

**Ministry for European Affairs  
MEA TRAINING CENTER**



РЕПУБЛИКА СЕВЕРНА МАКЕДОНИЈА  
REPUBLIKA E MAQEDONISE SE VERIUT  
МИНИСТЕРСТВО ЗА ЕВРОПСКИ ПРАШАЊА  
MINISTRIA PER ÇESHTJE EVROPIANE

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Скопје - Shkup 2

**IPA ANNUAL TRAINING PLAN 2025**



**Mr. Orhan Murtezani**  
**Minister for European Affairs and**  
**National IPA Coordinator**

**26<sup>th</sup> of February, 2025**



## I. INTRODUCTION

The IPA Annual Training Plan 2025 of the MEA Training Centre has been prepared on the basis of the needs established with the conducted the Training Needs Assessment (TNA) in December 2023 and in line with the Training Programme – 2024-2025, entailing the IPA Structure and Territorial cooperation Programmes.

The IPA Annual Training Plan 2025 provides a detailed overview of the training modules to be implemented in 2025 with the purpose of further development of capacities of the relevant staff of the state and public administration involved in the implementation of the IPA and Territorial Cooperation Projects and Programmes, and where needed – the end beneficiaries, and the EU integration process of the Republic of North Macedonia.

The Training Plan foresees providing trainings at basic and/or induction level as well as at advanced level of the participants. The planned training events would be conducted either in online form or with physical presence of the target group. More detailed information about the content of each thematic area and training modules can be found in the Training Programme 2024-2025. The funding and delivery of the capacity building events which are part of this training plan shall be secured through the MEA Training Centre and financially supported by MEA, as well as through EU funds, i.e. projects, and other donor assistance.

In the course of 2025, a pool of trainers of MEA TC shall be established through the regular government procedure, followed by a public call and a recruitment process. These efforts are complementary to and with the donor programmes and cooperation that is already in place, or that might be developed meanwhile. Consequently, it is expected that this Annual Training Plan of MEA Training Centre is enriched and modified throughout the calendar year.

*The development of the Annual Training Plan 2025 of the (MEA) Training Centre (TC) has been supported Support for Policy Reforms, Accession and Effectiveness – SUPRAE project funded by the European Union.*



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No	TENTATIVE DATE	TRAINING MODULE	TRAINING Title planned in 2025	LEVEL	DURATION	VENUE	TRAINING PROVIDER
1.	March		Indicators in IPA	BASIC	1 day/6 hours	MEA TC or alternative venue	
2.	March		PAF indicators (non-IPA structure)	BASIC	1 day/6 hours	MEA TC or alternative venue	
3.	March		Internal Audit IPARD PA	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
4.	April		IPA 3 Financial Rules (Regulation 1058/2021, 1059/2021, 1060/2021), focus on flat rate and VAT – for members of national structure	BASIC	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
5.	April		IPA 3 Financial Rules (Regulation 1058/2021, 1059/2021, 1060/2021), focus on flat rate and VAT – mainly for beneficiaries	BASIC	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
6.	April	1.3.	Management of IPA assistance under indirect management	BASIC/INDUCTION	1 day/6 hours	MEA TC or alternative venue	
7.	April	1.5.	Programme/project cycle management and Logical framework approach (Logical matrix)	BASIC/INDUCTION	1 day/6 hours	MEA TC or alternative venue	
8.	April		Indicators in IPA	BASIC/INDUCTION	1 day/6 hours	MEA TC or alternative venue	
9.	April	5.2.	Financial planning and management of IPA funds on programme and contract level	ADVANCE	2 days/12 hours	MEA TC or alternative venue	



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10.	April	4.1.6.	Grant contract management for grant beneficiaries	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
11.	April		Utilisation of Risk Based Methodology	ADVANCE	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
12.	April		Communication and Visibility Requirements for Territorial Cooperation Programmes - beneficiaries	BASIC	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
13.	May		Communication and Visibility Requirements for Territorial Cooperation Programmes - members of national structure	ADVANCE	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
14.	May		Capacity building event on Gender Equality Indicators	ADVANCE	1 day/6 hours	MEA TC or alternative venue	UN Women GEF/GRG
15.	May	3.1.	Procurement and grants award basic rules and principles (PRAG)	BASIC/INDUCTION	2 days/12 hours	MEA TC or alternative venue	
16.	May	3.3.1.	Tender procedures and documentation for service contracts	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
17.	May	3.4.3.	Procurement procedures under grant contracts	BASIC	1 day/6 hours	MEA TC or alternative venue	
18.	May		Lessons Learnt Workshop IPA structure – indirect management (team building)	ADVANCE	2 days	MEA TC or alternative venue	
19.	May		Utilisation of electronic monitoring systems for Territorial Cooperation Programmes - beneficiaries	ADVANCE	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes



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20.	May		Utilisation of electronic monitoring systems for Territorial Cooperation Programmes - members of national structure	ADVANCE	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
21.	June		Utilisation of Simplified Cost Options, based on Lessons Learnt	ADVANCE	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
22.	June	7.5.	Information security and procedures under indirect management (IS standards and compliance with the EU requirement)	ADVANCE	1 day/6 hours	MEA TC or alternative venue	
23.	June	3.3.2.	Tender procedures and documentation for supply contracts	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
24.	June	4.1.	Contract management procedures (PRAG)	BASIC/INDUCTION	2 days/12 hours	MEA TC or alternative venue	
25.	June	6.1	Programme/Project monitoring and evaluation procedures	BASIC/INDUCTION	1 day/6 hours	MEA TC or alternative venue	
26.	June		Audit Trail for Territorial Cooperation Programmes - beneficiaries	BASIC	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
27.	June		Reports Preparation - beneficiaries	ADVANCE	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
28.	July		Reports Preparation - beneficiaries	ADVANCE	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
29.	July		Audit Trail for Territorial Cooperation Programmes - members of national structure	ADVANCE	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes



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30.	July	4.1.1	Contract management procedures for service contracts (PRAG)	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
31.	July	9.1.	EU communication and visibility requirements	ADVANCE	1 day/6 hours	MEA TC or alternative venue	
32.	July		Reports Preparation - beneficiaries	ADVANCE	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
33.	August	1.2.	Economic and Investment Plan for WB and Western Balkans Investment Fund (rules and procedures) Reform Agenda	BASIC	1 day/6 hours	MEA TC or alternative venue	
34.	August	2.4.	Gender mainstreaming in EU assistance	BASIC	1 day/4 hours	MEA TC or alternative venue	
35.	September	2.2.	Strategic framework in specific sector and function of Sector Working Groups	ADVANCE for specific sectors	1 day/6 hours	MEA TC or alternative venue	
36.	September	10.1.	<b>ToT</b> - Development of the knowledge and skills on methodological aspects of the training	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
37.	September	10.2.	<b>ToT</b> - Training design and implementation in the specific thematic subject	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
38.	September	6.3.	Monitoring, on-the-spot visits planning (based on risk assessment) and reporting	ADVANCE	1 day/6 hours	MEA TC or alternative venue	
39.	September		Utilisation of Technical Assistance schemes under Territorial Cooperation Programmes - members of national structure	ADVANCE	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
40.	September		Capacity building event on Gender Equality Indicators	ADVANCE	1 day/6 hours	MEA TC or alternative venue	UN Women GEF/GRG



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41.	October	3.2.	Procurement planning, risk management and ex-ante vs ex-post controls	ADVANCE	1 day/6 hours	MEA TC or alternative venue	
42.	October	6.2.	Preparation of the IPA monitoring reports	ADVANCE	1 day/6 hours	MEA TC or alternative venue	
43.	October	5.4.	Certification/Verification of expenditure under IPA programmes including IPARD (programme and contract level)	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
44.	October		Monitoring Requirements for Territorial Cooperation Programmes - for national structure/authorities	ADVANCE	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
45.	October		Info Days and Lessons Learnt (Territorial Cooperation Programmes)	ADVANCE	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
46.	November	1.7.	Regional development and coordination of structural funds under Chapter 22	BASIC	1 day/6 hours	MEA TC or alternative venue	
47.	November	4.1.2.	Contract management procedures for supply contracts (PRAG)	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
48.	November	3.4.2.	Development of grant application form	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
49.			Preparation of applications for Territorial Cooperation Programmes	BASIC	1 day/6 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
50.	November	8.1.	Irregularities – procedures and responsibilities, definition, types of irregularities, prevention, detection, reporting and recording (including financial impact)	BASIC/INDUCTION	1 day/6 hours	MEA TC or alternative venue	



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51.			Info Days and Lessons Learnt (Territorial Cooperation Programmes)	ADVANCE	1 day	MEA TC or alternative venue	Territorial Cooperation Programmes
52.			Default Non-compliance Management – for national authorities	ADVANCE	1 day	MEA TC or alternative venue	Territorial Cooperation Programmes
53.	December	3.3.3.	Tender procedures and documentation for works contracts	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
54.			Capacity building for Cohesion Policy	ADVANCE	2 days/12 hours	MEA TC or alternative venue	Territorial Cooperation Programmes
55.			Info Days and Lessons Learnt (Territorial Cooperation Programmes)	ADVANCE	1 day	MEA TC or alternative venue	Territorial Cooperation Programmes
56.	December	4.1.5.	Contract management for grant contracts (PRAG)	ADVANCE	2 days/12 hours	MEA TC or alternative venue	
57.	December	4.1.3.	Contract management procedures for works contracts (PRAG and/or FIDIC)	ADVANCE	2 days/12 hours	MEA TC or alternative venue	