Support to Enhanced Administrative and Public Economic Governance in Egypt

Training: Leveraging Administrative Simplification Concepts and Tools in the Food Safety Sector in Egypt

Agenda

6-7 December 2023
Sofitel Cairo Nile El Gezirah
3 El Thawra Council St Zamalek, El Orman 11518

MENA - OECD
Governance Programme

The EU-funded project "**Support to Enhanced Administrative and Public Economic Governance in Egypt**" is implemented by the Organisation for Economic Co-operation and Development (OECD) for a period of five years (2022-2026). It aims to support the efforts by the Government of Egypt to strengthen the monitoring and implementation of priority public governance reforms. More specifically, the EU funded project addresses three priority areas through two components, namely support to the Egypt Vision 2030 and the National Administrative Reform Plan, as well as support to the effective and efficient execution of public finance systems. These objectives respond to the EU-Egypt Partnership Priorities 2021-2027 and will be implemented through the strategic collaboration between the Government of Egypt, the EU, and the OECD.

Objectives

As part of the pilot programme of the project, the **training: "Leveraging Administrative Simplification Concepts and Tools in the Food Safety Sector in Egypt"** on **6-7 December 2023** will aim to enhance capacities and skills of civil servants in NFSA engaged in the regulatory oversight of food-related businesses, with a particular focus on the registration and inspection procedures. This event is designed as an intensive training platform where civil servants will gain in-depth knowledge and practical skills in managing administrative procedures efficiently. Emphasizing capacity building, the workshop will introduce participants to theoretical concepts and equip them with the latest tools and methodologies in service mapping and administrative simplification. The aim is to empower participants with the competencies required to navigate and improve complex administrative frameworks, leading to more effective and efficient public service delivery.

The workshop will also serve as a platform for civil servants to exchange ideas and experiences. It will encourage learning from peers and developing a collective understanding of shared challenges and possible solutions. The main goal is to enhance participants' knowledge and skills. This approach aims to ensure that they are equipped not only with a thorough understanding of current procedures but also with the ability to adopt and implement new, more effective practices in their regulatory roles.

The training will be held in English with Arabic interpretation available.

Agenda Day 1 – Wednesday, 6th of December, 2023

9.00 – 9.30   Welcoming of Participants

9.30 – 10.00   Introductory Session

- **Mr. Amr Soliman**, Project lead, Policy Analyst, MENA-OECD Governance Programme
- **Pamela Portocarrero**, Policy Analyst, Regulatory Policy Division, OECD
- **Miroslav Kosovic**, Expert in regulatory policy, OECD

10.00-12.00   Session 1: Introduction to administrative simplification

This session will introduce participants to the basic theoretical concepts of administrative simplification, commonly used tools, and relevant case studies. It will also include a presentation on the purpose, goals, theoretical framework and tools of administrative simplification, including the relevant case studies to inform the pilot programme with the NFSA.

Presentation
- **Miroslav Kosovic**, OECD Expert in regulatory policy

Open Discussion
Moderator: **Paulina López Ramos,** Policy Analyst, OECD

12.00-12.30   Coffee Break

12.30-14.30   Session 2: Introduction to service mapping

This session will introduce participants to the fundamentals of service mapping and provide an overview of tools and methods used therefor. In doing so, it will present the key theoretical frameworks, concepts and tools of service mapping, focusing on those most applicable in public sector practice. Models will be complemented by practical examples from OECD member and partner countries.

Presentation
- **Miroslav Kosovic**, OECD Expert in regulatory policy

Open Discussion
Moderator: Maryham Habib, Senior Public Administration Reform Advisor

14.30 – 15.00   Coffee Break

15.00 – 17.00   Session 3: Service mapping in practice

In this session, participants will apply service mapping in practice based on a procedure from the participants' public service practice. Notably:

- The tools learned in the previous session will be applied on the registration and inspection procedure

- Groupwork: the participants will be divided into groups, and each group will work on creating a draft of the service map of a selected procedure.

- This part of the session will focus on verifying/mapping the service/procedure steps and substeps, stakeholders, relevant inputs and outputs, documents.

Presentation
- **Miroslav Kosovic**, Expert in regulatory policy, OECD

Exercise facilitation
- **Pamela Portocarrero**, Policy Analyst, Regulatory Policy Division, OECD
- **Miroslav Kosovic**, OECD Expert in regulatory policy
- **Paulina López Ramos,** Policy Analyst, OECD
- **Maryham Habib**, Senior Public Administration Reform Advisor

17.00 – 17.30 Closing session

This session will summarise and capture key learnings, findings and insights of the day. Participants will be invited to share their reflections on the takeaways from the first day of training.

Concluding key note and instructions for second day
- **Miroslav Kosovic**, OECD Expert in regulatory policy

Open discussion and reflection on key takeaways
Moderator: Maryham Habib, Senior Public Administration Reform Advisor

17.30 Lunch

Agenda Day 2 – Thursday, 7th of December, 2023

| 9.00- 9.30 | **Welcoming of participants** | 4 |

| 9.30-10.30 | **Session 4: Introduction to the Standard Cost Model (SCM)** |

This session will introduce to the participants the theory and practical examples of applying the Standard Cost Model tool for administrative simplification. It will provide a theoretical overview of the tool, including its key elements, concepts and the relevant application scenarios.

The presentation will be followed by a groupwork exercise, where participants will practice the tool in the context of the registration and inspection procedure of the NFSA.

Presentation and instructions
- **Miroslav Kosovic**, OECD Expert in regulatory policy

Exercise facilitation
- **Pamela Portocarrero**, Policy Analyst, Regulatory Policy Division, OECD
- **Miroslav Kosovic**, OECD Expert in regulatory policy
- **Paulina López Ramos,** Policy Analyst, OECD
- **Maryham Habib**, Senior Public Administration Reform Advisor

| 10.30 – 10.45 | **Coffee Break** |

| 10.45 - 12.00 | **Session 5: Applying the Standard Cost Model in the context of the NFSA** |

In this session participants will apply the SCM tool for calculating the administrative burden of the relevant procedure, across all stages from start to finish, for the registration and inspection procedures of the NFSA.

Participants will be divided in groups to apply the SCM model and calculate the total administrative burden of the service/procedure map drafted during the first day, including the total cost for businesses, identifying the relevant population and identify main painpoints for the users based on the SCM calculation.

Instructions and moderation
- **Miroslav Kosovic**, OECD Expert in regulatory policy

Exercise facilitation
- **Pamela Portocarrero**, Policy Analyst, Regulatory Policy Division, OECD
- **Miroslav Kosovic**, OECD Expert in regulatory policy
- **Paulina López Ramos,** Policy Analyst, OECD
- **Maryham Habib**, Senior Public Administration Reform Advisor

| 12.00-12.30 | **Coffe Break** |

| 12.30 – 14.30 | **Session 6: Service mapping in practice – identifying and addressing key challenges** |

This session will identify key challenges and painpoints in the registration and inspection procedure of the NFSA to brainstorming potential ways how to address them. Based on the SCM calculations conducted in the previous session, participants will split in working groups and identify key challenge in the life cycle of the procedure, focusing on the administrative burden and applying administrative simplification tools and concepts learned during the first day of the workshop. Each group will then present the main findings and ideas to other participants.

Instructions and moderation
- **Miroslav Kosovic**, OECD Expert in regulatory policy

Exercise facilitation
- **Pamela Portocarrero**, Policy Analyst, Regulatory Policy Division, OECD
- **Miroslav Kosovic**, OECD Expert in regulatory policy
- **Paulina López Ramos,** Policy Analyst, OECD
- **Maryham Habib**, Senior Public Administration Reform Advisor

14.30 - 15.00	Coffee Break

15.00 - 17.00	Session 7: Completing the service mapping – generating ideas for optimising the registration and inspection led by the NFSA

This session will aim to brainstorming with atendees and propose potential ideas, solutions and areas for improvement in the relevant inspection and registration procedure of the NFSA. Participants will be divided in groups and, based on the challenges identified during the previous session, each will brainstorm ideas and opportunities for improvement on their assigned step of the procedure. After the brainstorming session, each group will select one member to present the ideas in an open plenary.

Instructions and moderation
- **Miroslav Kosovic**, OECD Expert in regulatory policy

Exercise facilitation
- **Pamela Portocarrero**, Policy Analyst, Regulatory Policy Division, OECD
- **Miroslav Kosovic**, OECD Expert in regulatory policy
- **Paulina López Ramos,** Policy Analyst, OECD
- **Maryham Habib**, Senior Public Administration Reform Advisor

17.00 – 17.30	Concluding Remarks

This session will summarise and capture key learnings, findings and insights of the day. Participants will be invited to share their reflections on the takeaways from the training.

Concluding remarks
- **Miroslav Kosovic**, OECD Expert in regulatory policy
- **Paulina López Ramos,** Policy Analyst, OECD

Open discussion and reflection on key takeaways

17.30   Lunch

CONTACTS

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