

**Study on the implementation of the EU Competency Framework for the management and implementation of the European Regional Development Fund and the Cohesion Fund**

Annex 3. 3 - Learning and Development Plan template

*Regional and Urban Policy*

**EU Competency Framework for the management and implementation of the ERDF and Cohesion Fund**

**Learning and Development Plan template**

 *[Insert name of the administration]*

*Regional and Urban Policy*

Contents

[1. Scope and methodology of the self-assessment 4](#_Toc495920261)

[2. Institution level results of the competency assessment 5](#_Toc495920262)

[2.1. Operational competencies 5](#_Toc495920263)

[2.2. Management Competencies 6](#_Toc495920264)

[2.3. Professional Competencies 7](#_Toc495920265)

[3. Immediate actions to improve competencies 8](#_Toc495920266)

[3.1. Selected actions 8](#_Toc495920267)

[3.2. Learning methods 8](#_Toc495920268)

[3.3. Recruitment 9](#_Toc495920269)

[3.4. Outsourcing 9](#_Toc495920270)

[3.5. Robotics process automation 9](#_Toc495920271)

[3.6. Participation in learning networks 9](#_Toc495920272)

[3.7. Good practices, exchanges and peer support 10](#_Toc495920273)

[3.8. Considerations on the organizational structure 10](#_Toc495920274)

[4. medium and long-term use of the Instrument 11](#_Toc495920275)

[4.1. Medium Term actions 11](#_Toc495920276)

[4.1.1. Responsibility 11](#_Toc495920277)

[4.1.2. Procedures 11](#_Toc495920278)

[4.1.3. Resources 11](#_Toc495920279)

[4.2. Long Term actions 11](#_Toc495920280)

[4.2.1. Competency-based HR Strategy 11](#_Toc495920281)

[5. competency development roadmap 12](#_Toc495920282)

# Scope and methodology of the self-assessment

* Employees involved
* Timeline of assessment
* ……

# Institution level results of the competency assessment

* Overview of results for the groups of competencies
* ……………
* ……………

## Operational competencies

Overview of results

* ……………
* ……………
* ……………

Operational level employees

* ……………
* ……………
* ……………



Supervisors and decision making employees

* ……………
* ……………
* ……………



## Management Competencies

Overview of results

* ……………
* ……………
* ……………

Operational level employees

* ……………
* ……………
* ……………



Supervisors and decision making employees

* ……………
* ……………
* ……………



##

## Professional Competencies

Overview of results

* ……………
* ……………
* ……………

Operational level employees

* ……………
* ……………
* ……………



Supervisors and decision making employees

* ……………
* ……………
* ……………



# Immediate actions to improve competencies

## Selected actions

* Overview on selected methods and actions for competency development
* Link to the Technical Assistance resources of the operational programme



## Learning methods

|  |  |  |  |
| --- | --- | --- | --- |
| Operational competencies |  |  |  |
| Competency | Course name | Brief course description | Duration | Learning Method | Desired level addressed | Tasks | Technical Assistance resources |
| XXXX  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Professional competencies |  |  |  |
| Competency | Course name | Brief course description | Duration | Learning Method | Desired level addressed | Tasks | Technical Assistance resources |
| XXXX |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| Management competencies |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Competency | Course name | Brief course description | Duration | Learning Method | Desired level addressed | Tasks |  | Technical Assistance resources |  |
| XXXX |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

## Recruitment

|  |  |  |  |
| --- | --- | --- | --- |
| Job Role | Desired level | Competencies | Tasks related |
|  |  |  |  |
|  |  |  |  |

## Outsourcing

|  |  |  |  |
| --- | --- | --- | --- |
| Outsourced Tasks | Details | Competencies addressed | Technical Assistance resources |
|  |  |  |  |
|  |  |  |  |

## Robotics process automation

|  |  |  |  |
| --- | --- | --- | --- |
| Automated Tasks | Details | Competencies addressed | Technical Assistance resources |
|  |  |  |  |
|  |  |  |  |

## Participation in learning networks

|  |  |  |  |
| --- | --- | --- | --- |
| Network  | Details | Competencies addressed | Tasks related |
|  |  |  |  |
|  |  |  |  |

##

## Good practices, exchanges and peer support

|  |  |  |  |
| --- | --- | --- | --- |
| Good practice  | Details | Competencies that will benefit | Tasks that will benefit |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Peer learning topic  | Details about administration involved | Competencies that will benefit | Tasks that will benefit | TAIEX-REGIO Peer2Peer |
|  |  |  |  |  |
|  |  |  |  |  |

## Considerations on the organizational structure

* Considerations on organizational units and tasks / sub-tasks

#

# medium and long-term use of the Instrument

## Medium Term actions

### Responsibility

### Procedures

### Resources

## Long Term actions

### Competency-based HR Strategy

# competency development roadmap



[Catalogue number]