

PN.ACF-843

STANDARD OPERATING PROCEDURES
FOR THE
POLICY MANAGEMENT SYSTEM
OF THE
GENERAL DIRECTORATE OF PLANS AND POLICIES

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71 Hayarkon Street
Tel Aviv, Israel

Submitted by:

Thomas R. Reynders, Project Manager
Checchi/PaL-Tech

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I. Introduction

This *Standard Operating Procedures for the Policy Management System* report will support the systems administration responsibilities of the General Directorate of Plans and Policies (GDPP) of the Ministry of Planning and International Cooperation (MOPIC). It is a companion document to the Policy Management System (PMS) report approved by the GDPP in May 1998. The standard operating procedures (SOPs) for system administration complement the existing technical review procedures already employed by the GDPP for reviewing legislative drafts.

A. Organization Structure for GDPP

The SOPs are based on a GDPP organization structure consisting of three technical divisions, as follows:

Social/Cultural Division - responsible for reviewing legislative drafts associated with the rights and benefits of citizens, health, welfare and social concerns, matters related to NGO's, and Palestinian Authority (PA) employee benefits

Economic/Finance Division - responsible for reviewing legislative drafts that affect the overall economic situation in the Palestinian territories and/or the relationship of the PA with external entities. Specific matters related to trade and investment, tariffs and duties, taxes, fees and charges and other financial transactions will be the primary responsibility of this Division. The Annual Budget of the PA and the PDP financing plan will be reviewed from a policy perspective by this Division.

Infrastructure/Investment Division - responsible for reviewing legislative drafts concerning physical development, facility construction, foreign direct investment, land taking/eminent domain, utilities, local development projects and related matters

After a referred draft has been logged in and then reviewed for general content by the GDPP Director General, it will be assigned to a "Responsible Division", which will complete all SOPs in the review process. Since most legislative drafts contain provisions that could benefit from the input of specialists in each division, the Division Manager will be expected to coordinate with GDPP colleagues to assure that policy issues have been fully analyzed from all relevant points of view.

B. Staffing Requirements

Effective review of legislative drafts requires, at a minimum, a staff complement of 3 - 5 professionals in each of the three Divisions. To the extent possible, each staff member should have both an institutional assignment and a functional specialization within the Division. Although specialization is a key element of the GDPP's approach, it is also important that teamwork, among staff and between Divisions, be employed in all instances.

C. Process Overview

No policy review can be considered complete and comprehensive unless consultation has occurred with the proponent ministry, concerned beneficiaries (either directly or through NGO's) and specialists in the Diwan al Fatwa wa al Tashri'e.

SOP's have been developed for a review process consisting of the following eight stages:

- Stage 1: Intake**
- Stage 2: Assign to GDPP Divisions**
- Stage 3: Review Law and Policy**
- Stage 4: Conduct Additional Research**
- Stage 5: Consult with Stakeholders**
- Stage 6: Assess Impacts**
- Stage 7: Decide on Policy Options**
- Stage 8: Communicate Findings and Conclusions**

These eight stages - and the procedures, forms and activities included in each stage - will enable the GDPP to conduct its administrative work in an organized and efficient manner and provide excellent, well-researched policy guidance for decision-makers in the PA

The stages are sequential and interdependent. Information obtained, or action taken, at one stage provides the basis for subsequent activity in the next and succeeding stages. By submitting each legislative draft to this systematic process of review and assessment there is greater likelihood that the GDPP will provide complete, comprehensive and carefully considered recommendations that support the policy objectives of the PA

Forms, checklists and uniform procedures have been provided to assure that all items are properly reviewed and to establish a well-documented record of each stage in the review process. These documents, constitute the permanent record of GDPP's review of each legislative draft and should be carefully filed and retained for use during the monitoring and evaluation stages of the PMS

II. Stage 1: Intake

A. DESCRIPTION

The intake stage of the administrative process will enable designated GDPP administrative personnel to establish an official record of legislative drafts referred to the GDPP for policy analysis. Assigning a reference number to a legislative draft initiates a series of steps that requires, ultimately, the submission of a formal letter report to the Diwan al Fatwa wa al Tashri'e, and/or the Council of Ministers, by an appropriate senior officer of MOPIC.

B. OBJECTIVES

1. Assign a unique tracking code for GDPP's processing of each legislative draft referred to it by the Diwan al Fatwa wa al Tashri'e
2. Establish an official, permanent file for each legislative draft referred for policy analysis

C. FORMS

GDPP - 01	Intake/Processing Record
GDPP - 02	Referred Legislation Register (Sample Page)

D. EXHIBITS

Exhibit 1	– Tracking Code
Exhibit 2	– Ministry/Division Matrix

E. PROCEDURES

- Enter requested information into the Referred Legislation Register.
 - Assign a tracking code “number” to the draft legislation: GDPP– 01/Part 1
 - Copy documents
 - Make a copy of the referral letter and the draft legislation
 - Establish a “Pending” file for control purposes.
 - Place one copy of the referral letter and the draft legislation in a “Pending” file
 - Place the “Pending” file in a secure cabinet under the name of the proponent Ministry
 - Establish an “Active” file for processing purposes
 - Place one copy of the referral letter and draft legislation in the file
 - Attach GDPP – 01 to the “Active” file cover
1. Submit the “Active” File to the Director General (or Designee)

Intake/Processing Record

Step	Target Date	Actual Date	Initials
1. Intake			
• Tracking Code Assigned			
• File Set-up			
• Referred to Director General			
2 Assigned to Division			
• Name of Division: _____			
3 Policy Correlation Matrix Complete			
4 Initial Rating Complete			
5 Notice Published in Newspaper			
6 Letter to Proponent Ministry			
7. Letter to Stakeholder			
8. Meetings with			
• Proponent Ministry			
• Diwan			
• Stakeholders			
9. Research Complete			
• Date Bases Recorded			
10 Policy Options Identified			
11 Final Rating Complete			
12. Referred to MOPIC Management			
13. Submitted to Diwan			
Process Complete			

Referred Legislation Register

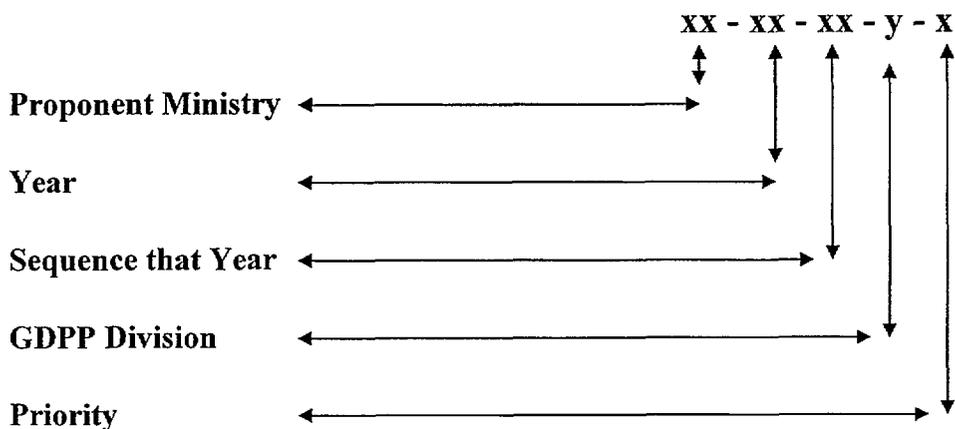
Date	Title of Referred Draft	Ministry	Reference No.	Priority	Due Date

Note: This register should be finalized after Stage 2 of the SOPs has been completed

GDPP Tracking Code

Each new legislative draft referred to the GDPP will be assigned a unique tracking code consisting of both letters and numbers. In this way each draft will have its own **reference number** for filing, tracking and retrieving information.

The tracking code is depicted below, where “x” represents a number and “y” a letter.



Proponent Ministry Code Numbers:

President’s Office	01
Ministry of Youth and Sports	02
Ministry of Planning and International Cooperation	03
Ministry of Finance	04
Ministry of Local Government	05
Ministry of Telecommunication	06
Ministry of Housing	07
Ministry of Civil Affairs	08
Ministry of Public Works	09
Ministry of Supply	10
Ministry of Health	11
Ministry of Education	12
Ministry of Higher Education	13
Ministry of Transport	14
Ministry of Economy and Trade	15
Ministry of Industry	16
Ministry of Labor	17
Ministry of Culture	18
Ministry of Tourism	19

Ministry of Agriculture	20
Ministry of Justice	21
Ministry of Social Affairs	22
Ministry of Waqf and Religious Affairs	23
Monitoring Committee	24

Over the course of time other Ministries or proponent organizations with independent status (e.g., the Palestinian Port Authority) may be added to the official roster of agencies of the Palestinian Authority. These organizations should be added in sequence, as the need arises.

Year Code Numbers

1998	98
1999	99
2000	00

The Western calendar is recommended as the basis for recording YEAR due to the fact that references to external organizations about operative rights, duties and obligations at a particular point in time will be more readily understood if expressed in these terms.

Sequence within Year Code Numbers

This is a two digit number representing the chronology of submission by each proponent ministry in a specific year. The first draft referred to the GDPP will be numbered “01”, the second “02”, etc.

GDPP Division Code Letters

This information will be added to the tracking code by the GDPP Director General after assessing the key policy area to be addressed

Social/Cultural Division	S
Economic/Finance	E
Infrastructure/Investment	I

Priority Code Numbers

The priority rating will be assigned by the Director General of the GDPP based on the initial review prior to assignment to one of the three Divisions

President’s Policy Program	1
Palestinian Development Plan	2

New Opportunity/Fast Track 3

Corrective Amendment to Existing Law 4

Not Related to Key Policy Areas 5

Other priority codes may be added at the discretion of the GDPP to cover circumstances as they develop.

The Tracking Code is an operational tool for efficiently distinguishing among the various drafts submitted for review. Any changes to the procedures should be recorded and made a part of this SOP manual.

Exhibit 2

Ministry /Division Matrix

Ministry/Entity	Social/Cultural	Economics/Finance	Infrastructure
President's Office		X	
Ministry of Youth and Sports			X
MOPIC		X	
Ministry of Finance		X	
Ministry of Local Government			X
Ministry of Telecommunications		X	
Ministry of Housing	X		
Ministry of Civil Affairs	X		
Ministry of Public Works			X
Ministry of Supply		X	
Ministry of Health	X		
Ministry of Education	X		
Ministry of Transport			X
Ministry of Economy and Trade		X	
Ministry of Industry		X	
Ministry of Labor	X		
Ministry of Culture	X		
Ministry of Tourism			X
Ministry of Agriculture		X	
Ministry of Justice	X		
Ministry of Social Affairs	X		
Ministry of Waqf & Religious Affairs	X		
Monitoring Committee		X	

III. Stage 2: Assign to GDPP Divisions

A. DESCRIPTION

Each legislative draft will be assigned to one of the GDPP divisions according to the most important policy issue to be addressed. This may not be obvious from the title of the draft. The Director General will assess each legislative draft in the context of policy priorities specified in the PDP or in the President's Policy Program, when available. The Director General will also establish an indicative target for completing all procedures. This will usually be not less than 30 days nor more than 60 days, although the scope, urgency or degree of difficulty of the policy review/analysis could require adjustments to the norm. The GDPP (and MOPIC) may not have sufficient in-house expertise to review all dimensions of a legislative draft. Creating a network of outside reviewers is one of the recommendations in the PMS report. Any known experts or sources of information should be identified and maintained on a roster of outside specialists.

B. OBJECTIVES

1. Assign legislative drafts to designated sector specialists for policy review/analysis
2. Place each new legislative draft in its proper policy framework
3. Identify "expert" reviewers
4. Assign a priority code for processing the legislative draft
5. Establish milestone and deadline dates for completing assigned work

C. FORMS

GDPP - 01 Intake/Processing Record

D. EXHIBITS

Exhibit 3 – Notice of Referral Letter (Sent to Requesting Ministry)

E. PROCEDURES

- Review GDPP – 01/Part 1 for completeness and accuracy
- Establish a priority level for the legislative draft GDPP–02/Column5
- Correlate the legislative draft with importance, time and cost
- Identify individuals, institutions or corporate "experts" to be contacted
- Meet with Division Head
- Review the purpose of the legislative draft
- Indicate priorities in terms of importance, timeliness and cost
- Agree on a process for review with clear milestones and deadlines (enter appropriate dates in GDPP – 02)
- Establish dates for one, or more, progress review meetings

GDPP LETTERHEAD

Notification of Referral

xx Month YYYY

GDPP Reference Number xx - xx - xx - y - x

TO: Designated Proponent Ministry Official

Address

Address

Please be advised that the Diwan al Fatwa wa al Tashri'e has referred to the General Directorate of Plans and Policies (GDPP) a legislative draft entitled. _____ (title) _____

The GDPP is responsible for reviewing the referred draft and determining its conformance with the established policies, strategies and objectives of the Palestinian Authority

Mr/Mrs/Miss _____ (name) _____ of the GDPP has been assigned responsibility for overseeing the completion of this review. When our preliminary internal review is completed, we will contact you to arrange a meeting in order to discuss the draft.

If there are no policy conflicts in the referenced draft the GDPP will so notify you and the Diwan al Fatwa wa al Tashri'e

If you have any questions, please feel free to contact me

Sincerely

Director General

Cc Head, Diwan al Fatwa wa al Tashri'e
Designated First Reviewer

IV. Stage 3: Review Law and Policy

A. DESCRIPTION

The Division Director is the “first reviewer” under the SOP for the PMS. The initial assessment of the referred legislative draft’s policy impacts will concentrate on the effect of the contents of the legislative draft on the priorities, strategies and objectives of the PA, as contained in the Palestinian Development Plan (PDP) and the President’s Policy Program, when finally developed.

The first reviewer is the most important actor under this and the remaining SOPs. The initial assessment of the relationship of the draft legislation to PDP priorities, strategies and objectives is made at the first reviewer stage. This initial assessment determines the scope and importance of the policy review by the GDPP and will be the basis for determining the level of effort required for its accomplishment. The first reviewer is the team leader for all subsequent policy analysis, review and reporting procedures.

The first reviewer will organize the team of internal staff and external experts who will be involved in the review process. Sector specialists in the GDPP and the Diwan will need to be identified and consultations initiated between the parties.

The first reviewer should review with the team members the 15 step technical review process adopted by the GDPP. Those steps were designed to facilitate an analysis of the content of the law. The SOPs are designed to assure that a structured process for this review also occurs and that a permanent record of work performed is established.

The First reviewer completes the Policy Correlation Matrix (GDPP -03) as a way of targeting attention on specific sections of the draft legislation. In determining the “weight” of the impact, the first reviewer must rely on judgment and be guided by historical precedent and prevailing conditions. Weights are either 1 - Measurable, 2 - Significant, or 3 - Vital.

Based on this assessment the first reviewer then determine, in an overall sense, if the draft will have a positive or negative effect on each priority, strategy or objective in the PDP. The ratings (marks) for each item are included in the exhibits.

The third procedure is to determine the impacts of the draft legislation on the communities with which the PA interacts. These include internal communities (such as beneficiaries) and external organizations and entities.

These three steps are the foundation for the work of the GDPP and provide the documentation required for completing subsequent SOP’s.

B. PURPOSE

1. Identify the key policy issues in the draft legislation

- 2 Make an initial assessment of the effect of the draft legislation on the PA's policy priorities
- 3 Rate the impact of the draft legislation, if made law, on specific "communities"
- 4 Identify NGOs and other specific stakeholders to be contacted.
- 5 Prepare an action plan covering the entire review process for the legislative draft

C. FORMS

GDPP - 03	First Reviewer's Policy Correlation Matrix
GDPP - 04	Policy Rating Sheet
GDPP - 05	Community Impact Assessment
GDPP - 01	Intake/Processing Record

D. EXHIBITS

Exhibit 4 – Policy Rating Marks

E. PROCEDURES

- The GDPP Director General designates a Division Director as the "First Reviewer", according to the assigned responsibilities of each Division

Assess existing workload

Review the priority level of the legislative draft (GDPP – 01)

- First Reviewer carefully reads and annotates the entire draft
- First Reviewer prepares a GDPP – 03 based on the draft as submitted
- First Reviewer prepares a GDPP – 04 and identifies effected communities
- First Reviewer makes an "Initial" rating of the draft relative to each Strategy, Objective and Priority of the Palestinian Authority, per the PDP (GDPP – 05)
- First Reviewer prepares an action plan (GDPP – 01) for all stages and steps of the review process that establishes a planned Target Date for completing the review.
- First Reviewer submits action plan and a copy of GDPP – 01 to the Division Head and the GDPP Director General.
- Meetings and consultations as needed

First Reviewer's Policy Correlation Matrix

Policy Priority	Related Issues in Draft	Section	Weight
1. Objectives			
Economic Generation & Economic Growth			
Rural Revival and Development			
Development of Financial Institutions/Policies			
Improving Social Conditions/HRD			
2. Strategies			
Cessation of Economic and Political Decline			
Infrastructure Development and Rebuilding			
HRD and Social Services Improvement			
Increasing the Capacity of Public Institutions			
Facilitating Private Sector Participation			
Establishing Legal Framework for Private Sector Led Development			
Encourage Sectors that Foster Economic Generation			
Support Exportable Production Activities			
Create New Job Markets for Palestinians			
Strengthen Democracy and Human Rights			
Rural Revitalization			
Establish Good Governance			
3. Priorities			
Infrastructure Development			

Institution Development/Capacity Building			
Social and Human Resource Development			
Productive Sector Development			

Policy Rating Sheet

Policy Priority	Initial Positive	Final Positive	Initial Negative	Final Negative
1.Objectives				
Economic Generation & Economic Growth				
Rural Revival and Development				
Development of Financial Institutions/Policies				
Improving Social Conditions/HRD				
2.Strategies				
Cessation of Economic and Political Decline				
Infrastructure Development and Rebuilding				
HRD and Social Services Improvement				
Increasing the Capacity of Public Institutions				
Facilitating Private Sector Participation				
Establishing Legal Framework for Private Sector Led Development				
Encourage Sectors that Foster Economic Generation				
Support Exportable Production Activities				
Create New Job Markets for Palestinians				
Strengthen Democracy and Human Rights				
Rural Revitalization				
Establish Good Governance				
3. Priorities				

Infrastructure Development				
Institution Development/Capacity Building				
Social and Human Resource Development				
Productive Sector Development				

Community Impact Assessment

COMMUNITIES	Impacts on Community Segment	CONTACT DATES
Global		
Regional		
Israel		
Government		
- Organizations		
- Systems		
- Staff		
Private Sector		
Professional Societies		
Non-Profit Organizations		
Civil Society/Consumers		
Civil Society/NGO's		
Geographic Areas		
- West Bank		
- Gaza		
Individuals		
Other		

Policy Rating Criteria

RATING	MARKS	CRITERIA
POSITIVE		
Best	+++	<p>Excellent positive impact on the strategies, objectives and priorities of the Palestinian Authority, per the PDP</p> <p>Excellent level of quality services to the target communities at low unit costs</p> <p>Assured sustainable, implementable, measurable program design</p>
Very Good	++	<p>Major positive impact on the strategies, objectives and priorities of the Palestinian Authority, per the PDP</p> <p>High level of quality services to a major segment of the target communities at relatively low unit costs</p> <p>Probable sustainable, implementable, measurable program design</p>
Good	+	<p>Minor positive impact on the strategies, objectives and priorities of the Palestinian Authority, per the PDP</p> <p>Moderate level of services to a significant segment of the target communities at market costs</p> <p>Possible sustainable, implementable, measurable program design</p>
NEGATIVE		
Bad	-	<p>Possible negative effect on the strategies, objectives and priorities of the Palestinian Authority, per the PDP</p> <p>High unit costs and minor impact on target communities</p>
Very Bad	--	<p>Probable negative effect on the strategies, objectives and priorities of the Palestinian Authority, per the PDP</p> <p>Very high unit costs and very minor impact on target communities</p>
Worst	---	<p>Major negative effect on the strategies, objectives and priorities of the Palestinian Authority, per the PDP</p> <p>No beneficial impact on target communities</p> <p>Excessive costs, poor/no cost recovery, high subsidies</p>

V. Stage 4: Conduct Additional Research

A. DESCRIPTION

Making an effective determination of the impact of a specific legislative draft on the strategies, policies and objectives set out in the PDP (or the PPP) will require assigned staff to consult with concerned parties, solicit inputs from acknowledged experts and conduct limited research of relevant data. The SOPs for this stage assume that the GDPP has an installed network of computers with access to Internet data bases.

Research is required in order to objectively (i.e., statistically) measure the effects of the legislative draft on specific communities and to determine the actual unit cost of services. This is needed to establish the performance indicators by which the policy impact will ultimately be evaluated.

The SOPs for this stage of the process are intended to establish a record of contacts made and to enrich the official files of the GDPP for subsequent researchers.

B. PURPOSE

1. Meet with proponent Ministry to clarify purpose and document the policy formulation process
2. Assemble and analyze data from secondary sources
3. Establish quantitative policy performance indicators
4. Prepare draft issues memo for the Director General

C. FORMS

GDPP - 01 Intake/Processing Record

D. EXHIBITS

Exhibit 6 – Notice/Request for Comments (Advertisement Format)

E. PROCEDURES

- Review the official record of previous legislative drafts by proponent ministry and topic
- Refine advertisement format and publish, as approved by Director General
- Access appropriate Internet data bases and refer to library materials in the GDPP library
- Based on Internet search results, prepare a brief memo to the Division Director to identify the sites by URL, content and value.
- Contact NGO's and other communities identified as "impacted" (in the territory of the PA only) to obtain data and other information needed to make an informed opinion about the impact of the draft

- Develop performance indicators and measures to evaluate the actual impact of the draft legislation or identify obstacles to effective measurement based on research results
- Determine a policy implementation measurement approach and schedule based on the research results
- Prepare an action memo to the Division Director indicating the additional work to be done to arrive at an informed opinion about the policy impact of the draft legislation. This will be the basis for completing the target completion schedule (GDPP -01) and will determine if additional time will be needed to complete the review
- Review GDPP-01, GDPP-03, GDPP-04 and GDPP-05 and update in accordance with the findings of Stage 4.

GDPP Letterhead
Public Notice/Newspaper Advertisement

Invitation for Public Comments

The General Directorate for Plans and Policies (GDPP) of the Ministry of Planning and International Cooperation is reviewing

Title of Legislative Draft

for the purpose of determining that its provisions are consistent with, and advance the objectives of, the policies and strategies of the Palestinian Authority as set out in the Palestinian Development Plan (PDP)

Any Palestinian corporation, organization or individual is invited to review the proposed draft legislation at the offices of the GDPP, 57 Shuhada Street, Gaza, Rimal and to submit written comments and recommendations to GDPP not later than.

Date

The GDPP encourages participation by all non-government organizations and private citizens in this process of institutionalizing the rule of law.

NOTE: *This Public Notice is to be published in Arabic language newspapers in both Gaza and the West Bank given sufficient time for the general public to make their opinions known and evaluated by the GDPP. A copy of the Public Notice may also be faxed to interested NGO's and others registered with the GDPP*

VI. Stage 5: Consult with Stakeholders

A. DESCRIPTION

Consultation with stakeholders is presumed to part of the process by which the proponent ministry actually formulated the policy which is being carried forward in the legislative draft. Accordingly, if previous consultation has occurred (and is properly documented) the GDPP will not be expected to conduct additional consultation sessions. However, it is recommended that the GDPP meet with any stakeholders (NGOs or other organizations) in response to a request generated as a result of the SOPs under Stage 4 above.

B. PURPOSE

- 1 Obtain opinions/inputs from NGOs and concerned “communities”
- 2 Verify and document consultation process of proponent ministry

C. FORMS

GDPP - 05	Policy Rating Sheet
GDPP - 01	Intake/Processing Record

D. EXHIBITS

Exhibit 6 – Stakeholder Notification Letter

E. PROCEDURES

- Contact proponent ministry and discuss efforts made to consult with “communities” (i.e., NGOs and other civil society organizations)
- Based on responses to advertisements (Stage 4) convene meetings among defined stakeholders and ALWAYS the proponent ministry
- Prepare minutes of meetings

GDPP LETTERHEAD

Notice to Stakeholders

xx Month yyyy

GDPP Reference Number xx - xx - xx - y - x

TO NGO's/"Stakeholders"

Address

Address

RE _____ (title of referred draft) _____

The above referenced legislative draft has been referred to the GDPP for a determination of its impact on the policies, strategies and objectives of the Palestinian Authority. A copy of the legislative draft is enclosed for your consideration.

The GDPP invites your comments on the draft and, at your request will be pleased to convene a meeting with your organization. Based on either your comments or the results of such a meeting, the GDPP may convene a policy review session with the proponent ministry.

The GDPP encourages your participation and looks forward to receiving your comments on the above draft. Please contact Mr /Mrs /Ms _____ of the GDPP staff to coordinate your participation in the policy review process.

Thank you

Sincerely

Director General

CC. Designated Proponent Ministry Official
GDPP First Reviewer

VII. Stage 6: Assess Impacts

A. DESCRIPTION

All legislative drafts will have an impact on various communities in the Palestinian territories and, perhaps, beyond defined borders. This stage of the policy analysis/review process is designed to assure that GDPP reviewers identify and consider these impacts as a final check prior to preparing its recommendation. Although the forms for this process are easy to complete, they assume a level of analysis and an interpretation of numerous critical factors by the assigned staff.

Assessing impacts involves a “vision” of the future situation within which the effect of the policy will be felt. The ability to forecast both the policy effect and the evolving situation requires a solid grasp of the PDP investments and their likely consequences.

B. PURPOSE

1. Verify the impacts of the draft legislation on actual communities (based on research and meetings conducted in previous stages)
2. Update the forms and prepare the final assessment of impacts on the priorities, strategies and objectives of the PDP (GDPP -04, GDPP-05)
3. Meet with the Division Director to confirm findings and assure that SOP’s have been followed and all forms have been completed

C. FORMS

GDPP - 04	Policy Rating Sheet
GDPP - 05	Community Impact Assessment
GDPP - 01	Intake/Processing Record

D. PROCEDURES

- Review the most heavily weighted sections of the law (see GDPP -03) and re - assess their positive and negative impacts based on research and meetings
- Up-date GDPP - 01 with actual dates for previous activities and establish new target dates for completion of remaining SOP’s (Note this will be the basis for a Request for Extension of Time)

Notify the Division Director of changes in estimated performance

Submit copies of up-dated forms to Active File

- Prepare “Final Rating” column of GDPP - 04
- Identify all deviations by circling (e.g. +++) any deviations of two levels or more between the Final Rating and the Initial Rating

VIII. Stage 7: Assess Policy Options

A. DESCRIPTION

A proponent ministry may recommend in its draft legislation a worthy law with an implementation approach that is inconsistent with the strategies, priorities and objectives in the PDP. Accordingly, the Division Director or the Director General may want to negotiate a modified approach with the proponent ministry. Since this may require additional time to focus on policy options, notification should be sent to the Diwan indicating that additional time is required to deal with the complexity or importance of the referred draft and that additional time is needed to resolve issues.

This is a very important dimension of GDPP operations. Although the technical reviews being carried out by the staff may be valuable in the long term, the short term delays may be seen as a bureaucratic obstacle unless the GDPP informs other organizations, especially the Diwan al Fatwa wa al Tashri'e of its intentions.

B. PURPOSE

1. Finalize the processing schedule so that materials can be prepared for submission to MOPIC management and the Diwan in a timely manner.
2. Inform the proponent ministry of the status of the policy analysis effort by the GDPP and suggest policy options as appropriate.
3. Communicate with the Diwan if additional time is needed to complete the review.

C. FORMS

GDPP - 01 Intake/Processing Record

D. EXHIBITS

Exhibit 7 - Request for Extension of Time Letter

E. PROCEDURES

- Review GDPP - 01 and update the processing schedule.
- Based on research and meetings, inform the proponent ministry that there are alternative approaches to obtaining the desired policy and program outcome.
- Request a meeting with the designated official in the proponent ministry to present findings and conclusions (**Note:** The overall objective of this review procedure is spelled out in the PMS manual. GDPP is providing a service to ministries .not substituting its judgment for that of the ministry)

GDPP Letterhead
Request for Additional Time

xx Month xxxx
GDPP Reference Number xx - xx - xx - y - x

TO
Diwan al Fatwa wa al Tashri'e
Address
Address

Dear _____

On _____ date _____, the General Directorate of Plans and Policies was referred the following legislative draft, _____, for policy clearance.

Due to the importance and complexity of this legislative draft, the GDPP has been unable to complete the requested review within the time allocated. Accordingly, based on our current assessment, we request the Diwan al Fatwa wa al Tashri'e to extend the due date for our comments until _____ proposed date _____.

Thank you for your cooperation and assistance

Sincerely

Director General

XI. Stage 8: Communicate Findings and Conclusions

A. DESCRIPTION

After a comprehensive analysis/review of the policy implications of a legislative draft has been completed, the “first reviewer”/Division Director will meet with the team of sector specialists previously assigned for the purpose of developing recommendations for the GDPP General Director. The forms by which the policy analysis/review was conducted should be assembled into a “workbook” format indicating both the process of review and the findings and conclusions reached by the staff. Many legislative drafts will only demand a simple review process; other will require a much more intensive and time-consuming process. Regardless of the time involved, each legislative draft assigned to the GDPP should result in an official communication sent to the Diwan indicating that the GDPP has discharged its responsibility.

B. PURPOSE

1. Review, verify and finalize the process (GDPP – 01)
2. Review and verify the “Final” policy ratings (GDPP –04)
3. Complete the file
4. Submit recommendation to MOPIC leadership

C. FORMS

GDPP – 04	GDPP Policy Rating Sheet
GDPP - 01	Intake/Processing Record

D. EXHIBITS

Exhibit 8 - Transmittal Letter to MOPIC Leadership
Exhibit 9 - Transmittal to Diwan

E. PROCEDURES

- Review the completed GDPP- 01 and note the total elapsed time.
- Review the Final Ratings on the Policy Rating Sheet (GDPP -04)
- Review the attached “conditions” if appropriate
- Prepare and submit the required transmittal letter to the Diwan. One box should be checked and appropriate back-up documentation provided to justify the recommendation

GDPP Letterhead
Transmittal Letter from GDPP to MOPIC Management

Date:
Ref No .

TO Minister/Assistant Deputy Minister
Address
Address

Re. _____ (title of referred draft) _____

Dear _____,

The GDPP has completed its review of the above referenced legislative draft referred by the
Dirwan al Fatwa wa al Tashri'e on _____ (date) _____. Our findings, conclusions and
recommendations are attached as well as the documentation of our review process.

If there are any questions or comments please contact me

Sincerely,

Director General, GDPP

MOPIC Letterhead
Transmittal Letter from MOPIC Management to Diwan

Date XX Month YYYY
Ref No xx-xx-xx-y-x

TO

Head,
Diwan al Fatwa wa al Tashri'e
Address
Address

Re. _____ (title) _____

Dear _____

Please be advised that the GDPP/MOPIC has completed its review of the above referenced legislative draft and we recommend the following:

- Approve with Recommended Changes
- Approve with Conditions (see attached)
- Not Approved/Return to Ministry
- Rejected/Inconsistent with PA Strategy

Please contact me or the General Director of the GDPP if you require any additional information

Sincerely

Minister, MOPIC