



EU Competency Framework

for the management and implementation of
the European Regional Development Fund
and the Cohesion Fund

Why an EU Competency Framework and a Self-assessment Tool?

Managing and implementing the ERDF and Cohesion Fund requires a wide set of operational, professional and management competencies, also going beyond the requirements of the 2014-2020 regulations.

In order to support Member State administrations managing and implementing the Funds in evaluating and strengthening these competencies, the Directorate General for Regional and Urban Policy (DG REGIO) has developed the EU Competency Framework and a web-based Self-Assessment Tool.

The EU Competency Framework identifies the competencies that employees of administrations should possess. The web-based Self-Assessment Tool allows employees to rate their proficiency level for each competency and compare it with their supervisors' assessment and a medium term development goal set in the EU Competency Framework. The individual self-assessments of employees can be aggregated to provide an overview of the administration as a whole in order to identify competency gaps. The results of the assessment are meant to encourage capacity development activities in the respective administrations.

WHAT ARE THE BENEFITS OF USING THE SELF-ASSESSMENT TOOL ?

- ▶ It is a human resources management instrument tailored to the specificities of the ERDF and Cohesion Fund;
- ▶ Provides an opportunity for administrations to reflect on the level of competencies both at employees and institution level;
- ▶ Informs the management of administrations about competency development needs;
- ▶ Provides evidence for developing strategies addressing competency development needs;
- ▶ Enables reflections on improvements to the organisational structure of the administration;
- ▶ Facilitates a discussion between the employee and his/her supervisor regarding the performance and capacity of the employee; and
- ▶ Requires no technical skills or additional costs for administrations.

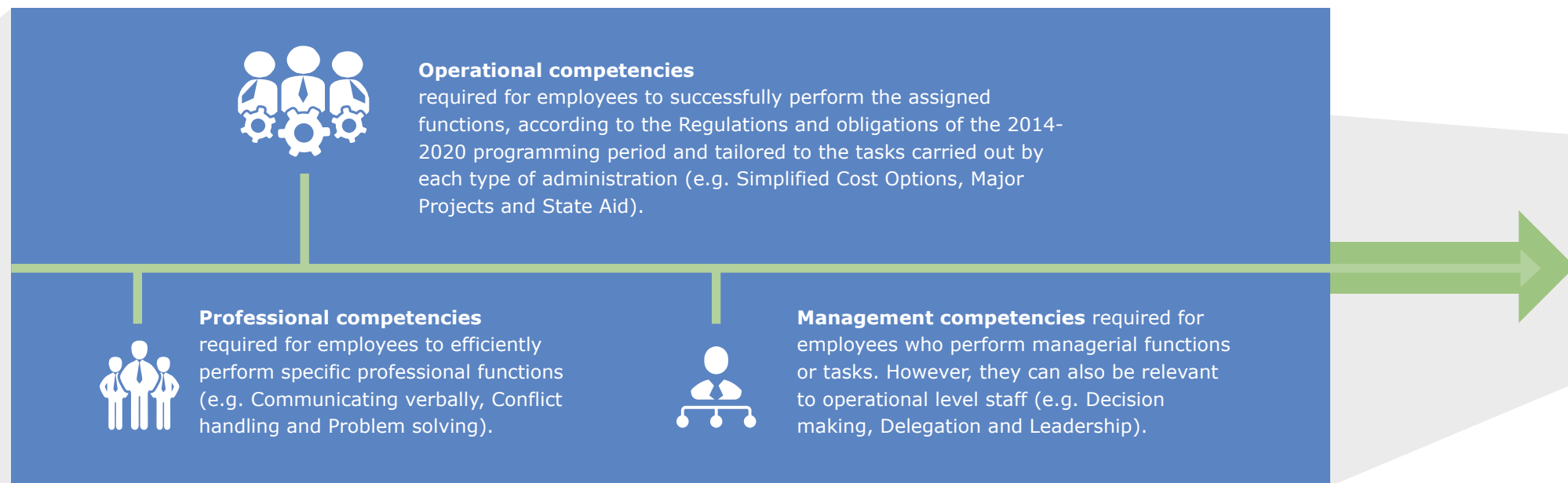
How does the competency assessment work?

The EU Competency Framework covers all types of administrations that manage or implement the ERDF and Cohesion Fund: Coordinating Body, Managing Authority, Intermediate Body, Joint Secretariat, Certifying Authority and Audit Authority.

The Competency Framework is structured according to:

- ▶ **Tasks and sub-tasks** that correspond to the European Structural and Investment Funds Regulations for the 2014-2020 period, national legal acts and examples of good practice derived from the experience of different Member States.

- ▶ **Three types of Job Roles:** Decision-making level, Supervisory level and Operational level. Each level corresponds to a different set of competencies.
- ▶ **Three types of competencies:** management, professional and operational competencies that are required to perform the tasks and sub-tasks carried out by the administrations.
- ▶ **A proficiency scale** ranging from 0 to 4 which is used to indicate the desirable level of knowledge and skill for each competency.



The Self-assessment Tool is a non-mandatory instrument that the Commission makes available to administrations involved in the management and implementation of the ERDF and Cohesion Fund.

The Self-Assessment Tool enables employees to assess their level of proficiency in competencies that correspond to their job role, as defined in the EU Competency Framework. The self-assessment of the employee is then compared to his/her supervisor's assessment and the medium-term development goal of the employee.



The assessment process is designed as follows:

WEB-BASED ASSESSEMENT PROCESS



The employee assesses his/her proficiency level for competencies relating to his/her job



The respective supervisor provides his/her assessment of the employee



The Employee and his/her supervisor discuss the assessment results and follow-up actions



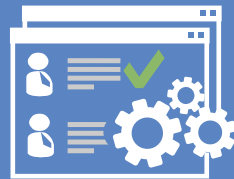
An individual assessment report is generated to record the assessment results



In the picture: representatives from eight different administrations exchanging experiences on the EU Competency Framework and Self-Assessment Tool in a TAIEX-REGIO PEER 2 PEER workshop.



The results of individual assessments are aggregated to provide an overarching view of the level of knowledge and skills across the entire administration.



These results can be used by the management of the administration to develop a strategy to address identified competency gaps, i.a. in the form of a **Learning and Development Plan** that details the competency development activities that have been decided.



There are a number of tools already developed by the European Commission that can be integrated in the **Learning and Development Plan**:

- ▶ Training sessions and seminars on Cohesion Policy 2014–2020 for EU Member State Experts;
- ▶ TAIEX-REGIO PEER 2 PEER for organizing exchanges of experience across administrations in different Member States;
- ▶ Transnational learning networks including:





How can my institution implement the EU Competency Framework and web-based self-assessment tool?

- 1** Contact DG REGIO and request access to the Tool
- 2** Download and review the EU Competency Framework and the User Guidelines
- 3** Train your staff on the functionalities of the tool and the assessment process



Contact details

Directorate-General for Regional and Urban Policy
E1 - Administrative Capacity Building and European Solidarity Fund
E-mail: REGIO-COMPETENCY-FRAMEWORK@ec.europa.eu
European Commission
B-1049 Brussels