



# ReSPA

Regional School  
of Public Administration

## **Training Civil Servants on Anti-Corruption/integrity Management in the Public Administration**

30 September – 02 October 2013

Danilovgrad, Montenegro

### **PROVISIONAL PROGRAMME**

## Background

One important measure in the integration process of the Western Balkan States into the European Union is the prevention of corruption.

In this context various legal and institutional measures to harmonise with international standards and to improve the fight against diverse forms of corruption have been taken. At the same time the focus is increasingly put on the preventive approach to the phenomena of corruption. A crucial step will be the introduction of the principle of integrity in the domestic legal framework and the administrative practice.

At this stage ReSPA is implementing a training programme to qualify public administration decision-makers in the field of anti-corruption with the aim to enlarge the capacities to effectively repress corruption in the public sector.

A similar programme for participants from the West Balkan States was implemented with great success in Belgrade in 2010 and in close cooperation with ReSPA in Danilovgrad in 2012.

## Objectives

To train civil servants from the West Balkan States on ethics, integrity and anti-corruption issues and measures in the public administration.

To improve their cognitive and organizational skills in the area of anti-corruption measures in order to better and more effectively prevent corruption in the public administration.

By the end of the training there should be enough knowledge and skills anchored that enables the participants to develop further expertise to lay the foundation to fulfil functions related to integrity management

## Content

This is a three-day seminar. Upon successful completion of the entire workshop and an examination, the participant will be awarded a certificate. To prepare for the exam the participants need the information given in the training, which is summarized by the used slides. The slides will be hand-outs that can be used to make remarks. Additionally there will be three documents on specific topics, which are a focus of the exam.

During the workshop the civil servants and state employees will be trained on how to integrate anti-corruption measures in their daily work routine. Participants will learn how to use prevention instruments (e.g. how to conduct a risk analysis). Furthermore, the participants will be enabled to identify and apply anti-corruption measures taking into consideration their specific working environment in the public administration.

Apart from practical prevention tools, training on the legal basis of prevention and repressive anti-corruption measures will be provided as well. The legal and practical consequences that arise from the EU enlargement process for this field of action will be discussed.

In addition to the training, experts from different national and professional backgrounds will enrich the workshop by sharing their own practical experiences in the field of corruption prevention in the public administration. The effectiveness of different tools and methods of prevention of corruption will be critically reviewed and discussed.

## Target Group

The workshop targets civil servants and state employees who are interested in improving their knowledge on corruption prevention.

The participants should have basic knowledge about anti-corruption policies in their countries and should be familiar with national laws and regulations. They should be interested in an active participation during the seminar.

In order to obtain the certificate the participants need to be present on all three days, actively participate in the workshop and successfully pass a test at the end.

## Workshop Trainers

*Dr. Josef Schiffer* - is a Senior Consultant of dbb academy with over 20 years project experience in three continents – Europe, Asia and Africa with a special focus on east Europe. Domains of expertise are evaluations based on empirical statistical methods, HRM, capacity building, organizational development, leadership and since over 13 year corruption research with a special focus on contributions from empirical social sciences like psychology, political science and sociology. He has worked on several Twinning projects on establishing anti-corruption infrastructure, e.g. Poland, Romania and Montenegro.

*Mr. Goce Peroski* - is a consultant and trainer of dbb academy. His domains of expertise and experience include: Training and education of public administration; Training for civil servants on German and European public administration structures, methods and procedures; Training for civil servants on German administration law, integrity management and prevention of corruption; Training for civil servants on ethics and integrity and conflict of interest; Training of civil servants on European funds and acquis of the European Union; Conception and execution of seminars for executive managers; Training of civil servants on intercultural issues; Conception and execution of international events and conferences; Organization and execution of study trips for international delegations.

*Mr. Metodija Dimovski* - has more than 10 years of experience in various areas of public administration, Mr Dimovski is having an in-depth knowledge and understanding of the PAR processes, in particular human resource management in the civil service, capacity-building aspects of public institutions and organizations, anti-corruption and integrity in the public administration, etc. He is having a proven experience in programme and project development and implementation, as well as experience as a trainer in human resource management (including motivation, change management, administration management, staff planning, etc.). Mr Dimovski was a prominent member of the Steering Committee of ReSPA, from 2006 – 2010.

## Methodology

The theoretical sessions will consist of a presentation and discussion among the participants. The practical sessions will focus on case studies, dilemma situations and group exercises.

The seminar will offer the participants the possibility to exchange different perspectives and experience. The trainers make it possible for the participants to expand their scope of knowledge and support them in their own anti-corruption measures in their respective countries.

## DRAFT TRAINING AGENDA

### Day I - 30 September 2013

09.30	-	10.00	Welcome and introduction to the workshop programme – <i>Aqim Emurli</i> , ReSPA Training Manager
10.00	-	11.00	Formulation of definitions of ethics and integrity Benefits of a culture of integrity and trust Definition of corruption and identification of corruption drivers and indicators Terminology used when discussing corruption and corrupt practices <i>Josef Schiffer</i>
11.00	-	11.15	<b>Coffee brake</b>
11.15	-	12.45	Presentation of the Corruption Perceptions Index 2012 International anti-corruption conventions <i>Metodija Dimovski</i>  Categories of corruption in politics, public administration and sports <i>Goce Peroski</i>
12.45	-	13.45	<b>Lunch brake</b>
13.45	-	14.45	Practical session: group exercise (dilemma situations) <i>All Trainers</i>
14.45	-	15.00	<b>Coffee brake</b>
15.00	-	15.45	Reasons for non-integer behaviour <i>Josef Schiffer</i>
15.45	-	16.30	Awareness raising in the area of anti-corruption <i>Goce Peroski</i>

## Day II – 01 October 2013

09.00	-	10.00	Best practice examples from the region: Bosnia-Herzegovina, Macedonia and Serbia <i>Metodija Dimovski</i>
10.00	-	11.00	Development of a corruption threat analysis (practical exercise in groups) <i>All Trainers</i>
11.00	-	11.15	<b>Coffee brake</b>
11.15	-	12.30	Risk assessment : theory and practice <i>Josef Schiffer and Goce Peroski</i>
12.30	-	13.30	<b>Lunch brake</b>
13.30	-	15.00	Practical session: group exercise (dilemma situations) <i>All Trainers</i>
15.00	-	15.15	<b>Coffee brake</b>
15.15	-	16.00	Comparison of prevention concepts and instruments <i>Josef Schiffer</i>
16.00	-	16.30	Human resources development and recruitment procedures for civil servants as key anti-corruption instruments <i>Metodija Dimovski</i>

## Day III – 02 October 2013

09.00	-	10.00	Best practice examples from Albania, Kosovo and Montenegro <i>Metodija Dimovski</i>
10.00	-	11.00	Dealing with bribery attempts <i>Josef Schiffer</i>
11.00	-	11.15	<b>Coffee brake</b>
11.15	-	12.30	Whistleblowing: setting up a whistleblowing system, challenges faced by administrations Whistleblowing: protection of whistle - blowers, case studies <i>Goce Peroski and Josef Schiffer</i>
12.30	-	13.30	<b>Lunch brake</b>
13.30	-	15.00	<b>Final exam</b>
15.00	-	15.15	<b>Coffee brake</b>
15.15		16.30	Final remarks, next steps in integrity management and evaluation round <i>Presentation of the certificates</i>