

## SEMINAR ON STRATEGIES, TOOLS AND CAPACITIES FOR ADMINISTRATIVE SIMPLIFICATION

17~18 November 2009  
Lotte Hotel, Jeju Island, Korea

### DRAFT AGENDA

#### [DAY 1] 17 November 2009

08:20-08:40 Registration

#### Programme Orientation

08:40-09:00 Presentation of the Programme  
Introduction of Participants

#### OPENING SESSION

09:00-09:20 **Opening Address**

09:20-10:10 **Keynote Speech**

10:10-10:30 Group Photo  
*Coffee Break*

#### SESSION 1

#### Implementing Simplification Strategies

10:30-12:30 Presentations and Group Discussion

12:30-14:00 *Lunch*

## SESSION 2

14:00-15:00	<b>Administrative Simplification Tools</b> Presentations and Issues	
15:00-16:30	<b>Group A</b> Electronically-based delivery mechanisms	<b>Group B</b> Process Re-Engineering
16:30-17:00	<i>Coffee Break</i>	
17:00-18:00	<b>Plenary session : Report the results</b>	
19:30-21:30	<i>Dinner</i>	

## [DAY 2] 18 November 2009

## SESSION 3

09:30-10:30	<b>Institutional Frameworks</b> Presentations and Issues	
10:30-12:00	<b>Group A</b> Organizational and structural approach (keywords, jurisdiction, delegation of power, roles and responsibilities of the multi-government levels etc.)	<b>Group B</b> Legal and regulatory approach (keywords: administrative simplification laws)
12:00-13:30	<i>Lunch</i>	
13:30-14:30	<b>Plenary session : Report the results</b>	
14:30-14:50	<i>Coffee Break</i>	

## CLOSING SESSION

14:50-15:50	<b>Summary and Evaluations</b>	
15:50-16:00	Closing Remarks	
16:00-17:00	Farewell Cocktail	

Optional study visit will be offered by the organizer on 19 November 2009.



## PROGRAMME NOTIFICATION

- 1. Title** The 4<sup>th</sup> Multi-country Study Mission on Public Governance  
“Strategies, Tools and Capacities for Administrative Simplification”
- 2. Duration** 17-18 November 2009 \*\* for optional study visit, 19 Nov. 2009
- 3. Venue** Lotte Hotel Jeju, Jeju Island, Republic of Korea ([www.lottehoteljeju.com](http://www.lottehoteljeju.com))
- 4. Organizer** Public Governance Programme, OECD/KOREA Policy Centre
- 5. Participants** Approx. 25 Civil Servants from the Asian-Pacific region
- 6. Objectives** Sharing ideas and experiences of administrative simplification in order to find administrative simplification strategies, tools and institutions that best fit each country's context.

### 7. Background

The Public Governance Programme of OECD/KOREA Policy Centre has annually provided the Multi-country Study Mission on Public Governance to senior or middle level of civil servants from Asian-Pacific countries. This seminar has encompassed various areas of public governance such as performance management and evaluation, administrative reforms, and public service delivery. Policy makers and implementers from each country were all engaged in active discussion, and produced fruitful results<sup>1</sup>. Therefore we continue to conduct this seminar so as to better find a way to increasing efficiency, transparency and accountability in public governance. We also seek to share knowledge and practices among the OECD and non-OECD member countries in the Asian-Pacific region.

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<sup>1</sup> See the result, which has been recently published. Link :  
[http://www.oecdkorea.org/Download/Governance/Manager/Public/File/200907/Improving\\_Public\\_Service.pdf](http://www.oecdkorea.org/Download/Governance/Manager/Public/File/200907/Improving_Public_Service.pdf)

## 8. METHODOLOGY

This seminar consists of three main sessions under the title of “Strategies, Tools and Capacities for Administrative Simplification”: (1) Implementing Simplification Strategies; (2) Administrative Simplification Tools; and (3) Institutional Frameworks, followed by Summary and Evaluations session.

### <Session 1>

At the first session, a speaker will present overall issues of simplification strategies, taking some cases of OECD countries. Following on the issue presentation, three case study presentations will be provided from the Asian-Pacific countries. The first session will end with discussion among participants.

*A key finding of this study is that administrative simplification is becoming increasingly embedded within the overall regulatory quality systems of respective countries. In the past, administrative simplification was often undertaken on an ad hoc or sectoral basis. In most of the countries included in this study there is now more of a “whole-of-government” approach to reducing burdens. Simplification is being increasingly embedded in the policy-making process. Simplification strategies focus on two dimensions: ex ante control of the burden introduced by new regulations (a flow concept) and the reform ex post of existing burdensome regulation (a stock concept). (excerpt from OECD, Cutting Red Tape)*

### <Session 2>

The Session two will explore administrative simplification tools. First an issue presentation will be provided by a speaker, so that each participant can get the trends of the issue for the group discussion. The discussion will be divided into two groups: (1) **electronically-based delivery mechanisms**, and (2) **Process Re-engineering**. The results will be reported and shared among participants at the plenary session.

*Many traditional tools for administrative simplification – such as the use of one-stop shops and process re-engineering – continue to be used among OECD member countries to reduce administrative burdens. The innovation over recent years is the increasing use of technology to facilitate this process. These tools are increasingly being used via electronic or web-based delivery platforms rather than through the creation of physical facilities. (excerpt from OECD, Cutting Red Tape)*

### <Session 3>

Last, the session three is about institutional frameworks. This subject will be dealt with in two different approaches: (1) organizational and structural approach; and (2) legal and regulatory approach. This session will be progressed in the same way as session two. Following an issue presentation, each participant can be engaged in a group discussion that one chose. Also the results will be reported and shared at the plenary session, moderated by a speaker.

Additionally, the speakers from each session will report a summary of discussion at the closing session. This seminar will be wrapped up with closing remarks, and all participants are invited to a farewell cocktail.

### <References>

To get more ideas and information on administrative simplification,

1. Cutting Red Tape : Summary

<http://www.oecd.org/dataoecd/40/17/38103089.pdf>

2. Policy Brief: From Red Tape to Smart Tape: Administrative Simplification in OECD Countries

<http://www.oecd.org/dataoecd/9/62/2790042.pdf>

3. Overcoming Barriers to Administrative Simplification Strategies: Guidance for Policy Makers

<http://www.oecd.org/dataoecd/38/11/42112628.pdf>

## 9. COUNTRY PAPER

You are all required to submit a country paper (*approx.* 2500 words). Each participant is expected to discuss at the group sessions based on their papers. However, observers do not necessarily submit any paper. The guidance will be sent to participants.

### **Publication**

The country papers submitted by participants will be published by the OECD/KOREA Policy Centre. The publication will be distributed to relevant organisations of a variety of countries.

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## 10. CONTACT PERSON

If you have any inquiry regarding this seminar, please do not hesitate to contact us as below:

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