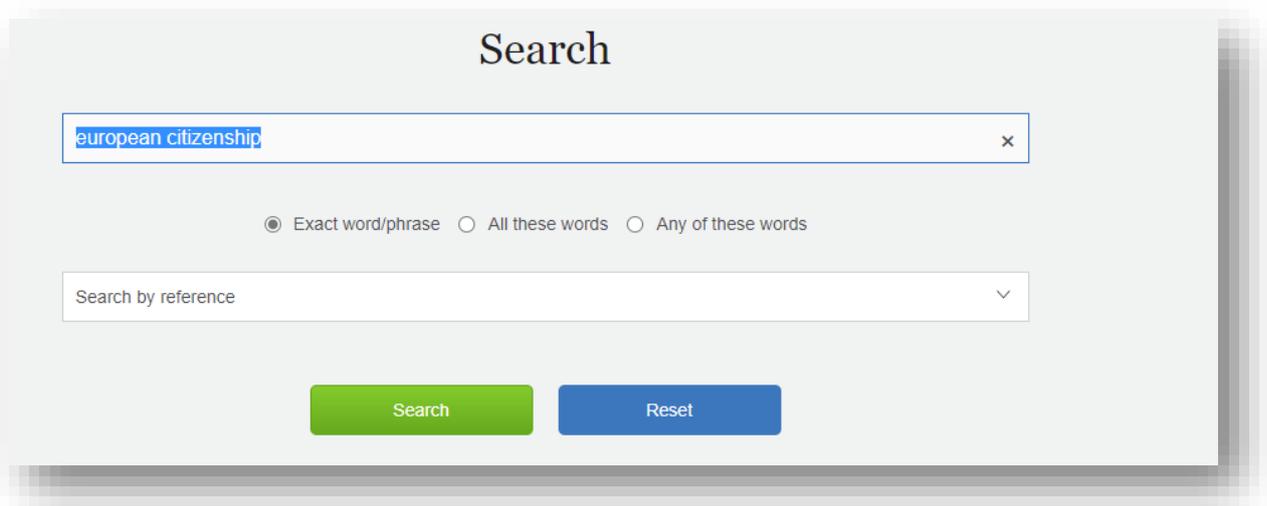
Procedure files are the core product of the Legislative Observatory website. They provide continuously updated information on the procedure, its progress, documents on the key players involved (institutions, committees and rapporteurs, etc.) the sequence of events with summaries of the documents, technical information such as the legal basis, and for on-going

procedures there are also forecasts of the forthcoming activities. The final link is to the final act of a procedure, as published in the Official Journal. Each procedure file has a unique identifying reference number.

Each procedure file, including all the summaries contained in it, is accessible in PDF and can be saved and printed. If you sign up to **My Observatory**, you can personalize the database by saving your searches and request notifications at regular intervals should changes occur on the relevant procedure files and always stay up-to-date with your files of interest by setting an RSS feed. OEIL offers various search criteria. If you know a specific document reference, you can use **the Search by reference** box.



You can enter one or more keywords in the search box on the homepage and then refine your search by selecting the filters on the left-hand side of the page.



On the homepage, there is also the part-sessions calendar to search for information on past, present or future sessions. On the website, there is information not only on the law-making powers of the European Parliament but also on its budget powers, on its right of legislative initiative, its power to approve nominations, etc.

## Ipex

<https://secure.ipex.eu/IPEXL-WEB/home/home.do>

The **IPEX (InterParliamentary EU information Exchange)** is an *electronic platform* created for the electronic exchange of information on the European Union between the Parliaments of Europe. The main part of IPEX is the documents database (“Documents”).

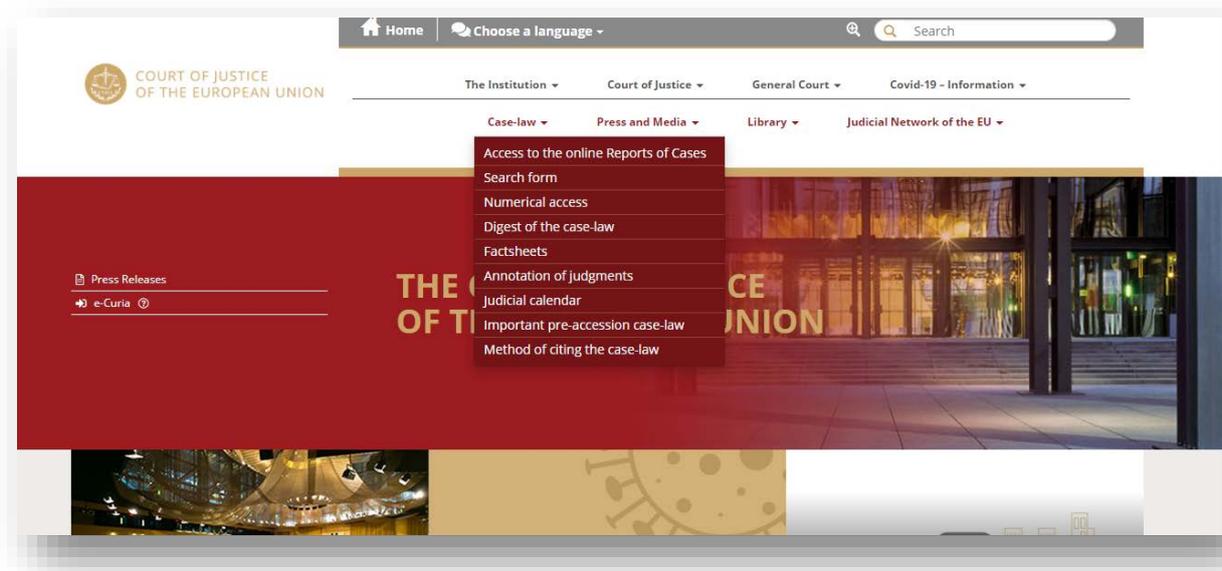
The screenshot shows the IPEX website's 'Advanced search' page. The header includes the IPEX logo and the tagline 'The platform for EU Interparliamentary'. A navigation menu contains 'Home', 'Calendar', 'Documents', 'National Parliaments and the European Parliament', 'About IPEX', and 'EU Speakers and other conferences'. The 'Documents' section is active, showing a sidebar with 'Documents Dynamic databases', 'Legislative database', and 'Protocol 1 and 2 documents'. The main content area is titled 'Advanced search' and features a search form with a 'Keyword' field, a 'Search' button, and a 'Clear all' button. Below the search bar, there are filters for 'Reference', 'Code', 'Year', and 'Number'. A 'Subject to deadline' section includes 'from:' and 'to:' date pickers. The 'NP threshold reached for card' is set to 'None'. The 'Scrutiny information' section has dropdowns for 'All Parliament/chamber' and 'All types'. A list of document types includes 'Reasoned opinion', 'Political Dialogue', 'Veto', and 'Important information to exchange', with a 'Transmitted by NP from:' and 'to:' date range selector.

These are parliamentary documents uploaded individually by each national Parliament. It is possible to retrieve: draft EU legislative act, Consultations, information and other EU documents as well as documents which are relevant to study each Parliament / national Chamber; national Parliament documents such as reasoned opinions relating to breaches to the principle of subsidiarity, documents on political dialogue with the European Commission and other documents. You can save your search results by opening an account (My iPEX). IPEX also contains the calendar of interparliamentary meetings, these are fora to exchange opinions and a “News” section, it also hosts the website of the European Conference of Presidents of Parliament, as well as the websites of other EU interparliamentary conferences. Finally, IPEX contains links to relevant websites and databases as well as to national parliament websites.

## Curia

<https://curia.europa.eu/jcms/jcms/index.html>

On the homepage of the Court of Justice of the European Union, for a case-law search, select Case-law. The most interesting sections are: **Access to the online Digest, Search form, Numerical access, Digest of the case-law, Factsheets and Annotation of judgements. Access to the online Digest of the case-law.**



Collection of the summaries of judicial decisions, accompanied by the Opinion of the Advocate General, exportable in pdf. Some other information has been added in order to facilitate consultation. That information is not part of the digital Digest and is not official.

The **general Digest** exists in hardcopy up to 2011 and the **Digest of Staff Cases** up to 2009. For the period preceding those dates, the paper version of the Digest is the only official one. From 1st January 2012, the General Digest and 1st January 2010, the Digest of Staff Cases respectively, have been published exclusively in digital format on the EUR-Lex site to which there is a reference.

Documents are grouped by case in the chronological order of decisions.

The  and  icons in the chronological table contain links to the official text and the documentary notice in EUR-Lex respectively.

A greyed icon  means that the official document is not yet available in the language of consultation.

The chronological table also contains information on any appeals, reviews or corrigenda and links to the Curia database in order to facilitate consultation.

**Search form.** Use this form to consult the **InfoCuria** database which contains all public information available on cases brought before the Court of Justice, the General Court and the Civil Service Tribunal.

You can run a text search or a data search following the search criteria available: case status, Court, case number, name of the parties, documents published in the Reports (Judgements, Orders, Opinions of the Court, Decisions, Opinions and views of the Advocate General, Summaries and reviews, Documents not published in the ECR, Notices published in the Official Journal, Other documents), national law Provisions referred to, international law Provisions referred to, ECLI, period or date, subject-matter, procedure and result, references to case-law or legislation, systematic classification scheme, formation of the Court, name of the Judge-Rapporteur, name of the Advocate General, source of a question referred for a preliminary ruling, original language.

**Access to case-law by case number.** You can search information by case brought before the Court of Justice and the General Court since 1953 and the Civil Service Tribunal from 2005 to 2016. Cases are listed in numeric order, according to when they were lodged with the respective registries.

The EUR-Lex database allows you to see the text of cases processed up till 1997; for those processed since 1998, you will be redirected to the InfoCuria case-law.

Cases before the Court	Cases before the General Court	Cases before the Civil Service Tribunal
from 1953 to 1988: <a href="#">en</a> / <a href="#">fr</a>	from 1989 : <a href="#">en</a> / <a href="#">fr</a>	From 2005 to 2016 : <a href="#">en</a> / <a href="#">fr</a>
from 1989 : <a href="#">en</a> / <a href="#">fr</a>		

**Digest of Staff Cases.** The Digest of Staff Cases is a collection of the judgements and orders of the Court of Justice, the General Court and the Civil Service Tribunal delivered or made since they commenced their activities, grouped together according to a classification code. It can be consulted only in French.

**Fact sheets.** These are documents analysing the legislation, case-law or state of positive law on a given subject.

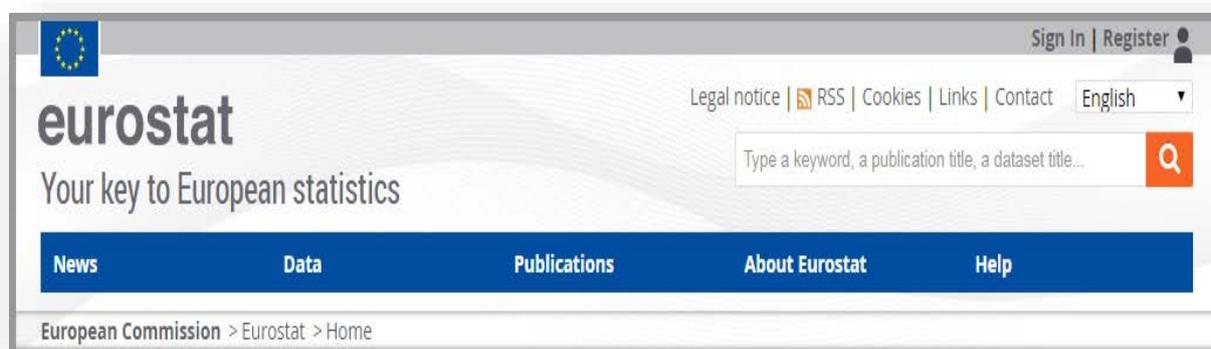
**Annotation of judgements.** This section contains references to ‘notes de doctrine’ - annotations, it is divided into three parts:

- Part 1: 1954 - 1988 Court of Justice;
- Part 2: 1989 - 2004 Court of Justice and General Court;
- Part 3: 2005 - Court of Justice, General Court and Civil Service Tribunal

In each part, the judgments are listed separately by court or tribunal according to their case number, whilst the annotations are listed according to the chronological order of their appearance. At the end of each part, a chronological table listing all the annotated judgments enables the reader to find the case number of the annotated judgments easily, when only the date is known.

## Eurostat

<https://ec.europa.eu/eurostat/web/main/home>



Eurostat is the statistical office of the European Union: it is based in Luxembourg; it receives data from the member States and provides high quality statistical information on the European Union by comparing the statistics of the various Countries and regions.

To ensure that the data collated by the individual States are comparable, Eurostat works hand in hand with the various Member States to create a standard data collation system for all Countries.

The Eurostat website is available in French, English and German. Furthermore, in 2004 already, all electronic publications in PDF and the databases present on Eurostat could be accessed free of charge.

The five tabs in the bar at the top of the homepage refer to the various aspects of the Eurostat portal: news, data, publications, about Eurostat and help.

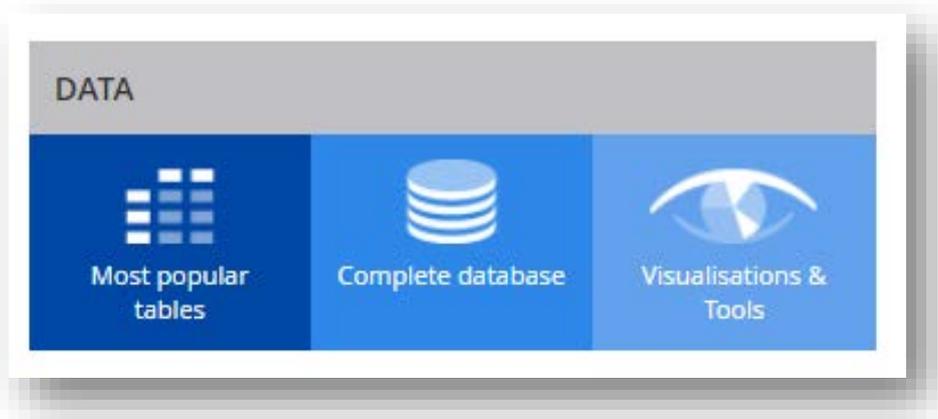
Of these 5 items, the first 4 are taken up in other sections of the homepage, whereas Help is very interesting because it contains useful information to support users and is, as opposed to the rest of the website, available in all EU languages.

You can access the other sections in various ways:

- On the right-hand side of the homepage: a *destra* nella homepage:
  - **Data:** most popular tables, complete databases, visualisations & tools;
  - **Economic trends:** various items can be selected to access a variety of graphs immediately below, taking into consideration all the Member States “EU (27) countries” or only one;
  - **Focus on:** focuses on different subjects each time.
- At the centre of the homepage:
  - **News releases:** latest news in the statistics world;
  - **What’s new:** a selection of updates;
  - **Statistics by theme:** 9 main themes which include various statistical items in alphabetical order;
  - **EU policy indicators:** descriptions of the various European policies;
  - **Working together:** links regarding cooperation between European statistical bodies.

More specifically, each item has different functions, offering the possibility to access different types of data.

**Data:** here there are 3 different options:



- **Most popular tables:** a selection of the most used tables, from population to immigration, to minimum wages;
- **Complete database:** click on this item to access the complete Eurostat statistics database, organized in folders;
- **Visualisation&Tools:** this section was designed and developed to provide a presentation of various statistical themes through plain and simple images, diagrams, graphs, and even quizzes.

**Economic trends:** in this section you can choose an economic trend (industrial production, inflation, cost of labour and the like) and you will see a graph showing the changes in the previous four months. You can also limit the graph to one single nation or extend it to all Member States.

**Focus on:** this section focuses on certain specific subjects.



**FOCUS ON**

COVID-19: support for statisticians

Eurostat is providing practical guidance for official statisticians on the issues triggered by COVID-19.

**News:** if you open this section you will see the latest statistical news on various aspects of the EU. It is available in alphabetical order and you can go back two and a half years.

**NEWS RELEASES** [See complete list](#)

02/06/2020

**A statistical portrait of the European Union compared with G20 countries**

Today Eurostat, the Statistical Office of the European Union, publishes the latest edition of the publication "The EU in the world", which provides a portrait of the European Union (EU), considered as a single entity, in comparison with the 16 non-EU Group of Twenty countries (G20). [more](#)

**WHAT'S NEW?** [See complete list](#)

05/06/2020

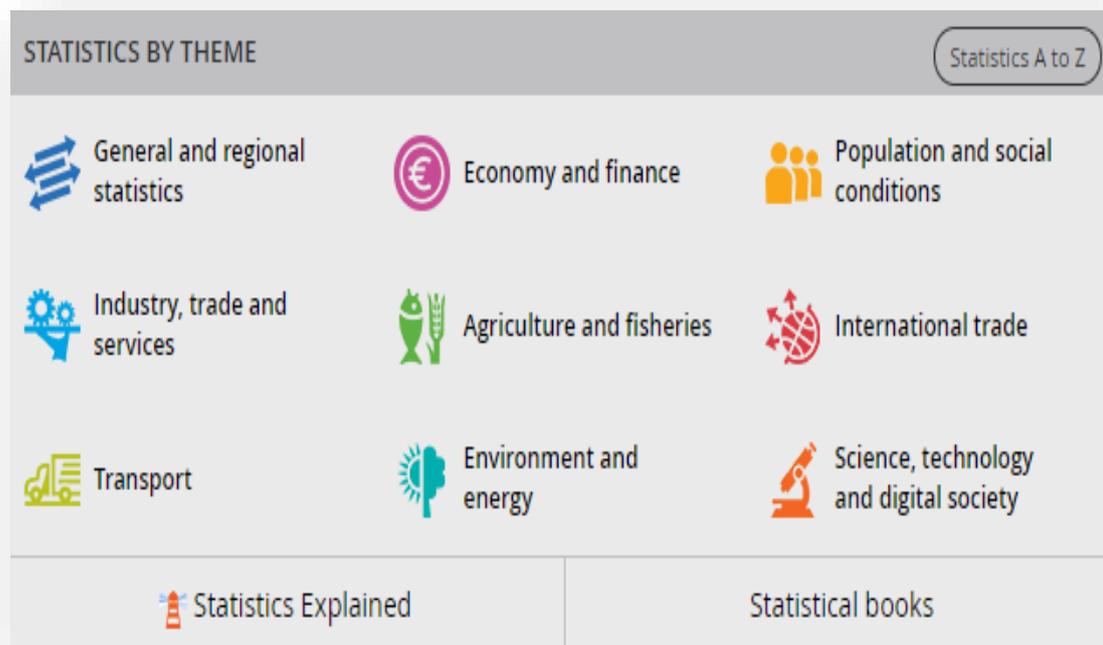
Bird populations on the decline

04/06/2020

Students and teachers in the EU

**What's new:** similar to the previous section but in this case, the news is replaced by details regarding various subjects, updated regularly.

**Statistics by theme:** this section contains the various statistical items available on the Eurostat portal and made available through 9 main themes (general and regional statistics, economy and finance, population and social conditions, industry, trade and services, agriculture and fisheries, international trade, transport, environment and energy, science, technology, digital society). By clicking one of these a menu opens with the items relating to the theme you have chosen. As well as browsing by theme, in this section, you can also browse through the various statistical items in alphabetical order (**Statistics A to Z**), consult a guide to statistics which explains how the data is collated and harmonized (**Statistics Explained**) and obtains a list of books on statistics (**Statistical Books**).



**EU policy indicators:** this section provides the indicators of the main EU policies (Europe 2000, Circular economy, Sustainable development, etc.).



**Working together:** here you find the links that take you to European statistical institutes that cooperate with each other and with Eurostat.



## Microdata

<https://ec.europa.eu/eurostat/web/microdata>

Eurostat also provides a selection of microdata that can be requested only for scientific purposes and exclusively by research institutes recognized by the EU; it is also necessary to follow a strict procedure to avoid persons other than authorized researchers receiving them. Indeed, the microdata contain information on individual persons or companies and must be protected to ensure that they remain anonymous.

European Commission > Eurostat > Access to microdata > Overview

ACCESS TO MICRODATA	OVERVIEW	SEE ALSO
<p><b>OVERVIEW</b></p> <ul style="list-style-type: none"> <li>Statistical confidentiality and personal data protection</li> <li>European Community Household Panel</li> <li>European Union Labour Force Survey</li> <li>Community Innovation Survey</li> <li>European Union Statistics on Income and Living Conditions</li> <li>Structure of Earnings Survey</li> <li>Adult Education Survey</li> <li>European Road Freight Transport Survey</li> <li>European Health Interview Survey</li> <li>Continuing Vocational Training Survey</li> <li>Community Statistics on information Society</li> <li>Micro-Moments Dataset</li> <li>Household Budget Survey</li> <li><b>Public microdata</b> <ul style="list-style-type: none"> <li>Labour Force Survey</li> <li>Statistics on Income and Living Conditions</li> </ul> </li> </ul>	<p><b>What are microdata?</b></p> <p>Microdata consist of sets of records containing information on individual persons, households or business entities. Microdata are used in official statistics for the production of aggregate information (usually tables). Access to confidential microdata is restricted in order to protect the anonymity of individual persons or businesses.</p> <p><b>Access to microdata</b></p> <p>We grant access to our microdata for scientific purposes only.</p> <p>To apply for access to Eurostat's microdata, your organisation must first be recognised by us as a research entity – a university, research institution or research department in a public administration, bank, statistical institute etc.</p> <p><b>Applying for access</b></p> <ul style="list-style-type: none"> <li><b>Step 1 – Apply to have your research organisation recognised as a research entity.</b> You only need to do this once, no matter how many access requests you make subsequently (the procedure takes around 4 weeks)</li> <li><b>Step 2 – Apply for access to microdata.</b> Once we have recognised your organisation as a research entity, you can apply for access by submitting a research proposal (the procedure takes around 8-10 weeks)</li> </ul> <p><b>How are data provided?</b></p> <p>Depending on the access type(s) of your choice, we will:</p> <ul style="list-style-type: none"> <li>send your principal researcher files containing anonymised data (scientific-use files);</li> <li>authorise your organisation to access non-anonymised data (secure-use files) in Eurostat's "safe centre".</li> </ul> <p>Access to microdata is only valid for the period specified in the research proposal. At the end of that period, you must:</p> <ul style="list-style-type: none"> <li>destroy any original scientific-use files sent by Eurostat and any confidential data derived from the files, and</li> <li>send Eurostat your research results.</li> </ul>	<ul style="list-style-type: none"> <li>PDF How to apply for microdata access?</li> <li>PDF List of recognised research entities</li> <li>X Datasets availability table and release calendar</li> <li>Publications on the basis of microdata</li> <li>Self study material for microdata users</li> <li>Statistical confidentiality and personal data protection</li> <li>PDF Guidelines for the assessment of research entities and research proposals</li> <li>PDF Commission Regulation (EU) 557/2013 on access to confidential data for scientific purposes</li> <li>PDF Regulation (EU) 2018/1725 on the protection of personal data by the EU institutions</li> </ul>

As you can see from the figure above, on the left, there are various types of microdata that can be requested: the menu allows you to select the various subjects and access the

descriptions of the datasets, with information useful for your request.

### **Applying for access:**

STEP 1: your research entity must be recognized as such (universities above all, but also private and public institutions, banks, statistical institutes): you only need to do this once and the procedure takes around 4 weeks.

STEP 2: once your research body has been recognized, you can apply for access to microdata by submitting a research proposal: the research proposal must be filled in following set rules (if you follow the link present on the website, you will find all the specific information), then you must wait for Eurostat to examine your request, consult the Member States and prepare the dataset to be provided to the researcher. If the form is not filled in correctly, Eurostat warns the requesting body, indicating the errors and what must be modified in the request.

The microdata is sent 8 to 10 weeks after the application, in electronic format (encrypted files protected by a password) or physical format (DVD protected by a password, although this format is disappearing and being replaced by encrypted files only). The research body has the responsibility to ensure that the request follows the guidelines and that the microdata file is destroyed at the end of the data access period.

### **Actors involved:**

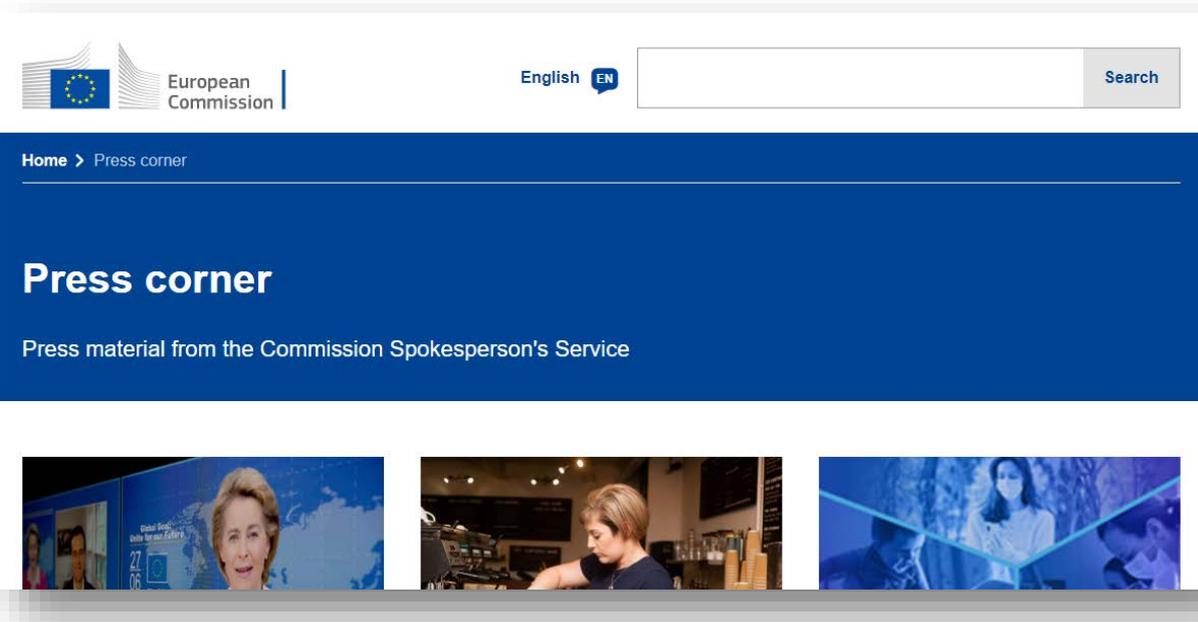
- Contact person: may be the Chancellor, the Vice-chancellor for research or anyone authorized to sign for the institute and guarantee that the researcher has an employment relationship with the University (prerequisite for access to data);
- Confidentiality declaration: declaration on the use of microdata that each researcher named in the application must sign and send along with the application;
- Data manager: may be the EDC; guarantees that the microdata will be used in compliance with the indications in the signed application;
- The EDC itself can collaborate with the University Research Department to implement the various steps in the procedure.

For further details about this, go to the “See also” section, which is very detailed and comprehensive, with various documents that explain the details of how the microdata work and also expand on the previous points.



# Press corner (substitute of Rapid since November 2019)

<https://ec.europa.eu/commission/presscorner/home/en>



Press Corner is the new “press room” of the European Commission. This is where the Commission Spokesperson’s Service publishes all their press documents linked to the European Union. It is basically a renewed “Rapid” and it is a very useful tool for press officers and others, so even the documentalist can find the “direct sources” of all EU information. On the homepage, you can launch a basic search by applying the following filters: **keywords** and **document type** (Press release, Speech, Statements, etc.): enter the search criteria and click on “Search”.



On the **Advanced search page**, you can search the entire database of press material from 1974 and there are also more options (policy area, college member, publication date) to run a search with cross criteria.

- [Audio visual services](#)
- [Press services](#)
- [Eurostat](#)

The direct links to audiovisual services, general information on the Commission Spokesperson’s Service and Eurostat news are also available from the menu on the left-hand side of the homepage.

Next to the search fields, it's available a link to the news of the latest 24 hours that it's possible download in pdf.

## Registers of the Institutions

[http://europa.eu/documentation/official-docs/index\\_en.htm](http://europa.eu/documentation/official-docs/index_en.htm)

This link does not take you to a single database but rather to a list of the registers of the main European Institutions (the English version of the section that gives access to the registers is called "Official Documents"), real databases where you can find material published since 2001. The purpose of this tool is to inform citizens of the existence of the documents generated by the institutions, with a link to the full-text, thus guaranteeing their transparency.

The screenshot shows the 'Official documents' page on the European Union website. The page features a navigation menu with options like 'Home', 'About the EU', 'EU by topic', 'EU law', 'Life and business in the EU', 'Documents and publications', and 'Contact'. The main content area is titled 'Official documents' and includes a 'PAGE CONTENTS' section. This section lists various EU institutions and their corresponding document registers, such as the 'Official Journal of the European Union', 'European Parliament', 'European Council', 'Council of the European Union', 'European Commission', 'Court of Justice of the European Union', 'European Central Bank', 'European Court of Auditors', 'European External Action Service', 'European Economic and Social Committee', 'Committee of the Regions', 'European Investment Bank', 'European Ombudsman', and 'European Data Protection'. Each institution is accompanied by a brief description and a link to its specific register or document collection.

An official website of the European Union How do you know? ▾

About this site | Language policy | Privacy policy | Legal notice | Cookies English (en) ▾

European Union  
europa.eu

EUROPA > Documents and publications > Official documents

Home About the EU EU by topic EU law Life and business in the EU Documents and publications Contact

### Official documents

PAGE CONTENTS

- Official Journal of the European Union
  - EU law and other public EU documents, authentic electronic Official Journal of the EU - in 24 languages
    - [Direct access to the Official Journal of the EU](#)
- European Parliament
  - [European Parliament register of documents](#)
  - [Agendas, minutes, reports of proceedings, legislative texts, resolutions, etc.](#)
- European Council
  - [European Council conclusions](#)
  - [Search in the register](#)
- Council of the European Union
  - [Document register](#)
  - [Council minutes](#)

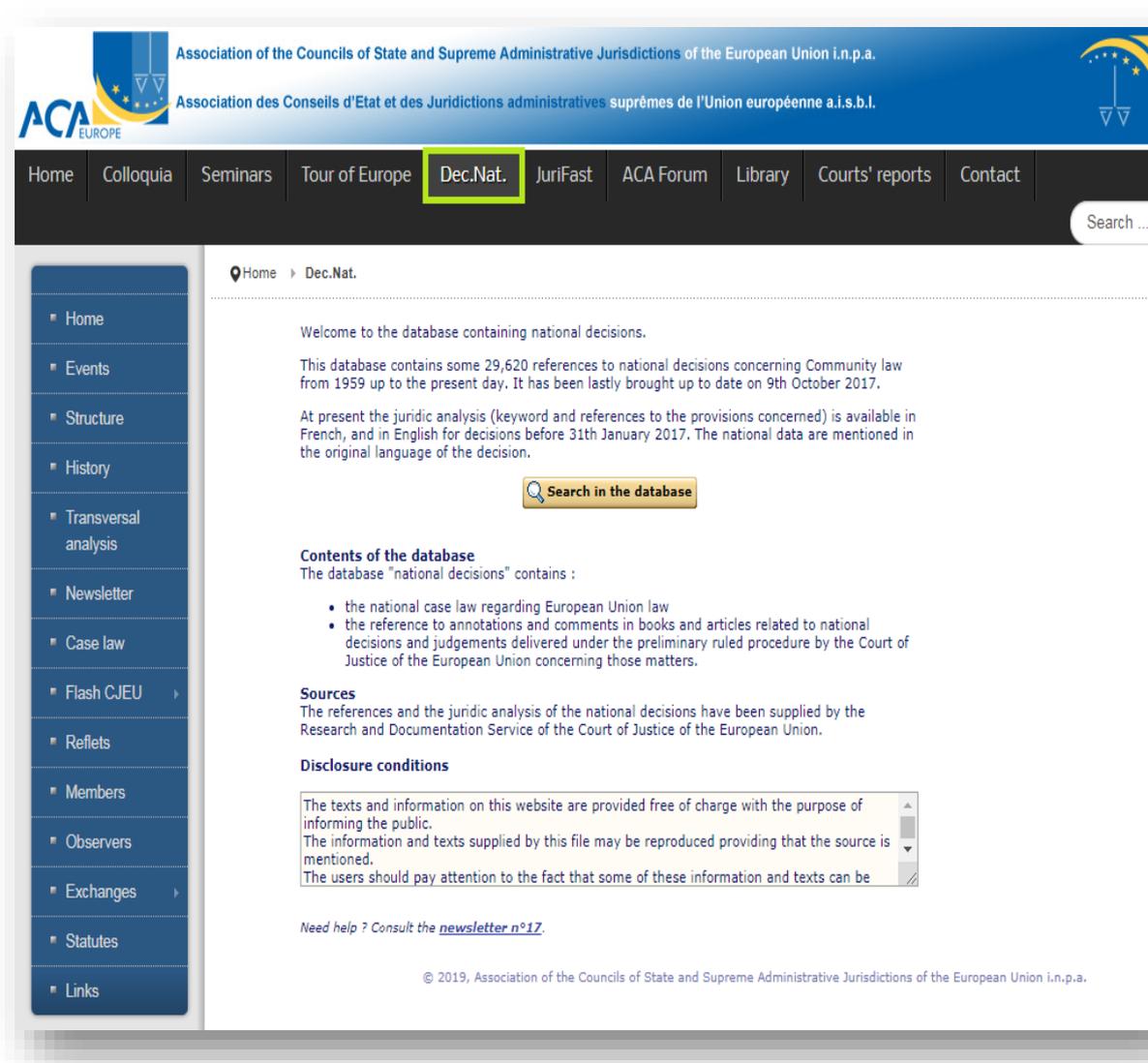
## Dec.Nat e Jurifast

<http://www.aca-europe.eu/index.php/en/dec-nat-en>

<http://www.aca-europe.eu/index.php/en/jurifast-en>

These two databases were created by the Association of the Councils of State and Supreme Administrative Jurisdictions of the European Union (ACA).

**Dec.Nat** contains references to over 29,000 national decisions (since 1959) concerning EU law. At the moment, the database is available in English and French and contains the national case-law regarding European Union law, the reference to annotations and comments in books and articles related to national judgements and orders on the subject delivered under the preliminary ruling procedure by the Court of Justice of the European Union.



The source of the data is the Research and Documentation Service of the Court of Justice of the European Union.

If you click on "Search in the database", you will access the search section: there are various fields, from date of decision to title, from language of the State of the Court where the decision was delivered, to CELEX number and keyword search.

[Home](#) > [Dec.Nat.](#)

[introduction](#) | [search](#) | [results list](#) | [detail](#)

## Search

 This is a full text search.  
The beginning of a word is enough, there must be a space between two words and unnecessary words can be omitted. Example : "origin goods" for "origin of the goods".

### Date of the decision

until:

 For an interval of dates click "until"

### Name of parties or registration number

 Examples : Smith, Smith John, X ZR 134/00

### Title (name of the court, type of decision, ...)

 Examples : Cour de cassation, Raad van State, Landesarbeitsgericht

### National provision

 Examples : Loi 29/07/1991, Decreto legge 14/09/1993, Nomos 3614/1928

### State in which the decision has been given

 Click in the list

### Language of the original decision

 Click in the list

### Treaty concerned by the decision

 Click in the list

### Provision of European Union law

(type of document)

 Examples : EEC Treaty 177, Regulation 804/68, Directive 76/207

in CELEX format:

 Examples : 11957E030, 31968R1612, 61998J0023

### CELEX matter

 Matters used in the CELEX system for European Union law

### Index mark

 Systematic codes corresponding to the keywords

### Keywords

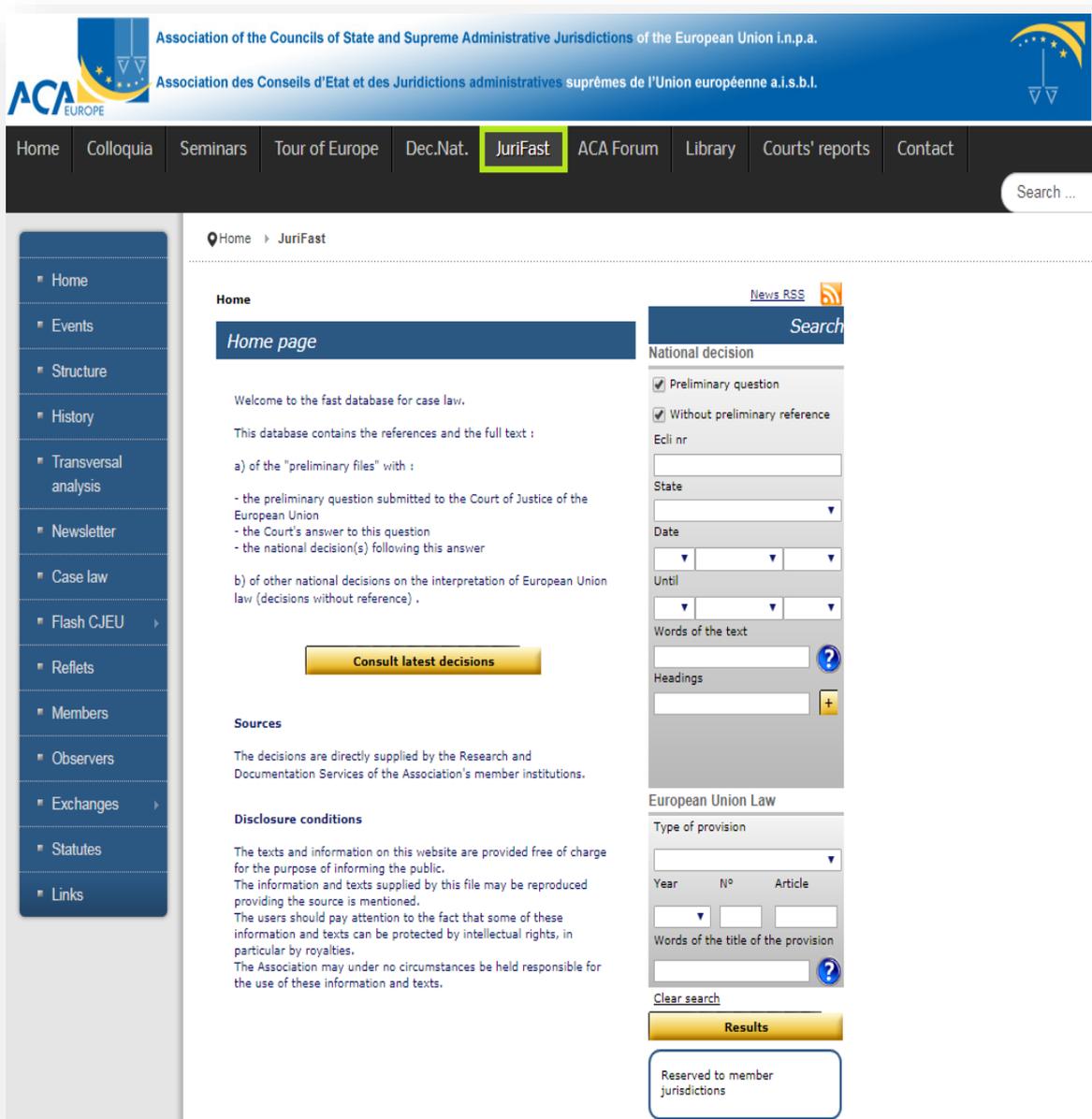
 Example : unfair competition

### Provision of international conventions and treaties

 Example : rights child

**Jurifast contains:** the references and the full text of the “preliminary files” with the preliminary question submitted to the Court of Justice of the European Union; the Court’s answer to this question; the national decision(s) following up this answer. It also contains the full texts of other national decisions on the interpretation of European Union law.

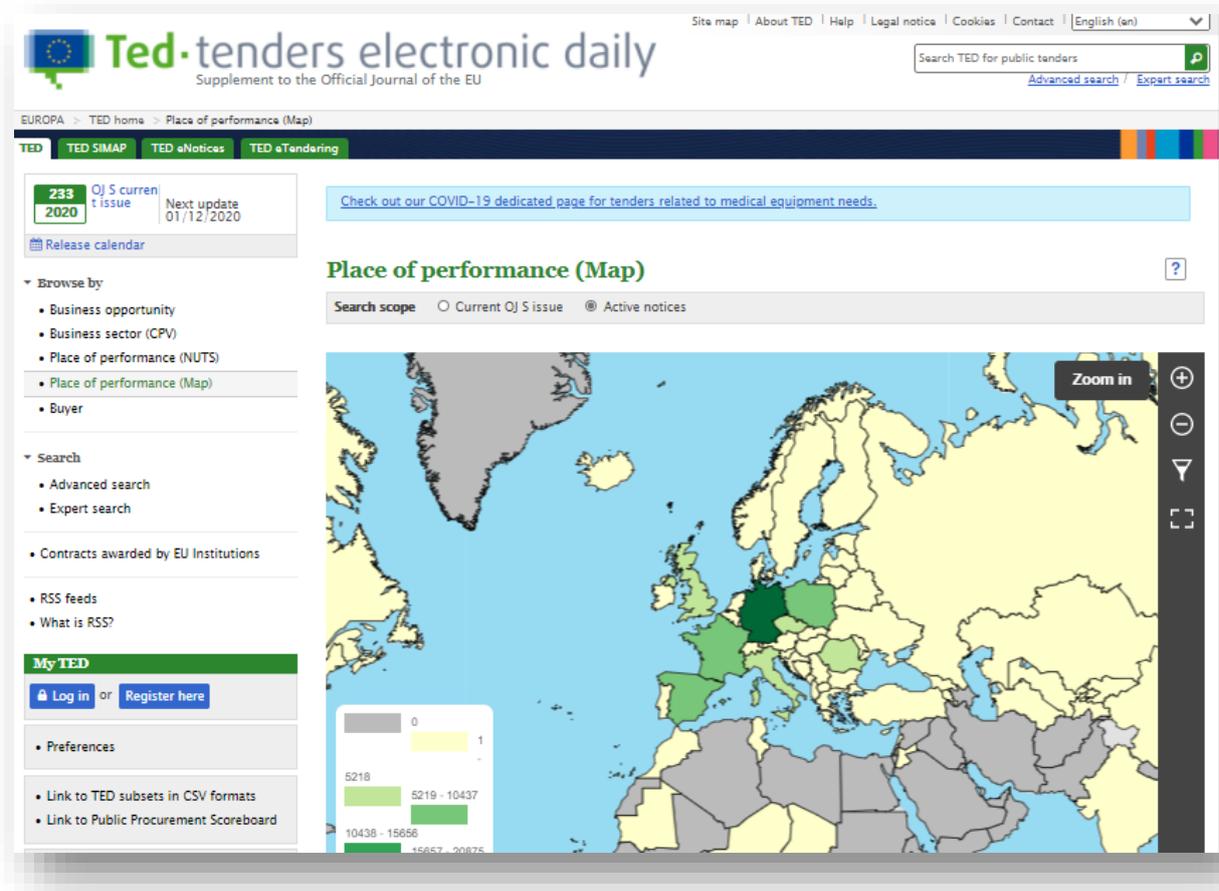
The decisions are supplied directly by the Research and Documentation Services of the bodies that are members of the Association and some of this information and texts may be protected by intellectual rights, in particular by copyright.



On the right-hand side of the page, you have the fields available for your search in national and European law (State, date from-to, classification system and words in the title).

# Ted

<https://ted.europa.eu/TED/main/HomePage.do>



This is the online version of the "S" Supplement to the Official Journal dedicated to European public procurement. Users can consult the latest edition of the Official Journal S (OJ S) and an archive (access requires prior authentication free of charge) containing all notices which have expired or have appeared in the Supplement to the Official Journal in the past five years. The database can be interrogated with all the typical instruments of this type: date, publication, keywords, notices per Country, type of contract (works, supplies, services), type of procedure (invitation to tender, design contest), by type of buyer (remember, "community" means local bodies) and by name of the Body.

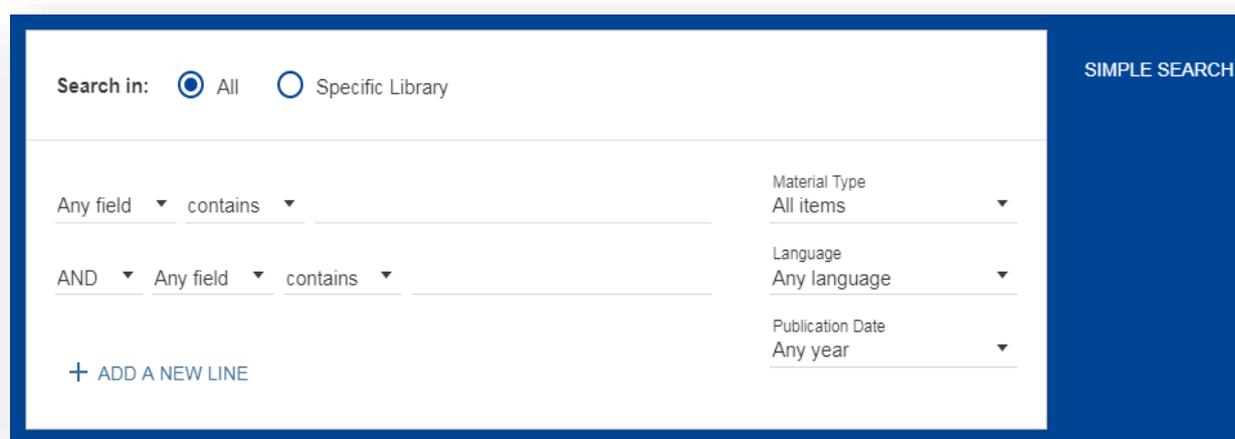
Linked to TED, you have the **SIMAP** database that contains all the legislative information, the nomenclature and the forms to draft public procurement notices; **eNotices**, an online instrument for the preparation of public procurement notices and their publication in the Supplement of the EU Official Journal, which gives you access to all the standard forms used in European public procurement; **eTendering**, an EU institutions eProcurement platform based on EU Directives on public procurement.

## Find-ER

[https://ec-europa-finder.hosted.exlibrisgroup.com/primo-explore/search?vid=32EUC\\_VU1&lang=en\\_US&sortby=rank](https://ec-europa-finder.hosted.exlibrisgroup.com/primo-explore/search?vid=32EUC_VU1&lang=en_US&sortby=rank)



Find-eR, short for Find electronic Resources, is the discovery tool of the European Commission Libraries in Brussels and Luxembourg. It replaced the old opac, called ECLAS, in 2015, and allows you to search both paper resources (books, publications of international organisations, magazines, etc.) and digital resources (ebooks, emagazine articles, databases, open access resources, working papers, etc.).



The list of journals and databases that can be searched in Find-er is available above the search box along with the generic help page.

**EDCs can access interlibrary loan of Commission's Library documents, to request printed copies of documents or for document delivery; the service is free of charge for EDCs.**

If you click on "**Advanced search**", this opens the advanced search box where there are more search options than in the basic version; in particular, you can launch a search by CELEX (from the pull-down menu) to retrieve bibliographical references commenting on a legislative text, identified through its unique number (to find the Celex number of a document, consult the EurLex databank).

In the central part of the page, Find-eR offers a selection of ejournals, the ebook section and the advantages of signing in to the website. If you create your personal account, you can save

your searches and send them to an e-mail address, generate favourite lists, access open source publications and some subscription publications.

<b>eJournals on the go</b>		<a href="#">Quick user guide</a>	<a href="#">Detailed user guide</a>	<b>The Economist</b>	<b>Science</b>
<b>New Scientist</b>	<b>The Lancet</b>	<b>Journal of Common Market Studies</b>	<b>Common Market Law Review</b>		
<b>Energy Policy</b>	<b>Renewable and Sustainable Energy Reviews</b>	<b>Journal of European Integration</b>	<b>Journal of European Public Policy</b>		
<b>Marine Policy</b>	<b>Waste Management</b>	<b>European Economic Review</b>	<b>More journals</b>		

### eBooks

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### Why sign in?

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- Access the EC libraries' subscribed resources
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- Save records and searches
- Create favorite lists
- Export citations to a reference manager

As well as presenting databases, this page also presents the Facebook page of the European Commission's Libraries, with the latest posts that can be consulted directly from the widget in the homepage.



Find us on  
Facebook

[Ask a librarian](#) 🔒 | 
 [Our collections](#) 🔒 | 
 [Library Intranet](#) 🔒 | 
 [Library on Europa](#)

# late

<https://iate.europa.eu/home>

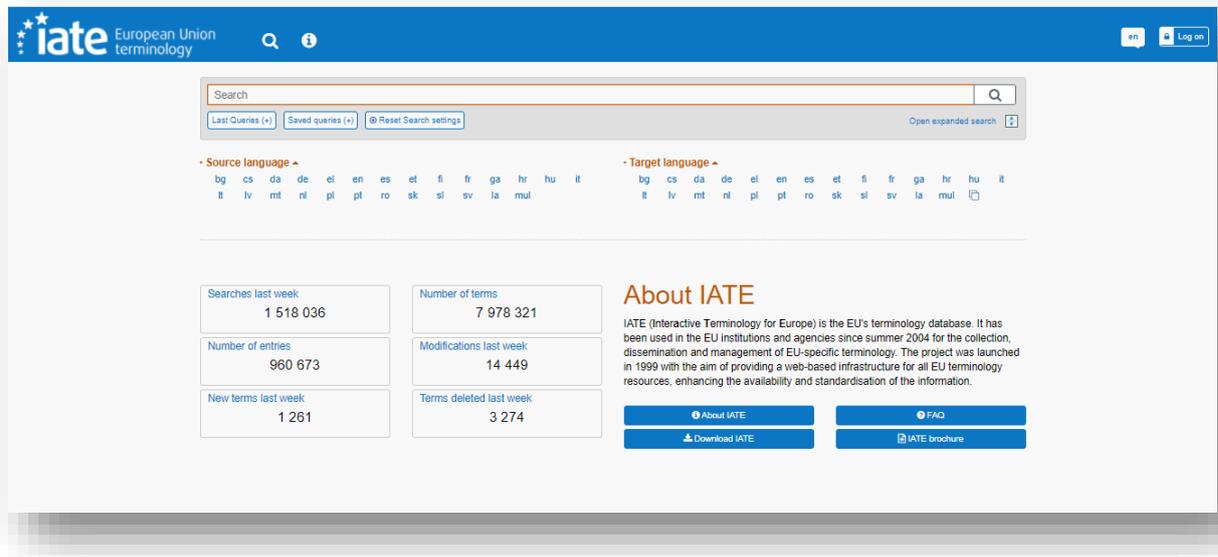
**late - Interactive Terminology for Europe** is the database shared by the European Union institutions. Its main purpose is to make easier the job of translators working for the EU. The database contains standardized terms, that is a word or an expression used to indicate a concept in a specific specialized context that belongs to the jargon of a specific field of knowledge and not all the words in common language.



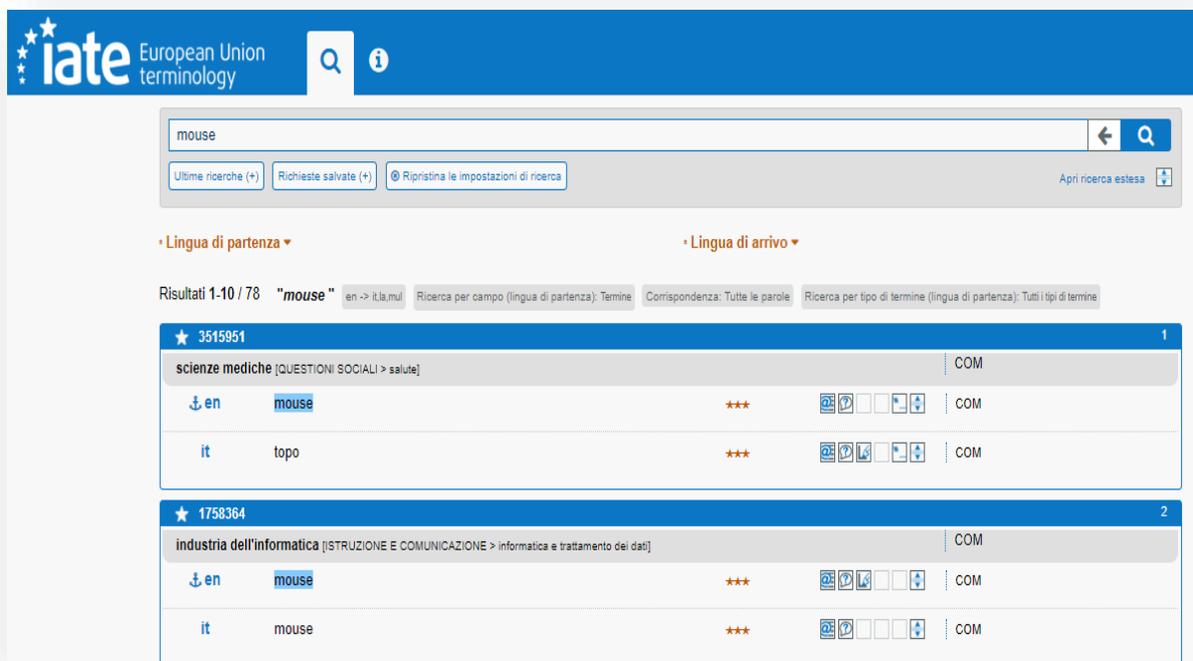
The data in IATE is mostly entered by the translators and terminologists of the language services of the institutions of the European Union. Some data is supplied by external freelance professionals. It is hosted by the European Commission in Luxembourg and is supported and developed by the Translation Centre in Luxembourg. IATE is managed by the IATE Management Group, composed of one member from each institution or body.

IATE is evolving continuously in so far as it reflects the needs of the translators of the European Union, of linguists and users in general and it uses the EuroVoc thesaurus for the conceptual classification of terms in “domains” . Domains such as the financial crisis, the environment, fisheries and migration have recently been extensively covered.

The database is the result of lengthy work overtime whereby only terms accompanied by a definition and other information, and supported by reliable references, can be considered truly reliable.



Go to the homepage to run a search by using the dedicated form: after selecting the **source language** and the target language of the term you are seeking, you can launch the search and view the suggested results. With advanced search you can modify the options and refine your results further.



# Ramon

[https://ec.europa.eu/eurostat/ramon/index.cfm?TargetUrl=DSP\\_PUB\\_WELC](https://ec.europa.eu/eurostat/ramon/index.cfm?TargetUrl=DSP_PUB_WELC)

Ramon is Eurostat's metadata server. The main objective of this server is to make available the largest possible stock of past and present metadata to help users analyse statistical data.

In the upper right-hand corner of the homepage, there are some items that are very useful to browse the website: the first one, "**Introduction**", provides a brief introduction to the website and its functionalities; the second, "**Metadata**", is the homepage where you can begin to examine the metadata present; the third, "**Correspondence Tables**", provides a very broad series of correspondence tables between the various classification standards; the fourth, the RAMON "**Search Engine**"; the last, "**What's new?**", is a list of up-to-date news.

**euostat**  
RAMON - Reference And Management Of Nomenclatures

European Commission > Eurostat > RAMON

Introduction | **Metadata** | Correspondence Tables | Search Engine | What's new ?

## Welcome to RAMON Eurostat's Metadata Server

**METADATA CATEGORIES**

**CONCEPTS AND DEFINITIONS**  
CODED (Eurostat's Concepts and Definitions Database) and other online glossaries relating to survey statistics

**CLASSIFICATIONS**  
International statistical classifications and nomenclatures

**CATALOGUE OF ESS STANDARDS**  
List of standards officially adopted as ESS Standards, following the procedure defined by the European Statistical System Committee (ESSC)

**LEGISLATION AND METHODOLOGY**  
EU legal acts and methodological manuals relating to statistics

**STANDARD CODE LISTS**  
Standard cross-domain code lists used in Eurostat's reference database, recommended for production databases and data transmission

**NATIONAL METHODOLOGY WEBPAGES**  
National methodology webpages: concepts, classifications, survey methodologies, etc.

**QUICKLINKS** Select language:

Name	English abbreviation	Family	General description
<a href="#">Catalogue of ESS Standards</a>		Other	<a href="#">View</a>
<a href="#">Combined Nomenclature, 2018</a>	CN 2018	Products	<a href="#">View</a>
<a href="#">Combined Nomenclature, 2019</a>	CN 2019	Products	<a href="#">View</a>
<a href="#">EU legislation relating to statistics (including legal acts no longer in force)</a>	ESTAT-LEGIS	Other	<a href="#">View</a>
<a href="#">Eurostat's Concepts and Definitions Database</a>	CODED	Other	<a href="#">View</a>
<a href="#">Methodological manuals relating to statistics</a>	STATMANUALS	Other	<a href="#">View</a>
<a href="#">NUTS (Nomenclature of Territorial Units for Statistics), by country, version 2013</a>	NUTS 2013	Geographic	<a href="#">View</a>
<a href="#">NUTS (Nomenclature of Territorial Units for Statistics), by country, version 2016</a>	NUTS 2016	Geographic	<a href="#">View</a>
<a href="#">NUTS (Nomenclature of Territorial Units for Statistics), by regional level, version 2013</a>	NUTS 2013	Geographic	<a href="#">View</a>
<a href="#">NUTS (Nomenclature of Territorial Units for Statistics), by regional level, version 2016</a>	NUTS 2016	Geographic	<a href="#">View</a>
<a href="#">PRODCOM List 2017-2018</a>	PRODCOM List 2017-2018	Products	<a href="#">View</a>
<a href="#">Statistical Classification of Economic Activities in the European Community, Rev. 2 (2008)</a>	NACE Rev. 2	Activities	<a href="#">View</a>

This site will not be limited to recent documents; indeed, users needing "old" metadata in order to analyse long time series will often have to consult methodological and other material which is no longer in force (for example NACE 1970, ESA 1970, etc.) and RAMON will try to provide this information.

The information presented in RAMON is organized by large metadata categories so that users can easily find what they are looking for.

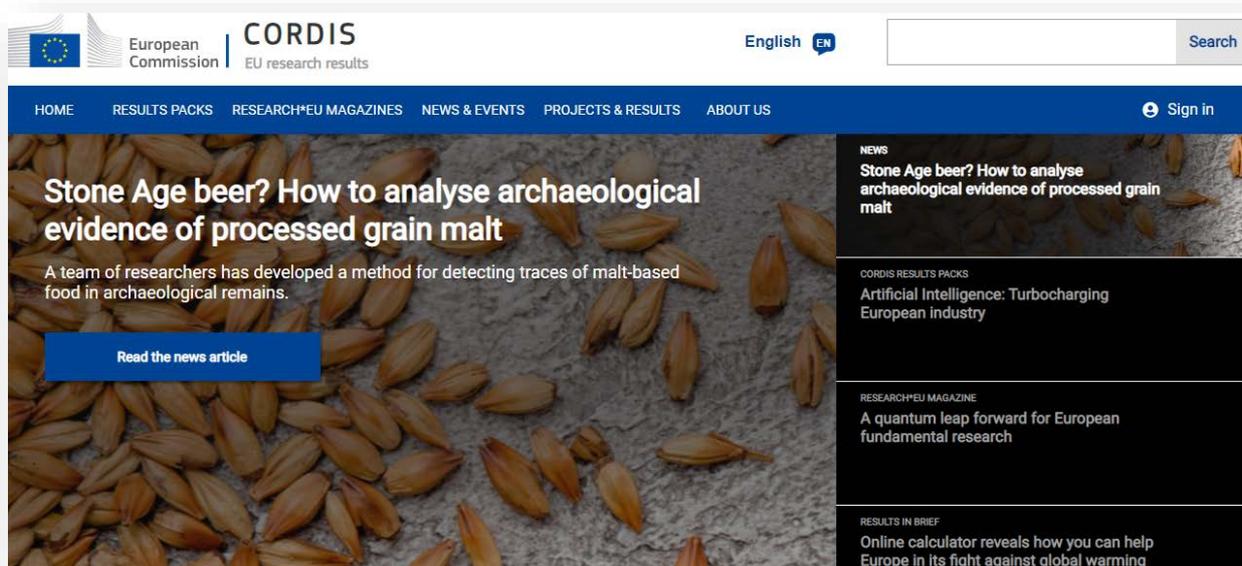
Furthermore, a section called "Quick links" makes it possible to access the most consulted objects of the site (for instance, NUTS, Combined Nomenclature, CODED, etc.) directly from

the home page. The number of metadata categories is not at all final; new categories are likely to be added if the need emerges.

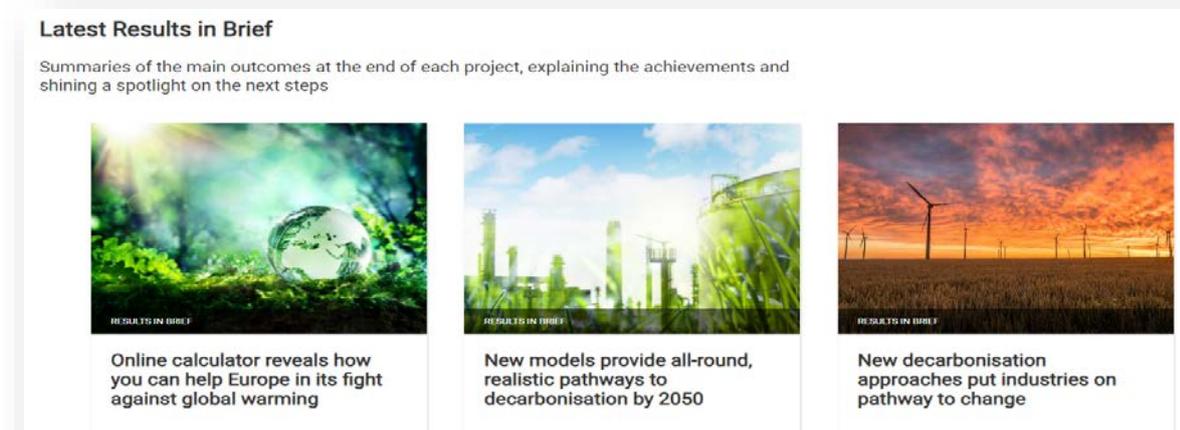
## Cordis

<https://cordis.europa.eu/>

The Community Research and Development Information Service (CORDIS) is the European Commission's primary source of results from the projects funded by the EU framework programmes for research and innovation (FP1 to Horizon 2020). Its mission is to bring research results to professionals in the field to foster open science, create innovative products and services and stimulate growth across Europe.



CORDIS has a rich and structured public repository with all the project information held by the European Commission such as project factsheets, participants, reports, deliverables and links to open-access publications.



CORDIS also produces its own range of publications and articles to make it easier to find relevant results that can be used in its own field.

The print editions are in English while the web versions are also available in French, German, Italian, Polish and Spanish. From the homepage of CORDIS, you can access various sections, one of which provides the latest results published and summarized to make for faster reading. These domains reflect where the research results could be applied.

**Browse by domain of application**

CORDIS articles are classified by high-level domains that reflect where the research results could be applied, independently of their field of science

<b>HEALTH</b> 6 845 results 	<b>INDUSTRIAL TECHNOLOGIES</b> 6 030 results 	<b>CLIMATE CHANGE AND ENVIRONMENT</b> 5 136 results 	<b>DIGITAL ECONOMY</b> 3 794 results 
<b>ENERGY</b> 2 595 results 	<b>FUNDAMENTAL RESEARCH</b> 1 679 results 	<b>SOCIETY</b> 1 371 results 	<b>FOOD AND NATURAL RESOURCES</b> 1 033 results 
<b>TRANSPORT AND MOBILITY</b> 654 results 	<b>SECURITY</b> 359 results 	<b>SPACE</b> 303 results 	

As well as the RESEARCH\*EU Magazines (where you can consult all issues of the free magazine dedicated to approved projects and their results) and NEWS & EVENTS (where you will find the latest news concerning projects), there is also a page dedicated to a **generic search for projects**, with the possibility to download them as open data and see their latest updates.

European Commission | **CORDIS** | EU research results | English | Search

HOME RESULTS PACKS RESEARCH\*EU MAGAZINES NEWS & EVENTS **PROJECTS & RESULTS** ABOUT US | Sign In

**CORDIS is the primary source of results from EU-funded projects since 1990**

Search projects and results

- List projects by framework programme
- See latest results
- Download projects as open data
- Visualise Horizon 2020 data

**Latest updated projects**

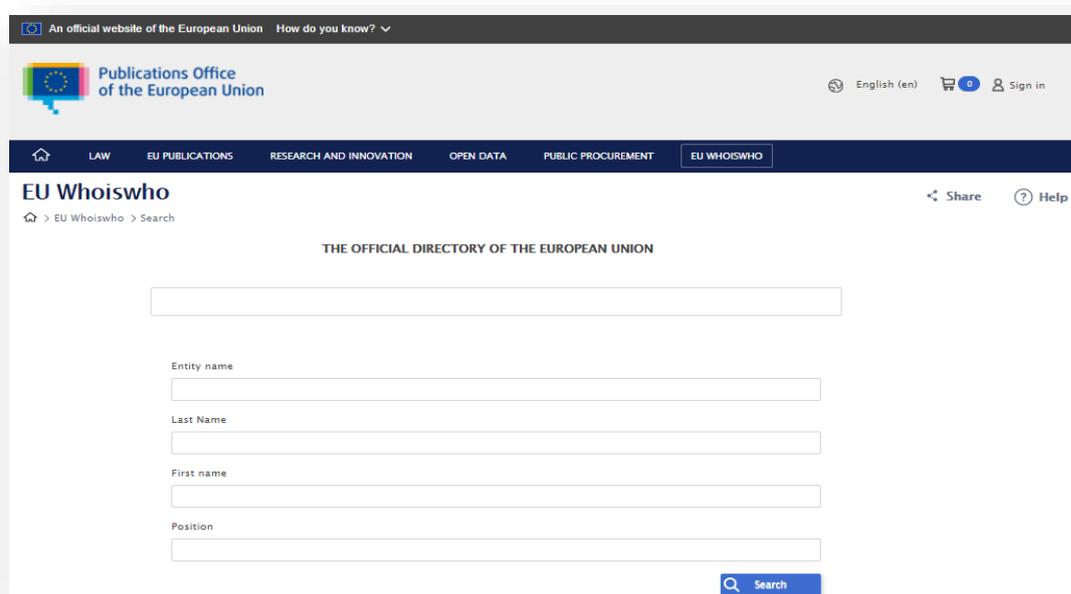
Acronym	Title	ID	Last update
EnerTwin	EnerTwin: A different approach to micro CHP	701006	9 September 2019
SUPREME	Twinning for a Sustainable, Proactive Research partnerships in distributed Energy systems planning, Modelling and managEment	692197	9 September 2019
SUPERMAT	The VIRTUAL Centre for Integration of INNOVATIVE synthesis and Processing methods for SUSTAINABLE advanced Materials operating under Extreme Conditions	692216	9 September 2019
TRUST	Creating and enhancing TRUSTworthy, responsible and equitable partnerships in international research	664771	9 September 2019

## EU Whoiswho

<https://publications.europa.eu/it/web/who-is-who/>

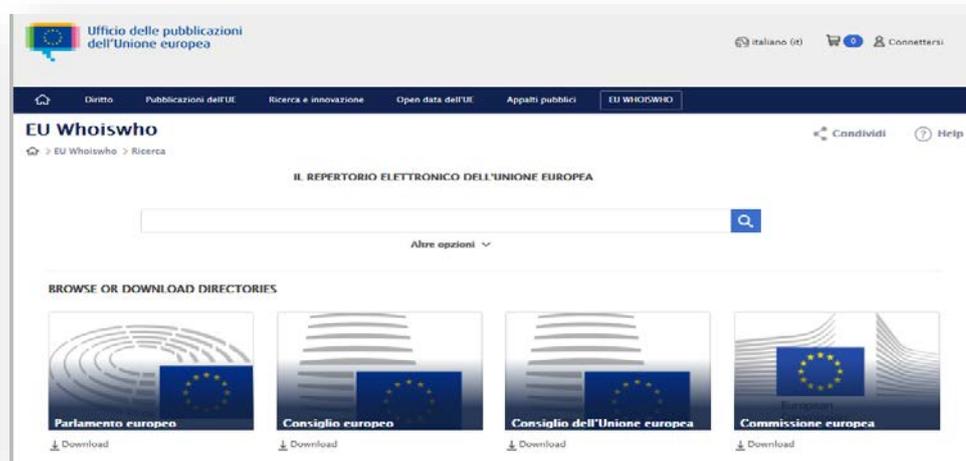
Who should I contact in the managing bodies of the European External Action Service? Who deals with information and communication of the European Data Protection Supervisor? How can I look for a particular person? The best way to initiate a search is to consult the EU *Whoiswho*, the electronic list of all managers and services of the institutions, agencies and bodies of the European Union (EU), available in all EU official languages.

From the homepage you can run a simple search or, if you click on "other options" under the main search field, you will see more fields for an advanced search, so you can limit the search by institution or by person.



The screenshot shows the English version of the EU Whoiswho website. At the top, there is a navigation bar with the Publications Office of the European Union logo and the text "English (en)". Below this is a main navigation menu with categories: LAW, EU PUBLICATIONS, RESEARCH AND INNOVATION, OPEN DATA, PUBLIC PROCUREMENT, and EU WHOISWHO. The page title is "EU Whoiswho" and it includes a search bar and a "Search" button. The main content area is titled "THE OFFICIAL DIRECTORY OF THE EUROPEAN UNION" and features a large search input field. Below this, there are several smaller input fields for "Entity name", "Last Name", "First name", and "Position". A "Search" button is located at the bottom right of the search area.

You can also download individual files, in pdf, with all the staff belonging to an individual institution.

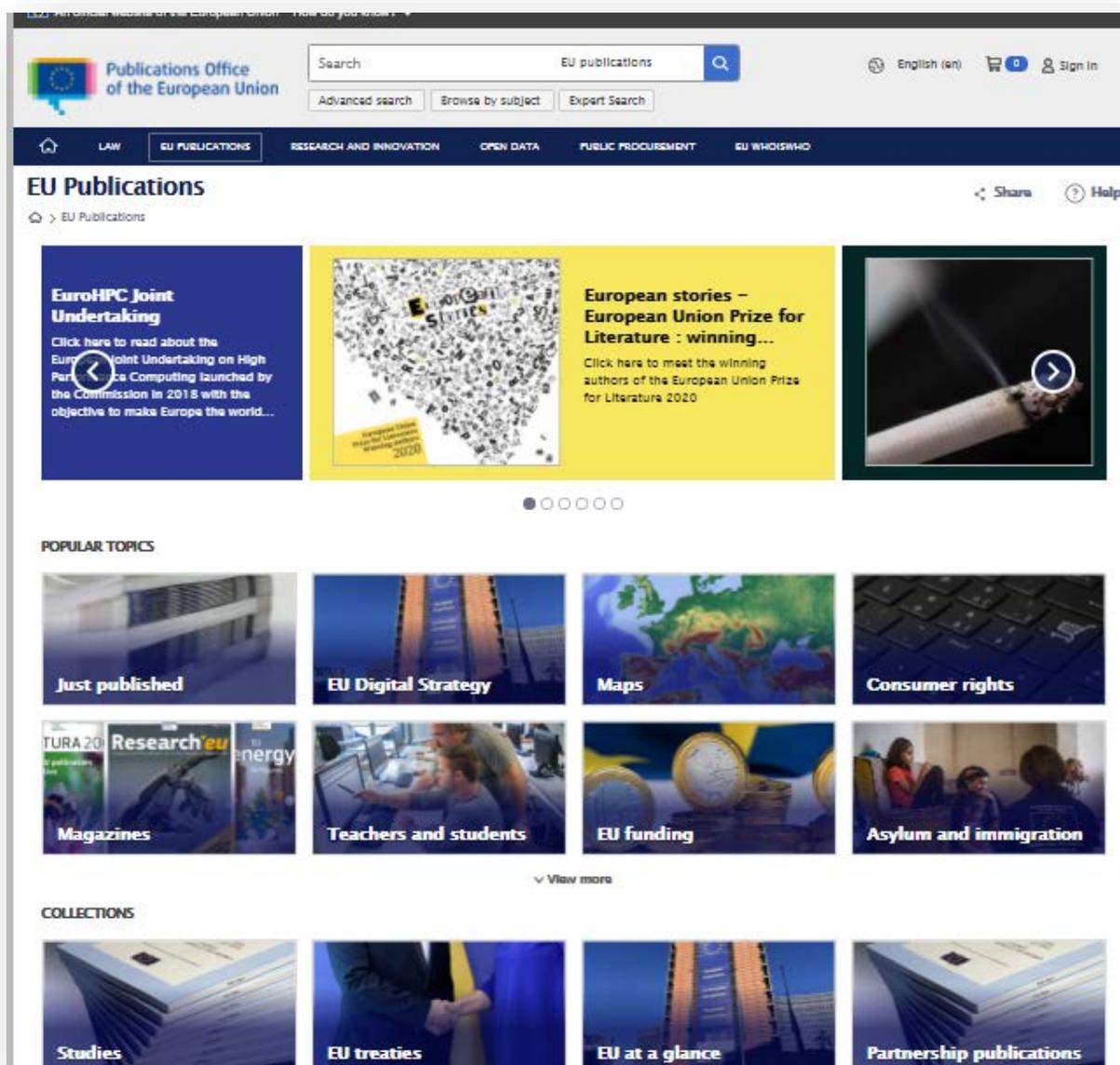


The screenshot shows the Italian version of the EU Whoiswho website. At the top, there is a navigation bar with the Ufficio delle pubblicazioni dell'Unione europea logo and the text "italiano (it)". Below this is a main navigation menu with categories: Diritto, Pubblicazioni dell'UE, Ricerca e innovazione, Open data dell'UE, Appalti pubblici, and EU WHOISWHO. The page title is "EU Whoiswho" and it includes a search bar and a "Search" button. The main content area is titled "IL REPERTORIO ELETTRONICO DELL'UNIONE EUROPEA" and features a large search input field. Below this, there is a section titled "BROWSE OR DOWNLOAD DIRECTORIES" with four buttons: "Parlamento europeo", "Consiglio europeo", "Consiglio dell'Unione europea", and "Commissione europea". Each button has a "Download" link below it.

## EU Bookshop

<https://op.europa.eu/it/web/general-publications/publications>

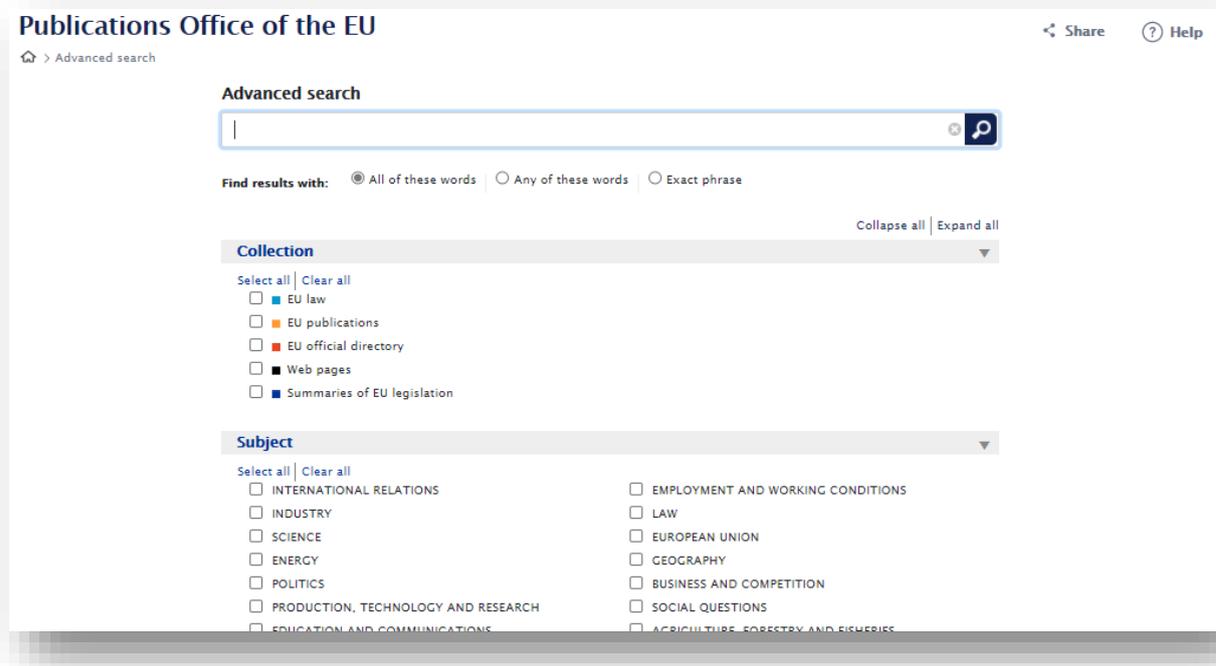
The EU Bookshop managed by the Publications Office, is the unique access point to all publications of the institutions and the bodies of the EU, with over 120,000 titles as of 1952, in the 24 official languages. It is the only EU website that provides digital and hard copies to citizens and information multipliers all over the world.



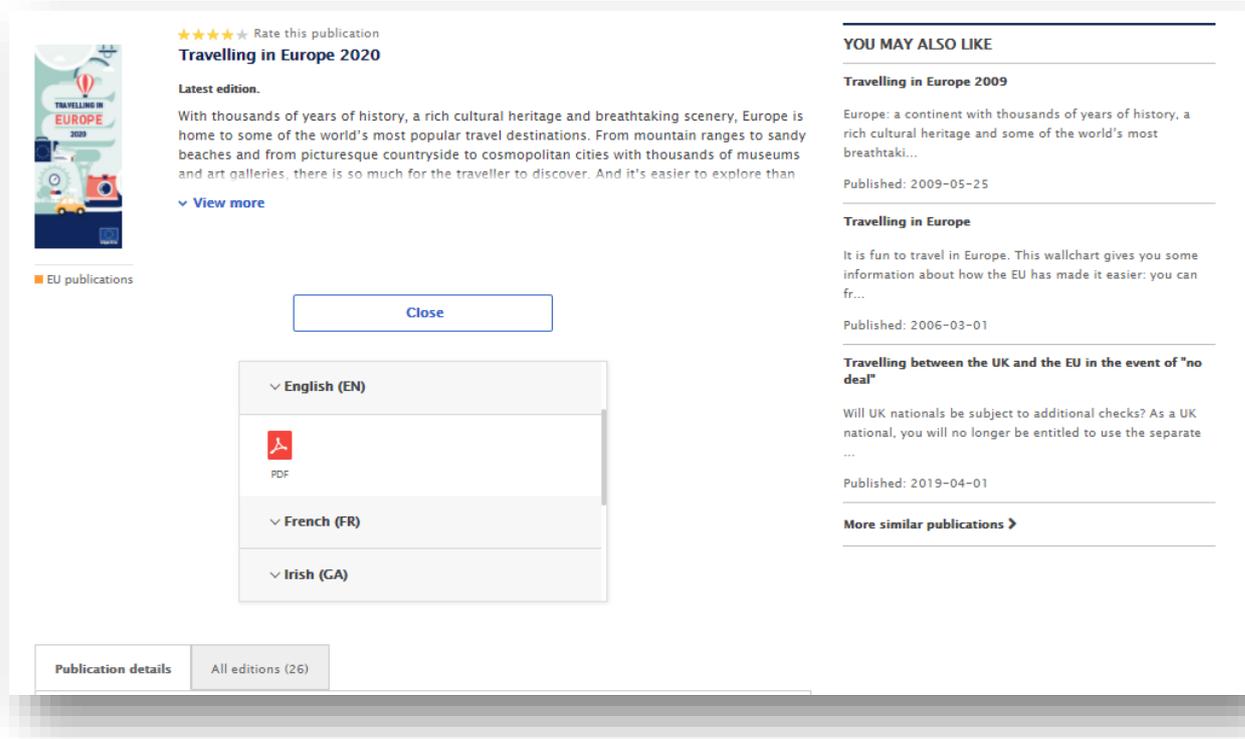
After creating an account, click on the “Sign in” button in the upper right-hand corner to personalize the website settings, set your preferred languages and news notifications, search contents in all languages and save your searches.

If you choose to run a full text search, you will be able to consult the entire text of a publication, thus improving the results of your search and discovering the relevant publications. In the

figure below, you can see some of the search options: you can run a very detailed search by using fields such as collection, subject, language, format, studies, date, author or identifiers of various types (such as Celex or ISBN number).

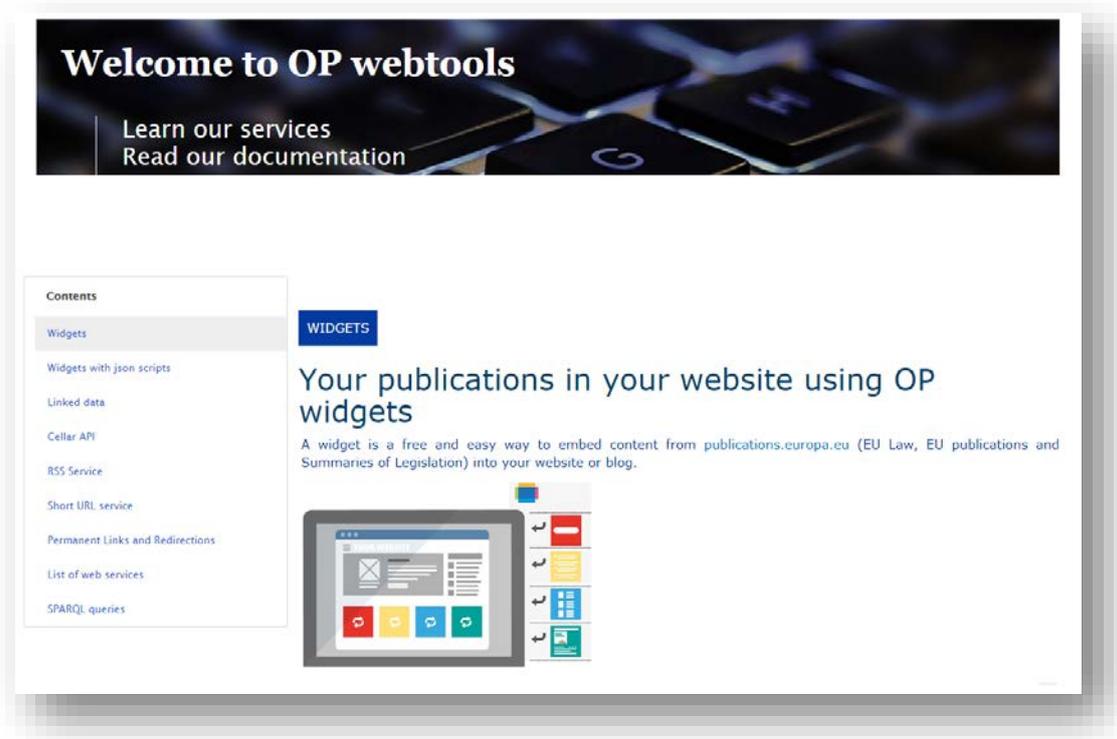


The connection between the publications (for example editions or volumes) helps to see immediately if there are other editions or parts of the same title.



This website also offers advantages specifically aimed at webmasters: you can embed EU Bookshop content into your website or blog using widgets, with the practical advantage that

users can easily access selections of publications or specific publications, through their own website. Whether you select a publication or one page of that publication, widgets will give you accurate and updated information.



## Bulk Ordering

You have the possibility of requesting bulk orders of some selected publications for distribution to the public. This service is reserved to Europe Direct centres, and EDCs must enter their username and password provided directly by the Publications Office in Luxembourg.

Shipping costs will be borne by the EU Bookshop and by the services that originated the publications requested, that will be shipped anywhere in the EU and the world.

It is the services that originated the publications that set the maximum number of copies that can be ordered, this depends on available stock and communication priorities.

Since the maximum number of copies that can be ordered is reset every 3 months, If you require more than one copy, contact the helpdesk here: [https://europa.eu/europeanunion/contact/institutions-bodies\\_en](https://europa.eu/europeanunion/contact/institutions-bodies_en).

The procedure of setting a maximum number of copies is defined by the EU Bookshop and its purpose is to guarantee that all centres have access to the material and to cut shipping times and costs: this is another reason why we suggest you to respect the principle of ordering your material by "packaging unit" within the quantities available to each Centre.


 EU publications  
**The European Union**  
**Facts and figures**  
 Latest edition.

How many people live in Italy? What's the political system in Lithuania? And what is the capital of Cyprus called? Find the answers to these questions and many more in the updated version of 'The European Union – Facts and figures'. This booklet comes in a handy small format and gives essential information on the European Union, its institutions, member states and candidate countries. It contains facts on official languages, government websites and other useful data about each country. The publication is available in 24 EU lan10/05/2019 guages.

Publication details    All editions (4)

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**Lingua selezionata e tasto per inserire in carrello l'ordine**

## Other resources

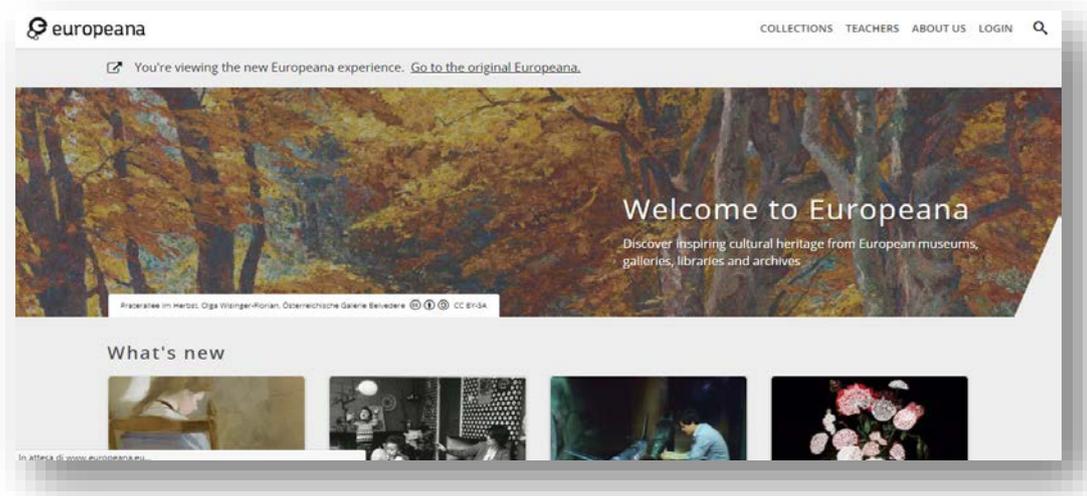
### Europeana

<https://www.europeana.eu/it>

Europeana is an initiative funded by the European Union; it is a digital library that contains digitalized material from many institutes in the member States as well as European Digital collections. In May 2015, it became one of the Digital Service Infrastructures (DSI) of the European Commission to offer cross-border network services to citizens, businesses and public administrations. Therefore, its main purpose is to empower the cultural heritage sector in its digital transformation as well as making the online sharing of collections easier and improving the quality of the data and the shared contents. On the one hand, the Europeana staff is engaged in developing expertise, tools and policies to embrace digital change and encourage partnerships that foster innovation, on the other, it supports all those interested in using cultural heritage for research, education and creative sectors.

Now, at the beginning of 2020, Europeana Collections contain 58 million of digital objects (books, music, works of art and much more). In the new Europeana experience, which is still a demo version, available in 24 languages, it is possible to access many thematic collections, exhibitions, galleries and blogs with sophisticated search tools and filters. The original website is available here:

[https://classic.europeana.eu/portal/it?utm\\_source=new-website&utm\\_medium=button](https://classic.europeana.eu/portal/it?utm_source=new-website&utm_medium=button)



## Erpa - European Research Papers Archive

<http://eiop.or.at/erpa/>

For twenty years, this was the common access point for online series produced by various institutions in the field of European research on integration.

**European Research Papers Archive**

**ERPA** was a common access point for the following online series in the field of European integration research.

The **ERPA** database contained 1925 papers. They are all [archived here](#).

<p>European Integration online Papers (EIoP) ECSA-Austria</p> 	<p>MPIFG Discussion Papers &amp; MPIFG Working Papers Max Planck Institute for the Study of Societies (MPIFG) Cologne</p> 	<p>Working papers ARENA Centre for European Studies, Oslo</p> 	<p>Jean Monnet Working Papers European Union Jean Monnet Chair NYU Law School</p> 	<p>Working Papers of Robert Schuman Centre for Advanced Studies &amp; Law Department European University Institute (Florence)</p> 	<p>Working Papers Mannheim Centre for European Social Research (MZES)</p> 
<p>One Europe or Several? Working Papers (ESRC Programme)</p> 	<p>European Governance Papers (EUROGOV) (Connecting Excellence on European Governance &amp; New Modes of Governance)</p> 	<p>Webpapers on Constitutionalism and Governance Beyond the State (ConWEB) (University of Bath &amp; University of Toronto)</p> 	<p>Queen's Papers on Europeanisation (IES Queen's University of Belfast)</p> 	<p>RECON Online Working Papers (Reconstituting Democracy in Europe)</p> 	<p>EUROSPHERE Working Paper Series (EWP) Eurosphere Consortium</p> 
<p>Living Reviews in European Governance (LREG) ECSA-Austria</p> 	<p>Cahiers européens de Sciences Po Centre d'études européennes at Sciences Po</p> 	<p>Europe in Question Discussion Paper Series London School of Economics</p> 	<p>Working Papers Vienna Institute for European integration research (EIF)</p> 	<p>KFG Working Paper Series Otto-Suhr-Institute for Political Science, Berlin</p> 	<p>Cahiers du CEVIPOL /Brussels WP Université Libre de Bruxelles</p> 

As of 1st March 2015, given the rapid evolution of the Internet (with the advent of Google Scholar and similar online services), it was decided to shut down the ERPA service.

All the data (1925 papers) have been archived on this website <http://eiop.or.at/erpa/fullarchive.htm> and are no longer implemented.

## Euractiv

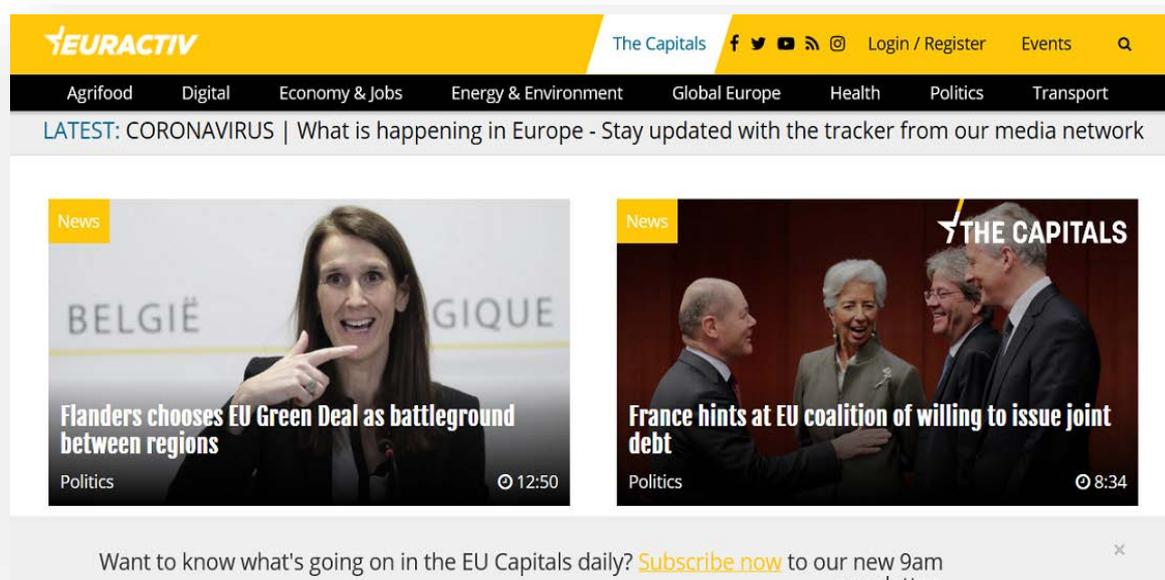
<https://www.euractiv.com/>

EURACTIV Media Network brings together the media present in over 12 European capitals (each of which is published in its own languages), which disseminate contents focused on EU policy. The exchange of quality contents, cross-border journalism and media innovation allows EU players to save time but also to help develop constructive European policies based on facts.

EURACTIV promotes policy debates among stakeholders, including governments, businesses and civil society by covering policy processes upstream of decisions and summarizing the issues without taking sides. The EURACTIV Network provides free localised EU policy news in 12 languages, thus reaching over 1.7 million users across Europe and beyond, every month. The Italian partners of the network are *Milano Finanza* and *Italia Oggi*.

The main fields of interest of EURACTIV are: agrifood, digital, economy and jobs, energy & environment, global Europe, health, politics and transport.

On the homepage, under Latest, you can see all the contents or select specific areas: news, special reports, policy briefs, interviews, opinions, infographics, videos and blogs. At the top of the page (in the centre), *The Capitals* provides the latest news from all over Europe, through on-the-spot reports from the EURACTIV multimedia network. You can also subscribe to *The Capitals* newsletter.



## Archive of European Integration (Aei)

<http://aei.pitt.edu/>

The Archive of European Integration (AEI) is a free electronic repository and archive for research materials on the topic of European integration and unification. Its focus is the post-War development, the activities and the foreign relations of the European Union from its origin. The AEI collects independently-produced research materials and official European Union documents covering its entire institutional evolution.

The Archive of European Integration contains papers from approximately 40 private research organizations; these documents can be found at [Browse by Journals and Series](#) and [Browse by Conferences](#). The scanning and deposit of documents received as part of the EU Delegation collection in Washington DC was completed at the end of 2019. Beginning in 2020, virtually all new content added to the AEI will consist of papers from the private research organizations referenced above. Nevertheless, AEI is always on the lookout for new, relevant papers from scholars worldwide to add to the archive.

The Archive of European Integration (AEI) was founded in 2003 to provide a unique and permanent home free and open access to scholarly research material on the topic of European integration and in 2004 the AEI began uploading publications and official documents produced by the European Union. At present, the archive contains over 77,000 documents.

AEI has been supported by the European Studies Centre, University Center for International Studies, University of Pittsburgh, and the European Union Studies Association (EUSA), and has received technical and material support from the University of Pittsburgh University Library System (ULS).



The screenshot shows the homepage of the Archive of European Integration (AEI). At the top left is the University of Pittsburgh logo and name. At the top right is the text "UNIVERSITY LIBRARY SYSTEM (ULS) | CONTACT US". The main header features the title "ARCHIVE of EUROPEAN INTEGRATION (AEI)" in a serif font, with a paperclip icon and a stylized European Union flag (stars in a circle) to the right. Below the header is a navigation menu with "Login" at the top, followed by "Archive Information" (with sub-links: Home, About, Contributing Institutions, Register, Repository Policies, Help, Contact Us) and "Collection Guides". The main content area has a heading "Welcome to Archive of European Integration" and two paragraphs of introductory text. The first paragraph describes the AEI as a free electronic repository for research materials on European integration and unification, listing the ECSC, Euratom, EEC, EC, and EU. The second paragraph details the archive's content, mentioning approximately 40 private research organizations and the EU Delegation collection in Washington DC, and notes that new content from 2020 onwards will be from private research organizations.

In order to access some of the areas of the repository you will need to register free of charge and this will allow you to save searches, receive alerts and deposit articles.

Collections include:

- **Biographies** contain biographical information on more than 950 individuals, mostly European institutions' personnel.
- **Press Releases of the Council 1975 – 1994** contain the press releases of the Council of the European Communities (1975 - October 1993) and press releases of the Council of the European Communities Union (November 1993 - 1994).
- **Summits and the European Council (1961-1995)** is a guide to documents relating to meetings of Heads of State or Government and the European Council. It covers not only the conclusions and releases issued at the end of the meetings but also the policy documents presented for the meetings, when not confidential.
- **Western European Union** contains the proceedings of the Assembly of Western European Union (WEU), also called the European Security and Defence Assembly. Founded in 1954, it operated as a forum for the coordination of matters of European defence, security and military cooperation.
- **Private Papers** contains papers from over 35 private research organizations, listed as *Contributing Institutions*.
- **Guide to European Economy** contains the series called *European Economy*, an economic and financial publication of the EC/EU, which contains major reports and communications from the Commission to the Council and the Parliament on the economic situation and economic developments up to 2015.
- **Barbara Sloan EU Document Collection** - Barbara Sloan was Head of Public Inquiries, Delegation of the European Commission to the US, Washington, DC, for over 32 years and played a primary role in organizing the official EU documents section within the AEI.

## e-Justice Portal

<https://e-justice.europa.eu/home.do?action=home&plang=en>

The European e-justice portal helps persons, businesses, lawyers and judges to find answers to legal questions.

If an Italian travelling in Germany needs a lawyer or a French businessperson is searching the Hungarian land register or an Estonian judge has a question on the Spanish judicial system, the European e-justice portal will provide the answers in 23 official EU languages.

This website offers over 30,000 pages of content, information and links on laws and practices in all the EU countries. There is information on the law, case law, judicial systems, legal professions and justice networks, European Judicial Network in civil and commercial matters, going to court, legal aid, mediation, succession, victims of crime, rights of defendants in criminal proceedings, tools for courts and practitioners, business registers, land registers and insolvency registers in the EU and in the member States.



There is also information on how to find a lawyer, a notary, a legal translator or interpreter, a mediator, European judicial training and finally legal glossaries and terminology, with dynamic online forms for civil and commercial matters, the European Judicial Atlas in civil matters and access to justice in environmental matters.

The European e-Justice Portal is conceived as a future electronic one-stop-shop in the area of justice. As a first step it strives to make your life easier by providing information on justice systems and improving access to justice throughout the EU.

The central part of the homepage is subdivided into four sections dedicated to specific users: **citizens, businesses, legal practitioners and the judiciary**, each with its own dedicated search menu.



The bottom part of the page is reserved to the latest news.

The portal is managed by the European Commission DG Justice and Consumers, it was developed in partnership with the European judicial network in civil and commercial matters, European judicial network in criminal matters, the Council of Bars and Law Societies of Europe, and the Council of the Notariat of the EU (CNUe).

## Sources of information on the EU in Italy and in Europe

There are very many online sources of information on the European Union and endless documents produced in this field.

There are institutional sources, which provide most of the EU official documents, but you can also find, information, data and documents from very many unofficial - but not less valid - sources online.

Indeed, there are multiple research and study centres, public and private bodies active in the field of European studies, which offer precious documentation that, though not being officially EU institutional documents, still prove to be scientifically valid and fully suitable to meet the information needs of professional practitioners, students and citizens.

This section is designed to introduce some specialized information agencies or websites that allow whoever to be constantly up-to-date, to take part in the public debate on the European integration process, to enjoy their European citizenship rights more fully and to learn about the opportunities offered by the EU.

These sources of information are classified according to the nature of their promoters and here they are subdivided into two categories: information sources that are accessible free of charge and think tanks and Italian research centres that produce documents of interest on European policy.

### Online sources of information accessible free of charge

#### I. Institutional websites

##### ► EUROPEAN COMMISSION

[https://ec.europa.eu/commission/index\\_en](https://ec.europa.eu/commission/index_en)

The website of the European Commission, the EU's politically independent executive arm. It is alone responsible for drawing up proposals for new European legislation. Moreover, it implements the decisions of the [European Parliament](#) and the [Council of the EU](#).

##### ○ RAPPRESENTANZA IN ITALIA

[https://ec.europa.eu/italy/home\\_en](https://ec.europa.eu/italy/home_en)

The Internet website of the European Commission Representation in Italy, with news, guides, newsletter and various sections. It is the source of information of many a nature, which cover the relations between the EU and Italy.

##### ► EUROPEAN PARLIAMENT

<http://www.europarl.europa.eu/portal/en>

The institutional website of the European Parliament, the EU's law-making body. It is directly-elected by EU voters every five years.

- **EUROPEAN PARLIAMENT IN ITALY**

- <http://europarl.europa.eu/italy>

The Internet website of the European Parliament Liaison Office in Italy with information relating to the work of this important institution. It disseminates information on the activities of the Italian MEPs.

- <https://multimedia.europarl.europa.eu/en/home>

The multilingual information website on the latest European political news promoted by the European Parliament. It uses mainly audiovisual clips to cover various themes.

► **EUROPEAN COUNCIL**

<https://www.consilium.europa.eu/en/european-council/president/>

The European Council is the EU institution that defines the general political direction and priorities of the European Union. It consists of the **heads of state or government of the member states**, together with its President and the President of the Commission.

► **COUNCIL OF THE EU**

<https://www.consilium.europa.eu/en/>

The Council of the EU is the institution representing the member states' governments. Also known informally as the EU Council, it is where **national ministers from each EU country** meet to adopt laws and coordinate policies.

► **COURT OF JUSTICE OF THE EUROPEAN UNION (CJEU)**

[http://curia.europa.eu/jcms/jcms/j\\_6/en/](http://curia.europa.eu/jcms/jcms/j_6/en/)

The website of the Court of Justice of the EU, whose role it is to ensure that EU law is interpreted and applied in the same manner in every European country and ensure that EU countries and institutions abide by EU law.

► **EUROPEAN CENTRAL BANK**

<http://www.ecb.europa.eu/home/html/index.en.html>

The website of the ECB whose role it is to manage the Euro, keep prices stable and conduct EU economic and monetary policy.

► **EUROPEAN INVESTMENT BANK**

<https://www.eib.org/en/index.htm>

The website of the EIB, the body that provides funding for projects that help to achieve EU aims, both inside and outside the EU.

► **EUROPEAN COURT OF AUDITORS**

<https://www.eca.europa.eu/en/Pages/ecadefault.aspx>

This website provides information on the activities of the European Court of Auditors whose role it is to check that EU funds are collected and used correctly, and help improve EU financial management.

### ► EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

[http://eeas.europa.eu/index\\_en.htm](http://eeas.europa.eu/index_en.htm)

Information on the EU's diplomatic service. It was set up to make EU foreign policy more consistent and effective thus increasing Europe's influence on the global scene.

### ► EUROPEAN ECONOMIC AND SOCIAL COMMITTEE

<https://www.eesc.europa.eu/en>

The website of the advisory body that represents the organisations of employers, of the employed, and of other stakeholders. It drafts opinions on matters concerning the EU for the European Commission, the EU Council and the European Parliament, thus acting as a bridge between the EU decision-making institutions and the citizens of the EU.

### ► COMMITTEE OF THE REGIONS (CoR)

<http://cor.europa.eu/en/>

This website provides information on the activities of the CoR, an advisory body of the EU composed of representatives elected at regional and local level by all the member States.

### ► EUROPEAN OMBUDSMAN

<http://www.ombudsman.europa.eu/en/home.faces>

The ombudsman investigates complaints about maladministration by EU institutions and bodies. Complaints may be made by EU citizens or residents and by Associations and businesses based in the EU.

### ► EUROPEAN DATA PROTECTION SUPERVISOR (EDPS)

<https://secure.edps.europa.eu/EDPSWEB/edps/EDPS?lang=en>

This website offers information on the activities of the EDPS, whose task is to ensure that the EU institutions and bodies respect the right of citizens to personal data protection.

### ► EUROPEAN DATA PROTECTION BOARD (EDPB)

[https://edpb.europa.eu/edpb\\_en](https://edpb.europa.eu/edpb_en)

The role of the EDPB is to ensure consistent implementation of the General Data Protection Regulation (GDPR) and the Data Protection Law Enforcement Directive in EU countries as well as Norway, Liechtenstein and Iceland.

### ► DEPARTMENT FOR EUROPEAN POLICIES – PRESIDENCY OF THE COUNCIL OF MINISTERS

<http://www.politicheeuropee.gov.it/en/>

The website of the Department for European Policies of the Presidency of the Council of Ministers. The Department provides support to the Prime Minister or the delegated authority to manage relations with EU institutions. Its task is to provide institutional information on relations between the Italian government and the European institutions to Italian citizens. It contains News and more detailed Focus windows on various Italian government activities relating to the EU.

► **CEN – European Committee for Standardisation**

<http://www.cenorm.be/>

The website of the CEN, European Committee for Standardisation, one of the bodies working in the delicate field of harmonising procedures and technical standards at European level.

► **CEN the Italian reference point: UNI – Ente Nazionale Italiano di Normazione (Italian Standardisation Body)**

<http://www.uni.com/>

The website of UNI, the Italian Standardisation Body, which is the Italian partner of the CEN and whose task, amongst other things, is to receive its indications and transpose the standards it produces.

► **EUROPEAN TRADE UNION CONFEDERATION**

<http://www.etuc.org/>

This is the website of the European Trade Union Confederation (ETUC), speaks with a single voice on behalf of European workers so as to have a stronger say in EU decision-making.

► **CONSIGLIO COMUNI E REGIONI D'EUROPA**

<http://www.aiccre.it/>

The website of the Italian Association of the Council of European Municipalities and Regions (AICCRE), based in Rome, which is the only national association that brings together all levels of territorial bodies.

► **INFOREGIO - REGIONAL POLICY – ITALY**

[https://ec.europa.eu/regional\\_policy/en/](https://ec.europa.eu/regional_policy/en/)

This website contains news concerning EU regional policy, in particular in Italy.

EU regional policy is an investment policy. It supports job creation, competitiveness, economic growth, improved quality of life and sustainable development.

► **EUROPA NEWSROOM**

- <http://europa.eu/newsroom/>

These are sections of "EUROPA", the official portal of the European Union dedicated to news, with direct access to the latest press releases of the European institutions, the archive of all press releases and all other resources offered by the Commission Press Service.

- <https://audiovisual.ec.europa.eu/en/ebs/both/>

The website of the European Commission institutional audiovisual service with the possibility to follow press conferences and other events promoted by the European institutions live.

- <https://www.youtube.com/user/eutube>

The EU-Tube channel promoted by the European Union, with all the resources offered by this special platform dedicated to managing and exchanging audiovisual material.

## II. European information networks

### ► **AGENZIA NAZIONALE PER I GIOVANI (ANG)**

<http://www.agenziagiovani.it/>

ANG is a public body, which enjoys organisational and financial autonomy, supervised by the Italian Government and the European Commission. It pursues its mission thanks to funds granted to Italy by the Youth in Action Programme and ERASMUS+: YOUTH (2014-2020), and by developing its own initiatives in collaboration with other institutions, associations and businesses.

### ► **AEGEE - European Students' Forum**

<https://www.aegee.org/>

AEGEE is one of Europe's biggest interdisciplinary student organisations in Europe. As a non-governmental, politically independent, and non-profit organisation, AEGEE is open to students and young people from all faculties and disciplines. Founded in 1985 in Paris, today AEGEE has grown to a Network of 13,000 AEGEEans, present on 161 cities, in 40 countries all over Europe.

### ► **APRE - Agenzia per la Promozione della Ricerca Europea (Agency for the Promotion of European Research)**

<http://www.apre.it/en>

APRE is a non-profit research organization. For over twenty-five years, APRE, in close collaboration with the Ministry of Education, University and Research (MUR), has provided its members as well as businesses, government agencies, and private individuals, information, support and assistance for participation in national and European programmes and collaborative initiatives (today, with particular reference to [Horizon 2020](#)) in the field of Research, Technological Development and Innovation (RTDI) and in the transfer of research results.

### ► **AUSE - Associazione Universitaria di Studi Europei**

<http://www.ause.eu/en>

The University Association of European Studies (AUSE) was established in 1989, the same year as the launching of the Jean Monnet Actions. The Association represents over 200 professors and researchers in Italy and is a member of the European Community Studies Association (ECSA-World).

### ► **EUROPEAN CONSUMER CENTER**

<https://www.euroconsumatori.org/en/>

The European Consumer Center (EVZ) Italy - Bolzano Office is supported by the European Commission, the Ministry for Economic Development, the Autonomous Province of Bolzano - South Tyrol and the Autonomous Region of Trentino - South Tyrol. It is supported by the

consumer advice centre South Tyrol and is organised by the Centro Tutela Consumatori ed Utenti dell'Alto Adige (CTCU), the Alto Adige Consumer and User Protection Centre. The EVZ - Bozen office offers its services to citizens who encounter consumer problems in other EU countries. It is part of the network of European Consumer Centres (ECC-Net) set up by the European Commission in all EU member states, Iceland, Norway and the United Kingdom to provide assistance to citizens with cross-border consumer problems.

► **ELSA - The European Law Students' Association**

<http://www.elsa.org/>

The European Law Students' Association (ELSA) is an international, independent, non-political, non-profit making organisation run by and for students and recent graduates, who are interested in achieving academic and personal excellence in the legal field. ELSA aims at providing its members with a platform to develop their existing skills and acquire new ones, to interact with fellow students and experienced practitioners from different states and legal systems around Europe.

► **ENTERPRISE EUROPE NETWORK (EEN)**

<https://een.ec.europa.eu>

EEN is the European network that helps SMEs to grow, innovate and go international. In Italy, the network has 55 partner organizations, bodies belonging to the Chamber of Commerce system, business associations, development agencies, research centres, universities, laboratories, technology parks, local authorities.

► **ERASMUS MUNDUS - Punto Nazionale di contatto CIMEA**

<http://erasmusmundus.it/index.aspx> ; <http://www.cimea.it/en/index.aspx>

CIMEA - Since 1984, CIMEA - Information Centre on Academic Mobility and Equivalence has been engaged in the field of information and consulting services relating to the procedures for the recognition of academic qualifications and to issues relating to Italian and international higher education and training.

► **EURAXESS (Mobility of researchers)**

<https://euraxess.ec.europa.eu/>

EURAXESS - Researchers in Motion is a unique pan-European initiative delivering information and support services to professional researchers. Backed by the European Union, member states and associated countries, it supports researcher mobility and career development, while enhancing scientific collaboration between Europe and the world.

► **EURES**

<https://ec.europa.eu/eures/public/en/homepage>

EURES is a European cooperation network of employment services, designed to facilitate the free movement of workers. The network has always worked hard to ensure that European

citizens can benefit from the same opportunities, despite language barriers, cultural differences, bureaucratic challenges, diverse employment laws and a lack of recognition of educational certificates across Europe.

#### ► EURODESK ITALY

[www.eurodesk.it](http://www.eurodesk.it)

Eurodesk is the official network of the Erasmus+ European programme that provides information on programmes and initiatives in favour of youth promoted by the EU institutions. Set up with the support of the European Commission - DG EAC (Education and Culture) and the National Agency for Youth, Eurodesk works to give young people easier access to the opportunities offered by the European programmes in various sectors, particularly: international mobility, culture, formal and informal training, work and volunteering.

#### ► EURYDICE NETWORK

[https://eacea.ec.europa.eu/national-policies/eurydice/national-description\\_en](https://eacea.ec.europa.eu/national-policies/eurydice/national-description_en)

The Eurydice network primarily focuses on the way education in Europe is structured and organised at all levels. It supports and facilitates European cooperation in the field of lifelong learning by providing information on education systems and policies in 38 countries and by producing studies on issues common to European education systems..

#### ► EURO CITIES - the Network of major European cities

<http://eurocities.eu/eurocities/home>

EURO CITIES is the network of the main European cities. Its members are the local and municipal governments elected in the main European cities..

#### ► EUROPE DIRECT

[https://ec.europa.eu/italy/services/contact-points\\_en](https://ec.europa.eu/italy/services/contact-points_en)

In order to bring Europe closer to its citizens and their daily life, the European Commission has an information network in all EU countries, including Italy. The Commission is present throughout the entire national territory with the Europe Direct information centres and the European Documentation Centres.

#### ► SOLVIT

[https://ec.europa.eu/solvit/index\\_en.htm](https://ec.europa.eu/solvit/index_en.htm)

The website of the SOLVIT network aims to find solutions to problems online. Here, member States work together to find concrete solutions to problems occurring when national administrations apply internal market rules incorrectly.

### ► **YOUREurope**

<https://europa.eu/youreurope/index.htm#en>

A public European Union Service, currently offered by jurists of the European Citizen Action Service (ECAS), an external organisation that works for the European Commission. It provides tailor-made consultancy to European citizens on their rights as recognised by EU legislation.

## Other information websites

### ► **APICEUROPA**

<https://www.apiceuropa.com>

APICE (Association to foster the meeting of Cultures in Europe) was set up in February 2005 and recognised at regional level on 11 October 2005. It is the product of a team of persons with consolidated experience in the European institutions and representatives of civil society, active in Regions in North-western Italy, in particular Piedmont, Lombardy and Veneto.

### ► **CesUE - STUDY CENTRE, TRAINING, COMMUNICATION AND PLANNING ON THE EUROPEAN UNION AND GLOBAL GOVERNANCE**

<https://www.cesue.eu/en/>

CesUE was founded in 1995 in Florence by a group of academics, professionals and experts on European integration with the aim to provide the knowledge and the policy indications needed to help improve European and international economic, political and social governance.

### ► **EUROBULL/THE NEW FEDERALIST**

<https://www.thenewfederalist.eu/>

Eurobull is an online magazine that attempts to find its niche in the context of the often-scarce information offered by the Italian and European press. Our hope is that somewhere between the official speeches of the institutions and the common view of the people there is still room for additional questions, for looking beyond the Italian borders, to finally begin discussing the Europe we like and the Europe we don't like.

### ► **EUROPA IN MOVIMENTO (VOXEUROPE)**

[http://www.europainmovimento.eu/\(https://voxeurop.eu/en/authors/europa-in-movimento/\)](http://www.europainmovimento.eu/(https://voxeurop.eu/en/authors/europa-in-movimento/))

This is a blog founded by a group of European federalists in order to renew the European Federalist Movement and build a popular front for the European and World Federation.

### ► **EUROPAE - European Affairs Magazine**

<https://www.rivistaeuropae.eu/> English Section: <https://www.rivistaeuropae.eu/category/eng/>

This is an independent online magazine, dedicated entirely to current political, economic and social news of the European Union and its member states. It has been online since 7 February 2013, it provides articles with information, analyses and detailed studies, explaining the Europe of the major political choices, legislative and institutional processes, on a daily basis. The

guidelines of the Europae editorial project focus on correct information, clarity and the ability to explain complex European dynamics.

► **EUROPEA**

<http://www.europeainfo.eu/>

Europea is an independent platform set up on the initiative of the Istituto Affari Internazionali, Centro Studi sul Federalismo, Centro Studi di Politica Internazionale, European Council on Foreign Relations, Formiche, Istituto per gli Studi di Politica Internazionale and Villa Vigoni with the aim of providing precise and independent information on relations between Italy and the European Union to contribute towards a better informed debate on what it means to be Italy in Europe.

► **EUROPEAN STATISTICAL SYSTEM**

<https://ec.europa.eu/eurostat/web/ess/latest-news>

The ESS is the partnership between EUROSTAT, the national statistical institutes (NSIs) and other national authorities responsible for the development, production and dissemination of European statistics in each Member State. Member States collect data and compile statistics for national and EU purposes..

► **EUVISIONS - Tracking the ideas, discourse and politics of social Europe**

<http://www.euvisions.eu/>

EuVisions is an observatory aimed at offering up-to-date information and analyses on crucial issues pertaining to the [European Social Union](#) (ESU) and the development of the European integration process. It was established as part of the ERC-funded [REScEU project](#) (Reconciling Economic and Social Europe: Values, Ideas and Politics) directed by Maurizio Ferrera, based at the University of Milan and the Centro di Ricerca e Documentazione "Luigi Einaudi" in Turin.

► **FEDERALISMI .IT- Magazine on Italian, comparative, European public law**

<https://www.federalismi.it/>

This is a magazine on Italian, comparative and European public law. Initially, it focused on matters relating to processes of institutional reform under way in Italy, following closely the implementation of the reform of Chapter V of the Constitution and the adoption of the new Statutes for the Regions. It monitored the devolution processes of other European and non-European Countries, it followed in great detail the dynamics of EU enlargement and the European constituent process with special attention afforded to the constitutional elements of the EU integration process.

► **FOROEUROPA – Magazine of the Istituto di Studi Europei "Alcide De Gasperi"**

<http://www.foroeuropa.it/>

This magazine was created just as work began on the Laeken Convention entrusted by the European Council to turn the European Union into a political body with a constitution: an

ambitious and difficult goal where the Law plays a primary role in achieving a well-balanced order of values and as a fundamental value itself in guaranteeing the new form of co-existence that we have chosen of our free will.

► **MIUR – MINISTERO DELL'UNIVERSITÀ E DELLA RICERCA (Ministry of Universities and Research)**

**IL RICONOSCIMENTO IN ITALIA DEI TITOLI DI STUDIO (recognition of academic qualifications in Italy)**

<https://www.miur.gov.it/web/guest/riconoscimento-dei-titoli-di-studio-esteri>

This website contains general information on the recognition in Italy of academic and professional qualifications gained abroad. It provides also information on the recognition procedures and the competent authorities in this field.

► **SIDI – Società Italiana di Diritto Internazionale Blog (Blog of the Italian Society of International Law)**

<http://www.sidiblog.org/cosa-2/>

IDIBlog sets out to be an open forum for discussions on news concerning private international law, public international law and European Union law. All scholars and experts, Italian and foreign, of the above subjects are invited to participate by sending posts and comments.

► **UNITÀ ITALIANA DI EURYDICE AGENZIA NAZIONALE PER LO SVILUPPO DELL'AUTONOMIA SCOLASTICA (EX INDIRE) - The Italian unit of Eurydice, the National Agency for School Autonomy (former INDIRE)**

<http://www.eurydice.org/portal/page/portal/Eurydice/ContactUs/ContactIT>

<https://eurydice.indire.it/>

It was founded in 1985, in the context of the European network of information on education upon request of the Ministry of Education, Universities and Research, at INDIRE.

It carries out the activities of the Eurydice network, it collates national level information and documentation on subjects covered at European level. The main task of the Italian unit is to provide precise and complete answers to political decision-makers on reform and innovation processes present in other European education systems, by way of support to national policy decisions.

► **PORTALE VIVIEUROPA**

<http://www.vivieuropa.it/>

This portal was promoted by the Department for European Policies, it provides European news and factsheet on member States. It offers an overall view of the opportunities offered by the EU in these four thematic areas: European citizenship, studying, travelling, working and doing business.

## Italian *Think Tanks* and research centres that produce documentation on European policy

### ► LA FONDAZIONE "ISTITUTO GRAMSCI"

<http://www.fondazionegramsci.org/>

The Fondazione Gramsci Onlus is a non-profit foundation that promotes studies and research on the work and the thinking of Antonio Gramsci, on Italian and international 20th Century history, on the economic, socio-cultural and political nature of globalisation and on European integration processes.

### ► LA FONDAZIONE ITALIANI EUROPEI

<https://italianieuropei.it/en.html>

This is a Foundation centred on political culture. It was set up in 1998 by a group of Italian reformism personalities. It is a forum of analysis and reflexion on the main issues of political and economic innovation and a meeting place for the various cultural traditions of Italian reformism. It is a training institute aimed at promoting a new class of political and economic leaders. It is a research institute dedicated to the promotion of studies and detailed analyses able to foster the generation of ideas able to address the challenges of this new century.

### ► FORMEZ - Sezione EuroPA - Fondi strutturali e programmi comunitari

<http://europa.formez.it/>

This is a thematic Formez website which contains information, documents, experience and legislation linked to European policies and programmes.

### ► CSF - CENTRO STUDI SUL FEDERALISMO

<http://www.csfederalismo.it/en/>

The CSF sets out to be a policy-oriented think tank, that carried out interdisciplinary research activities of various kinds: documentation, information on transformation processes brought on by internal and super-national federalism, on regional and continental integration developments (above all European Union integration), on problems relating to governing globalisation.

### ► CIME - IL Consiglio Italiano del Movimento Europeo

<http://www.movimentoeuropeo.it/>

This is the voice of all the democratic forces - parties, trade unions and associations - engaged in our Country in pursuing European unity, as expressed in the Ventotene message that inspired the resistance movement and as a federation of all democratic European States that can and wish to join it with equal rights and duties.

► **COSTITUZIONALISMO.IT**

<http://www.costituzionalismo.it>

This is a magazine that fosters a debate amongst scholars of the various subjects related to matters of constitutionalism.

► **EUROPEAN UNIVERSITY INSTITUTE - ROBERT SCHUMAN CENTRE FOR ADVANCED STUDIES**

<https://www.eui.eu/DepartmentsAndCentres/RobertSchumanCentre>

It concentrates on research themes and aims at answering key questions on the functioning of the European Union and its role in the 20th Century: integration, governance and democracy.

► **AREL - AGENCY OF RESEARCH AND LEGISLATION**

<https://www.arel.it/>

AREL, the Agency of Research and Legislation, is comprised of members of parliament, scholars, managers and businesspeople. Its activities are aimed at examining the main economic and institutional themes, as a prerequisite for law-making and as a more detailed study of questions that are decisive for the development of Italian society and for its place on the European and the international scene. And this is done through research, documents and debates.

► **CENTRO EINSTEIN OF INTERNATIONAL STUDIES – C.E.S.I.**

<http://www.centroeinstein.eu/>

It was founded in 1965 and it promotes studies, research and publications, it also organises meetings, debates and seminars pertaining to problems of European and world unity. It aims at offering a cultural contribution to the shaping of federalist principles in their various applications in Europe and in the world, by overcoming the current system of independent and sovereign States in favour of a federal institutional system.

► **CENTRE FOR EUROPEAN STUDIES (Unisa)**

<https://www.centrostudieuropei.it/cse/>

The Centre for European Studies (CES) promotes and enhances research on European society, history, politics, institutions and culture, bringing together the knowledge of teachers, researchers, research fellows, scholars of the subject and PhD students, of different disciplinary areas of the [Department of Political and Social Studies \(DiSPS\)](#) of the University of Salerno. It also aims to develop and foster contacts with institutions, foundations and centres in other national and international universities interested in the issues being researched by the centre and to promote the exchange of researchers among them.

► **STUDY CENTRE FOR EUROPE AND THE MEDITERRANEAN (Unite)**

<https://www.unite.it/UniTE/Ricerca/Centro Studi Europa e Mediterraneo/>

The Centre supports integration in the European and the Mediterranean area, fosters the respect of human rights and the application of the fundamental values of European civilization, with special support for the phenomenon of immigration through conferences, debates, round-tables, workshops, training courses, master classes and seminars.

► **CESI – INTERNATIONAL STUDY CENTRE - Programme Europa**

<http://www.cesi-italia.org/en/homepage>

It was set up in 2004 with the objective of carrying out analyses and studies focused on the dynamics of national and international politics of the Countries of greatest interest for Italy, especially the Middle East, extended to Africa, Asia and the Balkans. The central theme is security and defence, as well as terrorism and counter-terrorism, with a special interest for the role of the intelligence service.

► **STUDY CENTRE ON CONTEMPORARY EUROPE**

<http://www.unior.it/ateneo/8298/1/centro-di-studi-sull-europa-contemporanea.html>

This Centre carries out activities of research, training and information with an interdisciplinary approach in the field of European Studies. In particular, it sets out to study matters relating to European integration, in an ever-changing global context: lifestyles, institutions, knowledge, and literary and artistic cultures of contemporary Europe.

► **IAI - ISTITUTO AFFARI INTERNAZIONALI**

<https://www.iai.it/en>

IAI is a private, independent, non-profit think tank, founded in 1965 on the initiative of Altiero Spinelli. It seeks to promote awareness of international politics and contribute to the advancement of European integration and multilateral cooperation. It is part of a vast international network and interact and cooperate with the government and its ministries, European and international institutions, universities, major national economic actors, the media and the most authoritative international think tanks.

► **ISPI - Istituto per gli Studi di Politica Internazionale (Osservatorio Europa e governance globale)**

<https://www.ispionline.it/en>

ISPI was founded in 1934. It is a think tank dedicated to the study of international dynamics. It is the only Italian institute - and one of the very few European ones - that as well as carrying out research is also highly engaged in training, organizing conferences and in analysis and guidance activities in the field of the risks and the opportunities for businesses and institutions at world level. Its entire activity is based on an approach that includes not only a social-political analysis but also an economic analysis and on collaboration with the main think tanks of the entire world.

► **CeSPI – Centro Studi di Politica Internazionale (Sezione Agenda europea)**

<https://www.cespi.it/en>

CeSPI is an independent and non-profit think tank performing research and policy-oriented analysis studies, providing advice, evaluations and training on many subjects relevant to international relations. Recognised by the Ministry of Foreign Affairs and International Cooperation, it is a member of a wide variety of international networks..

► **EUROPEAN COUNCIL ON FOREIGN RELATIONS – Ufficio di Roma**

<https://www.ecfr.eu/rome>

The European Council on Foreign Relations (ECFR) is an international think tank that aims to conduct cutting-edge independent research on European foreign and security policy and to provide a safe meeting place for decision-makers, activists and influencers to share ideas. It promotes informed debate about Europe's role in the world.

► **VILLA VIGONI – GERMAN-ITALIAN CENTRE FOR THE EUROPEAN DIALOGUE**

<https://www.villavigoni.eu/?lang=en>

It is a laboratory of ideas and a landmark for dialogue and collaboration between Italy and Germany within the European context. Academic conventions, international conferences and cultural events make Villa Vigoni a place for coming together and discussing, a place for promoting projects and learning more about scientific, political, economic and artistic matters.

## Italian and foreign media on Europe

► **ANSA EUROPA**

<http://www.ansa.it/europa/>

A selection of the latest news on European politics from Ansa.

► **AGENCE EUROPE**

<https://agenceurope.eu/en/home.html>

The website of the oldest and most authoritative press agency specialised in information relating to the activities of the European institutions.

► **EUOBSERVER**

<https://euobserver.com/>

An independent website of information on EU news offering extremely interesting news items and documents selected by an international editorial team.

► **EURACTIV**

<https://www.euractiv.com/>

The EURACTIV media network acts as a bridge, bringing together the media organisations of over 12 European capitals, each of which publishes in its own languages.

### ► EURANET

<https://euranetplus-inside.eu/>

This is the website of a large consortium of European radio broadcasters who provide information and analyses on the EU and its various member States in audio format, daily.

### ► EUROBULL/The New Federalist

<https://www.thenewfederalist.eu/>

A website of news and European opinions curated by an editorial team made up of young people close to the pro-European federalist organisations (links also to versions in French, English and German).

### ► EURONEWS

<https://www.euronews.com/>

The EuroNews Internet website, the international news channel providing world news with a European perspective in seven languages. Much of its contents are multimedia contents.

### ► EUROPACILE

<http://www.europafacile.net/>

This website allows you to be constantly up-to-date on various types of opportunities and financing programmes promoted by the EU.

► **EUROPE MEDIA MONITOR (EMM)** is a software that analyses and aggregates news as support to the EU institutions and organisations in the Member States.

The three web portals accessible to the public are:

- NewsBrief <http://emm.newsbrief.eu/NewsBrief/clusteredition/en/latest.html>
- NewsExplorer <http://emm.newsexplorer.eu/NewsExplorer/home/en/latest.html>
- MedIS <http://medisys.newsbrief.eu/medisys/homeedition/en/home.html>

### ► Newspapers / Journals – European newspapers

<http://www.onlinenewspapers.com/index.shtml>

List of daily newspapers and magazines from all the countries in the world.

### ► POLITICO

<https://www.politico.eu/>

Website of the independent newspaper “Politico” , it also offers interesting sections and articles on the life of the European institutions.

### ► European broadcasting

- Members of the European Broadcasting Union <http://www3.ebu.ch/members>
- Euronews <https://www.euronews.com/>

- News on Europe from:
  - o BBC <https://www.bbc.com/news/world/europe/> /
  - o DW <https://www.dw.com/en/top-stories/s-9097>
  - o France 24 <https://www.france24.com/en/europe/> ecc.
- Euranet [European radio with reduced coverage as of 2013 after the financial Committee suspended its support] <https://euranetplus-inside.eu/>
- EurActiv <https://www.euractiv.com/>

► **THE PARLIAMENT MAGAZINE**

<https://www.theparliamentmagazine.eu/>

Website with articles on European politics news, a daily bulletin and a specialised press review.

► **TOUTE L'EUROPE**

<https://www.touteleurope.eu/>

The most authoritative European portal in French with European news, detailed dossiers, interactive and multimedia sections.

► **VOX EUROPE**

<https://voxeurop.eu/en>

This website was created by a network of newspapers in various countries with the aim of offering information on a wide range of subjects relating to the European project and keeping it alive through the press of the member States, the candidate countries and the rest of the world, by selecting, checking and publishing information that concerns the EU and Europe in the broadest sense of the word.

► **viEUws**

<https://www.european-views.com/>

European Views is a platform of news centred on the EU with a simple vision: that the European Union can and should be greater than the sum of its parts.

## The Italian EDCs: supporting research and disseminating European information

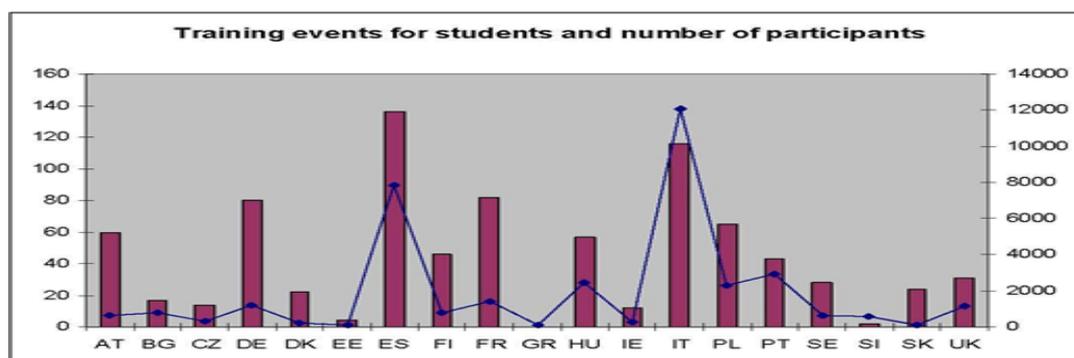
Over the years, the role of EDCs within the general Europe Direct network has evolved and they are now called upon to act as a driving force at academic and local level in disseminating EU information and in supporting research on the European integration process.

Because of their specificity, the users of EDCs are to be found mainly in Universities and Research Centres (students, teachers, researchers) even though EDC activities are generally open to all (and in many cases are organised specifically for secondary school students).

This openness towards civil society has turned the EDCs into the forerunners of the so-called “Third mission” of Universities, which was institutionally declared in the Communication from the Commission to the Council and the European Parliament “Innovation in a knowledge-driven economy” (Document COM 567/2000). The aim of the third mission is to ensure that Universities take on a new objective alongside higher education and scientific research: to interact with society. According to the distinction made by Anvur (Italian Agency for the Evaluation of University and Research Systems), this can come about in two ways: through “the third mission giving knowledge an economic value”, aimed at promoting technology transfer to the business world, especially local, and through “the cultural and social third mission”, which relates to the production of public assets (which, according to Anvur, includes also events, debates, continuous training, scientific information, etc.) aimed at raising the level of wellbeing of society, providing cultural, social and educational content, and developing the civil consciousness of citizens.

In order to do this, the Italian EDCs have organised many activities and since 2004, they have completed many network projects that made them better known in Universities and among the general public, all with the financial contribution of the European Commission Representation in Italy. Cooperation with the other official EU networks (EDIC, Eurodesk, etc.) and with the associations present on the territory and active at European level has been fruitful, however, differences at local level did not allow all centres to activate these synergies to the same extent.

In 2008 already, data in the European Commission’s report on the activities supporting research carried out at European level by EDCs showed that the Italian EDCs had executed almost 120 University education activities, involving over 10,000 persons.



In this last section of the Vademecum, we will provide a broad outline of the various types of activities carried out by the network and by individual EDCs. For each activity, we will give only examples, please go to the national website, <http://www.cdeita.it/>, for a complete list of all events organised in these years and to the websites of the individual EDCs for details on their respective activities.

The objective is to foster an exchange of experience among colleagues, to make what has been done known to all, in particular the “newcomer”, and to make it easier to carry out future activities by providing concrete examples. Therefore, this section is addressed mainly to documentalists but indirectly also to the bodies that host the EDCs and the EU institutions. In fact, this report shows what the Italian network has done, up to now, both for the academic world and for the general public.

## I. Initiatives carried out by the EDCs Italian Network

### Network Projects

In 2004 the Italian EDC network began drawing up national projects in order to obtain a financial contribution from the European Commission Representation in Italy for the execution of individual actions linked together by a common theme.

The theme of the projects is usually decided by the EDCs according to the subject for which an information campaign is most urgent. The themes chosen for the projects, in agreement with the Representation office, mostly coincided with those of the European Year, with European elections or with the European Commission’s priorities. Each project has a leader EDC, usually the coordinator of the Network, who drafts it with the help of the deputy-coordinator and the coordination group.

EDCs can decide whether to join a project or not, volunteering to organise one of the many activities that will take place in the Country. The participation terms (type of actions to be suggested, amount of funding, admissible expenditure, documents to submit, invoicing and reporting, etc.) are communicated by the coordinator for each project.

One characteristic of these initiatives is that usually they are not addressed only to the academic world; they are open to all, so as to engage the entire community.

Here it follows a list of the Network Projects financed so far by the European Commission Representation in Italy, for a more detailed description of each one, and the individual actions it contained, please refer to the national coordination website page <http://cdeita.it/node/19>.

#### 2004

***The European Documentation Centres within the new European Union information and communication policy*** (leader CDE SIOI, 25 EDC participants) - Conferences and seminars reflecting on the future of the European Union in various sectors.

## **2007**

**Young people and Europe moving together** (leader CDE Verona, 4 EDC participants) – Activities for the 20th anniversary of the Erasmus Programme aimed at increasing knowledge of EU programmes for transnational mobility, promoting synergies among Universities on these themes and celebrating the Erasmus programme with an itinerant show dedicated to intercultural dialogue and cultural diversity.

## **2007**

**50 years of Europe together** (leader CDE Università Bocconi, Milan, 26 EDC participants) – series of conferences promoted for the 50<sup>th</sup> anniversary of the Treaty of Rome.

## **2009/10**

**Cultural diversity in the European integration process** (leader CDE Verona, 17 EDC participants) – Conferences and seminars on the results of the 2008 European Year of Intercultural Dialogue. The reports on these activities are published in the online Journal of the Catania EDC "Quaderni europei".

## **2011/12**

**Mobility in Europe. Rights, information, opportunities: the future is in your hands** (leader CDE Verona, 20 EDC participants) – The project was carried out with the collaboration of the other official networks specialised in themes of mobility and employment, in particular Eurodesk and Eures.

## **2013**

**Fundamental rights and European citizenship** (leader CDE Verona, 23 EDC participants) – Conferences and seminars dedicated to the theme of citizenship as the fundamental legal status of citizens of the member States.

## **2014**

**My vote in Europe: a choice for my future** (leader CDE Verona, 23 EDC participants) – Meetings with citizens and with University and secondary school students to promote participation in the European elections focusing on the opportunities offered by the EU in the field of studying, working and the possibility of gaining experience in another country. Initiatives in collaboration with Eurodesk, the network in charge of the project for the Representation office.

## **2015**

**2015 European Year for Development. "Our world, our dignity, our future"**. (leader CDE Sassari, 23 EDC participants) – symposia, conferences and seminars to increase EU citizens' awareness of European development policies, illustrating the aims, the terms for granting funding and identifying the beneficiary geographical areas.

## 2016

**2016 network project – The digital single market for Europe** (leader CDE Sassari, 27 EDC participants) – A series of initiatives to develop the 10 priorities of President Juncker linked to the new strategy for the digital single market for Europe.

## 2017

**60 Years of European Union: the challenges and the prospects for the Europe of today and tomorrow** (leader CDE Sassari, 27 EDC participants) – Activities aimed at reviving the process of European unification, against the re-emergence of nationalism, populism and xenophobia that we thought disappeared forever.

## 2018

**Peoples, cultures and traditions: a common heritage for the Europe of the future** (leader CDE Milan, 30 EDC participants) - Initiatives linked to the European Year of Cultural Heritage, aimed at strengthening the common foundations of European identity over and above national and local diversities.

## 2019

**The Spring of Europe. 2019 European elections: citizens voting in an ever changing Europe** (leader CDE Milan, 30 EDC participants) - Activities aimed at encouraging citizens, in particular young people, to vote in the European Parliament elections, at a moment in time when the emergence of often openly anti-European nationalist, sovereignist and populist movements and political parties represent a further obstacle to European integration.

## Events organized by the European Commission Representation in Italy, by the EP Information Office in Italy and by other Institutions with EDC cooperation

Below you will find some types of initiatives aimed at the general public (some are episodic, some will be repeated) for which the European institutions requested EDC collaboration in order to execute events at local level, such as the **Citizen's Dialogues**, the **Exhibitions on the process of European integration**, the **EU at the Giro** and the **EU Truck Tour**.

### Citizens' Dialogues

**Citizen's dialogues** are public debates with European Commissioners and other decision-making representatives of the EU or political representatives at national and local level. The events are organised in the form of question and answer sessions and are an opportunity for citizens to put questions to the EU political representatives, to express opinions and describe the effects of EU policies on society. The sessions are organised in locations all over the EU chosen directly by the Commission.

The last agreement setting up the EDCs specifies that the bodies hosting the EDCs are also called upon to foster the organisation and promotion of these dialogues through the EDCs. In particular, when the dialogues are planned in the city where the EDC is based or nearby, it is the Representation office itself that informs the documentalist and specifies the type of contribution/support requested, which is normally no more than making available a venue and helping to publicise the event at local and university level.

## Exhibitions about the European integration process

The European institutions are not the only ones to request the collaboration of the EDCs through their offices in Italy, there are also other institutions, such as the Department for European policies of the Presidency of the Council of Ministers, which has set up itinerant exhibitions hosted in the offices of a number of EDCs and Europe Direct points spread over the national territory. Among these exhibitions, linked to the history of European integration, it is worth mentioning ***L'Italia in Europa, l'Europa in Italia*** and ***La cittadinanza in Europa dall'antichità a oggi***. Another itinerant exhibition that was taken all over Europe and hosted also by some Italian EDCs is ***Ever Closer Union - An ever more united Europe*** designed and created by the Historical Archives of the EU for the 60th anniversary of the Treaty with the collaboration of the European Parliament, the Council of the EU, the European Commission, ANSA and the Department for European policies of the Presidency of the Council of Ministers that organised the itinerary in Italy. At the end of the Italian tour, a seminar was organised at the Historical Archives of the EU with the participation as speakers of the students of the universities that had hosted the exhibition and who, with the help of their lecturers and trainers, developed one of the themes illustrated on the posters by creating a thematic laboratory. Usually, the transport and setting up costs are borne by the bodies organising them. The EDCs however organise only the opening event of the exhibition, in the form of a conference for example, to which guided visits for schools can be added, and they must offer the venue where to host it and pay insurance for the posters displayed (this is usually a very low amount).

## The EU at the “Giro”

Upon the occasion of the 2018 and 2019 editions of the Giro d’ Italia, the European Commission Representation in Italy created and promoted an EU at the Giro initiative, which included the presence of a camper van to follow the race in order to make citizens aware of the use of European funds for projects illustrated all along the route, dedicated to research, environment, local development, culture, businesses, young people and the relationship between sport and local communities. For each stage of the race, the EDCs and EDICs present in the area were asked to collaborate alongside the representatives of the Raduni in Giro projects organised by the university radio stations.

For information about the project: [https://ec.europa.eu/italy/events/uealgiro\\_it](https://ec.europa.eu/italy/events/uealgiro_it).

## EU Truck Tour: Europe comes to town

Upon the occasion of the institutional campaign #stavoltavoto[1], to urge young people to vote for the 2019 European elections, the European Commission Representation in Italy organised a Tour with a large truck bearing the EU colours that stationed in the squares of Caserta, Aversa, Rome (Prenestino and Ostia districts) and Campobasso to give information on the policies and the opportunities offered by the EU and to strike up a dialogue with the people, especially with students. The aim was to give youngsters the possibility to ask questions about the EU, to express opinions and concerns and to share their ideas for the future of Europe, in a direct dialogue with the Head of the Representation office, Beatrice Covassi. For information on the project:

[https://ec.europa.eu/italy/news/20190225\\_al\\_via\\_Eu\\_truck\\_tour\\_l\\_europa\\_in\\_citta\\_it](https://ec.europa.eu/italy/news/20190225_al_via_Eu_truck_tour_l_europa_in_citta_it)

## II. Initiatives and projects of individual EDCs

As well as the activities carried out within network projects, many EDCs organise individual events such as conferences, seminars, initiatives on opportunities to study, to work and to volunteer abroad offered by the EU. It is worth mentioning that public engagement events are included in the objectives indicated in the partnership Agreement between the Representation office and the body hosting the Centre and, for the EDCs located in universities, they are included in the aims of the third mission. If these activities are notified by filling in the **online form** available at page <http://www.webdeveloping.it/sm/form.html>, they are published on the national EDC website in the section **Eventi in Italia sull'UE**<sup>13</sup>. You can also communicate initiatives to the European Commission Representation in Italy by sending an email to [COMMREP-OM@ec.europa.eu](mailto:COMMREP-OM@ec.europa.eu) asking that they be published in the **12 stelle in Europa newsletter**<sup>14</sup> and in the section **Eventi**<sup>15</sup> on their *website*. As well as the information activities promoted individually and episodically by the Centres, there are also the regular ones such as **Europe Day**, the **European Day of Languages** and the **Researchers' Night**, collaborations with European Commission initiatives, like **Back to University**, and projects and events organised by other bodies and associations.

Although in recent years the EDCs have been more active in the field of information and communication on EU policies aimed not exclusively at an academic audience, their functions as defined in the partnership agreement such as providing support to research and studies on the European integration process remain. To this end, as well as fostering an increase in bibliographic and documentary resources of interest in this field within the bodies to which they belong, they organise, or more often they help organise, courses, educational workshops and training activities of many kinds.

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<sup>13</sup> <http://cdeita.it/node/31>

<sup>14</sup> [https://ec.europa.eu/italy/news/newsletter\\_it](https://ec.europa.eu/italy/news/newsletter_it)

<sup>15</sup> [https://ec.europa.eu/italy/events\\_it](https://ec.europa.eu/italy/events_it)

By way of example, below we illustrate various types of activities already completed; in some cases these are experiences already widely shared, in others, they are activities involving a lower number of centres, with specific peculiarities, but that may nonetheless be of interest to others.

## Europe Day (9 may)

The initiatives undertaken for Europe Day gave an opportunity to disseminate information material aimed at the general public, of which EDCs can request copies from the dedicated service of the EU Publications Office, with a Bulk Order (cf. Paragraph: 0, on page 61), and to organise events that are not of a strictly academic nature, often in collaboration with the EDICs or the local Eurodesk points. Here are some examples of activities organised in the past:

- showings (with introduction and debate) of the films awarded the LUX Prize by the European Parliament;
- quizzes on the EU that involved secondary school and university students (Erasmus and non);
- various types of competitions (videos, photos, etc.) on European themes rewarded with visits to Brussels;
- concerts, exhibitions, etc.
- info days focused on the mobility opportunities offered by the EU both to young people and adults.

## European day of languages (26 september)

For the European Day of Languages it is possible to organise initiatives both with the collaboration of the DG Translation arm of the European Commission Representation in Italy<sup>16</sup>, such as **Speak Dating** and independently. The **Speak Dating** events are free meetings organised by the Translation DG with the collaboration of the local EDCs (or other EU information network desks) aimed at stimulating curiosity in less-known foreign languages; during these meetings, some mother-tongue people teach the participants (citizens of all ages) words or short sentences in their language. Each mother-tongue person is sitting at a table with some chairs in front of it: the participants sit for a few minutes at the table to try to pronounce and memorise new words, after which a bell rings and they move on to the next table, and so on. At the end of the round, the participants receive a token of participation. Generally, this type of initiative is one of many organised to attract the general public, such as, in the case of Ferrara, the Festival of the magazine *Internazionale*. On the other hand, for initiatives organised independently by the various EDCs it is possible to check with the national Coordinator whether the Representation office has spare money in the budget in order to receive a financial contribution for their effort.

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<sup>16</sup> [https://ec.europa.eu/italy/content/lingue\\_it](https://ec.europa.eu/italy/content/lingue_it)

## European researchers' night (27 november)

The Night of Researchers is an activity promoted by the European Commission since 2005, which involves thousands of researchers and research institutes in all the European countries every year. The objective is to create opportunities for meetings between researchers and citizens to disseminate scientific culture and information on research professions in an informal and stimulating environment. The events include live scientific experiments and demonstrations, exhibitions and guided visits, conferences and educational seminars, shows and concerts. If the University hosting them has joined the initiative, the EDCs can also participate and propose activities that may help to promote visibility.

## Back to University

**Back to University** is an initiative that allows EU officials to return to the Universities where they studied to share their personal experience with the students, giving them the opportunity to gain better knowledge of the way the EU works and to discuss the opportunities and the challenges of being part of it. The officials' costs are covered by the European Commission and all the EDCs have to do is organise the meetings.

## Courses on databases and other sources of information on the EU

This training is offered frequently by the EDCs, often on a regular basis, and it is organised within university courses, these are activities promoted by library systems and/or as tutoring activities for undergraduates. In recent years, reference to this type of courses is present also in the annual questionnaire drawn up by the European Commission, which all the EDCs in Europe must fill in.

## Educational workshops for university students

The activities that some EDCs organise as bodies supporting research into the European integration process include thematic laboratories and the analysis of examples of case law aimed at university students. These are offered within the curriculum courses or the research projects in which the EDC is involved as specialised centre present inside the partner institute or as leader of the project itself.

## Training courses and activities included in post-graduate programmes

Various Italian EDCs have consolidated experience in organising training courses. These may be free of charge, such as those for secondary school teachers or courses funded by European programmes, such as Erasmus+ actions. Nevertheless, a registration fee may be necessary to pay the lecturers, insurance, etc. as in the case of EU project design courses, EU preparatory courses for EU competitions, or courses within the graduate curriculum of Universities. Other bodies are often involved: local authorities, Europe Direct offices.

Sometimes the EDC staff contributes not only by organising the activities but also by participating actively. If they are held on the EDC's premises, the courses increase the visibility of our institutions and the material kept therein. Moreover, when they are open also to EDC documentalists, they become real opportunities for self-training for our network.

Among the most active organisers of training courses, there is the EDC of the SIOI (Società Italiana per l'Organizzazione Internazionale) in Rome and the EDC of the IUSE (Istituto Universitario di Studi Europei) in Turin, which find it easier to run courses that require the payment of a fee because they are hosted by private or semi-private bodies. These courses include **Preparatory Courses for EU Competitions** (*European careers lab - IUSE, Preparatory course for European Institution competitions - SIOI*) or **Master classes in EU project design** (*EU Project Design and Company Internationalisation Master Class*).

The EDC Verona, a body hosted in a public university, is present within the scientific committee of **refresher, advanced and training courses on subjects relating to the protection of rights at international and European level**. The latter EDC and some others are collaborating to design and give training courses offered by the bodies to which they belong within the context of European projects, such as the **Jean Monnet Courses**.

The **Training Courses** organised by the EDCs **for secondary school teachers on EU themes** include also those relating to the EUROPA=NOI digital platform, which was created within the strategic partnership between the Department for European Policies of the Presidency of the Council of Ministers, the European Commission and the European Parliament to develop the teaching of themes linked to European citizenship.

It should be noted that on the EDCs national website there is a section with information on master classes, training courses and seminars of EU interest promoted by Italian Universities. All the EDCs contribute to keep this section up-to-date by reporting all the initiatives undertaken by the bodies to which they belong<sup>17</sup>.

### Initiatives on mobility opportunities abroad (study, career, volunteering, etc.)

This kind of initiative can be organised as simple meetings, modulated according to the reference target (university students, secondary school students, young unemployed people, etc.), as labs, or also as stands set up on the squares or in other public places, in conjunction with local events of some importance. Usually this kind of initiative, especially if aimed at the general public, is more successful when organised with the collaboration of the local (if there is one) EDIC (European Documentation and Information Centre) or EURODESK so as to reach a broader audience.

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<sup>17</sup> <http://www.cdeita.it/node/30>

## Collaboration with school

The EDCs can collaborate with schools by becoming partners in the Projects submitted by schools in the context of the **National Operational Programme (PON)** of the Ministry of Education, Universities and Research, entitled “For schools – learning competences and environments”, **financed by the European Structural Funds**. Collaboration often consists in organising lessons or labs for secondary school students given by university professors, but there are many ways of participating in PON Projects.

It is also possible for EDCs to receive the collaboration of secondary school students through the alternating **School-Work Projects**. The students involved can collaborate with an EDC not only by managing their simpler activities but also by becoming ambassadors of the European institutions in their schools.

## Training programs and visits to European institutions

Within the context of training for documentalists proposed by the European Commission Representation in Italy, there have been training visits and seminars in the European institutions, in particular, through the Visitors Service, seminars in some Commission DGs, visits to the Parliamentarium as well as visits and seminars in the documentation services of the Court of Justice and the Publications Office.

Some EDCs also organise visits to the institutions in Brussels and Strasbourg for university students within the context of initiatives such as [Muoversi in Europa](#) carried out by the EDC of the Province of Trento, and other initiatives organised by the EDC Verona, with the collaboration of European and international Law lecturers.

It must be noted that the partnership agreement itself mentions, among the commitments of the host institutes, “also encourage the EDC to organise and promote visits to the European institutions organised through the European Commission Visitors’ Centre”.

## Collaboration with University radio stations

Various EDCs collaborate with the University radio stations to disseminate news about their events within the university context. It may be useful to mention this in the report to be drafted upon completion of activities for network projects. When there is a solid synergy between the radio staff and the EDC, the staff of the Centre may even prepare detailed thematic presentations for the station.

## Participation in European projects

Even though the EDCs do not have their own legal personality, they may appear in research projects presented by the body to which they belong, both in the names of their documentalists and in the list of internal structures engaged in reaching the objectives of the project.

## III. Publications, information services and online guides

### Publications supporting research

In their capacity as bodies providing support to the European integration process, EDCs do not only offer specialised seminars, some also create publications dedicated mainly to the academic world, both in paper and digital format. These may be the proceedings of conferences promoted by the EDCs, a section in a magazine, a series of working papers (such as *I quaderni europei* by CDE Catania), online magazines (like *KorEuropa* by CDE Università degli Studi di Enna, *SudEuropa* by CDE, ISESP in Reggio Calabria and *Papers di diritto europeo* by CDE Verona), or study series (like *Quaderni del CDE dell'Università di Ferrara* or *Quaderni del CDE della Provincia Autonoma di Trento*). All publications produced by individual EDCs are listed on the national website at page <http://www.cdeita.it/node/86>.

This category of publications includes also the open access e-book *Ue diritti e cittadinanza*, the second issue of *Le guide della Rete italiana dei CDE*, released in 2014 by the EDCs, with the support of the European Commission Representation in Italy, as the final product of the Italian EDC Network Projects for the 2013 European Year "Fundamental Rights and European Citizenship".

### Italian EDCs Newsletter

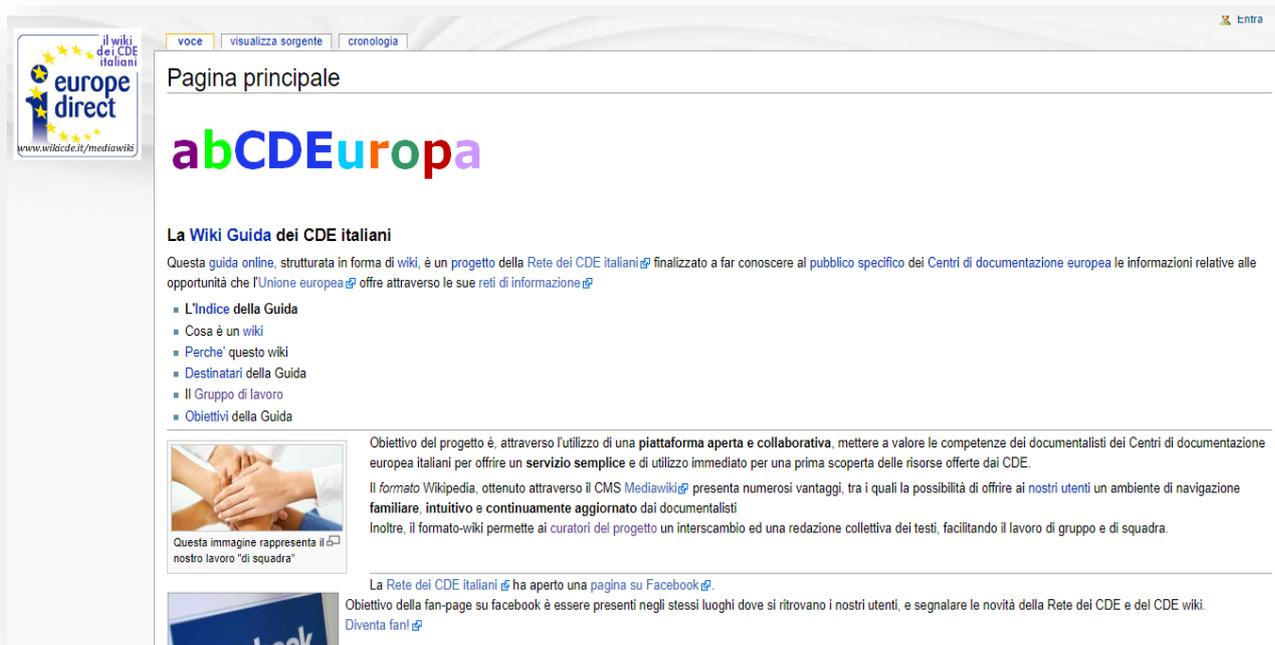
Some Italian EDCs publish or have published their own information Newsletters. It was the pilot experience of one of these EDCs, the EDC of the Università di Ferrara, that led to the idea of publishing a national Newsletter of the EDC network.

This new monthly online Newsletter was first released in 2019 and provides information on internship and employment possibilities in the European institutions, volunteer work opportunities, scholarships and research grants, competitions and degree prizes, etc. as well as information on the activities of the national EDC network.

You will find the Newsletter on the national EDC network website <http://www.cdeita.it/node/93>, you can also register to receive it directly in your email box if you fill in the form on that same page.

## The Italian EDCs Wiki Guide

The WIKI abCDEuropa on the European Union was created (the last update dates back to 2011) by a group of Italian EDCs to help EDC users retrieve publications, EU institution documents and information relating to the opportunities the European Union offers its citizens, quickly, in a flexible and dynamic manner.



The screenshot shows the homepage of the abCDEuropa Wiki Guide. At the top left is the logo for 'il wiki dei CDE italiani' and 'europe direct' with the URL 'www.wilcde.it/mediawiki'. Navigation tabs include 'voce', 'visualizza sorgente', and 'cronologia'. The main heading is 'Pagina principale' followed by the large, colorful 'abCDEuropa' logo. Below this is the section 'La Wiki Guida dei CDE italiani', which describes the project as an online guide for the Italian network of Documentation Centres (CDE). It lists a table of contents: 'L'Indice della Guida', 'Cosa è un wiki', 'Perché questo wiki', 'Destinatari della Guida', 'Il Gruppo di lavoro', and 'Obiettivi della Guida'. An image shows hands shaking over a document, with the caption 'Questa immagine rappresenta il nostro lavoro "di squadra"'. Text explains the project's goal is to provide a simple, immediate service through an open and collaborative platform. It also mentions the use of the MediaWiki CMS and the presence of a Facebook fan page.

## Social networks

To run a European Documentation Centre it is indispensable to be constantly up-to-date on everything concerning the EU.

Indeed, the mission of the EDCs is to disseminate correct information on EU policies and actions to the academic world and to timely react to the trends and information needs of academics.

Social media can become key tools to achieve this two-fold objective of receiving information and projecting it out, as well as having full knowledge of user needs so as to offer rapid answers; moreover, they are the best-suited means of communication for networking.

A social network may be defined as "online information service that makes it possible to create virtual social networks. These are internet websites or technologies that allow users to share texts, images, videos and audio content and to interact amongst themselves"<sup>18</sup>.

The European Union institutions, bodies and agencies understood the potential offered by social networks as soon as they came onto the scene.

Social networks go hand in hand with institutional websites and have become the best tool for communication between the EU and its citizens.

This is why over the past decade, we have seen a true explosion of institutional accounts on the various social platforms, which are characterised by their specific contents and target audience.

**Twitter** is used to provide communication and news in real time; it is flexible and fast; therefore it is the preferred social network for institutional communication and is the most widely used by information professionals, who are the ones who use the "feed" functions.

**Facebook** is the most versatile and widespread social network; it is used to share news and information of various kinds (text, images, videos), of various lengths (there are no limits to length, unlike the other social networks) and of various registers (more or less formal).

**Youtube** is the social network for videos; each user – person or institution – sets up their own channel, personalises it according to their communication requirements, and uploads their videos onto it.

**LinkedIn** is the social network used by individuals, institutions and companies to create professional networks and extend their circle of collaborators.

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<sup>18</sup>V. la voce "Social network" in: "Enciclopedia Treccani online", <http://www.treccani.it/enciclopedia/social-network>

**Instagram** is a tool for for sharing visual content (images and short videos) that can be aggregated into "stories", lasting 24 hours; it is much appreciated by the youngest, who like its speed and informal approach.

**Lickr** and **Pinterest**, just as Instagram, are visual social networks that focus on the sharing of images; they present themselves as virtual noticeboards, however they offer considerably limited communication and interaction capacity.

An institution may have several "social identities", linked to its many organisational structures; within the European Commission, for example, we see a social account at central level, one at DG level, others at the level of Services (Library), Representations in various member States and individual Commissioners.

Moreover, following its communication policy, the European Union guarantees multilingualism even on social networks; so the Institutions' accounts – at least the central level ones – exist in all the official languages, and often include additional contents aimed at the specific national context.

Among social networks, there are also blogs and communication platform, that may be either institutional or thematic; for example:

**European Commission** blogs: <https://blogs.ec.europa.eu/>

**European Parliamentary Research Service** blogs: <https://epthinktank.eu/>

Blogs of the **Library of the EU Council**: <https://www.consilium.europa.eu/en/documents-publications/library/library-blog/>

There are other blogs, run by bodies outside the European Union; they are often linked to newspapers or news websites, and they are very useful to follow discussions and debates on specific themes. Amongst these we would like to mention:

**Blogactiv** <https://blogactiv.eu/>: a blog platform dedicated to European matters, linked to EurActiv.com, a website for information and debates on European political matters;

**European law Blog** <https://europeanlawblog.eu/>: a platform for discussions and information in the field of EU law run by the Universities of Liège and Freiburg and the Amsterdam Centre for European Law and Governance

**Noi Europei** <http://castaldi.blogautore.espresso.repubblica.it/>: a blog run by Roberto Castaldi, director of CESUE, Centro Studi, formazione, comunicazione e progettazione sull'Unione Europea e la Global Governance.

From the above, it is clear that the European Union, in its attempt to reach over five hundred million citizens, has created such a wealth of different social networks that it may risk being confusing. This is why in the [Europa.eu](#) portal, you will find a [search tool](#) that guides you towards to the social network that best suits your needs: you can launch a search by institution, subject and type of account.

Social networking is therefore one of the main daily activities of an EDC; however, the quantity of information coming from the social platforms is such that, if not used cautiously, it can lead to *information overload*.

## Social networks

Interested in checking EU content on Twitter, Facebook and the rest? Use this **search tool** to find social media accounts with EU input.



Select the network(s) and/or use the filter(s) below:

- |   |  |  |
|---|--|--|
| <input type="radio"/>  Twitter   | <input type="radio"/>  Facebook | <input type="radio"/>  Youtube    |
| <input type="radio"/>  LinkedIn  | <input type="radio"/>  Flickr   | <input type="radio"/>  Pinterest  |
| <input type="radio"/>  Instagram | <input type="radio"/>  Spotify  | <input type="radio"/>  Foursquare |
| <input type="radio"/>  Reddit    | <input type="radio"/>  Blogs    |  |

[Select all](#) | [Deselect all](#)

Filter by institution or agency:    
 ADD MORE

Filter by topic:    
 ADD MORE

Filter by type of account:    
 ADD MORE

To avoid running the risk of drowning in the mass of information coming from the social networks it is advisable:

- to pace yourself in your daily engagement; it may be useful to find competent collaborators who can ensure the EDC is constantly active on the social networks.
- to be present only on the platforms that better represent your institutional users; to date, Facebook, Twitter and Instagram are the most wide-spread networks in the academic world; therefore you may prefer these for communication in a university context.
- to select the information sources to follow with great care, preferring the official and “primary” ones, the ones closest to the university and research worlds, on subjects that will definitely be of interest for the target users of your EDC (students, lecturers, researchers) or related to your local area.
- to work on the networks at different times of day, a few hours apart, rather than making a single daily list of news.

Further indications for you to master social networks better are:

- get to know your followers, their interests, their information needs;

- publish regularly and only contents aimed at your target, using a simple, clear, consistent and unequivocal communication style.
- share your daily life, thus showing the "human side" of the EDCs: the faces of the persons working there, EDC premises and facilities, events and special occasion, so as to communicate in a familiar manner and inspire confidence.
- periodically monitor your "social reputation" (in terms of hits, shares, likes...).

## List of the Italian EDCs

### Ancona

CDE Centro Alti Studi Europei (CASE)

[case@univpm.it](mailto:case@univpm.it) - [www.case.univpm.it](http://www.case.univpm.it)

### Bari

CDE Università degli Studi di Bari "Aldo Moro"

[cde.bari@uniba.it](mailto:cde.bari@uniba.it)

### Bassiano

CDE Comune di Bassiano (LT)

[manuel.manotta@gmail.com](mailto:manuel.manotta@gmail.com) - <http://www.comune.bassiano.lt.it/>

### Bergamo

CDE Accademia della Guardia di Finanza

[Mangano.Giovanni@gdf.it](mailto:Mangano.Giovanni@gdf.it)

### Bologna

CDE Alma Mater Studiorum - Università degli Studi di Bologna

[cde@unibo.it](mailto:cde@unibo.it) - <http://giuridica.sba.unibo.it/cde-centro-documentazione-europea>

### Cagliari

CDE Università degli Studi di Cagliari

[cdoeu@unica.it](mailto:cdoeu@unica.it) - <https://people.unica.it/unicamappe/2012/08/10/centro-interdipartimentale-di-documentazione-europea-distretto-delle-scienze-sociali-economiche-e-giuridiche/>

### Campobasso

CDE Università degli Studi del Molise

[cde@unimol.it](mailto:cde@unimol.it) - <https://www.unimol.it/https-www-unimol-it-ricerca/centri/cde/>

### Caserta

CDE Scuola Nazionale dell'Amministrazione

[bibliotecaSNA@sna.gov.it](mailto:bibliotecaSNA@sna.gov.it) - <http://sna.gov.it/contatti-e-informazioni/utilita/cde-centri-di-documentazione-europea/>

## **Catania**

**CDE Università degli Studi di Catania**

**[cde@unict.it](mailto:cde@unict.it) - <http://www.cde.unict.it/>**

## **Catanzaro**

**CDE Università degli Studi Magna Graecia di Catanzaro**

**[romano@unicz.it](mailto:romano@unicz.it) - <https://sba.unicz.it/centro-di-documentazione-europea-cde/>**

## **Cosenza (Arcavacata di Rende)**

**CDE Università della Calabria**

**[cde-unical.biblioteche@unical.it](mailto:cde-unical.biblioteche@unical.it) - <http://www.biblioteche.unical.it/cde/default.html>**

## **Enna**

**CDE Università Kore di Enna**

**[cde@unikore.it](mailto:cde@unikore.it) - <https://www.unikore.it/index.php/it/home-cde>**

## **Ferrara**

**CDE Università degli Studi di Ferrara**

**Centro di documentazione e studi sulle Comunità europee**

**[cde@unife.it](mailto:cde@unife.it) - <http://www.unife.it/centri/centro/cde>**

## **Firenze**

**CDE Università degli Studi di Firenze**

**[benedetta.calonaci@unifi.it](mailto:benedetta.calonaci@unifi.it) - <https://www.sba.unifi.it/p287.html>**

## **Firenze (San Domenico di Fiesole)**

**CDE Istituto Universitario Europeo**

**[edc@eui.eu](mailto:edc@eui.eu) - <https://www.eui.eu/Research/Library/ResearchGuides/EuropeanInformation>**

## **Forlì**

**CDE Punto Europa Forlì**

**[info@puntoeuropa.eu](mailto:info@puntoeuropa.eu) - <http://www.puntoeuropa.eu/>**

## **Genova**

**CDE Università degli Studi di Genova**

**[cde-genova@unige.it](mailto:cde-genova@unige.it) - <http://www.cde-genova.unige.it>**

## **Latina**

**CDE Comune di Latina**

**[cristina.leggio@comune.latina.it](mailto:cristina.leggio@comune.latina.it) - <http://www.comune.latina.it/>**

## **Macerata**

**CDE Università degli Studi di Macerata**

**[cde@unimc.it](mailto:cde@unimc.it) - <http://giurisprudenza.unimc.it/cde>**

## **Messina**

**CDE Università degli Studi di Messina**

**[cdemessina@unime.it](mailto:cdemessina@unime.it) - <https://www.unime.it/it/centri/cde>**

**FB <https://www.facebook.com/cdemessina/>**

## **Milano**

**CDE Università Bocconi Milano**

**[cde@unibocconi.it](mailto:cde@unibocconi.it) - [https://lib.unibocconi.it/screens/EDC\\_ita.html](https://lib.unibocconi.it/screens/EDC_ita.html)**

## **Milano**

**CDE Università degli Studi di Milano**

**[cde@unimi.it](mailto:cde@unimi.it) - <http://users.unimi.it/bibliosp/CDE/>**

**TWITTER [@CDEUnimi](https://twitter.com/CDEUnimi)**

## **Modena**

**CDE Università degli Studi di Modena e Reggio Emilia**

**[cde@unimore.it](mailto:cde@unimore.it) -**

**<http://www.giurisprudenza.unimore.it/site/home/ricerca/centri-di-ricerca/centro-di-documentazione-e-ricerche-sullunione-europea-cde.html>**

## **Padova**

**CDE Università degli Studi di Padova**

**[cde@unipd.it](mailto:cde@unipd.it) - <http://bibliotecadigitale.cab.unipd.it/biblioteche/dip.-diritto-pubblico-internazionale-e-comunitario-via-anghinoni>**

## **Parma**

**CDE Fondazione Collegio Europeo di Parma**

**[m.baldassari@collegioeuropeo.it](mailto:m.baldassari@collegioeuropeo.it) - <https://www.europeancollege.it/centro-di-documentazione-europea/>**

## **Perugia**

**CDE Università degli Studi di Perugia**

**cde@unipg.it** - <http://www.csb.unipg.it/organizzazione/centri-di-documentazione/centro-di-documentazione-europea>

**Perugia**

**CDE TUCEP**

**tucep@tucep.org** - <http://www.tucep.org/>

**FB** <https://www.facebook.com/tuceppg/>

**Pescara**

**CDE Università degli Studi "G. D'Annunzio"**

**antonietta.digiorgio@unich.it** -

<https://www.dsgs.unich.it/index.php?gruppo=1275>

**Pisa**

**CDE Università degli Studi di Pisa**

**gabriella.benedetti@sba.unipi.it** - <http://web.jus.unipi.it/>

**Reggio Calabria**

**CDE Istituto europeo di studi politici (ISESP)**

**cde@isesp.eu** - <http://www.isesp.eu/index.php?pag=CDE>

**TWITTER @isesp\_rc**

**Roma**

**CDE Società Italiana per l'Organizzazione Internazionale (SIOI)**

**sioi@sioi.org** - <https://www.sioi.org/attivita/biblioteca/>

**Roma**

**CDE Consiglio Nazionale delle Ricerche (CNR) - Biblioteca Centrale**

**adelaide.ranchino@cnr.it** - <https://bice.cnr.it/cde>

**FB:** <https://www.facebook.com/cnrbice/>

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