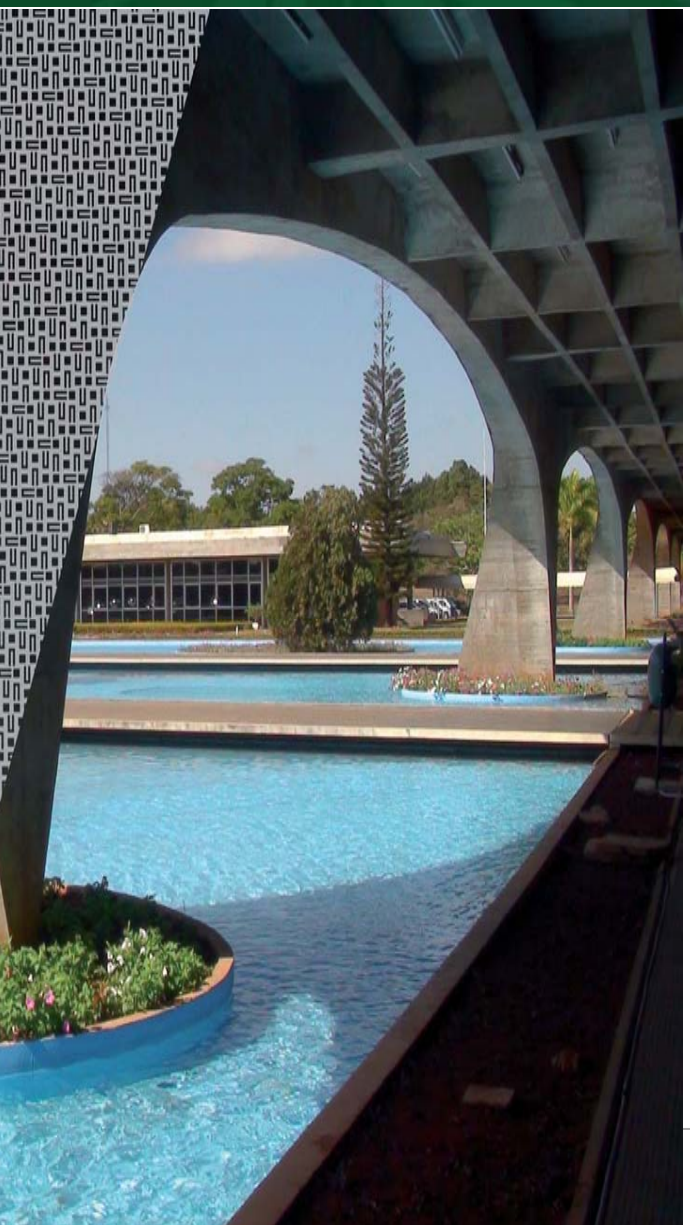


Escola de Administração Fazendária

Brasília-DF
Setembro/2011

ESAF

http://www.esaf.fazenda.gov.br

Brazilian Federal Constitution

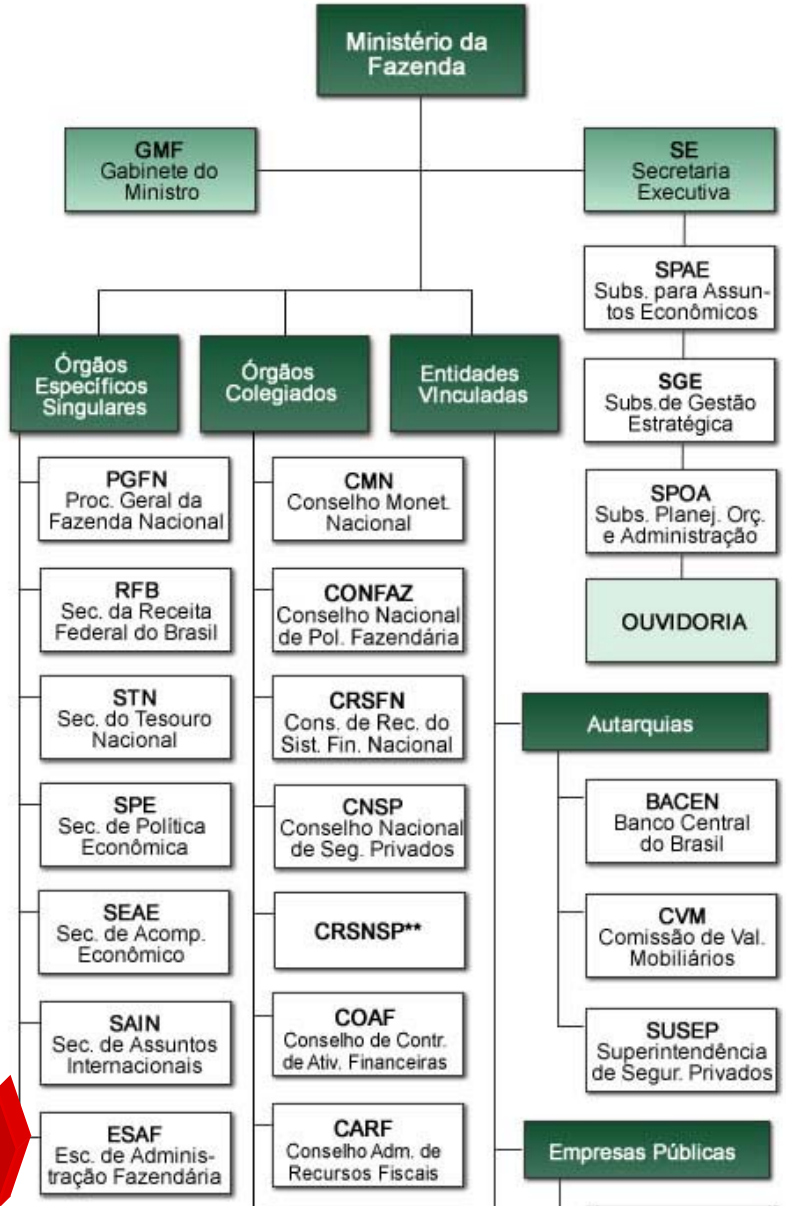
“The Federal Union, the States, and the Federal District will maintain schools of governance for preparing and training the public civil servants, and the participation on training programs will be one compulsory element for promotion and career development”

(art. 39, § 2º)

Foundation of ESAF

- **1945**: Establishment of training programs for the Ministry of Finance
- **1967**: Establishment of the Training Center for the Ministry of Finance
- **1973**: Legal establishment of ESAF
- **1975**: ESAF is established in its own venue.

MINISTÉRIO DA FAZENDA



ESAF Mission

Development of people to better manage the public finance and the promotion of citizenship

Vision for the future

To be a reference center in knowledge development and dissemination and in the overall development of people

MAPA ESTRATÉGICO DA ESAF 2008-2011

Escola de Administração Fazendária

Visão: "Ser o centro de referência em geração e disseminação do conhecimento e no desenvolvimento integral de pessoas."

Missão: Desenvolver pessoas para o aperfeiçoamento da gestão das finanças públicas e a promoção da cidadania

Resultados

- Promover o desenvolvimento integral dos profissionais da área fazendária
- Consolidar-se como centro de conhecimento em matéria fazendária
- Promover a cidadania fiscal

Fator de Integração da Administração Fazendária

- Fortalecer o vínculo entre a ESAF e os órgãos fazendários

Processos Internos

Excelência em Prospecção, Desenvolvimento e Disseminação do Conhecimento

- Universalizar o acesso aos programas de capacitação com ênfase em educação a distância
- Aprimorar o processo de seleção de servidores fazendários
- Fortalecer as atividades de estudos e de pesquisa
- Desenvolver competências essenciais para os profissionais da área fazendária
- Fortalecer a gestão do programa de educação fiscal

- Aperfeiçoar a comunicação interna e externa
- Aprimorar e padronizar os processos de trabalho
- Identificar, de forma pró-ativa e integrada, as necessidades dos órgãos fazendários
- Ampliar parcerias estratégicas nacionais e internacionais

Pessoas e Inovação

- Desenvolver competências técnicas e gerenciais
  - Liderança
  - Gestão do Conhecimento e de Competências
  - Trabalho em redes
  - Metodologias Educacionais
- Promover a valorização e a motivação dos servidores
- Adequar o quadro de servidores e a rede de colaboradores

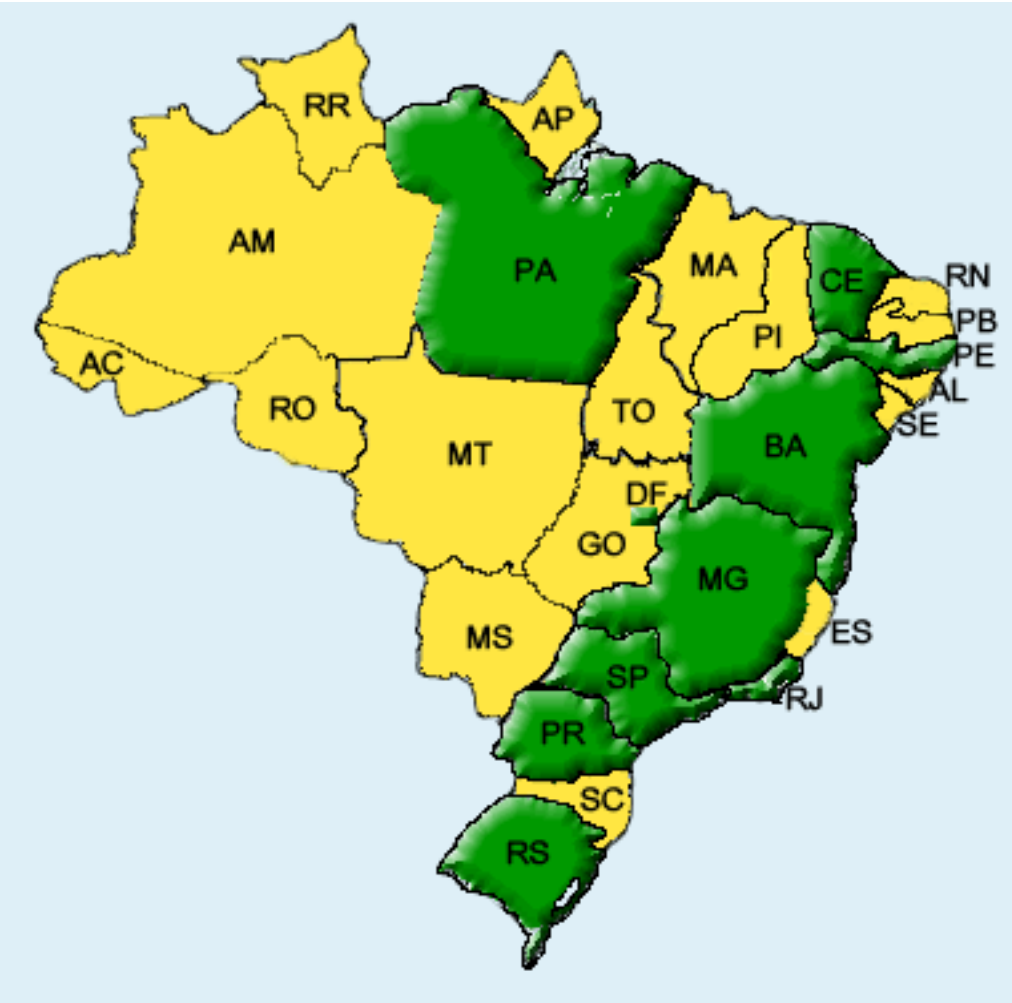
Tecnologia

- Garantir sistemas integrados de informação e parque tecnológico atualizados e compatíveis

Orçamento e Logística

- Adequar e modernizar a infra-estrutura física e de logística
- Adequar o orçamento e as fontes de financiamento

Decentralized Structure



10 Training Regional Centers

Field of action

- The educational programs of ESAF follow the strategic objectives of selecting, preparing and developing people
- There are in-classroom and distance education programs
- Recruitment and selection
- Career initial preparation (pre-service programs)
- Training activities
- Graduate Courses
- Studies and Research

Field of actions

- **Recruitment and selection of civil servants**
  - Constitutional requirements for recruiting and selecting civil servants
  - Equal opportunities for all
  - Analysis of the competencies and abilities required for the position

"Provide guidelines and directions for pre-service and continuing education "

Field of activities

- **Pre-Service Program**
  - Depend on the legislation this program could be the second phase of the selection process for a particular career.
  - It is the initial preparation for a position
  - Duration of the course varies according to the career
  - Provide the needed preparation for the position

"Complement and consolidate the previous preparation of the candidates"

Activities

- **Training for career promotion**
  - Provide to the civil servants updated knowledge for a good performance in the current position.
  - Provide training for preparing the civil servants to be promoted in the career ladder.
  - These training programs are offered through in-classroom and distance education programs.

Activities

- **Training on Public Finances and related fields:**
  - Continuing education of civil servants of the Ministry of Finances to support organizational improvements and changes.
    - *Graduate Programs*
    - *Extension training programs*
    - *Seminars and Workshops*
    - *In-classroom and distance learning*

Activities

- **Management training**
  - Develop a management culture among the managers and leaders of the public sector
  - organizations
  - Promote collective analysis on the management approach developed by the institutions.
  - Integrate in the organizations high level managers and intermediary managers (chefias)
    - *Graduate programs*
    - *Training programs*
    - *Seminars and Workshops*
    - *In-classroom and distance education programs*

Activities

- **Technical-operational training**
  - A set of activities related to operational issues, which will provide a better knowledge of the tools to be used by the civil servants in the field of administration
    - *Example: management of budget and finances, computer, and operational systems, foreign languages*
    - *In-classroom and distance education programs*

Activities

- **Behavioral training**
  - Set of activities to support behavioral changes to increase the individual performance and work results of the civil servants in their organizations
    - *Ex: leadership, problem solving , conflict resolution, communication and others .*
    - *Training are offered in both in-classroom and distance learning modalities.*

Activities

Training in Pedagogy

- Pedagogical/didactic programs to prepare civil servants to develop education leadership and teaching activities for other staff members.
- Development of training programs ,which use the best methodologies and teaching techniques for attending the needs of the organizations.

Activities

Studies and Research

- Fiscal Observatory
- Award for Essays
- Study and Research Teams
- Public Finance Booklet
- Economic Research

Distance Education

- **Virtual School ESAF – MOODLE platform**
- **Virtual School ESAF-UniSERPRO**
- **Virtual School TCU- General Accounting (partnership)**

National Organizations

- FIA - Fundação Instituto de Administração da USP
- FJP - Fundação João Pinheiro
- FGV - Fundação Getúlio Vargas
- IPEA - Instituto de Pesquisa Econômica Aplicada
- UFPE -Universidade Federal de Pernambuco
- UFPA - Universidade Federal do Pará
- UFBA - Universidade Federal da Bahia
- UFSC - Universidade Federal de Santa Catarina
- UnB - Universidade de Brasília
- USP - Universidade de São Paulo

International Organizations

- BID – Inter-American Development Bank
- CIAT – Inter-American Center for Tax Administration
- CIDA – Canadian Technical Cooperation Agency
- CPLP – Comunidade dos Países de Língua Portuguesa
- IMF – International Monetary Fund
- OECD – Organization for Economic Cooperation and Development
- EU-European Union
- WBI –World Bank Institute
- IEF – Spain Institute for Finance Studies

National Program for Fiscal Education - PNEF

PNEF
Programa Nacional de Educação Fiscal

- **Major Objective:**
  - Promote citizenship and consolidate fiscal education among the citizens.

National Program of Fiscal Education
PNEF

- **Main Objectives :**
  - To support the citizens to become aware of the major socio-economic functions of the payment of taxes.
  - To give the citizens knowledge in public administration issues
  - To motivate the society for monitoring the use of the public resources.
  - Establish a good relationship between the State and the citizens.

National Program for Fiscal Education
PNEF

- **Composition of the GEF:**
  - ESAF, RFB, STN, CGU, MEC, Secretariats of Finance and State and Municipal Secretariats of Education and Finance.
- **Actions and People to be trained (2011):**
  - 1.900 tutors
  - 78.261 disseminators
  - 162 municipalities with the program

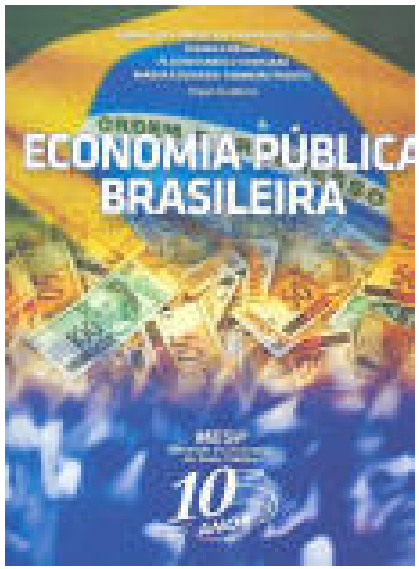
Graduate programs and Research

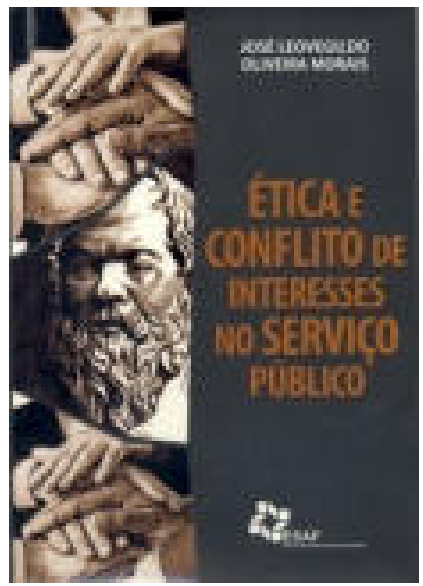
- Graduate programs “lato sensu “and “stricto sensu” (in partnership with universities)
- Study and Research Teams
- Fiscal Policy Observatory
- Public Finance Booklets
- Survey for assessing the population’s perception about the Fiscal Policies.
- Awards for Essays (presented)

Graduate Courses and Research

- Programs developed by ESAF in partnership with universities
- Specialization in Tax Law
- Specialization in Fiscal Education and Citizenship
- Specialization in Budget and Financial Management
- Training program in Public Finance
- Specialization program in e-Government
- Master degree in Administration
- Master Degree in Economy of the Public Sector

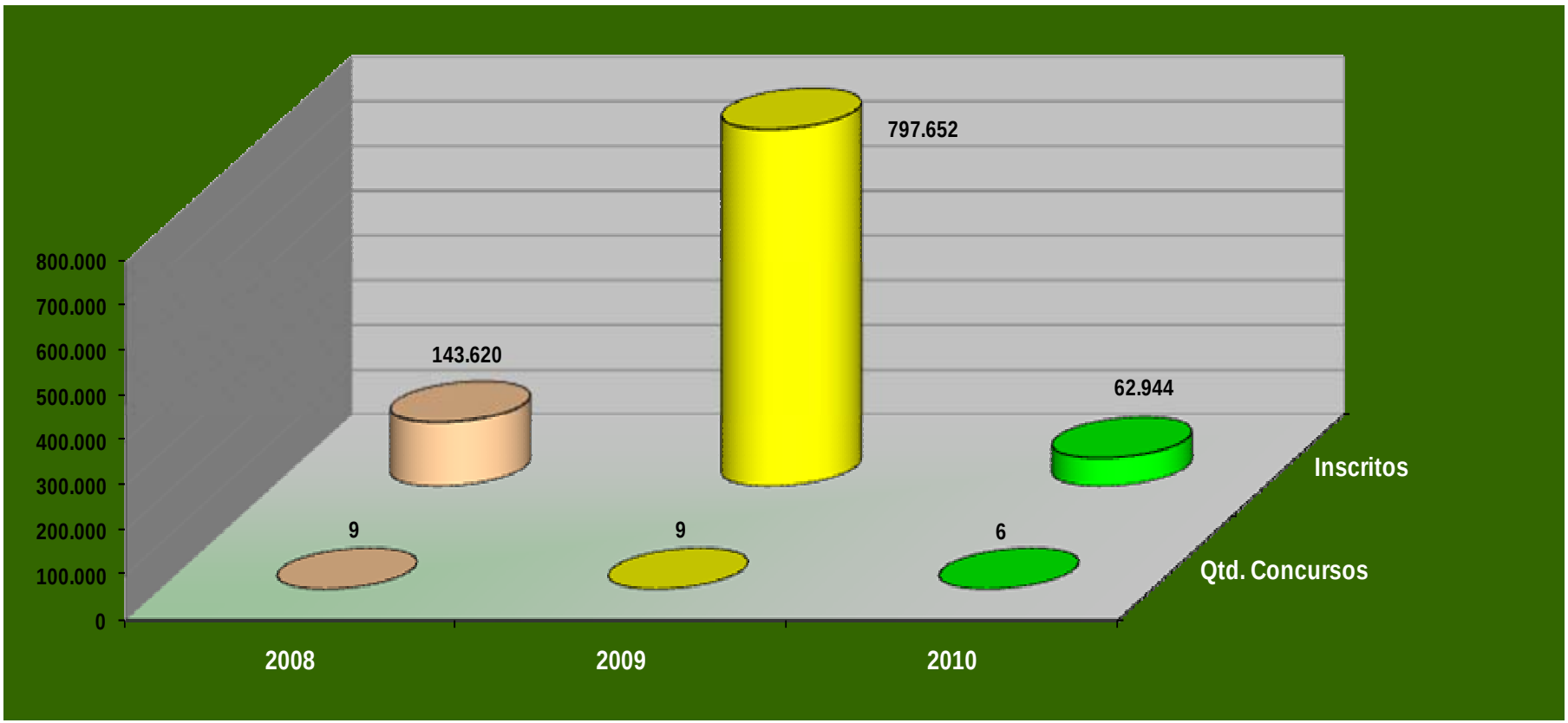
PUBLICATIONS





Recruitement and Selection

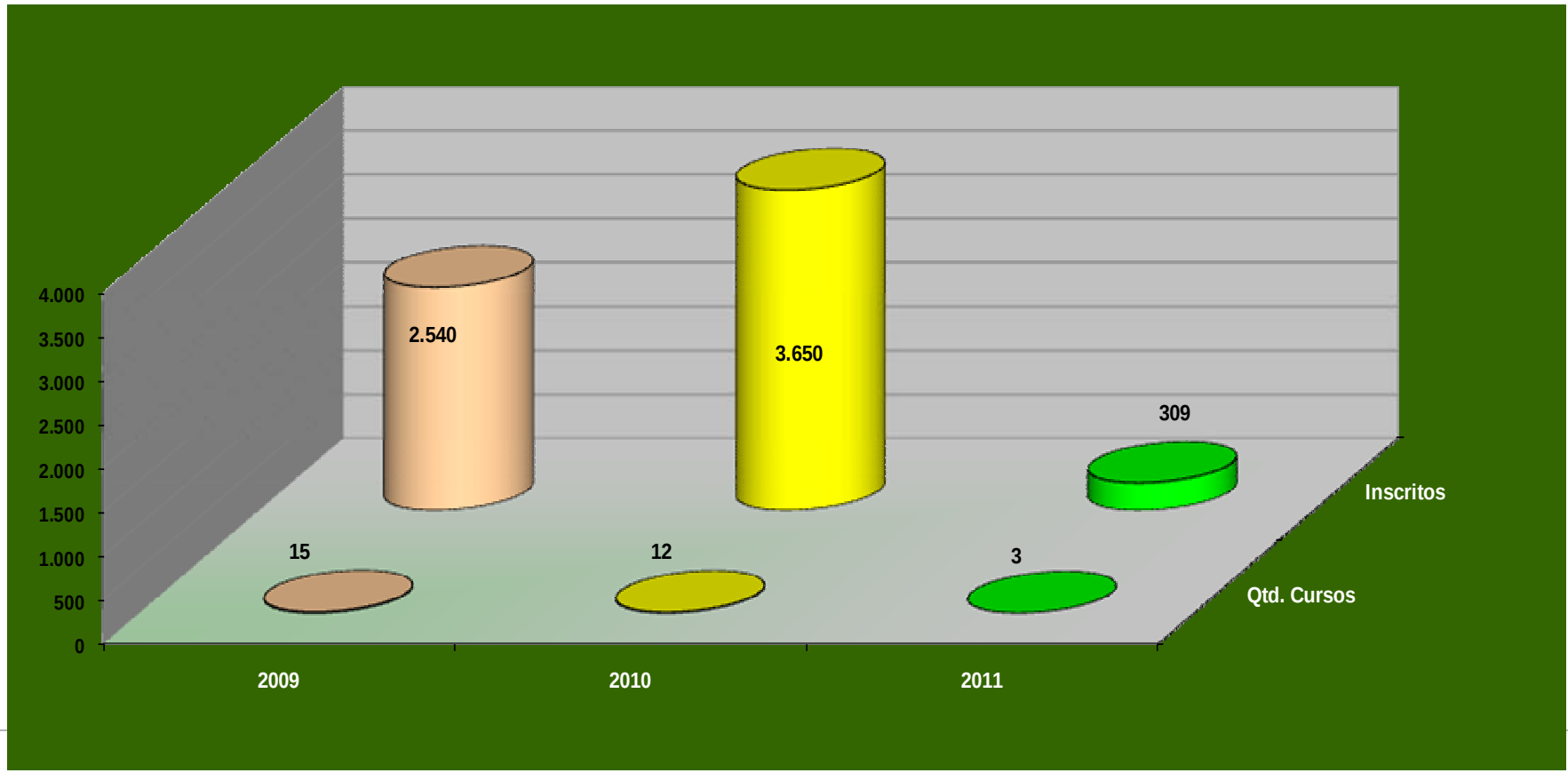
Public Exams developed 2008 and 2010



Até dezembro de 2010

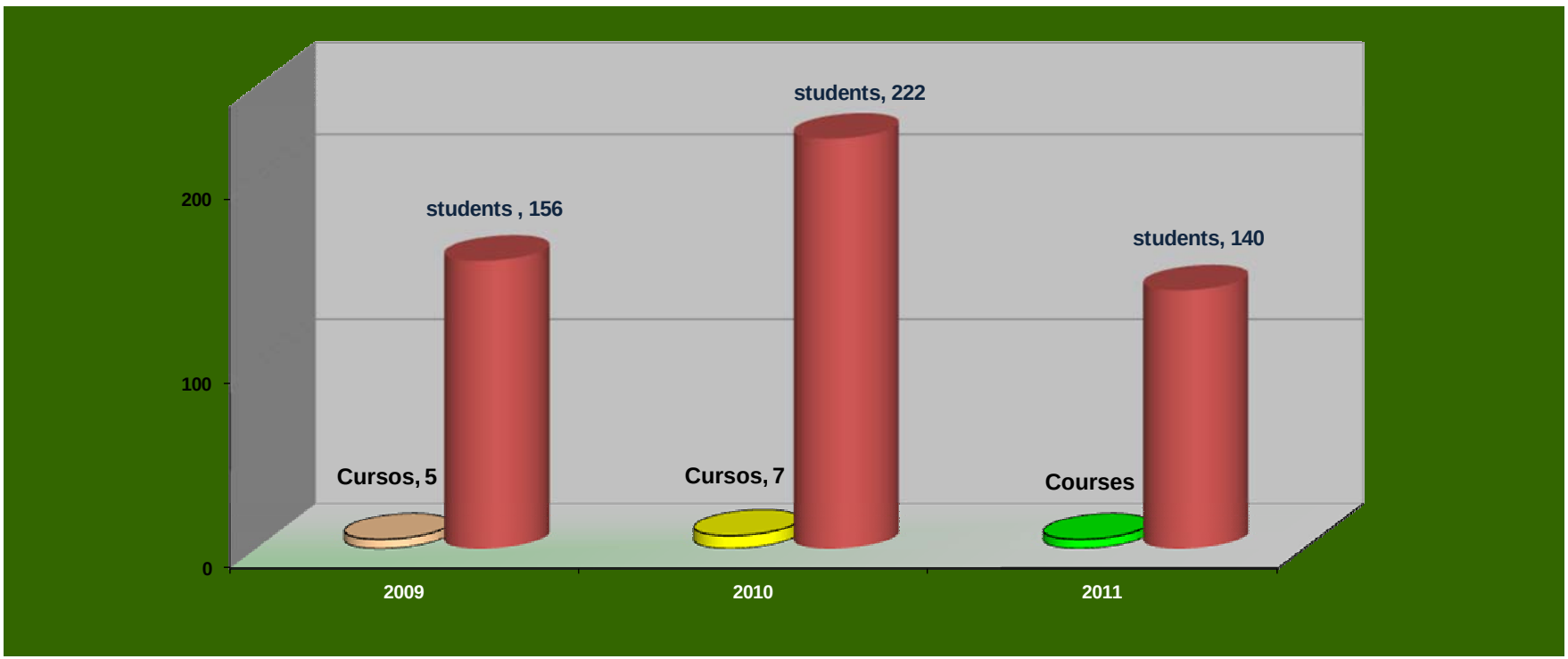
Pre-service training programs

Pre-service training programs : 2009 e 2011



Graduate Programs and Extension Courses

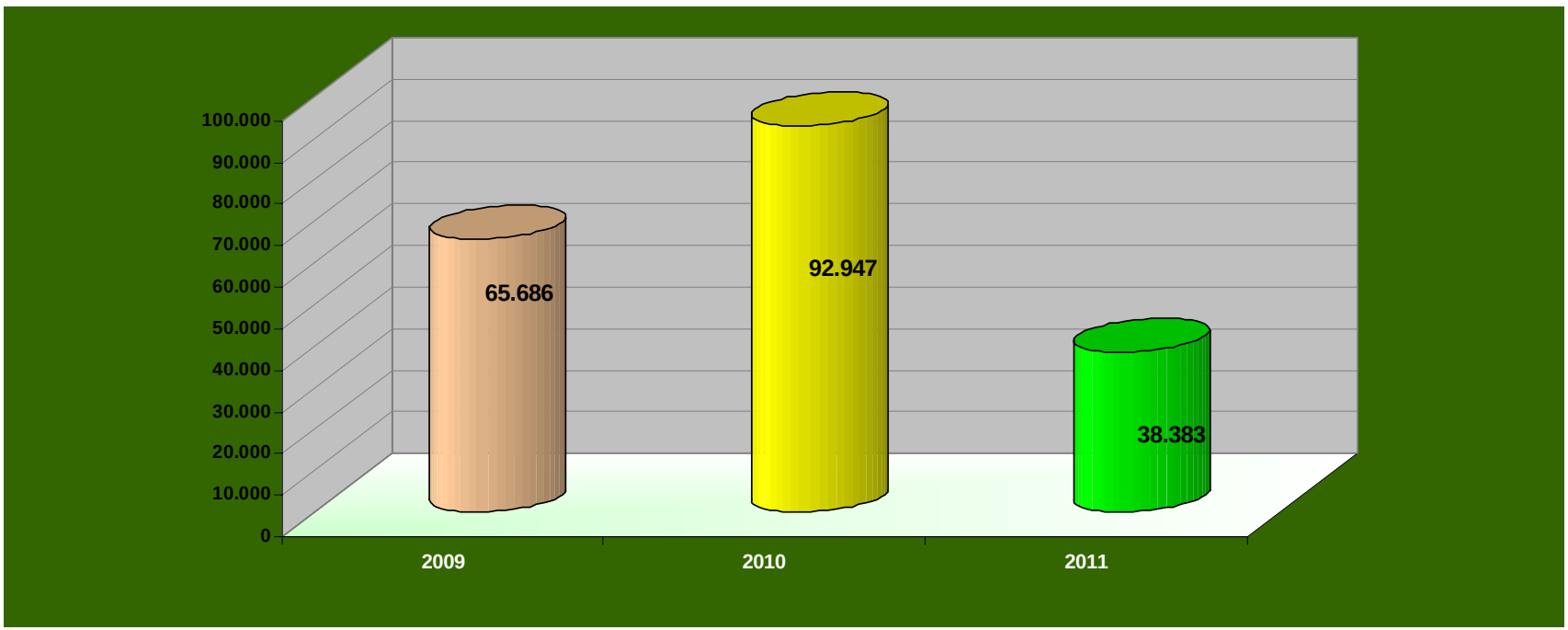
Graduate: Extension, Specialization programs and Master Porgrams



Até agosto de 2011

Training and Events

Total Training programs



Até agosto de 2011

Infraestrutura of the ESAF

- ESAF is located with a distance of 20 Km from downtown Brasilia , and has buildings mesuaring 38.000m2 in a land measuring 422.000m2.

- ESAF has capacity to attend 1.750 students, and accomodations for 288 to live in the campus

ESAF Infrastructure

- 14 classrooms
- 2 Conference rooms - 70 people each with simultaneous translation facilities
- Mini-auditorium I for 48 people
- Mini-auditorium II – 48 people

ESAF Infrastructure

- 6 computer labs
- With 114 computers
- Auditorium for 340 people
- Nobel hall I - 120 people
- Nobel Hall II– 60 peoples
- Public telephones
- Customer Service
- Laundry
- Parking spaces

ESAF infrastructure

- Recreation Room
- Dinning Room for 400 people
- Lunch counter
- Ecumenical Chapel
- Ambulances Service
- ATM services (BB e CEF)

ESAF Infrastructure

- Library
- Barbecue places
- Sport arena
- Spaces for playing tennis, basketball, volley ball, soccer, chess, swimming pool, etc
- Sauna
- field for Cooper

Thank you for your visit