*[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[C6]-I[6-3-1-2-i-] Professionalisation of public administration and administrative and capacity building**

**LV-C[C6]-I[6-3-1-2-i-]-T[203] Trainings completed by public administration employees**

**Date of completion:** **Q4 2025**

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

The objective of this measure is to increase public officials’ competencies in the areas of modern policy design, change management, data literacy and other areas where there are skills shortages among public officials. The investment consists of a) establishing competence development and training programmes in the areas where there are skills shortages among public officials, and b) training at least 20 011 public officials in the areas of where there are skills shortages among public officials. The investment shall be implemented by 31 August 2026.

**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 |
| 203 | C6.6-3-1-2-i- Professionalisation of public administration and administrative and capacity building | Target | Trainings completed by public administration employees |  | Number | 0 | 20011 | Q4 | 2025 | School of Public Administration | Number of trainings in the areas of customer service, development of leadership, basic competences of public administration, management of public procurement, human resources, legal practice, policy planning and implementation completed by public administration employees. |

Verification mechanism:

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) list of public administration employees having completed the training programmes with references to their training certificates; b) list of training programmes organised, including a description of each programme, and training statistics.

Further specification: (if relevant)

**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]