



**Task Force Fostering &
Building Human Capital**
of the Regional Cooperation Council

Capacity Building Programme for Regional Cooperation 2011



Austrian Federal Ministry of Science and Research



Austrian Federal Ministry of
Education, Arts and Culture



Bulgaria
Ministry of Education and Science



ministry of science education and sports



Montenegro
Ministry of Education and Sport
Ministry of Science



Serbia
Ministry of Education and Science



Republic of Moldova
Ministry of Education



Regional Cooperation Council

Background

In the latest Enlargement Strategy, the European Commission has stressed the public administration reform as a continuing priority. The overall objective in this area is to contribute towards upgrading operational capacities and professionalism of public administrations at the centralized, as well as the regional, and the local level in Western Balkans, and to promote regional cooperation through knowledge transfer, networking and exchange of experience.

Already in 2008 the Task Force Fostering and Building Human Capital (TF FBHC) of the Regional Cooperation Council (RCC) had launched a mobility programme for capacity building in regional cooperation for civil servants within SEE ministries responsible for education, science and research. After the pilot-phase in autumn 2008, the programme was expanded in 2009. Both years the programme was realized through grants provided by the Austrian Co-Chairmanship of the TF FBHC in cooperation with several partner institutions and covered placements in Vienna, Sarajevo and Zagreb at the key institutions and networks in the area of cooperation for building human capital. At the end of 2009, and in line with the Zagreb Action Plan, partner Ministries were invited to provide “hosting weeks” for sustaining and further developing the Capacity Building Programme into a regional exchange and mobility programme. Hence, the 2010 phase of the mobility programme covered short term placements in Belgrade, Podgorica, Sarajevo, Sofia, Vienna and Zagreb and was more flexible as regards the duration of the placements. So far, 13 civil servants from SEE ministries responsible for education, science and research had the possibility to gain insight into the work of other ministries, institutions and networks involved in regional cooperation.

Building upon the experiences of previous phases, the mobility programme 2011 is even more flexible and more encompassing due to the larger number of hosting cities and institutions. This should provide more intense and specialized placements and enable participants, as well as hosting partners to maximally benefit from the programme’s informative as well as operative character.

Programme Overview

The Mobility Programme for Capacity Building in Regional Cooperation is designed as a support measure and a capacity building instrument for civil servants, who are acquainted and have experience with managing regional activities and programmes in education, science and research, and act as contact points for the existing networks of cooperation. The programme allows participants, as well as the hosting institutions, to gain insight into work and working methods of other ministries or organizations involved in regional cooperation.

It is centred around short-term placements at key institutions and networks in the area of cooperation for building human capital, and includes a wide range of sectors within this priority area. Short-term placements lasting 2 or 3 weeks are foreseen in **Belgrade, Chisinau, Podgorica, Sarajevo, Sofia, Vienna and Zagreb** at institutions involved in the field of regional cooperation in education, training and research (see Annex 1). Placements in each city last approximately 7 days, whereas participants will have the possibility to decide upon the overall duration of the programme (2 or 3

weeks) and the placement cities (2 or 3 destinations) in accordance with their field of interest or work.

The mobility programme encompasses different modalities, depending on their spheres of work, needs, and intake-capacities of the respective hosting institutions. This should also secure a sector-specific approach. Whereas in certain cases the mobility programme could take the form of short internships, different measures (ex. briefings, round-table meetings etc.) are envisaged for other networks or institutions. While hosting institutions are free to design their curriculum, the **regional and EU dimension** should remain a common element.

Programme Objectives

- The programme aims to contribute towards **strengthening administrative capacities** of public administrations through peer-learning and exchange of expertise and know-how within SEE ministries responsible for education, science and research
- The overall objective of the programme is to **promote regional cooperation** through good practice exchange, knowledge transfer, networking and cross-fertilisation of concepts and initiatives between the relevant stakeholders. The programme should strengthen the ability of the partner ministries and organizations to successfully participate and organize activities within the regional cooperation framework.
- As a measure of stakeholder empowerment, the programme aims to build new and/or strengthen the already existing partnerships, and to secure sustainability and continuity of **regional cooperation networks** in SEE.

Participation

Staff members of all the Signatory-Ministries of the 2007 Istanbul Memorandum of Understanding responsible for education, science and research are eligible to apply for participation in the mobility programme (see Annex 2).

The programme is primarily designed for civil servants involved in cooperation with regional and/or EU related activities and programmes in education, science and research, and for those acting as contact points for the existing networks of cooperation.

Candidates should preferably have some experience in participation in European/international fora (i.e. Steering Platform on Research for the WBC, ERI SEE, CEEPUS, CoE, UNESCO, OECD, bilateral cooperation etc.) and/or related project work. Proficient knowledge of **English**, or the **language of the host country**, is essential.

Grants and Support

The Austrian Co-Chairmanship of the Task Force will make available 6 - 9 grants (covering in total 18 'mobility weeks') for the implementation of the programme in 2011.

Istanbul MoU Signatory-Ministries of EU member states and/or represented in the Task Force leadership are not eligible for grants, but are invited to participate as self-payers. There are also no grants for placements in the home country.

Grants will be allocated to the most suitable candidates, based on the submitted application material (see annex 3) with the exception of persons already having received a grant in a previous phase of the programme. Please be advised that the clearly outlined personal interests, objectives, as well as the benefits and added value of the foreseen placement will be taken into consideration in the selection process. Suitable candidates, who cannot be awarded a grant in 2011, will be short-listed for potential participation in 2012.

The programme is cooperatively supported by the seconding and receiving partner institutions. The Croatian Ministry of Science, Education and Sports will provide accommodation free of charge, and Republic of Moldova will provide free accommodation for up to two participants. Other hosting partner institutions will provide very favourable accommodation facilities.

Implementation

The Vienna Secretariat of the TFBHC in cooperation with KulturKontakt Austria is in charge of the overall implementation of the 2011 phase in a close cooperation with the Bulgarian Ministry of Education, Youth and Science; the Ministry of Civil Affairs of Bosnia and Herzegovina; the Croatian Ministry of Science, Education and Sports; the Montenegrin Ministry of Education and the Ministry of Science; the Serbian Ministry of Education and Science; the Ministry of Education of the Republic of Moldova, the Moldova State University; the RCC Secretariat and other institutions involved.

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Annex 1. General Framework

Duration per participant	2 or 3 weeks
Number of Grants	6 – 9 (max. 18 mobility weeks)
Options for Placement Cycles	<p>1. Two-week cycles: a) 19 Sept. - 2 Oct. 2011 b) 26 Sept. - 9 Oct. 2011 c) 3 - 16 Oct. 2011 d) 10 - 23 Oct. 2011 e) 17 - 30 Oct. 2011</p> <p>2. Three-week cycles: a) 19. Sept. - 9. Oct. 2011 b) 10 - 30. Oct. 2011</p>
Mobility Grant	<p>Mobility Grants include international travel costs and a contribution towards the costs for accommodation, subsistence, local transportation, health insurance and visa (if applicable).</p> <p>Per two-weeks: International travel costs max. € 800 (*) Accommodation € 420 (**) Allowance € 600 (***) Total Grant € 1820</p> <p>Per three-weeks: International travel costs max. € 1200 (*) Accommodation € 630 (**) Allowance € 900 (***) Total Grant € 2730</p> <p>(*) International travel costs will be administered by the grant recipients and reimbursed by the Task Force Secretariat in Vienna.</p> <p>(**) In cases where accommodation is provided free of charge by the hosting institutions (currently in Chisinau, Vienna and Zagreb), no accommodation allowance will be paid to grant recipients.</p> <p>(***) Any other costs have to be borne by the grant recipient or their institution.</p>

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Annex 1. General Framework continued

Possible Placement Cities	Selection of Hosting Institutions/Organisations
Vienna Austria	Ministry of Education, Arts and Culture; Ministry of Science and Research; Task Force Secretariat; Zentrum für Soziale Innovation, Information Office of the Steering Platform on Research for the Western Balkan Countries WBC-INCO.NET; KulturKontakt Austria; Central CEEPUS Office
Sarajevo Bosnia and Herzegovina	Regional Cooperation Council Secretariat; Ministry of Civil Affairs
Sofia Bulgaria	Ministry of Education, Youth and Science
Zagreb Croatia	Ministry of Science, Education and Sports; University of Zagreb; Education and Teacher Training Agency; Agency for Mobility and EU programmes
Podgorica Montenegro	Ministry of Education and Sports; Ministry of Science; University of Podgorica
Chisinau Republic of Moldova	Ministry of Education; Moldova State University
Belgrade Serbia	Ministry of Education and Science

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Annex 2: Eligible Institutions

Eligible Institutions for participation in the programme:	Eligible Institutions for a mobility grant:
<p>Republic of Albania Ministry of Education and Science</p> <p>Bosnia and Herzegovina Ministry of Civil Affairs</p> <p>Republic of Bulgaria Ministry of Education, Youth and Science</p> <p>Republic of Croatia Ministry of Science, Education and Sports</p> <p>UNMIK/Kosovo Ministry of Education, Science and Technology</p> <p>The former Yugoslav Republic of Macedonia Ministry of Education and Science</p> <p>Republic of Moldova Ministry of Education</p> <p>Republic of Montenegro Ministry of Education and Sports Ministry of Science</p> <p>Republic of Romania Ministry of Education, Science, Youth and Sports</p> <p>Republic of Serbia Ministry of Education and Science</p>	<p>Republic of Albania Ministry of Education and Science</p> <p>Bosnia and Herzegovina Ministry of Civil Affairs</p> <p>UNMIK/Kosovo Ministry of Education, Science and Technology</p> <p>The former Yugoslav Republic of Macedonia Ministry of Education and Science</p> <p>Republic of Moldova Ministry of Education</p> <p>Republic of Montenegro Ministry of Education and Sports Ministry of Science</p> <p>Republic of Serbia Ministry of Education and Science</p>

Annex 3: Application Guidelines

Guidelines for Application

All application material should be submitted to the TF FBHC Secretariat in Vienna via email (marija.soronda@kulturkontakt.or.at) by **June 1st 2011**

- All applicants should submit the completed **Application form**
- All applicants should submit a **CV** (preferably Europass CV)
- All applicants should write a detailed **Letter of Motivation** which addresses: The relevant working experience; The interest in particular institutions and/or organizations, and the foreseen learning outcome; The envisaged future benefits of the applicant's participation in the programme on the institutional level; Any additional significant information.
- All applicants should submit an **approval from their respective employer** confirming the ministry's support for the applicant's intended placement, as well as the approved leave of absence
- Application material should be in English or accompanied by an English translation

For questions and information please feel free to contact Marija Soronda via email (marija.soronda@kulturkontakt.or.at) or by telephone +43 1 523 87 65 28