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Subject : Additional information (Annex 7.1)
Chapter 21 – Regional Policy and Coordination of Structural Instruments

**ADOPTED PROGRAMME FOR 2004 ON TRAINING OF PUBLIC ADMINISTRATION BY
BULGARIAN INSTITUTE FOR PUBLIC ADMINISTRATION AND EUROPEAN
INTEGRATION (IPAEI)**

Programmes, courses and seminars	time	Duration (days)	Target group/ institution	
I. TRAINING FOR CAREER DEVELOPMENT (compulsory)				
Course: Basic administrative knowledge and skills	-	4	newly appointed civil servants	
Seminar: The new bulgarian administration – guarantee for the state system	-	2	experts in the civil service	
Course: Modern management skills	-	4	newly appointed public managers	
II. TRAINING FOR PROFESSIONAL DEVELOPMENT (optional)				
LEGAL REGULATIONS PROGRAM				
Course: Legislative process: Preparation and drafting of legislative acts	October	6	Heads and experts of the central, regional and local public administration	
Seminar for legal advisors in the municipalities: Preparation and drafting of regulative acts of the municipality council.	March	3		
Course for non- legal advisors: Legal regulations and rules in the administrative activities	April	6		
Course: State administration structure in Bulgaria. Civil servant's status	April	4		
Course for legal advisors: Administrative law and law-drafting process: Problems and trends in law enforcement	May	3		
NEW! Seminar: Changes of Civil servant's status	March	1		
Seminar: Information delivery and protection within the administration	March	3		
NEW! Seminar: Ombudsman's functions and authorities	October	1		
Seminar: Administrative regulation and control of the economic activities. Principles and practices.	April	2		
Seminar: Civil servant's performance appraisal, performance related pay and career promotion.	March	1		
NEW! Internet forum: Civil servant's performance appraisal, performance related pay and career promotion.– Permanent Internet Net for questions and answers	-	-		
ADMINISTRATIVE ORGANIZATION AND CULTURE				
Course: One-stop-shop public service delivery skills: for the front – office employees	March	4		Experts of the central, district and the municipal administration
Seminar: One-stop-shop public service delivery model: for the back-office employees	April	2		
NEW! Seminar: Administrative service self-assessment system	March	1		
Seminar: Ethics in the public administration	December	2		
NEW! Seminar: Publicity, transparent, conflict of interests and prevention the corruption within the public administration	April	2		
NEW! Seminar: State protocol	June	1		
NEW! Seminar: Media relations	April	2		
Seminar: Effective public communication	June	3		
Seminar: Organisation and automation of the documentation flow at the State Administration	May	2		
Seminar: Effective working office - communication and organization	May	1		
MANAGEMENT SKILLS PROGRAM				
Course: Effective people management in organizations	October	3,5	Experts of the central administration, Implementing Agencies, district and municipal administrations, future SF and CF management bodies	
NEW! Seminar: Strategic planning in the public sector	April	2		
NEW! Seminar: Managing organizational change	May	2,5		
NEW! Seminar: Team leadership	March	3		
NEW! Seminar: New instruments for analysis of effectiveness and efficiency of the administrative activities	June	2		
Seminar: Team building and team management	November	3		
NEW! Seminar: How to run the dialogue between the administration, public and business	May	2		
NEW! Seminar: The role of the managers in the process of Civil servant's performance appraisal	October	1		

HUMAN RESOURCES DEVELOPMENT PROGRAM			
Course: Human resource management in the public administration	October	5	Experts of the central administration, district and municipal administrations
NEW! Seminar: Competitive procedure for Civil servants selection: organization and methods.	April	2	
NEW! Seminar: Career promotion and mobility in EU administrations	June	1,5	
NEW! Seminar: Human Resources Departments – consultants on the process of performance appraisal	April	1	
Human Resource's annual meeting	-	2	
FINANCIAL MANAGEMENT PROGRAM			
Course: Budgetary accountancy, budget process and audit	March	7	Experts of the central administration - future SF and CF management bodies: Ministry of Economy, Ministry of Regional Development and Public Work, Ministry of Labour and Social Policy, Ministry of Finance, Ministry of Transport and Communication, Ministry of Agriculture and Forestry; Ministry of Environment and Water, Implementing Agencies, district and municipal administrations
Course: Internal and External Financial audit of budget institutions	April	4	
Seminar: Program focused budget: procedure 2005	March	1	
Seminar: Financial management and control systems	May	1	
Course: Public property management	September	4	
Course: Public Investment Projects: development, analysis, assessment and control	October November	5	
Seminar: Preparation, tendering and control on the public procurement	May	1,5	
REGIONAL DEVELOPMENT PROGRAM			
NEW! Seminar: Bulgarian Regional Policy in the process of EU-integration	May	2	Experts of the central administration – future SF and CF management bodies, Implementing Agencies, district and municipal administrations, NGOs, social and economic partners
Course: Strategic planning and programming of the regional development	October	5	
Course: Contemporary territory management	November	4	
NEW! Course: Local economic development: planning, funding, partnership	May	4	
NEW! Seminar: Social Supporting Programs	March	2	
NEW! Summer School: Practical preparation of project's development, assessment and management	June	5	
ADMINISTRATIVE AND FINANCIAL DECENTRALIZATION PROGRAM			
Course: Municipal finances, budget process and audit	November	4	Experts of the central administration, district and municipal administrations
Course: Assessment of the effectiveness of the municipal investment projects	October	4	
NEW! Seminar: Municipal Investments through Bond and Bank Loans	November	2	
NEW! Seminar: Financial decentralization: theoretical base, trends of development, legal aspects	September	3	
NEW! Seminar: Administrative and territory management of The Republic of Bulgaria	April	2	
NEW! Seminar: Decentralization of the State Governance	April	2	
NEW! Seminar: Structure of the municipal administration	March	2	
NEW! Summer School: Financial decentralization	September	5	
EUROPEAN INTEGRATION PROGRAM			
Introductory course: European Integration	March	4	Experts of the central administration – future SF and CF management bodies, Implementing Agencies, district and municipal administrations, NGOs, social and economic partners
Course: European Community Law	November	4	
NEW! Seminar: European terminology and translation of the EU documents in Bulgarian	November	1	
NEW! Seminar: EU in Internet	June	1	
NEW! Discussion: Political and Constitutional Aspects of the modern EU development	March	1	
NEW! Course: The challenge: Integrated Europe (English language)	May	5	
NEW! International conference: Modern trends in European Integration Training (English language)	September	1	

EU MEMBERSHIP PREPARATION PROGRAM			
NEW! Course: Methodological preparation for job applying at the EU Institutions	April+May	5+5	Experts of the relevant central administration – future SF and CF management bodies, Implementing Agencies, district and municipal administrations, NGOs, social and economic partners
NEW! Seminar: Transposition of EC directives into the national legislation (English language)	June	3	
NEW! Course: Acquis in the free movements of goods	December	4	
NEW! Seminar: Acquis in the environmental sector	October	3	
NEW! Seminar: Acquis in the Social Policy sector	November	2	
NEW! Seminar: Acquis in the free movement of people	November	2	
EU PRE-ACCESION INSTRUMENTS PROGRAM			
NEW! Course: Cycle for EU Project Management	April	6	Experts of the central administration – future SF and CF management bodies, Implementing Agencies, district and municipal administrations, NGOs, social and economic partners
NEW! Seminar: From PRE – Accession Instruments to EU Structural Funds	May	1,5	
Course: PHARE program	March	4	
Course: ISPA program	April	4	
Course: SAPARD program	October	4	
Seminar: PHARE program – Trans border co-operation	December	2	
Seminar: EU educational programs	March	2	
Seminar: EU research programs	March	1	
National conference: Bulgaria and EU – Rural economy development	-	1	
E-ADMINISTRATION PROGRAMME			
Subprogramme: Basic Information knowledge and skills	-	-	Central administration, district and municipal administrations, NGOs, social and economic partners
Subprogramme: IT Academies; Microsoft Academy Pro ⁺ , Cisco Local Academy, Novell	-	-	
Subprogramme: E-Government	-	-	
FOREIGN LANGUAGE TRAINING			
Language training on English: European integration, public administration, communication skills	-	-	All target groups
Language training on French: European integration, communication skills	-	-	
Language training on German: European integration, communication skills	-	-	
CONFERENCES AND ANNUAL MEETINGS			
IV th International conference: Human Resources Management	June	-	All target institutions as relevant
III th International conference: E-Government, E-Local Government, E-Municipality	October	-	
International Forum: Contemporary Trends in European Integration Training (English language)	September	-	
National conference: Bulgaria and EU – Rural economy development	March	-	
Annual meeting of the legal advisers	November	-	
Annual meeting of the PR experts	October	-	
Annual meeting of the HR experts	November	-	
AWARDS FOR BEST ADMINISTRATIVE PRACTICES			
Award for Human Resources Management	-	-	All target institutions
Award for qualitative administrative services	-	-	
Award for on-line services	-	-	