



## PROJECT NOTIFICATION

<b>PN Issue Date</b>	8 February 2019
<b>Project Code</b>	19-IN-42-GE-WSP-B
<b>Title</b>	Workshop on Developing Regulatory Management System (RMS) Framework to Improve Public-sector Productivity
<b>Timing and Duration</b>	5–9 August 2019 (five days)
<b>Venue</b>	Manila, Philippines
<b>Implementing Organization(s)</b>	Development Academy of the Philippines (DAP)
<b>Number of Overseas Participants</b>	<p>Up to 18 qualified participants from Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam.</p> <p>However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.</p>
<b>Number of Local Participants</b>	Up to ten qualified participants
<b>Closing Date for Nominations</b>	5 June 2019

## 1. Objectives

This workshop aims to contribute to member countries' competitiveness by enhancing governance effectiveness and the future-readiness of public sectors in the region by reviewing regulatory management approaches and practices of governments, determining the gaps in regulatory administration and enforcement, developing a regulatory management system (RMS) framework, and formulating common goals for action to improve the delivery of regulatory services for higher public-sector productivity in member countries and make governments more future-ready.

## 2. Background

Regulations are essential tools for governments to promote well-being and economic growth. Hence, they should be continually reviewed and improved to achieve functional RMS. The OECD provides guidelines on what constitutes a good RMS categorized into four core components: regulatory policies; regulatory tools; regulatory institutions; and regulatory procedures. It explains that a good RMS serves to assess national practices that help to analyze regulatory governance performance and to identify success factors and priority areas for reform, leading to the institutionalization of good regulatory governance under which policies result in improved economic performance in the long run.

However, studies point out that, despite good intentions, overregulation may stifle business productivity and creativity to innovate, while underregulation allows firms to produce shoddy products and services. Poorly designed regulations and faulty implementation of policies compounded by weak institutional capacities may create regulatory burdens instead of acting as an impetus to long-term growth and competitiveness. This is intensified by the increasing pace of technological changes and globalization, which are posing substantial challenges and leaving governments unsure of what and how to regulate. These all make achieving regulatory quality increasingly difficult today.

Studies also reveal that better rules are a necessary condition for societies to meet social goals including effective, efficient regulatory systems. Effective regulation in this context refers to the extent to which regulations achieve their stated objectives, while efficient regulation means that the net benefits are greater than the cost of achieving the objectives. Under the transformation initiative of the APO Smart Public-sector Program, this workshop will review regulatory management approaches and practices of governments and attempt to develop an RMS framework in terms of institutions, tools, and policies that benefit citizens as well as enhance the productivity of APO member countries and make them more future-ready to overcome challenges.

## 3. Scope and Methodology

The tentative topics to be covered are:

- a. Definition and Overview of RMS;
- b. Approaches and Principles of RMS;
- c. Definition and Role of RMS Indicators;
- d. Impact Analysis of RMS;
- e. Principles of Quality RMS and Good Governance;
- f. Understanding Regulatory Policies, Regulatory Tools, Regulatory Institutions, and Regulatory Procedures; and
- g. Conceptual Framework of RMS.

The workshop will consist of lectures, group discussion sessions, sharing of experience among participants through country paper presentations, site visits, and developing the APO RMS framework.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sunday, 4 August 2019	Arrival of participants in Manila
Monday, 5 August	Opening session

Tuesday, 6 August	Presentation of resource papers <ul style="list-style-type: none"> <li>- Definition and Overview of RMS</li> <li>- Approaches and Principles of RMS</li> </ul> Presentation of resource papers <ul style="list-style-type: none"> <li>- Definition and Role of RMS Indicators</li> <li>- Impact Analysis of RMS</li> <li>- Principles of Quality RMS and Good Governance</li> </ul>
Wednesday, 7 August	Presentation of country papers Presentation of resource papers <ul style="list-style-type: none"> <li>- Understanding Regulatory Policies, Regulatory Tools, Regulatory Institutions, and Regulatory Procedures</li> <li>- Conceptual Framework of RMS</li> <li>- Group workshop/exercise</li> </ul>
Thursday, 8 August	Site visit <ul style="list-style-type: none"> <li>- To learn about and observe RMS implementation in public-sector organizations including contributions to and impact on productivity and competitiveness</li> </ul>
Friday, 9 August	Resource person presentation <ul style="list-style-type: none"> <li>- Proposed APO RMS Framework</li> </ul> Presentation of individual action plans Program evaluation by participants, resource persons, and implementing organization Summing-up session Closing session
Friday, 10 August 2019	Departure of participants and resource persons

#### 4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials and planning chiefs of government regulatory agencies of different sectors, or policymakers, or consultants for the public sector from NPOs.
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 meet the qualifications above are generally between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

#### 5. 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.

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. 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.

**c. 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)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
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 13b)	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

## **6. 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](http://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](mailto: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 workshop.
- 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.

#### **7. 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.

#### **8. Project Preparation**

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the attached "Guidelines for the Preparation of Country Papers."

#### **9. 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 workshop.

#### **10. Evaluation of Participants**

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

#### **11. 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](http://www.apo-tokyo.org)).

#### **12. 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

19-IN-42-GE-WSP-B:

Workshop on Developing a Regulatory Management System Framework to Improve Public-sector  
Productivity  
5–9 August 2019, Manila, the Philippines

### **Guidelines for Preparation of Country Papers**

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The participants in this workshop are expected to prepare and present country papers keeping in mind the objectives, scope, and proposed outline below. The purpose is to share information on the current national regulatory management systems (RMS) in terms of policies, tools, institutions, and procedures which will be used as a reference in developing an APO RMS framework to address productivity enhancement in member countries.

### **Proposed Outline of Country Papers**

1. Present the existing framework for regulation that best represents the country's regulatory management system of any specific sector such as business, the environment, energy, transport, telecommunications, water and sanitation, taxes, insurance, tariffs, banking and finance, education, health, agriculture, SME, etc.
2. Provide a brief description of some regulatory policies, tools, institutions, and procedures based on the existing framework for regulation.
3. Cite some implementation results, including challenges and issues encountered, of those regulatory policies, tools, institutions, and procedures.

*Note: It would be helpful if you cite and make use of an existing report in explaining the above points.*

The country papers should be printed, single-spaced, on standard A4-sized paper and be between 3 and 5 pages in length, excluding tables/figures. Each participant should prepare a PowerPoint file for presentation of the country paper. A soft copy of the country paper and PowerPoint file should reach the APO ([jelvinia@apo-tokyo.org](mailto:jelvinia@apo-tokyo.org) and [meshita@apo-tokyo.org](mailto:meshita@apo-tokyo.org)) and the Development Academy of the Philippines (DAP) ([apolugrantees@yahoo.com.ph](mailto:apolugrantees@yahoo.com.ph) and [ablanr@dap.edu.ph](mailto:ablanr@dap.edu.ph)) **no later than 24 July 2019**. Participants are expected to make a PowerPoint presentation of 20 minutes including a Q&A session. The presentations should focus only on the main points of the country paper. It is strongly recommended that participants organize their presentations based on the topical outline above.

