

MATRA TRAINING FOR EUROPEAN COOPERATION

(MTEC)

Public Finance Management

29 June - 10 July 2009

Rijksacademie voor Financiën en Economie



Introduction

The course Public Finance Management (PFM) is organised under the Matra programme of the Netherlands Ministry of Foreign Affairs. The objective of the Matra Training for European Cooperation (MTEC) training courses is to train public administrators and officials on matters relevant to joining the EU. Another important objective of the courses is the creation of networks by bringing together people from the fore-mentioned countries in the Netherlands. The MTEC programme is executed by EVD/CROSS.

Generally speaking, countries whose civil servants are eligible to follow the MTEC training programme are in transition. Maybe far-reaching reforms in public administration were already performed but the process may not be completed yet. This certainly applies to the public finance management system, which seems in a continuous state of flux, not only in the MATRA-countries, but throughout the world.

The Netherlands' public finance management is regarded as an internationally acknowledged best practice (OECD 2001; IMF 2006). Therefore, the training programme elaborates on PFM in the Netherlands as a point of reference. However, some of the concepts successfully implemented in the Dutch context, may not be applicable in another country's context given its specific historical path and formal and informal institutions.

Talking about public finance management, we distinguish between the expenditure side and the income side resulting in the following dichotomy: on one hand public expenditure management (PEM) and on the other hand taxation. In addition, in this PFM training attention will be paid to communicative skills related to both main subjects. Our approach not only serves the goal of participants acquiring practical knowledge but also of creating a network among participants.

Target Group

Government officials working in the field of the Public Finance Management are invited to apply. Application is open for applicants from Bulgaria, Romania, Albania, Bosnia and Herzegovina, Croatia, Kosovo, Turkey, Serbia, Montenegro, Macedonia, Russia, Belarus, Ukraine, Morocco, and Moldova. A balance between the number of participants from the different countries will be taken into account during the selection procedure. The maximum number of participants is 50.

Admission Requirements

Important points on which the selection of participants will largely be based are:

- The participant should be fluent in spoken and written English;
- The participant should be highly motivated and enthusiastic;
- The participant should be comfortable sharing their knowledge, possibly in the form of a solo presentation;

Approach, assumptions and conditions

The training course will take two consecutive weeks. The programme will be executed by a consortium of the National Academy for Finance and Economics (PEM part) on one hand and staff of the two General Directorates on Tax and Customs (taxation part) on the other hand. All institutions mentioned are part of the Netherlands Ministry of Finance. All speakers from the Dutch side are senior staff members who work on a daily basis with the subject they are to share their knowledge on with the participants. In general per subject one speaker, in a few cases 2 speakers.

The group to be trained will be divided into two subgroups in order to create an atmosphere which permits an interactive approach. The first group will start with PEM the first week followed by taxation the second week. The second group the other way around, so first taxation and afterwards PEM. The group of participants is to consist of staff with PEM background and taxation background on approximately a 50/50 basis.

Programme

Each day the morning programme lasts 9.30-12.30 (AM), whereas the afternoon programme lasts 13.30-16.30 (PM). Lunch time in between. The interactive aspect of the training presupposes that participants are expected to take part actively. In other words, the success of the training also depends on the participant's contribution. This is a provisional programme, the actual programme may differ slightly.

PEM part

1st (6th) day, AM : Organisation financial and audit function in the Netherlands

1st (6th) day, PM : Budgetary policy

2nd (7th) day, AM : Budgetary infrastructure

2nd (7th) day, PM : Programme budgeting

3rd (8th) day, AM : Scrutiny of budget proposals and information systems

3rd (8th) day, PM : Specific instruments: risk management and policy evaluation

4th (9th) day, AM : Simulation budget process

5th (10th) day, AM : communicative skills 1

5th (10th) day, PM : communicative skills 2

Taxation part

6th (1st) day, AM : Taxation policy in the Netherlands: general overview

6th (1st) day, PM : Wage withholding tax

7th (2nd) day, AM : Personal income tax

7th (2nd) day, PM : Value added tax

8th (3rd) day, AM : Environmental tax

8th (3rd) day, PM : Tax and customs administration

9th (4th) day, AM : Tax auditing

10th (5th) day, AM : Communication and informing the public 1

10th (5th) day, PM : Communication and informing the public 2

Social Programme

To stimulate the networking function of the course, a social programme will be organised.

Organisation, co-ordination and evaluation

Mr Bas Verberne, unit coordinator Development and Policy from the National Academy for Finance and Economics will be responsible for the overall organisation and implementation of the programme. CROSS/EVD is responsible for the logistical part of the course.

The course will be evaluated both verbally as well as in writing. During the final session of the course, all participants who have completed the entire course, will receive an official course certificate.

Dates

The course will be held at a hotel in The Hague, from 29 June - 10 July 2009. The exact location and programme will be announced at a later date.

Fees

The Dutch government pays for all costs (travel to and within the Netherlands, board and lodging, health insurance, the course itself and the study materials). Lunch and coffee/tea during the course are organised and dinners are taken care of as far as possible.

Application

Applications should be made through the Netherlands Embassy in the applicant's country. Application forms should be downloaded from the website www.cross-agency.nl.

Go to downloads, click on application form for the relevant course, click on your country; you can then download the application form.

Applications (duly signed by the applicant and his or her employer) should be submitted latest on the **11th of May 2009**, through the Royal Dutch Embassy in the applicants' country. By this date, all forms, including the signed employer statement, must be received by the Royal Netherlands Embassy. Please note that the application instructions on the website need to be followed carefully. After the deadline of the 11th of May the selection procedure will start, that will take approximately two weeks. All applicants will receive information about their application at the end of week 21.

Only fully documented applications will be considered. The total number of applicants will be limited to 50. Admission will be on a competitive basis.

Applicants who have been accepted for the course are expected to duly attend. In case of no-shows or (too) late cancellations (i.e.) within three weeks before the course commences, the course organiser has the right to claim all costs incurred from the candidate's employer.

Information and course organisation

National Academy for Finance

Mr Bas Verberne

P.O. Box 20201

2500 EE The Hague

The Netherlands

Telephone: +31 70 3424978

E-mail: s.a.m.verberne@minfin.nl

More information on the courses developed under MTEC programme:

- The Royal Netherlands Embassy in your country can supply more information about other courses
- For further information you could also visit our website (www.cross-agency.nl) or contact EVD/CROSS:

EVD/CROSS

P.O. Box 20105

2500 EC The Hague

The Netherlands

Telephone: +31 70 778 81 39

Website: www.cross-agency.nl

E-mail: crossonline@info.evd.nl

Contact persons: Mr Michiel Zimmer