

*european network
of training organisations
for local and regional authorities*



TO THE MEMBERS OF ENTO

ENTO(2009)/Synopsis/Bur5

18 December 2009

The meeting of the Bureau of the European Network of Training Organisations for Local and Regional Authorities (ENTO), meeting in Strasbourg, France on 8, 9 and 10 November 2009, with Raffaele GARERI (Italy) in the Chair.

- ✓ Adopted the draft agenda of the Bureau meeting.
- ✓ Decided to hold an extraordinary session of the Bureau at 18:00 on 9 November 2009 to deal with point 6.6 of the agenda 'Organisation of the voting at the General Assembly' and any other issues of importance arising.
- ✓ Adopted without modification the decisions of the previous Bureau meeting held in Strasbourg, France, 22 September 2009.

1. Election of the President of ENTO

- ✓ Unanimously elected Raffaele GARERI as President of ENTO to serve until the next General Assembly in autumn 2010.

2. The Future Secretariat of ENTO

- ✓ Held interviews of 15 minutes each with the 3 candidate organisations having submitted offers to host the ENTO Secretariat:
 - Institut de Formation des Elus (IFE) – represented by Philippe MILLET
 - Euro-Institute – represented by Joachim BECK
 - Europa Networking – represented by Paulo CRUGNOLA and Valeria VALENTINI
- ✓ Decided that the proposals of the Europa Networking and the Euro-Institute were complementary and would create interesting synergies if they could be combined.
- ✓ Agreed to approach Europa Networking and the Euro-Institute during the ENTO events of 9 and 10 November 2009 with a view to obtaining a joint, 1-year proposition to host the future secretariat of ENTO within a budget of €30 000. Worked out a draft joint-proposal with both organisations at the extraordinary Bureau meeting of 9 November and agreed to present it to the General Assembly the following day.
- ✓ Agreed that ENTO should capitalise on the IFE's contacts with Brussels to lobby in favour of the network and its objectives.

3. Preparation of the General Assembly

- ✓ Reviewed the documents for the General Assembly already approved by the Bureau: Draft Agenda; decisions of the Extraordinary General Assembly of 2 February 2009; proposed changes to the statutes of ENTO; draft ENTO Rules of Procedure.
- ✓ Took note of the list of participants who had confirmed their presence at the General Assembly of 10 November 2009.
- ✓ Took note of the current situation regarding the payment of members' fees at the extraordinary session of the Bureau on 9 November 2009.

- ✓ Decided to exclude with immediate effect the two following ENTO member organisations from the network due to the repeated non-payment of membership fees:
 - Institute of Strategy and Development (Georgia) – Associate member
 - Association of Siberian and Far Eastern Cities (Russian Federation) – Ordinary member
- ✓ Took note of the resignation from the network of the Federal University for Applied Administrative Science (Germany).
- ✓ Decided that the Bureau would contact the following organisations regarding the non-payment of their membership fees for 2008 and 2009 and that they should be considered for exclusion if no payment was forthcoming:
 - Communities Association of Armenia (Armenia) – Ordinary member
 - SDA Bocconi (Italy) – Ordinary member
 - Union of Municipalities of Turkey (Turkey) – Ordinary member
 - Institute of Municipal Government (Russian Federation) – Ordinary member
- ✓ Decided to request confirmation from Mr Yury KIRILLOV, Director of the Institute of Municipal Government (Russian Federation) of his organisation's payment of membership fees for 2008 and 2009. In the event of non-payment, it was decided that his organisation would not be able to vote at the General Assembly of 10 November 2009. *[On the morning of 10 November, Mr KIRILLOV confirmed that his organisation had not paid its membership fees]*
- ✓ Following these decisions, it was noted that on 9 November 2009, ENTO comprised 35 Ordinary members and 2 associate members from 21 countries.

4. President's Annual Management Report

- ✓ Approved the draft President's Annual Management Report for 2009 to be presented to the General Assembly for adoption.

5. Guidelines of ENTO work in 2010

- ✓ Approved the draft Guidelines of ENTO work in 2010 to be presented to the General Assembly for adoption.

6. ENTO Directory

- ✓ Took note of the draft ENTO Directory 2009 which would be presented to the General Assembly.

7. Financial Report 2008, Auditor's Report, Draft Budget 2010

- ✓ In the absence of João-Paulo BARBOSA DE MELO, took note of Gert FIEGUTH's presentation of the Financial Report 2008, the Auditor's Report and the Draft Budget for 2010 and decided to present them to the General Assembly for adoption

8. Preparation of the Annual Seminar, 9 November 2009

- ✓ Approved the final version of draft programme of the Seminar.
- ✓ Took note of the list of participants who had confirmed their presence at the Seminar and of the last minute cancellation of Mr Kelmend ZAJAZI, Executive Director of NALAS.
- ✓ Took note of the intention of Mr Yury KIRILLOV (Institute of Municipal Government – Russian Federation) to intervene during the discussions in both sessions of the seminar on the following subjects: "European methods and principles of local and regional self-government" and "The electronic thematic multilanguage explanatory dictionary of terms of regional and local self-government in Europe"

9. Election of the new Treasurer of ENTO

- ✓ Following João-Paulo BARBOSA DE MELO's resignation from the position of ENTO Treasurer, elected Gert FIEGUTH to serve as Treasurer of ENTO until the next General Assembly of ENTO in autumn 2010.
- ✓ Decided that Gert FIEGUTH should travel to Coimbra (Portugal) to recover all of the documents relating to the accounts of ENTO and to meet with João-Paulo BARBOSA DE MELO to ensure a smooth hand-over of responsibilities. The travelling expenses would be covered by ENTO, but the journey would have to be made with a low-cost airline if at all possible.
- ✓ In relation to the reimbursement of travel and subsistence costs, it was decided that members of the Bureau should request reimbursement from their own organisations first. If this was not possible then ENTO would cover the costs. It was decided to maintain the current 'per diem' system of reimbursement of subsistence costs and that each member of the Bureau should keep copies of all of the invoices relating to his/her travel.
- ✓ It was agreed that the Secretariat of the Congress would send Gert FIEGUTH the 'per diem' rules used for reimbursing Congress experts.

10. Debriefing of the General Assembly 2010

- ✓ Agreed that the General Assembly had gone well and that active and constructive discussions had taken place. The feedback from participating ENTO member organisations had been positive.
- ✓ Expressed satisfaction that the proposed changes to the Statutes and the draft ENTO Rules of Procedure had been adopted by the General Assembly.
- ✓ Took note of the view expressed by Jean-Paul CHAUVET that the attendance of members from the network at the ENTO meetings of 9 and 10 November 2009 had been weak. Raffaele GARERI, Gert FIEGUTH and Jana VOLDANOVA pointed out that the explanation could be found in the subjects which had been dealt with at the General Assembly (procedural issues) and the relatively short Seminar which had been held on 9 November.
- ✓ Took note of Jana VOLDANOVA's opinion that ENTO had lost one year of work in building the network and developing concrete projects due to the time spent on drafting the proposed changes to the statutes and the Rules of Procedure.
- ✓ Noted that Gert FIEGUTH considered the next Seminar and General Assembly would have to be well 'marketed' to ENTO members.
- ✓ Agreed that the Congress would contact the 'Institute of Public Administration of Andalucía', Seville, Spain, regarding their offer made at the end of 2008 to host a future General Assembly and Conference of ENTO.
- ✓ Requested that Gert FIEGUTH contact the 'Union of Municipalities of Turkey' regarding the possibility of the organisation hosting the next ENTO Conference and General Assembly in 2010.
- ✓ Agreed not to follow up the proposal received from the Economic Research Centre in Baku, Azerbaijan to host the ENTO Annual Conference and General Assembly due to the high cost of hotel accommodation in Baku.

11. Organisation of the Secretariat of ENTO (end of 2009 – beginning of 2010)

- ✓ Took note of Jean-Paul CHAUVET's observation that the Congress would be able to provide some technical support to ENTO's secretariat activities until the spring of 2010. The exact nature of this support would have to be confirmed by the Secretariat of the Congress.
- ✓ Agreed that Raffaele GARERI would supervise the drafting of the final joint-proposal from the Euro-Institute and Europa Networking to host the ENTO Secretariat. The deadline for completing the proposal was fixed at 20 November 2009.

12. Other Business

- ✓ Decided that Boris BAKOTA would represent ENTO at the meeting of the General Assembly of NALAS in Istanbul on 10 – 11 December 2009 in order to explore the possibilities for future co-operation between the two organisations.

13. Date and Place of the next Bureau meeting

- ✓ Decided to hold the next meeting on 29 January 2010 in Brescia, Italy (time and venue to be confirmed).

Signed by:

Raffaele GARERI, President of ENTO
Martin McMILLAN, ENTO Co-ordinator

Copy to:

Secretariat of the Congress
Günther KRUG, Vice-President of the Congress

Appendix:

List of Participants

**List of Participants
ENTO Bureau Meetings
Strasbourg, 8 - 10 November 2009**

ENTO BUREAU MEMBERS

Raffaele GARERI, President of ENTO, Italy
Boris BAKOTA, Vice-President of ENTO, Croatia
Gert FIEGUTH, Treasurer, Germany
Boris PERIL, Russian Federation
Jana VOLDANOVA, Czech Republic
Mirosław WAROWICKI, Poland

APOLOGIES FOR ABSENCE

João Paulo BARBOSA DE MELO, Treasurer, Portugal
Giorgi MESKHIDZE, Georgia

CONGRESS MEMBERS

Ludmila SFIRLOAGA, President of the Chamber of Regions, (Romania, R, SOC)

CONGRESS SECRETARIAT

Antonella CAGNOLATI, Director of the Congress
Jean-Paul CHAUVET, Head of Service II, Executive Secretary Chamber of Regions
Martin McMILLAN, ENTO Co-ordinator
Barbara SILHAN, Trainee
Dorothea URBAN, Trainee

OTHER PARTICIPANTS

Joachim BECK, Director, Euro-Institute, Germany
Paulo CRUGNOLA, Europa Networking, Italy
Philippe MILLET, Director, Institut de Formation des Elus, France
Valeria VALENTINI, Europa Networking, Italy
Charlotte WETZEL, Project Manager, Euro-Institute, Germany