

## FREQUENTLY ASKED QUESTIONS

### **1. What is the Tailored Onsite Knowledge and Analytical Skills Programme about, and what is its purpose?**

This programme is offered to enhance the knowledge and skills of Ukrainian public administration officials so that they can professionally and successfully manage the EU accession process.

### **2. Who is organising the Programme?**

The College of Europe in Natolin organises the Tailored Onsite Knowledge and Analytical Skills Programme (training) as part of Natolin4Capacity Building - Phase II Project. The project is funded by the European Union.

### **3. What other activities are being carried out as part of the Natolin4Capacity Building Phase II Project?**

- Training in Ukraine (Kozyn) organized by High School of Public Governance;
- E-learnings accessible on Study platform managed by the High School of Public Governance;
- Webinars for project alumni organized by College of Europe, Natolin;
- Training of Trainers session organised by High School of Public Governance.

### **4. What is the duration of the Programme?**

The programme lasts 6 weeks.

### **5. Where will the training take place?**

The training will take place at the campus of College of Europe in Natolin (Warsaw, Poland).

### **6. What is the schedule of the Programme training editions?**

The schedule of separate editions is available on the project website [www.natolin4cb.eu](http://www.natolin4cb.eu).

### **7. What is the language of training sessions in Natolin (Warsaw)?**

English is the language of instruction for all training assignments.

### **8. What is the Onsite Knowledge and Analytical Skills Programme format?**

The training is delivered fully onsite in Warsaw. Prior to their arrival to Warsaw participants will meet online their individual mentors.

### **9. How many hours per week does the training take?**

The weekly workload amounts to c.a. 20-25 hours, excluding work on analytical papers.

### **10. Will there be classes on weekends?**

In principle, there are no assignments planned for weekends.

**11. Is a certificate issued upon completion of the course?**

Yes, participants will receive a certificate of successful completion of the training.

**12. What requirements do I have to meet to receive a certificate of completion of training?**

The participant receives a certificate upon completing all training assignments and delivering an analytical paper developed during the training stay.

**13. What is an analytical paper and what are the requirements for it?**

The analytical paper is a written work developed by each participant during their training stay and delivered to the mentor at the end of training period. During a wrap-up session of the programme, each participant will present orally the summary of their analytical paper.

The main goal of developing an analytical paper is to equip participants with the knowledge and skills needed to effectively support, present, and defend potential derogation subjects in negotiations with the EU, as well as to implement the legislative changes required for successful integration.

**14. Will the work on the analytical paper be supported by assistance from experts?**

Yes, each participant will benefit from regular assistance from experts who will mentor the process from its very beginning to successful completion. The support will be delivered during the whole period of training in the form of regular group and individual meetings with Mentors.

**Conditions of Participation:**

**15. Who can participate in the course?**

The training is open to Ukrainian public administration employees who are professionally engaged in the EU accession process.

**16. What are the requirements for candidates?**

- Be actively engaged in the European Integration process (members of negotiation working groups will be given preference);
- Demonstrate strong motivation to enhance your knowledge and analytical skills;
- An English proficiency level of B2 is required to fully benefit from the program;
- Be able to commit the necessary time required for all programme activities;
- Be a public administration employee.

**17. How to apply for participation?**

In order to apply for participation in the onsite training-research programme:

Fill in an application form, which is available on [www.Natolin4cb.eu](http://www.Natolin4cb.eu). Send it in PDF format to the email address: [nerush@kmu.gov.pl](mailto:nerush@kmu.gov.pl)

### **18. What are the application deadlines?**

The deadline for submission of applications for respective training editions are available on the website of the N4CB Project.

### **19. Do I pay for participation in the training?**

The cost of participating in this training is fully covered by the European Union.

### **Accommodation and Organisational Issues:**

#### **20. What do the Organiser pay for?**

The Organiser will cover the costs of:

- training facilities,
- international travel for the training (UA-PL) and back (PL-UA) by train (2<sup>nd</sup> class, seating or sleeping place) / bus / or, in exceptional circumstances, by car;
- local travel in Warsaw;
- insurance against accidents,
- accommodation;
- catering.

#### **21. Will I receive any financial allowance?**

Yes, each participant will receive financial allowance, which will cover the following costs: international travel (back-to-back), local travel in Warsaw, catering (breakfasts, dinners, and lunches during weekends), and incidentals.

#### **22. Where will I live?**

The training participants will be accommodated in apartments (separate bedrooms) located close to the training venue.

#### **23. Is catering provided?**

Lunches during week working days will be provided at the cantina at the training premises. The remaining meals the participants will cover from financial allowance.

#### **24. How do I get to the training location?**

The location of the training premises is the following:

College of Europe

84, Nowoursynowska street,

PL 02-797 Warsaw, Poland

Link to the location in Google Maps: <https://g.co/kgs/zU121ET>

A detailed instruction how to get to the accommodation will be provided to the successful candidates.

#### **25. Is medical insurance provided?**

The organiser provides insurance against accidents..

#### **26. Who to contact if you have any questions?**

You can reach us by e-mail or phone (WhatsApp). The details are available at [www.natolin4cb.eu](http://www.natolin4cb.eu).

## **27. What topics will I study in the programme?**

In principle, the training programme will include knowledge and skills components.

The knowledge component will include knowledge-related meetings and sessions with experts on topics related to European integration, such as the organization and stages of the accession process, current negotiation structure (clusters), management and coordination of the pre-accession process, EU policymaking, and select EU policies and/or *acquis* chapters. The module may also cover specific issues related to the EU's institutional and legal structure as needed to level participants' preparation for more specialized topics.

The skills component will focus on learning and practicing the professional skills needed to become successful negotiators or skilled analysts. It will include workshops on negotiation techniques, internal management and coordination of pre-accession and accession negotiations, strengthening legal analysis capabilities, EU *acquis* compliance assessments, and regulatory impact assessments. Workshops will also support the preparation of analytical papers, covering research methodology, data collection and analysis, and the development of thematic analyses and position papers. Simulation games will be utilized as a supplementary tool in these workshops, enabling participants to acquire knowledge and practice procedures critical for EU accession negotiations and their preparation.

## **28. Who will teach the programme?**

The courses will be led by recognised experts and outstanding practitioners, each possessing deep expertise and extensive experience in their respective fields.

## **29. Are cultural events planned?**

Yes, the Organiser will offer a number of various cultural events to the participants in their leisure time.