



# Institute for Public Administration Prague

Introduction of intended project

Draft title: Professionalization of Officials and Employees of Territorial Self-government Units





## Project background – actual current state

- IPA Prague, as state allowance organization of Ministry of Interior provides deepening of qualification of officials of territorial self-government units in compliance with Act no. 312/2002 Coll., on officials of territorial self-government units
- Training of officials is realized in compliance with Decree of Special Professional Competence of Territorial Self-Government Units (TSGU), which defines particular administration activities that are conducted by TSGU officials on various levels. There are defined 31 such administration agendas (state to 1st July 2017).
- IPA Prague offers up to 454 various courses and disposes of network of approximately 500 lecturers.

## Project background – actual current state

- Within 3 months since the start of labour contract, officials need to pass initial entry training, which involves basics of public law, public finances, European law, ethics rules, basic skills and habits for execution of administration activities, basics of IT using, basics of communication and organizational skills related to job title.
- Entry training is finished with awarding certificate.
- Within 18 months since the start of labour contract, officials need to pass the special professional competence exam, where the summary of knowledge and skills necessary for conducting activities of official is proven.
- Then other types of training based on TSGU needs and reflecting training plan of official are being realized: continuous, deepening, updating, specialized.



## Project background – actual current state

- Thus, the actual current state reflects the presence of act on officials, implementing decree for training of officials, we have large scale of training courses, both face-to-face (80%) and distance in form of eLearning (20%), we use 500 lecturers for providing training but there is no competence system with setting job positions and related system of training with identification of knowledge, skills and competences and setting the level of involved knowledge, skills and competences.
- Based on the above mentioned, IPA Prague **identifies the need** of elaboration of strategy of training of employees and TSGU officials with setting basic norms and scope of professional training.
- There is no competence model for job positions and executed activities.
- There is no setting of level of involved knowledge, skills and competences.



## Project background – solution

- In order to resolve the given problem IPA decided to expand the subject of its activity by research in field of public administration and administration science for ensuring scientific-research activity. This was done by modification of organizational code, when new organizational unit Research and International Cooperation Department was established.
- Scientific-research activity is focused on elaboration of strategy of professional training and development of public administration employees with focus on TSGU officials.

- In order to resolve identified needs IPA Prague decided to realize the project focused on professionalization of officials and employees of territorial self-government units.

### **The aim of project is:**

- elaboration of strategic and situation analysis, including analysis of job positions, formulating strategy of training of officials and TSGU employees, processing training programmes and their verification in practice
- analysis of strategy of human resources management of selected TSGU (resolving of non-compliance of demands and real qualification)
- analysis of demand of training activities within the Czech Republic
- processing of competence model
- processing of training system for selected activities
- processing of stress test for the area of prevention and risk management

- Project will be divided into several stages.
- First stage will be ensured by IPA own resources, processing analyses and feasibility study.
- Next stage will be ensured by IPA with external financial resources for which a consortium of project developers will be created. Either they will or will not be involved financially in the project implementation (depending on the conditions of the grant program - IPA is now in the search for the most appropriate financial programme and considers not only compliance with the programme's focus but also the level of co-financing).

## Expected outcomes of the project

After realization of all project stages there should be completed:

- Competence model
- Methodology of professional training of officials and TSGU employees
- Setting basic framework of training common for all officials and employees, definition of adaptation process and superstructure
- Categorization of knowledge, skills and competences into four levels
- Elaboration of training system for selected job positions
- Processing of officials card
- Creation of videospots as guide for resolving of some non-standard and crisis situations



- All project outcomes will serve for public administration so as to officials were competent enough, in their positions dispose of necessary knowledge, skills and abilities to be prepared sufficiently for managing routine duties according to agenda conducted as well as to have soft skills in contact with public.
- Project is prepared so as to all results could be used and applied in practice, therefore realization will be held in close cooperation with TSGUs, which are the project's target group.



## Lesson learned for others

- Within the Czech presidency concrete project results will be presented to all DISPA members.

# THANK YOU FOR YOUR ATTENTION

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