

Policy-Making

Engaging citizens in policy making



One-week professional development workshop
8 to 12 April 2019

Public Administration International
in association with
The Consultation Institute



ACCREDITED
BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

PAI is accredited by the
British Accreditation Council
for Independent Further and Higher Education

“The UK scores particularly well on public consultation.”

International Civil Service Effectiveness Index 2017, Blavatnik School of Government, Oxford University, and the Institute for Government, UK

About the workshop

This one-week workshop focuses on the importance of public participation and consultation techniques in policy-making on an international, national, and local level. It explores the drivers of public participation and will cover the different participation and consultation models that other countries, multilateral organisations and institutions around the globe are using. Participants will hear about the legal principles underpinning participation and how these can be interpreted. You will have the opportunity to develop practical skills that will give you a clear idea of how to incorporate lessons learnt back in your own country and to improve public engagement in policy-making.

The UK is considered to be leading the way in public participation and engagement and has many valuable lessons to be shared. Public participation and engagement has become more and more embedded within the UK's legislative system, its policy-making structure and even within its culture. In a consultation exercise, power remains firmly in the hands of those who mount the exercise. The truth, however, is that consultation is about holding a dialogue and encouraging a debate. It is about making choices and listening to people discuss the pros and cons of various options.

Participation has become a policy buzzword in recent years but it has a long and rich history, because at the very core of participation lies people's willingness to connect and cooperate. There are numerous political, social, economic, environmental and technological drivers shaping the need for more public involvement in policy-making. Examples are the perceived rising democratic deficit present in many countries and institutions, the shift in culture away from solidarity towards individualism, the negative influences of globalisation on people's lives, and the constantly changing technologies through which participation can take place. People are expressing their values and political identities in new ways, facilitated by increasing interconnectedness. Expectations of public participation are also changing.

Who is it for?

Our workshop is aimed at public engagement/ participation professionals working for a wide variety of bodies in the public, private or third sector, as well as public and private sector leaders and managers who are responsible for public policy programmes at any level, whether organisation-wide or within departments.

How participants will benefit

During the week you will:

- Understand about participation drivers, the essentials of public participation in policy, participation models and much more
- Explore the opportunity to collaborate with a London local government organisation in order to experience for yourself what others are doing in the area of public participation and consultation and the challenges they face
- Share current participation practice
- Work on group exercises to develop practical skills.

What the workshop will cover

The workshop will explore the Government-citizen relationship and how citizens' rising expectations for greater involvement in policy-making can be met. Stakeholder management, engagement techniques and the use of social media as management tools and to disseminate public policy information will feature prominently.

The workshop has been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements. Workshop notes, presentations and a range of different materials will be provided on an Android tablet for you to use during the workshop and for future reference and follow up. You will be invited to give an informal presentation on aspects of public engagement in policy-making in your home country.

Programme outline

	AM	PM
Day 1	Welcome and introductions Essentials of public participation in policy-making: listening and learning, influencing, fairness, impacts	Participants' informal presentations Examples from around the world: what do others do - Aarhus, World Bank, EU
Day 2	Drivers of public participation and engagement - added value: <ul style="list-style-type: none">• Empowerment and accountability• Changing technologies• Democratic deficit Participation models	Stakeholder management: selecting the right dialogue methods Engagement techniques, including group exercises: stakeholder mapping, questionnaires, focus groups, on-line consultation
Day 3	Formal consultation: <ul style="list-style-type: none">• Legal principles• "Gunning" principles• Legal obligations	<i>Visit to a London local government organisation</i>
Day 4	Social media: why and how it can be integrated into public policy dialogues	Social media practical techniques: how to manage it and take risks Analysis and digital mapping
Day 5	Public engagement in planning and infrastructure The way forward: lessons learnt	Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

Fees

The fee for the workshop will be £2,270. It includes tuition, travel to and from the airport in London¹, presentation material and other documentation. It also includes a sim enabled Android tablet for you to use during the workshop and take home with you. We also provide a light lunch and refreshments during each working day as part of the fee.

Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities". In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay

You, or your government agency, can pay by bank to bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit and debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 21 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty, but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop, but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you prefer a hard copy of our full terms and conditions, please let us know.

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

¹Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

Lead tutors

The lead tutors are from our partner organisation, The Consultation Institute (tCi), which is a well-established best practice institute, promoting high-quality public and stakeholder consultation in the public, private and voluntary sectors. It is a membership body for everyone interested in public dialogue, engagement and participation. They offer advice and guidance across a wide range of sectors. Since 2011, the Institute has developed and deployed a tried-and-tested method for the quality assurance of public consultations. The process is ideal for major, high-profile and sometimes controversial exercises but can also be applicable to smaller-scale consultations where an external assurance can make a difference to its response profile and credibility. Working in association with PAI, the Institute is pleased to offer this workshop to an international audience.

Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisation in, and associated with, the public sector. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice. This workshop is one of a range of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

How to apply

Please complete the PAI application form and post, fax or email it to Clare Walters, Programme Manager at the address on the bottom of the page.

You can also apply online via our website: www.public-admin.co.uk

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

Where we are



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