

Good Governance for Development (GfD) in Arab Countries Initiative
Working Group on Civil Service and Integrity

DRAFT AGENDA

TECHNICAL CO-ORDINATION MEETING:

ASSESSMENT CASE STUDIES

Rabat, Morocco

8 - 9 December 2005

Objectives

As a follow-up to the first meeting of Working Group 1, this technical co-ordination meeting will bring together representatives from Bahrain, Egypt, Jordan, Morocco and Tunisia, to support and co-ordinate the preparation of the case studies and specific contributions for policy dialogue.

More specifically, this meeting aims to:

1. Present and discuss the **scope and focus of each case study** and of specific contributions in the following focus areas. This would help to identify opportunities for collaboration and ensure complementarity.
 - Integrity and prevention of corruption: tools, measures, instruments;
 - Human resources management reform and reduction in wage bill costs;
 - Fiscally affordable pay reform which creates incentives for performance;
 - Simplification of administrative procedures and customer responsiveness.
2. Agree on an **approach and structure** for the case studies (see page 2 for a proposed structure).
3. Set up a **work schedule**.

Overview of the agenda

In view of these objectives, the agenda divides into three main sessions:

The first session of the meeting will serve (1) to present the preliminary results of the comparative survey on Human Resources Management in Arab countries undertaken by Jordan and (2) to discuss and agree on the **objectives, the approach and structure** of the case studies.

Session II will allow for in-depth discussion of **each individual case study's scope, approach and expected results**. It will start with short expert presentation(s) from country thematic leader(s) for each area for policy dialogue, followed by a *tour de table* to allow all participants to provide their views on the scope, focus and approach of the case study in the light of their own country's experiences. **Participants are invited to prepare comments and questions in advance of the meeting to foster fruitful discussions.**

Session III on Friday morning will serve to set up a **future work schedule**. This work schedule would help to clarify (1) the different steps for preparing the case studies and a timeline for their finalisation (2) when the action targets identified in the case studies could realistically be endorsed as part of National Action Plans for public governance.

Background papers and materials

Participants are strongly encouraged to share, in advance of the event, background documents for discussion (e.g. outline of the case study, background information, presentations).

PROPOSED STRUCTURE OF THE CASE STUDIES

1. Evaluation of the current state of the civil service and integrity system in a high-priority policy reform area in a specific Arab country:

- a. A descriptive summary of the core institutional arrangements (What is the system like?)
- b. An evaluation of their effectiveness (How well does the system work? / What are the main political and technical challenges?)

2. Action planning

- a. A set of policy *recommendations focusing on robust and time-bound technical actions*, which:
 - are derived from the evaluation in 1.b.;
 - could become part of National Action Plans in the second phase of the GfD Initiative, starting with the next WG meeting in spring 2006;
 - would be endorsed at ministerial level after further elaboration;
- b. Suggestions of *pilot projects* for testing the implementation of these action targets;

3. Identification of key lessons learned for other Arab countries

4. Optional: Peer comments

Participants will be invited to explore the possibility of involving policy experts from OECD member countries, on the basis of the peer review mechanism, to support them in the process of drafting policy recommendations.

THURSDAY, 8 DECEMBER 2005 MORNING SESSION

9.00	Opening session: Welcome and presentation of the meeting agenda [9.00-9.30]
	<p><i>Opening Remarks:</i></p> <ul style="list-style-type: none"> • Ms. Rabha Zeidguy, Director for Administrative Reform, Ministry for Modernisation of the Public Sectors, Morocco • Mr. Martin Forst, Principal Administrator, Public Governance and Territorial Development Directorate, OECD
Session I.	Baseline assessment: Objectives and methodology
	<p>Questionnaire on human resource management: Reporting on preliminary results [9.30-10.00]</p> <p><i>Presentation:</i> Ms. Muna Hakooz, Executive Director of Human Resources Policies Administration, Public Sector Development Administration, Prime Ministry, Jordan</p>
	<p>Assessment case studies: Objectives and approach [10.00 -11.00]</p> <p><i>Presentation:</i> Mr. Martin Forst, Principal Administrator, Public Governance and Territorial Development Directorate, OECD</p> <p><i>Tour de table</i></p> <p><i>Questions for discussion:</i></p> <ul style="list-style-type: none"> • Do you agree with the suggested approach and structure for preparing the assessment case studies? • How will the policy recommendations from the case studies feed into Country Action Plans? • Could the involvement of peer reviewers help define a set of policy recommendations? <p>Document: Proposed structure of the case studies</p>
Coffee break	[11.00-11.30]
Session II.	Assessment case studies
	<p>Following the general discussion on the approach and structure of the assessment case studies, this session will serve to review the scope and focus of each individual case study, in particular:</p> <p><u>1. Evaluation of the current state of the civil service and integrity system in the respective thematic focus area:</u></p> <ul style="list-style-type: none"> • Which specific thematic aspects will the case study focus on? Why are these particularly relevant for your country? • Will the case study focus on (i) future plans or (ii) actual experiences. If (i), will it include some political assessment of its feasibility? If (ii), will there be an evaluation of the implementation? • What data on developments in the country and in the region are already available and where might more be found? <p><u>2. Action planning</u></p> <ul style="list-style-type: none"> • Which <i>priority reform actions</i> can be derived from the analysis in the case study that could become part of Country Action Plans? • Which <i>concrete suggestions for pilot projects</i> derive from the case study? <p><u>3. Lessons learned</u></p> <ul style="list-style-type: none"> • Which broader lessons learnt on reform implementation from other countries will the case study reflect?

	<ul style="list-style-type: none"> • How do the experiences of the country undertaking the case study compare to those of the other represented countries? • Which key lessons learned for other Arab countries can be concluded from the case study? <p>4. <u>Peer reviews</u></p> <ul style="list-style-type: none"> • How could peer comments from an OECD policy expert best support your case study? Are there specific issues that you would like to receive comments on? Would you like to receive comments from a particular OECD country?
	<p>Morocco and Jordan: Case study on integrity and corruption prevention [11.30-12.45]</p> <p><i>Presentation on the Moroccan Case study:</i> Mr. Inrhaoun, Director for Administrative Studies and Research, Ministry for Modernisation of the Public Sectors, Morocco</p> <p><i>Kick-off speaker:</i> Ms. Muna Hakooz, Executive Director of Human Resources Policies Administration, Public Sector Development Administration, Prime Ministry, Jordan</p> <p><i>Tour de table</i></p> <p>Documents:</p> <ul style="list-style-type: none"> • Detailed outline of the Case Study on Morocco • Draft Ethics Code in Jordan
Lunch	[12.45-14.00]
	<p>Bahrain: Case study on human resource management in the civil service [14.00-15.00]</p> <p><i>Presentation:</i> Mr. Ebrahim Abdulrahman Kamal, Director, Employee Relations and Occupational Safety, Civil Service Bureau, Bahrain;</p> <p><i>Kick-off speaker:</i> Mr. Alaa Eldin Ragab Kotb, Legal Advisor, Ministry of State for Administrative Development, Egypt;</p> <p><i>Tour de table</i></p> <p>Document: Detailed outline of the Case Study on Bahrain</p>
	<p>Jordan: Case study on new approaches towards pay and grading in the civil service in the Arab region [15.00-16.00]</p> <p><i>Presentation:</i> Ms. Muna Hakooz, Executive Director of Human Resources Policies Administration, Public Sector Development Administration, Prime Ministry, Jordan</p> <p><i>Tour de table</i></p> <p>Document: Presentation on the role of HRM in reinforcing accountability and transparency</p>
Coffee break	[16.00-16.30]
	<p>Tunisia: Case study on simplification of administrative procedures and customer responsiveness [16.30-17.30]</p> <p><i>Presentation:</i> Mr. Fethi Bdira, General Director, Ministry for Administrative Development, Tunisia</p> <p><i>Tour de table</i></p>
Dinner	

FRIDAY, 9 DECEMBER 2005 MORNING SESSION

Session III.	Work Schedule: Toward the definition and endorsement of Country Action Plans [9.30 - 11.00]
	<p><i>Presentation:</i> Mr. Martin Forst, Principal Administrator, Public Governance and Territorial Development Directorate, OECD</p> <p><i>Tour de table</i></p> <p><i>Question for discussion:</i></p> <ul style="list-style-type: none">• What would be a feasible timetable for finalising the case studies in view of the next Working Group 1 meeting?• How should the second meeting of Working Group 1 be organised to maximise its benefit for (1) sharing lessons-learned and for (2) formulating Country Action Plans?• What would be a suitable process and timetable for endorsing the Country Action Plans at political level?
Closing Session	Conclusions by the Arab Chair and the OECD Secretariat [11.00 – 11.30]

Practical information

Venue of the meeting	The venue of the meeting will be the «Ministère des Affaires Économiques et Générales», rue Haj Ahmed Cherkaoui, nouveau quartier administratif, le haut Agdal, Rabat.
Accommodation	<p>All participants have been registered at the hotel “La Tour Hassan” in Rabat:</p> <p>Hôtel La Tour Hassan 2 6, rue Chellah, BP 14, Rabat Maroc Tél : (212-37) 23 90 00 Fax: (212-37) 72 54 08 http://www.latourhassan.com/ Contact Person: Nadia Zenati</p>
Meals	Breakfast will be provided at the Tour Hassan. On Thursday, a light lunch will be offered at the Ministry for Economic and General Affairs. All participants are cordially invited to a dinner on Thursday evening by the OECD Secretariat.
Transits in Rabat	The transits between the Hotel La Tour Hassan and the venue of the meeting at the Ministry for Economic and General Affairs will be ensured. On Thursday morning, the cars to the meeting will be leaving at the Tour Hassan at 8:30 am.
Contact persons	<p><i>Mr. Martin Forst, Principal Administrator, OECD</i> Mobile: + 33 6 15 39 63 98 Email: martin.forst@oecd.org</p> <p><i>Ms. Rabha Zeidguy, Director for Administrative Reform, Ministry for Public Sectors Modernisation</i> Tel: +212 37 67 99 73 Mobile: +212 63 62 33 55 Email: r.zeidguy@mmsp.gov.ma</p> <p><i>Ms. Rachida El Alaoui, Ministry for Economic and General Affairs</i> Tel: +212 74 33 06 88 or + 212 37 68 73 08 Email: haddad@affaires-generales.gov.ma</p>
Transit between Casablanca and Rabat	<p>Participants arriving in Casablanca are advised to continue to Rabat either by train or taxi, which are both comfortable and efficient means of transport directly available at Casablanca Airport. Further information is available on the website of Casablanca Airport:</p> <p>http://www.onda.ma/onda/infoMV.asp.</p>