



European Administrative School Certification training cycle

In MMs n°42, we presented the Certification procedures and steps to staff mobility, for which some members of your team might have applied.

All Institutions have now adopted the implementing rules of article 45a of the Staff Regulations and the **process of selection of candidates** is already underway in most of them. **It should be completed by the end of February 2006.**

The European Administrative School (EAS) is responsible for the organisation and delivery of the training cycle and the EPSO/EAS management board approved its proposals for the content of the courses at its meeting of 20th October 2005.

The training cycle will amount to approximately **300 hours** broken down into **2 main parts**:

- A "common core": mostly **skills-based modules** to be followed by all participants. Total course time about **28 days**.
- **7 specific modules** lasting for 10 to 12 days of which participants will attend one. The choice of module will be made by the line manager in consultation with the participant. The principle is that participants will take a module in a subject they are already familiar with. More details are shown in the boxes below.

Languages — Courses will be given in **English and French** but no one will be allowed to follow the programme in their mother tongue. Non-native French and English speakers will have the choice between the two languages. Tests will also be in English and in French following the same rule as for the training cycle.

Preparatory work — Participants will be expected to undertake some preparatory work and reading in their spare time.

Place of delivery — Common core modules will be offered in both **Brussels and Luxembourg** in English and French. Arrangements for specific modules will depend on the number of participants for each subject.

| Training areas - Common core |
|--|
| Analysing, negotiating, problem-solving |
| - Analytical skills/creative problem solving |
| - Political awareness/dealing with different stakeholders/negotiation and persuasion |
| Processing information and communicating |
| - Synthesising written and oral information |
| - Presenting information orally and in writing |
| - Chairing and taking part in meetings |
| - Public speaking/Presentations/Briefings |
| Organising time, tasks and people |
| - Time management |
| - Task allocation/delegation |
| - Team-building/Motivation/Handling conflict |
| Knowledge |
| -EU decision-making procedures |
| -Principles of Budget and Financial management |

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Design of the programme — The design and detailed content of the different modules of the programme is a joint effort between the EAS, the central training units of the institutions represented in the EAS Interinstitutional working party and the expertise of external consultants.

Tests — The **written and oral** tests will be organised during or at the end of the corresponding modules. EPSO and EAS are responsible for determining the content of tests and their organisation.

Timing — The common core will be delivered in a block of **five consecutive weeks starting at the end of May** next year. The only exception is the module on EU decision making procedures and principles of budget that will follow the budgetary procedure from March onwards.

| Training areas - Specific fields |
|---|
| Public Administration and human resource mgmt |
| Work in a political secretariat |
| Project management |
| Audit |
| Financial and contract management |
| EU Law |
| Communication Policy |

The **specific** modules will be delivered in the first two weeks of **October**.

Next steps — As soon as candidates have been selected, the EAS will organise an **information meeting** to explain the training cycle in detail. It will also put in place the procedures for **choosing the language** and the **specific module** to be followed and continually update information on its newly created website.

 **David Walker & Elena Pascual Jimenez,**
EAS



Anticipating Risk Management

→ What is risk management?

In simple terms, risk management is nothing more than:

- Making a careful analysis of **what**, in relation to your activities and objectives, **could go wrong**,
- Judging whether you have taken **enough precautions** to address the potential issues,
- If necessary, taking **further actions**.

Effective risk management is a fully integrated and natural part of the regular management activities and should rather be seen as a **way of enhancing the existing planning and decision making processes** than as an isolated administrative exercise.

→ What is the added value for me as a manager?

As a manager in the Commission, you are responsible for achieving your operational objectives (linked to the Commission's overall objectives via the Annual Management Plan) in an effective and efficient way. You are also responsible for ensuring that activities and transactions under your control comply with applicable rules and regulations, for adequately managing and protecting your staff and assets (i.e. €, equipment, premises, etc.) and for compiling reliable, relevant and timely reporting (financial reporting and other). By systemically identifying and managing risks in relation to all these responsibilities, your chances of assuming them successfully will undoubtedly increase. Also, risk management can be an **effective tool for triggering and supporting change and innovation**.

→ What is new compared to previous years?

Risk management as part of the everyday management and control activities (e.g. via verifications, evaluations, analyses, etc.) has, to some extent, always existed in the Commission. Risk management as a **concept** was initially introduced via the Internal Control and Risk Self Assessment (ICRSA) in 2001 and several DGs have taken own initiatives in this