

AEGEE-Europe / European Students' Forum

Knowledge Transfer Report

Comité Directeur
2012-2013



Dare to Change – Together We Can!

The Knowledge Transfer for the current Comité Directeur didn't start on the 1st of August for all of us, as some earlier, some of us later. Due to visa issues, Anna was not able to be with us during August. However, her knowledge transfer was done remotely and we were connected to her with Skype as much as possible.

During the KT Period we had three events out of the ordinary: From 3.-5. 8., the ACT-Planning Meeting took part in the house, involving some active members from the Network and both previous CD and current CD, discussing AEGEE's general strategic planning, the cooperation with ACT, the Action Agenda and the EBM. This meeting was especially valuable as it gave us a good idea of the work that has been done so far and milestones for upcoming year.

From 10.-12.08, we attended the European Fellowship of Peace Revolution, one of our partners, which gave us an insight in their work and the benefits this can have for us and our members.

From 14th-25th of August, the current CD was in Las Palmas to attend the ARC, a one-week training course on personal development and leadership, together with young leaders from 7 other youth organisations, which took place from 17th-24th. The additional days on Las Palmas were spent on team vision and goals for the year. Not only did the training help us to get to know ourselves better and recognise our strengths and weaknesses, but we also understand each other better and are much closer as a team. Unfortunately, on the last day of the training course, Beata broke her foot and had to go back to Hungary to receive treatment, which is why she could attend the rest of the KT period only via Skype.

Although the ARC was extremely valuable to us, it took up a lot of time which we could not spend with our predecessors, which means that the time for personal KT was quite limited. Luckily, most of our predecessors stayed in the house longer, so the KT period was extended into September. Although we were already working, we could still ask questions whenever necessary.

During the time we spend in Brussels, we had one common session with both CDs introducing to us the tasks of CD and of the individual positions. The rest of the month was structured in individual sessions, group sessions for current CD with one of the members from previous CD and group sessions of only the current CD discussing our priorities for the year.

Below you will find a brief description of all the common sessions that were held during the Knowledge Transfer month.

We want to thank all the members of the former CD for dedicating so much time and effort in giving us all this knowledge, which makes us feel prepared to take over. Without their work and effort, many of the things which we plan to do during our year 2012/2013 would not be possible. So an enormous thank you on behalf of the new CD and on behalf of the association. They we're definitely here.

Your Comité Directeur 2012-2013

Anna, Beata, Kathrin, Lucille, Luis, Miguel and Pavel

Common Knowledge Transfer

Life in the CD House (01/08)

Alma led gave us a good overview of life in the house and work and non-work issues related to this topic.

Life in Schaerbeek (01/08)

Guillermo gave us a tour around Schaerbeek, the quarter where the Head Office is located, and showed us all relevant places around the house.

Study Visit Institutions (02/08)

Marko took us to the center of Brussels, where we visited the head office of the European Civil Society Platform for Lifelong Learning (EUCIS-LLL). Later we went to visit the European Parliament, the Consilium building and some of the buildings of the European Commission in the Schumann area. We also were introduced to the art of networking on Place Luxembourg.

Policy Coordination Discussion (02/08)

We had a session with Marko, Gizem and Alma discussing the topic of Policy Officers and the introduction of the new position. Together with them, we have developed the main milestones and deadlines of this new position.

2012-2013 in a nutshell (06/08)

Alma gave us an overview of the year 2012-2013, including milestones of the year and important deadlines we have to pay attention to inside and outside AEGEE.

Task Description (06/08)

In this session, the outgoing CD gave us an overview of all the tasks that have to be covered by CD and the personal insights they got this year, so we could estimate the workload which is connected with each. This session was to prepare us for our task distribution which followed afterwards.

Visit to YFJ Office (07/08)

Together with Marko, we visited the head office of the European Youth Forum (YFJ), the biggest umbrella organisation for Youth NGOs in Europe and representative of youth towards the European Institutions, where we met the Secretary General Giuseppe. He gave us an introduction to current processes in YFJ and introduced us to some of the staff members we will work with this year.

Meeting with Careers International (07/08)

Marko took Kathrin and Luis to a meeting with Careers International, one of our partners, to negotiate a new contract. It was very useful for us as preparation for meetings with external partners and companies we will have this year and gave us an idea of how to present ourselves and AEGEE to them.

CIA for Dummies (07/08)

Alma introduced us to the Corpus Iuridicum AEGEEense, explaining to us the logic of the document and stressing out the parts that we as a team and each of us individually will have to work most with.

Introduction of representatives of NGOs and institutions in Brussels (08/08)

Marko gave us an introduction to the guests that were expected during the transition barbecue, to their organisations and to their background, so that we would be prepared for the evening.

Transition Barbecue (08/08)

As every year, AEGEE organised a big transition barbecue inviting people we have worked with last year and will work with next year. The debut of the current CD went well and we used the evening for effective networking.

Discover Brussels (09/08)

Guillermo prepared a city tour for us, introducing Brussels as a place to live.

Presentation of the Budget (28/08)

Elena presented the Budget of AEGEE-Europe to us, explaining the different budget lines and their meaning as well as which lines are fixed and which are flexible.

Meeting with Euractiv (29/08)

Jüri arranged a meeting with Euractiv, one of our main media partners, with us. Dan Luca, a former AEGEE member, gave us an insight into stakeholders in Brussels, Euractiv's work and the possibilities of cooperation between AEGEE and Euractiv.

French Connections (29/08)

Guille introduced Miguel and Lucille to all the issues in normal CD life that require French as a communication language: Postman, registration at Schaerbeek city hall, insurances, taxes, and other small issues.

Presentation of current partnerships of AEGEE-Europe (03/09)

Marko presented the projects AEGEE signed partnerships for, explained our role in the projects and the next steps we have to take care of.

Individual Knowledge Transfer

Luis

My KT started already directly after the Agora together with Marko and the rest the members of former CD. Going through the lists of patrons, partners, important deadlines and stakeholders in Brussels and Europe in general took quite a big part of the time.

Marko gave me all the contacts and details of each one of the institutions, partners and stakeholders we have, as well as an overview of all the projects and applications which were funded this year. Together with Alma I went through everything that was done together with Juridical Commission, the state of the local organization of Agora Budapest and the membership cards project. Gizem gave us an insight to the thematic happenings in the association during the Planning Meeting and together with her, Marko and Alma we drafted the outline of the new positions of Policy Officers. Elena presented the financial situation to me, together with Marko, making sure everything was clear and ready for the Audit Commission meeting in the house. Guillermo updated me on the Human Resources strategy and development of the Working Groups. He also explained the functioning of the house and the things which have to be dealt with in french like our registration, contracts of the house, insurances etc. Juri arranged a meeting with Euractiv for us to update our partnership and try to get out more benefits out of it.

Thanks to the contribution of all of them, I think I have a good overview and enough information to help my CD members whenever needed.

Lucille

I arrived in Brussels on the last day of July, ready to start my term in the new Comité Directeur. I didn't imagine that the month of August would be as full and as busy as it was. Quite some time of August was dedicated to discussion among the new team, as it was very important to us, seven members with very different backgrounds, get to know our vision of AEGEE, and already define what will be our policy and our position on some key topics for AEGEE, such as the identity, the strategy for visibility, the thematic part of the AEGEE, the EBM, etc. The rest of the time was fully dedicated to the knowledge transfer sessions. The former CD had

prepared a very complete program of knowledge transfer. Besides the general sessions, I had several sessions with Alma, who quite extensively introduced me to the work of the Secretary General, notably to the head office management, the preparation of Statutory Events as well as to the house and team management. Marko introduced me to the situation of the Liaison Officers and to volunteering as a policy topic on which I will be working. As I will be responsible for the Events Committee, Jüri gave me a short session on what has happened so far and the next steps to take.

In general, I would like to add that the whole former Comité Directeur has always been available, at any moment, to advise us and support us in our work, sharing their experience and their knowledge with us.

Anna

Due to the problems with my visa, I was not able to be present in the house during the transitional month, but my KT happened through Skype. This way I was able to attend several crucial group sessions and most importantly to receive the individual KT on the tasks I'll be exclusively dealing with.

All in all, together with Elena we managed to cover almost all the tasks which are inherent to the Financial Director: reimbursements to the CD members and to the Network, budgeting, reporting of the General Subvention, Agora preparation, FATF and a lot of useful tips, vital to maintain the tasks of FD.

Moreover, I had the KT with Jüri about the Mediation Commission, since this year I'm the appointed CD member to them. Besides, we also had a session about the obligations of the Network which are overdue.

In the end Marko gave me KT about reporting to the European Commission and informed about the potential financial issues we may face through this year and the ways to resolve them.

Kathrin

As I came four days late to the house due to an internship that I couldn't quit earlier, and Marko had to give knowledge transfer not only to me, but also to Pavel and Luis, the time for personal KT was limited, but effective. Marko was prepared perfectly and I feel I have a good

overview of everything that has happened with AEGEE and the corporate world in the last year and before, as well as a plan for the next steps to be taken. Besides contacts and materials from the last year, I have a big pile of publications and booklets which are meant to be turned into a data base of potential partners. Marko and Guille also provided me with an overview of cooperations we have had with other student NGOs and where there is potential to extend them, as this will be one of my tasks. From Guille, I also received KT for the Academy, as while Miguel will be taking care of the administrative part, I will be working with them content-wise.

Besides the technical knowledge, the informal talks with former CD members were just as valuable, passing on advice on how to deal with specific issues connected to living in the house and being a CD member. They did their best to prepare us for the challenges ahead and I feel ready and confident starting this year.

Bea

My knowledge transfer started right after the Agora with Jüri. Even though I was a Network Commissioner for a year, I got really valuable insights from a different, broader perspective of the work. Part of this period was the Network Commission Meeting in Katowice and it continued with constant online meetings during summer. I moved in the AEGEE house on July 27th in order to start the work earlier with both of my predecessors, Jüri and Guille. During August we could discuss both organisational and strategic questions, we went through the Network status and different documents which can be found in the house (archive, online and hard copy documentation). I was also introduced to the preparation of the statutory events, preparing the progress meeting at the Agora. Besides I also got knowledge about the each local's current and future status, in order to be prepared for the general situation of the Network.

The Human Resources Committee and the quality LTC and RTC organisation were the Human Resources related responsibilities I have inherited from Guillermo. Since the HRC had its first year during his term, I could learn a lot from Guillermo and there is also room for changes, for which he inspired me a lot, which is a great challenge for this year. I got acquainted with the work of the different subcommittees from a different perspective (as I was in one of them) and also with the future plans which can be realised. I could also dive in the world of Local and Regional Training Courses, starting from the open calls for support to the realisation until the evaluation and documentation.

Miguel

I got extensive knowledge transfer on the current situation of each and every Working Group and Project and not only the technical aspects, about which I was more or less aware already, but also about their strengths and weaknesses. With Guille I got a special technical workshop about the preparation of the Working Groups newsletter, including using the software and making it publicly available.

During the Planning Meeting I got intensive KT on ACT and on the evaluation of their work last year. We also went through all the steps of the preparation of EBM Valletta, including both the aspects related to the implementation of the Strategic Plan 2011-14 and the next Action Agenda and the role of EBM as the Thematic Conference of AEGEE where our members can get knowledge and inspiration for new projects.

Pavel

During my stay in the house I had several KT sessions with Jüri and Marko about websites we use, social media and other tools. The focus was also on external communication with the press, for which the meeting with our media partner EurActive was very helpful. My introduction to the Public Relations Committee was done already in June, when I started a discussion with the Speaker Team on the new aegee.org website.

Marko gave me a quite intensive KT about European Institutions to be ready for applications for the General Subvention which will have to be done in the near future. Alma introduced me to the Summer University Communication Team and we started a discussion about possible changes in the Summer University Project. Except this I was introduced to IT Committee and to IT things of house which from now on I'll carry out.