



PROJECT NOTIFICATION

PN Issue Date	18 April 2019
Project Code	19-IN-53-GE-WSP-A
Title	Workshop on Measuring, Monitoring, and Evaluating Regulatory Performance for Productivity and Competitiveness
Timing and Duration	7–11 October 2019 (five days)
Venue	Putrajaya, Malaysia
Implementing Organization(s)	Malaysia Productivity Corporation (MPC)
Number of Overseas Participants	Up to 18 qualified participants
Number of Local Participants	Up to six qualified participants
Closing Date for Nominations	1 August 2019

1. Objectives

The objective of this course is to enhance the governance effectiveness and future-readiness of public sectors in the region through improvement of their regulatory functions and increasing overall public-sector productivity through good regulatory practices. In particular, this course aims to:

- a. Identify suitable practices in measuring, monitoring, and evaluating regulatory performance that enhances national productivity and competitiveness;
- b. Review the effectiveness and quality of regulatory policies/programs for better design and implementation; and
- c. Provide an understanding of effective measurement, monitoring, and evaluation systems for regulatory activities undertaken by governments.

2. Background

Many governments have progressed in the development of regulatory policies emphasizing deregulation, privatization, re-regulation, and the creation of independent regulatory agencies. However, governments and society need to evaluate regulatory effectiveness to ensure evidence-based decision making and accountability within the public service. OECD reports provide some criteria for measuring, monitoring, and analyzing regulatory options in terms of: 1) impact and effectiveness in changing or improving the targeted behavior; 2) cost-effectiveness when comparing regulatory options; 3) net benefits, or clarifying the positive and negative impacts of policy choices to select the most effective, beneficial option; and 4) equity with distributional fairness, showing how various options affect different groups to yield the fairest distribution of impacts. The OECD concluded that when measuring the performance of a regulatory policy, evaluations are needed of both the outcomes of specific regulations and process outcomes based on administrative, democratic, or technocratic values.

The increasingly dynamic global economy, characterised by rapid change in many sectors, demands that some policies or regulations need to be re-examined or reviewed. Rules that remain tied to outdated assumptions need to be evaluated, or they will remain burden to the economic progress. The widespread adoption of Good Regulatory Practices (GRP) in the policy making process will greatly enhance accountability, transparency and inclusiveness and build trust in the public sector. Through GRP, stakeholders will have the opportunity to contribute to policy and regulatory decision making that affects them and the economy in the end.

The APO is keen to support member governments by providing systematic guidance on how to improve existing regulatory effectiveness. Under its transformation initiative to enhance the governance effectiveness and future-readiness of the public sector, this workshop will identify best practices in measuring, monitoring, and evaluating regulatory performance. This will lead to better design and implementation of regulatory policies. Participants will learn what is meant by an effective monitoring and evaluation system for regulatory activities undertaken by the governments. This workshop will focus on how the public sector can measure regulatory progress accurately, especially policy outcomes.

3. Scope and Methodology

The tentative topics to be covered are:

- a) Linking Regulatory Performance with Productivity and Competitiveness.
- b) Framework of Good Regulatory Practice: House of GRP
- c) Creating Strong Foundation on Regulation through Effective Roles by Central Oversight Body
- d) Effective Rule-Making Process Through Public Consultation
- e) Evaluating the Regulations through Regulatory Impact Assessment (RIA)
- f) Strategic Approaches & Tools in Measuring, Monitoring and in Decision Making of Regulations:
 - New Regulations - RIA
 - Existing Regulations – Reducing Unnecessary Regulatory Burden (RURB), Cutting Red Tape (MyCURE);
- g) Understanding the Indicators of Regulatory Performance

The workshop will consist of themed presentations, sharing of country experiences, individual/group exercises, and field visits.

The tentative program of this project is given below:

Date/Time	Activity
Sunday, 6 October 2019	Arrival of participants in Kuala Lumpur
Monday, 7 October	Opening session Presentation of resource papers on: <ul style="list-style-type: none"> - Linking Regulatory Performance with Productivity and Competitiveness. - Framework of Good Regulatory Practice: House of GRP - Creating Strong Foundation on Regulation through Effective Roles by Central Oversight Body Presentation of country papers
Tuesday, 8 October	Presentation of resource papers on: <ul style="list-style-type: none"> - Effective Rule-Making Process Through Public Consultation - Evaluating the Regulations through Regulatory Impact Assessment (RIA)
Wednesday, 9 October	Presentation of resource papers on: <ul style="list-style-type: none"> - Strategic Approaches & Tools in Measuring, Monitoring and in Decision Making of Regulations: <ul style="list-style-type: none"> ➢ New Regulations – RIA ➢ Existing Regulations – Cutting Red Tape (MyCURE) - Understanding the Indicators of Regulatory Performance
Thursday, 10 October	<ul style="list-style-type: none"> - Attending National Convention on GRP 2019 - Site visit to public-sector organization with best practices for case studies
Friday, 11 October	<ul style="list-style-type: none"> - Presentation of group activity output - Program evaluation by participants, resource persons, and implementing organization - Summing-up session - Closing session
Saturday, 12 October	Departure of participants

4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials from regulatory agencies, policymakers, and/or consultants on regulatory reform 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 fit the above profile are typically between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

5. Requirements

The participants are required to undertake preparatory work such as writing country papers prior to departure for the project venue.

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs within one month after attending the project. The participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. NPOs will monitor the follow-up actions and report submission by participants.

5-1. Repeat Participants (who attended previous APO projects)

- a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.
- b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

5-2. All Participants

- a. In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to revise or replace after attending the project (as in item b below).
- b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.
- c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.
- d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

6. Financial Arrangements

6-1. 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 Kuala Lumpur, Malaysia.

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.

6-2. 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. 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.

6-3. 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 on Airfare for conditions)	No	No	Yes
Participating Country Expenses (PCEs) (refer to paragraph on Participating Country Expenses)	NA	NA	NA
Hotel accommodation at the Venue	No	Yes	No
Per diem allowance at the Venue	No	Yes	No
Transportation costs to and from hotel and airport at the Venue	No	Yes	No
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	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
Notes (special conditions):			

7. 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 the section Qualifications of Candidates 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 department in charge of this project.

- 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 the 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 project.
- l. NPOs should inform participants that they must attend the entire program 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.

8. 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.

9. Project Preparation

The 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 attached "Guidelines for the Preparation of Country Papers."

10. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress reports six months after completion of the project. In addition, participants taking part in training-of-trainers courses must also submit a report summarizing a training project that they conducted following the action plans to the APO and NPOs within six months after project completion.

11. Evaluation of Participants

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

12. 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).

13. 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

POSTPROJECT ACTIVITY GUIDELINES

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

Examples of Follow-up Activities

The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

- a. An official report on project attendance to participants' organizations, or NPOs, or both;
- b. Newspaper/magazine articles based on learning from the project;
- c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
- d. Delivering a presentation or lecture on the project topic;
- e. Conducting a workshop/seminar/conference/forum on the project topic;
- f. Improving training/teaching/extension materials related to the project topic; and
- g. Sharing project findings with colleagues, professional groups, or others.

19-IN-53-GE-WSP-A:

Workshop on Measuring, Monitoring, and Evaluating Regulatory Performance for
Productivity and Competitiveness
7–11 October 2019, Putrajaya, Malaysia

Guidelines for Preparation of Country Papers

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 practices of measuring, monitoring, and evaluating regulatory performance in your government to provide an understanding of the overall current regulatory management system including its implications for national competitiveness and productivity and for benchmarking purposes with other countries.

Proposed Outline of Country Papers

1. Provide a specific example of a government regulation that is being enforced to business, the environment, energy, transport, telecommunications, water and sanitation, taxes, insurance, tariffs, finance, banking, education, health, etc.
2. Explain the method of measuring, monitoring, and evaluating the performance of that regulation to determine whether it is meeting the objectives.
3. Briefly discuss some constraints or issues encountered in terms of measuring, monitoring, and evaluating that regulation.

Note: It would be helpful if you cite and make use of an existing report in explaining the above points to show the complete process of measuring, monitoring, and evaluating the performance of any regulation.

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 and meshita@apo-tokyo.org) and the Malaysia Productivity Corporation (MPC) (abigail@mpc.gov.my) no later than 30 September 2019. Participants are expected to make a PowerPoint presentation of 20 minutes only 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.