

Young Cells Albania
Frequently asked Questions & Answers

1. What kind of support does this program provide?

YCA offers the following support to selected candidates:

-Financial support: full costs of teaching and training, languages classes, living costs allowances during the 10 week-long internship and during 2 week-long study visits (accommodation + public transportation lumpsum + per diem), international flights from Tirana to the city where the internship will take place also for study visits.

-Insurance: during their time abroad, all participants will be covered by a health insurance as well by civil liability.

-Practical support: advising selected candidates on choosing the public institutions in countries of internship, as well as giving helpdesk assistance for the whole duration of the programme.

-Mentoring/Coaching will be put in place in the administration/institution/service of origin of the candidate, with the perspective of following-up on his/her career development.

2. What is the expected timeframe of the YCA activities?

1. Training will take place between mid-September 2023 and mid-December 2023. The teaching program will be organised and delivered by EU experts from the project consortium (INSP, UASK, UNIBO, EKKDA, DSJU) in collaboration with ASPA (online and in Tirana).
2. The 10 week internship in one of the 5 participating EU member states will take place between 8 January 2024 and 15 March 2024.
3. Study visits will take place between 18 March 2024 and 29 March 2024.
4. Punctual events: visibility early September 2023; closing Seminar in May 2024 ; Alumni and networking events from April 2024 onwards.

3. Should I suspend the civil service status during the internship period in EU countries?

Your civil servant status will be not suspended. According to the Decision of the Council of Minister no. 138, dated 12.3.2014, on the Organization and functioning rules of the Albanian School of Public Administration and training for civil servants, chapter IV, point 4 and chapter V, point 2: *'for training abroad organised by institution up to three months, the civil servants receive the salary excluding supplements on difficulties and work conditions'*.

4. What extra-work does this programme involve?

The various teaching and training activities, including language classes, may be organized after the official civil service working hours, i.e. after 16:00 during week days.

It may be expected from selected participants to prepare on their own before attending training sections (for example during the weekend), notably for the online 'autumn school'.

5. Do I have to be a civil servant to apply for this program?

Yes, you must have the status of a civil servant. One of the eligibility criteria for this program is the act of confirmation as a civil servant (make sure it is part of your application file).

6. I have the status of a civil servant but, but I currently work in an institution with a contract regulated by the Labour Code. Can I apply for this Call ?

No, you cannot apply. One of the eligibility criteria is you must be a civil servant at the present moment you apply for this program that civil servants performing functional duties in one of institutions part of civil service.

7. Is the probationary period within the civil service (the first year) considered as one year of work experience?

Yes, it is.

8. How do I justify that I have between 3 and 8 years of work experience in the public administration?

The document necessary will be your updated work record book, signed and stamped. A copy of it must be provided in your application file.

9. Once I have sent my application, how can I start preparing the preselection and selection steps?

In addition to the 2 annexes attached to the YCA Call, you may refer to key documents relating to the Albanian Public Administration Reform, as well as to the European Union accession process.

For examples:

<https://www.dap.gov.al/publikime/dokumenta-strategjik>

https://www.eeas.europa.eu/delegations/albania/key-findings-2022-report-albania_en?s=214