





INSTITUTE OF PUBLIC ADMINISTRATION



CATALOG 2018

Promoting Good Management







Table of Contents:

Terms and Conditions for Participation in Employees' Courses2				
	I. II.	Compulsory Training Programme for Newcomers to Administration Specialized Training Programme for Professional Development of Employees		
	Efficien	t Leadership and Management Practices		
A-1	Project	management	11	
A-2	Strateg	ic Leadership and Managing Change	12	
A-3	Analyti	cal Skills Development	13	
A-4	Moder	n Tools for Human Resource Management	13	
A-5	Experti	se in Human Resource Management	14	
A-6	s Risk Ma	anagement in Public Sector Organizations	15	
A-7	' Emotio	nal Intelligence in Personal Management	15	
A-8	ິ Commເ	unication Skills Development	16	
A-9	Mentor	r Training and Development in State Administration	17	
A-1	.0 Huma	n Resources Planning	18	
A-1	1 Impro	ving Selection Methods	19	
A-1	2 Efficie	nt Team Management	19	
A-1	.3 Custo	mer Relationship Management	20	
A-1	4 Digita	l Transformation	21	
A-1	.5 Mode	lling, analysis and Workplace Improvement	22	
A-1	.6 Innova	ation Lab	23	
Pu	blic Polic	ies Programme	.24	
B-1	Access	to Public Information	24	
B-2	Workin	g in European and International Groups, Networks and Organizations	25	
B-3	Policy A	Analysis	25	
B-4	Impact	Assessment	26	
B-5	Develo	pment and Implementation of Public Policies	27	







PUBLIC ADMINISTRATION

B-6 Monitoring and Evaluation of Public Policies	27
B-7 Administration Skills for Joint Monitoring and Evaluation with NGO's – New	28
B-8 Public Consultation and Stakeholder Engagement	29
B-9 Open Data in Management	30
B-10 Ethics and Counteraction to Corruption Risk	31
B-11 Prevention of Corruption in the State Administration - New	31
B-12 Counteracting corruption in the State Administration – New	32
B-13 Internal Controls	33
B-14 Legislation and methodology for financial management and control	33
B-15 Performance Audit for the Administrations Activities	35
Law Making and Enforcement Programme	36
C-1 Practical Rulemaking	36
C-2 Implementation of the Administrative Procedures Code of Practice (for lawyers)	36
C-3 Application of the APC (attendance training for non-professionals)	37
C-3A Application of the APC for non-habilitates	37
C-4 EU Law and its application in Bulgaria	38
C-5 EU Judicial System and key proceedings before the Court	38
C-6 Law on State and Municipal Liability for Damage – New	39
C-7 Formal Administrative Writing Style	40
C-8 Organization of Document Transfer in State Administration	41
C-9 Implementation of Complex Administrative Service	41
C-10 System for the Official Issuing of Certification Documents – New	42
C-11 Implementation of Public Procurement Act	43
C-12 Practical Problems arising from Administrative Violation, and Punishment (for lawyers)	44
C-13 Practical Problems arising from Administrative Violation, and Punishment (for non-lawyers)	45
C-14 Implementation of the Concessions Act – New	45
C-15 Introduction to the General Data Protection Regulation (GDPR)– New	45







European Structural and Investment Fund Programme (ESIS)	46
D-1 Strategic, Institutional and Regulatory Framework for the Management of ESIF Funds	46
D-2 Programming of EU Funds: Evaluation of New Programmes	47
D-3 Development and Evaluation of Project Proposals – New	48
D-4 Contracting and Project Management – New	49
D-5 Financial Management of ECI Programmes 2014-2020	49
D-6 Project Verifications: Certification of Programmes and Irregularities	50
D-7 Audit of EU Funds: Imposition of Financial Corrections (justification, size, recovery, appeal and reporting) – New	51
D-8 Financial Engineering Instrument Management, 2014-2020 period (developed jointly with the JASPERS) – New	52
D-9 Cost Benefit Analysis in the Context of EU 2014 Programmes for the Period 2014-2020 (develope jointly with JASPERS)	
D-10 Monitoring of Programmes and Projects: Ensuring Publicity – New	53
D-11 Implementation of State Aid Regime – New	54
D-12 Fight against Fraud in EU Funds Absorption	55
D-13 Training for Work with ISM 2020: Monitoring and Financial Control	56
D-14 Training to Work with the EC System to Measure the Risk of Fraud and Irregularities	56
E-governance and Cyber Security	58
E-1 E-Management	58
E-2 Electronic Documents and Signatures	59
E-3 Development and Application of Cloud Computing in E-governance	60
E-4 Analysis and Visualization of Databases	60
E-5 Management and Effective Implementation of IT Projects	61
E-6 Computer Basics (by ECDL)	62
E-7 Networks - basics	62
E-8 Text Processing	63
E-9 Spreadsheets	63







E-10 Skills for Presentation Software	64
E-11 Interoperability and Information Security	65
E-12 IT Recourse Management and Cyber sustainability for the public sector – 5.5 days	67
E-12.1 Strategic Management of IT Organizations – 1 and a half days	67
E-12.2 IT Development for E-governance – 1 and a half days	67
E-12.3 Management of IT Organization	68
Regional and Local Governance	69
F-1 Local Development Strategies and Policies	69
F-2 Supervision of Municipal Legislation	70
F-3 Crisis Management and Disaster Protection	71
F-4 Specific Skills for working with Third-country Nationals	72
F-5 Digital Transformation in Local Authorities	72
F-6 Issuance, Control and Management of Individual Administrative Acts	73
Foreign Language Training	74
G-1 English Language Skills	74
G-2 Business Skills in English	75
G-3 Preparation for English in EU Institutions	76
G-4 Presentation Skills in English	76
E-Learning Modules	77
H-1 Risk Management for Administration	77
H-2 Specifics of European and National Public Procurement	78
H-3 Accruing Depreciation of Non-Financial Fixed Assets by Budget Organizations	78
H-4 Expenditure Indicators and Out-of-Budget Reporting of Commitments	78
H-5 Interaction Between the Administration and Judiciary Authorities	79
H-6 Training Needs Analysis	79
H-7 Interview as an Assessment Method	79
H-8 Practical Advice for conducting Performance Assessment Meetings	79







H-9 Alterr	native Dispute Resolution Methods in Administrative Work	79
H-10 Sour	nd and Video in PowerPoint	80
Tailor ma	de trainings	80
Connecte	d trainings	80
III.	Postgraduate programs	
	1. Impact assessment	82
	2. European Structural and Investment Funds Academy	83
IV.	Annual Forums	84
	GF-1 Annual Meeting of Human Resources Specialists	85
	GF-2 Annual Meeting of the Inspectorates under the Administration Act	86
	GF-3 Annual Meeting of the Francophone in the State Administration	
	GF-4 Summer Academy for Young Leaders 2018	
v.	Good Practice Competition 2018	89
VI.	International Cooperation and Opportunities for Studying Abroad	
	Japan Master Programme for young leaders	
	Erasmus for Public Administration	
	Training Opportunities at the French Higher Institute of France (ENA)	92