

TAIEX INTPA User Guide

TAIEX INTPA is the Technical Assistance and Information Exchange Instrument (TAIEX) of the European Commission designed for partner countries and territories covered by Directorate-General for International Partnerships (INTPA). It provides rapidly mobilised short-term technical support using European Union Member States' public sector experts in response to requests for assistance from public institutions in partner countries.

TAIEX INTPA aims at strengthening national development policy contexts and supporting the achievement of the Sustainable Development Goals, in line with the EU commitments to the Agenda 2030. TAIEX INTPA events can be implemented in complementarity with other technical cooperation modalities in the partner country.

What sectors are covered by TAIEX INTPA?

TAIEX INTPA assistance covers all aspects and best practices of institutional capacity building in the EU Member States relating to EU standards and legislation. TAIEX INTPA can support national efforts of Partner Countries to achieve the Sustainable Development Goals as well as the EU and Member States commitments to support the Agenda 2030.

TAIEX INTPA can identify expertise in all areas of public sector administration, using a network of National Contact Points in the EU Member States' administrations and the TAIEX online database that contains more than 3,000 public officials.

Who can benefit from TAIEX INTPA assistance?

Officials of public administrations in INTPA Partner Countries and territories are entitled to submit a TAIEX INTPA application, including:

Civil servants
working in central
administrations

Judiciary and law
enforcement
agencies

The
administration
of national
parliaments

Representatives
of social partners,
trade unions and
employers
associations

in INTPA partner countries and territories

Submission and implementation of TAIEX INTPA: step by step

STEP 1

PREPARATION OF THE REQUEST

The applicant contacts the EUD in the country to discuss the idea of request for TAIEX support. EU Delegation provides the applicant with the application template for coordination in drafting of application.

STEP 2

ONLINE SUBMISSION

Once EU Delegation approves the draft application, the applicant copy-pastes its content in the corresponding online form.

STEP 3

EU INTERNAL ASSESSMENT OF THE REQUEST

Submitted request will pass a five working days approval process in the Commission. Once the Commission officially approves the request, the preparation of the activities may begin.

STEP 4

ORGANISATION OF THE EVENTS

TAIEX INTPA team will liaise with the applicant to define the agenda, discuss the choice of experts to be mobilised, receive the list of participants and other useful details. Close co-operation is key to the success of the activity. The applicant has to provide all relevant information within the given deadlines.

STEP 5

INTERVENTION OF THE SERVICE PROVIDER

External service provider will ensure the logistics of the event, trips and accommodation of experts and participants as well as the needed facilities.

STEP 1: DEVELOPMENT OF THE REQUEST FOR TAIEX INTPA SUPPORT

The applicant contacts the EUD in the country to discuss the idea of request for TAIEX support. EU Delegation provides the applicant with the application template for coordination in drafting of application. There are application forms for every type of TAIEX activities. When stand-alone activity cannot cover the needs, the application for series of events is suggested. Application forms are available in English, French, Spanish and Portuguese and can be filled in corresponding languages.

Application has to contain detailed information about the scope and objective(s) of the requested assistance. It may include the Member State(s) where the expertise should originate and even names of experts, as far as they are public officials of a Member State. By submitting a request, the applicant automatically commits to fully support the preparation of the activity and to respect the deadlines that will be communicated.

STEP 2: TAIEX INTPA ONLINE SUBMISSION

Once EU Delegation approves the draft application, the applicant copy-pastes its content in the corresponding online form: <https://webgate.ec.europa.eu/TMSWebRestrict/resources/js/app/#/applicationform/home>

STEP 3: ASSESSMENT OF THE REQUEST

Once the application has been submitted, the internal assessment and consultation process in the European Commission will take five working days. If the application is submitted in French, Spanish or Portuguese, the assessment of the request will take five additional working days. If there are any remarks, the applicant will be asked for clarifications; otherwise, once the European Commission officially approves the request, the preparation of the activities may begin.

STEP 4: ORGANISATION OF ACTIVITIES

The TAIEX INTPA team will liaise with the applicant to define the agenda, discuss the choice of experts to be mobilised, receive the list of participants and other useful details. Close co-operation is key to the success of the activity. The applicant has to provide all relevant information within the given deadlines.

STEP 5: INTERVENTION OF THE SERVICE PROVIDER

An already established external service provider will ensure the logistics of the event, trips and accommodation of experts and participants as well as the needed facilities (conference room(s), catering, interpretation, audio-visual material). The external service provider takes care of management of online conferencing tools, rents software and equipment necessary for fluent online meetings.

How does TAIEX INTPA assistance work?

TAIEX INTPA can organise the following types of activities:

WORKSHOPS: meetings gathering public sector expertise (4-5 Experts) from different EU Member States to a large audience (up to 100 persons). TAIEX INTPA events can be organised at the national (single country) and/or regional level (multi-country) workshops. Workshops tend to last between 2 and 5 days.

EXPERT MISSIONS: mobilisation of EU MS experts to provide advice on specific topics (e.g. technical norms; drafting or implementation of a law etc.) to a limited audience (up to 20 participants). Expert missions last from 2 to 5 days.

STUDY VISITS: mission from a Partner Country institution to a peer EU Member State institution. Study visits last from 2 to 5 days and it can cover up to 5 people.

WORK FROM HOME: Member State experts carry out a specific advisory or research task from their home. Assignments last up to 20 working days.

SERIES OF EVENTS: sequenced planning of different TAIEX INTPA activities within the same request.

ACTIVITIES ONLINE: online workshops, expert missions and work from home are possible when required.

How long does it take?

It takes 2-3 months after submission of an application to start the activities on the ground. The timing might depend on the type and topic of activity as well as the availability of the EU Member States' experts and hosting institutions.

What TAIEX INTPA can and cannot finance?

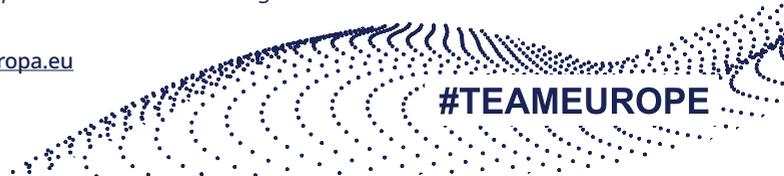
- TAIEX covers the cost of participation to all types of TAIEX activities for public officials from EU Member States and Partner Countries.
- In exceptional cases and on well-justified basis, TAIEX can mobilise officials of international organisations, private experts, NGOs or local administrations. A good balance between EU Member States' public officials and other experts has to be ensured.
- TAIEX cannot co-finance activities organised by other projects or institutions.

TAIEX INTPA videos in English, French, Spanish and Portuguese:

<https://audiovisual.ec.europa.eu/en/video/I-193946?lg=EN%2FEN>

For further information:

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