

*european network
of training organisations
for local and regional authorities*



*Sevilla, November 2010
ENTO Directory 2010*

ENTO DIRECTORY 2010

***EUROPEAN NETWORK OF TRAINING
ORGANISATIONS FOR LOCAL AND REGIONAL
AUTHORITIES***

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Introduction

What is ENTO?

European Network of Training Organisations for local and regional authorities (ENTO) has the members from the Council of Europe member States. There are currently 37 member organisations (35 ordinary members; 2 associate members) from 21 European countries.

ENTO is a "child" of the Council of Europe although it "grew up" into an independent organisation in January 1995 when it was registered in France. Its main aim is to develop the capacity of local and regional authorities to fulfil their roles by ensuring that their staff are well trained and qualified and can undertake their duties in a democratic, legal, professional and efficient manner. In pursuing this aim ENTO is seeking also to support the Council of Europe's and the European Union's work for better standards of public administration all over Europe.

The office of ENTO is in Strasbourg and from here day to day administration is carried out. Overall management is the responsibility of the Bureau which has up to nine members, each from a different country. Bureau members are elected for a period of two years by the membership at the General Assembly, once elected they select the President, three Vice Presidents and Treasurer from their number.

ENTO is a non-profit making and an NGO. It is financed from membership fees, sponsorship from some of the member organisations and the Council of Europe also provides financial support. Member organisations also support ENTO through the provision of staff, equipment and resources.

ENTO membership and its benefits

Membership of ENTO is open to European organisations who specialise in training for the staff and elected representatives of local and regional authorities. There are two levels of membership, ordinary and associate. Ordinary membership gives full voting rights and is restricted to public sector, not for profit organisations. Associate members have access to all ENTO services but do not have voting rights. Decisions on membership and membership levels are taken by the Bureau on receipt of an application form. Membership applications forms are available from the ENTO office and on the website: www.ento.org .

As is the case in many networks the membership of ENTO is diverse, some organisations are long-established with extensive experience in training while others are relatively new, members work within and across different national systems and member organisations have different specialisms. It is this diversity that gives rise to the benefits of membership, including:

- Contacts across Europe who can help with obtaining information and getting in touch with other people and organisations in their country;
- Opportunities for exchange of ideas and experience with others working in a similar field;
- A pool of people with expertise in training and development, research, political administration, training resource development;
- The opportunity to share training and teaching materials and resources;
- Assistance and support from fellow members in developing and implementing activities;
- Developing bi-lateral and multi-lateral partnerships for funding applications, proposals and responses to tenders;
- Being invited to join missions, seminars and other activities within projects/programmes of the Council of Europe and the European Union;
- Opportunities for organising placements, study tours and exchanges with members in other countries for training organisation staff and/or staff of local and regional authorities.

Further information

For further details about ENTO or its membership, please contact:

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Italy

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E-mail: rgareri@provincia.brescia.it
askthepresident@ento.org
secretariat@ento.org

Website: www.ento.org

Member organisations by countries:

Albania

Organisation:

TRAINING INSTITUTE OF PUBLIC ADMINISTRATION (TIPA)

Address:	Bulevardi Zogu I, Godina 57, Shk I, 1000 Tirana, Albania
Telephone:	+355 4 271 860
Fax:	
E-Mail:	itap@itap.gov.al
Web-site:	www.itap.gov.al
Director:	Mr Fatmir DEMNERI
Contact person:	Mr Fatmir DEMNERI
<i>Position:</i>	Director
<i>Tel/fax:</i>	As above
<i>E-Mail:</i>	f.demneri@itap.gov.al ; e.kallfa@itap.gov.al
Category of membership:	Associate
Brief description of organisation:	

Azerbaijan

Organisation:

[ECONOMIC RESEARCH CENTER](#)

İQTISADI TƏDQIQATLAR MƏRKƏZİ

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Telephone:	+99412 437 32 30
Fax:	+99412 437 32 40
E-Mail:	erc-az@azeurotel.com
Web-site:	www.erc-az.org
Director:	Mr Gubad Ibadoglu BAYRAMOV, Chairman of Management Board
Contact person:	Ms Nigar Mammadova
Position:	External Communications Officer
Tel/fax:	+99412 437 32 30 / +99412 437 32 40
E-Mail:	nigar_mn@yahoo.com
Category of membership:	Ordinary
Brief description of organisation:	<p>The Economic Research Centre is a policy-research oriented nonprofit Think-tank with a mission to facilitate sustainable economic development and good governance in the New Public Management system of Azerbaijan.</p> <p>Mission ERC is dedicated to strengthening participatory governance and overall economic growth. ERC' mission is to nurture the economic growth and improved administration practices throughout the country, especially in areas of participatory democracy amplifying the voices and opinions of lower government tiers and ordinary people.</p> <p>Research Focus The Center's major research dimensions cover issues on popularizing the economic and business knowledge in society, enhancing transparency and accountability, public participation and Decentralized Governance issues. The research dimensions are grounded in the following fundamental beliefs:</p> <ul style="list-style-type: none">➤ That the Effective Teaching Methodology should entail a holistic approach to education issues, whether in economic field or otherwise, which can go far beyond conventional methods of teaching;➤ That the New Public Management under decentralized governance should be based on inclusive policies and transparency;➤ That it is vital to keep people aware of evolving issues of nationwide interest or concern to ensure timely accountability on the side of public officials.

Belgium

Organisation:

CONSEIL REGIONAL DE LA FORMATION

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Telephone:	+32 81 32 71 06
Fax:	+32 81 32 71 92
E-Mail:	pierre.petit@crf.wallonie.be
Web-site:	www.crf.wallonie.be
Director:	Mr Philippe BOUCHEZ, President
Contact person:	Mr Pierre PETIT
Position:	Conseiller à la formation
Tel/fax:	+32 81 32 71 06 / 92
E-Mail:	pierre.petit@crf.wallonie.be
Category of membership:	Ordinary
Brief description of organisation:	<p>Actif en Région wallonne, le Conseil régional de la Formation est un lieu de Concertation des acteurs concernés (services du Gouvernement wallon, partenaires sociaux représentatifs des travailleurs, organismes représentatifs des entités locales et provinciales) par la Formation du personnel du secteur public local et provincial (communes, provinces, intercommunales).</p> <p>Il a notamment pour mission de rendre des avis et de formuler, à son initiative, des recommandations concernant : l'harmonisation et l'actualisation des formations existantes, l'organisation de formations nouvelles, l'agrégation des formations, la certification des formateurs. toute disposition relative à la formation.</p> <p>Ces avis et recommandations sont adressés au Gouvernement wallon et sont transcrits en circulaires permettant de préciser ou compléter la législation existante.</p> <p>Il est chargé par le Gouvernement wallon :</p> <ul style="list-style-type: none">De la consolidation des besoins de formation ;De l'animation des rouages de la formation ;De l'agrément, de la validation et de l'évaluation des formations ;De la conceptualisation et de la mise en place d'un outil d'aide à la décision facilitant l'établissement des plans de formation ;De la coordination du travail d'identification des métiers et d'établir des références emplois ;De la conception d' un mécanisme de validation des compétences ;De la conceptualisation et de la mise en œuvre d'un cahier individuel de compétence. <p>Notre travail concerne avant tout le personnel des entités locales et</p>

provinciales c'est-à dire plus de 130000 agents appartenant à plus de 500 métiers .De plus, en remplissant son rôle de coordinateur et grâce à la mise en place d'une plate forme de concertation associant l'ensemble des acteurs, le Conseil régional de la Formation à une influence et un contact privilégié avec les Instituts provinciaux de Formation et les opérateurs publics de Formation œuvrant en Région wallonne.

Créé à la fin des années 1990, le Conseil régional de la Formation dispose d'une expérience non négligeable dans l'organisation, la gestion et la coordination du secteur de la Formation à destination des entités locales et provinciales. La position unique du Conseil en tant que lieu de rencontre des acteurs du secteur lui permet une vue d'ensemble de la Formation (besoins, moyens, résultats,..)

Dès lors il peut apporter aux autres membres un témoignage de nombreuses expériences et actions développées au sein de la Région wallonne.

Organisation

MINISTRY OF THE WALLON REGION – OPERATIONAL DIRECTORATE GENERAL OF LOCAL AUTHORITIES, SOCIAL ACTION AND HEALTH

MINISTERE DE LA REGION WALLONNE - DIRECTION GENERALE OPERATIONNELLE DES POUVOIRS LOCAUX, DE L'ACTION SOCIALE ET DE LA SANTE

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Fax:	
E-Mail:	
Web-site:	
Director:	Mrs Sylvie MARIQUE (Director General)
Contact person:	Mrs Catherine CAREME
Position:	Legal Attachée, Directorate of Human Resources of Local Authorities
Tel/fax:	+32 81 323 703 / +32 81 309 093
E-Mail:	Catherine.CAREME@spw.wallonie.be
Category of membership:	Ordinary
Brief description of organisation:	<p>The Directorate General for Local Authorities is one of the eight Directorates General within the Ministry of the Wallon Region. It is responsible for maintaining a coherent and constructive relationship between the Wallon Region and the local authorities, including provinces, municipalities and inter-municipal authorities. It establishes this relationship in two ways: firstly, by drafting regulations and implementing statutory supervision procedures within a institutional and legal context and, secondly, by providing financial assistance to local authorities in the form of subsidies for public works, such as highway maintenance, the improvement of public spaces and the construction or renovation of public buildings and sports facilities.</p> <p>Via its Division for Research and the Co-ordination of External Services, the Directorate General is also responsible for improving training for local authority staff. It performs this function through seeking to become involved in the work of the Regional Training Council (soon to be created by the Government of the Wallon Region), approving new or existing training courses, organising training courses on an ad hoc basis with private sector operators, under the "Programme d'Aide à la Gestion des Communes" project (training in public and municipal management, public relations and the environment), and bringing together the experts of the "Nouvelle Comptabilité Communale" group, which is responsible for helping municipalities with their accounting.</p>

Organisation:

[PROVINCIAL INSTITUTE FOR TRAINING](#)

INSTITUT PROVINCIAL DE FORMATION

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E-Mail:	Marcel.Smits@hainaut.be
Web-site:	http://www.hainaut.be/formation/ipf/
Director:	Mr Marcel SMITS
Contact person:	Mr Alan BRAUN
Position:	Director, Department of Expertise and Prospectives
Tel/fax:	+32 65 342 563 /+32 65 342 562
E-Mail:	Alain.braun@hainaut.be
Category of membership:	Ordinary
Brief description of organisation:	<p>English</p> <p>Its mission is to propose the large strategic axes and the master lines which will determine the provincial policy as regards continued trainings and RGB, of formations to the trades of safety, primarily public, pursuant to the laws, decrees and decrees. Its public is the personnel of the local authorities, the police officers (federal and local), the firemen and the ambulance men. It is charged besides to implement all the formations useful for the public office whatever the sector.</p> <p>In its mission, the IPF takes care to be the reference impossible to circumvent for what the Province of Hainaut incarnates: an institution anchored in its medium and opened on the world, dissociating itself by its search of improvement continues, its passion for the knowledge and the innovation, the quality of its medium of training and its reception with diversity. Thus it continues a total quality assurance in order to obtain the ISO standard. It is already certified Q-for for a good part of its formations. In addition, it registers its action in a charter of establishment taking again the values which animate it.</p> <p>In addition to the aim of make its formations more accessible, it decentralizes them and organizes e-learning.</p> <p>French</p> <p>Sa mission est de proposer les grands axes stratégiques et les plans directeurs qui détermineront la politique provinciale en matière de formations continuées et RGB, de formations aux métiers de la sécurité, essentiellement publique, en application des lois, décrets et arrêtés. Son public est le personnel des pouvoirs locaux, les policiers locaux et fédéraux, les pompiers et les ambulanciers. Il est d'ailleurs chargé de mettre en oeuvre toutes les formations utiles à la fonction publique quel que soit le secteur.</p> <p>Dans sa mission, l'IPF veille à être la référence incontournable pour ce qu'incarne la Province de Hainaut : une institution ancrée dans son milieu et ouverte sur le monde, se démarquant par sa quête d'amélioration continue, sa passion pour le savoir et l'innovation, la qualité de son milieu</p>

	<p>d'apprentissage et son accueil à la diversité. C'est ainsi qu'il poursuit une assurance qualité totale afin d'obtenir la norme ISO. Il est déjà certifié Q-for pour une bonne partie de ses formations. Par ailleurs, il inscrit son action dans une charte d'établissement reprenant les valeurs qui l'animent.</p>
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	<p>D'autre part dans le souci de rendre ses formations les plus accessibles, il les décentralise et organise du e-learning.</p>
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Croatia

Organisation:

[CROATIAN INSTITUTE FOR LOCAL GOVERNMENT \(CILG\)](#)

HRVATSKI INSTITUT ZA LOKALNU SAMOUPRAVU

Address: Stjepana Radića 17, 31000 Osijek, Croatia

Telephone: +385 31 637 000

Fax: As above

E-Mail: zlauc@pravos.hr

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Contact person: Mr Boris BAKOTA

Position: Member, Board of Directors

Tel/fax: +385 31 224 507/ 540

E-Mail: bbakota@pravos.hr

Category of membership: Ordinary / Member of the Bureau

Brief description of organisation:

The Osijek based Croatian Institute for Local Government (Hrvatski institut za lokalnu samoupravu) is an organization established in 1998 for the sake of studying and promotion of the idea and practice of local self-government in the Republic of Croatia. It is founded as a non-profit association of local and regional self-government units (counties, cities and municipalities), colleges and other scientific and expert institutions, and scientific and expert individuals scientifically or expertly engaged in the problems of local and regional self-government.

Within the Institute, the members work on the instigation and development of local and regional self-government in the Republic of Croatia and on qualification of local and regional self-government units for the management of functioning and development of their own since these are the main objective of joint activity.

The Croatian Institute for Local Government organizes and implements programmes of education and qualification, organizes expert and scientific gatherings, organizes the research and other forms of tracking and studying of local and regional self-government units, establishes and keeps records of databases, organizes and provides advisory and other forms of expert assistance, issues expert publications, participates in the promotion of international cooperation, etc.

Croatian Institute for Local Government was the host of the 19th Annual Seminar and General Assembly of ENTO in 2006 in Osijek.

Organisation:

LOCAL DEMOCRACY ACADEMY

AKADEMIJA LOKALNE DEMOCRACIJE

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Telephone: + 385 1 2357 688

Fax: + 385 1 2357 693

E-Mail: ald@ald.hr

Web-site: www.ald.hr

Director: Mr Josip VIDEK

Contact person: Ms Marijana RADOLOVIC

Position: Professional Associate

Tel/fax: As above

E-Mail: mradolovic@ald.hr

Category of membership: Ordinary

The LDA is a relatively new institution in Croatia. Established by Government Decree of 25 March 2006, LDA was registered as legal entity on 10 October 2006. The LDA is a non-profit organization.

The main tasks of the LDA are:

- to develop and implement training programmes for different levels and types of local authorities
- to promote exchange of experience among local governments, to gather and distribute "best practice" examples
- to participate in international co-operation in the field of local authorities education and training

Brief description of organisation: The future role of the LDA in the training system for local governments in Croatia is yet to be defined by the National Training Strategy, and it could include:

- Continuous assessment of the needs for professional education
- Defining of training priorities and development of training programs
- Coordination of trainings provided by other providers
- Setting up of standards of quality of training content, methodology and trainers expertise
- Promotion of training and professional development in local government
- Information dissemination, publishing, e-learning
- Ensuring financial sustainability of the trainings (self-financing, fundraising etc.)

Czech Republic

Organisation:

[INSTITUTE FOR LOCAL ADMINISTRATION PRAGUE](#)

INSTITUT PRO MISTNI SPRAVU PRAHA

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Fax: +420 974 863 530

E-Mail: prochi.z@institutpraha.cz

Web-site: www.institutpraha.cz

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E-Mail: j.hav@institutpraha.cz

Category of membership: Ordinary

Brief description of organisation:

The Institute for Local Administration in Prague, which comprises a modern training centre in Benesov (about 40 km from Prague), is entrusted with training and advisory activities.

The training centre in Benesov provides accommodation for 200 guests, a congress hall for 180-200 participants and seven teaching rooms with a capacity of 20-50 people each.

The training programmes focus on short-term courses enabling newly designated local government authorities' staff to pass the necessary professional examinations. Regular meetings on selected topics are held every three months and are attended by representatives of government and governmental organisations.

The Institute also plans a large number of specialised courses and seminars for managers and other specialists.

The Institute is the professional teaching and advisory facility of the Ministry of the Interior of the Czech Republic. It comprises about 80 staff members. About 40 of them are engaged in the Training Centre at Benesov.

Organisation:

TRAINING CENTRE FOR PUBLIC ADMINISTRATION OF THE CZECH REPUBLIC (FALA)

VZDELAVACI CENTRUM PRO VEREJNOU SPRAVU CR

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Fax: +420 222 316 956

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Web-site: www.vcvscr.cz

Director: Ms Kveta HALANOVA

Contact person: Ms Jana VOLDANOVA

Position: Project Manager

Tel/fax: +420 222 316 878

E-Mail: voldanova@vcvscr.cz

Category of membership: Ordinary / Member of the Bureau

FALA is a non-governmental, not-for-profit training organisation for local government. Founded in 1992, it is governed by a Board of elected representatives drawn from The Association of Towns and Communities together with representation from central government Ministries. It provides its activities by the headquarters in Prague and 11 regional centres all over the Czech Republic.

FALA's main aim is to provide training for local authorities staff and elected representatives of local government in order to implement and reinforce sound, sustainable and democratic approaches and good methods of governance.

FALA's activities: Training courses, conferences, workshops, consultations, fellowships, etc; Projects; Training needs analyses and other services.

Brief description of organisation:

FALA's basic offer of training courses:

- Long courses – for managers of local government. This emphasis is placed on high professionalism, group work and active participation. The topics are as follows: Office management; Personnel Management in Public Administration; Managers' Course; Financial Management; Municipal and NGO Economy Control; Selected Issues of the Financial Market; Local Economic Development; Chief Executives' Course; Induction Course for Newcomers to Local Authorities; Complex Course for Staff of Municipal Social Care Departments and Charities.
- About 70 standard short courses on administration law, general and social legislation, economy, finances and properly management, social-psychological topics, municipality citizen relationships, environment, management and administration) are on our offer list.

The scale of activities is updated regularly in accordance with needs and requirements of local government. Other activities include: projects focused

on social services, quality management methods, especially benchmarking, e-learning

FALA was the host of the 11th Annual ENTO Seminar and General Assembly in 1998 in Prague.

Denmark

Organisation:

[DANISH CENTRE FOR LOCAL GOVERNANCE AND MANAGEMENT TRAINING \(COK\)](#)

CENTER FOR OFFENTLIG KOMPETENCEUDVIKLING (COK)

Address: Sundholmsvej 22, 2300 København S, Denmark

Telephone: +45 8232 5000

Fax: +45 8232 5001

E-Mail: hos@cok.dk

Web-site: www.cok.dk

Director: Mr Jens HORNEMANN

Contact person: Mr Laas ALAOI

Position:

Tel/fax: +45 2964 1618

E-Mail: lal@cok.dk

Category of membership: Ordinary

**Brief description
of organisation:**

France

Organisation:

[CENTRE D'INFORMATION, DE DOCUMENTATION, D'ETUDE ET DE FORMATION DES ELUS \(CIDEFE\)](#)

Address: 10 rue Parmentier, 93100 Montreuil, France

Telephone: +33 1 48 51 78 78

Fax: +33 1 48 18 64 70

E-Mail: cidefe@elunet.org

Web-site: www.elunet.org

Director: Mr Yves REMY

Contact person: Ms Lysiane ALEZARD

Position: International Officer

Tel/fax: +33 1 48 51 15 75

E-Mail: lalezard@elunet.org

Category of membership: Ordinary

Brief description of organisation:

Training sessions are centred on general management needs of local councillors as well as on the political context in which they carry out their mandate. Training offered on European and international dimensions impacting local action.

Trainees are elected representatives, from local councillors to MEPs (including county and regional councillors and members of the national parliament)

Organisation:

INSTITUT DE FORMATION DES ELUS (IFE)

Address: 4 ter rue Saint Augustin, 77370 Maison Rouge en Brie, France

Telephone: 01 64 00 94 67

Fax: 08 25 17 67 91

E-Mail: pmfrance@wanadoo.fr

Web-site: <http://formationdeselus.monsite.wanadoo.fr>

Director: Mr Philippe MILLET

Contact person:

Position:

Tel/fax: 06 98 97 40 87

E-Mail: pmfrance@wanadoo.fr

Category of membership: Ordinary

IFE Institut de Formation des Elus

IFE est à l'écoute des élus, des fonctionnaires, pour étudier en détail et mettre en place, une offre complète de moyens adaptés à leur rôle.

Nous nous permettons de mettre spontanément nos services à leur disposition lorsque nous avons connaissance de situations pour lesquelles nous avons des solutions à leur offrir.

Brief description of organisation:

IFE est aussi à l'écoute des entreprises, de leurs collaborateurs, pour la mise en place de plan de formation, les informe sur le DIF, et développer des relations partenariales.

IFE propose, dirige, participe à des projets en France, dans l'Union européenne et autres pays suivant la situation. (IFE Ingénierie, IFE Services, IFE Mondialisation)

IFE développe une section pour l'Insertion / Reconversion / Recrutement / Emploi / Activité indépendante.

Georgia

Organisation:

INTERNATIONAL ASSOCIATION "CIVITAS GEORGICA"

“კივიტას გეორჯიკა”

Address: 97 Tsinamdzgvrishvili Street, 0164 Tbilisi, Georgia

Telephone: +995 32 95 19 91

Fax: +995 32 91 19 48

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Web-site: www.civitas.ge

Director: Mr Giorgi MESKHIDZE

Contact person: Mr Giorgi MESKHIDZE

Position: President

Tel/fax: +995 99 51 30 61

E-Mail: gmeskhidze@civitas.ge

Category of membership: Ordinary / Member of the Bureau

International Association "Civitas Georgica" was established in 1996 by those who believe that Georgia is a country of European values. Our mission is to promote the establishment of democratic and efficient local government in Georgia, to assist democratic reforms and to advance the competent public participation in local decision-making. Based on its objectives the organization specializes in effecting policy change through institution building, organization and management development and training.

Brief description of organisation:

Civitas Georgica is recognized leader in training design and provision. The expertise areas include Governance, Advocacy, Civil Society, and Community Development, local economy, information management and regional development. The efficient division of responsibilities, the established and flexible team capable of employing updated methodologies and efficient external relations, let the activities of the organization always be extraordinarily qualified.

Civitas Georgica's activities were always oriented on local development in Georgia. For us it means people in a local area or in a community of interest taking responsibility for creating changes in their community/organization without relying on others to do it for them. We advocate grassroots initiatives and support pro-active approaches.

Civitas Georgica is the member of Central and Eastern European Citizen's Network (CEE CN), the European Network of Training Organizations (ENTO) and the national NGO coalition on decentralization.

Germany

Organisation:

[EURO-INSTITUTE](#)

INSTITUT POUR LA COOPERATION TRANSFRONTALIERE - INSTITUT FÜR GRENZÜBERSCHREITENDE ZUSAMMENARBEIT

Address: Villa Rehfus, Rehfusplatz 11, 77694 Kehl, Germany

Telephone: +49 7851 740 70

Fax: +49 7851 740 733

E-Mail: euoinstitut@euoinstitut.org

Web-site: www.euoinstitut.org

Director: Dr Joachim BECK

Contact person: Dr Joachim BECK

Position: Director

Tel/fax: +49 7851 7407 27

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Category of membership: Ordinary

The Euro-Institut is a **Franco-German institution** financed by French and German public supporters.

It was **founded in 1993** as a French-German structure for advanced training and advice.

The institute's work is **directed at public administration** in Germany and France.

Most important task:

- reducing obstacles in cross border cooperation by organizing training sessions and giving advice about regional and European administration / cross border cooperation
- as a competence centre
- by taking mediator and forum functions

Brief description of organisation:

Characteristics:

- inter-cultural cooperation by a bi-national staff
- interregional / transnational organization

Training-Offer:

- training sessions and practical solutions for questions concerning cross border cooperation
- training sessions on comparative analysis of politico-administrative systems in France, Germany and Switzerland
- training sessions on selected thematic problems of cross-border cooperation
- training sessions on intercultural-, project- and network-management
- training sessions on European Governance
- inhouse-training sessions in accordance with your special needs

Organisation:

UNIVERSITY OF APPLIED SCIENCES FOR PUBLIC ADMINISTRATION
HOCHSCHULE FÜR ÖFFENTLICHE VERWALTUNG KEHL

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E-Mail: witt@fh-kehl.de

Web-site: www.fh-kehl.de

Director: Prof. Paul WITT, Rector

Contact person: Prof. Dr Gert FIEGUTH

Position: Study Dean for Master Degree on "European Public Management"

Tel/fax: +49 7851 894 184 / 894 5 184

E-Mail: fieguth@fh-kehl.de

Category of membership: Ordinary / Member of the Bureau

Hochschule für öffentliche Verwaltung Kehl – University of Applied Sciences for Public Administration - was founded in 1971 by the State of Baden-Württemberg. First key task is the initial training for civil servants and employees who will take up middle and upper management roles in public administration. The university provides all students with broad-based core skills and know-how for modern public management. In the second half of studies there is a degree of specialisation in non-technical administration or economic topics.

Second key task is to offer further in-service training for the staff of local and regional authorities. Associated to the university are the Kehl Academy for further training and the Euro-Institute Kehl-Strasbourg which trains mainly staff of public administrations from France, Germany and Switzerland. Applied research is also conducted at the university.

Brief description of organisation:

There are approximately 30 permanent full-time professors (social scientists, psychologists, economists, computer specialists, lawyers) and about 150 part-time lecturers teaching at the university. Fachhochschule Kehl is offering to all ENTO-members, to the Council of Europe and to the European Union, the organisation of international seminars and summer schools, missions of experts, and co-operation in research projects. The university is twinned with several public and private institutions all around the world. The main activities resulting from these active partnerships are the exchange of lecturers and students, joint seminars and workshops, study visits and co-operation in the development of curricula and teaching materials. Training, organisational and personnel development and consulting projects are implemented on local, regional, national and international levels.

Italy

Organisation:

[COMUNE DI RICCIONE – HUMAN RESOURCE DEPARTMENT – TRAINING POLICIES DIVISION](#)

COMUNE DI RICCIONE – POLITICHE DELLA FORMAZIONE

Address: Via Vittorio Emanuele II n. 2, 47838 Riccione, Italy

Telephone: +39 054 1608111

Fax: +39 054 1601962

E-Mail: info@comune.riccione.rn.it

Web-site: www.comune.riccione.rn.it

Director: Mr Agostino BIZZOCCHI

Contact person: TBC

Position: Manager Training Policies Division

Tel/fax: +39 054 1608360

E-Mail: formazione@comune.riccione.rn.it

Category of membership: Ordinary

**Brief description
of organisation:**

Organisation:

PROVINCIA DI BRESCIA

Address: Piazza Paolo VI 29, 251000 Brescia, Italy

Telephone: +39 030 3748506

Fax: +39 030 3749679

E-Mail: presidenza@provincia.bs.it

Web-site: www.provincia.brescia.it

Director: Mr Daniele MOLGORA, President

Contact person: Mr Raffaele GARERI

Position: Director of Innovation and Territory Department

Tel/fax: As above

E-Mail: rgareri@provincia.brescia.it

Category of membership: Ordinary / Member of the Bureau

Brescia Provincial Administration promotes training activities through a partnership with two main Italian organisations, SDA Bocconi and Politecnico di Milano.

Brescia Provincial Administration is also a centre of Ciso Regional and Local Academy, which organises the courses on networking matters for the local governments and private technicians.

Brief description of organisation:

Brescia Provincial Administration could share the experiences and solutions of its ICT shared service centre for small municipalities, using its competency centre as a vehicle for know-how transfer and development of training programmes, sharing strong partnership with another European community network (E_leaders forum club).

Brescia Provincial Administration was the host of the 21st ENTO Annual Seminar and General Assembly in 2008 in Desenzano del Garda.

Organisation:

SDA Bocconi – PUBLIC ADMINISTRATION, HEALTH CARE AND NON-PROFIT DIVISION

SDA Bocconi – DIVISIONE AMMINISTRAZIONI PUBBLICHE, SANITÀ ET NON-PROFIT

Address: Via Bocconi 8, 20136 Milan, Italy

Telephone: +39 025 8362186

Fax: +39 025 8366832

E-Mail: ileana.steccolini@sdabocconi.it

Web-site: www.sdabocconi.it/dap

Director: Prof. Ileana STECCOLINI

Contact person: TBC

Position:

Tel/fax:

E-Mail:

Category of membership:

Ordinary

SDA Bocconi training activities are:

- Graduate and post-graduate programs offered both in Italian and English to participants interested in the fields of public management, healthcare management and non profit management;
- Short executive seminars offered to practitioners, public managers, city managers addressing the challenging that they face in governing local and healthcare authorities;
- Long term executive programs and executive master programs to train managers of local and regional governments and health care organizations.

Brief description of organisation:

The target group is: Public managers, city managers , managers of non-profit organizations, medical doctors who have the administrative and managerial responsibilities.

SDA Bocconi could share its experiences and expertise in the field of innovation management of local governments in general and in particular in the field of technological innovation.

SDA Bocconi is ready to develop shared training programmes with the partners and third parties to enhance and sustain innovation in the public sector; to develop partnerships for better access EU funding; to share needs and exchange the experiences with the specialised community network.

Organisation:

TECHNICAL UNIVERSITY OF MILAN – COMO CAMPUS
POLITECNICO DI MILANO – POLO REGIONAL DI COMO

Address: Piazza Leonardo Da Vinci 32, 22133 Milano, Italia
Telephone: + 39 031 3327336
Fax: + 39 031 3327321
E-Mail: direzione.polo@como.polimi.it
Web-site: www.polimi.it; www.como.polimi.it
Director: Prof. Roberto NEGRINI - Vice Rector of Como Campus
Contact person: Dr. Michele BENEDETTI

Position:

Tel/fax: +39 02 23999576 / +39 393 9487432

E-Mail: michele.benedetti@polimi.it

Category of membership: Ordinary

The Technical University “Politecnico di Milano” is a state university established in 1863. It is now ranked as one of the most outstanding European universities in Engineering, Architecture and Industrial Design, and in many disciplines is regarded as a leading research institution worldwide.

The Politecnico di Milano is nowadays organised in 17 departments and a network of 9 schools spread over 7 campuses over the Lombardy region.

The departments most interested in ENTO initiatives are:

- Management, Economics and Industrial Engineering Department (DIG)
- Electronics and Information Department (DEI).

Brief description of organisation:

DIG has also recently activated a Master of Science in Management of Public Administration and a PHD programme in e-Government on the base of the knowledge acquired in managing some of the most advanced experiences in Italy on the digitization of the services offered by the Local Public Administration. The department is also connected to MIP, the Business School of Politecnico di Milano, which provides, among others, the courses of Master in Business Administration (MBA), which in 2006 ranked first in Italy in terms of student quality and company network.

The second department (DEI) carries out its research and teaching activities in three main areas: Automation, Electronics, Telecommunications and Computer Engineering, which is mainly focused on the engineering of hardware and software systems, but it is also concerned with basic research in all fields of computer science.

Politecnico di Milano has courses for graduate and post graduate students and, through its Business School (MIP), can supply executive courses such as Managers of Public Administration.

Lithuania

Organisation:

TRAINING CENTRE "DAINAVA" FOR CIVIL SERVANTS AND LOCAL ADMINISTRATION
CENTRAS "DAINAVA"

Address: Maironis str. 12, 66116 Druskininkai, Lithuania

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Fax: +370 313 59099

E-Mail: direktorius@centrasdainava.lt

Web-site: www.centrasdainava.lt

Director: Mr Zenonas STREIKUS

Contact person: Ms Vesta JANEIKIENĖ

Position: Head of Training Department

Tel/fax: As above

E-Mail: dainava@centrasdainava.lt

Category of membership: Ordinary

The Training Centre "Dainava" for Civil Servants and Local Administration is a non-profit making institution founded in 1996 by the Ministry of Public Administration Reforms and Local Authorities of the Republic of Lithuania. Centre "Dainava" was originally set up to study and analyse the needs for qualification improvement in regional and local administration and prepare training programmes and training materials. Since 1996 Centre "Dainava" has organised seminars on problematic issues, holds conferences, develops and implements various relevant projects.

Main fields of activity:

- Training of Civil Servants
- Survey on training needs of the Civil Service
- Preparation of training programmes and training materials
- Organisation of courses, seminars and international conferences and other events concerning the improvement in the qualifications of civil servants.

Brief description of organisation:

Clients:

- Civil Servants from ministries, departments, counties, regions, municipalities, employees from enterprises which belong to government and municipalities.

Trainers:

- Trainers and lecturers work at the Centre on a short-term contract basis. They are all experts from universities, private consultancy firms and officials from different government institutions. All trainers who have contracts with the Centre are use active training methods during their courses.

Netherlands

Organisation:

[THE HAGUE ACADEMY FOR LOCAL GOVERNANCE](#)

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E-Mail: info@thehagueacademy.com

Web-site: www.thehagueacademy.com

Director: Ms Cecile MEIJS, General Manager

Contact person: Ms Suzanne JANSEN

Position: Programme Manager

Tel/fax: + 31 65 75 38 436

E-Mail: suzanne.jansen@thehagueacademy.com

Category of membership: Associate

Brief description of organisation:

Poland

Organisation:

[FOUNDATION IN SUPPORT OF LOCAL DEMOCRACY \(FSLD\)](#)

FUNDACJA ROZWOJU DEMOKRACJI LOKALNEJ

Address: Plac Inwalidów 10, 01-522 Warsaw , Poland

Telephone: +48 22 322 84 00

Fax: +48 22 322 84 10

E-Mail: biuro@frdl.org.pl

Web-site: www.frdl.org.pl

Director: Ms Barbara IMIOŁCZYK, Chairperson of the Executive Committee

Contact person: Mr Mirosław WAROWICKI, Ph.D

Position: Consultant

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Category of membership: Ordinary / Member of the Bureau

The Foundation in Support of Local Democracy was co-established in 1989 by Prof. Jerzy Reguński, the author of the first Polish local government reform, in order to support the implementation of the national administrative reform and the development of local self-governance.

The Foundation in Support of Local Democracy (FSLD) is a non-governmental, non-partisan, independent and non-profit organisation. It has conducted its training and consultation activities- addressed to local governments, NGOs, teachers, and entrepreneurs in the area of developing local self-governance and public administration, building civil society, socio-economic development, building local communities and supporting democratic changes in the countries undergoing political system transformations - for seventeen years.

Brief description of organisation:

FSLD has a network of sixteen Regional Centres and branches, four Colleges of Public Administration, and the Polish Institute of Local Democracy. There are nearly eighty trade clubs and forums for local government employees and representatives, which operate at FSLD Centres. FSLD centres include European Resource Centres, where for local governments can consult in matters related to European integration.

Since 1992, the Foundation has been implementing also assistance programmes (e.g. in the Balkan states, Ukraine, Belarus, RF, Georgia, Armenia, etc.) by sharing its experience from the Polish local government reform, building local democracy, making preparations for integration with the European Union and supporting entrepreneurship.

Organisation:

SCHOOL OF PUBLIC ADMINISTRATION IN ŁÓDŹ (WSAP)

WYŻSZA SZKOŁA ADMINISTRACJI PUBLICZNEJ W ŁODZI (WSAP)

Address: Tokarzewskiego 2, 91-842 Łódź, Poland

Telephone: +48 42 616 25 81

Fax: +48 42 616 25 82

E-Mail: t.mordel@wsap.lodz.pl

Web-site: www.wsap.lodz.pl

Director: Mr Tomasz MORDEL, Ph.D (Rector)

Contact person: Mr Martin SCISLO

Position:

Tel/fax:

E-Mail: m.scislo@wsap.lodz.pl

Category of membership:

Ordinary

Brief description of organisation:

School of Public Administration in Łódź, (WSAP) is a vocational school founded in 1995 by the Foundation in Support of Local Democracy in Warsaw and together with five other schools forms a network of public administration schools. WSAP offers three-year studies (baccalaureate) on administration, postgraduate studies and language courses. WSAP educates modern leaders of institutions operating in each sector of the economy.

The variety of WSAP's offer and its universal character combining theory and practice give an opportunity to choose the specialty that is most convergent with both students' interests and employers' needs. WSAP is active in the international field and our foreign affairs concern teachers' and students' mobility programmes, organization of conferences, seminars and trainings. WSAP has an active contacts with such institutions as: Schools of Public Administration in Kehl, Berlin, Meissen and Harz (Germany), St. Gallen University (Switzerland), Mykolas Romeris University in Vilnius (Lithuania), Roskilde University (Denmark), Ukrainian Academy of Public Administration and Danish Centre of Local Government.

WSAP's special concern are the projects dedicated to improvement of qualifications and vocational competences of self-government secretaries financed by the European Union and subsidized by various benefactors. WSAP's project team prides itself on several projects implemented within programmes such as: Phare, Socrates – Erasmus, Leonardo da Vinci and European Social Fund, as well as subsidized by the British Know – How Fund, Canadian Office for International Education, PAUCI or Robert Bosch Foundation.

Portugal

Organisation:

[CENTRE FOR LOCAL GOVERNMENT TRAINING AND RESEARCH \(CEFA\)](#)

CENTRO DE ESTUDOS E FORMAÇÃO AUTÁRQUICA (CEFA)

Address: Rua do Brasil 131, 3030 - 175 Coimbra, Portugal

Telephone: +351 239 796 500

Fax: +351 239 796 502

E-Mail: cefa@cefa.pt

Web-site: www.cefa.pt

Contact person: TBC

Position:

Tel/fax:

E-Mail:

Category of membership: Ordinary

The "Centro de Estudos e Formação Autárquica" (CEFA) is a public institute whose main task is to provide training for Portuguese local public servants. It is located in Coimbra and its activities extend to the whole country.

CEFA trains all levels of municipal workers, from blue-collar to top executives and its training programmes are very diversified in length, scope, and targets. Most of our trainers are selected from Universities, Public Administration and professional.

Brief description of organisation:

The main areas of activity of CEFA are:

- Initial or pre-service professional training
- Permanent professional training
- Technical support to local governments
- Research on local governments
- International projects

CEFA was the host of the 17th Annual Seminar and General Assembly of ENTO in 2004.

Organisation:

[INSTITUTE FOR PUBLIC MANAGEMENT \(IGAP\)](#)

INSTITUTO DE GESTAO E ADMINISTRACAO PUBLICA

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Fax: +351 226 009 621

E-Mail: igap@igap.org.pt

Web-site: www.igap.org.pt

Director: Ms Margarida COUTO

Contact person: Ms Margarida COUTO

Position: President

Tel/fax: +351 226 005 219 / +351 226 009 621

E-Mail: direccao@igap.org.pt

Category of membership: Ordinary

The IGAP -Instituto de Gestao e Administraçao Publica- was created in 1987. Its aim is to organise and bring up the needs felt by active people and reduce them by the promoting and developing actions to public functionaries.

Brief description of organisation: The organisation is composed of 10 Associates and it's ruled by Private Law. Finally, it is an independent non-profit institution of public utility whose members are associates concerned by the development and modernisation of the Portuguese Public Administration.

Romania

Organisation:

[REGIONAL CENTRE FOR CONTINUING TRAINING FOR LOCAL PUBLIC ADMINISTRATION - BUCHAREST \(CRF-B\)](#)

CENTRUL REGIONAL DE FORMARE CONTINUA PENTRU ADMINSTRATIA PUBLICA LOCALA BUCHARESTI (CRF-B)

Address: 8 Edgar Quinet Street, 010018 Bucharest, Romania

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Web-site: www.crfb.ro

Director: Mrs Georgeta GHETE-DANAU

Contact person: Mr Virgil PAMFIL

Position: Deputy Director

Tel/fax: +40 72 903 5777 / +40 21 312 5270

E-Mail: virgil.pamfil@crfb.ro

Category of membership:

Ordinary

Brief description of organisation:

The Regional Centre for Continuing Training for Local Public Administration Bucharest was established in 1995 according to the law as a public, non-profit, self-financed organization with a multifunctional profile, including training activities, consulting activities, scientific studies and research, documentation and other specialized services for local public administration and for other target groups (NGOs, private sector, professional associations). Over its 13 years of activity there were delivered over 1500 short-term training courses for about 25000 participants with the main purpose to support the Public Administration Reform and Regional Economic Development in Romania.

The training provided by the Regional Centre achieves the following key credentials:

- Professional expertise - is guaranteed by its full-time team and its pool of high level part-time experts.
- Practical approach - a variety of training methods whereby lectures are combined with practical exercises, role-plays, case studies, working groups and workshops ensures the most effective way of sharing the experts' knowledge and experience.
- Highly interactive - all training activities are delivered in a pleasant working atmosphere in which interactivity with experts and participants is a key factor.
- Wide range of seminars - a wide range of activities, varying from basic introductory seminars, intensive expert programmes, topical seminars, large conferences, to tailor-made programmes, summer schools and, e-Learning.
- Customer satisfaction - the best promotional vehicle is our alumni. Attendees keep coming back to new RTC Bucharest activities and tell us our seminars are the best training they have ever received.

In addition to training, the Regional Centre has developed manuals,

guidelines and provided technical assistance to Local Governments in Romania. In order to strengthen the institutional capacity of local administration and the civil society, RTC Bucharest has been selected to act either as promoter, partner or subcontractor for over 50 Projects under various international sponsorships(EC- Phare, EC-LLL, Open Society Foundation, USAID, Governmental Trust Funds etc.).

Russian Federation

Organisation:

[ACADEMY OF PUBLIC ADMINISTRATION UNDER THE PRESIDENT OF TATARSTAN REPUBLIC](#)
*АКАДЕМИЯ ГОСУДАРСТВЕННОГО И МУНИЦИПАЛЬНОГО УПРАВЛЕНИЯ ПРИ ПРЕЗИДЕНТЕ
РЕСПУБЛИКИ ТАТАРСТАН*

Address: Kremlevskaya St. 6/20, 420111 Kazan, Tatar Republic, Russian Federation

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Fax: +7 843 292 88 43

E-Mail: rcpgs@bancorp.ru

Web-site: www.agmu-rt.ru

Director: Mr Andrey N. YERSHOV

Contact person: Ms Veronica GAYVORONSKAYA

Position: Head of International Department

Tel/fax: +7 843 292 32 16

E-Mail: vasyabee@nm.ru

Category of membership: Ordinary

The training activity is implemented within the framework of the long (3 years) and short (4 weeks) training programs. The long program is aimed at providing fundamental retraining for civil and municipal servants and post-university education in public and municipal management. The main goal of the short program is to enhance the civil and municipal servants competence in the object area.

Brief description of organisation:

We mainly train the following people of the Tatar Republic:

- civil and municipal servants of ministries,
- bodies, municipal and local administrations,
- chiefs of local communities.

Organisation:

[KALUGA BRANCH OF THE NORTH-WEST ACADEMY OF PUBLIC ADMINISTRATION](#)

КАЛУЖСКИЙ ФИЛИАЛ СЕВЕРО-ЗАПАДНОЙ АКАДЕМИИ ГОСУДАРСТВЕННОЙ СЛУЖБЫ

Address: Okruzhnaya St. 4, bld. 3, 248021 Kaluga, Russian Federation

Telephone: +7 484 259 16 92

Fax: +7 484 255 13 08

E-Mail: interacadem@kaluga.ru

Web-site: <http://szagskaluga.ru>

Director: Dr Pavel SAMYLOV

Contact person: Mr Dmitri IVANOV

Position: Head of the Office of International Relations

Tel/fax: +7 484 259 16 92 / +7 484 255 13 08

E-Mail: ivanov-kaluga@mail.ru

Category of membership: Ordinary

Brief description of organisation:

Organisation:

NORTH-WEST ACADEMY OF PUBLIC ADMINISTRATION

СЕВЕРО-ЗАПАДНАЯ АКАДЕМИЯ ГОСУДАРСТВЕННОЙ СЛУЖБЫ

Address: Sredny Prospect 57, 99178 Saint-Peterburg, Russian Federation

Telephone: +7 812 335 42 16

Fax: +7 812 323 34 57

E-Mail: interdep@szags.ru

Web-site: <http://www.szags.ru>

Director: Mr Alexander GORSHKOV

Contact person: Mr Boris PERIL

Position: Director of Educational Innovation Centre

Tel/fax: +7 812 335 42 16

E-Mail: bperil@yahoo.com ; bperil@szags.ru

Category of membership: Ordinary / Member of the Bureau

North-West Academy of Public Administration is a state higher educational institution, which carries out training, retraining and improvement of professional skills of the public employees in St.-Petersburg and Northwest region of Russian Federation. The Academy is one of the most authoritative and prestigious educational institutions of St.-Petersburg. The Academy was founded in 1991 and is situated in the centre of St. Petersburg, cultural and educational capital of Russia.

The educational process is provided with 6 faculties, 21 departments. All forms of instruction are applied including full-time, part-time and correspondence programs. The Academy realizes all kinds of improvement of professional skill. 22 000 students attend full-time courses. 4000 employees of the executive authority attend retraining courses in management and administration fields. Annually 2500 persons study on short-term advanced courses and seminars, conferences, round tables and meetings.

Brief description of organisation:

Today the Academy comprises:

- Faculty of State and Municipal Management
- Faculty of Public Administrators Training and Retraining
- Faculty of Law
- Faculty of International Relations
- Faculty of Economics and Finance
- Faculty of Social Technologies
- Postgraduates studies in the fields of Political science, History, Law, Economics and Social studies
- Wide network of 13 branches in North-West region of Russia

The Academy conducts training in the following specializations: state and municipal administration, law, finance and credit, international and national economics, international relations, PR, organization management, personnel management, social work and customs affairs.

The Academy was the host of the 20th Annual Seminar and General Assembly of ENTO in 2007 in St.Petersburg.

Spain

Organisation:

EUROPEAN INSTITUTE OF PUBLIC ADMINISTRATION – EUROPEAN CENTRE FOR THE REGIONS (EIPA- ECR)

Address: C/Girona 20, 08010 Barcelona, Spain
Telephone: +34 93 567 24 00
Fax: +34 93 567 23 99
E-Mail: j.sanchez@eipa.eu
Web-site: www.eipa.eu
Director: Mr Javier SÁNCHEZ CANO
Contact person: Mr Raymond PELZER
Position: Administration and Programme Organization Manager
Tel/fax: +34 93 567 24 00
E-Mail: r.pelzer@eipa.eu

Category of membership: Ordinary

Brief description of organisation:

European Institute of Public Administration (EIPA): founded in 1981, is an independent institute of public policy and administration with a European mission of public service, providing a variety of services to national administrations and institutions of the EU in support of their tasks and responsibilities related to European integration. The general aim of the Institute is to make a practical contribution to the European unification process by way of applied research, training, consultancy and publications. EIPA has concluded formal bilateral co-operation agreements with the governments of 15 EU Member States.

European Centre for the Regions (ECR): In 1996, the Government of the Autonomous Community of Catalonia and the European Institute of Public Administration (EIPA) concluded an agreement bearing creation of the ECR in Barcelona. This Antenna has two main fields of activities: on the one hand, activities for regional and local authorities of the EU Member States and those of other European states which have applied for accession to the EU; on the other hand, activities for the Mediterranean Partners in the framework of the Euro-Mediterranean Partnership or the Barcelona Process, and, in this respect, the ECR is the Programme Management Unit of several MEDA Programmes.

The aims of the ECR are:

- to deliver training activities such as seminars, conferences, etc. on regional policy and EU policies of interest to regional or local authorities;
- to carry out comparative analysis between administrations, stimulate cooperation between them and disseminate best practices;
- to ensure, through training, an efficient implementation of Community policies within EU Member States;
- to assist public administrations in the Mediterranean Partners in their legislative approximation and institution-building processes through capacity building activities such as training, exchange of information

and experience and dissemination of best practices. The overall aim of these actions is to facilitate the establishment of a Euro-Mediterranean Free Trade Area by the year 2010 as well as an area of peace and stability in the region;

- to assist public administrations technically; - to carry out research and studies; - to help set up networks of public administration training centres.

The target groups of the ECR are: political leaders and civil servants of national, regional and local public administrations, both from EU Member States and from the Mediterranean Partners; specialists and representatives of public administration training centres in the EU Member States and in the Mediterranean Partners; civil servants working in Community institutions; heads of institutions in various sectors of civil society; academics.

Organisation:

INSTITUTE OF PUBLIC ADMINISTRATION OF ANDALUCIA (IAAP)
INSTITUTO ANDALUZ DE ADMINISTRACION PUBLICA

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E-Mail: Secretariag.iaap@juntadeandalucia.es

Web-site: www.juntadeandalucia.es/institutodeadministracionpublica

Director: Mr José SORIANO CABRERA

Contact person: Mrs Julia SERRANO CHECA

Position: Secretary General

Tel/fax: +34 955 04 24 20 / 71

E-Mail: julia.serrano@juntadeandalucia.es

Category of membership: Ordinary

The Andalusian Institute of Public Administration is an autonomous administrative body of the Junta (regional government) of Andalusia.

The statutes of the Andalusian Institute of Public Administration (IAAP), approved in 1987, set the following objectives:

Brief description of organisation:

- To organise training for civil servants working for the regional government and to organise entrance examinations.
- To advise on and co-ordinate the selection of local government staff in Andalusia and their in service training.
- To co-operate and carry out initiatives and exchanges with the bodies responsible for the selection and training of personnel.
- To carry out analysis, research and teaching in subjects and techniques related to public administration.
- Since 1987, the year in which the IAAP commenced its activities, its principle activities have been:
- Organisation and management of the annual or biannual selection procedure for Andalusian regional government staff. The current recruitment drive for civil servants for the regional government has drawn 100.000 applicants for 2 310 posts.
- Organisation of training courses, essentially for Andalusian regional government staff.

The IAAP is based in Seville, the administrative and political capital of Andalusia. It has its own premises and a service staff of 61. It employs a large number of trainers on a part-time basis and has a network of external experts who work regularly with the institute.

Switzerland

Organisation:

[TRAINING CENTRE FOR LOCAL AUTHORITIES](#)

CENTRO DI FORMAZIONE PER GLI ENTI LOCALI

Address: Via Mirasole 1, 6500 Bellinzona, Switzerland

Telephone: +41 91 814 02 81

Fax: +41 91 814 02 89

E-Mail: carlo.donadini@edu.ti.ch

Web-site: www.ti.ch/cfel

Director: Mr Carlo DONADINI

Contact person: Mr Paolo CRUGNOLA

Position: Lecturer

Tel/fax: +41 91 814 02 82

E-Mail: paolo.crugnola@edu.ti.ch

Category of membership: Ordinary

The training centre was set up in 2002. It is attached directly to the Professional training Division of the Department for Education, Culture and Sport of the Canton of Ticino.

Its aim is to offer training for both civil servants and politicians working in Ticino local authorities in order to make them more prepared in facing the changes that involve local authorities.

In particular it promotes:

Brief description of organisation:

- Courses for obtaining the title of "Segretario comunale", the chief of local authorities administration;
- Courses for developing public management and governance skills;
- Courses for staff workers in local authorities
- Courses for local politicians;
- Course for people working in the field of social services and assurances.
- Other thematic courses on specific issues.

It employs 5 people on a full-time basis and calls on the services of numerous instructors and consultants working both within and outside the Canton's civil service. The purpose of the centre is to identify and meet training needs, to organise and assess courses and also partly to provide actual teaching.