



ReSPA
Regional School
of Public Administration

ReSPA Activities are
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ReSPA MOBILITY SCHEMES PROGRAMME

***Supporting the Exchange of the Civil Servants
from Western Balkan Countries***

2013

Background and Objectives

The Regional School of Public Administration (ReSPA) is a unique historical endeavour to support the creation of accountable, effective and professional public administration systems for the Western Balkans on their way to EU accession.

The idea of an institution where civil servants from six ReSPA member countries and Kosovo*¹ can receive training was originally put forward at the EU-Western Balkans summit held on 21 June 2003 in Thessaloniki.

The conclusions and recommendations of a feasibility study launched in 2004 allowed a first group of experts to work on the setting-up of ReSPA in the course of the following year. Following these recommendations, a phased approach was adopted for the establishment of ReSPA, which was formalised on 2 May 2006, when the ReSPA Protocol of Cooperation was signed in Brussels at Ministerial level by Albania, Bosnia & Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and UNMIK on behalf of Kosovo*.

ReSPA seeks to achieve this mission through the organization and delivery of training activities, high level conferences, networking events, mobility schemes and publications, the overall objectives of which are to transfer new knowledge and skills as well as to facilitate the exchange of experiences both within the region and between the region and the EU Member States.

Currently, ReSPA has entered the second phase of its development, within which, it transformed from a virtual school of public administration into a physical legal entity with its own facilities and staff in Danilovgrad. By increasing the visibility as one of its major aims, ReSPA is actively promoting networking and co-operation with equivalent organisations in the region and beyond.

On 30th November 2010, ReSPA was awarded with the EU Grant Contract with a basic notion of ensuring continuation and further development of the ReSPA's core activities. One of the main aims of the EC Grant is to foster and initiate exchange of the civil servants between the WB countries.

The pilot mobility scheme programme under ReSPA was launched and organised successfully in 2012. This year (2013), ReSPA intends to organise its second launching of the mobility scheme programme with new applicants.

¹ *This designation is without prejudice to positions on status, and it is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

Programme content

The Programme aims at contributing to a creation of accountable, effective and professional public administration in the region by offering tailor-made mobility schemes for interested civil servants who seek to learn from other country's experiences and good practices.

The entire programme is being developed by ReSPA based on the indicators and aims stipulated at the ReSPA's EC Grant Contract² as well as on the real needs of the civil servants identified recently. In addition, following the lessons learned and the experience with similar programme in 2012, ReSPA has upgraded the programme and envisaged new directions for its improvement. This will provide good opportunities for the selected civil servants to learn and develop their skills by visiting similar public institutions of another country of the region. The opportunities will enable the participants to exchange experiences, to learn by doing in a different context than the ones from their own national level, being coached and advised from an institution that has passed through a similar path and good and best practices could be shared on a location.

ReSPA will financially support from up to 10 civil servants to attend a mobility scheme programme which will allow the participants to visit and stay at one of the host institutions³ at the ReSPA member countries for duration of 5 working days.

ReSPA together with the support of Liaison Officers (LO's) in each country has identified the interested institutions which will be interested to host one or two interested civil servants. The list of the host institutions is being presented at the application form of this programme. The hosting institutions have expressed their readiness and willingness to accept the candidates and supervise their mobility throughout duration of the programme (5 working days).

By participating in the Programme, the civil servants will have the opportunity to:

- To expand their knowledge on the issues related to public administration reform, civil service reform, EU integration and other related areas;

² On 26 November 2010, EC signed a Grant Contract with ReSPA to support the Running and Organization of the ReSPA Activities

³ In the case of Serbia the participants will be offered to suggest the Host Institution. In this case, ReSPA will take into consideration the preferences of the civil servants shown with the application forms. This means that, if the applicants have already identified their potential hosting institution, then ReSPA will only cover all costs and approve the indicated visit.

- Gain professional experience in the regional public administrations;
- Be tutored and coached by other regional colleagues on the issues of their interest;
- Introduce with their colleagues from the region;
- Create links between administrations through individual networks;
- Share their own experience in the related fields with their colleagues from the region;
- Participate in ReSPA's mobility scheme alumni network.
- Prepare plan of dissemination activities in order to distribute the knowledge, skills and information among their colleagues, once they are returned in their home institutions (seminar/workshop/report/article/use of electronic media, etc).

Expected benefits from programme

The benefits that participants are expected to gain have already been mentioned above (i.e. transfer of “know how”, networking, learning by doing, coached, etc). However, it has been also perceived that both host institutions and also the institutions of the participants' origin will have positive outputs as follows:

- Knowledge transfer, technical skills and employee development
- Mobility scheme as a mode of fast diffusion of knowledge
- Networking between the institutions (host institutions and also the institutions of the participants' origin)
- Mobility scheme programme implies for Institutions developing of personal skills and competencies of their employees (practitioners) for e.g. change-related, relational, etc.

By above-mentioned programme benefits, sustainable pattern of the Mobility scheme is insured in institutional, financial and human capital dimension.

The Programme consists of the following phases:

- a) Call of Applications issued by ReSPA – The dissemination of the information and the necessary documentation will be distributed through the Liaison Officers (LO) on ReSPA member countries and Kosovo*. The necessary information will be also posted at ReSPA website (www.respaweb.eu);
- b) Application procedure and the selection of the participants – All interested civil servants have to notify their respective LO's for their shown interest. The applicants have to fill in the part of their motivation with the application form. The motivation and the application form will be evaluated and assessed by the LO's and the most successful ones will be accepted. If there is a need, ReSPA may re-evaluate or re-assess the applications in order the most successful applicant is being accepted.

- c) Development of the tailor made individual programmes - ReSPA will get in touch with the selected candidates share with them additional instructions. In addition, ReSPA will make all necessary steps and liaise directly with the host institutions where the applicant has expressed the interest to visit. The information received from the application form of the candidate and the information obtained from the host institution will be used by ReSPA to prepare a tailor made individual programme for the stay of the candidate at the host institution. The individual programme will encompass the objective and the aims of the stay, intended meetings during the stay, the contact person who would supervise the scheme and last but not least the detailed agenda of the stay. All this will be communicated with the candidate and the host institution.
- d) Organization of the stay at their regional institutions – the application form will contain the nominated institutions who have expressed their interest to host and accept the candidates. Further on, ReSPA will take all necessary steps to organize their trips and other logistical matters for the candidates to attend the scheme at the institution they have applied for. ReSPA will share with the candidate in advance the practical information containing all issues related to the logistics and organization (i.e. per diems, travel, accommodation, etc). If needed, ReSPA staff will accompany the candidates for the first day to their visiting institution and introduce the candidate and the persons in charge at the institution they have applied;
- e) Obligations of the hosting institutions – ReSPA, prior to the mobility schemes are conducted, will liaise with the hosting institutions on the steps that they will have to follow while hosting a civil servant.
- f) Reporting, evaluation and networking – Participants, after they have completed their stay, will be asked to share the knowledge and the materials with their colleague upon return to their work places. They will be asked to draft a thorough report under the ReSPA template. The summary report from the mobility scheme programme will be also uploaded at the ReSPA website. ReSPA will conduct the evaluation process from the participants related to the mobility scheme programme. At the same time, ReSPA will invite all candidates to be part of the ReSPA's Alumni mobility scheme network. This will ensure sustainability and maintenance of the flow of information between all candidates who have participated in the programme in the coming period.

Methodology

The methodology of the programme is unique in terms of its purpose, duration, content and the target countries. As mentioned above, this scheme will target the civil servants from the WB countries, and the exchange will be organized in one of the WB as well.

The host institution will have a chance to present to the candidates their achievements, good practices, country's progress on related issues, with an overall goal of helping the individual civil servant as well as his/her colleagues once they are back at their offices.

The quality and intensity of the cooperation with the authorities of the host country is crucial to the success of the programme. The candidate should be hosted, coached and tutored in accordance with his/her professional qualifications. An ambitious profile of responsibilities from which both sides can benefit will be compiled in the end.

Excellent knowledge of the English language and/or the language of the host country is desirable.

Finance and logistics

The overall costs of the participation at the programme will be covered by ReSPA. ReSPA will arrange round flights to any set destination.

The accommodation and the living costs at the host country will be reimbursed by ReSPA in accordance with its financial rules and procedures (Per Diem allowance according to duration of stay, etc).

Note: additional instructions on finances and logistical matters pertaining to this programme with the candidates will be shared directly by ReSPA at a later stage, through a practical information that they will receive directly by ReSPA staff.

Eligible Applicants

All civil servants working for public administration and highest ranking state institutions in the Western Balkan countries can apply including Kosovo*.

The programme is targeted for public servants who have several years of professional experience in public administrations and would like to expand their knowledge with other experiences from the region. The commitment of learning and attending the

entire programme at the host institution shall not lack by the applicant. Excellent knowledge of the English language and/or the language of the host country is desirable.

Moreover, the candidates shall match the following requirements:

- At least 3 (ideally 5) years of professional experience in the public administration;
- Very good knowledge of English language or the knowledge of the language of the host country;
- Sound knowledge of public administration and EU related studies;
- Sound interest and commitment to expand or learn from the experiences of other countries in the region;
- At least moderate level of negotiating skills;
- Ability and readiness to acquaint oneself with various different topics in a short period of time;
- Ability and readiness to complete inter-disciplinary work in inter-departmental working groups;
- Ability and readiness to organize its own life arrangements in a new environment.

Application Process

The application for the Mobility Scheme Programme will be conducted in accordance with the practice and ReSPA rules of the participants' selection. The call for applications together with the background information will be forwarded to LO's for further dissemination to all the employees at relevant national administration institutions. LO's will be delegated to collect the applications from interested candidates and make the final selection. The nominated candidate/s will be hand it over to ReSPA for further steps.

The mobility scheme programme will be launched on the week 22-26 April 2013. The realisation of the programme has to be planned for the period April 2013 until first week of June 2013. This information has to be take into consideration by each candidate before applying for the programme.

ReSPA will contact the nominated candidates and will liaise with them directly as needed. ReSPA reserves the right to adjust and modify the mobility scheme programme if such a need appears.

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