



PROJECT NOTIFICATION

23 May 2018

- 1. Project Code** 18-IN-60-GE-OSM-B
- 2. Title** Multicountry Observational Study Mission on Regulatory Review Enhancing Public-sector Productivity
- 3. Timing and Duration** 19–23 November 2018 (five days)
- 4. Venue** Manila, the Philippines
- 5. Implementing Organization** Development Academy of the Philippines (DAP)
DAP Bldg., San Miguel Ave., Ortigas Center, Pasig City
(P.O. Box 12788, Ortigas Center, Pasig City, Metro Manila)
Philippines
Phone: 63-2-631-2143
- 6. Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam

However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
- 7. Number of Local Participants** Up to ten qualified participants
- 8. Closing Date for Nominations** 30 August 2018
- 9. Objectives**
 - a. To enhance knowledge of the effectiveness of regulatory reform review within the framework of effective regulatory management to improve regulation initiatives and make the public sector more future ready;
 - b. To clarify the linkages between regulatory reform management and improvement of public-sector performance and productivity; and
 - c. To learn about best practices of effective regulatory management, reform and review resulting in improved operational efficiency and reduced unnecessary regulatory burden.

10. Background

Regulatory reform has been a top priority of many governments across the Asia-Pacific region in their strategies to produce tangible results and support inclusive growth, higher productivity, and innovation within the framework of effective regulatory management. In some cases, these are achieved by easing business regulations to boost entrepreneurship and

dynamism that support job creation in the formal sector; reducing the barriers to international trade and investment including FDI to encourage competition; undertaking wide-ranging financial-sector reforms to strengthen investment, especially from the private sector; addressing monopolies in critical sectors of the economy; establishing regulatory frameworks that manage natural resources, infrastructure development, and services; introducing tariffs and corporate governance through sectoral reforms; and many more. As a result, various regulatory rules, bodies, and processes have been established to provide better public services through regulation. But why is it necessary to perform regulatory reform reviews? According to an Australian report, while a regulation is defined as the range of instruments implemented to address a problem or risk and which either imposes mandatory requirements upon businesses and the community or seeks to change behavior, it also involves the use of government powers to alter, control, influence, or constrain the behavior of entities or individuals in the community. Therefore, a review of all regulations is necessary to ensure that policies and implementation are consistent, effective, and efficient and to reinforce the concept that existing regulations must be continually improved over time to make them future ready.

The APO has been implementing various projects to educate its stakeholders, especially member governments, on good regulatory practices under its Smart Public Sector Program with the aim of improving overall public-sector productivity and performance. Capacity-building initiatives in recent years have generally been geared toward improving public-sector efficiency, responsiveness, and effectiveness in undertaking and deepening the reforms undertaken. This study mission therefore is aimed at promoting a wider discussion and review among key stakeholders from governments of the impact of implementing regulatory reforms on performance and productivity including an understanding of good regulatory reform management and best practices of organizations to make them more future ready.

11. Scope and Methodology

The tentative modules to be covered are:

- a. Framework for good regulatory management;
- b. Review of the principles and importance of regulatory policy, reform and management;
- c. Setting the priorities and development agenda for regulatory reform;
- d. Developing a whole-government approach to regulatory reform and policy; and
- e. Review criteria and impact assessment of regulations.

The program will consist of lectures, presentations, sharing of best practices, visits to various organizations, group discussions, and action plan preparation.

The tentative program of the study mission is given below:

Date/Time	Activity
Sunday, 18 Nov. 2018	Arrival of participants in Manila
Monday, 19 Nov.	Opening session
	Presentation of resource papers
	- Framework for good regulatory management
	- Review of the principles and importance of regulatory

	policy, reform and management
	- Setting the priorities and development agenda for regulatory reform
Tuesday, 20 Nov.	Presentation of resource papers
	- Developing a whole-government approach to regulatory policy, management and reform
	- Regulatory Management System: A Philippine Model
	- Review criteria and impact assessment of regulations
	- Regulatory simplification for local governments with cases
	- How to develop an individual action plan
Wednesday, 21 Nov.	Site visits
	- Visits to organizations to learn about and review the regulations implemented including impacts and issues (maximum of two agencies per day)
	- Local Government of Quezon City, Business Permit and Licensing Office
	- Department of Agriculture, Bureau of Agricultural and Fisheries Engineering
	- Philippine Economic Zone Authority, attached agency to the Department of Trade and Industry.
Thursday, 22 Nov.	Site visits
	- Visits to organizations to learn about and review the regulations implemented including impacts and issues (maximum of two agencies per day)
	- Food and Drug Administration, attached agency to the Department of Health
	- Department of Tourism, Philippine Retirement Authority and the Department of Labor and Employment (Institute of Labor Studies) as pilot agencies of the Regulatory Impact Assessment (RIA) project of the government and the Asian Development Bank
	- National Privacy Commission.
Friday, 23 Nov.	Group discussion, summing up by resource persons, individual action plan presentation, program evaluation, and closing session
Saturday, 24 Nov.	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Officials of government agencies in charge of regulatory implementation and review, or NPO consultants in charge of public-sector productivity.
Experience	At least two years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.

Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

13. Financial Arrangements

a. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Manila, the Philippines, from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

The APO will only reimburse discount air tickets for the most direct route. Participants should note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

b. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.*

c. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in

addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

d. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13a for conditions)	Conditions apply	No	Conditions apply
Participating Country Expenses (PCEs) (refer to paragraph 13b)	USD50 per participant	No	No
Hotel accommodation in Manila	No	Yes	No
Per diem allowance in Manila	No	Yes	No
Transportation costs to and from hotel and airport in Manila	No	Yes	No
Insurance coverage in the Philippines (refer to paragraph 13c)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No

14. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the selection committee of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website (www.apo-tokyo.org). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the Industry Department, APO Secretariat (e-mail: ind@apo-tokyo.org, fax: 81-3-5840-5324).
- e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.

- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO study mission.
- l. NPOs should inform participants that they must attend all five days of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

15. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

16. Project Preparation

Participants are required to prepare a short paper prior to departure for the project venue. In preparing the paper, they are expected to follow the “Guidelines for the Preparation of Country Papers” to be provided later.

17. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the study mission.

18. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

19. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website (www.apo-tokyo.org).

20. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.



Dr. Santhi Kanoktanaporn
Secretary-General