

# Public Administration Innovation Program

April 19 (Thu.)-May 5 (Sat.), 2018

Gwacheon & Seongnam, Republic of Korea



Korea International Cooperation Agency



National Human Resources Development Institute

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**1. TITLE:** Public Administration Innovation Program

**2. PERIOD:** April 19 (Thu.)-May 5 (Sat.), 2018

**3. GOAL**

To strengthen policy management capacity to lead organizational changes and set up a vision for national development

**4. OBJECTIVES**

- a) To increase efficiency, effectiveness, transparency, and accountability in participants' countries;
- b) To pursue common prosperity for each of participating countries and Korea through the sharing of development experiences;
- c) To enhance policy making and management capabilities of participants so that participating countries can establish a strong foundation for development;
- d) To foster cooperative relationship and exchange activities between participating countries and Korea

**5. NUMBER OF PARTICIPANTS:** 20 participants from 10 countries

Bolivia (2), Colombia (2), Costa Rica (2), Dominican Republic (2), El Salvador (2), Ecuador (2), Guatemala (2), Honduras (2), Paraguay (2), and Peru (2)

**6. LANGUAGE OF INSTRUCTION:** Spanish

**7. VENUE:** Gwacheon & Seongnam, Republic of Korea

**8. TRAINING INSTITUTE:** National Human Resources Development Institute  
(<http://www.nhi.go.kr>)

**9. ACCOMMODATIONS:** KOICA ICC

## 10. QUALIFICATIONS OF APPLICANTS:

- This is the second-year course designed to support the capacity building of government officials in Latin American countries for policy management. It targets Director General-level officials who have over ten years of work experience in the government including at least two years' work experience in the area of government innovation/reform.

Mandatory	a) Be nominated by his/her government;																						
	b) Be in good health both physically and mentally, enough to take the course;																						
	c) Have not participated in the same KOICA fellowship program during the past three years-unless otherwise specified;																						
	d) Have a willingness to show a high level of participation and commitment throughout the course and contribute to the capacity building of his/her organization after the completion of the program;																						
	e) Be a Director General-level official at the following organizations																						
	<table><tr><th>Nation</th><th>Government ministry</th></tr><tr><td>Bolivia</td><td>Ministerio de Gobierno</td></tr><tr><td>Colombia</td><td>Departamento Administracion de la Funcion Publica</td></tr><tr><td>Costa Rica</td><td>Ministerio de planificacion Nacional Politica Economica</td></tr><tr><td>Dominica Republic</td><td>Ministerio de Administracion Publica</td></tr><tr><td>Ecuador</td><td>Ministerio del Interior</td></tr><tr><td>El Salvador</td><td>Secretaria Tecnica</td></tr><tr><td>Guatemala</td><td>Oficina Nacional de Servicio Civil</td></tr><tr><td>Honduras</td><td>The General Government Coordination Secretariat</td></tr><tr><td>Paraguay</td><td>Secretaria de la Funcion Publica</td></tr><tr><td>Peru</td><td>Ministry of the Interior</td></tr></table>	Nation	Government ministry	Bolivia	Ministerio de Gobierno	Colombia	Departamento Administracion de la Funcion Publica	Costa Rica	Ministerio de planificacion Nacional Politica Economica	Dominica Republic	Ministerio de Administracion Publica	Ecuador	Ministerio del Interior	El Salvador	Secretaria Tecnica	Guatemala	Oficina Nacional de Servicio Civil	Honduras	The General Government Coordination Secretariat	Paraguay	Secretaria de la Funcion Publica	Peru	Ministry of the Interior
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Honduras	The General Government Coordination Secretariat																						
Paraguay	Secretaria de la Funcion Publica																						
Peru	Ministry of the Interior																						
f) Be currently working on the administrative reform, or government employees or officials who are in charge of administrative reform policy																							
g) Be a Spanish speaker from a Latin American country																							
Preferable	a) Working knowledge of computers and PowerPoint software																						

# 11. CLOSING DATE FOR APPLICATION: March 23, 2018

## 12. THREE-YEAR PROGRAM OVERVIEW (TENTATIVE)

Phase	Year 1	Year 2	Year 3	To-be Planned
Overall Goal	To strengthen policy management capacity of government officials from Latin American countries			<ul style="list-style-type: none"> <li>- Developing a blueprint to implement government innovation at the regional level</li> <li>- Developing government innovation programs</li> </ul>
Major Target Beneficiary	Mid-level government officials who are working in the area of government reform/innovation	Director general level government officials who are working in the area of government reform/innovation	Minister or vice minister who are in charge of government reform /innovation	
Main Activities	Training in Korea (17 days)	Training in Korea (17 days)	<ul style="list-style-type: none"> <li>- Training in Korea (10 days);</li> <li>- Workshop in target countries (7 days)</li> </ul>	
Phase Objective	To develop the capacity to implement and manage government innovation policies and systems	To develop leadership skills to lead government organizational changes and innovation	To form a consensus for cooperation between Latin American Countries on the government innovation	
Phase Outcome	Action plan	Revised action plan & mid-outcome	Revised action plan & final outcome	

**PART II****COURSE MODULE****1. COURSE MODULE**

Module	Lecture & Discussion	Study Visit
<b>Module 1.</b>  Introduction to Government Innovation	<ul style="list-style-type: none"><li>▷ Innovation Diagnosis</li><li>▷ Introduction to Government Innovation</li><li>▷ Creativity and the Government Innovation</li></ul>	<ul style="list-style-type: none"><li>- Ministry of the Interior and Safety</li><li>- Office for Gov't Policy Coordination (Prime Minister's Secretariat)</li><li>- Anti-corruption &amp; Civil Rights Commission</li></ul>
<b>Module 2</b>  Organizational Innovation Management	<ul style="list-style-type: none"><li>▷ Change Management</li><li>▷ Anti-corruption: how to ensure a transparent governance system</li></ul> <p>[Case Studies]</p> <ul style="list-style-type: none"><li>▷ Innovation and Organizational Culture</li><li>▷ Organizational Performance Management</li><li>▷ Public-Private Partnership</li></ul>	
<b>Module 3</b>  Country Report and Action Plans	<ul style="list-style-type: none"><li>▷ Country Report: Presentation &amp; Discussion</li><li>▷ Introduction to Action Plan</li><li>▷ Action plan: Presentation &amp; Discussion</li></ul>	
<b>Module 4</b>  Korean Experience	<ul style="list-style-type: none"><li>▷ Korean Contemporary Performing Arts Performance - <i>Nanta</i></li><li>▷ National Museum of Korean Contemporary History (<a href="http://www.much.go.kr">www.much.go.kr</a>)</li><li>▷ National Museum of Korea (<a href="http://www.museum.go.kr">www.museum.go.kr</a>)</li></ul>	

## **PART III**

## **PREPARATION OF COUNTRY REPORT**

The guidelines and topics for the preparation of the country report below are an example. NHI will provide practical guidelines and topics for NHI's Country Report Session **at the end of March 2018** when the course content is finalized.

### **1. GUIDELINES FOR THE PREPARATION OF THE COUNTRY REPORT**

Program participants are requested to prepare and submit their country report individually or as a group to NHI (the National Human Resources Development Institute under the Ministry of Personnel Management) Program Offer via email at [pjysky59@korea.kr](mailto:pjysky59@korea.kr) upon your arrival in Korea.

Note: The Public Administration Innovation Program includes a Country Report Presentation Session where participants have an opportunity to analyze each country's current status and circumstances regarding the program subject and share them with other participants to identify problems and issues in their countries.

General guidelines for writing and presenting the country report is as follows:

- Please make sure that your country report is based on your work experience. You will be given 15 minutes for your presentation (10 minutes for presentation and 5 minutes for Q & A)
- Please point out key issues. Do not explain all the details. Yet your case report should address the followings: Background of the government reform initiative (what has been done?); Key issues, resistance, or overcome the obstacles and resistance; Evaluation of the reform efforts (reasons for success and failure).
- If needed, use some, but not many, graphs or pictures for better illustration. For example, when explaining the formal structure of your organization, please show a one-page organizational chart. It is very helpful for others' understanding.
- Please write your case report using MS Power Point (software). It should be 10 to 15 pages-long with a font size of 20-24. You can use your report for your presentation without making another presentation document.

## **2. TOPICS TO BE COVERED IN THE COUNTRY REPORT**

The Country Report session is a prerequisite course for the main sessions of the program: case studies and Action Plans.

### **A. The specific components that should be covered are as follows:**

#### **Anti-corruption policies and systems**

- Component 1: Control tower, who governs and coordinates anti-corruption policies & systems (governing structure, working mechanism)
- Component 2: Laws related to anti-corruption and assessment of their effective enforcement
- Component 3: Master plan for anti-corruption
- Component 4: List three anti-corruption policies or systems for the improvement of current state of corruption

#### **Public sector personnel management and competence development systems**

- Component 1: Control tower, who governs and coordinates government personnel management policies & systems (governing structure, working mechanism)
- Component 2: Laws related to e-Government and ICT (Infrastructure, information system, etc.)
- Component 3: Master plan for e-Government and ICT (If such a plan exists, please attach the full version to your country report)
- Component 4: List three e-government policies and systems for the improvement of current state of e-government and ICT

### **B. Details of Country Report Presentation**

Please note that the four components of each topic above should be covered in your Country Report

Please point out key issues (major problems, no more than three issues). Do not explain all the details.

However, please include answers to the following questions:

- What kinds of laws and policies have been established and implemented?



- What are the key issues (resistance, overcoming obstacles and resistance, reasons for success and failure, and so on)?

Please use some, but not too many graphs or pictures for better illustration. For example, when explaining the formal structure of your organization, please show a one-page organizational chart. It is very helpful for others' understanding.

Based on the Country Report, each participant or group will study Korean policies and systems related to anti-corruption, government personnel management and e-government, and then draft and present your own Action Plan in one of the three areas.

The guidelines and topics for the preparation of the action plan below are an example. NHI will provide practical guidelines and topics for NHI's Action Plan Session **at the end of March 2018** when the course content is finalized.

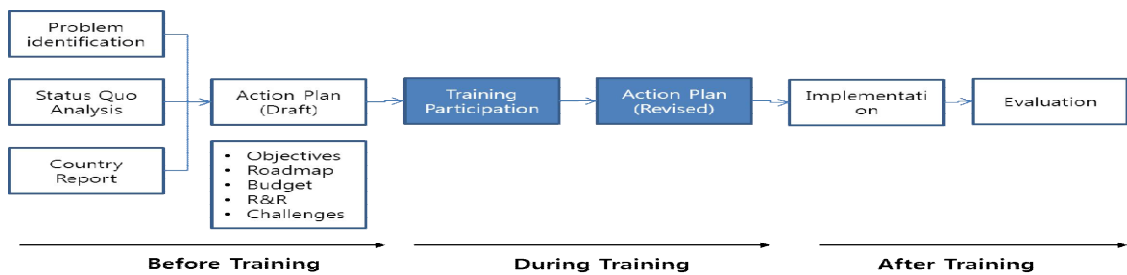
## **1. GUIDELINES FOR BUILDING AN ACTION PLAN**

All participants are requested to make a presentation on their action plan as a group at the end of the course. The purpose of the action plan is to identify each country's current problems and propose appropriate solutions in order to solve these problems.

Participants are encouraged to make the most of their weekends and leisure time to further their knowledge acquired from the training course and better build their action plan.

Please choose one of the subjects related to your job or role from the list below, and then gather information and materials in advance of your visit to Korea. At NHI, you will use your first draft action plan as an important instructional resource. In addition, action plans related to other participating governments' current issues will also give you new insights and targets of comparative analysis

The action plan is one of many stages in the longer-term action planning process (see diagram below). To prepare your action plan, you need to identify problems and analyze the status quo. Your country report will also be used as a resource. The first draft of your action plan should include an action roadmap and an implementation timeline. The Action Planning session in the training at NHI will help you improve your first-draft action plans. After training, the revised action plan can be used in the process of planning government reform.



The diagram shows that your action plan should include the following components: title, subject, problem identification, current situation, objectives, strategies, stakeholders, budget, time period, and specific tasks.

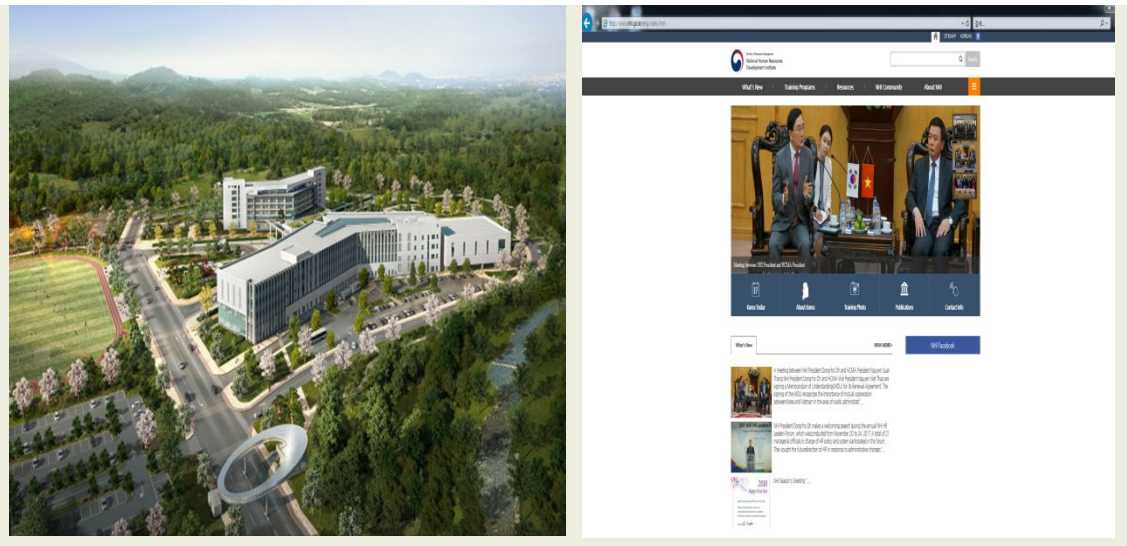
## 2. SUBJECTS FOR THE ACTION PLAN

Subjects are categorized into the following four areas:

- **(Subject 1)** Anti-Corruption Measures
- **(Subject 2)** Restructuring of Government Organizations
- **(Subject 3)** Cooperation between Government Agencies
- **(Subject 4)** Improving Public Service Delivery

## 1. TRAINING INSTITUTE

National Human Resources Development Institute (<http://www.nhi.go.kr>)



The National Human Resources Development Institute (NHI), formerly the Central Officials Training Institute (COTI), is a Korean government agency for HRD for government officials under the Ministry of Personnel Management (MPM). Since its inception in 1949, the institute has been developed and extended its functions. In January 2016, NHI was re-launched. With NHI's inauguration, Korea's public officials' education paradigm was changed to an HRD integrated self-development concept.

In addition, NHI also endeavored to strengthen and promote international cooperation and understanding through capacity building programs and exchange activities. To develop closer ties and foster technological cooperation, NHI has conducted many training programs for foreign government officials since its initial program in 1984. The aim of these programs is to provide a forum through which

participants can exchange ideas and opinions and share experiences on matters of mutual interest in the area of national development.

As of December, 2017, NHI has conducted more than 275 international training programs and hosted a total of about 5,002 participants from 133 countries over the last 34 years. As such, NHI enjoys international recognition as an HRD center for government officials.

The global village is witnessing the evolution of “universal globalism” in which competition and cooperation exist simultaneously as the paradigm of the new age. Recognizing this as the wave of the future, NHI will continue to play a pivotal role in strengthening cooperative relations and establishing a cooperative network among participating countries.

## 2. CONTACT INFORMATION

- **Korea International Cooperation Agency (KOICA)**

- **CIAT Program HOT Line : +82-1899-4519**
- Websites: <http://www.koica.go.kr>  
<http://training.koica.go.kr>  
<http://www.facebook.com/koica.icc>

- **Program Manager: Ms. Minjeong Lee**

- Phone: +82-31-740-0582
- Fax: +82-31-740-0595
- E-mail: [nicemj@koica.go.kr](mailto:nicemj@koica.go.kr)
- Websites: <http://www.koica.go.kr>  
<http://training.koica.go.kr>  
<http://www.facebook.com/koica.icc>

- **Program Coordinator: Ms. Monica Suyeon PARK**

- Phone: +82-31-777-2647
- Fax: +82-31-740-0996
- E-mail: [psy8811@global-inepa.org](mailto:psy8811@global-inepa.org)

- **Name of the Training Institute**

- **Program Officer: Ms. Jiyeong Park**

- Phone: +82-2-500-8527
- Fax: +82-2-500-8515
- E-mail: [pjysky59@korea.kr](mailto:pjysky59@korea.kr)
- Home page: <http://www.nhi.go.kr>

## **INTRODUCTION TO KOICA**



*is a development cooperation agency of the Republic of Korea established in 1991. KOICA's mission is to reduce poverty, promote living standards and help realize sustainable, equitable and inclusive development in developing countries. To accomplish its mission, KOICA has been actively involved in enhancing developing countries' socio-economic infrastructure and institutions, providing people in the developing world with opportunities for better lives and improving their well-being.*

### **KOICA Fellowship Program**

**Human Resource Development (HRD)** has been one of the most important factors in Korea's escape from the vicious cycle of poverty and underdevelopment which had lasted for many decades. With scarce natural resources, HRD has played a vital role in the process of the economic development of Korea, enabling the nation to emerge as an exemplary case of rapid economic growth powered by HRD. From its own experience, Korea fully recognizes the significance of HRD. With its extensive experience and know-how in HRD, Korea has greatly contributed to the international community by sharing its unique development experience with many other countries around the world.

The KOICA Fellowship Program is one of KOICA's main projects to help partner countries secure human resources for their development. Its primary objective is to share important technical skills and knowledge with partner countries as well as to help them build capacity for sustainable socio-economic development. The program deals with a wide range of topics, from public administration, economic development and science and technology to agriculture, health, and more. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its Fellowship Programs.

## Appendix 2.

### ***KOICA FELLOWSHIP PROGRAM (CIAT)***

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.



In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means “seed (씨앗)” with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.

The CIAT Program provides participants with opportunities to gain first-hand knowledge of Korea’s development experience. The programs are designed to enable participants to apply what they have learned for the development of their home countries. Since 1991, KOICA has offered about 4,255 courses to more than 69,981 participants from 172 countries.



Appendix 3.

**KOICA FELLOWSHIP COMMUNITY**

The Fellows’ Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.



*facebook.com/koica.icc*

Appendix 4.

**MAP AND VENUE INFORMATION**



## Appendix 5.

### ***INFORMATION ON DIRECTION TO KOICA ICC***

- Route: Incheon International Airport Terminal → Korea City Airport, Logis & Terminal (CALT)  
→ KOICA International Cooperation Center (ICC)
- Arrival at Incheon International Airport (<http://new.airport.kr>)

#### Flow

- ▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, Quarantine Questionnaire (on board)
- ▶ Present the Quarantine Questionnaire to the quarantine counter (on the second floor)
- ▶ Present your Arrival Card, Passport and other necessary documents to an officer at the immigration desk
- ▶ Claim your baggage on the first floor
- ▶ Hand in Customs Declaration Form at Customs
- ▶ Pass through the Arrival Gate
- ▶ Go to the KOICA Counter

#### **Incheon International Airport opens *Second Passenger Terminal 2 (T2)***

**on January 18, 2018**

The new terminal is serviced by Korean Air (  ), KLM Royal Dutch Airlines (  ), Air France (  ) and Delta Airlines (  )

Accordingly, KOICA sets up an additional KOICA Counter in Terminal 2 as well. Please check its location in advance by referring to the followings information.

KOICA Counter at Incheon International Airport Terminal 1 (IIAT1)		
IIAT  (T1)	A photograph of the KOICA counter at Incheon International Airport Terminal 1. The counter is a long, light-colored wooden structure with a blue sign on top that reads 'KOICA' and 'Korea International Cooperation Center'. A blue sign on the floor also displays the KOICA logo and contact information. The background shows the airport terminal with large windows and other counters.	<p><b>Location : Next to Gate 1 on the 1st floor (No.9-10)</b></p> <p><b>Contact Information</b></p> <p>Tel. : 82-32-743-5904</p> <p>Contact : Ms. Jin-Young YOON</p>
KOICA Counter at Incheon International Airport Terminal 2 (IIAT2)		
IIAT  (T2)	A photograph of the KOICA counter at Incheon International Airport Terminal 2. The counter is a long, white structure with a blue sign on top that reads 'KOICA' and 'Korea International Cooperation Center'. The background shows the airport terminal with large windows and other counters.	<p><b>Location : Tourist Information Center (Close to Arrival Gate B)</b></p> <p><b>Contact Information</b></p> <p>Tel. : 82-32-743-5904</p> <p>Contact : Ms. Jin-Young YOON</p> <p><small>*Contact information at T2 is subject to change.</small></p>

- After passing through Customs, please go to the KOICA Counter. At the KOICA Counter, you can get detailed information about how to get to the KOICA International Cooperation Center (ICC) and purchase a limousine bus ticket for City Airport, Logis & Travel (CALT).
- All the KOICA staff at the Incheon Airport wear a name tag or has a sign for indication.
- Even though you cannot find any KOICA staff at the counter, you can purchase a limousine bus ticket at the bus ticket counter, and then go to the CALT Bus Stop (refer to the following information). And get on the bus #6103 and present your ticket to the bus driver. It will take about 70 to 90 minutes from IIAT 1 and about 90 to 110 minutes from IIAT 2 to CALT.

Incheon International Airport Terminal 1 (IIAT1)		Limousine Bus # 6103
IIAT 1	Bus ticket counter : 1 <sup>st</sup> floor / Bus Stop 7A	
Incheon International Airport Terminal 2 (IIAT2)		
IIAT 2	Bus ticket counter : Basement 1 / Bus Stop 22	

• **CALT (City Airport, Logis & Terminal)**

- When you arrive at CALT, you can meet another KOICA staff who will help you reach the KOICA ICC.
- If you paid for a limousine bus ticket out of your own pocket, KOICA will reimburse the bus fare when you arrive at the KOICA ICC. Also, please note that there can be illegal taxis at the airport. Even if they approach you to offer rides, do not take the illegal taxis and check to see if they are KOICA staff.

**"Please remember to read the Fellows' Guidebook.** It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."