Presentation
On Guidelines for the Structure of a Public Policy Document

Cabinet Decision No.13th /02.08.16/004

Audience: Training Workshop Participants
Date: 27 April 2021
Presenter: Mr. S. Nambala, CNDA

National Planning Commission (NPC)
Presentation Outline

✓ Introduction
✓ Rationale
✓ Components of the Policy Document
✓ Components of Implementation Action Plan
✓ Conclusion
Article 129 of the Constitution of Namibian tasks NPC to plan the priorities and direction of national development. NPC Act, Act No.2 of 2013 mandated NPC among others:

✓ To coordinate the development of Government socio-economic policies and

✓ To evaluate the existing Government socio-economic policy for their effectiveness.

It’s in this line, NPC developed the Guidelines for the Structure of a Public Policy Document
Rationale

Standard structure, which will present a more uniform format & outline all aspects that need to be covered in a Public Policy Document.

- Inconsistent structure/formats due to the absence of standard & uniformity
- Omissions of crucial aspect in policies
- Difficulties in reading and analyse policies
- Absence of IAP in most policies makes it difficult to conduct accurate M&E

NPC developed Guidelines for the Structure of a Public Policy Document, endorsed by Cabinet (Cabinet Decision No.13th /02.08.16/004)
Structure and Components of a Policy

Cover

1. The Title
   ✓ Should be short & appropriate
   ✓ Cabinet Decision Number
   ✓ If policy is revised, state as such

2. Custodian of the Policy
   ✓ The name O/M/As hosting and coordinating policy processes should be indicated
3. National Court of Arms
✓ Official emblem of the Government should be depicted.

4. Date
✓ Year of adoption

5. Implementation Period
✓ Required only if the policy has lifespan
Structure and Components of a Policy Cont...

Content

6. Acknowledgement
✓ Stakeholders and role players

7. Table of Content
✓ Serves as a skeleton or overview of the structure
✓ Outlines the main sections, sub-sections and page numbers and the overall organization of the document.
✓ Provides readers with a quick overview of the focus and major issues addressed.
Content

8. Foreword
✓ Brief political statement
✓ Sets the scene of the policy document
✓ Should be signed by the political head of the O/M/As with date and stamp
✓ Serves to authenticate the policy document

9. Lists of Acronyms and Abbreviations
✓ A list of acronyms and abbreviations is crucial
Structure and Components of a Policy Cont...

Content

10. Glossary of Concepts & Terms
✓ Need to be explained for non-sector based stakeholders.

11. Executive Summary
✓ Should summarise the whole policy document by providing a synopsis of all main parts.
✓ Should satisfy the needs of those readers who do not have time to read the entire policy document.
Structure and Components of a Policy Cont...

**Detailed Contents**

12. Introduction
- Present context of the policy problem
- Indicates methodologies used
- Outlines content of the policy

13. Background
- Consist of a background/history of the problem
- Situational analysis with data (statistics, previous interventions, existing policies and legal frameworks)
**Structure and Components of a Policy Cont...**

**Detailed Content**

14. Rationale

✓ State why the policy is formulated or revised.

15. Alignment

✓ A policy should be aligned to and should not contravene existing legislation frameworks/ national and international development instruments.

16. Guiding Principles

✓ Elaborate on the key fundamentals on which the policy is anchored with regards to country aspiration

✓ Takes note of regional and international protocols & conventions ratified by country

✓ Takes note of socio-economic issues and policy specific objectives.
17. Policy Direction

17.1. Vision:
✓ Outlines key aspirations (dreams & hopes for future) of policy
✓ It is a dream of where we want to be

17.2. Mission:
✓ The mission statement answers - "Why the policy exists?"

17.3. Goal:
✓ It is the overall desired end result(s)
✓ Long term
18. Objectives:
✓ Specific measurable milestones that must be achieved to reach the broad policy goal.
✓ Short term
✓ Should be SMART

19. Strategies:
✓ Plan of action designed to achieve objectives.
✓ Informs you how to achieve the objectives and at the end overall goal
✓ You may have more than one strategy for each objective
20. Implementation Arrangements/Framework:
Outlines the different frameworks and arrangements for the implementation of the policy.

20.1. Institutional Arrangements/Framework
20.2. Legal and Regulatory Arrangements
20.3. Resources Mobilisation
20.4. Monitoring and Evaluation Framework and Reporting
20.5. Advocacy and Dissemination (Communication Strategy)
Structure and Components of a Policy

21. Conclusion:
✓ Sum-up key points of the policy
✓ No new ideas

22. Annexure /Appendices:
✓ Where necessary include appendices e.g. list of stakeholders consulted.

23. Bibliography:
✓ A list of the sources used.

NB:
Policy Language: - Should be written in plain language
Policy Volume - Short and to the point.
Resource Doc. - To be created to store all workshop proceeding reports and minutes, etc.
24. Implementation Action Plan (IAP):

✓ It is a time bound plan of action that tells you how the policy will be implemented.
✓ Should be developed concurrently with the policy document
✓ Should be attachment to the main document
✓ IAP must be cascaded into institutional strategic plans/Annual Work Plans of respective O/M/As
✓ IAP Reviewed every 5 yrs or on ad hoc
Components of IAP

1. Objectives
   ❖ Are specific and measurable milestones that must be achieved in order to reach a goal.
   ❖ Are shorter term and should be (SMART)

2. Strategies
   ❖ are plans of action designed to achieve an objective
   ❖ Informs how to get there & the overall direction

3. Activities/Task
   ❖ Smallest units of work undertaken to create unique products, services or results.
Components of IAP CONT...

4. Outputs
❖ The amount or quantity of goods/services produced in a given period time.
❖ Concrete results produced through sound management of inputs and activities.

5. Baseline Data
❖ Data describing the situation prior to interventions serves as starting point for measuring and demonstrating changes in that situation.

6. Targets
❖ Commitments made about the level and timing of results to be achieved in a specified time period.
❖ A quantified desired outcome that one wants to achieve
Components of IAP CONT...

7. Timelines/timeframes
❖ Is a period in which certain activity(s) assigned and agreed upon by specific stakeholders to complete
❖ The timeframe for the IAP is five years

8. Budget for policy Implementation (PI) (operational and Development):
❖ Financial Resources required to undertake activities (costing of activities).
❖ PI can be either be conducted through programmes, projects or activities
❖ Responsible O/M/As for specific projects & activities should budget as outlined in IAP

9. Actors/Responsible institutions
❖ O/M/As assigned activities according to their specific mandate.
## Example of an Implementation Action Plan

**Policy Objective 1:** To develop a labour migration system that benefits optimally from the developmental impact of migration to and migration from Namibia.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Activity</th>
<th>Output</th>
<th>Key Indicators</th>
<th>Baseline</th>
<th>Timelines and Targets per year</th>
<th>Budget (NAD '000)</th>
<th>Lead/Responsible Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthen labour inspection at workplaces to ensure compliance with work permit skills imparting obligations and with other relevant laws</td>
<td>Conduct Workplace Inspections to ensure compliance with work permit</td>
<td>Inspection conducted and reports produced</td>
<td>No of Inspection reports produced</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Conduct workplace inspection/verification to ensure compliance with the Affirmative Action Act (Act 29 of 1998).</td>
<td>Inspection conducted and reports produced</td>
<td>% of relevant employers compliant with the exemption condition</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Benchmark the implementation of the Labour Migration Policy against</td>
<td>Undertake study tours and implement the recommendations</td>
<td>Study tour report produced and recommendations implemented</td>
<td>Number of study tour conducted</td>
<td>0</td>
<td>2</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Conclusion

• A standardised format on Public Policy Document is crucial - provides a right direction in the drafting and revision of public policies.

• To bring harmony and standardisation to the structure of national policy documents across O/M/As.

• Guidelines to ensure that every policy that to be developed or revised should have an Implementation Action Plan.
Thank you!