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ADVANCED INTERNATIONAL TRAINING PROGRAMME 2012

280A

# Public Service Management

Training in Sweden, April 16 – May 11, 2012

Regional part in Africa, autumn 2012

## Invitation

The Swedish International Development Cooperation Agency (Sida) offers, as part of its bilateral development assistance, Advanced International Training Programmes of strategic importance to the social and economic development in the participants' countries. The International Training Programmes are specially designed for persons qualified to participate in reform processes of strategic importance on different levels and holds a position in home organisation with mandate to run processes of change. This methodology is based on the assumption that your country wish to carry out changes and are willing to invest own resources to achieve these changes. In the long-term perspective the programmes shall contribute to institutional strengthening and capacity development in the participants' countries.

Training is focused on support to individual or team plans for change. The plan shall be well established in the participant's organisation and is a basic part of the programme concept.

In this brochure you will find information on the specific objectives for this particular programme, its content and structure, and how and when to apply. You will also find an application form.



Lena Ingelstam  
Director  
Sida

Public Service Management is a complex and multi-faceted process, which thoroughly influences the lives of all citizens in a country. If the work is carried out in a transparent way, it contributes to the development of trust and stability in the community.

Increased capacity to deliver relevant public services is a prerequisite for achieving the MDGs. Thus, Public Service Management is one of the most effective ways of fostering sustainable human development and achieving the MDGs. This Programme shall contribute to the ongoing reform process. It will increase the participants' understanding of how to develop and perform Good Governance in practice and their ability to manage change. The participants will increase their knowledge of and share experiences on how public service can reinforce the democratic institutions, as well as how a well functioning public sector in interaction with other community sectors can influence growth and fair distribution.

We hereby invite you to nominate candidates.



Arne Svensson  
President  
Professional Management AB

## Programme Objectives

The aim of the Programme is to contribute to the ongoing reform process in selected countries in Africa. After completing the Programme the participants will have

- Insights in (1) Good Governance, (2) the collaboration and interaction between public sector, private sector and civil society; and (3) the collaboration and interaction between central and local government
- Knowledge of (1) Results Based Management, (2) Public Financial Management, (3) Human Resource Management; and (4) new public demands and how these can be met
- Ability to (1) carry out a change project, (2) practice good leadership
- Sustainable approach to (1) gender equality in the public sector; and (2) environmental work in the public sector and environmentally sustainable development
- Access to a professional network for cooperation and sharing experiences between the participants and the countries.

## Change Project

The Programme will be oriented towards change and give decision makers in key positions deeper knowledge regarding how public service, through strengthening the democratic institutions, can contribute towards economic growth.

Thus, the applicant is requested to formulate a change project that will run throughout the Training Programme. These projects are the hub of the Programme and they have to be relevant to and supported by the participant's home organization / institution and concern a relevant problem in the field of Public Service as a reinforcer of democracy. Neither Sida nor Professional Management will be committed to support the acquisition of financial means for the change projects.

The change projects form the link between the theoretical knowledge articulated throughout the Programme and the practical implementation considered relevant for each specific national / regional context. The participants will receive coaching from mentors and from the other participants on the management of their projects.

## Contents

To make the Programme useful and inspiring, international, regional and Swedish perspectives will be combined. Meetings with representatives from different sectors of the Swedish society will give the participants a multi-faceted picture of the Swedish and European reality.

The Programme is based on a number of intertwined modules. These concerns

- Trends and Tendencies in the International Public Service Development,
- The Swedish Model,
- Public Administration & Democracy,
- Public Sector, Private Sector and Civil Society - Fundamental Problems and Alternative Assignment of Roles,
- Central and Local Government – roles and relations,
- Human Resources Management,
- Public Financial Management,
- Management, Control, Follow-up and Evaluation of Public Sector,
- The Interaction between Public Service and the Citizens,
- Reform Work and Change Management,

- Leadership, and
- Cross Issues like Equality and Environment including Climate, etc.

## Programme Structure

The Programme consists of the following five phases:

- 1) After admission to the Programme, the participants will receive instructions for the initial work needed prior to the second phase. Among others the change project will be discussed. The dialogue is intended to clarify the expected outcome and how the end result will be handled within the organization.
- 2) The second phase is four weeks training in Sweden covering all the modules that are specified in the section “Contents” above. The training will be given by some twenty Swedish lecturers, moderators and other recourse persons.
- 3) After the training in Sweden the participants will continue to work with their change projects for a period of some six months supported individually by mentors from Professional Management. The support will be given in whatever form each participant wishes (via Skype, email, phone, mail or fax).
- 4) The fourth phase is a one-week regional seminar for all the participants to be held in one of the participating countries, during which the change projects will be closely examined. It will take place some six months after the training in Sweden and evaluate progress, offer additional training and adjust and monitor factors of sustainability. The regional seminar will also include study visits to the participants’ organizations in the visited country.
- 5) In the final phase the participants will receive individual coaching according to specific needs and demands. During this phase the participants will finalize their change projects with individual support from Professional Management.

All planned activities will be carried out during a period of 14 months.

## Date and place

The four-week training in Sweden will take place during the period of April 16 – May 11, 2012. The first, second and fourth week will be spent in Stockholm and the third week in the country side in the southern part of Sweden (Hässleholm).

The exact time and place for the regional seminar will be announced later.

## Teaching

All phases of the Programme are based on a participative approach and capacity building.

The aim is to create a powerful regional network between the participants. Apart from ordinary presentations like lectures and discussions, the learning will be made more concrete and tangible through practical elements such as workshops and study visits.

## Management and Staff

The Programme is organised by Professional Management, with leading experts and resource persons from many Swedish public sector institutions.

## Participation

25 participants from selected countries will receive training on theoretical and practical models on how to develop Public Service Management.

## Target region: Africa

The following countries have been selected for the Africa Programme: Botswana, Ethiopia, Kenya, Moçambique, Namibia, Rwanda, South Africa, Tanzania, Uganda and Zambia.

## Target Group

Decision-makers at intermediate to high levels in Ministries, authorities and other public organizations at central, regional and local levels are invited to participate. The selected participants should be responsible for, or have a mandate or ambition to pursue work of, change within the public sector. Special emphasis will be made to ensure gender balance among the participants.

## Language requirements

The working language of the Pro-

gramme will be English. Applicants should be able to prove their ability to master the language.

## Application process

**Closing date for application is  
October 1, 2011.**

Applications submitted after closing date will not be considered.

Application should be written on the attached form and include a recent photograph and required information and documents. Application forms can also be found on the website of Professional Management at <http://www.professionalmanagement.se/psm>

The application should be approved by the official nominating authority in the country.

A 1–2 page description of the individual change project should be submitted with the application form. These headlines should be included in the description:

1. Background and justification, including description of roles and responsibilities of the participant’s organization.
2. General goal of the change project.
3. Problem analysis and/or situation analysis.
4. Specific objectives of the project clearly indicating the participant’s intended contribution to achieving the goal.
5. Draft plan of activities in order to reach the goal of the project.

The application should be submitted to the nearest Swedish Embassy/Consulate. Applicants from Botswana and Namibia should submit their applications to the Office of the Swedish Trade Council. If there is no Swedish Embassy/Consulate in the applicant’s country, the application should be submitted directly to the Program Secretariat.

Applicants that will be considered for selection will be interviewed in their respective countries by the Professional Management Team.

Selected applicants will be notified by e-mail or fax. Once accepted, the applicant must confirm participa-

tion. An invitation letter will be sent out, containing additional information on the Programme and the practical arrangements.

### Cost of Participation

The Programme fee is paid for by the Swedish International Development Agency (Sida) and includes:

- all lectures, coaching, literature, documentation, and study tours
- certain social activities
- accommodation; board and lodging
- international travel costs to and from Stockholm, Arlanda Airport (ARN)
- travel costs between Stockholm and Hässleholm
- international travel costs in connection with the regional seminar.

Participants pay for:

- all travel expenses associated with reaching the closest International Airport in their home country (for travelling to Sweden as well as to the regional seminar)
- costs in connection with obtaining visa(s)
- personal expenses

For study visits as well as for social events which are compulsory parts of the Programme, transport will be arranged and paid for by the organizer. Optional activities and all other travel is carried out at the participants' own expense

### Accommodation

All participants will be accommodated in standard single rooms with shower and/or bath at Scandic Sergel Plaza Hotel in Stockholm ([www.scandichotels.com](http://www.scandichotels.com)) and Hotel Statt in Hässleholm ([www.statt.se](http://www.statt.se)).

Due to the character of the Programme family members are not allowed to accompany the participants.

### Visa

Participants are responsible for obtaining all visas necessary for their journey and stay during the Programme. The visa should be valid for the whole period of the Programme and the passport should be valid for three months longer than the entry visa. Inquires should be directed to respective Swedish Embassy/Consulate alternatively other Schengen representation as soon as possible after acceptance into the Programme. Participants visiting other countries on their way to or from Sweden must ensure that correct visas are obtained before leaving home country, especially for countries not included in the Schengen agreement.

The costs for obtaining visas are carried by the participant.

For more information, this website offers Swedish visa information:

<http://www.migrationsverket.se/english.html>

### Contact information

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The application as well as this brochure can be downloaded from [www.professionalmanagement.se/psm](http://www.professionalmanagement.se/psm). Copies of the application form can also be ordered via [psm@professionalmanagement.se](mailto:psm@professionalmanagement.se).

### Insurance

All participants are covered by a group insurance while in Sweden and on organised tours during the Programme. This insurance includes costs for medical care in the event of acute illness or accident. Medical and dental check-ups are not included. Please note that the insurance does not cover delay or loss of luggage, nor theft of personal belongings.

## ADVANCED INTERNATIONAL TRAINING PROGRAMME 2012

### *Professional Management*

This Training Programme is organized by Professional Management. Professional Management is a Swedish company focusing on management reform in central and local government. The company specializes in creating new strategies for public and private sectors, organizational development, top-executives training, evaluation and public-private partnerships.

Professional Management's core activities include:

- Design and implementation of a complex array of reform projects with emphasis upon political and administrative decentralisation, financial management, strengthening sub-national government administration and the enhancement of citizen participation.

- Production of various publications and the organization of over 1 000 training programmes, conferences, workshops and seminars.
- Evaluations, Capacity Studies and Systems Based Audits.

For more information please see [www.professionalmanagement.se](http://www.professionalmanagement.se)

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