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## METHODOLOGY

### **On-site Training and Workshop Mechanism for ReSPA Members, Beneficiaries and Participants**

#### **Application procedure: Rules and steps**

December 2025

#### **1. Background**

ReSPA is a leading inter-governmental organization in the Western Balkans, focused on public administration reform (PAR). Its strategic goal, as outlined in the [ReSPA Strategic Orientation 2025-2030](#), is to strengthen the capacity of public administrations to respond effectively to the needs of citizens and businesses. This will be achieved through enhanced regional cooperation, professionalization of the civil service, and the improvement of public service quality.

The **On-site Trainings and Workshops** mechanism complements ReSPA's existing activities, including the On-demand Support Mechanism, by providing practical, hands-on capacity building directly at the premises of the beneficiary administration or within their region. These workshops focus on strengthening skills, knowledge, and implementation of the EU accession agenda, as well as PAR and PFM reforms, fostering peer-to-peer learning, and facilitating the exchange of experiences and best practices.

#### **2. Purpose of the instrument**

The On-site Trainings and Workshops mechanism aims to:

- Address specific capacity-building needs of public institutions in ReSPA Members, Beneficiary and Participating administrations.
- Support the practical implementation of PAR and PFM reforms, as well as inter-related reform efforts of the beneficiary administrations.
- Facilitate regional cooperation and knowledge transfer.
- Provide a structured, in-person (or remote), hands-on learning experience tailored to the beneficiary institution's operational environment.

#### **3. Eligibility**

The instrument targets **ReSPA Members**: Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, and Serbia; **ReSPA beneficiary** (Kosovo\*) and **Participating administrations from the Eastern Partnership-EaP** (Armenia, Moldova, Ukraine and prospectively Georgia).

Eligible applicants are public institutions that:

- Identify a capacity-building need that can be addressed through on-site training or a workshop.
- Operate in areas covered by the ReSPA Strategy and Annual Programme of Work.
- Can provide the necessary facilities and logistics for the training/workshop.

#### 4. Application guidelines

Applicants are expected to:

- a) **Identify a training need:** The need should be informed by:
  - a. Operational conclusions from PAR Special Group meetings;
  - b. Findings of the European Commission on PAR in Enlargement Packages;
  - c. National Reform Agendas;
  - d. Relevant PAR monitoring reports (such as SIGMA, Weber monitoring reports);
  - e. EU accession and bilateral screening reports, opening and closing benchmarks reports, EU accession action plans, National Plan for *acquis* approximation, etc.;
  - f. Recommendations from ReSPA studies, thematic groups, or other recognized international PAR-related studies.
- b) **Prepare an application form (template attached):** The application should include:
  - a. Detailed plan of the proposed training/workshop, including objectives, methodology, and expected outcomes;
  - b. Number of participants, including relevant units in the institution;
  - c. Proposed content and schedule (provisional agenda);
  - d. Budget breakdown (expert/trainer fees, logistics, materials, venue, refreshments, and other costs);
  - e. Proposed experts (up to five per training/workshop).
- c) **Approval:** The draft application must be endorsed by the respective Liaison Officer (Focal Point) and Governing Board Member (Senior Level) before submission to ReSPA.
- d) **Submission:** Applications must be submitted via email to the ReSPA Secretariat ([g.xhaxhiu@respaweb.eu](mailto:g.xhaxhiu@respaweb.eu)) only by the designated Liaison Officer or Focal Point.

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and ICJ opinion on the Kosovo Declaration of independence

## 5. Criteria for implementation

- All trainings and workshops must be delivered within the period January 2026-December 2028 and comply with related cost eligibility criteria.
- Trainings and Workshops should address specific institutional needs and be aligned with the ReSPA Strategy and Annual Programme of Work.
- One training/workshop cannot last more than 5 working days, and shall include up to 5 experts/trainers/lecturers.
- Each WBs administration can submit up to 3 (three) applications each year, while Eastern Partnership administrations can submit up to 2 (two) applications each year.
- Usually, one administration submits one application at a time for a given training/workshop. However, up to three administrations can submit a joint application, provided the proposal is well-justified, clearly defines the roles and responsibilities of each participating institution, and demonstrates added value through collaboration.
- The instrument shall ideally cover only costs for expert/trainer fees, while other logistical costs (such as training venue, coffee and lunch breaks, refreshments, production of visibility materials, travel and accommodation of participants, etc.) shall be borne by the applicant institution itself. Exceptions can be made based on the rationale provided by the applicant institution, with prior approval of ReSPA.
- Activities must be organized solely in ReSPA Members, Beneficiaries and Participating countries.

## 6. Roles and responsibilities

### *Applicant institution:*

- Coordinate internal arrangements and designate a focal point.
- Ensure logistical support (venue, IT equipment, participant coordination).
- Identify and communicate with the participants.
- Recommend experts and provide justification for their engagement.
- Provide feedback and submit a final report on the workshop outcomes and participant satisfaction.
- Obtain approval from the respective Governing Board (GB) Member for each application before submission.
- Coordinate with the respective Liaison Officer (LO), who will review the application and submit it to the ReSPA Secretariat as appropriate.

### *ReSPA Secretariat:*

- Manage the application process and review submissions.
- Facilitate expert selection and contracting in line with procurement rules.
- Monitor workshop implementation and provide guidance where needed.

- Collect reports from experts and beneficiaries to evaluate outputs, outcomes, and sustainability as well as to examine the potential for the replication of activities in other administrations.

## **7. Reporting and Follow-up**

- *Expert Report*: Focused on activities delivered, outputs produced, outcomes achieved, and sustainability/replication potential.
- *Training and workshop material* which will be published on the Knowledge Management Platform.
- *Beneficiary Report*: Assessment of training/workshop effectiveness, participant feedback, and institutional outcomes, as well as the plans to utilize the acquired knowledge and proposed follow-up activities.
- ReSPA Secretariat will use these reports for knowledge management, monitoring, evaluation, and reporting to the Governing Board.

## **8. The process – step by step**

- Step 1:** Institution identifies a training need suitable for an on-site workshop.
- Step 2:** Institution prepares draft application using the ReSPA form.
- Step 3:** Endorsement by Liaison Officer/Focal Point and Governing Board Member.
- Step 4:** Submission to the ReSPA Secretariat by Liaison Officer/Focal Point .
- Step 5:** ReSPA reviews the application and requests clarifications if needed.
- Step 6:** Upon approval, ReSPA organizes expert selection and finalizes the training/workshop arrangements.
- Step 7:** Training/Workshop is delivered.
- Step 8:** Expert and beneficiary submit final reports to the ReSPA Secretariat.