



European Schools

Office of the Secretary-General

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**CONCLUSIONS OF THE MEETING OF THE CENTRAL ENROLMENT  
AUTHORITY FOR THE BRUSSELS EUROPEAN SCHOOLS OF 6  
JANUARY 2009**

Brussels

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	<b>Name</b>	<b>Function</b>	
President	Mrs R. CHRISTMANN	Secretary-General of the European Schools	
Directors of the European Schools	Mr K. KIVINEN	Director of Brussels I	
	Mr R. GALVIN	Director of Brussels II	
Commission	Mrs BARDOUX	Head of the European Schools Unit, DG ADMIN D/4	
Belgium	Mr MARCHAND	Representative of Belgium	
APEEE	Mr KRUYIS	APEEE (Brussels I)	
<b>Participants without voting rights</b>			
	Mr GASPARD	Representative of Belgium	
	Mr DE MEERLEER	Representative of the Local Staff Committee of the European Commission	
	Mr BERNARD	APEEE (Brussels III)	
	Mr RICCI	APEEE (Brussels IV)	
	Mrs REPPLINGER-HACH	Representing future parents	
	Mr NAVAS	Head of the ICT Unit of the OSGES	
	Secretary to the meeting	Mrs CHANG	Secretariat of the Secretary-General

Excused: Mr PINO, Director of Brussels III, Mrs BUSTORFF, Director of Brussels IV, Mr DEMEYER, Policy Officer DG ADMIN D/4, Mr SALSI, APEEE (Brussels II)

**The following agenda was adopted:**

1.	Communications
2.	Report of the meeting of the Technical Group
3.	Draft Policy on Enrolment in the Brussels European Schools for the 2009-2010 school year and enrolment form
4.	Other business
5.	Date of the next meeting

**1. Communications**

The President informed the members of the Central Enrolment Authority that the status of accredited parliamentary assistants employed by Members of the European Parliament was to be changed and that the new provisions were due to enter into force in July 2009, adoption of the new Regulation by the Council being in progress.

**2. Report of the meeting of the Technical Group**

Mr Navas informed the Central Enrolment Authority of the conclusions of the Technical Group mandated to study the feasibility of online enrolment which had met on 18 December 2008. Mr Navas emphasised that a distinction needed to be drawn between the putting on line of the enrolment form and computerised management of enrolments.

A draft prototype would be developed for 2009.

For the enrolments which were to start shortly, it would again be possible to download the enrolment form on the institutions' intranet, for printing out and completion by hand. Hard copies of the enrolment form would also be available from the institutions and the schools.

In addition, it had been decided to make the form available to applicants for enrolment in 'editable' PDF format, allowing it to be completed using a computer. It would then have to be printed out before being sent to the schools, accompanied by the requisite original documents.

**3. Draft Policy on Enrolment in the Brussels European Schools for the 2009-2010 school year and enrolment form**

The draft as updated on the basis of the comments made at the previous meeting was discussed and further amendments were made. It was agreed that the finalised text of the Enrolment Policy would be submitted to the members of the Central Enrolment Authority for approval by email and that it would subsequently be published on the European Schools' website.

The Central Enrolment Authority agreed on the definitive text of the enrolment form.

**4. Other business**

None.

**5. Date of the next meeting**

The date of the next meeting was fixed for 25 March 2009.