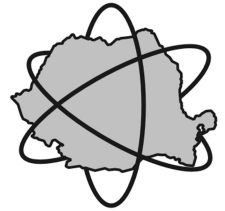




Ministry of Finance of the Republic of Estonia



Institute of administrative
Sciences "Paul Negulescu"

Workshop on Functional Reviews
18-19 February, 2010
Ukraine

Call for applications

The Main Department of Civil Service of Ukraine, the State Chancellery of Latvia, the Ministry of Finance of Estonia and the Institute of Administrative Sciences "Paul Negulescu" from Romania would like to announce the regional Workshop on Functional Reviews and invite government officials to apply.

The workshop is organized as a part of the ***Multi-Country Activity (MCA): „Government Action in Response to Economic Downturn”*** (http://www.rcpar.org/contents_en.asp?id=208) under the auspices of the UNDP Regional Centre for Public Administration (RCPAR). The overall aim of this MCA is to increase expertise of public administrators in the region in restructuring the government to overcome crisis. The project includes several activities: 5th Summer Public Administration Institute, two workshops on specific thematic areas, and two comparative research studies.

The ***main purpose*** of the workshop is to enhance the knowledge of and to facilitate sharing of experiences amongst selected public administrators in the area of functional reviews/audits. In addition, the workshop will be the opportunity to develop a particular methodology for comparative study on functional reviews that will be conducted as a follow-up activity.

The ***target audience*** of the workshop are government officials with the experience in functional reviews. There will be a total of ***12 participants*** from the Europe and CIS region¹ and additional 4-5 participants from Ukraine.

¹ Albania, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Lithuania, Moldova, Montenegro, Poland, Russian Federation, Serbia, Slovak Republic, Slovenia, Turkey, Tajikistan, The Former Yugoslav Republic of Macedonia, Turkmenistan, Kosovo - UN Administered Territory under UNSC 1244, Uzbekistan. See also http://www.rcpar.org/contents_en.asp?id=10

The Program

The workshop will last for 2 days – 18 and 19 February 2010 – and it will combine training, presentations of country cases and preparation of a methodology for the follow-up comparative study.

Day 1 will primarily focus on lectures and discussions related to different aspects of functional reviews. Applicants are encouraged to indicate in the application form the themes they would prefer to include in this part of programme. First group of country presentations on previous experiences in functional review (followed by discussion) will also be made in Day 1.

Day 2 will include country presentations and work on the research methodology. After several country presentations, there will be facilitated discussion on the methodology for comparative research on functional reviews. By the close of Day 2 this methodology will need to be finalized and endorsed by all participants.

Country presentations: Participants will be required to prepare country presentations regarding their previous experience in using functional review method. Guidelines for the presentations will be sent for the participants in advance. It is expected that each participating country will have at least one presentation.

Follow-up: After the workshop participants will be required to use the agreed research methodology and finalize their country cases according to the deadlines that will be discussed at the workshop.

The working language will be English.

How to apply

If you are interested in participation, please fill in the **application form** (see attached) and submit it by email to fr@center.gov.ua by **26 January 2010**.

➔ ***Due to the visa and travel arrangement applications submitted after the deadline will not be accepted.***

Please, indicate your personal details including the passport details in the e-mail sent with the application form in order to facilitate you visa application² (preferably, also send scanned first page of your passport).

The 12 non-Ukrainian participants will receive a fellowship from RCPAR that will cover the expenses related to participation in the workshop. Application for the workshop (except for those coming from Ukraine) is at the same time application for RCPAR fellowship. In other words, being selected for the workshop also means being provided with RCPAR fellowship – and there is no need for a separate fellowship application.

The main criteria that will be applied for selection of participants include:

² The visas to enter Ukraine are not required for the citizens of the EU and CIS countries. For all other citizens visa is required.

- The number of years of experience in the national or regional level public administration institutions (minimum 3);
 - The extent of previous involvement in functional reviews;
- (All non-Ukrainian participants are also expected to speak fluent English language.)

- In the course of selection the number of applications from the same country will also be taken into consideration.

The selection of participants will be finalized by 1 February 2010.

After the selection, the organizers will send logistical and administrative details and provide support in arranging the travel and visas.

- ➔ If you have any questions do not hesitate to contact Ms. Valentyna Afanasyeva.
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 - phone: +38 050 236 23 13