

Guideline on Country Report & Action Planning

- Example: Public Sector Training Development -

☐ Country Report Session (before arrival in Korea)

※In total 3 reports are expected to submit before arrival in Korea

1. Introduction

We will hold a Country Report Presentation Session at the initial stage of the Program. The Country Report Session is designed for the participants to have an opportunity to analyze each country's current status of governance focusing on the Program theme, and share the findings with other participants and Korean experts in an effort to provide solutions to the identified problems and issues for their own countries. The participants are encouraged to complete the Country Report Session preparation *prior to* their arrival in Korea. The Country Report addresses numerous aspects such as the country profile, current situation, and major challenges that face the participating country and the pending issues related to the Program Theme (Public Sector Training Development). The Country Report Session will also serve as a basis for comparative studies among participating countries.

2. Topic of Country Report session

Program participants are requested to prepare and submit a Country Report individually or as a group under the topic, "Public Sector Training Development Strategies for Capacity Building of Government Employees."

2-1. Sub-topics and Information to be addressed in the Country Report Session

- Country Profile and Socio–Economic Background

- Current Public Sector Training of Participating Country
 - o Statutory and regulatory basis
 - o Role of trainings
 - o The agency which formulates the training policy
 - o Factors which influence the training policy
 - o Budget allocated for the training and development of government employees
 - o Measuring the training benefits
 - o Usage of information technology
 - o Teaching resources (lecturers)
 - o Training institutions

- Public Sector Training Development Strategies
 - o The changing role of training programs in public service
 - o Methods for conducting effective training need analysis
 - o Methods for formulating an innovative and realistic training policy
 - o Types of systematic approaches being employed by the government for the preparation, execution, and evaluation of training programs
 - o Methods for improving government employee's performance (competency) both in the short and the long-term
 - o Types of leadership competencies development courses being offered for government employees

- Pending Issues and Major Challenges to Public Sector Training Development

- © Appendix
- Please provide the following information:
 - A diagram of the structure of the government employee training system in your country
 - General statistics (e.g., number of government employees, training institutes, etc.)

3. Country Report Presentation

We request that prospective participants submit the presentation materials of the Country Report Session in Microsoft PowerPoint format (.ppt or .pptx) to **Mr. Han Yongsoo (ilovecho@gmail.com), M&E Expert Mr. Paek Seonuck (paeksu@gmail.com), no later than September 27th**, so that the materials can be

shared by the fellow participants, moderators, discussants, and lecturers in advance. The PowerPoint material should be labeled with a title on the first slide in English. Each presentation shall take **no longer than 25 minutes or so**, and should use an adequate number of slides with consideration of the time constraints. Each Country Report presentation will be followed by a question and answer session which includes feedback from Korean experts. It should be also noted that the presentation of the Country Report is a part of the Action Plan Building Process in which Participants will be involved throughout the Program.

□ **Action Plan Building and Presentation (After arrival in Korea)**

(This part is provided fyi. This part will be conducted in Korea during the visit under the guide of a lecturer)

1. Orientation for Action Plan Building

All participants are requested to present an Action Plan individually or as a group towards the end of the Program. The Action Plan is intended to help Program participants to address and identify each country/government/organization's current issues and major challenges, and make an attempt to provide alternatives and solutions to the identified issues and problems.

Based on the observations and findings from the lectures, discussions, study visits, and a local field trip in Korea, participants will be asked to create an Action Plan in accordance with the Action Plan Guidelines to be provided.

Participants are recommended to research a main topic and establish the direction of the Action Plan before departing for Korea. Since the Action Plan's feasibility is very crucial, participants should thoroughly discuss with their supervisor(s) whether or not the main topic and direction are viable in advance. For a successful Action Plan, participants should collect related data and analyze the environment and conditions related to the main topic of their home country before joining the KOICA training courses.

With the Country Report in mind, participants are encouraged to develop the Action Plan by incorporating the observations, experiences, and findings from the training program from the lectures, discussions, study visits, and local field trip. A session for developing and building the Action Plan will be held. During the Program Orientation Session, the Action Plan guidelines, including a PPT template for presentation, will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

KOICA's Recent Approaches to Training Programs

Provider – Centered Program	⇒	Customized Program
Theory – Oriented Program	⇒	Participatory and Experiential Training
Knowledge – Delivery Program	⇒	Problem-Solving Centered Curriculum / Action Plan

To achieve maximum effectiveness, KOICA Training Programs aim to customize and maximize each partner country's training needs. KOICA incorporates and stresses both participatory and experiential training. We try to ensure that essential theory-based concepts do not overwhelm participation and practical application training. As such, KOICA has redesigned its Training Programs to incorporate more inter-activities and problem-solving scenarios in the training Programs. Thus, KOICA stresses the importance of the Action Plan as it provides our participants with the practical tools needed to implement policymaking alternatives and promote good governance. The Action Plan Session is designed to review, analyze, examine, evaluate, and determine the causes of the successes or failures of current policy initiatives throughout various sectors government, and provide the best policy alternatives and innovated systems.

As such, the Action Plan should provide practical, applicable, and feasible alternatives and solutions based on real situations. It is also suggested that participants explore the applicability of development experiences gained in the Program into the Action Plan on numerous policy initiatives. The Action Plan aims to prepare practical, specific, and creative public policy initiatives and alternatives in an effort to improve and bring innovation to proponents' current government's policy, system, and governance with a focus on target areas. In this light, the Action Plan is one of the crucial program activities to which KOICA gives top priority

2. Action Plan Building Session

We have arranged a three-hour Action Plan Building Session to provide participants with the opportunity to have more in-depth discussions on Action Plan topics in groups and prepare for a successful presentation.

3. Action Plan Presentation

In concluding the Program, we will hold a session for Action Plan presentations and open discussions. The groups are to draw up respective Action Plans in accordance with the Action Plan template provided. Each group will be given 15-20 minutes for the presentation of the Action Plan. The session will be joined by several Korean experts or practitioners who have extensive knowledge and experience in related areas, and they will serve as commentators and discussants.

It is our earnest desire that the Action Plan presented at KOICA will be adopted and implemented as policy initiatives and alternatives or innovation programs by the relevant government authorities of the participating country.