



# EATA Council booklet 2014/2015

EATA office, Silvanerweg 8, 78464 Konstanz, Germany

Tel. 0049-7531-95270, [EATA@gmx.com](mailto:EATA@gmx.com)



## Table of contents

<b>COUNCIL DELEGATES .....</b>	<b>3</b>
<b>STAFF NON DELEGATES .....</b>	<b>4</b>
<b>LIST OF COMMITTEES .....</b>	<b>5</b>
<b>MEMBERSHIP AND EXAM FEE .....</b>	<b>6</b>
<b>NUMBEO SYSTEM.....</b>	<b>7</b>
<b>REIMBURSEMENT FORM .....</b>	<b>8</b>
<b>PROJECT APPLICATION FORM.....</b>	<b>9</b>
<b>BUDGET FORM.....</b>	<b>10</b>
<b>TRAVEL REGULATIONS .....</b>	<b>12</b>
<b>Contract between EATA and National Associations .....</b>	<b>14</b>
<b>Contract between EATA and EATA delegates .....</b>	<b>16</b>
<b>Contract between EATA and Chair of PTSC .....</b>	<b>17</b>
<b>Contract between EATA and Chair of COC.....</b>	<b>18</b>
<b>Contract between EATA and Chair of TA Dev.+Research Comm ..</b>	<b>19</b>
<b>Contract between EATA and Ethics Advisor .....</b>	<b>20</b>
<b>Contract between EATA and IJTAR editor .....</b>	<b>21</b>

EATA council delegates – 2014/2015

COUNTRY	ASSOC	LST FSTNAM	E-MAIL	End of Term	ADDRESS	CODE TOWN
ARMENIA	AATA	LEVONYAN Goya	<a href="mailto:goya.mailbox2@gmail.com">goya.mailbox2@gmail.com</a>	2014	50 Nalbandyanstr., apt. 109	0010 Yerevan
AUSTRIA	ÖATA/ ÖGTA	SCHACHNER Sylvia	<a href="mailto:sylviaschachner@gmx.at">sylviaschachner@gmx.at</a>	2014	Fasangasse 43/1/19	1030 Wien
BELGIUM	ASSOBAT/VITA	GÉRARD Dominique	<a href="mailto:info@dgcounseling.be">info@dgcounseling.be</a>	2017	rue du Long Try, 7	5070 Fosses-la-Ville
BOSNIA	BIHOTA	OMERSOFTIC Elma	<a href="mailto:eomersoftic@yahoo.com">eomersoftic@yahoo.com</a>	2015	Obala Kulina-bana 30	71000 Sarajevo
CROATIA	UTA	GORSIC Petra	<a href="mailto:petragorsic@gmail.com">petragorsic@gmail.com</a>	2017	Stjepana Radica 5	10291 Brdovecko
CZECH REPUB.	CATA	DAVID Krystof	<a href="mailto:david.krystof@ta-cata.cz">david.krystof@ta-cata.cz</a>	2018	Starodruziniku 1016/4	777900 Olomouc
FINLAND	FINTA	MATARA Miira	<a href="mailto:Miira.matarata@gmail.com">Miira.matarata@gmail.com</a>	2015	Heinäsaarankaari 34	00630 Helsinki
FRANCE	IFAT	MUSAT Carmen	<a href="mailto:mari_musat@yahoo.com">mari_musat@yahoo.com</a>	2016	16 rue Jonquoy	75014 Paris
FRANCE	IFAT	BRUNOT Armelle	<a href="mailto:armellebrunot@orange.fr">armellebrunot@orange.fr</a>	2017	18 rue Pipet	38200 Vienne
GERMANY	DGTA	RUDOLPH Peter	<a href="mailto:peter-rudolph@swetel.net">peter-rudolph@swetel.net</a>	2018	Am Korsorsberg 100a	26207 Wardenburg
GERMANY	DGTA	BECKER Andreas	<a href="mailto:AndreasBecker@Lebensbunt.com">AndreasBecker@Lebensbunt.com</a>	2016	Büchnerweg 1	25451 Quickborn
HUNGARY	HATA	ACS Eva	<a href="mailto:acs.eva@t-online.hu">acs.eva@t-online.hu</a>	2015	Laborc u.30/a	10137 Budapest
ITALY	SIMPAT/AIAT	MAGGIO Paolo	<a href="mailto:Paolo.maggio@fastwebnet.it">Paolo.maggio@fastwebnet.it</a>	2017	Via Tommaso Campanella 14	50013 Campi Bisenzio
ITALY	IRPIR/AUXIMON/IANTI/CPAT /IAT	SCOLIERE Mara	<a href="mailto:marascoliere@gmail.com">marascoliere@gmail.com</a>	2017	Via Brennero 68	00141 Roma
MACEDONIA	MATA	n.n.				
MONTENEGRO	MonTA	ILIC Milica	<a href="mailto:milicalic10@hotmail.com">milicalic10@hotmail.com</a>	2017	Nika Mijjanica 10	81400 Niksic
NETHERLANDS	NVTA	VAN GENT Jacqueline	<a href="mailto:jacvangent@gmail.com">jacvangent@gmail.com</a>	2016	Tweede de Riemerstraat 172	2513 CZ Den Haag
NETHERLANDS	NVTA	PLETTENBERG Krispijn	<a href="mailto:krispijn@stayamazedeveryday.com">krispijn@stayamazedeveryday.com</a>	2018	Nieuwe Nieuwstraat 73	1012 NG Amsterdam
NORWAY	NTAF	STRAND Arvid	<a href="mailto:arvidstrandfagernes@hotmail.com">arvidstrandfagernes@hotmail.com</a>	2018	Olaf Bulls vei 13B	0765 Oslo
POLAND	PTOAT	SEKOWSKA Magdalena	<a href="mailto:magdalena.sekowska@transmisia-consulting.com">magdalena.sekowska@transmisia-consulting.com</a>	2018	ul Olszanska 6a	35-315 Kra
ROMANIA	ARAT	PANESCU Oana	<a href="mailto:oanamadeleine@yahoo.com">oanamadeleine@yahoo.com</a>	2015	Str.Zboina Neagra Nr 12 Bl. 90,C1 ap.37, Sc 6	Bucuresti
RUSSIA	RATA/SITA/KATA	SOBOLEVA Elena	<a href="mailto:leavelobos@yandex.ru">leavelobos@yandex.ru</a>	2016	Ordzhonikidze str. h.7 ap.50	196243 St. Petersburg
SERBIA	SATA	BRAJOVIC CAR Kristina	<a href="mailto:Kbrajovic@gmail.com">Kbrajovic@gmail.com</a>	2016	Koste Jovanovich 16	11000 Belgrade
SLOVENIA	SLOVENTA	REPINC ZUPANCIC Barbara	<a href="mailto:brepinc@gmail.com">brepinc@gmail.com</a>	2017	Jelendol 1	4290 Trzic
SPAIN	ATA/APPHAT	FERNANDEZ RUIZ Carolina	<a href="mailto:cfernandez@grupofernandez.es">cfernandez@grupofernandez.es</a>	2018	C.Areliadas 6, 6°A	08840 Viladecamps
SWEDEN	STAF	LIND Eleonore	<a href="mailto:eleonore.lind@telia.com">eleonore.lind@telia.com</a>	2018	Forshälla Hede 361	45191 Uddevalla
SWITZERLAND	DSGTA/SGTA	BENTELE Maya	<a href="mailto:maya@bentele.ch">maya@bentele.ch</a>	2014	Chrummbächliweg 38	8805 Richterswil
SWITZERLAND	ASAT-SR/SGTA	MONIN Sylvie	<a href="mailto:sylvie.monin@bluewin.ch">sylvie.monin@bluewin.ch</a>	2018	Rue Schaub 13	1202 Geneva
TURKEY	ATAD	TOKSOY SAFAK Ebru	<a href="mailto:toksoyeburu@yahoo.com">toksoyeburu@yahoo.com</a>	2018	Sirintepe Mahallesi, Kazim Karabekir Cad.	Izmit/Kocaeli
UK	UKATA / IDTA/IARTA/STAA	TONGUE Lynda	<a href="mailto:lynda@trianglepartnership.com">lynda@trianglepartnership.com</a>	2018	Ilsham Leigh, 36 Ilsham Road Wellswood	TQ12JD Torquay
UKRAINE	UKATA / IDTA/IARTA/STAA	n.n.				
UKRAINE	UATA	GOLOVAN Ganna	<a href="mailto:Bluchera.str.12g.tb">Bluchera str. 12g, tb</a>	2018	Bluchera str. 12g, tb 55	04128 Kiev

## STAFF

Last-First Name	Position	Email	Tel	Address	CODE_TOWN	COUNTRY
MAZZETTI Marco	PRESIDENT	<a href="mailto:marcom.imat@gmail.com">marcom.imat@gmail.com</a>	0039.0254118800	Via Nicastro 7	20137 Milano	ITALY
EICHENAUER Peter	TREASURER	<a href="mailto:eata-treasurer@infasco.de">eata-treasurer@infasco.de</a>	49.231.2225527	Gutjahrstr. 12	44287 Dortmund	GERMANY
RAUTER Marianne	EXEC. SECRETARY	<a href="mailto:eata@gmx.com">eata@gmx.com</a>	49. 7531 95270	Silvanerweg 8	78464 Konstanz	GERMANY
ALLEYSSON Elyane	PTSC Chair	<a href="mailto:e.alleysson@gmail.com">e.alleysson@gmail.com</a>		8 rue de Vauzelles	69000 Lyon	FRANCE
EUSDEN Sue	COC Chair	<a href="mailto:smeusden@gmail.com">smeusden@gmail.com</a>	0044.1453 833965	Stone Cottage Harley Wood	GL6 0LB Nailsworth Gloucester	U.K.
BASTIANELLI Laura	Chair of TA theory development and Research Committee	<a href="mailto:lbastianelli.eata@gmail.com">lbastianelli.eata@gmail.com</a>	00390.6/50915587	Via Ermogene 52	00124 Roma	ITALY
HEATH John	ITAA president Non-voting council member	<a href="mailto:johnheath105@gmail.com">johnheath105@gmail.com</a>				UK
HOBBS Robin	ETHIC ADVISOR	<a href="mailto:admin@elantraining.org">admin@elantraining.org</a>	44.161 928 9997	Hilltop Centre 217 Ashley Rd	Hale Altrincham WA15 9S	UK
HAY Julie	IJTAR editor	<a href="mailto:admin@adinternational.com">admin@adinternational.com</a>	44.7836 375188	Wildhill, Broadoak End	SG14 2J Hertford	UK
GIACOMETTO Rosanna	EATA Newsletter editor	<a href="mailto:eata.editor@gmail.com">eata.editor@gmail.com</a>	00390.347 6208336	Via die Porta Angelica 63	00193 Roma	ITALY
KLINGENBERG Sabine	TEW-COORDINATOR	<a href="mailto:Sabine.Klingenberg@abakushad.de">Sabine.Klingenberg@abakushad.de</a>	49.40. 73127433	Knivsbergweg 24a	22117 Hamburg	GERMANY
PIERINI Alessandra	SUP. EXAMINER	<a href="mailto:alessandrapierini@tiscali.it">alessandrapierini@tiscali.it</a>	39.063070745	Via di Torrevecchia, 141	00168 Roma RM	ITALY
MASON Gemma	LANGUAGE COORDINATOR (English)	<a href="mailto:info@gemstoneconsultancy.co.uk">info@gemstoneconsultancy.co.uk</a>	44.7974 134265	17 Union Street, Trowbridge	BA14 8R Wilts	UK
CUADRA Jesus	LANGUAGE COORDINATOR (Spanish)	<a href="mailto:jcuadra@correo.cop.es">jcuadra@correo.cop.es</a>	34.976229728	Moncasi 26 4ºD	50006 Zaragoza	SPAIN
TIMMERMANS Marian	LANGUAGE COORDINATOR (Dutch)	<a href="mailto:mail@mariantimmermansconsult.nl">mail@mariantimmermansconsult.nl</a>	31.06-53324483	Maasheseweg 25	5604 AA Venray	NETHERLANDS
MILJKOVIC Nevenka	LANGUAGE COORDINATOR (Serbo-Croatian languages)	<a href="mailto:NevenkaMilkovic@t-online.de">NevenkaMilkovic@t-online.de</a>	49.1729090055	Hirschstr. 130	76137 Karlsruhe	GERMANY
HEDQVIST Ulf	LANGUAGE COORDINATOR (Scandinavian)	<a href="mailto:ulf.hedqvist@tel2.se">ulf.hedqvist@tel2.se</a>	0046 22016055	Bondegatan 11	72211 Vasteras	SWEDEN
ATTANASIO ROMANINI Silvia	LANGUAGE COORDINATOR (Italian)	<a href="mailto:attana17@virgilio.it">attana17@virgilio.it</a>	0039.063544043	Viale Nemea	00194 Roma	ITALY
BANIC Marina	LANGUAGE COORD (Other) EAP Delegate	<a href="mailto:mbanic@sbb.rs">mbanic@sbb.rs</a>	381.63316493	Krunska 86A	11000 Beograd	SERBIA
GOOSSENS Jacqueline	LANGUAGE COORDINATOR (French)	<a href="mailto:Goossens.Jacqueline@swing.be">Goossens.Jacqueline@swing.be</a>	32.10456780	11 rue du Try Martin	1348 Louvain-la-Neuve	BELGIUM
GECK Thorsten	LANGUAGE COORDINATOR (German)	<a href="mailto:thorsten.geck@gmail.com">thorsten.geck@gmail.com</a>		Ohlsdorfer Str. 3a	22299 Hamburg	GERMANY

## **LIST OF COMMITTEES**

All committees and taskforces have a Liaison Person on the Executive Committee:

- The Liaison Person should be included **CC:** in all emails from the committee/taskforce
- The Liaison Person should be informed of appointments/meetings
- The Liaison Person should receive a report from the Chair of each committee/taskforce in June, October and February each year

### **EXECUTIVE COMMITTEE**

Marco Mazzetti, EATA President

Oana Panescu, general secretary, Magdalena Sekowska, vice-president, Krispijn Plettenberg, vice-president, Sylvie Monin, vice-president, Peter Eichenauer treasurer, Marianne Rauter, executive secretary

### **CONFERENCE COMMITTEE**

In charge is vice-president Magdalena Sekowska reporting to president Marco Mazzetti

### **PROFESSIONAL TRAINING**

#### **STANDARDS COMMITTEE (PTSC)**

**Liaison Person: Sylvie Monin**

Elyane Alleysson, Chair, Eva Acs, Maya Bentele, Elena Soboleva, Andreas Becker, Sue Eusden (Chair of COC), Dominique Gérard, Mara Scoliere

#### **COC (Sub-committee of PTSC)**

**Liaison Person: Sylvie Monin**

Sue Eusden, Chair, Jacqueline van Gent, Kerstin Stockhem, Elyane Alleysson (Chair of PTSC), Alessandra Pierini (Supervising Examiner), Armelle Brunot, Barbara Repinc Zupancic, Peter Rudolph, Lynda Tongue

### **EUROPEAN CONNECTION COMMITTEE**

**Liaison Person: Sylvie Monin**

Gohar Levonyan, Chair

### **COMMUNICATION COMMITTEE**

**Liaison Person: Krispijn Plettenberg**

Elma Omersoftic, Chair, Carmen Musat, Petra Gorsic, Miira Matara, Arvid Strand, Rosanna Giacometto (co-opted member)

### **TA THEORY DEVELOPMENT AND RESEARCH COMMITTEE**

**Liaison Person: Magdalena Sekowska**

Laura Bastianelli, Chair, Kristina Brajovic-Car, Milica Ilic, Paolo Maggio, Sylvia Schachner, David Kryštof, Ganna Golovan, Maria Teresa Tosi (co-opted member)

### **COUNTRY LIAISONS:**

*Magda:* Belgium, Bosnia, Macedonia, Russia, Slovenia, Serbia

*Oana:* France, Austria, Finland, Montenegro, Norway, Switzerland, UK

*Krispijn:* Romania, Armenia, Germany, Czech. Rep., Poland, Ukraine

*Sylvie:* Sweden, Croatia, Hungary, Italy, Netherlands, Spain

Oana as general secretary will act as liaison for Ethics advisor



## New structure of membership fee:

Numbeo categories      associate / regular member      contractual member / CTA      PTSTA / TSTA CTA-trainer

1	5 €	12 €	59 €
2	6 €	20 €	65 €
3	7 €	28 €	85 €
4	7 €	34 €	107 €

## Fee for contracts, exam, TEW and TEvW:

Numbeo group	Marker written exam	CTA EXAM	Retake CTA	TSTA Exam	Retake TSTA	TEvW
1	40	100	50	140	70	140
2	65	180	90	220	100	220
3	85	240	120	300	150	300
4	110	300	150	370	185	370
Numbeo group	CTA Contract	TSTA Contract	Expansions	TEW		
1	17	24	150	160		
2	17	24	150	280		
3	34	47	250	380		
4	34	47	250	465		

### EATA-Bank-accounts-details:

1) Sparkasse Bodensee  
Marktstätte 1  
78462 Konstanz  
Germany

SWIFT-BIC SOLADES1KNZ  
IBAN DE29690500010001102789

2) UBS  
rue du Rhone 8  
Case postale 2600  
1211 Geneve 2  
Switzerland

SWIFT-BIC UBSWCH ZH 80A  
IBAN CH45 0027 9279 C263 2960.5

Country		NUMBEO
ARMENIA	23,1	1
AZERBAIJAN	24,8	1
GEORGIA	25,2	1
MOLDOVA	25,7	1
BELARUS	29,7	1
UKRAINE	30,6	1
ALBANIA	33,1	1
MACEDONIA	33,6	1
ROMANIA	35,7	1
SERBIA	37,6	1
RUSSIA	38,0	2
BULGARIA	38,3	2
LATVIA	40,4	2
HUNGARY	43,3	2
LITHUANIA	45,1	2
BOSNIA & H,	46,2	2
GREECE	47,4	2
ESTONIA	50,7	2
CROATIA	51,2	2
SLOVAKIA	54,3	3
TURKEY	54,8	3
POLAND	55,0	3
PORTUGAL	56,2	3
SLOVENIA	60,2	3
CZECH REP	64,2	3
SPAIN	75,5	4
ISRAEL	76,1	4
ITALY	79,7	4
UK	89,0	4
AUSTRIA	92,2	4
IRELAND	92,9	4
NORWAY	94,0	4
NETHERLANDS	94,6	4
BELGIUM	95,3	4
FRANCE	98,3	4
FINLAND	98,7	4
DENMARK	103,6	4
SWEDEN	106,8	4
GERMANY	112,3	4
LUXEBURG	121,0	4
SWITZERLAND	136,7	4



# European Association for Transactional Analysis

A non-profit educational association, registered in Geneva, Switzerland



EATA office, Silkanerweg 8, 78454 Konstanz, Germany

European Association for Transactional Analysis  
A non-profit educational association, registered in Geneva, Switzerland

## EATA reimbursement form

ID Number of confirmation:					
date	Reason	expenses	foreign currency	Euro	Use for Treasurer
				- €	
				- €	
				- €	
				- €	
				- €	
<b>Total</b>				<b>- €</b>	

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

Post Nr. \_\_\_\_\_

State: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC Swift: \_\_\_\_\_

date and signature: \_\_\_\_\_

Please send to EATA Treasurer: Peter Eichenauer, c/o Inlasco, Gufelstr. 12, D-44267 Dortmund, Germany  
[ata.treasurer@inlasco.de](mailto:ata.treasurer@inlasco.de)





**Request for EATA Subsidy for the organisation of**  
(Name of the project)

Association (or group)	Name of the Project (Summer school, International Colloquium, Conference)		
Name of person making request:	Status (President, Chairperson, Co-ordinator, other)		
Address	Tel		
	Fax		
	Email		
<p>We hereby request an EATA Subsidy as detailed below and in the attached sheets and contract that:</p> <ul style="list-style-type: none"> <li>the subsidy will be used for the organisation of the Project</li> <li>detailed records of income and expenditure will be maintained and a final set of accounts submitted to EATA as soon as the event has been run</li> </ul>			
Signature of contact			
<b>Details of event(s) to be run</b>			
dates	titles	participants	numbers expected
<b>Budget Summary (as detailed in attached sheets)</b>			
Estimated expenditure			
Estimated usable income (i.e. less discounts and taxes)			
Amount of EATA funding requested <i>(if less than shortfall, please attach note of how rest of funding will be obtained)</i>			



## EATA : Budget Form

Category	Details/ Calculations (attach more pages if necessary)	Amount
<b>Income</b>		
e.g. Training		
e.g. Supervision		
Conference fees		
<b>Total estimated usable income carried forward to foot of next page</b>		
<b>Expenditure</b>		
<b>Travel for presenter(s)</b>		
airfares		
train		
bus		
taxis		
other		
<b>Presenter(s) accommodation</b>		
hotel		
apartment		
local home		
other		
<b>Presenters(s) meals</b>		
restaurants		
local homes		
self catering		
<b>Venue Costs</b>		
main room		
breakout rooms		
equipment hire		
refreshments		
<b>Local organizers costs</b>		
travel		
refreshments		
meals		
other		
<b>total expenditure carried forward to top of next page</b>		
Category	Details/ Calculations (attach more pages if necessary)	Amount



Category	Details/ Calculations (attach more pages if necessary)	Amount
<b>total expenditure brought forward from foot of previous page</b>		
<b>Colloquium materials</b>		
printing		
copying		
paper		
printer supplies		
folders		
other		
<b>Interpreters</b>		
translation of materials		
translation of workshops		
<b>Communications</b>		
telephone		
fax		
emails		
postage		
other		
<b>Publicity</b>		
leaflets		
advertisements		
mailing costs		
<b>Other costs (specify)</b>		
<b>Total Estimated Expenditure (brought forward from previous page plus this page)</b>		
<b>Total estimated usable income (brought forward from previous page)</b>		
<b>Estimated shortfall in funding (expenditure – income)</b>		



## Regulations for reimbursement of travel expenses

### **Regulations for reimbursement of travel expenses**

These regulations for the reimbursement of travel expenses are an appendix to the job descriptions and must be part of each contract between Council/Executive committee and task forces or committees.

#### **Who may claim?**

Council members in their role as a delegate of one or more national associations will be reimbursed their travel costs to Council meetings –costs for hotel and meals are expected to be reimbursed by the national organisation(s).

Others - based on a contract in which travel activities are specified (within the approved budget) and/or on invitation of Executive committee.

Which travel expenses may be claimed?

#### **Transportation by air/ship:**

Economy class. Claimants should book early and look for special offers/rates or booking techniques like cross booking to receive weekend rates from different carriers. Book only safe carriers!

by public transport: (train, buses, taxis ):

Ask for special rates and use them!

#### **Train:**

First class is accepted.

#### **By car:**

Only accepted if there is no reasonable alternative. Reimbursement will be based on a fixed amount/per kilometer: 0,39 €/km

#### **Base:**

payment to official business site in the home country of the claimant. The total amount for car travel is restricted to the sum allowed for an economy flight between relevant airports. To compare and to document this for reimbursement is the responsibility of the traveller. Board and Lodging Except for attendance at the annual council meeting, EATA offers a subsidy (lump sum) for necessary overnight stays and board. For these subsidies receipts are not required (only proof of attendance of the respective meeting in the minutes).

#### **Meals:**

For a whole day of travel this is € 25,-.

#### **Lodging:**

The maximum amount is € 125,- per night.

(more can be reimbursed with receipt and approval of finance and/or exec. committee).



### **How to claim:**

Please use the current reimbursement forms, usually online!

General All expenses need to be endorsed either by these regulations or through a contract with Council/Executive committee or by the person who bears the responsibility for the budget.

EATA business year is from January 1st to December 31st.

The accounts are closed on February 1st the following year.

Please send in your requests before that date –later requests will generally not be accepted. Payment of reimbursements The working currency of EATA is € (Euro).

Conversions from/to other currencies will be done based on the actual official monthly rates of the EATA bank.

For all Council members, as per contract with the national associations and EATA, only travel expenses are reimbursed by EATA. Costs for lodging and boarding are covered by the national associations.

If an association is unable to cover accommodation and boarding expenses for his/her delegate, the Association has to make a specific request to EATA Executive through the country's liaison person before the Council meeting takes place, by April 1st of that year latest. Inasmuch as the budget allows, EATA Executive, together with the treasurer, will decide if and what financial help can be granted on an exceptional basis and will inform the national association and the delegate.

The bursary/subsidy administrator in cooperation with the Chair of European Connections Committee will decide based on budget limitations and inform the national association and the delegate and the treasurer.

Subsidies to the travel costs of TA trainers who provide training to member associations in Europe.

The European Connections Committee is in charge of the budget for these activities.

TA-associations in Europe may ask for subsidies for travel costs to invite TA trainers , or hotel expenses/up to half price of airfare / and reimbursement of visa expenses for trainers .

It is the responsibility of the national association to plan and finalize the financial parts of the contracts with the invited trainer.

### **Procedure:**

The national association, which intends to invite a trainer, describes in written form the planned activity and the requested subsidy. (EATA subsidies half the price of the airfare.) Requests should be sent to the Chairperson of European connection. She /he is responsible for the budget. If the requested amount is available, the TA-association and the trainer are granted the reimbursement and they receive these travel regulations and reimbursement forms. The trainer or the association request the reimbursement on the current reimbursement forms together with an endorsement of the Chair of the European Connections Committee. The request is sent with the original receipts to the treasurer

EATA treasurer (currently) :

Peter Eichenauer, Germany e-mail, Peter Eichenauer: [eata-treasurer@intasco.de](mailto:eata-treasurer@intasco.de)

Peter Eichenauer, Institut intasco, Gutjahrstr. 12, D-44287 Dortmund



## **Contract between EATA and National Associations**

EATA (The European Association of Transactional Analysis) is an association of affiliated associations.

EATA is a non-profit making organisation, with its seat in Geneva, Switzerland. It is governed by articles of the Swiss Civil Code and by the present statutes.

EATA finances the execution of its tasks with membership fees, donations and other income from its activities.

The basis of this contract is rooted in certain Articles of the Statutes of EATA.

**Affiliation:**

- a) EATA may affiliate with either national, regional, international or specialist Transactional Analysis Associations.
- b) Except as laid down by statutes, the rights and conditions of affiliation shall be decided by council. They will be specified in the council regulations subject to article 11.c., and in the agreements between EATA and the affiliating associations.

**Members of the Association:**

- a) The members of the affiliated associations are members of EATA, an association incorporated in Switzerland and governed by Swiss law. The undersigned affiliated association undertakes to inform its members and applicants for membership about this dual membership and to collect their respective agreement. In order to comply with the compulsory provision of Swiss law which allows members to resign provided they give a six months' notice before the end of a calendar year or, if applicable, a business year, the affiliated association undertakes to not render resignation more difficult.
- b) The members of EATA are the supreme authority for amendments to the statutes at the General Assembly

Membership of EATA implies the obligation to comply with the statutes and council's regulations and with any decisions taken by the organs of EATA.

**Affiliation or membership may be terminated:**

- a) By resignation
- b) By exclusion: Council may pronounce that a member or association is to be excluded if Council considers that harm is being caused to EATA's interests, or that there is a breach of obligation inherent to membership. Any excluded member or association has the right of appeal to the General Assembly. The decision to exclude remains valid until such time as it is reversed following appeal.
- c) By exclusion after due notice, in the case of non-payment of dues as specified by council regulations.



## Council of Delegates:

### Composition and representation.

- a) Each country with one or more affiliated associations may send one or more delegates to EATA council as specified in council's regulations.  
(N.B. Each country with one or more affiliated associations may appoint one delegate to council. Above 300 membership units, a country may have 2 delegates)
- b) Affiliated associations will use a democratic process in the election of their delegates to EATA.
- c) Affiliated associations undertake to appoint an official replacement when their delegate serving on council is unable to attend a council meeting.  
EATA will contribute to the expenses of delegates attending council meetings as specified in council's regulations. EATA pays for the travel expenses of delegates only. (If an association is unable to cover accommodation and boarding expenses for his/her delegate, the Association has to make a specific request to EATA Executive through the country's liaison person before the Council meeting takes place, by April 1st of that year latest. Inasmuch as the budget allows, EATA Executive, together with the treasurer, will decide if and what financial help can be granted on an exceptional basis and will inform the national association and the delegate.
- e) The members of the council normally serve for a period of 4 years, as specified in council's regulations, or as provided for in Article 10.d.

A delegate's mandate runs from the council meeting after the General Assembly until the General Assembly 4 years later, and the delegate may stand for re-election.

**NB. This contract also involves a 3 cornered contract between EATA, National Associations and elected delegates. The National Association supports the delegate to provide a country report 2 times a year. The delegate provides a report to their Association following the Council meeting in July, and ensures that the membership is informed of new decisions.**



## Contract between EATA and EATA Delegates

### **Appointment of Delegates:**

Each country will elect a delegate to EATA council, regardless of the number of affiliated associations in that country. If a country has more than 300 members it can elect 2 delegates.

New delegates must be announced to EATA via the “Notification of Delegate to EATA Council” form, and sent from the President of the relevant association.

Delegates are elected to, and agree to serve on EATA council and attend all council meetings over a period of 4 years. They are replaced or renewed at the expiry of their mandate. A delegate’s mandate runs from the council meeting after the General Assembly until the General Assembly 4 years later. To facilitate continuity, an incoming delegate will attend the council meeting before the general assembly of his/her office in an observer capacity. (This means that delegates will attend 5 council meetings).

A delegate is contracted to represent his/her country or association(s) in council and votes according to any instructions received.

Only regular members in Contractual training, and Certified members are eligible to be delegates.

### **Expectations of Delegates:**

Delegates must attend all council meetings and the Annual General Assembly

If a delegate is unable to attend a council meeting he/she agrees to inform the President(s) of his/her association and the President of EATA, and to appoint an official replacement, in collaboration with the chairs of affiliated associations in their country. The replacement needs to be properly briefed and the President of EATA informed.

A delegate agrees to serve on one of the committees or task forces of EATA.

EATA undertakes to pay the travelling expenses of delegates to council meetings. National associations pay for accommodation and subsistence.

[Where an affiliated association is unable to afford these expenses, they (President and delegate) can make application to the Bursary Administrator to have some or all of these expenses covered. Such claims need to be according to the current regulations for reimbursements of travel costs. NB.(See council booklet. Please use the current reimbursement forms in the booklet)

Delegates are expected to familiarise themselves with Council Statutes, Regulations, Minutes of the previous council, and other relevant documents,

Delegates must inform their association(s) of Council decisions in writing, and ensure that all members get this information.

This contract also involves a 3 cornered contract between EATA, National Associations and delegates. EATA and National Associations will support the delegate financially to attend all council meetings. National associations will support delegates to provide their country report in (written) 2 times a year, and delegates will provide a written report to their national associations following the EATA council meeting in July. Delegates will also ensure that the membership of their country is informed of any decisions made by EATA.





## PTSC CHAIRPERSON CONTRACT

The term as PTSC Chairperson is one year as Chair elect, then 3 years as Chair. This could then be extended for further 3 years (maximum time 1 + 6 years). The prolongation has to be confirmed maximum one year in advance.

The Chair of PTSC must be a TSTA and proficient enough in English.

The PTSC Chairperson tasks are:

1. Chair PTSC meetings twice a year in March and July. This involves drafting an agenda for each meeting, and distributing it to committee members in advance, taking responsibility that these meetings are minuted and that the minuted actions are completed.
2. Maintain records of all activities, to be handed and made available to successor.
3. Attend at COC meetings.
4. Attend the yearly Council meeting, in order to: A) Report to Council all decisions, important activities and tasks completed over the year, and targets for the next year; B) Be a resource for the Council when the relevant items are dealt with.
5. Regularly publish the PTSC telegram (at least once a year). Ensure that news from PTSC are also published in the EATA Newsletter, and promote a wide and transparent discussion with the relevant membership.
6. To attend, together with the Chair of PTSC, any relevant meetings to secure the world wide, international cooperation and mutual recognition of TA training standards and certification.
7. Take responsibility for an ongoing prompt response to requests from members in terms of training standards and certification.
8. Responsibility for delegation of tasks to others, and of monitoring the outcome.
9. To maintain contact with EATA's representative at EAP in accordance with the EC.
10. Draw up, devise and administer the budget of PTSC together with the treasurer of EATA.
11. Ensure that confidentiality applies to all duties and issues of the committee.
12. The chair of PTSC works within the EATA Ethical Code and Guidelines.
13. For all details regarding the specific task of the chairs you can refer to the job description, which is part of the contract.

The PTSC Chairperson will receive an honorarium of € 1500 per year. The costs for travelling, meeting etc. will be reimbursed following current EATA rules.

The President of EATA  
Marco Mazzetti

The Chairperson of the PTSC  
Elyane Alleysson

Signed  
Milano, March 2014



## COC CHAIRPERSON CONTRACT

The term as COC Chairperson is one year as Chair elect, then 3 years as Chair. This could then be extended for further 3 years (maximum time 1 + 6 years). The prolongation has to be confirmed maximum one year in advance.

The Chair of COC must be a TSTA and proficient enough in English.

The COC Chairperson tasks are:

1. Chair COC meetings twice a year in March and July. This involves drafting an agenda for each meeting, and distributing it to committee members in advance, taking responsibility that these meetings are minuted and that the minuted actions are completed.
2. Maintain records of all activities, to be handed and made available to successor.
3. Attend at PTSC meetings.
4. Attend the yearly Council meeting, in order to: A) Report to Council all decisions, important activities and tasks completed over the year, and targets for the next year; B) Be a resource for the Council when the relevant items are dealt with.
5. Together with the committee is responsible for the certification procedures: determining dates and venues for exams, maintain records of exams results, responding for special requests linked to the exam process.
6. To attend, together with the Chair of PTSC, any relevant meetings to secure the world wide, international cooperation and mutual recognition of TA training standards and certification.
7. Take responsibility for an ongoing prompt response to requests from members in terms of certification procedure.
8. Responsibility for delegation of tasks to others, and of monitoring the outcome.
9. Draw up, devise and administer the budget of COC together with the treasurer of EATA.
10. Ensure that confidentiality applies to all duties and issues of the committee.
11. The chair of COC works within the EATA Ethical Code and Guidelines.
12. For all details regarding the specific task of the chairs you can refer to the job description, which is part of the contract.

The COC Chairperson will receive an honorarium of € 1500 per year. The costs for travelling, meeting etc. will be reimbursed following current EATA rules.

The President of EATA  
Marco Mazzetti

The Chairperson of the COC  
Sue Eusden

Signed  
Milano, March 2014



## **THEORY DEVELOPMENT AND RESEARCH COMMITTEE (TDRC) CHAIRPERSON CONTRACT**

The term as TDRC Chairperson is one year as Chair elect, then 3 years as Chair. This could then be extended for further 3 years (maximum time 1 + 6 years). The prolongation has to be confirmed maximum one year in advance.

The Chair of TDRC must be a TSTA and proficient enough in English.

The TDRC Chairperson tasks are:

1. Chair TDRC meetings once a year in July. This involves drafting an agenda for each meeting, and distributing it to committee members in advance, taking responsibility that these meetings are minuted and that the minuted actions are completed.
2. Maintain records of all activities, to be handed and made available to successor.
3. Attend the yearly Council meeting, in order to: A) Report to Council all decisions, important activities and tasks completed over the year, and targets for the next year; B) Be a resource for the Council when the relevant items are dealt with.
4. Promote a culture of quantitative and qualitative research within the TA community, open a dialogue between TA and other approaches and methodologies, enhance the credibility of TA in academic and governmental bodies.
5. To be a member of the Scientific Committee for all EATA conferences and trainers' meetings.
6. Take responsibility for an ongoing prompt response to requests from members in terms of research and development activities.
7. Responsibility for delegation of tasks to others, and of monitoring the outcome.
8. Draw up, devise and administer the budget of TDRC together with the treasurer of EATA.
9. Ensure that confidentiality applies to all duties and issues of the committee.
10. The chair of TDRC works within the EATA Ethical Code and Guidelines.
11. For all details regarding the specific task of the chairs you can refer to the job description, which is part of the contract.

The TDRC Chairperson will receive an honorarium of € 1500 per year. The costs for travelling, meeting etc. will be reimbursed following current EATA rules.

The President of EATA  
Marco Mazzetti

The Chairperson of the TDRC  
Laura Bastianelli

Signed  
Milano, March 2014



## EATA ETHICS ADVISOR CONTRACT

The term as Ethics Advisor is one year as Chair elect, then 3 years as Chair. This could then be extended for further 3 years (maximum time 1 + 6 years). The prolongation has to be confirmed maximum one year in advance

1. Budget agreed with EATA that covers existing expenses of advisor + expenses of anyone, who is utilised by advisor to undertake Ethics work on behalf of EATA.
2. Usual rules of confidentiality apply to all duties of Ethics Advisor.
3. Ethics Advisor to maintain records of all contact but records remains with Advisor - to be handed to successor when required but not made available to other parties
4. Annual report and presentation made to EATA Council which includes tasks completed over the year and targets for next year
5. Ethics Advisor, or their representative, to attend EATA Council meetings to both report on tasks undertaken and be resource to Council as it conducts its business
6. Ethics Advisor, or their representative, to be available on ad hoc basis to EATA officers for ethics and professional practices advice
7. All communications made to EATA on or about Ethics and Professional Practices matters to be responded to within 3 working days of receipt of the communication by the Advisor
8. The Ethics Advisor, and representatives, work within and to the EATA Ethical Guidelines and codes of practice
9. Ethics Advisor is accountable to EATA Executive.

The costs for travelling, meeting etc. will be reimbursed following current EATA rules.

The President of EATA  
Marco Mazzetti

The EATA Ethics Advisor  
Robin Hobbes

Signed  
Milano, March 2014



## **Contract between EATA and the IJTAR Editor**

EATA re-appoints Julie Hay to continue to be IJTAR Editor in line with the Role description dated November 2010, for a period of 4 years commencing July 2013.

EATA will provide ongoing funding to cover all costs involved in maintaining and producing the online journal, in line with annual budgets that are agreed in advance with the IJTAR Editor.

EATA will appoint such Advisory and Editorial Board Members as are recommended by the Editor, except where there are sound reasons to reject a candidate.

EATA will have no involvement within the publication processes, in order to ensure academic credibility. For management purposes, the Editor will report directly to the EATA President.

IJTAR Editor will function in line with the Role description issued November 2010 and as it may be updated from time to time in agreement with EATA.

IJTAR Editor may be re-appointed for future terms of office by mutual agreement between IJTAR Editor and EATA.

Signed :

EATA President

IJTAR Editor

Marco Mazzetti

Julie Hay

Signed  
Oslo, July 2013