

**THE MINISTRY OF FOREIGN AFFAIRS OF ESTONIA**  
**INTERNATIONAL STAFF POLICY DIVISION**

**Information course for EC-officials in Estonia**  
**10 to 14 October 2005**

DRAFT PROGRAMME

**Aim: To better understand the Estonian Governmental System and the Management of European Union Policy related issues.**

**Monday 10.10**

09.30 - 10.00 **Welcome and Introduction** (Officials of the MFA)

10.00 - 10.30 **Introduction of participants**

*10.45 - 11.00 Coffee*

11.00 - 12.15 **Estonian History** (Short overview)

*12.15 -13.30 Buffet lunch*

13.30 - 15.30 **Estonia Today** (Constitution, Government, Party system, Society)

*15.30 -16.00 Coffee*

17.30 Reception at the MFA or the Commission Office in Estonia

**Tuesday 11.10**

09.30 - 10.45 **Overview of the Estonian Public Administration System - Department of Public Service, The State Chancellery**

The Department of Public Service of the State Chancellery manages issues related to the training, recruitment and evaluation of state officials, development of personnel management and manages the register of the reserve of officials. The Competition and Evaluation Committee of high state officials is operating within the State Chancellery. The State Chancellery publishes the yearbook of public service and organises forums of state officials.

*10.45 - 11.00 Coffee*

11.00 - 12.15 **Overview of Estonian European Union Policy - Undersecretary of EU Affairs, MFA**

*12.15 - 13.30 Buffet lunch*

13.30 - 15.30 **Overview of Estonian EU Coordination Issues - European Union Secretariat, State Chancellery**

The function of the European Union Secretariat is to advise the Government of the Republic and the Prime Minister on issues relating to the European Union, coordinate information exchange with European Union institutions, participate in the preparation of the positions of the country with regard to intergovernmental conferences, coordinate national preparation of the summits of the European

Council and participate in the monitoring of correct and timely implementation of the legislation of the European Union. The European Union Secretariat also monitors the conformity of national positions with long-term development trends and political objectives of the government and based on the foregoing makes proposals for the formation of positions.

15.30 - 16.00 *Coffee*

16.00 - 16.30 Q&A session, conclusions

17.00 Welcome to Estonia - **City Tour**

### **Wednesday 12.10**

09.30 - 10.00 **Guided tour of the Estonian Government**

10.15 - 10.45 **Guided tour of the Estonian Riigikogu (Parliament)**

10.45 - 11.00 *Coffee*

11.00 - 11.30 **Meeting with the Parliament's Foreign Affairs Committee**

11.30 - 12.00 **Meeting with the Parliament's European Union Affairs Committee**

12.15 - 14.00 *Lunch* hosted by the Chairman of the Parliament's European Union Affairs Committee

14.00 - 14.30 **Meeting with the Chairman of the Riigikogu**

14.30 - 15.00 **Meeting with the Parliament's National Defence Committee**

16.00 **Estonian Documentary movies in the MFA**

### **Thursday 13.10**

09.30 - 10.45 **The Structure of the Estonian Ministry of Foreign Affairs**

10.45 - 11.00 *Coffee*

11.00 - 12.15 **Overview of Estonian Foreign Policy** - Director General of the Policy Planning Department, MFA

12.15 -13.30 *Buffet lunch*

14.30 - 15.30 **Overview of Estonian Security Policy and Cooperation with International Organisations** - Undersecretary of Political Affairs, MFA

15.45 - 16.00 *Coffee*

16.00 - 17.00 **Estonian Trade Policies and International Development Cooperation** - Director General of the External Economics and Development Cooperation Department, MFA

**Friday 14.10**

09.30 - 10.45 **Estonian Business Today** - Estonian Chamber of Commerce and Industries

10.45 - 11.00 *Coffee*

11.00 - 12.00 **IT Developments in Estonia**

afternoon free

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