



Ministry of State for  
Administrative Development



ORGANISATION FOR ECONOMIC  
CO-OPERATION AND DEVELOPMENT

GOOD GOVERNANCE FOR DEVELOPMENT GfD IN ARAB COUNTRIES INITIATIVE

## HIGH LEVEL REGIONAL SEMINAR ON "STRATEGIES, TOOLS AND CAPACITIES FOR ADMINISTRATIVE SIMPLIFICATION"

Co-organised by  
the Ministry of State for Administrative Development, Egypt and the OECD

# AGENDA

*Hotel Intercontinental Cairo Citystars*  
*Cairo, Egypt*  
*20 & 21 June 2007*



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## First day – Wednesday 20 June

8.30 – 9.00	<i>Registration</i>
9.00 – 9.30	<b>Opening Session</b>
	<p><i>Opening remarks:</i></p> <ul style="list-style-type: none"> <li>○ <i>Chair of the meeting - Egypt:</i> <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</li> <li>○ <i>Co-Chair of the meeting - Italy:</i> <b>Mr. Federico Basilica</b>, Legal Advisor to the Italian Senate and to the Unit for Simplification and Quality of Regulation, Presidency of the Council of Ministers, Italy.</li> <li>○ <i>Moderator - OECD Secretariat:</i> <b>Mr. Christian Vergez</b>, Head, Innovation and Integrity Division, OECD Secretariat.</li> </ul>
9.30 – 11.00	<p><b>Session 1: Capacities for administrative simplification: the policy strategy</b></p> <p>Chair of the session: <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</p>
	<p>Administrative simplification policies are a priority on the political agenda. Many countries are concerned about the measures needed to remove barriers to trade, investment and entrepreneurship, which puts administrative simplification in the broader context of policies to enhance performance and productivity. This session will concentrate on the policy strategy for administrative simplification, as a tool to improve the quality of regulation. It will provide a view on the way administrative simplification contributes to increase transparency and efficiency and to what extent this policy requires consultation with stakeholders to be effective. Simplification strategies focus on two policy dimensions: <i>ex ante</i> control of the burden introduced by new regulations (a flow concept) and the reform <i>ex post</i> of existing burdensome regulation (a stock concept).</p> <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>○ <b>Ms. Delia Rodrigo</b>, Policy Analyst / Administrator, OECD Secretariat.</li> </ul> <p><b>Speakers</b></p> <ul style="list-style-type: none"> <li>○ <b>Mr. Mark Hammond</b>, Advisor on Data and Information Management, Better Regulation Executive, UK.</li> <li>○ <b>Mr. Fethi Bdira</b>, General Director, Prime Ministry, Tunisia.</li> <li>○ <b>Mrs. Elise Debies</b>, Head of Division for Partnerships, General Directorate for the Modernisation of the State, France.</li> <li>○ <b>Mr. Jorgen Wissing Jensen</b>, Head of Section, Danish Commerce and Companies Agency, Denmark.</li> <li>○ <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</li> </ul> <p><b>Questions for discussion</b></p> <ul style="list-style-type: none"> <li>● What is the role of administrative simplification in a "whole-of-government" approach of regulatory reform?</li> <li>● How can principles for better regulation and administrative simplification (transparency, efficiency, consultation) be integrated in the policy making process?</li> <li>● What are the possible strategies to improve rule-making (assessments of administrative burdens) and to revise existing regulation (simplification programmes)?</li> <li>● How to monitor progress in administrative simplification?</li> </ul>



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11.00 – 11.30	<i>Coffee break</i>
11.30 – 13.00	<p><b>Session 2: Capacities for administrative simplification: institutional design</b></p> <p>Chair of the session: <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</p>
	<p>The institutional and organisational framework to achieve administrative simplification varies between countries, based on the different political and administrative arrangements and the focus of objectives. Many countries use a range of institutional structures, putting emphasis on particular elements that may change over time. This session will discuss the different approaches used in OECD and Arab countries in terms of institutional design for administrative simplification.</p> <p><b>Speakers</b></p> <ul style="list-style-type: none"> <li>○ <i>Mr. Alaa Kotb</i>, Legal Advisor, Ministry of State for Administrative Development, Egypt.</li> <li>○ <i>Ms. Fiorenza Barazzoni</i>, Director General, Unit for Simplification and Quality of Regulation, Presidency of the Council of Ministers, Italy.</li> <li>○ <i>Mr. Rashid Ishaq</i>, Director of Recruitment, Civil Service Bureau, Bahrain.</li> <li>○ <i>Mr. Krisztian Orban</i>, Better Regulation Adviser, Ministry of Justice and Enforcement, Hungary.</li> <li>○ <i>Mr. Tahseen Al-Qatawneh</i>, Secretary General, Legal and Opinion Bureau, Prime Ministry, Jordan.</li> <li>○ <i>Mr. Bassem M Rajab</i>, Assistant Project Director, PA e-Government Directorate, Palestinian National Authority.</li> </ul> <p><b>Questions for discussion</b></p> <ul style="list-style-type: none"> <li>● What are the different institutional arrangements for administrative simplification and their advantages?</li> <li>● How can administrative simplification agencies co-ordinate with regulatory institutions in order to have broad programmes covering a "whole-of-government" approach?</li> <li>● What are the resources needed (human and financial) to implement administrative simplification programmes?</li> </ul>
13.00 – 14.30	<b>Lunch</b> hosted by the Ministry of State for Administrative Development (MSAD)
14.30 – 16.30	<p><b>Session 3: Tools for administrative simplification</b></p> <p>Chair of the session: <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</p>
	<p>Simplification tools aim at improving the management of governments' information requirements to free time and resources of those affected by regulations. They provide mechanisms by which government's broad simplification strategies are implemented. These instruments also have the effect of improving transparency and accountability of administrative regulations. This session will concentrate on the different approaches taken by OECD and Arab countries to make use of tools for administrative simplification. Special focus will be given to the use of ICT and e-government tools.</p> <p><b>Speakers</b></p> <ul style="list-style-type: none"> <li>○ <i>Mr. Sameh Bedair</i>, Head of Policies &amp; Programmes Sector, Ministry of State for Administrative Development, Egypt.</li> <li>○ <i>Mr. Anders Lindgren</i>, Deputy Director, Ministry of Justice, Sweden.</li> <li>○ <i>Mrs. Elise Debies</i>, Head of Division for Partnerships, General Directorate for the Modernisation of the State, France.</li> <li>○ <i>Ms Faiza Limam</i>, Director, Prime Ministry, Tunisia.</li> <li>○ <i>Mr. Jorgen Wissing Jensen</i>, Head of Section, Danish Commerce and Companies Agency, Denmark.</li> </ul>

	<ul style="list-style-type: none"> <li>○ <i>Mr. Milan Jansen, Senior Policy Maker, Ministry of the Interior, Netherlands.</i></li> <li>○ <i>Mr. Tarek Saad, Project Manager, Ministry of State for Administrative Simplification, Egypt.</i></li> <li>○ <i>Mrs. Dominique de Vos, General Deputy Director, Administrative Simplification Agency, Prime Minister Office, Belgium.</i></li> </ul> <p><b>Questions for discussion</b></p> <ul style="list-style-type: none"> <li>● How can e-government be integrated in simplification strategies? What are the main challenges faced by countries to make better use of ICT based-tools for simplification?</li> <li>● What are the most common tools to simplify the legislation?</li> <li>● What are the most used tools to make compliance with legislation less burdensome?</li> </ul>
16.30 – 17.00	<i>Coffee break</i>
17.00 – 18.00	<p><b>Session 4. Part I: Implementing simplification strategies: the case of one-stop shops</b></p> <p>Chair of the session: <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</p>
	<p>One-stop shops are offices where applicants and other interested in government services can obtain the information necessary to their query in one location. They are primarily designed to provide integrated and seamless services with as few and as easily accessible points of contacts with the clients as possible. The purpose of one-stop shops is to provide substantial savings in information search and transactions costs for users in relation to a wider range of interactions with government. The purpose of the session is to discuss the different approaches taken in Arab and OECD countries to set up one-stop shops and their results in simplifying administrative procedures.</p> <p><b>Speakers</b></p> <ul style="list-style-type: none"> <li>○ <i>Mr. Ahmed Kamal, Business Development &amp; Marketing General Manager, Ministry of State for Administrative Development, Egypt.</i></li> <li>○ <i>Mr. Alex Boehmer, Head of Unit, MENA Investment Programme, OECD Secretariat.</i></li> <li>○ <i>Mr. Jamil M. S. Zagharneh, E-gov Coordinator, Ministry of Telecommunications and Information Technology, Palestinian National Authority.</i></li> </ul> <p><b>Questions for discussion</b></p> <ul style="list-style-type: none"> <li>● What are the different approaches taken by Arab and OECD countries while setting up one-stop shops?</li> <li>● How can ICT based-tools be used to improve the delivery of services for citizens and businesses?</li> <li>● What are the main challenges to improve the quality and use of one-stop shops?</li> </ul>

## Second day – Thursday 21 June

9.30 – 10.15	<p><b>Session 4. Part II: Implementing simplification strategies: the case of one-stop shops</b></p> <p>Chair of the session: <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</p>
	<p>One-stop shops are offices where applicants and other interested in government services can obtain the information necessary to their query in one location. They are primarily designed to provide integrated and seamless services with as few and as easily accessible points of contacts with the clients as possible. The purpose of one-stop shops is to provide substantial savings in information search and transactions costs for users in relation to a wider range of interactions with government. The purpose of the session is to discuss the different approaches taken in Arab and OECD countries to set up one-stop shops and their results in simplifying administrative procedures.</p> <p><b>Speakers</b></p> <ul style="list-style-type: none"> <li>○ <i>Mrs. Dominique de Vos</i>, General Deputy Director, Administrative Simplification Agency, Prime Minister Office, Belgium.</li> <li>○ <i>Mrs. Elise Debies</i>, Head of Division for Partnerships, General Directorate for the Modernisation of the State, France.</li> </ul> <p><b>Questions for discussion</b></p> <ul style="list-style-type: none"> <li>• What are the different approaches taken by Arab and OECD countries while setting up one-stop shops?</li> <li>• How can ICT based-tools be used to improve the delivery of services for citizens and businesses?</li> <li>• What are the main challenges to improve the quality and use of one-stop shops?</li> </ul>
10.15 – 10.45	Coffee break
10.45 – 12.00	<p><b>Session 5: Implementing simplification strategies: the case of licenses</b></p> <p>Chair of the session: <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</p>
	<p>Licensing is the practice of requiring prior approval by a government authority for the establishment and conduct of a business or other activities. Business licensing is widely believed to have the potential for serious economic harm because it raises the question of barriers to new start-ups and because of its anti-competitive possibilities. This session will provide an opportunity to revise the different approaches taken by OECD and Arab countries to reduce and simplify licenses for businesses.</p> <p><b>Speakers for discussion</b></p> <ul style="list-style-type: none"> <li>○ <i>Dr. Hatem el-Kadi</i>, Government Services Development Program Director, Ministry of State for Administrative Development, Egypt.</li> <li>○ <i>Ms. Anne de Chambrier</i>, Scientific collaborator, Policy and Economic Analysis Direction, State Secretariat for Economic Affairs, Switzerland.</li> <li>○ <i>Mr. Andre Amiouni</i>, Policy Analyst, Office of the Ministry of State for Administrative Reform (OMSAR), Lebanon.</li> <li>○ <i>Mr. Birol Ekici</i>, Head of Department, Department of Administrative Development, Office of the Prime Minister, Turkey.</li> </ul>



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	<p><b>Questions for discussion</b></p> <ul style="list-style-type: none"> <li>• What have been the different country experiences with licensing procedures?</li> <li>• What are the most common tools used for simplification of licenses?</li> <li>• What are the challenges to simplify licenses?</li> </ul>
12.00 – 13.00	<p><b>Next steps and closing session: Programme of work on administrative simplification</b></p> <p>Discussion of possible follow up initiatives in this area (e.g. training activities, peer-to-peer study visits, reviews, administrative simplification indicators, etc.)</p>
	<p><i>Closing remarks:</i></p> <ul style="list-style-type: none"> <li>○ <i>Chair of the meeting - Egypt:</i> <b>Dr. Ashraf Abdel-Wahab</b>, Deputy to the Minister, Ministry of State for Administrative Development, Egypt.</li> <li>○ <i>Co-Chair of the meeting - Italy:</i> <b>Mr. Federico Basilica</b>, Legal Advisor to the Italian Senate and to the Unit for Simplification and Quality of Regulation, Presidency of the Council of Ministers, Italy.</li> <li>○ <i>Moderator - OECD Secretariat:</i> <b>Mr. Christian Vergez</b>, Head, Innovation and Integrity Division, OECD Secretariat.</li> </ul>
13.00 – 14.30	<p><b>Lunch</b> hosted by the Ministry of State for Administrative Development (MSAD)</p>

## Background documentation

- *Cutting Red Tape: National Strategies for Administrative Simplification*. OECD publication. 2006
- OECD Policy Brief: *Cutting Red Tape: National Strategies for Administrative Simplification*. 2006
- *Regulatory Reform: Experiences from OECD countries*. OECD Trilingual publication(English, French and Arabic). 2006
- *E-Government for Better Government*. OECD e-Government Studies. 2005
- *The e-Government Imperative*. OECD e-Government Studies. 2003
- *Administrative Simplification for Opening Business and Issuing Business Licenses*. Birol Ekici. Turkey. 2007.
- *Decentralization and Partnership with the Public sector: Reform Strategy in the Civil Service Sector in Bahrain*. Rashid A.R Ishaq. Brief. 2007

More information: [www.oecd.org/mena/governance](http://www.oecd.org/mena/governance)