*[Data that has been automatically pre-filled in the templates for the cover notes is based on the operational arrangements which have last been updated on 2024-03-22. Should the respective CID and/or operational arrangements have been amended in the meantime, please reach out to ECFIN-RECOVER.]*

*[DATE]*

*[AUTHOR (Organisation, not name)]*

**LV-C[C2]-I[2-3-2-2-i-] Development of state and local government digital transformation skills and capabilities**

**LV-C[C2]-I[2-3-2-2-i-]-T[75] Number of trainings in digital skills areas completed by public administration employees**

**Date of completion:** **Q4 2024**

**1) Context: description of the measure and relevant context from the CID annex** [text in full from the English version]

The objectives of the investment are to increase the skills of employees of public administration in digital transformation and their use of technologies, in order to develop policies fit for the digital age. The investment consists of increasing the digital competence and capacity of national government and local government employees, including digital transformation planning and change management, use of data analytics, artificial intelligence and other modern technologies to modernise operations and services, flexible ICT project management, use of modern digital infrastructures and management. The investment shall be implemented by 30 June 2023 for digital skills and competence framework and by 31 August 2026 for improving the digital skills for public administration employees

**2) Copy of the milestone/target wording** [text in full from the English version]

| Seq.num | Measure (reform or investment) | Milestone/Target | Name | Qualitative indicators (for milestones) | Quantitative indicators (for targets) | | | Indicative timetable for completion | | Reporting and implementation responsibility | Description of each milestone and target |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of measure | Baseline | Goal | Quarter | Year |
| 75 | C2.2-3-2-2-i- Development of state and local government digital transformation skills and capabilities | Target | Number of trainings in digital skills areas completed by public administration employees |  | Number | 0 | 25160 | Q4 | 2024 | Ministry of Environmental Protection and Regional Development/ School of Public Administration | Number of on-site and online trainings in digital skills framework areas of 1) digitalisation management and development; 2) digital content creation; 3) cybersecurity; 4) communication and collaboration; 5) information and data literacy; 6) transversal skills completed by public administration employees. |

Verification mechanism:

A summary document duly justifying how the target (including all the constitutive elements) was satisfactorily fulfilled, with appropriate links to the underlying evidence. This document shall include as an annex the following documentary evidence: a) description of competence frameworks; b) learning path maps; c) list of training programmes organised; d) list of certificates for completion of the training; e) online visit data, training statistics.

Further specification: (if relevant)

For the purpose of measuring the target fullfilment it shall be presumed the baseline is 0, keeping in mind that the target measures only new additional employees with advanced digital skills, including elearning.

**3) List of key evidence provided in FENIX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Identifier [same as in FENIX] | Name of the evidence.  For legal acts please provide the full legal reference and date of entry into force | Short description | Link to the requirements below |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**4) Detailed justification**

*[Explain clearly how the achievement of the milestone/target is demonstrated by the evidence provided,* ***covering ALL elements of the milestone/target and the elements of the measure description that are directly or indirectly linked to the milestone/target’s requirements.***  *(e.g. the fact that (i) a certain institution had (ii) to accomplish something (iii) in a certain way in order (iv) to achieve a certain goal (v) by a certain date). Please provide* ***a clear link between all the below elements and the one or more evidence items listed above.***

Requirement 1: ‘[excerpt from the milestones/target or the measure description]’

*[Explanation of fulfilment]*

Requirement 2: ‘[excerpt from the milestones/target or the measure description]’

*[Explanation of fulfilment]*

Requirement 3: ‘[excerpt from the milestones/target or the measure description]’

*[Explanation of fulfilment]*

[…]

Contribution to the achievement of other elements from the measure description: [evidence related to the elements that are not directly addressing the M/T but in the measure, where relevant]