


Ref 6	Project title		<i>Civil Service Training Programme, Bosnia and Herzegovina</i>					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners
	Bosnia and Herzegovina	13,200.00	100 %	2 st/t int. expert	UNDP	EU (European Commission)	2006 (Nov.) - 2007 (Jan)	/
Detailed description of project					Type of services provided			
<p>The complete implementation of the contract resulted in increase of participants' knowledge about Slovenian experience in Human Resource Management, including legal aspect, role of the Ministry of Public Administration and HR units in public administration institutions, recruitment and appraisal system, system of trainings and other forms of professional development for civil servants.</p> <p>Participants especially increased their knowledge about:</p> <ul style="list-style-type: none"> political, social and economic situation in the Republic of Slovenia, as well as general structure of public administration; legal framework for the civil service system; the way that relevant institutions within the civil service operate, including: Ministry for Public Administration, HR unit in one of the public administration institutions and organization and delivery of training for civil servants; Slovenian experience in different aspects of HRM: recruitment, appraisal, training and other forms of professional development, promotion etc. 					<p>IPS provided the following services:</p> <p>A. Development of the detailed programmes of the study visits;</p> <p>B. Programme of the study visits that enabled the achievement of the objectives. Specifically, the participants gained an understood the Slovenian experience through:</p> <ol style="list-style-type: none"> briefing on political, social and economic situation of the country as well as general information on the public administration structure; basic information on the legal framework of the civil service system with particular regard to those legislative instruments that directly impact the process of employment in civil service; visits to relevant institutions within the civil service system including: Ministry for Public Administration, Academy of Administration, Department for Human Resource Management, and the institution / organization dealing with recruitment and training of civil servants. Participants learned about the specific roles, responsibilities and experiences of the above mentioned institutions; presenting the Slovenian experience in different aspects of Human Resource Management. Specifically these focused on: <ul style="list-style-type: none"> Recruitment and Selection – policies and procedures; internal examinations; roles and responsibilities of central agency and employing bodies; Performance Appraisal System – structure, roles and responsibilities; linkages to the identification of training and development needs; Disciplinary procedures with the emphasis on performance. Improvement rather than punishment; adherence to procedures to ensure legal compliance. Specific training for specialist staff and line managers involved in the administration and application of the above mentioned procedures. Training and Development – systematic identification of training needs; development and structure of the organizations' annual training plan; costing the plan; system of accreditation for trainers and training providers; other forms of professional development, selection/procurement process for external training providers; methods used to evaluate training and development; promotion of the training programmes within the civil service. meeting the relevant officials from the institutions and organizations involved in the above mentioned procedures. <p>C. Overall organization of the events covered by the programme and support to the participants during that time.</p> <p>D. Preparation of the report after completion of the assignment.</p>			