



Training Centre of Secretariat for European Affairs



TRAINING NEEDS ASSESSMENT QUESTIONNAIRE

*2022 IPA STAFF TRAINING AND DEVELOPMENT NEEDS
SURVEY*

*FOR THE CIVIL SERVANTS IN THE IPA STRUCTURE
UNDER EU FUNDS AVAILABLE IN NORTH
MACEDONIA*

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| <i>Republic of Macedonia</i> | <i>E – HUMAN RESOURCE DEVELOPMENT</i> | | |
| <i>Secretariat for European Affairs Training Centre</i> | <i>E - 10</i> | | |
| <i>Instrument for Pre-accession Assistance (IPA)</i> | Version: 4 | Date: 03.12.2021 | Pages: 2 plus an excel file |

**STAFF TRAINING AND DEVELOPMENT NEEDS SURVEY
– TRAINING NEEDS ASSESSMENT QUESTIONNAIRE –**

Dear Respondent,

This questionnaire is designed for the purpose of the annual identification of the needs of a portion of the administration of the Republic of Macedonia which is entrusted the task to effectively manage and implement the EU Funds available in North Macedonia, entailing planning, programming, implementation – including respecting visibility rules, monitoring and evaluation. In particular, Questionnaire is developed for the purpose of identifying need for training and is aimed at capacity building of the national IPA Structure under EU Funds.

The assessment is done within the framework of NIPAC office responsibilities to coordinate the function of training and capacity building of the IPA structure and is specifically prescribed in the NIPAC Manual of Procedures. The Training Needs Assessment (TNA) is a bi-annual exercise.

The questionnaire includes questions related to your educational attainment, skills required for executing your job responsibilities, training received, training needed, etc., aiming to assist you in your personal and professional capacity development.

The questionnaire is designed and should be filled in English language. The TNA is created in an excell file. Please read carefully the first portion of the questionnaire, containing information and clarification on specific parts of the same. The Questionnaire can be found on the following link:

<http://sep.gov.mk/content/?id=56#.Xhxtnv5KiM>

After completing the TNA Questionnaire, please deliver it by e-mail to the address indicated below. Your answers will be treated with confidentiality.

You will need about 30-40 minutes to complete this questionnaire.

The results of the assessment will be aggregated and analysed in a report which will be used to design the training plan and the training curricula for the respondents for the period 2022-23. The aim is to better plan and address the identified needs through variety of tools for capacity building, starting for information sessions, trainings, workshops, presentation, on-line events, coaching and other forms of capacity building.

DEADLINE: 20.12.2021

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