

Europass Curriculum Vitae



Personal information

| | |
|--|---|
| First name(s) / Surname(s) Address) | ZLATINA DIMITROVA MIHAILOVA – KAROVA Bulgaria, Sofia 1582, Druzba II, 217-B-7-70 |
| Mobile | 0888 614 930 |
| E-mail(s) | zkarova@abv.bg , zlatina.karova@gmail.com |
| Nationality | Bulgarian |
| Date and place of birth | 1 March 1974, Smolyan |
| Gender | Female |
| Desired employment / Occupational field | Legal advisor, consultant, administrative manager |
| Work experience | |

| | |
|--------------------------------------|--|
| Dates | From 10 June 2015 and now |
| Occupation or position held | Director of "Science" Directorate at Ministry of education and science of Republic of Bulgaria |
| Main activities and responsibilities | <p>Supports the Minister in implementation of the state policy in the field of research; in the process of decision-making and in the implementation and fulfillment of the commitments of the Republic of Bulgaria arising from our membership in the European Union; organization, coordination, supervision and assistance to the academic and research staff of educational and research institutions and other organizational structures in the country and abroad with a view to enhancing the quality of research and providing access to recent advances in human knowledge; organize the implementation of bilateral research and technical cooperation; support the participation of Bulgarian scientists in different European, regional and trans-regional scientific initiatives launched by the European and Trans-European institutions; managing, organizing, coordinating and controlling activities: in building the Register of scientific activity in the Republic of Bulgaria. "Science" Directorate carries out the following activities:.. Implements the national policy in the area of science, technological development and innovation; Assists and participates in the implementation of the national science strategy in the preparation of relevant supporting documents; Develops and proposes for approval research programs in accordance with national priorities and the priorities of the European Union, as well as programs and projects of regional significance; Organizes periodic evaluation of the research system, which includes the evaluation of scientific institutions, financial instruments, including public funds for science and innovation, research programs and scientific infrastructures; Organizes the monitoring and analysis of the activities of the National Science Fund and provides guidance for the development of annual operational program of the Fund; Maintains databases and license for referring in scientific journals; Develops and implements Roadmap for the development of national research infrastructures and participation of national consortia in pan-European research facilities based on regular international assessment and validation; Promotes the participation of young researchers by organizing and assisting with national, regional and European initiatives; Implements a common coordination of the framework programs for research, technological development, demonstration, innovation, competitiveness and nuclear research, the Programme of Cooperation in Science and Technology (COST), and participation in joint research centers; Coordinates and supports the participation of Bulgaria in the joint technology initiatives at the European Institute of Innovation and Technology, in joint programming initiatives and the permanent and temporary formats of the European Commission and the Council on science, knowledge transfer and innovation; Participates in the open method for coordination of national policies in the field of science of EU member states; Initiates, administers and participates in the development of projects under the programs financed by the EU Structural Funds, the World Bank and other donors who meet the objectives and priorities of government policy in the field of science; Organizes the development of analytical documents related to the development of science; Offers financial support schemes with the participation of Bulgarian scientists and scientific organizations in international research projects and international conferences on competitive basis; Participates in the preparation of intergovernmental and interagency agreements, programs and projects, protocols and non-governmental agreements for scientific and technical cooperation and scientific exchange; Responsible for fulfilling the obligations of the ministry in bilateral scientific and technological cooperation; Performs activities for the implementation of the government policy to improve the "science-business" connection.</p> |
| Dates | December 2007 –June 2015 |
| Occupation or position held | Project Financing Team leader, trainer on PPP, EU Structural Funds project implementation etc. and legal advisor at SRC of Sofia University "St. Kliment Ohridski |
| Main activities and responsibilities | <p>Coordinate establishment of TTO of Sofia University "St. Kliment Ohridski", Sofia, Bulgaria -the TTO develops services in the following broad areas: intellectual property, patents & licenses, technology audit, advice & support of spin-off companies, training and consultancies in technology transfer and management of innovations, national and international networking, assistance in management of international research projects and international technology transfer;</p> <ul style="list-style-type: none"> • Coordinate project management and administration of the SU contracts and services; • Assessment of scientific infrastructure; • Development of university R&D centres; • Development of science parks; • Creation of innovation and incubation support services • Provide lecture and training on PPP, EU Structural Funds project implementation; • Project management leading and advisory of CIST and FITR projects; • Team leader of Leonardo da Vinci innovation project „QualiProSH II - Qualification profile "Second Hand" based on work process standards" • Team Leader of Technology Transfer Office project • Key expert of several EU Scientist Projects |
| Name and address of employer | Sofia University „St. Kliment Ohridski", Science Research Department (NIS) |

| | |
|--------------------------------------|---|
| | Bojil Dobrev – director of Science Research Department (NIS) bojil.dobrev@iu-edu.com |
| Dates | July 2013 – January 2014 |
| Occupation or position held | NKE - Public administration expert at the framework contract of the European Commission, reference "EuropeAid/127054/C/SER/Multi – Lot 7 Croatia |
| Main activities and responsibilities | Participate at evaluating committee Implementing Assessment of Project Proposals within the IPA 2011 Civil Society Grant Schemes Based on Standardized Assessment Criteria. The tasks were connected with responsibilities to provide report according to the following modalities: <ul style="list-style-type: none"> - Concept notes assessments - Contribution to the inception report under the responsibility of the team leader. - Contribution to the final report under the responsibility of the team leader. |
| Name and address of employer | TRANSTEC SA, with headquarters in 1120 Brussels, de Tyras Avenue 75, Belgium Florence BONOLLO, Project manager, fbonollo@transtec.be |
| Dates | July 2012- 2013 |
| Occupation or position held | KE – Public private partnership expert and trainer |
| Main activities and responsibilities | Key expert lawyer trainer to develop analytical and training materials associated with proposals for changes in legislation and regulations documents concerning the implementation of public-private partnerships in the provision of long-term care for the elderly under the project "Innovative approach to promote healthy, active and dignity of the elderly ", Progress of the European Union |
| Name and address of employer | Ministry of Labour and Social policy of Republic of Bulgaria Emilia Voinova, e.voynova@mlsp.government.bg Head of the department and team leader |
| Dates | March 2009- October 2010 |
| Occupation or position held | PPP expert at project „Establishing and strengthening the mechanism for successful public-private partnerships in the municipality of Burgas and the Southeast planning area ' Contract № A08-14-38-C/10.02.2009 |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Participate in meetings of the Working Group and support its work; • Prepare technical specifications for the work activity "Analysis of EU legislation and practices; Perform quality control of the selected contractor; • Prepare technical specifications for the work activity "Analysis of good practices in Bulgaria on the basis of a survey of existing documents developed" Perform quality control of the selected contractor prepared documents: Report "Comparative study of the existing methodological guidelines, manuals and guidelines for PPPs in Bulgaria • Prepare technical specifications for the work activity "Analysis of public service sectors and establishments of the municipality of Burgas, suitable for PPP" Perform quality control of the selected contractor prepared documents: <ul style="list-style-type: none"> • Prepare technical specifications for the work activity "Sociological study of the views of citizens of the municipality of Burgas and the various stakeholders for priority public services • Prepared documents: Two analytical report with prioritization views of citizens of the municipality and various stakeholders on the priorities of other potential projects that can be implemented with PPP • Prepare technical specifications for the work activity "Creating standard documents for the rules for the conduct of PPP Perform quality control of the selected contractor prepared documents: <ul style="list-style-type: none"> • Procedural rules for the conduct of the PPP in the municipality of Burgas on the basis of methodological guidelines of the Ministry of Finance and Ministers. standardized documents prepared for the implementation of PPP in the municipality of Bourgas • Prepare technical specifications for the work activity "Development of a pilot model and steps for its implementation" Perform quality control of the selected contractor prepared documents: report from the analysis: legal, economic, financial, analysis of the views of stakeholders on PPP; analysis benefits / costs of the usefulness of PPP, environmental analysis, social assessment and stakeholder consultation; • Preparation of a pilot model for the PPP on the basis of analysis and key element for the implementation of the pilot model. • Prepare technical specifications for a training activity of the representatives of municipal and state administration to implement the adopted mechanism • Perform quality control of the selected contractor prepared documents: Training program for three four-day training for representatives of the Task Force, Municipality Bourgas, MoRDPW and other |

| | |
|--------------------------------------|--|
| | municipalities in the Southeast planning area and the municipality of Varna. |
| Name and address of employer | Bourgass Municipality Atanaska Nikolova- head of Directorate „EU Funds and programmes” eui_director@burgas.bg |
| Dates | May 2009 and now |
| Occupation or position held | Expert in the field of public-private partnership at Technical Assistance Project „Increasing efficiency of work Central Coordination Unit of Council of Ministers and Key Expert in trainings for OPRD of MRDPW |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Organizing and conducting training on PPP • Organization of training modules (seminars) to enhance the capacity of staff of CCU in the coordination and management of structural instruments, monitoring and evaluation of effective utilization of funds under the operational programs, budgeting of public funds and others. • Organizing and participating in events related to the implementation of interagency coordination and active partnership and dialogue, joint working groups, commissions and committees • Developing practical tools to assess the potential of PPP projects, including conducting cost-benefit analysis (ARP - as required by the EU), financial analysis, risk analysis, economic analysis, analysis of public expenditure (APR), analysis of the possibility PPP to combine funds in operational programs and linking them in a complex financial model • Pilot analysis in preparation of investment project, developed using a practical tool for evaluation of projects • Preparation of guidelines for reporting on the implementation of structural funds; • Preparation of the methodological guide to carrying out the procedures for monitoring the operational programs, with specific guidelines for each of them taking into account the specifics of the particular program; • Preparation of the methodological guide for conducting the evaluation procedures of the operational programs, accompanied by guidelines for the preparation of technical tasks for the award to an independent external evaluation; • Assessment of training needs in relation to the implementation of EU requirements for the monitoring of funds allocated under the EU through the relevant operational programs; |
| Name and address of employer | SICI "Dominus Ltd. - Spain and Bulgarian Consulting Company Ltd.. |
| Dates | June 2006- June 2007 |
| Occupation or position held | UNDP National Consultant/Trainer Legal Advisor / NBDN Project Development Expert |
| Main activities and responsibilities | <p>Provide technical advice to the Project Coordinator and support the implementation of PPP training activities on local level.</p> <p>Mentor the local PPP groups during the process of identification and formulation of PPP project concepts.</p> <p>Participate as a resource person during the local PPP trainings.</p> <p>Deliver training on EU Structural Funds and EU project management.</p> <p>Deliver training on EU Structural Funds and EU project management.</p> <p>Draft legal opinions and consultant reports.</p> <p>Provide technical advice to the Project Coordinator and support the implementation of PPP training activities on local level.</p> |
| Name and address of employer | UNDP/National Business Development Network /NBDN/ of Business Centers - UNDP project “Strengthening Partnership in the Planning and Absorption of the EU SCFs” Yanichka Trueva, project and regional manager |
| Dates | January 2005 – April 2006 |
| Occupation or position held | Director of Directorate “Territorial Governance and Decentralization” and State Expert at Directorate “European Integration and Coordination of International Programs” |
| Main activities and responsibilities | <p>Coordinate the activities of territorial bodies of executive power – districts and municipalities.</p> <ul style="list-style-type: none"> • Ensures methodical support for the authorities of local government by developing concepts on the development of decentralization process. • Develop principles, criteria and indicators for categorization of municipalities, regions, and mayoralties. • Analyze and make proposals for assigning state revenue & expenditure responsibilities on district and municipal levels. • Work for improvement of legislation and institutional development of the decentralization process on all governmental levels. |

| | |
|--------------------------------------|--|
| | <ul style="list-style-type: none"> • Representative of MRDPW to Committee of local and regional democracy (CDLR) at Council of Europe. • Coordinate the process of policy elaboration and implementation related to regional development and coordination of structural instruments; • Participate in the implementation of the Government Communication Strategy for Preparation of the Republic of Bulgaria for EU Membership. • Support the networking of experts in European Integration and international programs on regional and local level and provides guidance, consultations and technical assistance. |
| Name and address of employer | Ministry of regional development and public works |
| Dates | January – December 2004 |
| Occupation or position held | Legal Consultant and Trainer |
| Main activities and responsibilities | Provide legal statements and deliver trainings on: <ul style="list-style-type: none"> • Legal Framework of municipal management, municipal property, democratic governance, transparency and accountability, etc. • Public-private Partnership; Public procurement; • Project Cycle Management of EU funded projects; • EU Regional Policy |
| Name and address of employer | National Association of Municipalities in Republic of Bulgaria /NAMRB/ |
| Dates | March 2000 – December 2004 |
| Occupation or position held | Chief Expert |
| Main activities and responsibilities | Provide legal advice on: <ul style="list-style-type: none"> Social dialog and industrial relations in Bulgarian economy; Communication of social reform, strategic public sector negotiations and labour disputes in both private and state-owned sectors; Consult files and restitution claims in respect of large industrial enterprises; Legal framework for public property management and public-private partnership in municipalities. |
| Name and address of employer | Ministry of Economy, Head of Sector „Industrial Relationships and social partnerships” R.Popova@mee.government.bg |

Education and training

| | |
|--|--|
| Dates | 1994 – 1999, 2001- 2004- second MSc in European Public Administration |
| Title of qualification awarded | Law and public administration |
| Principal subjects / occupational skills covered | Specialization: - Jurisdiction; International law and international relationships; Euro law and administration |
| Name and type of organisation providing education and training | MSc in Law, Sofia University “ Sv.Kliment Ohridski”, |
| Level in national or international classification | Acquired legal capacity in 2000 after one year of court training and a exam administered by the Ministry of Justice. |
| Dates | 1989- 1993 |
| Name and type of organisation providing education and training | English Language School in Smolian |

Level in national or international classification

Additional Training Courses

Degree(s) or Diploma(s) obtained:

Certificate for participation in the training seminar "Fit for Europe – Acquisition, Management and Accounting of EU Development Funds" organized by FAPA in cooperation with European Information Center Berlin
Certified Expert on EU Policy Implementation and Development of Healthcare Policy by the American University in Bulgaria – Center for European Programs, Sofia
Certified International Consultant – Lector on public-private partnership /PPP/ by UNDP and Loughborough University

Legislative and Regulatory Drafting Training of Trainers Workshop by Loyola School of Law and Tulane Law School, Sofia

Licensed auditor of BS EN ISO 9001:2000 and BS EN ISO 10011 by Moody International

Effective Municipal Council and Local Government Reform Study Tour
Danish National Municipal Association and Local Government Initiative- Denmark and Poland

Distance Learning Workshop on "Instruments for Enhancing Citizen Participation in Governance", The World Bank Institute

Certified Expert on Valuation and Accreditation of Public Health Stations, Hospitals and Clinics, Ministry of Health and National Center of Public Health, Sofia

Citizen Participation Study Tour, Santa Cruz Institute, Tucson-Arizona, USA

Certificate for "Trainer of Trainers", USAID/Local Government Initiative Project, Sofia

Core Course on Global Reform and Privatization of Public Enterprises, The World Bank Institute, Washington

Obtain a license for valuation of intellectual and industrial property of enterprises and firms

Personal skills and competences

Mother tongue(s)

Bulgarian

Other language(s)

Self-assessment

European level (*)

English

Spansih

Russian

| Understanding | | | | Speaking | | | | Writing | |
|---------------|-----------------|---------|-----------------|--------------------|------------------|-------------------|------------------|---------|-----------------|
| Listening | | Reading | | Spoken interaction | | Spoken production | | | |
| C1 | Proficient user | C1 | Proficient user | C1 | Proficient user | C1 | Proficient user | C1 | Proficient user |
| A2 | Basic User | A2 | Basic User | A2 | Basic User | A2 | Basic User | A2 | Basic User |
| C1 | Proficient user | C1 | Proficient user | B1 | Independent user | B1 | Independent user | A2 | Basic User |

(*) [Common European Framework of Reference \(CEF\) level](#)

Membership of professional bodies

- Member of the National Association "Legal Initiative for Local Self-Government" (NALILG)
- Member of "Balkan Assist"-nonprofit association supporting civic participation in policy-making

Social skills and competences

- Member of EURO CLUBS of BTIP
- Member of Youth Chitalishte (Community Center) "George Minchev", Sofia
- Member of the Bulgarian Association of Moderators
- Founder and executive director of the Foundation "Center for Public – private partnership"
- Consultant for EU policy and projects of "A School for policy making" of NB University

Organisational skills and competences

Good social skills. I am sociable, open-minded and adaptive to new social and life conditions. I like travelling and meeting new people. Good organisational skills. I have been leading people for more than 10 years. Although dealing with people is much more difficult than dealing with machines, under my management the work process has always gone smoothly and we have never missed a dead line.

Technical skills and competences

Dynamics of contemporary life demands of us to develop many and different skills. Along with the pure technical ones, necessary to perform my purely engineering tasks, I had to develop some others like some detailed knowledge of economics, budgeting, management, project management and foreign languages in order to meet the requirements of my new position.

Computer skills and competences

Good IT skills, good user of most of the products of Microsoft Office.

Other skills and competences

Creative and result oriented individual, flexible and culturally sensitive expert at multitasking in fast-paced environments. Knowledge in several social science disciplines in combination with extensive work in the field developed ability to capture new tendencies and to use common sense in creating of long and short term strategies, policy making and consultancies; strong analytical and reporting skills.

Excellent capability for lobbying, motivate others; reconcile groups and communities in conflict. Full computer literacy. Talented trainer.

Special professional experiences in

- Experience in public law, public procurement, administrative law, commercial law, property law, spatial development law, European law, including case –law of public administration;
- Knowledge of the Bulgarian legislation; Experience in reviewing and harmonization of acquis communautaire and national legislation;
- Knowledge of the EU standards and practices for fighting corruption;
- Experience in drafting legislation and carrying out studies on comparative public administration;
- Provision of legal advice to Public administration in Bulgaria;
- Training experience: - development of training tools focused on enhancing transparency and accountability of the public authorities; curricula design and training methodology, including analyses of training needs and identification of target groups;
- Considerable training experience in the field of public administration, public procurement, state property;
- Experience in development of corruption indicators in the field of public procurement;
- Analysis of the administrative capacity, efficiency and effectiveness of the administrative structure in the public administration;
- Good drafting skills – ability to draft curricula and documents of a legal or general nature;
- Advanced skills in preparation of legal case files and carrying out of research on legal issues;
- Extensive experience in preparation of strategic and program documents;
- Highly qualified and experienced specialist in communication and public relation in the public sector;
- Experience in provision of strategic communication advice and elaboration of information \media campaign in the framework of internationally funded projects in various countries of Central and Eastern Europe);
- Strong experience in elaboration of strategic program and documents on integrity]
- Involvement in a number of EU funded Projects in Bulgaria and other countries;
- Knowledge of EU pre-accession cohesion and structural funds.