

Methodology for utilization of the ReSPA short-term Mobility Scheme mechanism

- **ReSPA Mobility schemes** are short-term interventions implemented in the Western Balkans, Eastern Partnership countries participating in ReSPA activities (Armenia, Moldova, Ukraine) and in EU member states;
- Through this intervention mode, **public servants from one administration (or more than one) can visit and exchange with relevant homologue institutions in another administration in the WBs, EaP or in an EU member state** and gain in-depth direct insights on particular success factors in public administration reform processes and various themes of interest;
- In total, ReSPA can support **up to 6 mobility exchanges for each ReSPA Member administration, and up to 3 for the ReSPA Beneficiary and EaP administrations** in the period of duration of the current EC Grant (2026 – 2028): 3 intra-regional and 3 in EU MS institutions;
- **More than one beneficiary institution** from more than one administration can be engaged in one Mobility scheme – this can be done with prior coordination among the interested institutions and submission of a joint application;
- Interested institutions from WBs or WaP (applicants) shall fill out the application form (format attached) where they shall **describe the objective of the request**, explanation of the specific need/situation of the applicant related to the request, justification of why and how the challenges can be addressed through the mobility scheme, its added values, etc. Part of the application form shall be filled **by the host institution**;
- Applicants shall **propose the host administration and the host institution**, prepare the draft indicative **agenda** and agree on its content with the host institution before submitting the request to ReSPA;
- In the case when the Applicant doesn't have sufficient information about the most relevant counterparts to be visited or there are more options for potential host institutions in the region or EU, **ReSPA may assist in the identification of the host institution and relevant practices before the application form is filled and submitted**;
- Applicants shall send to ReSPA Secretariat an application form filled out **by both** the applicant and the host institution;

- Beneficiary institution(s) and host institution shall appoint, respectively, **focal points**;
- Eligible costs which can be covered by ReSPA Secretariat: travel and *per diem* for each overnight stay (accommodation, meals, local transportation);
- **Number of participants from one beneficiary institution:** up to 4;
- **Number of working days (in the host institution):** up to 2 working days. In exceptional and dully justified cases, the length of the mobility visit can be extended to 3 working days. Prior agreement of ReSPA is required;
- Submission of the applications:
 - For ReSPA Members: ReSPA Governing Board Member to approve the Mobility Scheme and the application to be sent to ReSPA Secretariat by the Liaison Officer;
 - For ReSPA Beneficiary (XKV) and EaP administrations: ReSPA Focal Point to approve the Mobility Scheme and submit to ReSPA Secretariat;
 - Applications shall be submitted to: b.ristovic@respaweb.eu
- The received applications for mobility schemes will be examined by an assessment team in ReSPA Secretariat. The ReSPA assessment team shall review the scope of the mobility, and may recommend improvements, informing the applicant of any potential changes. In case of a negative decision, the ReSPA Secretariat will provide written notice to the applicant;
- Representative of the ReSPA Secretariat may participate in the mobility in order to perform monitoring of activities and facilitate its execution;
- **Within two weeks from the conclusion of the mobility**, the focal point of the beneficiary institution is obliged to coordinate internally the drafting of a brief report and submit it to the ReSPA Secretariat. The report shall describe the results of the implemented mobility scheme as well as the main lessons learnt, networking capacities, challenges tackled, how the participants from the beneficiary institution(s) will ensure the transfer of knowledge to their colleagues and other related follow-up activities, as well as the overall level of satisfaction with the implemented mobility. In addition, pictures from the mobility visit/meetings shall also be submitted for advertisement and archiving purposes.