

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



**TO THE MEMBERS OF ENTO**

**ENTO(2009)/Synopsis/Bur4**

13 October 2009

*Approved by the Bureau at its meeting in Strasbourg on 8 November 2009*

**The meeting of the Bureau of the European Network of Training Organisations for Local and Regional Authorities (ENTO)**, meeting in Strasbourg, France on 22 September 2009, with Raffaele GARERI, Acting President of ENTO (Italy) in the Chair.

Apologies for absence: Gert FIEGUTH (Germany), Jana VOLDANOVA (Czech Republic) and Giorgi MESKHIDZE (Georgia), members of the ENTO Bureau.

- ✓ Adopted the draft agenda of the Bureau meeting with an amendment suggested by Boris PERIL regarding the Presidency of ENTO following Chris CARDY's resignation as President. Also agreed to an amendment proposed by João-Paulo BARBOSA DE MELO to discuss the position of Treasurer of ENTO following his resignation as President of CEFA, Portugal (see points 1 and 2 below).
- ✓ Changed the order of points in the draft agenda – see order of points below.
- ✓ Adopted without modification the decisions of the previous Bureau meeting held in Prague, Czech Republic, 19 – 20 June 2009.

#### **1. President of ENTO**

- ✓ Agreed that Raffaele GARERI should remain in the role of Acting President until the next Bureau meeting on 8 November 2009.
- ✓ Decided that the Bureau should elect a new President from its existing members at the Bureau meeting of 8 November 2009.

#### **2. Treasurer of ENTO**

- ✓ Agreed that João-Paulo BARBOSA DE MELO should continue in his role of Vice-President and Treasurer of ENTO until the end of the General Assembly on 10 November 2009. This would allow him to complete all of the financial reports for the General Assembly meeting.
- ✓ Decided that the Bureau should elect a new Treasurer from its existing members at the Bureau meeting of 10 November 2009, to be held immediately after the General Assembly. João-Paulo BARBOSA DE MELO agreed to help the new Treasurer during the hand-over period in dealing with all the necessary legal requirements of the position and to hand over all documents relating to ENTO accounts, bank details etc.

#### **3. The Secretariat of ENTO**

- ✓ Reviewed the new proposal to host the Secretariat of ENTO which had been received from 'Europa Networking'. Jean-Paul CHAUVET proposed that the Congress fund the cost of translating this document into French. As soon as this had been done it would be circulated to ENTO members.
- ✓ Agreed to inform ENTO members that the deadline for receiving any further proposals for hosting the ENTO Secretariat would be set at 10 October 2009.
- ✓ Decided that the Bureau would examine the proposals received and make a recommendation to the General Assembly of 10 November 2009.
- ✓ Decided that the Bureau would meet representatives from those organisations which had sent proposals to host the ENTO Secretariat at the next Bureau meeting on 8 November 2009.

#### **4. ENTO Finances**

- ✓ João-Paulo BARBOSA DE MELO (Treasurer) informed the Bureau that he would be meeting with the auditors of ENTO later that morning and that their report would be ready in time for the ENTO General Assembly.
- ✓ Took note that as of 22 September 2009 the ENTO savings account had a balance of €85 187,34. The Treasurer stated that the current account had a balance of approximately €6000 but that it would soon be necessary to transfer funds from the savings account to cover the costs of interpretation at the ENTO General Assembly (1 day) and the travel expenses of ENTO Bureau members for their latest meetings.
- ✓ The Treasurer agreed to make available the list of payments received from members received over the last 3 years.
- ✓ Agreed to open a mailbox at ENTO's registered address (Maison des Associations, 1a Place des Orphelins, 67000 Strasbourg). This would cost €20 per year.

#### **5. ENTO Directory and new member organisations**

- ✓ Briefly reviewed the latest version of the ENTO Directory 2009. ENTO now has 40 members from 21 countries (37 ordinary members, 3 associate members).
- ✓ Took note of the resignations from ENTO of IERU (Portugal) and of the I&DeA (UK).
- ✓ Jean-Paul CHAUVET stated that the Congress was extremely concerned by the loss of such major institutions by the network.

#### **6. ENTO Rules of Procedure\***

- ✓ Approved without modification the draft Rules of Procedure [ENTO(2009)/Rules of Procedure/rev3] for the decision of the General Assembly on 10 November.

#### **7. Revision of the ENTO Statutes\***

- ✓ Approved without modification the proposed amendments to the Statutes of ENTO [ENTO(2009)/Proposed Changes/rev2] for the decision of the General Assembly on 10 November.

#### **8. President's Annual Management Report**

- ✓ Agreed that the Secretariat would prepare a first draft of the report to be submitted to the Acting President for approval.

#### **9. ENTO Guidelines 2010**

- ✓ Assigned Raffaele GARERI to prepare the ENTO Guidelines 2010 for presentation to the General Assembly.

#### **10. Other business**

- ✓ Agreed the members of the Bureau would contact the directors/presidents of ENTO member organisations in their respective countries to encourage them to participate in the ENTO Events of 9-10 November, notably in the meeting with the Congress (morning of 9 November) and the General Assembly.
- ✓ Decided to inform ENTO members of the changes within the ENTO Bureau (resignations of Chris CARDY and João-Paulo BARBOSA DE MELO) and of the decision to maintain Raffaele GARERI in the Role of Acting President until the next Bureau meeting.

---

\*The legal opinion of the Council of Europe Directorate of Legal Advice and Public International Law has been requested on both texts.

## **11. Date and Place of the next Bureau Meeting**

- ✓ 8 November 2009 (17:00 – 19:00, Council of Europe (to be confirmed)) and 10 November 2009 (16:00 – 18:00, Council of Europe, Room 9), Strasbourg.

### **Signed by:**

Martin McMILLAN  
ENTO Co-ordinator

### **Copy to:**

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

### **Appendix:**

List of Participants

**List of Participants  
ENTO Bureau Meeting  
Strasbourg, 22 September 2009**

**ENTO BUREAU MEMBERS**

Raffaele GARERI, Acting President of ENTO, Italy  
Boris BAKOTA, Vice-President of ENTO, Croatia  
João-Paulo BARBOSA DE MELO, Treasurer, Vice-President of ENTO, Portugal  
Miroslaw WAROWICKI, Poland  
Boris PERIL, Russian Federation

**CONGRESS MEMBERS**

Günther KRUG, Vice-President of the Congress (Germany, R, SOC)

**CONGRESS SECRETARIAT**

Jean-Paul CHAUVET, Head of Service II, Chamber of Regions  
Martin McMILLAN, ENTO Co-ordinator  
Barbara SILHAN, Trainee  
Dorothea URBAN, Trainee