

ISPI

ISTITUTO PER GLI STUDI DI POLITICA INTERNAZIONALE

Master in European Affairs & Careers (MEAC)

Civil Servant, Lobbyist, EU Project Manager

Held in Milan



In cooperation with



Ministry of Foreign Affairs



European Commission
Representation in Italy

ISPI – Palazzo Clerici – Via Clerici 5, Milano

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WHY THIS MASTER?

MEAC is a unique Master programme that offers a comprehensive preparation for successfully starting a career in the European Union, as Civil Servant of EU Institutions (new EPSO competition), Lobbyist or EU Project Manager for example.

The role of the European Institutions has become crucial for both the EU member states and their citizens. Nowadays, European law and policies, as well as EU funds and projects, are opportunities and constraints that public and private entities can no longer afford to ignore.

Thus, in all European member states and especially among new EU members, there is a growing need for concrete, technical expertise to deal with the EU resources made available for innovation and internationalisation processes.

MEAC is a six-month intensive Master course organized by ISPI in cooperation with the European Commission Representation in Italy and the Italian Ministry of Foreign Affairs.

Skills provided:

- Monitoring EU policies and programmes
- Identifying relevant funding opportunities for organizations working with the EU in different fields
- Planning and Managing EU Projects
- Communication management and lobbying with EU institutions
- Required skills and competencies to pass the new EPSO competition

Academic teaching is combined with practical workshops, seminars and a Study Tour in Brussels.

The faculty is composed of renowned international academics and experts, including EU officials.

Classes are held in English.



Founded in 1934, ISPI (Institute for International Political Studies) is the oldest and most comprehensive Italian institute specialising in international affairs.

Its activities and studies are targeted to the general public as well as to private and public entities, including national bodies and EU and international institutions.

From its foundation ISPI has pursued a number of key objectives:

- Providing analyses on international politics and economics
- Representing a high-level forum for discussion, analysis and debate
- Training individuals for international and diplomatic careers

ISPI's scientific output has always been distinguished by a sound policy-oriented approach, based on monitoring the various geo-political areas and interpreting the major trends in progress on the global scene, so as to provide political and economic operators with reliable information and guidance. Its interdisciplinary nature is guaranteed by the close collaboration of specialists in economics, politics, law, history and strategic studies (from both academic and non-academic circles) and by partnerships with prestigious institutions and research centres all over the world.

ISPI & EUROPEAN AFFAIRS

EU Affairs have a long tradition in ISPI research activities. The most important current projects carried out by ISPI include:

- EEGM Programme, a network of leading European think tanks (Chatham House, London; EPC, Brussels; IFRI, Paris; SWP, Berlin) specialising in EU economic performance and the reform of EU economic governance
- GR:REEN Programme, a VII Framework Programme of the Commission led by the University of Warwick, which involves 16 outstanding universities and think tanks around the world
- ECHO Training Modules, for ECHO officials and their NGO partners
- Policy briefs to the Italian Parliament on international issues, including EU affairs

THE ISPI SCHOOL

With more than 50 years of experience, today the ISPI School is Italy's largest non-academic training institution. It offers a wide range of training programmes for university students interested in international politics, professionals already working within the international cooperation sector and civil servants and diplomats:

- 4 Master programmes: Diplomacy, Development, Emergencies, European Affairs and Careers
- Winter and Summer Schools
- Diplomas in: European Affairs, International Cooperation and Development, Humanitarian Emergencies, Microfinance, Africa
- Advanced Diplomas available in English for professionals with previous experience, run in collaboration with national and international institutions (UNICEF, Save the Children, Sphere Project, International Institute of Humanitarian Law)
- Tailored training courses for Italian and foreign diplomats

The ISPI Faculty is composed of academics, international officials and NGO operators, so as to guarantee a sound interdisciplinary approach to each course, combining theory and case analysis, team work and simulations

ISPI School in figures

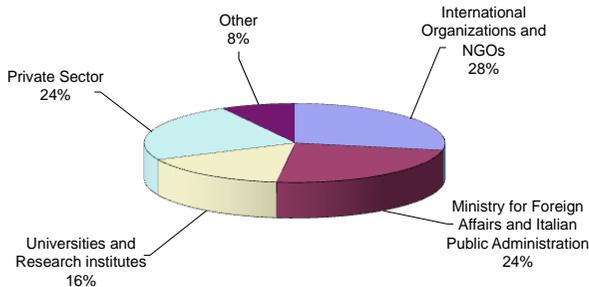
Over 100 courses held per year

1600 students every year

25% of new Italian career diplomats trained at ISPI since 1959

80% of our students find a job placement after 8 months of completing their Master Programme

ISPI School's Alumni Placements



ISPI AND MILAN

Milan is the business capital of Italy as well as being one of its most important academic centres, with seven universities and several think tanks. Moreover, Milan is the second city in the world with the highest number of consulates and it also hosts one of the world's most famous opera houses, La Scala.

It is also famous world-wide for offering a rich cultural programme, and as a renowned fashion capital Milan attracts people from all over the world.

ISPI is situated in Milan's city center and enjoys huge benefits from a constant and stimulating dialogue with all the different, but interconnected, realities on its doorstep.



ISPI and Palazzo Clerici

ISPI is based in Palazzo Clerici, a marvelous eighteenth-century palace frescoed by Giambattista Tiepolo, one of the most famous Italian painters. The Palace belonged to a rich and powerful family which held an important political position within the Hapsburg Empire.

The palace also features modern classrooms and a wireless Internet connection.



This Master provides participants with an in-depth knowledge of EU policies and EU Institutions, as well as skills to deal with EU project planning and management, institutional communication and lobbying.

MEAC is unique in its practical approach. Emphasis is given primarily to showing how to apply knowledge acquired through lectures and readings in practice. Classes require active participation and involvement in carrying out specific tasks and projects. This practical approach is also reflected in the Faculty, which includes professionals and consultants with many years of experience.

Combining a specific part focused on EU institutions with modules dedicated to EU project management, communication and lobbying, and a part entirely based on EPSO Competitions, MEAC represents the most comprehensive master course with which to start an EU Career.

EMPLOYMENT AND CAREERS

Master graduates will be able to work either in the policy or project/tender fields: typical jobs in the public and/or private sectors are policy advisor, lobbyist, Project Manager, Project Consultant, Manager of EU desks, and European or international official positions.

Possible Employers:

- EU Institutions
- Permanent representations of EU countries
- Representations of European regions and cities
- Trade associations, Industry federations, Company's representative offices, Trade Unions, and Chambers of Commerce
- Consultancy firms in the Public Relations, Public Affairs, International Law, and EU Project Management fields
- Think tanks, NGOs, associations and the Media

Working for EU institutions

The EU Institutions employ more than 40,000 highly qualified people from all EU countries who cover a wide range of activities and skills, and offer EU citizens many opportunities to work with them.

Since EPSO was founded in 2003, more than 8,400 candidates have passed the EPSO Competition and are now working in EU Institutions

Lobbying in the EU

The importance of this activity lies in the fact that EU legislation now also accounts for a large proportion of legislation at the national level. For this reason, influencing the decision-making process at the European level has in many instances become the best way to influence domestic legislation.

Lobbying the EU in figures

- 2,600 advocacy groups working with members of the EU Parliament, officials, assistants, journalists and commissioners
- 55,000 people working in hundreds of law offices
- 15,000 people working as private and public consultants in NGOs, think tanks, syndicates and private and public companies
- More than 800 European and international federations
- 200 representative offices of local and regional authorities
- Hundreds of Chambers of Commerce, Industrial Federations and citizens' associations

The importance of EU-funded projects

EU funding has represented an important resource for public entities, the no-profit sector and private companies for many years. The EU is also a significant buyer of services through public procurement tenders. They are even more important today with the current public-debit crisis and the increasing inability of many states to finance various types of projects. It is for this reason that attention is increasingly focused on EU funds, but this requires a high level of competence in EU Project Management in order to secure the necessary resources. A Project Manager can also provide his/her competencies to the private sector to help companies develop partnerships with public entities.

The EU runs more than 60 cooperation programmes within its member-states, allocating over €8 billion to these projects. In addition, in recent years public-private partnerships have increased their importance in order to satisfy the growing demand for services in many countries.

Working for public and private sectors: public procurement

Public procurement is the process whereby public authorities - including all levels of government and public agencies - buy goods and services or commission work.

These contracts make up a significant share of the EU market, accounting for about 16% of its gross domestic product.



THE PROGRAMME

PART I	Understanding EU Institutions	The European Union: institutions, powers and tools
		The European Legal Order
		The Economics of the EU
		Europe at work: assessing EU policies
PART II	Working for the EU	Preparing for the EPSO
		Competition
		Professional English
PART III	Working with the EU	Influencing the decision-making processes
		EU Projects and Tenders
PART IV	Study Tour	Week-long Study Tour in Brussels

The programme, held in English, will be integrated with seminars given by international scholars and European officials.

Some classes will be held via distance learning.

Participants will be supported throughout the course by a tutor, both for their academic needs and for any other matter arising.



THE PROGRAMME

PART I – Understanding EU Institutions

The first part of the course is devoted to the study of the institutional framework of the European Union, as well as the actual power distribution both within the EU and among its member states.

Particular attention will be paid to the legal, economic and political order, as well as to assessing EU policies on all these extremely important areas.

PART II – Working for the EU

In this part students will be prepared to pass the European Personnel Selection Office Competition, the examination for accessing a career within the European Institutions (http://europa.eu/epso/index_en.htm).

The selection procedures for EPSO Competitions changed in 2010 and will be held on a yearly basis from 2011. The selection procedure is divided into two stages: computer-based admission testing in individual EU countries and an assessment stage in Brussels.

This part will be accordingly divided into two main modules.

EPSO COMPETITION STAGES:

- The First stage focuses on numerical reasoning, abstract reasoning and situational judgment
- The Second stage focuses on some key competencies, to be properly and reliably tested.

Skills Required for the EPSO competition*:

- Analysis and problem solving
- Communicating
- Delivering quality and results
- Learning and development
- Prioritising and organising
- Resilience
- Working with others.

*In addition, candidates must have in-depth knowledge of EU Institutions and their policies.

Through an intensive programme of in-class lessons and practical activities, students will acquire the knowledge and tools required to successfully pass the EPSO examinations.

This part is completed with an additional English module.



THE PROGRAMME

PART III – Working with the EU

This part of the programme prepares participants to enter those career paths that require an in-depth knowledge of the EU functioning and processes, besides specific technical skills. This part of the course is characterised by a particularly intense programme of workshops, group exercises and simulations.

At the end of this part, participants will have acquired the principal techniques and tools needed to become proficient lobbyists and project managers.

PART IV – study Tour

In order to further deepen their knowledge of the European Institutions, MEAC participants will take part in a study tour in Brussels. The study tour will include meetings and seminars with EU officials and other professionals based in Brussels. Through visits to the main European Institutions, students will gain a true insight of the reality of life in Brussels and a practical vision of the activities carried out by European officials on a daily basis.



WHO CAN APPLY

The programme is open to students holding a four-year Bachelor degree or a three-year Bachelor Degree and a Master's degree.

In addition, applications will be considered from students with a three-year Bachelor Degree and relevant work experience or with other relevant qualifications/work experience.

Applications from students who are graduating by February 2012 will exceptionally be accepted.

English Language Requirements:

- IELTS: 6.5 (at least 5.5 in each section)
- TOEFL: 100 in the internet-based TOEFL test (at least 21 in listening and writing, 22 in reading and 23 in speaking)
- Other test scores may be acceptable if you have already obtained them. You should supply evidence of your English test with your application and if you are made an offer we will indicate whether we will accept your score or if we require one of the tests above.

Application deadline: 30 November 2011

Applications must be made using the form provided on the MEAC website, enclosing/attaching any other relevant documents and/or certificates.

Selection procedures:

- The selection procedure will be based on personal experience and academic qualifications.
- A phone interview will be conducted if needed.

Enrolment deadline:

15 December 2011

Timetable:

Start date: 6 February 2012

End: 21 June 2012

Location:

Lessons will be held from Monday to Thursday,
9.30am–5pm at ISPI, Palazzo Clerici, via Clerici 5, Milan.

Fee: €5.200 - VAT included

For further information:

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