



School financed by the Governments of Liechtenstein and Japan

## Council of Europe School of Local Democracy

2nd Seminar

“Local Government and Leadership”

Hotel “Hollywood”, Sarajevo, Bosnia and Herzegovina, 7-10 April 2011

### SEMINAR BOOK

**School of Political Studies of Bosnia and Herzegovina**

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# I Travel details

*Arrival*

*Departure*

**Participants from Albania**

**Participants from Bosnia and Herzegovina**

**Participants from Croatia**

**Participants from \*Kosovo**

**Participants from Macedonia**

**Participants from Montenegro**

**Participants from Serbia**

**François Friederich**

**Igor Gaon,**

**Susan Moix**

*For those travelling by plane, a driver will wait for you at the airport with the School's sign:*



\* "All references to Kosovo, whether to the territory, institutions or population, in this text shall be understood in full compliance with United Nations Security Council Resolution 1244 and without prejudice to the status of Kosovo."

## II Detailed Programme of the Seminar

Thursday, 7 April	
18.00	Arrival of the participants Accommodation, Hotel "Hollywood"
19.30	Dinner
Friday, 8 April	
9.00 -9.30	Opening ceremony - <b>Mr Francois Friederich</b> , Council of Europe - <b>HE Mr Futao Motai</b> , Ambassador of Japan, (TBC) - <b>Ms Mary Ann Hennessey</b> , Head of the CoE office in Sarajevo - <b>Ms Nawel Rafik Elmrini</b> , Deputy Mayor of Strasbourg - <b>Mr Alija Behmen</b> , Mayor of Sarajevo (or <b>Mr Fikret Musić</b> , PM of canton Sarajevo)
9.30 -11.00	Introduction (videos and discussion) - <b>Ms Nancy Forbord</b> , expert - <b>Mr Igor Gaon</b> , Council of Europe
11.00 -11.30	Break
11.30 – 13.00	Concepts of Local Government and Leadership - <b>Ms Nancy Forbord</b> , expert - <b>Mr Igor Gaon</b> , Council of Europe
13.00-14.30	Lunch
15.00	Visit to the municipality "Novi Grad", Sarajevo Presentation of the work of the municipality, organisation and management Cocktail, hosted by <b>Mr Damir Hadžić</b> , Mayor of Novi Grad
17.00 – 19.00	Free
19.00	Dinner

<b>Saturday, 9 April</b>	
9.00 -10.30	Communication Skills: Emotional Intelligence, Listening, Non-verbal Messages - <b>Ms Nancy Forbord</b> , expert - <b>Mr Igor Gaon</b> , Council of Europe
10.30 -11.00	Break
11.00 – 13.00	Communicating for Positive Impact with the Public and the Press - <b>Ms Nancy Forbord</b> , expert - <b>Mr Igor Gaon</b> , Council of Europe
13.00-15.00	Lunch
15.00 – 16.30	Introduction to Crisis Management and Study Groups (videos and discussion) - <b>Ms Nancy Forbord</b> , expert - <b>Mr Igor Gaon</b> , Council of Europe
16.30 – 17.00	Break
17.00 – 18.00	Action Planning for Crisis Management - <b>Ms Nancy Forbord</b> , expert - <b>Mr Igor Gaon</b> , Council of Europe
<b>Sunday, 10 April</b>	
10.00 -12.00	Case Studies – Management Issues - <b>Ms Nancy Forbord</b> , expert - <b>Mr Igor Gaon</b> , Council of Europe
12.00-12.30	Break
12.30 -13.00	Conclusions - <b>Mr Igor Gaon</b> , Council of Europe - <b>Ms Nancy Forbord</b> , expert
13.00	Lunch
	Departure of participants



### III List of participants

	Name and surname	Institution, function	Contact phone	E-mail
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## IV Accommodation and Seminar venue

The Seminar will be organised in the “Hollywood” Hotel which is located in Ilidza, 12 km southwest of Sarajevo. A single room has been booked for each participant. All meals will be served in the “Hollywood” Hotel. If you have any special food requirements, please contact us.

More information on the hotel is available at [www.hotel-hollywood.com.ba/](http://www.hotel-hollywood.com.ba/)



## V. Experts

**Nancy Forbord** is an international consultant who specializes in training in management, negotiation, and leadership skills. She was associated with the U.S. Foreign Service for more than 20 years and was a senior foreign affairs and educational specialist for the U.S. Foreign Service Institute where she received numerous awards.

Her work focuses on practical knowledge that public and private sector representatives need to meet management responsibilities. Ms. Forbord takes a highly interactive approach to training that includes group exercises, case studies, simulations and role-plays. For the past 15 years, she has been contracted by governments and international organizations to design and conduct training in Southeast and Central European countries including Albania, Bosnia and Herzegovina, Croatia, Georgia, Kazakhstan, Montenegro, and Romania.

In 2004, Ms. Forbord was awarded a Fulbright Senior Specialist grant to work with the Romanian Diplomatic Academy in Bucharest to develop its curriculum and a self-sustaining training capacity. In 2009, Ms. Forbord volunteered to waive professional fees to train 40 students of the School of Political Studies of Bosnia and Herzegovina in leadership competencies and skills.

**Igor Gaon**, worked as a University Professor in Sarajevo and was also a Visiting Professor at the University of Minnesota (USA). During the war (1992-1995) he worked for UNHCR. From 1997-2000 he was Mayor of the Municipality Centre – Sarajevo. In the period 2000-2004, he was the Ambassador of Bosnia and Herzegovina to the Council of Europe and between 2005-2008 Special Representative of the Secretary General of the Council of Europe in Georgia. He is currently a Council of Europe Programme Advisor and Director of the School for Political Studies in Bosnia and Herzegovina.



## VI Special Guest

**Ms Nawel RAFIK-ELMRINI**, Deputy Mayor of Strasbourg and member of the Congress of Local and Regional Authorities of the Council of Europe.

## VII Working language

During the Seminar, simultaneous interpretation will be organised in Albanian, English and S/B/C/M.

## VIII Basic information about organisers and partners



The Council of Europe is the oldest international organisation working towards European integration, having been founded in 1949. It has a particular emphasis on legal standards, human rights, democratic development, the rule of law and cultural co-operation. It has 47 member states with some 800 million citizens.

Its statutory institutions are the Committee of Ministers comprising the foreign ministers of each member state, the Parliamentary Assembly composed of MPs from the Parliament of each member state, and the Secretary General heading the secretariat of the Council of Europe.

The most known conventional bodies of the Council of Europe are the European Court of Human Rights, which enforces the European Convention on Human Rights, and the European Pharmacopoeia Commission, which sets the quality standards for pharmaceutical products in Europe. The Council of Europe's work has resulted in standards, charters and conventions to facilitate cooperation between European countries and further integration.

The seat of the Council of Europe is in Strasbourg, France with English and French as its two official languages. The Committee of Ministers, the Parliamentary Assembly and the Congress also use German, Italian and Russian for some of their work.

[www.coe.int](http://www.coe.int)



**The Schools of Political Studies**, supported by the Council of Europe, aim to train the next generation of political, economic, social and cultural leaders in the countries in transition. The schools organise seminars and conferences on such themes as European integration, democracy, human rights, the rule of law and globalisation in which national and international experts take part.

The first school of political studies was founded in Moscow in 1992. There are currently schools in Russia, Georgia, Bulgaria, Moldova, Kosovo/UNMIK, "the former Yugoslav Republic of Macedonia," Serbia, Bosnia and Herzegovina, Croatia, Albania, Romania, Armenia, Ukraine, Azerbaijan, Montenegro and Belarus.

[www.coe.int/Schools-Politics](http://www.coe.int/Schools-Politics)

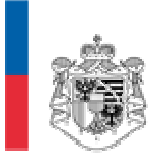


**The Association of Local Democracy Agencies (ALDA)** is an International non-governmental organisation founded in 1999 as a small initiative of the Council of Europe's Congress of Local and Regional Authorities to co-ordinate a network of Local Democracy Agencies (LDAs) already in existence since 1993. The LDAs are local NGOs acting to foster Human Rights and local democracy.

ALDA has a strong activity of relationships with European Institutions and is part of the following networks:

- Structural Dialogue of the European Commission Programme "Europe for Citizens";
- Programme of technical support of the Congress of Local and Regional Authorities of the Council of Europe;
- Observer at the Congress of Local and Regional Authorities of the Council of Europe;
- Member of the Conference of INGOs of the Council of Europe;
- Member of the international network "Working Together" between trainers from local authorities of EE.

<http://alda-europe.eu>



PRINCIPALITY OF LIECHTENSTEIN

**The Principality of Liechtenstein** is a doubly landlocked alpine state in Western Europe, bordered by Switzerland to the west and south and by Austria to the east. Its area is 160 km<sup>2</sup> and it has an estimated population of 35,000. Its capital is Vaduz, the biggest town is Schaan. It is a [constitutional monarchy](#) divided into [11 municipalities](#).

Liechtenstein's current constitution was adopted in March 2003, replacing the previous 1921 constitution which had established Liechtenstein as a constitutional monarchy headed by the reigning prince of the Princely House of Liechtenstein. A parliamentary system had been established, although the reigning prince retained substantial political authority.

Liechtenstein participates in a [customs union](#) with [Switzerland](#) and employs the [Swiss franc](#) as its national currency. The [GDP \(PPP\)](#) is \$4.16 billion,<sup>[2]</sup> or \$118,000 per person.  
[www.liechtenstein.li](http://www.liechtenstein.li)



**Japan** is an island nation in [East Asia](#), is an [archipelago](#) of [6,852 islands](#). The first written mention of Japan begins with brief appearances in [Chinese history](#) texts from the 1st century AD. Influence from the outside world followed by long periods of isolation has characterised [Japan's history](#). Since adopting its [constitution](#) in 1947, Japan has maintained a unitary constitutional monarchy with an [emperor](#) and an elected parliament called the [Diet](#). Japan was granted Council of Europe observer status on 20 November 1996. The Consul General of Japan in Strasbourg, M. Hiroshi Karube, is also the Permanent Observer of Japan to the Council of Europe.

A major economic power, Japan has the world's [second-largest economy](#) by nominal GDP and the [third largest](#) in purchasing power parity. It is also the world's [fourth largest exporter](#) and [fifth largest importer](#). Although Japan has officially [renounced its right to declare war](#), it maintains a modern and extensive military force in self-defense and peacekeeping roles. It is a developed country with very high living standards ([11th highest HDI](#)). Japan has [the highest life expectancy](#) of any country (according to both the [UN](#) and [WHO](#) estimates) and the third lowest [infant mortality](#) rate.

## **IX Important logistic contacts**

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