

Brief Methodology for utilization of the ReSPA Horizontal Facility

- **The “ReSPA Horizontal Facility”** aims at supporting on an *ad-hoc* basis the participation of public servants from the region in different regional and international conferences and/or trainings and/or other similar learning events organized by Institutes of Public administration of EU Member States, renowned schools or higher education institutions in EU (private or public) working in the area of public policy, regional partners and other international actors;
- The Horizontal Facility will also **ensure flexibility** to ReSPA Secretariat for partnering on an *ad-hoc* basis with various regional and international actors for co-designing and organizing joint capacity building and learning activities, which support PAR and EU Integration agenda in the region;
- The Facility will provide opportunity to support the **attendance of the public servants** at activities that address the topics outside of the scope of the defined programme of work for which the interest has been accumulated over the course of time or when there is a particular emerging need of significant importance for PAR and EI processes;
- Each ReSPA member administration, through the GB Member or the Liaison Officer (upon endorsement of the GB Member) may propose to ReSPA Secretariat to assess the possibility to enable the participation of public servants to a given concrete activity – **up to 2 proposals** by each member administration during the period 2023-2025¹;
- In the proposal to be sent to ReSPA (respa-info@respaweb.eu), the proposing administration shall clearly state the activity, share a link with its description and a brief justification why attendance to this learning event would be beneficial to advancing PAR and capacity building in the applicant’s public administration and the Region, if applicable. The simple template is attached to this methodology;
- The proposed activity shall be **an already announced** training, workshop, seasonal/summer school, international/regional conference, networking event or similar which shall take place within the Western Balkans or in an EU Member State;

¹ Absorption will be continuously monitored and reported to the ReSPA Governing Board and any needed adjustments might be introduced at a later stage subject to funding availability.

- The proposed activity shall be in line with **ReSPA mandate**, strategy and the general programmatic direction. ReSPA can assess and investigate the possibility of co-designing or co-creating of certain parts or all of the announced learning activity with the organizer within mutually beneficial arrangements which would result in the more favorable conditions of the attendance of ReSPA attendees and contextually-adjusted capacity building;
- The proposed activity shall take place at least **2 months after** it is brought to ReSPA attention by the interested administration;
- The length of the proposed activity shall be indicatively up to 3 working days, depending on the programme/course schedule;
- The Facility can support attendance of **up to 3 public servants** per administration to these types of activities;
- ReSPA Secretariat will assess the proposal, potential costs and if assessed positively shall respond to the proposing administration and shall **launch a call for nomination of participants** from all interested members of ReSPA;
- As a general rule, ReSPA shall cover travel, accommodation and tuition/participation fee. However, concrete costs to be covered will depend on the arrangements that ReSPA Secretariat shall make with the organizer of the activity;
- ReSPA Secretariat shall also identify **proactively** potential suitable activities that fall under the categories described above, and propose it to all the Members;
- The utilization of the Horizontal Facility will be timely communicated to Governing Board in the ReSPA Secretariat Quarterly and Annual reports.

TEMPLATE

PROPOSAL FOR THE UTILIZATION OF THE ReSPA HORIZONTAL FACILITY

- Proposed activity (title and venue):
- Brief description of the activity:
- Expected to be implemented (as announced): dates
- Link (if available):

- Relevance for the proposing institution as well as for the public administrations in the WBs:
- Expected impact of the capacity building/learning activity:
- Synergy with ReSPA strategy and programmatic direction:
- Typology/profile of potential participants:

Approval by the GB Member:
(name, surname, signature) and date.