



Kosovo Institute for Public  
Administration  
(KIPA)

# 1.Scope

Organization, functioning and responsibilities

## Status

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- ▣ KIPA was established in 2003;
- ▣ Central State Administration Body, which functions within the Ministry of Public Administration (MPA);
- ▣ Law no. 04 / L - 221 on the Kosovo Institute for Public Administration;
- ▣ Law no. 03 / L-149, on the Civil Service of the Republic of Kosovo.



**KIPA is responsible for  
implementing policies and strategies  
for training, vocational training and  
civil service capacity building..**

# KIPA's Funksions

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## Training

Provides professional trainings for civil servants at central and local level.



## Consult

Advise and support the MPA in drafting policies for civil servants trainings.



## Implement

Implement policies and strategies for training of Kosovo civil service.



## Assessment Needs

Identifies and evaluates training needs at central and local level.



## Research

Conducts research, organizes forums and discussions on development of civil servants.



## Coordination

Coordinates activities with institutions and donors in the field of civil service training.



# Services

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## Civil Service Institutions

- ▣ KIPA provides free services of vocational training and capacity building for all central and local civil service institutions.

## Natural and Legal persons

- ▣ KIPA can also provide training programs for both natural and legal persons, outside the civil service.

# Budget

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KIPA is financed by:

- ▣ Kosovo budget;
  - ▣ Contributions of donors.
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- ▣ KIPA can also generate revenues through services provided in accordance with the legislation in force

# Organisational Structure





# New Facility

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- ▣ In 2017, a new facility for KIPA has begun.
- ▣ The facility will accommodate 120-160 trainees during the day..

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## Strategic Orientation

Strategic plans and documents

## Strategic Documents

- ▣ Medium-Term Development Strategy of Kosovo Institute for Public Administration (KIPA) 2016 - 2018;
- ▣ Strategy for Training of Civil Servants 2015 - 2019;
- ▣ Strategy for Modernization of Public Administration 2015 - 2020

# Strategic Objectives

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## Professional development

Training programs



## Rules in the Civil Service

- ▣ Working conditions;
- ▣ Rights and Obligations;
- ▣ Personal behavior;
- ▣ Advancement in career;
- ▣ Professional development;
- ▣ Coordination, supervision and development of training policies, education and capacity building in the civil service of Kosovo.

## Training programs

- ▣ Introductory trainings during the probationary period;
- ▣ Career development trainings;
- ▣ Professional adaptation training;
- ▣ Trainings of a special character;
- ▣ Vocational training courses;
- ▣ Training of trainers;
- ▣ Mandatory trainings and tests that are foreseen by the legislation in force.

# Training Scheme

Career development trainings

Specific training

Training to maintain professional standards

Basic training (introductory)

# Training areas



## Training Groups

KIPA provides training and training programs for the following categories:

- ▣ Career and non-career civil servants employed at the central and local level administration bodies;
- ▣ Other categories according to the requirements of natural and legal persons, which are regulated by sub-legal act proposed by the Ministry and approved by the Government.



# Planning Key Indicators

## ▣ Planning Key Indicators 2014-2017

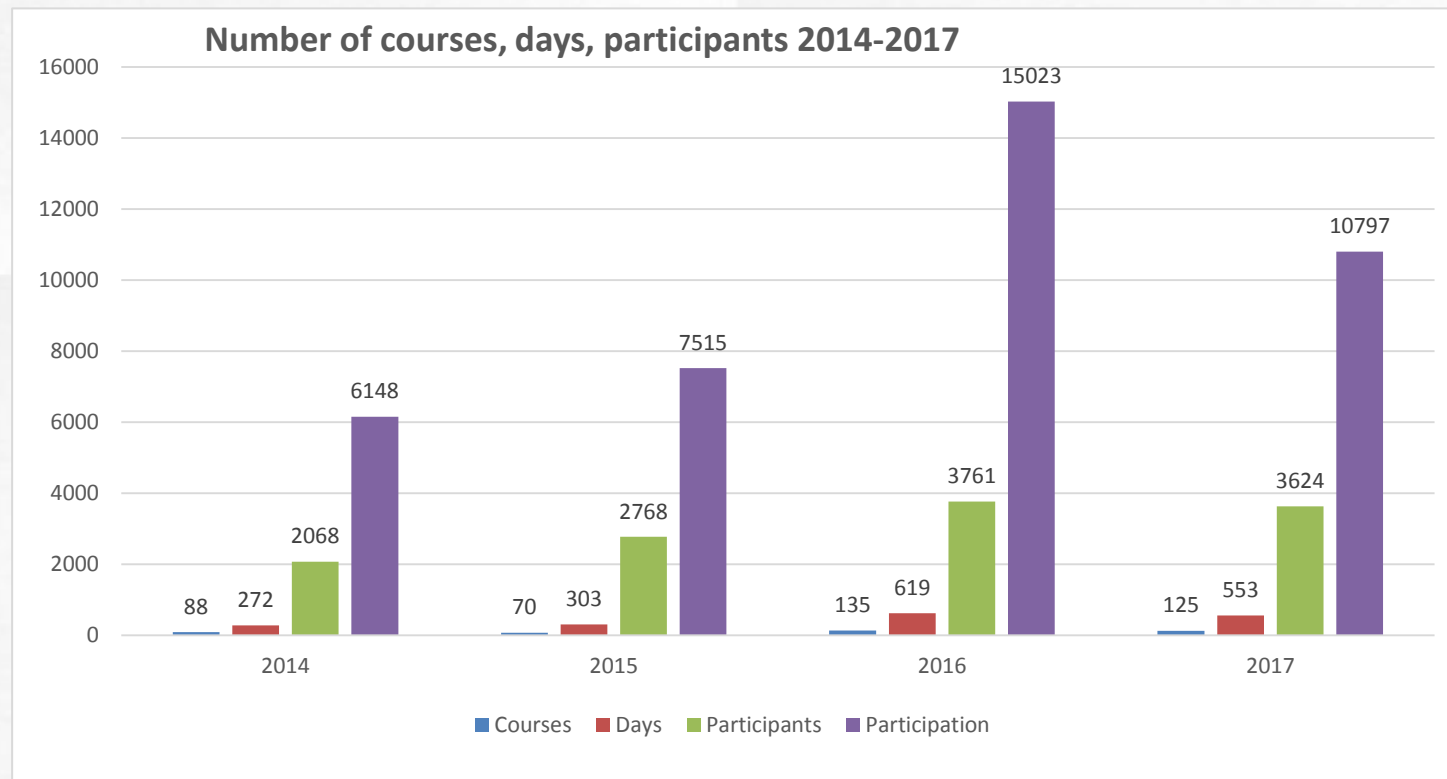
<i>Indicators</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>Total</i>
Training Courses	65	65	80	85	295
Training Days	243	243	320	340	1146
Participants in Training	1850	1850	2500	2850	9050
Participation in Training	4860	4860	6416	6800	22936

## Realization of Results

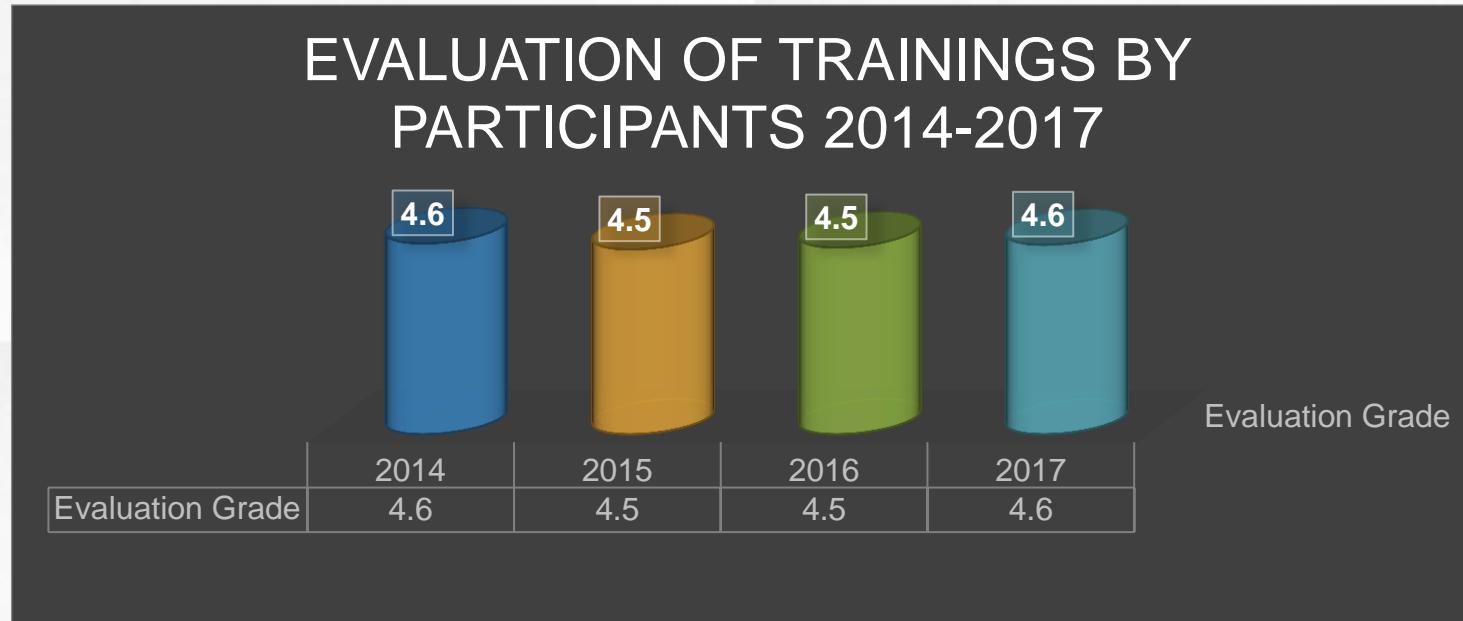
<b>Indicators</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Training Courses	88	70	135	125
Training Days	272	303	619	553
Participants in Training	2,068	2,768	3,761	3,624
Participation in Training	6,148	7,515	15,023	10,797

From the data for the "four indicators" presented, we can see that the figures have increased from year to year.

# Number of courses, days, participants participating in the training

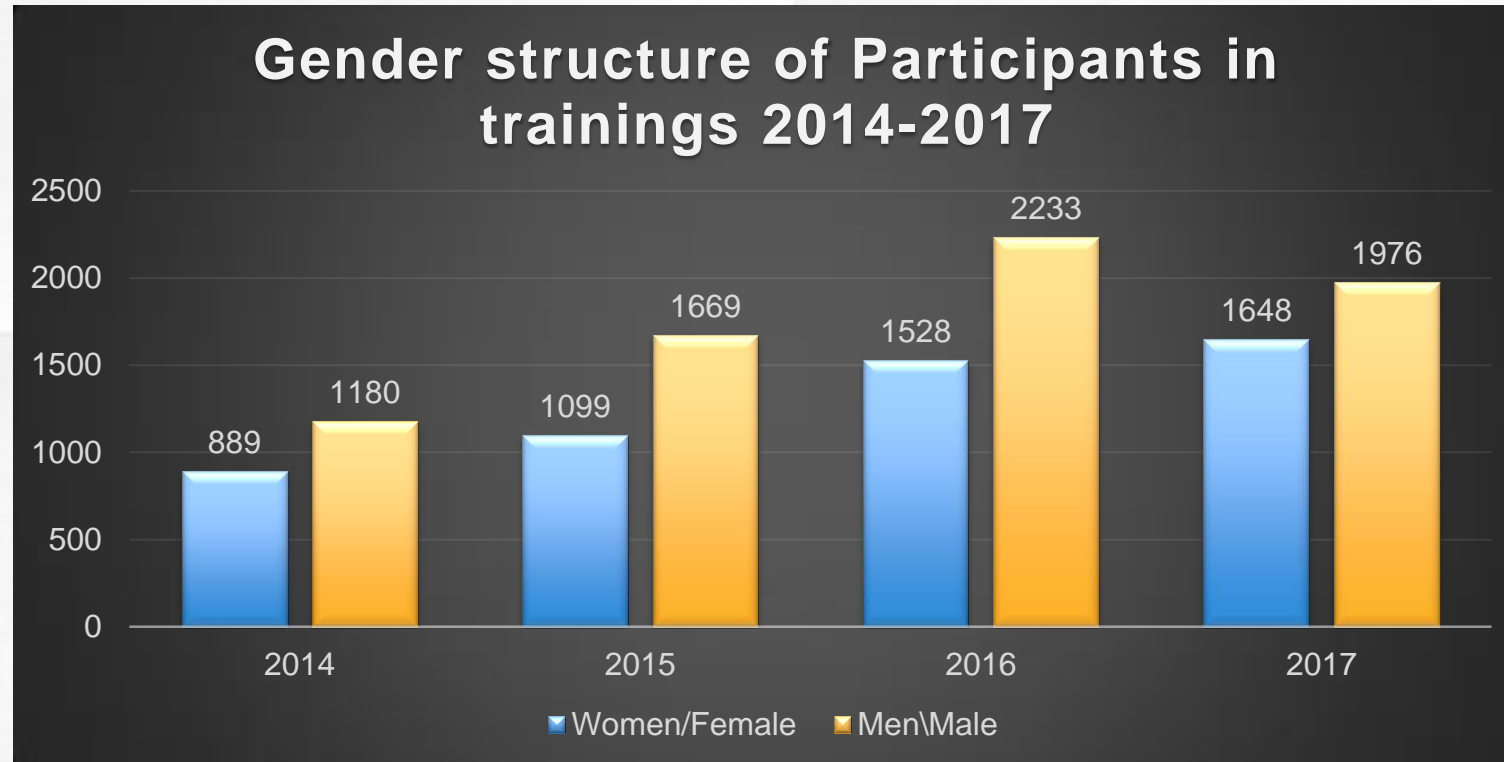


# Evaluation of trainings



Trainings for the years 2014-2017 have received the grade rating 4.6. Estimated achievement is above the norm 4 set to be achieved for these years.

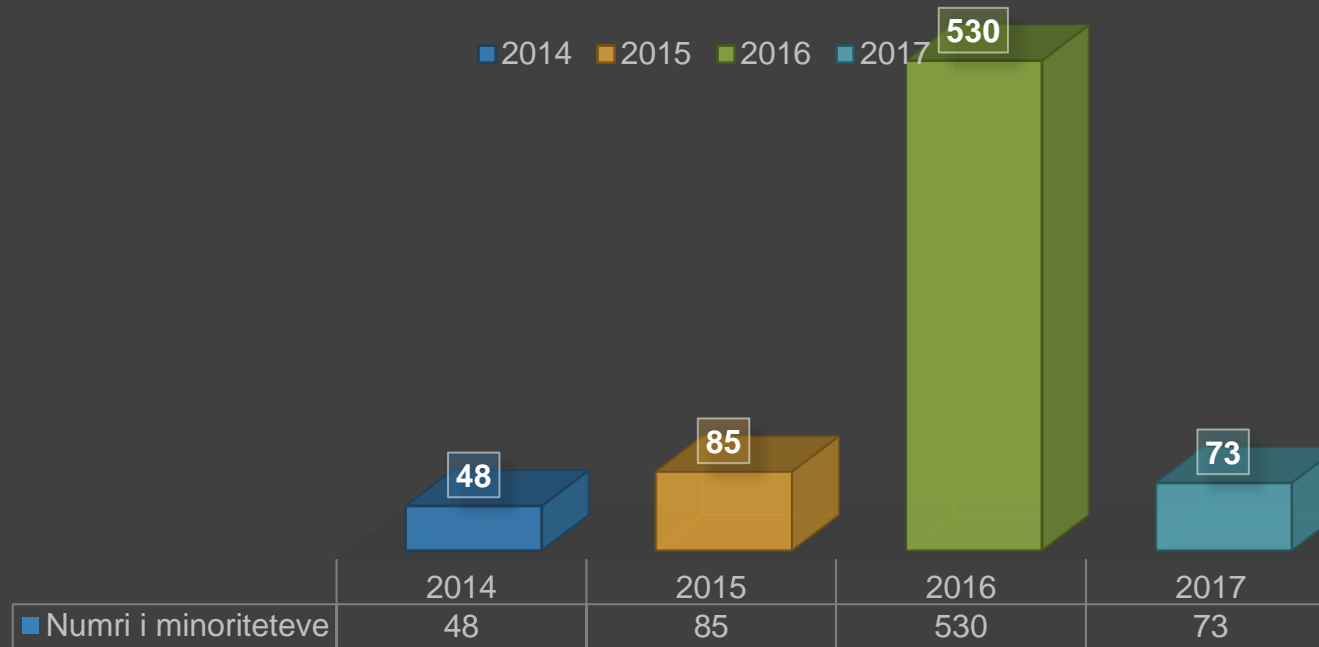
## Gender structure



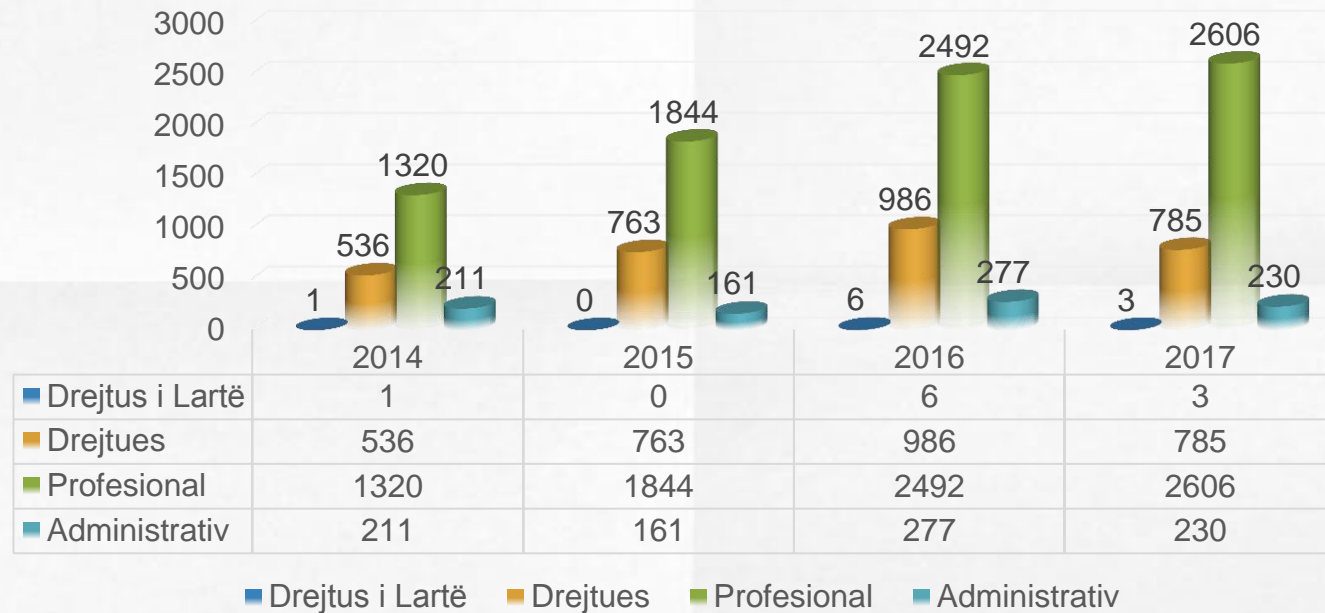


# Participation of minorities

## NUMBER OF PARTICIPANTS IN TRAININGS FROM MINORITIES 2014-2017



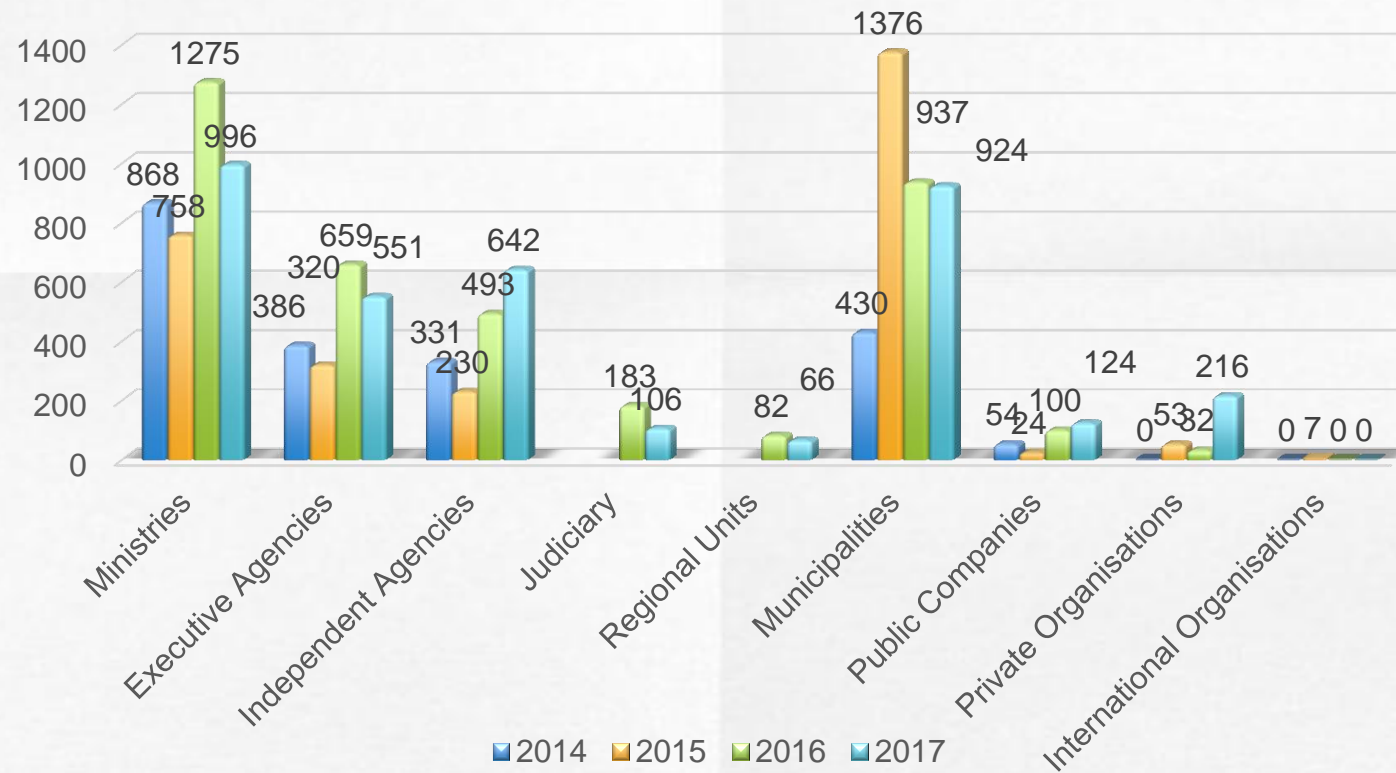
# Participation by Functions



In the data presented by functional categories, we notice that the number of participants from the top management level is very low.

# Representation of Institutions in trainings 2014-2017

## Representation of Institutions 2014-2017



# 4. Cooperation

Partners and organizations

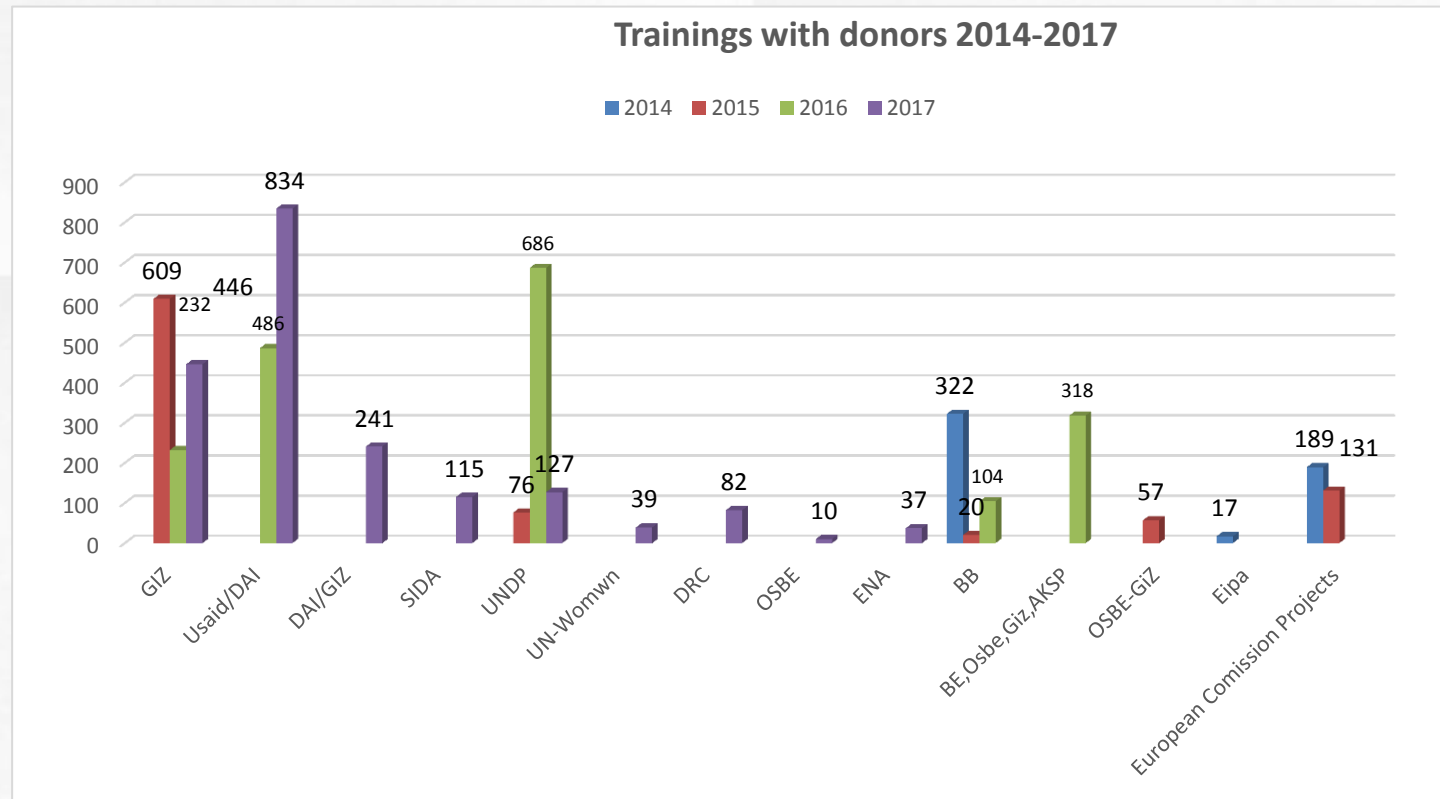
## Partners and donors

KIPA has developed and co-ordinated activities with several partner organizations and donors:

- ▣ GIZ;
- ▣ USAID/DAI; SIDA; UNDP;
- ▣ UN-Women; DRC; OSBE;
- ▣ ENA; World Bank; EIPA;
- ▣ European Commission Projects, etc.



# Trainings with donors 2014-2017



# ReSPA

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## Participation in the Regional School of Public Administration (ReSPA)

- ▣ KIPA has continued to strengthen its participation in regional public administration mechanisms, such as the Regional School of Public Administration (ReSPA);
- ▣ Participation of Kosovo Civil Servants in Training Activities.

## Peer-to-Peer Mechanism (ReSPA and European Commission)

- ▣ Training of Trainers for the Common Assessment Framework (CAF);
- ▣ Develop a procedure for evaluating training curricula and training of KIPA staff.

## International co-operation

### Memorandums of Understanding:

- ▣ European Institute of Public Administration (EIPA);
- ▣ The School of Public Administration of France(ENA);
- ▣ Albanian School of Public Administration(ASPA);
- ▣ Institute of Public Administration for Turkey and the Middle East (TODAIE);
- ▣ University of Ljubljana.

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## Objectives 2018

KIPA projects in the future

## Focus

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- ▣ Raising the quality of curricula and training modules;
- ▣ Advancing the quality management system;
- ▣ Expand cooperation and co-ordination with partners;
- ▣ Completion of the construction of KIPA facility equipped with advanced space and technology for service delivery.



# Internal Capacities



# Priorities

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- ▣ Drafting of administrative procedure for evaluation of modules and training programs;
- ▣ Hartimi i procedurës administrative për certifikimin e trajnerëve;
- ▣ Organization of the Regional Conference on Public Administration
- ▣ Pilot program of quality management instrument in five institutions (Common Assessment Framework - CAF).

Thank you!

**Questions?**

