

learn . MEP

Learning and development
opportunities for the
Members of the
European Parliament

MEP GUIDES FOR MEMBERS



New to the European Parliament?

Ask for an experienced official to accompany you and answer your questions during your first weeks in the European Parliament.

What will MEP guides offer?

- an initial **meet and greet** and a general introduction to the life in the European Parliament.
- a **guided tour** of the buildings in Brussels and / or in Strasbourg.
- a **weekly follow-up meeting** to answer further questions, or direct you to the appropriate interlocutor, and help you settle down in the European Parliament and in Brussels.
- information about the **learning and development opportunities** for MEPs, such as special induction opportunities, language courses, communication support, and sources of information and research.

MEP GUIDES FOR MEMBERS



MEP guides
can offer you
**weekly tailor-made
assistance in June, July and
September 2019.**

Assistance may be provided
in all **24 official
languages.**

**2 ways to request assistance
from an MEP guide:**

send a message to




call the One-Stop Shop for Members

from 8:30 a.m. to 5:45 p.m. (Friday 1:30 p.m.)

EP internal:

Brussels external:

Strasbourg external:

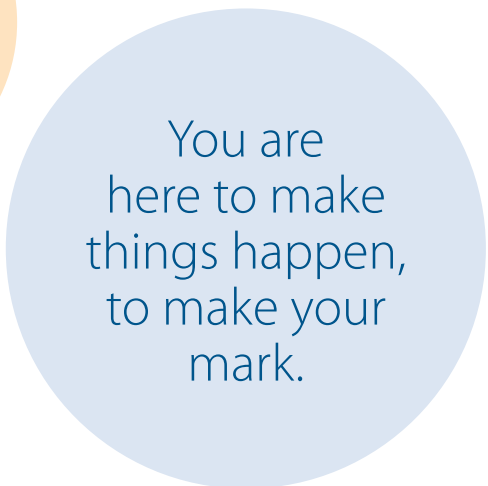


Your time
is precious.

So if you're going to sign up for any **learning activity**, we want to make it relevant, fast-paced, and exactly what you need at the time you need it most.

That is why we have gathered in this brochure **all learning opportunities developed especially for your needs as MEP**, and offered uniquely to you at the beginning and throughout your mandate.

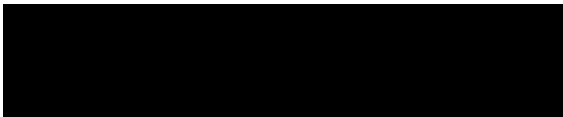
Visit the learn.MEP e-catalogue on EP Intranet to book your session.



You are
here to make
things happen,
to make your
mark.



*Let us help
you maximise
your impact!*



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learning opportunities

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induction

1. Guided tour of the EP buildings

Find your way to the meeting rooms – and back to your office

This is for you if you are an MEP who has just arrived in the Parliament, or who still wants to discover the buildings.

This course will help you:

- Gain an overview of the complex buildings

The course will cover the following topics:

- A tailor-made guided tour of the buildings in Brussels and/or Strasbourg

	<i>Tailor-made</i>
	<i>For the MEP office as well</i>
	

Can be combined with the one-to-one intro-session.

Also offered by the MEP guides.

2. One-to-one intro-session to parliamentary life

Get acquainted with the procedures and possibilities in the Parliament


This is for you if you are an MEP who has just arrived in Parliament, or you have general questions still not addressed.

This course will help you:

- Acquire necessary knowledge of procedures you need to follow and what you are able to do as a Member

The course will cover the following topics:

- A tailor-made question and answer session

	<i>Tailor-made</i>
	<i>For the MEP office as well</i>
	

Can be combined with the guided tour of the buildings in Brussels and/or Strasbourg.

Also offered by the MEP guides.

3. The Code of Conduct for Members

Learn about your obligations under the Code of Conduct with respect to financial interests and conflicts of interest





This is for you if you want to gain a better knowledge of your obligations under the Code of Conduct and the correct way to fill in your declarations of financial interests and of attendance at events organised by third parties.

This course will help you:

- Gain better knowledge on potential conflicts of interest
- Learn when financial interests, gifts and travel must be declared
- Avoid any breaches of the Code of Conduct

The course will cover the following topics:

- General principles of conduct
- Conflicts of interest
- Declaration of financial interests
- Disclosure obligations of gifts and invitations by third parties
- The role of the Advisory Committee on the Conduct of Members

	<i>45 minutes</i>
	<i>For the MEP office as well</i>
	

4. The Code of Appropriate Behaviour for Members

Learn what behaviour is expected of you in the exercise of your duties

This course is for you if you would like to know more about the Code of Appropriate Behaviour for Members of the European Parliament, including the requirement to sign a declaration to respect this Code and the consequences of not signing the declaration.





It will also provide information on the relevant internal procedures in cases of conflict or involving allegations of harassment.

This course will help you:

- Gain a better knowledge of the behaviour that is expected when dealing with your own or other staff at the European Parliament in order to apply good practices and avoid poor treatment of staff which could be viewed as possible harassment
- Avoid conflicts and infringements of the Code

The course will cover the following topics:

- The Code of Appropriate Behaviour for Members
- Internal procedures for dealing with harassment and conflict

	30 minutes
	For the MEP only
	

5. Preventing harassment

Learn what psychological and sexual harassment are - and what not - and what you can do as a bystander

The European Parliament has pledged to become a workplace that combats inappropriate behaviour, including psychological and sexual harassment. To achieve this, it is important to raise awareness about how to prevent and spot different types of harassment, help victims, and create a safe environment at work.





If you believe that you can have a role in making this happen, sign up to this training course designed for MEPs.

This course will help you:

- Recognise behaviour that could develop towards harassment
- Understand what happens to a victim of harassment
- Distinguish between inappropriate behaviour and harassment
- React better as a bystander

The course will cover the following topics:

- The different types of harassment
- The different phases
- Consequences and effects of harassments
- Good management style in order to prevent inappropriate behaviour
- Best practices for bystanders
- EP services that can help in such a situation

	2h30 in small groups (calendar available upon request)
	For MEPs only
	

6. Your financial and social rights as MEP

For a smooth starting of your mandate as Member of the European Parliament

This is for you if you are a newly arrived Member or if you wish to know more about your financial and social entitlements as Member of the EP.

This training will help you:

- Identify the different services to address and file managers in charge of your financial and social entitlements

The course will cover the following topics:

- Salary, medical expenses, insurance cover
- Allowance for employing accredited and local assistants, service providers and trainees; general expenditure allowance to cover office space and equipment costs
- Travel and subsistence expenses
- Language and computer course expenses

	<i>Tailor-made</i>
	<i>For the MEP office as well</i>
	

7. Managing your Parliamentary Assistance Budget

Understand the principal budget rules governing your parliamentary assistance budget and get to know the different budgetary constraints to make better-informed decisions

This is for you if you wish to better understand the principal budget rules governing parliamentary assistance budget allocations.

This training will help you:

- Take well-informed decisions concerning your parliamentary assistance expenses
- Identify your entitlements for the reimbursement of parliamentary assistance expenses
- Understand the consequences of the end of your mandate for parliamentary assistance expenses and avoid unexpected expenses

The course will cover the following topics (not exhaustive):

- Different sections of your parliamentary assistance budget overview
- Various types of assistants and related costs
- Deadlines for submission of reimbursement requests
- Minimum of 25% earmarked for expenses concerning APAs
- Ceiling of 25% for costs related to the provision of services
- Carry-over of appropriations from one financial year to the next
- Parliamentary assistance expenses related to your end of mandate

	<i>Tailor-made</i>
	<i>For the MEP office as well</i>
	

8. How to manage your EP office

Making most of the resources available for your Parliament office

This is for you if you want to learn about the resources available to you and how to get the best out of the team you employ.

This training will help you:

- Understand the financial and legal situation of Members' accredited and local assistants
- Reflect what it means to be an employer
- Have a good start when you set up your office
- Establish good practices
- Make sure that your office runs smoothly and is there to assist you with your parliamentary work

The course will cover the following topics:

- Assistant's statute
- Parliamentary assistance allowance
- Organisation of work
- Duty of care
- Ethics rules
- Leave and sick leave management
- Training
- Work-life balance
- Practical questions

	1h30
	For the MEP only
	

This module can be combined with course 9.

9. How to staff your office

How do you find the assistant who matches the job profile and works well with you?

This is for you if you want to make sure that you hire staff who will deliver the right results for you.

This training will help you:

- Reflect what you want your staff to do
- Reflect what skills your staff needs in order to fulfil the tasks
- Make sure that you find the talent that fits

The course will cover the following topics:

- Which tasks should the assistant cover
- Which skills are needed to fulfil the selected tasks
- Drafting and publishing a vacancy notice
- Making a pre-selection
- Organising a selection procedure
- Interview techniques and questions
- What to consider when making a decision
- Information about induction courses for newly recruited APAs and trainees, to help them get started in the EP



2 hours with a possibility for a second meeting of 30-60 minutes to practice interview questions



For the MEP only



[Redacted contact information]

This module can be combined with course 8.

10. Leaving the EP? Your financial and social rights as a former MEP

Get to know your entitlements as a former Member of the European Parliament

This is for you if you are a Member leaving the European Parliament or if you wish to know more about your financial and social entitlements when your parliamentary term will end.

This training will help you:

- Identify the different services to address and file managers in charge of your financial and social rights as a leaving/former Member

The course will cover the following topics:

- Medical expenses, transitional allowance and pensions rights
- End of contract of your accredited and local assistants, service providers and trainees; general expenditure allowance to cover office space and equipment costs at the end of the mandate
- Reimbursement and insurance coverage on your last travel

	<i>Tailor-made</i>
	<i>For the MEP office as well</i>
	

11. The EU budget at a glance

Grasp how the EU budget functions and how it is designed





This is for you if you are a Member who would like to have a quick understanding of the EU budget, the way it is adopted, and the powers of the European Parliament in this field.

This course will help you:

- Get an overview of the EU budget, its structure and main figures
- Learn how the financing of the various EU policies and programmes is defined
- Understand how the EU budget is adopted in practice, and who are the main actors involved
- Get to know what is the role of the European Parliament in the budgetary procedure
- See what are the challenges linked to this issue for this new legislative term

The course will cover the following topics:

- The EU budget structure
- The Multiannual Financial Framework
- The EU system of Own Resources
- The budgetary procedure

	<i>30 minutes</i>
	<i>For the MEP office as well</i>
	

12. Introduction to legislation

Familiarise yourself with the way legislation is adopted and with the actors involved

This course is for you if you would like to prepare for working on legislation. It outlines all the steps you will take both at committee and plenary level from the moment the Commission transmits its legislative proposal all the way to the signature ceremony and entry into force of a new legislative act.





The aim is to familiarise you not only with the procedure and relevant rules but also with various actors involved (EU institutions, Member State representations, etc.) and strategies used in interinstitutional negotiations – on the basis of concrete examples. This in turn would support you in delivering your policy objectives and making them into law, applicable across the EU.

This course will help you:

- Prepare you as a Member of the European Parliament to effectively work on legislation
- Support you in delivering your policy objectives and making them into law, applicable across the EU

The course will cover the following topics:

- Outline all the steps at committee and plenary level
- Familiarise you with the procedure, relevant rules and also with various actors involved (EU institutions, Member State representations, etc.) and strategies used in interinstitutional negotiations – on the basis of concrete examples

	<i>1 hr one-to-one or small groups</i>
	<i>For MEPs only</i>
	

13. The ordinary legislative procedure

Deepen your knowledge about the work in a legislative committee





This is for you if you are an MEP who sits on a legislative committee.

This course will help you:

- Enhance your knowledge of the ordinary legislative procedure (former codecision), the most widely used legislative procedure, where the European Parliament and Council are on an equal footing
- Familiarise yourself with the relevant Treaty provisions and the Rules of Procedure
- Acquire an understanding of the inter-institutional procedures and negotiations (trilogues)

The course will cover the following topics:

- The policy issues dealt with under the ordinary legislative procedure
- The procedures in the lead committee and in the opinion-giving committees, the role of the Rapporteur and Shadow Rapporteurs, the committee vote
- Key steps of the procedure in Plenary
- Reaching agreement with the Council (up to three readings, inter-institutional negotiations)

	<i>1 hour one-to-one</i>
	<i>For the MEP office as well</i>
	

This course can be combined with courses 14, 15 and 16.

14. Trilogues and negotiations in the context of the ordinary legislative procedure

Deepen your knowledge of inter-institutional negotiations





This is for you if you are an MEP who is working, or will work, as Rapporteur or Shadow Rapporteur on a legislative report.

This course will help you:

- Acquire or deepen your knowledge of how trilogues (the three-party negotiations with Council and Commission on legislative files) are conducted
- Learn the practical details of the negotiation process
- Familiarise yourself with the relevant Treaty provisions and the Rules of Procedure

This course will cover the following topics:

- The role of negotiations within the overall legislative procedure; recent developments, including debates on transparency and the Inter-Institutional Agreement on Better Law-Making
- Preparing for and conducting negotiations (obtaining a negotiating mandate, trilogues, Shadows' meetings, technical meetings, agenda setting, four-column documents, feedback to the Committee, etc.)
- The respective roles and responsibilities of the different political and administrative actors in Parliament
- The key steps after reaching agreement (approving the outcome, inter-institutional procedures, adoption, signature and publication)

	<i>1 hour one-to-one</i>
	<i>For the MEP office as well</i>
	

This course can be combined with courses 13, 15 and 16.

15. Rules of Procedure relating to legislative work

Familiarise yourself with the Parliament's rulebook





This is for you if you are an MEP who wishes to dig deeper into the EP Rules of Procedure that guide the Committees' legislative work.

This course will help you:

- Enhance your understanding of how the Rules of Procedure affect and have an impact on the Committees' legislative activities
- Deepen your knowledge about Parliament's internal rules, related to the ordinary legislative procedure (former codecision)

The course will cover the following topics:

- How the Rules of Procedure are established and amended
- The relevant rules for adopting legislation (Committee reports, simplified procedure, urgency procedure, negotiating mandates, trilogues, referrals back to Committee, etc.)
- The relevant rules to exercise Parliament's powers of scrutiny as regards implementing and delegated acts

	<i>1 hour one-to-one</i>
	<i>For the MEP office as well</i>
	

This course can be combined with courses 13, 14 and 16.

16. Conciliation in the ordinary legislative procedure

Deepen your knowledge about and prepare for conciliation on a legislative file





This is for you if you are an MEP who is working as Rapporteur or Shadow Rapporteur on a legislative file that may go to conciliation and third reading.

This course will help you:

- Acquire or deepen your knowledge about conciliation and the third reading
- Familiarise yourself with the relevant Treaty provisions and the Rules of Procedure

This course will cover the following topics:

- The third reading / conciliation under the ordinary legislative procedure
- The composition of Parliament and Council delegations / negotiating teams, and their mandates
- Preparing for the Conciliation Committee (including trilogues and delegation meetings)
- What happens in the conciliation room, how agreements are approved, what happens if conciliation fails

	<i>1 hour one-to-one</i>
	<i>For the MEP office as well</i>
	

This course can be combined with courses 13, 14 and 15.

17. Legislative Train Schedule

Explore the tool that assesses and monitors the progress of EU legislation





This is for you if you are an MEP interested in assessing the general progress of legislative files which are part of the European Commission's priorities, as well as many other legislative dossiers, or if you are interested in a quick overview of individual legislative files. The legislative train application* can be both a first entry point to a new topic and a way to follow the progress of a dossier on a regular basis.

This course will help you:

- Become familiar with the EP Legislative Train Schedule application
- Find up-to-date information on legislative dossiers easily
- Use the Legislative Train application as a complement to other EPRS products, such as "EU Legislation in Progress Briefings" and "At a glance" publications

This course will cover the following topics:

- Overview of the Legislative Train Schedule application
- Situating the product relative to other EPRS publications
- Origin and rationale of the application
- Getting familiar with the train-based vocabulary and categories
- Learning how to find information
- Acquiring an overview of the relationship between legislative files
- Using the trains as a gateway to relevant information available outside the application

	<i>1 hour one-to-one</i>
	<i>For the MEP office as well</i>
	

* www.europarl.europa.eu/legislative-train/

18. Delegated and implementing acts

Understand the importance of delegated and implementing acts and the Parliament's oversight





This is for you if you are an MEP who sits on a legislative committee.

This course will help you:

- Enhance your understanding about delegated and implementing acts
- Understand the difference between delegated and implementing acts, both during the legislative negotiations and in the scrutiny phase
- Familiarise yourself with the relevant Treaty provisions, the Rules of Procedure and the inter-institutional framework

This course will cover the following topics:

- The scope of delegated and implementing acts and differences between them
- What MEPs need to be aware of when negotiating legislative files which include delegated and implementing acts
- EP oversight and control mechanisms

	<i>1 hour one-to-one</i>
	<i>For the MEP office as well</i>
	

19. Legislative drafting support

Get a hands-on insight on how to get professional and confidential assistance when drafting legislative amendments





This is for you if you are an MEP who wishes to draw on the advice of a pool of experts - Parliament's lawyer-linguists - when drafting legislative amendments in order to achieve the result you want.

This course will help you:

- Gain confidence in drafting amendments and learn how to access EP drafting support - in your own language - thus making the whole drafting process a great deal easier

This course will cover the following topics:

- The drafting support services available to you as an MEP working on legislative texts
- How to draw on Parliament's expertise to improve the drafting quality of your legislative amendments
- Use of the drafting support tool and exploration of its potential

	<i>30 minutes</i>
	<i>For the MEP office as well</i>
	

20. Implementation reports – a key to parliamentary scrutiny and oversight

Explore one of the key instruments for parliamentary scrutiny oversight





This is for you if you are an MEP who is interested in knowing how EU legislation is implemented, and how the Commission and the Member States follow up Parliament's initiatives and requests.

This course will help you:

- Explore the possibilities of parliamentary scrutiny and oversight, to which implementation reports are a key instrument
- Familiarise yourself with the relevant parts of the Rules of Procedure and decisions by the Conference of Presidents related to the preparation of implementation reports
- Increase your visibility as rapporteur for an implementation report and show what the EP can provide by way of expertise

The course will cover the following topics:

- What is the purpose of implementation reports?
- How to draft an implementation report? How is it structured?
- How should the report be structured?
- What follow-up can be expected?

	<i>1 hour one-to-one</i>
	<i>For the MEP office as well</i>
	

21. Parliament's scrutiny of the European Commission

Familiarise yourself with Parliament's scrutinising powers





This is for you if you are a Member interested in the EP's power to scrutinise the European Commission.

This course will help you:

- Deepen your knowledge of when and how Parliament can use its power of scrutiny over the European Commission
- Get to know the different scrutiny powers available to Members, Parliamentary Committees and the Plenary
- Familiarise yourself with the relevant Treaty (TFEU, TEU) provisions, the Rules of Procedure, the Interinstitutional Agreement on Better Law-making and the Framework Agreement on relations between the European Parliament and the European Commission

The course will cover the following topics:

- Scrutiny related to electoral and institutional issues
- Motion of censure of and withdrawal of confidence in an individual Member of the Commission
- Parliamentary questions
- Inquiry committees and special parliamentary committees
- Reporting, consultation and information by the European Commission
- Scrutiny of the Commission linked to budgetary powers
- Scrutiny linked to legislative procedures
- Scrutiny of delegated acts
- Legal proceedings before the Court and
- Scrutiny in the area of external relations

	<i>tailor-made</i>
	<i>For the MEP office as well</i>
	

22. Impact assessment work at the EP – a range of tools in support of parliamentary committees

Explore the different impact assessment tools available to EP committees





This is for you if you are an MEP who wants to be well informed on the EP's role in impact assessment, and the range of impact assessment tools DG EPRS provides to committees at the various stages of decision-making.

This course will help you:

- Become familiar with key aspects of impact assessment, such as ex-ante impact assessment, ex-post evaluation and European added value
- Get to know the different research products available to parliamentary committees, covering the successive phases of the EU policy cycle, from agenda-setting to scrutiny

The course will cover the following topics:

- EP scrutiny of the Commission's ex-ante impact assessments accompanying legislative proposals
- Impact assessment of substantive amendments
- Identifying the benefit of common action at EU level ('Cost of non-Europe' and 'European Added Value')
- Analysing the effectiveness of EU legislation ex-post, notably in support of implementation reports
- Rolling check-lists facilitating committee planning (e.g. review clauses in EU legislation)
- Analytical foresight work

	<i>1 hour</i>
	<i>For the MEP office as well</i>
	

23. Scenario-based foresight: a structured approach to thinking about the future

Get a look into future developments





This is for you if you are a Member who wants to think strategically about policy making for the future in the face of multiple challenges and uncertainties in the world. This course will help you explore those uncertainties in a structured way and anticipate possible developments.

This course will help you:

- Explore in a systematic way the possible impact of ongoing technical and other developments for the future
- Recognise biases in your own and other people's thinking and arguments and better understand other people's points of view
- Familiarise yourself with the basics of foresight and scenario exploration
- Improve your understanding of future possibilities, even unlikely ones

The course will cover the following topics:

- An overview of biases and their origins
- 360 degree analysis for exploring the consequences of scientific or other developments
- The basics of scenario-based foresight
- Assessing the cross-sectoral impact of policy actions

	<i>tailor-made</i>
	<i>For the MEP office as well</i>
	

24. Participation in an EP election observation mission

Prepare yourself to be a parliamentary election observer

This is for you if you are an MEP who is interested in participating as a short term observer in an election observation delegation organised by the European Parliament in a third country.

This course will help you:

- Learn about the European Parliament's role in election observation
- Enhance your understanding of election observation methodology
- Acquire knowledge of the key elements involved in evaluating whether an election meets international standards
- Learn about follow-up activities and the European Parliament's support to partner parliaments

The course will cover the following topics:

- Preparing for and participating in an EP election observation mission
- Follow-up of election observation missions, including possible capacity support to the new parliament
- Capacity building activities with third country parliaments

	<i>1 hour</i>
	<i>For the MEP office as well</i>
	

25. Country briefing for EP election observation mission

Improve your knowledge and understanding of the country you will be visiting as part of an EP election observation mission





This is for you if you want to enhance your knowledge and understanding of the political and socio-economic situation of the country concerned as well as the regional or geopolitical context.

This course will help you:

- Learn about the political situation and the context of the upcoming election
- Enhance your understanding of the political landscape in the country
- Consolidate your understanding of the specific follow-up and support measures that the European Parliament can provide for the country concerned

The course will cover the following topics:

- Political and socio-economic overview
- Regional/geo-political context
- EU relations with the country
- Question and answer session

	<i>1 hour one-to-one</i>
	<i>For the MEP office as well</i>
	

26. Heading an EU observation mission

What you need to know to become a chief observer





This is for you if you are an MEP who has already participated in a European Parliament election observation delegation in a third country and you are thinking about becoming the Chief observer leading an EU election observation mission.

This course will help you:

- Learn about the roles and responsibilities of a Chief observer in an EU election observation mission
- Acquire knowledge of the key elements involved in evaluating whether an election meets international standards
- Learn about the composition and duties of the team of the EU election observation mission
- Develop awareness of the specific challenges involved in dealing with the media as head of an EU election observation mission

The course will cover the following topics:

- The structure of an EU election observation mission
- Dealing with possible security issues
- The relationship of the observer team with the media
- Relations with other observer missions

	<i>1 hour</i>
	<i>For the MEP only</i>
	

27. International peace mediation

Raise your awareness of conflict prevention and mediation tools





This coaching is for you if you are an MEP who is mandated by the Parliament for mediation activities, or would like to enhance your understanding of contemporary conflict prevention and mediation skills when appointed as a Chief observer leading an EU election observation mission.

This course will help you:

- Enhance your understanding of contemporary conflict and peace mediation
- Acquire tools to successfully bring conflicting parties together
- Learn how to deal with tense and difficult situations
- Develop skills to peacefully resolve problems

The course will cover different modules tailored to your schedule, including:

- Essential mediation skills
- Mediation process design
- Strategic communication

	<i>Tailor-made</i>
	<i>For the MEP only</i>
	

28. Who is lobbying you? EU transparency register

Find information on lobbying activities of a particular organisation





This is for you if you want to navigate the Parliament's transparency rules, check whether interest representatives you are meeting have registered in the Transparency Register and understand what information is available about them.

This course will help you:

- Understand transparency rules affecting your work as a Member, rapporteur, shadow rapporteur or committee chair
- Familiarise yourself with different transparency tools at your disposal
- Use the EU Transparency Register effectively and for different purposes

The course will cover the following topics:

- Applicable rules of procedure and internal rules
- Voluntary legislative footprint
- Rationale and functioning of the EU Transparency Register
- Concrete examples on how to find summaries of lobbying activities for a particular organisation or stakeholder: what, where, who and how much they spend on directly or indirectly influencing EU decision-making
- Advantages linked to the Transparency Register

	<i>30 minutes</i>
	<i>For the MEP office as well</i>
	

29. Individual language training EN-FR-DE-ES-IT in the EP

Improve your spoken and written language skills

This is for you if you are an MEP who wants to master foreign languages.





This course will help you:

- Gain practice in speaking in the fields you are interested in, e.g. your committees' topics
- Acquire the vocabulary you need
- Learn in a way adapted to your personal style

The course will cover the following topics:

- Spoken interaction, be it speaking in committee, plenary or in less formal situations
- Reading texts relevant to your work

You can arrange 1- hour lessons with our in-house teachers.

	<i>1 hour per session</i>
	<i>For the MEP only</i>
	

30. Individual language training with external teachers

Improve your spoken and written language skills





This is for you if you are an MEP who wants to master foreign languages. You can attend courses offered by external language schools both in Brussels, Strasbourg or in your hometown. You can even profit from a language immersion, e.g. learning English in Ireland. Please contact us to get the rules that apply.

This course will help you:

- Improve your language skills in any of the EU's official languages
- Acquire the vocabulary you need
- Learn in a way adapted to your personal style

The course will cover the following topics:

- Spoken interaction
- Reading comprehension
- Written skills - all according to your specifications and the programme of the language school you are using

	<i>1 hour per session</i>
	<i>For the MEP only</i>
	

31. Audio-visual media coaching

Improve your presentation and communication skills in audio-visual media





This is for you if you are an MEP holding an elected office in the EP and you want to be efficient in your communications via audio-visual media.

This course will help you:

- Gain confidence and self-awareness by feeling comfortable appearing in public and media environment
- Acquire techniques to make convincing Audio-visual presentations
- Learn the requirements of Audio-visual media
- Develop winning answer strategies

The course will cover the following topics:

- Understanding audio-visual media and journalists' expectations
- Practice in front of a camera
- Tips and tricks on how to improve your presentation skills
- How to give interviews with impact

	<i>Tailor-made</i>
	<i>For the MEP only</i>
	

32. Social media coaching

Personalised session on social media tailored to your needs





This is for you if you are an MEP wanting to improve your social media presence. It is suitable for all levels: beginners, advanced and experts. It is one-to-one coaching on a platform of your choice.

This course will help you:

- Prepare effective social media content
- Work with the latest tools
- Learn how to monitor your presence
- Develop your strategy

The course will cover the following topics:

- Correctly setting up an account, efficiently using publishing tools, scheduling, targeting, paid opportunities
- Creating content for social media, using the latest available tools, finding the right tone
- Coming up with strategies to increase participation and engagement
- Monitoring and evaluating statistics

	<i>Tailor-made</i>
	<i>For the MEP office as well</i>
	

33. Personalised coaching with an interpreter on speaking at meetings with interpretation

Get your message across in multilingual meetings

In the European Parliament, a vast majority of meetings is multilingual, where interpreters listen and simultaneously render your message in the other languages. They are there to help you to get your message across to the audience.

Meet with an interpreter for personalized coaching on how to speak in meetings with interpretation if you would like to learn how to get your message across as effectively and smoothly as possible.





This course will help you:

- Understand better how interpreters relay your message into other languages
- Communicate your message more effectively to meeting participants and anyone following the meeting through webstreaming

The course will cover the following topics:

- Best practices for preparing your speeches
- Working in multilingual meetings

The course is provided in all 24 official languages.

	45 minutes
	For the MEP office as well
	

COMING SOON

34. How to connect with young people

Familiarise yourself with the activities that the European Parliament offers for young people





This course is for you if you want to successfully engage with young people and attract their attention with topics relevant to them.

This course will help you:

- Communicate and interact with young people by choosing topics that are of interest and formats that are attractive to them
- Engage through various communication channels in a youth friendly manner
- Invite young people from your constituency to EP youth activities

This course will cover the following topics (all or a selection):

- Understanding the “youth” target group
- Getting to know different engagement tools that work with young people
- Analysis of your current communication activities targeting young people and personalised recommendations
- Enhancing your young visitors’ experience in Brussels and Strasbourg
- Getting an overview of youth-related EP activities / programmes which you can promote or take active part in

	1 hour
	For the MEP office as well
	

35. Offer for visitors

Explore what the EP can offer your visitors - as groups and individuals

Citizens are welcomed to the European Parliament as individuals or as part of groups. Varied activities cater to different age groups and interests, showcasing Parliament's work and its impact on the lives of the citizens.

This course will help you:

- Explore the global offer for visitors: Parliamentarium, House of European History, Role Play Game, Schirmeck experience, etc.
- Adapt programmes and recommendations to different types of visits: individual and group visits, sponsored and not sponsored groups

The course will cover the following topics:

- Understanding what is on offer in the different venues
- Administrative and financial aspects of MEP's sponsored groups to Parliamentary sessions
- How the EP services can assist with shaping a programme

	<i>1 hour</i>
	<i>For the MEP office as well</i>
	

36. Public Opinion Monitoring

Getting an in-depth insight into citizens' views on Europe

DG COMM is regularly conducting public opinion surveys in all EU Member States. This 'Eurobarometer' is a recognized and reliable tool for exploring citizens' views on current EU topics, but also for tracing the opinion trends over time.





The training offers an insight into the vast amount of data available behind the 'European average' and how to make this data operational for Members in both their legislative and communicative work.

This course will help you:

- Understand what levels of data Eurobarometer offers
- Find out which topics are covered and which sources (EP, Commission, etc.) can be accessed
- Learn the key criteria to identify reliable surveys
- Enrich both their legislative and communication agenda with meaningful, reliable and telling data

This course will cover the following topics:

- Structure and methods of Eurobarometer surveys
- Identification and presentation of specific search requests, i.e. on specific topics or socio-demographic target groups

	<i>1 hour</i>
	<i>For the MEP office as well</i>
	

37. Countering disinformation and protecting reputation

Introduction to disinformation phenomena in the EU

The Spokespersons' Unit can provide, together with social media specialists and scientific experts (from DG EPRS), different forms of training to the MEPs. It ranges from a general introduction to the phenomenon of disinformation, the state of play at EU level and how EP services can help with training on dos and don'ts, best practices, etc. In addition, bespoke training is available in case of an emergency or specific needs from Members with an institutional role.





This is for you if you are an MEP who wants to get a short but to the point introduction into the phenomena of disinformation in the EU.

This course will help you:

- Spot disinformation
- React efficiently

This course will cover the following topics:

- Understand the different definitions and related perceptions, i.e. different types of information manipulation
- Role of facts and narratives: difference between healthy political debate and disinformation attacks
- EU reaction: EP resolutions and department, EC code of practice and EEAS action plans - Whom to contact?

	45 minutes
	For the MEP office as well
	

38. Countering disinformation and protecting reputation

Disinformation, misinformation – how best to protect the reputation of my work as a Member?





This is for you if you are an MEP who wants to learn more about the topic of misinformation and about how it can affect your work - and how you can protect yourself.

This course will help you:

- How to spot disinformation?
- Decide - when should I react and when should I ignore?
- React efficiently

This course will cover the following topics:

- Introduction to the definitions - the different types of information manipulation
- Role of facts and narratives: difference between healthy political debate and disinformation attacks
- How to use EPMM tool for detection + how to monitor social media
- EU reaction: EP resolutions, EC communications and EEAS action plans (with support of DG EPRS)
- Whom to contact
- Dos and don'ts: best practices contacts with media and social media (with input from EC and EEAS)
 - Preventive work to counter disinformation
 - When is it better to ignore? When should I enter the discussion?
 - Limits of debunking

	2 hours
	For the MEP office as well
	

39. Countering disinformation and protecting reputation

Reputational crisis management





This is for you if you are experiencing an emergency situation or if you have an institutional role (e.g. vice President, committee chair person, rapporteur for a controversial report, etc.) and are as such in the limelight.

This course will help you

- Use the EP Media Monitoring (EPMM) tool for detection
- Monitor your social media accounts
- Find out whom to contact in case of an emergency

This course will cover the following topics

- Dos and don'ts: contacts with media and social media (with input from EC and EEAS)
- Preventive work to counter disinformation
- How to decide when it is better to ignore and when to enter into a discussion
- Limits of debunking

	<i>Tailor-made</i>
	<i>For the MEP office as well</i>
	

40. In-person briefing in EU policy areas

Receive an in-person briefing on a policy issue of your choice

This is for you if you would like a researcher from the European Parliamentary Research Service to come to your office for an in-person briefing in an EU policy area or on a issue of your choice.

This will help you:

- To receive tailored answers on questions related to EU policies
- Improve your understanding of EU policies or issues

The course will cover the following topics:

- Upon receipt of your request for an in-person briefing, the Research Service will contact you to discuss how to proceed

	<i>Tailor-made</i>
	<i>For the MEP only</i>
	

41. Research and information services

Be fully informed about the research and information support available to you





This is for you if you are an MEP who wants to have access to in-house independent and authoritative research on EU policy issues as well as a variety of other tailored research support services.

This course will help you:

- Learn how to have access to a comprehensive range of research services in all EU policy fields

The course will cover the following topics:

- Access to a priority Members' Hotline for enquiries for information and analysis linked to parliamentary work
- How to obtain tailored and in-person briefings
- Support in the field of impact assessment, European added value and scientific foresight
- How to consult the extensive EPRS intranet site providing access to research on EU policy
- Access to a substantive amount of newswires, policy newsletters and databases
- Access to model answers for correspondence with your constituents

	<i>30 minutes</i>
	<i>For the MEP office as well</i>
	

42. What Europe does for me – online tools for outreach

Explore tools that can help you explain why the EU matters





This is for you if you are an MEP who searches facts and reliable sources of information on the European Union to support your communication with citizens. This course presents the range of tools the European Parliamentary Research Service (EPRS) offers to Members and their staff.

This course will help you:

- Find information on the EU that is relevant to your constituents
- Shape the information to your purpose, for use on social media or in correspondence with citizens

The course will cover the following topics:

- Introduction into the 'What Europe does for me' website: using and sharing the descriptions of EU projects and their policy impact in 1 400 EU regions and on 400 citizens' and social groups on this website
- Capturing material from nearly 5 000 EPRS publications on EU policies, topical issues and legislation
- Using and sharing graphs, maps and infographics from our Graphics Warehouse
- Retrieving 'model answers' on a wide range of topical issues from our database
- Accessing the vast amount of reliable research, information and media sources available at the EPRS digital open library
- Requesting information through the Members' Hotline

	30 minutes
	For the MEP office as well
	

43. Introduction to Library knowledge sources

How to find back the books, articles and other data which can support your parliamentary work

This is for you if you would like to be able to find research materials related to parliamentary work swiftly and easily using the rich EPRS Library resources.

This course will help you:

- Easily navigate through the exhaustive offer of information without losing time searching
- Quickly identify the right sources of information for your needs

The course will cover the following topics:

- How to search for books and articles in library catalogues
- Consulting bibliographic databases (full-text and reference)
- Consulting other full-text portals

	<i>Tailor-made</i>
	<i>For the MEP office as well</i>
	

44. Stay informed – current news at your fingertips

Learn how to access press and news sources for your parliamentary work





This is for you if you want to be able to find news articles and prepare press monitoring on any issue in most EU languages.

This course will help you:

- Access a wide variety of press and news sources available to Members

The course will cover the following topics:

- An overview of EU and national news agencies available through the intranet site of the European Parliamentary Research Service
- Where to search for advice on how to use the Factiva news aggregator database
- Instructions on how to set up alerts and on how to read the news on your mobile device

	30 minutes
	For the MEP office as well
	

45. IT Info sessions for the new legislature: Introductory level

Getting started with the EP's IT

This is for you if you are a new MEP? who wants to get familiar with the EP's IT environment.

This course will help you:

- Access your PC
- Work with your email account
- Printing and Scanning in the EP
- Using all the features your office phone for video and conference calls
- Use your equipment in a secure way
- Find support if you need it

The course will cover the following topics:

- How to personalise your desktop
- The EP's intranet
- Outlook Email and Calendar
- Printing and Scanning, Mobile printing
- Communications: Phonedir, Conference Calls and multipoint, jabber
- Computer Rooms: Visitor use, Wifi certificates and email on your personal smartphone



1 hour (standing offer on a weekly basis from 17.06. to 27.09.2019)



For the MEP office as well



46. IT Info sessions for the new legislature: Advanced level

Make the most of the EP's IT

This is for you if you are an MEP who is familiar with MS office and who would like to get an introduction into IT tools that are specific to the European Parliament.

This course will help you:

- Get to know the most used EP applications Work from outside your office
- Use your own IT devices to connect to your work in the EP
- Access online storage
- Organise events
- Create posters, business cards and much more

The course will cover the following topics:

- Introduction to applications (AT4AM, DOC EP, DISP, QP Web Form and CARMEP)
- Mobility: Working from outside your office (Token, VDI)
- Office of the future
- Bring Your Own Device (BYOD)
- Online Storage (Member's Collaborative Space)
- Event Support
- Printing Service Desk (web2print)



1 hour (standing offer on a weekly basis from 21.06 to 4.10.2019)



For the MEP office as well



47. Information technologies

Improve your knowledge of standard IT tools

This is for you if you are an MEP who wants to improve his computer literacy with the standard IT tools, e.g. Outlook, word processing and calculating programmes.

This course will help you:

- Make better use of the standard IT tools
- Personalise your desktop
- Improve your computer literacy

Tailor made course according to your needs by an approved school of your choice. For details about the rules and further information, please contact us.

	<i>Tailor-made</i>
	<i>For the MEP only</i>
	

48. e-Portal for Members' financial and social entitlements

Gain confidence with this tool aimed at making your administration easier



This is for you if you are an MEP who wants to manage your financial entitlements' activities without leaving your office or even from outside the Parliament on your personal PC, laptop or a tablet.

This course will help you:

- Make acquaintance with a tool that helps to submit and track requests for parliamentary assistance or travel expenses.
- Manage the expenses for different allowances
- Search for data concerning your financial and social entitlements within the European Parliament
- Understand how you can interact with the EP financial administration

The course will cover the following topics:

- Introduce new reimbursement requests
- Begin the process for an accredited assistant's contract
- Create a mission request for your assistant
- Retrieve and/or modify data concerning your family / bank account / address
- Retrieve your payment slips / certificates
- Consult your parliamentary assistance budget situation
- Power of attorney to your Parliamentary Assistant to manage the financial activities for you.

	<i>30 minutes</i>
	<i>For the MEP office as well</i>
