

Annexe 2

Tentative Activity Programme to be used for the communication campaign and preparation of applications

Administrative writing and terminology workshops, and of administrative culture courses to prepare for the internships

The objective of these training sessions, designed based on the TNA results, will be to help the selected Albanian civil servants to prepare for their immersion within a foreign public administration. The acquisition of knowledge on the politico-administrative systems, their organization, model terminologies and writing techniques used in the MS public administrations will allow participants to identify the relevant and transferable best practices during their internships, by overcoming the barriers between different administrative cultures. Lectures will also be given on intercultural communication to ease their on-boarding process within the host institutions.

“Online summer school” with the future internship tutors and with the alumni of the pilot phase (mentoring sessions, incl. 1 day in person)

Prior to the internships abroad, the participants will be connected virtually for 6 weeks in a sort of "online summer school", with the supervisors and instructors from the country in which they will do their internship. For this purpose, the participants will be divided into working groups by countries.

The participants will have to work on a micro project that will be taken from various topics of EU integration, good governance and citizen participation. Practitioners will facilitate case studies, encouraging participants to work in groups. Via these virtual lectures, encounters and reflection phases, the participants will define the goals of their internships and the topics they will deal with, and improve their understanding of the different stakeholders, processes and challenges for administrative reforms. Participants will engage with the case studies intensively and reflect to what extent the examples can improve processes within the framework of the Albanian reform efforts and the intended EU integration.

The plenary events, workshops and group work will take place online via a suitable digital platform. Group work will be supported professionally and pedagogically via breakout sessions. Regular virtual exchanges between the project groups and the respective contact persons in INSP, Kehl University or one of the other project partner institutions will also be organized.

Moreover, Albanian civil servants who have participated in the pilot phase of the programme will also be offered to mentor the participants of the new programme phase. Sharing their experience would be of great added value to guide the new cohort of Albanian civil servants on making the most of their participation into the programme and on ways to promote their newly acquired competencies when within their home administrations.

Two seminars of 3 days on (1) legal approximation and coordination of EU negotiations, and (2) policy coordination and public administration reform

The priority of these training seminars will be the strengthening the competencies of the Albanian civil servants in the areas of legal approximation and harmonization, coordination and management of EU negotiations, policy coordination and public administration reform.

Considering that participants are civil servants already working within the public administration in Albania, the training seminars will be based on competency development approach. It will provide

participants with capabilities and practical tools, which they will be able to directly apply to their tasks when returning to their work positions.

The training agenda will be designed through integrated training methods allowing practice-oriented and highly interactive sessions. Each topic will be addressed through:

1. Pre-training list of documents and publications, which the participants will be encouraged to read before the sessions
2. Introductory lecture allowing participants to strengthen and update their knowledge of the content area.
3. Practical or simulation exercise allowing the participants to actively develop their competencies and to share the experiences acquired during the internships.

Two workshops of 3 days on themes related to: deontology, project management, strategic management, Human Resources management, leadership skills, digital transformation

These workshops will enhance general skills in the areas of interest for the civil service. As for the trainings organised, the workshops will be focused on a practice-based and highly interactive approach.

A one-week study visit to France and Germany on the theme of administrative reform and European affairs

This study visit will combine presentations and meetings in France and Germany.

In France, the meetings will be set up in the public administration in charge of civil service management, public policies, public administration reforms and European affairs. This activity aims to give participants the opportunity to meet and network with currently acting civil servants involved in policy making and implementation in the Member States. The meetings will foster experience sharing and networking. A group report with main lessons learnt from the study visit is expected to be drafted by the participants.

A one-week study visit to Italy on multi-level governance and European structural aid management

The study visit to Italy will allow participants to understand and observe the Italian public administration structure and its multi-level framework. Participants will meet with currently acting civil servants in charge of public office at regional and municipal level and the stakeholder network of such offices. Moreover, the visit will foresee meetings, roundtables and direct contacts with the Italian civil servant managing European structural funds.

10-weeks internships in France, Germany, Italy, Croatia and Greece

An important asset for the participants will be the possibility to conduct internships organised by the members of the consortium in the public administrations of 5 different Member States. Internships will be organised in English, but would be also offered in French, German, Italian, Greek and Croatian. The consortium members will provide participants with a wide access to public administrations and institutional systems in a geographically balanced way within the European Union.

Internships will be organised with the main goal of supporting skills development of the Albanian civil servants taking part in the programme. Further objectives will be to equip participants with tools, methods and best practices transferable to their home administration. Development of a sustainable network of contacts with the hosting Member State administration will be emphasised in the perspective of the future steps towards EU accession of Albania.

Internships will reinforce participants' skills by allowing them to discover and observe the way in which policy implementation or service delivery is conducted in the host administration. What's more, all participants will be encouraged to take active part in the activities of the host administration and to

immerse themselves in the hosting team. Learning-by-doing approach will be strongly encouraged to ensure lasting acquisition of new competencies.

To ensure a strong connection with the priorities defined by the Government of Albania for this project, participants will receive support in order to define and focus their training and internship on specific individual (or group) projects linked to the policy priorities related to their field of work. In that regard, the project will enable them to develop their competencies in a project-based approach. Participants will be guided in the construction of precise tools and best practices for reinforcing policy making and implementation in their own professional area. This work will be performed through active participation in the trainings and internships and will result in drafting of an individual report. This report will be presented, at the end of the programme and assessed by a panel involving representatives of the public administration in Albania.

An internship mentor will be appointed to each intern and will be responsible for supervising and following the intern throughout the duration of their immersion within the host administration. The mentor will ease the trainee's integration within the institution and the team. The mentor will guide the trainees' daily work and report progress and any challenges to the consortium country project officers. Mentors will be identified based on their experience and managerial background within the host administration.