



THE INTERNATIONAL CYCLES

The Ecole Nationale d'Administration (ENA) was founded by a *government order of 9th October 1945*, under the auspices of General de Gaulle. ENA is a state administrative establishment which trains top level civil servants, preparing its students for careers in the highest ranks of the French administration: the "Conseil d'Etat" (State Council), the "Cour des Comptes" (Court of Auditors), the Inspectorates (General Inspectorates for Finance, for Administration, and for Social Affairs) and the prefectural, diplomatic, and overseas trade promotion services. ENA also trains civil administrators and counsellors in administrative tribunals and regional courts of auditors, as well as administrators for the City of Paris.

The creation of ENA had a dual purpose: to standardize the recruitment of civil servants destined for a wide variety of careers previously accessible via separate competitive examinations, and to ensure professional training of the highest quality for these civil servants, who generally rise to the highest levels of public service.

In addition, the aim of the school is to become the **European school of governance**, at the crossroads of all new forms of public management. Europe now represents a civil servant's natural field of action, and it is for the purpose of emphasizing this European dimension that the major part of ENA's activities have been grouped together in Strasbourg.

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The recruitment of the French students is carried out through three competitive examinations:

- the “external” competition, open to students who already hold a university degree or equivalent;
- the “internal” competition, open to civil servants or public sector employees with a minimum of four years service;
- the “third competition”, open to persons with at least 8 years of professional experience in any sector other than the administration, or who have held office for at least 8 years as a member of an elected regional body.

These competitive examinations are open to members of the European community.

About 80 places are offered each year for these three competitions combined (40 for the external competition, 32 for the internal competition, and 8 for the third competition). French students who were not civil servants prior to admission become so on entry.

ENA is a post-graduate school for practical training and its students are civil servants who in future will be **both experts and managers**. For this reason, a considerable part of the training consists in internships, with teaching centred on long-term professional experience in the field. Teaching staff are chosen for their expertise and experience in team management and change management. Students are helped with the preparation of their internships, and are thoroughly debriefed, notably by means of group work and simulations.

At the end of their course the French ENA students are assigned to a corps in one of the various institutions to which the school gives access, after being interviewed by employers.

Training at ENA aims at a specifically international outlook, in particular since the school has merged with the Institut International d'Administration Publique (IIAP) in January 2002.

The international dimension of the school takes various forms, in response to the needs of its overseas partners.

ENA training programmes for overseas students are complete and diverse, addressing the needs of both young students and experienced civil servants. **Two long courses** are proposed each year and take place mainly in Strasbourg. The Long International Course (**16 + 2 months¹**) and the International Advanced Training Course

(**8 months**) both conclude with a Master's degree and encourage an exceptionally broad exchange among foreign students from all continents and French students.

Finally, **short courses**, tailored to specific needs or chosen from the prospectus, take place in Paris and cater for civil servants who are currently employed.

These study programmes, as well as other international administrative co-operation programmes led by the School, cover all fields of administration and state policy: institutional reinforcement, reform and modernisation of the state, civil service status, human resources management in the state sector, relations with users, decentralisation and deconcentration, management and public policy assessment, change management, European and international affairs, judicial and legislative consultancy, good governance, budget and tax support, and so on.

ENA's bilateral and multilateral co-operation takes the form of training courses which can be chosen among those listed in the prospectus, or tailor-made. They may comprise high-level teaching or technical instruction, administrative theory and the provision of material.

ENA has established links with foreign partners all over the world, in particular with schools and institutions for administrative training. It supports its counterparts (schools or administrations in the process of being set up, or restructuring) and takes part in all the international networks for research in comparative administration.

ENA also has a Multilateral Affairs and Calls for Tender Department tasked with obtaining, managing, following up and implementing multilaterally financed projects. Thus the School has been called on to answer calls for tender financed by the European Commission, the World Bank, PNUD, and the Regional Development Banks.

This prospectus describes the principle international courses offered by ENA: the Long International Course, the Short International Course, the International Course in Public Administration, and the International Courses in Public Administration.

It describes the **programmes as of December 2012**, which may be subject to changes in the students' interest. ENA's international courses accept only overseas students, with the exception of the European Masters in Governance and Administration (MEGA), which is a joint French-German programme, with its own specific selection criteria.

¹ To possibly write a Master's thesis and prepare for its oral defense.

THE LONG INTERNATIONAL COURSE (CIL)

The Long International Course (16 + 2 months¹) is open to overseas civil servants beginning their careers, to overseas public sector agents, and in certain cases, to students who intend to become civil servants in their own countries. This course allows them to benefit from the same training as the French students at ENA, and in particular two internships, one based on European Affairs and one on Regional Affairs (France).

1 - ADMISSION REQUIREMENTS

The candidate must:

- be a **civil servant, a public sector agent**, or in certain cases, a **student who will go on to join the civil service in his or her own country**
- hold a **degree at Master 1 level or have completed an equivalent course qualifying him/her to occupy a high-ranking civil service post**
- **speak and write fluent French**
- **pass the school's entrance examinations.**

2 - COURSE ORGANIZATION

The programme for foreign students is as follows:

- 1 month in December (year N-1) of preparation for the part in common with French students
- 15 months in common with the French students from the three competitive examinations (courses in Strasbourg and internships in administrations in France or abroad)
- 2 optional months (April and May of year N+1) to write and defend a final Master's Degree thesis.

The preliminary one-month period in December consists mainly of classes in methodology, a review of basic subjects and group work. Use is made of distance-learning techniques.

After this initial period, students on the Long International Course join those admitted by competitive exam and, along with them, follow two of the three modules comprising the common core, **Europe** (European Affairs) and **Territoires** (Regional Affairs), over the first fifteen months of a 24-month course.

These two modules are built on the principle of complementarity between internships and academic classes. The schedule is as follows:

EUROPE (27 WEEKS)

► GENERAL ORIENTATION AND PREPARATION FOR INTERNSHIP (4 WEEKS)

- Negotiation seminar
- Orientation
- Acquisition of tools and methods (obtaining and analysing European documents) practical exercises in communication and negotiation (researching one's position as a negotiator; drawing up documents)

- Preparation directly linked to the internship posting: lecture on internships, meetings with mentors.

► INTERNSHIP ON EUROPEAN AFFAIRS (17 WEEKS)

Locations: European institutions, international organizations, French permanent representations and embassies, French administrations.

► POST-INTERNSHIP COURSES (6 WEEKS)

- European and international affairs: theory and learning activities
- Theory and learning activities on legal affairs in relation to the European theme (hierarchy of norms, transposition exercise, observation of the work of the European bodies: for example, the European Court of Human Rights, the European Court of Justice); financial affairs (budgetary procedures, taxation, the stability pact); economic issues (economic policy, competition).

► ASSESSMENT AND TESTING: 3 DAYS

TERRITOIRES (REGIONAL AFFAIRS) (32 WEEKS)

Joint course between ENA and INET

► PREPARATION FOR THE INTERNSHIP (2 WEEKS)

- Applied exercises in communication and negotiation (seminar on crisis management; chairing a meeting)
- Practical matters relating to the beginning of the internship; meetings before students leave for their internship.

► INTERNSHIP IN A PREFECTURE OR LOCAL AUTHORITY (22 WEEKS)

► POST-INTERNSHIP COURSES (7 WEEKS)

- Theory and learning activities, role plays based on dossiers concerning the territorial administration (security, social affairs, planning, contractualisation, etc.)
- Theory and learning activities on legal issues (litigation, public procurement), financial issues (budgetary procedure and devolution of powers to the regions; local taxation, local authority budgets, financing local infrastructures), economic issues (economic intervention by local authorities, competitive clusters, evaluation of the profitability of an investment, etc.)
- Human resources management (social negotiation, etc.).

¹ To possibly write a Master's thesis and prepare for its oral defense.

► ASSESSMENT AND TESTING: 1 WEEK

Internships have a special place at ENA, and students spend almost two thirds of the duration of their course on them. For all students, whether French or from overseas, these internships involve taking responsibility: they are not periods of observation.

Within the government department or organization to which he or she is posted, the student is considered as a civil servant, with the duties and obligations pertaining to that status. He or she is put in charge of very varied jobs and missions, which will become more challenging as he or she gains the trust of his or her mentor.

Internship postings are decided by the Director of the School with input from the Director of Internships after an interview conducted by the Director of Internships with each student.

The two internships provide an appropriate framework for the discovery of different aspects of Administration, at the level of Europe, the State or of local and regional authorities (regions, departments and municipalities).

In a more general way, these periods allow the student to understand the life of the organizations in which he or she is posted and to establish contact in social and professional settings which are as diverse as possible.

After the internship, the student is required to write a five-page report which aims at the evaluation of the quality of his or her work and the lessons which the trainee has learned from it.

Following a viva on the content of the internship and what the student has learned, a mark for the internship is awarded is by an examining board.

3 - ASSESSMENT OF THE COURSE

Other than the marks for the internships, each module comprises marks for individual and group exams, written and oral, with evaluation in tabular form, or in the form of comments. Emphasis is placed in the exams on **using complementary competences to resolve complex problems**. Thus a single exam may call upon several distinctly-taught subjects.

Diversity of practical action is the aim in drawing up the exam papers, so that the various kinds of theoretical knowledge and practical know-how to be acquired can be assessed in an appropriate way.

Students who have passed exams are awarded a **CIL International Diploma in Public Administration**.

This diploma is awarded by the Directorate of the School on the basis of all the tests and assessments undertaken by each student. The pass mark is 10/20.

4 - MASTERS OFFERED TO CIL STUDENTS

CIL students can register for one of the two professional Masters programmes which have been set up with prestigious universities (CELSA Paris IV-Sorbonne and the University of Strasbourg).

These Masters operate on the basis of the validation of all or a part of the taught course and the internships comprised in the initial training period, to which are added teaching modules which are specialized according to the thematic orientation of the chosen Masters. The oral defense of the Master's thesis takes place at the end of the two optional extra months of the course before a board made up of representatives of the partner university and ENA.

PROFESSIONAL MASTER IN COMMUNICATION IN PUBLIC INSTITUTIONS

This Master's programme organized in association with **CELSA Paris IV-Sorbonne** includes modules on political and public communication, and theories of information, communication and sociology. It also includes classes on public relations and relations with the press, and qualitative and quantitative studies. Students are finally required to write a thesis on an aspect of public or political communication.

PROFESSIONAL MASTER IN GENERAL PUBLIC ADMINISTRATION

This Master's programme is organized in association with the **University of Strasbourg (UdS)** and its **Institute of political sciences (IEP)**.

Students will follow additional module in economic and financial administration. The course is designed to provide participants with complete and accurate knowledge in this field on a national, European and compared basis. Additional lessons are provided by a team of teachers from IEP Strasbourg. Students are finally required to write a thesis on a topic of public administration.

5- SCHEDULE

YEAR N-1	YEAR N				
December	January	February to end of May	End of May to beginning of July	Mid-July	Mid-July to end of July
School in Strasbourg		France, European Union, Abroad	School in Strasbourg		
Preparation for the part in common with French students Masters' specialization courses	Beginning of school for French students Validation of the Masters' thesis subject Written exams for the professional Masters in communication in public institutions and in general public administration	Internship on european affairs	European and international affairs: theory and learning activities Examining board for the internship on european affairs	Masters' methodology courses	Preparation for the internship in a prefecture or local authority

YEAR N	YEAR N TO N+1	YEAR N+1			
August	End of August to end of January	End of January to mid-March	Mid-March to end of March	April	May
	France	School in Strasbourg			
Summer holidays	Internship in a prefecture or local authority	Courses on regional affairs Examining board for the internship in a prefecture or local authority	Examinations	Last Masters' specialization courses Masters' written exams	Beginning of May: deposit of the Masters' thesis End of May: oral defense of the Masters' thesis

THE INTERNATIONAL ADVANCED TRAINING COURSE (CIP)

The International Advanced Training Course (**8 months**) allows experienced civil servants holding positions of responsibility to familiarize themselves with all facets of public management in France and in Europe. The aim of the course is to favour comparative approaches and pool experience, particularly during the core course of five months with the French administrators. This course offers an overview of the French administrative organizations, the reforms and modernization of the State and the implementation of public policy. It fulfills training needs identified by overseas Administrations which wish to task their executives with missions linked to France or to the European Union.

1 - ADMISSION REQUIREMENTS

The candidate must:

- be a **civil servant or a public sector agent**
- hold a **degree at Master 1 level or have completed an equivalent course qualifying him/her to occupy a high-ranking civil service post**
- have a **sufficient professional background** (minimum 5 years) to share experience with French and foreign colleagues
- hold a **position of responsibility**
- **speak and write fluent French**
- **pass the school's entrance examinations.**

2 - COURSE ORGANIZATION

The course lasts **8 months** and takes place in Strasbourg. It includes:

A PREPARATORY PERIOD (11 WEEKS)

This part of the course aims to update and consolidate participants' knowledge of contemporary France (institutions, politics and administrations; social affairs; basics of economy and public finance; important issues in current affairs), and also their knowledge of Europe and of fundamental geopolitical issues.

The lessons are organized around a common core courses and two specialized courses in connection with the proposed Masters (see below): one focused on issues of international relations and the other on public management.

Different formats are offered: seminars, panel discussions, simulations, comparative workshops, case studies, collaborative work...

The teaching of French, which is directly linked to the themes covered during the course, also plays an important part, as does methodology. Emphasis is laid on an intercultural approach, which must allow students to get to know each other better and to share their experiences. Study visits are also organized. This period thus has a threefold objective: to create a common base of knowledge and a shared culture, to increase knowledge and skills in specialty areas, and to prepare to work in common with the French students during the second part of education.

AN INTERNSHIP IN A CENTRAL OR DEVOLVED ADMINISTRATION (APPROXIMATELY 8 WEEKS)

Overseas students are placed in a sector of the French administration, the functions of which are similar to those of their home administration. Internship locations are thus diverse. The aim of this part of the course is for students to compare working methods and decision-making procedures in an administration parallel to their own and to participate directly in administrative work. Training is not limited to simple observation, but takes the form of **an active internship** requiring adaptability to a new environment, analytical capacities, and an aptitude for inter-personal relations.

Postings are decided by the Director of the School, with input from the Director of Internships.

At the end of the internship each student submits a report approved by his or her mentor. Assessment is based on the marks provided by mentors, the report itself and a viva voce. Marks are attributed by an examining board appointed by the Directorate of the School.

PERIOD IN COMMON WITH FRENCH CIVIL ADMINISTRATORS (13 WEEKS)

This period constitutes a phase to deepen the knowledge and to exercise analytical and prospective thinking. Work takes place in small groups and with non-ENA high-ranking French civil servants recruited by lateral entry. These are appointed by the government, on the recommendation of a selection committee, to a corps otherwise recruited among ENA graduates, in the proportion of 6 to 9. On appointment, they participate in an ENA training programme corresponding to their previous professional experience and to the special skills and aptitudes required by their new responsibilities.

This common study period allows students to acquire the practical knowledge necessary for exercising missions linked to high-ranking posts in the administration. It is a unique opportunity for the exchange and sharing of ideas and experience, in particular through group work.

This period includes:

► Broad teaching modules, with a particular focus on:

- european affairs
- international issues and the position of France in the world
- public management, the roles and responsibilities of senior officials, management of human resources
- the modernization of the State, and the tools used by management and public authorities
- territories and public policy
- economic and financial affairs.

Teaching formats are varied: conferences, round tables, negotiation simulations, crisis management, small workshops, case reviews, thematic training days in partnership with other schools. The noteworthy speakers are mostly senior officials, but also French and foreign personalities of leading consultants, academics, representatives of major local authorities...

► **group works, in which each student contributes to, aimed at:**

- encouraging the sharing of international experience and collaborative work
- implementing both written and oral communication skills of students.

► **a social module including:**

- lectures on the major issues and the means of applying public policy in the economic and social field
- a short internship in an organization with a social purpose (association or public structure) allowing students to make contact with different welfare applicants (housing, immigration, work and social integration, disabilities).

► **classes in French as a foreign language and in the methodology of drafting administrative documents:**

- to provide the tools to perfect both written and oral interventions in French
- teaching methods and exercises to Master the techniques of composition and business writing, to improve style and readability.

3- ASSESSMENT

An examination board, appointed by the Directorate of the School, interviews each student from the CIP at the beginning and end of the course in order to analyse his or her profile and to guide him

or her in his/her choices according to his/her competences, and to evaluate the correlation between the training project and its implementation.

Assessment is based on written examination, the mark awarded for the internship and a viva with the examination board. Attendance is also taken into account.

Students who have passed exams are awarded a **CIP International Diploma in Public Administration**.

This diploma is awarded by the Directorate of the School on the basis of all the tests and assessments undertaken by each student. The pass mark is 10/20.

4- MASTERS OFFERED TO CIP STUDENTS

Students registered on this course have the possibility of studying for a **masters in one of two special areas: "Administrations and international affairs" or "Administrations and public management"**. These masters programmes are jointly run with two renowned partner universities: **University of Paris 1 and University of Strasbourg**. These programmes will be presented in detail to the students when entering the school in Strasbourg.

These Masters operate on the basis of the validation of part of the taught course and the internships comprised in the initial training period, to which are added teaching modules which are specialized according to the thematic orientation of the chosen Masters.

Students must write a professional thesis, under the supervision of a tutor, and defend it at a viva by **the beginning of July in year N**.

5- SCHEDULE

December (year N-1) January – February (year N)	March – April (year N)	End of April – end of July (year N)
ENA in Strasbourg	France	ENA in Strasbourg
Preparatory period: contemporary France, the French civil service, Europe... Specialized courses: - Administrations and International Affairs - Administrations and Public Management	Internship in a public administration	Common core with the French students on the Advanced administrators' course



OTHER MASTERS OPEN TO FOREIGN STUDENTS

In addition to the Masters programmes offered to students enrolled in an international cycles mentioned above, ENA offers two degree programmes open to working individuals wishing to complete their university studies.

EUROPEAN MASTER'S DEGREE IN GOVERNANCE AND ADMINISTRATION (MEGA)

This French-German training programme was established in 2005.

Master bilingual, it offers a double degree from the **University of Paris 1** and the **University of Potsdam** with the participation of the ENA, the French Academy of Public Administration, and the Humboldt University in Berlin. It concerns each year about **thirty public servants from France, Germany and other European countries**. The lessons taught by academics and senior officials from both countries are characterized by the focus on public policy issues and a strong comparative approach.

As from 2013, the MEGA will be a sandwich course, with 4 modules lasting 2 weeks each and a 9-week internship alternating with the student's normal professional activity. The programme is spread over 24 months.

For further information, go to: www.mega-master.eu and to the "Master's degrees" page on Ena's web site.
E-mail: fabrice.larat@ena.fr

MASTER'S DEGREE ON RISK MANAGEMENT IN LOCAL GOVERNMENT (MGR)

This programme results from a partnership between ENA and the **Ecole Internationale des Sciences du Traitement de l'Information** (EISTI).

The programme further benefits from the expertise of the member institutions of the **Pôle Européen d'Administration Publique** (PEAP), an Alsace-based organization that brings together ENA, the **Institut National des Etudes Territoriales** (INET), the University of Strasbourg and other institutions.

It is intended for students and professionals working or planning to work in areas requiring skills in communication and crisis management, whether this is in civil defence, public health or environmental risks arising from natural disasters.

Its purpose is to train risk managers in the private sector, in the central and local governments and also in the public hospital administration. It is also compatible with full-time employment.

For further information, go to the "Master's degrees" page on Ena's web site.
E-mail: kim.griffin@ena.fr

THE POSTGRADUATE COURSE IN EUROPEAN STUDIES (CHEE)

Aimed at corporate executives with great potential, the Postgraduate Course in European Studies provides high-level training and a thorough introduction to the main issues of current EU public policy. During work sessions in Paris, Brussels, Strasbourg and EU Member States capitals, Europe's main decision-makers will guide you through the policy-setting mechanisms of the European Union.

"In terms of its quality and breadth, as well as the diversity of its speakers and participants, the Postgraduate Course in European Studies (CHEE) is a hotbed of European culture, skills and know-how. For all those who want an in-depth understanding of Europe — where it comes from, what it is doing, where it is going — this program provides keys and networks to help you shape opinions, advance your career, and become a *more influential European*."¹

Every year, an outstanding European figure is named as the patron of the class (Simone VEIL in 2007, Jacques DELORS in 2008, Valéry GISCARD D'ESTAING in 2009, Felipe GONZALEZ in 2010, Mário SOARES in 2011, Jean-Claude TRICHET in 2012 and Joschka FISCHER in 2013).

1 - AUDITORS' PROFILE

The Postgraduate Course in European Studies is designed for a class of some 40 high-potential from Europe or non-European countries, from different professional backgrounds, with proven responsibility in their area of expertise and at least 8 years of professional experience.

Applicants must have a perfect command of French and at least a passive knowledge of English. No previous knowledge of or professional experience in the European affairs is required.

2 - COURSE DURATION

The Postgraduate Course in European Studies is designed bearing in mind the demanding schedules of high-level professionals. It consists of 10 training seminars of 3 to 5 days per month from January to November.

3 - COURSE ORGANIZATION

The CHEE cycle is divided into 10 modules, taught from January to November:

- an integration seminar in January;
- modules scheduled in Paris, Strasbourg, Brussels and in various capital cities.

The cycle includes a main and in-depth study of sectoral issues.

4 - TEACHING CONTENT

CHEE teaching content and methods is primarily based on concrete experience. The CHEE makes it possible for students to meet high-level professionals in the sphere of European affairs. It places great importance on case studies and simulation of EU negotiations. A series of exchanges are also planned between participants.

5 - ENROLMENT CAMPAIGN

The enrolment campaign starts during the month of May preceding each session.

First, applications undergo a pre-selection at the National School of Administration (ENA). Then, pre-selected applicants are later interviewed by the Selection Committee during the month of September.

The interview will mainly focus on applicants' motivations and what are their expectations of the CHEE from a career point of view.

You can download the application form every year during the recruitment period (May-September) on the website of the School: www.ena.fr

6 - ELIGIBILITY AND ADMISSION

Admission fees include all teaching costs, transport, accommodation and a part of meals expenditures throughout the duration of the modules.

The category to which the applicant belongs will be determined by the paying body at the time of the application depending on the applicant's profile.

Admission fees are payable to ENA and set for 2013 as shown in the fees table below:

► FEE LEVEL 1

Trade unions – Print media journalists – Religious representatives: €5,000

► FEE LEVEL 2

Civil servants – Civil Service Healthcare – Radio and television journalists: €9,500

► FEE LEVEL 3

Communities and Local Government civil servants – EU Administration – Elected officials – Public- and private-sector enterprises and organizations: €13,500

¹ From a statement by Jean-Claude Dardelet, Vice-President of Institutional Affairs for Thales Alenia Space and a member of the "Valéry Giscard d'Estaing" class.

INTERNATIONAL COURSES SPECIALIZING IN PUBLIC ADMINISTRATION (CISAP)

1 - AIMS OF THE CISAP

The International Courses Specializing in Public Administration (CISAP), of variable duration from two to four weeks, aim to **offer experienced civil servants from overseas advanced intensive professional training in their specialist subject on a very specific theme**. Details of this training offer appear in an annual prospectus.

The CISAP courses are specialist courses on particular administrative problems (policies, procedures, management), which they tackle in a very practical way.

The choice of themes is made in accordance with a desire to treat classic subjects such as the organization of parliamentary work and the execution of the state budget, the control and evaluation of public management, human resources management, and the management of the civil service, international negotiation and the protection of human rights, but also to tackle problems linked to the development of national and international current affairs, the development of new public management techniques and themes linked to the process of the reform of the State. **A prospectus, updated every year**, is sent to French Embassies abroad. It can be consulted and downloaded from the ENA site: www.ena.fr

2 - TEACHING METHODS

French experience is the starting point for debate, but the comparative approach and the study of European and international practical realities play an important role throughout the training period.

Teaching methods encourage active participation and the development of personal and individual know-how.

Priority is accorded to lectures, seminars, round tables, case studies, simulations and study visits.

3 - DURATION

Most CISAP programmes last **four weeks**. Some sessions cater for high level decision-makers and have been specially designed to last only two weeks in order to be more compatible with participants' responsibilities.

4 - WORKING LANGUAGE

In all but exceptional cases, mentioned in the CISAP prospectus, the working language is French. Fluency in this language is indispensable in order to fully benefit from the teaching.

A few sessions in English and Spanish are offered each year.

5 - ADMISSION

Candidates must be **civil servants, managers of state enterprises, or other government employees**, and hold a post of high responsibility in their home country. However, other candidates can be admitted to CISAP programmes on the authorization of the Director of ENA.

All candidates must also fulfil the following prerequisites:

- **hold a Master's degree or equivalent (proof of 4 years in higher education) or, in some cases, a post of responsibility indicating equivalent competence;**
- **give proof of at least 3 years of professional experience;**
- **be presented individually by their government or their employer;**
- **provide proof of competence in French.**

Application forms can be obtained at the Co-operation and Cultural Action Service of the French Embassy, or direct from ENA.

Once completed, and accompanied by the required official documents, **application forms must be presented by home government officials to the French Embassy**, which forwards them to ENA. Deadlines must be strictly respected. Incomplete dossiers are not considered.

6 - ELIGIBILITY AND ADMISSION

Candidates short-listed by the ENA selection committee are not given a firm offer of admission until they have obtained (before a set deadline) funding to cover travel and living expenses, insurance, and registration fees.

Funding can be requested from the French Embassy, or from any national or international, public or private institution, or from the government presenting the candidate.

ENTRY PROCEDURE AND SELECTION PROCESS FOR CANDIDATES ON ENA AND IRA LONG INTERNATIONAL COURSES

1 - PRESENTATION OF THE ENA-IRA COURSES

COURSES	DURATION	DATES	TARGET AUDIENCE
LONG INTERNATIONAL COURSE (CIL)	16 months - initial phase: 1 month - 15 months, common core with French students (internships + classes) - 2 months (optional) to write and defend a masters thesis	December (year N) January (year N +1) to March (year N+2) April-May (year N+2)	Young civil servants from abroad or exceptionally foreign students at the end of their studies intending to go into the civil service in their home country Common core with the initial training of French ENA students (15 months)
INTERNATIONAL ADVANCED TRAINING COURSE (CIP)	8 months - Initial phase: 3 months - 5 months, common core with French students (internships + classes), masters thesis' preparation included	December (year N) to February (year N+1) March to July (year N+1)	Experienced foreign civil servants Common core with French civil servants on the Advanced administrators' course (continuing education course, 5 months)
INTERNATIONAL COURSE (CiRA)	8 months - 6-month, introductory phase - 2-month, extension phase	September (year N) to April (year N+1)	Young or already experienced foreign civil servants Common core French trainee "attachés" who have passed the IRA entrance examination (8 months)

2 - THE VARIOUS STAGES IN THE SELECTION PROCEDURE

DECEMBER: THE FOLLOWING DOCUMENTS ARE SENT BY ENA TO THE EMBASSIES :

- application forms to be filled in by the candidates
- shortlist forms to be filled in by the Embassy
- prospectuses on the ENA and IRA's international courses
- pamphlets on "France and its Institutions", to be given to candidates
- the selection tests:
 - written test
 - test of knowledge and reasoning
 - the specialization test in "International relations" and "Administration and Public management".

JANUARY: SHORTLISTING BY EMBASSISES

► THE APPLICATION FORM AND TWO PAMPHLETS ON INFORMATION AND PREPARATION ARE SENT TO CANDIDATES

► PRESELECTION INTERVIEWS WITH CANDIDATES

The selection board is made up of five qualified people.

The aim of the interview is to ascertain that the candidate has the requisite intellectual ability and personal qualities profitably to follow the course(s) for which he or she has applied and to take on responsibilities afterwards in the civil service. Questions will centre on the candidate's knowledge, experience, his or her career plan (cf. the various sections on the pre-selection form).

► TESTS

The three tests are compulsory for all candidates. The exams take place on one half-day, and take four hours. No documents are allowed. For reasons of confidentiality, examination papers must not in any circumstances be taken away from the examination hall.

- Test of written expression

All candidates take a written test in French (an example of this test can be found in the prospectus on international courses). The aim of this test is to ensure that the candidate is sufficiently fluent to benefit fully from the course.
Duration: 1 hour.

- Test of knowledge and reasoning

The aim of this test is to evaluate basic knowledge by a series of questions requiring precise answers. The capacity to reason and argue a point is examined by means of an essay question, chosen among a number of options.
Duration: 2 hours.

- Specialization test

Test of advanced knowledge. Students may choose between "International Relations" and "Administration and Public management". The aim of this test is to assess knowledge in a specific domain by means of multiple choice questions and a short essay questions.
Duration: 1 hour.

NB: some candidates living in France take the test in Paris. They must however contact the French Embassy in their home country to inform them of their candidacy and possibly request funding. Candidates from international organizations should contact the French embassy in which their organization has its headquarters.

FEBRUARY: SHORTLISTED DOSSIERS ARE SENT TO ENA

FEBRUARY - 31ST MARCH

Exams are corrected. Dossiers are examined along with exam results by the Directorate of International Relations at ENA.

Candidates to be invited to the oral exams are selected.

APRIL - MAY

Selection interviews in the Embassies of shortlisted candidates, by ENA, or by video conference from ENA's centre in Paris.

For candidates who have taken the exams in Paris, interviews take place at ENA's centre in Paris.

Candidates interviewed must state whether or not they wish to follow one of the three Masters offered by ENA in collaboration with its partner universities.

JUNE

Final meeting of ENA's and IRA's selection boards, chaired by the Directors, who validate the list of candidates to be offered a place. Candidates are informed of the results via their Embassy.

On reception of the results, the Embassies contact candidates who have been offered a place. They also contact CAMPUS FRANCE in order to organise bursaries.

Candidates offered a place must confirm to ENA whether they wish to follow the course for which their application has been successful, and must, if applicable, indicate the Masters programme they wish to take.

There is no per country quota: only the intellectual and personal value of the individual is taken into account in the decision to offer a place.

PRactical QUESTIONS

THE INTERNATIONAL CYCLES

CALENDARS	CIL	beginning of December (year N) – end of March (year N+2)
	CIP	beginning of December (year N) – end of July (year N+1)
	CiIRA	beginning of September (year N) – end of April (year N+1)
	CISAP	cf detailed calendar on www.ena.fr

ADMINISTRATIVE DOCUMENTS

If necessary, ENA facilitates the administrative procedures undertaken by overseas students in order to obtain a residence permit.

FEES

REGISTRATION FEES

- There are no registration fees for the CIL.
- The registration fee for the CIP is set at €4000 (paid by CAMPUS FRANCE for students with French government funding).
- The registration fee for the CiIRA is set at €4000 (paid by CAMPUS FRANCE for students with French government funding).
- The registration fee for the CISAP is €825 for 4-week courses and €600 for 2-week courses. Registration fees must be paid cash prior to the beginning of each training course. For auditors whose fees are paid by their administration, an order letter should be sent to ENA before their arrival in France. An invoice will be sent back by ENA to the foreign administration after the training.

FEES FOR WHICH STUDENTS ARE RESPONSIBLE (variable from course to course)

- Living expenses in France (housing and food)
- Travel expenses and living expenses during the internship
- Participatory fees for the various trips and seminars organized within the framework of the course.

Examples of prices in Strasbourg:

- Rent for a studio (1-roomed flat with bathroom and kitchenette), €450 per month
- City transport, €44 per month
- Meal ticket (university restaurant), €3.05.

The minimum wage in France in 2011 was €1365. This gives some indication of the cost of living.

If students require it, the School can deliver a receipt showing the expenses incurred for each trip. This will allow them to obtain a partial or total refund of expenses from their home government.

FUNDING (BURSARIES)

Candidates from certain countries can apply to their home government for funding, or to the French government for a bursary from the Ministry of Foreign and European Affairs, through the French Embassy.

Bursaries from the French Government are administered, in France, by CAMPUS FRANCE, which carries out, for the students and internees concerned, the administrative formalities necessary to stay in France (residence permit and social security).

German candidates have to apply for a bursary from the German Bureau for University Exchanges (Deutscher Akademischer Austausch Dienst, DAAD), which centralises applications, before December the 20th of the year previous to the year of selection (Contact: M^{me} Steffi Kretschmer, Tel: +49 228-882-468, Bonn, e-mail: kretschmer@daad.de).

HOUSING

NB

CAMPUS FRANCE only directly provides housing for single people. **Students who come to France accompanied by their families must find suitable housing by themselves.** However, a contribution towards housing costs can be paid to holders of bursaries in proportion to the amount of rent they pay after deduction, if applicable, of housing benefit.

DURING THE COURSE IN STRASBOURG

► HOLDERS OF BURSARIES SHOULD CONTACT

Madame Agnès LARONZE, the regional delegate for CAMPUS FRANCE
9 place Kléber · 67000 Strasbourg
Tel: +33 (0)3 88 14 38 83 · Fax: +33 (0)3 88 14 38 73
E-mail: strasbourg@campusfrance.org

► THOSE WHO DO NOT HOLD BURSARIES MAY CONTACT THE FOLLOWING RESIDENCES:

Residence Kléber

16 rue Hannong · 67000 Strasbourg
Tel: +33 (0)3 88 32 64 76 · Fax: +33 (0)3 88 32 64 85
strasbourg.kleber@sejours-affaires.com
www.sejours-affaires.com

Residence Les Citadines

50-54 rue du Jeu des Enfants · 67000 Strasbourg
Tel: +33 (0)3 90 22 47 00 · Fax: +33 (0)3 88 32 47 49
strasbourg@citadines.com · www.citadines.com

Residence Cap Europe

6 rue de Bitche · 67000 Strasbourg
Tel: +33 (0)3 88 24 81 24 · Fax: +33 (0)3 88 24 81 20
contact@cap-europe-hotel.com · www.cap-europe-hotel.com

Residence Victoria Garden

1 rue des Magasins · 67000 Strasbourg
Tel: +33 (0)3 90 22 43 43 · Fax: +33 (0)3 90 22 44 44
vgstr.reception@groupemadeo.com
www.victoriagarden.com

Students are, of course, free to stay anywhere else in the city of Strasbourg.

For more information on housing during the course: Department for students on the preparatory course

Tel: +33 (0)3 88 21 45 85
E-mail: magali.burckel@ena.fr
or logement@ena.fr

FOR THE INTERNSHIP

Students with bursaries should address their requests to CAMPUS FRANCE, Strasbourg, as soon as possible.

Some non-bursary holders are housed by their Embassy in Paris.

INSURANCE

OVERSEAS STUDENTS WITH BURSARIES MANAGED BY CAMPUS FRANCE

CAMPUS FRANCE's social security covers, as well as the partial refund of health expenses, the civil liability of the student, and the cost of repatriation to the country of origin in case of illness, accident or death.

OVERSEAS STUDENTS WITHOUT BURSARIES MANAGED BY CAMPUS FRANCE

Students without bursaries are obliged either to take out insurance for their civil liability, and for illness and accident, valid throughout their course in France and abroad, or to check that they are covered in France for these eventualities by their insurance in their home country. A certificate of insurance must be provided.

If they wish students may get in touch with

Fac International,

56 rue de Londres · 75008 Paris

Tel: +33 (0)1 44 70 77 77 · Fax: +33 (0)1 42 93 44 93

Web site: www.fac-international.com

In all cases all students taking international courses must ensure that they are covered by a contract for civil liability for all activities in which they will be involved during their time at the school and for trips within France and abroad.

INFORMATION ABOUT A GIVEN APPLICATION

For any information about a given application, please contact:

M^{rs} Lydie MAULET

Service of relations with overseas students

ENA, Direction des Relations Internationales

2 avenue de l'Observatoire · 75272 Paris Cedex 06

Tel: +33 (0)1 44 41 85 78/43 · Fax: +33 (0)1 44 41 85 99

E-mail: dri.eleves@ena.fr

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PREPARING FOR THE TESTS

BIBLIOGRAPHY

Admission to the ENA and IRA international courses is selective.

To increase your chances of success, it is essential that you prepare for the entrance examinations. To do so, you are advised at least to revise the booklet "La France et ses institutions" published by the ENA and downloadable on the School's website (www.ena.fr). Furthermore, given that you will be studying alongside French students and carrying out internships in positions of responsibility, you must also supplement your knowledge of France and its institutions and the European Union and its institutions by consulting the bibliography or using the links that you will find below.

Finally, to pass the oral examinations, you will need to demonstrate that you have a perfect knowledge of the history, geography, economics and the political and administrative institutions of your home country and demonstrate a sense of curiosity and interest in the societal issues facing the world today.

WORKS

1) POLITICAL INSTITUTIONS

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- CHEVALLIER Jean-Jacques, CARCASSONNE Guy, DUHAMEL Olivier, **Histoire des institutions et des régimes politiques de la France T. 2, Histoire de la V^e République, 1958-2009**, 13^e éd. Paris, Dalloz, Collection Classic, 2009, 633 p.
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2) ADMINISTRATIVE LAW

- BRAIBANT Guy, STIRN Bernard. **Le droit administratif français**, 7^e éd. revue et mise à jour, Paris, Presses de Sciences Po, Dalloz, Collection Amphithéâtre, 2005, 652 p.
- CHAPUS René, **Droit administratif général**, 15^e éd. Paris, Montchrestien, Collection Domat. droit public, 2001, 2 vol. (427-797 p.)
- ROUAULT Marie-Christine, **L'essentiel du droit administratif général**, 9^e éd. Paris, Gualino, Collection Les carrés, 2011, 132 p.

3) LOCAL GOVERNMENT

- BOEUF Jean-Luc, MAGNAN Manuela, **Les collectivités territoriales et la décentralisation**, 5^e éd. Paris, La Documentation française, 2009, 174 p.
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- GIRARDON Jean, **Les collectivités territoriales**, 2^e éd. Paris, Ellipses, Collection Mise au point, 2011, 223 p.

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- PEISER Gustave, **Droit de la fonction publique**, 20^e éd. Paris, Dalloz, Collection Mémentos Dalloz, 2010, 184 p.
- **Rapport annuel sur l'état de la fonction publique 2009-2010, volume 1 et 2**, Ministère du Budget, des Comptes publics, de la Fonction publique et de la Réforme de l'État. Direction générale de l'administration et de la Fonction publique (DGAFP), Paris, La Documentation française, 2010.

5) THE EUROPEAN UNION AND THE FRENCH ADMINISTRATION

- CLERGERIE Jean-Louis, GRUBER Annie, RAMBAUD Patrick, **L'Union euro-**

- péenne**, 8^e éd. Paris, Dalloz, Collection Précis Dalloz, Droit public-science politique, 2010, 928 p.
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- **France 2025 : diagnostic stratégique : état des lieux 2008**, Premier ministre, Secrétariat d'État chargé de la prospective, de l'évaluation des politiques publiques et du développement de l'économie numérique, avril 2008. Paris, La Documentation française, 2008, 267 p.
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8) INTERNATIONAL

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LIST OF ENA ALUMNI ASSOCIATIONS

FRENCH ENA ALUMNI ASSOCIATION (AAEENA)

Date of foundation: October 1947
President: Ms Christine DEMESSE (1982)
Vice-presidents: Mr Patrick GAUTRAT (1970); Ms Odile PIERART (1983); Ms Sophie THIBAUT (1997)
General Secretary: Mr Arnaud GESLIN (2003)
General Secretaries deputies: Ms Béatrice BUGUET (1995); Mr Jean-Christophe GRACIA (2001)
Treasurer: Ms Véronique BIED-CHARRETON (1991)
Treasurer deputy: Ms Dominique DALMAS (1990)
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Email: info@aaeena.fr
Association web site: www.aaeena.fr

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AFRICA

Date of foundation: May 1995
Honorary President: Mr Ehouman-Noël GUETAT (1995)
President: Mr Amadou Lamine SY (2003)

ARGENTINA

Date of foundation: July 1990
President: Mr Maximo ZIN (1987)

AUSTRALIA

Date of foundation: December 1995
President: Mr George BROUWER (1973)

AUSTRIA

Date of foundation: December 2002
President: Mr Georg PÖSTINGER (2003)
Vice-presidents: Mr Andreas KUMIN (1993), Mr Georg OBERREITER (1995)

BRAZIL

Date of foundation: April 1989
President: Ms Deborah STERN VIEITAS (1983)
Vice-president: Mr Silvio EID (1980)

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Vice-president: Mr Zlatko DIMITROV (CIC 1996)

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President: Mr Alexandre DRAGO (2002)
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Treasurer: Mr Luis ROMERO-REQUENA (1985)

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THE IRA INTERNATIONAL COURSE (CiIRA)



Created from 1971 on, France's five Regional Institutes of Administration (IRA) based in Bastia, Lille, Lyon, Metz and Nantes train administrative "attachés", the administrators that form the backbone of the French civil service. Civil servants working in general administration, "attachés" occupy management posts in a wide variety of areas: human resources management, finance, studies in legal, economic or social fields. They play active roles in managing change in a civil service that is in flux and they are trained in all the different methods of working and action in the public administration: management by objectives, team supervision and leadership, project management, networking, quality approach...

Each IRA takes 130 students each year recruited by different competitive entrance examinations.

In 2012, the IRA introduced a new 8-month course, the IRA international course, or CiIRA.

1 - ADMISSION REQUIREMENTS

Applicants must:

- be **civil servants** or **public sector officers**,
- have a degree at **Masters 1 level** or **have completed an equivalent course**
- have at least some **professional experience**,
- speak and write **fluent French**,
- pass the **joint ENA/IRA entrance examinations** which require a good knowledge of the French administrative system and the European institutions

2 - OBJECTIVES OF THE TEACHING MODULES

- To become acquainted with public service culture: the rights & duties of the civil servant, ethics, values, internal codes and customs
- To acquire a grasp of the practices of public administration through its managers, its issues and an across-the-board thematic approach to public policy (budgetary frameworks, accounting, financial analysis, consistency in public policy)
- To appropriate the positioning and the role of the public service manager (basics of interpersonal communication, project management, operational management,...)

These objectives are also those of the initial training given to French trainee "attachés", who have passed the IRA competitive entrance examinations and who are destined to hold administrative management posts and responsibilities in ministerial departments in Paris or in ministries' local branches and field services throughout the country.

The course alternates teaching in the Institutes and periods in professional settings (internships in administrative departments or services).

3 - COURSE ORGANIZATION

The course takes place in one of the five IRA - Bastia, Lille, Lyon, Metz or Nantes - over a period of 8 months, from September of year N to April of year N+1.

It is divided up as follows:

A 6-MONTH INTRODUCTORY PHASE (SEPTEMBER TO FEBRUARY)

This phase includes 4 months of teaching at the Institute and a 7-week internship in an administrative department.

This phase of the course is a common core also followed by the Institute's trainee "attachés", but it can also be **individualized** with modules from the continuing education offer in order to be more in tune with the student's initial training and career so far.

- **The 4 months of teaching (September/October, then January/February) at the Institute** are intended to enable students to acquire the basic knowledge, know-how and personal skills needed to operate as an administrative "attaché" through the appropriation of the public service culture, the practices of public administration and a mastery of the managerial skills required by the management position and role.
- **The 7-week internship** (November/December) takes the form of an immersion in a professional setting, namely a department in the French civil service (central government departments, Prefectures, other ministries' local branches and field services, local government organizations, public-sector institutions...). The department where the internship will be carried out will be decided in consultation with each student, taking into account his or her career plans and previous experience.

AN EXTENSION PHASE (MARCH TO APRIL)

This phase, providing the opportunity to extend and deepen the student's knowledge, is also followed by all the trainee "attachés". **The teaching content in this phase covers one of following professional fields, at the student's choice:**

- Ministerial departments,
- Ministries' local branches and field services,
- School and higher education administration.

4 - ASSESSMENT

Students are assessed at the end of the course. Students will receive a certificate stating that they have passed the CiIRA training course on completion of the course.

5 - TUITION FEES

The tuitions fees for the CiIRA course are €4,000. The student should add general living expenses to this amount. Bursaries may be available from national or international institutions, public or private, or from the government presenting the applicant. Bursaries may also be applied for from the cooperation and cultural action department ("SCAC") of the French Embassy in the student's home country.

6 - HOW TO APPLY

The same application form is used for all the ENA's international courses. It is therefore necessary to indicate on the form which course has been chosen (CiIRA). Application forms should be deposited with the SCAC of the French Embassy in the applicant's home country.

Application forms are available from the SCAC at French embassies or online on the ENA and IRA websites.





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