

Public Administration International (PAI)

Application form

Please complete this application form and post, fax or email it to:

Clare Walters
Programme Manager
Public Administration International (PAI)
56 Russell Square
London WC1B 4HP
UK
T + 44 (0)20 7580 3590 F + 44 (0)20 7580 4746 E pai@public-admin.co.uk

Applications can also be completed online. Please see our website for details www.public-admin.co.uk
Please print clearly in black ink and in capital letters

Name of PAI workshop

Dates of PAI workshop

First name Family name

Title (Prof. Dr. Mr. Mrs. Ms. etc.) MS..... Nationality

Dietary requirements Disabilities

Have you participated in a PAI workshop before?.....

If yes, which workshop and which year?

Current job title

Employer

Address.....

Telephone Fax.....

Email

Brief description of your main role and responsibilities.
.....
.....
.....
.....

Continue overleaf

Please provide brief details of your educational and professional qualifications and training

School/college/university :

.....

.....

.....

Relevant professional qualifications or membership of professional bodies

.....

.....

.....

Please indicate which aspects of the workshop are of most interest to you.....

Who will pay your fees?

Who will pay your other costs such as travel and living costs?

How would you rate your English language capability?:

	Spoken	Written
Fluent		
Good working knowledge		
Fair		
Basic		

Do you need a visa to enter the UK? Yes ☐ No ☐ Not sure whether I need one? ☐

If you are unsure whether you need a visa please check the UK Border Agency Website: www.ukvisas.gov.uk

How did you find out about the workshop? Brochure (by mail) ☐ Brochure (by email) ☐

PAI website ☐ From colleague/friend ☐ Other

Value Added Tax (VAT)

I certify that I am employed by the Government of in furtherance of its sovereign activities (please refer to note on VAT under "Fees and other costs")

Signature

Date.....

We reserve the right to cancel the workshop if there are not enough participants to make it viable. In these circumstances, fees already received will be refunded in full.

PROFESSIONAL DEVELOPMENT WORKSHOPS 2016	Duration	Start	End	Fees (exc. VAT)
MARCH				
Internal audit and risk management Adding value	1 week	7 Mar	11 Mar	£1,930
APRIL				
Creating legal rules A workshop on the basic essentials	2 weeks	4 Apr	15 Apr	£3,200
Choosing the right people Managing public service recruitment and selection	1 week	18 Apr	22 Apr	£1,910
Better regulation Economic regulation of utilities	1 week	25 Apr	29 Apr	£1,980
MAY				
Putting people first Week one: Leading and managing change Week two: Quality public services in a digital age	2 weeks	9 May	20 May	£3,350
Raising revenue Effective tax strategies for economic development	1 week	23 May	27 May	£1,965
JUNE				
Crisis communication in government	1 week	6 Jun	10 Jun	£1,815
Pension schemes Planning for the future	1 week	13 Jun	17 Jun	£1,885
Next generation human resources Transforming people management in the public sector	1 week	20 Jun	24 Jun	£1,915
When citizens complain For Ombudsmen, Commissioners and complaint handling organisations	1 week	27 Jun	1 Jul	£1,900
JULY				
Consultancy for the public sector A foundation in essential consultancy skills	1 week	4 Jul	8 Jul	£1,750
SEPTEMBER				
Public-private partnerships	1 week	5 Sep	9 Sep	£1,970
Managing elections Techniques and perspectives	1 week	12 Sep	16 Sep	£1,935
Pay and grading Strategies for change	2 weeks	19 Sep	30 Sep	£3,170
OCTOBER				
Government: image and communication	1 week	10 Oct	14 Oct	£1,920
Changing the law Successful reform	1 week	17 Oct	21 Oct	£1,925
Doing business How governments promote private sector development	1 week	24 Oct	28 Oct	£1,950
Integrity in public life Core values, codes of conduct and conflicts of interest	1 week	31 Oct	4 Nov	£1,955
NOVEMBER				
Public service commissions Professionalism, performance – excellence	1 week	7 Nov	11 Nov	£1,985
Access to civil justice Efficiency, affordability and fairness	1 week	14 Nov	18 Nov	£1,945
Transforming criminal justice From joined-up justice to multi-agency approaches	1 week	21 Nov	25 Nov	£1,960
Better policies: better lives Using behavioural insights to evaluate and improve policy making	1 week	28 Nov	2 Dec	£1,990
Our workshops can also be run as tailor-made workshops and held in-country or in the UK to meet the specific needs of groups at all levels within your organisation. Please contact us if you would like further information.				

Internal audit and risk management

Adding value
Primarily for central, state and local government audit officials and people working for agencies or departments responsible for internal audit, risk management or corporate performance.

Creating legal rules

A workshop on the basic elements
Designed mainly for lawyers who are called upon to draft legislation, or those who want to learn exactly how legislative drafters need to go about their work. It will also be of benefit to those policy makers who instruct legislative counsel in the preparation of legislation.

Choosing the right people

Managing public service recruitment and selection
Good recruitment principles apply in all countries. This workshop is designed to meet the needs of senior policy makers and managers and their staff, HR managers and others involved in recruiting and selecting staff. It will also be relevant for people responsible for improving civil service efficiency, effectiveness and performance in their public services.

Better regulation

Economic regulation of utilities
For policy advisers and senior decision-makers in governments changing the ways they regulate private or parastatal suppliers of utility and network services, especially those providing monopoly services. The workshop will cover the theory and practice of regulation.

Putting people first

Week one: Leading and managing change
Week two: Quality public services in a digital age
Designed for senior managers responsible for delivering public services, in particular those with direct interface with the public. For people from central or local government, health, welfare, education, the administration of justice and other sectors. The workshop gives comprehensive understanding of customer service and its potential for improving service delivery.

Raising revenue

Effective tax strategies for economic development
The workshop has been designed to appeal to Ministers, Directors and senior officials in Ministries of Finance and Economic Development responsible for determining high level strategic tax policy as well as to Heads of Revenue Authorities and senior officials responsible for planning implementation of new taxes and compliance strategies.

Crisis communication in government

For senior policy officials, managers responsible for operational planning, and public service communications specialists in charge of government/public service communications at times of risk and crisis. It will help participants to develop effective communications strategies for when things go wrong as a consequence of natural disaster or terrorist or other threats.

Pension schemes

Planning for the future
Designed for politicians and senior public service managers responsible for public pension schemes, for administrators and managers of occupational and other non-government pension schemes and for people interested in social protection issues.

Next generation human resources

Transforming people management in the public sector
Designed to meet the needs of senior policy makers and managers and their senior staff, HR managers and others involved in leading and managing public servants. It will also be relevant for people responsible for improving civil service efficiency, effectiveness and performance in their respective public services.

When citizens complain

For Ombudsmen, Commissioners and complaint handling organisations
For Ombudsmen, Commissioners and their senior staff. Also relevant for other complaint-handling organisations, policy makers from countries which have an Ombudsman system, which are in the process of setting one up or which are contemplating doing so.

Consultancy for the public sector

A foundation in essential consultancy skills
Designed for those wishing to enter the consultancy profession both in the public sector and the private sector – as internal or external consultants. Also relevant to existing consultants who may want a refresher course, line managers and others who would like to know the basics of consultancy and change management programmes.

Public-private partnerships

Explores experience with a wide range of public-private and public-public partnerships within the UK transport sector. It also includes PPPs in education, health and the justice sector. For parliamentarians, senior staff from Ministries of Finance and Transport, senior road agency staff, bankers and financiers, organisations planning to bid for PFI/PPP contracts from government and consultants advising such organisations and also senior staff from the education, health and justice sectors.

Managing elections

Techniques and perspectives
Offers election administrators and other election stakeholders the opportunity to meet with counterparts in the UK and Europe to learn about their practices and experiences. It will also provide hands-on, practical training to improve day-to-day management skills in election administration.

Pay and grading

Strategies for change
Aimed at policy-makers, human resource practitioners and senior decision-makers. The workshop will explore policies being adopted to modernise the management of pay, grading and benefits. It will examine current trends and practical implementation of strategies in the public, private and not-for-profit sectors.

Government: image and communication

Designed for government press officers, political and general editors from national newspapers, broadcasting organisations and news agencies as well as spokesmen/women from political parties and NGOs. Will also benefit others responsible for disseminating information to the public.

Changing the law

Successful reform
For people working for law reform commissions, committees and institutes, law reformers working within governments and other major contributors such as parliamentarians, judges, academic lawyers and representatives from NGOs. Participants would most likely be working at middle to senior levels, and be from countries where law reform is a major priority, or from those where resources for law reform are much smaller.

Doing business

Promoting private sector development
Aimed at senior policy makers and managers in trade, industry and business ministries and agencies responsible for stimulating business development, as well as staff from donor agencies looking to encourage private sector development.

Integrity in public life

Core values, codes of conduct and conflicts of interest
For parliamentarians, senior policy makers and managers in the public sector, presidential or special advisers, local government officials, representatives from civil society organisations and people with a special interest in ethics, anti-corruption and good governance.

Public service commissions

Professionalism, performance – excellence
Designed to meet the needs of Public Service Commissioners and their senior staff, parliamentarians and others involved in preparing and implementing a Civil Service Law, and senior policy-makers and managers concerned with improving the effectiveness of public officials.

Access to civil justice

Efficiency, affordability and fairness
Mainly for lawyers, judges, legal administrators and representatives from NGOs and donor organisations with an interest in the justice sector. It will draw substantially upon recent and continuing developments in England and Wales and will also encourage the sharing of ideas and experiences among participants from other jurisdictions.

Transforming justice

From joined-up justice to multi-agency approaches
Designed for policy makers, practitioners and senior decision-makers across the justice sector including judges, lawyers, court administrators, police and prison managers, prosecutors, legal and judicial reform specialists. Also for others concerned with making the criminal justice sector work more effectively for the benefit of all citizens, to uphold the rule of law and advance speedy, fair and reliable justice.

Better policies: better lives

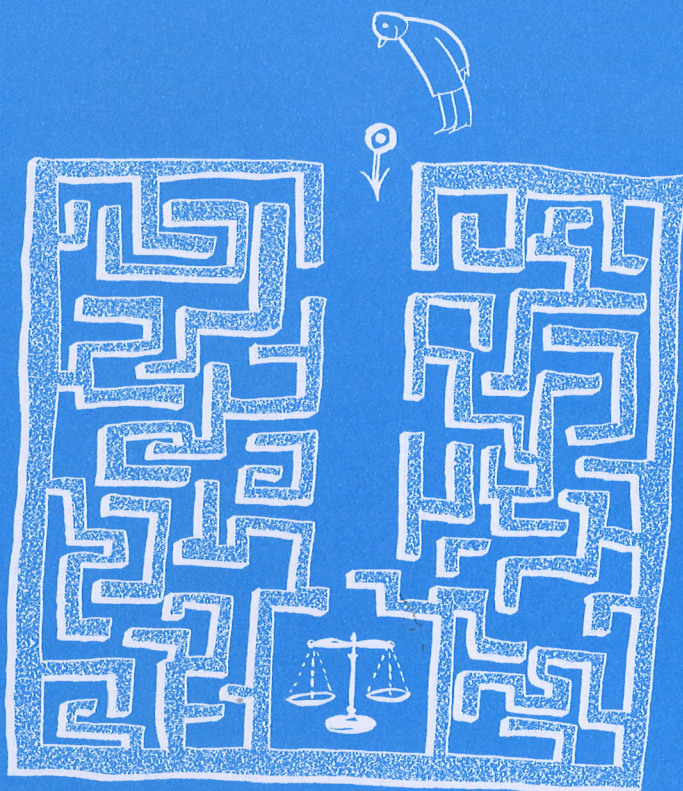
Using behavioural insights to evaluate and improve policy making
This workshop is designed for people involved in the policy making process, including policy formulation, implementation, evaluation and improvement, and aims to give you a clear understanding and appreciation of the potential for using behavioural insights to improve policy making.

In addition to our annual professional development workshops, we also have sound experience of running workshops on request. We can arrange tailor-made training either in-country or in the UK to meet the specific needs of groups at all levels within your organisation. Below are some examples of tailor-made workshops that we can arrange. Please contact us if you would like further information or if there are other topics that you would like to discuss.

- Good governance
- Public administration reform
- Leadership
- Policy and strategy development
- Strategic planning, organisation development and change management
- Performance management
- Capacity development and training
- Public finance and economic development
- Legal and judicial reform
- Culture, heritage and tourism

Transforming criminal justice

Partnership working and multi-agency
approaches



One-week professional
development workshop
21 to 25 November 2016

Public Administration International
in association with

eunoia

LISTENING - ENGAGING - TRANSFORMING



BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

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

About the workshop

The UK government's current *Transforming Justice* agenda builds on a huge amount of work aimed at achieving better collaborative arrangements between the various agencies in the justice sector. Police, prosecutors, courts, probation and prisons in the UK now work together in ways unimaginable a decade ago. These organisations have very different roles, however, and there is often a tension between them. How has better co-ordination been achieved without undermining each organisation's specific mission? How can judicial independence and the protection of citizens' rights be preserved alongside closer collaboration between these different justice sector institutions? Are partnership arrangements the key to meeting today's challenges and securing success in the future?

Despite changes of government the aims of criminal justice reform in England and Wales remain much the same:

- To enhance the delivery of justice
- To tackle persistent and serious offending
- To reduce reoffending
- To address youth crime
- To improve public confidence in the criminal justice system.

Much has been achieved in recent years. However these successes now have to be sustained and built upon within ever more restricted budgets, which demands even more effective collaboration.

The main aims of the workshop are:

- To review progress to date in making the criminal justice sector work together more effectively
- To explore how achievements will be maintained and future priorities achieved at reduced cost
- To assist you in developing and introducing practical strategies for economic and sustainable criminal justice co-operation in your own country.

Who is it for?

This one-week workshop is designed for policy makers, practitioners and senior decision-makers across the justice sector. These will include

- Judges
- Lawyers
- Court administrators
- Police and prison managers
- Prosecutors
- Legal and judicial reform specialists
- Others concerned with making the criminal justice sector work more effectively for the benefit of all citizens, to uphold the rule of law and advance speedy, fair and reliable justice.

How participants will benefit

The workshop will:

- Familiarise you with the responsibilities and challenges of the various agencies in the criminal justice system of England and Wales
- Enable you to understand the possible barriers to information sharing and joint decision making and examine the strategies for overcoming such barriers at little or no cost
- Provide you with an opportunity to compare experiences of reforming criminal justice in various countries
- Help you to identify practical ways of initiating relevant and sustainable change to enhance multi-agency working in the criminal justice sector on return to your own country.

What the workshop will cover

The workshop will explore practical strategies for improving collaborative working in the criminal justice system and the difficulties faced, overcome and still remaining. It will include seminar sessions, discussions, case studies, practical work and visits. It has been designed to be flexible so that it can be

adjusted wherever practicable to meet your specific requirements and those of your organisation.

You will be invited to give an informal presentation on your own system and to talk about a particular area of criminal law from your own country.

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. Visits to people who have direct experience of managing in the UK criminal justice system will be included. We can arrange travel to and from one of the London airports if you let us have your flight arrival details in good time. The cost of airport transfers is included in the fee.

Workshop Directors

The Workshop Directors will be Neil McCallum and Richard Baker. Neil has worked with the UK Metropolitan Police Service on a major accountability initiative and with police services, judiciaries, prosecutors and prisons officers in a number of countries.

Richard is a former senior police officer with extensive experience in international training. He is a member of the UK Independent Monitoring Board for prisons.

Who we are

PAI specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. 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 number 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.

Eunoia

Eunoia is a partnership of practitioners with a wide range of experience in information management and public sector change. Eunoia's partners have delivered highly successful organisational development projects in Bangladesh, Botswana, Ghana, Somalia, Tanzania, Uganda and the UK.

Programme outline

	AM	PM
Day 1	Welcome and introductions Working for shared outcomes: The UK Criminal Justice Reform strategy and action plan	Barriers to partnership working: findings from Criminal Justice Joint Inspections Participants' informal presentations: key issues for the week
Day 2	Bringing offenders to justice: <ul style="list-style-type: none"> – The roles of the police and the prosecution service – Codes of practice and quality standards – Victim and witness charters – Out of court disposals and restorative justice – Local Criminal Justice Partnerships 	Local justice in action: <ul style="list-style-type: none"> – <i>Visit to a Magistrates' Court</i> – The work of Magistrates Transforming summary justice: <ul style="list-style-type: none"> – Efficiency gains – Collaborative work in court – Sentencing guidelines
Day 3	Making criminal justice "faster and right first time": <ul style="list-style-type: none"> – <i>Visit to a Crown Court</i> – Tackling waste and delay in the trial process – Witnesses needs: the work of the Crown Witness Service 	<i>Visit to a prison</i> <ul style="list-style-type: none"> – Aims and objectives of imprisonment: measuring success – Public/private sector partnership: its benefits and risks
Day 4	Transforming rehabilitation: <ul style="list-style-type: none"> – Role and reform of probation – "Through the gate" support – Managing persistent and serious offenders 	Youth justice: <ul style="list-style-type: none"> – Challenges – Youth Justice Boards: building partnerships – Youth Offending Teams: a children's service and a criminal justice service – Children in custody
Day 5	International experience: <ul style="list-style-type: none"> – Global best practice – Barriers to collaborative working and risks to human rights – Working with organisations outside the criminal justice system Managing change: case studies	Criminal justice and collaborative working: the future Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

Fees

The fee for the workshop will be £1,960. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. It also includes a light lunch and refreshments during each working day.

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 £140 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 transfer or by cheque, made payable to Public Administration International. We also accept payment by credit or 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.

We also offer a 10% discount on the tuition fee if a funding organisation sponsors more than two participants on any PAI workshop in any one calendar year. Please ensure that when you book your third and any subsequent participant (in any one calendar year) you let us know, so we can apply the discount.

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 a substitute at any time without penalty. Also, it is possible to transfer to a future workshop. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions (<http://www.public-admin.co.uk/terms-and-conditions-for-booking>). If you would prefer a hard copy of our full terms and conditions, please let us know.

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.

How to apply

Please complete the PAI application form and post, fax or email it to:

Clare Walters
Programme Manager
Public Administration International
56 Russell Square
London WC1B 4HP
UK
T +44 (0)20 7580 3590
F +44 (0)20 7580 4746
pai@public-admin.co.uk

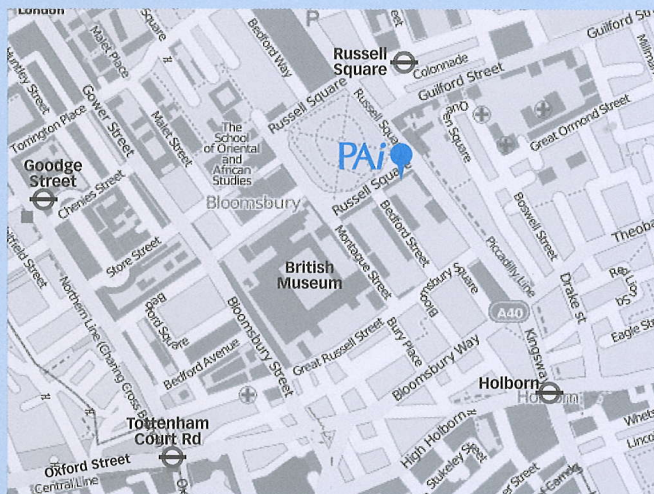
You can also apply online. Please see our website for details:
www.public-admin.co.uk

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

Claire Cameron
Director
Public Administration International
T +44 (0)20 7580 3590
pai@public-admin.co.uk

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



Public Administration
International

56 Russell Square
London WC1B 4HP
T +44 (0)20 7580 3590
F +44 (0)20 7580 4746
pai@public-admin.co.uk
www.public-admin.co.uk