

2.1. Working Group on the “EUFASA Welcome Team”

Chair: Germany

Working Group Members: Czech Republic, Finland, France, Italy, Netherlands and Portugal

The idea of a EUFASA Welcome Team (EWT) was presented for the first time by Germany at the 2011 EUFASA Conference in Budapest. In Warsaw, the Working Group presented practical steps for the implementation of this new welcome system for European diplomats.

First, a permanent working group (PWG) will be set up within EUFASA with clear tasks and responsibilities to kick-start the process and maintain continuity afterwards.

The **permanent working group** will publish on the EUFASA website:

- General information on the system
- Templates of letters (letters to inform the locally present European Embassies/Consulates about the system, letters to hand over to the next responsible person,
- Available post reports
- Useful links
- Guidelines for the work abroad

Local teams (in postings abroad) will publish on the EUFASA website:

- Name of the country in charge
- A local post report for which they will take responsibility,
- Contact details /email address of the person of the local welcome team
- Information about meetings/social activities (optional)

The channels of communication within EUFASA and between the PWG and the local teams were described in detail.

The work of the four pilot projects which were conducted in 2011-2012 in Dublin, Budapest, Buenos Aires and Lisbon was presented along with “lessons learned” for the future.

A template for a post report was presented, based on the model drafted for the city of Budapest as part of the EUFASA Welcome team pilot project. The main features of the EUFASA post report template are: the post report is adapted to the local needs, it shall be regularly updated, it will pool information from as many sources as possible (Embassy post reports, local clubs, tips from people who have been living in the country for several years), and most importantly, it will take various language groups into consideration.

The permanent working group will start its work together with the webmaster in 2012. The aim is that each EUFASA member country will start one pilot project before the 2013 Conference in Bern.

Recommendation:

- Associations are invited to launch a “European Welcome Team” in their home capital and abroad, and to produce an EUFASA post report based on a template that has been presented by the working group.