



Schola Europaea / Office of the Secretary General

General Secretariat

Ref.: 2019-12-D-36-en-4

Original: EN



“Common Framework for ‘Events’ organised by the European Schools”

Approved by the Board of Governors on 15 and 17 April 2020 - Online

Immediate entry into force

I. Background

At its meeting on 7 and 8 November 2017 the Budgetary Committee approved a request for an increase of the budget for the organization of EUROSPORT 2019 in Varese¹.

In line with the proposal of the “Physical Education” Working Group, the Budgetary Committee decided that:

“in view of the difficulties experienced by the ES, Varese in organising the EUROSPORT event on its site in 2019, the Budgetary Committee exceptionally endorsed the proposal to increase the EUROSPORT 2019 budget from €18 000 to €35 000.”

Recognizing the need for a more coherent approach the Budgetary Committee decided in addition to mandate a Working Group to deal with the financing and organisation of similar inter-schools’ events.

The decision reads as follows:

“In the interests of transparency from the allocation of costs viewpoint, not just for EUROSPORT but also for the other similar inter-schools’ events (European Schools Science Symposium, Festival of Arts, Model European Council/Parliament) that are organised, the Budgetary Committee mandated a working group to produce an analysis of the costs and also proposals for their fair allocation amongst the different partners and for harmonised organisation and financial management of all these events. The working group’s composition and mandate will be determined by means of a written procedure addressed to the Budgetary Committee.”

In May 2019 the Budgetary Committee approved by Written Procedure the concrete mandate of the new ‘Harmonisation of Events in the European Schools’ Working Group (see Annex 5 of this document).

The mandate foresees the creation of a restricted and an enlarged Working Group.

The restricted group is charged with

- analysing the costs involved in staging these events over the last three years (Eurosport, European Schools Science Symposium, Festival of Arts, Model European Council/Parliament),
- producing an inventory of the constraints and difficulties experienced on the one hand, by the host Schools and on the other, by the participating Schools, in organising/participating in these events,
- carrying out preparatory work for the Enlarged Working Group’s benefit, so that it is in a position to draw up concrete proposals regarding harmonised organisation of such events.

¹Doc. 2017-09-D-31-en-3.

The enlarged group is charged with

- producing proposals, on the basis of the cost analysis and of the preparatory work done by the 'Restricted' Working Group:
 - with respect to a fair distribution of the costs amongst the different partners,
 - on harmonised organisation and financial management for all these events.

A first meeting of the 'Restricted Working Group' was scheduled on 17 June 2019.

In this meeting the inspectors in charge of the different events provided a short oral report illustrating the organisational and financial frame and the challenges linked to the organisation of the different events.

In Annex 1 of this document an overview on the main events can be found.

Details linked to the organization of the events EUROSPORT², the European Schools' Science Symposium (ESSS)³ and the Festival of Arts and Music in the European Schools (FAMES)⁴ can be found in the different handbooks linked to the particular events. For MEC a handbook does not exist yet.

In this context it should be recalled that the request of the ES Varese to increase the budget was based on the following challenges:

- Finding accommodation for the participants in host families is not feasible for the School. It must be booked in youth hostels/hotels.
- The costs of providing catering for the participants and teachers are rising.
- Running the competitions requires additional facilities to be rented and the services of a larger number of referees/judges to be used.
- The development of a computer program for the competitions must be undertaken.
- Transport costs on the spot, from where the participants are staying to the competition venues, have to be planned.
- The provision of medical care must be expanded accordingly.

The members of the Working Group 'Events' consider that these challenges are not particular to EUROSPORT, but concern all large-scale inter-school events.

Therefore, the following three main questions were addressed:

- Can a common framework for all events be defined?
- How can we ensure that also in future all schools can host large scale events?
- How can we deal with the growing number of Accredited European Schools (AES)?

² Doc. 2014-09-D-49 published on www.eurasc.eu.

³ Doc. 2019-01-D-52 published on www.eurasc.eu.

⁴ Doc. 2018-05-D-16 published on www.eurasc.eu.

II. Elements of a “Common framework”

The Enlarged Working Group met on 23 September, 8 November and 11 December 2019 to discuss on the potential elements of a common framework.

After analyzing the different large-scale events more in detail, the members of the Working Group agreed that in future

- the frequency,
- the composition of the participants (how many pupils from which cycle participate in the event?) and consequently
- the budget of the different events

may vary

Nevertheless, they also agreed that some common principles should be established. These common principles concern in particular the question of

- hosting an event,
- the financing of the event and
- the participation of the AES.

All together, these principles define the proposed ‘**Common Framework for (large-scale) Events organized by the European Schools**’.

1. Hosting a large-scale event

It is obvious that in particular smaller schools face difficulties to organize big events. This is linked to the number of staff involved in organizing the event which is the same for all schools no matter the size of the school, but with smaller schools having fewer staff and fewer hours of décharge (‘internal structures’). Moreover, in particular for smaller schools the accommodation of participants is a bigger challenge resulting in higher costs linked to the outsourcing of accommodation, transport and catering.

The members of the Working Group discussed whether the hosting of large-scale events should be limited to bigger schools or schools which could cooperate with another school in the system including Accredited European Schools.

In fact, all members of the Working Group supported the idea that hosting a large-scale event should remain possible for all schools no matter their size or location. The principle of rotation is seen as a valuable element of creating a corporate identity and should not be given up.

In order to ensure that smaller schools can also host large scale events two proposals are made:

- a) **Envisage providing a number of hours/periods of décharge for the organizing school** in the school year prior to the event and in the year of the event.
- b) **Share the financial burden between the hosting school and the participating schools.**

a) Décharge

Currently, the schools hosting a large-scale event do not receive any décharge. Taking into consideration the fact that the internal structures (number of hours/periods of décharge) per school have been increased as of the 2019/20 school year by 30 % the members of the Working Group agreed that a modest approach should be followed.

Moreover, it was agreed that the hours/periods of décharge should not depend on the size of the school as the organization of the event requires more or less the same efforts in all schools no matter what size they are.

Finally, it was agreed that for the events EUROSPORT, ESSS, FAMES and MEC the same amount of décharge should be foreseen.

Therefore, the members of the Working Group propose to offer once to the schools hosting a large-scale event

- **a décharge of a total of eight hours/periods per week,**
- **which can be distributed over two years.⁵**
- **In the case of MEC the total amount of décharge should be shared between the hosting school (four hours/periods per week) and the team of teachers permanently in charge of MEC (four hours/periods per week).**

b) Burden sharing

Currently, the participating 'traditional' European Schools pay at least partly for the travel costs of the participating pupils and teachers, but not for their accommodation and catering.

The participating AES are supposed to reimburse the costs for their accommodation and the catering.

In particular, the accommodation and the transport during the event create a huge financial burden for the smaller hosting schools. These schools face huge difficulties to provide the possibility of a private accommodation in host families.

The costs for accommodation and catering build up to more than 70% of the total costs of a large-scale event:

Event	Total costs	Accommodation	Catering	%
Eurosport	Around € 60,000	≈ € 11,650	€ 25,192	61%
ESSS	Around € 45,000	≈ € 13,800	≈ € 7,311	47%
Fames	Around € 52,000	€ 23,353	€ 13,423	71%

⁵ e.g.: five hours/periods in the first year and three hours/periods in the second year, depending on the workload.

For the details of the costs of the different events see Annex 3 of this document.

Therefore, the members of the Working Group discussed the option that all participating schools would take over the costs of the accommodation and the catering for their participating pupils and staff members.

This will relieve the budget of the hosting schools and will make the process of budgeting the event for the hosting school more predictable. It will even allow to fix an amount for the coming years.

On the other hand, this will require that all participating schools will have to foresee on an annual basis the necessary means for the participation (costs of traveling and costs linked to accommodation and catering) of their pupils and teachers in their school budget. Moreover, some administrative burden will be added to the hosting school with respect to the mechanism of reimbursement. But in this context, it needs to be stressed that such a mechanism is already in place with respect to the participating AES.

Finally, the members of the Working Group propose

- **a burden sharing between the hosting and the participating schools which foresees that**
- **the participating schools take care of the costs of travelling and reimburse costs linked to accommodation and catering of their students and teachers and**
- **the hosting schools take care of other costs linked to the specific event.**

2. Financing of the event

The financing of the large-scale events requires - as already explained under the previous chapter – a joint effort of the European Schools.

The major financing is ensured by the hosting school which receives for the event a certain amount in their budget (EUROSPORT: € 18.000⁶; ESSS: € 15.000; FAMES: € 18.000).

For MEC, there is no central financing. The hosting schools receive an amount of: € 3.000 from MOL (Leading school of the event).

But these amounts do not cover the real costs of the different events which amount in the case of

- EUROSPORT to around € 60.000,
- ESSS to around € 45.000,
- FAMES to around € 52.000 and in the case of
- MEC to around € 17.000.

For the details of the real costs of the events see Annex 3 of this document.

⁶ EUROSPORT 2019 in Varese was exceptionally supported with € 35.000.

The members of the Working Group discussed in particular two additional sources.

These sources are

- a) a participation fee and
- b) external funding.

a) Participation fee

Until now, only in the context of one event a participation fee, to be paid by the participating pupil, was requested. This concerned the organization of ESSS where once parents of the participating pupils were asked to contribute with a small 'participation fee' between €100 and € 150.

The members of the Working Group agreed that the participation in an event and the request to represent the school in a competition organized by the European Schools should not be linked to a fee to be paid by the pupil respectively his/her parents.

Therefore, the Members of the Working Group propose to abandon the idea of participation fees.

b) External funding

Currently, the gap between the funding via the school budget and the real costs of the event is mainly covered by sponsoring.

Sponsors are mainly public institutions, but also private donors.

Again, in particular smaller schools, but also the bigger schools do face difficulties to find sponsors and have to invest a lot of time and energy even to receive small contributions.

The members of the Working Group concluded that investing time and means in searching sponsors might not be a reasonable approach.

Moreover, at least the involvement of **private sponsors** raises questions linked to ethics and integrity. According to the Financial Regulations of the EU Institutions 'corporate sponsorship' may be accepted only under very restrictive conditions. Only a support of an event 'in-kind' is acceptable. In the meantime, the Working Group on the Revision of the European Schools Financial Regulation (ES FR) is analyzing an alignment of Article 7 of the ES FR with Article 27 of the EU Financial Regulation in order to limit contributions from private sponsors to "in-kind" contributions subject to compliance with certain conditions

Sponsorship by **public institutions** does not come under such restrictions. In fact, in particular ESSS and FAMES have been supported substantially by public institutions linked to the hosting school.

Event	Total costs	Public sponsorship	%
ESSS	≈ € 45,000	≈ 27,750	62%
FAMES	≈ € 52,000	€ 29,110	56%
Eurosport	≈ € 60,000	≈ € 19,460	32%

These examples clearly illustrate that public sponsorship can be a major contributor to the budget of a large-scale event, but this support will vary from event to event and will very much depend on local donors.

Therefore, the members of the Working Group finally agreed that the contributions from potential public sponsors should be seen as potential revenues **which will allow the reduction of the participation costs of the participating schools**. They should not have an impact on the fixed contribution from the European Commission.

This approach would allow to establish a fixed amount with respect to the contribution from the European Commission.

Taking into consideration the costs for the different events over the last years subtracted by the costs for accommodation and catering the fixed contribution of the European Commission should amount to:

Event	COM contribution
EUROSPORT	€ 35,000
ESSS	€ 18,000
FAMES	€ 18,000
MEC	€ 15,000

Finally, the members of the Working Group propose

- to limit the corporate sponsorship to support ‘in kind’ in line with the Financial Regulations of the EU Institutions,
- to seek public sponsorship which shall reduce the participation costs of the participating schools,

- **to fix, for the coming six years, the contribution of the EU COM to € 35.000 for EUROSPORT and € 18.000 for ESSS and FAMES and €15.000 for MEC and**
- **to review these amounts in 2025⁷.**

3. Participation of the AES

The members of the Working Group agreed that the participation of the growing number of Accredited European Schools (AES) is considered to be a challenge and an opportunity.

An increase in the number of participating schools has an impact on the organisation of the events. In particular, more resources are needed. On the other hand, experience with FAMES in 2018 has demonstrated the advantages of co-hosting an event in a 'traditional' school (ES Frankfurt) and an Accredited European School (AES RheinMain in Bad Vilbel). Beyond organisational burden sharing it is important to promote the exchange of pupils and teachers between the traditional schools and the AES.

Moreover, it should be noted that AES are not 'only' willing to 'co-host', but to host large scale events alone.

Finally, the members of the Working Group concluded that – for the time being – the participation of AES in the events with a small number of team members (ESSS and FAMES) does not create a severe problem, but EUROSPORT with teams of 30 students per school does.

With respect to EUROSPORT it was discussed to limit the number of participating teams of the AES to a maximum of three or four teams. These teams must not necessarily represent three or four schools. The AES could also participate with joint teams.

Finally, the members of the Working Group propose that

- **also, in future AES should participate in/and host large scale events, but**
- **the number of teams representing the AES in EUROSPORT should be limited to three teams.**

In case such a limitation is accepted it will still be necessary to establish criteria for the selection of the participating AES. It is proposed that the AES will decide on the selection procedure themselves.

⁷ The increase in transport costs should also be considered.

III. Summary of the proposals of the Working Group

In summary, the members of the Working Group propose the following elements as a **‘Common Framework for (large-scale) Events organised by the European Schools’**:

- 1. Schools hosting a large-scale event shall receive once a décharge of a total of eight hours/periods per week which can be distributed over two years⁸. In the case of MEC the décharge should be shared between the hosting school and the teachers permanently in charge of MEC.**
- 2. The participating schools shall take care of the costs of travelling and shall reimburse the costs for accommodation and catering of their students and teachers. The amount to be reimbursed might be reduced by revenues resulting from public sponsorship.**
- 3. The hosting schools shall take care of other costs linked to the specific event.**
- 4. The contribution from the EU Commission will be fixed for the coming six years to € 35.000 for EUROSPORT and € 18.000 for ESSS and FAMES and € 15.000 for MEC.**
- 5. The Working Group will be mandated to review the amounts by 2025.**
- 6. Corporate sponsorship shall be limited to support ‘in kind’ in line with the Financial Regulations of the EU Institutions.**
- 7. Participation fees of participating students shall not be foreseen.**
- 8. The hosting schools should provide the "Host family Charter"- which is used for the "Exchange of pupils"⁹**
- 9. The document “Internal structures in the Nursery, Primary and Secondary cycles” Annex 1 to the document 2019-04-D-13 should be amended as proposed in point 1 above.**
- 10. If the proposals for the ‘Common Framework for (large-scale) Events organized by the European Schools’ is approved, a Common Framework document, structured and precise, focusing on guidelines and procedures, will be designed.**
- 11. The ‘Common Framework’ shall be applicable for all large-scale events scheduled as of the 2020/21 school year.**

⁸ e.g.: five hours/periods on the first year and three hours/periods on the second years, depending on the workload.

⁹ See annex 6 – Annex 6 of the document 2016-01-D-49 “**Guidelines on Organising Students’ Mobility from and to the European Schools**”. This Annex could be updated in near future.

IV. Opinion of the Joint Board of Inspectors and the Joint Teaching Committee

The **Joint Board of Inspectors** expressed a favourable opinion on the ‘Proposals for a ‘Common Framework for ‘Events’ organised by the European Schools’ and on the ‘Proposal for amending the document ‘Internal structures in the Nursery, Primary and Secondary cycles’ – Annex 1 to document 2019-04-D-13’.

The Inspector responsible proposed a different distribution of the timetable reduction hours for the MEC.

The **Joint Teaching Committee** considered the document ‘Common Framework’ as an excellent way of ensuring the continuity of these interschool events, enriching the education of the pupils, and recognising the extra workload of the teachers linked to the organisation. However, the EC had reservation with respect to the proposed décharge and the calculation of the fixed amounts per event.

The JTC’s comments would be taken into account by the WG before submitting the documents to the Budgetary Committee for opinion and to the Board of Governors for approval.

V. Opinion of the Budgetary Committee

Subject to reservations entered by the EC and the NL, the Budgetary Committee sent forward to the Board of Governors its favourable opinion on the proposals for a Common Framework for Events organised by the European Schools.

VI. Decision

The members of the Board of Governors approved

1. the proposed ‘Common Framework’ with an immediate entry into force and
2. the document “Proposal for amendment of the document “Internal structures in the Nursery, Primary and Secondary cycles” - Annex 1 to the document 2019-04-D-13 – Reference 2020-01-D-35-en-2 with entry into force 1st September 2020.

The increase in the timetable reduction was valid for the 2020-2021 and 2021-2022 school years. An evaluation of the internal structures and revision of the document ‘Internal Structures in the nursery, primary and secondary cycles’ should be envisaged before April 2022: should the use of the additional internal structures granted not be properly justified, they will be cancelled.

The financial statements concerning the proposal for the amendment of the “Internal structures” is in annex 2 of the present document.

As the proposals for the ‘Common Framework for (large-scale) Events organized by the European Schools’ is approved, a Common Framework document, structured and precise, focusing on guidelines and procedures, will be designed.

The Working Groups in charge of the handbooks linked to the individual events will be mandated to amend the handbooks accordingly.

The other relevant documents including the yearly budget instructions will be amended and adapted accordingly.

Overview Inter-Schools' Events

	EUROSPORT	ESSS	FAMES	MEC
Since	2003	2004	2018	1984
Frequency	biennial	annual	biennial	annual
Participation	15 boys and 15 girls from each school + 3-4 teacher from each school	6 pupils per school (S 1 to S 7)	5 – 8 pupils from (each) ART and MUSIC (S3 to S7 and also, S1 – S2 and Primary from hosting school)	Around 250 students + 40 teachers
EAS	Participate since 2017	participate	Participate from the beginning	2 AES schools participate
Estimated costs	Between €100,000 and €120,000 ¹⁰	Between €40,000 and €45,000	Host ES €37,000 AES €15,100 Tot: €52,000	Between €15,000 and €17,000
Budget School	€18,000 (2019: €35,000)	€15,000	€18,000	€3,000
Participation costs				Pupils pay their participation (travel and participation)
duration	4 days (+ travel days)	4 days (+ travel days)	4 days (+ travel days)	3 days (+ travel days)
planning	2021 Mol 2023 LUX 2 2025 BXL 4 2027 Munich 2029 BXL 3	2020 Karlsruhe 2021 Strasbourg 2022 Varese 2023 Bad Vilbel 2024 BXL 4 2025 BXL 1	2020 LUX 1 and 2 AES 2022 BXL 4 2024 BXL 2 2026 BXL 1 2028 LUX 2	2020 MUN 2021 LUX 1 2022 BXL 2 2023 BXL 4 2024 LUX 2

¹⁰ €60 x 12 (schools) x 30 (pupils by school) x 4 (days)

Financial statements concerning the proposal for the amendment of the “Internal structures”

YEAR	ESSS	IS	EUROSPORT	IS	MEC	IS	FAMES	IS	TOTAL PERIODS/YEAR	COSTS	TOTAL COSTS/YEAR
2020	KAR				MUN		LUX				
2021	STR		MOL	4	LUX	4			8	€ 12,313.6	
2021	VAR	4			WOL	4	LAE	4	12	€ 18,470.4	
										2021	€ 30,784.0
2022	VAR	4			WOL	4	LAE	4	12	€ 18,470.4	
2022			MAM	4	KAR	4			8	€ 12,313.6	
										2022	€ 30,784.0
2023	BAD VILBEL		MAM	4	KAR	4			8	€ 12,313.6	
2023	LAE	4			LAE	4	WOL	4	12	€ 18,470.4	
										2023	€ 30,784.0
2024	LAE	4			LAE	4	WOL	4	12	€ 18,470.4	
2024	UCC	4	LAE	4	MAM	4			12	€ 18,470.4	
										2024	€ 36,940.8
2025	UCC	4	LAE	4	MAM	4			12	€ 18,470.4	
2025		4				4	UCC	4	12	€ 18,470.4	
										2025	€ 36,940.8
2026	?	4			?	4	UCC	4	12	€ 18,470.4	
2026	WOL	4	MUN	4		4			12	€ 18,470.4	
										2026	€ 36,940.8
2027	WOL	4	MUN	4	?	4			12	€ 18,470.4	
2027		4			UCC	4	MAM	4	12	€ 18,470.4	
										2027	€ 36,940.8
2028	?	4			UCC	4	MAM	4	12	€ 18,470.4	
2028		4	IXL	4		4			12	€ 18,470.4	
										2028	€ 36,940.8
2029	?	4	IXL	4	?	4			12	€ 18,470.4	
									(56.37x21.0)/40		
								/heure	29.6		

Planning of all Events from 2017 until 2030¹¹

Annex 3

ANNEE	ESSS	Dates	EUROSPORT	Dates	MEC	Dates	FAMEE	Dates
2017	LUX		WOL		STR			
2018	MAM				ALC		FRF	
2019	MOL		VAR		FRF			
2020	KAR				MUN		LUX	
2021	KAR/STR		MOL		LUX MUN			
2022	VAR				WOL		LAE LUX	
2023	BAD VILBEL		MAM		KAR LUX			
2024	LAE WOL				LAE KAR		WOL LAE	
2025	UCC		LAE		MAM			
2026					LAE		UCC WOL	
2027	WOL LAE		MUN					
2028					UCC		MAM UCC	
2029			IXL					
2030							MAM	

¹¹ Table revised following the situation linked to COVID-19 and approved at the Directors' meeting on July 6. This table is subject to further modification.

FINANCIAL STATEMENT EUROSPORT 2015 LUXI

EXPENDITURE		REVENUE	
Accommodations	241.00 €	School "Date" Budget ex: (if ESSS) 2018	14,938.10 €
Food and beverage services and catering	16,291.00 €	Contribution from other schools	
Transport services	1,179.00 €	Contribution from participating AES schools	
Prizes and gadgets	879.00 €	Fundraising (various events organized in and out of school)	
Ambulances and health security service	2,356.00 €	Sale of gadgets	
Shows and entertainments		Other companies/organism contribution (ECB, Chamber of Commerce, Ministry, ...)	29,000.00 €
Copyrights (SIAE)		Sponsorships	
Sportswear	8,858.00 €		
Promotion	704.00 €	Extra budgetary funds available	
[In case of Eurosport]			
[Rental of sports equipment and vehicles (for its transportation)]			
Rental and preparation of sports facilities	5,127.00 €		
Fees for referees, coaches, ...	1,940.00 €		
	37,575.00 €		43,938.10 €

FINANCIAL STATEMENT EUROSPORT 2019 VARESE

EXPENDITURE		REVENUE	
Accommodations	23,059.09 €	ESVA 2019 Budget	35,000.00 €
Food and beverage services and catering	34,093.29 €	Contribution from other schools	12,780.00 €
Transport services	16,055.31 €	Fundraising (various events organized in and out of school)	6,841.66 €
Prizes and gadgets	15,997.89 €	Sale of gadgets	24,041.50 €
Rental of sports equipment and vehicles (for its transportation)	9,356.62 €	Varese Chamber of Commerce contribution	9,920.50 €
Rental and preparation of sports facilities	3,999.60 €	Sponsorships	2,000.00 €
Fees for referees, coaches, ...	3,135.80 €	Extra budgetary funds available	26,097.65 €
Ambulances and health security service	4,397.50 €		
Shows and entertainments	2,800.00 €		
Copyrights (SIAE)	2,845.21 €		
Promotion	941.00 €		
	116,681.31 €		116,681.31 €

FINANCIAL STATEMENT ESSS 2016 BXL I

EXPENDITURE		REVENUE	
Accomodations	9,702.30 €	School "Date" Budget ex: (if ESSS) 2018	0.00 €
Food and beverage services and catering	11,993.32 €	Contribution from other schools	
Transport services	908.00 €	Contribution from participating AES schools	
Prizes and gadgets	2,287.29 €	Fundraising (various events organized in and out of school)	
Ambulances and health security service	105.00 €	Sale of gadgets	
Shows and entertainments	995.19 €	Other companies/organism contribution (ECB, Chamber of Commerce, Ministry, ...)	
Copyrights (SIAE)	0.00 €	Sponsorships	3,000.00 €
Promotion	0.00 €	Extra budgetary funds available	
[In case of Eurosport]	0.00 €	Contribution from European Commission	23,100.85 €
[Rental of sports equipment and vehicles (for its transportation)]	0.00 €		
Rental and preparation of sports facilities	0.00 €		
Fees for referees, coaches, ...	0.00 €		
Website	109.75 €		
	26,100.85 €		26,100.85 €

FINANCIAL STATEMENT ESSS 2017 LUX I

EXPENDITURE		REVENUE	
Accommodations	14,315.00 €	School "Date" Budget ex: (if ESSS) 2018	14,997.00 €
Food and beverage services and catering	10,630.00 €	Contribution from other schools	
Transport services	2,775.00 €	Contribution from participating AES schools	
Prizes and gadgets	2,976.00 €	Fundraising (various events organized in and out of school)	
Ambulances and health security service	495.00 €	Sale of gadgets	
Shows and entertainments	2,240.00 €	Other companies/organism contribution (ECB, Chamber of Commerce, Ministry, ...)	31,500.00 €
Copyrights (SIAE)		Sponsorships	
Gifts for judges	1,862.00 €		
Promotion	1,928.00 €	Extra budgetary funds available	
[In case of Eurosport]			
[Rental of sports equipment and vehicles (for its transportation)]			
Rental and preparation of sports facilities			
Fees for referees, coaches, ...			
	37,221.00 €		46,497.00 €

FINANCIAL STATEMENT FAMES 2018 FRANKFURT

EXPENDITURE		REVENUE	
Accomodations	23,353.33	School Budget Fames 60210120: 18.000 € used:	14,108.01 €
Food and beverage services and catering	13,422.90	Contribution from other schools	8,546.04 €
Transport services	7,849.18	Contribution from participating AES schools	
Prizes and gadgets	3,998.14	Fundraising (various events organized in and out of school)	
Ambulances and health security service		Sale of gadgets	
Shows and entertainments	1,431.93	Other companies/organism contribution (ECB, Chamber of Commerce, Ministry, ...)	29,110.76
Copyrights (SIAE)		Sponsorships	
Promotion	1,679.33	Extra budgetary funds available	
[In case of Eurosport]			
[Rental of sports equipment and vehicles (for its transportation)]			
Rental and preparation of sports facilities			
Fees for referees, coaches, ...	30.00		
	51,764.81 €		51,764.81 €

FINANCIAL STATEMENT MEC 2019 FRANKFURT

EXPENDITURE		REVENUE	
Accomodations	14,278.50	School "Date" Budget ex: (if ESSS) 2018	
Food and beverage services and catering	1,465.41	Contribution from other schools	13336.50
Transport services	531.80	Contribution from participating AES schools	
Prizes and gadgets	35.00	Fundraising (various events organized in and out of school)	
Ambulances and health security service		Sale of gadgets	
Shows and entertainments		Other companies/organism contribution (ECB, Chamber of Commerce, Ministry, ...)	
Copyrights (SIAE)		Sponsorships	
Promotion		Extra budgetary funds available (ES Mol 3.000 €)	3,000.21 €
[In case of Eurosport]			
[Rental of sports equipment and vehicles (for its transportation)]			
Rental and preparation of sports facilities			
Fees for referees, coaches, ...	26.00		
	16,336.71 €		16,336.71 €

Composition of the future 'Harmonisation of Events in the ES' Working Group:

Under the Chairmanship of the Deputy Secretary-General and in cooperation with the Pedagogical Development Unit:

1/ Restricted Working Group:

- The Deputy Secretary-General (Chair).
- The Head of the Pedagogical Development Unit.
- The Inspectors in charge of the procedures for organisation of the events concerned.
- PDU Assistant in charge of pedagogical procedures.
- 'Accredited Schools' Assistant.

2/ Enlarged Working Group:

- The Deputy Secretary-General (Chairmanship).
- The Head of the Pedagogical Development Unit.
- One of the Inspectors in charge of the procedures for organisation of the events concerned.
- PDU and Accredited Schools Assistants
- A representative of the Commission.
- A representative of the Directors.
- A representative of the Deputy Directors for the secondary cycle.
- A representative of the Directors of the Accredited Schools.
- A representative of the Teachers.
- A representative of the Parents.
- A representative of the Students.
-

Definition of the mandate of the future 'Harmonisation of Events in the ES' Working Group:

1/ The 'Restricted' Working Group would be charged with:

- analysing the costs involved in staging these events over the last three years (Eurosport, European Schools Science Symposium, Festival of Arts, Model European Council/Parliament),
- producing an inventory of the constraints and difficulties experienced on the one hand, by the host Schools and on the other, by the participating Schools, in organising/participating in these events,
- carrying out preparatory work for the Enlarged Working Group's benefit, so that it is in a position to draw up concrete proposals regarding harmonised organisation of such events.

2/ The 'Enlarged' Working Group would be charged with:

- producing proposals, on the basis of the cost analysis and of the preparatory work done by the 'Restricted' Working Group:
 - with respect to fair distribution of the costs amongst the different partners.
 - on harmonised organisation and financial management for all these events.
-

Depending on the nature of the proposals put forward by the Enlarged Working Group, they will be approved either by the Budgetary Committee or by the Board of Governors.

A first mid-term report ought to be presented to the Joint Teaching Committee at its October 2019 meeting.

In the interests of optimum and harmonised implementation of the future organisational arrangements for these events in the European Schools, entry into force of the proposals made by the Working Group ought to be planned for January 2021 at the latest.

IDENTIFICATION SHEET OF WORKING GROUPS

TITLE OF THE GROUP: "Harmonisation of the Events in ES" ID CODE: OSG 0013

TYPE*: Short Term planning

Composition of the group	Name	Country/School
Chair	Mr BECKMANN	Deputy Secretary-general
<p>Members¹²</p> <p>Restricted WG:</p> <p>The Head of the Pedagogical Development Unit.</p> <p>The Inspectors in charge of the procedures for organisation of the events concerned.</p> <p>PDU Assistant in charge of pedagogical procedures.</p> <p>'Accredited Schools' Assistant.</p> <p>Enlarged WG: Restricted WG</p> <p>+</p> <p>The Head of the Pedagogical Development Unit.</p> <p><u>One</u> of the Inspectors in charge of the procedures for organisation of the events concerned.</p> <p>A representative of the Commission.</p> <p>A representative of the Directors.</p> <p>A representative of the Deputy Directors for the secondary cycle.</p>		

¹² Inspector, Teacher, Expert, other ...

	<p>A representative of the Directors of the Accredited Schools.</p> <p>A representative of the Teachers.</p> <p>A representative of the Parents.</p> <p>A representative of the Students.</p>	
--	---	--

MANDATE GIVEN BY THE BUDEGETARY COMMITTEE ON (DATE): 7 and 8 November 2017

“In the interests of transparency from the allocation of costs viewpoint, not just for Eurosport but also for the other similar inter-schools’ events (European Schools Science Symposium, Festival of Arts, Model European Council/Parliament) that are organised, the Budgetary Committee mandated a working group to produce an analysis of the costs and also proposals for their fair allocation amongst the different partners and for harmonised organisation and financial management of all these events. The working group’s composition and mandate will be determined by means of a written procedure addressed to the Budgetary Committee. Depending on the nature of the proposals put forward by this WG, they will be approved either by the Budgetary Committee or by the Board of Governors.” (Ref.: 2017-11-D-9-fr-2)

TIME FRAME OF THE WORK:

DATES OF THE START OF WORK: September 2019

SCHEDULED END: Entry into force January 2021

PRESENTATION OF THE FINAL DOCUMENT EXPECTED FOR THE MEETING: BC November 2020

BUDGET:

Number of meetings scheduled 2019: 2

Number of meetings scheduled 2020: 3

Budgeting: (OSG) 5.310€

Committed: (OSG)

***Long-term planning/Reference group/Short-term planning/Syllabus**

Annex 7

Annex 6 of the document 2016-01-D-49: Host family charter

A Student mobility programme gives pupils the opportunity to spend 5 weeks up to one semester in a school abroad. Staying in a host family is part of the intercultural experience and facilitates the pupil's integration in the foreign country and culture.

This charter provides guidelines for the relationship between the hosted pupil and you as a host family by outlining your role, responsibilities and rights in this respect. To certify that you have read and understood the provisions outlined in this charter, you must sign the charter in your capacity as a representative of the host family.

The pupil that you will be hosting receives pocket money from his/her parent(s)/guardian(s) as well as means contributing to costs incurred during the stay, such as costs linked to local transport or learning materials. The transfer to the pupil is organized and secured by the pupil's parent(s)/guardian(s). Furthermore, he or she will be covered in terms of medical care and personal liability during the stay through insurance provided by the parent(s)/guardian(s).

Role:

Being a host family is not just about providing board and lodging. You also have two further important functions in relation to the well-being of the pupil and the success of his or her stay.

Facilitator:

The stay in a host family constitutes a very important part of the pupil's learning process. Through daily interaction with host parents and siblings, the pupil acquires valuable insights into cultural differences as well as proficiency in a foreign language. It is therefore important that the pupil is not treated as a guest or lodger, but is integrated into family life to the greatest extent possible.

Parental authority:

The pupil is a young person who may have little or no prior experience of the culture and attitudes of your country. He or she will consequently need your help in relation to many aspects of daily life. This also means providing clear guidelines for his or her behaviour, what is acceptable and what is not, as a parent or guardian would do.

Responsibilities:

By signing this charter, you as a host family agree to

- welcome _____ (name of pupil) into your home for a duration of ____ weeks/months.
- provide him/her with suitable board and lodging free of charge.
- integrate him/her to the greatest extent possible into family life.
- inform him/her about household rules.
- inform him/her about customs and help him/her to integrate into the culture and mentality of your country.
- help ensure that the pupil attends school on a regular basis, including ensuring that adequate transportation facilities between the school and home are available.
- ensure that the pupil is not left alone overnight (e.g. at weekends or holidays). If this implies

significant extra costs, you should agree on them in advance with the pupil's parents. If you travel abroad with the pupil, make sure that you have considered the possible insurance and liability implications.

- help ensure that the pupil observes the rules of conduct for pupils of the host school.
- contact the pupil's mentor in the event of any problems.
- agree to keep all personal data concerning the pupil confidential.
- not terminate the stay of the pupil abruptly and unilaterally without a prior attempt at mediation (except in the cases outlined below under 'rights').
- follow the procedures described in the Guidance on crisis management in emergencies.

Rights:

During his/her stay in your family, the pupil will be under your authority, but you are also part of a team. The host school has appointed a mentor for the pupil, to whom you can turn for information, advice or just to discuss any aspect of the pupil's stay in your home. The mentor will also try to mediate in cases where problems between you and the pupil have reached a stage where you — or the pupil — deem that outside intervention is required.

Where this is not sufficient, you have the following rights:

- in the event of a serious breach of rules by the pupil (as defined by the schools), you can ask for the termination of the pupil's stay in your home immediately and require that the host school arranges alternative accommodation or repatriation.
- in the event of irreconcilable personal differences between you and the pupil, and where mediation has been tried and not brought a solution acceptable to you, the host school must provide for alternative accommodation or repatriation of the pupil within a maximum of 3 days.
- in the event of death, illness or any other serious incident occurring in your family, you can ask the host school to provide urgently for alternative accommodation or repatriation of the pupil (normally within up to 3 days).

I/We, the undersigned, hereby declare that I/we have read and understood the guidelines in this charter.

Agreed and accepted by:

Place:

Date:

Name in capital letters:

Signature:

Name in capital letters:

Signature: