

MED-SEE-3-3
Revised

**Informal Conference of Ministers of Education of
South-East Europe**

**“Strengthening the teaching profession as a
driving force for development”**

3rd session

Istanbul, Turkey, 24 - 25 April 2004

**Information on the organisation of the Conference
and programme**

I. Introduction

1. The 3rd Informal Conference of Ministers of Education of South-East Europe will be held at the Grand Cevahir Hotel in Istanbul from 24 to 25 April 2004:

Grand Cevahir Hotel & Convention Center
Darülaceze Cad. Okmeydanı Şişli
İstanbul
Tel: +90 212 314 42 42
Fax: +90 212 314 42 44
Internet: www.grandcevahirhotel.com

2. At its 835th, 860th, 870th and 880th meetings, the Committee of Ministers of the Council of Europe took note of the venue, date and theme of the Conference. The Committee of Ministers decided who should be invited to attend.

3. The theme and sub-themes of the Conference are as follows:

Main theme: “**Strengthening the teaching profession as a driving force for development**”

Sub-theme 1: **The background to the educational reforms in South-East Europe and the challenges facing professional development**

Sub-theme 2: **Innovative practices in teacher training**

Sub-theme 3: **Profile of teachers in South-East Europe**

II. Participation at the Conference

4. In keeping with the Committee of Ministers' decisions, invitations have been sent to:

a. the Ministers of Education of the following Council of Europe member states:

- Albania,
- Bosnia and Herzegovina,
- Bulgaria,
- Croatia,
- Greece,
- Romania,
- Slovenia,
- “the former Yugoslav Republic of Macedonia”,
- Turkey,
- Serbia and Montenegro,
- Moldova.

b. the Chair of the Steering Committee for Higher Education and Research (CD-ESR)

c. the Chair of the Steering Committee for Education (CD-ED) ;

d. the Commission of the European Communities;

- e. the following international governmental organisations, as observers: the Organisation for Economic Co-operation and Development (OECD), the United Nations Educational, Scientific and Cultural Organisation (UNESCO),
- f. the Special Coordinator of the Stability Pact for South Eastern Europe as observer;
- g. the United Nations Interim Administration Mission in Kosovo (UNMIK) as observer;
- h. the NGO grouping "Education and Culture" as observer
- i. the Organisation of the Black Sea Economic Cooperation as observer,
- j. the Education Reform Initiative of South Eastern Europe (ERI-SEE Task Force).

III. Documents

Each participant will receive a file containing the working documents of the Conference on the spot.

a. Information documents

Draft agenda	MED-SEE-3-2 rev
Information on the organisation of the Conference	MED-SEE-3-3 rev
Programme	MED-SEE-4

b. Reference documents

"Current situation, prospects and practical measures" by Pierre Chauve and Christian Duhamel	MED-SEE-3-5
"Profile of the teaching profession" by Vedrana Spajic-Vrkas	MED-SEE-3-6
"Teaching democracy and human rights: ten examples of teaching materials" by Rolf Gollob and Peter Krapf	MED-SEE-3-7

c. Discussion document

Introduction to the theme and sub-themes	MED-SEE-3-8
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d. Policy document

Final statement	MED-SEE-3-9 prov
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IV. Organisation of the Conference

5. The Conference will be organised on the basis of a draft agenda that will be distributed separately and the programme that appears at the end of this document.

**A. Official opening of the Conference – Election of the Chair
(Saturday, 24 April 2004)**

6. The plenary official opening session of the Conference will be open to the press.
- The Conference will be opened by Ms Maud DE BOER-BUQUICCHIO, Deputy Secretary General of the Council of Europe
- followed by a speech by:
- Mr Hüseyin ÇELİK, Minister of National Education of Turkey,
 - Ms Maud DE BOER-BUQUICCHIO, Deputy Secretary General of the Council of Europe, will then address the Conference.
7. The Conference Chair will be elected immediately after the address by the Deputy Secretary General. It is customary to elect the Minister representing the host country as Chair.
8. After the election, the agenda will be adopted.

B. Plenary session - (Saturday 24 April 2004)

9. The main theme of the Conference will be introduced by Mr Hüseyin ÇELİK, Minister of National Education of Turkey.
10. The main theme and the sub-themes will then be presented Mr Pierre Chauve, Mr Christian Duhamel and Ms Vedrana Spajic-Vrkas. Following the introductions, the Ministers will be able to come back to specific points or put questions to the experts about the subjects raised.

C. Sub-themes - (Saturday 24 April 2004)

11. The sessions on the sub-themes will meet:
- from 14 :30 to 15 :30;
 - from 16 :00 to 17 :00;
 - from 09 :00 to 10 :30 the following day, Sunday 25 April 2004
12. The first session will be on the sub-theme “the context of education reforms in South-East Europe and the challenges facing professional development”, the second on “innovative practices in teacher training” and the third on “the profile of the teaching profession”.
- Each session will be chaired by the Chair of the Conference, assisted by the Secretariat and the experts.
13. Ministers or heads of delegation will be able to speak on each sub-theme. Their statements should be relatively brief (around 5 minutes) and should raise questions likely to lead to practical policy decisions that may be reflected in the text to be adopted.
14. Ministers or heads of delegation could present examples of successful teacher training practices / innovative practices at the beginning or the end of each session.

D. Teaching Democracy and Human Rights: a practical approach (Saturday 24 April)

15. The workshop will be organised by Rolf Gollob and Peter Krapf, Council of Europe experts specialised in teacher training. It will take the form of a presentation of a model lesson in human rights education and will offer ministers the opportunity to discover the educational material developed and tested by the Council of Europe in this field.

E. Plenary and closing session - (Sunday, 25 April 2004)

16. On 25 April the final draft statement will be presented.

17. All heads of delegation from the participating states and the representatives of the various Council of Europe sectors as well as international and non governmental organisations may take part in the discussions.

18. Discussions in all plenary sessions will be led by the Chair, assisted by the Secretariat. The Chair will determine the order of speaking and, if necessary, limit speaking time.

19. If speakers have written texts prepared in advance, the Secretariat would be grateful to receive copies in order to facilitate the task of the interpreters.

20. Following the adoption of the final statement presented to the Conference, the closing session will include a summary of the proceedings by Mr Gabriele MAZZA, Director of School, Out-of-School and Higher Education.

F. Press conference

21. A press conference will be held at the close of the session to present the text adopted and the conclusions, which will be made available to the press.

V. Practical organisation of the Conference

G. Interpretation

22. Simultaneous interpretation will be provided in English, French and Turkish during the Conference. Participants may, however, speak in languages other than the languages mentioned above, provided that their delegation arranges for interpretation in one of the official languages of the Conference.

H. Publication of documents

23. The conference documents will be available in both Council of Europe official languages (English and French). They will also be available on the internet site <http://www.coe.int/DGIVRestricted> or [DGIVRestricted/fr](http://www.coe.int/DGIVRestricted/fr)

I. Transport

24. Local Consulates will take care of their Ministers.

25. Transfers from the airport to the hotels will be organised by the host authorities for all the other Delegates. Information desk will be set up at Istanbul airport.

J. Travel expenses

26. The travel and subsistence expenses of **only one member for each delegation** will be borne by the Council of Europe. Governments may, at their own expense, send additional representatives to the meeting.

27. Those participants whose travel and subsistence expenses are borne by the Council of Europe are requested to arrange their journeys by the most economical route and if possible make use of reduced fares.

The Council of Europe will refund the travel expenses (in economy class) and subsistence expenses (up to the current rate of €166 / day) for one participant per country. If, for reasons of personal convenience, participants travel in business class, they will be refunded on the basis of the economy class fare. The difference must be borne by the participants themselves.

They will be reimbursed after the Conference and only **by Bank transfer** for their travel and subsistence expenses, upon **presentation of:**

- **Documentary evidence of the sum actually paid** (invoice, copy of credit card slip, etc...). For the purposes of the application of the Rules, the financial authorities of the Council of Europe do not consider that the RECEIPTS issued by airlines are proof of the expenditure actually incurred:

AND

- The relevant **travel tickets or a copy** (plane, train, etc...) together with the claim form for reimbursement¹ and detailed information² of the bank account of the participant.

When an Electronic Ticket is taken, in order that it should be reimbursed, a **proof of the amount really paid** is required. The supporting documents accepted are the following:

1. A copy of the e-mail confirming the flight details and the **amount paid**.
2. A subsequent statement of payment from the airline also sent via Internet. (This is not necessarily part of the booking procedure, but is something, which the User can request at a later date).
3. Any other form of statement of flight details and **payment** issued by the airline or travel agency.
4. An extract of a bank or credit card statement showing the payee and the amount. The participant can blank out the transactions on the extract in order to keep them confidential.

Options 1, 2 or 3 are preferred. Option 4 would be required as a last resort, if no other supporting documents could be provided.

¹ This form will be distributed by the Secretariat on the spot

² Name of the account holder (person, association, organisation or ministry), where different from the name of the expert participating in the meeting, Name of the bank in English or French (not the local language), full address (number and street, city, country) and SWIFT code or IBAN code.

K. Accommodation

28. All delegations will be accommodated at the Grand Cevahir Hotel.

L. Departments responsible for the organisation of the Conference

In Ankara

General Directorate for International Relations
Ministry of National Education
Ms Emel Latifaoğlu, Section Director
Milli Eğitim Bakanlığı, Dış İlişkiler Genel Müdürlüğü,
Bakanlıklar, 06648 Ankara, TURKEY
Tel: 00 903124131709, Fax: 00 903124131687
E-Mail: elatifaoglu@meb.gov.tr

At the Council of Europe:

Division of European Dimension of Education
Directorate General IV
Council of Europe
M. Villano QIRIAZI
Administrator
67075 Strasbourg Cedex, France
Tel: 00 333 88 41 36 24, Fax: 00 33 3 88 41 27 88/27 66
E-mail: villano.qiriaz@coe.int

Protocol

Mr Muammer TOPALOĞLU
Director of Protocol
Council of Europe
67075 Strasbourg Cedex, France
Tel: 00333 88 41 21 37, Fax: 00 33 3 88 41 27 88/27 66
E-mail: muammer.topaloglu@coe.int

Press

Mr Seyfi TASHAN
Press Correspondent of the Council of Europe
Foreign Policy Institute - Dış Politika Enstitüsü
Bilkent Üniversitesi - Ankara
Tel: (312) 266 28 69 veya 70
Faks: (312) 266 28 71
E-posta: tashan@foreignpolicy.org.tr

Programme

Friday, 23 April 2004

Arrival and Registration of participants at Grand Cevahir Hotel & Convention Center

4 p.m. - 7 p.m. City Tour

7.30 p.m. - 9 p.m. Cocktail

Saturday, 24 April 2004

9.30 a.m. Official opening session

Opening of the Conference:

Ms Maud DE BOER-BUQUICCHIO, Deputy Secretary General of the Council of Europe

Addresses by

- Assoc. Prof. Hüseyin ÇELİK, Minister of National Education of Turkey
- Ms Maud DE BOER-BUQUICCHIO, Deputy Secretary General of the Council of Europe

10.30 a.m. Break

11.00 a.m. Plenary working session: main theme

Introduction to the main theme

Address by Assoc. Prof. Hüseyin ÇELİK, Minister of National Education of Turkey

Presentation to the main theme and sub-themes:

by Pierre Chauve, Christian Duhamel and Vedrana Spajic-Vrkas

Discussion

1 p.m. Lunch hosted by Ms Maud DE BOER-BUQUICCHIO, Deputy Secretary General of the Council of Europe (Ministers or Heads of delegations)

2.30 p.m. Plenary working session

Discussion of sub-theme 1 - The background to the educational reforms in South-East Europe and the challenges facing professional development

3.30 p.m. Break

4 p.m. Plenary working session

Discussion of sub-theme 2 - Innovative practices in teacher training

5.15 p.m. Teaching Democracy and Human Rights - A practical approach

6.15 p.m. Closing of the session

8 p.m. Dinner hosted by Assoc. Prof. Hüseyin ÇELİK, Minister of National Education of Turkey at Beylerbeyi Sarayı (Beylerbey Palace), Üsküdar

Sunday, 25 April 2004

9 a.m. Plenary working session

Discussion of sub-theme 3 - Profile of teachers in South-East Europe

Debate with the participation of partner international organisations

10.30 a.m. Break

11.30 a.m. Closing session

Summing up by Assoc. Prof. Hüseyin ÇELİK, Minister of National Education of Turkey

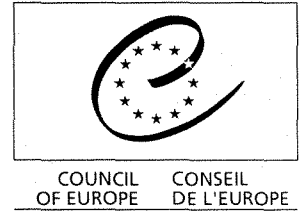
Adoption of the final statement

12.15 p.m. Close of the Conference

Conclusions by Mr Gabriele MAZZA, Director of School, Out-of-School and Higher Education, Directorate General IV, Education, Culture and Heritage, Youth and Sport.

12.30 p.m. Press conference

6 p.m. - 9 p.m. Bosphorus Boat Tour and Dinner



MED-SEE-3-4

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Programme

6.15 p.m. End of session

8 p.m. Dinner hosted by Assoc. Prof. Hüseyin ÇELİK, Minister of National Education of Turkey at Beylerbeyi Sarayı (Beylerbey Palace), Üsküdar

Sunday, 25 April 2004

9 a.m. Plenary working session

Discussion of sub-theme 3 - Profile of teachers in South-East Europe

Debate with the participation of partner international organisations

10.30 a.m. Break

11.30 a.m. Closing session

Summing up by Assoc. Prof. Hüseyin ÇELİK, Minister of National Education of Turkey

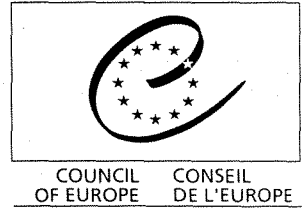
Adoption of the final statement

12.15 p.m. Close of the Conference

Conclusions by Mr Gabriele MAZZA, Director of School, Out-of-School and Higher Education, Directorate General IV, Education, Culture and Heritage, Youth and Sport.

12.30 p.m. Press conference

6 p.m. - 9 p.m. Bosphorus Boat Tour and Dinner



MED-SEE-3-2
Revised

**Informal Conference of Ministers of
Education of South-East Europe**

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driving force for development”**

3rd session

Istanbul, Turkey, 24 - 25 April 2004

Draft Agenda

1. Opening of the Conference by Ms Maud DE BOER-BUQUICCHIO, Deputy Secretary General of the Council of Europe
2. Address by Assoc. Prof. Hüseyin ÇELİK, Minister of National Education of Turkey
3. Address by Ms Maud DE BOER-BUQUICCHIO, Deputy Secretary General of the Council of Europe
4. Election of the Chair
5. Adoption of the Agenda
6. Presentation and discussion of the theme and sub-themes of the Conference

Main theme: "Strengthening the teaching profession as a driving force for development"

Sub-theme 1: The background to the educational reforms in South-East Europe and the challenges facing professional development

Sub-theme 2: Innovative practices in teacher training

Sub-theme 3: Profile of the teaching profession

7. Any other business
8. Teaching Democracy and Human Rights - A practical approach
9. Summing up of the Conference by Assoc. Prof. Hüseyin ÇELİK, Minister of National Education of Turkey
10. Adoption of the final declaration
11. Close of the Conference
12. Press Conference