

“Towards a Shared European Administrative Space: Connecting Western Balkans with the Italian Administration”

Responsible Use of Artificial Intelligence in Public Administration The Art of Prompting

30–31 October 2025

Science and Technology Park, Podgorica, Montenegro

Provisional Agenda

The training will be organized by Regional School of Public Administration (ReSPA) in cooperation with National School of Administration (SNA) of Italy. This two-day workshop will provide civil service practitioners from the Western Balkans with practical knowledge and skills on the responsible use of Artificial Intelligence (AI) in public administration. The programme combines conceptual lectures, case studies, and hands-on workshops to strengthen participants' capacity to apply AI tools effectively, ethically, and transparently in their daily work.

The goals are to explore the challenges of integrating AI into public administration, gain insight into practical applications and accountability mechanisms, build skills in prompt design for administrative tasks, and enhance public servants' ability to use AI tools responsibly and effectively. The topics covered include AI technologies in governance, different typologies and applications of AI, the fundamentals of prompt engineering, and hands-on practice in drafting administrative documents with AI.

Thursday, 30 October 2025

9:00 – 9:10	Welcome Remarks <ul style="list-style-type: none"> <i>Maja Handjiska Trendafilova</i>, Director of ReSPA
9:10 – 11:00	AI and algorithms in public administration <ul style="list-style-type: none"> Sabrina Bandera, Head of Research, Innovation, and Strategy Division, SNA - National School of Administration, Italy
11:00 – 11:30	Coffee break
11:30 – 13:00	Introduction to AI – definitions and types
13:00 - 14:00	Lunch
14:00 – 16:00	Prompting for public administration – concepts and principles

Friday, 31 October 2025

9:00 – 13:00	Workshop: prompt-based drafting of administrative documents, group works
13:00 – 14:00	Lunch
14:00 – 16:00	Workshop: peer feedback and synthesis