



European Union
European Social Fund



INSTITUTE OF
PUBLIC ADMINISTRATION



OPERATIONAL PROGRAMME
GOOD GOVERNANCE

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CATALOG '19

STRENGTHENING GOOD GOVERNANCE



CONTENT

Terms and Conditions for Participation in IPA's Training.

I. CAREER'S DEVELOPMENT TRAINING (Compulsory Training)

- Introduction to Civil Service (for newcomers to Public administration)
- The Challenge of Managing in Public Administration (for employees appointed the first time to a managerial position)

II. PROFESSIONAL DEVELOPMENT TRAINING (Specialized Training)

MANAGEMENT AND PERSONAL EFFECTIVENESS

- Project Management
- Risk Management in Public Sector Organizations
- Analytical Skills and Critical Thinking
- Personal Effectiveness, Emotional Intelligence
- Communication Skills
- Team Effectiveness, Team Management and Development
- Modern Instruments in Human Resource Management
- Current Issues in Human Resource Management

PUBLIC POLICIES

- Policies Analysis
- Public Policies - development, implementation, monitoring and evaluation
- Work in European and International Groups, Networks and Organizations
- Negotiation Skills in the European Union
- Access to Public Information
- Prevention and Counteraction of Corruption in Public Administration
- Internal Control
- Legislation and Methodology on Financial Management and Control



LAW MAKING AND LAW APPLICATION

- Law-Making in Practice
- Organization of the Document Flow in Public Administration
- Application of the Public Procurement Act
- Application of the Administrative Procedure Code (for lawyers)
- Application of the Administrative Procedure Code (for non-lawyers)
- Practical Issues of Administrative Offenses and Penalties (for lawyers)
- Practical Issues of Administrative Offenses and Penalties (for non-lawyers)
- Personal Data Protection's Organization (GDPR)
- Act on the State's and Municipalities' Liability for Damage
- EU Legal and Judicial System

EUROPEAN STRUCTURAL AND INVESTMENT FUNDS

- Development and Evaluation of Project Proposals
- Contracting Projects and Project Management
- Financial Management of the Programs, funded by ESIF during 2014-2020' period
- Verification of Projects, Certification of Programs and Irregularities
- Audit of EU Funds, The Impositions of Financial Corrections - justification, determination of the amount, recovery, appeal and reporting
- Monitoring of Programs and Projects and Provision of Publicity
- Fight against Fraud in the Implementation of EU Funds, European Commission's System ARACHNE (Measuring the Risk of Fraud and Irregularities)
- Management of Financial Engineering Instruments during 2014-2020' period
- Combined Financing (Financial Engineering Instruments)
- Work with the "ISM 2020" System - Monitoring and Financial Control

E-GOVERNANCE AND IT

- E-Governance
- Digital Transformation
- E-Document and E-Signature
- Development and Application of Cloud Technologies in e-Governance



- Analysis and Visualization of Databases
- Management of ICT Projects
- Operational Compatibility and Information Security
- Computer Basics, Internet Surfing and E-mail (ECDL)
- Text Processing (ECDL)
- Spreadsheets (ECDL)
- Skills for Working with Presentation's Software

REGIONAL AND LOCAL GOVERNANCE

- Local Policies and Civil Society
- Development and Supervision of Municipal Legislation
- Issuance, Control and Management of Individual Administrative Acts in the field of Spatial Planning

FOREIGN LANGUAGE TRAINING

- Communication skills - in English
- Business Skills - in English
- Work with the EU Institutions - in English

TAILORED TRAININGS

- Innovation Labs
- Customer Relationship Management
- Audit of the Performance of the Administration
- Application of the New Concessions Act
- Implementation of Better Organizational and Technological Models of Interaction and Administrative Service
- Specific Skills for Work with Third-country Citizens
- Work with Citizens with Disabilities
- Implementation of the State Aid Regime



III. POSTGRADUATE PROGRAMS

- Impact Assessment
- EU Structural and Investment Funds Academy

IV. ANNUAL FORUMS

- Annual Meeting of Human Resources Specialists
- Annual Meeting of the Inspectorates (under the Administration Act)
- Summer Academy for Young Leaders 2019
- Academy of IT Leaders - "Information Resource Management and Cyber Sustainability in Public Sector "

V. GOOD PRACTICES' COMPETITION

- Human Resource Management
- Technological Solutions for Open Management
- Social Responsibility of the Administration

VI. INTERNATIONAL COOPERATION AND TRAINING ABROAD

- Japanese Master's Program for Young Leaders
- "Erasmus for Public Administration" Program
- Training at the French Academy of Public Administration (ENA)