


**Introduction of Institute  
for Public Administration  
Prague**

July 2013



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**History of Institute**

- 1968 – founded by Ministry of Interior
- since 2000 – state allowance organization of Ministry of Interior of Ministry of Interior with own legal personality (partly financed from state budget)
- 2011 – rebranding to Institute for Public Administration Prague

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**Employees**

○ Institute for Public Administration Prague

**64 employees**

- 44 Prague
- 20 Training centre Benešov

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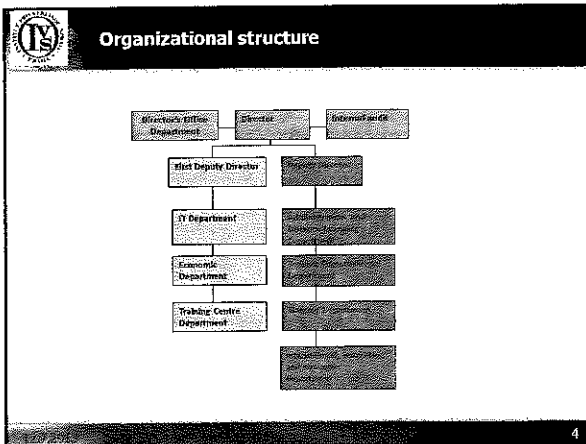
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- Main activity of Institute**
- Execution of non-patrimonial state administration
  - Training in state administration
  - Training of TSGU officials
  - Training in eGovernment
  - Other training
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- Other activities of Institute**
- Projects from European funds
  - International projects
  - International cooperation
  - Events for founder – Ministry of Interior
  - Public Administration dictionary
  - Publishing
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## International projects

### ○ International project "Transfer of Innovations in Methodologies for European Officials – Follow up a Joint Learning Path"

- Realization during 2009–2011 within Lifelong Learning Programme/Leonardo da Vinci/Transfer of Innovations

### ○ International project "Sharing Best Practices in Introducing and Teaching Ethics Principles to Public Administration Employees"

- Realization during 2011–2013 within Lifelong Learning Programme/Leonardo da Vinci/Transfer of Innovations

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## International cooperation

### ○ Participation on conferences within membership in DISPA, ENTO and NISPAcee

- DISPA – Network of Directors of Schools and Institutes of Public Administration
- ENTO - European Network of Training Organisations for Local and Regional Authorities
- NISPAcee - Network of Institutes and Schools of Public Administration in Central and Eastern Europe

### ○ Study visits for international delegations focused on issues of public administration and training

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## Dictionary of Frequently Used Terms in PA

### ○ „Dictionary of Frequently Used Terms in Public Administration“

- Institute operates editorial board
- Dictionary contains more than 1500 terms
- Available on Internet
- Few thousands accesses of public per year
- <http://svs.institutpraha.cz/>

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**Publishing**

- Long-term publishing activity
  - mostly written by Institute's lecturers
  - supporting material of Institute's courses
  - volně dostupné i široké veřejnosti
- Publications divided into three series:
  - **Basics of public administration**  
*basics of public administration and legislation*
  - **Professional aspects of administration activities**  
*SPC, execution and aspects of administration activities and handbooks*
  - **Personality and society**  
*personality and society, psychosocial and lecturers skills*



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**Marketing and Public Relations**

- Renting and services of Training centre Benešov
- Supply of Institute's services
  - Tailor-made courses
  - Institute's newsletter
  - Catalog of training events

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**Training centre Benešov renting and services**

- Training and conference facilities
  - congress hall for 200 persons with complete congress equipment
  - 11 classrooms (for 14 – 100 persons)
  - 2 classrooms with 10/25 PCs
  - overall capacity of training facilities 294 places
  - operation of transport- 3 air-conditioned minibuses in total for 24 passengers
  - renting of common area (exhibitions, company presentations)
  - option to present an event on our website or in Newsletter
- Leisure and sports
  - multipurpose sports ground
  - wi-fi available in the whole training centre
- Other services



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**Training centre Benešov**  
renting and services

○ Accommodation facility  
 - in total 198 places in double, triple rooms and suites  
 - buffet with cold and hot meals and beverages  
 - option of banquets, grilling etc.

○ Catering  
 - cafeteria for courses participants

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**Supply of services of Institute for Public Administration Prague**

○ Tailor-made courses/on demand  
 - topic and contents adjusted in compliance with wishes of client  
 - for selected group of participants  
 - venue upon agreement

Examples of realized events:

- Training for mayors and assembly members
- „Act about free access to information“
- „Administrative code“
- „Basics of economic management for allowance organizations“
- „Right to information about environment“
- „Corruption and anti-corruption policy in public administration“

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**Supply of services of Institute for Public Administration Prague**

○ Newsletter of Institute for Public Administration Prague

- electronic bulletin with news and information of training in PA and in Institute
- released quarterly
- distribution pdf format for thousands contacts in state administration and self-governance
- uploaded on [www.institutpraha.cz](http://www.institutpraha.cz)
- distribution in printed form in Training centre in Benešov, on conferences and seminars
- option of advertising for co-operating subjects
- register to receive at [newsletter@institutpraha.cz](mailto:newsletter@institutpraha.cz)



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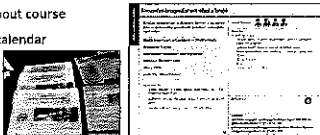
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 **Supply of services of Institute for Public Administration Prague**

○ **Catalog of training events of Institute for Public Administration Prague**

- catalog released twice a year
- uploaded in pdf format on website [www.institutpraha.cz](http://www.institutpraha.cz)
- distribution in printed form to current or potential clients
- clear structure of courses according to types of training
- easy orientation in course's target group due to icons
- complete basic facts about course
- chronological courses calendar



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## Training of Public Administration Officials in the Czech Republic

Václav Melichar  
16. 7. 2013



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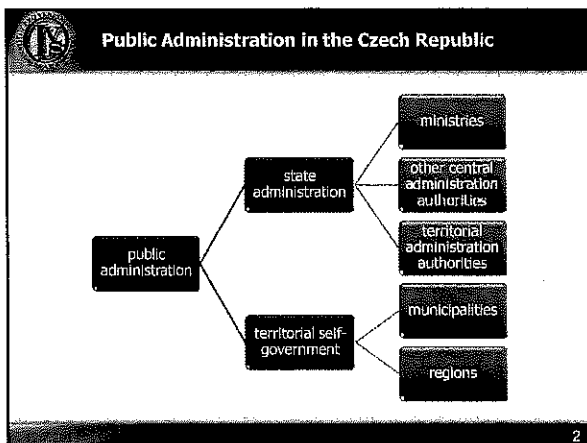
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### State Administration

- **ministries:** Finance; Foreign Affairs; Education, Youth and Sports; Culture; Labour and Social Affairs; Health; Justice; Industry and Trade; Regional Development; Agriculture; Defence; Transport; Environment; Interior
- **other central administrative authorities:** Office of Government, Czech Statistical Office, Office for the Protection of Competition; National Security Authority etc.
- **territorial administration authorities:** financial authorities, health stations, veterinary administration, Czech Police headquarters etc.
- **authorities of territorial self-governing units:** municipal and regional authorities in delegated powers

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**Territorial Self-government**

- **basic** territorial self-governing units – **municipalities:**
  - currently 6,253 municipalities
  - municipalities, townships, towns, statutory cities
  - each territorial part of the Czech Republic belongs to a municipality and is a part of a region
  
- **higher** territorial self-governing units – **regions:**
  - 14 regions
  - their territory derives from the list of municipalities

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**Czech Republic – Regional Division**

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**Joint Model of Public Administration in the Czech Republic**

- Territorial self-governing units conduct **double powers:**
  - 1) **Separate powers** – municipalities and regions use their right to maintain their own agenda, they realize **local self-government**
  - 2) **Delegated powers** – municipalities and regions fulfill their duty to ensure **state administration** operation, delegated on them in form of legal acts

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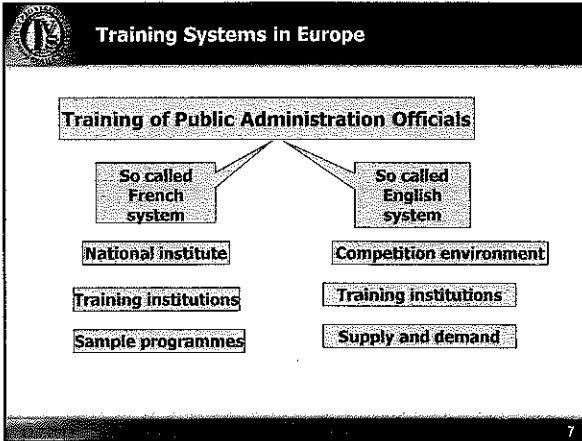
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**System of Training of Public Administration Officials**

- officials of **territorial self-government** (municipalities and regions) as to Act no.312/2002 Coll.
- officials of **state administration** as to governmental resolution no.1542/2005 About Rules of Training of Administration Authorities Employees (from 30th November 2005)
- Act no. 218/2002 Coll., About Service of State Employees in Administrative Authorities and Rewarding These Employees and Other Employees in Administration Authorities (Service Act), not in efficiency

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**Training of Territorial Self-government Officials**

- concerns officials of municipalities and regions who conduct administrative activities
- currently approx. 300 accredited training institutions

**TYPES of TRAINING:**

- initial training
- preparation for certification of special professional competence and certification of special professional competence by exam
- continuous training
- training of senior officials and heads of authorities

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**Initial Training**

- Gain **basic knowledge** in:
  - public administration
  - public law
  - public finances
  - European Union law
- Adoption of basic **skills and habits**:
  - for conducting administrative activities
  - e.g ability to use ICT at work or to communicate efficiently
- To be finished within **3 months** from the beginning of the labour contract

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**Special Professional Competence**

- **Obligation set by law** to prove special professional competence with exam
- Training in 30 administration areas listed in **bill no. 512/2002 coll.**
- Involves **preparation** (course) and **certification** (exam)
- Exam to be taken **within 18 months** since beginning of labour contract or since beginning of execution of particular administrative activity

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**Structure of Special Professional Competence Exam**

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graph LR
    EXAM[EXAM] --> written[written part]
    EXAM --> oral[oral part]
    written --- w1[written part]
    written --- w2[written part]
    written --- w3[written part]
    written --- w4[written part]
    oral --- o1[oral part]
    oral --- o2[oral part]
    oral --- o3[oral part]
    oral --- o4[oral part]
  
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### Administrative Activities

- "branches", "sections" of public administration
- e.g issuing of ID cards, passports and driving licenses, waste management, environmental protection, social services, social-legal protection of children, territorial planning, conservation
- **Exam set by law** certifying capability of officials of municipalities and regions for execution of 30 administration activities

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### Continuous Training

- proliferating, updating and specialization courses
- a) follow-up of special professional competence:**
  - reacting on admission of new or revised valid legal provisions (It is to ensure state of art knowledge and skills of officials gained during previous training)
- b) non follow-up of special professional competence:**
  - supporting personal development of officials
  - focusing on administrative activities where exam isn't obligatory for their execution

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### Training of Senior Officials and Heads of Authorities

- concerns secretaries and heads of regional offices
- **general part:**  
Information that help them in practice to cope with normal situation in office managerially; involves knowledge and skills from management, marketing, control, planning and work organization area
- **special part:**  
involves overview of all 30 administration activities listed in bill no.512/2002 Coll., About Special Professional Competence of Officials of Territorial Self-governing Units (students focus on those that are executed by their subordinates)

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**Training of State Administration Officials**

- Institute for Public Administration provides **training** for state administration **in these 4 areas:**
  - 1) following introductory training
  - 2) managerial training
  - 3) training in other areas
  - 4) basic pedagogical preparation of lecturers

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**Training of State Administration Officials**

- **Initial training**
  - Introductory
    - starting immediately after the beginning of labour contract
    - heading to master basic skills to be capable to perform activities in state administration
    - is obligatory
  - Follow-up
    - following-up on introductory and starting within 12 months since beginning of labour contract at latest
- **Proliferating training**
  - Managerial
    - starting after passing initial training
    - at appointing to senior position
  - Language
    - provided by administration authorities
  - Training in other areas
    - set by government or administration authorities

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**Governmental Resolution**

By its resolution no.1542 from 30th November 2005 the Czech government approved currently valid Rules of Training of Administration Authorities Employees.

Training structure according to Rules

- Training of employees involves
  - a) initial training
  - b) proliferating training
- Initial training involves
  - a) initial introductory training
  - b) initial follow-up training
- Proliferating training involves
  - a) managerial training
  - b) language training
  - c) training in other areas

**Institute for Public Administration (IPA) offers following training events to central authorities:**

- initial follow-up training
- managerial training
- training in other areas

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 **Initial Follow-up Training**

- we offer 2 forms:
  - **face to face** (5 one-day courses)
  - **distance** (6 weeks access rights to eLearning)
- offers employees basic knowledge and skills focused on common needs of state administration
- **topics:**
  - public finance
  - legal system of the Czech Republic
  - public administration
  - European Union
  - efficient communication

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 **Managerial Training**

**training objectives:**  
 mastering of essential managerial skills for execution of leading functions at state administration authorities

- **working competence** (rules of human resources management, ability of team cooperation, to decide, to solve problems, to bear responsibility)
- **social competence** (efficient communication, ability to motivate, solve conflicts, negotiate)
- **development of personal traits** (determination, independent decision making, psychical stamina and balance, courage to bear risk and defend activities outcomes)

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 **Training in Other Areas**

- these training areas are **set by government or administration authorities**
- **our current offer:**
  - training in eGovernment area
  - courses focused on anticorruption policy in public administration
  - training in ethics area

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 **Envisaged Changes – Act on State Officials I**

New act on **state officials** – in preparation

Regarding training  
Types of training according to the new act in preparation

- 1) preparation for basic and higher exam for officials and its passing, managerial training
- 2) training of senior officials
- 3) continuous training

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 **Envisaged Changes – Act on State Officials II**

- **Implements brand new obligation to pass basic or higher exam for officials**
- Passing exam is obligatory for fulfilling duties of authorized person according to Administration Code and Tax Code
- **Basic exam for officials** = knowledge certification
  - general principles of organization and procedures of public administration, legal basis, public finances basis, crucial principles of EU functioning, rights, duties and ethical rules for work in public administration
  - obligatory for officials <10 salary grade and lower
- **Higher exam for officials** = basic contents + testing
  - application and creative activity in above mentioned areas
  - obligatory for officials >10 salary grade and higher

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 **THANK YOU FOR YOUR ATTENTION**

**Václav Melichar**  
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**謝謝**

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