

Training Catalogue 2012 - 2014

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Training Catalogue

2012 - 2014



The Institute is pleased to put at your disposal the 2012-2014 training catalogue. The specialized programs outlined in this catalogue are grouped under 11 themes, and represent the results of 15 years of continuous training and partnership building, in support of public finance reforms in Lebanon and the MENA region.

This catalogue reflects the strategic orientations of the Institute in the upcoming years, with an emphasis on developing the capabilities of civil servants responsible for managing public finances, strengthening partnerships, sharing knowledge and expertise locally and regionally, and on instilling the values of excellence and innovation in the public administration.

Public Financial Management is an interrelated and comprehensive process that includes an extensive network of financial officers throughout the public sector. International practices have proven that a substantial improvement of public financial management cannot be achieved properly without developing the capabilities of all concerned staff, to whatever administration they belong (public administrations and institutions, municipalities and anyone involved in the management of public money).

From this perspective, while the training courses described in this catalogue are addressed primarily to the Ministry of Finance's staff, they are also open to all public officials from other public institutions, who wish to upgrade their knowledge and develop their skills.

The 2012-2014 catalogue offers 120 training programs on a wide range of topics pertaining to public financial management, taxation, customs, economic and financial education, accounting, law, management skills, training engineering, IT and foreign languages courses, in addition to orientation programs for new recruits.

Our training programs actively contribute to fostering the culture of continuous learning in the public sector and to enriching and improving Adult Learning's methodologies. They also contribute to enhancing the role of the Institute as a regional platform for learning in the framework of the Governance Institutes Forum for Training in MENA region (GIFT-MENA), whose secretariat is hosted by the Institute.

As in previous years, the Institute will continue to offer professional and technical expertise. Its dynamic and innovative team will keep on spreading the institutional values of openness, innovation, and excellence inspired by its founders' vision. We hope that this catalogue meets your expectations, and contributes to help you grow your potential, more forward in your career, and enhance your institutional performance, to the benefit of citizens and the economy at large.

Lamia Moubayed Bissat
Director

About the Institute

...At a Glance

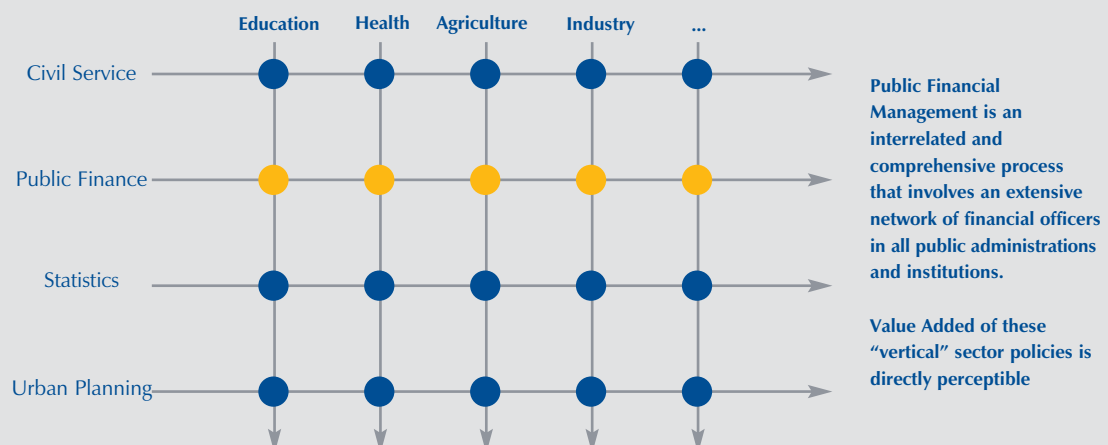
The Institut des Finances Basil Fuleihan, known as the **Institute of Finance (IoF)**, is the training and communication agency of the Lebanese Ministry of Finance. It was established in 1996 by the Minister of State for Financial Affairs, HE Mr. Fuad Siniora, with the support of the French Government through the Agency for International Technical Cooperation of its Ministries of Economy and Finance - ADETEF.

The main objective at the Institute was to support modernization and on-going reform programs through building the capabilities of employees of the Ministry of Finance raising awareness, upgrading the knowledge of all public agents in topics related to public financial management, and fostering a culture of continuous learning in the public sector.

In 2006, the Institute of Finance has been named the Institut des Finances Basil Fuleihan in memory of the young Minister that contributed to its establishment.

- Since 1996, the Institute has been offering its services to the Ministry of Finance, to public administrations and institutions, municipalities, and the Lebanese Parliament (more than **120 specialized training programs**). It relies on a network of **300 Expert-trainers** who apply a unified standards in program design, implementation and evaluation;
- The IoF developed its mission towards regional and international cooperation, and is providing training and technical assistance to Arab countries, thus **asserting Lebanon's status on the international arena**;
- The IoF has signed many **cooperation agreements with regional and international organizations** such as the World Bank, the Arab Planning Institute in Kuwait, and the National School of Administration (ENA) in France;
- The IoF has become the **Regional Training Center of the World Customs Organization**, and serves as a local link for international organizations such as the United Nations, the French, Italian, and American cooperation agencies;
- It hosts the secretariat of the Governance Institutes Forum for Training network GIFT-MENA, supported by the **French Treasury** and the **World Bank**;
- The IoF **documentation and publications department supports the MoF** efforts of knowledge and information dissemination. It publishes citizen's guides as well as other reference material.
- The IoF launched a **biannual scientific journal** that focuses on public finance and State modernization, "**Assadissa**". It aims at becoming a research tool and a platform among professionals, practitioners and researchers in Lebanon and the region.
- The IoF efforts dedicate a portfolio to **promoting economic and financial education among the Lebanese youth**;
- The IoF constitutes a platform for dialogue and communication with partners and the world. It hosts the **Public Information Center** of the World Bank. Access is open to all public employees and citizens.

The Institute supports the Ministry of Finance in improving financial management in all public administrations and institutions.



¹Public autonomous agency working under the tutelage of the Lebanese Minister of finance, in charge of providing training in public finance and customs affairs, in raising awareness and building partnerships.

Our Mission

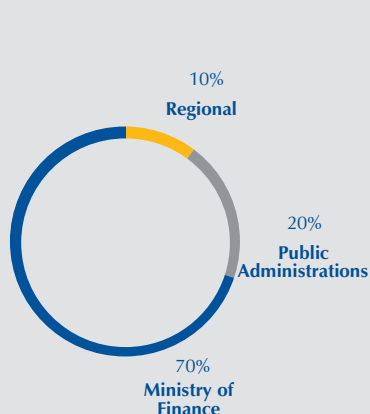
- To support capacity-building within the Ministry of Finance, to induct new recruits and guide them throughout their careers and to assist the staff of newly established units;
- To provide training opportunities abroad by allowing qualified employees to participate in conferences, seminars and study tours; to host foreign experts, and to organize study visits to the Ministry of Finance;
- To develop the capacities of civil servants in all public administrations and institutions including municipalities, and to strengthen their financial knowledge and skills, enabling them to improve their performance and manage change;
- To strengthen cooperation and with local, regional, and international organizations, and to provide technical expertise, consultancy and training services upon demand, in Lebanon and abroad.
- To support the Ministry of Finance communication efforts with all stakeholders: public administrations and institutions, the private sector, and civil society organizations.

...“The mission of the Institute is to promote capacity-building and human resources development at the Ministry of Finance, at administrations and public institutions under its tutelage, as well as at other public administrations and institutions and municipalities; to improve the knowledge and adapt the skills of public officials, allowing them to enhance their performance, the quality of public services and to improve public financial management. To achieve its goals, the Institute adopts modern training and knowledge-management systems and works in an interactive and motivational environment, involves staff participation, and maintains constant communication with the public and its partners...”

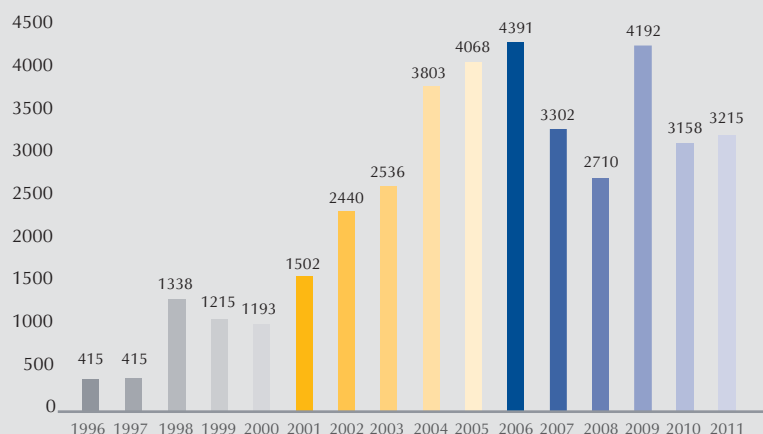
...“To cooperate with other public administrations and institutions and municipalities, allowing their employees to participate in trainings and workshops, symposiums, conferences, and seminars, organized or coordinated by the Institute, pertaining to public financial management...”

*Article 2 of the Administrative and Financial Bylaws of the Institute

Our Beneficiaries



15 Years of Training in numbers

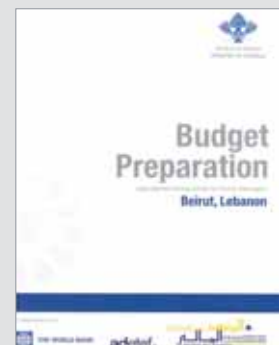
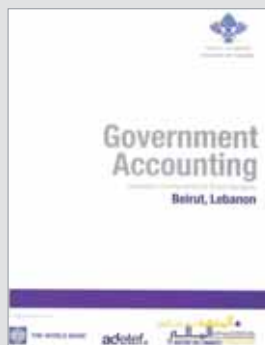
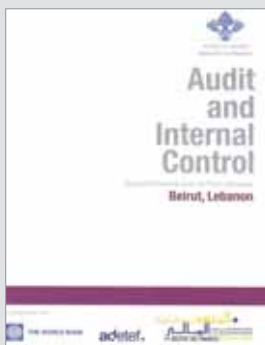


Training in numbers

- More than 120 training programs and specialized training courses;
- Multiple types of training categories: orientation programs for new recruits, preparatory programs for Civil Service Board exams, specialized continuous training, job-related training, technical assistance, IT training, programs tailored upon request;
- Motivational and interactive training methods and techniques;
- A network of 300 experts and trainers from the public and private sectors;
- A training kit for each program comprising sessions-scheme and reference material;
- A technical training system that ensures quality, and annual TOT- "training of trainer" courses;
- Training manuals are available for the trainers as well as the public for free.

Rules and Ethics of Training

- Respecting National Priorities and Particularities
- Encouraging the Involvement of Decision Makers
- Linking the training on the individual level to the institutional orientation
- Applying international best practices for the benefit of Lebanon and the region
- Meeting the expectations, needs and experiences of end users
- Using logic, constructive and positive ideas
- Promoting Creativity, Innovation and Transformation, and Proposing Solutions
- Respecting training confidentiality and Professional secrecy



Training Strategy

- Annual Meeting with General Directors
- Training requests from the Ministry of Finance

- Annual evaluation meetings
- Trainers' suggestions
- Experts' suggestions
- Institute's team suggestions



- Minister of Finance's Circular on training needs
- Recruitment: new recruits at the directorates customs and public finance

- Decision of the customs training committee
- Training requests from the General Directorate of Customs
- World Customs Organisation Programs

A state-of-the art center welcomes you in the heart of Beirut

More than 1000m² of learning space

- 5 training rooms equipped with modern facilities and internet access
- A conference hall of 50 seats equipped with a translation booth
- 3 IT training labs
- A conference hall of 140 seats
- An auditorium of 420 seats
- A reception area and modern and welcoming offices
- A cafeteria
- A specialized documentation center: The Library of Finance

The Library

A Documentation Center at Your Service

- A 400 m² specialized documentation center;
- More than 15,000 publications in three different languages focused on finance, economics, and public management;
- 100 journals and magazines in both Arabic and foreign languages;
- More than 10,000 archived press releases available online;
- An internet corner composed of 11 computing stations and open to the public;
- The World Bank's Public Information Center (PIC).

The Library of Finance welcomes its visitors 6 days per week, from Monday to Friday, between 8:00 and 18:00 and Saturday, from 8:00 to 13:00

Useful Information

The catalogue contains 11 axes of training on an array of topics: public finance management, taxation, accounting and audit, customs, economic and financial education, legal culture, administrative development, induction programs to the Ministry of Finance, training engineering, in addition to information technology and foreign language courses. The Institute issues an annual training calendar with dates for scheduled courses throughout the year.

How can I participate in the training programs?

- The Institute announces upcoming training sessions on its website, and by e-mail, fax as well as by courier, with an application form attached;
- To apply, prospective trainees from the MoF must fill out the application form, and return it signed and approved by their direct supervisor;
- Applicants from other ministries and administrations in Lebanon and abroad fill out the application form and return it signed and approved by the Director General of their administration;
- Duly filled-in applications should be sent to the Institute along with the training announcement, online or by fax/mail, within the specified deadline.

How am I notified that my application has been accepted?

- Applications are studied and screened according to the terms of participation described in the announcement;
- Selected candidates are notified through e-mail or telephone;
- Participation in the training course is mandatory for accepted candidates.



Cooperation and Partnership Building

The Institute strives continuously to:

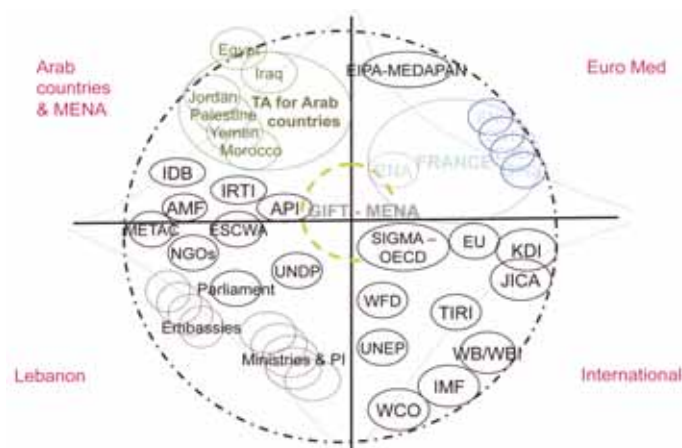
- Further enhance its role as a local and regional hub for learning and expertise-exchange through active collaboration with regional organisations and similar institutions
- Strengthen cooperation with Arab and Euro-Mediterranean countries;
- Build on existing partnerships and cooperation links with partners in Lebanon and abroad, and build new partnerships.

France and Lebanon: a Privileged Cooperation

The Institute maintains a unique relationship with France. This cooperation allows the Institute to promote the French expertise and know-how to support public finance reform and capacity development in Lebanon and the region.

- **336** participants trained at French schools.
- **97** participants trained at the National School of Taxation (ENI).
- **53** participants trained at the National School of Administration (ENA).
- **7** participants attended Long cycle training programs at the various schools of the Ministry of Economy, Finance, and Industry.
- **69** training programs co-organized with the Ministry of Economy, Finance, and Industry.
- **27** field visits to the Ministry of Economy, Finance, and Industry.
- **24** French delegations visited the Lebanese Ministry of Finance.

Partnerships



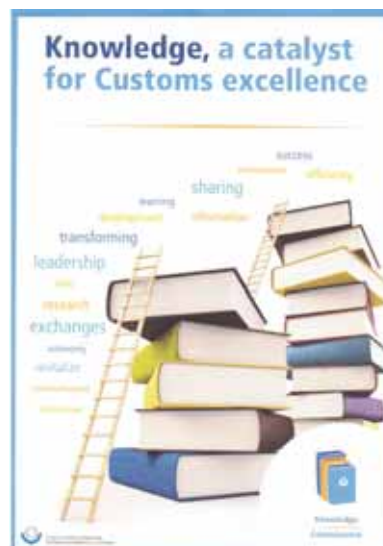
The strong cooperation partnerships developed by the Institute through the years facilitates the mobilization of international technical expertise, unavailable in Lebanon, to support reforms programs at the Ministry of Finance, and the transfer of international experiences, thus allowing comparative learning and the exchange of knowledge. These partnerships are crucial for mobilizing financial resources to support regional programs organized by the Institute at its premises in Beirut, and facilitate the participation of civil servants and trainers in trainings and conferences abroad.

Lebanon: a Regional Training Center for the WCO



The Institute keeps on top of the latest developments in customs administration, in order to cope with the actual challenges of international trade, through supporting capacity-building initiatives at the local and regional Customs' administrations. The Institute provides specialized training courses, implements modern training methods, and facilitates the transfer and sharing of knowledge, expertise, information, and relevant practices according to international professional standards.

Since 2006, Lebanon has been appointed the "Regional Training Center" of the World Customs Organization, by virtue of a cooperation agreement signed by the Institute of Finance, the Customs Higher Council and the World Customs Organization. At year-end 2011, 32 training programs had been organized, regrouping 822 participants from various Customs administrations in the MENA region.



The Secretariat of the GIFT-MENA network



The Governance Institutes Forum for Training in the Middle East and North Africa region- GIFT-MENA, is the network of civil service schools and institutes in the MENA region. It is a locally driven initiative, launched in March 2006 in Beirut by the Institut des Finances Basil Fuleihan, with the support of the World Bank and the French Ministry of Finance. The network brings together more than 40 regional and international institutions. The Basil Fuleihan Institute of Finance hosts its secretariat.

The network strives towards:

- Reinforcing the institutional capacities of member institutions,
- Promoting cooperation and knowledge-sharing among member institutions,
- Transferring and adapting best international practices,
- Developing high-quality training modules specialized in public financial management, mainly in the Arabic language.



About the Institute

The Team

Lamia Moubayed Bissat	Head	Amal Hawa	Director of Studies and Publications
Ghassan Zeeny	Financial and Administrative Director	Carl Rihan	Program Assistant
Nadine Ghandour	Financial Officer	Josiane Chébli	Librarian
Rana Rizkallah Farès	Procurement & Institutional Development Officer	Eyad Ghanam	IT Trainer
Virginia Iskandar	Administrative Officer	Suzanne Kawsan	Support Staff
Pierre Fersan	Accountant	Nadia Kassem	Support Staff
Rola Darwich	Outreach Program Officer	Sabah Kheireddine	Support Staff
Sabine Hatem	Economist - Program Coordinator	Haifa Masri	Support Staff
Jinane Doueihy	Training Program Officer	Rita Chidiac	Support Staff
Suzanne Abou Chacra	Program Coordinator	Mohammad Deaibes	Support Staff
Maya Bsaibes	Program Assistant	Sami El-Jubaily	Support Staff
Souraya Srage	Program Assistant	Khaled Boukhari	Support Staff
		Mohammad Machaka	Support Staff
		Amal Diab	Support Staff



Projects Team

Lina Tannir	Project Manager for “Promoting Economic and Financial Literacy in Lebanon”
Khaled Kabbara	Project Coordinator for Promoting “Economic and Financial Education in Lebanese secondary public schools.
Lara Abed	National Training Coordinator for “Emergency Fiscal Management Reform Implementation Support” (EFMIS)
Basma Abdul Khalek	Program Coordinator for “Capacity Building in Public Procurement”
Cynthia Eddé	Project Coordinator “GIFT MENA”

Publications

Training Manuals Series

- Your Reference Guide to Modern Trends and Best Practices in Public Financial Management (52 pages, 2009).
- The Public Institutions' Guide to Budget Preparation (38 pages, first issue in 2008).
- How to Process your Land Registration Transaction (26 pages, first issue in 2007).
- Calculate your Social Security and Income Taxes (35 pages, first issue in 2007).
- Your Guide to the Public Budget (32 pages, first issue in 2007).
- Guide to New Recruits of the Directorate General of Finance (35 pages, first issue in 2007).
- Administrative Texts and Correspondence in the Public Sector (28 pages, 3rd edition in 2011).
- Declare Your Inheritance Tax (16 pages, first issue in 2007).
- Your Guide to Archiving and Preserving Documents in the Public Administration (40 pages, 3rd edition in 2011).
- Telephone Service: Skill and Professionalism (8 pages, first issue in 2007).
- User's Guide on how to Deal with Hazardous Chemical Material (19 pages, first issue in 2007).
- Training Protocol at the Institute of Finance (20 pages, first issue in 2007).
- The Classification of Economic Activities (59 pages, first issue in 2009).

A Series on Financial and Fiscal Awareness: the Citizen's Guides

- Your Right to Objection (Arabic, 1st issue in 2010, 8 pages).
- Starting Work: a Guide to All Income Tax Payers (Arabic, 1st issue in 2010, 30 pages).
- Inheritance and Land Registration Transactions (Arabic, 3rd edition in 2010, 32 pages).
- What You Should Know About the Stamp Duty (Arabic, 2nd edition in 2010, 72 pages).
- Retiring from The Civil Service: Where to Go, What to do (Arabic, 2nd edition in 2010, 52 pages).
- Join the MoF Team - The Directorate General of Finance (Arabic, 2nd edition in 2010, 24 pages).
- The Built Property Tax Guide (52 pages, first issue in 2004, 2nd edition in March 2007).

Publication of Conferences' Proceedings

- Public Financial Management in MENA: Reforming for Results at a Time of Crisis (56 pages, 2011).
- The Directory of Public Service Training Institutes in MENA (64 pages, 2009).
- Fiscal Reforms in the Arab Countries and the Near East (May 2004).
- The Tenth International Conference on Treasury Services: Modern Treasury Management (October 2003).
- Leaders of the Future: Managing the Challenges of Learning and Performance (October 2002).

Periodic Reports and Publications

- Assadissa: A biannual journal that gathers studies on Public Finance and State Modernizations (issue 1, Arabic, 2011).
- MENA Region Training Needs in Public Financial Management (English, 2009, 98 pages).
- The Institute's Annual Reports in Arabic (2006, 2007, 2008, 2009, 2010).
- The Institute's Annual Reports in French and English (2006, 2007, 2008, 2009, 2010).
- Hadith El Malia: The quarterly newsletter of the Ministry of Finance, has been edited and published by the Institute since the year 1996.





Course Description

The Institute devotes a considerable part of its training activities to Public Finance Management. Its spectrum of specialized programs are an essential tool for understanding contemporary economic issues in the MENA region, and for supporting the Lebanese Ministry of Finance modernization projects and reforms. The training programs include a package of training sessions and workshops on budget preparation and execution, public procurement, national accounts, and financial oversight. These customized modules are designed for MoF's staff as well as other public finance officials in Lebanon and the MENA region.

T-Fin 27/10	Best Practices in Public Financial Management and Internal Audit
T-Fin 39/11	Specialized Regional Training Program in Budget Preparation for Public Managers
T-Fin 35/11	"Improving the Framework of Public Budget Projects in Lebanon for the year 2013" (Budget Circular 2013)
T-Fin 49/11	Strengthen the Participation of Civil Society in Budget Preparation
T-Fin 46/11	Specialized Regional Training Program in Budget Execution for Public Managers
T-Leg 02/10	Introduction to Public Procurement
T-Leg 16/11	Planning, Prices, and Technical Specifications in Public Procurement
T-Fin 37/11	Harmonizing Treasury Operations at the Ministry of Finance
T-Fin 47/11	Specialized Regional Training Program in Government Accounting for Public Managers
T-Acc 40/11	The Principles of Administrative and Financial Accounting
T-Acc 39/11	Principles of Auditing Financial Accounts and Statements of Public Administrations
T-Fin 6/05	Financial Management for Finance Officers and Accountants in Public Institutions
T-Man 25/11	Specialized Meetings for Senior Public Officials in the Lebanese Public Sector
T-Fin 29/11	Addressing the Challenges of Municipal Works: Municipal Laws, Financial Management and Local Development
T-Fin 7/11	Financial Management for Public Hospitals
T-Fin 48/11	Specialized Regional Training Program in Audit and Control for Public Managers
T-Fin 38/11	Internal Control and Audit in Lebanon
T-Fin 41/11	Strengthening Financial Oversight at the Lebanese Parliament

Public Financial Management

These programs aim to familiarize participants with the lebanese tax system, in addition to tax declaration forms, tax rates and due dates. These practices are compared to the international standards applied by most governments around the world.

Taxation

T-Tax 1/11	The Lebanese Tax System
T-Tax 25/11	Tax Procedure Code
T-Tax 2/01	Income Tax: Taxes Applicable on Benefits of Industrial, Commercial and Non-Commercial Activities
T-Tax 3/11	Income Tax on Wages and Salaries
T-Tax 4/07	Income Tax on Capital Income
T-Tax 5/10	Inheritance Tax
T-Tax 6/10	Built Property Tax
T-Tax 8/10	Fiscal Stamp
T-Tax 9/10	Value Added Tax
T-Tax 27/11	Collection Procedures
T-Tax 13/12	Tax Audit
T-Fin 13/09	Classification of Economic Activities in Lebanon
T-Tax 11/04	Agreements Regulating Double Taxation

Accounting and auditing programs comprise different levels of modules adapted to the qualifications and competencies of participants. They introduce participants to all types of accounting, including international accounting standards in both the public and private sectors and to their role in improving transparency in financial reporting.

T-Acc 1-26-27/06	Principles of Public Accounting (3 levels)
T-Acc 2/11	Analytical Accounting
T-Acc 23/07	Financial Mathematics
T-Acc 41/11	Financial Analysis (in French)
T-Acc 28/11	Corporate Accounting
T-Acc 25/07	Accrual Accounting
T-Acc 42/11	Evaluation of Companies (in French)
T-Acc 03 to 13/11	International Accounting Standards and Financial Reporting
T-Acc 38/10	International Public Sector Accounting Standards
T-Fin 14/07	Financial Instruments

Accounting and Auditing

The objectives of these training programs are to upgrade customs controllers' knowledge and impart them with new skills. They actively contribute to improving the efficiency and effectiveness of customs, enabling them to meet the challenges of globalization and trade liberalization. They include training sessions and workshops on enhancing customs control, streamlining and harmonizing procedures, and protecting financial and economic interests. These programs are tailored for officers and inspectors of the General Administration of Customs. Other specialized training modules on combating smuggling are delivered to law enforcement bodies. Customs training programs are also implemented in the framework of the WCP Capacity Building Regionalization, that aims at providing customs administrations in the MENA region with a wide range of modules developed in joint collaboration between the World Customs Organization (WCO), the Customs Higher Council, and the Basil Fuleihan Institute of Finance, by virtue of a MoU establishing Beirut as one of the WCO's Regional Training Centers.

Customs

T-Cus 1-12/11	Customs Legislation
T-Cus 1-22/11	Customs Infractions: Investigation and Prosecution
T-Cus 9-2 /9	Customs Valuation of Goods- General Level
T-Cus 12-2/09	Harmonized System: Technology of Goods and Tariff Regulations
T-Cus 9-3/08	Rules of Origin of Goods
T-Cus 13-3/10	Combating Financial Delinquency
T-Cus-WCO 13-1/07	Anti-Money Laundering and Combating the Financing of Terrorism (AML/CFT)
T-Cus 11-8/11	Post-Clearance Audit: Principles and Methodology
T-Cus 1-9/07	Customs Litigation Proceedings
T-Cus 3-4/10	Anti- Smuggling Activities and Relevant Customs Procedures
T-Cus-WCO 9-6/10	Customs Procedures for Dealing with Diplomats
T-Cus 2-6/08	Customs Control of Travelers
T-Cus 3-3/11	Body Language Interpretation and Psychological Analysis in Customs Control
T-Cus 5-2/11	Anti- Drug Trafficking
T-Cus 6-6/10	Fraud and Counterfeiting: Evidence and Modern Techniques
T-Cus 3-5/10	Combating Tobacco Products Smuggling
T-Cus 4-6/11	Image analysis of X-ray detectors
T-Cus 4-5/09	Containers Inspection Techniques
T-Cus 4-2/09	Inspection of Vehicles
T-Cus 4-7/10	Radiation Detection Techniques
T-Cus-WCO 9-7/10	Green Customs
T-Cus-WCO 9-8/10	International Convention on the Simplification and Harmonization of Customs Procedures (Kyoto Convention)

The Institute welcomes the new recruits of the Ministry of Finance who passed the exams of the Civil Service Board (CSB), and coaches them in assuming their duties at the MoF. Orientation courses introduce the new employees to the organization and functioning of the Ministry, and to the various technical and administrative aspects of their new job, highlighting their contribution to an efficient management of the public finance. The Institute also helps eligible employees prepare for their CSB exams in advance.

T-MoF 1/09	Induction Program for New recruits at the General Directorate of Finance (category 4)
T-MoF 9/06	Preparatory Program for the Civil Service Board Exam - General Directorate of Finance (category 4)
T-MoF 10/06	Preparatory Program for the Civil Service Board Exam - General Directorate of Finance (category 3)
T-MoF 2/11	Training program for editors at the General Directorate of Land Registry
T-MoF 15/09	Training for New Brigade Customs Officers
T-MoF 8/10	Orientation Program for the New Assistant Controllers (4th category) at the General Directorate of Customs (category 4)
T-MoF 13/09	Preparatory Program for the Civil Service Board Exam - Controller (3rd Category) - General Directorate of Customs
T-MoF 14/09	Preparatory Program for the Civil Service Board Exam - Senior Controller (2nd Category) - General Directorate of Customs
T-MoF 19/11	Special Training Program for the Promotion to the Rank of Administrative Assistant

Orientation Programs at the Ministry of Finance

Civil servants working in financial departments are expected to have a thorough knowledge of the body of laws regulating finance, taxation, customs, and administrative issues. Consequently, the Institute provides them with a tailored package of programs on legal topics, aiming to broaden their understanding of legal issues and to improve their interaction with the administration and the citizens.

Legal Culture

T-Leg 12/01	Principles of the State of Law
T-Leg 8/05	Rights and Duties of the Employees of the Ministry of Finance
T-Leg 4/10	Lebanese Labor Law and Civil Servants Employment Regulations
T-Leg 05/05	Social Security Subscriptions and the Tax on Wages and Salaries
T-Leg 11/10	Trade Law
T-Leg 7/11	Provisions and results of Bankruptcy Legislation in Lebanon
T-Leg 17/11	Introduction to the Land Registry Law

The Institute strives to promote economic and financial education among Lebanese citizens and to improve their knowledge of public finance and private money management concepts. The Institute cooperates with the Ministry of Education and Higher Education in training economics' teachers at public schools. It also works towards the implementation of other projects and initiatives aimed at developing a national strategy for promoting economic and financial education in Lebanon.

T-Eco 1/09	Capacity Building Program for Public Schools Economics Teachers
T-Eco 2/11	The Role and Missions of the Ministry of Finance
T-Eco 3/11	The Role of the Central Bank of Lebanon
T-Eco 4/11	The Role of the Port of Beirut
T-Eco 5/11	Island Game: Macroeconomic Simulation Game for Learning Economic Concepts
T-Eco 6/12	Economic Indicators
T-Eco 7/11	CHEDE-MEDE: Cycle des Hautes Études pour le Développement Économique en Méditerranée

Economic and Financial Education

The Institute designs specific programs addressed to public leaders as well as to senior and middle public officials at all MoF directorates. These programs aim at strengthening the managerial skills of the senior managers in charge of public finance management in Lebanon, improving their communication skills and help them instill a culture of performance among their teams.

Managerial Skills

T-Man 24/10	Strategic Planning
T-Man 4/11	Leadership Skills in the Public Sector
T-Man 10/10	Time and Stress Management
T-Man 1/10	Communication and Negotiation Skills
T-Man 5/11	Team Building
T-Man 28/12	Project Management
T-Man 27/11	Representing your Ministry at International Meetings and Conferences
T-Man 26/11	Communication Skills in Finance for Public Officials
T-Man 11/10	Customer Services
T-Man 17/07	Successful Presentation Skills
T-Man 8/03	Telephone Skills
T-Man 12/11	Documents' Archiving in the Public Sector
T-Man 14/10	Administrative Correspondence
T-Man 18/07	Coaching

Adult Learning and the concepts of continuous learning in the Lebanese public sector are two main priority areas for the Institute of Finance. In this context, the Institute has been providing since 2005 technical assistance to build the capacities of similar institutes in the MENA region. A strong emphasis is placed on TOT training to enable trainers to improve their training engineering skills.

T-Tr 7/07	Develop a Training Plan
T-Tr 1/07	Design and Evaluate a Training Program
T-Tr 6/11	Training of Trainers (general level)
T-Tr 6/10	Training of Trainers (Advanced level)
T-Cus 25/10	E-Learning for customs
T-Tr 8/08	Training of Trainers on the use of the public procurement national manual and standard bidding documents
T-Tr 9/08	Training of Trainers on Performance Budgeting

Training Engineering

The Institute organizes all year round IT courses aimed at spreading digital literacy, developing staff skills at all the ministry's departments, and familiarizing employees with the most widespread office software. These courses are organized at the Institute and in the regional bureau of the Ministry to facilitate the participation of the highest number of trainees. They are instructed by a group of experienced trainers from within and outside the Institute.

Information Technology Programs

T-IT 6/11	Editing Texts - Word for professionals 2007
T-IT 7/11	Microsoft Excel for professionals 2007
T-IT 8/11	Databases - Introduction to Microsoft Access 2007
T-IT 5/11	Outlook 2007
T-IT 2/11	Power Point Presentations - Microsoft PowerPoint 2007
T-IT 11/11	Photoshop Software - Adobe Photoshop Cs5

Foreign languages programs build the language skills of employees, and motivate them to learn at least one foreign language. Language courses of different proficiency levels are offered on a regular basis in Beirut and in the regional bureaus. They aim at contributing in the modernization and openness of the administration, and to strengthen the ability of civil servants to participate in conferences, seminars and training programs abroad. These courses are instructed by experienced teachers from the America-Mideast Educational and Training Services-AMIDEAST Lebanon (English language) and the French Institute (French language).



English courses
in collaboration with AMIDEAST

T-eng 1/12	Public Speaking Course
T-eng 30/10	Intermediate Business English
T-eng 29/11	English Course for Directors
T-eng 31/11	English for Professional Purposes
T-eng 35/11	Workplace: English with Conversation - Intermediate
T-eng 36/11	Workplace: English with Conversation - Advanced
T-eng 3/12	Beginner I
T-eng 32/11	Focus on Grammar - Intermediate (English & writing grammar)
T-eng 33/11	Focus on Grammar - High Intermediate (English & writing grammar)



Cours de mise à niveau en langue française, avec la collaboration de l'Institut Français- Liban

T-Lan-F 2/11	A2: Communication dans les Domaines Socioprofessionnels
T-Lan-F 4/11	B2: Préparation au Concours de Culture Générale
T-Lan-F 5/11	C1: Préparation au Concours de Culture Générale
T-Lan-F 16/11	Français des Finances

Foreign Languages Programs

The Institute's Partners



Local Partners

- Lebanese Parliament
- Civil Service Board
- Central Bank of Lebanon (BDL)
- Court of Audit
- Office of the Minister of State for Administrative Reform (OMSAR)
- Council for Development and Reconstruction (CDR)
- Lebanese Army
- Ministry of Education and Higher Education (MEHE)
- Saint Joseph University-Faculty of Economics
- Saint Joseph University-Political Sciences Institute
- Lebanese Development Network (LDN)
- Association of Lebanese Banks
- Banking Studies Center (CEB)
- Lebanese Association of Certified Public Accountants (LACPA)
- Ministry of Interior and Municipalities
- Ministry of Environment
- Lebanese Standards Institution (LIBNOR)
- Knowledge Development Company (KDC)
- United Nations Development Programme (UNDP)
- International Management and Training Institute (IMTI)
- Arab Bank
- AMIDEAST-Lebanon
- French Institute
- Lebanese Economic Association (LEA)
- Ministry of Energy and Water
- Beirut and Mount Lebanon Water Establishments
- Brand Protection Group-Lebanon
- Ministry of Public Health and Public Hospitals

Regional Partners

- Middle East Partnership Initiative
- Middle East Technical Assistant Center of the International Monetary Fund
- Economic Policy Institute of the Arab Monetary Fund
- Arab Fund for Economic and Social Development (AFESD)
- World Customs Organization
- Arab Planning Institute (Kuwait)
- Islamic Development Bank (IDB)
- Islamic Research and Training Institute (IRTI)

- National Training Institute (Jordan)
- Public Finance Training Center of the Ministry of Finance (Jordan)
- Administrative and General Affairs Directorate at the Ministry of Economy and Finance (Morocco)
- Palestinian Institute of Finance
- Yemeni Institute of Finance
- Ministry of Finance (Palestine)
- Economic and Social Commission for Western Asia (ESCWA)

International Partners

- World Bank
- International Monetary Fund Institute
- Italian Development Cooperation Office
- European Union
- Organization for Economic Co-operation and Development (OECD)
- European Institute of Public Administration
- Spanish Development Agency for International Cooperation (AECID)
- United States Agency for International Development (USAID)
- Westminster Foundation for Democracy (UK)
- Westminster Consortium for Parliaments and Democracy (UK)
- National Audit Office (UK)
- Korean Development Institute (KDI)
- United Nations Environment Programme (UNEP)
- Co-operation Group to Combat Drug Abuse and Illicit Trafficking in Drugs (Pompidou Group)
- Transparency International

French Partners

- Ministry of Economy, Finance and Employment
- Ministry of Budget, Public Accounts and Civil Service Modernization
- ADETEF, the International Technical Cooperation Agency of the ministries of Economy and Finance
- National School of Administration (ENA)
- National School of Public Finance
- National School of Customs
- Public Management and Economic Development Institute (IGPDE)
- French Court of Accounts