INAP

INSTITUTO NACIONAL DE ADMINISTRACIÓN PÚBLICA

GOBIERNO DE ESPAÑA

MINISTERIO DE HACIENDA Y FUNCIÓN PÚBLICA

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The INAP is a *body* attached to the Department of Finance and Civil Service.

Its current functioning is regulated by [Royal Decree 464/2011](#) of 1 April 2011, which approves its Articles of Association.

It has two sites located in historic buildings: Madrid, Calle Atocha 106, and Alcalá de Henares, Plaza San Diego.

Alcalá de Henares

Serving citizens and public authorities

Madrid

Our strategic framework 2021-2024

Objectives

- Strengthen the role of INAP in the institutional network of Spanish public administration centres and schools, as well as international institutions of this nature, especially those in Latin America.

- To turn INAP into a reference centre for public employment selection and for attracting the most suitable people for the requirements of contemporary administration.

- To consolidate and communicate a cooperative learning model with a competency-based approach and based on interconnected actions and resources.

- To promote research, reflection and debate, as well as to generate and disseminate open knowledge on public administration and public value.

- To adapt the structure, organisation and functioning of the institution to the strategic challenges it faces.

The INAP's values

- Transparency and accountability
- Effective equality and inclusion
- Sustainable development
- Representation and participation

Our work

International relations and cooperation

Providing training for public services

Managing selection processes for accessing General State Administration organisations and grades

Selecting and training for different grades of nationally qualified local government civil servants

Providing support for public administration research

Managing a specialist public law and public administration library

The INAP in figures 20**22**

152,205
applications were submitted for national government and local government positions

14,000
places for accessing **public employment** positions were managed by the INAP

228,359
resources held in the INAP **library**

74,710
people took part in **learning** activities

13,699
teaching hours delivered through training activities

Public service **training**

Cooperative learning model with a competency focus and based on interconnected actions and resources.

First Learning Strategy 2023-24

Social skills	Public administration and management	Digital and remote working skills	Language skills	Public administration's principles and values

This is the result of extensive teamwork by the entire INAP Learning Community:

- Government departments
- Autonomous bodies
- General State Administration training centres
- Executive centres
- Trade union representatives
- Public consultation

Training plans

This strategy has reorganised three core theme-based plans:

- Second INAP Open Government Training Plan (2021-24).
- First INAP Training Plan on Sustainable Development Goals (SDGs) and 2030 Agenda (2022-25).
- Second Equality and Non-Discrimination Training Plan (2023-24).

Growing role of training for pre-senior and senior management

- New management learning programme.
- Setting up the National School for Senior Public Management in 2024.
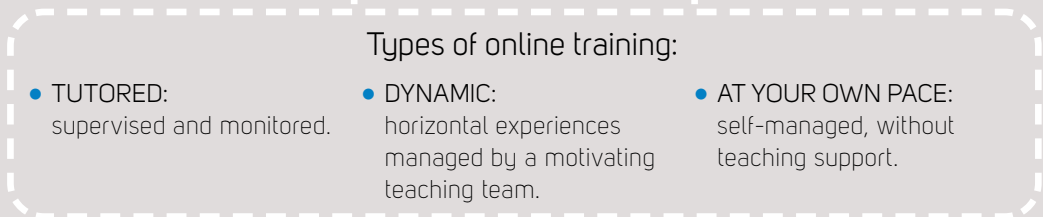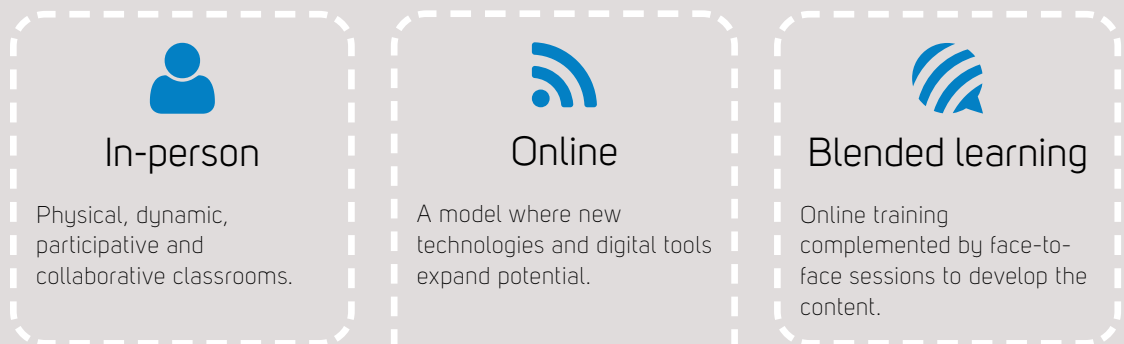
Training in digital competences

- Safe and efficient use of information and communication technologies.
- Transformation of the working model in public administration (teleworking).

Learning programmes and service types

MANAGEMENT LEARNING PROGRAMME

SELECTIVE COURSES AND INTERNAL PROMOTION

PROFESSIONAL AND CONTINUOUS DEVELOPMENT PROGRAMME

INTERNATIONAL LEARNING PROGRAMME

TEACHING INNOVATION

In-person

Physical, dynamic, participative and collaborative classrooms.

Online

A model where new technologies and digital tools expand potential.

Blended learning

Online training complemented by face-to-face sessions to develop the content.

Types of online training:

- **TUTORED:** supervised and monitored.
- **DYNAMIC:** horizontal experiences managed by a motivating teaching team.
- **AT YOUR OWN PACE:** self-managed, without teaching support.

Management of **selection processes** for accessing General State Administration organisations and grades
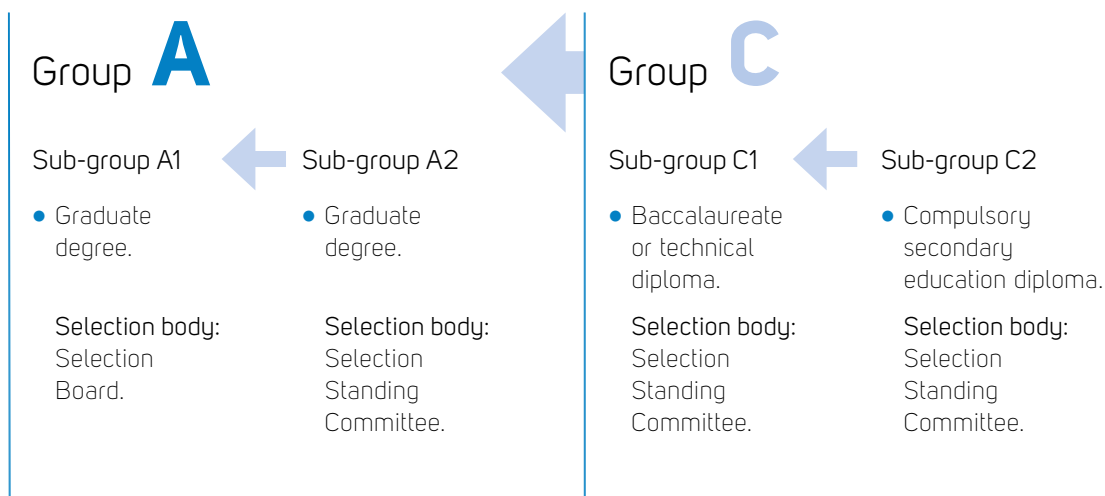
Constitutional principles of equality, merit and capacity, and other principles: transparency, publicity, impartiality and agility.

The INAP **processes 32% of all public employment vacancies** within the General State Administration.

It manages the **selection processes** for access to national civil service organisations and grades - those attached to the Secretary of State for the Civil Service, as well as the grades of nationally qualified local government civil servants.

The **Selection Standing Committee** is attached to INAP, which chairs it. It is the the body in charge of selection processes that do not have a specific selection board.

Qualification required for entry into public employment vacancies managed by the INAP

Group **A**

Sub-group A1

- Graduate degree.

Selection body:
Selection Board.

Sub-group A2

- Graduate degree.

Selection body:
Selection Standing Committee.

Group **C**

Sub-group C1

- Baccalaureate or technical diploma.

Selection body:
Selection Standing Committee.

Sub-group C2

- Compulsory secondary education diploma.

Selection body:
Selection Standing Committee.

Support for public administration **research**

Library

- Bibliographic and document centre specialising in public administration and public law.

- Historical documentary collection, with printed sources from the 16th century onwards.

- Project to digitise the library collection up to 1920.

Projects, grants and awards

- Training and research grants for university graduates.

- INAP-Fulbright Scholarship.

- Research projects.

- PhD award.

- Grants to support the preparation for civil service examinations.

Publications

- Journal of Local and Regional Government Studies (REALA).

- Journal of Public Policy Management and Analysis (GAPP).

- Journal of Administrative Documentation (DA).

- Studies and monographs on key current administrative issues.

INAP Social

Social network made up of topic-related communities driven by expert community managers from different authorities, with outstanding track records in their respective areas.

Seminars and lectures

Presentations, seminars, lectures, round tables and other training and discussion events organised by the INAP are available on its YouTube channel.

Public **Innovation** Laboratory

Aimed at supporting the change processes of public authorities, contributing to enhancing their existing technology, talent and experiential knowledge.

Permanent space for meeting, debating, analysing, experimenting, exchanging and collaborating in the field of public policies and services.

Highlighted projects

- Methodology to facilitate the implementation of a new generation workplace in the Spanish Home Office.

- Design and experimentation of inter-municipal collaboration processes to share public talent.

- Guide to support national departments and administration bodies as they decentralise their selection testing.

International **relations** and cooperation

Institutional relations

Bilateral framework:

Strategy for strengthening relations with other states through legal or cooperation instruments (Memorandum of Understanding, agreements, projects, etc).

At European Union level:

European School of Administration

European Personnel Selection Office

European Institute of Public Administration

Network of Directors of Institutes and Schools of Public Administration

Multilateral framework:

Latin America and the Caribbean:

Latin-American Administration Centre for Development

Global:

International Institute of Administrative Sciences

Organisation for Economic Co-operation and Development (OECD) Network of Schools

United Nations Committee of Experts on Public Administration

Technical cooperation for development (Latin America and The Caribbean)

Strategic partners:

CLAD

Latin-American Administration Centre for Development

Secretaría General Iberoamericana / Secretaría-Geral Ibero-Americana

Ibero-American Secretariat General

aecid

Spanish Agency for International Development Cooperation

Partners:

OEI — Organización de Estados Iberoamericanos

Organisation of Ibero-American States for Education, Science and Culture

Organisation of American States

Relevant technical activities:

Learning and professional development:

CAF BANCO DE DESARROLLO DE AMÉRICA LATINA

Andean Development Corporation. Diploma in Applied Public Management, in collaboration with the Andean Development Corporation (CAF)

FIAAIINAPE

Annual lectures and seminars in collaboration with FIAAIINAPE (International Federation of Ibero-American INAP Alumni)

Cooperación Española CONOCIMIENTOVIVEIRCONECTA

Plan for Transferring, Exchanging and Managing Knowledge for the Development of Spanish Cooperation in Latin America and the Caribbean -INTERCOONECTA - in collaboration with the Spanish Agency for International Development Cooperation (AECID)

Bilateral institutional strengthening between countries (assistance projects, study visits, etc).

SUSTAINABLE DEVELOPMENT GOALS

Sustainable Development Goal 16:
Peace, justice and strong institutions.

Sustainable Development Goal 17:
Partnerships for the goals.

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