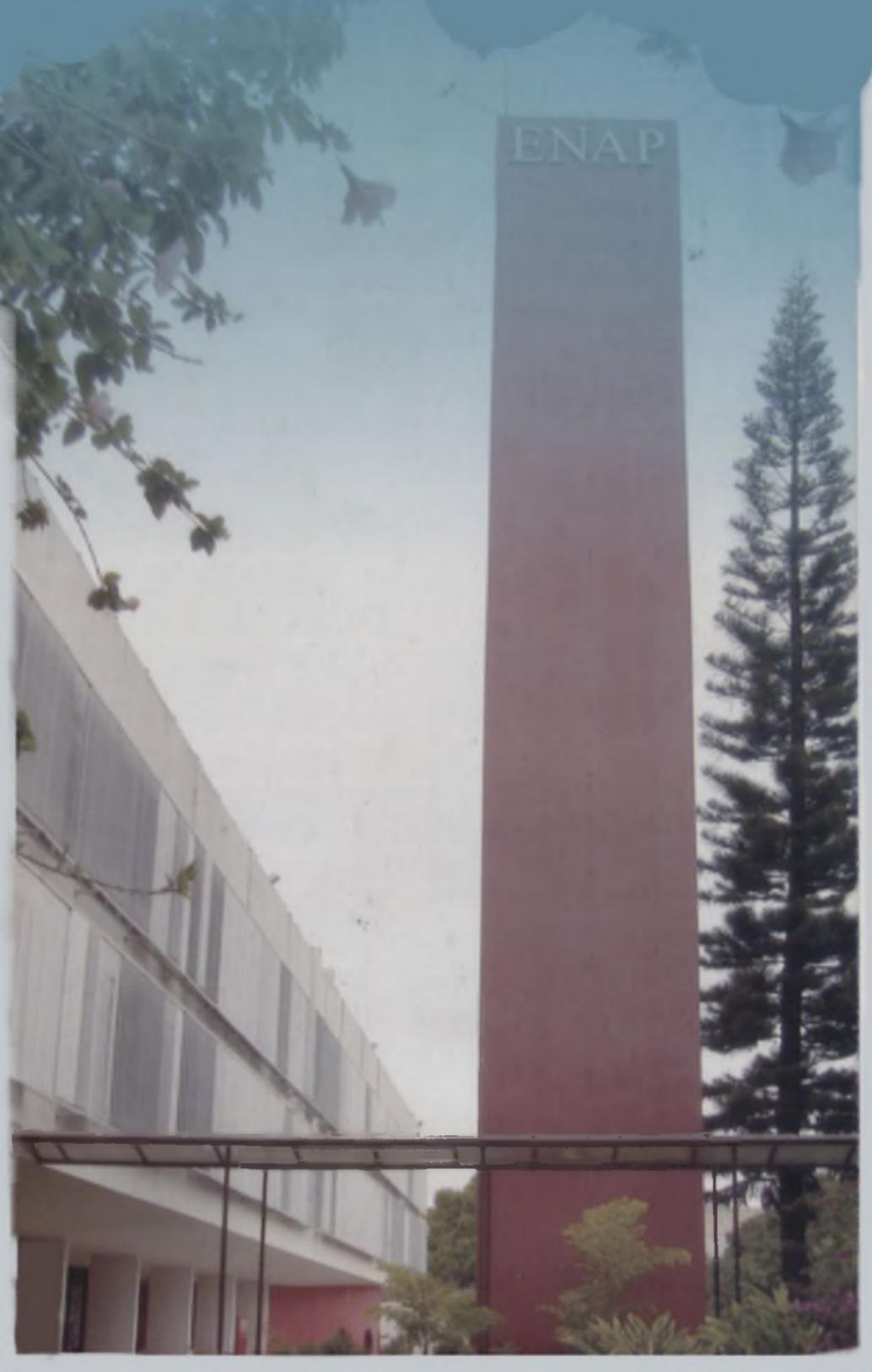


ENAP

# The Brazilian National School of Public Administration

Developing competencies of civil servants in order to enhance government capacity for managing public policies.



# The School

*“ENAP contributes to face Brazilian challenges, mainly to promote inclusion and to consolidate democracy. By professionalizing civil servants we collaborate to the improvement of our institutions”*

Helena Kerr do Amaral  
President of ENAP

For over 20 years, ENAP National School of Public Administration has been developing competencies of federal civil servants to improve government capacity in managing public policies. It has become a national reference in capacity development.



The school is a public foundation linked to the Ministry of Planning, Budget and Management. Since its foundation, in 1986, it has trained 245,000 civil servants from all over the country. In 2007, 26,000 civil servants from the federal public administration were trained in more than 60 different courses.

*“With an average of 1.800 students per month, ENAP offers presence learning and distance learning courses”*

ENAP offers management development courses, tailor-made courses, career formation courses, career development courses and post-graduation (through both presence and distance learning, or blended). It also organizes technical visits, debates and seminars on areas related to public administration; public policies; government management; planning and budgetary

management; economics and development; State, society and democracy.

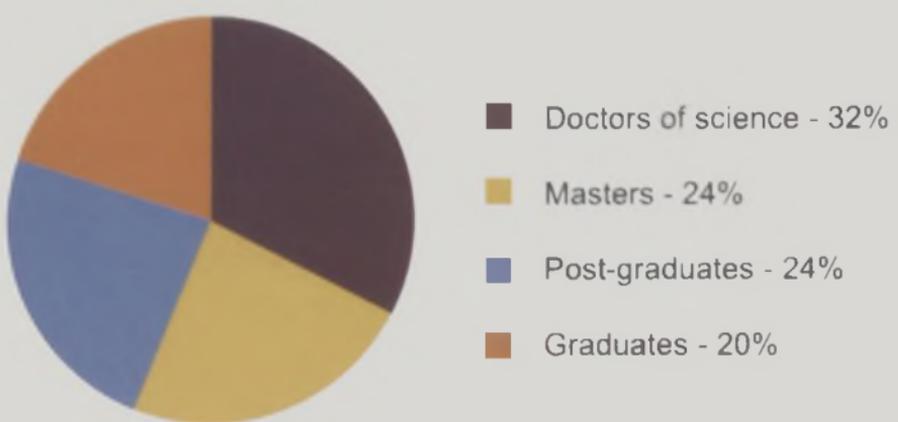
Details can be found at the Course Catalogue  
[http://www.enap.gov.br/ Catalogo de cursos](http://www.enap.gov.br/Catalogo_de_cursos)

The institution works on the development of capacity development programs to enable civil servants to perform well in highly commissioned positions. Furthermore, the school coordinates the national network of schools of government.

## Teaching staff

In order to consolidate itself as an educational unit, ENAP seeks excellence on its teaching staff, with approximately 200 professors acting as collaborators. They are doctors of science, masters, post-graduates and civil servants with a vast experience in public management, helping to create the ENAP pattern.

### Teaching staff - Degree Title



*56 % of all professors are masters or doctors of science*

Approximately 76% of all professors are civil servants; 20% come from universities and colleges; and the other 4% are from other government institutions.

Professors that are specialists from countries like Canada, France, Spain, South Africa, United States, Germany, Netherlands, Ireland, Portugal

and Sweden are regular invitees to teach courses at ENAP, creating opportunities to exchange experiences with other realities.



# Career Formation

ENAP is responsible for the induction courses of two main careers of the Federal Public Administration: Specialists in Public Policies and Government Management (EPPGG) and Planning and Budget Analysts (APO). Both careers are linked to the Ministry of Planning, Budget and Management. The on going career development courses are an important action of the School and constitute a pre-requisite for promotion within the EPPGG career.

Since 2006, courses are offered in a modular basis, allowing civil servants to choose more suitable themes and dates.

Such courses aim to offer reference benchmarks – theoretical and practical – directed to professional improvement and to develop better tools to deal with challenges, in order to promote improvement and innovation in the public sector. The learning activities include a vast range of themes such as agenda formation; formulation, implementation and evaluation of public policies; design and management of governmental programs; planning and management of public organizations etc.

# Post-Graduation *Lato Sensu*

In order to strengthen the initiative on continued education, since 2005 ENAP has been offering post-graduation *lato sensu* courses in Public Management, recognized by the Ministry of Education. With over 360 hours-of-class, the goal is to contribute to train civil servants in decision making and institutional development process. The entrance is through a competitive selection procedure which includes a written exam and an interview.



## Management development

ENAP offers presence and *distance learning* courses in four big areas: Human Management; Public Logistics Management and Information Technology; Planning and Management; Budget and Finance; and Development of Managers.

26 courses of distance learning are offered on areas such as Ethics, Budget, Human Management,

Procurement and Technology Legislation, aimed at managers and civil servants of different areas of the administration.



# Diffusion

To foment the discussion of Federal Administration themes, ENAP promotes “Café com Debate”, which is an Armchair Discussion: a periodic short-term event to public executives. National and international scientists, specialists, executives, academicians and public experts are invited to foster the discussion of themes that are relevant and current to the public administration. They debate perspectives and challenges on different fields of public management in a relaxed environment where breakfast is served.

**To view the calendar with the next “Café com Debate”  
go to [www.enap.gov.br](http://www.enap.gov.br)**

The “Research/Action Round Table” is another opportunity for managers to debate issues related to capacity development and to decide how to incorporate new methodologies on the daily activities of the School.

ENAP publications are related to the State, to public administration and to governmental management; consolidating academic work from Brazilian as well as from foreign authors. The Public Sector Journal was first published in 1937; and the Research Paper Series is already on its 32nd edition. There are also many books which were translated into Portuguese. ENAP publications are available for free download at the internet and print versions can be bought.

**To view ENAP publications go to  
[www.enap.gov.br](http://www.enap.gov.br)**



# Innovation

The 'Innovation Award' in Federal Public Management is an incentive from the Brazilian State to increase its quality regarding citizen services and to improve its efficiency and efficacy on the services offered.

Since 1996, ENAP promotes, annually, this selection; prizing innovative and creative solutions on federal administration teams. The contest is in partnership with the Ministry of Planning, Budget and Management and has the support of the French Embassy and of the Spanish Cooperation, who offer technical visits to their countries for the winners.



So far, 281 actions have been awarded, from several federal public administration units. They can be seen at the 'Solutions Database' and at ENAP publications as well.

**Solutions Database <http://inovacao.enap.gov.br/>**



## National partnerships

Through technical cooperation agreements, state and federal schools of government have multiplied the continued education and management development courses, so that civil servants who live outside the Federal District can participate of ENAP's regular courses without leaving their locations.

**A list of institutions that offer ENAP courses can be found at [www.enap.gov.br](http://www.enap.gov.br)**



## International partnerships

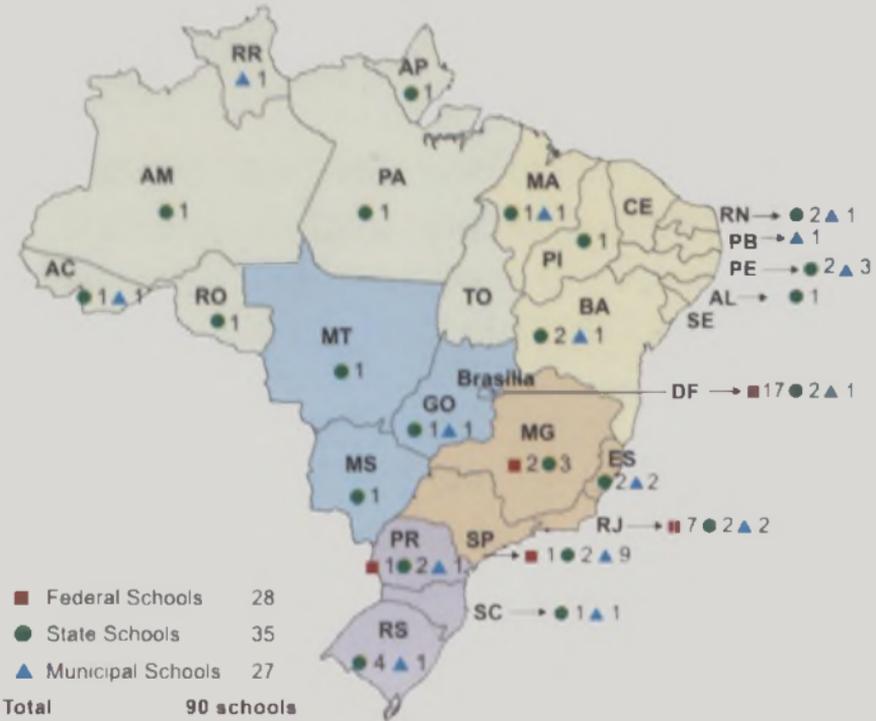
The institutional goal of ENAP is strengthened through international partnerships and cooperations with several countries such as Canada, Spain, France, Portugal and China. Apart from improving the technical staff of the School, the cooperation allows the prospection of themes and educational methods, exchange of practices in themes such as leadership, planning and strategic management, negotiation, team mobilization towards results, and social programs management.

ENAP represents the Brazilian government in several initiatives of international scope, such as the *Ibero-American School of Government and Public Policies (IBERGOP)*, *Ibero-American School of Administration and Public Policies (EIAPP)*, *Latin American Centre of Administration for Development (CLAD)*, the *Mercosul Institute of Formation (IMEF)*, as well as the *Net of National Institutes of Public Administration and Equivalent Institutes from Portuguese-Speaking Countries (Rinape)*.

# National Network of Schools of Government

The National Network of Schools of Government shares experiences and knowledge on good practices of schools of government. Created in 2003, the Net is coordinated by ENAP which promotes and coordinates the actions – an autonomous articulation between institutions from different government spheres, from the three

**National Network of Schools of Government**



branches, composed of more than 90 different types of organizations. Among them, there are eleven federal schools that constitute the System of Schools of Federal Government, responsible for disseminating the implementation of the National Policy for the Development of Personnel.



## Structure

ENAP has 27 classrooms, 4 laboratories of informatics, 4 amphitheatres a videoconference room, a multifunctional auditorium to 150 people, as well as the lodging with 84 apartments, restaurant and a sportive area with swimming pool.



The Graciliano Ramos library is a national reference in public administration government management. It has almost 10,000 books and 155 titles of up-to-date journals, national and international. It is accessible to the general public and opens from Monday to Friday, from 9 am to 9 pm.

To view ENAP library go to  
<http://biblioteca.enap.gov.br>

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