



## **Workshop on Training Civil Servants on Anti-Corruption in Public Administration**

**Danilovgrad (Montenegro), 19-22 March 2012**

---

### **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 practise.

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 four-day programme for participants from the West Balkan countries was implemented with great success in Belgrade in June 2010.

#### **Objectives**

- To train civil servants from the West Balkan countries on ethics and anti-corruption issues in public administration.
- To improve their skills in the area of anti-corruption measures in order to better and more effectively prevent corruption in the public administration.



**Regional School of Public Administration**

---



## **Content**

This is a four-day seminar. Upon successful completion of the entire workshop and an examination, the participant will be awarded a certificate.

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 and 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 receive the certificate the participants need to be present on all four days, actively participate in the workshop and successfully pass a test at the end.



## **Workshop Trainers**

Mr. Holger-Michael Arndt, Anti-corruption trainer and integrity manager, DBB Akademie – Germany;

Dr. Josef Schiffer, anti-corruption trainer, DBB Akademie – Germany;

Mr. Nebojsa Tasic - Proven experience in curriculum design in the fields of: Ethics and Integrity - personal and institutional, in depth knowledge and understanding of ethics and integrity as societal concepts.

## **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, Monday, 19 March 2012**

<b>09:00 - 09:30</b>	Welcome and introduction to the workshop programme – by ReSPA Training Manager
<b>09:30 - 10:00</b>	Formulation of definitions of ethics and integrity
<b>10:00 - 10:30</b>	Presentation of the Corruption Perceptions Index 2011
<b>10:30 - 10:45</b>	<b>Coffee break</b>
<b>10:45 - 11:30</b>	International anti-corruption conventions
<b>11:30 - 12:30</b>	Corruption in politics, public administration and sports
<b>12:30 - 13:30</b>	<b>Lunch break</b>
<b>13:30 - 15:00</b>	Practical session: group exercise (dilemma situations)
<b>15:00 - 15:15</b>	<b>Coffee break</b>
<b>15:15 - 16:00</b>	The fight against corruption in the context of the EU enlargement process
<b>16:00 - 16:30</b>	Reasons for non-integer behaviour Awareness raising in the area of anti-corruption



## Day II, Tuesday, 20 March 2012

<b>09:00 - 10:00</b>	Best practice from the West Balkan States (Croatia, Bosnia-Herzegovina and Serbia)
<b>10:00 - 11:00</b>	Development of threat analysis
<b>11:00 - 11:15</b>	<b>Coffee break</b>
<b>11:15 - 12:30</b>	Risk assessment
<b>12:30 - 13:30</b>	<b>Lunch break</b>
<b>13:30 - 15:00</b>	Practical session: group exercise (dilemma situations)
<b>15:00 - 15:15</b>	<b>Coffee break</b>
<b>15:15 - 16:30</b>	Comparison of prevention concepts

## Day III, Wednesday, 21 March 2012

<b>09:00 - 10:00</b>	Best practice examples from the West Balkan States (Macedonia and Montenegro)
<b>10:00 - 11:00</b>	Dealing with bribery attempts
<b>11:00 - 11:15</b>	<b>Coffee break</b>
<b>11:15 - 12:30</b>	Dealing with restraints
<b>12:30 - 13:30</b>	<b>Lunch break</b>
<b>13:30 - 15:00</b>	Practical session: group exercise (dilemma situations)
<b>15:00 - 15:15</b>	<b>Coffee break</b>
<b>15:15 - 16:30</b>	Whistleblowing (including protection of whistleblowers) as a challenge in society



## Day IV, Thursday, 22 March 2012

<b>09:00 - 10:00</b>	Best practice examples from the West Balkan States (Albania and Kosovo <sup>1</sup> )
<b>10:00 - 11:00</b>	Correct behaviour in case of corruption
<b>11:00 - 11:15</b>	<b>Coffee break</b>
<b>11:15 - 12:30</b>	Special case: Sponsoring
<b>12:30 - 13:30</b>	<b>Lunch break</b>
<b>13:30 - 15:00</b>	Final exam
<b>15:00 - 15:15</b>	<b>Coffee break</b>
<b>15:15 – 15:30</b>	Final remarks and evaluation
	<i>Presentation of the certificates</i>

---

<sup>1</sup> Under the United Nations Interim Administration Mission in Kosovo (UNMIK) pursuant to United Nations Security Council Resolution 1244