

20 YEARS OF EXPERIENCE...

# AEGEE MEMBER'S MANUAL

2005



AEGEE  
★EUROPE★  
YEARS



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## **PREFACE : 20<sup>TH</sup> ANNIVERSARY EDITION**

Throughout the 20 years of existence AEGEE has become a well developed and complex structure, with a lot of efforts put on improving the skills of its members. Especially in the last few years many new tools and Internal Education activities were developed to improve the continuity of the Human Resources, the range and quality of training events has grown significantly. However, despite these changes, the AEGEE Member's Manual (previously called Operator's Manual) remains a very important tool.

However, in the past few years the document seemed to be forgotten: the updates did not take place, the members were not encouraged to use it, the awareness about the AEGEE Member's Manual, its content and usefulness, has been very low.

Believing that this manual- containing the compendium of AEGEE knowledge and practical hints about most of the aspects of the members' work - should not be underestimated, we took the initiative to revive the idea and to promote the use of the Manual among AEGEE members.

This edition of the AEGEE Member's Manual is based on the Operator's Manual 2002, updated by Carlos Miragall. Of course AEGEE is a constantly developing organisation and within 3 years major changes have been made. The increasing roles of the Academy and the Network Commission, the change from the Planning Meeting into the European Boards Meeting, took place among many other changes. We also witnessed fast development of the Information Technology tools used in AEGEE that needed the updated explanations.

Certainly, we could not cover in this document all the 20 years of our diverse and complex Association. We tried to choose the relevant information, keeping the Manual in the reasonable size, but for sure we still need your valuable feedback and input, to make the future edition better and more useful.

I would like to thank everybody who has contributed to this AEGEE Member's Manual, above all all the members of the CD Enschede – Izmir who worked hard to complete the document. I would like to thank also Sena Latif and her CD team – they were the last ones before me who dealt with the Manual and their work served as an additional basis for this edition.

Thank you for reading this and please contact me for any comments or questions,

Izabela Jurczik

Many people sat behind their computer screens and worked on parts of this Manual, so special thanks should go to the following people:

All members of the Comité Directeur:

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And the people who worked on this document before.

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## **CHAPTER 1 - THE EUROPEAN LEVEL**

This chapter deals with the "European dimension" of our association. It will give you general information about AEGEE's aims, philosophy and its position in our European society. Furthermore, it will get you acquainted with the history of AEGEE and indicate guidelines for its future. Finally, it will describe the structure of AEGEE, its functioning, and some of the major activities.

This is the basic knowledge you need in order to manage your antenna successfully. The antenna is on the one hand an individual organisation; on the other hand it is just a small but important link of the AEGEE network. This network has some special characteristics, which are unique and the fundamental base of its functioning.

These characteristics should also be visible in your local organisation without losing your own identity. And more important, you must be able to define and present these characteristics to your members, potential new members and external partners.

First of all, you have to make clear to yourself which direction your antenna should follow in order to contribute to AEGEE's aims and activities and then you will have to explain it to all people inside and outside AEGEE with whom you come into contact. And they will raise many questions...

### **1.1 AEGEE PRESENTATION**

#### **1.1.1 SOME FACTS**

AEGEE is the abbreviation for Association des Etats Généraux des Etudiants de l'Europe.

AEGEE aims to promote European co-operation and integration among young people, especially those in the student world.

AEGEE was founded in 1985 in Paris.

Today AEGEE has approximately 15 000 members in more than 230 antennae spread all over Europe in 40 countries.

AEGEE has a wide variety of members: students and young professionals from all disciplines.

AEGEE does not have a national level in its structure.

AEGEE is a secular, non-profit organisation, financially and ideologically independent.

AEGEE is not linked to any political party, however it's a pro-European political organisation

with a political aim: European integration. AEGEE carries out pro-European projects that have direct influence on European policies.

#### **1.1.2 AEGEE AND EUROPE**

We are living in a Europe of contradictions and paradoxes. The whole post-war development has evolved this way. While western countries were trying to enforce co-operation and integration in order to build a better system, to ensure peace and prosperity for all Europeans, the isolation of the Eastern part of the continent was constantly growing. After this, at the end of the 80's, the breakdown came with the fall of the Iron Curtain, which finally enabled the people to share the European idea all over the continent. This development is one face of Europe. Unfortunately, another face of Europe shows us growing nationalism, intolerance, protectionism and racism.

AEGEE was founded in 1985. At that time, the European Community was already existing. The European students felt the necessity to contribute to this revolutionary idea of removing borders and turning a united Europe into reality. Since that time, many AEGEE members have contributed to the idea of this united Europe, on basis of friendship and mutual understanding. But Europe is not limited to the European Community and thus, AEGEE's network covers the whole Continent (from Madrid to Moskva, from Oslo to Magusa) and goes even beyond the borders of the geographical Europe (e.g. Izmir, Baku).

Although Europe's situation is changing, AEGEE's basic aim has not changed so much. AEGEE still pursues the idea of Europe-wide co-operation and integration. We say that we want to shape broad- and open-minded European citizens. This means people who are free from a national way of thinking and are able to see issues in a global perspective, understand Europe as such as well as its diverse cultures; people who are willing to listen to and to understand the others; people who can put the words about European co-operation and integration into practice and to contribute, within their positions and abilities, to the construction of a better society in Europe.

#### **1.1.3 AEGEE PHILOSOPHY**

AEGEE promotes co-operation and integration of young people in Europe, with a special focus on the student world.

These young people work together on a voluntary basis organising European events to which members from all over Europe are invited (not only members!) with an affordable fee. This promotes the idea that Europeans must become more mobile.

AEGEE wants to shape broad- and open-minded European citizens, people that regard Europe as their home and have overcome the traditional national ways of thinking.

AEGEE thinks that European integration is a question of attitude rather than of form.

AEGEE wants nationally based students to become European citizens.

AEGEE thinks that cultural, historical and other differences within Europe can enable Europeans to work more effectively and creatively together.

AEGEE's approach was based on the belief that action speaks louder than words. Therefore, AEGEE offers a pragmatic approach to Europe.

AEGEE believes in the Europe of values rather than the geographical Europe. AEGEE covers a Europe which goes beyond the borders of the European Union and the Council of Europe.

AEGEE is an interdisciplinary organisation, it is open to students from all faculties.

#### **1.1.4 THE STATEMENT OF PRINCIPLES**

During the AGORA in Utrecht (May 2000), the following Statement of Principles has been accepted:

We, the members of AEGEE,

Realising that the European youth is building the future of our continent,

Aspiring to a peaceful Europe free of obstacles and enmities, of false divisions and forced differences,

Resolved to remove barriers between the peoples of Europe,

Determined to contribute to a Europe of co-operation and understanding,

Creating a network of young Europeans desiring to spread our ideals and ideas concerning Europe,

Hereby declare

Our belief that, while cherishing our diversity and respecting the character of our regions, we can find on the basis of our cultural and historical heritage the principles that unite us and guide us in our effort to strengthen the European conscience,

Our faith in a Europe standing for liberty, democracy, and respect for human rights and the rule of law, and our will to co-operate with institutions that promote these concepts,

Our resolve to establish an open Europe which recognises the importance of all cultures in the shaping of its past, present, and future and which plays an active role in fostering peace, stability and prosperity throughout the world,

Our intention to promote unlimited access to education as being of fundamental importance to increase mutual understanding,

Our desire to encourage student mobility in order to fight prejudice and xenophobia by increasing people's awareness of different cultures, and

Our strong belief that our association is a unique platform enabling us to contribute to these visions of Europe.

#### **1.1.5 THE LOGO**

For AEGEE, as a European association, it is essential to develop the same image throughout Europe. That is the reason why all locals are obliged to use the same logo as a basic promotion and presentation tool. The AEGEE logo aims to demonstrate our way of acting and thinking, to be our corporate identity.



Therefore the logo shows several of AEGEE's characteristics:

- ◇ It is based on a circle made up of twelve stars, symbolising a Unified Europe
- ◇ The twelve stars represent Europe, twelve is an old symbol of completeness.
- ◇ AEGEE breaks through this circle of stars, symbolising the fact that in the process of uniting Europe AEGEE aims to stay ahead, by launching new, daring initiatives
- ◇ The map of Europe stresses that AEGEE's interests are directed to ALL countries of the European continent
- ◇ And finally, you can see a key in the logo. In this way AEGEE is "The Key to Europe".

According to our statutes, AEGEE locals can only use this above presented logo and are not allowed to design another logo for local antenna.

The logo in the picture is the official AEGEE-Europe logo, and this logo can only be used with permission of the Comité Directeur. For locals, the word Europe is replaced by the name of the antenna.

If the logo of AEGEE-Europe appears on a leaflet, poster or anywhere else, this means the event has the official support of the CD. To get the permission to use the *AEGEE-Europe* logo, you have to write a written request to the Secretary General of the CD.

Furthermore, use of the AEGEE-(*city name*) logo is only allowed for an antenna or contact antenna, thus AEGEE contacts are *not* allowed to use this logo before they sign the Convention d'Adhesion and establish a legal link with AEGEE-Europe.

### **1.1.6 HISTORY**

#### **“Eastern Europe is Europe as well” Le Monde, 1985, EGEE Conference**

16 April 1985 is recorded as the birthday of AEGEE. On this day a huge conference was opened in Paris, called "EGEE", aiming at overcoming the ongoing Eurosclerosis, the paralysation of the European integration process. Under the leadership of Franck Biancheri, the five Grand Ecoles in the French capital organised this event, creating a platform for 700 young Europeans from all European Community countries. The overall conference proved to be very successful and visible under the patronage of François Mitterand, with an official opening ceremony at the Opera Building of Paris and with full page coverage on the well-known French paper *Le Monde*. The main striking outcome of this conference was the common statement published in *Le Monde*: “Eastern Europe is Europe as well”.

The name EGEE (Etats Généraux des Etudiants de l'Europe) was related to the Aegean Sea - la Mer Egée - where democracy was created 2,000 years ago. Due to a name collision with a French company, the name was changed to AEGEE in 1988. It is pronounced as if it was a French word "aégée".

After the organisation of the conference, students involved at that time wanted to carry on with their activities and they decided to turn the EGEE conference into an organisation. EGEE wanted to be a platform for young Europeans to discuss the future of Europe, to present their ideas to the officials of the EC institutions and national governments. The participating students also wanted to influence European policy in favour of students. They became enthusiastic and established local branches in their cities, thus creating a network. Starting in Paris, the association was soon present in Munich, Milan, Leiden, London and Madrid. In 1988, AEGEE was already

established in 40 university cities. In this year AEGEE, which was totally focusing on EC member states, opened up to the EFTA countries. An opening to students on the other side of the Iron Curtain was still not possible.

Impressive was also a satellite link of seven cities in 1986. Connected with satellite videos AEGEE antennae made their own Eurovision show including interviews with high-profile politicians which outreached thousands of students in Europe, however also caused bankruptcy for AEGEE-Bruxelles. Moreover, AEGEE showed big projects to the outside world: Euromanagers, Europolis, Moot Court, Euro Stage, and the Summer University Project. Today, nearly all of these initiatives work independently, in their professional demand they grew too strong for a voluntary association. Only the Summer University Project, introduced in 1988 with 11 courses and now reaching nearly 100, still remains part of AEGEE's activities.

Already at the first Agora in Munich, April 1986, the structure of the association was created, composed by the Agora, Presidents' Meeting (since 2001 Planning Meeting and since 2004 European Boards' Meeting), Comité Directeur and Working Groups. In 1987 the unofficial board of EGEE came together in Paris on the occasion of a reception at Champs Elysees by Mitterand, where they drafted the first statutes of the association (now known as CIA), they conceptualised the Agora as the General Assembly as well as the European Nights. The Agora in Sevilla in 1987 witnessed the introduction of a chairman at the statutory events, creation of a financial control commission, legal commission now titled as the Juridical Commission, introduction of transnational regional antennae meetings now titled as Regional Meetings.

However, after three years of presidency of Franck Biancheri, a period of stagnation came, as his successors could not add anything new to the existing idea or transfer the goal of AEGEE. The internal trouble started after the short presidency of Vieri Bracco from Milano, who vanished to Brazil two months after his election in 1988. In the same year the French locals left AEGEE, forming an own association under the name Artemis. The newly founded French branches could not re-establish in their old strength against that time.

#### **1989-95: Embracing the East**

Europe changed, the Iron Curtain was disappearing, and new perspectives were opened. On the day the Berlin Wall crumbled in 1989, the Agora in Salerno decided to open up to interested students in Central and Eastern Europe. The East-West Working Group started their actions to establish AEGEE locals there. Leipzig was the first

AEGEE local to be established after the fall of the Iron Curtain. In 1990, the first local was established in Scandinavia (Turku-Abo), the current logo of AEGEE-Europe was introduced and the Agora in Bonn approved opening up to the USSR-former Soviet Union.

In this time, more and more locals regarded the structure of AEGEE as not sufficiently democratic. As AEGEE was founded, it had a CD (Comité Directeur) of 20 full members and 10 suppléants - few of those were actually working and were elected as a list. The number was reduced to 16 at the Salerno Agora. Many AEGEE locals wanted to have a better communication within the network and wanted to reduce the distance between the locals and CD. All these reasons helped to establish the "Quo Vadis" opposition list under Georg von der Gablentz. This opposition list was elected at the Agora in Bonn, in November 1990.

The new CD had only few links to the old one. Most people of the old generation refused to cooperate. AEGEE lost most of its files, since there was no office, where the whole CD worked and lived - so the CD members were working from their home. AEGEE-Europe had basically to start from scratch. Though, the new CD had a huge support of the network. Georg von der Gablentz stayed president until 1992 - the second longest term after Franck Biancheri's. At the Agora in Amsterdam, April 1991, the election system was changed. Since that time, the CD members are elected separately and are individually responsible for their moral reports.

AEGEE-Europe started to support the development in Central and Eastern Europe, especially by transferring major events to Eastern Europe like the AGORAs in Budapest (November 1991) and Praha (April 1993) and the Presidents' Meeting in Kraków (March 1992). In 1992 at the Agora in Kos, AEGEE-Istanbul was accepted to the AEGEE network and in 1995 through the acceptance of Ankara to the network, AEGEE became the first European organisation to open up for Turkey. In 1993, AEGEE organised its first Case Study Trip to Albania to explore the young Europeans and daily life in the country. The extensive growth of the network in the East changed the character of the network and the understanding of Europe of all members. This network growth in the East still continues - and most creative ideas are actually born in these locals where the idea of a unified Europe is a very strong vision, whereas the West became less active.

During 1993 at the European School in Valladolid an attempt was made to revive the idealistic AEGEE, with the motto "Mobility with a purpose". The idea was to include all basic ideas of AEGEE into a common goal that everybody could work together for. For this co-ordination of AEGEE

activities the introduction of the Yearplan, masterminded by CD member Philipp von Klitzing, was an important step. AEGEE received official recognition by OSCE in 1992 and obtained a special status with the Council of Europe in 1993.

On CD level, these times were restless. Between 1993 and 2001 not a single president stayed in office for more than six months. Another drawback was the fact that basically only the so-called "daily board" of president, treasurer and secretary were working in the AEGEE-Europe office, which was nothing else than one room, hosted by the University of Delft. Most of the other the CD members - at that time a CD was composed out of 16 people - lived at home. E-mail was not common among the CD members, so a proper work according to today's standard was not possible.

A typical example for the results of miscommunication and lack of co-ordination of a very fast growing association was the 10th anniversary of AEGEE in 1995, which was masterminded under the presidency of Dorian Selz the year before. Despite nice PR successes with a reception at the European Commission, the 10<sup>th</sup> anniversary festival in Antalya flopped - with having about 70 participants instead of the foreseen 500.

### **1996-98: Growing Professionalism in Brussels**

The growing network, the rising number of external contacts in Brussels, the increasing workload for the CD and the growing lack of control all shouted for a stronger administration. This coincided with the fact that the University of Delft did not want to host AEGEE-Europe anymore, mainly due to the high phone bill, which was covered by the university at that time. The head office had to move by 31<sup>st</sup> December 1995. The AGORA in Budapest in November 1995 decided to move the head office to Brussels, the leaving CD of president Egens van Iterson Scholten found a house in the Belgian capital, which had office space to work and rooms to live. However, the first office in Brussels in Saint Peter Street was a former shop.

In July 1996 the CD discovered that the finances were out of control. The benefits of the University of Delft were gone, plus the CD discovered severe calculation mistakes in the budgets and financial reports before. With reserves of only 16.000 Euro, the CD knew it had to move to a different place, otherwise AEGEE-Europe would be bankrupt soon. In autumn 1996 everything was moved to Rue del'Orme 10, Brussels-Etterbeek. Still, in December 1998 AEGEE-Europe had to move again, to its current location in rue Nestor de Tière 15, Brussels-Schaerbeek, because the owner wanted to use the house in a different way.

Constantly the working conditions were improved. In the old office in January 1996 AEGEE had two old computers. In the new office every CD member got his own PC. In general IT was becoming very important, and the fact that many technology students are in the network resulted in AEGEE-Europe being a frontrunner in modern technologies. Already in 1994, the year when Netscape was invented, AEGEE-Europe had its first homepage. In March 1997 AEGEE registered its own Internet domain, *aegee.org*. In the same year Lotus Notes was introduced to administer the databases of the network.

In this period the reform of AEGEE-Europe with its move to Brussels was completed with structural reforms at the AGORA in Athens, November 1996. The number of CD members was reduced to nine, who are basically obliged to spend most time in Brussels. At the same assembly the Network Commission was introduced, dividing the network in ten regions and assisting the locals in all matters. This step helped decreasing the "ivory tower" effect of a smaller CD living far away from the network.

In Brussels, being closer to the European institutions, the European board was able to focus stronger on PR and European-wide thematic projects with 10 to 20 congresses, seminars and other actions. In 1996, the event cycle "Find Your Way" educated a few hundred youth NGO leaders. Also in January 1996, AEGEE was invited in a round-table talk on the Euro currency in Brussels - as a result of this, 1997's "Europe & Euro" project raised awareness concerning the new European currency. In 1999 the "Peace Academy" promoted tolerance and understanding in more than 20 European-wide events, co-ordinated mainly by students in Turkey and Greece. Also developed were actions as the "Day of Europe" and the "Socrates Action Day" where 50 or more antennae organised actions on the same day.

Especially the CDs of the presidents Gerhard Kreß and Peter Ginser in 1996/97 created or administered these big projects, which also got AEGEE's finances back on track and had an effect until the late 90's. However, and after Peter Ginser finished his term at the AGORA in Ankara, November 1997, three following CDs and presidents proved to be unsuccessful and their moral reports were rejected by the respective Agoras.

#### **Since 1999: More stress on Human Resources**

A growing opposition in the network resulted in a highly successful new reform CD, elected at the AGORA in Barcelona, May 1999. New president became László Fésüs from Szeged, who gathered probably the most experienced and oldest CD of the

past decade around himself, with members such as his successor Faní Zarifopoulou, Alikí Louvrou, Bernhard Müller, Refet aban and Marcus Khoury - hardly anyone of these student leaders was still a student then. The European School in Gießen in April 1999 was a turning point since it triggered the foundation of the AEGEE-Academy at the AGORA on Barcelona. This Human Resources Working Group gave a high stress to training events in AEGEE, highly sharpening the profile of AEGEE in this respect.

Thematically, AEGEE continued the strong focus on South East Europe. In 2000, new projects were born, such as "Education for Democracy". AEGEE started this successful scholarship programme, which enabled students from war-shattered Kosovo to study at Western European universities. The Peace Academy was concluded with a Peace Summit at the Aegean Sea, developing concepts for conflict resolution in Europe. The Borderless Europe Rally, heart of the "Borderless Europe" project, saw an Interrail race of several multi-cultural teams across the continent, conflicting them with different European realities. Moreover, AEGEE students took a firm standing in political issues: members of AEGEE-Beograd were standing in the first row when the Milosevic dictatorship was defeated in autumn 2000; and two months later AEGEE presented itself at the Nice EU summit - giving its input for the future Europe.

In 2001, again huge projects dominated the association. "Quo Vadis Europe" and the "European Day of Languages" combined the positive effects of strong network activation and good PR to the outside world. These projects were carried out under the presidency of Karina Häuslmeier from Passau, the first president since 1993 who stayed one year. In this time the strong network growth of the previous years continued - echoed by a new record of events: more than 90 Summer Universities, about 150 events took place in 2001. The network continues its growth, shifting the stress of the association more and more to the South and East of the network.

Both under Karina Häuslmeier's and her predecessor Oana Mailatescu's Presidencies, a new focus was set on long-term planning and continuous evaluation, with tools such as the Main Fields of Action and the Strategy Plan, which define the areas where the association gives more input during one year, and the way AEGEE-Europe as a whole is planned to develop in 4-year periods, respectively.

After all these changes, AEGEE looks as healthy as ever, ready to be part of the 21<sup>st</sup> century history as it was in the 20<sup>th</sup>.

AEGEE has recorded also its history and its achievements through remarkable publications. The

first ever AEGEE-Europe publication was titled *Europolis*, which served as a platform for young Europeans to write about European matters. The first News Bulletin was published in 1989 by AEGEE-Amsterdam. The annual report of AEGEE-Europe titled *Key to Europe* was introduced for the first time in 1992, and it had its two special editions, so far: 10<sup>th</sup> anniversary book: “One Decade and Beyond” edited by Dimitris Georgopoulos, Michael Merker and Dorian Selz and the prestigious 20<sup>th</sup> anniversary book titled “Key20” edited by Gunnar Erth. Franck Biancheri, the founder of AEGEE-Europe also wrote his memories and achievements between 1985-88 under the title *The Emergence of Euro-Citizens*. In 1993, the *One Europe Magazine* was introduced and published by Philippe von Klitzing and currently being revived by Virag Szabo after many years. AEGEE has also produced a good number of high-quality result books of important projects such as: *Quo Vadis Europe*, *Education For Democracy*, *Peace Academy*, *Socrates on the Move*, *Borderless Europe*, *Europe and Euro*, *Turkish-Greek Civic Dialogue Project*. In 2001 AEGEE established also its own Internet Television called AEGEE-TV.

### **1.1.7 AEGEE’S IMPACT ON EUROPE**

When we look back at our past projects and achievements, we might ask: what for? Did we really make a difference? In the following part we would like to show that being a student organisation can also mean a lot and to show how powerful we have been in our actions over the last 20 years.

#### **(a) Lobbying and political influence of AEGEE**

AEGEE as an organisation with a clear political aim: European integration has so far played quite crucial role in European policy and directly influenced decision-making bodies on matters relating to young people, students and their mobility and integration.

AEGEE successfully lobbied for the implementation of the Erasmus Mobility Scheme in 1987 following the meeting with François Mitterand, which was then blocked by Germany, France and UK due to budgetary reasons. Today millions of students in Europe are benefiting from the programme which was officially enacted thanks to the pressure by AEGEE members. AEGEE also contributed to the UNESCO World Conference on Higher Education which took place in Paris in 1998 by presenting its views in the form of a book entitled “The Future of Higher Education”.

In 1996, AEGEE members were invited to the round table discussions about the Euro currency in Brussels as the only student NGO, which resulted in AEGEE proposition on promoting the Euro amongst

young people and which paved the way for the successful project “Europe and Euro” supported by the EC with 200.000 €

In late 90s, AEGEE members played the key role both in Turkey and in Europe to establish a pressure group on both the European Commission and the Turkish government to include young Turkish people in the Community education and youth programmes. Thanks to AEGEE members, all young people and students in Turkey are fully eligible and travelling thanks to YOUTH and ERASMUS programme since 2000 and thanks to AEGEE members and their expertise Turkish National Agency was established.

AEGEE members also took part in the Convention of Future of Europe in 2003 and provided with important feedback and opinion on the views of academics and student world, later on promoting the Constitutional Treaty came out of this Convention.

The latest success story of AEGEE and its political influence is the changes made to the legal procedures of the Operating Grant of the European Commission for youth organisations, we internally call as the “General Subvention”. AEGEE, receiving remarkable support under the grant as a youth and student organisation, lobbied against the Commission, when they changed their eligibility procedure which blocked many student organisations benefiting from the grant due to the fact that they do not have paid staff. To this end, the Comité Directeur members in 2004 summer led by Nicola Rega took a leading role and coordinated other student organisations in Brussels, prepared a comprehensive report and held a press conference to call the Commission to support voluntary work of youth organisations. The Commission changed its procedures and at the moment, not only AEGEE but also other organisations working purely on voluntary basis are benefiting from this grant.

#### **(b) AEGEE members in Europe...**

In its 20<sup>th</sup> anniversary AEGEE has had so far more than 100.000 members who had an excellent training on European citizenship by doing and who are currently quite active still in shaping Europe. Some are holding quite important positions in European institutions, some established their own companies thanks to the management skills they acquired. Former AEGEE members are organised under an Alumni network titled “Les Anciens”. AEGEE so far had two success stories of its members awarded a title of Young European of the Year: David Stulik in 1997, and Oana Mailatescu in 1999. Once the founder of AEGEE-Skopje, now the patron of AEGEE-Europe - Radmila Sekerinska is at the moment the Deputy Prime Minister of her

country and she is in head of European Integration Affairs. AEGEE members formed a lot of pro-European organisations later including Euractive news portal, Foundation AEGEE Trust Fund as well as other NGOs such as Erasmus Students' Network (ESN).

### **1.1.8 20 YEARS OF AEGEE, CURRENT ACTIONS & CHALLENGES**

The 21<sup>st</sup> century was full of successful actions by AEGEE mainly focused in the field of higher education, peace and democracy.

In 2002 the year plan project Global Employee brought together businesses and students, whereas UNIDEBATE fostered the discussions on European enlargement and future of Europe within universities. 2003 was the year of Youth & Globalisation, which gathered African and European student organisation in Brussels through a World Youth Summit and which opened up partnership with more external organisations. Between 2002-2004, AEGEE members in Greece and Turkey organised the large-scale project titled Turkish-Greek Civic Dialogue project aiming at establishing dialogue and partnerships between Turkish and Greek youth organisations. The youth and culture festival under the umbrella project hosted 3000 young people in a former Greek village in Turkey together with arts and culture and an NGO fair. In 2003, AEGEE organised its statutory event Planning Meeting in Magusa, preceded by a Conference titled "Cyprus in Europe, Europe in Cyprus" at the buffer zone of Cyprus in cooperation with the United Nations, which was at that time hindered by the some European institutions and Cypriot youth initiatives.

In 2004, AEGEE discussed largely the European Union and its neighbourhood policy under the year plan project EU & Europe. 2003 was also the year where AEGEE spirit was spreading over Caucasus, a successful Case Study Trip was organised to Georgia and Azerbaijan, later on triggering the current AEGEE locals in the region.

2004, was also the year AEGEE left its mark with its focus on inter-religious dialogue, 2004-2005 striking events were organised under the project Euro-Islam.

In 2004, AEGEE members were already actively taking part in initiatives for a more democratic Europe. AEGEE members were observing the elections in cooperation with OSCE in Ukraine, right after the Orange Revolution. AEGEE election observation mission continued with the elections carried out in Albania in 2005.

In 2005 AEGEE members worked for the inclusion of disabled young people into the activities of youth organisations and organised the

project titled "The BRIGDE: connecting mobility and disability". 2005 has been the year of Tolerance. Acceptance. Peace year plan project focusing on conflict resolution. It is also the year of AEGEE20 project aiming to celebrate the 20<sup>th</sup> anniversary of our organisation.

After 20 years, AEGEE has a network of 15 000 young Europeans in 40 countries organised in 235 cities working constantly to remove mental borders and to build a truly unified Europe. AEGEE is getting more involved in democracy initiatives and peace building, focusing less on higher education. AEGEE network in founding cities in Western Europe are vanishing and day by day new AEGEE locals are getting established in Eastern Europe especially in Caucasus.

In 2005, Europe is not maybe suffering from the same Euro-Sclerosis as it was 20 years ago, but Europe is going through a tough period, which will force Europe to change itself, get closer to its citizens and take brave decisions especially after the results of referenda on the European Constitution, terrorist attacks prevailing in Europe, different opinion on budgetary and security issues.

After 20 years, AEGEE members have to notice that their initial goal and role is still as important and as valid as it was 20 years ago.

300 AEGEE members met in Praha, at the Gala event of their 20<sup>th</sup> anniversary, together with former and current members, together with prominent politicians and academics to discuss about the future of Europe and the future role of AEGEE in a unified Europe, to see the official AEGEE20 movie and to remember and feel once again the brave achievements of the power of young students. The 20<sup>th</sup> anniversary Gala turned out to be a successful action congress, with a lot of strong outcomes and AEGEE actions towards a better future of Europe.

## **1.2 AEGEE'S EXTERNAL RELATIONS**

AEGEE is not a closed association keeping contacts only among its members. It is also trying to communicate and co-operate with the world outside its borders.

The main partners of AEGEE-Europe are the European institutions such as the European Union, the Council of Europe, UNESCO, United Nations, World Bank and the Organisation on Security and Co-operation in Europe (OSCE). These institutions are also closely related to our aims.

AEGEE-Europe holds special relations with the above mentioned institutions. AEGEE is supported by the European Commission through an annual operating grant. AEGEE-Europe enjoys participatory status with the Council of Europe, special consultative status with the UN Economic

and Social Committee, Operational Relations with UNESCO.

AEGEE-Europe also keeps contacts with many important European personalities. Some of them have become our patrons, as we will explain later.

But that is not all. AEGEE-Europe is in touch with many other youth and student organisations, such as ELSA, BEST, JADE, ESN and AIESEC. AEGEE is a member of IFISO – Informal Platform of International Student Organisations and have taken joint action with such organisations in the successful lobbying action for the General Subvention – the youth operating grant of the European Commission. Co-operation on the European level consists mainly of an exchange of information and project-based co-operation (like for example on the Socrates on the Move project, together with ESIB and ESN). However, co-operation on the local level between the local chapters of AEGEE and other student and youth organisations is highly welcome and encouraged. AEGEE is also member of significant European platforms such as the European Youth Forum, European Movement International, UNITED and the European Policy Center. AEGEE has a collaboration agreement with the JCI – Junior Chamber International.

### **1.2.1 EUROPEAN INSTITUTIONS**

The European institutions are obviously those with which we maintain the closest contacts. They provide us with both moral and financial support, and a number of new ways of co-operation have recently been established. See also chapter 2.3.5, Fund-raising / European institutions.

The European Union (EU), the Council of Europe (CoE), UNESCO and the European Youth Forum (YFJ) are of special importance to us. It is essential that these institutions be not mixed, as they are independent bodies with different aims and members.

#### **(a) The Council of Europe – [www.coe.int](http://www.coe.int)**

The Council of Europe (CoE) was founded in 1949 as a political organisation to foster greater unity and co-operation among the people and nations of Europe. It is located in Strasbourg, has 46 member states (as of August 2005) and covers most aspects of European affairs; special focus is put on the principles of democracy, human rights and the rule of law.

The CoE is best known for the approx. 40 European Conventions it has drawn up, the most important being the 'European Convention on Human Rights', less well known the 'European Convention on the Recognition of the Legal Personality of International NGOs' which nevertheless is of interest for AEGEE. Also in

Strasbourg - and closely connected to the CoE - the European Court of Human Rights can be found.

Since March 1993 AEGEE enjoys participatory status (first called as consultative status) at the Council of Europe, opening the way to consultation, co-operation and full partnership of NGOs via the submission of written opinions, hearings and the participation in committees, conferences and seminars organised by the CoE. In general the Council of Europe aims at a) making associations aware of the work of the CoE and b) gaining awareness of these associations' views and aspirations.

In particular the 'Plenary Assembly of NGOs' and the 'Groupings by Area of Interest' allow the approx. 360 NGOs to co-ordinate their interests and jointly present those to the Council and its different bodies, e.g. during 'Sectorial Meetings' or in the 'Joint Committee of NGOs and Parliamentarians'. The 'Liaison Committee of NGOs Enjoying Participatory Status' and its Bureau represent the steering body for joint efforts of the NGOs; AEGEE was elected into the Liaison Committee in January 1994.

Since 1999 the new structure of the CoE was introduced being composed of 6 Directorates General: Personnel and Administration; Political Affairs; Human Rights; Legal Affairs; Social Affairs; Education, Culture, Youth, Sport and Sustainable Development. The Youth Directorate was merged into the Directorate General on Education, Culture, Youth, Sports and Sustainable Development on the 1st of October '99. Current Director for Youth and Sports is Mr Ralf Rene Weingaertner.

The Youth Directorate, containing the European Youth Foundation (EYF) and the European Youth Centres (EYC), is of special interest for AEGEE as we are a youth association ourselves. Please refer to 2.3.5 for more information on (financial) support from the EYF and the EYC. In addition to assistance for events AEGEE-Europe each year applies to receive an administrative grant from the EYF.

#### **(b) The European Union – [www.europa.eu.int](http://www.europa.eu.int)**

The European Union (EU) was founded in 1993 with the Treaty of Maastricht and serves as a frame for the European Communities (which were founded in 1952 and in 1957), the Common Foreign and Security Policy (CFSP), and the co-operation of its member states on several fields of internal policy. Its highest body is the "European Council" of the heads of states and governments, which meets at least two times per year. (Do not confuse this with the "Council of Europe" which was explained in (a)!).

After successfully growing from 6 to 15 members, the European Union is now after its

biggest enlargement ever in terms of scope and diversity. 10 countries - Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, the Slovak Republic, and Slovenia joined on 1st May 2004. They are currently known by the term "acceding countries". Bulgaria and Romania hope to do so by 2007, while Turkey is an official candidate country but the negotiations are supposed to start on the 3rd of October 2005.

The main organs of the EU are the Commission, the Council (of ministers), the European Parliament, the European Court of Justice, and the European Court of Auditors. These organs are based in Brussels, Luxembourg and Strasbourg.

Apart from the Secretariat-General, The European Commission consists of 23 so-called Directorates-General (DGs), within several of these DG's, especially within the DG Education and Culture, students' associations like AEGEE can find good support concerning speakers, information and budgets, which might help financially.

In the year 2000, AEGEE became member of the Liaison Group for Higher Education. Together with ESN and ESIB, AEGEE can participate in consultation meetings concerning different issues of Higher Education.

Alongside with a lot of other associations, between 1994-2000 AEGEE Europe was receiving Operating Grant from the European Commission. After that AEGEE could not fulfill all the criteria (of having paid staff members), and only after a big lobby campaign in 2004, the General Subvention was received again for the year 2005.

**(a) The Organisation on Security and Co-operation in Europe – [www.osce.org](http://www.osce.org)**

The OSCE is a process involving most European countries, successor states of the USSR in Central Asia, the USA and Canada. It was initiated in 1972 in Helsinki and is therefore also known as "The Helsinki Process". The Helsinki Final Act encompassed a wide range of commitments on principles governing relations between the participating states who have based their relations on principles of peace, security and stability.

Today the OSCE has several offices spread across Europe, among them the General Secretariat in Wien and its Information Department in Praha, the Office for Democratic Institutions and Human Rights (ODIHR) in Warszawa and the High Commissioner for National Minorities (HCNM) in Den Haag. The OSCE underwent (and still undergoes) substantial organisational changes during the past three years, also in terms of co-operation with NGOs.

From AEGEE's point of view the 'Human Dimension Basket' of the OSCE's thematic divisions

is the most interesting, taking into consideration that peaceful coexistence is only possible with stable states based on democratic principles as well as a 'healthy' economy. AEGEE was accepted as NGO in the 92 Helsinki Summit and the 94 Budapest Review Conference.

The possibility to have speakers from the OSCE for AEGEE events (e.g. the ex-Yugoslavia congress by AEGEE-Tilburg in Nov.94) and the participation in OSCE seminars, especially those conducted by the ODIHR, completes the list of interest for AEGEE. Financial support cannot be expected from the OSCE. AEGEE also cooperates with OSCE in election observation mission.

**1.2.2 EUROPEAN ORGANISATIONS**

**(a) YFJ - European Youth Forum - Youth Forum Jeunesse - [www.youthforum.org](http://www.youthforum.org)**

The European Youth Forum (YFJ) is an international organisation established in 1996 by national youth councils and international non-governmental organisations.

The YFJ has currently 93 members made up of national youth councils and international non-governmental youth organisations, which are federations in themselves bringing together approximately 10 millions young people from more than 40 European countries. The member organisations of the YFJ represent a wide range of interests: student organisations, organisations concerned with environmental protection, minorities, human rights, etc.

The YFJ is also led by young people: its decision-makers, delegates and representatives are all under 35, while the Bureau, the members' political representative body, is comprised of volunteers.

The YFJ endeavours to serve the interests of young people from all over Europe, promoting their active participation in the construction of a common Europe and seeking to involve young people in shaping a Europe on the values of Human Rights, democracy and mutual understanding.

The YFJ structure:

- ◇ Member Organisations: international non-governmental youth organisations and national youth councils,
- ◇ General Assembly: statutory meeting, once every second year,
- ◇ Council of Members: statutory meeting, twice per year,
- ◇ Bureau: 12 elected volunteers coming from member organisations,
- ◇ Secretariat: 18 paid employees which support the daily work of the YFJ,
- ◇ "Council of Europe" Commission: 30 elected volunteers dealing with CoE issues,

- ◇ “EU Affairs” Commission: 30 elected volunteers dealing with EU issues,
- ◇ Working Units: working groups dealing with different topics.
- ◇ Pool of Trainers: 40 trainers across Europe having expertise on non-formal education.

The YFJ is consulted by international institutions such as the European Commission, Council of Europe, World Bank, UNESCO on all issues relevant to young people and to youth organisations and to promote the integration of youth policy into policy-making overall. They have a direct influence on the policy of international institutions on youth related issues.

AEGEE became a full member of the YFJ in 1998, this offers a better possibility for receiving information and latest news about the work of the European institutions and for lobbying. Members of AEGEE can participate in the bodies and different activities organized by the YFJ and its member organizations. In the year 2000/2001 AEGEE could participate extensively in the consultation process on the White Paper on Youth Policy issued by the European Commission and in the process of establishing a Youth Policy for South-East Europe.

At the moment, AEGEE members play active role in different bodies of the YFJ. We have two experienced trainers (Dijan Albayrak and Matina Magkou) in the Pool of Trainers, Virag Szabo at the Global Affairs Working Group, Gina Karasitou at the Middle East Working Group, Tamar Kekenadze at the Youth Development Working Group as well as Karolina Wysocka at the Mobility Task Force.

Due to our intensive contacts with the Youth Forum, we have a Liaison Officer towards YFJ, Matina Magkou, former Comite Directuer of AEGEE-Europe and former YFJ Bureau member. If YOUR antenna is willing to paly active role in the European decision making relating to youth and educaiton, Youth Forum events will be useful for you. You should also contact the national youth council of your country to take more active part in youth policy.

#### **(b) EMI - European Movement**

- [www.europeanmovement.org](http://www.europeanmovement.org)

The European Movement is an international organisation open to all political, economic, social and cultural trends in civil society. Its objective is to "contribute to the establishment of a united, federal Europe founded on the respect for basic human rights, peace principles, democratic principles of liberty and solidarity and citizens' participation". Its 41 national councils and 21 associate member associations work towards bringing together representatives from European associations,

political parties, enterprises, trade unions and individual lobbyists.

The European Movement works as a study and information group, and also as a pressure group. The European Parliament, Commission, national parliaments, authorities and governments, business-people, industry associations, NGOs and the many associations which make up the civil society in Europe have been influenced through the European Movement's network of contacts. Influence is exerted at the EU level via the European Movement International and its individual member organisations and at the level of member countries via national councils, covering a geographical area that extends from Iceland to Turkey and from Portugal to Finland.

The European Movement was formally created on the 25<sup>th</sup> October 1948, when the Joint International Committee for European Unity decided to change its name.

The first major achievement of the European Movement was the creation of the Council of Europe in May 1949. The European Movement was also responsible for the creation of the "Collège d'Europe" in Bruges and the European Centre of Culture in Geneva.

AEGEE has been a member of the European Movement International since 2003 and till then we cooperated in European integration field, promoting Enlargement, promoting YES for the European Constitution, and North-South Dialogue. AEGEE in 2005 co-organisd the large-scale project titled “myeurope@home” together with the European Movement, which included 25 Summer Universities organising disussions on enlargement, an online youth magazine titled Enlargement Times as well as an art-essay competition on enlargement.

European Movement has very close links with the JEF-Europe, JEF is often treated as the fellow organisation of the EMI.

AEGEE-Europe also organised in 2005, seminars on EU and its neighbours in Brussels in partnership with the Czech Center in Brussels as well as the European Movement Belgium

AEGEE locals can contact the local and national chapters of the European Movement, they can invite European Movement experts to their conferences, summer universities, trainings, receptions, and can join the conferences and movie events organised by the European Movement in their own countries.

#### **(c) JCI - Junior Chamber International**

- [www.jci.cc](http://www.jci.cc)

JCI is a worldwide federation of young professionals and entrepreneurs between the ages of 18 and 40 National Organizations federated to JCI

are active in more than 6,000 chapters located in more than 100 nations and territories.

Mission of JCI is to contribute to the advancement of the global community by providing the opportunity for young people to develop the leadership skills, social responsibility, fellowship, and entrepreneurship necessary to create positive change.

JCI was founded in Mexico City on December 11, 1944, as an organization that would address global concerns. Every year JCI organises quite important TRAINING Events as well as INTERNATIONAL events such as JCI World Congress and European Presidents' Meeting.

JCI has relations with the Office of the UN Secretary General (Secretariat) and a Consultative Status with the Economic and Social Council (ECOSOC).

Basically, JCI is organising trainings on soft skills, NGO management and leadership, PR and marketing, etc. At the moment, President of AEGEE-Europe is the main contact person towards JCI, in cooperation with AEGEE-Academy.

**YOUR LOCAL** can ask for a trainer from JCI, can invite JCI members to your meetings, conferences, trainings, receptions, can send your members to their trainings, AEGEE-Academy can benefit as a result of trainers' exchange.

**(d) IFISO - Informal Forum of International Student Organisations - [www.ifiso.org](http://www.ifiso.org)**

IFISO is an informal forum for international officers of pluralistic, "non-political" and non-profit international student-run organisations.

Currently the IFISO network consists of a multi-disciplinary mix of 27 NGOs, covering more than 2 million students all together.

These organisations are, as of 12 April 2005: AEGEE, AIESEC, BEST, EDSA, EESTEC, EFPSA, ELASA, EMSA, EPSA, ESN, ESTIEM, FISEC, IAAS, IADS, IAPS, IAPSS, IEEEE, IFMSA, IFSA, IPSF, IPSO, ISHA, ISAV, IVSA, JADE, PRIME and WISE. While not being a formal entity (no by-laws, no obligations, no fees, no website, no official spokespersons or officers, etc.), IFISO as an informal forum is still quite influential because it creates the necessary environment for international student organisations to collaborate on all possible levels in order to strengthen their capacities through knowledge sharing and identification of synergies.

**(e) UNITED <http://www.united.non-profit.nl/>**

UNITED for Intercultural Action European network against nationalism, racism, fascism and in support of migrants and refugees is a Voluntary cooperation of more than **560 organisations** from 49

European countries working together - united in the biggest anti-racism network. It promotes the rights of refugees and migrants and strives to end racism, nationalism and discrimination.

It organises ACTIONS such as European campaigns like 21/3 Action Week Against Racism, 20/6 International Refugee Day, 9/11 International Day Against Fascism and Anti-Semitism, One Race - Human Race!, Open Borders - Open Minds!, Protection and Equal Rights for Roma!; Conferences to share experience and plan future action; Help and assistance to supporting organisations.

Linked through UNITED based in Amsterdam, hundreds of organisations work together on a voluntary basis.

AEGEE is a member of UNITED network since 2004 and as member we have an access to

- their action calendar, containing details of campaigns, actions, seminars with dates and contact data,

- their European Address Book Against Racism with organisations active in the field ,

- their info packs in fundraising, organising campaigns, etc. Posters and other material produced by UNITED and the network organisations are distributed at various intervals.

**YOUR LOCAL** or **WORKING GROUP** can join in the actions and campaigns organised by UNITED and can invite experts from the UNITED network to your conferences.

### **1.2.4 PATRONAGE**

Definition: a patron is an esteemed European personality who supports AEGEE with his or her name.

Why do we need them? Our association is quite young. Since our foundation in 1985, we are trying to make our association better known to the outside. One way of receiving the necessary attention are our patrons.

By accepting the patronage, the patron recognises our work as valuable for society and as serious enough to link his or her name directly to the association.

Who are our patrons? AEGEE has patrons on both local and European levels. Many locals have the Rector of their University, the Mayor of their town or a member of the European Parliament as their patrons.

AEGEE-Europe has at the moment 15 official patrons:

- ◇ Dr. Josep Maria Bricall, Former President of the Conference of European Rectors
- ◇ Kenneth J. Edwards, Former President of the Conference of European Rectors

- ◇ Bronislaw Geremek, Member of the European Parliament, Former Minister of Foreign Affairs of Poland, former Chair of the OSCE
- ◇ Arpad Göncz, Former President of Hungary
- ◇ Mikhael Gorbachev, Nobel Peace Prize laureate, former Secretary General of the USSR
- ◇ Václav Havel, Former President of the Czech Republic
- ◇ György Konrád, Author, President of the "Akademie der Künste", Vice President of PEN International
- ◇ Catherine Lalumière, Former Secretary General of the Council of Europe, Member of the European Parliament, Former Minister of European Affairs of France
- ◇ Jacques Santer, Former Prime Minister of the Grand Duchy of Luxemburg, Former President of the European Commission, Former Member of the European Parliament
- ◇ Rita Süßmuth, Former President of the German Bundestag, Member of the German Parliament, Former Federal Minister of Youth, Family, Health and Women's Issues
- ◇ Daniel Tarschys, Former Secretary General of the Council of Europe
- ◇ Wolfgang Thierse, President of the German Parliament,
- ◇ Eric Froment, President of the European University Association
- ◇ Radmila Sekerinska, Deputy Prime Minister of the Republic of Macedonia
- ◇ Romano Prodi, former President of the European Commission

If you mention these patrons, be sure to write their names and their positions always in the correct way! Normally you choose which patron is the most connected to your purpose and you do not use all fifteen at the same time.

What can they do for us? We can use the name of the patron e.g. on letter paper and information brochures to show their support for us. Besides this, sometimes a patron supports AEGEE with a letter of recommendation or a word of greeting in presentation brochures or conference booklets. If we are lucky, he or she will visit some of our events. Local patrons can be very effective for fund-raising (e.g. a Mayor has a certain influence on subventions from the local Town Hall, the Rector of the university can offer you such facilities as free phoning, an office or a conference hall) or for public relations (contacts to press etc.).

What can we offer them? Actually, there is not so much that we have to do for them. We have to keep them informed about our activities and their results. For the European patrons, the PR Responsible in the CD does this. On the local level, you should appoint somebody in your board to this

simple but important task. The opinion of European students should certainly be of importance and interest to them.

Who can be our patron? Every European personality who is interested in European affairs and supports the European idea can be our patron. This means not only politicians, but also managers, actors, authors or other people of public interest.

Local patrons do not necessarily have to be European personalities. Local "big shots" can be much more interesting and of practical use (the Mayor, the Rector, professors, regional governor's etc.).

What is a supporting list? We do not only have patrons, we also have supporters. These are people who attended one special event, wrote a word of greetings or helped us in another way, but without accepting the patronage for the entire association. Again a lot of politicians: Jacques Delors, Felipe González, Egon Klepsch, Helmut Kohl, Wilfried Martens, Simone Veil, Richard von Weizsäcker, Jan Figel etc. You can mention that these people supported us as well, but never call them patrons.

### **1.3 THE STRUCTURE OF AEGEE**

In this part, the organisational structure of AEGEE will be explained.

#### **1.3.1 OVERVIEW**

One of AEGEE's greatest asset is its unique structure. The association knows only two levels: the local and the European level. This is one of the most important features of AEGEE. Most of the other contemporary organisations (including European ones) are still operating at the national level. AEGEE, on the contrary, wants to show that integration and co-operation can be efficient without this national level.

This chapter offers general information about the structure of AEGEE. Most of the regulations are written down in the statutes of AEGEE-Europe or the Working Formats. These are regularly published as "Corpus Iuridicum AEGEEense" (CIA).

The local level is composed of "antennae" and "contact antennae" which form the backbone of our organisation. The antennae and contact antennae together are called AEGEE "locals", e.g. AEGEE-Praha, AEGEE-Utrecht, AEGEE-München etc. They initiate activities with a European theme. Next to the "antennae" and "contact antennae" we have "contacts" that are interested in joining in the future, but they are not an official part of AEGEE.

The European level is composed of the AGORA, the European Boards' Meeting, the Comité Directeur, the Commissions and the Working Groups.

The link between these two levels (AEGEE-Europe and the locals or AEGEE-Europe and Working Groups) is fixed by a document called the

Convention d'Adhésion. This contains all the juridical details concerning the co-operation.

The European Boards' Meeting (EBM) takes place every year, at least 6 weeks before the Spring Agora. It deals with the long-term planning, above all discussing the Strategy Plan of the Association. Its members are appointed by AEGEE bodies.

The AGORA (General Assembly) is the main legislative body, which gathers the representatives of the antennae. This "parliament" sets the main guidelines to be followed by all parts of the association and elects the Comité Directeur, the executive body.

The Comité Directeur (CD) consists of a maximum of nine members (comprising at least four nationalities, with a maximum of 3 persons coming from one country). This European board of directors is the executive body of the association, it represents the association in public, provides the AEGEE locals with the necessary information and co-ordinates the functioning of the whole network.

The commissions are supportive bodies and are responsible for verifying that the activities of AEGEE are carried out in accordance with the rules set by the association itself, e.g. concerning finances.

The Working Groups are focusing on a specific topic or supportive task on a long-term scale. They are acting fairly independent regarding their special subject and are responsible to the AGORA.

### **1.3.2 THE AGORA**

The AGORA is the general assembly of AEGEE. It is the most important event concerning the functioning of the association itself. Each antenna elects their local representatives (delegates).

The AGORA has the following tasks:

- ◇ The AGORA decides upon the approval of the activity report as presented by the President of AEGEE-Europe and approval of the financial report of AEGEE-Europe as presented by the Financial Director.
- ◇ The AGORA votes upon the future development of the association and sets the general guidelines of AEGEE-Europe's policies, projects and programmes as proposed by the CD, AEGEE locals or Working Groups (e.g. yearplan and strategic plan).
- ◇ The AGORA decides about modification of the Statutes of AEGEE-Europe, with a 2/3 majority of the delegates.
- ◇ The AGORA elects the members of the Comité Directeur, the commissions of AEGEE-Europe and Project Teams.

Two AGORAs are held each year, one in spring and one in autumn.

All proposals to the AGORA and candidates for the various bodies should be communicated at least one month in advance to the Secretary General of AEGEE-Europe and to the Juridical Commission. Then the CD together with the Chair Team sets the agenda and the Secretary General prepares an AGORA booklet with all relevant information. This can be downloaded from [www.aegee.org](http://www.aegee.org) -> Office -> Statutory Events.

The members of the AGORA are

- ◇ The members of the Comité Directeur and of the Commissions of AEGEE-Europe;
- ◇ Up to three elected representatives (delegates) of the AEGEE Antennae;
- ◇ Up to three elected representatives (delegates) of the AEGEE Working Groups;
- ◇ Up to two representatives (envoys) of the AEGEE Contact Antennae and of the Working Groups;
- ◇ Up to two representatives (envoys) of projects;
- ◇ Up to two representatives (envoys) of Connections;
- ◇ Liaison Officers of AEGEE Europe.

All members have the right to speak and to present proposals. The elected delegates of the AEGEE antennae and AEGEE Working Groups have the right to vote. The number of votes of each antenna depends directly on the number of members for which the antenna has paid the membership fees to AEGEE-Europe.

Contacts of AEGEE can send up to two observers to the AGORA. Any member of an AEGEE local, Working Group and Project Team has the right to attend as a visitor. The amount of visitors accepted depends on the capacity of the organising local. Observers and visitors have neither voting nor speaking rights.

### **1.3.3 THE EUROPEAN BOARDS' MEETING (EBM)**

The EBM was reformed in Spring 2004 for the first time. In former times it was called Presidents' Meeting and then Planning Meeting.

The European Boards' Meeting takes place at least six weeks before the Spring AGORA. It has the task to assist the development of the network and the long term planning of the Association.

Workshops constitute the main working method of the EBM. A workshop can be either long (9 hours) or short (4,5 hours). Workshop leaders have to apply within the deadline given by the Secretary General of AEGEE-Europe.

Apart from workshops, to which each participant signs up in advance, also the Strategy Plan is being discussed in an "evaluation meeting" (to analyse its implementation) and in a "strategy meeting" that focuses on the translation of the

various plans and ideas into a strategy for after the European Boards' Meeting, based on the results of the evaluation meeting. On the last day time is reserved for an 'action meeting' that focuses on the translation of the "strategy meeting", various plans and ideas into concrete agenda points for after the EBM.

The Comité Directeur delivers an interim activity report at the EBM, the Financial Director of AEGEE-Europe additionally an interim financial report.

All results of the workshops and the various meetings are published and made available to the Network afterwards.

The members of the European Boards' Meeting are:

- ◇ The members of the Comité Directeur and of the commissions of AEGEE-Europe;
- ◇ Up to three delegates of the AEGEE Antennae appointed by the local boards;
- ◇ Up to three delegates of the AEGEE Working Groups;
- ◇ Up to two board members of AEGEE Contact Antennae (envoys);
- ◇ Up to two members of the Thematic or Support Working Groups or Projects of AEGEE-Europe (envoys);
- ◇ Liaison officers of AEGEE-Europe
- ◇ Up to three AEGEE members per workshop with specific expertise on the topic of that workshop.

All members of the EBM have the right to speak and to present proposals.

Contacts of AEGEE can send up to two observers to the EBM. In exceptional cases, more members from AEGEE locals may have the right to attend the European Boards' Meeting as a visitor with the permission of the Chairperson.

Observers and visitors have neither voting nor speaking rights.

#### **1.3.4 COMITÉ DIRECTEUR (CD)**

The Comité Directeur is the executive body of AEGEE-Europe. It directs and represents the association and co-ordinates its work. It runs its daily duties and manages the internal and external affairs of AEGEE-Europe.

The Comité Directeur consists of up to 9 members from the AEGEE locals elected by the AGORA for a period of one year. Four nationalities have to be represented and not more than three persons are allowed to be of the same nationality.

- ◇ The President is responsible for carrying out the decisions of the CD and for good functioning of the association. He or she represents the association to the outside and in all legal affairs.

- ◇ The Secretary General is responsible for the internal communication. He/She also prepares minutes of all CD meetings and is responsible for the administration of the headoffice.
- ◇ The Financial Director is, together with the President, responsible for the finances of the association.
- ◇ The Vice-Presidents (usually two) are elected within the CD among the 6 remaining CD members. They assist the President in his or her different tasks. The first Vice-President will take over if the President is not capable to finish his or her tasks.
- ◇ The 6 general CD members divide different tasks among themselves (Network Development, European Institutions, Public Relations, External Relations, Projects, Human Resources), but they are not elected directly for these tasks.

All CD members have to present an activity report to every AGORA.

#### **1.3.5 COMMISSIONS**

Members of the Commissions are elected by the AGORA. Their aim is to supervise the accomplishment of the rules, which direct the functioning of AEGEE.

- ◇ The Audit Commission checks the accounting of AEGEE-Europe, AEGEE locals and AEGEE-Europe events, and present their findings to each AGORA.
- ◇ The Juridical Commission verifies the conformity of the statutes of each AEGEE local with the guidelines defined by AEGEE-Europe, verifies signatures of the Convention d'Adhésion and integrates and deposes the modifications of the Statutes adopted by the AGORA. In addition it presents a report during the AGORA.
- ◇ The Network Commission is responsible for the contact with the Network. They work in co-operation with the Comité Directeur to improve the network. The Network Commission tries to improve the communication between locals and the Comité Directeur.
- ◇ The Members' Commission is acting in all cases of disputes between members of AEGEE-Europe (which are all locals, Commissions and AEGEE Working Groups). As a result of investigation the Members Commission can suggest sanctions (including expulsion of a local from the network) to be applied by the Comité Directeur after ratification by the AGORA.

### **1.3.6 WORKING GROUPS (WGS)**

The Working Groups (WGs) as the thematic backbone of AEGEE take care of specific subjects that are of importance for the European level of AEGEE; they organise meetings, congresses and support locals with similar events. In fact the WGs represent AEGEE's main means to conduct continuous and competent work with influences going beyond the local or national point of view.

Working Groups can represent AEGEE-Europe in European activities. Consequently, Working Groups have to be recognised by the AGORA and report regularly about their actions.

Internally the Working Groups are strongly requested to contribute to the different planning mechanisms like the Strategy Plan and the Yearplan since the WGs have the best knowledge on their chosen subject, and it should be them to put the agreed themes into action.

Working Groups that have signed the Convention d'Adhesion and fulfil all the requirements, have three votes at the Agora. They will be called AEGEE Working Group.

Besides thematic Working Groups described above, so-called supporting Working Groups can fulfil tasks within and for the network (like the Public Relations WG or Information Technology WG). Chapter 1.7 contains detailed information on the different types of Working Groups and their organisational set-up.

### **1.3.7 AEGEE LOCALS**

The AEGEE locals (antennae and contact antennae) are the backbones of the association. They initiate activities with a European theme. They are free to choose what kind of activities and on which theme they want to organise, as long as they are reflecting the aims of AEGEE. This independence aims to encourage the creativity and provide bigger dynamism.

However, in order to increase co-ordination and to achieve more and better results, the Yearplan has been introduced. Made together by the Comité Directeur and the AEGEE locals, it reflects the priorities AEGEE will focus on within the year.

## **1.4 AEGEE ACTIVITIES**

### **1.4.1 MAIN FIELDS OF ACTION**

In the last years, AEGEE has mainly dealt with the topics of Higher Education, Peace and Stability, Cultural Exchange and Active Citizenship. The Agora held in November 2000 in Udine agreed that these four topics, known as Main Fields of Action, should represent the main pillars of AEGEE's involvement.

#### **(a) Higher Education**

AEGEE's involvement in matters of Higher Education started in 1987 when AEGEE began supporting the Socrates Programme of the EU. Believing that mobility is one of the most important tools to develop higher education in Europe, many AEGEE members participate in such schemes, thereby building the foundations of a future European society. AEGEE contributed to the UNESCO World Conference on Higher Education (Paris, 1998) by presenting its views in the form of a book "The Future of Higher Education". Shortly afterwards AEGEE started its co-operation with ESIB and ESN on the "Socrates on the Move" project and got involved in the Bologna Process implementation.

#### **(b) Cultural Exchange**

The most successful AEGEE project, lasting almost as long as the organisations itself, is the Summer University (SU) project. SUs are organised by most local branches of the network and give life to the cultural exchange in AEGEE. Apart from the SUs many other cultural projects and activities take place all over Europe. Among them one can mention: "Find Europe" started in 2003, "Euro-Islam" and "Performing Arts Summer School" - both initiated in 2004.

#### **(c) Peace and Stability**

Spreading knowledge on democracy, tolerance and open-mindedness, AEGEE has always held quite an important role when it comes to Peace and Stability. AEGEE projects which focused upon achieving this particular goal include the "Peace Academy" in 1999, as well as "Education for Democracy". The latter project aims to allow an exchange of students from conflict-ridden areas into EU countries to study and develop an objective viewpoint on the issues that they face in their everyday lives. In the year 2005 the Year Plan Topic is "Stability through conflict understanding" with the main project "Tolerance – Acceptance – Peace."

#### **(d) Active Citizenship**

AEGEE members feel the need to express their opinion as active youth. Recognising the need to be well informed about the issues which shape our future and to contribute to the development of democratic attitude, AEGEE has always kept the pace with the hottest topics on the European agenda. For example, AEGEE was one of the frontrunners in expressing its view on education and mobility during the hearing on Youth Policy of the European Commission in February 2001. For the

Year Plan Topic 2006 AEGEE has chosen "Democracy in Europe".

#### **1.4.2 THE STRATEGY PLAN (SP)**

The Strategy Plan was introduced by the Agora Udine in Autumn 2000. It replaced the Long Term Programme (LTP). The LTP was established in 1994 when the need for a better long-term planning became obvious. It was designed to compensate the high turnover of people working on the European level, by ensuring some continuity in the work towards any institution as well as towards AEGEE's own membership. However, the LTP turned out to be too complicated and too little known, and was replaced by the Strategy Plan, which has the same aims.

The Strategy Plan defines AEGEE-Europe's mission, vision, and values, its long-term goals, and its objectives over the following three years. It is a working document subject to Agora approval and open only to AEGEE members. The plan defines the objectives of AEGEE-Europe in the Main Fields of Action, towards our resources (Human Resources, Network) and in the field of finances. The SP is organised in a pyramid structure:

- Long-term goals – 3 at present
- Programmes (Aims) – 2 or 3 for each goal
- Objectives – about 3 for each programme
- - - - Actions (bodies/groups involved, timescale)
- one or more for each objective

Before and during the European Boards Meeting in Spring, AEGEE-Europe's progress towards its objectives is assessed, and the Strategy Plan is revised. Based on the results, the Comité Directeur proposes an updated Strategy Plan for the Spring Agora. The first Strategy Plan was accepted by the Spring Agora 2001 in Constanta.

To a certain extent the SP can be understood as the 'government programme' of AEGEE. Through its election the Comité Directeur (see 1.3.4) has been asked and trusted to lead the association in accordance with the plan, and for this reason the objectives often feature in the candidatures and activity reports of CD members.

#### **1.4.3 THE YEARPLAN (YP)**

The Yearplan is a short-term planning tool which helps to coordinate AEGEE's work each year towards the objectives in the Strategy Plan. Each year in Spring the Agora chooses a topic (Year Plan Topic) based on the Strategy Plan, which provides the thematic focus of the Year Plan for the following year. The plan is then prepared and proposed by the Comité Directeur and ratified by the Autumn Agora. The Year Plan includes a high-profile one-year project (Year Plan Project) which will be the

focal point of AEGEE's activities within the Year Plan, but can also include other projects and activities into a single coordinated plan with common objectives.

The aim is not just to organise conferences on these subjects, but to coordinate projects with a real impact on the problems chosen, to encourage AEGEE members to think about and discuss the topic, and to gather and document the results so that they can be presented together. Activities under the Year Plan can include not only conferences and seminars but also training courses, media events, rallies, information campaigns, study visits; in fact, any AEGEE activity that serves the aims of the project. Usually the conclusions of conferences and other discussions under the Year Plan are gathered in a big final conference and published in a booklet or in electronic form.

In November 1992, the AGORA ratified the first AEGEE-Europe Year Plan for the year 1993 with the main topic "Towards a better European Society" focusing on: Education, Anti-Discrimination, the Future of European Co-operation, Environment, and the Social Dimension.

The events in the frame of the Year Plan, because of their importance for the association in terms of visibility and impact, have a place on the Official Calendar of Events, special support from the CD as well as the project team, and priority status in relation to other activities.

The CD coordinates the creation of the Year Plan, but the ideas should come from the network. The Year Plan is intended to reflect and harmonise the ideas of the whole association, so the active participation of as many AEGEE members and locals as possible is very important. From selection of the topic, through the development of project ideas, to the planning and implementation of the activities and publicising the results, it is the members and locals of AEGEE which make the Year Plan work and bring it to life.

Examples of Year Plan Projects in the past are: "Find your Way to and within an Open Society" (1996) "Europe & Euro" (1997), "Building a Social Europe" (1998), "Peace Academy" (1999), "Borderless Europe" (2000), "Quo Vadis Europe?" (2001), "Global Employee" (2002), "Youth & Globalisation" (2003).

For the year 2004 the Year Plan Topic was "European Identity", centred on the project "EU & Europe", which explored the future of relations between the newly expanded EU and its new neighbours. In 2005 the Year Plan Topic is "Stability through Conflict Understanding", and the Year Plan centres on the project "Tolerance – Acceptance – Peace". For 2006 the Year Plan Topic "Democracy in Europe" has been chosen.

#### **1.4.4 EVENTS**

Events are probably the most important part of AEGEE life – they are the heart of our activities. They are organised by locals and Working Groups, which are free to choose the topic and the formula, as long as it reflects the aims of AEGEE.

The events (conferences, seminars, study trips, festivals and many others) are places for people from all over Europe to meet and to discuss together all topics having importance for our lives and our common future. During lectures, workshops, excursions and many other creative activities, these students have an opportunity to exchange their opinions, ideas, information and impressions. However, AEGEE does not organise events just because of organising. Every local planning to make an event should ask itself the question why to organise it, why on this theme and what results it wants to reach. Then a report with the results of the event should be published and distributed to the rest of the network.

The events of AEGEE and their characteristics are nearer defined in a document called the Events Working Format. Since the Spring Agora (Enschede, 2005) the 4 different event types are defined as:

##### **(a) Local Event**

The event is organised by an AEGEE local. It is not announced in the Calendar of Events but can appear in the Regional Calendar of Events. Local events can be international parties, one-day activities like excursions, etc. The local may take a fee for accommodation, food and participation.

##### **(b) European Event**

This event type is organised by one more AEGEE locals or other bodies of AEGEE. It is announced 2 months before its organisation and appears in the Calendar of Events after being approved by the CD. The event is open for all AEGEE members and possibly also for non-members. Apart from accommodation, the fee includes also breakfast and one additional meal per day. The fee has to be as low as possible. Exchanges between AEGEE locals are e.g. European Events.

##### **(c) AEGEE Event**

AEGEE Events are those activities that are organised by one or more AEGEE locals in cooperation with a Working Group or Commission of AEGEE-Europe and in the framework of a European or AEGEE-Europe project. In order to appear in the Calendar of Events it has to be approved by the CD 3 months prior its organisation. Regional meetings are AEGEE Events.

##### **(d) AEGEE-Europe Event**

Statutory Events are AEGEE-Europe Events. The CD approves 4 months prior to the organisation the topic and date of the event and publishes it in the Calendar of Events. Also, AEGEE-Europe events are mentioned in the Year Plan of AEGEE-Europe. The event is for all AEGEE members and if possible also for non-members. Apart from that, 50% of the participants should come from another country than the one of the hosting local. The further, organisers of this event type may use the AEGEE-Europe logo. AEGEE-Europe Events have priority.

The various events are shown in the Calendar of Events ([www.aegee.org/events](http://www.aegee.org/events)). From there it is also possible to apply via the online application form.

#### **1.4.5 PROJECTS**

##### **(a) Introduction**

AEGEE projects are always international, involving organisers and locals from multiple countries. AEGEE-Europe projects, including Year Plan Projects, are agreed and implemented by the association as a whole and can call on the resources of AEGEE-Europe for support. European projects are activities coordinated between several locals. A complete overview of past, current and future projects, including contact information, websites and outline project descriptions, can be found at:

<http://aegee.org/projects/>

Projects involving only one local, usually called events or local projects, are not included here. Many such projects are organised on an annual basis, sometimes in different parts of Europe; for more details contact the working group responsible for the concept.

<http://aegee.org/wg/>

Training activities form an essential part of the projects cycle in AEGEE. These are coordinated and largely provided by AEGEE-Academy Working Group. For more details visit:

<http://www.aegee-academy.org/>

##### **(b) Year Plan Projects**

AEGEE-Europe plans its projects year by year in the form of a Year Plan. Each Year Plan includes a particular topic, (Year Plan Topic), which provides the focus of AEGEE-Europe's main project (Year Plan Project) for that year.

##### **Tolerance – Acceptance - Peace**

**‘Tolerance – Acceptance – Peace: dialogues for peace & stability’** is AEGEE-Europe's Year Plan Project for 2005. The core of **‘Tolerance –**

**Acceptance – Peace'** is a series of seminars, conferences, training courses, study visits and exchanges that focuses on psychological aspects of conflicts, linking them with on-going conflict situations in Europe. The project aims to empower young adults to find new ways to solve the conflicts affecting their own lives and communities.

<http://aegee.org/tap/>

Contact: Christoph Lesch <[christoph.lesch@aegee-mannheim.de](mailto:christoph.lesch@aegee-mannheim.de)>

### **Democracy in Europe**

AEGEE's Yearplan topic for 2006, as agreed by the Agora in Enschede, will be 'Democracy in Europe'. The project is currently in the design stage; the planning process began in late August and will continue through October.

The project will comprise a series of training events, conferences, political campaigns, educational and media activities all intended to increase the involvement and engagement of young people in the (European) political process.

### **(b) Long-Term Projects:**

**Summer Universities:** More than 130 local branches organise around 100 courses with around 2500 participants each year, fostering cultural exchange and language learning. For many of these, Summer University offers their first opportunity to travel to another country.

[www.aegee.org/su](http://www.aegee.org/su)

**Education for Democracy** - is a programme of full one-year scholarships for studies in EU member countries, for students from the Western Balkans and Southern Caucasus. The project includes a regular academic course at the university, and regular seminars on conflict resolution and related issues.

[www.aegee.org/efd](http://www.aegee.org/efd)

**Find Europe:** a culture-oriented long-term project with the aim of bringing young people together at high quality cultural exchange events across Europe. These events take place throughout the whole year, and focus on an in-depth exploration of the culture of the hosting country or region.

[www.aegee.org/findeurope](http://www.aegee.org/findeurope)

**European Day of Languages** organises language-related activities all over Europe every year. Besides that, the EDL team works on some sub-projects like organising language courses at AEGEE events, a Europe-wide language partners service and language tandem projects in several cities.

[www.aegee.org/dayoflanguages](http://www.aegee.org/dayoflanguages)

**AEGEE TV.** The title says it all! The project team organises festivals and media schools on a regular basis and supports important activities of our association with documentary films.

[www.aegee.tv](http://www.aegee.tv)

### **(d) Other Limited-term Projects:**

**AEGEE 20** is a series of events celebrating and commemorating AEGEE's 20<sup>th</sup> anniversary in 2005. It includes receptions, parties, and a large congress in Praha this September.

[www.aegee.org/globalyouth/2004](http://www.aegee.org/globalyouth/2004)

**Euro-Islam** is a project dealing with the theory of a modernized way of living the Islam in harmony with democratic structures. It aims at providing knowledge of religions and the differences between religion and tradition; fostering intercultural dialogue between all religions, especially Muslims and Christians and finding out if the theory of Euro-Islam is a fact or a wish.

[www.aegee.org/euroislam](http://www.aegee.org/euroislam)

**Youth and Globalisation** is a series of events which aim to empower young adults to start projects reducing the negative impact of globalisation on their communities.

[www.aegee.org/globalyouth/2004](http://www.aegee.org/globalyouth/2004)

### **The Bridge: connecting mobility and disability.**

This project deals with the mobility problems of young adults with disabilities. The project's main aim is to enable this group to actively participate in creating and developing civil society by joining events and other activities, while educating other AEGEE members of their possible special needs.

<http://www.aegee-ankara.org/bridge/>

In the **Migration Case Study Trip**, organised in cooperation with AEGEE-Human Rights Working Group, 30 young people from all over Europe and Morocco will explore various issues of migration in one "sending" country, Morocco, and two "receiving" countries – Spain and France.

<http://www.artcult.org/cst/>

### **(d) Other Future Projects**

**Caucasus Case Study Trip:** In spring 2006, 20 youth leaders from all across Europe, including Russia and the South Caucasus, will travel to Georgia, Armenia and Azerbaijan for two weeks.

Contact: Karolina Wysocka <[karola-w@o2.pl](mailto:karola-w@o2.pl)>

**YnterACT**, a new project starting in autumn 2005, helps young adults develop their communication skills by organising debate training and contests, interactive "forum theatre" activities and communication training.

Contact: Radu Racareanu  
<[radu\\_r3@YAHOO.COM](mailto:radu_r3@YAHOO.COM)>

#### (e) Publications

The **Key to Europe** is AEGEE-Europe's annual review of its activities, designed for presentation to external partners.

The **Address Book** is an internal publication with the addresses of all the European and local groups, and their board/team members.

**One Europe Magazine** is a twice-yearly magazine for students, dealing with AEGEE's main topics of interest from a student perspective.

The **News Bulletin** is a twice-yearly magazine for AEGEE members, containing news about activities around the network and new developments in the association.

The **AEGEE Gazette** is a short newsletter for external contacts, published two or three times per year, and presenting AEGEE-Europe's position papers, statements and projects.

#### 1.4.6 SUMMER UNIVERSITY

As languages are a key to another culture, a low-price language course programme was a natural invention for AEGEE. But not the language alone: a look into the culture and the understanding of the thoughts and problems of your host will offer you a deep look into the variety of the European culture. Summer Universities are very different from other summer courses: they are organised on a voluntary base by students for students from all over Europe with different attitudes and cultures.

The Summer Universities have been established in 1988 and have developed a lot since then. Starting with 11 language courses, today there are about 90 SUs every year with various topics: language, dance, music, history, traveling... The Summer Universities are now the biggest project of AEGEE mobilising each year around 5000 people who are applying for the ~2500 places.

The Summer University project is co-ordinated by a team elected at the Autumn AGORA, the Summer University Co-ordination Team (SUCT, [suct@aegee.org](mailto:suct@aegee.org)). The 4 elected people plus one member of the Comité Directeur collect all SU relevant data from the locals and produce a yearly SU booklet listing all available Summer Universities of a year.

Apart from the main co-ordinator who is generally responsible for the organisation of the Summer University, locals have two more kinds of SU-responsible:

The **Incoming SU responsible** is the one who is responsible for the selection of participants and the communication to them. He or she is also responsible for the visa applications and for publishing the list of participants online and for keeping it up-to-date.

The **Outgoing SU responsible** is collecting all applications from members of the own local that want to go to a Summer University somewhere in Europe. This person keeps the applicants from the own local informed about the status of their application and collects the general SU fee of 2,5 Euro/ applicant. Also, he or she approves the applications of the own members via the web by using the local's export password that can be given by the Summer University Co-ordination Team or by requesting it from [headoffice@aegee.org](mailto:headoffice@aegee.org).

Only AEGEE members can apply for Summer Universities via the online application on [www.aegee.org/su](http://www.aegee.org/su). Everyone can specify up to three choices for an SU location. After the outgoing SU responsible approved the applications, the SUCT makes a computer-aided preselection. Exactly one of the choices made by the participants survives this preselection. Out of this preselection list the incoming SU responsible chooses the participants for his/ her Summer University. The motivation letters that have to be sent are thus very important!

All necessary information about the SU procedure of a specific year can be found on the WWW at [www.aegee.org/su](http://www.aegee.org/su). Also the library is a treasure of interesting information, just have a look on [www.karl.aegee.org/sudoclib.nsf](http://www.karl.aegee.org/sudoclib.nsf).

Each Summer University classifies to one of the following six types:

##### (a) Language Course (LC)

LC is a course of language organized by one or more AEGEE antennae and contact antennae. It lasts 2 weeks and gives the participants the chance to learn a language during at least 16 hours of tuition. The fee of max. 60 Euro/ week includes tuition, lodging, at least one meal per day and social programme.

##### (b) Language Course Plus (LC+)

LC+ is an intensive course of language organized by one or more AEGEE antennae and contact antennae. It last 2-4 weeks, participants receive at least 20 hours intensive language tuition by *professional teachers*. The fee of max. 80 Euro/ week includes tuition, lodging, at least one meal per day and social programme.

**(c) Summer Event (SE)**

SE is a course about any subject organized by one or more AEGEE antennae and contact antennae. The event may last 1 or 2 weeks, is about a specific topic or general interest, and there is not a specific course organized. The fee of max. 60 Euro/ week includes lodging, at least one meal per day and social programme.

**(d) Summer Course (SC)**

SC is a course about one specific topic dealing with the local culture but which is not learning a language. Participants receive at least 10 hours tuition, often dealing with practice. It is organized by one or more AEGEE antennae and contact antennae and lasts between 2-4 weeks. The fee of max. 60 Euro/ week includes tuition, lodging, at least one meal per day and social programme.

**(e) Summer Course Plus (SC+)**

SC+ is an intensive course about specific topics of general European interest organized by one or more AEGEE antennae and Contact antennae. During the time of 2-4 weeks and supported by the university, participants receive at least 20 hours of tuition by *professional lecturers*. The fee of max. 80 Euro/ week includes tuition, lodging, at least one meal per day and social programme.

**(f) Traveling Summer University (TSU)**

TSU is organized by at least two AEGEE antennae and Contact antennae. During the 2-4 weeks of cultural trips through Europe, the group stays in at least 4 *different places overnight*. There is no course provided; the aim of this event is just enjoy the different life style and culture of a place.

The fee of max. 80 Euro/ week includes travel costs from the first to the last place mentioned in the programme, lodging, at least one meal per day and social programme.

**Latest developments:**

In 2004 AEGEE-Zaragoza organised for the very first time a Volunteering Summer University, including in the programme a number of social volunteering work hours every day. It is possible that in the nearest future, the VSU will be the 7<sup>th</sup> SU kind.

**1.5 HUMAN RESOURCES**

The work of AEGEE largely relies on the quality of its people. This is why it is important that

continuous efforts are done in order to further develop the human resources.

A large set of Internal Education events builds the central part in this. In general the goal of these events is to improve the work of AEGEE members in their current positions or prepare them for future tasks in other fields and on a higher level. These efforts aim to raise the level of general knowledge and skills of our members and to achieve a better continuity on the local and European level.

The body in charge for Internal Education (events, materials, trainers, etc) is the Human Resources Working Group, also known as AEGEE-Academy. The Academy co-operates with other bodies, like the Network Commission, to better achieve its aims of improving the quality of the human resources of AEGEE, and thus the quality of the Association.

The events are complemented by a database for IE materials (called "Materials Database") and a database listing all Academy trainers and their profiles (called "Trainers' Pool") – both accessible for AEGEE members on [www.aegEE-academy.org](http://www.aegEE-academy.org).

The AEGEE-Academy introduced also another useful tool: the Human Resources Database. This tool (described in details further in this chapter) aims at facilitating the members' involvement into the European level of AEGEE.

Apart from the internal tools, the members are encouraged to participate in training events and use the resources of various external organisations and institutions, which is usually facilitated by the Human Resources Director of the CD (see section 1.5.3).

**1.5.1 OVERVIEW ON TRAINING ACTIVITIES**

At present (August 2005), the following types of events are available for participation:

- ◇ Local Training Course (LTC)
- ◇ European School 1 (ES 1)
- ◇ European School 2 (ES2)
- ◇ PR European School 1 (PRES1)
- ◇ PR European School 2 (PRES2)
- ◇ FR European School (FRES)
- ◇ IT European School (ITES)
- ◇ Summer University Project School (SUPS)
- ◇ Media School (MS)
- ◇ Training for Trainers (T4T)

The staff of these events mainly consists of AEGEE trainers – those who have the experience and skills to share. At some of the events, for specialised subjects, external trainers and speakers are invited (trainers from other NGOs and institutions; professionals; academics), to

additionally broaden the knowledge and views of AEGEE members.

The different profiles of Internal Education Events are the following:

**(a) Local Training Course**

The Local Training Course (LTC) is a basic level training course of AEGEE local level skills, which usually takes one weekend. The content should deal with various aspects of antenna management – elements of FR, PR, AEGEE knowledge etc. The methodology contains both lectures and simulations (case-work). AEGEE-Academy created a standard package of support tools for the LTC, which allows members of a local to organize the event themselves. Each LTC has a chance, after the approval of the Academy Board, to be listed on the official AEGEE Training Calendar and given support by Academy trainers from other locals and countries.

Organisers: Organising antenna with possible support of AEGEE-Academy trainers  
Frequency: All the year, many around Europe  
Duration: 3 days (weekend)  
Target Group: Members of a local  
Requirements: Managed at local level

**(b) European School I**

A European School I (ES1) usually takes one week - a really exceptional week ☺ The primary goal of the ES I is to train local board members and project responsables and complete their know-how and skills on general project management (focused on event organisation) as well as on the structures and processes within AEGEE in general. The participants have also the chance to improve their skills regarding multicultural teamwork.

The programme contains all basic elements of running a local branch of NGO: project and HR management, fund-raising, public relations and much more. The mix of comprehensive lectures, interactive workshops, demanding case sessions, social programme (very important: daily parties!) results in getting participants very motivated and trained.

The theoretical parts are complemented by the simulation (casework) taking approximately 50% of the available working hours. The casework is directly connected and co-ordinated with the respective lectures to maximise the learning effect. The casework is designed and experienced to put massive time pressure on the teams, which forces them to develop efficient task divisions and set priorities. The time pressures also catalyses intra

group dynamics and increases the need and awareness how to cope with the intercultural differences. The different teams are supported during the whole casework by tutors -experienced members with proven coaching skills, who support them within a limited range.

The group of participants of each ES1 usually forms a certain “generation” within the organisation.

The consequent editions of ES1 take place in various countries (with a careful geographical distribution) with participants coming from all over Europe.

In the past years, different case sets got developed. The ones introduced in Gliwice (1996), Giessen (1999) and Praha (2000) are the most prominent ones. Basing on these materials, until now the case set undergoes the constant development.

Organisers: Organising antenna + AEGEE-Academy  
Frequency: 2-3 per year  
Duration: 7-9 days  
Target Group: Current or future local board members or project responsables, active members  
Requirements: Some experience on the local level, strong motivation (!)

**(c) European School II**

As the European School I is not designed to fully prepare future leaders of European level, like members of the Commissions, WG Boards, European Project Teams or CD, there is a need for another, higher level event. Therefore the first European School II (ES2) was held in Barcelona in July 2000.

ES2 is the most advanced training course of AEGEE. Focusing on European project management within the framework of AEGEE work, the ES2 is a place for visionaries to blink to the future, where youth leaders get together and work together building a solid base for future projects to start from. In the program of the European School 2 the two main aims are clearly reflected:

- ◇ Advanced project management
- ◇ Development of soft skills (working in teams under time pressure, intercultural communication, creativity, conflict resolution and negotiations)

During the ES2 a strong emphasis is put on building the youth leaders’ attitude – understanding the reasons and aims of AEGEE activities and sharing the same values.

Additionally, the ES2 is the place where current and future European level leaders get to know one

another, build the network of friends, discuss about common project ideas, build the European teams.

The training lasts 8-9 days, the participants though, start the pre-case of the ES2 already a couple of weeks before the event. Divided into smaller groups they work together on special assignments, which are the basis for further examination during the event itself. If you want to professionally be active at the European level, the best place to start is the European School 2.

Organisers:	Organising antenna + AEGEE-Academy
Frequency:	1 per year
Duration:	8-9 days
Target Group:	Members already involved or planning to enter the European level
Requirements:	Strong motivation to become active at European level; being an experienced local board member

#### **(d) PR European School I:**

The PRES1 concept is similar to the concept of ES1, but shorter and focused on Public Relations topics for the local antenna management. The participants are supposed to implement the acquired skills in their home local – as local PR responsables or PR coordinators of projects. Moreover, the event is a perfect chance to build a network of PR enthusiasts in AEGEE – exchanging experience, joining the PRWG and eventually in the future moving to the European level PR.

Similarly to ES1, the event contains both lectures / workshops and the interactive casework.

Organisers:	Organising antenna / PRWG / AEGEE-Academy
Frequency:	1 per year
Duration:	5-6 days
Target Group:	Local PR responsables, members with strong interest in PR
Requirements:	Experience on the local level, strong motivation

#### **(e) PR European School II:**

PRES II is a more advanced version of PRES I, focusing on the PR skills at European level of AEGEE. The aim is to reach potential European level PR activists and teach them about professional PR for an international non-governmental organization.

Learning new skills, as well as exchanging and challenging each other's attitude and experience are in a basis of this training course.

A number of different creative and interactive methods is used - the balanced programme of PRES2 (lectures, simulations, workshops, discussions, casework) includes:

- ◇ Strategic Public Relations
- ◇ Successful communication and interaction in cross-cultural environment
- ◇ Branding and Corporate Identity
- ◇ Advertising and Marketing of international NGOs and their projects
- ◇ Media planning and working with media
- ◇ Commercial writing
- ◇ Presentation techniques
- ◇ Lobbying
- ◇ Networking

The event is targeted at youth leaders who already have some experience with PR for AEGEE but wish to extend their work to more international dimension. The aim is to develop their communication skills, intercultural competence, exchange and increase public relations knowledge, as well as discuss its application in the management of communication strategy of European Youth NGOs, in order to facilitate the work of their organisations and achieve the best possible results of their activities.

The participants of PRES2 are expected to take on responsibility for European level PR in AEGEE – in projects, working groups or even in the CD.

Organisers:	Organising antenna / PRWG / AEGEE-Academy
Frequency:	1 per year
Duration:	5-6 days
Target Group:	Members already involved or planning to enter the European level PR
Requirements:	Experience with PR at least on the local level, strong motivation

#### **(f) FR European School:**

The Fund-Raising European School (FRES) is focused on one of the main parts of organising projects: ensuring the funds. FRES aims at European level FR development, dealing especially with AEGEE European projects.

During this event the most experienced fundraisers within AEGEE share their experiences with the participants.

Apart from the informative sessions, workshops and casework provide the participants with the possibility to practice the knowledge gained. The programme contains both private (companies) and public funding possibilities, with a strong emphasis on institutional grants. All the procedures for

European level applications to institutions are elaborated and exercised.

The participants of FRES are expected to take on responsibility for European level FR in AEGEE – especially in projects, but also in working groups or even in the CD.

Organisers:	Organising antenna / AEGEE-Academy / support form the External Relations and European Institutions Directors of the CD
Frequency:	1 per year
Duration:	5-6 days
Target Group:	Members already involved or planning to enter the European level FR
Requirements:	Experience with FR at least on the local level, strong motivation

#### **(g) IT European School:**

AEGEE has always had an innovative approach to Information Technology. We were one of the firsts to begin to use E-mail and listservers as a mean of communication. At the present moment AEGEE is depending on a lot of different Information & Communication Technologies (ICT). Especially since AEGEE has Antennae and Contacts in more than 200 cities in 35 countries in Europe and is still growing, communication is heavily influenced and relies on ICT.

The aim of an ITES is to transfer the accumulated knowledge of AEGEE's current IT-cracks to less experienced members, so that they will know the ICT used within AEGEE and are able to design and implement new uses with them. After following courses of the ITES, the participants will be able to set-up and maintain list- and webservers, create applications in Lotus Notes and Access, have a basic understanding of internetworking technologies and know AEGEE's current installed base concerning the IT-infrastructure.

Organisers:	Organising antenna / ITWG / AEGEE-Academy
Frequency:	1 per year
Duration:	5-6 days
Target Group:	Active members, preferably with interest in European level
Requirements:	Motivation to use IT in AEGEE

#### **(h) Summer University Project School:**

The idea of the Summer University Project School is to give a specific training to the organisers of a SU. During the diverse training

programme, including lectures, interactive workshops, casework/ simulation and discussions, the detailed knowledge on what has to be considered while organising a Summer University is transferred.

Apart from the practical organisational challenges encountered while organising the event, the work of the Summer University Coordination Team is described. A strong emphasis is also put on meeting all the formal requirements and procedures of the project, aiming at constant improvement of the quality of SUs.

The first SUPS in the current shape took place in Salerno, in 2004.

Organisers:	Organising antenna / SU Coordination Team / AEGEE - Academy
Frequency:	1 per year
Duration:	7 days
Target Group:	Organisers of a future SU
Requirements:	Application (obligatory), the further a strong interest in organising a Summer University in the future

Information request: [suct@aegee.org](mailto:suct@aegee.org)

#### **(i) Media School:**

The Media School is a project of AEGEE TV (see [www.aegee.tv](http://www.aegee.tv)) in cooperation with the Academy. During a Media School AEGEE TV provides the participants with courses on editing, script writing, journalism, camera handling, camera photography and more. You will learn all there is to know to make great television with AEGEE TV.

Apart from the practical workshops, excursions and a social programme for the evenings are a recurring part of the program. Workshops are given in the fields of journalism, camera technique and video editing. At most Media Schools there will also be a keynote lecture on a related theme. These keynote lectures are given by experts in the field of television journalism.

The participants of MS, having gained many useful skills of TV journalism, are expected not only to get involved in AEGEE-TV activities but also to contribute to the work of the PRWG.

Organisers:	Organising antenna / AEGEE-TV / AEGEE -Academy
Frequency:	1 per 1-1,5 years
Duration:	5-6 days
Target Group:	Members interested in media techniques
Requirements:	Motivation!

#### **(j) Training for Trainers (T4T)**

The Internal Education within AEGEE is in continuous development. In order to enhance our Internal Education and in order to offer to our trainers the best possible learning environment, we offer regular Training for Trainers.

The T4T was in the past treated as a recruitment tool to the Academy Trainers' Pool. In the current concept, however (introduced the first time at the T4T-Ljubljana, 2005) the focus concentrated on improving the skills of trainers who are already active in the Academy and wish to develop further.

Trainers get the opportunity to learn more about how to prepare an Internal Education event and on how to implement the different elements (lectures, workshops, simulations...) at its best. The focus is put on the development of the personal soft skills; new training approaches are learnt and exchanged.

The T4T is also a perfect occasion for a kind of "Academy strategy meeting", where trainers can work on the existing concepts and discuss the new ones. Besides, the event is also a source of new motivation for our trainers and the opportunity to link the different Academy generations.

Organisers:	AEGEE-Academy / External trainers
Frequency:	1 per year
Duration:	4-5 days
Target Group:	Academy trainers
Requirements:	Motivation to stay active as a trainer in AEGEE!

Application to the abovementioned training events requires sending the filled in **application forms**. All the **information** about the training events including the links to relevant event websites (except Regional Meetings and some LTCs), as well as the updated calendar of upcoming editions, are to be found on [www.aegEE-academy.org](http://www.aegEE-academy.org).

## 1.5.2 SUPPORTING TOOLS

### (a) Human Resources Database

The HR Database is a tool introduced by the AEGEE-Academy recently. The Database has two functions: the Project Teams or Working Groups can present themselves and make their open calls for free positions; on the other hand the members who are interested in European level activities can upload their personal profiles and fields of interest. Both groups can view the submitted data and approach each other when they see a position and person matching their needs.

The Database has a useful searching engine, both for the ones willing to activate at European level and for those looking for people to fill the vacant positions. Just go to [www.aegEE-academy.org](http://www.aegEE-academy.org)

[aegEE-academy.org](http://www.aegEE-academy.org), click HR Database and explore the possibilities!

### (b) Materials Database

The AEGEE-Academy strives to collect all major Internal Education materials in an online database in order to complement the Internal Education events.

The available materials are subjects of frequent change and addition. Also not all materials can be found under the same database. This is why the following info is only supposed to provide a starting point for your search.

The first address to look for suitable materials is the database prepared by the AEGEE-Academy to be found at [www.aegEE-academy.org](http://www.aegEE-academy.org). It is a set of most useful documents and presentations for training, getting updated frequently.

Apart from that, there is another huge source of materials existing in the Virtual Office of AEGEE-Europe and containing much more than only training resources. If you go to the Virtual Office you can find the link to the materials database in the icon Internal Education. There you will find mostly materials in English language, of varying quality and being up-to-date. However the AEGEE-Academy strives hard to update these materials. To get to this database you should first log-in with your [aegEE.org](http://www.aegEE.org) account, since the access to quite some part of the documents is limited to AEGEE-members.

Finally, the participants of each ES receive a CD-ROM of all lectures related to their event. These CDs contain updated materials and can be spread among the locals.

### (c) Trainers' Pool

In order to ensure the quality of the training activities, AEGEE-Academy carefully selects the ones who are supposed to deliver them. Trainers who are accepted to the AEGEE-Academy Trainers' Pool have to meet certain requirements while applying for membership:

- ◇ They should be experienced AEGEE members, who organised events, did a good work in a local and/or worked actively on the European level,
- ◇ They should have already some experience as a trainer (LTC, Agora workshops, external events...)
- ◇ They should speak English fluently.

The AEGEE-Academy trainers can be found online, since the additional aim of the database is to enable locals to invite experienced AEGEE-members and alumni to strengthen their local or regional training activities. If you go to the website of AEGEE-Academy ([www.aegEE-academy.org](http://www.aegEE-academy.org)) you

can search for suitable trainers if you are logged-in with your [aegee.org](http://aegee.org) account.

### **1.5.3 EXTERNAL TRAINING OPPORTUNITIES**

The well-developed Internal Education system of AEGEE is a great basis to learn the necessary skills, however it is not the only way the members can be trained. Outside our Association there is an infinite world of possibilities to extend the views and knowledge. Of course it is not possible to list here all of them – it is very much up to your initiative to look around and find out! But we will list here a few important training sources, definitely worth your attention.

#### **(a) Training Courses of the Council of Europe**

AEGEE, having the participatory status in the Council of Europe, has the right to nominate the candidates for the very attractive Training Courses, mainly organised within the framework of the Partnership Programme ([www.youth-knowledge.net](http://www.youth-knowledge.net)) between the Council of Europe and the European Commission. The Courses have various interesting topics (even language courses!) of high importance for youth NGOs and the best youth trainers dealing with non-formal education. Moreover, they have absolutely great conditions: usually they take place in one of the European Youth Centres in Strasbourg or Budapest, with ideal facilities provided for no or symbolic fee, often offering also travel reimbursements.

The open calls for these Training Courses are announced on AEGEE-L mailing list by the Human Resources Director of the CD. Note that all the applications have to be submitted by the Comité Directeur (not local/WG boards!) with special recommendation letters prepared after careful preselection of the candidates.

#### **(b) SALTO-YOUTH Resource Centres**

([www.salto-youth.net](http://www.salto-youth.net))

SALTO-YOUTH is a network of 8 Resource Centres working on European priority areas within the youth field. It provides youth work and training resources and organises training and contact-making activities to support organisations and National Agencies within the frame of the European Commission's YOUTH programme and beyond.

What is important for AEGEE members, on their website you can find or submit the data of upcoming training events all over Europe (European Training Calendar), where usually you can apply without the mediation of the CD. The website contains also a database of countless useful training materials on many topics (Toolbox for Training), as well as the trainers' database (TOY – Trainers Online for Youth) where you can search for international youth trainers with specific skills and where quite a few AEGEE trainers are also registered.

To be regularly updated about the developments, you can subscribe on the website to receive the SALTO-YOUTH thematic newsletters.

#### **(c) Youth Forum Pool of Trainers**

The European Youth Forum (AEGEE is one of its Member Organisations – see ) pays a special attention to the training issues and thus has established its own Pool of Trainers (PoT), consisting of representatives nominated by the Member Organisations. The Pool has a close cooperation with the Council of Europe and with SALTO-YOUTH – many trainers are invited to the staff teams of the training events mentioned above (a & b).

AEGEE currently has two trainers representing us in the PoT: Dijan Albayrak and Matina Magkou. What can we gain from it? Apart from sharing the AEGEE experience during the events they are invited to, they can also help us to get external trainers to our events. They are obliged to use their knowledge to contribute to the quality and development of the training activities of their mother organisation. They should actively promote the Youth Forum and AEGEE's role in it among our members. Finally, they are supposed to stay in close contact with the AEGEE-Academy and the HR Director of the CD, to serve with their experience and advice whenever needed.

#### **(d) Other opportunities**

There are of course countless other sources where you can look for chances to improve your skills. It is enough to look around you – the offers are waiting. Many other NGOs, National Agencies of YOUTH and SOCRATES, local, national and international institutions – most of them organise training activities accessible for AEGEE members.

Some of the interesting offers forwarded by the HR Director to specific target groups in the Association, some boards of Working Groups and AEGEE Antennae have special people responsible for constant research in this field. But the best way to benefit from these opportunities is to be pro-active yourself – do browse websites, subscribe to newsletters and you will discover how much you can learn not only in AEGEE, using the skills both for yourself and for the benefit of our Association!

## **1.6 EDUCATION AND AEGEE**

### **1.6.1 THE ROLE OF AEGEE**

AEGEE is a *network of university students* carrying out activities for students. If we consider the above question of our role from this point of view, it is clear that we can do a lot in the field of education. We are the main users of educational instruments that European and national institutions manage: university studies, mobility programmes, training courses, scholarships, teaching... But, at the same time, there is a lack of awareness and involvement of everyone of us, as student, in the process of elaboration and implementation of such instruments. We should not limit ourselves to play a "passive" role in the student world, as if we were only consumers of what authorities gave us.

Being members of an association as AEGEE we have the chance to make our voice heard. AEGEE, through us, has the potential to play a more active

role in the education field, since it is an association widely representing the European students world.

By *active role* we mean:

- ◇ expressing our opinions on questions concerning our education systems and the enforcement of a European dimension of education (mobility, languages, trainings...)
- ◇ influencing the decision-making process in the educational field, both at national and European institutional level
- ◇ representing our interests and needs as first users of the educational system

To play this role we have to:

- ◇ keep ourselves informed
- ◇ organise events focusing on education topics in order to produce, as output, our opinions on the matters (conferences, academies, WG meetings at local and European level..)
- ◇ produce feedback to present to European and national institutions
- ◇ work practically on the field as much as possible for students (implementation of mobility programmes, diffusion of information among students, lobbying on next authorities, such as university professors and administrative staff).

### 1.6.2 PAST...

Up to now, AEGEE has always worked in the field of education, especially focusing on the diffusion of information about the European Union mobility programmes. In the past years, a big effort has been done to let the great number of students become aware of mobility programmes, possibilities to study abroad and importance of such experience within studies curricula. At the same time, an effort has been done to promote the integration of the incoming foreign students with the local ones.

Thanks to European and local level structures of Education Working-groups, these objectives have been made concrete by a series of activities:

- ◇ at local level the set up of WGs involved in practical support for both incoming and outgoing students participating to mobility programmes,
- ◇ at European level the creation of an Education WG engaged in the diffusion of the knowledge of the EU mobility programmes (ERASMUS, Tempus, Lingua, Comett.) by the way of: congresses (Geneva '92; Trondheim '93), academies (Oviedo '92, Aalborg '92) and material support to locals (ERASMUS Operator Manual 92, ERASMUS newsletter 92-93).

### 1.6.3 AND PRESENT

Today Higher Education is one of AEGEE's Main Fields of Action. The areas where AEGEE can

be active are the following: promotion of the Socrates Programme, being member of the Liaison Group on Higher Education, following the Bologna Process and contact to other Institutions active in the field of education as UNESCO and the Council of Europe.

#### (a) The Socrates programme

SOCRATES is the European programme for education. Its aim is to promote the European dimension and to improve the quality of education by encouraging cooperation between the participating countries.

The programme sets out to develop a Europe of knowledge and thus better cater for the major challenges of this new century: to promote lifelong learning, to encourage access by everybody to education, to acquire qualifications and recognised skills.

The first phase of the Socrates programme was for five years (1995-1999). The programme has been renewed and the second phase will run for seven years (2000-2006).

Today, the SOCRATES program consists of 8 actions: Comenius, Erasmus, Grundtvig, Lingua, Minerva, Observation and innovation of education systems and policies, joint actions with other European programmes, accompanying measures.

Due to the special structure of our network, AEGEE can contribute a lot to the functioning of the programme. At the local level we can help incoming students with social integration and accommodation by mentorship and advice. We shall ask for volunteers among AEGEE members who can take care of the people who arrive also by adopting the experiences already gained within Socrates/Erasmus.

Apart from the local level, in the European Level AEGEE-Europe has been developing a huge amount of activities dealing with Socrates:

- ◇ Socrates Action Day / Socrates Action Week: Since 1997, AEGEE-Europe has launched each autumn a big campaign throughout its network to evaluate and promote SOCRATES. Local groups organised information stands at their universities, presentations and discussions, polls among Erasmus and former Erasmus students
- ◇ Socrates on the Move (in co-operation with ESIB and ESN) aimed to build a network of student Socrates Promoters that spread out information about the Socrates II 2000-2006 programme. Socrates Promoters have been defined as *flying ambassadors* of the DG Education and Culture to all actors in the European Education field. They gather information and experience from students and

contribute to the smooth operation of the programme.

Having Higher Education as one of the main fields of action of AEGEE should continue the strong and effective relationship with Socrates/Erasmus.

#### **(b) Leonardo da Vinci**

This is the action programme for implementing the European Community's vocational training policy, supporting and supplementing action taken by the Member States.

Its aim is to use transnational cooperation to enhance quality, promote innovation and support the European dimension of vocational training systems and practices.

In specific terms, Leonardo da Vinci pursues three central aims: to facilitate occupational integration, improve the quality of training and access to this training, and to boost the contribution of training to innovation.

#### **(c) Tempus**

Tempus is the trans-European programme of cooperation in higher education, established in 1990. As part of the programmes providing assistance for economic and social reform in the countries of central and eastern Europe (PHARE) and the republics of the former Soviet Union and Mongolia (TACIS), Tempus is a Community aid scheme for the restructuring of higher education systems in these countries in order to adapt them to the requirements of a market economy.

#### **(d) Erasmus Mundus**

The latest initiative promotes the European Union as a centre of excellence in learning around the world, by supporting inter-university European Union Masters Courses. It will also provide EU-funded scholarships for third country nationals participating in these European postgraduate programmes, as well as scholarships for EU nationals studying in third countries.

To get to know more about the various programmes, please consult the web page: [http://www.eu.int/comm/education/programmes/programmes\\_en.html](http://www.eu.int/comm/education/programmes/programmes_en.html).

#### **(e) The Liaison Group for Higher Education**

In the year 2000, three major European student organisations - AEGEE, ESIB and ESN - signed a protocol to create a "European liaison group" for University student associations.

This "joint venture", which could be extended to other organisations in the future, represents the

"voice of students associations" at European level and it will open the door to several European initiatives for them (working and steering groups, consultative meetings, information activities).

These three associations participate in consultative meetings organised by the European Commission before every Socrates sub-committee on Higher education (three times a year) together with other European organisations (representatives of Universities and of other Higher Education institutions). Every association has a specific role in this context:

**ESIB** (former European Students Information Bureau, now National Unions of Students in Europe) is the "umbrella organisation" of the National Students' Unions from 33 Countries at European level. It is considered the most representative association, as its members are elected at local, national and European level. For this reason it is fully involved in all political initiatives taking place on European level (from the "Bologna process" to the **European Network on Quality Assurance**). Recently, ESIB has published the so-called "Black book" of the Bologna Process which is evaluating the progress in this process.

**Erasmus Student Network (ESN)** was created by the Commission in 1990 and it gathers Erasmus or ex-Erasmus students from all participating countries. Their representatives are consulted primarily on matters concerning the Socrates/Erasmus programme and student mobility in general.

#### **(f) The Bologna Process**

To move from one university to another is quite easy as long as you do it inside the borders of your country. But is it not a boring experience compared to studying in two or even more different European countries?

Many obstacles still exist to do this. Courses taken at one university are often not recognised by another or only after a longlasting process. Another problem is that curricula of the same diploma are so different from one country to another that it is impossible to study abroad.

To overcome these obstacles representatives from 29 European countries met 1999 in Bologna to discuss and ratify the Bologna Declaration.

The goal defined by the Bologna declaration is to create until 2010 a European space for higher education to enhance the employability and mobility of citizens and to increase the international competitiveness of European higher education.

The **specified objectives** are:

- ◇ The adoption of a **common framework of readable and comparable degrees**, also through the implementation of the Diploma Supplement

- ◇ The introduction of **undergraduate and postgraduate levels in all countries**, with first degrees no shorter than 3 years and relevant to the labour market
- ◇ **ECTS-(European Credit Transfer System) compatible credit systems** also covering lifelong learning activities
- ◇ A **European dimension in quality assurance**, with comparable criteria and methods
- ◇ The **elimination of remaining obstacles** to the free mobility of students and teachers

The European Association of Institutions in Higher Education (EURASHE) as being represented in the Board of the Bologna Follow-up Group is the main association, apart from ESIB, working on this topic.

#### (g) Cooperation with UNESCO and Council of Europe

Besides our already well established contact with the European Union new broader contacts have been established with other European institutions working in the education field: the Council of Europe and UNESCO.

Within the Council of Europe AEGEE enjoys a participatory status while for UNESCO we hold operational relations. Thus, AEGEE can play a great role in representing students interests and opinion in education activities of that institutions. At the same time we can find support for our activities concerning education.

All the above activities, naturally, are also to be worked out at local level, just referring to a closer environment of the student's world.

## 1.7 WORKING GROUPS

In the following you will find an introduction to the concept of Working Groups and learn a little about 'what is going on'. The role of the Working Groups within the network of AEGEE-Europe was already described in section 1.3.6.

### 1.7.1 DEFINITION

A working group is a group of people

- ◇ who share the same interest in a certain topic,
- ◇ who want to work concretely on a certain subject via various projects and activities
- ◇ who meet on a regular basis in order to exchange their results, knowledge and ideas.

Working Groups act fairly independent.

There are two types of them: **thematic** and **supporting** Working Groups.

- ◇ the **THEMATIC** Working Groups deal with specific topics and support the AEGEE projects by doing so. They establish an opinion and organise activities relating to these topics or

they support events organised by AEGEE locals (e.g. on the Human Rights, East-West integration etc.).

- ◇ the **SUPPORTING** Working Groups help to keep the AEGEE network going. They are active on fields such as internal education, information technology or public relations.

Working Groups can be established as lasting bodies (even as a separate legal entity) in order to keep continuity on certain fields of action. They also serve as frameworks in which experience and contacts can be handed on to new active people. They can also be called *ad hoc* for the preparation, organisation and realisation of specific tasks within AEGEE.

### 1.7.2 WORKING GROUPS ON THE LOCAL LEVEL

Local Working Groups can provide an opportunity to involve more people in AEGEE activities and to delegate responsibilities. They can take over responsibility for the promotion of AEGEE at the university and beyond, they can do the fund-raising, they can take care for foreign students, prepare certain projects, or give any other kind of support to the local board. All aspects of local AEGEE bodies are discussed much more in detail in Chapter 2.

Local Working Groups on thematic fields give an AEGEE local the possibility to involve its members more actively in the association. If on the respective field a working group on the "European level" is existent, the members of such local groups will ideally also be members there. In this case one can join working group mailing lists and personal links can be established. This makes activities beyond the own local more easy. It improves AEGEE's ability to realise projects efficiently. With their information oriented character, working groups are an important counterpart to the social activities of AEGEE.

### 1.7.3 WORKING GROUPS ON THE EUROPEAN LEVEL

The European Working Groups act on the European level, have members from all over the continent and are often made up of the members of local working groups carrying the same title. For AEGEE members they provide experience of true co-operation on the European level. They are AEGEE's unique possibility to combine serious, competent thematic work including external representation with the fun to work in a multi-cultural team.

Below you find information about legal, financial, and IT-related aspects as also about the current situation concerning AEGEE's Working Groups.

### **(a) Statutory Rules for Working Groups**

According to the Corpus Iuridicum the "non-ad hoc" Working Groups can have a different status within the network.

Some of the Working Groups are legal bodies on their own, which are registered associations with own statutes and own representation (a complete board chaired by a "President" respectively "Speaker").

Just as locals, AEGEE-Working Groups are linked to AEGEE through a Convention d'Adhésion. In contrast to locals they send a fixed number of three delegates to statutory meetings, regardless of their size. Currently AEGEE has five Working Groups with this status: the Culture Working Group (CWG), the Education Working Group (EWG), the Human Rights Working Group (HRWG), the International Politics Working Group (IPWG) and the Human Resources Working Group (Academy).

The other Working Groups are no legal bodies on their own but integral parts of AEGEE Europe. Within this category there are currently the East-West, the Dance, the Public Relations, the BoBiGoSa and the Information Technology Working Groups, as well as the "Visa Freedom Fighters". Their creation must be approved by the AGORA; they are 'watched' by the Comité Directeur and must have an elected speaker and an elected treasurer. In case of substantial harm for AEGEE-Europe the CD may dismiss the Speaker of a Working Group.

Also have a look into the following AEGEE-texts:

- ◇ Statutes of AEGEE-Europe:
  - II Members of the Association
  - Article 6 - Members
  - IV Working-Group Associations
  - Article 12 - Definition
  - Article 13 - Relationship between AEGEE-Europe and AEGEE Working Groups
  - V Organs of AEGEE-Europe
  - Article 25 – Supporting Working Groups
  - Article 26 – Thematic Working Groups
- ◇ Convention d'Adhésion for AEGEE Working Groups
- ◇ Working Format Working Groups Criteria, AGORA Athina, November 2002

### **(c) Financial Rules for Working Groups**

Membership in a so-called "AEGEE-Working Group" requires membership in an AEGEE local, therefore no additional membership fee is being taken from Working Group members and the

Working Group does not pay anything to AEGEE-Europe.

The general subvention by AEGEE-Europe for Working Groups is aimed to cover the 'living' costs of Working Groups and relieves WGs from the need to find funding for their very basic operation, their internal administration. The following prerequisites are to be fulfilled in order to obtain a general subvention:

The WGs must have been set-up according to the statutes and have the following requirements:

- ◇ make an annual programme with the issues the WG is going to work on. This programme has to be approved by the Comité Directeur and presented to the Agora;
- ◇ make an annual moral report
- ◇ have a Treasurer and a Speaker
- ◇ have all responsables approved by the Comité Directeur
- ◇ present the results of every organized event to the network

To receive the financial support from AEGEE-Europe, WGs are requested to apply to the Financial Director of the CD with the full budget and activity plan. The deadline for applications is announced every year (usually after the autumn Agora).

### **(d) Working Groups and Information Technology**

One fact is the most exciting and at the same time most difficult point about AEGEE's Working Groups on the "European Level": Their members are spread all over the continent. They have only rare opportunities for meeting and if they meet they often do this in rather different compositions. Keeping such a group together, alive, and working requires to make efficient use of information technology.

Four different types of IT tool are to be mentioned here: Mailinglists, World-Wide-Web, instant messaging, and the Virtual Office.

All Working Groups have mailing lists, usually a separate ones for the Board and for all the members. Their purpose is to allow an easy exchange of information, to keep all members continuously informed, and to reach some kind of identification of all subscribers with the Working Group.

Some Working Groups even have several lists, e.g. for certain project teams. The big topical WGs usually attract a lot of people (including non-aegee-members) to their main lists, which tend to develop into thematic discussion lists. A separate list is then sometimes created for "members only", to discuss more internal matters.

The server “aegeeserv” in Karlsruhe provides space for websites of all the Working Groups and projects who request it. The addresses end with the abbreviation of the respective WG, such as CWG, HRWG, and EWG. For example, the website of the CWG is available at: [aegee.org/wg/cwg](http://aegee.org/wg/cwg)

To access and manage websites on aegeeserv, an account for the working group with a password for SSH access is needed. If you are in the board of a working group, you can arrange this by emailing [listadmin@aegee.org](mailto:listadmin@aegee.org).

A Working Group website can be a perfect tool for presenting current and past activities. If updated regularly, it can make available all information about the WG to all the members and “outsiders” interested. Since it allows easily that different pages are updated from different locations, it can easily “mirror” the actual structure of projects and responsibilities, even if they are strongly decentralised.

Instant messaging systems like MSN Messenger as well as voice tools like Skype are used as a tool for the working groups to conduct live meetings at a distance (see chapter 3.7). Meetings are announced in advance and held online.

Finally, there is the Virtual Office. This online database system, which is based on Lotus Notes, allows WGs to store and share all kinds of information and files, including internal documents which can be password-protected as needed. Every Working Group can receive a master-account and password on request. More about the Virtual Office can be found in ch. 3.4.

Similar results are also possible using [aegee.org/tiki/](http://aegee.org/tiki/), an experimental but still fully functional intranet system for aegee based on the software used for sites such as [wikipedia.org](http://wikipedia.org). This webspace allows group document editing and file galleries with password protection.

### (c) Practical Advice for Working Groups

In the following you will find a number of hints for the functioning of a European working group, based on various experiences made in the past. A working group:

- should be represented at each AGORA and European Boards’ Meeting (EBM),
- if possible, should meet independently at least once between each AGORA,
- can have a geographical basis, a 'home local',
- should define its membership: Who is a member, who is not? Members should be subscribed to the mailing list and invited to meetings.
- need to have a Speaker/President, who with the help of the board of the working group should

firmly lead the WG and communicate with its members;

- can grow and be attractive for other AEGEE members through activities (projects) and competence,
- should always be present in the AEGEE-Europe communication tools,
- can be helpful for other AEGEE bodies as sources of expertise and as networks providing all kinds of (partly even personal) contacts to institutions and people on certain fields of interest - if they succeed in realising reliable and efficient communication internally and with their "surrounding",
- should keep in touch with the CD-member assigned as the contact person and involve themselves via AEGEE-Europe directly with European institutions and organisations.
- should aim to cooperate with locals whenever possible! Note that many things related e.g. to conferences and meetings can be done by locals much better than by working groups (organising rooms, lodging, local fundraising...) On the other hand WGs usually should provide many more contacts and experience and are much better in networking than any local could be.

## 1.7.4 WHAT IS GOING ON RIGHT NOW?

### 1) Overview

Currently (August 2005) the following WGs are existing:

Culture Working Group	(CWG)
Education Working Group	(EWG)
East-West Working Group	(EWWG)
Human Rights Working Group	(HRWG)
International Politics Working Group	(IPWG)
Public Relations Working Group	(PRWG)
Information Technology WG	(ITWG)
AEGEE-Academy (Human Resources WG)	
Dance WG	(DWG)
BoBiGoSa WG	(BWG)
Visa Freedom Fighters	(VFF)

The following Working Groups used to exist in the past:

Europe-of-the-Regions WG	(EoRWG)
Fund-Raising Working Group	(FR-WG)
Health and Health-Care WG	
North-South Working Group	(NSWG)
OneEurope Working Group	(OEWG)
French WG	(FWG)
JobFair WG	(JF WG)
Internet Users Group	(IUG)

## 2) Information about some Groups

### (a) International Politics Working Group

The IPWG was established in April 97 and became active in the course of 98. Currently it has about 120 members. IPWG-L is one of the most active AEGEE mailing lists with currently (Sept 2005) about 290 people being subscribed in order to discuss current issues in international and European politics.

AEGEE-IPWG initiated, supported, and realised many events and projects. In 98 it has been partner in one, in 99 in two thematic Summer Universities (SU+). For several Peace Academy events the IPWG-network proved to be helpful for establishing contacts, finding (or even providing) lecturers, and motivating participants.

In the year 2001 the IPWG organized, among others, a visit to The Hague (which up to now is repeated every year) and was main partner in the organization of the "Summit of 28" in the European Parliament in Brussels, within the framework of the Quo Vadis, Europe? Project.

In the year 2004 the IPWG ran the "EU and Europe" project that consisted of many events. At the moment (Aug 2005) the IPWG is involved in organizing following projects: "Euro-Islam"; Monitoring Elections in Albania, Belarus, Azerbaijan; YP Project 2005 "Tolerance-Acceptance-Peace".

The general aim of the IPWG is to gather the AEGEE members interested in International Politics and to contribute in a joint effort to AEGEE's activities related to this field.

More info:

[ipwg-board-l@aegee.org](mailto:ipwg-board-l@aegee.org)

<http://www.aegee.org/wg/ipwg>

### (b) Education Working Group

The Education Working Group is the meeting point for students who are in the Field of Higher Education and that would like to contribute to its development.

After a time of inactivity, the Education Working Group is reviving. The new web page has just gone online: [www.aegee.org/wg/ewg](http://www.aegee.org/wg/ewg).

The aims of this Working Group are:

- ◇ Striving for a European Higher Education Area
- ◇ Promotion and evaluation of the Socrates programme and other mobility programs
- ◇ Gathering and spreading information on other exchange programmes and possibilities

- ◇ Creating an information network about the social and academic conditions at other universities
- ◇ Promoting language-learning

If you feel like joining the EWG, feel free to subscribe via the Working Group portal.

### (c) Public Relations WG

After an agony of several years the PRWG has been re-established in November 1998. Currently it has almost 100 members and a new board that is full of ideas and motivation for future tasks.

The first PR European School, that was held in Groningen in May 1999, was so successful that the PRWG was encouraged to continue with organizing PRESs. During the following years more PRESs were held: Karlsruhe, Warszawa, Ljubljana, Novi Sad, Sibiu, Napoli and Mannheim, as the first PRES2 (focused on European level PR). AEGEE tutors taught the participants how to organise PR campaigns, how to edit publications, make posters, flyers and web sites, write press releases and deal with the media etc. Most of the PRES participants are now translating their new PR knowledge into action – in their locals, as well as on the European level. The PRWG will continue training AEGEE members in PR in future, with two PR European Schools a year, one PRES1 and one PRES2; the upcoming PRES2 will take place in Athens.

Since 2001 the PRWG is also trying to increase activities by creating subteams within the Working Group, each focusing on a different aspect, such as creating posters - Graphic Design Task Force, publishing the News Bulletin, doing local PR and supporting the CD in its initiatives, like media monitoring on European level etc. Furthermore, a PR manual, PR lessons and a database with useful materials are regularly being updated on the PRWG website.

If you want to contact the PRWG for questions or support, you can write to the following email address: [prwg-board-l@aegee.org](mailto:prwg-board-l@aegee.org). Please also visit the homepage under <http://www.aegee.org/wg/prwg>.

### (d) AEGEE-Academy

The aim of the AEGEE Academy is to enable and support a long-term successful internal education in co-operation with the Human Resources Director of the CD.

The AEGEE Academy was born out of the tutors team of the ES in Giessen (April '99) and officially founded during the AGORA in Barcelona (May '99). At the AGORA Skopje (April '04) AEGEE-Academy signed the Convention d'Adhésion and became officially an AEGEE Working Group.

As a Working Group, the AEGEE-Academy is focused on developing the Human Resources of AEGEE. The Academy is organising Internal Education events and running databases of Human Resources, Internal Education materials and Trainers.

More info about AEGEE-Academy to be found on [www.aegEE-academy.org](http://www.aegEE-academy.org)

#### **(e) Information Technology Working Group**

The Information Technology Working Group (ITWG) was founded at the Agora in Udine. It consists of members from its predecessor, the Internet User Group (IUG), and new and enthusiastic people willing to put their time, effort and knowledge about IT into practice for the benefit of AEGEE, either on local or European level.

The ITWG is delegated to maintain and develop the IT facilities of AEGEE-Europe. This includes administrating the servers, developing and maintaining software used within AEGEE, helps to provide guidelines for members and locals considering IT matters (examples of this include registration of domain names for locals, Lotus Notes accounts and who to approach in case of questions or problems), and takes care of AEGEE's IT people and their work.

ITWG periodically organises two special IT training events: IT European School (ITES), and Hacking Europe. ITES, organised in cooperation with AEGEE-Academy, is a training course in IT skills for AEGEE activists on the European level, developing their skills for distance communication using a wider range of ICT tools. Hacking Europe is a more advanced training course for a (usually small) group of IT experts in AEGEE's IT infrastructure, dealing for example with Lotus Notes database design or server management.

#### **(f) Human Rights Working Group**

HRWG is one of the oldest working groups within AEGEE, having been established in 1995, back then being in the forefront of promoting awareness about human rights in the new areas of Central and Eastern Europe that AEGEE was opening to, organizing activities such as seminars and Case Study Trips to this aim.

The main aim of the Human Rights Working Group is to bring human rights violations into public notice and to raise awareness of violations of human dignity in order to make sure that such crimes are not neglected or forgotten.

Its main activities are spreading information, and organizing and supporting projects within AEGEE on the subject of Human Rights. It organizes meetings and workshops at every statutory meeting (Agorae, European Boards' Meetings).

The HRWG's Areas of Focus cover Immigration, Racism, Disability, Crimes against Humanity, Mutual Tolerance and Understanding, and more.

It also cooperates with a number of European and international partners outside AEGEE, such as Amnesty International, European human rights umbrella group UNITED for Intercultural Action and ICARE, both as regards its general activities, as well as for the specific actions it organizes and coordinates.

**For more information**, you can write to the HRWG at [HRWG-BOARD-L@aegEE.org](mailto:HRWG-BOARD-L@aegEE.org), or check out its website at [www.aegEE.org/wg/hrwg](http://www.aegEE.org/wg/hrwg).

## **1.8 THE NETWORK COMMISSION**

The Network Commission of AEGEE-Europe is one of the most mobile and active bodies of AEGEE-Europe. Its task is to keep the core of the network together – the antennae. In this sense, they are the ones that will pay you a visit or communicate with you if you have problems. They are there to “Serve and Protect”.

The Network Commission, better known as NetCom, is composed of 10 members, that can be either individuals or locals (Or the president adopted on Agora – Torino where AEGEE-Skopje and AEGEE-Athina candidated together for Netcom, leading to similar case in AGORA - Enschede). The NetCommies are elected at the Agora for a period of one year, that they dedicate to support weak locals, create new ones, enhance the flow of information between the locals and the European Level, coordinate the organization of Regional Meetings, assist the Network Development Director in his/her tasks, and provide information and help, to all European level bodies. Basically they are there to improve the vertical communication in the network, bringing all bodies closer.

### **1.8.1 HISTORY**

The Network Commission was introduced in the Agora in Athina, November 1996, at the same time when the number of CD members was reduced from 12 to 9. During the period from Athina until the Agora in Enschede (Spring 1997), there was a Network Commission Implementation Team that worked in the creation of the structures that are right now functioning.

Always with the support of the CD, the NetCom has been gradually increasing its responsibilities and taking a proactive role in the development of the network.

At present state, the NetCom has earned a reputation of a well-functioning body, whose members are extremely enthusiastic and work very hard for the development and the improvement of AEGEE-Europe.

### **1.8.2 REGIONS**

The term of Region in AEGEE division does not have any formal character. It is an administrative part of the network that has only practical purpose in terms of having someone close to the antennae. Since AEGEE recognises only the local and the European level, later on the administrative parts were named:

- ◇ WISEN, generally covering Ireland, the UK and the northern locals in the Netherlands
- ◇ NORTH-WEST, generally covering Belgium, Luxembourg, the eastern and southern locals in the Netherlands, the northern locals in France and the western locals in Germany
- ◇ NORTH, generally covering Norway, Sweden, Denmark, Finland, Iceland, Estonia, Latvia, and the northern locals of Germany
- ◇ CENTRAL, generally covering Poland, Czech Republic, Slovakia, Lithuania, Latvia, and the eastern part of Germany
- ◇ CARPATHIAN, generally covering Hungary, Romania, Moldova and former Yugoslavia, except for Kosovo
- ◇ DACH, generally covering Austria, Switzerland and the southern locals of Germany
- ◇ SOUTH-WEST, generally covering Spain, Portugal, and the southern locals in France
- ◇ RAINBOW, generally covering Italy, Slovenia, Croatia, Bosnia and Herzegovina and Malta
- ◇ BALKANIA, generally covering Macedonia, Albania, Bulgaria, Greece, Turkey, Cyprus and Kosovo
- ◇ SPIRIT, generally covering Belarus, Russia, Ukraine, Armenia, Azerbaijan and Georgia

For an updated regional distribution, you can always contact the Network Commission through their internal mailing list [netcom-l@aegee.org](mailto:netcom-l@aegee.org) or you can check the Netcom webpage where you will find informations about your netcommie on [www.aegee.org/netcom](http://www.aegee.org/netcom)

### **1.8.3 TASKS**

The NetCom did not have a very clear task description at the beginning, as the concept of "support to the network" is quite broad. However, through continuous evaluation of their work, the NetCom drafted an Internal Working Format that specifies the following tasks for its members:

- ◇ support the locals and working groups in all reasonable ways, especially by regularly informing the locals about important facts
- ◇ support the work of the Speaker of the Network Commission and the Network Development Director

- ◇ present themselves and a work plan for their mandate to the Network Commission, the Network Development Director and the locals of their region within the first month of their mandate
- ◇ organize and/or initiate a meeting with regard to regional affairs within the first six months of the mandate (e.g. regional meeting)
- ◇ enhance the information flow between locals, working groups, Network Commission and Network Development Director by providing essential information of AEGEE-Europe to the locals, strictly following the guidelines given by the Network responsible regarding the distribution of information
- ◇ develop the network, especially by taking measures to help threatened locals and to found new locals and supporting them with information
- ◇ motivate the locals to remain active and fulfill the requirements towards AEGEE-Europe, and the Working Groups in their respective regions
- ◇ further the organization of Internal Education events, AEGEE meetings and other events in their region and support the organizing locals and/or working groups
- ◇ support the co-ordination of local and regional fundraising and PR activities and help the locals with nation-wide fundraising
- ◇ further the co-operation and exchanges between locals in the same or different regions
- ◇ are committed and dedicated to the functioning of the network
- ◇ should report shortly their achievements to the Network Commission and the Network Development Director, on a monthly basis. Any member of the Network Commission who, without valid excuse, fails to hand in the monthly report for three consecutive months or does not present 3 monthly reports between the Agorae, will be considered as having resigned his/her post
- ◇ should generally comply with all reasonable requests by the Speaker of the Network Commission and the Network Development Director and stay in close contact with them
- ◇ should contact the CD before approaching local governments, institutions and companies and communicating these efforts and results to the CD, the Network Commission and the locals as soon as possible
- ◇ should report urgent problems within their region immediately to the Network Development Director in order for him or her to be able to take the appropriate action
- ◇ should answer to mail requests by the CD, locals or commissioners and generally maintain

- a high level of communication and co-operation with the CD and other bodies, if necessary
- ◇ should visit their locals, especially during their events, or, at least initiate promotion tours to create new locals and/or help existing ones within the first six months of their mandate
- ◇ should take a neutral position in case of conflicts between bodies and/or locals

#### **1.8.4 MEETINGS**

The Network Commission takes part in two kind of meetings:

##### **(a) Internal Meetings**

The Network Commission has to meet four times a year. Two of those meetings take place during the Agorae, and the other two at some intermediate time. Usually, the NetCom meets in July in Brussels and in December somewhere else in Europe.

The Internal Meetings of the NetCom are devoted to the analysis of the network; the evaluation of the actions the NetCom has taken; the establishment of priorities within the network; the design of co-operation actions to improve the network, etc.

##### **(b) Other meetings**

Each NetCommie is responsible for the organization of 2 AEGEE “Regional” Meetings per year in their region. Furthermore, the NetCom is encouraged to attend and participate in the organisation of other Internal Education events (i.e. European Schools, Training Courses, etc.) by giving advices to the AEGEE-Academy regarding the human resources in the network, and respecting one of the Antenna criteria, that now obliges 1 person from a contact antenna to have an obligatory internal education event training, before the local is upgraded to an antenna.

## **CHAPTER 2 - THE LOCAL LEVEL**

After the theoretical character of the first part, this chapter will focus on the practical aspects of managing an AEGEE local. The experience given here was collected from several AEGEE members, and this will give you a basis to start with and to think about. Do not expect to find here solutions for all problems, but try to have in mind the following advices.

### **2.1 ANTENNA RESPONSIBILITIES**

AEGEE-Europe also needs the feedback from the locals. That means: read all the mail sent to you, and respond if that is requested. If you do not understand something, feel free to contact the CD, if you do not agree, contact the CD, if you feel you do not have enough information, contact the CD. But do it immediately and do not complain half a year later.

This is the complete checklist of your responsibilities towards AEGEE-Europe:

- ◇ Pay the membership fee to the Financial Director of AEGEE-Europe (described in details in the section 2.3.4 of this Manual); the Membership fee has to be paid in order to get voting rights at the Agora.
- ◇ Send in a financial report (i.e. opening balance, profit-and-loss statement, closing balance) every year before 1<sup>st</sup> of February.
- ◇ Send in a report on your activities (reports and future plans) Before 1<sup>st</sup> of December
- ◇ Send in a list with your members to AEGEE-Europe before every Agora.
- ◇ Send delegates to at least either two AGORA's or one Agora and one European Boards' Meeting every year.

Not fulfilling these duties will lead to the degradation of the antenna to the status of a contact antenna. Exceptions can be made in special cases, only when a written explanation has been sent to the CD.

These responsibilities can change, so check always the latest developments, or contact your Network Commissioner who will inform you promptly about all these issues.

### **2.2 HOW TO CREATE AN AEGEE ANTENNA**

This chapter is supposed to answer all your questions concerning the procedure of how to become an AEGEE contact, contact antenna and antenna, from both the juridical and practical points of view.

#### **2.2.1 JURIDICAL ASPECTS**

##### **(a) How to become a contact**

The first step for the creation of an antenna is the foundation of a so-called AEGEE contact. To become a contact you do not have to fulfil any juridical criteria, just keep contact to AEGEE-Europe and try to recruit people in order to build up a new AEGEE local. Please bear in mind that a contact is not allowed to call itself AEGEE-(city name).

According to the antenna criteria adopted at Agora-Enschede (May 2005) A contact can become a group of people that will provide the Network Development Director of AEGEE-Europe with motivation letter, stating the need and motivation of forming an contact in the respective city, information about the student life and city itself and a letter of intention from one of the higher education institutions in the city (University, college etc.) positively indicating that they will support in a suitable manner the future development of the contact. After all this criteria has been fulfilled the Network Development Director on the first CD meeting is submitting the documentation to the CD and requesting for the CD to approve a new contact.

When the formal part is completed, the Network Development Director together with the respective Netcom team is taking care of the contact in its future development.

##### **(b) How to become a contact antenna**

Your contact has to be formed with at least 10 members. Then you have to prepare Statutes for your local. In the Welcoming Package that you will get from the Head Office you will see that there is a model statute that you need to adapt for the legislation in your country, but in the same time that it has to correspond with the statute of AEGEE-Europe.

After finishing these Statutes, you have to convoke a local AGORA (local general assembly) where you officially found the association and accept the Statutes. Then you send the accepted Statutes in your original language and in French or English to the Comité Directeur. The Juridical Commission will check whether they are coherent with the Statutes of AEGEE-Europe.

Then you register the association at the administrative authorities of your country. Please note that the legal procedures of foundation and registration of an association are dependent on your national law. Therefore contact an already existing antenna in your country (or your NetCommissioner) in order to inform yourself about the legal requirements. Further more you also have to present planed

activities to the Juridical Commission and the CD in term of 1 year.

When you have done this, you are ready to become a contact antenna. This is done by signing a document called the "Convention d'Adhésion", during a European Boards meeting or an AGORA. Send in advance a request to become a contact antenna to AEGEE-Europe, together with your Statutes, confirmation of your local administration that you have been registered and a plan of your future activities. It is also possible to sign the "Convention d'Adhésion" in Brussels at the headoffice.

When you have signed the Convention d'Adhésion, your contact is officially a contact antenna, and is further on allowed to use the AEGEE logo, to call itself AEGEE-(*city name*) and to send observers to the AGORA. Furthermore, contact antennae and antennae have to pay membership fee to AEGEE-Europe.

The final step to be taken is to receive the antenna status.

#### **(b) How to become an antenna**

To become an antenna, a contact antenna must have organised a European event or an AEGEE-Europe event (that means all kind of events that appear on the Calendar of Events, including Summer Universities). Exceptions to this can be made in special cases on application to the CD.

After fulfilling these requirements you will turn into an official AEGEE antenna after written application at the CD. Only antennae have voting rights during AGORAE and EBM.

Apart from organising a European event, a contact antenna has to send at least one member to an internal education event recommended by the AEGEE-Academy or the Netcom. This is made part of the Antenna criteria due to the fact that many times we do face a problem that even presidents of locals, are lacking internal education, and fail to understand what are the obligations or rights of their antenna.

To remain an antenna, a local has to send representatives to at least one AGORA and another Statutory Meeting every year, it has to pay the membership fees and send in a members list, a financial report and an activity report regularly. For more detailed juridical information consult the Statutes, Working Formats and regulations of AEGEE-Europe.

### **2.2.2 PRACTICAL ASPECTS**

#### **(a) inform yourself**

Inform yourself about AEGEE. Read this AEGEE Member's Manual, which is dedicated to information about AEGEE. Contact the CD or

NetCommissioner, the co-ordinating body of AEGEE. They will answer your questions and provide more materials. Contact also the antennae around you.

However, the best of all is your personal touch with AEGEE, therefore do not hesitate to visit some AEGEE events. The best of all are AEGEE meetings, European Schools, or Local training courses (LTC) but also other events as conferences, AGORA, EBM will be very useful and interesting for you.

Inform yourself about yourself. Now that you know what AEGEE is about, you should ask yourself if you really want to take part in it. You have to be prepared that it will not only be fun, but that you will have to put a lot of your time and energy into it, that you will have to overcome many obstacles. But that means also a lot of experience and you can be sure that it is worth all the efforts.

#### **(b) official contact**

If you have decided to go on, contact the AEGEE headquarters (Brussels) again. You will thereafter be an official AEGEE contact, provided with regular mailing, and you will also receive a sample of the Statutes and the Convention d'Adhésion. Read more about about the responsibilities in chapter 2.1.

#### **(c) motivate other people**

Obviously, you cannot create an AEGEE antenna alone. Therefore you need other people. Talk with your friends, other university students and try to motivate and to convince them to help you. Contact people whose study subject has a link to AEGEE (languages, international relations, international law, European history etc.). Motivation is a hard job. Remember the way you have been motivated and send them also to some AEGEE events. Make a team, divide the tasks and start to work on the following issues:

#### **(d) moral support**

To start your activities you might need moral or practical support of several personalities of your town or region. Start with the Rector of your university or with the Mayor of your town. Explain them what AEGEE is and ask them to become patrons of your local. Also ask what kind of support (moral, financial, technical) they can provide.

Find out which other organisations promoting European co-operation and integration or something similar exist in your town and see if they can help you. Contact other important personalities of your town or region and ask them for their support and patronage: heads of industry, members of your local government, university professors etc.

Consult other antennae about the support they have and try to get a similar one.

You are absolutely not allowed to contact European institutions (like the European Community, the Council of Europe, the OSCE etc.) without the consent and information of the Comité Directeur of AEGEE-Europe. AEGEE-Europe has already a lot of good contacts there, it is better for you to use these for coordination purposes.

**(e) technical equipment**

For an efficient functioning of the antenna you need the following:

Office with telephone: try to get an office with telephone (preferably with international line) at your university. It is quite possible to get it for free (at least the office, not so much for the telephone), so try it. If it is not possible, find out if other organisations or authorities that support you can help you and find out how other student associations have solved this problem.

Computer: the best of all is to have your own computer in the office. However, when you are starting, this can be quite a problem. Check the computer facilities at your university and use them.

Fax: try to get an access to the fax of your university. It could be even for free. If you cannot send your faxes from there, ask at least for the possibility to receive them. This should not be a problem.

E-mail: make sure you have a constant access to Email. This is the only way to be up-to-date on almost anything that is going on in AEGEE. You will have serious communication and information problems if you can't get enough access to internet.

**(f) finances**

This is usually one of the biggest problems. Your membership fees of your members are something to start with: 25 EURO according to the AEGEE-Europe rules, but exceptions can be made by the Financial Director of AEGEE-Europe. But certainly these revenues will not be enough to cover your expenses. Therefore you have to look for more subventions, sponsoring and other financial contributions.

Find out the possibilities of financial support from universities, local authorities, local foundations etc. and try to get sponsoring from local companies, restaurants, shops etc.

**(g) members**

The local association has no sense without members. It is always very important and not so easy to attract and motivate new members.

Set up an information stand in university centres. Put up posters, advertise in student papers and write articles about AEGEE. Speak to many people about AEGEE, give them copies of the Calendar of Events, print and distribute leaflets etc.

If you have new members, get them to move and to participate in some AEGEE events - this is always the best way of motivation. Do not forget to give them a chance to be active and participate in your own activities. Speak to them, make them move and give them a chance to work (see also 2.5, Public Relations).

**(h) do not loose your enthusiasm**

Problems come and go, but AEGEE stays, with hundreds of other AEGEE working people who all are standing behind you. Never forget it. See you at the next AEGEE event!

**(i) Help from the CD to obtain University Support**

This year one of the priorities of the CD and the Netcom is to get full university support for the locals that do not have it already. For this need number of tools have been created, among which the AEGEE-University portal is one of the most successful so far. On: [www.universities.aegEE.org](http://www.universities.aegEE.org) you will find that AEGEE has created a perfect tool to approach universities and offer them something back in return for support. You are offering them the first global university network in Europe, that connects nearly 250 University cities. There is not such a student service yet in Europe and the unique chance will not be turned down by your university officials. As so far via this portal we managed to foundraise quite some amount of money for the antennae, and get office and technical support for our locals. The portal it self offers you un-limited marketing opportunities, allowing the university via You and Your local to place information about conferences, debates new education programmes etc. But only if they support you!!! So at the end we give the opportunity but its up to You and your bargaining skills to get as much as you can from them.

## **2.3 ANTENNA MANAGEMENT - THE DAILY WORK**

This chapter deals with antenna management and the practical aspects of the work on the local level.

Some introductory remarks:

- ◇ For every local the current state of affairs is different, so try always to adapt these guidelines to your present situation.
- ◇ This entire manual is concerned with antenna management.

### 2.3.1 GENERAL ANTENNA MANAGEMENT

Every local in principle has to deal with:

- ◇ a local board
- ◇ members and the recruitment of members
- ◇ AEGEE-Europe and other locals
- ◇ public relations
- ◇ fund-raising
- ◇ Summer Universities
- ◇ responsibilities
- ◇ knowledge and the transfer of it
- ◇ co-ordination of activities

### 2.3.2 THE LOCAL BOARD

The local board is the most important body concerning antenna management. It is the executive body and it represents the AEGEE local to the world outside AEGEE, to the other locals and to AEGEE-Europe. For the latter part it is very important that all locals send new information to all other locals and to the CD (Secretary General). The contact between the European level and the local level should be very close, that's why the Network Commission was established. Every AEGEE local must understand that it is a part of a European network: on the one hand autonomous in most of the decisions, on the other hand linked to the rest of the network, i.e. having responsibilities towards it as well as main aims and principles to follow.

#### **(a) a local board should at least consist of:**

- ◇ President: co-ordinating the board, chairing the board meetings, representing AEGEE towards the outside (university, other organisations, local patrons), final responsibility, information centre, troubleshooting, contacts to AEGEE-Europe in general and to other antennae, subscribed to AEGEE-L, AGORA-L and the regional mailing list.
- ◇ Secretary: assistant to the President and the other board members, responsible for the internal communication and the paperwork, taking minutes of local AGORAs and board meetings, replying to letters, administrating the members, contacts to AEGEE-Europe concerning information (re)distribution, taking care of the local mailing list and the account of the Antenna .
- ◇ Treasurer: responsible for the financial matters, makes financial reports, budgets, collects membership fees and hands out stickers and membership cards, pays reimbursements and other bills etc., contacts to AEGEE-Europe concerning financial reports and payment of the membership fee.

#### **(b) some other tasks can also be included in the board, depending on your local's need:**

- ◇ Fund-raising: see chapter 2.4
- ◇ Public relations: see chapter 2.5
- ◇ Erasmus/Student mobility: as a student association, AEGEE is automatically and directly involved in education. This can include distributing information about Socrates, receiving and assisting the exchange students at your university, maintaining the contact to the university's office for International Relations. It is highly recommended to have a board member responsible for this. See also chapter 1.6 about the mobility programmes.
- ◇ Events: depending on the projects you are organising you can have a board member responsible for the organisation of an AGORA or EBM, a Summer University, a conference etc. On the other hand, you can appoint a board member whose task it is to inform everybody in the Antenna of upcoming events all over Europe. S/he is subscribed to AEGEE-EVENT-L, forwards mails from there to the local mailing list, talks about these events at the social meeting of the Antenna, and motivates members to travel.
- ◇ Local bulletin: it might be necessary to have a board member responsible for your local bulletin.
- ◇ Human Resources: a board member responsible for recruitment, teambuilding and training strategy in your local.

For all the tasks mentioned above, it is useful to create separate groups to assist the local board. These supporting Working Groups should have clear aims. Depending on the task and the amount of human resources available, the size of the group can vary. It is very important that these groups keep exchanging information with the local board, one way to do this is by having a board member leading every group.

What is valid for board members is also valid for these groups: every local has additional special interests depending on the local members and the local situation. It is the task of the local, especially of the board, to decide whether a specific group is needed or not. But in most cases it is necessary to delegate the tasks. No one in the local can do everything, many helping hands are needed. Also very important is the fact that working in a supporting WG can be a learning experience for future board members. By working in a group, your members will get to know each other better, thus creating a stronger local and finally: working in these groups can be fun!

**(c) local thematic working groups**

Local WGs are a good way to make people get active. This is a place where people can realise their ideas, work on a topic they are interested in, organise various activities (lectures, camps, trips, parties etc.) and keep the contact to the European level through the European working groups. It is a good way for motivation and involvement. You can create a WG on any topic but the most natural ones are equal to those existing at European level (IPWG, HRWG, CWG etc.)

**(d) responsibilities**

Do not forget to divide the responsibilities inside the board and supporting WGs. It must be clear who is doing what, and everybody should be responsible for his or her part of the job. This responsibility should also bring a certain freedom and decision-making power. Do not concentrate all power and responsibility on the head of the President. First of all, he or she is just a human being. Furthermore, this would be the best way to lose the motivation of other people. Nobody wants to feel just as a "working force".

**(e) team work**

If you are a team, it does not only mean that you must work together but also that you should support each other. None of your members will ask what you did as an individual, the results of the work of the whole team are what really matters.

**2.3.4 FINANCIAL MATTERS**

**(a) General rules**

A local has certain financial obligations to the network. According to the Working Format Antenna Criteria, a every local has to:

- ◇ Pay membership fees to AEGEE-Europe.
- ◇ Send the financial report of the previous year to AEGEE-Europe until 1<sup>st</sup> February.

The general rule for membership fees is that every local has to pay to AEGEE-Europe 25% of the fees collected from its members, but not less than 6,25 Euro per member per year. The payment can be done either in one or in two installments – before each Agora. The number of votes that local has at the Agora depends directly on the membership fees paid to AEGEE-Europe.

The general rule applies to all the countries with high income according to World Bank, calculated as gross national income (GNI) per capita, using the World Bank Atlas method. High income means GNI per capita of \$9,076 or more. This applies to the

following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Portugal, Malta, the Netherlands, Norway, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

Upper middle income countries (GNI per capita of \$2,936-\$9,075) pay 25% of the local fee but not less than 2 Euro per member per year. This rule applies to: Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland and Slovak Republic.

Countries with low incomes (GNI per capita of \$736 or less) and with lower middle income (GNI per capita between \$736 and \$2,935) pay 25% of the local membership fee but not less than 1 Euro per member per year. This applies to: Albania, Azerbaijan, Armenia, Belarus, Bosnia and Herzegovina, Bulgaria, Georgia, Kazakhstan, Macedonia, Moldova, Romania, Russia, Serbia and Montenegro, Turkey and Ukraine.

Exceptions from the rules given above can be done by the Financial Director of AEGEE-Europe.

For the benefit of a smoothly running local, it is a good idea to have a well functioning accounting. The system you use has to be clear and easy learned, so that a new treasurer easily can take over the task, and so that the rest of the board can use the accounting and budgeting when decisions has to be made.

Double bookkeeping is a good tool, to make clear how the cash flow within the association is, and it gives the advantage that mistakes or faults are easily discovered and traced back to when they occurred. One very important thing that always should be kept in mind, is to keep the bookkeeping up to date. If the entries are put in as soon as they come up the job is a lot easier, and you do not have to go through a big mess later on.

It is not possible for all locals to have people with financial studies or similar as treasurers. In this case it can be a good idea to contact such students or teachers at your university to ask for a short introduction into accounting and budgeting. If this is not possible, you might be so lucky that one of you members' parents or family can help. Otherwise there is always the entire network, or the Financial Director of AEGEE-Europe who can be asked for help.

**(b) Guidelines for Payments**

- All the locals from Western Europe are asked to pay via bank transfer! You can find all the data of our bank accounts in the next session, on the first page of any Address Book and in the Virtual Office of AEGEE-Europe at [www.aegEE.org](http://www.aegEE.org).

- If you make your payments via bank transfer, bring the bank receipt with you to the Agora and write email to the Financial Director of AEGEE-Europe to confirm if the fee arrives to AEGEE-Europe bank!
- For the locals who are paying cash directly in the Agora, the Financial Director will only accept EURO! No dollars!!!

For any further information, please don't hesitate to contact the Financial Director of AEGEE-Europe: [treasurer@aegee.org](mailto:treasurer@aegee.org)

### (c) AEGEE-Europe Bank Accounts

AEGEE-Europe has two bank accounts: Belgian and Dutch one. In case it makes no difference for you to transfer money to any of these accounts, we suggest you to transfer money to the Belgian Account.

#### ING-Belgian account

Helmetsesteenweg 170  
B-1030 Brussel  
Swift Code: BBRUBEBB  
Account nr: 310 – 1586245 – 90  
IBAN: BE34 3101 5862 4590

#### ING-Dutch account

Prinsenkade 4g/4h  
4811 VB, Breda  
SWIFT: BBRUNL2X  
IBAN: NL10BBRU0209963204  
Account nr: 0209963204

### (d) Foundation AEGEE Trust Fund (FATF)

The Foundation AEGEE Trust Fund has the mission to 'support AEGEE and AEGEE projects, to promote European integration, mutual understanding and intercultural tolerance and co-operation between students from all European countries and furthermore everything that is related to it in the broadest sense, belongs to it and/or can be beneficial for it'.

FATF helps the locals to prevent liquidity problems by providing loans. The commission of experts of FATF is ready to provide locals with high quality project management support as well as help in writing relevant applications for financial support and financial and content project conclusions.

FATF is a separate from AEGEE-Europe legal entity. The threshold of the foundation is 40,000 Euro. The commission of experts of FATF consists of 15 current or former AEGEE members, well experienced in project management. In order to keep FATF on the right track half of the board members

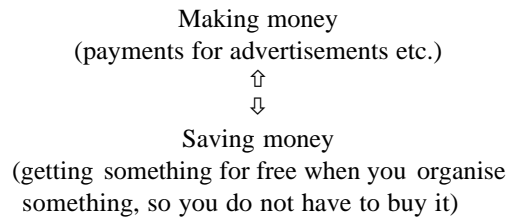
of FATF are simultaneously members of the Comité Directeur.

For more information about FATF, as well as for application forms for loans, project management support or fundraising support, please check out the FATF website at: <http://www.fatf.info>.

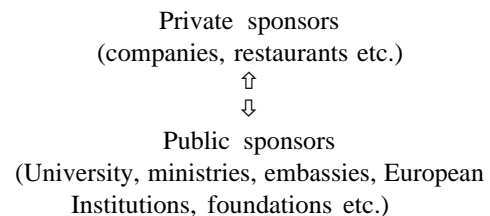
## 2.4 FUND-RAISING

### 2.4.1 GENERAL INTRODUCTION

What is fund-raising?



What sponsors can you get?



### 2.4.2 PRIVATE SPONSORS

#### (a) What can you offer a private company?

Any major event, such as the Olympic games, always boasts a number of private companies' logos as sponsors. The fact that these companies pay money in order to get their logo printed in return means that they know they will get a return on their investment. There are **4 reasons a company will pay money to sponsor you:**

#### 1) Advertising

This looks like the most logical and obvious – but it is also the most difficult part to sell. Major brands, especially, will not need the added push through an association such as an AEGEE local – they will only pay advertising money if they are given added value, ex. Your AEGEE local is the official organizer of Erasmus parties – so make sure to **give your request that specific angle the company is interested in**

#### 2) Recruitment

This is a tricky area, especially when other organizations like AIESEC and ELSA are around, who have long-established and trusted graduate recruitment programmes. The trick here is to **check**

**your member database, and see what you could offer a potential sponsor** – if you see that most of your members are language students, you could approach a translation company with the statistics, and ask for a sponsorship in return for your promotion among members, who would be potential interns/ future employees for that company

### **3) 'Good guy' image**

Although the most visible form of sponsorship is that which will reap possibly larger returns for companies – 'Marketing' – some companies also involve themselves in philanthropy, as they feel they need to give a service to society, as it looks good on them when facing shareholders, the press, etc, may give them tax benefits, and also it makes their name look 'cleaner', this is especially the case with certain multinationals. So it is also worthwhile to look through a company's website for any 'Philanthropic Fund' or 'Giving Programme' it may have, or to go through its Corporate Social Responsibility Manifesto – these programmes usually take the form of a normal grant scheme, with themes such as promotion of civil society, rather than requiring the usual 2-way promotion/marketing relationship between sponsor and AEGEE local.

### **4) Personal Links**

This always works best – there is no sure-fire guarantee, but still, an 'oldie' will always be more willing to look to his association and give a helping hand where needed – and there are already a good number of such stories within AEGEE. Here, it would be useful to work on a strong Alumni section for your AEGEE local, and keep a database of what your Alumni are doing in life now. Regular contact with the Alumni will help to be able to more easily approach those who now have 'useful' position in companies, which could be translated into support for your AEGEE local when needed. Also, family members, close relations etc should also be looked into, as these may also be more willing to give to AEGEE.

#### **(b) What can you get from a private company?**

##### **1) Cash**

When balancing a budget, this is always the main concern of an organizer – but this is also always the most difficult part. A company must have a good reason to pay you good money for something ☺ So it always depends on the size of the company you are approaching, and the extent of the coverage you are offering.

It is always very important not to depend too much on a single company as your saviour, and trying to squeeze too much cash out of them – this will also look bad on you, playing the beggar will always work against you, as it projects the image of an amateurish organization trying to make ends meet, rather than an interesting organization that can offer a serious workable proposal.

The trick is always to diversify as much as possible, and ask for different, smaller amounts from different sources. And **THINK EARLY!** – last-minute requests always give a bad impression, and also lower your chances – a company's budget may also be exhausted by this time, so it would be prudent to first do a background check on the company, and check out their marketing policy, and also their financial year, in order to be able to make a request accordingly.

##### **2) In Kind**

Even if 'FR' stands for 'Fund-Raising', this definitely does not mean that this is an exercise in getting a number of different amounts of cash from different sources, till you budget balances. FR is about **COVERING COSTS** at the end of the day – so whether you get a cheque, or whether you get a few cases of beer, it does not matter, as long as you don't have to pay for the thing.

And most companies will be much happier to sponsor you in kind – it does not cost them as much as giving out a cash handout, it is easier for them to account for, and in any case the cost price of them producing something is usually far below the price you pay for the thing in the shops.

Here, it is very important to look closely at your budget, and check the different heading you want to cover – ex. Food, drinks, stationery and conference materials, etc. Once again, how much a company will give depends on the size of the company, so tailor your demands accordingly, but this option should definitely be given much importance – if there is a possibility to get in-kind sponsorships, go for that, rather than asking for cash and getting an outright no.

#### **(c) How should you approach a private company?**

##### **1) PREPARE**

Remember the '**5 Ps**' ☺ - **Professional Preparation Prevents Poor Performance** – when approaching a potential sponsor, they always make a Go/ No Go decision within the 1<sup>st</sup> 5 minutes – it's useless if your AEGEE local is the strongest one in your region, if you screw up your approach, then there's no chance you're going to get the sponsor –

companies have a limited marketing budget, and with so many other 'competitors' looking for sponsorships around, you've really got to get it right.

It's important to follow these steps in getting prepared for approaching a potential sponsor:

- ◇ Do background research on the company: What is their main area of interest? How/ where do they usually advertise? What do they usually focus on? What has been their involvement in the youth sector recently? What is their financial condition? **HOW CAN AEGEE BE ATTRACTIVE AND USEFUL TO THEM AS A PARTNER?**
- ◇ Decide on what you want to offer the company: Going by your background analysis, look at what kind of promotion or coverage AEGEE can offer them in return. If they have some kind of grant scheme, read the instructions well, and follow them from then on. It is important, in this case, to individuate the contact person for this programme, and be in touch with that person, as regards the whole process, as well as any questions you might have on the way. In case of a more 'conventional' approach: Be Creative, but **DO NOT AIM TOO HIGH**. If the company is paying you good money for the banner you promised them at the entrance to your university, they will want to see it their – if not, you risk returning the money, and ruining the contact with that company for good. So think about what opportunities can be offered through you event/ through your AEGEE local in general, and think of something realistic that can be offered in return.
- ◇ Prepare the necessary materials: **DO NOT** flood a potential sponsor with tons of materials about AEGEE – they have a thousand things to do, last thing they need is another encyclopaedia detailing your Summer University. Provide a proposal that gives a brief description of AEGEE and of your local, as well as of the event/ activity in question, request you are making. Keep it short, and make it clear and concrete – good formatting is important, make it easy to read, and make the main points stand out. Make sure all the important information, including contact details, are in there. It will be useful to include 1 or 2 AEGEE publications, even a local publication if you have this, but just include a 'taster', don't give the person the whole AEGEE Archives!

## **2) MAKE THE FIRST APPROACH**

It is always much better if you can speak to someone directly – this always depends on the company in question. When doing your background check, try to see who the person taking

care of marketing is, if there are several brands, get the correct brand manager – a key to your success will be the **RAPPORT YOU BUILD UP WITH YOUR CONTACT-PERSON** – this will also help as regards any subsequent approaches made to the company.

- ◇ Do **NOT** spit out everything over the phone – just give a brief overview, and request if you can meet up with the person in question to present matters further. Many times, the person will ask you to follow up with an email – in this case, send over something very brief and concrete, that you will use as a basis for your discussions in the meeting.
- ◇ Sometimes, the person will keep the contact strictly over email, and everything will be carried out in this way.
- ◇ In other cases the person will come back to you in order to fix the meeting you requested – be flexible and find an arrangement that is suitable for both parties.
- ◇ If a number of days have passed since your email, and the person still has not got back to you, remind the person with a nice phone call – just do not be too rude or pushy!

## **3) THE MEETING!**

Golden Rules: These points may seem obvious, but after having heard so many horror stories, it would be good to re-emphasize them:

- ◇ **BE ON TIME** – 1<sup>st</sup> impressions count, many times you will be meeting very busy people, who have given you 20 minutes of their time, which they could have been using instead to conclude some important deal.
- ◇ **And MAKE SURE YOU ARE UP FOR IT** – get some decent sleep, wear proper clothes, and take a nice AEGEE folder with your presentation materials, and perhaps a small attaché case – no bulky/ scruffy bags – avoiding hangovers always leaves a good impression ;)
- ◇ **Also, NEVER GO ALONE** – from personal experience, this is very important – always take someone with you – and make sure the person also has an overview of what is going on – the person can back you up if you blank at some point, it also removes some of the pressure off you, and most importantly, if something important happens and you are not available for some reason – sick, abroad, etc – there is always someone who can follow matters up in your absence. It is always important, however, to inform the person you are meeting of who is going to meet him on the day, don't spring any surprises there and then – and do not take too

many people, overpowering a person is rude and also leaves a very bad impression.

#### **4) DURING THE MEETING**

At the meeting, don't just butt headfirst into AEGEE matters – speak briefly to the person, also make sure you feel at ease, and that the person feels at ease – you must not look as if you just went there hunting for cash (even if you are ☺), but make it something interesting.

- ◇ PRESENT briefly and clearly your proposal, what you are offering the company, and what you expect in return.
- ◇ LISTEN to what the person from the company is saying, and be ready to be flexible – this is not a matter of giving in, but if you see that the person is only ready to settle for something considerably smaller, be ready to alter your position accordingly.
- ◇ Whatever you do, DON'T BEG.
- ◇ Be ready to answer any QUESTIONS the person may make, just don't say too much, and risk compromising yourself – just answer as much as is necessary.
- ◇ And as said before – DO NOT PROMISE TOO MUCH. If the person sounds enthusiastic about the whole thing, stick to what you are offering, remember that you will have to deliver at some point.

The person might be interested, the person might be not. Do NOT push the person too far, but DO try and aim at something concrete if the person is going round and round in circles. If the person asks for some more materials, ex. Detailed budget/ Participants' list, go ahead and provide them within a reasonable time after the meeting, but if you feel that the person is wasting your time, it is much better to be slightly more direct with the person, after all time wasted on one company means less time to deal with others.

If the person does not accept, be polite and courteous, thank the person for their time, and make sure you leave them your contact details anyway, perhaps this time round it was simply a case of the company having exhausted its budget, or it may change its marketing policy in future – you never know.

#### **5) AFTER THE MEETING**

It's important to follow things up as soon as possible, especially if you've promised to send some materials within the next 2/3 days, don't send the things a week later! If the person promised to get back to you but did not within the period

promised, or within a few days, nicely remind the person through a phone call.

- ◇ If the company sponsors

Once something is agreed, make sure to have it IN WRITING. A person may have made a mistake as regards the amount, or else circumstances may change and they're just looking for a cheap excuse. There's no need for elaborate legal volumes, but do get them to sign a piece of paper clearly stating the names and contact details involved, and details of the thing in question – even if it's someone close to you/ someone to trust, this is business, so you never know!

And then it's important – FULFIL YOUR OBLIGATIONS. If any circumstances arise which require any changes, inform the person as soon as possible, BEFORE, not after the intended event/ promotion should have taken place – they will appreciate, and it will also keep any damage to a minimum. Non-performance of obligations, or anything that looks like cheating your partners, will possibly mean not getting their support/ having to give the support back, as well as having ruined relations with that company for anything that might have been possible in future.

- ◇ If the company does not sponsor

If the person does not accept, you also have to accept that NO IS ALSO PART OF THE GAME. FR is one of the weirdest tasks in an NGO – there is the euphoria when you hit it big, but many times things do not work out, because the person or company has different ideas about what it should do with its money, or else simply because it is not interested – as long as this is not down to sloppy presentation or lack of preparation on your part, you need not worry – next time it will be better, this time that's the story.

#### **6) FOLLOW-UP**

Might seem like a boring and useless part, but it is also very important!

- ◇ Thank your partners for what they have done.
- ◇ If they asked, or if you bound yourself to give a report afterwards, be it an event report, financial report etc., hand this in as soon as possible, and in any case within the deadline if one was stipulated.
- ◇ Especially when a sponsorship is in cash, make sure to keep the original receipts proving expenditures you have made, if they are required/ in case they are needed.
- ◇ And even if no report was necessary, it's always nice to send something about the event, with a

few photos, or to upload something to your website and send the link.

And also, remember – if these guys sponsored you now, it means that they will probably be more willing than someone new to sponsor you again in future – so take care of your sponsors, if not someone else will ;) So:

- ◇ Send a thank you letter in any case, report or no report, and whatever the amount of money/ stuff you got from them.
- ◇ And it's nice to remember about them when it comes to sending stuff like Christmas cards
- ◇ A nice touch would be to prepare an External Review for sponsors every month, about the activities of your AEGEE local, and email it to them
- ◇ If you produce any newsletter, or issue some memorial publication, send them a copy, it's a good way of keeping the contact.

#### **(d) Anyone I should not approach?**

Even when it comes to private companies, AEGEE has its own Coordination List as regards companies that can only be approached for you through AEGEE-Europe, or following the permission of AEGEE-Europe. The reason behind this is that these companies are being given coverage by AEGEE-Europe, so for them anything AEGEE-related will bring up the image of AEGEE-Europe to them, the large student NGO which is using their whole network to promote them – so any screw-up on the part of anything bearing the name AEGEE will mean the same to them, thus damaging the image of the whole AEGEE network, and losing support for the whole association in general.

AEGEE has at heart the desire to make sure that everyone benefits from such agreements, so it would be only prudent to make sure that such contacts are handled with extra care. There is definitely no problem with certain companies being contacted by AEGEE antennas to support their local events or conferences as part of European projects for example, this would definitely be to everyone's benefit at the end of the day, as every little effort within the network goes towards strengthening it as a whole. It is just important that such approaches are monitored by AEGEE-Europe, to make sure that everything is going fine, and for the reasons mentioned before, so it is important that before contacting companies, the **AEGEE Coordination List is consulted**.

This can be found online on the FR Portal, and is also sent regularly to AEGEE-L. In case of doubt, you can always consult with the Director for External Relations in the CD.

## **2.4.4 PUBLIC SPONSORS**

### **(a) what can you get?**

- ◇ Money coming in two versions: linked to certain purposes and not. Those purposes depend on the donator and his special budgets (examples: travel costs for Eastern European students, money for staging a reception), but that is mostly a problem of your bookkeeping. Payments are made sometimes in advance, sometimes in different stages according to the progress of the project.
- ◇ Receptions, food: receptions may be a bit boring, but the authorities that stage them are often so generous as to procure a buffet, and food for 200 persons is 2000 euro for your budget.
- ◇ Speakers: giving public sponsors an occasion to present themselves makes them happier and easier to get.
- ◇ Letter of recommendation, good advice: they give you a letter, stating that they think, that you are not just some lazy students hanging around, that you on the contrary are intelligent, committed young people, who intend and will stage a great event to the greater well-being of European integration. This letter may open some other doors for you. They can also give you other contacts, information, addresses etc.

### **(b) where and how can you get it?**

- ◇ European institutions: see chapter 2.4.5. Remember that all the contacts to European institutions are done only through AEGEE-Europe.
- ◇ National governments or ministries: most of the contacts to national governments and ministries go via AEGEE-Europe as well. So first of all contact the CD. They will pass your application to the responsible persons there or they will at least provide you with some advice.
- ◇ Local government, municipalities: good for receptions, food, locations, printing posters etc.
- ◇ Foundations, interest groups: they are often enormously rich. It can be quite easy to receive their support for your project (depends on the theme; they often give money for starting an organisation, improvement of the office facilities).
- ◇ University: contact the rector. Printing facilities, phone, copying, mailing often can be arranged.

Keep regular contacts with all these institutions, sending them a newsletter, writing them when your boards changes, sending them greeting cards etc. It

will help you to get a support for your project when you need it.

**(c) is there money we do not take?**

It depends on the moral standards of your local. However, you should consider, that you are moving in the student world. Rationally most people would agree, that you need for example an arms industry. But it is yet another question, if it does any good for a students' association to be associated with them.

We definitely do not take money from political parties and the like!

**2.4.5 EUROPEAN INSTITUTIONS**

If you organise an event, you can apply for a subvention and for speakers from European institutions via AEGEE-Europe. This chapter will explain what this application should look like.

The European Union (EU) (see 1.2.1 b) and the Council of Europe (CoE) (see 1.2.1 a) are the two most important European institutions for a European network when it comes to get financial and moral support - especially the first. Through these two institutions, AEGEE has the possibility to find interesting speakers for our conferences covering nearly all subjects, and especially here we have the opportunities to get subventions.

During the last couple of years, AEGEE-Europe has worked hard to build up good contacts for our network to people inside the EC and the CoE, and today we have the image of being a very serious and interesting partner in the students' world, because of our pan-European structure with no national level.

But we also have to show that our network is functioning, and professionally, and this we do by showing that we can co-ordinate ourselves - all 15,000 of us! We do it by trying to have only a few contact persons to these European institutions at the European level (in the Comité Directeur). To make this work we need the local level to co-operate with us.

So, dear local board and other local responsables, before you start organising a congress, contact the CD to talk with the responsible of the European Institutions, and let him or her advise you on your possibilities to get a subvention and speakers, and let this person deal with it - it is for the best of our whole network!

**(a) European Commission**

To get a subvention through the *European Union* machinery takes a long time, so *6 months* before your event is going to take place is the *latest* possibility to contact the CD member responsible for European institutions.

EC has several funding programmes on different fields (such as Socrates, Youth, Culture, Life, Leonardo). AEGEE's activities fit mostly the targets of the Youth Programme but keep in mind that there are other programmes, which could be relevant to your project and you can follow from the web site of the European Commission.

If your country is participating at the YOUTH programme you can apply directly at your National Agency. The YOUTH Programme countries include: EU25, EFTA, Romania, Bulgaria and Turkey. There are 5 deadlines per year for the National Level applications (those involving only YOUTH Programme countries), for which every local can apply on its own, and then inform the Director for European Institutions about the result.

If the country doesn't have a National Agency, the application has to be submitted by AEGEE-Europe (International youth organizations can apply directly to the Commission); for this, there are 3 deadlines in a year – you need to get in contact with the European Institutions Director of the CD in advance.

Besides these programmes, EC has several regional grant which are allocated by EC Representations in the respecting countries. Therefore, you could also contact the EC Representation in your country to get information on funding possibilities regarding your country.

**(b) European Youth Foundation**

The European Youth Foundation (EYF) is an institution of the Council of Europe. Its purpose is to encourage co-operation among young people in Europe by providing financial support to such European youth activities which serve the promotion of peace, understanding and co-operation in a spirit of respect for the Council of Europe's fundamental values such as human rights, democracy, tolerance and solidarity.

Deadline for applications for subventions from the European Youth Foundation (EYF), is *one year* in advance: April 1st for the activities between 1 October and 30 June and October 1st for the activities between 1 April and 31 December. For applying to these funds contact the European Institutions Director of the CD.

Furthermore there are the European Youth Centres (EYC) in Strasbourg and Budapest. These Youth Centres can offer you a comfortable working environment with lodging, conference rooms, translation for events of up to 35 people and a minimum duration of 4 days. Best of all, they provide travel reimbursement for the distance home-EYC-home! The application deadlines 1 April for the activities between January and July of the following

year and 1 October for the activities between August and December of the following year.

If you would like the CD responsible to look for a speaker then you also need to provide a presentation of the event, a programme and a clear definition of what you would like the speaker to lecture about. But remember: Also speakers need an early warning, nothing works on short notice!

Finally, there is the BMBF, which stands for 'Bundesministerium für Bildung, Wissenschaft, Forschung und Technologie'. It is only of interest for organisers of events in Germany, nevertheless it is co-ordinated by a Liaison Officer who is in contact with the Comité Directeur. Again the application deadline is roughly one year in advance: May 1st for events taking place from the following October to the end of September.

**ATTENTION:**

Contacts to:

- Council of Europe
- UNESCO
- BMBF
- or any other international organisation/ institution.

are ONLY to be made via the Comité Directeur of AEGEE-Europe! Violation of this rule usually leads to degradation of your local to contact antenna.

Find below a set of rules to be applied for CONTACTING the European Union and the Council of Europe

- ✓ (F) Free to contact: no permission needed, no obligation to inform
- ✓ (I) Inform European Institutions Director: no permission needed, but obligation to inform
- ✓ (A) Ask European Institutions Director: permission needed
- ✓ (P) Protected: no permission (contact through European Institutions Director)

**European Union**

<b>Representations and Agencies in member-states</b>	F
<b>Delegations and Offices in non-member states</b>	F
<b>Permanent (National) Representations in BXL</b>	A
<b>European Parliament</b>	
MEP's from your country	A
MEP's from other countries	A
President/Vice-Presidents	P
Administration	P
<b>European Commission</b>	
Commissioners	P
Directorates-General	P

**Council of Europe**

<b>Information and Documentation Centres</b>	F
<b>Parliamentary Assembly</b>	
Members from your country	A
<b>Members from other countries</b>	A
President/Vice-Presidents	P
<b>Congress of Local and Regional Authorities of Europe</b>	
Members from your country	I
Members from other countries	A
<b>President/Vice-Presidents</b>	P
<b>Administration (International Secretariat)</b>	P
<b>Youth Directorate</b>	P
<b>European Youth Foundation</b>	P

Furthermore, if you have any contacts at this moment that the CD should be aware of (I, A and/or P), please inform the European Institutions Director immediately.

**2.5 PUBLIC RELATIONS**

This chapter will give you basic information about how public relations (PR) is understood within AEGEE and what PR responsibilities are supposed to do. You will be presented with general guidelines for both internal and external PR.

The term of public relations is often understood in different ways. The general AEGEE description says that "public relations deals with all Internal and External relations". You can understand it as informing, promoting and building a certain image of AEGEE both among its members and outside of the association. AEGEE presence in public consciousness is fairly low, there is still a lot to do in this field.

The key word is *communication*.

There are always two sides of communication. You and the one to whom you are communicating something. So, your task, as a PR responsible is to "build bridges". You have to overcome the gap and make your message understandable for your partner.

Before you start, answer four questions:

- ◇ Why? The aim
- ◇ To whom? The target group
- ◇ What? The message
- ◇ How? The means

Another key word is *creativity*.

And remember that public relations is a long term activity. Do not let your short-term interests ruin your long-term strategy.

### 2.5.1 INTERNAL PR

Internal public relations is addressed to your own members. What does it mean? You need internal public relations to ensure that your members are well informed and active, and that you still attract and motivate new members. Your members need to be:

- ◇ *Informed:* - about AEGEE activities (both local and European, latest news inside the network regarding all aspects of the association).
  - about what AEGEE really is (form of Internal Education through available material on AEGEE structure, web-pages, history etc.). Not many members have really a detailed knowledge about this.
- ◇ *Motivated:* you need active members, who will take over the antenna later, organize all kind of events. Encourage new initiatives and involve new members into activities at an early stage to ensure they will continue to stay active.

You have to develop a stable form of communication with your members:

#### (a) personal contact

Weekly meetings organised in a pub have a lot of success in the majority of antennae. You can also organise information stands at the universities to attract new members, hold presentation of your association at the university and eventually organise an introduction for new members (weekend, Local Training Course).

Also parties, trips, lectures, mile competitions, cultural activities and everything you do together is essential for the motivation.

#### (b) E-mail information

If you send your members regular information (every 1-2 weeks) preferably with your local news-bulletin, they are well informed and have the feeling of overall structure and feeling of belonging to an association.

◇ *News-bulletin:*

Publishing a local e-mail news bulletin is a very attractive way of keeping members informed and motivated. Use pictures and articles of your members, make them want to receive the next one!

◇ *Mailing list:*

You should have a mailing list for your local, so that you can forward all important information there, and lead interesting discussions with your members.

◇ *Webpage:*

If you create a forum on your webpage, it can be very useful for your members and for attracting new ones as well (if you make it public)

Be creative while trying to think of possible ways how to reach your members. Remember, you can have success with the external PR only if you have properly taken care of the internal PR!

### 2.5.2 EXTERNAL PR

Aim: to influence the general awareness about AEGEE and its projects, to promote AEGEE values and principles to the exterior (general public), to influence the public opinion.

Target groups:

- ◇ students, non-members
- ◇ official institutions
- ◇ companies and other potential money givers
- ◇ public in general

#### (a) Students

The best way to reach them is by posters, leaflets and info stands during promotion actions. You must have the posters in the most important places, like:

- ◇ office
- ◇ university
- ◇ student residences
- ◇ libraries
- ◇ AEGEE events
- ◇ other events

There must be:

- ◇ a visible logo
- ◇ information you want to pass
- ◇ contact information

They become even more efficient if:

- ◇ you increase curiosity (develop an interesting catch, phrase etc.),
- ◇ you have a lot at several places at the same time,
- ◇ you choose properly the date and time of the day,
- ◇ you make a poster sequence (3 poster approach, first one week, second, then third-each revealing a little bit more information)

Remarks:

- ◇ ensure the permission of the people who are in charge of the places you want to use;
- ◇ arrange a meeting with interested people, personal contact is always better.

There are also many student magazines and newspapers, local radio and TV stations. Use them! Use not only one publication but try to appear in the public as often as possible, create stickers, a pub guide, publish your own calendar with

important university dates, holidays and important AEGEE events, make yellow bikes with the AEGEE logo, make pins, pencils with the AEGEE logo etc. Remember: *creativity!*

Make info stands at the university, on local fairs, on the market place, go there with information about AEGEE, about Europe, etc. Organise parties for everybody, organise excursions, e.g. to a European Institution and invite everybody, announce it at the University, show that you are active and that it is worth joining AEGEE. Remember: *creativity!*

Schedule time for a presentation of AEGEE at the universities and invite the audience to an informative evening or a special event. Personal contact is essential. You should gather people who could be interested in AEGEE. Now it is up to you to convince them. Try to remember what it was that motivated you and try to pass this feeling and experience to the others.

Remember that in AEGEE we promote tolerance, mutual understanding, democratic values and European integration. Students of all faculties and interests should be given an opportunity to join AEGEE. It is up to them to decide whether they can find themselves in one of our Main Fields of Action or not. It is very much up to you as well, to show them what is there that AEGEE can offer. Have in mind that describing AEGEE as a “travel opportunity” is not a way to attract members that will keep on investing their effort in building our association. It might be a short-term way to “lure” new members but not the effective one. The way you portray AEGEE to your members and to the exterior will determine the success of your local in the future.

Try to be as realistic and objective as possible while describing AEGEE. Your experience might not be the most usual and we would not like to transmit false expectations to new members.

Give new members the possibility to experience AEGEE, and time to decide if this is the right organization for them!

### **(b) Official institutions**

Keep good contacts with all of them - universities, Town Hall, ministries, foundations, other NGOs (non-governmental organisations), etc. If you do not need them now, you could need them tomorrow.

Possibilities:

- ◇ send them regular information
- ◇ have a contact person there that you know personally

- ◇ from time to time arrange a personal meeting to discuss ways of co-operation, to introduce your new local board
- ◇ invite them to your events
- ◇ send Christmas cards etc.
- ◇ be informed about what is happening there. Sometimes the situation can change to your benefit (or the contrary)

### **(c) Patronage**

Patronage of important personalities or important institutions will always be useful for you. Ask for it. Start with the Rector of your University and the Mayor of your town. All the letters of recommendations etc. are helpful to open other doors. Use the list of AEGEE-Europe patrons (see chapter 1.2.4).

### **(d) Companies and other supporters**

See chapter 2.4, Fund-raising.

### **(e) The public media in general**

You should create your own contacts to the national and regional media – it is a long-term effort and this knowledge should be passed to the successors.

It is very important that you inform the PR responsible in the CD about your press contacts and that you co-ordinate your activities with national and regional media. It would be desirable if you sent all articles published in the newspapers to the PR responsible of the CD.

The Public-Relations Working Group of AEGEE-Europe is trying to build the European PR network. Its aim is to collect press contacts all over Europe and update the PR Responsible in the CD of new sources of promotion. The mailing list MEDIA-L has been created for “media predators” – those who want to collect the info about national media and to disseminate material about AEGEE to them. PRWG has another important task: to support local PR Responsibles answering them to all their questions and doubts. The PRWG organizes a training called PR European School (at 2 knowledge levels: local and European) and the PR Responsibles of AEGEE antennae should use this chance to develop their skills. You can also subscribe to the PRWG-L mailing list.

How can you establish contacts with media?

- ◇ Call the newspaper, TV station, and magazine to get the right person. Write down his name (correct!), function, the section he works in (for instance the science-department of the newspaper), and, of course, the address where you should send your press-releases.

- ◇ Send to this person some practical information on:
  - what AEGEE is (for instance send him or her a Key-to-Europe or an AEGEE general folder)
  - what he or she can expect of AEGEE
  - what you want him or her to do
- ◇ Call again to ask if the written information has reached the right person (if not start again!).

Ask whether this contact is interested in receiving regular information. This information can be a press release, articles about AEGEE in general and current projects.

If you do not get a regular response of your contact, you can phone again to confirm the information after you have send it.

### **PR material**

In AEGEE there are many materials for public relations available You need to contact the headoffice of AEGEE-Europe for that:

- ◇ "Key to Europe" - AEGEE Yearbook
- ◇ "AEGEE Gazette" - quarterly publication for external partners of AEGEE-Europe
- ◇ "News Bulletin" – Internal AEGEE magazine for all members
- ◇ "One Europe" – the magazine gathering students' opinion on European topics
- ◇ your local News Bulletin and local News Bulletins of other locals
- ◇ AEGEE general flyer
- ◇ AEGEE general folder
- ◇ conference-results brochures
- ◇ also your AEGEE letterhead paper and business cards are PR materials, they should make a good impression. Do not forget the AEGEE logo, your address, bank account, names of patrons etc. on your letterhead paper.

Choose your PR material properly regarding your target group (do not take too much!). And do not save money on them. Nothing that looks cheap can make a good impression.

### **Final remarks**

- ◇ maintain the regular contacts, inform them not only about your local activities but also on what is going on in Europe
- ◇ remember what, to whom, why and how
- ◇ send the PR responsible in the CD information about your contacts with the media
- ◇ use the official AEGEE logo in all your PR materials
- ◇ do not forget that public relations is a long term activity

- ◇ appear in the public with as many different and good things as possible
- ◇ be creative
- ◇ if you need any help, contact the PRWG or the PR responsible in the CD

### **2.5.3 HOW TO MAKE A PRESENTATION**

#### **(a) introduction**

As a board member, you will most probably have to make a presentation of AEGEE - for your members, for other students etc. Remember that a presentation is only effective when it is really understood and accepted by the audience. To accomplish that, it is important to make the right use of visual effects. These will make sure you have the attention of the audience and will help you to present your information in a professional manner.

#### **(b) preparation**

Poor preparation is your best chance to leave a bad impression. It is something the audience will remember for a long time! A *wrong* preparation is also possible, below you will find some hints how to avoid it.

*What can go wrong?*

- ◇ your information is not tuned to the knowledge of your audience
- ◇ too much information in a short time
- ◇ insufficient sound level
- ◇ incomprehensible language
- ◇ use of the wrong visual tools
- ◇ bad visualisation of your information
- ◇ a story which is too long

*A few advises for good preparation:*

- ◇ start in time with the preparation
- ◇ ask yourself the following questions:
  - *Who* are the people in my audience?
  - *What* do I want my audience to know after my presentation?
  - *Where* and under what circumstances will the presentation take place?
  - *Which* visual aids are best?
- ◇ practice and check the time you will need

#### **(c) visual aids**

A beamer (alternatively an overhead projector) is nowadays the most popular visual aid for presentations because of its multiple possibilities – presenting texts or graphics, simple usage, attractive attention efficiently.

Decide for yourself if you want to use one or more visual aids. Ask yourself in what way the information will be understood and accepted best.

1) *powerpoint presentations / transparency sheets, basic rules:*

- ◇ one subject
- ◇ six lines maximum per slide
- ◇ six words per line

Very often people try to put the whole story on the slide. Always remember that the beamer is just a visual *aid to support* the story told by the speaker.

2) *some advice*

- ◇ work preferably *horizontally*. This fits better on the projection screen and it is much easier to read a few longer horizontal lines than a lot of short vertical lines
- ◇ make sure you have a sufficient margin on both sides
- ◇ centre the title
- ◇ choose the type of the characters and the font size with care
- ◇ use colour effectively and functionally to emphasise things: only at the right place at the right time (it has been proved that the most readable background for PPT is white)

**(d) giving the presentation**

1) *organisation*

- ◇ make sure you are in time, so you can check the meeting room, facilities, visibility etc.
- ◇ make sure all the necessary facilities are in the right position and in good order
- ◇ organise your presentation desk: make sure pointer, pen etc. are within your reach
- ◇ welcome your guests

2) *timing*

- ◇ start and finish in time
- ◇ use short breaks (few seconds) in your story: it gives the audience time to think about the information they just received
- ◇ use the right image at the right time

3) *using the beamer or overhead projector*

- ◇ pointing out: always point things out on the computer screen, not on the wall
- ◇ on/off technique: when the audience should give its attention to the speaker and not to the screen, just turn off the beamer and attention will automatically focus on the speaker
- ◇ use the transition functions to build up an image or text step by step

4) *using your voice - think about:*

- ◇ volume

- ◇ speed
- ◇ tone
- ◇ voice-quality
- ◇ pronunciation
- ◇ breathing
- ◇ enthusiasm

5) *body language*

- ◇ do not walk too much around on the stage
- ◇ make sure you are dressed right
- ◇ do not play with pointer, pen, keys etc.
- ◇ stand or sit up straight
- ◇ use a gesture to emphasise your words
- ◇ keep eye contact with the group

6) *information in advance*

Tell the audience at the start of your presentation if they can ask questions during or after the presentation. Also inform your audience if you have a hand-out, so they do not have to write things down.

**(e) conclusion**

Summarise the most important points. Make sure the end of your presentation is positive and thank the audience for their time and attention. Whenever possible, give a hand-out.

## 2.6 HOW TO ORGANISE AN EVENT

In this part, we will take a closer look at the organisation of an event in AEGEE.

### 2.6.1 IDEA

Right, you should have a vision... A vision that keeps you going during the dark hours of the preparation of your congress. And there will be dark hours. But if you really believe that your theme is worth it, you will awake to the splendid dawn of your own event.

**(a) people**

Discussions, brainstorming etc. Aim: stick people to the idea. In the end there should be at least consensus, in a better case fascination. You have to create a union of the people and the idea, to achieve desired aims. You do not need the full staff yet, but enough driving energy gathered. Think about continuity. It may happen that several leading organisers go away before the event takes place. Nothing happens if there are successors equally motivated to pull it through!

**(b) timing**

Take it slowly. Guideline: one year (for really big things, like Agorae 1,5-2 years). Think about deadlines if you want to apply for a support at European institutions. Reserve date and theme at AEGEE-Europe for the Calendar of Events. Do it as soon as possible. Make a timetable. It will help you to get things done in time. Think about cancellation deadline (we do not have enough money...) but remember that the situation can still turn round. If there is a chance, you can try to go on. However, be realistic!

**(c) sizing**

Depends on two preconditions. Money and target group. For example a conference on European taxes will drown in sponsors' money, so you could have 300 people there, but only 30 might actually apply. Never forget that smaller events often attract more motivated people and thus you can reach a better output.

**(d) golden principles**

- ◇ Do not panic!
- ◇ Do not get blocked by thinking of your liability!
- ◇ Think impossible to get what is possible. 90% perfection is still dreamlike!
- ◇ Care about the team spirit and small incentives for organisers (free pizzas on night shifts cannot kill the budget!)
- ◇ The following paragraphs will tell you how it should be (and never is).

**2.6.2 THE EVENT ITSELF**

**(a) programme**

- ◇ Research: digging in the topic, reading books, talking to people, authors, journalists, professors, gathering material. Look for firms, associations, foundations and authorities concerned with the subject. You can buy some thematic compendia and make the best investment in the history of your local!
- ◇ Approaching speakers: call them first, outline the project, let them know if it is big - they usually underestimate it, have a chat, get new information. You can pay their travel costs but do not pay them salaries. Most of them will understand your position as a non-profit student association. Send them enough information about AEGEE and about your event. Keep them up-to-date, otherwise they will put you out of their agendas.
- ◇ The rest of the programme - think about exhibitions, movies, theatre pieces, concerts, special food, excursions (all connected to the theme of your event) and the ways to organise them. Plan a European Night, pub crawls, guided

tours through town, receptions by local authorities.

- ◇ Breaks and a lot of coffee (please, do not charge for it!) - do not get carried away with your programme. There are many things to say, but do not give people more than they can process. Do not make lectures too long, leave enough space for discussions, they are usually much more interesting.
- ◇ Food: try your very best to get it for free, you can do a lot of fund-raising there (bread, cheese, drinks, hamburgers etc.). Remember that you have to provide at least breakfast and lunch or dinner for within the participation fee!
- ◇ Nice surprises: think about nice surprises for participants. This is something they will remember when they go home and they will easily forget the things that went wrong.

Get experience at other AEGEE events. See what went wrong there and try to prevent it.

**(b) sponsoring**

See chapter 2.4, fund-raising. Remember about both public and private sponsors.

**(c) public relations**

Remember that you need:

- ◇ attention within AEGEE (Calendar of Events, AGORA, EBM, mailing lists, posters and leaflets sent to the local - enough time before the event takes place!)
- ◇ attention at the university (posters, leaflets, stands)
- ◇ attention of the media (the press department of your university can help you - they should have a long list of addresses of media). Invite all the contacts you have. Do not think too small: call TV, Radio, and national papers. If they come - big hit, if not - try next time.

See also chapter 2.5, public relations.

**(d) printed materials**

- ◇ The event brochure: should give the introduction into the theme, a programme, practical information for the participants, some general information about AEGEE and advertisements of sponsors!
- ◇ The results brochure: the output of the last event is the best advertisement for your next activities, so make an effort in making it. A good result book of a contentful event can be also perfect lobbying tool, remember that we do have a lot of power with our students' voice!

Avoid mistakes, at least in headlines!

**(e) lodging**

If your event is small and you want to save money – you can use private lodgers. This will give the participants the additional factor of intercultural learning! If it is not enough or if you prefer to keep the group together, try to arrange other cheap possibilities (youth hostels, dormitories). For any case, reserving a gym as a backup is always clever.

**(f) locations**

If you want to save money, stay at the university. However, the more prestigious locations (City Hall, Senate etc.) can add you much visibility, especially during the opening and closing of the event. If you go outside: do not forget the insurance. We might damage more than you can pay.

**(g) translation**

Not everything can be done in body language. Unless all the speakers speak fluently English you will need interpreters and translation equipment.

**(h) invitations**

◇ AEGEE members: on mailing lists (info about the event, deadlines, applications, contact info, conditions etc.) or also by traditional mail to the locals (nice-looking leaflets with enough information), you can use the General Mailing from the Head Office – contact the Secretary General for this in advance!

Think carefully about visa problems - see also chapter 2.5.6 “How to obtain visa”.

◇ Professionals: during your research and through your PR efforts you might find people willing to come to your event without delivering a speech. You can even charge them for participation.

◇ VIPs: invite them if they have some links to your theme or AEGEE

**2.6.3 ESSENTIAL FOR THE EVENT DAYS**

**(a) reception desk**

Should be open on arrival day for a long time (even all the day in case of very big events). Put up signs! Location: central, easy to reach from the railway station, highways, airport etc. You will spend many hours there, so it should be a nice place to hang around at. Have shuttle service and drivers ready.

If you decide for private lodgers, they should come along and take their guests away. Consider sponsored snacks and other things that make people feel welcome.

**(b) information material**

A pile of things to hand out to your arriving guests should contain: nice maps and tourists information (available at the local tourism authorities), sites of events should be marked in the map, event brochure with the address of lodging place and list of important public and AEGEE phone numbers, name tag, and ideally also a one week bus ticket, vouchers for lunch, parties, other activities etc.

**(c) office**

The office is the brain of the event. It serves in many ways. There you may organise reception after the arrival day. At any time there should be one competent person, knowing the organisation inside out. In the office you should have computer(s) and possibly fax; you should store there all relevant papers about the event. Have a task force (3-5 people) at hand for driving, carrying flowers, preparing presents for the speakers and for all the things you have forgotten, and these will inevitably be many. Organisers should keep the office up-to-date where they are. The event will be a several days exercise in trouble-shooting and the office will be at the heart of it. It should be also the headquarters of speakers' service.

**(d) speakers' service**

Ideal: one hostess for every speaker. Aim: be nice to your speakers. Why: your reputation and - by this - your next event. Lodge them at a nice hotel, fetch them from the hotel/airport. Have cars and drivers ready for them. Give them a small present after their speech. Invite them for lunch/dinner to a not-too-cheap restaurant.

**(e) driver service**

Sponsoring should procure (fully insured) cars and vans. Car producers have a number of vehicles ready for such purposes. They save you risks and boost your image.

**2.6.4 ORGANISATION OF THE ORGANIZATION**

**(a) responsibilities**

Nobody can do it alone, yet everything must be done: so share the burden and do not be afraid to delegate the responsibilities! Make task forces for the above mentioned points and have responsables for each task force. Being "responsible" means - if nobody else will do it, you will do it!

**(b) co-ordination**

There should be one co-ordinator for the whole event. The co-ordinator is the one that supervises that everything that has to happen really happens.

He is the one who can answer (almost) every question about the event, he knows what the other people are doing and he gives them certain directions.

Who-does-what lists should be made and kept up-to-date, getting more and more detailed. The lists assure that everyone knows where to ask about what. Hold co-ordination meetings, where everyone reports what he and his task force has been doing, will do and where they need help.

You should make two copies of every paper going out or coming in, there should be two records of every contact you establish. One for the co-ordinator and one for a central file. Do not think about copy costs, they do not matter so much. Imagine your co-ordinator is forced to flee the country and leaves you behind with half an event and no records of it.

Keep all the electronic files on the computer, make a backup of everything you do on your own computer at home.

#### **(c) finances**

Finances can kill everything including you and your local. Make a budget and keep it up-to-date! As soon as you know the real price of something, spend or get money, adapt the budget to the new situation.

If things look black, make an emergency budget, stripped of everything that is not utterly necessary, but do not throw away the generous budget yet. Things often look black when they are not, in the end. If you believe it, it will work!

Do not forget about taxes, fees, and insurance, never underestimate office and phone costs, include an additional security margin of 10% of the costs. You need it!

No money can be promised or paid without the consent of the co-ordinator or the treasurer, unless it has been explicitly included in the budget and it is your task to spend it.

#### **2.6.5 FOLLOW UP**

Your event is finished, everybody is happy that it's over. The participants had a great time and you had some free days to rest a bit...

Now the real work starts! Make a results booklet if you have results that should be documented and can be used for example for political lobby, university policy etc. Thank the speakers by sending them a thank you letter in combination with the results booklet. Do the same with sponsors and people from the university that helped you a lot.

What often is forgotten is to thank the volunteers that made your event possible. People that poured the coffee, made sure that the details were taken care of and a bunch of other things.

What you can think of is sending them a christmas card with warm thoughts on behalf of the organising team or something just as spontaneous. Often it is unexpected, but very welcome!

Finally keep always in mind that conferences have a lot of impact on your local and human resources. Sometimes people get really burned out after a conference. Make sure that you organise a party or even a weekend out to blow off some steam. Try to motivate them to stay involved in the association. If this seems hopeless, make sure that your local has also some fresh strong members that have the power to overcome the afterdip that can appear after the organisation of a fantastic event. Don't forget, while organising a conference to keep an eye on the human resources management of your local. It's better not to use all the active members as intensive on your conference.

#### **Final remarks**

All this might sound a bit difficult and discouraging. But organising an event is something you will not forget in your lifetime and should tell your grandchildren about. Secondly, you get a lot stronger and "cooler", because you know what real stress is like. Finally you learn. You learn so much, that it pays.

#### **2.6.6 HOW TO OBTAIN VISA**

Nowadays in Europe visa are still obliged for people from several countries. Perhaps this is not the way we see an ideal Europe, but still if you are in AEGEE, take care that the whole network can participate, so also arrange visa for members of AEGEE.

Your responsibility is to help your participants obtain visa. The CD or anyother European body will not tolerate behaviour such as ignoring participants from countries that still do need visa for your country!

In the technical process every single ministry of foreign affairs on its website has information regarding the visa system and the requirements. Usually invitation letter with your credentials is more than enough, accompanied by sending it to the respective embassy and sending the original to Your participants.

If you would like to know more about the Visa system in Europe or you would like to join the fight for final break down of borders join and visit the AEGEE-Europe Visa freedom fighters at [www.aegee.org/wg/vff](http://www.aegee.org/wg/vff)

#### **(a) application by the participants**

The participants for the event must at least apply one month in advance. In this application they should state their full name, address, passport

no., place & date of birth. They should send this by fax or by mail to the local organising the event in order to be invited by them.

They should think also of the period they want to stay in the country and make this clear to the organising local. Perhaps they will need two or three extra days in the country for travelling.

*The Comité Directeur strongly recommends to accept only those applications that are signed by the president of the local board or a member of the Comité Directeur of AEGEE-Europe. This is meant to prevent the fact of abusing the network to obtain visa.*

**(b) writing the invitation**

Now, having this information, the organising local should write a letter in which it invites the persons who applied for the event for the period they will stay in the country. You should state in the letter that you, as the organiser will give them lunch, dinner and accommodation during the mentioned period. Be aware that then you are responsible for all the people you invited. In case of accidents with the people you will have to pay. So secure your organisation from this and take care that you are ensured for these matters. You can easily obtain information at insurance companies.

**(c) approve your signature**

After the letter has been written, mostly your signature has to be approved. Usually you can do this at the town hall by showing your passport. They will give an official stamp on your letter.

Send or fax this invitation to the participants and the embassy or consulate where they have to pick up their visa. Sometimes it helps if you send a copy to the department for visa of the Ministry of Foreign Affairs.

**(d) finished, just waiting**

And after this you can only wait... As a participant you should not forget to take the invitation and apply for the visa at the embassy. The organising local in most of the cases cannot help you any more. So do not blame them.

**(e) AEGEE-Europe remark**

Although it is not often the case, AEGEE-Europe is very aware that these applications can be abused very easily, therefore AEGEE-Europe has not tolerated and will not tolerate their abuse within the network.

## CHAPTER 3 - INFORMATION TECHNOLOGY (IT)

One of the fastest moving topics in AEGEE is the development of the IT structure. Within a few years, AEGEE has moved from a paper organisation towards a virtual electronic organisation. A lot of possible communication tools have become available, as you will see in the following paragraphs.

### 3.1 E-MAIL

E-mail is definitely one of the most important and efficient ways of communication in AEGEE. The mailing is done through computers and using of E-mail is quite an easy thing.

#### (a) what are the advantages?

- ◇ it is fast (the message normally needs just a few seconds to reach its destination);
- ◇ most of the time it is for free (the network is already installed at your University, so you just use it);
- ◇ you do not have to send only messages, you can send computer files;
- ◇ e-mail is a forum for exchange of opinions. You can have a "conference" going on, with people sending contributions to a certain issue. You have the opportunity to look at the others' contributions and make remarks to them. This way you can participate in the real AEGEE discussions without the necessity to travel anywhere.

#### (b) where can you get an E-mail account?

Ask at your university. Usually it is possible. At some universities students can have their own E-mail account, at some universities it is just for the organisations. You can also get a private account at the free email services like [www.hotmail.com](http://www.hotmail.com), [www.usa.net](http://www.usa.net) or [www.gmx.net](http://www.gmx.net) and many more. But if at all possible use your university's service, it is much more reliable.

#### (c) why should you obtain an E-mail account?

Read once again its advantages and it must be clear. If not, remember that already nowadays more and more AEGEE information (and also non-AEGEE) is passed via E-mail. Next to the mailinglists it is a very nice way to keep in contact with the friends that you made a conferences all over Europe.

### 3.2 MAILING LISTS OF AEGEE

Currently there are many mailing lists run for AEGEE. You subscribe to a mailing list and will then receive all messages

other subscribers send to the list's address - this can sometimes lead to 30 messages a day...

The major AEGEE mailinglists in the [aegee.org](http://aegee.org) domain are:

AEGEE-L	Central information and discussion list of AEGEE. The mother of all AEGEE mailing lists.
AEGEE-EVENT-L	Announcements of activities organised by AEGEE locals. No discussion, pure information only. Participants list are also spread.
AEGEE-AGORA-L	Forum for preparation and discussion for the statutory meetings, AGORA and EBM.
AEGEE-SU-L	On this list information about the Summer Universities is spread. Information from the SU co-ordination team, information from antennae about their courses, lists of participants and other SU-related topics are to be found here.
BOARDINF-L	Information from AEGEE-Europe (see more info below)
ITWG-L	Internet and computer usage for and in AEGEE. Help for technical problem development of the IT structure. You can post your technical questions to ITWG-L.
AEGEE-NET-L	This list is the public discussion forum of the Network Commission (NetCom) and related AEGEE network matters. Do not confuse this with the "official NetCom e-mail address" <a href="mailto:netcom-l@aegee.org">netcom-l@aegee.org</a> - only the network commissioners are subscribed. Announcements of new elected local boards are particularly welcome on this list.

A complete list of all AEGEE mailing lists is available at <https://lists.aegee.org>

The mailing lists are managed by a programme called "listserv". To issue commands - like subscription - just write an email to [listserv@aegee.org](mailto:listserv@aegee.org). Leave the subject field empty and state in the text body one or more of the following commands:

help	get help and an overview of available commands
subscribe <list> <first name> <family name> <antenna>	subscribe to a mailing list
unsubscribe <list>	leave a mailing list

signoff <list>	leave a mailing list
review <list>	get a list of all subscribers
nomail <list>	stay on the list, but receive no mail anymore
mail <list>	get mail again

Please do not type the brackets (<, >) and replace the term within the brackets with the real expression, e.g. a subscription would look like this:

subscribe AEGEE-L Romano Prodi Roma

To write an email to the mailing list, just write an email to the list address, e.g. AEGEE-L@aegee.org. Instead of @aegee.org you can always use @aegee.uni-karlsruhe.de, too.

**Important note:** not all commands are available on each list. Each list has its own configuration: some lists ask for a confirmation of your subscription, others don't. Some lists allow posting without subscription, others don't. Some lists demand a confirmation of your posting, others don't. **Please read** the messages that you get from listserv carefully and completely! In recent weeks the AEGEE mailing lists have been abused, so be careful! If you suspect a misuse of your email address, please contact [listserv-abuse@aegee.org](mailto:listserv-abuse@aegee.org).

An exception to all these proceedings is **boardinf-l** which is not a normal mailing list. You cannot subscribe or signoff in the usual way. The official email addresses of the bodies (antennae, working groups, commissions,...) are subscribed automatically. The email addresses that are listed in the Address Book are regarded as official. Please make sure that these addresses are always correct, working and read regularly! Individual persons can also subscribe by activating the corresponding checkbox in their Virtual Office Address Book entry.

Most mailing lists have an **archive** in which you can look for emails posted in the past. You find the archives at <https://lists.aegee.org/archives>. You need a listserv password for access. You can get it easily by simply following the procedure that is explained on the above mentioned webpage.

If you want to create a mailing list of your own (and have a good reason for doing that), you can contact the listserv administrator at [listadmin@aegee.org](mailto:listadmin@aegee.org) or your local university administration.

### 3.3 WWW - WORLD WIDE WEB

AEGEE-Europe is online! Find it at [www.aegee.org](http://www.aegee.org). At this address you should be able to get all the information about AEGEE-Europe. From here there are links to the Virtual office and the

mailinglists archives. The website of AEGEE-Europe contains a lot of useful information. Here is a short overview of the contents:

<b>About:</b> History of AEGEE, Patrons, Statement of Principles, Statutes, Structure	<b>Alumni:</b> Alumni database	<b>Events:</b> Calendar of Events	<b>Network:</b> Network database, Address Book
<b>News:</b> Press Releases, CD Newsletter, past CDs, News	<b>Office:</b> City Maps, Pictures, Virtual Office	<b>Partners:</b> Information about partner companies of AEGEE, How to become a partner	<b>Projects:</b> Lots of information about each and every project of AEGEE

### 3.4 VIRTUAL OFFICE (VO) AND DATABASES

The Virtual Office can be reached via [www.aegee.org](http://www.aegee.org) -> Office ([www.aegee.org/office](http://www.aegee.org/office)). The VO is a huge pool of information, which is technically realised with Lotus Notes. The information in the VO can be accessed depending on the authorization of the user (public, AEGEE member, etc.).

#### How to get an AEGEE.org account?

There are basically three levels of authorization:

- ◇ **Anonymous user:** public access, no AEGEE.org account needed
- ◇ **AEGEE members:** personal AEGEE.org account
- ◇ **AEGEE bodies:** master account

A master account is issued once per antenna. If your antenna does not have a master account or lost its password, then contact Wim van Ravesteijn at [master-accounts@aegee.org](mailto:master-accounts@aegee.org) to get a new one.

To register a personal AEGEE.org account a person has to do the following:

- ◇ Enter the VO, click on "IT & aegee.org Accounts", then on "Register or update a personal aegee.org account"
- ◇ Register
- ◇ Fill in name and CSN (card serial number, printed on the AEGEE membership card)
- ◇ Fill in the form (fields with \* are required)
- ◇ Choose a password
- ◇ Submit

It takes some time until the personal AEGEE.org account is activated and ready for use. Please log in in future when you enter the VO, because you will get better results in search engines.

In the following paragraphs some databases and possibilities are presented. Try and surf on your own, you will find incredibly useful data!

**Main Databases:**

➤ **AEGEE information database**  
( <http://karl.aegee.org/aeg-info.nsf>)

- ◇ Agora and EBM booklets and minutes
- ◇ Budget lines and financial reports
- ◇ CD Newsletters
- ◇ CIA (also older versions)
- ◇ Strategy Plan and Yearplan implementations
- ◇ AEGEE Member's Manual
- ◇ Press Releases
- ◇ ... and more ...

➤ **AEGEE Internal Education & Presentations**

- ◇ IE Materials, Presentations, etc...

➤ **AEGEE Address Book** ([www.aegee.org/ab](http://www.aegee.org/ab))

- ◇ Addresses of all AEGEE bodies (public access) and board members (AEGEE only)
- ◇ Inof about email lists, phone lists, social meetings
- ◇ This is a crucial database, please keep it up to date! for more info Address Book Co-ordination Team [abc@aegee.org](mailto:abc@aegee.org)

➤ **Calendar of Events**  
( [www.aegee.org/events](http://www.aegee.org/events))

- ◇ official Calendar of Events
- ◇ Calendar of all AEGEE events
- ◇ Calendar of non-AEGEE events
- ◇ display as list, calendar and printable version
- ◇ submit your own event
- ◇ apply online for an event
- ◇ submit results and financial report for official events

➤ **Summer Universities** ([www.aegee.org/su](http://www.aegee.org/su))

- ◇ list of available Summer Universities
- ◇ organisers make their selection online
- ◇ review whether applicants from your local are accepted
- ◇ enter if the selected people really attended your SU
- ◇ submit evaluation

➤ **Public Relations Materials**

- ◇ Press Mirror
- ◇ Graphics
- ◇ Press Releases

➤ **Statutory Meetings**

- ◇ Find Agora and EBM materials like: booklet, minutes, proposals

➤ **AEGEE Mailing lists**

- ◇ Find a list of all mayor mailing lists of AEGEE: AEGEE-L, Agora-L, AEGEE-SU-L, AEGEE-Event-l...
- ◇ Subscription to mailing lists
- ◇ Mailing list manual

➤ **Online Treasury**

- ◇ Financial reports and budgets
- ◇ Information about fees
- ◇ Reimbursement matters: information and forms

Please submit your own information and **contribute** to this information pool. The VO needs your **input!**

Upload your press releases, update your Address Book entries, add your event to the Calendar – there are many ways.

**3.5 DOCMASTER**

Docmaster is an easy method to obtain a set of often used documents. The usage is similar to listserv. All you need to do is write an email to [docmaster@aegee.org](mailto:docmaster@aegee.org), leave the subject field empty and type one or more of these commands in the text message field:

get agora-booklet	programme booklet for the next AGORA
get agora-minutes	minutes of the last AGORA
get ebm-booklet	programme booklet for the next EBM
get ebm-minutes	minutes of the last EBM
get statutes	the statutes (Corpus Iuridicum Aegeense, CIA)
Get visa-booklet	the latest visa booklet
get yearplan	yearplan topics of AEGEE

**3.6 LAMA**

LAMA (Local AEGEE Management Application) is a tool to aid the local AEGEE board with the administration of its members: it's possible to store name & address, print a phone list or e-mail list, track a member's participation in internal education courses, keep control over the fee payments and generate a members' list for AEGEE-

Europe (with those data required for new membership cards), It's even possible to import and export address lists from/to Excel and Word.

For further information, please check out LAMA's website: <http://www.karl.aegEE.org/lama>

### **3.7 INSTANT MESSAGING (MSN, ICQ, SKYPE)**

E-mail is in the Internet something similar to mail letters. Instead, internet chat is in the Internet something similar to a café where people meet and discuss, although they might be thousands of kilometers away.

In the latest times, Instant Messaging tool has become very popular and has been immediately adopted by AEGEE as a powerful means of communication.

Instant Messaging software allows you to be in touch with friends and contacts on a real-time basis. Msn Messenger, for example (to be downloaded from <http://messenger.msn.com>) will tell you when are your friends getting online (in case they also have Msn Messenger) and will allow you to send them messages 'on the fly'.

Popular instant messaging services on the public Internet include MSN Messenger, Yahoo! Messenger, ICQ and SkyPe. These services owe many ideas to an older (and still popular) online chat medium known as Internet Relay Chat (IRC).

In the AEGEE Address Book (only in the online version, in the Virtual Office) you can find the Msn (but even ICQ and Yahoo) contacts of many AEGEE members!