

ALTEA (E)  
 BAD KÖTZTING (D)  
 BELLAGIO (I)  
 BUNDORAN (IRL)  
 CHOJNA (PL)  
 GRANVILLE (F)  
 HOLSTEBRO (DK)  
 HOUFFALIZE (B)  
 JUDENBURG (A)  
 KARKKILA (FIN)  
 KÖSZEG (H)  
 MEERSSEN (NL)  
 NIEDERANVEN (L)  
 OXELÖSUND (S)  
 PREVEZA (GR)  
 SESIMBRA (P)  
 SHERBORNE (GB)  
 SIGULDA (LV)  
 SUŠICE (CZ)  
 TÛRI (EST)

# Sherborne Symposium

12<sup>th</sup>-15<sup>th</sup> October 2006

## DRAFT AGENDA

	Page
<b>I) GENERAL MEETING</b>	<b>2</b>
<b>A) BUSINESS MATTERS</b>	<b>2</b>
1) APPROVAL OF THE MEERSSEN GM MINUTES 22-25 SEP 2005	2
2) APPROVAL OF THE KÖSZEG PROJECT MEETING MINUTES 18-22 MAY 2006	2
3) APPROVAL OF THE ACCOUNTS 2005 – 2006	2
4) ANNUAL DOUZELAGE MEMBERSHIP	2
5) SIMULTANEOUS TRANSLATION ACCOUNTS	2
6) DOUZELAGE IN THE WORLD WIDE WEB	2
[A] DOUZELAGE WEBSITE	2
[B] DOUZELAGE CONTACT ADDRESSES	2
[C] EDUCATION PAGE ON THE DOUZELAGE WEBSITE	2
7) PROGRAMME FOR FURTHER MEETINGS	3
8) DOUZELAGE ENLARGEMENT	3
9) THE NEW "EUROPE FOR CITIZENS" PROGRAMME 2007-2013	3
10) THE "YOUTH IN ACTION" PROGRAMME 2007-2013	3
[A] DOCUMENTATION	3
[B] TRAINING COURSES	3
[C] DISSEMINATION OF INFORMATION	4
<b>B) SURVEY OF RECENT EVENTS</b>	<b>4</b>
<b>C) PROJECTS NOT YET FINISHED OR IN PREPARATION</b>	<b>4</b>
<b>D) PROVISIONAL AGENDA FOR THE KÖSZEG GM</b>	<b>4</b>
<b>E) ELECTION OF NEW PRESIDENT AND VICE-PRESIDENTS</b>	<b>4</b>
<b>II) YOUTH WORKSHOP REPORT</b>	<b>4</b>
<b>III) EDUCATION MEETING REPORT</b>	<b>4</b>

# Comments to the different agenda points

## I) General Meeting

Speech of welcome by the President.

### A) **Business Matters**

#### 1) **Approval of the Meerssen GM Minutes 22-25 Sep 2005**

[ANNEX A]

#### 2) **Approval of the Kőszeg Project Meeting Minutes 18-22 May 2006**

[ANNEX B]

The related documents and presentations are all available on the [Kőszeg Seminar 2006 page](#).

#### 3) **Approval of the accounts 2005 – 2006**

Accounts will have to be checked by the two Honorary Auditors, Bernard Husson from Granville and Chris MacAdie from Sherborne.

Referring to the Meerssen GM [para 4) [a], page 5 of the Minutes] it was agreed on an extension for the approval of the accounts until the Sherborne meeting in autumn 2006. According to this extra extension the accounts presented will cover the period from 01 April 2005 to 30 September 2006

[ANNEX C] (*The annex will follow early October*)

Towns are kindly asked to check their situation concerning the payments of the annual contribution [ANNEX D] and the translation equipment participation [ANNEX E]. Outstanding payments are welcome!

#### 4) **Annual Douzelage membership**

It is proposed to remain at 300 € for the annual fee according to the decision taken in Sesimbra [Sesimbra, para 2, 15/08/2003]

#### 5) **Simultaneous Translation accounts**

It is proposed to remain at the 50 € as the annual contribution for maintenance and transport of the equipment according to the decision taken in Oxelösund. [Oxelösund GM Minutes, para 2a and 2b., 16/05/2002]

#### 6) **Douzelage in the World Wide Web**

##### [a] **Douzelage Website**

The Website put in service on 1st October 2005, has actually 81 registered members. Unfortunately until today, not all the member towns have visited at least once the member area. The initial idea was to put in this restricted part all the documents related to our meetings. This very important tool is under-utilized. Towns having problems to login should inform the Douzelage secretary as soon as possible [ANNEX F].

A new [YOUTH page](#) has been set up, based on the workshop preparations made for the Kőszeg seminar.

##### [b] **Douzelage Contact addresses**

In order to maintain a complete and up to date **Town contact list** and **Education contact list**, towns are **kindly requested to check the attached lists and notify as soon as possible the Secretary of any amendments**. If the addresses are correct, please confirm it by a short notice. Best would be to have one single contact address per town only. [ANNEX G] and [ANNEX H]

##### [c] **Education page on the Douzelage website**

Just for Information - The [Schooltime in Europe](#) document 2006-2007 is also available now on the [Eudodice website](#). (Useful site for the education group). It should be determined if a Douzelage education page should be included in the actual website. (Action: education group)

**7) Programme for further meetings**

Spring	2007	Köszeg	20-23 APR 07
Spring	2008	Türi	to be defined
Spring	2009	Altea	to be defined

We have to find new candidates to host the annual general meeting after Altea. Any volunteer is welcome. Towns intended in hosting an autumn conference after 2006 on a precise project or activity like the one held in Köszeg last May, are kindly asked to inform the assembly.

You find annexed to this Agenda the list of the Douzelage Meetings. [\[ANNEX I\]](#)

**8) Douzelage enlargement**

A decision needs to be taken whether a further enlargement process will be opened and new towns will be invited to apply for candidateship to the Douzelage.

Related documents:

Extract of the Rules of procedure agreed in Sesimbra in 2003 [\[ANNEX J\]](#)

Judenburg GM 13-16th May 2004 Resolution and declaration [\[ANNEX K\]](#) [\[ANNEX L\]](#)

Discussion points on enlargement 1991-2005 [\[ANNEX M\]](#) and the Douzelage enlargement policy [\[ANNEX N\]](#)

Online questionnaire for new candidates (on the Douzelage website) [\[ANNEX O\]](#)

The Douzelage in the EU [\[ANNEX P\]](#)

**9) The new "Europe for Citizens" Programme 2007-2013**

Analyse of the new program and its impact on the future Douzelage activities.

In the preparation phase, some meetings were held where the Douzelage was asked for comments or invited as a consultant:

3rd JUL 06 Consultation meeting on financing method for the implementation of the future "Europe for Citizens" program at the Education, Audiovisual, Culture Executive Agency ([EACEA](#)) in Brussels

The documents for this meeting had been forwarded to the Douzelage member towns for comment. [\[ANNEX Q1\]](#), [\[ANNEX Q2\]](#) and [\[ANNEX Q3\]](#). List of participants [\[ANNEX Q4\]](#)

The Douzelage will be represented at the Conference and the Golden Star Ceremony in Brussels from

28-29 SEP 06 "Europe for Citizens" Forum (Conference on the Role of municipalities and civil society in promoting active European citizenship, Ceremony of the Golden Star for Active European Citizenship and Introduction on the "Europe for Citizens" Programme), in Brussels [\[ANNEX R1\]](#), [\[ANNEX R2\]](#) and [\[ANNEX R3\]](#)

This will also be the official release of the new program "Europe for Citizens" for 2007-2013

**10) The "Youth in Action" Programme 2007-2013****[a] Documentation**

After the very positive symposium in Köszeg on Youth for Europe program, important training kits have been placed at the disposal of all those who are planning or running Youth activities.

The training kits are thematic publications written by experienced youth trainers. They are easy-to-use handbooks for use in training and study sessions. T-Kits are produced in English, French & German and in some other languages too. See [www.douzelage.org/youth](http://www.douzelage.org/youth).

As a good example, it must be underlined that in the "Youth for Europe" programme evaluations at the end of the activity must be made. How to manage Youth projects and all the details needed can be found in the document [T-Kit 3 – Project Management](#). It is important that evaluations include all essential items asked by the EC.

**[b] Training courses**

It will also be possible to provide non formal education for Youth project leaders in the future. Towns interested in sending youth workers to these seminars should inform the Douzelage Secretary.

[c] **Dissemination of information**

The Douzelage receives a large number of invitations to youth activities all over Europe. Towns interested in participating to these activities should notify the Douzelage Secretary.

**B) *Survey of recent events***

Due to the important discussion points on the New EU-Programs, the Douzelage enlargement and the future steps, detailed verbal reports on the different town activities will possibly be missed out or shortened.

Therefore all towns are kindly requested to send as soon as possible a brief description of their Douzelage activities since the meeting in Meerssen (both internal and external), together with their plans for the future to the Douzelage Secretary, who will summarize them.

**C) *Projects not yet finished or in preparation***

The same will probably be applicable to the projects not yet finished or in preparation.

However questions and explanations concerning projects in preparation or running already will be welcome. Towns should therefore absolutely send in their list of activities and let the Secretary know if they would like to add an important item here.

**Agenda points B) and C) will be completed later.**

**D) *Provisional Agenda for the Köszege GM***

Köszege will report on the preparation of the General Meeting scheduled from 20-23 APR 07.

**E) *Election of new President and Vice-Presidents***

## **II) Youth Workshop Report**

## **III) Education Meeting Report**