



# The international cycles

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## The international cycles

The Ecole Nationale d'Administration (ENA) was founded by a government order of 9<sup>th</sup> October 1945, at the behest 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 (Finance, Administration, and 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 Paris City Administration.

The creation of ENA had a dual purpose: to standardise 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 school is intended to be the management school for senior civil servants, at the crossroads of all new forms of public management. Europe is now a civil servant's natural field of action, and in order to emphasise this European dimension most of ENA's activities have been grouped together in Strasbourg.

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## Introduction

The recruitment of 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 eight years of professional experience in any sector other than the administration, or who have held office for at least eight years as a member of an elected regional body.

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

About 90 places are offered each year for these three competitions combined (50% for the external competition, 40% for the internal competition, and 10% 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. The staff help students prepare their internships by employing their own experience, notably in group work sessions and simulations.

At the end of their studies, French ENA graduates 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 has a specifically international scope, particularly since the school was 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 international partners.

ENA training programmes for international students are varied and thorough, addressing the needs of both young students and experienced civil servants. All of these courses are part of the ENA international offering. For further information please visit: [www.ena.fr/index.php/Europe-International](http://www.ena.fr/index.php/Europe-International)

Two long courses are offered each year and take place mainly in Strasbourg. The long international course (14 + 1.5 months (For the optional writing of a Master's thesis and preparing for its oral defense)) and the international advanced eight month training course both conclude with an ENA degree and, for those students enrolled, a Master's degree jointly organised with partner universities. These are exceptional opportunities for foreign students from all continents to share their experiences with French students.

In partnership with the French Directorate of Administration and Civil Service (DGAFP) and the Regional Institutes of Administration (IRA), the eight-month long CiIRA, is a training offering for high-potential middle managers new in the field, but who already hold positions of responsibility in their home countries. The IRA International Course leads to a certificate of completion, while also allowing auditors to earn a Master's degree from institutes' partner universities (subject to auditors' initial level of education).

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

This prospectus describes the principle international courses offered by ENA: the Long International Course (CIL), the International Advanced Training Course (CIP), and the International Courses in Public Administration (CISAP), as well as the International Course offered by IRA (CiIRA), which are regional institutes of public administration.

It describes the programmes underway in 2016-2017, which may be subject to changes in the students' interest.

Last but not least, the Long international specialised cycles: the international cycles are designed for foreign civil servants from all countries and, to some degree, graduates intending to join the civil service in their home country.

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The European Governance and Administration Master (MEGA) is a course taught in French and German, while the Cycle of postgraduate European studies (CHEE) is open to French and foreign students from a variety of backgrounds (civil servants, elected officials, union officials, journalists, entrepreneurs and so on). The Master's Degree In Risk Management In Local Government (MGR) is a degree-based training programme accredited by the French Conférence des Grandes Ecoles. It aims to train risk managers capable of understanding and managing various types of local or national risks. The MEGA, the CHEE and the MGR are subject to specific selection processes.

See the film on the website [www.ena.fr](http://www.ena.fr) of foreign students giving feedback about their training at ENA

### DUTIES AND OBLIGATIONS OF FOREIGN STUDENTS IN OUR COURSES

All students must undertake to comply with the French Republic's laws and principles of living in society. ENA and IRA students are expected to represent the public authorities and, as such, they must abide by the principle of neutrality and avoid wearing any symbols or clothing that ostensibly point to a religious affiliation during their studies.

Foreign students at ENA and IRA have "administrative cooperator" status. Upon finishing the additional training they receive at the Ecole Nationale d'Administration, our foreign students are intended to take civil service posts in their country or in an international institution.

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## The Long International Course (CIL)

The Long International Course (14-months + 1.5 months (To draft and defend a Master's thesis, if applicable)) is intended for young foreign civil servants or public officials and, in exceptional cases, foreign individuals demonstrating interest in a public service career in their home country. This programme offers courses identical to those attended by ENA civil servants following admission through one of the three entrance examinations, along with a four-month internship focusing on international or territorial issues, depending on students' preference.

## Admission requirements

Applicants must:

- be a civil servant, a public sector agent, or, in exceptional cases, be preparing for a career in the civil service for the benefit of his/her home country without yet having gained professional experience.
- hold a degree at Master 1 level degree or have completed an equivalent course
- hold a high-ranking civil service post
- speak and write fluent French
- be fluent in English
- pass the school's entrance examinations
- not possess French citizenship

## Course organisation

### TRAINING SCHEDULE

- 1 month in September of year N to prepare for the internship and the common core training with French students.
- 4-month internship in a public organisation selected on the basis of the student's career goals (central or devolved administration, state operator, international organisations).
- 9 months of common core coursework with French trainee "énarques" admitted through one of the three entrance examinations (in Strasbourg with one month of holiday in August)
- 2 additional months (November and December of year N+1) for students drafting and defending a Master's thesis.
- 6 months prior to the introductory phase, students have individual telephone calls with the foreign student academic advisor for educational and practical advice before arriving at the School. They also speak with Internship Department Heads regarding internship postings. In addition to this initial contact, students will have access to online educational resources to help them prepare for their arrival at ENA.

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### GENERAL INTRODUCTION AND INTERNSHIP PREPARATION (4 WEEKS IN SEPTEMBER)

■ The introductory phase in September is comprised mainly of methodological coursework, updating of knowledge regarding issues indispensable for internship preparation and subsequent studies, as well as a presentation of Master's programmes to help students choose the most suitable option. Individual interviews are organised with ENA management staff to analyse students' expectations.

■ Students choose their programme during the introductory phase.

### INTERNSHIP IN A LEADERSHIP POSITION (17 WEEKS) (OCTOBER OF YEAR N TO JANUARY OF YEAR N+1)

Host organisations: French administrative bodies, either centralised (central administrative directorates) or devolved (prefectures), local and/or regional governments, international organisations

The 4-month internship takes place within a national or local French administrative body, or an international organisation or jurisdiction. Internship assignments are determined by the Director of ENA based on recommendations of internship directors, taking into account students' desires and career goals to the greatest extent possible. Students will have access to visual and written guides presenting the issues involved in the internships to help them decide on their preference.

During the internship, students are placed under the authority of a senior public official in the role of internship supervisor, and must abide by the rules in force in the host structure, particularly political and religious neutrality.

Internships offer students the opportunity to acquire experience in a new professional environment. The internship serves as the point of reference of the programme, providing not just a period of observation but true professional experience.

Like any agent in the host structure, students are entrusted with missions to be successfully completed. They must demonstrate their ability to adapt quickly to new and diverse realities (work methods, organisational culture, interpersonal relationship management, discovery of a foreign country with local cultural and administrative specificities, etc.), assume the responsibilities of a senior civil servant and carry out varied functions.

Following the internship period, students in the Long International Course take part in practical coursework with French trainee "attachés" admitted through an entrance examination.

### COURSEWORK (FEBRUARY TO OCTOBER OF YEAR N+1) IN STRASBOURG

■ Introductory seminar and choice of class name with French trainee "attachés".

■ Coursework comprises:

1 A majority of common core courses with students admitted through an entrance examination, focusing particularly on management, implementation of public policies, European and international issues. These courses generally take the form of practical modules, featuring individual tasks (drafting of file memos) and group work, writing of reports as applied exercises in the fields of management, communication, negotiation, crisis management, etc. Part of the coursework is shared with students at the Institut National d'Etudes Territoriales (INET), a Strasbourg-based training organisation for territorial administrators

2 Coursework specific to professional Master's programmes

3 Sessions devoted to research in preparation for drafting a Master's thesis

### ASSESSMENT/EXAMS: STAGGERED THROUGHOUT THE SECOND YEAR

■ Exams are organised in various formats: individual or collective, oral or written. Some exams are specific to international programmes, while others apply also to French students. They address themes including management, public policies, language skills, sport, orders emanating from a central administration on a European or international issue. Some exams also apply to Master's programmes.

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■ **Internship assessment:** Following the internship, each student submits a report reviewed by his/her internship supervisor. A jury appointed by the Director of ENA assesses internships based on the feedback of the internship supervisor, a visit by a member of the Internship Department, the internship report and an interview with the student. The jury gives a mark and makes comments.

■ **Other exams:** Other exams are specific to Master's programmes.

### MID-OCTOBER TO END OF DECEMBER: PERIOD DEVOTED TO MASTER'S STUDIES

1 – Drafting and defence of a Master's thesis

2 – Individual end-of-programme interview: assessment of learning outcomes for students and feedback on experience

## Programme assessment

The training programme leads to a public administration diploma issued by ENA. The diploma is issued by the Director of ENA to students having earned an overall mark equal to or greater than 10/20 on all exams.

In addition to the ENA diploma, programme participants may earn a Master II university degree.

## Master's programmes for CIL students

Students enrolling in the Long International Course each year can now choose among [three high-level professional Master's programmes](#) organised in partnership with renowned universities.

These programmes give participants the opportunity to acquire additional specialised skills in one of three fields associated with public management:

- Public communication
- Public management and administration
- Public action in Europe

Coursework for each of these Master's programmes, closely tied to that of the Long International Course, takes place in Strasbourg over a period of 16 months. In addition to successfully completing the majority of classes throughout their studies at ENA, students in Master's programmes attend methodology classes and detailed teaching modules organised by partner universities in the chosen academic specialisation. Students must also complete research work leading to the drafting of a thesis to be defended before a jury comprising their academic advisor, a professor from the university issuing the degree and a representative of ENA.

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### PROFESSIONAL MASTER'S DEGREE IN COMMUNICATION IN PUBLIC INSTITUTIONS

This Master's programme is organised in cooperation with the Paris IV–Sorbonne Centre for Applied Literary and Scientific Studies (CELSA). Complementary modules are taught by CELSA faculty. They address theories of public and political communication as concerns the information and expertise required to implement a communication policy. In addition, public relations and media relations courses are offered along with qualitative and quantitative studies. Students must draft a thesis addressing a subject of public or political communication.

### PROFESSIONAL MASTER'S DEGREE IN GENERAL PUBLIC ADMINISTRATION

This Master's programme is organised in cooperation with the Institut d'Études Politiques (IEP) of the University of Strasbourg. Complementary teaching modules address economic and financial administration and aim to instil in students comprehensive and precise knowledge in this field, from national, European and comparative standpoints. Complementary teaching modules are taught by a team of Strasbourg IEP faculty members. Students must draft a thesis addressing a subject of public administration.

### PROFESSIONAL MASTER'S DEGREE IN PUBLIC ACTION IN EUROPE

This Master's programme is organised in cooperation with the Université Paris 1 Panthéon Sorbonne. Complementary teaching modules focus on analyses of public policies in Europe. Complementary teaching modules are taught by a team of Université Paris 1 faculty members. Students must draft a thesis addressing a subject of public policies or public action.

## Schedule

Year	Date	Location	Content
Year N	September	ENA Strasbourg	Initial phase for students enrolled in the CIL; Presentation of Master's programmes
	October to December		4-month internship
Year N+1	January N+1		
	February to end of July	ENA Strasbourg	Common core with students admitted following the three entrance examinations Specific Master's courses incl. exams
	August		Summer break
	September	ENA Strasbourg	Common core with students admitted following the three entrance examinations Specific Master's courses
	October	ENA Strasbourg	Final exams
	Fin-octobre à fin Décembre	ENA Strasbourg	Drafting and defence of Master's thesis

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## 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 fulfils training needs identified by overseas Administrations which wish to task their executives with missions linked to France or to the European Union. This qualifying course is taken in addition to two Master's programmes.

## Admission Requirements

Applicants must:

- be a civil servant or a public sector agent
- 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
- be proficient in English
- pass the school's entrance examinations
- not possess French citizenship

## Course Organisation

The course lasts eight 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.

Training is organised around a common core of courses and two specialized courses in connection with the proposed Master's (see below): one focused on issues of international relations and the other on public management. Various 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. An intercultural approach is emphasised. This allows students to better know one another and to share their experiences. Study visits are also organized. This period 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

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together with the French students during the second part of programme.

### AN INTERNSHIP IN A CENTRAL OR DEVOLVED ADMINISTRATION (SEVEN WEEKS)

International students are placed in a sector of the French administration, the functions of which are similar to those of their home administration. The locations of these internships 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 similar to their own and to participate directly in administrative work. During this internship, students must demonstrate their analytical skills, adaptability, sense of human relations and ability to work in a new environment.

Postings are decided by the Director of the School, with input from the Director of Internships, and includes a process to know students' internship preferences.

At the end of the internship each student submits a five-page report through which the work provided and lessons learned from the experience may be assessed. A jury appointed by the School Director gives a mark including a commented assessment.

### PERIOD IN COMMON WITH FRENCH CIVIL ADMINISTRATORS (13 WEEKS)

This phase is intended to deepen knowledge and to stimulate analytical and prospective thinking. Work is in small

groups with high-ranking mid-career French civil servants who are not ENA graduates and who were recruited by lateral entry. These participants are appointed by the government, on the recommendation of a selection committee, to a corps otherwise recruited from among ENA graduates, in the proportion of six to nine. On appointment, they follow an ENA training programme corresponding to their previous professional experience and to the special skills and aptitudes required for their new responsibilities.

This common study period allows students to acquire the practical knowledge necessary for exercising missions in high-ranking posts in the administration. It is a unique opportunity to exchange and share ideas and experience, particularly 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, simulated negotiation, crisis management, media-training, small workshops, case reviews. Speakers are mostly senior officials, but also leading

French and foreign personalities, consultants, academics, representatives of major local authorities, etc.

#### GROUP WORKS, IN WHICH EACH STUDENT CONTRIBUTES

aimed at:

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

#### A MODULE ON SOCIAL ISSUES WITH A DUAL THRUST:

- lectures on the major issues and the means of applying public policy in economic and social affairs
- a short internship in an organisation with a social purpose (association or public entity) allowing students to be in contact with various categories of welfare applicants (housing, immigration, work and social integration, disabilities).

## 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 and assessment for the internship and a final 'in viva' interview with the examination board. Attendance is also taken into account.

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The training programme leads to an "International Advanced Training Course" in public administration diploma issued by ENA.

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

## Master's Offered To CIP Students

Students registered for this course may obtain a **Master's degree in one of two specialised areas: "Administration and International Affairs" or "Specialised Public Administration"**. These Master's 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.

CIP coursework allows students to successfully complete the various teaching modules and internships, and is eligible for European Credits Transfer System (ECTS) credits, in addition to the ECTS credits earned for the complementary teaching modules at partner universities. Note: all coursework takes place at ENA in Strasbourg.

Students must write a professional thesis, under the supervision of a tutor, and defend it in a viva presentation by **the beginning of July in year N+1.**

## Schedule

Year	Date	Location	Content
<b>Year N and Year N+1</b>	December to February	ENA Strasbourg	Preparatory phase: contemporary France, the French civil service, Europe...  Specialised courses: - Administrations and International Affairs - Specialised Public Administration
<b>Year N+1</b>	March - April	France	Internship in a public administration
	End of April - end of July	France ENA Strasbourg	Common core with the French students on the Advanced administrators programme Drafting and defence of Master's thesis

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Created in 1971, 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" hold 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 the various methods of working and actions taken in the public administration: management by objectives, team supervision and leadership, project management, networking, quality approach, etc.

Each IRA admits 130 students per year recruited through competitive entrance examinations.

In 2012, the IRA introduced a new eight-month course, [the IRA international course](#), or [CiIRA](#).

## Admission Requirements

Applicants must:

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

## Objectives Of The Teaching Modules

- Develop a culture of public service: 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, etc.)

These objectives are 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).

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## Course Organisation

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

It is divided as follows:

### A 6-MONTH INTRODUCTORY PHASE (SEPTEMBER / FEBRUARY)

This phase includes four months of teaching at the Institute and a seven-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 **individualised** 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 four month instruction period (September/October, then January/February) at the Institute** is designed 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 culture of public service, the practices of public administration and a mastery of the managerial skills required for a given management position and role.**

■ **The seven-week internship (November/December)** takes the form of an immersion in a professional setting, i.e., a department in the French civil service (central government departments, prefectures, other ministries' local branches and field services, local government organisations, 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.

### TWO-MONTH SKILL CONSOLIDATION PHASE (MARCH TO APRIL)

This phase provides the opportunity to extend and deepen the student's knowledge It concerns all trainee "attachés". The teaching content in this phase covers one of following professional fields, to be chosen by the student:

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

## Master's Offered to CiIRA Students

Students registered for this course may obtain a Master's degree organised by one the Universities partners with IRAs. Following the CiIRA course allows to validate the different courses and internships for the Master's. **Students must write a Master's Thesis under the supervision of a tutor and defend it in a viva presentation.**

## 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.

The opportunity to complete this cycle by obtaining a Master's in the partner universities of the IRA will be determined on an individual basis.

## Tuition Fees

Tuition for the CiIRA course is **€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.

## How to apply

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

**Application is to be done on line on ENA website according to the procedure described pp. 13&14.**

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## Presentation of the Ena-Ira Courses

Course	Duration	Dates	Target audience
<b>LONG INTERNATIONAL COURSE – CIL</b>	<b>14 months</b> - initial phase: 1 month - 4 months internship - 8 months, common core with French students (internships + classes) - 1 month vacation in August - 1.5 months (optional) to write and defend a Master’s thesis	September year N  October to January year N+1  November-Mid-December year N+1	<b>Young civil servants from abroad</b> or exceptionally <b>foreign students at the end of their studies intending to go into the civil service in their home country</b>
<b>INTERNATIONAL ADVANCED TRAINING COURSE – CIP</b>	<b>8 months</b> - initial phase: 3 months - 2 months internship - 3 months, common core with French students (internships + classes), master’s thesis’ preparation included	December year N to February year N+1  March to July year N+1	<b>Experienced foreign civil servants</b>  Common core with French civil servants on the Advanced administrators’ course (continuing education course, 5 months)
<b>IRA INTERNATIONAL COURSE – CiIRA</b>	<b>8 months</b> - 6 months introductory phase including a 7 week internship - 2 months, extension phase	September year N to April year N+1	<b>Young or already experienced foreign civil servants</b>  common core with French trainee “attachés” who have passed the IRA entrance examination (8 months)

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## The Stages in the Selection Procedure

### ONLINE ADMISSION PROCEDURE

Applicants must register online on the ENA server:

[www.ena.fr/cyclesinternationaux/inscriptionenligne](http://www.ena.fr/cyclesinternationaux/inscriptionenligne).

The server is open from mid-September until 15 November. However, applicants are encouraged to [verify](#) the exact dates each year on the ENA website.

Prior to registration, please verify that you meet the [general conditions](#) for admission to the different courses (CIL/CIP/CIIRA).

The online application form consists of five sections which must all be completed: [personal information / contact details / education / work experience / course registration and choice of Master's programme](#).

A PDF file will be created upon completing the procedure. You must print **the application file, complete the black sections by hand, sign the application and send the original by post, along with the necessary supporting documents\* to: The Cultural Services Department (SCAC) of the French embassy in your country of residence before the date specified on the site.**

By way of derogation, if you reside in France when submitting applications, you may deliver your application directly to the Foreign Student Relations Department – ENA, 2 Avenue de l'Observatoire - Paris 75006.

Reminder of supporting documents:

[Reminder of supporting documents:](#)

- one colour identity photo to be pasted to the application file
- a CV in the Europass format
- a copy of your passport or identity card
- a copy of your most advanced academic degree, along with a French translation if necessary
- a cover letter explaining your motivation to attend an ENA and/or IRA programme, your career goals following your studies at ENA or an IRA, and how the programme to which you are applying may contribute to your professional success

### EMBASSY PRESELECTION RECEIPT OF ONLINE APPLICATIONS

**Embassy cooperation departments are responsible for receiving and pre-selecting applications. Selected applicants will be called upon to take the written tests organised by embassy Cultural Services Departments (SCAC).**

### PRESELECTION INTERVIEWS WITH APPLICANTS

Juries are composed of five qualified members selected by embassies. Interviews are intended to determine whether applicants have the necessary skills to successfully complete the programme or programmes of their choice, and subsequently to hold positions of responsibility in public service. Questions address applicants' knowledge, motivation, experience and career goals.

### PHASE 2: ENA WRITTEN AND ORAL EXAMS TESTS

Three tests are compulsory for all candidates. These exams are given on one half-day during four hours. No documents are allowed. For reasons of confidentiality, examination papers may not under any circumstances leave 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 through 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: 1.5h.

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### ■ Specialisation 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 area through multiple choice questions and a short essay question. Duration: 1.5 hour.

■ Following review of applications and grading of tests, ENA draws up and sends to embassies a list of applicants selected to participate in a final interview.

■ Oral exams for selected applicants are organised by ENA in March and April (exact dates to be verified each year), either on embassy premises or by video conference from ENA's Paris site.

For applicants having submitted their application file in Paris, interviews are conducted at ENA's Paris location.

Applicants must specify whether they wish to pursue one of the Master's programmes offered by ENA together with partner universities.

### FINAL RESULTS

A jury chaired by the Director of ENA and including members of ENA and IRA management establishes the list of successful applicants. Applicants are informed of the results via [French embassies](#). The list is also published on the website of the establishments concerned.

Upon receiving the results, embassies contact successful applicants, as well as Campus France, to initiate bursary application procedures.

Successful applicants must contact ENA to confirm their attendance in the programme to which they have been admitted. To do so, they must return the response form to the Foreign Student Relations Department by 31 July.

As no quota system is used, admission decisions are based exclusively on applicants' individual profiles.

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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. Furthermore, given that you will be studying alongside French students and carrying out internships in positions of responsibility, you must also refresh 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 keen knowledge of the history, geography, economics and the political and administrative institutions of your home country. You must also show a sense of curiosity and interest in the societal issues facing the world today.

## Works

### POLITICAL INSTITUTIONS

CHEVALLIER, Jean-Jacques; Carcassonne, Guy; Duhamel Olivier. – **Histoire de la V<sup>e</sup> République: 1958-2015**. – 16<sup>e</sup> éd. – Paris: Dalloz, 2017. – 660 p. – (Collection Classic)

FORMERY, Simon-Louis. –

**La Constitution commentée article par article**. – 19<sup>e</sup> éd. – Paris: Hachette supérieur, 2017. – 175 p. – (Les Fondamentaux. Droit, sciences politiques; 17)

GRANDGUILLOT, Dominique. –

**L'essentiel des institutions politiques et administratives de la France: 2016-2017**. – 12<sup>e</sup> éd. à jour des derniers textes publiés et des projets relatifs à l'acte III de la décentralisation. – Paris: Gualino, 2015. – 144 p. – (Les carrés. Droit, Science politique)

PACTET, Pierre; Mélin-Soucramanien. – **Droit constitutionnel**. – 35<sup>e</sup> éd. – Paris: Sirey, 2016. – 672 p. – (Sirey université) – *in publication*

Link to the Conseil Constitutionnel website:

[www.conseil-constitutionnel.fr/conseil-constitutionnel/francais/la-constitution/la-constitution-du-4-octobre-1958/la-constitution-du-4-octobre-1958.5071.html](http://www.conseil-constitutionnel.fr/conseil-constitutionnel/francais/la-constitution/la-constitution-du-4-octobre-1958/la-constitution-du-4-octobre-1958.5071.html)

### ADMINISTRATIVE LAW

BELLESCIZE, Ramu de. – **L'essentiel du droit administratif général 2016**. – Paris: Gualino, 2017. – 150 p. – (Les carrés) – à paraître

WEILL, Prosper; Pouyaud, Dominique. – **Le droit administratif**. – 24<sup>e</sup> éd. mise à jour. – Paris: PUF, 2017. – 127 p.; 18 cm. – (Que sais-je? 1152)

### TERRITORIAL ADMINISTRATION

VERPEAUX, Michel; Rimbault, Christine; Waserman Franck. – **Les collectivités territoriales et la décentralisation**. – 9<sup>e</sup> édition. – Paris: La Documentation française, 2017. – 206 p.; 18 x 12 cm. – (Découverte de la vie publique, 1772-2020)

BOUVIER, Michel. – **Les finances locales**. – 16<sup>e</sup> éd. – Paris: LGDJ, 2015. – 292 p. – (Systèmes. Pratiques)

PONTIER, Jean-Marie. – **La décentralisation française: évolutions et perspectives**. Paris: LGDJ, 2016. – 182 p. – (Perspectives)

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### CIVIL SERVICE

PEISER, Gustave. – **Droit de la fonction publique.** – 21<sup>e</sup> éd. – Paris: Dalloz, 2012. – 200 p. – (Mémentos Dalloz. Série droit public-science politique)

MINISTÈRE DE LA FONCTION PUBLIQUE, Direction générale de l'administration et de la fonction publique (DGAFP). – **Rapport annuel sur l'état de la fonction publique 2016.** Paris: DILA: DGAFP, 2015. [www.fonction-publique.gouv.fr/rapport-annuel](http://www.fonction-publique.gouv.fr/rapport-annuel)

### EUROPEAN UNION AND FRENCH ADMINISTRATION

CLERGERIE, Jean-Louis; Gruber, Annie; Rambaud, Patrick. – **L'Union européenne.** – 11<sup>e</sup> éd. – Paris: Dalloz, 2016. – XVII-1076 p. – (Précis Dalloz. Droit public-science politique) – *in publication*

DOUTRIAUX, Yves; Lequesne, Christian. – **Les institutions de l'Union européenne après la crise de l'euro** – 9<sup>e</sup> édition. – Paris: La Documentation française, 2013. – 314 p.; 21 x 15 cm. – (Réflexe Europe, 1264-2789. Institutions & politiques, 2256-9987)

SAURON, Jean-Luc; Lanceron, Virginie; préface de Barroso, José Manuel. – **L'administration nationale et l'Europe: acteurs nationaux et décisions communautaires.** – Paris: La Documentation française, 2008. – 126 p. – (Réflexe Europe)

### ROLE AND RESOURCES OF FRENCH ECONOMIC ACTION AROUND THE WORLD

COMMISSARIAT GENERAL À LA STRATEGIE ET À LA PROSPECTIVE. – **Quelle France dans dix ans?: repères pour 2025** – Juin 2014. – Paris: Commissariat général à la stratégie et à la prospective, 2014. – 95 p.; 24 cm. – (Cahier des indicateurs) <http://www.strategie.gouv.fr/publications/france-10-ans>

Vive la France quand même!: les atouts de la France dans la mondialisation: Rapport Anteios 2011. – Paris: PUF, 2010. – 346 p. – (Major, 1242-4935)

### PUBLIC FINANCES

BARILARI, André; Bouvier, Michel. – **La LOLF et la nouvelle gouvernance financière de l'État.** – 3<sup>e</sup> éd. – Paris: LGDJ, 2010. – 261 p. – (Systèmes. Finances publiques)

MORDACQ, Frank. – **Les finances publiques /.** – 4<sup>e</sup> éd. mise à jour. – Paris: PUF, 2016. – 127 p. – (Que sais-je? 3908)

WASERMAN, Franck. – **Les finances publiques.** – 8<sup>e</sup> éd. – Paris: La Documentation française, 2016. – 222 p. – (Découverte de la vie publique)

### INTERNATIONAL

BONIFACE, Pascal; Védrine, Hubert. – **Atlas du monde global: 100 cartes pour comprendre un monde chaotique.** – 3<sup>e</sup> éd. – Paris: A. Colin: Fayard, 2015. – 152p.

LEFEBVRE, Maxime. – **Le jeu du droit et de la puissance: précis de relations internationales.** – 4<sup>e</sup> éd. – Paris: PUF, 2013. – 682 p. – (Major; Service public)

VAÏSSE, Maurice. – **Les relations internationales depuis 1945.** – 14<sup>e</sup> éd. – Paris: A. Colin, 2015. – 334 p. – (Collection U)

### FRENCH LANGUAGE

ABBADIE, Christiane; Chovelon, Bernadette; Morsel, Marie-Hélène. – **L'expression française écrite et orale, B2-C1: renforcement pour l'expression écrite et orale, grammaire et style.** – Saint-Martin-d'Hères: PUG, 2015. – 243 p.

KADYSS, Roselyne; Nishimata, Aline. **Rédiger avec succès lettres, e-mails et documents administratifs: le style administratif, lettre, e-mail, note administrative, note de synthèse, compte rendu, procès-verbal, rapport, arrêté, circulaire, communiqué de presse et avis, décision, bordereau, livre de bord...** – 8<sup>e</sup> éd. – Paris: Gualino, 2015. – 224 p. – (Les Carrés. Droit, Science politique)

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## Websites

### FRANCE

■ **The Government Portal** presents the outlines of government policy by theme, gives reference information (minutes of the Council of Ministers, Prime Ministers' speeches) and information about the Office of the Prime Minister  
[www.gouvernement.fr](http://www.gouvernement.fr)

■ **The Ministry for Foreign and European Affairs** presents on its website information about France under the following headings: France, France in Europe, France in the world, Current Affairs, Foreign Policy, and Coming to France  
[www.diplomatie.gouv.fr](http://www.diplomatie.gouv.fr)

■ **"Service public"** (public service) is the main internet site for the French administration. It provides various headings: a directory of the administration, online services and downloadable forms, information on administrative procedures, etc.  
[www.service-public.fr](http://www.service-public.fr)

**The library of public reports:** free access to major reports is provided on all aspects of public policy  
[www.ladocumentationfrancaise.fr/rapports/index.shtml](http://www.ladocumentationfrancaise.fr/rapports/index.shtml)

"Vie publique" allows the public to follow the development of public policies and dossiers on institutions and the main reforms in progress  
[www.vie-publique.fr](http://www.vie-publique.fr)

### **Parliamentary assemblies website:**

[www.senat.fr](http://www.senat.fr)

[www.assemblee-nationale.fr](http://www.assemblee-nationale.fr)

### **and also:**

[www.elysee.fr](http://www.elysee.fr)

[www.legifrance.gouv.fr](http://www.legifrance.gouv.fr)

[www.performance-publique.budget.gouv.fr](http://www.performance-publique.budget.gouv.fr)

[www.ccomptes.fr](http://www.ccomptes.fr)

[www.insee.fr](http://www.insee.fr)

[www.ladocumentationfrancaise.fr](http://www.ladocumentationfrancaise.fr)

### EUROPEAN UNION

#### **The European Union website:**

[www.Europa.eu](http://www.Europa.eu)

#### **The European Parliament website:**

[www.europarl.europa.eu/portal/fr](http://www.europarl.europa.eu/portal/fr)

ENA's site:

[www.ena.fr](http://www.ena.fr)

The previous year's examination tests can be downloaded here:

[www.ena.fr/fre/content/location/2821/full](http://www.ena.fr/fre/content/location/2821/full)

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## Calendars

- CIL: beginning of September (year N) – end of October (year N+1)
- CIP: beginning of December (year N) – end of July (year N+1)
- CiIRA: beginning of September (year N) – end of April (year N+1)

## Administrative Documents

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

## Fees

### TUITION FEES

- There is no tuition for the CIL.
- Tuition for the CIP is set at €4,000
- Tuition for the CiIRA is set at €4,000

### FEES AT THE STUDENTS' EXPENSE

(variable from course to course)

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

### Examples of prices in Strasbourg:

- Price for a furnished studio (1-roomed flat with bathroom and kitchenette), from €450 to €700, including charges, per month
- City transport, €50 per month

The minimum wage in France in 2016 was €1,466.62 This gives some indication of the cost of living.

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

## 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 Europe and Foreign Affairs, through the French embassy in the applicant's home country

French government bursaries are administered, in France, by CAMPUS FRANCE, which carries out the administrative formalities necessary for the students and interneers concerned 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 Austauschdienst, DAAD), which centralises applications, before 20 December of the year previous to the year of selection (Contact: Mme Steffi Kretschmer, Tel.: 0049 228-882-244, Bonn, e-mail: [kretschmer@daad.de](mailto:kretschmer@daad.de)).

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## Housing

Campus France will organise accommodation for all students receiving a bursary from the French government.

Other students will receive all the information they need about accommodation options in Strasbourg and during their internships when they are admitted onto the course.

## 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.

In all cases, every student enrolled in international courses must be covered by **civil liability insurance** for any activity in which he or she participates in the context of his/her studies, as well as for travel in France and abroad.

## Information

For any information, please contact:  
[Foreign Student Relations Department](#)  
ENA, Directorate  
of International Relations,  
2, avenue de l'Observatoire 75272  
Paris Cedex 06  
Tél.: 01 44 41 85 78  
Fax: 01 44 41 85 99  
E-mail: [dri.eleves@ena.fr](mailto:dri.eleves@ena.fr)

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## Contacts With The Directorate of International Relations at Ena

Name	Post or Department	Telephone	E mail
<b>Pierre Thénard</b>	Director	01 44 41 85 11	pierre.thenard@ena.fr
<b>Jérôme Guyon</b>	Deputy director	01 44 41 85 91	Jerrome.guyon@ena.fr
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<b>Btissam El Jazouli</b>	Area manager, Africa and Middle East Department	01 44 41 85 31	btissam.eljazouli@ena.fr
<b>Jacqueline Repellin</b>	Head of the Americas-Central Asia-Russia Department	01 44 41 85 31	Jacqueline.repellin@ena.fr
<b>Nadine Gardelle-Coringe</b>	Manager in charge of the short international specialized cycles	01 44 41 85 88	nadine.gardelle@ena.fr
<b>Catherine Droszewski</b>	Head of the Asia-Oceania Department	01 44 41 85 42	Catherine.droszewski@ena.fr
<b>Alexandre Tran-Chuong</b>	Deputy Director of the Asia-Oceania Department	01 44 41 85 27	alexandre.tran-chuong@ena.fr
<b>Claudine Justafre</b>	Head of the Europe Department	01 44 41 85 61	claudine.justafre@ena.fr j
<b>Vanessa de Froidcourt</b>	Head of the Multilateral Affairs and Calls for Tender Department	01 44 41 85 91	Vanessa.defroidcourt@ena.fr

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

## Europe Master's Degree of Governance and Administration (MEGA)

This Franco-German civil servant continuing education programme was created in 2005. It is a bilingual Master's programme offering dual degrees from [Université de Paris 1](#) and [Potsdam University](#) with the participation of ENA, the German Federal Academy of Public Administration and Humboldt University in Berlin. Every class includes some **30 agents** from the [French, German or European public service](#). Classes, taught by academics and senior civil servants from the two countries, focus on public policy issues with a strongly comparative approach.

The MEGA programme is organised as a work-study programme, with four 2-week modules and a 9-week internship. The programme is spread over 24 months.

For further information, visit: [www.mega-master.eu](http://www.mega-master.eu) and the "Master's degrees" page on the ENA website. Contact: [fabrice.larat@ena.fr](mailto:fabrice.larat@ena.fr)

## Master's Degree In Risk Management In Local Government (MGR)

The MGR programme is a degree-based training programme accredited by the French Conférence des Grandes Ecoles. It aims to train risk managers capable of understanding and managing various types of local or national risks. The student body (some **20 participants** per year) is made up of professionals and students engaging in risk management activities in the largest sense of the term (public health, civil security, environmental, technological, legal, urban, health risks, etc.). Lasting 15 months, this Master's programme is organised around three successive phases:

- 1** 9 2-day modules on Thursdays and Fridays in Strasbourg, focusing on the different types of risk (from October of the first year to March of the second year),
- 2** preparation of a professional project or internship (minimum duration of five months, to be carried out between April and November of the second year)
- 3** drafting and defence of an applied research thesis (January of the third year).

For more information: see the "Master's degrees" page on the ENA website. Contact e-mail: [kim.griffin@ena.fr](mailto:kim.griffin@ena.fr)

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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 leading 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".* 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.

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, Joschka Fisscher in 2013 and Jean-Claude Juncker in 2014, Emma Bonino in 2015 and Ursula von der Leyen in 2016). In 2017, the Cycle's patron is the former President of the European Council, Herman van Rompuy.

## Auditors' Profiles

*"For me, the CHEE was an ideal complement to my career path!"* (Javier Condé, Foreign Affairs Advisor in Madrid, "Jacques Delors" class)

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

Applicants must have 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.

## Course Duration

The Postgraduate Course in European Studies is designed with the demanding schedules of high-level professionals in mind. It consists of 10 training seminars of 2 to 5 days per month from January to November.

## Teaching Content

The work sequences are focused on present-day Europe and constantly evolving Europe.

The Cycle seeks to shed light on the challenges and mechanisms for crafting European policy (the processes of drafting, negotiation and implementation). It gives precedence to teaching methods and content focused on concrete experience. It is based primarily on lectures, case studies and study trips in European countries, in direct connection with European current affairs.

*"The 'speak frankly' rule was generally followed by the guests, which made this cycle a fairly unique meeting place."* (Anne-Claire Defossez, Deputy Director of the Town of Cergy, "Jacques Delors" class)

One of the Cycle's main objectives is to form and strengthen a professional European network. To this end, it offers several opportunities to meet with decision-makers in the cities that host European institutions, as well as European capitals. It also features work sessions focused on professional complementarity and experience-sharing among.

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## Enrollment Campaign

The enrolment campaign starts during summer 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 October.

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

You can download the application form every year during the recruitment period (June-October) on the website of the School: [www.ena.fr](http://www.ena.fr)

## Tuition And Fees

These fees cover classes, travel, lodging and a portion of meal costs. Fees are collected by ENA.

Fee level 1	Print media journalists – Religious representatives	€5,000
Fee level 2	Civil servants – Civil Service Healthcare – Radio and television journalists – Trade unions	€9,500
Fee level 3	Civil servants from communities and Local Governments – EU Administration – Elected officials – Public- and private-sector enterprises and organisations	€13,500

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## Aims of the CISAP

The International Courses Specialising in Public Administration (CISAP), of variable duration from one to four weeks, 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 specific administrative problems (policies, procedures, management), which they address in a very practical way.

The choice of themes is made with a desire to treat classic subjects such as the organisation of parliamentary work and the execution of the state budget, the control and evaluation of public management, human resources management, the management of the civil service, international negotiation, European Union diplomacy, and European development policy and the protection of human rights. The courses also aim to tackle problems linked to the development of national, European and international current affairs, the development of new public management techniques and themes linked to the process of the reform of the State and the transformations underway at the European and international levels.

A prospectus, updated every year, is sent to French Embassies abroad. It can be consulted and downloaded from the ENA site, [www.ena.fr](http://www.ena.fr).

## 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.

Modern teaching methods (SPOCs, work in small groups, co-development workshops, etc.) encourage active participation and the development of personal know-how.

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

## Duration

Some sessions are designed for high level decision-makers and have been specially scheduled to last one or two weeks in order to be more compatible with participants' responsibilities.

## 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.

Each year, one quarter of classes are offered in English and Spanish.

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## Candidates’ Qualifications

Candidates must hold management positions in the civil service or in publicly held companies, or other government positions, and hold a position of high responsibility in their home country. However, other candidates can be admitted to CISAP programmes on the authorisation of the Director of ENA.

All candidates must also fulfil the following prerequisites:

- hold a Master’s degree or equivalent (proof of four years in higher education) or, in some cases, a post of responsibility demonstrating equivalent competence;
- give proof of at least three years of professional experience;
- be presented individually by their government or their employer;
- provide proof of competence in French (or English for the English-language CISAP programme).

### **Application is to be done on line on ENA website.**

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.

## Eligibility and Admission

Candidates short-listed by the ENA selection committee are not given a firm offer of admission until they have obtained funding (before a set deadline) 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.

**NB: any enquiries regarding the admission of candidates must be sent directly to the Co-operation and Cultural Action Service of the French Embassy, which forwarded the application to ENA.**

## Calendar

CISAP: cf detailed calendar on [www.ena.fr](http://www.ena.fr)

## Fees

- The registration fee for the CISAP will be detailed in the yearly catalogue of courses issued each year in October. Registration fees must be paid 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.
- Tuition fees can also be paid directly by bank card at ENA.

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## The “Ena Alumni” Group on Linked-In

The ENA alumni network has been meeting virtually online since 2007 through the “ENA Alumni” group. This group aims to bring together all foreign alumni of ENA's international cycles (CII, CIC, CIP, CIAP as well as CHEE and MEGA) as well as all French alumni. It is run by the ENA Alumni Association (AAEENA) together with the School. Members can see the profiles of their former classmates and communicate directly with them or with the whole group.

## List of Ena Alumni Associations

### FRENCH ENA ASSOCIATION (AAENA)

Date of foundation: 26th october 1947  
President: Mr Daniel Keller (1994)  
Vice-presidents: Mr Jean-Marc Chataignier (1990); Ms Myriam Mazodier (1973); Ms Odile Pierart (1983); Mr Gilles Miller (1983); Ms Sophie Thibault (1997)  
General Secretary: Mr Gilles Duthil (2014)  
General Secretaries deputies: Mr Didier Bellier-Ganière (2002); Mr Laurent Martel (2008)  
Treasurer: Mr François-Gilles Le Theule (1989)

Address: 226 boulevard Saint Germain – 75007 Paris  
Phone number: 01 45 44 49 50  
Fax: 01 45 44 02 12  
E-mail: [info@aaeena.fr](mailto:info@aaeena.fr)  
Association web site: [www.aaeena.fr](http://www.aaeena.fr)

### ALUMNI ASSOCIATIONS OF ENA INTERNATIONAL CYCLES MEMBERS OF THE INTERNATIONAL CONFEDERATION

#### 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)

#### BENIN

Date of foundation: April 2013  
President: Angelo Dan (2011)  
[angelo\\_danjr@yahoo.fr](mailto:angelo_danjr@yahoo.fr)  
Vice-president: Dieudonné C. Assouvi (2010)

#### BRAZIL

Date of foundation: April 1989  
President: Ms Deborah Stern Vieitas (1983)  
Vice-president: Mr Silvio Eid (1980)

#### BULGARIA

Date of foundation: 2004  
President: Ms Elisaveta Simeonova (CIC 1998)  
Vice-president: Mr Zlatko Dimitrov (CIC 1996)

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## CAMEROUN

Date of foundation: 2002 –  
MoU signed on 21/02/2014  
President: Richard-Evina OBAM  
(CIC 2004)  
Vice-president: Simon-Pierre ATEBA (2011)

## CANADA

Date of foundation: June 2007  
President: Mr Alexandre Drago (2002)  
First Vice-president:  
Mr Ian C. Ferguson (1980)  
2<sup>nd</sup> Vice-president: Mr Adam OstrY (1989)  
Vice-president: Ms Isabelle Roy (1997)

## CHAD

Date of foundation: April 2012  
President:  
David Ngarimaden Houdeingar (1992)  
Association e-mail: houdeingar@yahoo.fr

## CHINA

Date of foundation: March 1992  
President: Mr Zhang Shang-Zhi (1992)

## COLOMBIA

Date of foundation: March 1997  
President: Mr Andrés Castro (1995)

## CONGO

Date of foundation : 12 March 2015  
President: Mr Matt Seinzor (CIP2013)  
Vice-President: Mr Fidèle Dimou  
(CIC2003)

## CROATIA

Date of foundation: May 2011  
President: Mr Neven Simac (1971)

## CZECH REPUBLIC

Date of foundation: June 1999  
President: Mr Pavel Fischer (1999)  
Vice president: Mrs Pavlina Koubska (2005)

## DEMOCRATIC REPUBLIC OF CONGO

Date of foundation: May 2011  
President: Joseph-Louis Bot Isangamela (CIAP 2008)  
Vice-president: Elisabeth-Godelive Lonji Bandekela (CIC 2007)  
josephlouisbot@yahoo.fr

## EGYPT

Date of foundation: November 2012  
President: Mr Samir Mansour  
General Secretary: Mr. Alaa Mohamed Ramadan (CIL 2015)

## ENA AFRICA

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

## FINLAND

Date of foundation: June 1985  
President: Mr Karl-Johan Lönnroth (1984)  
Vice-president: Ms Laura Reinilä (1985)

## GABON

Date of protocol signature: February 2015  
President: Mr Serge Maurice Mabiala  
Vice-President: Mr Wildried Morau

## GERMANY

Date of foundation: November 1984  
President:  
Dr Diethardt von Preuschen (1970)

## GREECE

Date of foundation: June 1994  
President:  
Ms Areti Assimacopoulou-Drista (1969)  
Vice-president: Mr Michel Papadakis (1965)

## HUNGARY

Date of foundation: March 2003  
President: Mr Gabor Szeplaki-Nagy (1992)  
Vice-president: Ms Adrienn Kezsmarki (2010)  
Vice-president: Mr Pál Boza (CIC 2005)

## IRELAND

Date of foundation: June 1995  
President: Ms Clare Dunne (1995)

## ITALY

Date of foundation: March 1985  
President: Ms Silvana Ceravolo (1995)  
Vice-president: Mr Vincenzo Grassi (1987)  
Address: A.C.I.A.P  
c/o Associazione Italia-Francia  
Palazzo Borghese  
Largo della Fontanella di Borghese,  
19 I- 00186 Roma  
Phone number: 39 668 789 26

## IVORY COAST

Date of foundation : May 2016  
President : M. Habib Seoulu

## JAPAN

Date of foundation: February 1985  
Honorary president:  
Mr Wataru Hiraizumi (1959)  
President: Mr Kaoru Ishikawa (1976)  
General secretary:  
Mr Norio Maruyama (1985)

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## KOREA

Date of foundation: May 1989

President: Mr Heung-Sik Choi (1986)

## LEBANON

Date of foundation: April 1998

President: Mr Robert Fadel (1995)

Association e-mail: enaliban@yahoo.fr

## MADAGASCAR

Date of foundation: January 2010

President:

Mr Tsanta Randrianarimanana (2009)

Vice president: Mr Mamitiana Rajaonarison (CIAP 2008)

Address: AAEENA Madagascar, Lot III D 7 B Ankadilalana, RM- Antananarivo 101

## MOROCCO

Date of foundation: October 1990

President:

Mr Mohamed Doubi Kadmiri (2003)

First Vice-president:

Ms Fariada Loudaya (1999)

2<sup>nd</sup> Vice-president: Mr Lahcen Bayti (1992)

Address: 22 rue de Tiflet, MA – Hassan, Rabat

Phone number: 212 5 37 76 80 04

Fax: 212 5 37 76 52 33

Association web site: [www.amaeena.org](http://www.amaeena.org)

Association e-mail:

mimouni@invest.gov.ma

## MEXICO

Date of foundation: January 1991

President: Mr Bruno Figueroa (1989)

Vice-president:

Mr Jorge Velázquez-Roa (2000)

Address: Amexena

c/o Unidad de Asuntos Públicos

Rio Duero 55-9

MEXICO- Col. Cuauhtemoc 06500 DF

Phone number: 52 555 207 86 10

## NETHERLANDS

Date of foundation: May 1986

President: Marc Van Ravels (1982)

## NORWAY

Date of foundation: June 2012

President: Morten-Evjenth Lindaeck (1992)

Vice-Président: Thérèse-Hélène Loken

Ghezziel (CIC 2007)

## QUEBEC

Date of foundation: May 1987

Honorary President:

Mr Yvon Tremblay (1966)

President: Mr Benoît-Jean Bernard (1988)

Vice-presidents: Mr Christian Deslauriers (1987), Mr Richard Marceau (1997),

Mr Patrick-James Moran (1970)

E.mail: [aquaena@clic.net](mailto:aquaena@clic.net)

## ROMANIA

Date of foundation: October 2000

President: Mr Cristian Dumitrescu (1992)

## RUSSIA

Date of foundation: March 2003

President: Mr Viatcheslav Evseev (2003)

Vice-president: Mr Vladimir Eremin (2003)

## SENEGAL

Date of foundation: February 2006

President: Seydina Tandian (1999)

Vice- president:

Mr Abdoulaye Gueye (2005)

## SLOVAKIA

Date of foundation: January 2007

President: Mr Daniel Pejko (2006)

Association website: [www.askaena.sk](http://www.askaena.sk)

Association e-mail: [info@askaena.sk](mailto:info@askaena.sk)

## SPAIN

Date of foundation: February 1991

President: Mr Jose-Luis Real Moreno (1995)

Vice-presidents: Ms Pilar Garrido Sánchez (1992), Ms Teresa Siles Suárez (1993)

## UNITED KINGDOM

Date of foundation: June 1987

President: Ms Hermione Gough (2003)

Treasurer: Mr Tony Barton (2004)

Members: Ms Chantal Hughes (2004), Ms Jillian Kay (2002), Mr Nic Hailey (2001)

## ASSOCIATION OF ENA ALUMNI LIVING IN BRUSSELS AND IN LUXEMBOURG

Date of foundation: January 1991

President: Mr Jean-Paul Mingasson (1968)

Vice-president:

Ms Heike-Dagmar Joa (1985)

## ASSOCIATION OF ENA ALUMNI WORKING FOR THE EUROPEAN UNION AND LIVING IN PARIS

Date of foundation: October 2007

President: Mr Fausto Rotelli (2006)

*Please find the Associations email addresses on ENA web site: [www.ena.fr](http://www.ena.fr)*

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**MASTER OF EUROPEAN GOVERNANCE AND ADMINISTRATION (MEGA)**  
**MEGA ALUMNI ASSOCIATION**

President: Ms Ulrike Kloppstech

Address:

MEGA-Alumni e.V  
Humboldt-Universität c/o BGSS  
Unter den Linden 6  
10099 Berlin

E-mail: [vorstand@mega-alumni.eu](mailto:vorstand@mega-alumni.eu)

Web site: [www.mega-alumni.eu](http://www.mega-alumni.eu)

**CYCLE OF POSTGRADUATE EUROPEAN STUDIES (CHEE)**  
**CHEE ALUMNI ASSOCIATION**

Association's name: "Cercle des hautes études européennes: Parlons d'Europe"

Date of foundation: 2007

President: Mr Stéphane Leneuf (Radio France).

Website: [www.parlonsdeurope.eu](http://www.parlonsdeurope.eu)

e-mail: [contact@parlonsdeurope.eu](mailto:contact@parlonsdeurope.eu)

Address:

Cercle des hautes études européennes  
Parlons d'Europe  
35-37 rue des Francs Bourgeois  
75004 Paris

## Numbers of Students Taking International Courses at Ena From 1949 to 2016

Europe and Central Asia zone	TOTAL
Albania	9
Andorra	5
Armenia	9
Austria	34
Azerbaijan	3
Belgium	26
Bosnia-Bosnia-Herzegovina	4
Bulgaria	31
Cyprus	2
Croatia	10
Czech Republic	36
Denmark	33
Estonia	3
Finland	32
Germany	450
Georgia	9
Greece	96

Hungary	38
Ireland	24
Italy	95
Kazakhstan	7
Kyrgyzstan	1
Kosovo	1
Latvia	7
Lithuania	5
Luxemburg	8
Macedonia	4
Moldavia	5
Monaco	7
Montenegro	1
Norway	14
Netherlands	51
Poland	49
Portugal	10
Romania	55

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The Executive Course in European Studies (CHEE)

International Courses Specializing in Public Administration (CISAP)

The foreign Alumni network

Russia	55
Spain	41
Serbia	5
Slovakia	15
Slovenia	6
Sweden	10
Switzerland	10
Turkey	42
Uzbekistan	1
United Kingdom	112
Ukraine	7
The former Yugoslavia	5
<b>TOTAL</b>	<b>1473</b>

Africa	TOTAL
Angola	1
Benin	19
Burkina Faso	5
Burundi	3
Chad	30
Cameroon	79

Central African Republic	16
Comoros	7
Congo	27
Democratic Republic of Congo	18
Djibouti	6
Equatorial Guinea	1
Ethiopia	3
Gabon	34
Ghana	2
Guinea	25
Guinea Bissau	2
Ivory Coast	25
Kenya	2
Madagascar	55
Mali	24
Mauritius	23
Mauritania	41
Niger	29
Rwanda	1
Sao Tomé and Príncipe	2
Senegal	53

Sudan	2
South Africa	1
Togo	19
<b>TOTAL</b>	<b>555</b>

North Africa/ Middle East zone	TOTAL
Algeria	95
Egypt	47
Iran	3
Israel	8
Jordan	2
Lebanon	38
Libya	2
Morocco	235
Palestine	8
Qatar	1
Syria	14
Saudi Arabia	1
Tunisia	93
Yemen	2
<b>TOTAL</b>	<b>549</b>

Presentation

Introduction

The Long International Course (CIL)

The International Advanced Training Course (CIP)

The IRA International Course (CiIRA)

Entry procedure and selection process for candidates on Long International Courses

Preparing for the tests - Bibliography

Practical questions

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Americas	TOTAL
Argentina	32
Bolivia	5
Brazil	36
Canada	79
Chili	14
Colombia	64
Costa Rica	1
Cuba	1
Dominican Republic	2
Ecuador	13
Guatemala	5
Haiti	16
Honduras	1
Mexico	48
Paraguay	6
Peru	13
Quebec	97
Sainta Lucia	1
Salvador	1
United States	59

Uruguay	5
Venezuela	12
<b>TOTAL</b>	<b>511</b>

Asia and Oceania zone	TOTAL
Afghanistan	3
Australia	34
Bangladesh	10
Bhutan	3
Cambodia	38
China	101
Korea	27
Hong-Kong	1
India	28
Indonesia	4
Japan	148
Laos	13
Mongolia	3
New Zealand	6
Pakistan	3
The Philippines	1
Singapore	6

Sri Lanka	1
Thailand	14
Vietnam	46
<b>TOTAL</b>	<b>490</b>

**GRAND TOTAL = 3589**

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## The Values of Public Service Schools

### JOINT VALUES STATEMENT OF THE NETWORK OF PUBLIC SERVICE SCHOOLS

As public service schools, we base our common identity on the republican principles set out in the Declaration of the Rights of Man and the Citizen, which is the keystone of France's Constitution.

In our diverse and complementary tasks and objectives, we base our action on the fundamental values of the French Republic, as represented by the common ideal of Freedom, Equality and Brotherhood.

Our action is also founded on the secular principle.

The spirit of the common good that must guide the daily performance of our tasks also leads us to highlight and convey a number of professional values that stem from the nature of public service, its tasks and its purpose.

These professional values that we share guide our work and are rooted in the underlying principles of our laws: continuity, commitment, integrity, legality, fairness, neutrality, respect and accountability.

These values are underpinned by the service values: adaptability, efficiency, quality and responsiveness. In keeping with all of these values, we work to ensure truly equal access to our schools.

We are strongly committed to the public service training that we are proud and honoured to provide, and to ensuring that it satisfies the common good and meets the needs of public service users in the best way possible. We are aware that technological and social changes mean that success in satisfying these needs will evolve through time and space, requiring us to adapt constantly.

As public service schools, we consider that we have a role to play in raising awareness and fostering ownership of fundamental values, guiding values and management practices that will ensure the effectiveness of the public service we represent.

For this reason, and in addition to promoting the specific values of our individual schools, we commit to transmitting and applying all of these values, with the participation of our faculty, staff, students, trainees and auditors