



SIGMA

Support for Improvement in Governance and Management

A joint initiative of the OECD and the European Union, principally financed by the EU

Roles and Responsibilities in the Policy System

SIGMA Workshop for Senior Officials from Government Secretariats and Line Ministries in the CARDS Region

Hotel Maestral, Budva, Montenegro, 1 and 2 November 2005

Objectives: Increase awareness of the importance of a functioning policy system in a complex political environment. In particular in the context of the SAp and EU accession, policy development, coordination, monitoring and evaluation is of crucial importance to ensure effective reform and harmonization.

Provide comparative information and a forum for discussion and future networks for representatives from the CARDS region, and from new and old EU Member states.

Monday 31 October

19:00 Reception and Buffet Dinner hosted by the Secretary-General of the Government of Montenegro, Mr. Zarko Sturanovic and Sigma

Tuesday 1 November

10:00-12:00 Introduction and Overview

Opening of the workshop

Opening address by Mr. Zarko Sturanovic, Secretary-General of the Government of Montenegro and Mr. Bob Bonwitt, Head, Sigma Programme

Introduction of participants

Introduction and Overview

Steps in the policy cycle and respective roles of the Government Secretariat and the line ministries: comparative overview, including new and old EU Member states

Presentation: Ms. Michal Ben-Gera, Sigma Expert

Discussion/Questions

12:00-13:30 Lunch

13:30-15:00 Setting the policy agenda: Setting priorities; planning policy and output of the Government – How is it done; who does what?

Introductory Presentation: Mr. Zarko Sturanovic, Secretary-General of the Government of Montenegro

Co-Presentation: Ms. Zsofia Czoma, Director for International Affairs, Prime Minister's Office, Hungary

Issues

What procedures, competencies and capacities exist to ensure that the Government sets clear policy priorities and that policy and legislative planning is effective and efficient, and in line with the government programme and government priorities?

Roundtable: Participants will briefly present how these responsibilities and tasks are organised in their government and administration. The discussion will then focus on issues under consideration, problems occurred and on activities and reforms envisaged or under way.

Discussion/Questions

15:00-15:30

Coffee break

15:30-17:00

Preparation of policy proposals and legal drafts: analysis, consultations, finalisation, and submission to the Government – How is it done; who does what?

Introductory Presentation: Mr. Plamen Georgievski, State Secretary of the Ministry of Local Self-government, FYRoMacedonia

Co-Presentation: Mr. Bogdan Zagrobelny, Deputy Director, European Economic Affairs Department, Deputy Director, Ministry of Economic Affairs and Labour, Poland

Issues

What competencies, procedures, and capacities exist in the Ministries to prepare policy proposals and draft legislation, and to ensure that preparation, consultation and submission is done in an effective and efficient way? Is there a process to ensure that policies are prepared in line with government priorities, sectoral policies, and the existing legal framework?

- Organisation and procedures
- Roles and tasks of different players
- Are there rules about budgetary and impact assessments?
- Are there rules regarding easy-to-follow format(s) for presenting material?

Roundtable: Participants will briefly present how these responsibilities and tasks are organised in their government and administration. The discussion will then focus on issues under consideration, problems occurred and on activities and reforms envisaged or under way.

Discussion/Questions

Evening free

Wednesday, 2 November

9:00-10:30

Procedures and competencies of the Government Secretariat: How are proposals reviewed and assessed, discussed in working bodies, decided by Government, and followed-up – How is it done; who does what?

Introductory Presentation: Mr. Dragan Podimic, Director Legislation Service, BiH State Level (tbc)
Co-Presentation: Mr. Daniel Trnka, Deputy Director, Office of the Government, Czech Republic

Issues

What procedures, bodies, competencies and capacities exist to review and assess proposals; are rules reviewed and improved periodically; which checks are done by whom; what are the tasks and responsibilities/competencies of the reviewer/assessor, e.g. legislative secretariat, committees, councils, etc; what is the involvement of ministries in this process?

Roundtable: Participants will briefly present the structure and capacities in their respective government and administration. The discussion will then focus on issues under consideration, problems occurred and on activities and reforms envisaged or under way.

Discussion/Questions

10:30-11:00 **Coffee break**

11:00-13:00 **Policy implementation, monitoring and evaluation**
How is it done; who does what?

Introductory Presentation: Ms. Ivana Jakir-Bajo, Head, Budget Analyses and Capital Investment Evaluation Department, Ministry of Finance, Croatia

Co-Presentation: Mr. Kai Andreas Otto, Ministry of Interior, Germany

Issues

What procedures, bodies, competencies and capacities exist to monitor and evaluate policy implementation: responsibilities of the different players; competencies and capacities to ensure that a policy is implemented? Is implementation monitored and evaluated to check whether or not the policy produces the expected results? Are there reporting obligations, e.g. to the government or the parliament?

Roundtable: Participants will briefly present the structure, responsibilities and capacities in their respective governments and administrations regarding implementation, monitoring and evaluation. The discussion will then focus on issues under consideration, problems occurred and on activities and reforms envisaged or under way.

Discussion/Questions

13:00-14:30 **Lunch**

14:30- 16:30 **Group work on a questionnaire designed to collect comparative information on the policy system in the CARDS countries**

This group work should at the same time foster discussion among new Member states and the CARDS region

(Coffee during group work)

16:30 **Discussion of issues arising from the questionnaire**

17:00 **Wrap up followed by closing reception**