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
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National Planning Commission (NPC)

Presentation Outline

- ✓ Introduction

- ✓ Rationale

- ✓ Components of the Policy Document

- ✓ Components of Implementation Action Plan

- ✓ Conclusion

Introduction

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

Structure and Components of a Policy Cont…

Cover

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.

Structure and Components of Policy Cont…

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

Structure and Components of a Policy Cont..

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

Structure and Components of a Policy Cont …

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

Structure and Components of a Policy Cont…

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.*

Implementation Action Plan

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 measureable 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 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 .															
Strategy	**Activity**	**Output**	**Key Indicators**	**Baseli ne**	**Timelines and Targets per year**					**Budget (NAD '000)**					**Lead/ Responsible Entity**
					2017/1 8	**2018/1 9**	**2019/2 0**	**2020/2 1**	**2021/2 2**	**2017/1 8**	**2018/1 9**	**2019/2 0**	**2020/2 1**	**2021/22**	
Strengthen labour inspection at workplaces to ensure compliance with work permit skills imparting obligations and with other relevant laws	Conduct Workplace Inspections to ensure compliance with work permit	Inspection conducted and reports produced	No of Inspection reports produced	0	1	1	1	1	1	100	100	100	100	100	MHAI
	Conduct workplace inspection/ verification to ensure compliance with the Affirmativ e Action Act (Act 29 of 1998).	Inspection conducted and reports produced	% of relevant employers compliant with the exemption condition	0%	100%	100%	100%	100%	100%	120	120	120	120	120	MLIREC, Unions and Employers Organisations
Benchmark the implementati on of the Labour Migration Policy against	Undertake study tours and implement the recommen dations	Study tour report produced and recommend ations implemente d	Number of study tour conducted	0	2	-	-	-	-	350	-	-	-	-	MLIREC, MHAI, OPM, Employers and Unions

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!