

Daily program of CEV members job shadowing in Brussels
7 – 11 September 2009

Day	Description	Venue
Monday 7th September		
<i>Morning</i>	<i>Arrivals</i>	
14 – 15	Welcome activity Presentation of participants Markus HELD, Stefania MACCHIONI	Rue de la Science, 10
15 – 18	Presentation and role of CEV and of the liaison office system; presentation of the European institutions and their functioning; presentation of the EU decision process Markus HELD, Stefania MACCHIONI	
18.30	Welcome drink	Place Luxembourg
Tuesday 8th September		
9.30 – 11.30	Working session on the programme “Europe for Citizens” - Presentation of the programme and of the Citizens’ projects (Ms Cristina CAMAIANI -EACEA Official) - Presentation of the contribution that CEV gets as a structural support (Markus HELD) - Presentation of the experiences that the participants have within this programme	Rue de la Science, 10
11.30 – 12.15	Working group	
13 – 14	<i>Lunch break</i>	Carina, Rue de la Science
14 – 16.30	Working session on the programme “Youth in Action” - Presentation of the programme with a focus on those programme actions that are more feasible for small-medium organisations (Natasha JOVICIC - EACEA Official) - Presentation of the experiences CEV has in this programme: action 3.1 and Action 2 (Candida SALGADO SILVA) - Presentation of the experiences that the participants have within this programme	Rue de la Science, 10
16.30 – 17.15	Working group	
18.00	Cocktail reception at the European Parliament	European Parliament, Members Room
20.00	Common dinner with CEV Board of Directors	L’Assiette Bernard Place Jourdan 47
Wednesday 9th September		
9.30 – 10.30	Working session on the “Structural Funds” - Brief presentation of the programme and on the way NGOs can be involved both in the decision making process and in the projects (Lorenza BADIELLO, Director of Emilia Romagna Region Representation) - Presentation of the experiences that the participants have in this programme	Rue de la Science, 10
10.30 – 12.30	Field visit at the European regions representations	
13 – 14	<i>Lunch break</i>	Carina, Rue de la Science
14 - 16.30	Working session on the “Lifelong Learning Programme” - Presentation of the programme, focusing in particular on the Grundtvig sub-programme (Ms Annalisa COLOSIMO - EACEA Official) - Brief presentation of the projects in which CEV has been a partner (Candida SALGADO SILVA -Value, Markus HELD -MOVE) - Presentation of the experiences that the participants have in this programme	Rue de la Science, 10
16.30 – 17.15	Working group	
17.30 – 19	Field visit at a local volunteer centre : Plate-forme Francophone du Volontariat	Bd de l’abattoir, 28

20	Common dinner with CEV Board of Directors	Le petit boxeur, Borgval 3
Thursday 10th September		
9.30 – 12.30	Field visit at the European Commission	Rue Van Maerlant, 18
13.30 – 14.30	Lunch	Mundo b, Rue d'Edimbourg 26
15 – 17.00	Meetings with MEPs	ASP 5G375
17.30 – 19.00	Field visit at Het Punt	Treurenberg 24
Friday 11th September		
10 – 12	Working sessions on - Tips and Tricks – The “dos” and “don’ts” of European project implementation - European Year on Volunteering lobbying activity: some learning (Markus HELD)	Rue de la Science, 10
12 – 13	Closing session	
<i>Afternoon</i>	<i>Departure</i>	