



Members

Manual

AEGEE '09

Members' AEGEE '09 Manual

PUBLISHED BY

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Dear members of AEGEE,

It is a pleasure to present The AEGEE Members' Manual 2009. This joint effort is pursuing to enlighten the way of the fresh AEGEE member in a more accessible and immediate way.

In this manual you will be able to find out what AEGEE is about, our influence on the outer world, but also how to run your local, to whom to refer to when applying for a grant, how to move your first steps on our IT systems...

However, as our organisation is not a washing machine that can be understood from a written manual, let me add a couple of personal tips about how to use AEGEE:

AEGEE inspires – use AEGEE to get motivation and enthusiasm
 AEGEE unites – use AEGEE to get united beyond borders and prejudices
 AEGEE enlightens – use AEGEE to find your right place in the world.

I wish you pleasant reading of the manual and powerful inspiring in AEGEE.

Tena Prelec
 Human Resources and Network Director of
 AEGEE-Europe 2008/2009

Dear reader,

You are holding in your hand the Members' Manual 2009 which will guide you through AEGEE. Ever wondered what abbreviations such as CD, SUCT and CoE stand for, why AEGEE has an Academy and a HRWG, how to run a local, what projects are currently running, and much more? This publication is the right place to get a first overview on all this. If you want to learn more about AEGEE, it is

up to you to make the next step – contact the Network Commission or the CD, or simply ask more experienced members in your own local. They will all be happy to help you find your way to AEGEE. So do not hesitate to approach others, to become active in AEGEE, both at local level and European level. AEGEE's future is up to you.

You can shape AEGEE!

Verena Schmidt
 Editor in Chief of Members' Manual 2009

abbreviations

A - AEGEE
AC - Audit Commission
AR - Activity Report
BE - Beyond Europe
CAP - Corporate Affairs Project
CD - Comité Directeur
CdA - Convention d'Adhésion
CIA - Corpus Iuridicum AEGEEense
CST - Case Study Trip
CWG - Culture Working Group
DWG - Dance Working Group
EBM - European Boards' Meeting
EDL - European Day of Languages
EnWG - Environmental Working Group
ES - European School
EWG - Education Working Group
FATF - Foundation AEGEE Trust Fund
FP - Flagship Project
FR - Fund Raising; Financial Report
HRWG - Human Rights Working Group
IPWG - International Politics Working Group
IT - Information Technology
ITWG - Information Technology Working Group
JC - Juridical Commission
K2E - Key to Europe
LA - Liaison Agent/Agency; Les Anciens
LO - Liaison Officer
LTC - Local Training Course
MemCom - Members Commission
NetCom - Network Commission
NetCommie - Network Commissioner
NWM - Network Meeting
PR - Public Relations
PRWG - Public Relations Working Group
RTC - Regional Training Course
SU - Summer University
SUCT - Summer University Coordination Team
SuFu - Sustaining our Future
VFWG - Visa Freedom Working Group
WG - Working Group
YnY - YOUrope needs YOU!
WDEE - Where does Europe End

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AEGEE - the abc

What does it mean?

AEGEE stands for Association des Etats Généraux des Etudiants de l'Europe.

Is it also sometimes referred to as *the European Students' Forum*

The main steps

- AEGEE was founded in 1985 in Paris
- AEGEE has lobbied for the initiation of ERASMUS programme in 1987 in Paris
- AEGEE is the biggest interdisciplinary students' association in Europe



The structure and the people

- Today AEGEE has approximately 15.000 members in currently 224 local groups spread all over Europe in 43 countries
- AEGEE's main pillars are Active Citizenship, Peace and Stability, Higher Education and Cultural Exchange
- AEGEE does not have a national level in its structure. Our members work at local level, directly implementing AEGEE aims in a way that serves best the needs of their local community, and at European level, which gives the great common frame and direction for all local activities and provides a platform for international cooperation on cross border initiatives.

The beliefs

- AEGEE aims to promote European co-operation and integration among young people, especially those in the student world
- AEGEE is a secular, non-profit, financially and ideologically independent organisation
- AEGEE is not linked to any political party, but it carries out pro-European projects with an aim - European integration - that have direct influence on European policies.

The activities

- AEGEE has six Focus Areas: three Thematical and three Organisational
- AEGEE members organise and participate in a wide range of activities such as conferences, seminars, exchanges, training courses, case study trips and street actions, as well as various other types of meetings and the well known Summer Universities
- AEGEE members from local level can get directly involved in the European Working Groups, Project Teams and Commissions.



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 dif-
ferences,*

*Resolved to remove barriers between the peo-
ple of Europe,*

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

*Creating a network of young Europeans desir-
ing 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 his-
torical heritage the principles that unite us and
guide us in our effort to strengthen the Euro-
pean conscience,*

*Our faith in a Europe symbolising liberty, de-
mocracy, and respect for human rights and the
rule of law, and our will to co-operate with insti-
tutions 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 cul-
tures, and*

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

history in a nutshell

The name EGEE is related to the Aegean Sea where democracy was created 2,000 years ago. Due to a name collision with a French company, the name (of EGEE) was changed to AEGEE in 1988. AEGEE's birthday was 16 August 1985, when a huge conference called EGEE was opened in Paris, aiming at overcoming the ongoing Eurosclerosis. The whole process was led by Franck Biancheri and soon all involved students wanted to turn the EGEE conference into an organisation being the platform for young Europeans.

Development of AEGEE's organisational structure

During the first years, AEGEE was focusing on establishing a well-functioning organisational structure. The first Agora took place in Munich in 1986, creating the structure of the association: Agora, Presidents' Meeting (now EBM), CD and WGs.

In 1987, the first statutes (CIA) were drafted. The current logo was introduced in 1990 during Agora Bonn. The same year, further changes were introduced, such as the chairperson, the Audit and Juridical Commission and Network Meetings.

The number of CD members was reduced in 1989 from 20 to 16 full members. In 1996 the CD was further reduced to nine and in 2007 to seven members.

Another major change happened in 1991, when the election system was changed so that CD members are elected separately and not as a team. Between 1993 and 2001 not a single president stayed in the office for more than six months.

In the late '90ies, AEGEE introduced its main fields of action as well as the strategy plan. Communication proved to be a challenge as

it happened mainly via snail mail as emails and Internet were not common yet, personal meetings happened rarely. The communication within the CD improved in 1996, when CD members were obliged to move to Delft to spend most of their time in the office. After several moves to and in Brussels, the CD now lives in Schaarbeek, a suburb of Brussels.

In 1996, the Network Commission was introduced. In 2007, latest major changes touched the CD cycle and the strategic plan. The latter one contains so-called focus areas, which are defined for a three-year period. Further implemented is the action agenda, defining AEGEE's activities for a one-year period in the framework of the focus areas.



Activities

In its first years, AEGEE already saw its biggest political achievements such as the implementation of Erasmus after a dinner with Francois Mitterrand on 15 March 1987 and in the following years projects like Euroman-ager, Europolice, Moot Court, Euro State and the SU Project took place. In 1993, AEGEE did its first Case Study Trip to Albania to explore the young Europeans' daily life in the country. Later, there were further CSTs, to Ukraine, former Yugoslavia, Moldavia and Caucasus.

The idea of a Year Plan was introduced in 1993, including all basic ideas of AEGEE into a common goal that everybody could work together for.

In Brussels, being closer to the European institutions, the European board was able to focus on European-wide thematic projects with 10-20 congresses, seminars and other actions: Find your way to and within an open society (1996), Europe and Euro (1997), Peace Academy (1999). Also, Day of Europe and the Socrates Action Day were developed, where 50 or more locals did actions on the same day.

Thematically, AEGEE continued the strong focus on South East Europe. In 2000, new projects were born, such as Education for Democracy.

The most traditional pillar of AEGEE's activities, higher education, got again stronger in the focus. Especially the Bologna process and its effects on the students in Europe were analysed with projects such as Bologna-Prague-Berlin. Further big projects took place in 2003 and 2004: Youth & Globalisation which gathered African and European students towards a World Youth Summit, and the Turkish-Greek Civil Dialogue aiming to build a closer mutual understanding between Turkish and Greek youth. In 2005, AEGEE took a firm stand in democracy, launching the Flagship project Take Control – ways to Democracy in Europe.

With the flagship project Education Unlimited, AEGEE put the focus again back to its pillar of higher education. Recent projects are YOUrope needs YOU!, Y Vote 2009 and the Flagship Project Sustaining our Future" in 2008/09.

Network Development

After the EGEE conference, the association soon was not only present in Paris, but also Leiden, London, Madrid, Milan and Munich. In 1988, AEGEE already counted 40 Antennae. After the Berlin Wall crumbled in 1989, AEGEE-Leipzig was the first local founded in the East. One year later, in Autumn Agora Bonn in November 1990, the delegates approved opening up to the USSR. AEGEE also started to extend to Northern Europe. In 1990, the

first local was established in Finland (AEGEE-Turku/Abo).

Major AEGEE-events took place in Central Eastern Europe: Agorae in Budapest (1991) and Praha (1993). In 1992, at the Agora in Kos, AEGEE-Istanbul joined the AEGEE network followed by Ankara in 1995. AEGEE became the first European students' organisation to open up for Turkey.

In this time the strong network growth of the previous years continued – echoed by a new record of events: more than 90 SUs and more than 150 conferences, trainings and other events took place in 2001. The AEGEE-network reached the number of 256 local branches.

2003 the Caucasus joined AEGEE: first local branches were founded in Georgia and Azerbaijan.

Today AEGEE has 240 locals in 43 countries.

For more information about AEGEE's history please check the Members' Manual 2008.



the AEGEE logo

The AEGEE logo is part of our corporate identity and indicates our way of acting and thinking.

AEGEE is 'your Key to Europe': that's why the logo has the shape of a key. The circle with 12 stars represents unity and completeness, whereas the word 'AEGEE', breaking through the circle of stars, symbolizes the fact that in

the process of uniting Europe AEGEE aims to stay ahead by launching new, daring initiatives. Final touch, the map of Europe: AEGEE's interests are directed to all countries of the continent.

AEGEE locals get the right to use the logo after signing the Convention d'Adhésion with AEGEE-Europe. The name of the city where the local is located replaces the word 'Europe'.

In February 2009 there was a new Logo proposal (in the frame of a new Corporate Identity) which resulted in big discussions and was eventually not presented for voting at the Agora.



AEGEE members in Europe

Until its 20th anniversary, more than 100.000 youngsters experienced European citizenship through the excellent 'learning by doing' training AEGEE provides. Those (former) members are currently still quite active in shaping Europe and its future. We estimate the number of participants to the diverse AEGEE events throughout the years to largely exceed 200.000. Former AEGEE members are organised in the Alumni network Les Anciens.

Some former AEGEEans have quite important positions in European institutions; some established their own companies thanks to the management skills they acquired with AEGEE, including pro-European organisations such as the Euractiv news portal, Citizens of Europe and Erasmus Students' Network (ESN).

Several AEGEE members have been awarded with the title of Young European of the Year:

David Stulik in 1997, Daciana Oana Maila-tescu in 2001, Anar Q. Jahangirli in 2004, and Burcu Becermen in 2006. The Young European of the Year title is, under the auspices of the European Parliament, awarded to those people between the ages of 18 and 28 who have worked in an honorary capacity towards the understanding between people or European integration and in the process have achieved exemplary success.

Once the founder of AEGEE-Skopje, Radmila Sekerinska has already been the Deputy Prime Minister and therefore was in charge of European Integration Affairs in her country.

In 2008 Astrid Schrader has been selected as one out of two UN Youth Delegates by the German National Committee for International Youth Work (DNK) and the German Society for United Nations (DGVN). UN Youth Delegates accompany their national UN Delegation to New York to act as experts or consultants in youth matters, and to give their input during a speech in front of the United Nations General Assembly.

Many others are or have been engaged in the European institutions as MEP assistants, policy researchers, lobbyists and consultants.



The most important events in AEGEE are so called statutory meetings. Apart from being the highest decisive bodies of the associations, they are also life-changing experiences, with 200-1000 young Europeans gathering in one place to build the future together.

There are three statutory meetings per year:

- the European Boards' Meeting (EBM), in early spring

- two Agorae: a Spring Agora and an Autumn Agora

Each Antenna is obliged to send its delegates to at least two of these meetings per year.

The Chair Team presides over the Statutory Meetings and is responsible for the agenda.

The Chair Team consists of four people: Chair, Vice-Chair, Secretary of the Agora/EBM and IT Technician.

The Agora/EBM Booklets with relevant information about the event are prepared by the Secretary General of AEGEE-Europe. Following the closure of each Statutory Meeting, the Secretary of the Agora/EBM prepares the minutes, to be ratified by the following Agora.

For more information about the Statutory Meetings please contact the Chair Team: chair@aegee.org.

Composition of the Agora and voting rights

The members of the statutory events are:

- Members of the Comité Directeur, Commissions and the Chair Team of AEGEE-Europe

- Liaison Officers and Agents of AEGEE-Europe

- Up to 3 delegates of AEGEE Antennae and Working Groups

- Up to 2 envoys of AEGEE Contact Antennae, Working Groups, Project Teams and Connections

- Up to 2 observers of AEGEE Contacts

All members have the right to speak and to



statutory meetings





present proposals. The elected delegates of the AEGEE Antennae and Working Groups have the right to vote. The number of votes of each Antenna depends directly on the number of members.

Any member of an AEGEE local, Working Group and Project Team has the right to apply as a visitor, their acceptance depending on the capacity of the organising local. Observers and visitors don't have voting nor speaking rights (but may ask the Chair for the latter).

The Agora

The Agora is the General Assembly of the association, gathering 600-1000 students for four days.

The Agenda of the Agora is composed of:

- Plenary Sessions
- Prytania (meetings in which proposals for changes to the statutes are discussed)
- Workshops
- Other Sessions (e.g. Progress Meetings)

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. These together with the

other Reports are found in an Agora Booklet that contains all this information and other relevant matters.

The European Boards' Meeting (EBM)

The EBM (200-400 participants) involves AEGEE Antennae in the projects and activities of the European Bodies of AEGEE, providing a platform for interaction. At the EBM the Action Agenda for the whole year is prepared. The activities contained in the AA, which must relate to at least one of the Focus Areas, are discussed and finally voted upon in the plenary session.

The Agenda of the EBM contains different sessions:

- Plenary Sessions
- Round Table Discussions
- Action Meetings on Focus Areas
- Workshops
- Network Affairs

Upon registering for the EBM, participants need to choose the Workshop that they will attend. In addition, the preliminary Action Agenda as gathered by the Projects Director of the Comité Directeur is also made available prior to the EBM.

Delegates

Delegates have following tasks at Statutory Meetings:

- Register themselves with the local organisers
- Register their local with AEGEE-Europe (this includes paying membership fees, if pending)
- Attend plenaries and Prytania and vote

comité directeur

The Comité Directeur or European board of directors 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 head office, where the elected members move to for one year, is located in Brussels (Belgium), Rue Nestor de Tière 15.

The Comité Directeur consists of up to seven members elected by the AEGEE locals at the Spring Agora for a period of one year, who start their terms only on 1st of September, after a transition month with the old board. CD members need to present an Activity Report at every statutory event. 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. She/he represents the association to the outside and in all legal affairs.

The Secretary General is responsible for the internal communication. She/he also prepares minutes of all CD meetings and is responsible for the administration of the head office.

The Financial Director is, together with the President, responsible for the finances of the association.

The Vice-President is elected within the CD among the remaining CD members. The Vice-President assists the President in her/his different tasks. The Vice-President will take over if the President is not capable to finish her/his tasks.

The general CD members (up to four) divide different tasks among themselves (Network Development, European Institutions, Public Relations, External Relations, Projects, Human Resources and Fund Raising), but are not elected directly for these tasks.

The CD can be contacted either via headoffice@aegee.org or via personal mail addresses of the CD members.



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.

Audit Commission (AC) - *three members*

AC (audit@aegee.org) checks the accounting of AEGEE-Europe and AEGEE locals (in special cases) and presents their findings to each Agora. They collect and check the Financial Reports of Antennae and WGs, to be sent in each year (January-February).

Juridical Commission (JC) - *two members*

JC (juridical@aegee.org) verifies the conformity of the statutes of each AEGEE local with the guidelines defined by AEGEE-Europe and integrates the modifications of the statutes adopted by the Agora. JC takes care that all procedures during statutory meetings are done according to the statutes and therefore legally valid.

For more information about the JC please check www.aegee.org/jurcom.

Members Commission (MemCom) - *four members*

MemCom (memcom@aegee.org) investigates in cases that require legitimate action caused by problems between AEGEE-bodies (but not individual people) and provides advice when necessary. As a result of an investigation upon a case, MemCom can suggest sanctions (including deletion), to be ratified by the Agora. MemCom may be activated by two elected bodies (Commissions or CD) or by 10 ordinary members (locals, WGs) vested with full voting rights.

For more information about the MemCom please check www.aegee.org/memcom.



Network Commission (NetCom) - *11 members*

NetCom (netcom@aegee.org) is responsible for the contact with the network, working in co-operation with the Network Director. They are the ones that will pay locals a visit or communicate with them if they need support. NetCom takes measures to help threatened locals and supports new ones, while motivating Antennae to fulfil Antennae Criteria. Each NetCommie organises a Network Meeting (NWM), which aims at gathering (cooperation), training (learning experience) and solving (locals' problems). They are the perfect opportunity to discuss common activities and share experience.

For more information about the NetCom please check www.aegee.org/netcom.

working groups



Working Groups take care of specific subjects that are of importance for AEGEE, organising own initiatives and supporting locals with information and content for their events.

All WGs have mailing lists, usually one for the Board and one for all the members. Their purpose is to allow an easy exchange of information and to keep all members continuously informed.

There are two types of WGs:

Thematic WGs deal with specific topics and offer content-wise support to AEGEE projects,

Supporting WGs help to keep the AEGEE network going and are active on fields such as internal education, information technology or public relations.

Some Working Groups are AEGEE-WG, which means they are officially registered at local authorities, have signed the Convention d'Adhésion and therefore have voting rights at the Agora.

Please find more information on: www.aegEE.org/wg

AEGEE-Academy

The main aim of AEGEE-Academy (www.aegEE-academy.org) is to develop and strengthen the human resources of AEGEE and to stimulate the motivation of its members. AEGEE-Academy supports the personal development of AEGEE members by providing a diversity of training courses and co-ordinating a mentorship system. They also organise training and internal education events

AEGEE-Culture Working Group (CWG)

AEGEE-CWG (www.wg.aegEE.org/cwg) aims to enhance the knowledge, understanding and respect of the wide variety of cultures in Europe and acts for the development of cultural and artistic diversity.

By organising different kind of events all over Europe, CWG is trying to show that the culture is everywhere, in theatre, literature, art performances, in our habits and our beliefs.

AEGEE-Education Working Group (EWG)

To include the students' voice in European higher education is the mission of EWG (www.wg.aegEE.org/ewg). They initiate train-

ing seminars, conferences, open debates, exchanges and study trips on what is at the core of AEGEE's Fields of Action: higher education policies.

AEGEE-Human Rights Working Group (HRWG)

HRWG is there 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 organising and supporting projects within AEGEE on the subject of Human Rights.

AEGEE-International Politics Working Group (IPWG)

IPWG (www.aegEE.org/wg/ipwg) has a very active AEGEE mailing list discussing current issues in international and European politics. They organise several events every year, such as the Diplomatic Seminar and European Citizenship Trainings, in cooperation with AEGEE locals. The Flagship Project 2010/2011 Beyond Europe is an IPWG initiative.

BoBiGoSa

BoBiGoSa does not organise events or projects, but rather raises awareness on misbehaviour and misconduct in AEGEE by pointing this out and using irony and sarcasm as main tools. BoBiGoSa also used to propose changes of the CiA to Agorae.

Dance Working Group (DWG)

DWG (www.wg.aegEE.org) is supporting events by helping out with dance workshops, introducing different ways of dancing in different cultures, especially during Summer Universities and statutory meetings. They are furthermore planning to include Sports projects in their activities.

Environmental Working Group (EnWG)

EnWG (www.wg.aegEE.org/envwg) aims to raise awareness on environmental issues within AEGEE and European youth and to facilitate discussion on the topic. They initiate and support environmental activities within AEGEE network reducing AEGEE's ecological impact. The Flagship Project 2008/2009 Sustaining our Future was an EnWG initiative.

Information Technology Working Group (ITWG)

ITWG (www.wg.aegEE.org/itwg) maintains and develops the IT facilities of AEGEE-Europe. This includes administrating the servers, developing and maintaining software used within AEGEE, helping to provide guidelines for members and locals considering IT matters. ITWG periodically organises special IT training events.

Public Relations Working Group (PRWG)

PRWG (www.wg.aegEE.org/prwg/) is the meeting point of all AEGEE members who have an interest in PR. They assist the PR Director of the CD and take active part in preparations of publications. They are also co-organisers of the PR European Schools and can help locals which have questions related to PR.

Visa Freedom Working Group (VFWG)

VFWG (internally called Visa Freedom Fighters, www.wg.aegEE.org/vff/) supports the network with information about visa issues through a pool of visa experts, gives workshops at statutory meetings and prepares publications on visa issues.

fields of action

Active Citizenship

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. AEGEE members are also environmentally aware citizens: in 2008/09 they worked on the flagship project Sustaining our Future. In 2008 AEGEE started YOUrope needs YOU! project, teaching young Europeans how to be multipliers of active citizenship in high schools all over the continent. In 2009, AEGEE run Y Vote 2009, the biggest campaign by and for young people for European Parliament elections.

Cultural Exchange

The most successful AEGEE project, lasting almost as long as the organisation 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 (2003-2007), Euro-Islam and Performing Arts Summer School - both initiated in 2004.

Also, every year AEGEE locals engage in a great number of exchanges among each other.

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 was 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 and 2009).

AEGEE worked with ESU and ESN on the Socrates on the Move project and got involved in the Bologna Process implementation.

In 2007 AEGEE worked on the flagship project Education Unlimited, which focused on higher education. In 2008 AEGEE published the Non-Formal Education Book, which enjoyed very good feedback within European institutions and other organisations.

Peace and Stability

Spreading knowledge on democracy, tolerance and open-mindedness, AEGEE has always had 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 years 2002-2004 the Turkish-Greek Civic Dialogue project took place.

In the year 2005 the Year Plan Topic was Stability through conflict understanding, with the main project Tolerance – Acceptance – Peace.

publications

AEGEE promotes its achievements and activities through Europe-wide publications. They are coordinated by Chief Editors (appointed AEGEE members), and distributed to different groups: external partners, Les Anciens and AEGEE bodies.

AEGEE's publications of the present

- The Key to Europe is AEGEE-Europe's annual review of its activities and their results. It is designed for presentation to external partners. It was introduced for the first time in 1992 and had two special editions so far: 10th anniversary book: "One Decade and Beyond" and the prestigious 20th anniversary book "Key20".

- The AEGEE Gazette is a short newsletter for external contacts, printed and published two or three times per year, presenting AEGEE-Europe's latest news and developments.

- The Members' Manual is an annual booklet to help new members understand AEGEE better.

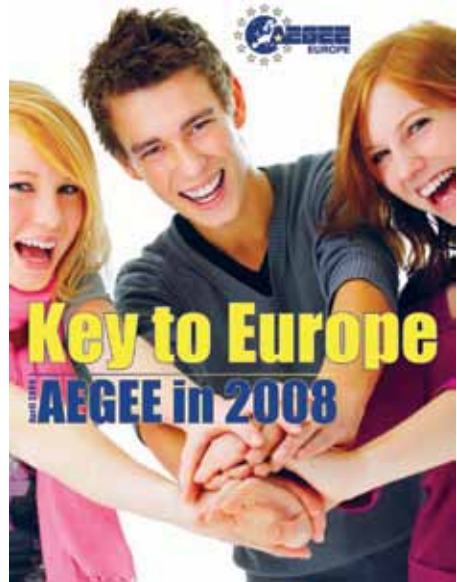
Besides, you all know the SU-booklet, published by the SUCT every year to promote the Summer Universities.

AEGEE's publications of the past

AEGEE has recorded its history and achievements through remarkable publications.

- The first AEGEE-Europe publication ever was 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 last edition was published in fall 2008.

- Franck Biancheri, the founder of AEGEE-Europe also wrote his memories and achievements in the years 1985-88 under the title the Emergence of Euro-Citizens.

- In 1993 the One Europe Magazine was introduced and then revived in 2005. The last edition was published in summer 2007.

Result books

Result book(let)s are the perfect way to spread the results of local or European projects towards a bigger audience.



strategic planning



Strategic Planning

The Strategic Plan is the long-term tool to ensure continuity in the work of AEGEE, towards the institutions and towards AEGEE's own members. It aims to compensate the high turnover of people working in European bodies and to help the association keep focus. Nowadays the Strategic Plan (SP) defines AEGEE-Europe's mission, vision, and values, its long-term goals and its objectives over the following three years. It is an internal working document subject to the approval of the Agora. The plan defines the objectives of AEGEE-Europe in the Main Fields of Action. To a certain extent the SP can be understood as the 'government programme' of AEGEE. Through its election the Comité Directeur has been asked and trusted to lead the association in accordance with the plan. The current SP was developed in summer 2008, approved in Agora Aachen (October 2008) and is going to last until the end of 2011.

Focus Areas and Action Agenda

The Focus Areas give a direction to concentrate the efforts of the association during the three years of the Strategic Plan on specific areas of interest.

In the SP 2009-2011 there are six Focus Areas: three Thematical (European citizenship, Intercultural Dialogue, Global Perspectives) and three Organisational (Organisational Development, Human Resources Development, Quality Assurance)

The Action Agenda outlines the actions to be taken in each Focus Area in the coming year. The draft version is presented to the European Boards' Meeting. At this Statutory Meeting the whole network can amend and change it, resulting in the final document that is voted upon decisively. This way, AEGEE members play a decisive role in determining the direction that our association will work on.

projects

AEGEE has a big structure, and the members are the pieces of a complex system that are intertwined and ready to work. The projects are the fuel for the system, making the whole organisation move and become alive. They are the ideas of some motivated members made real.

AEGEE-Europe projects, including the Flagship Project, are agreed and implemented by the association as a whole and can call on the resources of AEGEE-Europe for support. They deal with topics of interest for European youth. These European projects are coordinated by international teams and consist of actions in several countries. These actions are usually very varied and creativity is crucial to make a successful project: conferences, seminars, action days, contests, and any other way of involving people in the topic are valid. You can celebrate, discuss, learn, teach, work for, create... There are no limits!

A complete overview of past, current and future projects, including most of the times websites and project descriptions, can be found at: www.aegee.org/projects.

Projects involving only one local are usually called events (or local projects). They are an important share of AEGEE activities and they are usually the starting point of your active life in AEGEE. They help spreading the AEGEE spirit in your city, and can bring people from all over Europe to your Antenna. Sometimes, these events can be a part of a bigger European project, or be organised by two Antennae together. There are over 200 events organised yearly (Summer Universities excluded) meaning that there is for sure one that fits your interests. And if you can't find it, you can convince your local board to organise it! You can check events at: www.aegee.org/events

Training activities form an essential part of the usual project cycle in AEGEE, and they are coordinated and largely provided by the Academy. They ensure quality and long-term sustainability of the AEGEE structure and are



the perfect opportunity to make sure that the knowledge transfer is done properly. They happen all year round and can be focused in different abilities: Public Relations, Project Management, Fund Raising, or IT, are just some examples.

Projects are great opportunities to get active in AEGEE.

For more information about the projects please find their contact data on the intranet.

The Flagship Project

AEGEE-Europe chooses each two years a thematic focus: the Flagship Topic, which provides the framework for AEGEE-Europe's main project for that period, the Flagship Project.

The aim of a Flagship Project is not just to organise conferences on the topic, but to have real impact on the problem: to encourage AEGEE members to think and act, and to gather and document the results. Activities under the Flagship Topic can include conferences, seminars, training courses, media events, rallies, information campaigns and study visits; usually the results are gathered in a big final conference and published in a booklet. It will become the most visible face of AEGEE activities and requires the involvement of the whole network.

Before 2007, the Year Plan Projects were proposed for only one year. The first Flagship Project, Towards a better European Society, happened in 1993 and focused on Education, Anti-Discrimination, the Future of European Co-operation, Environment, and the Social Dimension.

Other examples of Flagship Projects in the past are: Building a Social Europe (1998), Peace Academy (1999), Quo Vadis Europe? (2001), Youth & Globalization (2003), Take Control (2006) and Education Unlimited (2007).

Flagship Project 2008-09: Sustaining our Future



This project, also known as SuFu, aims to raise awareness and involvement of European youth and its societies in the Sustainable Development topic.

As active members of our society, we are representatives of next European generations, and therefore it is our responsibility to take active role in preserving the future.

The project consists of different local, intermediate and European activities: training courses, case study visits, action days, youth exchanges, surveys and conferences. Non-formal education methods and cross-cultural learning are seen as main elements to reach the aims.

It focuses on these ideas:

- European Citizenship
- Education for Sustainable Development
- Sustainable Living Solutions and Consumption Patterns
- Social Responsibility of European Youth Organisations

For more information about SuFU please check: www.aegge.org/sustaining.

Flagship Topic 2010-11: Beyond Europe

Agora Magusa elected the topic presented by International Politics WG for the period 2010-11. It will deal with the role of Europe facing Global Challenges, and how it interacts with other regions of the world.



Long-Term Projects

Although normally projects have a fixed duration, some of them remain active year after year with great success.

Summer Universities: Each summer, our local branches organise around 100 courses with more than 3000 participants, fostering cultural exchange and language learning. For many participants it is their first contact with AEGEE members and their first opportunity to travel to another country while learning what AEGEE spirit really is. For more information about SU please check www.aegee.org/su.

European Day of Languages coordinates language-related activities all over Europe every year, in the end of November. Besides that, the EDL team's language courses at AEGEE events, promotes a Europe-wide language partners service and helps establishing language tandem projects in several cities. For more information about EDL please check

www.aegee.org/dayoflanguages.

AEGEE TV: The project team organises festivals and media schools and supports important activities of our association with (usually very funny) short movies.

For more information about AEGEE-TV please check www.aegee.tv.

Publication projects: Each publication has its own coordination team. There is more information on publications in its own section of this Members' Manual. You have one example of an AEGEE publication now in your hands.

Current Projects

Y Vote 2009 is a European wide campaign designed to encourage young people in Europe to make informed choices at European Parliament elections in 2009. It also aims to empower European youth to stand for the most important social issues in our continent. It has spread those ideas all over Europe in more than 100 European and local activities.

It will be closed at Agora Kyiv.
For more information about Y-Vote please check www.aegee.org/yvvote2009.

YOUrope Needs YOU! aims at empowering high school students all over Europe to become active members of society. This initiative, awarded with the Charlemagne Youth Prize (the highest European recognition) in 2009, intends to raise awareness for European matters, shows the practical opportunities Europe offers and encourages the youth to seize these opportunities. www.projects.aegee.org/youropeedneedyou
Where Does Europe End? is a project that tries to find out what Europeans expect from Europe. It aims to identify the common points and the divergences on the idea of Europe in our societies. Because we all know what Europe is, don't we?

The Corporate Affairs Projects (CAP) is dealing with business and government interactions within the countries and at international level. Developing their ideas and competences, young Europeans are creating a unique international network of future young specialists in effective communication among business, authorities and civil society.

Euro-Islam is a project dealing with the theory of a modernized way of living the Islam in harmony with democratic structures, fostering intercultural dialogue between religions and analyzing the possibilities for mutual understanding.

The Caucasus Project aims to foster cooperation and cultural-exchange between young people from the Caucasus region and other parts of Europe. It is determined to reduce the geographical, cultural and political distance that exists nowadays.

The Cyprus Project's main aim is to encourage Cypriot Civic dialogue for mutual understanding, through increasing contacts between the two language communities, the

cooperation among NGOs and the active citizenship among youth.

Future Projects

There are several ideas that can become new projects in the future; they just need motivated people to become a reality. Here are some examples of the topics, but of course, you can always think of more!

AGEE 25 - in 2010 AEGEE will celebrate its 25th anniversary with events, activities and celebrations throughout the year.

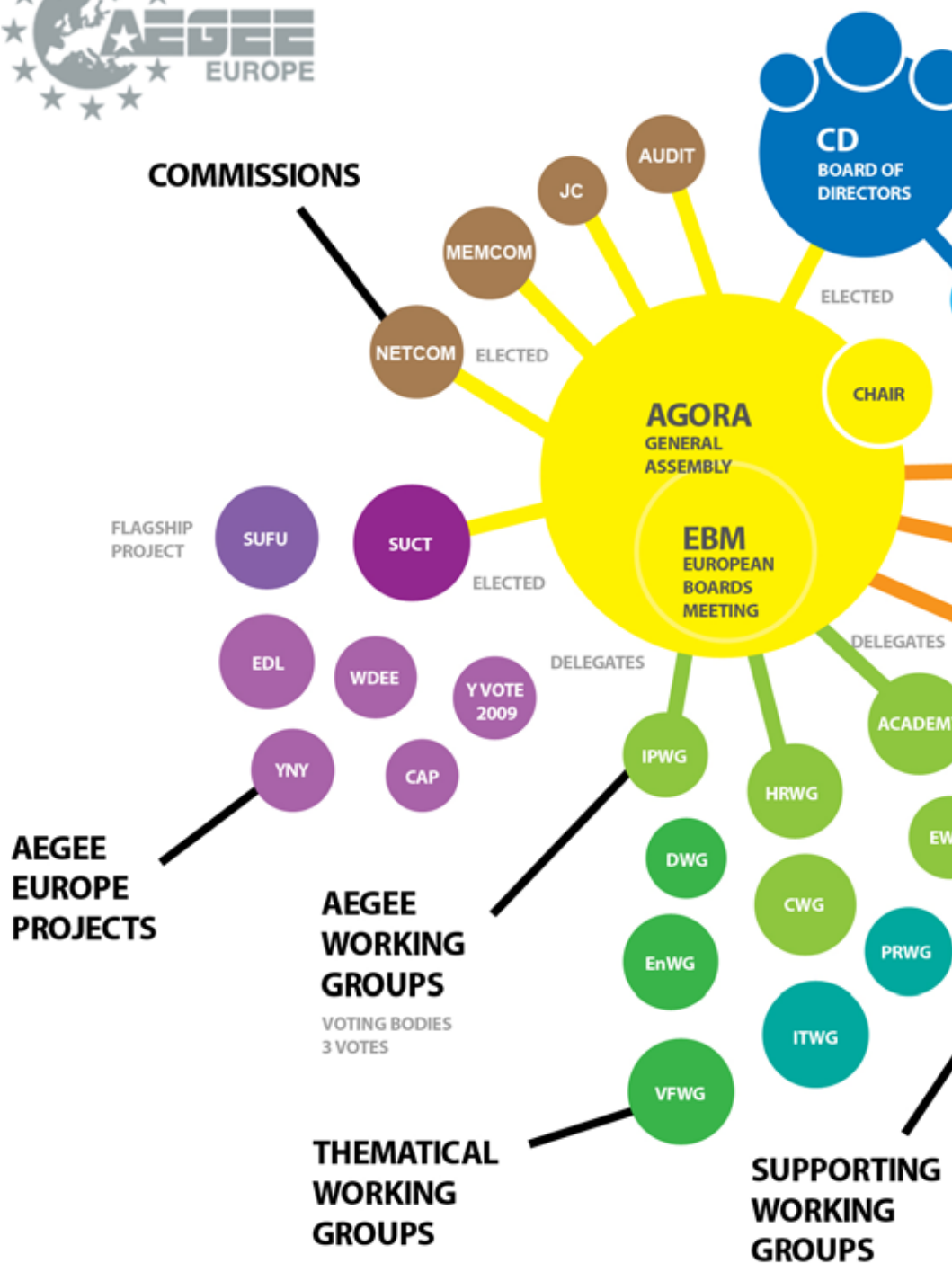
Beyond Europe, the Flagship topic of 2010-2011.

Culture Action Days, coordinated by Culture Working Group.

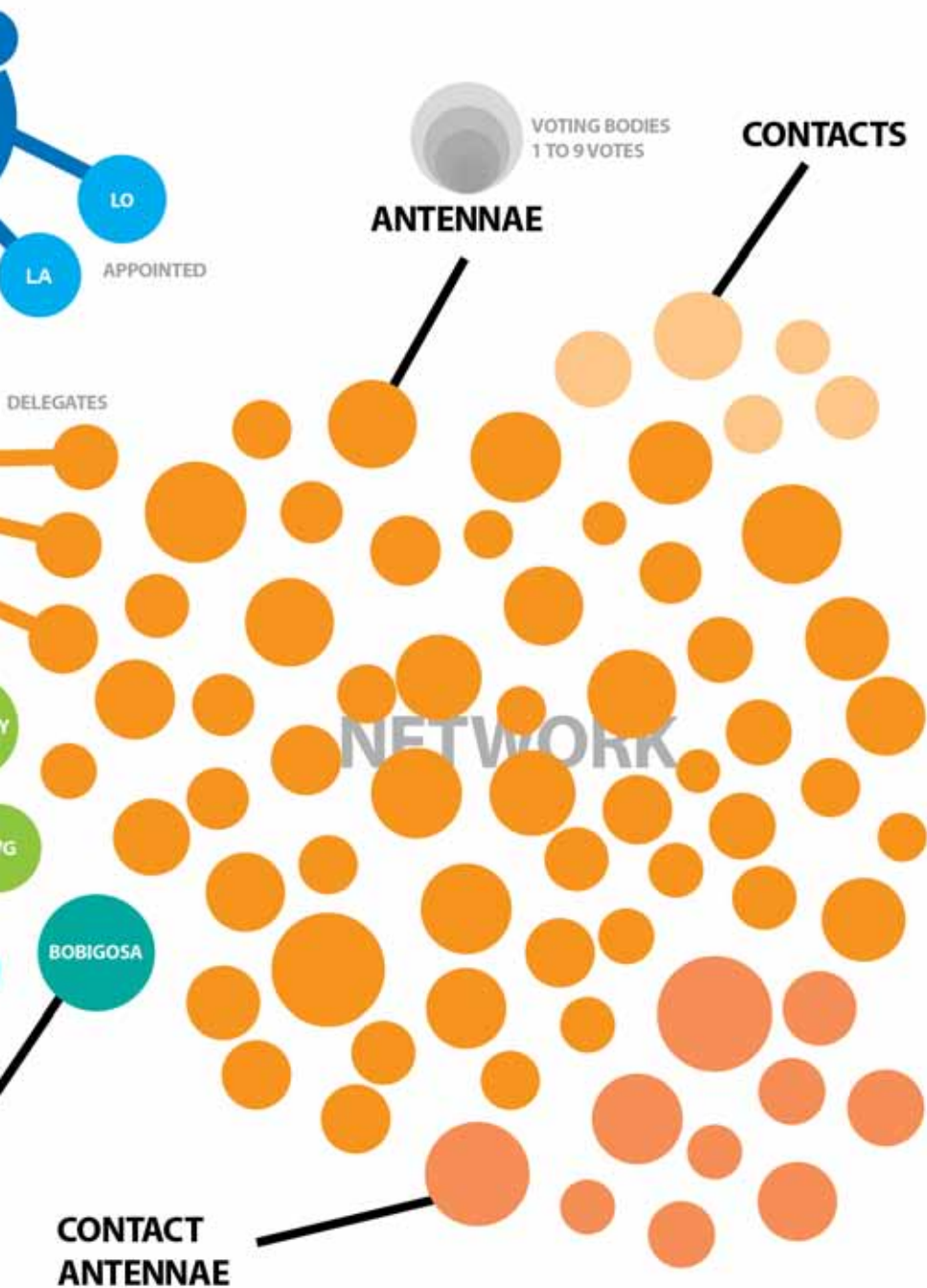
Sports Project about how to combine health, fun and the values linked to sports.

In any case, if you want to know more about the ways to become involved in AEGEE-Europe Projects, you can ask your local board, the Network Commission, the Project Team or the Project's Director in the Comité Directeur.





AEGEE STRUCTURE





events

Events are probably the most important part of AEGEE life, 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 Focus Areas).

During lectures, workshops, excursions and many other creative activities, students have the opportunity to meet and to exchange their opinions, ideas, information and impressions.

The various events are shown in the Calendar of Events of the intranet (www.aegEE.org/events) where you can directly apply. The Events Working Format defines the events of AEGEE. There are four different event types:

Local Event

Event organised by an AEGEE local, e.g. an international party or one-day activity. It is not announced in the Calendar of Events. The local may take a fee for accommodation, food and participation.

European Event

This event type is organised by one or more

AEGEE locals or other bodies of AEGEE, e.g. trainings or events part of European projects. The event is open for all AEGEE members and possibly also for non-members. Apart from accommodation, the fee includes also breakfast and at least one additional warm meal per day.

AEGEE Event

AEGEE Events, e.g. Network Meetings, are those activities that are done by one or more AEGEE locals in cooperation with a Working Group or Commission of AEGEE-Europe and in the framework of an European or AEGEE-Europe project.

AEGEE-Europe Event

AEGEE-Europe Events are statutory events and the ones mentioned in the Action Agenda of AEGEE-Europe. The event is for all AEGEE members and if possible also for non-members. Furthermore, organisers of this event type may use the AEGEE-Europe logo. AEGEE-Europe events have priority: no other event organised during an Agora may be put in the calendar.

training events

Most training activities are organised by the Academy, often in cooperation with other AEGEE-bodies who are experts in certain fields such as ITWG, PRWG and AEGEE-TV.

For more information about training activities please check www.aegEE-academy.org.

Local Training Course

- Organisers: Organising Antenna + possible support of AEGEE-Academy/Network Commission. Since autumn 2008 CD gives financial support granting partial reimbursement for trainers travelling to LTCs, coordinated by the HR Director.

- Frequency: All the year (but especially in Autumn, at the beginning of the academic year), many around Europe

- Duration: 3 days (weekend)

- Target Group: Members of a local, especially fresh members

- Content: Various aspects of Antenna management, e.g. PR, FR, AEGEE introduction

- Requirements: Interest in getting more involved in her/his local and to further learn about AEGEE, project and local management.

European School I

- Organisers: Organising Antenna + AEGEE-Academy

- Frequency: 2 per year

- Duration: 7-9 days

- Target Group: Current or future local board members or project responsables, active members who want to learn more about AEGEE and local/ project management and get further involved in AEGEE

- Content: Advanced knowledge about AEGEE and project management, soft skills,

elements on how to run a NGO (HR, PR, budgeting, event organisation), simulation (casework)

- Requirements: Some experience in AEGEE, strong motivation to get further involved in AEGEE.

European School II

- Organisers: Organising Antenna + AEGEE-Academy

- Frequency: 1 per 1,5 years

- Duration: 8-9 days

- Target Group: Members already involved in or planning to enter European bodies

- Content: Two main aims: Advanced project development and project management (on European level) and the development of soft skills (time management, intercultural communication, conflict resolution), simulation (casework)

- Requirements: Strong motivation to become active in European bodies; being an experienced local board member, future activists in Commissions, WG Boards, European Project Teams or the CD.



PR European School I

- Organisers: Organising Antenna + PRWG + AEGEE-Academy
- Frequency: 1 per year
- Duration: 6-7 days
- Target Group: (Future) local PR officers, Members with strong interest in PR
- Content: PR at local level
- Requirements: Strong motivation, Strong interest in Public Relations and AEGEE.



PR European School II

- Organisers: Organising Antenna + PRWG + AEGEE-Academy
- Frequency: 1 per 2 years
- Duration: 6-7 days
- Target Group: Members already involved or planning to enter the European PR
- Content: Communication skills, intercultural competences, exchange and increase Public Relations knowledge (e.g. strategic PR; branding and corporate identity, working with media), as well as discuss its application in the management of communication strategy of European Youth NGOs
- Requirements: Experience with PR at least locally, strong motivation to get deeper into the field of Public Relations, participants are expected to take on responsibility for European PR in AEGEE projects, Working Groups or in the CD.

FR European School

- Organisers: Organising Antenna + AEGEE-

Academy + support from the External Relations and European Institutions Directors of the CD

- Frequency: 1 per 2 years
- Duration: 5-6 days
- Target Group: Members already involved or planning to enter the European FR
- Content: Necessary skills, competences and knowledge to deal with FR and financial management locally, simulation (casework), necessary skills, competences and knowledge to deal with FR and financial management locally
- Requirements: Experience with FR at least locally, strong motivation to get deeper in the field of Fund Raising and Financial Management, participants are expected to take on responsibility for European FR in AEGEE.



IT European School

- Organisers: Organising Antenna + ITWG + AEGEE-Academy
- Frequency: 1 per 2 years
- Duration: 5-6 days
- Target Group: Active members, preferably with interest in European bodies
- Content: The accumulated knowledge of AEGEE's current "IT-cracks", to set-up and maintain mailing lists and websites, basic understanding of networking technologies, online communication techniques
- Requirements: Motivation to use IT in AEGEE.

Summer University Project School

- Organisers: Organising Antenna + SUCT + AEGEE-Academy
- Frequency: 1 per year
- Duration: 7 days
- Target Group: Organisers of a future SU
- Content: Organisation of SUs, work of the SUCT, formal requirements and procedures of the project, simulation (casework)
- Requirements: A strong interest in organising a Summer University in the future.

Media School

- Organisers: Organising Antenna + AEGEE TV + AEGEE-Academy
- Frequency: 1 per 1,5 years
- Duration: 5-6 days
- Target Group: Members interested in media techniques

- Content: Editing, script writing, journalism, camera handling, camera photography and more
- Requirements: Motivation (also to get involved in AEGEE-TV and PRWG).

Training for Trainers (T4T)

- Organisers: Organising Antenna + AEGEE-Academy + external trainers
- Frequency: 1 per 1,5 – 2 years
- Duration: 5-10 days
- Target Group: Depending on the objectives of the specific T4T, sometimes AEGEE members wanting to become trainers, sometimes Academy trainers wanting to develop further
- Content: Competences needed to be active as trainer, development as a trainer
- Requirements: Motivation to stay active as a trainer in AEGEE for the next 2-3 years!



antenna criteria

The Antennae Criteria exist to ensure healthy development of the whole network. 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 after a written explanation sent to the CD.

AEGEE-Europe needs the feedback from its locals. That means: read all the mail sent to you from European bodies, and respond if that is requested. If you do not understand something or do not agree, contact the CD or Network Commission.

There are nine Antennae criteria in total:

1. Send delegates to at least two out of three Statutory Meetings a year;
2. Send in a Financial Report about the previous year before 1st of February every year;
3. Send in an Activity Report (reports and future plans) each year when requested by CD;
4. Pay membership fee for each member to AEGEE-Europe;
5. Send in members' list before each Agora;
6. Hold board elections at least once in 12 months;
7. Organise at least one European event each two years;
8. Maintain active communication with Network Commission and other European bodies;
9. Have a bank account.

The Activity and Financial Reports help to build an accurate overview of the network and the status of your Antenna (if it needs help, support etc.). In autumn – the exact date depends on the European Commission – the General Subvention is prepared by the Comité Directeur. This is a big source of money for our association. The contribution of lo-



cal is very important to obtain it – also yours! Your Antenna will also receive reminders about Activity Report and Financial Report deadlines to the official e-mail address as written in the intranet. Furthermore information will be spread through the mailing-lists and through your Network Commissioner.

creating an AEGEE antenna

Juridical aspects

The first step is to become a Contact, followed by the steps of Contact Antenna (CA) and Antenna (A). For more detailed juridical information check the statutes, Working Formats and regulations of AEGEE-Europe, contact the Network Director or the Juridical Commission.

Become a Contact

The first step for the creation of an Antenna is becoming a Contact. A Contact is not allowed to call itself AEGEE-(city name).

To become a Contact, you should keep contact to AEGEE-Europe and try to recruit people in order to build up a new AEGEE local.

You should send to AEGEE-Europe two letters:

- Personal motivation letter with the need and motivation of forming a Contact in the respective city, information about the student life and city itself and how you came in touch with AEGEE;
- Support letter from any higher education institutions in the city (University, college etc.) positively indicating that they will support the future development of the Contact.

Afterwards the CD will make a decision if you can become a Contact. When the formal part is completed, the Network Director together with the respective NetCom team will help the Contact in its future development.

Become a Contact Antenna

The next step is becoming a CA. To do that, you should send to the CD the following documents:

- Members' list with at least 10 members;
- Statutes for your local both in English or French and the official language of your country. The Juridical Commission will provide you with a model statute that you need to adapt for the legislation in your country, but in the same time it has to be in line with the statute of AEGEE-Europe;
- Planned activities for the next 12 months.

After that you have to organise a local Agora (local general assembly) where you officially found the association and accept the statutes.

When you have done this, you are ready to become a CA and to sign a document called the 'Convention d'Adhésion' during a Statutory Meeting.

Afterwards you need to register the association at the administrative authorities of your country. You can contact an already existing Antenna in your country or your NetCom to ask for help.

When you have signed the Convention d'Adhésion and become a CA, you are allowed to use the AEGEE logo, call yourself AEGEE-(city name) and send observers to Statutory Meetings. CA and Antennae need to pay membership fees to AEGEE-Europe.



Become an Antenna

The final step is to receive the Antenna status.

To become an Antenna, a CA must:

- Organise a European event (any event that appears on the Calendar of Events or a Summer University) or alternatively two thematic local events embedded in a European project, and sent a report about it to the Comité Directeur;
- Send at least one member to an internal education event recommended by the AEGEE-Academy or the NetCom

To remain an Antenna, a local has to fulfil the Antennae Criteria (therefore also open a bank account and pay membership fees).

Practical aspects

Do not lose 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 somewhere in Europe!

> Inform yourself

Inform yourself about AEGEE. Read this AEGEE Members' Manual. Contact the CD or your NetCommie. Contact also the Antennae around you. Visit some AEGEE events (check

them on www.aegee.org/events), especially Network Meetings, European Schools and Local Training Courses.

> Find a team - motivate people

Talk with your friends, other university students and try to motivate them to help you. Contact people whose study subject has a link to AEGEE (languages, international relations, international law, European history etc.). Set up an information stand in university centres. Put up posters, advertise in student papers and write articles about AEGEE. Remember the way you have been motivated and encourage them to travel to AEGEE events.

> Finances

The membership fees of your members are something to start with: usually it's around €25. Keep in mind that 25% of your membership fees are to be paid to AEGEE-Europe; exceptions can be made by the Financial Director of AEGEE-Europe. However, most probably these revenues will not be enough to cover your expenses. Therefore have to look for more subventions, sponsoring and other financial contributions. Find out the possibilities of financial support from different sources.



antenna management

The daily work

For every local the current state of affairs is different, so try always to adapt these guidelines to your present situation.

Every local at the beginning has to deal with:

- A local board
- Members and the recruitment of members
- The AEGEE network (other locals and European bodies)
- Public Relations
- Fund-raising
- Summer Universities
- Responsibilities/task divisions
- Knowledge transfer
- Coordination of activities

The local board

The local board is the most important body concerning Antenna management. Every time a new election is held, board members need to add the new election in the intranet and then add the new board members. Finally, click on the bottom to send the official announcement about the elections through the news feed.

A local board should consist of at least:

- President: coordinates the board, chairs the board meetings, represents the AEGEE-Antenna towards the outside, troubleshoots
- Secretary: assistant to the President and the

other board members, responsible for internal communication and paperwork, takes

minutes of meetings, replies to letters, administrates the members, takes care of the local mailing list

- Treasurer: responsible for the financial matters, collects membership fees and hands out stickers and membership cards, pays reimbursements and other bills etc., takes care of the bank account of the Antenna.

Some other tasks can also be included in the board, depending on your local's needs:

- Public Relations
- Fund-raising
- Human Resources
- Information Technologies
- Events
- Erasmus/Student mobility: as a student association, AEGEE is automatically and directly involved in education. This can include receiving and assisting the exchange students at your university and maintaining the contact to the university's office for International Relations.



Local working groups (WGs)

For all the tasks mentioned above, it might be useful to create separate working groups - or committees - to assist the local board. These supporting WGs should have clear aims, e.g. the promotion at the fresher's fair in university or the organisation of an event.

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.

Do not forget to divide the responsibilities inside the board and supporting WGs: do not concentrate all power and responsibility on the head of the President.

Financial Matters

Well functioning accounting is very important for a healthy local. A local has certain financial obligations to the network. According to the Working Format Antenna Criteria, every local needs to:

- Pay membership fees to AEGEE-Europe.
- Send the Financial Report of the previous year to AEGEE-Europe until 1st 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 four euro per member per year (=two euro per member per Agora). Exceptions from the rules can be done by the Financial Director of AEGEE-Europe.

The payment should be done per member before each Agora. Payment can be done for one year in advance, but if the number of members increases this should be corrected after half a year. The number of votes an Antenna has at the Agora depends directly on the membership fees paid to AEGEE-Europe.

Locals are asked to pay via bank transfer. You can find all the data of our bank accounts on



the AEGEE website or the intranet profile of the Comité Directeur.

The Financial Director prepares the receipts according to the number of members your local has. It is therefore important to make all your members sign up on the intranet. Until the new system is not fully filled with information, you will still need to send a members list to the Network Director before each Agora.

If you make your payments via bank transfer, please bring the bank receipt with you to the Agora and write an email to the Financial Director to confirm if the fee arrived to AEGEE-Europe's bank-account. For the locals paying by cash directly at the Agora, the Financial Director will accept only euro.

with other AEGEE bodies, maintaining good image of your Antenna and AEGEE as a whole. Always use the logo of your Antenna on the letterhead, business cards, website, publications, etc.

Be creative, use all your contacts and get in touch with PRWG (prwg.board-l@aegee.org) for help.

FR

FR might seem difficult, especially if you imagine big amounts of money you should get. But the most important thing to keep in mind is to stay open for opportunities. There are really many(!) ways to fund your activities. What help can you get from the network?

> Exchange experience

Ask other members, from other Antennae, how they do FR. There are several ways to do it, e.g.:

- Contact your NetCommie and ask for advice
- Discuss FR during Network Meetings with other members
- Use mailing lists, e.g., FR-L.

> Coordination list

For every FR responsible (and every board) it is important to know that there exists the 'coordination list' (find it on the document repository of the CD on the intranet). It lists companies, institutions and foundations that are already cooperating with AEGEE-Europe. This means that if you want to approach them it has to be coordinated with the Comité Directeur, in order to maintain an overview of the communication and good relations. The list of companies, international organisations and institutions with which AEGEE Europe has already established a contact and should be co-ordinated while getting in touch, can be obtained from the External Relations Director.

SPECIFIC TASKS

As mentioned in the previous chapter you should specify some tasks within the board. Fund Raising (FR) and Public Relations (PR) are the most common additional tasks in majority of locals. Human Resources (HR) and IT are also important positions within local boards. These activities are always necessary in a local and need to be ongoing, regardless the events to assure the smooth every-day running, long-term existence and development of an AEGEE local.

Each local develops its own experience and expertise on how to manage these tasks in practice. You can find many suggestions in Internal Education materials online on www.aegee-academy.org.

PR

The aim of PR in AEGEE context can be summarised as assuring good relations with external partners, smooth communication



> Youth in Action (YiA)

The European Commission YiA Programme is a grant for events which provides young people with opportunities for non-formal and informal learning with a European dimension, promotes young people's active citizenship, young people's mobility, tolerance among young people, and fosters mutual understanding between young people in different countries. There are three YiA deadlines on the European level (centralized level) per year and the projects can be submitted only by AEGEE-Europe, but at the same time you can apply on the national level five times per year. For more information about YiA please check http://ec.europa.eu/youth/index_en.htm and ask the Projects' Director in the CD for advice and support.

HR

One could summarise the role of local HR management as 'taking care of the members'. This can be divided in two major parts:

- Development of the members – guiding them through all steps of their 'AEGEE career', helping them to gain competences they

need to be active and enjoy it;

- Integration of members – building positive atmosphere in the Antenna, bringing members together, creating teams and links between them. You can organise common activities.

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.

> Integration in an Antenna

One of main aims of local HR is to create a community – members should feel like a team. It's all up to your creativity how to do it! Some ideas:

- Common activities - going to the cinema, cooking together, parties and festivals
- Celebration together – birthday, holidays (e.g. Christmas)
- Recognise achievements – award members who did something for the Antenna (e.g. project managers and core teams), make it public, e.g., during weekly meetings, so that every-

one

can see their contribution, it will motivate them as well as the others.

- Make sure the board is always open, helpful and friendly towards all members

> Training Events

The point of training is to empower members, give them knowledge and train skills that will allow them to actively participate in local activities and in European projects. Every member that joins AEGEE should receive basic training on aims, history and activities of AEGEE.

Besides organising training courses in your local you can also send members to Local Training Courses (LTCs) of other Antennae, to AEGEE-Academy training events or even to the external training courses.

Also you can 'bring' training events to your local – LTCs. Talk to your board and to your Network Commissioner (they most probably did LTC before) and get support from AEGEE-Academy - announce your LTC and ask for their help. You can learn more about LTCs and download LTC package with materials on www.aegEE-academy.org -> Organisation -> LTC.

> Mentorship system

To make sure that new members are not lost, and that old members feel they are still needed – link them together! The aim of mentoring is to create personal connections between members, and between 'generations'. Match one experienced AEGEE member in a pair or a bigger group with members who just joined AEGEE. Introduce them to each other, usually a natural personal link will be created. Since then they should be in contact. The experienced member will explain them many things about AEGEE, will tell about his/her experience and he/she should be the first one they will contact in case of questions. In small Antennae mentoring can be done spontaneously, without much of coor-

dination. In bigger Antennae you will need to keep overview of 'mentors' and 'mentees' (who is linked with whom).

> Contact with 'oldies'

The experienced members are a treasure of the local. They can help a lot: give training, inspire, explain, give advices, and provide contacts to companies (and other places where they are employed). But usually they think AEGEE belongs to new generations and don't want to interfere, so they will not approach you first!

Some tips how to keep this treasure:

- Find who your oldies are
- Contact them and ask if they want to stay in touch
- Meet them
- Inform them regularly
- Approach first
- Continuity

IT

Many boards appoint an IT person in their board. Usually the tasks are to update the webpage, to take care of the mailing lists and to modify the address book, when needed.

Nowadays almost all locals run a website. Usually it is used to attract new members and sponsors. Some Antennae provide additional services for their members, e.g. contact data of other members. Always update the link to your website in the intranet.

It is possible to host your website for free on the server used by AEGEE-Europe (contact the CD). Furthermore, sample website for new locals is under development and should be ready by the issuance of this manual.

event management

You should have a vision for the whole organising process. You get a lot stronger, experienced and relaxed over time.

The start

Start with discussing ideas, brainstorming etc. with the aim to relate your team members to the idea. You need to set clear aims and objectives and, most importantly, build a good group of people. Take good care of organising some team-building also with members who join the team later. Have social meetings where no talk about the event takes place, or add a 'social hour' to team meetings.

Don't forget, while organising an event to keep an eye on the human resources management of your local. It's better not to use all the active members intensively on your event.

The event itself

In order to gain experience and inspirations you can always learn from other (AEGEE) events you attended.

Programme

Approaching speakers: prepare carefully a written invitation and send it to them via email at due time. The invitation should be personalised (address the speaker), clear, professional, yet not too long. Include in it some information about AEGEE, the programme of the conference and, if you prepared it, the booklet in .pdf version. Contacting both via email and phone call usually works the best. Usually speakers get their travel costs fully re-

imbursed and do not pay the fee of the event. Keep them updated, otherwise they will put you out of their agendas.

The rest of the programme - think about cultural and social program, food, excursions (all connected to the theme of your event) and how to organise them. Plan a European (Culture) Night, guided tours through town and receptions by local authorities. Breaks and a lot of coffee should always be a part of the programme.

Do not give people more than they can process. Do not make lectures too long, leave enough space for discussions.

Food: try your best to get it for free (fund-raising). You have to provide at least breakfast and one more (warm) meal per day for within the participation fee!

Sponsoring

Remember about both public and private sponsors. Sponsoring in kind can unburden your budget a lot or give you the possibility to offer something extra to your participants.

Public Relations

Attention within AEGEE: Calendar of Events, AGORA, EBM, mailing lists, posters and leaflets

Attention at the university: posters, leaflets, stands, online bulletin-boards/forums, announcements in related lectures and university newsletters/magazine/radio

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. Also ask PRWG for help if needed.

Lodging

You can ask for private lodgers in your local. Other option is to arrange other cheap possibilities (youth hostels, dormitories, gym).

Locations



If you want to save money, stay at the university. However, more prestigious locations (City Hall, Senate etc.) can add you much visibility.

Logistics

Registration desk

For a big event the registration desk is highly recommended. It should be open on arrival day for a long time. Put up signs! The location should be central, easy to reach.

Welcome package

This could contain nice maps and tourists information (sites of events should be marked in the map), an event brochure with the address of lodging place and a list of important public and event organisers phone numbers, name tag, etc.

Backoffice

The backoffice is the brain of the event. At any time there should be one competent per-

son, knowing the organisation inside out. In the office you should have computer(s) and all relevant papers about the event. Have a task force at hand for driving, preparing presents for the speakers and for all the things you have forgotten. Organisers should keep the office updated where they are. The event will be an exercise in trouble-shooting and the office will be at the heart of it. The office should also co-ordinate that the speakers of the event will have at least one helper who could guide them.

Organisation of the organisation

Responsibilities

Nobody can do it alone, yet everything must be done: do not be afraid to delegate the responsibilities! Make task forces for the above mentioned points and have responsible for each task force. Being "responsible" means - if nobody else will do it, you will do it!

Coordination

There should be one coordinator for the

whole event, the one who can answer (almost) every question about the event, knows what the other people are doing and gives them certain directions.

Who-does-what lists should be made and kept up-to-date to assure that everyone knows where to ask about what. Hold coordination meetings, where everyone reports what s/he and his/her 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 coordinator and one for a central file. Keep all the electronic files on the computer and make a backup of everything.

The incoming responsible

For participants, the incoming responsible is the 'face of the event' before they actually arrive. A main task is to provide answers to any questions participants may have, e.g., on getting there and things needed and to inform them about (at least) the venue of the event, the time the event begins, mobile telephone numbers of at least two organisers and where they will be picked up. Best ensure they will be picked up at mayor entry points to the city – railway station, bus station and the stop for airport shuttle busses/trains.

Incoming responsible might also offer a mailing list to participants. Also he/she should communicate any changes in the program. Sometimes the Incoming responsible is also responsible for issuing visa invitations.

Finances

Make a budget and keep it up-to-date! In case of a critical situation, make an emergency budget, taking off everything that is not utterly necessary, but do not throw away the generous budget yet. Things might appear often worse than they actually are.

Do not forget about taxes, fees, and insurance, never underestimate office and phone costs, include an additional security margin

of 10%. You need it! Later in the planning process this amount can be reduced.

No money can be promised or paid without the consent of the coordinator or the treasurer, unless it has been explicitly included in the budget and it is your task to spend it.

Visa issues

You need to help your participants with the necessary to obtain visa.

In the technical process every single Ministry of Foreign Affairs on its website has information regarding the visa system and the requirements. Usually an 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 Visa, ask VFWG.

Remark:

It is strongly recommended to accept only those applications that are approved by the president of the local board. This is meant to prevent the fact of abusing the network to obtain visa.

FOLLOW UP

Your event is finished, everybody is happy that it's over. Now the follow up starts! Make a results booklet if you have results that should be documented. Thank the speakers by sending them a thank you letter with a result booklet. Do the same with sponsors and people from the university that helped you a lot.

What is often forgotten is to thank the volunteers that made your event possible! Make sure that you organise a party or even a weekend out. Try to motivate them to stay involved in the association. Make sure that your local has also some fresh strong members that have the power to overcome the 'hangover' that can appear after the organisation of a fantastic event.

information technology

AEGEE offers its members several different IT services in order to support the management, communication and administration of the locals and the European bodies.

MyAEGEE

In 2009 AEGEE launched a brand new application to facilitate the administration, management and internal communication of AEGEE-Europe, its local groups and bodies. It includes:

- Membership administration
- Event management: submit your events to the Calendar of Events, send messages to applicants, create a customised application form, etc.

- Document repositories and wikis to upload and publish everything you want to store or share.
 - A personalised profile for your local, yourself and all your members
 - Message boards to keep in touch
 - Address book with your personal contacts
 - Application systems for Agora, EBM and Summer Universities
 - And so much more!
- Discover it yourself at:
<http://intranet.aegee.org>

For support write to:
myaegee@aegee.org

Mailinglists

AEGEE runs different mailinglists that you can subscribe to for news, information or discussion on different topics.

To browse the lists and subscribe:
<http://lists.aegee.org>



01 Around You

GOOD TO KNOW

- 1 THERE IS A CONTEXT MENU FOR EACH OF YOUR ROLES (FROM BOARD MEMBER TO CD)
- 2 YOU SHOULD CHECK THE NEWSFEED REGULARLY FOR ALL IMPORTANT INFO

2 YOUR AGENDA

3 YOUR CONTACTS

4 YOUR CONTEXT MENUS

1 DASHBOARD

5 CALENDAR OF EVENTS

6 PROJECTS

7 WORKING GROUPS

8 LOCALS

The dashboard screenshot shows a navigation bar at the top with links for Home, Projects, Working Groups, Network, About Us, and Contact. Below the navigation bar is a sidebar with various menu items like 'My Agenda', 'My Contacts', and 'My Antenna'. The main content area is divided into several sections: 'My Agenda' with tabs for Future, Pending, and Past; 'YOUR EVENTS' with a 'New European Event' announcement; 'NEWS AND ANNOUNCEMENTS' with a 'New agenda & events for the next week'; and 'ACTIVITIES' with a 'Azyg Youth Day' announcement. On the right side, there are several widgets for 'Calendar of Events', 'Projects', 'Working Groups', and 'Locals', each displaying a list of items with dates and titles.

02 Your Profile

GOOD TO KNOW

- 1 SET THE RIGHTS FOR POSTING ON YOUR MESSAGE WALL & DOWNLOADING YOUR FILES
- 2 IN CASE YOU DIDN'T PAY YOUR MEMBERSHIP FEE RED STATUS SIGN WILL APPEAR

1 YOUR PROFILE

2 YOUR SETTINGS

MAIN INFO
YOUR BASIC DATA,
CONTACTS, YOUR
INTERESTS AND YOUR
ANTENNA MEMBERS

MESSAGES
YOUR WALL FOR
ANNOUNCEMENTS,
DISCUSSIONS AND
POSTINGS

WIKI
YOUR STORES
AND LINKS
ARRANGED
WIKI-STYLE

DOCUMENTS
UPLOAD AND ORGANIZE YOUR PRIVATE
AND PUBLIC FILES

ACTIVITIES

YOUR LATEST EVENTS, ACTIVITIES IN YOUR COMMISSIONS, WGS AND PROJECTS

OPTIONS
CHANGE YOUR DATA
CHANGE THE PASSWORD
UPLOAD A PHOTO
CHANGE THE MESSAGE WALL SETTINGS
MANAGE YOUR DOCUMENTS SETTINGS

DASHBOARD
NETWORK NEWS & YOUR ACTIVITIES

STATUS
YOUR MEMBERSHIP FEE PAYMENTS
ROLES & POSITIONS IN LOCAL & GROUPS

PROFILE
YOUR INFO, MESSAGES, FILES & ACTIVITIES

MY ANTENNA
YOUR LOCAL'S PROFILE, NEWS & PEOPLE

The screenshot shows the 'MEMBER PROFILE: DRAGAN STOJANOVSKI' page. The profile page has tabs for 'Main Info', 'Messages', 'Activities', 'Documents', and 'Wiki'. The 'Main Info' tab is active, showing a profile card for Dragan Stojanovski with a photo and basic information. Below the profile card are sections for 'Messages', 'Wiki', and 'Documents'. The 'Settings' page is also visible, showing various options for profile management, including changing data, password, and photo. The settings page has a sidebar with navigation links for 'My Agenda', 'My Contacts', and 'My Antenna'. The profile page also shows a list of 'My Antenna' members and a 'Status' section with membership fee payment information.

03 The Board

GOOD TO KNOW

- 1 CHECK THE LIST OF YOUR BOARD MEMBERS AND KEEP IT UPDATED
- 2 DON'T FORGET TO CREATE ELECTIONS AND GIVE THEM A NAME (XXII BOARD, BOARD 09/10...)

8 FINANCES

SUBMIT A FINANCIAL REPORT TO THE AUDIT COMMISSION AND KEEP AN OVERVIEW OF ALL YOUR REPORTS

AE GEE-LEUVEN ANTENNAE

Profile

Edit Profile

Status

Elections

Board Members

Membership Management

Payments Accepted By CD

Application form editor

Event Management

Membership Fee

Financial reports

Options

7 ELECTIONS AND BOARD

ADD A NEW ELECTION

Name:

Date of Election:

Working Day:

Voteable Working Day:

Start:

End:

ADD BOARD MEMBER

* Function:

* Member:

Election:

NAME	DATE OF ELECTION	START	END	ACTUAL
Elections 2009	11-08-2009	01-09-2009	01-09-2010	
Nov 2009	12-04-2009	12-04-2009	12-04-2010	

NAME	EMAIL	ROLE	ACTIONS
Laura Berniers	laura@aegee-leuven.org	Vice-President	Change Status
Martina De Saut	martina@aegee-leuven.org	President	Change Status
Leonard De Jaeger	leonard@aegee-leuven.org	Treasurer	Change Status
Melissa Ingelbrecht	melli@aegee-leuven.org	Public Relations	Change Status
Dimitri Verbeke	dimitri@aegee-leuven.org	SR Coordinator	Change Status
Jessica Van	anna@aegee-leuven.org	Secretary	Change Status
Geert Van Campen	geert@aegee-leuven.org	Spokesman	Change Status

Official board members list newfeed

Send Official board members list to all antenna members (will appear in mailbox newfeed) [button]

a SET THE ELECTIONS
PROVIDE THE NAME, DATE OF ELECTIONS, START AND THE END OF THE TERM OF THE ELECTED BOARD

b ADD MEMBERS TO THE BOARD
SELECT A FUNCTION, PERSON, THE RIGHT ELECTIONS AND ADD TO THE LIST

c ANNOUNCE THE NEW BOARD
TO THE WHOLE NETWORK. AN ANNOUNCEMENT WILL APPEAR IN EVERYBODY'S NEWSFEED

04 Status Overview

GOOD TO KNOW

- 1 SET THE MEMBERSHIP FEE FOR YOUR LOCAL AND UPDATE IT REGULARLY
- 2 ALL ANTENNA CRITERIA WILL BE ASSESSED AUTOMATICALLY ONCE myAEGEE IS IN FULL USE

5 PAYMENTS

AE GEE-LEUVEN ANTENNA PAYMENT HISTO

Payments accepted by CD

STAY INFORMED
ABOUT THE PAYMENTS YOU MADE TOWARDS AE GEE-EUROPE, YOUR DEBT OR THE DATE FOR YOUR NEXT PAYMENTS

AE GEE-LEUVEN ANTENNAE

Profile

Edit Profile

Status

Elections

Board Members

Membership Management

Payments Accepted By CD

Application form editor

Event Management

Membership Fee

Financial reports

Options

4 STATUS FULLFILLED / NOT FULLFILLED

AE GEE-LEUVEN STATUS

- Delegates on statutory events **a STATUTORY EVENTS**
- Financial report **b FINANCIAL REPORT**
- Activity report **c ACTIVITY REPORT**
- Fee payments **d AEGEE-EUROPE FEE**
- Elections **e LAST ELECTIONS**
- European events **f EUROPEAN EVENTS**
- Netcomm Contributions: [No Dealing](#) **g COMMUNICATION**
- Bank Info **h BANK INFO**

YOUR NETCOMMIE

SET THE FEES
ALL CHANGES IN THE AMOUNT OF ANTENNA MEMBERSHIP FEE - VISIBLE TO BOTH YOUR MEMBERS AND AE GEE-EUROPE

6 MEMBERSHIP FEE



external cooperation

AEGEE is not only an internally-focused organisation: our association was founded to bring the voice of the young generation to European decision-makers. We keep good relations with several institutions and other organisations, while building up new ones.

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). AEGEE is supported by the European Commission through an annual operating grant as well as different project-based grants. It has participatory status with

the CoE, special consultative status with the UN and operational relations with UNESCO.

AEGEE-Europe keeps contacts with many important European personalities. During the last year, namely through the Y Vote 2009 campaign, AEGEE has furthermore gained the trust of around 75 Members of European Parliament and five European Commissioners who are now supporting our cause and activities.

But that is not all. AEGEE-Europe is in touch with many other youth and student organisations, such as ELSA, BEST, JADE, ESN and AIE-SEC, and a member of significant European platforms such as the European Youth Forum, European Movement International, UNITED and the European Policy Centre.

European institutions

The European Union with its Commission and the Council of Europe (CoE) are the two

most important European institutions for a European network when it comes to get financial and moral support - especially the first.

AEGEE-Europe is developing institutional relations, aiming to bring the mainstream voice and interests of the young people to the European decision-makers and advocate for the policies bringing benefits to the European youth.

As we need to show professionalism and coordination, the relations with these institutions are mainly handled by the Comité Directeur. If you want to organise a big conference and are searching for subvention and/or speakers, please contact the Director for European Institutions of AEGEE-Europe.

European NGOs and Platforms

AEGEE is a member of several European platforms and cooperates with a number of youth NGOs.

> Informal Platform of International Student Organisations (IFISO)

A recent successful IFISO project was the LSS (Leadership Summer School), where trainers and participants from various organisations come together to organise a high-quality training, for its second edition in 2009. The highlight of 2009, though, was the hearing on the future of European education at the European Parliament organised by AEGEE-Europe in cooperation with European Students Union, which matched with the end of the Bologna Process Ministerial Summit in Leuven.

> European Youth Forum (YFJ)

The biggest umbrella organisation of youth associations, and thus the main political voice of young people in Brussels. Thanks to professional work over the last years, AEGEE is well known and well accepted in the YFJ. Currently, apart from our Liaison Officer, two

AEGEE members are part of the YFJ Working Groups and three AEGEEans are part of the YFJ Pool of Trainers. N.B.: Not to confuse with the European Youth Foundation (EYF), part of the CoE.

> European Movement International

AEGEE is full member of the European Movement International. In 2008 we participated in the Congress of Europe in The Hague, marking 60 years of the first call for united Europe. Recently we have also been cooperating in the frame of the Y Vote 2009 project.

> Ivy League Council

Since 2009 AEGEE is a partner of the Ivy League Council, which is a students' association of eight top US and world universities (Harvard, Yale, Brown, Columbia, Dermont, Pennsylvania, Princeton and Cornell). We hosted in Brussels the first EU-USA youth summit on creativity (May 2009). This will be followed by a return visit to the USA.



external trainings

The well-developed Internal Education system of AEGEE is a great basis to learn necessary skills. However outside our association there are many other opportunities to extend the views and knowledge. We will list here a few important training sources, definitely worth your attention.

How to find the right training?

To most of the external trainings (e.g. SALTO) you can apply directly, without recommendation letter from AEGEE-Europe. You can find many of those opportunities advertised on the right column of the CD blog: www.aegee.org/blog

The trainings requiring recommendation letter from AEGEE-Europe (e.g.: YFJ, CoE) are announced on the main mailing lists through open call and followed by pre-selection of the candidates. The pre-selected candidates are supported in their application.

Training Courses of the Council of Europe

AEGEE has the right to nominate candidates for Training Courses, mainly within the framework of the Partnership Programme between the Council of Europe and the European Commission. These courses have various topics of high importance for youth NGOs, the best youth trainers dealing with Non-Formal Education and great conditions (no or symbolic fee). Registering on the website (www.youth-knowledge.net) you can now apply to most of those TC directly!

SALTO-YOUTH Resource Centres

SALTO-Youth (www.salto-youth.net) is a network of eight Resource Centres working on European priority areas within the youth field. It provides youth work, training resour-

es, training and contact-making activities to support organisations and National Agencies. On their website you can find or submit data of upcoming training events all over Europe (European Training Calendar) and apply for them. The website further contains a database of useful training materials on many topics (Toolbox for Training), as well as the trainers' database (TOY – Trainers Online for Youth) where international youth trainers with specific skills can be found and where quite a few AEGEE trainers are registered as well. To be regularly updated about the developments, you can subscribe on the website to receive the SALTO-YOUTH thematic newsletters.

Youth Forum Pool of Trainers

The European Youth Forum (AEGEE is one of its member organisations) 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 PoT has a close cooperation with the Council of Europe and SALTO-YOUTH – many trainers are invited to the staff teams of the training events mentioned above. AEGEE currently has three (a very high number!) trainers representing us in the PoT. Apart from sharing the AEGEE experience during the events, they can help us to get external trainers for AEGEE events.

Other opportunities

There are countless sources to improve personal skills. Many NGOs, National Agencies, local, national and international institutions organise training activities accessible for AEGEE members. The HR Director forwards some of the most interesting offers to specific target groups in the association. Some Working Groups and AEGEE Antennae have special people responsible for constant research in this field. But the best way to benefit from all these opportunities is to be proactive (browsing websites and subscribing to newsletters)!

impressum

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'Youth In Action' Programme



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getting
younger

new www.aegee.org