



INFO SHEET – FOR CANDIDATES

APPLY TO THE INSP SHORT TRAINING PROGRAMMES - 2026

Joint initiative between ReSPA and French Embassies in the Western Balkans and the Eastern Neighborhood

As part of the French regional programme “Bridge to EU”, this joint initiative aims at strengthening the capacities of young civil servants of the Western Balkans and Eastern neighborhood regions. It supports their participation in [short training programmes \(PIC\)](#) offered by the National Institute for Public Service – INSP (former ENA).

Beyond training, this initiative fosters experience-sharing, promotes European openness practices, encourage networking among participants and contributes to strengthening regional cooperation.

What are the programmes about?

INSP offers one-week training courses in Paris, delivered in English. These high-level sessions are led by experienced French public sector practitioners and bring together participants from around the world, selected through a competitive process.

Candidates may apply to **one** of the following training courses:

- Developing expertise in European funds (6 – 10 July)

Accessing European funds requires far more than identifying available opportunities: it demands a solid understanding of the project-based environment in which European programs operate, as well as a clear grasp of the European Union’s strategic expectations, regulatory framework, and evaluation criteria.

Applicants for these funds must be able to align their projects with EU priorities, structure them according to strict methodological standards, and demonstrate their capacity to manage, monitor, and report on the funded activities.

This training will enable participants to gain a clearer and more comprehensive understanding of these requirements and the broader strategic issues involved.

The indicative program, general information and application form can be found following [this link](#).

- Negotiating within and with the European Union: European economic diplomacy (29 September – 03 October)

The European Union is a product of negotiation. Its multi-layer and multi-player policy-making labyrinth also involves a constant negotiation process taking place at different levels and involving a variety of actors. The specificity of the EU governance structure highlights the purpose of reaching agreement on the realization of a common interest where conflicting interests are present. The European project is therefore a never-ending process of reconciling undeniable diversity with equally undeniable common aspirations. The Union’s external, trade and economic relations are managed through negotiations. Negotiating effectively within and with the EU therefore requires a deep understanding of the complexities and distinctiveness of the European negotiation processes. It also requires a capacity to balance power advantage with political and diplomatic acumen.

The indicative program, general information and application form can be found following [this link](#).

- Diplomacy in transformation : adapting to new practices and global change (30 November – 04 December)

Today’s diplomats must adapt their practices to increasingly complex environments, combining bilateral and multilateral negotiations, consular action, multi-actor coordination and engagement with non-state stakeholders. Climate change, global health, cybersecurity and gender equality now stand at the heart of diplomatic agendas.

This program explores the new practices of diplomacy through expert insights, thematic discussions and practical simulations. It aims to strengthen participants’ understanding of contemporary diplomatic challenges while developing

concrete skills in negotiation, communication, and strategic positioning, enabling them to act effectively in a rapidly evolving international landscape. This training course is organized in partnership with the Diplomatic and Consular Academy of the French Ministry for Europe and Foreign Affairs.

The indicative program, general information and application form can be found following [this link](#).

Who can apply?

Applicants must meet the following criteria:

- Be a civil servant from one of the following : Albania, Armenia, Bosnia-Herzegovina, Kosovo*, North Macedonia, Moldova, Montenegro, Serbia or Ukraine
- Be officially nominated by their administration
- Work in:
 - o The Ministry of Foreign Affairs (for the “diplomacy in transformation” course, or
 - o A ministry in charge of European integration, or
 - o Another public administration, but specifically dealing with European affairs
- Be under 35 years old
- Have at least 2 years of professional experience, related to the chosen training
- Excellent knowledge of English language

What does the support include?

Selected candidates benefit from comprehensive support covering:

- INSP registration fees
- Round-trip airfare to/from Paris
- Accommodation (individual studio apartments)
- Daily allowance: €120/day (in addition to accommodation)
- Social security insurance for the duration of the stay in France

What is the application procedure and timeline?

1 – PRESELECTION PHASE – APPLICATION DEADLINE: 28 May

The application process consists of **two-steps**:

1. **Online pre-registration on the [INSP website](#)**, via a dedicated link for each course (click on ‘Apply now’ on the programme page). You will also need to upload a CV and a photo. After submission, you will receive an automated email with an application file to download, including the following elements:
 - Pre-registration summary
 - Needs assessment form (to be completed)
 - Template letter of introduction from the applicant's administration (to be completed, signed, and stamped by your administration).
 - Evaluation form (to be completed by the embassy).

2. **Submission of the application file to the French embassy** of your place of residence (see contacts below) no later than May 28th (please disregard any other deadline mentioned on the website).

The application file must include the following documents:

- The completed pre-registration summary uploaded on the INSP portal,
- The needs form
- The letter of support from your administration, duly completed, stamped and signed
- A detailed CV
- A copy of a valid passport

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

From 8 June onwards, candidates will be informed by email by the French Embassy of the outcome of the pre-selection process (maximum of two candidates selected per Embassy¹).

Pre-selected candidates will receive detailed information regarding logistical arrangements as well as administrative procedure to access financial support.

Important: Pre-selection by the French Embassy does **not** guarantee final admission. Indeed, final selection is made exclusively by INSP.

2 – FINAL SELECTION

Once you receive the official confirmation letter from INSP, your participation in the training programme is confirmed. At this stage, financial support procedures will be completed, provided all required documents have been submitted, and plane tickets will be issued.

More questions?

Would you have more question about this joint initiative, please contact directly the relevant French Embassy:

	Contact person	Email	Phone
Albania	Rémy PRIVAT Valbona NANO	remy.privat@diplomatie.gouv.fr valbona.nano@diplomatie.gouv.fr	+ 355 4 238 9700
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¹ Exception for Armenia : the participation of 1 candidate will be supported