

Pursuant to Article 17 of the Law on the Council of Ministers of Bosnia and Herzegovina (Official Gazette of BiH, 30/03, 42/03, 81/06, 76/07, 81/07, 94/07 and 24/08), in connection with Article 18 of the Law on Ministries and other Bodies of the Administration of Bosnia and Herzegovina (Official Gazette of BiH, 5/03, 42/03, 26/04, 42/04, 45/06, 88/07, 35/09, 59/09, 103/09, 87/12, 06/13, 19/16 and 83/17), at the proposal of the Directorate for European Integration, the Council of Ministers of Bosnia and Herzegovina, at the 90th session, held on 15 October 2025, adopted

## **D E C I S I O N**

### **ON TRAININGS IN THE FIELD OF EUROPEAN INTEGRATION**

#### **CHAPTER I. GENERAL PROVISIONS**

##### **Article 1** **(Subject Matter)**

This decision sets out the arrangement for the implementation of trainings in the field of European integration organised by the Directorate for European Integration (hereafter: the Directorate), including training objectives, preparation of the annual training plan, establishment of thematic units of trainings in the field of European integration, training participants and criteria for their selection, selection, certification and appointment of trainers, their rights and obligations, and the manner of quality assurance of trainings in the field of European integration.

##### **Article 2** **(Objective)**

The aim of this decision is the professional development and training of members of joint bodies established in accordance with the Decision on the coordination system of the European integration process in Bosnia and Herzegovina (Official Gazette of BiH, 72/16 and 36/18) (hereinafter: bodies within the coordination system of the European integration process), the negotiating structures and all other structures established for the needs of the European integration process, as well as employees and engaged personnel in institutions at all levels of government in BiH responsible for performing tasks arising from the European integration process, non-governmental organisations, the academic community, the media, and all others who, within their field of work, participate in or have a professional interest in the European integration process. It also aims at the continuous improvement of their knowledge and awareness of the European integration process, as well as the creation of a pool of experts who can contribute to the European integration process.

##### **Article 3** **(Use of masculine and feminine gender)**

Terms used in this Decision in one grammatical gender, for reasons of clarity, shall be understood as referring equally to both men and women, without discrimination.

## **CHAPTER II. TRAININGS IN THE FIELD OF EUROPEAN INTEGRATION**

### **Article 4 (Training plan)**

- (1) Training in the field of European integration shall be organised based on the annual European integration training plan (hereinafter: the training plan), which shall be adopted by the Directorate at the end of the current year for each subsequent calendar year.
- (2) The training plan shall be established in accordance with the priorities of the European integration process in BiH and shall contain:
  - a) title of the thematic unit in the field of European integration;
  - b) the content of the thematic unit;
  - c) the indicative number of trainings within the thematic unit;
  - d) description and objectives of training within the thematic unit;
  - e) learning outcomes;
  - f) delivery methods.
- (3) On the basis of the annual training plan, the Directorate shall prepare a quarterly training calendar specifying, for each training course, its title, content and duration within the thematic unit, the target group of participants, the time and venue of delivery, the application deadline and method of submitting applications, the deadline and method of notification of training, as well as the procedure for cancelling participation.
- (4) The quarterly calendar shall be published on the Directorate's website no later than seven days before the start of the application period for the first training course in the quarter to which the call refers. Exceptionally, in the case of an intensive schedule or the need for a specific training course, the Directorate may prepare and publish the calendar on a monthly or bi-monthly basis.
- (5) Once a year, the Directorate shall submit a report on the implementation of this decision and on the delivery of the training courses set by the annual training plan to the Council of Ministers of BiH.
- (6) Aimed at improving the quality of planning the topics and scheduling of trainings, the Directorate may, as needed, conduct a training needs analysis in the field of European integration.

### **Article 5 (Trainings in the field of European integration)**

- (1) The Directorate shall organise trainings in the field of European integration within thematic units.
- (2) A thematic unit referred to in paragraph (1) of this Article shall represent a set of related topics covering different aspects of the European integration process.
- (3) Thematic units shall be:
  - a) European Union law;
  - b) Methods, approaches and techniques for legislative alignment;
  - c) European economic integration;

- d) Strategic planning in the context of European Union Assistance Programming;
  - e) Project cycle management and preparation of programming EU pre-accession assistance;
  - f) Preparation of specific documents for the use of EU pre-accession assistance;
  - g) Translation and revision of translated legal acts in the EI process;
  - h) Reporting skills for the needs of the EI process;
  - i) Communication on the EI process;
  - j) English language communication skills in the EI process;
  - k) Negotiation in the EU accession process ;
  - l) Territorial Cooperation Programmes;
  - m) Strategic and planning documents in the EU accession process.
- (4) The subject of a training may be an entire thematic unit referred to in paragraph (3) of this Article or a component thereof, as determined based on the priorities of the European integration process, the schedule of training sessions, and the training needs assessment in the field of European integration.
- (5) In addition to the training provided within the thematic units set out in paragraph (3) of this Article, the Directorate may, as necessary, organise other training in the field of European integration, in line with the priorities of the European integration process, as set in the quarterly training calendar.
- (6) The Directorate shall organise trainings autonomously or in cooperation with other institutions and organisations that have expressed a need for a specific training in the field of European integration.
- (7) The Directorate's trainings shall be delivered in three modalities: in-person in the training hall, webinars, or e-learning.

**Article 6**  
**(E-learning on the European Integration process)**

- (1) The Directorate shall implement online training on the European integration process through e-learning modules.
- (2) A registered user shall access the e-learning module using the username and password selected during registration on the Directorate's website.
- (3) The Directorate may, when necessary, propose the development of new e-learning modules or the revision of existing modules in order to align their content with current developments and priorities in the European integration process.

**CHAPTER III. TRAINING PARTICIPANTS**

**Article 7**  
**(Training participants)**

- (1) Trainings referred to in Articles 5 and 6 of this Decision may be attended by members of the bodies within the coordination system for the European integration process, the negotiating structures and all other structures established for the needs of the European integration

process, as well as employees and engaged personnel in institutions at all levels of government in BiH responsible for performing tasks arising from the European integration process and the coordination of Bosnia and Herzegovina's EU accession process, representatives of non-governmental organisations, the academic community, the media, and all others who, within their field of work, participate in or have a professional interest in the European integration process.

- (2) Trainings may also be organised for a specific target group of participants who require knowledge of the European integration process.
- (3) A training participant group shall, as a rule, have between ten and 25 participants. Exceptionally, if technical conditions allow, a training may be conducted for a larger number of participants.

### **Article 8** **(Criteria for selecting participants)**

- (1) The main criterion for selecting participants for training shall be their involvement in the European integration process.
- (2) In the event of a larger number of applicants for a particular training, priority in the selection of participants shall be given to members of the bodies within the coordination system for the European integration process, the negotiating structures and other structures established for the purposes of the European integration process, as well as to employees and engaged personnel in institutions at all levels of government in BiH, who perform tasks related to the European integration and the coordination of BiH's accession process.
- (3) If the number of applicants still exceeds the available places, selection shall be made on a first-come, first-served basis.
- (4) The Directorate shall not consider any untimely and incomplete applications when selecting participants.
- (5) Applicants who are not selected for a training referred to in Article 5 of this Decision for their preferred date may be invited to attend the training at a subsequent date.

### **Article 9** **(Obligations of participants)**

- (1) A training participant shall attend the training for which they have applied and been selected, and to take part in all activities included in the training programme.
- (2) Full attendance at a one-day training shall be considered as attendance for the entire day, while for training lasting two or more days, full attendance shall be considered as presence of at least two-thirds of the total duration of the training.
- (3) If a participant is unable to attend a training for which they have been selected and notified, they shall inform the Directorate in the manner specified in the quarterly training calendar, no later than 12:00 noon on the working day preceding the training.
- (4) The notification cancelling participation must clearly indicate that a copy has been provided to the immediate supervisor who approved the participant's attendance at the training.

**Article 10**  
**(Certificate)**

- (1) The Directorate shall issue a certificate of attendance to a participant who has duly attended the training in accordance with Article 9 paragraph (2) of this Decision and who has successfully passed the knowledge test, if such a test is included in the training.
- (2) The right to a certificate upon successful completion of the knowledge test after each module shall apply only to e-learning users registered in accordance with Article 6 paragraph (2) of this Decision, and upon their request, the certificate shall be issued signed and certified.
- (3) The Directorate shall keep a record of participants who have successfully completed the training and shall deliver the certificates to the training participants.

**CHAPTER IV. TRAINERS FOR THE TRAININGS IN THE FIELD OF EUROPEAN INTEGRATION**

**Article 11**  
**(Trainers for trainings)**

- (1) Trainings in the field of European integration shall be delivered by trainers in the field of European integration (hereinafter: trainers) certified by the Directorate.
- (2) Trainers shall be certified for thematic units referred to in Article 5 paragraph (3) of this Decision, based on a public call.
- (3) A trainer shall be a natural person who is an expert for European integration thematic unit and who meets the requirements under the Article 12 of this Decision.
- (4) Exceptionally, in the case of need for organising an ad hoc training for a specific theme for which the Directorate has no certified trainers, the Directorate may engage an expert who is not a certified trainer to deliver that specific training in accordance with their expertise and experience.
- (5) The Directorate may, when needed, publish on its website a public call for trainer applications.
- (6) Prior to the announcement, the Directorate shall determine the maximum number of trainers needed for each thematic unit in compliance with European integration process priorities and the training schedule.

**Article 12**  
**(Criteria for the certification of trainers)**

- (1) Application for trainer certification shall be evaluated according to the following criteria:
  - a) Work experience in matters within European integration thematic unit – **maximum five points;**
  - b) Training simulation for the thematic unit before a commission including submission of the presentation concept and materials for distribution to participants, exercises and knowledge tests – **maximum four points;**
  - c) Trainer experience in the preparation and implementation of training in the relevant thematic area of European integration – **maximum three points;**

- d) Completed trainer training in the relevant thematic area of European integration – **maximum two points;**
  - e) Completed postgraduate studies in the relevant thematic area of European integration - **maximum one point;**
- (2) Before announcing each public call for trainer application in order to certify them, the Directorate shall adopt a separate Decision determining the criteria referred to in paragraph (1) for each thematic unit, as well as subcriteria for evaluating trainer applications, the maximum number of trainers required for the thematic unit, required documentation, and the manner of demonstrating compliance with the requirements.
  - (3) The content of the Decision referred to in paragraph (2) of this Article shall form an integral part of the public call for trainer applications.
  - (4) For each public call, the Director of the Directorate shall appoint a certification commission consisting of at least five members, which shall evaluate and score applications based on the determined criteria and subcriteria and prepare a proposal of the list of certified trainers at training in the field of European integration.
  - (5) Trainers shall be certified based on a separate decision issued by the Director of the Directorate upon the proposal of the commission referred to in paragraph (4) of this Article.
  - (6) The Commission's rules of procedure shall regulate its functioning and the decision-making procedure.
  - (7) Candidates who have obtained a minimum of five points based on the criteria referred to in paragraph (1) points a), c), d) and e) of this Article shall be invited to conduct a simulation training before the commission.
  - (8) A candidate who obtains a minimum of nine points on the basis of the established criteria and subcriteria shall be certified by decision and entered into the database of certified trainers for the relevant thematic area in the field of European integration maintained by the Directorate, and may be invited, as needed, to deliver training.
  - (9) If the number of the trainers with minimum nine points exceeds the maximum number determined in the Decision referred to in paragraph (2) of this Article, priority for certification shall be given to those candidates who have scored a higher number of points based on the criteria referred to in paragraph (1) point b) of this Article.
  - (10) The list of certified trainers for the thematic units in the field of European integration shall be published on the Directorate's website.

### **Article 13** **(Selection of trainers for trainings)**

- (1) When selecting trainers for a specific training from the pool of certified trainers, the following shall be taken into account with the aim of ensuring the quality training and greater diversity of trainers: the results of training monitoring conducted by the Directorate, the evaluation of previously delivered trainings obtained from the training participants and the frequency of engagement of a trainer for a particular training.

- (2) The criterion for invitation to a first engagement shall include the number of points obtained during the evaluation of the trainer's application for a specific thematic unit.
- (3) When selecting trainers for a specific training session, the specific expertise of certified trainers, the training venue, and other relevant criteria contributing to the quality and efficiency of the organisation of the planned training may also be considered.
- (4) A trainer may have a maximum of two training engagements per month. Exceptionally, a trainer may have more training engagements in one month if it is not possible to organise the training due to other trainers declining the engagement for the specific training or being prevented from participating in the sense of Article 15, paragraph (6) of this Decision.
- (5) One training engagement means the independent delivery of training lasting one day or a maximum of eight academic hours.
- (6) For trainings delivered by co-trainers, one training engagement shall imply the joint delivery of the entire training programmed. The Directorate shall reserve the right to determine the training for which co-trainers must be engaged.
- (7) The order in which engagements are offered shall be determined by applying the criteria prescribed in paragraphs (1), (3), and (4) of this Article, as of the date the offer is sent to the trainer.

**Article 14**  
**(Remuneration for trainers in trainings)**

- (1) Training shall be delivered by a trainer either independently or as a co-trainer.
- (2) A trainer who conducts training independently has the right to remuneration in the amount of BAM 80 per academic hour held.
- (3) A trainer who conducts training as a co-trainer has the right to remuneration in the amount of BAM 60 per academic hour held.
- (4) A trainer referred to in the paragraph (1) of this Article shall conclude a service contract with the Directorate, under which the agreed remuneration shall be paid upon completion of the training.
- (5) Experts who are not certified trainers of the Directorate from Article 11, paragraph (4) of this Decision shall have the right to remuneration for the training in accordance with this Decision.
- (6) A civil servant employed at the Directorate who is a certified trainer of the Directorate shall have the right to remuneration for the delivered training, in accordance with this Decision, based on a decision issued by the Director of the Directorate.

**Article 15**  
**(Rights and obligations of trainers in trainings)**

- (1) Once a trainer has received the offer, their response confirming acceptance of the engagement must be sent to the Directorate without delay and no later than the deadline specified in the offer of engagement.

- (2) A trainer shall independently prepare the final training programme, presentation, exercises, necessary material and shall also ensure that the content, description, objective, duration of the training expressed in the number of academic hours, learning outcomes and delivery methods meet the requirements specified in the annual plan of training and quarterly calendar.
- (3) The final training programme, presentation, exercises and other training material referred to in paragraph (2) of this Article shall be submitted by the trainer to the Directorate, no later than five working days before starting a one-day training and prior to the first day of a multi-day training so as to obtain final approval by the Directorate.
- (4) Following the final approval referred to in paragraph (3) of this Article, the trainer shall provide the training participants with the exercises and other material necessary for the delivery of the training.
- (5) In case of objective and justified reasons preventing delivery of the training (force majeure or other justified reasons), the trainer shall immediately notify the Directorate of this circumstance.
- (6) A trainer prevented from delivering training for a period exceeding six months shall notify the Directorate in a timely manner and explain both reasons for and duration of the absence.
- (7) The reasons for the inability to deliver trainings as referred to in paragraph (6) of this Article may be as follows: work abroad, assignment to missions or diplomatic and consular missions, pregnancy-related medical leave, maternity leave, long-term illness or long recovery period.
- (8) The absence referred to in paragraph (6) of this Article may last maximum three consecutive years after which the trainer shall lose the status of a certified trainer of the Directorate.
- (9) A trainer shall attend trainings organised by the Directorate intended for trainers delivering training in the field of European integration.
- (10) Following each training session, the Directorate shall inform the trainer of the results of evaluation provided by the participants, and the training monitoring results conducted by the Directorate.

## **Article 16**

### **(Termination of trainer status)**

- (1) The status of a trainer delivering training may be terminated due to the following:
  - a) at personal request;
  - b) if a trainer fails to respond to an offer of engagement on three consecutive occasions within the deadline specified in the offer or declines an engagement for training within a single thematic unit, except in the situation provided for in Article 15, paragraph (6) of this Decision;
  - c) if the trainer fails to fulfil the obligations set out in Article 15 of this Decision;
  - d) if the average monitoring and evaluation score, on three consecutive occasions, is below 70% of the maximum possible total score for monitoring and evaluation of training courses within the same thematic unit;
  - e) if a trainer is prevented from delivering training for a continuous period exceeding three years.

- (2) The Director of the Directorate shall issue a decision on the termination of the trainer's status for the specific thematic unit within which the training course is delivered, and the trainer shall be removed from the Directorate's list of certified trainers for the thematic unit in respect of which the trainer has lost such status.

## **CHAPTER V. QUALITY ASSURANCE OF TRAININGS**

### **Article 17**

#### **(Quality Assurance of trainings in the field of European integration)**

- (1) The Directorate shall continuously monitor the quality of trainings in the field of European integration so as to ensure that their content and delivery provide the knowledge and skills required for the performance of tasks and duties arising from the process of European integration.
- (2) Quality of trainings shall be assured by regular monitoring of training courses conducted by the Directorate, evaluation provided by the participants, as well as through the organisation and delivery of training courses in the field of European integration intended for certified trainers delivering training courses.

### **Article 18**

#### **(Monitoring of trainings in the field of European integration)**

The Directorate shall continuously monitor the trainings in the field of European integration by assessing the preparation, content and delivery of each training session, interaction of the trainer with the training participants, and timely acceptance of the engagement by the trainer invited to deliver the training course and compliance with the deadlines for the submission of the final training programme and presentation as well as the provision of the necessary materials to the training participants.

### **Article 19**

#### **(Evaluation of training by training participants)**

- (1) The aim of evaluation of a delivered training course is to determine the extent to which the training participants are satisfied with the organisational aspects of the training and the trainer.
- (2) Each training participant shall complete an evaluation form upon completion of the training course.

## **CHAPTER VI. FINAL PROVISIONS**

### **Article 20**

#### **(Transitional provisions)**

- (1) Trainers previously certified to deliver training courses as referred to in the provisions of the Decision on training in the field of European integration (Official Gazette of BiH, 50/18 and 16/20) shall retain the status of certified trainer of the Directorate for the specific thematic unit of identical title referred to in Article 5, paragraph (3), points a) to d) of this Decision.
- (2) For the previously certified trainers referred to in paragraph (1) of this Article, whose average monitoring and evaluation score, on three consecutive occasions, is below 70% of the maximum

possible total monitoring and evaluation score within the same thematic unit, their trainer status in the Directorate shall cease by virtue of the entry into force of this Decision for the corresponding thematic unit of identical title referred to in Article 5, paragraph (3), points a) to l) of this Decision.

**Article 21**  
**(Repeal)**

Upon entry into force of this Decision, the Decision on training in the field of European integration (Official Gazette of BiH, 50/18 and 16/20) shall cease to have effect.

**Article 22**  
**(Entry into force)**

This Decision shall enter into force on the day of its adoption and shall be published in the Official Gazette of BiH.

CoM number \_\_\_\_\_/25  
15 October 2025  
Sarajevo

Chairperson  
of the Council of Ministers of BiH  
Borjana Krišto