Politics, Policymaking, and Public Administration (PUAD-627) is a required course for the Key Executive Leadership MPA degree. The course is designed to compare the politics, policymaking and public administration of the United States and European Union. As public servants are faced more and more with decisions having a global impact, this course is designed to provide a greater understanding of their impact at home and abroad.

The first two days of the course at AU, provides a review of the structure of US governance; and from that standard base of understanding the relationship between the different stake holders, law makers and policymakers is explored. This prepares students for the second part of the course in Brussels.

In Brussels, students learn from high-ranking officials from the EU Parliament, Commission and Council, and from staff members of various governance entities. In addition, students will spend a day with representatives from NATO, discussing current controversies in the NATO community.
Important information:

Eligibility:
To participate in PUAD 627 Politics, Policymaking, and Public Administration you must satisfy one of the following:

- Member of cohort Key 46 or 47
- An alumnus of the Key Executive Leadership MPA program, or
- A guest of a member of cohort Key 46 or 47.

Dates:

- June 6 & 7, 2014 at American University
- June 15-20, 2014 in Brussels, Belgium

Attendance and timeliness is 100% mandatory.

Costs (tentative):

- Tuition and Course fee (Please note these were the fees from last year and are subject to change)
  - **Key 46**
    - Double: Tuition of $5,025 + Course Fee of $975 = $6,000
    - Single: Tuition of $5,025 + Course Fee of $1,500 = $6,525
  - **Key 47**
    - Double: Tuition of $5,175 + Course Fee of $975 = $6,150
    - Single: Tuition of $5,175 + Course Fee of $1,500 = $6,675
  - **Guest***:
    - First guest: $1,000
    - Additional guests: $300 person
    *Fee covers hotel costs, group meals and city tour

- Out of Pocket Expenses
  - Students are responsible for airfare as well as transportation to and from the airport.
  - All meals with the exception of two dinners on Sunday, June 15 and Tuesday, June 17 as well as a closing lunch on Friday, June 20.
  - Any additional hotel nights before or after the scheduled dates.

Funding Sources

- Financial Aid
  - Students can receive financial aid to cover the costs of the course by applying for summer aid. For more information, see an Academic Advisor.

- Agency Sponsorship
  - Your agency may cover some or all of the costs related to the course via training forms, or government credit card.
  - Please contact Heidi Abraham in student accounts at (202) 885-3554 or abraham@american.edu with questions regarding payment.

- OPM Credit
  - If you transferred credit from OPM, you are exempt from the course; however you may still attend the course and only pay the course fee. See an Academic Advisor for more information.

- Out of Pocket
  - All costs are billed as part of your regular summer tuition bill and will be included in any regular payment plan you have arranged.
  - If you would like to request a new payment arrangement, contact Heidi Abraham in student accounts with specific payment questions at (202) 885-3554 or Abraham@american.edu.

- Alumni Audit
  - $100 tuition fee plus course fee of $975 are required. See an Academic Advisor for more information.
Travel Information:

Hotel
- Brussels Marriott Hotel
- Address: Rue A Orts 3-7, 1000 Brussels, Belgium
- Check-in/check-out:
  - Check-in 15:00 (3:00pm), June 15, 2014
  - Check-out 12:00 (noon), June 20, 2014
- You have the option to check in up to three days earlier and/or check out three days after the course, at the same rate of the room block:
  - €179.00 single/night
  - €199.00 double/night
  - Please let your advisor know if you will be electing this option so it can be included in your reservation.
  - While this is included in your block reservation, you are responsible for paying Marriott directly for any additional nights

Airport
It’s recommended that you fly into Brussels Airport (BRU).

Ground Transportation
Tentative Schedule

Sunday, June 15th
Brussels City tour
Opening Dinner
Location: TBD

Monday, June 16th
Overview of the Program, Discussion of Assignments, and Evaluation Criteria for the Course
Location: American University’s Brussels Center (AUBC)

Working Lunch: Overview of the Governance of the EU
Location: American University’s Brussels Center (AUBC)

The Influence of Culture in European Public Administration
Location: Committee of the Regions

The Role of Local and Regional Governments in the EU
Location: Committee of the Regions

Tuesday, June 17th
Modernizing Public Administration in the European Commission
Location: American University’s Brussels Center (AUBC)

Current Issues in NATO
Location: NATO

Adapting NATO’s Public Administration
Location: NATO

The Administration of the EU’s Competition Policy
Location: DC Competition

Dinner
Location: TBD

Wednesday, June 18th
Public Administration in the European Parliament: A Civil Servant’s Perspective
Location: European Parliament Atrium Building

Public Administration in the European Parliament: The Perspective of a National Civil Servant
Location: European Parliament Atrium Building

Public Administration in Inter-Governmental Relations
Location: United States Embassy to the Kingdom of Belgium
**Thursday, June 19th**

The EU’s Comitology Procedures  
Location: The European Commission

Financial Programming, Budgeting and Control in the EU  
Location: The European Commission

Public Administration in Council  
Location: Council of the European Union

**Friday, June 20th**

Lecture and Tour of the Belgian Parliament  
Location: Parliament of the Kingdom of Belgium

Closing Lunch  
Location: TBD
Frequently Asked Questions

How do I register?
- Return the registration form (page 8 of this packet) with your $500 deposit check to either Corrine or Jennifer
- Your deposit will be posted to your student account immediately and will be held as a credit towards your course fee
- Registration closes April 1, 2014 or when all slots are filled, whichever occurs first.

What is included in the course fee?
The course fee covers:
- Room cost
- Transportation for course related travel
- Breakfast at the hotel each class day
- Two dinners in Brussels—Sunday, June 15th and Tuesday, June 17th.
- Closing lunch on Friday, June 20
- A city tour on Sunday, June 15th

What are the room options?
- Double room: sharing with a Key student
- Single room: one bed/one occupant
- Guest: shares a double room with a Key student

When should I book my flight?
You should reserve a ticket as soon as you are confirmed for the course. As with most flights, waiting until the last minute may result in an increased fare.

Can I bring a guest?
Yes, guest may accompany you to Brussels. The cost for a guest is $1,000. This covers the hotel costs and food. Please note guest may not attend site visits or other class-related activities with you. If you are bringing multiple guests, the fee is $1,000 for the first guest and $300 for each additional guest.

How do I register my guest?
Note the name(s) of your guest(s) on your deposit form. You will be billed the guest fee along with your tuition. You will need to fill out separate university travel forms for both you and your guest(s).

Can I arrive early or depart later?
Yes, you may alter your arrival/departure time. However, you are solely responsible for the additional costs.

I don’t have a passport, what do I need to do to get one?
To obtain a passport please visit http://travel.state.gov/passport/

What should I pack?
It’s recommended to wear business casual attire for classes. When we visit NATO and EU business attire is required.

Comfortable walking shoes are a must.
Reserving Your Spot

To reserve your spot:

- Submit a nonrefundable $500 deposit in form of a check made payable to American University (*Please include your AU ID number in the memo section*).
- Completed registration form

Name: ________________________________________________________________

E-mail: ______________________________________________________________

Cohort: _____

Room Preference: Double _____ Single _____

Will you bring a guest? Yes _____ No _____

Guest’s Name: _________________________________________________________

*Please return this form to Corrine or Jennifer with your deposit check. Remember: Registration is first come, first served and is capped at 20 students.*