



EATA Newsletter

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS

Special Issue
MARCH 2012

*'The Times They Are A-Changin'...**
... and how EATA is going to develop

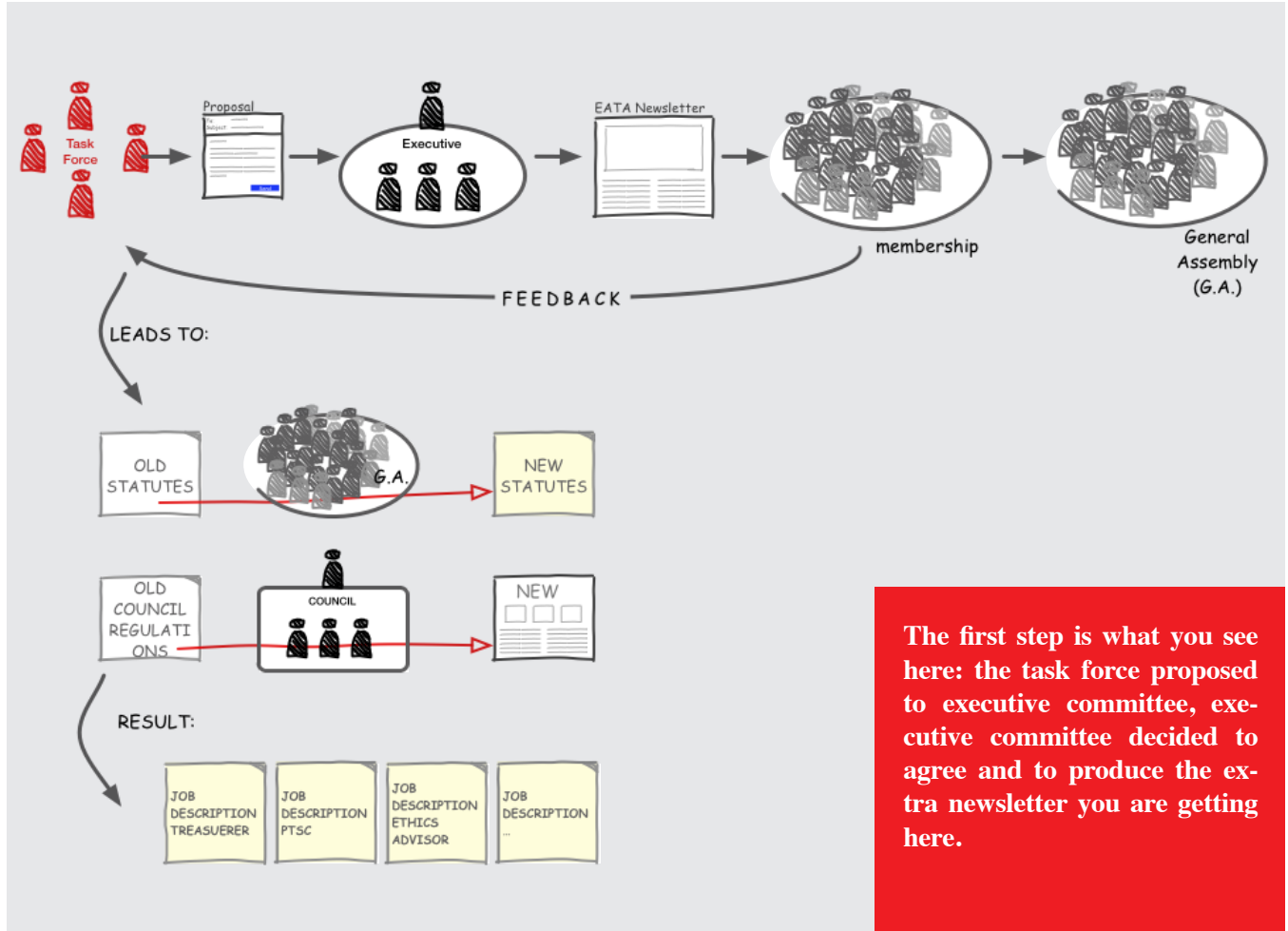
(*Lyrics by Bob Dylan)

The work for and in EATA Council becomes more attractive. Many people are interested to become a delegate. Money and human resources are limited; ideas for projects to anticipate future development are not. We need to focus on what is possible and what is linked to the future needs of our membership associations and EATA as an international organization itself. There is high velocity in people joining committees and in the council itself. Therefore EATA has to accelerate transfer of knowledge and information.

The Task Force for organizational development of EATA proposes a number of changes. The common objective of these changes is quite "simple": we think it will help EATA to simplify and clarify processes for important jobs in EATA. The changes will also guarantee continuity in the longer term.

With these changes we hope to facilitate more efficient running of EATA's organizational key responsibilities of finance, training & certification, TA theory and research, development of TA, Ethics and the promotion of TA Europe wide.

On the following pages the proposed changes are described in detail.



The first step is what you see here: the task force proposed to executive committee, executive committee decided to agree and to produce the extra newsletter you are getting here.

We already got a lot of ideas and feedback and we would like to thank you all. This is the next step towards a decision to change the statutes and the council regulations.

Please read, discuss, reflect and critique it in your membership and give your comments latest by **15th of April 2012.**

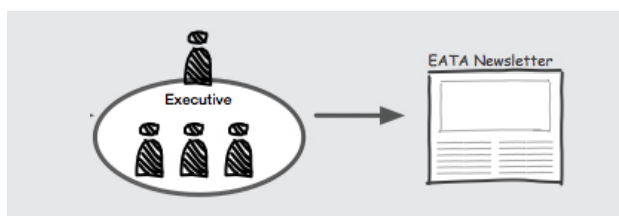
This tight time schedule is necessary due to the requirements of our statutes.

Art. 8 V.b: the agenda for the general assembly (including all proposed changes) has to be announced 50 days before the meeting.

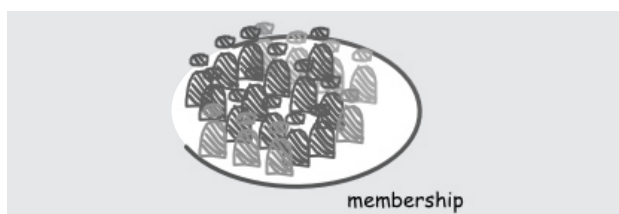
Please feel free to contact Sabine Klingenberg in her role as President and Chair of the task force for further information.

We appreciate your feedback!

We decided to give a template for the job descriptions and the needed competencies, to give a few examples and to propose some aspects of job descriptions. It will be the task of the Chairs and the committees to specify and adjust the job descriptions and to fulfil the template step by step. This work can be done after the decision for the structural changes. We think at least we will need 1 year before all changes are in place, e.g. a new delegate has to be elected earliest for 2013 when a delegate stops to be delegate through taking over one of the described jobs.

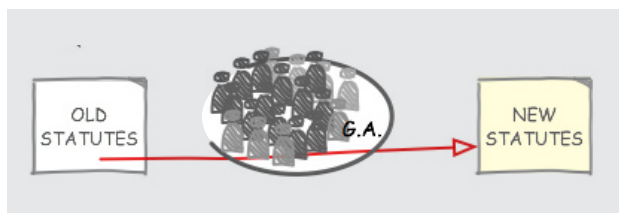


The EATA Executive considered the proposed changes in the process and prepared this newsletter to all the EATA members, since they are involved in the change and will vote.

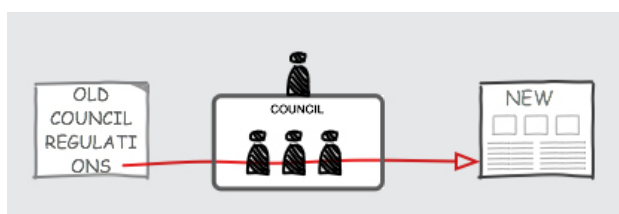


The membership will consider the proposal given in the Newsletter and give feedback as they like.

After a redraft from the reaction and feedback to the proposed changes (see below) there will be a final draft for the General Assembly which will present the changes of the statutes for the vote there (I.E. on July 11th 2012 in Bucarest).



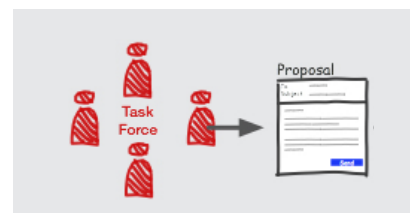
After a redraft from the reaction and feedback to the proposed changes (see below) there is a final draft for the EATA council to decide about the final changes in Council regulations.



Where the proposed changes will lead to a change in regulations the council is in charge to formulate new regulations which will be active from further on. Time and date are the same as general assembly in July 2012 in Bucharest.

These are the major changes proposed by the task force:

1. The roles of Chair of PTSC, Chair of COC, Chair of TA Development and Research will not be delegates on Council. The posts will be for one year as Chair elect, then 3 years as Chair. This could then be extended for one further term of 3 years. > Changes in statutes and council regulations
2. If a person is appointed from Council members as “elect” then they will continue as delegate until they take the new role as the respective chair. At this point in time they cease to be a delegate and the association(s) send the in the meantime elected new delegate. > Changes in Council regulations
3. The chairs will attend the Council meetings
4. The Chair of PTSC will no longer be a voting member of the Executive (because the Chair will not be a delegate anymore). > Changes in Statutes
5. The treasurer will not be a delegate – see point 1 > Changes in Statutes
6. A third Vice-president will be elected from the Council of delegates to support and augment the work of the Executive. > Changes in Statutes
7. The Code of ethics has now been completed. All issues of ethics are now dealt with in the Ethics committees of national associations. It is now considered that a continuing Ethics committee is no longer necessary, but that instead, a Senior Ethics Advisor will be appointed from the membership. This advisor, when necessary, can create a task force for specific tasks, projects or ad hoc committees for ethics cases that cannot be dealt with by a national association. > Changes in Council regulations
8. The Chairs of PTSC, COC and TA Development and Research will be paid an Honorarium:
The proposed change in honorariums per year is as follows:
President ... 2000 Euros
Chairs of PTSC, COC TA Development and Research, Treasurer and TEW coordinator ... 1500 Euros
Supervising Examiner, Newsletter Editor and Translation coordinator ... 600 Euros



This will involve a reduction in the cost of honorariums paid at present.
The 2 paid posts in EATA are the Executive Secretary and Webmaster.

The Process of Appointment and Selection > Changes in Council regulations

Any member can apply for the posts of Chair of PTSC, COC or TA Development and Research, or the posts of Treasurer when they are advertised, providing that they fulfil the criteria of the job description.

Applications would be made to the President, the Executive Committee and the current Chairs of committees. Any decision made by the Committee or the Executive will then need to be ratified by Council in an open vote.

Job Description for involved positions (template)

JOB
DESCRIPTION
TREASURER

JOB
DESCRIPTION
PTSC

JOB
DESCRIPTION
ETHICS
ADVISOR

JOB
DESCRIPTION
...

Jobprofile

Position:

Term:

1. Organisational position: e.g. member of Executive

2. Target of the position: e.g. to make sure that...

3. Main Tasks and responsibilities

Time invest

Notes

Tasks in detail:

e.g. Chair the meeting of the
committee twice a year

e.g. report to Council

Support of ...

e.g. COC

Project work ...

e.g. create a task force to...

Administrative tasks

e.g. create the agenda for the
March meeting

4. Needed competencies and Experiences:

Level of Certification	e.g. TSTA min 3 years
Experiences	e.g. experienced in working in EATA, having trained PTSTA and CTA level
Knowledge	e.g. good in English – writing und speaking
Skills	Budget planning

5. Competence profile

- 0 Not needed
 1 Junior/Basics
 2 Advanced/ knowledge in details, is able to use it and act independent
 3 Expert knows „all“ aspects and parts, respected mentor for colleagues

Please mark which level is needed:

EXPERTISE	0	1	2	3
Dependent on the function				
COMPETENCE in METHODOLOGY	0	1	2	3
Analytic competence		X		
Ability to do presentations			X	
Project management			X	
SOCIALE COMPETENCE	0	1	2	3
Customer focus/service oriented		X		
Assertiveness			X	
Ability to communicate				X
Ability to convince			X	
Intercultural competence		X		
Mutuality			X	
PERSONAL COMPETENCE	0	1	2	3
Decision making competence			X	
Goal and result orientation			X	
Initiative			X	
Self activating		X		
Creativity		X		
Change competence			X	
LEADERSHIP UND MANAGEMENT	0	1	2	3
Organisational thinking and acting				X
Taking responsibility for the task			X	
Taking responsibility for the process		X		
Taking responsibility for the committee			X	
Taking responsibility for the organisation as a whole		X		

Drafts for Job Profiles

These descriptions have to be modified and specified by the committees and the Chairs by end of 2012

Chair of PTSC:



The Chair of PTSC must be a TSTA.

The post will be for one year as Chair elect, then 3 years as Chair. This could then be extended for further 3 years.

Job Description:

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.
Also attendance at COC meetings.
2. Report to Council all decisions and important activities (including those of COC)
3. Regularly publish the PTSTA telegram (at least twice a year). Ensure that news from PTSC is also published in the EATA Newsletter.
4. Draw up a proposed annual budget for PTSC and COC with the relevant committees, and administer it with the support of the Treasurer.
5. To attend, together with the Chair of COC, any relevant meetings to secure the world wide, international cooperation and mutual recognition of TA training standards and certification.
6. Responsibility for an ongoing prompt response to requests from members in terms of training standards and certification.
7. Responsibility for delegation of tasks to others, and of monitoring the outcome. E.g. Extensions and expansions, bursaries, contracts (especially PTSTA)
8. To maintain contact with EATA's representative at EAP.

Chair of COC



The Chair of COC must be a TSTA.

Like the Chair of PTSC, this post will be for 1 year elect and 3 years as Chair of COC, extendable further 3 years.

Job Description:

1. Chair the meetings of COC twice a year in March and July. Draft an agenda for each meeting and distribute the agenda to committee members in advance. Take responsibility to ensure that these meetings are minuted and that the minuted actions are completed.
2. The Chair of COC, together with the committee, is responsible for all matters that deal with written and oral exams, and all matters involving accreditation.
 - To determine dates and venues for exams
 - To maintain records of exam results
 - Respond to special requests for exceptions in exam process
 - Respond to all requests linked to the exam process.
3. Devise and administer the budget for COC together with the Chair of PTSC and the Treasurer (which includes all the expenses of exam procedures.
4. 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.

Chair of TA Development and Research:



The Chair will have a good knowledge of Research Methodology, and will focus on the aims of the TA Development and Research Committee, which are 2 fold:

- To promote and support research work in TA
- To promote and support further developments in TA theory

Job Description:

1. To promote a culture of research within the TA community and to encourage both quantitative and qualitative research.
2. To open the dialogue between TA and other approaches or methodologies.
3. To find ways to enhance the credibility of TA in academic and government bodies.
4. Chair the meetings of the TA Development and Research committee, ensuring that there is a clear agenda and clear minutes recorded for Council.
5. To be a member of the Scientific Committee for all EATA conferences and Trainers meetings
6. To devise and administer the budget of the committee with the support of the Treasurer.

Treasurer



This post will be for 1 year elect and 3 years in charge, extendable for further 3 years.

Job Description:

1. Is responsible for the financial administration:
 - is responsible for salary- and personnel administration and advises the board
 - keeps the accounts (financial records)
 - prepares the annual budget according to board policies.
 - carries out the yearly budget and keeps track of expenses in relation to the financial budget (budget exhaustion).
2. Advises EATA Executive about the yearly financial cycle which consists of preparation of the next years budget, reports (budget exhaustion), the making of the financial statements, and the enactment thereof by:
3. Manages the financial means of EATA by:
 - suggestions in the field of finance, investments, and other financial management
 - advice on measurements of control costs
 - Analysis of financial efficiency and suggest alternatives in order to improve the quality of financial processes
4. Information and control
 - carrying out fiscal activities, preparation of tax return, social security reports
 - making an inventory of the information need of the board
 - making periodical reports which give a true image of the financial situation of EATA
 - controlling financial activities (planning versus exhaustion of budgets)
 - judging the legality of spending and advising improvements
 - yearly risk control analysis
5. Leadership/managing the bookkeepers
 - sets targets for the bookkeeping process
 - guards the quality of the bookkeeping process
 - guards the integrity of the financial data administration
 - responsibilities, powers, frame

Knowledge and skills

- broad knowledge of financial and fiscal legislation and of the budget process
- communicative skills
- advisory skills

Senior Advisor for Ethics



The Senior Advisor for Ethics has to be a very experienced TSTA, experienced in working in/chairing Ethic committees; the tasks for this role will be to offer advice and assistance on ethical issues where it is inappropriate for these issues to be dealt with by national associations, and to create a task force for specific reasons, as necessary. The task is also to support the President and all people working in EATA Executive, Council, and committees and to offer advice and assistance on ethical issues.

We invite discussion and feedback as much as possible to guarantee a democratic process where all can participate.

Thank you for your cooperation!

Task Force: Silvia Romanini, Jenny Bridge, Krispijn Plettenberg, Thorsten Geck and Sabine Klingenberg

Additional information published in other places before:

Minutes Council Bilbao 2011:

8 Change to organisational structure of EATA (Agenda point 7)

President Sabine Klingenberg shares her observations:

EATA is growing – it is a great success, the workload grows more than the money available. The different associations are in very different stages of development, there is a huge variety in economic situations, the culture, and their needs. Delegates stay less long in Council – continuity and handing over in functions has to be guaranteed?

There is a need for protection of people in charge and we need special competencies.

We have so many different competencies among the delegates we do not know about, so it is still difficult to find the right person for the different positions.

Discussion group: Which competencies of the delegates are important for EATA?

The goals are to provide continuous professional service, to improve the services, to use the competencies in the “field”, create transparent and safe processes, create a space for projects, initiative and enthusiasm, and create a safe environment for delegates as well as for people in charge

The details about a proposal of a change of structure of EATA are described in the power point presentation of Sabine Klingenberg which is published in a separate booklet.

Delegates shall circulate these thoughts among committees and associations to start a process to create a new structure for EATA.

Some comments from delegates to the submissions of Sabine:

Exciting to work on these interesting thoughts.

It is important to have also outside expertise

Real relevant matter which demands a broad discussion, involve the community

Great idea to adjust the structure.

The financial structure below has to be focussed on, too.

Keyword for the next year: Identity. What is the identity of TA: theory, organisational, individual...?

A: Marianne sends the presentation together with the minutes to the delegates

Notice: these are ideas! Not yet a proposal

Minutes General Assembly Bilbao 2011:

Then Sabine turns to the future: Where should EATA go? We have to develop and maintain accreditation and development of professional standards and training provide a Code of ethics and practice and an Ethic Committee and to develop and maintain recognition of our profession (e.g. research, publications, and conferences).

This is a huge task and is difficult to fulfil with people who work on a voluntary basis, because everybody has a restricted timeframe next to his or her professional work. So we think about also using special competencies from outside the Council in order to include more members into the work. The goal is to create safe and transparent processes as well as to create space for projects and initiatives. We do also have to protect people in charge with clear contracts. Delegates decided to permit the Executive Committee to build up a Task Force in order to create a new structure to fulfil the goals mentioned above.

Executive Committee invites people to join and provide knowledge, ideas and competencies.

The theme for the next year is: IDENTITY.

Identity on all levels: personal level and relational level, level of associations, EATA, TA theory and TA training and accreditation. It should be mirrored in conferences and projects.

We want to be a touchable, reachable and supportive association which is available for our members.

N°102, OCT. 2011 EATA Newsletter

Times are a changing ... EATA it is about people, structure and processes

Sabine Klingenberg EATA President

EATA is growing – this is a sign that EATA is useful is serving its purpose and the work of membership associations, delegates, officers and active people in various projects helps to stay connected in the European TA communities.

The internal perspective:

Different associations are in very different stages of development: there is a huge variety in economic situations, the culture, and the needs. One side effect is complexity which is richness and makes processes and tasks more difficult.

An observation during the years is: the work for and in EATA Council becomes more and more attractive – more people seem to be interested to become a delegate. And this means we often have new delegates and EATA has to accelerate transfers of knowledge and information.

Since most of the work is done by volunteers we are faced with the fact that we do have more projects in mind than money and human resources available. We need to focus ourselves to what is possible and what is linked to the future needs of our membership association and EATA as an international organisation itself.

And we also have to account the strategic perspective – and my impression is we do have more questions than answers today:

Do we want EATA as a political association?

How can EATA be a TA Association and have a political voice?

Do we want EATA to intervene in specific cases of discrimination?

Which role should EATA have in the area of social politics?

Do we want EATA as a professional representation?

Which kind of support should EATA as a whole provide for different interest groups?

Whatever the answers may be – EATA is an important body and to fulfil our tasks we do need to be seen as an organisation which is managed and organised on a with highly professional standards.

The core purpose of any association is to develop and maintain control of the legitimate practice of a profession and to safeguard the interests of its members and the public (Webster, 2008).

If we go on with this idea EATA has ...

... to guarantee the continuity of service

... to develop and maintain accreditation,

... to have a code of ethics and practice

... to develop and maintain recognition of profession (e.g. research, publications, and conferences).

... to guarantee the standards of services:

EATA's functions need to be described with job profiles and competence requirements for main tasks ... to guarantee «objective» autonomous decision making

Council members have different roles – with different interests and needs: in Council they represent their association or associations, and in the committees they are responsible for projects and tasks of all member associations. Risks of conflicts are pre-programmed

I do know that we have many competencies amongst our members and there are so many willing to serve in special roles, specific projects in addition to those who are elected as delegates. It is like a rich secret treasure - and we do want to value and use that even more in the future. The goals are to provide continuous professional service, to improve the quality of services, to use the competencies in the «field», create transparent and safe processes, create a space for projects, initiative and enthusiasm, and create a contract based environment for delegates as well as for people in charge. For this we look for ways to contract with non-delegates for special tasks. These tasks for instance require special expertise or abilities. This kind of contract we already use e.g. for the treasurer, Examining Supervisor, TEW coordinator.

As a decision from Council in Bilbao 2011, I will create a task force to work on a proposal for this new structure, develop job descriptions and core competencies.

I will keep informed the Executive, the delegates and the Presidents of affiliated associations. The voting will probably take place next year in Bucharest.