



РЕПУБЛИКА МАКЕДОНИЈА
ВЛАДА НА РЕПУБЛИКА МАКЕДОНИЈА
СЕКРЕТАРИЈАТ ЗА ЕВРОПСКИ ПРАШАЊА

Бр. 11 - 94/190
28.06. 2013 год.
Скопје

Training Center for EU and IPA
Secretariat for European Affairs

Plan for Development / Training for 2013 based on conducted on Training Need Assessment in the Operating Structure

		RELEVANCE			
		0	1	2	Sum
A. PROGRAMMING					
1.	Programming: Component I – TAIB Sequence of operations and responsibilities / Coordination issues	103	48	50	148
2.	Logframe / Project Fiches/ Operation Identification Sheets	103	52	46	144
3.	Programming: Component II – Cross border Sequence of operations and responsibilities Coordination issues	143	34	24	82
4.	Programming: Component III – Regional Development Sequence of operations and responsibilities Coordination issues	143	33	25	83
5.	Programming: Component IV – Human Resource Development Sequence of operations and responsibilities Coordination issues	140	37	24	85
6.	Operational Programmes (OP) Drafting the Operational Programmes Quality control of Operational Programmes	142	35	24	83
7.	Independent Ex-ante evaluation of OP Revision of OP after ex-ante evaluation feed-back	123	47	31	109
8.	Approval of Operational Programmes Co-financing: sequence of operations [incl. budget preparation] and responsibilities	114	54	33	120

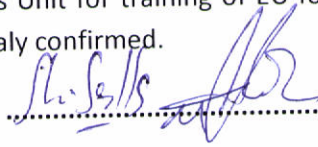
9.	Projects preparation Communication during project preparation Using Technical assistance for preparing projects Preparation of the Applications for assistance [Application forms]	91	57	53	163
10.	Feasibility Study / Cost Benefit Analysis	106	60	35	130
11.	Environmental Impact Assessment	151	34	16	66
Average		123,54	44,63	32,81	110,27
Subtotal		1359	491	361	1213
B. CONTROL ENVIRONMENT					
12.	Mission, objectives and values of any institution Ethics and integrity	111	55	35	125
13.	Risk Assessment by all stakeholders	84	63	54	171
14.	Risk management - As a tool for managers - As a tool for auditors - Coordination over the whole system	93	61	47	155
15.	Follow-up of audit recommendations	97	57	47	151
16.	Regular assessment of the systems and capacity by the management for the purpose of reporting on system integrity	107	53	41	135
Average		98,40	57,80	44,80	147,40
Subtotal		492	289	224	737
C. PUBLICITY AND VISIBILITY					
17.	EC Requirements	93	53	55	163
18.	Responsibilities	98	48	55	158
19.	Publicity in relation to Tendering / award of contracts	107	44	50	144
Average		99,33	48,33	53,33	155
Subtotal		298	145	160	465
D. TENDERING / PROCUREMENT					
20.	Applicable Procurement procedures	95	42	64	170
21.	Practical Guide (PRAG)	80	43	78	199
22.	FIDIC	98	50	53	156
23.	National Procurement rules	94	50	57	164
24.	Quality assurance – Ex-ante controls and risk management in relation to tendering	100	41	60	161
25.	Procurement Plan	96	48	57	162

26.	Preparing terms of Reference, Technical Specifications	95	40	66	172
27.	Preparing tender dossiers, launching tenders/call for proposals	98	42	61	164
28.	Tender Evaluation Committee /Short List Panel	106	45	50	145
29.	Tender procedures Services / Supplies / Works/ Grants	102	47	52	151
30.	Preparing the Twinning Fiche and procedure for selection of Twinning partner	100	47	54	155
	Average	96,72	45,00	59,28	163,54
	Subtotal	1064	495	652	1799
E. PROJECT / CONTRACT MANAGEMENT					
31.	Services	87	43	71	185
32.	Supplies	80	49	72	193
33.	Twinning	71	57	73	203
34.	Works Contracts [FIDIC]	92	47	62	171
35.	Grant Schemes	99	41	61	163
36.	Understanding and applying legal provisions and relevant national framework / guidelines for project implementation	78	50	73	196
	Average	84,50	47,83	68,67	185,17
	Subtotal	507	287	412	1111
F. FINANCIAL MANAGEMENT					
37.	Flow of funds	108	55	38	131
38.	Planning the funds	94	63	44	151
39.	Channelling the co-financing	104	58	39	136
40.	Requesting funds from the EC	111	60	30	120
41.	Transferring funds to Contractors	111	59	31	121
42.	Certification/ Verification of expenditure	99	56	46	148
43.	Closure of programmes	102	55	44	143
44.	Suspension of payments	107	54	40	134
45.	Reallocation of funds	99	54	48	150
	Average	103,89	57,11	40,00	137,11
	Subtotal	935	514	360	1234
G. MONITORING AND EVALUATION					

46.	Monitoring reports	86	44	71	186
47.	IPA Monitoring Committee + Sector Monitoring Committees	88	45	68	181
48.	Setting up and applying key performance indicators	85	47	69	185
49.	Project Monitoring, on the spot checks. and Projects evaluation	84	53	64	181
50.	Managing information systems for collection, retrieval and use of data for decision-making	101	42	58	158
Average		88,80	46,20	66,00	178,20
Subtotal		444	231	330	891
H. ACCOUNTING					
51.	Authority / Principles Responsibilities	138	42	21	84
52.	Records and controls	136	44	21	86
53.	Reconciliation procedure	138	44	19	82
54.	Financial statements Chart of accounts / Description of the accounts / Main entries	142	44	15	74
55.	Computer based system [electronic transfer of data]	138	43	20	83
Average		138,40	43,40	19,20	81,80
Subtotal		692	217	96	409
I. HUMAN RESOURCES DEVELOPMENT					
56.	Human Resources development strategy	110	59	32	123
57.	Staff planning [Workload Analysis] Staff recruitment Staff appraisal [including setting objectives]	103	59	39	137
58.	Segregation of duties and conflict of interest	94	64	43	150
59.	Sensitive functions [identification and mitigating measures]	101	58	42	142
Average		102,00	60,00	39,00	138,00
Subtotal		408	240	156	552
J. IRREGULARITIES AND FRAUD					
60.	Prevention, detection, reporting	74	47	80	207
K. STRATEGIC PLANNING					
61.	Strategic planning and programming	88	48	65	178

Training Centre of SEA is a permanent institution providing IPA an EU related trainings. The training needs prioritized through the Training Needs Assessment for 2013 are expected to be met by the institutions. For this timetable responsible staff is Unit for training of EU funds and other foreign assistance. Possibly other resources will be additionally confirmed.

Prepared by Head of Training Centre of SEA

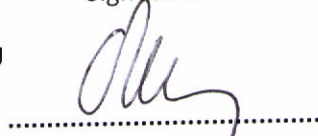


23.05.2013

Signature

Date

Checked by Head of Sector for coordination for EU
funds and other Foreign assistance



23.05.2013

Signature

Date

Approved by:

Dr. Fatmir Besimi, Deputy Prime Minister for European Affairs



Signature

Date