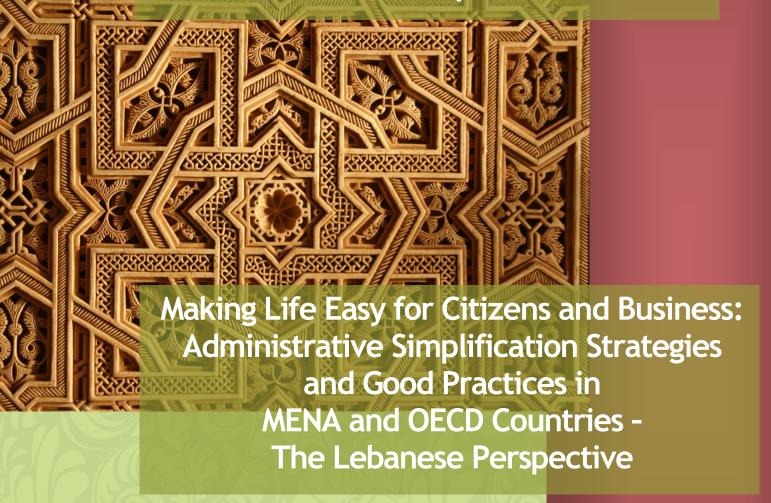


Beirut, 28-29 September 2010



Capacity Building Seminar for the Public Administration of Lebanon

Organised by

OMSAR and the

MENA-OECD Governance Programme

mena-governance@oecd.org www.oecd.rg/mena/governance

Programme and objectives

Administrative Simplification has been identified as a key regulatory policy area in both MENA and OECD countries. This area of public policy deals with the reduction of unnecessary administrative burdens imposed on citizen, business, public administration and other government activities when complying with bureaucratic obligations. Years of improvement in this field have generated knowledge and innovative approaches to gain efficiency and encourage individual and collective action. These efforts include improving regulations that rule administrative procedures and the use of new information and communication technologies (ICT) and the development of e-government. The workshop is organised by the Office of the Minister of State for Administrative Reform (OMSAR) in cooperation with the MENA-OECD Governance Programme. The objective of the combined workshop and training course is to facilitate the implementation of the administrative simplification strategy in Lebanon and to deepen the knowledge about methods to coordinate regulatory quality frameworks with the use of ICT-tools.

At the end of this training course the participant should:

- 1. Have an informed understanding about the practical implications of the current administrative simplification strategy in Lebanon
- 2. Have an informed understanding about international good practices in administrative simplification and in coordinating strategies with e-government
- 3. Be able to develop projects to implement and manage administrative simplification strategies

Target group

This two-day workshop/training course should be of particular interest to those involved in planning and implementing administrative simplification strategies; policy makers, public officials and ICT experts in Lebanon.

Tuesday, 28 September 2010

8.30 – 9.00 *Registration*

9.00 – 9.30 **Opening Session**

Opening remarks:

- H.E. Mr. Mohammad Fneish, Minister of State for Administrative Reform (OMSAR), Lebanon
- H.E. Dr. Khaled Kabbani, Persident of the Civil Service Board, Lebanon
- Mr. Josef Konvitz, Head of the Regulatory Policy Division, Public Governance and Territorial Development Directorate, OECD

9.30 – 11.00 Session 1. International Practices in Administrative Simplification: The Design and Implementation of Simplification Programmes

Chair: H.E. Dr. Khaled Kabbani, President of the Civil Service Board

This session will present the practical experiences of selected OECD countries and will shed light on the organisational arrangements, the stakeholders concerned, action plans, steps undertaken to execute the plans, invested resources, driving and restraining forces, risk-mitigation techniques and lessons learnt. To this end the session will discuss the rationale of administrative simplification, the importance of streamlining procedures generated by government regulations and other factors, and the direct and indirect costs of cumbersome procedures. This session will also explain the various simplification tools that governments can use from standardisation of forms, to one-stop-shops, process reengineering, organisational restructuring and IT-driven mechanisms.

Speakers:

- Mrs. Dominique de Vos, Deputy Director General, Administrative Simplification Agency, Prime Minister's Office, Belgium
- Mrs. Fatiha Charni Brini, Director in charge of Administrative Simplification, Prime Ministry, Tunisia
- Mrs. Signe Jensen, Senior Advisor, Division for Better Business Regulation, Danish Commerce and Companies Agency, Denmark
- Mrs .Miriam Allam, Economist, Regulatory Policy Division, Public Governance and Territorial Development Directorate, OECD

11.00 – 11.30 Coffee Break

11.30 – 13.00 Session 2: Creating Regulatory Quality Frameworks: The Characteristics of a Regulatory Quality Initiative

Chair: MP Mr. Ghassan Moukheiber, Parliament of Lebanon

This session will identify issues to be regulated, interests to be protected, exemptions that could be allowed with the aim of maintaining the balance between the citizen's welfare, business efficiency and the rule of law. Aspects that must be taken into account when a simplification exercise is to be initiated will be highlighted with references to practical case studies drawn from OECD countries.

Speakers:

- Mrs. Dominique de Vos, Deputy Director General, Administrative Simplification Agency, Prime Minister's Office, Belgium
- Mrs. Signe Jensen, Senior Advisor, Division for Better Business Regulation, Danish Commerce and Companies Agency, Denmark
- Mr. Rizkallah Freifer, Member of the State Council, Beirut, Lebanon

13.00 – 14.30	Lunch		
14.30 – 16.00	Session 3: The Experience of the Private Sector with Government		
	Regulations and the Lebanese Initiatives		

Chair: HE Mr. Fadi Abboud, Minister of Tourism, Lebanon

This session will present the experience of the private sector with government regulations and procedures. The type of daily interactions, bottlenecks, costs, successes and failures will be identified. The session will open the channels of communication between the representatives of the public and private sectors to determine the steps required to improve interactions and create a business-enabling environment. The second part of the session some of OMSAR past and present initiatives in simplification and set the guidelines for a comprehensive strategy of administrative simplification

Speakers:

- Mr. Josef Konvitz, Head of the Regulatory Policy Division, Public Governance and Territorial Development Directorate, OECD
- Mr. Mazen Hanna, Senior Advisor to the Prime Minister, Lebanon
- Mr. Andre Amiouni, Senior Policy Analyst, Leader of the Simplification Team at OMSAR
- Mr. Antoine Romanos, Head of the Medical Professions Section at the Ministry of Public Health
- H.E. Mr. Fadi Abboud Minister of Tourism, previously President of the Industrialists Association, Lebanon

Wednesday, 29 September 2010

9.00 – 11.00 Session 1: Measuring Administrative Burden: Tools and Techniques

Chair: Mr. Seifeddine Abbaro, UNDP Country Director, Lebanon

This session will present practical quantitative and qualitative techniques used in the OECD countries to measure administrative burdens, including the indicators that will be applied, the means to measure results, the required expertise to measure and the feasibility and practicality of the measurement process

Speakers:

- Mrs. Dominique de Vos, Deputy Director General, Administrative Simplification Agency, Prime Minister's Office, Belgium
- Mrs. Signe Jensen, Senior Advisor, Division for Better Business Regulation, Danish Commerce and Companies Agency, Denmark

11.00 – 11.30 Break

11.30 – 13.00 Session 2: Integrating ICT tools into the Administrative Simplification Programme

Chair: Mrs Signe Jensen, Senior Advisor, Division for Better Business Regulation, Danish Commerce and Companies Agency, Denmark

The application of ICT tools helps to simplify government operations and to better engage citizens in policy making. The key issue is to analyse how to make effective use of ICT tools and how they should be accompanied by a parallel review and reengineering of existing traditional administrative processes. This session will draw on practical examples and techniques from OECD and MENA countries to illustrate experiences with the coordination of e-government with administrative simplification strategies. In particular, the session will analyse how e-government may successfully contribute to organisational reengineering (one stop-shop, streamlining of administrative procedure and regulations, data standardization, public registers) and how e-government is best coordinated with administrative simplification strategies.

Speakers:

- Mr. Selim Balaa, Advisor to the Minister of Finance International Trade and Customs at UNDP Lebanon
- Mr. Nasser Israoui, Director of the Technical Cooperation Unit, OMSAR, Lebanon
- Mr. Alessandro Bellantoni, E-Government Policy Analyst, MENA-OECD Governance Programme, OECD
- Mrs. Dominique de Vos, Deputy Director General, Administrative Simplification Agency, Prime Minister's Office, Belgium

13.00-14.00 Lunch

14:00 – 16:00 Workshop: Sequencing the Administrative Simplification Programme in Lebanon

The simplification networks will meet together in groups to discuss the future steps. They are expected to design an administrative simplification plan that combines the administrative and ICT expertise.

Two discussion groups (A and B) are set up to analyse how an administrative simplification strategy is built.

The group work will be facilitated by Hania Bouacid, Policy Analyst, Regulatory Policy Division, OECD.

Discussion Group A	Discussion Group B
Moderator	<u>Moderator</u>
Dominique de Vos, Belgium	Alessandro Bellantoni, OECD Secretariat
Rapporteur	Rapporteur
Miriam Allam, OECD Secretariat	Singe Jensen, Denmark

16:00-16:45 Plenary Session

This session will serve as wrap-up of the workshop discussions. The rapporteurs from groups will briefly present a summary of the discussions

16.45 – 17.00 Closing Session

This session will present the conclusions of the seminar, point out the next steps for Administrative Simplification in Lebanon and discuss specific joint learning studies in partnership with the MENA-OECD Governance Programme.

Closing remarks:

Mr. André Amiouni, Senior Policy Analyst, Leader of the Simplification Team at OMSAR

Mr. Alessandro Bellantoni, E-Government Policy Analyst, MENA-OECD Governance Programme, OECD

Mrs .Miriam Allam, Economist, Regulatory Policy Division, Public Governance and Territorial Development Directorate, OECD