

# NEWSLETTER

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## Le mot du Président

Carissimi Colleghi,

Il nostro VI Congresso è imminente. Il suo programma scientifico, alla cui preparazione molti di voi hanno attivamente e generosamente collaborato, è molto ricco e stimolante.

Le numerose iscrizioni di colleghi non soci sono testimonianza dell'interesse che esso ha suscitato.

Affinché la vostra partecipazione al dibattito in Assemblea Generale sia più che mai consapevole e responsabile Joachim Klaus, nelle pagine che seguono, richiama la vostra attenzione su un argomento della massima importanza: la struttura ed organizzazione di FEDORA per un armonico sviluppo della sua politica.

In attesa del piacere di rincontrarvi à L'Aquila, vi invio i miei più cordiali saluti.

## A word from the Chairman

Dear Colleagues,

Our VIth Congress is imminent. Its scientific programme, to the preparation of which many of you have actively and generously collaborated, is really rich and stimulating.

The numerous subscriptions of colleagues non members, testify the interest it has raised.

In order to let your participation be conscious and responsible during the debate in the General Assembly, Joachim Klaus recalls, in the following pages, your attention towards a very important issue: the structure and organisation of FEDORA for a balanced development of its politics.

Looking forward to meeting you in L'Aquila, I friendly greet you.

Très chers Collègues,

Notre VI<sup>e</sup> Congrès est imminent. Son programme scientifique, à la préparation duquel plusieurs d'entre vous ont très activement et généreusement collaboré, est vraiment riche et stimulant. Les nombreuses inscriptions des collègues non-membres en témoignent.

Dans le but de rendre votre participation à l'Assemblée Générale plus consciente et responsable, Joachim Klaus, dans les pages suivantes, attire votre attention sur un thème fort important: la structure et l'organisation de FEDORA pour le développement harmonieux de sa politique.

Dans l'attente du plaisir de vous rencontrer à L'Aquila, je vous envoie mes salutations les plus amicales.



contact

Joachim KLAUS  
Universität Karlsruhe  
Studienzentrum für  
Sehgeschädigte  
Engesserstr.  
D-76128 Karlsruhe  
Tél. 49(0)721 608 2760  
Fax 49(0)721 697377  
Joachim\_Klaus@ira.uka.de

Dear FEDORA colleagues,

FEDORA is nearly 10 years old, worth while spending time to look back and forward.

When it was founded in 1988 in Athens and Delphi, taking the sources of our European culture and history as a motor for a new European community, we certainly didn't know the dimension and the different responsibilities this organisation could and should fulfil.

Nowadays there are dominating economic problems which -remarkable for everybody in his/her country - are of great influence on all educational and political progress and the development of a European identity.

FEDORA has to continue in the mission its founders formulated in the FEDORA Statutes. Nevertheless it's worth while looking on their priorities and accentuations. The first competence of FEDORA is the broad and diverse qualification of its members in counselling and guidance in the educational area, concerning the transition from school to higher education, the university field itself and the transition into the labour market.

The members are of pedagogical, psychological, psychotherapeutic and information technology background and representatives of a variety of professions and companies. They touch besides the general information, counselling and guidance field those of disabled people and distance and continuing learning programmes. Above all the new media and communication ways are to be seen in all our activities. FEDORA members come from different associations, organisations, they work

in concrete application and instruction areas as in research programmes.

Regarding this impact of manpower and qualifications FEDORA is challenged to occupy an adequate place in the European podium. This demands a direct representation near the European Commission and adequate links to the European Parliament.

These questions were topics of the last Executive Committees in Vienna, Caen, Coimbra and, finally, in Bruxelles. A working group consisting of

**Philippe Fonck**  
**Richard Pethen**  
**Michael Schilling**

and me took all the comments and proposals together.

The following document tries to give ideas where and how this new dimension could be realised. It should be a platform for a broad discussion among the members, at the FEDORA-Congress in l'Aquila and the General Assembly.

Finally this should lead to consequences in the FEDORA-Statuts and Rules of Procedure.

Please help us to adapt FEDORA to the future role it has to play and give us your feedback.

This could be :

- proposals to me directly in verbal, written or email version
- discussion in l'Aquila and collection of the remarks in a spontaneous working group
- comments at the General Assembly in l'Aquila

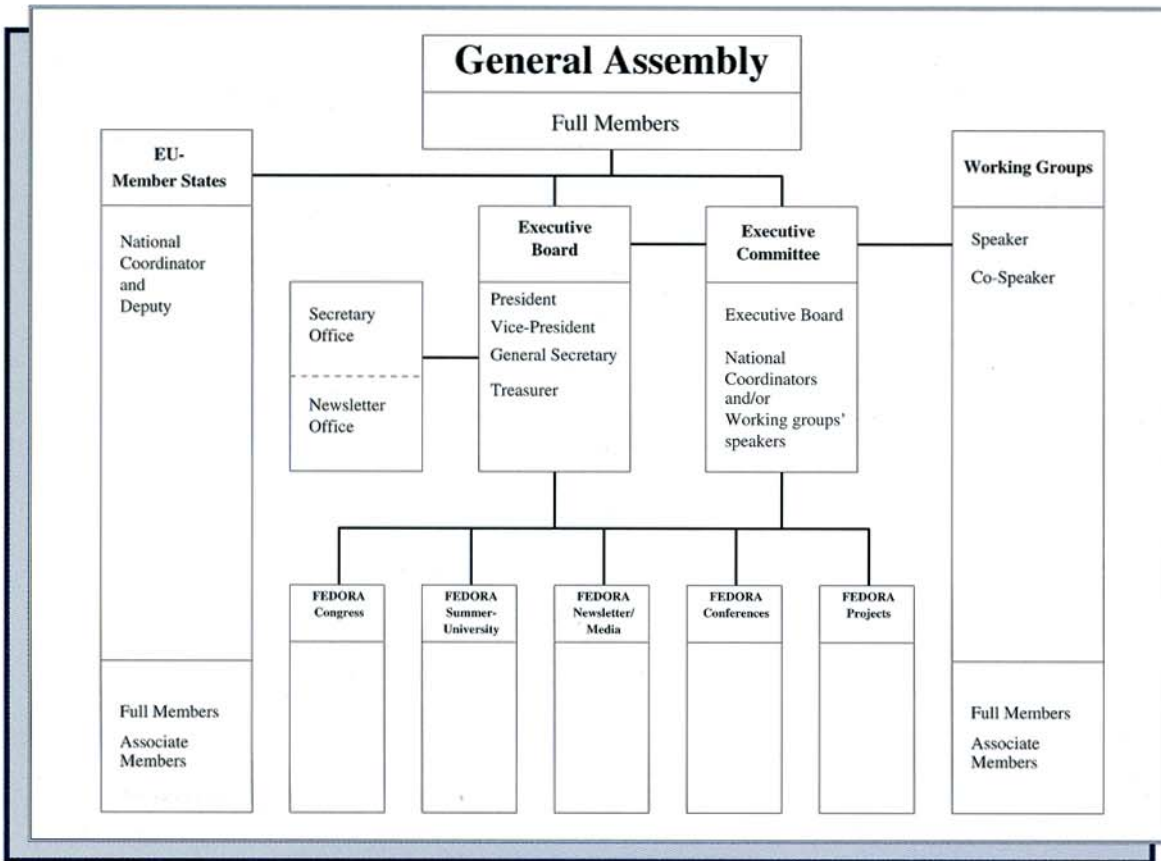
Thank you all in advance.

Yours sincerely,

**Joachim Klaus,**  
**Vice-President.**







The paper is divided into three parts :

- a) actual situation and regulation in the FEDORA Statutes/Rules of Procedure
- b) proposal
- c) consequences or no consequences for FEDORA Statutes/Rules of Procedure

## General Assembly

- a) see Statutes Art. 10-14, 19
- b) The General Assembly is the «High Court» of FEDORA, coming together every three years, that's once every financial year, therefore I think that it should be there that the President presents his/her report about his/her presidency concerning general politics, working group activities, projects and finances. The General Assembly is to discuss this report, to give comments and to make proposals for the future period.  
Whether and how approval or disapproval should be an official function of the General Assembly is to be discussed in the E.C. I would like to propose not to have a formal vote because the members have the possibility to state their opinion via their ballot for or against the proposed national coordinator, who has to present him/herself as well, and thereby the constitution of the E.C.  
In addition, after his/her election by the new E.C., the new president is to give - at least - a general presentation of his/her activities and priorities for the next three years.  
In order to get broader knowledge of what is going on during these three years the «Word of

the Chairman» - better: «The President's Report» - should deal with concrete fields and feedback.

- c) additional remark in the general part of Art. 10

## Executive Board (E.B.)

- a)
- b) This variety of tasks, programmes and activities of FEDORA should correspond to clear responsibilities within this board. The E.B. should meet besides the E.C. meetings, e.g. some hours before or more often. All topics for the E.C. and the necessary materials are to be prepared. The E.B. also prepares decisions, e.g. about new projects and working groups and their responsible speakers as well as decisions about the deletion of running projects or working groups. This should lead to more concentrate E.C. meetings and a better cooperation with E.B. and E.C.  
It is obvious that all final decisions are to be taken by the President who has the final responsibility and is responsible to the General Assembly and all the members.  
However, I hope that this broad working field will open more democratic structures and facilitate open discussions.  
Aside from the general regulations in the Statutes the **President** should e.g. concentrate on the :
  - presence at the EU platform and contact with other institutions and organisations
  - preparation and organisation of the FEDORA congress
  - responsibility for the FEDORA newsletter and media
  - FEDORA summer university



The **Vice-President's** tasks should concentrate on the :

- responsibility for the working groups and functions as contact person between E.C./E.B. and the working groups and their speakers

- responsibility for ideas and projects coming from FEDORA members or national coordinators

**The Treasurer** should take responsibility for :

- overseeing budget, income and expenditure

- be interacting with the Working Groups specifically on this matter

- coordinating applications to EU for funding of FEDORA events

- handling all fields of sponsoring

**c)** The Rules of Procedure should be amended accordingly.

### **Administrative Secretary**

- the time table of FEDORA and its priorities including the corresponding involvement of the E.B./E.C. national coordinators or working group speakers.

In my opinion it seems to be of highest importance that we know whenever necessary where and on which level FEDORA is engaged in inside and outside activities. Thus I hope to avoid mutual hindrances of conferences etc.

This describes the field done by Philippe Fonck in Louvain-La-Neuve and should - corresponding to his experience - be organized. A member of the EC should take responsibility on application and members' fees and an English speaking and a French speaking member should take responsibility for the EC- minutes. These posts should rotate every year.

### **Newsletter Secretary**

**a)** -

**b)** I find it absolutely important to create this new function, to precisely determine the position and tasks and to integrate it into the E.B.

**c)** The Rules of Procedure should be amended accordingly.

### **Executive Committee (E.C.)**

**a)** see Art. 10 d, e, 11.1, 11.2, 13, 14, 15, 16, 17, 18, 19, 21 and Rules of Procedure

**b)** The E.C. consists of the E.B. and the national coordinator - one of each EU country. The President's country is also represented by a national coordinator. It is worth being discussed to have the working group speakers as well in the E.C. - perhaps even the European process stresses rather to their international task than to the national platform.

The meetings of the E.C. need a much clearer and stricter organisation. Papers and materials on different topics which have to be decided on are

to be distributed before the meetings.

The E.C. can create special subcommittees (determining tasks, members, duration) which have coordinating functions between working groups/projects etc. and the E.C.

The E.C. meetings take place twice a year. Meeting places should change from country to country. The event should be used for national public relation activities and meetings with the national members or national specific conferences.

Therefore at least one of the two meetings should be a two-day meeting.

The E.C. can invite project and working group speakers for special topics of their meetings.

The agenda of the meetings is to be sent to the E.C. members at least 4 weeks before the meetings.

It should get regular reports from the President/Vice-President, from each National Coordinator and the working groups/projects.

The minutes of the E.C. are open to all FEDORA members. They were sent to the working group speakers.

**c)** The Rules of Procedure should be amended accordingly.

### **Working Groups**

**a)** see Rules of Procedure No. 8

**b)** The working groups symbolise the real potential of FEDORA. The concrete work, results, proposals are done in the working groups. Therefore the working groups can't be closed meetings.

They must be more closely included into the whole structure and the politics of FEDORA.

The working groups nominate their speakers (co-speaker and administrative secretary) for the period of the financial year. They are responsible for the working group meeting, reports and conferences. All FEDORA members who are interested but unable to attend the meetings should get updated information. Here the Administrative Secretary has a supporting role.

The working groups report to the E.C. once a year. At the end of each year they present their report about budget and financial demands for the following calendar year.

The working groups should be represented in adequate dimensions in the FEDORA Newsletters/Media.

**c)** The Rules of Procedure should be amended accordingly.

### **FEDORA projects**

**a)** -

**b)** Within each FEDORA member's regional institution, on the national level of every EU country as well as on the international European level there are a lot of activities, ideas and concrete projects which deserve being discussed by the E.B. and E.C. concerning their relevance for the FEDORA mission. There should be





# FEDORA - FORUM EUROPEEN DE L'ORIENTATION ACADEMIQUE

STATUTS/CONSTITUTION  
Avril/April 1990

## STATUTES

### I. NAME, REGISTERED OFFICE

#### Article 1

An international Association has been set up with the name «EUROPEAN FORUM ON ACADEMIC GUIDANCE»; in French, «FORUM EUROPEEN DE L'ORIENTATION ACADEMIQUE»; and in abbreviated form «FEDORA».

The Association is subject to the Belgian law of 25 October 1919 as amended by the law of 6 December 1954.

#### Article 2

The Association's registered office shall be in one of the communes of greater Brussels. It is presently at 9 rue Martin V, 1200 Brussels. It may be transferred elsewhere on the basis of a decision by the Executive Committee, to be published in the Appendix to the *Moniteur Belge* in the month that the move takes place.

### II. OBJECT AND DURATION

#### Article 3

FEDORA is an association, without pecuniary ambitions, of those involved in study advisory work at higher education level in the European Community. It has a professional role amongst its own members. It seeks to play an instrumental role in field for the Liaison Committee of Rectors' Conferences of Member States of the European Community and also for the European Commission. In this role it will consult, inform about the work in association with the Liaison Committee as appropriate, not embarking on policy discussions with the commission.

The objectives, set out more specifically, are:

a) to exchange information and experiences at European level along those concerned with the guidance of students at university level;

b) to improve the quality and effectiveness of university guidance in each of the Member countries of the European Community through joint actions and research programmes;

c) to collaborate with other bodies, and notably the Commission of the European Communities, so as to convey to them the views of professionals in the field of academic guidance, and to provide them with the means to consult these experts on specific activities or specific matters relating to academic guidance.

d) to provide a network to support European Community programmes (such as COMETT-ERASMUS) and make these known to universities and institutions of higher education as well as to current and prospective students.

e) to promote and carry out studies and research on academic guidance, to publish and disseminate the results, and to organise seminars, conferences and congresses on these subjects;

f) to collaborate with universities and national and international organisations involved in university and higher education.

#### Article 4

The Association has been created for an indefinite period.

### III. MEMBERS

#### Article 5 - Definitions

The Association is composed of full members, associate members, and honorary members. Only full members have voting rights. The number of members is unlimited, but there shall be at least 12 full members

The founding members having signed these Statutes are the first members.

#### a) FULL MEMBERS

Full membership shall be open to:

(1) individuals who work in the field of student guidance in universities or institutions of higher education in the Member States of the European Community, whether as counsellors, researchers, teachers or administrative directors;

(2) persons whose work is closely associated with student guidance, provided that this work is carried out in one of the member countries or the European Community.

Full members shall pay an indivisible annual subscription whose level shall be fixed by the Executive Committee for each financial year.

#### b) ASSOCIATE MEMBERS

Associate membership may be granted:

(1) To individuals established in Europe in a country that is not a member of the European Community;

(2) To individuals established in the European Community who are not eligible for full membership according to the criteria laid down by the General Assembly in the Rules of Procedure, but who carry out the same kind of work as full members.

Associate members do not have voting rights within the Association.

Associate members shall pay an indivisible annual subscription whose level shall be fixed by the Executive Committee for each financial year.

#### c) HONORARY MEMBERS

Honorary membership may be granted to individuals who may or may not belong to the Association, to whom the General Assembly decides, on the recommendation of the Executive Committee, to pay tribute in recognition of their contribution through their activities or writings to the aims pursued by the Association.

Honorary members do not have voting rights within the Association, unless they are already full members.

Honorary members are not required to pay an annual subscription.

#### Article 6 - Admission

The admission of members is subject to approval by the Executive Committee on the basis of an assessment on its own authority. Membership is only effective, however, after payment of the subscription.

#### Article 7 - Resignation and Expulsion



#### a) RESIGNATION

Any member is entitled to withdraw from the Association by simply sending his decision in writing to the Chairman of the Executive Committee who will acknowledge its receipt. Any member who has failed to pay his subscription for one year or who no longer satisfies the criteria which prevailed at the time of his admission forfeits his right to be a member. He may however be admitted to another category of membership if he satisfies the relevant criteria.

#### b) EXPULSION

The expulsion of a member may be decided by the Executive Committee on this basis. Expulsion is only definitive if endorsed at the next General Assembly by a two thirds majority of members present or represented, voting by secret ballot, after hearing or calling for an explanation from the member whose expulsion is being considered.

A member who resigns or is expelled may not style himself a member of the Association. Neither a member who resigns or is expelled, nor his heirs and beneficiaries have any claim on the assets of the Association.

#### **Article 8 - Obligation**

In subscribing to the present Statutes, each member shall refrain from any act or omission which is prejudicial to the aims of the Association, or might harm either his honour or personal reputation, or the honour and reputation of the Association or its members.

#### **Article 9 - The Association's Resources**

The Association's financial resources consist of:

(1) Subscriptions from full members and associate members as provided for in Article 5 above.  
(2) Donations and legacies by members or third parties.

(3) Subsidies received to further the Association's aims (subsidies, allowances and allocations).

(4) Official refunds, fees and royalties, and in general any income generated by the Association's activities.

### **IV. GENERAL ASSEMBLY**

#### **Article 10 - Composition and Powers**

The General Assembly is composed of all paid-up full members of the Association; it enjoys full powers enabling it to carry out the objectives on the Association and achieve its aims. However, only the General Assembly, is empowered:

- a) to amend the Statutes;
- b) to expell members;
- c) to grant honorary membership or appoint honorary officers;
- d) to appoint and dismiss members of the Executive Committee; to endorse the management of the Association and approve the budget and accounts;
- e) to adopt, revise or reject the Rules of Procedure drafted-by the Executive Committee;
- f) to decide on the voluntary dissolution of the Association.

Article II - Meetings, Summons, Voting and Records

**11. 1 The General Assembly meets ipso jure once every financial year on a date to be set by the Executive Committee.**

11.2 Extraordinary meetings of the General Assembly may be called by the Chairman of the Executive Committee - or, if he is unable to, by the Vice-Chairman - on the basis of decision by the Executive Committee. An extraordinary meeting must be called if one third of the Association's full members express this wish in writing, specifying the matter(s) to be put on the agenda.

11.3 The General Assembly is convened for ordinary or extraordinary meetings by letter specifying the date, time and place of the meeting as well.as the agenda.

11.4 The General Assembly shall be deemed to be properly constituted and its deliberations valid regardless of the number of full members present or represented, and it takes decisions on the basis of a simple majority unless the law or the Statutes specify a quorum or the majority required.

11.5 Each full member has one vote. Decisions may not be taken on matters that do not figure on the agenda sent out with the summons. Should votes be divided equally, the person chairing the meeting shall have a casting vote.

#### **Article 12 - Proxies**

Each full member may be represented at the General Assembly by another full member, who may only act as proxy for one person.

#### **Article 13 - Decisions, Minutes**

The decisions taken by the General Assembly shall be recorded in the minutes and kept by the Secretary of the Executive Committee. Each page shall be dated and signed by the Chairman, the Secretary, and any member having expressed a wish to sign. Minutes may be sent out to members on request. Copies and extracts of the minutes shall be signed by the Chairman and one member of the Executive Committee. They may be sent out to third parties with a legitimate interest. Extracts and copies to be submitted in court or elsewhere shall be signed by the Chairman and two members of the Executive Committee.

#### **Article 14 - Honorary status**

The General Assembly may, on the recommendation of the Executive Committee, confer the title of Honorary President, grant honorary membership, or appoint honorary officers of the Association.

### **V. MANAGEMENT**

#### **Article 15 - Executive Committee, Composition**

The Association is managed by an Executive Committee composed of between at least 7 and at most 21 members.

One of its members must be Belgian.

Executive Committee members must be full members of. the Association. Any member of the Executive Committee may be dismissed by the General Assembly.

Members of the Executive Committee are elected by the General Assembly for a period of three years. Outgoing members may be re-elected for a further three-year term, but thereafter three years must pass before they are eligible for re-election.

To ensure the broadest representation of the Member States of the European Community, the Executive Committee may not have more than two members of the same nationality.

The Executive Committee appoints a Chairman, a Vice-Chairman and a Secretary. In the absence of





the Secretary, a member of the Executive Committee shall replace him. In the absence of the Chairman, the Vice-Chairman shall take the chair. Appointments to the Executive Committee are unpaid.

#### **Article 16 - Powers of the Executive Committee**

The Executive Committee has the widest powers to manage the Association.

It may to this end carry out any administrative act or take any implementing measures, and in particular invest available or reserve funds provisionally. The Executive Committee is empowered to take any action not expressly reserved for the General Assembly by law or under the Statutes.

The Executive Committee may delegate certain special powers to one or more of its members, or even to third parties whose terms of reference shall be specified. It may entrust the day-to-day running of the Association to person of its choice, on financial terms to be agreed with that person. Any document committing the Association shall be signed by at least two members of the Executive Committee, in virtue of powers delegated at a special session of the Committee. However, one signature - either by a member or the Executive Committee or by a person authorised under the terms of this paragraph - shall suffice when it is a question of documents and payment to the postal, telephone and telegraph authorities, railways or any other transport authorities. Actions in law, whether as plaintiff or defendant shall be entrusted to the Executive Committee, represented by the Chairman or by a member of the Committee designated by the Chairman for this purpose.

#### **Article 17 - Summons, Quorum, Proxies, Majorities, Vacancies**

The Executive Committee meets when called by the Chairman or, if unable to, by the Vice-Chairman, or at the request of one third of its members.

The Executive Committee may only take decisions if all of its members have been notified, and if the majority are present or represented. Any Committee member may give a colleague on the Committee a written proxy to represent him at a specific Committee meeting, and to vote on his behalf. However, a member acting as proxy may only represent one Committee member.

Should a quorum not be reached, a further meeting of the Committee shall be convened, at which its deliberations on the matters on, which decisions could not be taken at the previous meeting shall be valid regardless of the number of members present or represented.

The committee's decisions are taken on the basis of a simple majority vote. Should one or more seat on the Committee be vacant, the remaining Committee members may fill these provisionally until the next General Assembly.

#### **Article 18 - Minutes**

Meetings shall be recorded in the minutes. Each page of the minutes shall be signed by the Chairman and the Secretary. Extracts or copies shall be signed by the Chairman or a Committee member, and by the Secretary.

### **VI. BUDGET AND ACCOUNTS**

#### **Article 19 - Financial Year, Approval of the Accounts**

The financial year shall begin on 1 January and last for a period of 36 months, finishing on 31 December of the third calendar year.

At the end of each financial year, the Executive Committee shall submit to the General Assembly the accounts for the preceding financial year and a draft budget for the following financial year. The Association's accounts, prepared by the Executive Committee, shall be checked before submission by auditor(s) appointed by the General Assembly.

The Executive Committee fixes the amount of the subscriptions due by full and associate members.

#### **Article 20 - Auditors**

The General Assembly may appoint one or several auditors to check the Association's accounts each financial year. The auditor(s)' mandate(s) may be revoked at any time. Auditors may be re-appointed.

### **VII. AMENDMENT OF THE STATUTES, DISSOLUTION**

#### **Article 21**

Without prejudice to Article 5 of the law of 25 October 1919, any proposal to modify the Statutes or dissolve the Association must come from the Executive Committee or at least one third of full members of the Association.

The Executive Committee shall notify the Association's members at least three months before the date of the General Assembly at which a decision on this proposal is to be taken.

The General Assembly's deliberations shall only be valid if two thirds of the Association's members with-voting rights are present or represented.

The proposal shall not be approved unless a majority of two thirds of the votes are cast in its favour.

However, if the quorum of full members required at this General Assembly is not reached, another meeting of the General Assembly shall be convened in the conditions set out above, at which deliberations on the proposal if question shall be valid regardless of the number of members present or represented.

-Amendments to the Statutes shall only come into effect after they had received approval by royal decree and been made public in accordance with Article 3 of the law of 25 October 1919.

In the event of dissolution of the Association, the General Assembly shall appoint one or several liquidators. Any remaining assets after clearing liabilities shall be distributed as far as possible in pursuit of the aim which the dissolved Association set itself when it was founded.

### **VIII. GENERAL PROVISIONS**

#### **Article 22**

Anything not covered by the present Statutes shall be dealt with in accordance with the Belgian law governing the status of international associations whose object is scientific, supplemented by the Rules of Procedure.





## IX. PROVISIONAL CLAUSE

Notwithstanding the provisions of Article 19, the first financial year will begin on 1 October 1988, and will finish on 31 December 1991.

FEDORA - FORUM EUROPEEN DE  
L'ORIENTATION ACADEMIQUE

### RULES OF PROCEDURE

#### **1. Election or members of the Executive Committee**

The Executive committee's membership should normally be limited to one member from each of the Member-States of the European Community.

The members are elected by the General Assembly but, in order to allow the fullest consultation with members of the Association who may not be present or represented at the General Assembly, and to ensure that candidates have wide support from their compatriots- the following procedures will apply:

i four months before the meeting of the General Assembly each member of the Executive Committee (or, if there are two from a particular country then both of them) will arrange a postal ballot of all full members from their country to produce a list of candidates for the Executive Committee from that country. All candidates in this ballot must be proposed in writing to the organising Committee member. The resulting list shall be in order of preference according to the numbers of votes for each candidate and must contain at least one and not more than three names.

ii at the General Assembly a secret, written ballot shall be held to elect on member from each country from the lists of names submitted by the Association members in each country. All members present or represented at the Assembly may vote for any or all candidates for the Executive Committee irrespective of country.

iii should any ballot result in a tie between candidates from the same country a further ballot or ballots will be held for that place until a result is achieved.

#### **2. Filling of casual vacancies on the Executive Committee**

Any casual vacancies on the Executive Committee shall be filled provisionally until the next meeting of the General Assembly by a decision of the Executive Committee subject to the rule that there shall not be more than two members of the Executive Committee from one country. The Committee may consult with the retiring member, and with members of the Association of the country from which the retiring member came.

#### **3. Election of Officers**

The new Executive Committee at its first meeting shall first elect a President. For this purpose the Chair shall be taken by a member of the Committee from the country where the meeting is being held. Candidates must agree to stand. In the event of more than one candidate being proposed there shall be a secret written ballot which the President shall scrutinise.

The newly elected President shall then take the Chair and elections on similar principles shall immediately be held for the positions of Vice-President and Secretary.

Should any ballot result in a tie, a further ballot or ballots will be held for that place until one candidate has a majority.

#### **4. Convening Meetings**

The Executive Committee will meet at least twice in any calendar year. As far as possible meetings should be held in the different member states on a rotational basis.

The Secretary will inform all members of the Committee of the date, time and venue of the next meeting, giving at least three months notice and calling for items for the Agenda. The host country will accept responsibility for arrangements for holding the meeting (i.e. location, facilities etc) in consultation with the President and Secretary.

A member of the Executive Committee who for any reason is unable to attend a meeting of the Committee can, after obtaining the agreement of at least half of the members of the Executive Committee, consulted by the President of the Association through any suitable means (telex, telephone, fax), be represented by another Association member from the same country. This person only has a consultative voice at the meeting of the Committee.

#### **5. Agenda items**

Members may suggest items for the Agenda by writing to the Secretary no later than six weeks before the meeting of the Committee. Each item should be supported by a short working paper to facilitate discussions.

The Agenda will be drawn up by the Secretary and President and notified to all members at least three weeks before the meeting.

#### **6. Procedure for admitting new members - The Register.**

Applications for membership, must be made on the prescribed form. The Secretary of the Executive Committee or some other person nominated by the Committee will be responsible for maintaining a Register of all members.

#### **7. Relations with other bodies**

The Executive Committee shall seek to co-operate with other bodies concerned with student guidance in the European Community. It shall seek to ensure the integration and harmonisation of FEDORA's activities with those of such other organisations in order to ensure that activities in the field of student guidance are properly planned and co-ordinated.

#### **8. Setting up Sub-Committee or Working Groups**

The Executive Committee shall have power to create Sub-Committees or Working Groups composed entirely or partly of members of the Association, not only those who are members of the Executive Committee. Such Sub-Committees or Working Parties may be allocated budgets for specific tasks for which they most account to the Executive Committee. They must report on their activities to the Executive Committee when required to do so. Sub-Committees and Working Groups are automatically disbanded at the next ordinary meeting of the General Assembly or they may be terminated at any time by a decision of the Executive Committee. No group which is not properly created by the Executive Committee may refer to itself as an official FEDORA body or use official FEDORA funds.





(page 4...)

something like a «brain trust» to motivate our members to inform us so that these topics can be analysed decided on whether they deserve to be elaborated as a FEDORA project together with an ad-hoc team of FEDORA and Non-FEDORA people.

The final decision on the creation of a FEDORA project is to be taken within the E.C.

Financial and administrative support should be possible as well.

c) to be mentioned in the Rules of Procedures

### **FEDORA conference**

a) -

b) FEDORA conferences result from FEDORA working groups and focus on their specific topics. They are to be organised by the persons responsible for the working group. The final decision to hold a FEDORA conference is up to the E.C. The E.B. is to be involved and should offer its political, administrative and financial support.

The E.C. decides on official participation of FEDORA in non-FEDORA conferences.

c) to be mentioned in the Rules of Procedure.

### **FEDORA Newsletter/Media**

a) -

b) In the past FEDORA-Newsletter and public relation activities (www homepage and internet use) have been neglected which has to be changed. The newsletter should be:

- an information channel from E.B./E.C. to the FEDORA members
- a platform for working groups and projects
- a communication place for FEDORA members and non-members

Therefore the Newsletter Secretary has to take a direct seat in the E.B. and should be member of the E.C.

For every year a plan for newsletter, media and publication projects should be presented by the General Secretary/Newsletter Secretary to the E.B. and E.C., this is to include a financial plan. Fund raising and sponsoring activities will be combined with this field.

c) to be mentioned in the Rules of Procedure.

### **Summer University**

a) -

b) The summer university follows two aims:

- training of FEDORA members in student counselling and guidance
- offering a platform of communication and exchange programmes and experiences

In addition it provides the possibility for non-members to get to know FEDORA and to consider membership.

In the meantime the summer university has become a regular event among FEDORA activities.

In order to stabilise and/or enlarge the summer university a special committee should be created, consisting of the FEDORA President, one or two national coordinators (e.g. changing every year) and local staff of the place where the summer university will take place. Such a committee is to be formed one year in advance.

c) to be mentioned in the Rules of Procedure.

### **FEDORA congress**

a) -

b) The FEDORA congress is the central FEDORA event, the place for scientific presentations and exchange. It includes the General Assembly and takes place every financial year.

The President takes direct responsibility for it and forms a preparatory team of E.B./E.C. members and responsible persons from the country/university hosting the congress.

This team should be set up one year in advance with the President as chairman/woman who reports to the E.C.

The FEDORA working groups/projects and all FEDORA members should be informed in time to be able to bring in their ideas and proposals.

c) to be mentioned in the Rules of Procedure.

### **National Coordinator**

a) see Rules of Procedure

b) The National Coordinator deputy, elected by the members of his/her country, is the official link between his/her country and the E.B./E.C.

I think we neglected the national area and have to give the coordinator more competence and functions within his/her country.

This can mean:

- informing the national members about E.C. decisions etc.
- motivating the national members to participate in the development of FEDORA
- recruiting new members

Instruments are:

- regular national FEDORA newsletters
- national FEDORA meetings
- national FEDORA leaflets
- presentation shelves for all FEDORA publications

c) to be mentioned in the Rules of Procedure.



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**contact**  
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Manuela BRUSALIS  
 APC Foundation  
 Str. Virgiliu nr.61,  
 et.2, ap.5, sact. 1,  
 Bucuresti, ROMANIA  
 Tél. 0040-1-6374497  
 Fax 0040-1-2207750  
 apc@buc.soros.ro



Fundatia Absolventi Plasati prin Consultanta  
 Advisory and Placement Centre Foundation

**M**anuela Brusalis, Executive Director of the APC Foundation in Bucharest writes that one of the main aims of The APC Foundation staff was to improve professionalism within the organisation through further training. Attending the Rostock Conference and the Amsterdam Summer School of Fedora played an important part in achieving this objective, for which Manuela extends her thanks to Fedora. She presents here a brief resume of the history and current work of the APC Foundation.

**A**PC - Advisory and Placement Centre - started its activity in November 1993, as a programme of SOROS Foundation, under the motto : " The right university graduate that fits in the right place", being designed as a supplementary link between the universities and the companies, firms or any other organisations that are offering vacancies for the university students or graduates.

APC Foundation wishes to help university graduates or students with providing them all and accurate information in order to make the right choice in their career. It assists them in finding vacancies that are corresponding to their schooling and natural disposition. Taking into consideration the educational dimension, APC Foundation is using specialised techniques such as :

- Computerised relational data base that includes university students or graduates and companies, firms or any other organisations including their vacancy' s offer. Up to now the number of listed university students or graduates in trie APC Foundation' s relational data base reached the value of 9,000. Between 1993-1994 the listed in persons was of 1,000 persons, at the end of 1995 reached the value of 3,000, at the end of 1996 - before the last " Job' s Fair"- the value was of 7,500.
- The last quarter offer of vacancies lists for different schooling domains; .Profession guidance offered to the university students ;
- High validation scientifically levelled interviews and psychological tests standardised and semi-standardised scales and questionnaires, self-evaluation scales ;
- Organising training groups, job' s salons and fairs, seminars and conferences in collaboration with the universities.

During 1996, APC Foundation organised two conferences, two seminars, fifty trainings groups and two job' s salons. It is worth to be mentioned the fact that more than 3,500 university students or graduates were the beneficiaries of an interview regarding the labour market and the ways of looking up for a job, and more than 1,000 university students or graduates were profession guided, being able to find vacancies on their own as a result of our team' s work.

For the first and the second job' s salon, in June 1996 an December, 1996, there were trained in interviewing and public relations' techniques, 50 university students or graduates. as to become directors' assistants. This salon was attended by 42 companies, that were offering almost 250 vacancies. The second job' s salon was attended by 39 companies that were offering 200 vacancies. Also APC Foundation' s staff performed training groups on new jobs that emerged as a result of the developing of the new labour market.

Along 1996 the total number of graduates that got a job by being recommended by APC foundation was of 700, besides the 1,000 already mentioned.

APC Foundation sealed and signed up collaborations with companies that funded its activity as an investment for their future activity. We would like to mention among those companies Procter&Gamble, Coca-Cola Company, Hill International, CNM, KPMG, Interbrands Managing and Marketing.

Also worth to be mentioned is the fact that out of 100 application papers, submitted in March 1996, for the " Training of The Trainers" the APC Foundation's application paper was admitted. This programme is organised by the " Fundatia pentru Dezvoltarea Societatii Civile" Foundation - Civil Society Development Foundation - in order to improve and strength the non-governmental organisations' activity and to train their staff. The APC Foundation graduated the first year of the programme and for the time being started the second year of the programme, due to be terminated at the end of 1997.

The whole budget used for 1996' activity was of 74,626US\$, out of which 67% were funded by the SOROS Foundation - meaning 50,000US\$. For the near future we intended to be more efficient in order to assist with guidance the large number - 9,000 - of students and graduates that are listed in APC Foundation's relational data base and to diversify the career's opportunities for the university graduate by providing all the necessary information regarding the entrepreneurship- developing their own business - choice...





Association for  
Student Counselling

A DIVISION OF THE BRITISH ASSOCIATION FOR COUNSELLING

## CONFERENCE PAPERS

from

**The 25th Annual Training Event and Conference**

held at

**THE UNIVERSITY OF SUSSEX, Falmer, Brighton.**

March 1996

## CULTURE AND PSYCHE IN TRANSITION:

A EUROPEAN PERSPECTIVE ON STUDENT PSYCHOLOGICAL HEALTH

Published in association with FEDORA



FEDORA

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contact

*The Publicity Officer  
British Association  
for Counseling  
1 Regent Place,  
Rugby, Warwickshire  
CV21 2PJ  
United Kingdom  
(10 £)*





devenant "Pôle Universitaire Européen".

**B**ORDEAUX dont le maire, Alain Juppé, est l'actuel Premier Ministre de la France et qui accueillera en juillet 1998 la 4<sup>e</sup> Université d'été de FEDORA vient de renforcer sa vocation européenne en

Le label de "Pôle Universitaire Européen" est lié à la notion d'aménagement du territoire, de métropole d'équilibre face à la toute puissance de Paris dans un pays centralisé comme la France. Le Pôle rassemble, au sein d'une structure juridique spécifique appelé "Groupement d'Intérêt Public" (GIP) différents partenaires. Les quatre universités bordelaises se joignent en effet aux collectivités territoriales que sont la Région Aquitaine, le Conseil Général de la Gironde, la Communauté Urbaine de Bordeaux, la Ville de Bordeaux pour valoriser un potentiel de formation et de recherche regroupant, à l'heure actuelle, sur le site de Bordeaux, pour l'ensemble des formations d'enseignement supérieur, près de 70 000 étudiants.

Doté d'un budget initial de 2.1 MFF, le GIP est engagé dans une politique contractuelle avec le Ministère de l'Éducation Nationale, de

l'Enseignement Supérieur et de la Recherche. Les fonds de l'État viendront donc conforter cette dotation initiale.

Le Professeur Régis RITZ, Président Honoraire de l'Université Michel-de-Montaigne Bordeaux 3, enseignant de Langue et Littérature anglaises et actuel directeur du Département d'Études Françaises pour l'Étranger (DEFLE) vient d'être élu Président du Pôle. Il entend avant tout "utiliser le Pôle comme un outil de travail au service des acteurs de l'Enseignement supérieur bordelais. Le Pôle doit permettre de mettre en valeur leurs potentialités en fédérant un certain nombre d'actions". Au programme donc : l'accueil des étudiants étrangers, la mobilité et l'intégration des chercheurs, avec, en particulier, l'aménagement d'une Maison Internationale, une politique éditoriale permettant de fournir une information sur les activités du Pôle en plusieurs langues et accessible sur différents supports (brochures, Web, CD-ROM...), des relations privilégiées avec le Centre Régional Inter-universitaire de Formation en langues (CRIFEL)...

Par ailleurs, l'agence SOCRATES, agence unique qui, en France, gère les fonds de tous les programmes européens d'échanges éducatifs est également établie à Bordeaux. Elle est placée sous l'autorité du Professeur JOUVE jusqu'en 1999 et installée depuis peu au centre ville dans des locaux prestigieux prêtés par la Chambre de Commerce et d'Industrie.

**Contact : Pôle Universitaire de Bordeaux**  
**35 place Pey-Berland**  
**33000 Bordeaux (France)**

**FEDORA NEWSLETTER**

**DIRECTEUR DE LA PUBLICATION :**

**Lucia Berta**

Président de FEDORA  
 Boîte postale 55  
 B-1348 Louvain-la-Neuve  
 Belgique

**RÉDACTEUR EN CHEF :**  
**Nicole Palard**

**RÉALISATION**

- Service Universitaire d'Information Orientation (SUIO)
- Département de Communication
- Imprimerie  
 Université Victor Segalen Bordeaux 2  
 Dépôt légal en cours



Les locaux de l'Université Victor Segalen Bordeaux 2, site Victoire, qui accueilleront l'Université d'été au centre-ville

Nicole Palard, Service Universitaire d'Information Orientation - SUIO - Université Victor Segalen Bordeaux 2, 146 rue Léo-Saignat - 33076 Bordeaux cedex - France. E-Mail : Nicole.Palard@u-bordeaux2.fr - Tél 05 57 57 13 81 - Fax 05 57 57 10 61. Clair Souter, The University of Leeds - Careers Service- UK-LS2 9JT Leeds. E-Mail : «Clair L. Souter»<csouter@CAREERS.LEEDS.AC.UK. Tel 44-1132-335304. Fax 44-1132-335291. Athèna Chatjoulis, Vos. Sofias Str 47 -GR-10676 Athens - Tel : 30-1-7214679 or 8593 - Fax : 30-1-7218593.