



## **“Support the Palestinian Authority in Public Administration Reform (PAR)”**

**Capacity-building programme on the development and implementation of selected civil service by-laws in line with PAR efforts**

### **Agenda**

**29-30 January and 1 February 2023**

#### **The project**

The programme is organised in coordination with the Prime Minister’s Office (PMO) in the framework of the EU-funded project\* “Support the Palestinian Authority in Public Administration Reform (PAR)” (2021-2024) implemented by the OECD. The overall objective of the project is to support the Palestinian Authority and to improve overall governance capacity in managing the public administration for the ultimate benefit of citizens and businesses through more effective and efficient policy and service design and delivery. More specifically, the project will aim at enhancing the capacity of law and policy-makers to:

- Develop a strategic framework for PAR,
- Support policy-development and co-ordination,
- Strengthen civil service and human resources management
- Contribute to improving service delivery
- Assist in the organisational and functional set-up of the Centre of Government and selected areas

*\*The project is implemented with funding by the European Union.*

#### **The activity**

This activity builds on a previous capacity-building programme organised in 2022 to support relevant staff from human resources management (HRM) and legal units across public institutions as well as representatives from non-governmental organisations to enhance and strengthen the capacities of public officials on the development and implementation of competency-based methods for effective HRM.

In this framework the second phase of a capacity-building programme will be organised on 29-30 January and 1 February 2023 in order to enhance and strengthen the capacities of public officials on the development and implementation of selected civil service by-laws in line with PAR efforts.

The activities will be delivered by a local expert (in-person). Peers from OECD member countries will intervene remotely to share best practices from OECD countries in terms of legislative reform related to civil service.

This Project is Funded by



**EUROPEAN UNION**

**Training programme on the development and implementation of selected civil service by-laws in line with PAR efforts**

<b>Content Day 1 – 29 January</b>	<b>Time (Ramallah time)</b>
Registration and Pre-training evaluation	08:30 – 09:00
Opening remarks: <ul style="list-style-type: none"> <li>• <b>H.E. Mr. Musa Abu Zeid</b>, General Personnel Council</li> </ul>	09:00 – 09:15
<b>Session 1 – Ensuring a sound and effective drafting process for priority civil service by-laws, including:</b> <ul style="list-style-type: none"> <li>• Relevant institutions, roles and responsibilities;</li> <li>• Coordination mechanisms;</li> <li>• Consultations with relevant stakeholders;</li> <li>• Quality checks and impact assessment; and</li> <li>• Pre-announcement and subsequent publication of by-laws</li> </ul>	09:15 – 11:00
Coffee Break	11:00– 11:30
<b>Session 1 (continued) – Ensuring a sound and effective drafting process for priority civil service by-laws, including:</b> <ul style="list-style-type: none"> <li>○ Relevant institutions, roles and responsibilities;</li> <li>○ Coordination mechanisms;</li> <li>○ Consultations with relevant stakeholders;</li> <li>○ Quality checks and impact assessment; and</li> <li>○ Pre-announcement and subsequent publication of by-laws</li> </ul>	11:30 – 13:00
<b>Session 2 – Ensuring a transparent, open and competency-based recruitment process:</b> <ul style="list-style-type: none"> <li>• Important concepts: <ul style="list-style-type: none"> <li>○ Communicating employment opportunities widely and ensuring equal access for all suitably qualified candidates;</li> <li>○ Carrying out a rigorous and impartial candidate selection process based on criteria and methods appropriate for the role and in which the results are transparent and contestable;</li> <li>○ Meeting staffing needs of public institutions in line with the job classification table;</li> <li>○ Encouraging diversity in recruitment; and</li> <li>○ Ensuring the integrity of recruitment process and setting mechanisms to address complaints</li> </ul> </li> </ul>	13:00– 14:00

Recap of the first day	14:00 – 14:15
Lunch	14:15 – 15:00

Content Day 2 – 30 January	Time (Ramallah time)
Registration	08:30 – 09:00
<b>Session 3 – Developing a by-law for transparent, open and merit-based recruitment:</b> <ul style="list-style-type: none"> <li>○ Brainstorming exercise to identify guiding principles to be included in the by-law on recruitment to operationalise the relevant provisions within the draft Civil Service Law</li> </ul>	09:00– 10:30
Coffee Break	10:30– 11:00
Intervention from OECD peer on best practices and lessons learned & Q/A <ul style="list-style-type: none"> <li>● <b>Mr. Adam Flanagan</b>, HR Business Partner, HR Strategy Unit, Department of Public Expenditure and Reform, Ireland</li> </ul>	11:00– 11:30
<b>Session 4 – Assessing performance and effectively managing performance appraisal processes:</b> <ul style="list-style-type: none"> <li>● Presentation by GPC of the existing and new draft by-law on performance appraisal</li> <li>● Important concepts: <ul style="list-style-type: none"> <li>○ Aligning and assessing individual, team and organisational performance through agreed indicators and criteria which are regularly discussed and reviewed;</li> <li>○ Ensuring that managers have the capabilities and support necessary to carry out performance management;</li> <li>○ Linking performance appraisals to behavioural conduct (e.g. establishing criteria for altering performance appraisals based on an employee's disciplinary record)</li> <li>○ Integrating performance appraisal within career paths and addressing under-performance as part of a coherent approach to performance management;</li> <li>○ Analysis of performance evaluation data and periodic review of the performance management process</li> </ul> </li> </ul>	11:30– 12:30
<b>Session 5 – Developing a by-law for effective performance appraisal:</b>	12:30 –14:00

<ul style="list-style-type: none"> <li>Brainstorming exercise to identify guiding principles to be included in the by-law on performance appraisal to operationalise the relevant provisions within the draft Civil Service Law</li> </ul>	
Recap of the second day	14:00 – 14:15
Lunch	14:15 – 15:00

<b>Content Day 3 – 1 February</b>	<b>Time (Ramallah time)</b>
Registration	08:30 – 09:00
Closing Remarks <ul style="list-style-type: none"> <li><b>H.E. Mr. Musa Abu Zeid</b>, General Personnel Council</li> <li><b>Ms. Miriam Allam</b>, MENA-OECD Governance Programme</li> </ul>	09:00 – 09:30
<b>Session 6 – Developing a Career Path approach for career management in the Civil Service:</b> <ul style="list-style-type: none"> <li>Important concepts:               <ul style="list-style-type: none"> <li>Identifying employee development as a core management task of every public manager and encouraging the use of employees’ full skill-sets;</li> <li>Supporting the integration of skill development within career paths;</li> <li>Encouraging and incentivising employees to proactively engage in continuous self-development and learning, and providing them with quality opportunities to do so; and</li> <li>Valuing different learning approaches and contexts, linked to the type of skill-set and ambition or capacity of the learner.</li> <li>Presenting and defining the Career Path approach and providing relevant tools, mechanisms and best practices in that regard</li> <li>Linking training and learning opportunities with different career paths identified</li> </ul> </li> </ul>	09:30 – 10:30
Intervention from OECD peer on best practices and lessons learned & Q/A	10:30 – 11:00

<ul style="list-style-type: none"> <li>• <b>Ms. Mafalda Santos, Chief Auditor</b>, Directorate General for administration and public employment, Portugal</li> </ul>	
Coffee Break	11:00– 11:30
<p>Intervention from OECD peer on best practices and lessons learned &amp; Q/A</p> <ul style="list-style-type: none"> <li>• <b>Ms. Mélanie Recour and Mr. Peter Van Den Bruaene</b>, General Directorate for Recruitment and Development, Federal Public Service for Policy and Support, Belgium</li> </ul>	11:30 – 12:00
<p><b>Session 7 – Develop a by-law to promote the development and use of Career Path frameworks and mechanisms, to ensure coherent recruitment, promotions, training and performance management within the Civil Service</b></p> <ul style="list-style-type: none"> <li>• A brainstorming exercise to identify guidelines to be included in the bylaws on the development and use of career path frameworks and mechanisms</li> </ul>	12:00 –13:30
Recap of the third day	13:30 – 14:00
Lunch	14:00 – 15:00