



EU Scheme for Young Professionals in the Western Balkans

Website: <http://Eu4wb6.com/>

Rules of Procedure – 2016 Selections

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# EU Scheme for Young Professionals in the Western Balkans

*Rules of Procedure for the Selection Process*

SEPTEMBER 2016



An EU funded project managed by the European Commission and implemented by BRITISH COUNCIL



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## I) Objectives and content of the Scheme for Young Professionals in the Western Balkans

### A) EU Scheme Objectives and principles

The Paris Balkans 2016 Summit endorsed the European perspective for all Western Balkans and it confirmed also that public administration reform and good governance continue to be key priorities under the political and administrative criteria for accession. The overall objective of EU Scheme for Young Professionals in the Western Balkans project is to contribute to progress in the accession process and to deepen regional cooperation among countries in the Western Balkans. Under the Terms of Reference of the project *“aiming at supporting the Accession Process, the European Commission and the Western Balkans Governments agreed to implement a **Pilot Action** for a regional executive training programme and exchange component for young civil servants from the Western Balkans”*.

Considering, as stated in project's ToR, that the process of EU integration requires *“a professional, accountable and effective public administration, free of political interference and corruption as well as accessible to all citizens”* and that *“EU membership heavily depends on an administration that is specialised in EU Acquis and capable of meeting the challenges of the integration process”* this project has 2 specific objectives directly related with the overall objective described above:

**Specific Objective 1:** To build professional capacity and prepare the next generation of public administrators and policy makers in the six Western Balkan countries who will be in charge of the accession process and drive and lead future change in their societies.

**Specific Objective 2:** To promote the regional cooperation element of the EU integration process at the level of civil service by making cross-border connections between these leaders and agents of change.

The current Rules of procedure will mainly deal with Specific Objective 1 as they will describe in details and set the principles and the guidelines governing the selection process of civil servants from the six countries of WB involved in the Action. They will set some guidelines also for Specific Objective 2 when and if in direct relation with realization of activities under Specific Objective 1.

**The Specific Objective 1** will be pursued through a three stage selection process (see below for details) targeting young civil servants already employed in the PA in the six countries of the region aiming at enrolling them in a three weeks (15 days) intensive training offered by the School of Public Affairs at Sciences Po in Paris and named *“Executive certificate in management and public policy”*. The project team has to perform the following activities as measurable outputs:



- Effectively and efficiently organise the selection of participants and the training, including pre-departures and logistics;
- Total of 30 talented mid-management civil servants (5 candidates from each Western Balkan country) have successfully completed the executive training programme in management and public policy in Sciences Po in Paris.

The most evident novelty under this EU Scheme project is the fact that it is reserved to young civil servants employed in specific offices of PA (see below) in one of the six countries of the region. The Project's Terms of Reference are providing both for an academic training at Sciences Po in Paris (Executive Certificate in Management and Public Policy) as well as for a Regional Exchange programme upon completion of the studies abroad and before the reintegration of the civil servants in their old working position.

These selection guidelines are taking into account the specificity of the target also during the EU Scheme Outreach campaign which will **target young mid-level civil servants involved in policy formulation and strategy planning within the Prime Ministers' Office (PMO), the Ministry/Office for European Integration, the Ministry of Finance and the Ministry of Foreign Affairs**. The main goal of the EU Scheme Outreach campaign is to prepare an e-mail list of potential candidates identifying minimum 15-20 civil servants from each country mitigating therefore possible risks stemming from either a subsequent limited outreach impact or lack of motivation/availability of shortlisted candidates to participate in the executive training and exchange programmes (through the creation of reserve lists). The e-mail lists will be created from the outset of Action implementation with the support of the Action Team, the British Council branch offices, as appropriate, and in close cooperation with designate Action government bodies and EU Delegations.

The application campaign will start during the outreach campaign and it will be divided in three consequent stages: the pre notice, the application phase and the selection of received applications (Working Package 1).

**PRE NOTICE** – During the outreach campaign a pre-notice of the call for applications will be published in social media, government portals and/or other governmental lines of communication to civil servants, relevant web portals and the EU Scheme website (<http://Eu4wb6.com/>) and disseminated through the catalogued e-mails of potential applicants. The pre-notice phase will last three days (September 2016).

**APPLICATION PHASE**– The **call for applications phase** will be open for no less than one week (September 2016), and it will use the following media: a) **E-mail lists**; b) **Internet**; c) **Facebook & Twitter**; d) **Hard-copy materials**. Considering the fact that the Action is targeting civil servants in six different countries, **the application process will be only online** using emails. After registering on the project's website (<http://Eu4wb6.com/>) each interested civil servant will receive by email an application package including: application form to be filled and signed; Europass CV template and instructions; Rules of Procedure and check list. Each applicants will be asked to send by email the full application including 1) filled and signed



application form; 2) his/her Europass CV; 3) signed and scanned letter of motivation. Specifically, during the application phase the project's website will contain the following sections offering clear guidance to potential applicants throughout the entire procedure:

**EU Scheme overview** – presenting action objectives with particular focus on the goals of the planned EU executive training and exchange programmes and associated contractual obligations for the selected participants (see below). This section will also include information on the selection process (3 stages: pre-notice, application phase and selections), related deadlines and expected dates for the delivery of the executive training and exchange programmes;

**Contacts** – Action office and management team details.

**SELECTION PHASE** – The selection phase will last about two weeks in September/October 2016 and it will consist of three different stages (see below for more details): pre-selection of candidates (formal and administrative check on received applications); English language test (if the candidate has a valid IELTS or TOEFL certification at a minimum B2 level he/she will not be asked to take the English language exam); interview (the EU Scheme working group will interview separately in each country the candidates who will successfully pass the first two stages of the selection process and it will offer a place in the programme to the best and most motivated ones accordingly to a pre-defined set of indicators). The whole selection phase should be concluded until mid October 2016 with the publication on the project's website (<http://Eu4wb6.com/>) of the final ranking at the end of each interview stage in each target country.

Upon completion of the selection process grantees will sign a Declaration of Understanding with the EU Scheme Secretariat covering the obligations set forth by the present Rules of Procedure. Finally, prior to their departure they will also sign a contract with the EC and the British Council defining the mutual contractual obligations during their staying abroad and upon return during the exchange phase.

The Declaration of Understanding will also establish precise disciplinary procedures to be applied to selected candidates in the period prior to their departure, where and if the civil servant does not comply with all obligations set forth by the present Rules. Disciplinary consequences for non-compliance might include the withdrawal from the scheme in serious cases. Disciplinary procedures will be decided upon by the Project Steering Committee, which acts on case referral from the EU Scheme Secretariat.

To ensure the full success of the selection process, attention will be drawn to:

- The quality, transparency and fairness of the recruitment process (see below);
- The regular evaluation and assessment of selected candidates progress and compliance to their obligations during the period prior to the departure abroad;
- The quality and accuracy of training delivered;
- The identification and assessment of civil servants strengths and weaknesses;



- The position held by civil servants in Public Administration and the possibility to raise their employment grade after the completion of studies and exchange programme.

The Selection Process will abide in particular to 3 fundamental principles: **transparency, fairness and non-discrimination.**

**Transparency** is to be understood by the fact that each stage of the selection process will be publicly advertised at the same time for all applicants, and the same information will be provided to everybody. It will be ensured also by the extensive use of email with both applicants and potential applicants registering on the EU Scheme's website <http://Eu4wb6.com/>. The list of candidates (with their names and surnames) and their ranking will be published on the same website. Thus all applicants, including those not short-listed or selected for the further stages, will be able to witness in details the development of each stage of the selection procedure. Upon their requests applicants will be allowed to view the outcome of their interviews (minutes) after the results have been made public. The final minutes of the interviews stage will also be published on the project's official website <http://Eu4wb6.com/>.

**Fairness** is to be understood both as related to interviews, as precise guidelines on scoring will be included, and to equal treatment of all candidates. Applicants will be number coded to ensure confidentiality of files (formal application form, incl. applicant's professional and work profile, motivation letter and CV, as well as English language test results). Furthermore, the involvement of an external foreign academic, as explained below, will provide for an unbiased selection at the moment of the interviews. Fairness is also related to the fact that any candidate attempting in any way or form to influence or mislead the selection process in his/her favour will be disqualified and immediately eliminated from the selection. Attempts in this sense include, though not exclusively, phone calls, emails or any other form of direct contact with the EU Scheme working group or with other individuals officially involved in the selection process in order to try to influence the outcome of the selections (i.e. foreign academic, BC officials in one of the six countries, etc.). Any threats of any form or attempt to influence decision moved directly or indirectly to the EU Scheme Secretariat or to any of the individuals involved in the selection process will also be reported immediately to the competent authorities, where and if such threats represent a criminal offence.

**Positive discrimination** is to be understood by the fact that women, minorities and people with disabilities are particularly encouraged to apply. Between equally qualified candidates (ie, two applicants with the same final score) the principle is that women, members of minorities and candidates with disabilities will be preferred and given priority in order to ensure a balanced outcome of the competition. **People with disabilities will be kindly invited to notify to the EU Scheme Secretariat, on the online Application Form,** their needs at the moment of applying for the programme so that the Secretariat can take the necessary measures to ensure access to the premises of the exams and to ensure equal conditions as any other candidate to succeed in the selections. The Action will also closely liaise with Sciencess Po and the national administrations in order to ensure that selected civil servants with disabilities experience no



major problems in their mobility in the context of the executive and regional exchange training programmes.

## **B) Sciences Po Executive Certificate in Management and Public Policy**

The Sciences Po Executive Certificate in Management and Public Policy is an intensive 15 days (3 weeks) training where the participants are becoming actors of institutional change and policy reform in their countries. Thanks to the programme, they will be able to:

- Design, implement and evaluate public policies;
- Master tools and methods for efficient public management;
- Develop strategies for successful project management;
- Focus on key policy issues currently addressed by National/European authorities and relevant for the six countries in WB;
- Understand the European economic and regulatory environment;
- Collaborate in collective processes of change and co-produce reforms with a diverse set of actors.

The **learning/training methodology** is a mix of different tools and approaches. This methodology includes lectures on administration and policy-related topics and active pedagogy, specific case studies, direct interaction between trainers and participants (simulation, role play, etc.), organisation of high level meetings and visits to understand the realities faced by French/European policy makers and interact with them, the use of a mixed academic team with academics and practitioners and of team work to enhance collaboration skills of participants.

The structure of the training programme is the following:

**15 days programme**– 3 weeks (split into 2 sessions):

- Session 1: 24 - 31 October 2016, 6 days plus week end (travel 23 October and 1 November);
- Session 2: 29 November to 9 December 2016, 9 days plus week end (travel 28 November and 10 December),

The programme includes:

- 4 thematic modules (Designing and implementing reforms, Evaluating and analysing public policies, Managing change for public efficiency, Understanding EU dynamics),
- 3 master classes,
- Group project and final group evaluation

### **Module 1 – Designing and implementing reforms**

- Policy Decision and Implementation



- Comparative welfare states and their reforms and futures
- The EU enlargement policy: the legal and political framework
- EU convergence and public administration reforms in the WB
- The role of non-State actors in the political transition in the WB: the changing role of civil society, the independent bodies, the media
- Fighting corruption

### **Module 2 – Evaluating and analysing public policies**

- Public Economics and Finance for Public Policy
- Quantitative Tools for Public Policy
- Evaluation of Public Policies
- Understanding organizational dynamics
- Decision making processes

### **Module 3 - Managing change for public efficiency**

- Public management
- Budgetary procedures and control
- Managerial Leadership in the Public Sector
- Project Management
- Digital technology and Public Policy & E-Gov
- Public-Private Dialogue
- Regulatory policy
- Information Strategy and Management
- European Lobbying

### **Module 4 – Understanding EU dynamics**

- Introduction to EU institutions: who does what in the EU?
- Decision Making and Negotiation: The European Ordinary Legislative Procedure – The European Council Negotiations
- The EU current political crisis: from cooperation and compromise to the lack of trust and solidarity
- The challenges of the EU economy in the globalised world
- The EU three pillars 'new approach': rule of law, economic governance, public administration reform

There is also the possibility to introduce some additional topics such as: energy policy, health policy, common agriculture policy, cultural policy, advanced monetary and financial policy, EU neighborhood policy.



As for the possible visits during the training we can list here the French Parliament, the General Secretariat for Public Action Modernization (SGMAP), OECD, the French National Public Auditing Body (Cour de Comptes), the High Authority for Transparency in Public Life (HATVP), the General Secretariat for European Affairs (SGAE – PMO), other optional cultural and institutional visits can be added (e.g. Brussels).

## **B) Number of Places Available**

The EU Scheme for Young Professionals in the Western Balkans will select **up to 30 participants (up to 5 from each of the six countries)**. At the end of application procedure it is expected to have at least **15-20 candidates from each country, in total up to 120 candidates for up to 30 places available, with a distribution ratio of 1 to 4**. After the pre-selection stage (formal and administrative criteria check) it is expected that at least **15 candidates will be shortlisted for English language test and interview from each country, with 90 candidates in total, in this case the distribution ratio will be 1 to 3**, this minimum number has been set in order to ensure a reserve list in the event of last minute cancellations. If the number of applications received from each country will present great differences and unbalances the EU Scheme working group reserves the right to review the overall number of candidates invited to interviews and therefore the number of selected participants, in any case the number of participants from each country of the region has to be equal as much as possible. The working group's task is to keep a balance among the six target countries. The overall number of places awarded could vary depending on the overall quality of applicants and it can be reduced (i.e. less than 5 per country) if it will not be considered as satisfactory by the selection panel (both during the pre-selection/English language test phases and the interview phase) in terms of motivation and knowledge.

## **D) Western Balkan Exchange Programme.**

As briefly introduced above and even if this Rules of Procedure are not dealing directly with the organization of this exchange component which is under Working Package 2 of ToR, it must be stressed that the Action will complement the executive training programme in Sciencess Po with a **short 2-week long mobility exchange component** for the young professionals. Moreover the organization of this exchange programme is directly related in two of its phases to Working package 1 (ie selection phase, see below). The purpose of the regional exchange programme will be to (i) maintain the momentum of career development of young professionals and of administrative capacity improvement at national governments; and (ii) to further strengthen the regional reconciliation and cooperation element of the EU enlargement policy in the Western Balkans.

The exchange programme will provide an excellent opportunity for the selected young professionals to learn and develop their skills by visiting similar public institutions of another Western Balkan country. The opportunities will enable the participants to exchange experiences, learn by doing in a different context than the ones from their own national level,



being coached and advised from an institution that has passed through a similar path and good and best practices could be shared on a location.

The programme will also provide a good opportunity to participants to further network and receive direct insight on how the respective institutions and specific organisational parts manage the process of EU integration. It will also further regional cooperation and reconciliation by means of dispelling myths and misinformation about the neighbouring “other”.

The exchange will be perceived as a short term programme limited to 2 weeks, and it will be organised simultaneously for all civil servants who will take part at the training at Sciences Po. The 5 candidates from each country will collectively cover all of the 5 neighbouring countries in order to strengthen the reconciliation element, and avoid that the exchange is made according to language group.

The exchange period will be used to work on a specific assignment (same for all participants). The best topics will be identified as part of the selection procedure by the selection panel.

The main phases of this exchange component are the following (the first two phases are integrant part of the selection phase under Working Package 1):

Phase 1: EU Scheme Call of Application. The dissemination of the information on the exchange programme and the necessary documentation will be distributed through the national governments and the Action’s information campaign as an integrative element of the EU Scheme application procedure. The related information will be also posted on the EU Scheme website (<http://Eu4wb6.com/>).

Phase 2: Application procedure and selection of the participants. All applicants will be invited to propose a specific assignment on their Motivation Letter which will be attached to the Application Form. Short-listed candidates are invited to reflect on their exchange assignment proposal during the interview session. The best topic is identified as part of the selections procedure and further fine-tuned during the executive training programme in Paris.

Phase 3: Induction of the young professionals. The Action Team shares with selected young professionals additional instructions. All 30 of them are invited for a one day induction session at their local British Council office. This phase is crucial to match participants with host destinations and organisations.

Phase 4: Contacting and signing up host institutions. Prior to the conduct of the exchange programme, the Action Team liaises with the hosting institutions on the steps that they should follow while hosting a civil servant. In addition, the Action Team may consider possibility of inviting the representatives of hosting institutions in the foreseen Alumni Conference event furthering networking, i.e., improving and expanding the collaboration efforts among the regional public administrations.



Phase 5: Organisation of stay at the host institutions. The Action Team identifies and arranges all institutions who have expressed their interest to host and accept the candidates. Moreover, the Action Team organises their trips and other logistical items for the participants to attend the exchange programme. British Council branch office staff may accompany the participants for the first day to their hosting institution and make introductions.

Phase 6: Reporting. Following completion of the regional mobility scheme, participants will be invited to submit a short evaluation report. Information about the exchange programme will be posted in the EU Scheme website (<http://Eu4wb6.com/>) and on the Action's Facebook and Twitter pages.

## II) Selection Schedule, Stages and Rules of Procedure

### Schedule and Deadline for Application

**12 September 2016 (Monday):** Pre-notice of the call for applications published on social media, relevant on line portals and the EU Scheme project's website <http://Eu4wb6.com/> and further disseminated via catalogued e-mails of potential applicants collected and prepared during the outreach campaign. Each regional BC office will be in charge for the preparation and dissemination of the pre-notice in English, the EU Scheme working group will prepare a draft common for all six countries.

**15 September 2016 (Thursday):** Opening of the Call for applications. After registering to the project's website <http://Eu4wb6.com/> (name, surname and email) each potential applicant will receive the application package including Europass CV template and instructions, application form to be filled and signed, check list and rules of procedure. The complete applications (including also a letter of motivation – see above – signed and scanned) must be sent by email to the following address: [info@ks.britishcouncil.org](mailto:info@ks.britishcouncil.org)

**25 September 2016 (Sunday) @ 1800hrs -** Deadline for the receipt of complete applications by email.

**26 September 2016 (Monday):** End of pre-selections. Long listed applicants are invited by email to sit the English language test in each country BC office. Lists of long-listed applicants invited at English language test will be published online on the project's website <http://Eu4wb6.com/>.

**28-29 September 2016:** English language test for invited applicants aiming at ascertaining at least a strong upper-intermediated level (B2) of English. This test is therefore foreseen as determining the candidate's level of English and his/her suitability of joining the programme. The results of English language test will be published by 30 September 2016 including the short-listed candidates (90 candidates, eg 15 candidates for each country of the region) to be invited for interviews in the commencing week. The working group retains the right to raise (up to 20 candidates per country) or diminish the overall number of invited applicants accordingly to the results of the English language test.

**5-13 October 2016 (from Wednesday to Thursday):** Interviews with short listed applicants in each capital city of all six Western Balkans countries.



In details

- 5 October Skopje
- 6 October Prishtina
- 7 October Tirana
- 10 October Podgorica
- 11 October Belgrade
- 12 October (afternoon) and 13 October (morning) Sarajevo

At the end of the interview phase (14 October, Friday) the results including the minutes and final ranking will be published on the on line website.



## Selection Stage and Rules of Procedure

### The selection procedure will be carried out in 3 stages:

- Long-listing: eligibility of applicants and complete applications (pre-selection of applications)
- English Language Knowledge Test and short-listing of applicants for interviews
- Interviews

### Long-listing (Eligibility of Applicants and Complete Applications)

The initial selection of applications is to ensure that applicants are eligible and that their applications are complete in all parts.

A panel composed by the EU Scheme secretariat and the EC will long-list candidates to be invited to the English language test. Candidates are pre-selected on administrative criteria (i.e. **exclusion criteria**) aimed at ensuring the eligibility of applicants and the presentation of complete applications (i.e. with all required documents, and with the EU Scheme for Young Professionals Application Form duly filled in). This means that **applications from non-eligible candidates and/or incomplete applications will be rejected (NB: this may also include applications that have not been signed by the applicant).**

Eligible applicants are:

- Civil servants with between 2 and 5 years of working experience in Public Administration in one of the six countries of the Western Balkans
- Civil servants involved in policy formulation within the Prime Ministers' Office (PMO), Ministry of Finance, planning and strategic units of the Ministry of Foreign Affairs and the Ministry of European Integration
- Citizens with a valid passport issued by the National Authority in one of the 6 Western Balkan countries. Passports of another country than the one where the applicant works as a civil servant are not acceptable
- University graduates holding a valid BA and/or MA/MSc degree.
- Fluent in English with at least an upper-intermediate level (B2). Those candidates who already have a valid TOEFL/IELTS language certification will not be asked to participate to the second stage of selection (i.e. English language test) if they provide a valid proof of this certification with at least the same level of knowledge as above (B2 or equivalent)
- Available to travel and to move abroad from October 2016 to March 2017.



Complete applications are composed of:

- *EU Scheme for Young Professionals in the Western Balkan 2016 Application Form*, in English, completed and signed, Make sure to include a valid email address. **Communication with applicants will be conducted only and exclusively through email**
- Europass CV, in English (the project will provide all applicants with an updated Europass CV template within the application package they will receive by email),
- Letter of Motivation, in English, including also a draft proposal for the common assignment topic to be implemented during the exchange component. These topics will be further discussed during the training as already specified above, but there must be a proposal from each candidate already at this stage

A check-list will be included for the applicants' convenience in the *EU Scheme for Young Professionals in the Western Balkan 2016 Application Form*. Please make sure to have included all required documents to avoid disappointment and exclusion by failing to include required documents or for presenting them in the incorrect form (e.g. a CV or a Letter of Motivation not in English, or a *EU Scheme for Young Professionals in the Western Balkan 2016 Application Form* that has not been filled-in or signed, etc). No applicants, under any circumstances, will be allowed to complete an incomplete application after submission. **Applications submitted after the deadline will not be accepted under no circumstances.**

NB: Documents submitted with the application will not be returned to applicants under no circumstances.

Incomplete applications are at this stage rejected.

On the other hand, complete applications from eligible candidates instead are then formally accepted and the applicant is invited to sit the English Language Test.

A minimum number of eligible and compliant candidates must be selected, this minimum number of candidates is equal to a 4 to 1 ratio, ie at least 4 times the number of available places for training (eg 120 applications).

### **Short-listing and English language test**

The English Language test will be organised by the British Council to assess the level of English.

Anonymity of applicants will be ensured by numerical codes given to each applicant on the day of test to be written in the answer sheets. The English Language test has the goal to assess a minimum B2 level (upper-intermediate) English language knowledge. All those candidates who will be able to pass this threshold will be admitted to interviews.



The “Knowledge of English Language” test will be organised separately in each British Council country office and it aims at ascertaining the level of English knowledge of candidates. The test however does not count towards the final ranking of candidates (i.e., it does not accumulate points towards the final ranking). This test is an “in or out” threshold exam. This means that applicants are required to pass the thresholds specified below in order to be admitted at interviews.

Before entering the examination rooms all candidates must prove their identity and be checked against an accredited list, sign for their admission while their presence is validated by a member of the British Council.

Upon admission to the examination room candidates will be asked to leave personal belongings (e.g. coats, mobile phones – turned off, electronic equipment, bags etc.) at a designated point in the room. TOTAL silence is demanded from the candidates.

Once the examination has commenced any candidate who has a question must raise his/her hand and wait for an invigilator to respond to his/her needs. Candidates requiring the use of restrooms will be accompanied by a same gender member of staff.

Upon completion of their test candidates will be required to remain seated until the designated examination time has expired.

As mentioned earlier any candidate contravening the rules of the English language test (i.e. caught talking, copying or cheating in any form) will be asked to leave the room and have his/her papers marked “expelled”.

The English Language test aims at ascertaining at least a strong upper-intermediated level of English (B2), as such defined by the IELTS and TOEFL examining and scoring protocols that will be used as guidelines for the test. This test is therefore foreseen as determining the candidate’s level of English and his/her suitability of joining the programme.

Candidates must score at least a threshold of B2 level. Any candidates with less than B2 will be eliminated at this stage, unless not enough suitable candidates are to be found within this threshold. In such a case, those candidates with at least threshold of B1 level might be conditionally rescued.

If enough suitable candidates are through at this stage, at least 90 applicants (15 for each country) will be invited to the third and final selection stage, the interviews. The ratio for the interviews is of in excess of 3 to 1 place, or three applicants for each available place in the training.



### **Interviews (motivation and discussion on potential exchange programme assignment)**

- Interviews will be conducted by a panel composed of an odd number of members (i.e. 5) and by a member of the working group in charge of taking the minutes of each interview. The selection panel will include three permanent members: a representative of EU/COM, a representative of British Council and a short term expert with a specific academic background as professor and scholarship management experience; and two rotating members (depending on each country where the interviews will be held): a representative of the National IPA Coordinator (NIPAC) and a representative of the EU Delegation (EUD). Interviews will be held in each capital city of the six target countries in British Council premises accordingly to the schedule listed at p. 14 of these guidelines.
- Prior to each interview panel members will individually review the CV and the Motivation Letter enclosed with the application of the candidate (5 minutes) and will score it properly accordingly to the overall quality of the CV and of the motivation letter in compliance with higher EU standards (keeping as main indicators for the evaluation the following: consistency, clarity, languages, studies, professional experience).
- Before starting the interview the EU Scheme Secretariat will register the candidate. Therefore a copy of a valid passport issued by National Authorities is needed. Passports of another country than the one where the applicant works as a civil servant will not be acceptable.
- The interviews will last for no more than 15 minutes per each candidate and they will consist of a 5 to 7 minutes personal presentation in English and a 8 to 10 minutes interview in English on the candidate's motivations, including the proposal made in the motivation letter for the common research to be performed during the exchange programme.
- Presentations: the scope of this part of the interviews is to test the presentation and interpersonal skills of the candidates. Applicants invited to the interviews must prepare a personal presentation based on their academic and professional background and they can organise their presentation in any manner they prefer (though there will not be the availability of power-point and projector). The main goal of this part of the interview is to assess: a) candidates' presentation skills, b) candidates' general knowledge, c) candidates' professional/academic background
- Interview: candidates will be asked very general questions about EU integration and Western Balkans, their field of activity within PA, their studies and professional background.
- Candidates are scored on a 10/10 basis, once for the review of CV/letter of motivation, once for presentation and once for the second part of the interview (maximum 10 points awarded for each part). The final score is determined by the mathematical average of the three parts the interview is divided in. Maximum 10 points are awarded for the interview. Anyone below 6 is considered not to have passed the interview and therefore cannot be considered as eligible. The interview counts for up to 100% of the final aggregate score.
- Candidates are scored first by each interview panel member individually, then the final mark of the candidate is calculated by making the mathematical average. If there are relevant



differences between a scoring and another decided by each interview panel member (more than 3 points) the final mark will be agreed upon consensus of the members.

## Final Results

- The final results of the selections will be made public within 1 working day from the end of the interviews stage (i.e. 14 October 2016). A specific ranking will be published for each country, with indication of the exact number of awarded candidates for each country (as well as reserve lists)
- How to calculate the final score?
- **FINAL AGGREGATE SCORE:** The selection of candidates will be made on the basis of points awarded in the interviews, this means:
- The Pre-selection stage (eligibility of applicants and complete applications) simply provides admission to or rejection from the other 2 stages of the Selections, but does not award any points;
- The score on the English tests does not count for the final score. It is conceived as threshold to pass to the interview stage, 65% of correct answers is the minimum to admitted to interviews (see above p. 16);
- The score on the interview counts for up to 100% of the final score. Each candidate will be evaluated separately with clear indications and comments by each member of the panel for each part the interview is divided in: review of CV/motivation letter; presentation; questions made by the panel
- In practice this means that, eg, candidate Mr/MrsXY:
- Pre-selection: Mr/MrsXY is eligible and he/she has presented a complete application, therefore he/she has been invited to the English Language Test
- English language Test: Mr/MrsXY scores B2 level threshold, he/she is therefore invited to sit the interview;
- Interview phase: during the review of CV/motivation letter Mr/MrsXY scores 7,5, during the presentation Mr/MrsXY scores 6,5; during the interview Mr/MrsXY scores 7. The final mark for Mr/MrsXY is 7 out of 10.
- NB: the minimum overall score to be awarded a place is of at least 6 points in each part of the interview (i.e., 60% of the maximum score of 10).



### III) Indicative Overall Plan

#### Indicative Timetable

ACTIVITY	DATE
EU SCHEME FOR YOUNG PROFESSIONALS IN WESTERN BALKANS	
PRE NOTICE AND APPLICATION PHASE	12 – 25 September 2016
PRE-SELECTION OF CANDIDATES (long listing)	26 September 2016
ENGLISH LANGUAGE TEST (short listing of candidates for interviews)	28 – 30 September 2016
INTERVIEWS	5 – 13 October 2016
FINAL RESULTS	14 October 2016



## Evaluation Grid

PRE-SELECTIONS RESULT: Admitted or Rejected		ENGLISH LANGUAGE TEST Threshold B2 level				INTERVIEWS 100% of the total score or 10 points available. Mathematical average of the three section for each member of the interview panel		
Ineligible candidate and/or Not complete application = REJECTED	Eligible candidate AND Complete application = INVITED to English Language test	CAN follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	CAN scan texts for relevant information, and understand detailed instructions or advice.	CAN make notes while someone is talking or write a letter including non-standard requests	Total B2	Presentation (10 points)  Eliminated if less than 6 points or 60%	Interview (10 points)  Eliminated if less than 6 points or 60%	Review of CV/motivati on letter (10 points)  Eliminated if less than 6 points or 60%