Chapter: 3801 Institute of Public Administration

Creation: The Institute of Public Administration was established in 1968 to contribute to developing human

resources in the growing public sector by holding training programs and conducting studies,

research and consultations in the administrative and financial fields.

Vision: Access to a model administration institute at the regional level that would contribute to improving

performance of public and private sector and developing human resources to achieve national

directives, priorities and plans.

Mission: Providing specialized training programs and consultations contributing to developing human

resources.

Legal Framework: Institute of Public Administration Bylaw No. (102) of 2019 issued as per Article (120) of the

Constitution.

Tasks of the Ministry / Department:

 Prepare studies, research, and consultations in the fields that contribute to building and strengthening capacity.

- To provide specialized training for different levels and finctions within the public sector.
- _ To conduct specialized scientific and administrative workshops, conferences, meetings and seminars.
- Prepare documents, bulletins in order to disseminate knowledge, skills and positive trends to ensure knowledge exchange and benefit from distinguished administrative practices.
- Develop and implement specialized and accredited training programs set on scientific foundations that keep pace with scientific and administrative developments and are aimed at achieving national goals, priorities and plans
- _ Conclude twinning agreements with similar regional and international institutes and organizations.
- _ To sign agreements and memorandums of understanding with local, regional and international agencies in various fields of capacity building.
- To apply the institute's qualification and training standards to private sector training and rehabilitation centers that offer training programs for the public sector.
- _ To participate in membership of regional, Arab and international institutes, institutions and agencies interested in developing the public sector.
- Leasing the institute's facilities according to fees determined by the Wages and Services Allowance Committee.

Ministry/Department Contribution to the Achievement of the National Objectives:

- _ Institutional and functional capacity building to promote the performance of public sector.
- _ Increase the efficiency of public sector employees and to equip them scientifically and practically, to enable them to carry out their tasks, to take on their responsibilities and to exercise their powers.
- Contribute to the foundation of the principles of governance, integrity, transparency and rule of law in the public sector.
- _ Align the needs of the public sector with skills, knowledge and scientific and administrative developments with a view to achieving national directions, priorities and plans.
- Enhance participation in knowledge and exchange of opinion, ideas, experiences and practices in public administration and solutions to problems that it faces.
- Support public administration with knowledge in decision-making and policy-making through capacity building, training, development, research and counselling.

Major Issues and Challenges which face the Ministry / Department:

- Develop services and training programs to become specialized, accredited and related to the course and career development of the needs of the relevant authorities, and develop the institutional performance and achieve national priorities.
- To call on leading experts and develop the capabilities of employees to provide services and manage the
 operations of the institute.
- _ Access to financial sustainability of the institue over the long term
- Systematize information and communication process and strengthen strategic partnerships with all relevant authorities.
- Improve facilities and infrastructure and maximum use of facilities, and increase absorptive efficiency and capacity

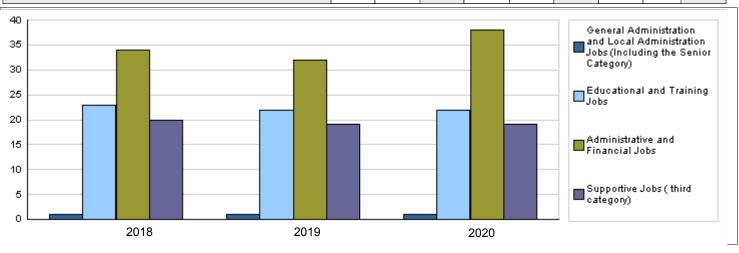
Major Issues and Challenges which face the Ministry / Department:

- _ Limited training allocations at government departments and institutions.
- The spread of government training institutes and centers without being restricted in the areas of training designated for them.

CHAPTER: 3801 Institute of Public Administration

Strate	gic	Objectives and Performand	e Indic	cators o	f the Mi	inistry /	Departr	nent		
Strategic Objective		Performance Indicator	Base	Value	Actual Value	Target Value	Preliminary Self Evaluation		arget Value	
					2018	2019	2019	2020	2021	2022
1 - To Train and develop human resources of the Institute	1	Number of employees qualified as trainers to total staff	2015	8	8	10	8	-	-	-
2 - To contribute to	1	Number of training programs	2015	251	240	250	240	275	300	325
building institutional capacities of government departments through training, research and studies	2		2015	4543	4200	4500	4200	4700	4800	4900
3 - To develop training services and programs	1	Number of training programs and packages developed.	2020	-	-	-	-	5	10	15
	2	Completion rate in the development of an operational methodology for contracting with trainers and training institutes to cover training needs with efficiency.	2020	-	-	-	-	%75	%100	%100
	3	Trainee satisfaction rate.	2020	-	-	-	-	%85	%87	%89
4 - To develop skills and competences	1	Employee satisfaction percentage.	2019	%69.9	-	%70	%69.9	%75	%80	%85
	2	Percentage of achievement in the implemenation of the Institute's staff training plan annually.	2020	-	-	-	-	%90	%90	%90
5 - To attain financial sustainability	1	Percentage of operating profit	2019	%50	-	%50	%50	%10	%10	%10
6 - Rehabilitation of facilities and Infrastructure	1	Percentage of achievement in the development and modernization of the building and building facilities	2019	%50	%50	%50	%50	%90	%90	%90

	Number of Staff o	f the M	inistry /	Depar	tment					
Group	Job		2018			2019		Pr	elimina 2020	гу
Group		Male	Female	Total	Male	Female	Total	Male	Female	Total
General Administration and Local Administration Jobs (Including the Senior Category)	Director General	1	0	1	0	1	1	0	1	1
Educational and Training Jobs	Trainer	12	11	23	11	11	22	11	11	22
Administrative and Financial Jobs		19	15	34	18	14	32	21	17	38
Supportive Jobs (third category)		14	6	20	13	6	19	13	6	19
	Total	46	32	78	42	32	74	45	35	80
	Total Cost of Salaries	0	0	0	300811	229189	530000	348750	271250	620000



	ŀ	Key Information of	the Ministry / Dep	artment							
No.	Description	2016	2017	2018	2019	2020					
1	Number of training programs	207	230	240	250	275					
2	Number of participants in training 3362 3411 4200 4500 4700										
	courses										

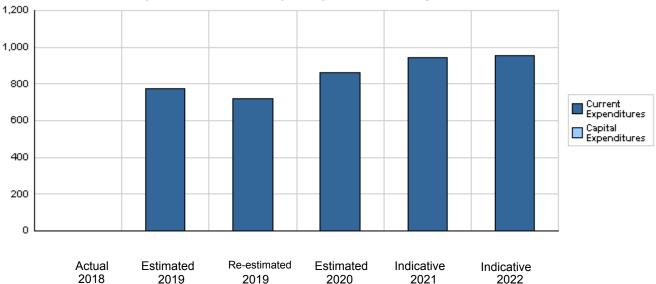
Overall Summary of Expenditures for Chapter 3801- Institute of Public Administration for the Years 2018 - 2022

(In JDs)

		Actual	Estimated	Re-estimated	Estimated	Indic	ative
	Description	2018	2019	2019	2020	2021	2022
Group		Current Ex	penditures				
2111	Salaries, Wages and Allowances	0	533,000	490,000	574,000	620,000	628,000
2121	Social Security Contributions	0	45,000	40,000	46,000	53,000	54,000
2211	Use of Goods and Services	0	153,000	151,000	179,000	208,000	210,000
2821	Other Current Expenditures	0	36,000	35,000	58,000	58,000	58,000
3112	Devices, Machinery and Equipment	0	6,000	5,000	6,000	6,000	6,000
	Total current expenditures	0	773,000	721,000	863,000	945,000	956,000
	Total capital expenditures	0	0	0	0	0	0
	Treasury	0	0	0	0	0	0
	Total current and capital expenditures	0	773,000	721,000	863,000	945,000	956,000

(Thousands of JDs)

Graph of the current and capital expenditures for the years 2018 - 2022

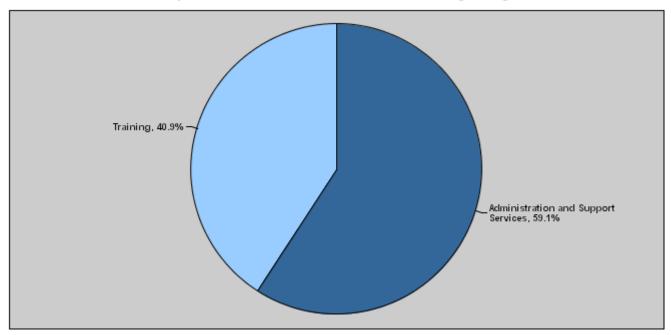


Budget of Chapter 3801 - Institute of Public Administration For the Year 2020 Distributed According to Program

(In JDs)

Prog.	Description	Current	Capital	Total
	·	Expenditures	Expenditures	Expenditures
6101	Administration and Support Services	510,000	0	510,000
6102	Training	353,000	0	353,000
	Total	863,000	0	863,000

Total Expenditures for the Year 2020 Distributed According to Programs



Estimated Allocations for Females distributed according to Programs for the Years 2018 - 2022

	Program	2018	2019	2020	2021	2022
6101	Administration and Support Services	0	117000	241000	248000	252000
6102	Training	0	194000	162000	168000	169000
	Total	0	311000	403000	416000	421000

6101 Administration and Support Services Program

Objective of the program :

Strengthen institutional capacities of the Institute through holding training courses and workshops for employees regarding developing their job performance and providing administrative, financial and technological support.

The strategic objective related to the program :

- 1- To develop skills and competences .
- 2- To attain financial sustainability.
- 3- Rehabilitation of facilities and Infrastructure

<u>Directorates associated with the program:</u>

- 1- Financial and Administrative Affairs Directorate
- 2- Internal Control Unit
- 3- Institutional Performance Development Unit

Services provided by the program :

- 1- Provide necessary allocations for salaries and allowances.
- 2- Ensure allocations for operational and transformational expenditure.
- 3- Provide financial, administrative and technological support for all human staffs working in the Institute.
- 4-Plan and develop the human resources and ensure the requires allocations for training courses and also provide the supportive services for the continuity of the Institute's work.
- 5- Sustain, operate and maintain the Institute's building and its facilities.

Staff working in the program:

The program is implemented through a functional staff in 2019 estimated with (62) staff, including (36) males and (26) females.

	Performance M	easure	ment Ind	icators for	Program					
Performance Measurement Indicator		Base	Value	Actual value	Target Value	Preliminary Self Evaluation	-	Target Va	ilue	
		Year		2018	2019	2019	2020	2021	2022	
1	Employee satisfaction rate	2019	%69.9	-	%70	%69.9	%75	%80	%85	
2	Percentage of achievement in the implemenation of the Institute's staff training plan annually.	2020	-	-	-	-	%90	%90	%90	
3	Percentage of qualified and trained employees to total employees	2015	%50	%49	%65	%60	-	-	-	

Appropriations Of Administr	ration and Suppo	ort Services Prog	ram as Per Activ	vities and Projec	ts.	(In JDs)
	Actual	Estimated	Re-estimated	Estimated	Indic	cative
Activities and Projects	2018	2019	2019	2020	2021	2022
Current Expenditures	0	307,000	271,000	510,000	564,000	572,000
601 Administrative and Support Services	0	307,000	271,000	510,000	564,000	572,000
Capital Expenditures	0	0	0	0	0	0
Program / Treasury	0	0	0	0	0	0
Total Program	0	307,000	271,000	510,000	564,000	572,000

6102 Training Program

Objective of the program :

Provide training courses through holding courses for human resources development and re-enforcing the efficiency of public sector workers and seeking to strengthen cooperation ties with the public sector as partners in the institutional development

The strategic objective related to the program :

1-To contribute to building institutional capacities of government departments through training, research and studies. 2-To develop training services and programs

Directorates associated with the program :

- 1- Training and Capacity Building Directorate
- 2- Partnerships and international and local cooperation Directorate
- 3- Directorate of Studies and Scientific Meetings and Seminars
- 4- Government Leaderships Centre

Services provided by the program :

- 1- Develop and implement specialized, approved and scientifically based programs that keep pace with scientific and administrative developments and are aimed at achieving national goals, priorities and plans.
- 2- Provide specialized training for various levels and jobs in the public sector.
- 3 Workshops, conferences, meetings, Seminars, and specialized scientific and administrative forums. 4 Prepare research, studies and consultations in areas that contribute to building and enhancing capacities.
- 5 Apply the qualification and training standards approved at the Institute to training centers and qualification in the private sector that provides training programs for the public sector.

Staff working in the program :

The program is implemented through a functional staff in 2019 estimated with (12) staff, including (6) males and (6) females.

	Performance Measurement Indicators for Program								
	Performance Measurement Indicator	Base	Value	Actual value	Target Value	Preliminary Self Evaluation	-	Target Va	lue
		Year		2018	2019	2019	2020	2021	2022
1	Number of training programs	2015	251	240	250	240	275	300	325
2	Number of participants in training courses	2015	4543	4200	4500	4200	4700	4800	4900
3	Number of employees qualified as trainers to total employees of the Institute	2015	8	8	10	8	-	-	-

	Appropriations	s Of Training Pro	ogram as Per A	ctivities and Proj	ecis.		(111 308)
		Actual	Estimated	Re-estimated	Estimated	Indic	ative
	Activities and Projects	2018	2019	2019	2020	2021	2022
Current E	Current Expenditures		466,000	450,000	353,000	381,000	384,000
601	Training	0	466,000	450,000	353,000	381,000	384,000
Capital Ex	xpenditures	0	0	0	0	0	0
	Program / Treasury	0	0	0	0	0	0
	Total Program	0	466,000	450,000	353,000	381,000	384,000

Chapter: 3801 Institute of Public Administration

(In JDs)

Curre	nt Act	ivities Appropriations According to Pro	gram					
			Actual	Estimated	Re-estimated	Estimated	Indicative	Indicative
Prog.		Activites	2018	2019	2019	2020	2021	2022
6102	601	Training	0	466000	450000	353000	381000	384000
		Total of Program	0	466000	450000	353000	381000	384000
6101	601	Administrative and Support Services	0	307000	271000	510000	564000	572000
		Total of Program	0	307000	271000	510000	564000	572000
		Total	0	773000	721000	863000	945000	956000

Overall Summary of Current Expenditures for the Years 2018 - 2022

Chapter: 3801 Institute of Public Administration

(In JDs)

Group		3801 Institute of Public Admi Description	Actual	Estimated	Re-estimated	Estimated	Indicative	Indicative
		2000 i pilon	2018	2019	2019	2020	2021	2022
21		Compensations of Employees						
2111		Salaries, Wages and Allowances						
	101	Classified Employees	0	19000	15000	13000	13000	12000
	102	Unclassified Employees	0	67000	65000	65000	67000	68000
	103	Comprehensive Contract Employees	0	78000	65000	110000	118000	120000
	105	Personal Cost of Living Allowance	0	80000	78000	88000	97000	98000
	106	Family Cost of Living Allowance	0	12000	9000	8000	10000	11000
	111	Additional Allowance	0	92000	87000	80000	88000	90000
	113	Transportation Allowance	0	16000	13000	25000	32000	32000
	114	Transport Allowance	0	10000	8000	15000	18000	18000
	116	Employees' Bonuses	0	100000	100000	110000	110000	110000
	120	Contract Employees	0	59000	50000	60000	67000	69000
		Total	0	533000	490000	574000	620000	628000
2121		Social Security Contributions						
	301	Social Security	0	45000	40000	46000	53000	54000
	301	Total	-		40000	46000	53000	54000
			ľ	45000	40000	46000	53000	54000
22		Use of Goods and Services						
2211		Use of Goods and Services						
	202	Telecommunications Services	0	6000	6000	6000	7000	7000
	203	Water	0	2000	2000	2000	3000	3000
	204	Electricity	0	40000	40000	50000	62000	64000
	205	Fuels	0	3000	3000	4000	4000	4000
	206	Maintenance of Machines, furniture and accessories	0			2000	3000	3000
	207	Maintenance of vehicles, equipment and accessories	0	2000	2000	2000	2000	2000
	208	Repair and maintenance of buildings and accessories	0	4000	2000	2000	3000	3000
	209	Stationery, Publications and Office Supplies	0	15000	15000	15000	15000	15000
	210	clothes, food, films, etc)	0			2000	2000	2000
	211	Cleaning services and supplies including cleaning contracts	0	23000	23000	23000	24000	24000
	212	Insurance	0	2000	2000	2000	2000	2000
	213	Official Travel Missions	0	1000	1000	1000	1000	1000
	214	Goods and services expenses	0	51000	51000	68000	80000	80000
		Total	0	153000	151000	179000	208000	210000
28		Other Expenditures						
2821		Other Current Expenditures		1				
	302	Contributions	0	4000	3000	4000	4000	4000
	303	Scientific scholarships and training courses	1			4000	4000	4000
	305	Non-Employees' Bonuses	0			50000	50000	50000
		Total				58000	58000	58000
31		Non-financial Assets						
3112		Devices, Machinery and Equipment		+				
- 1 1 2	402	Devices, Machinery and Equipment	0	6000	5000	6000	6000	6000
	402							
		Total				6000	6000	6000
		Total of Chapter	0	773000	721000	863000	945000	956000

Current Expenditures According to Program and Activities for the Years 2018 - 2022

Chapter: 3801 - Institute of Public Administration (In JDs)

Activi	tv	601 - Administrative and Supp	ort Sorvic	06				
ACUVI	ιy .				Re-estimated	F-4:41	la di a ationa	In dia ativ
Group	Item	Description	Actual 2018	Estimated 2019	2019	Estimated 2020	Indicative 2021	Indicative 2022
21		Compensations of Employees						
2111		Salaries, Wages and Allowances						
	101	Classified Employees	0	9000	7000	7000	7000	7000
	102	Unclassified Employees	0				41000	42000
	103	Comprehensive Contract Employees	0				71000	72000
	105	Personal Cost of Living Allowance Family Cost of Living Allowance	0	40000	38000		59000	60000
	106 111	Additional Allowance	0				6000 53000	7000 54000
	113	Transportation Allowance	0		6000		19000	19000
	114	Transport Allowance	o o		3000		11000	11000
	116	Employees' Bonuses	0				65000	65000
	120	Contract Employees	0	21000	18000	35000	41000	42000
2121		Social Security Contributions	0	243000	211000	342000	373000	379000
2121	004	,		0.4000	00000	05000	00000	22000
	301	Social Security	0	24000 24000	20000 20000		32000 32000	33000 33000
00		Total	U	24000	20000	25000	32000	33000
22		Use of Goods and Services						
2211		Use of Goods and Services						
	202	Telecommunications Services	0		3000		4000	4000
	203	Water	0		1000		2000	2000
	204	Electricity	0	12500	12500		36000	37000
	205	Fuels 001 Heating	0				2000	2000
		002 Saloon vehicles	0	1000 1000	1000 1000	1000 1000	1000 1000	1000
	206	Maintenance of Machines, furniture and	0	1000	1000		2000	2000
		accessories						
		Maintenance of vehicles, equipment and accessories	0	1000	1000	1000	1000	1000
		accessories	0	1000	1000		2000	2000
	209	Stationery, Publications and Office Supplier Substances and raw materials (medicines,			2000 1000	9000 1000	9000 1000	9000 1000
	-	clothes, food, films, etc) Cleaning services and supplies including						
	211	cleaning services and supplies including cleaning contracts	0	10000	10000	13000	14000	14000
		Insurance	0	2000	2000	1000	1000	1000
	213	Official Travel Missions	0		500		1000	1000
	214	Goods and services expenses	0	2000	2000		46000	46000
		001 Events and hospitality	0	-	0	20000	23000	23000
		013 Services, security and guarding contracts	0	•	-	10000	12000	12000
		121 Administrative expenses	0		2000		11000	11000
	1	Total	0	39000	39000	105000	121000	122000
28		Other Expenditures						
2821		Other Current Expenditures						
	302	Contributions	0	1000	1000		2000	2000
		028 End of Service Compensation	0	1000	1000	2000	2000	2000
	303	Scientific scholarships and training course	-				2000	2000
	305	Non-Employees' Bonuses	0		0		30000	30000
		Total	0	1000	1000	34000	34000	34000
31		Non-financial Assets						
3112		Devices, Machinery and Equipment						
	402	Devices, Machinery and Equipment	0	0			4000	4000
		Total	0	0	0	4000	4000	4000
		Total of Activity	0	307000	271000	510000	564000	572000

Current Expenditures According to Program and Activities for the Years 2018 - 2022

Chapter : 3801 - Institute of Public Administration (In JDs)

Total Social Security So	_		6102 - Training 601 - Training						
Composations of Employees	ACLIVII	ιy .	<u> </u>						
Salaries, Wages and Allowances	Group	Item	Description				Lotimatea		Indicative 2022
101 Classified Employees 0	21		Compensations of Employees						
102 Unclassified Employees	2111		Salaries, Wages and Allowances						
103 Comprehensive Contract Employees 0 37000 37000 47000 48000 48000 105 Personal Cost of Living Allowance 0 40000 4		101	Classified Employees	0	10000	8000	6000	6000	5000
105 Personal Cost of Living Allowance 0 40000 40000 30000 38000 38000 106 106 Family Cast of Living Allowance 0 5000 5000 30000 35000 35000 36000 111 Additional Allowance 0 5000 5000 5000 10000 13000 13000 13000 13100		102		0	33000	33000		26000	26000
106 Family Cost of Living Allowance 0 6000 6000 4000 4000 4000 4000 1111 Additional Allowance 0 51000 51000 30000 35000 36000 36000 11300 11300 11300 11300 13000 12000 2500									
111 Additional Allowance 0 51000 51000 30000 35000 36000 111 17 17 17 17 17 17			_						
113 Transportation Allowance 0 9000 7000 10000 13000 13000 116 114 1774									
114 Transport Allowance	-			-					
116			-	-					
120 Contract Employees 0 38000 32000 25000 25000 27000 249000 24	-			1					
Total Social Security Contributions 290000 279000 232000 247000 249000 2101 2101 2101 21000 21	•	$\overline{}$		-					
	[120		-				·	
301 Social Security	2121		1 0 000		230000	273000	232000	247000	243000
Total Use of Goods and Services Use of Goods and Services and supplies including Use of Goods and Services and Supplies	- 14 1	304	-	0	21000	20000	21000	21000	21000
Use of Goods and Services	l l	301		-					
202 Telecommunications Services 0 3000 3000 2000 3000 3000 20	22				21000	2000	21000	21000	21000
202 Telecommunications Services 0 3000 3000 2000 3000 3000 2033 Water 0 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 2000									
203 Water	2211								
204 Electricity				-					
205									
Month Heating			=	-					
1002 Saloon vehicles 0 500 500 1000 1		205							
206 Maintenance of Machines, furniture and accessories 1000				2					1
accessories		200		_					1
207 Maintenance of vehicles, equipment and accessories 208 Repair and maintenance of buildings and accessories 208 Repair and maintenance of buildings and accessories 209 Stationery, Publications and Office Supplies 13000 13000 6000 6000 6000 6000 2000				U	1000	1000	1000	1000	1000
209 Stationery, Publications and Office Supplies 13000 13000 6000 6000 6000 210 Substances and raw materials (medicines, 0 clothes, food, films, etc) 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 100000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 100000 10000 10000 10000 10000 10000 10000 10000 100000 100000 100000 100000 100000 100000 100000 100000 100000 100000 100000 100000 1000000		207	Maintenance of vehicles, equipment and accessories	0			1000	1000	
210 Substances and raw materials (medicines, clothes, food, films, etc) 1000 1000 1000 1000 1000 1000 1000 100000 10000 10000 10000 10000 100000 100000 100000 100000 100000 10000			accessories						
Clothes, food, films, etc Cleaning services and supplies including cleaning contracts Cleaning contracts									
Cleaning services and supplies including cleaning contracts Cleaning				O	1000	1000	1000	1000	1000
213 Official Travel Missions 0 500 500 0 0 0 0 0 0		211	Cleaning services and supplies including cleaning contracts	0	13000	13000	10000	10000	10000
214 Goods and services expenses 0		212	Insurance	0	0	0	1000	1000	1000
1001 Events and hospitality 0 28000 28000 15000 17000	[_		-			-	7	-
013 Services, security and guarding contracts 17000 17000 7000 8000 8000 8000 8000 121 Administrative expenses 0 4000 4000 6000 900		214	-	-					
121 Administrative expenses 0 4000 4000 6000 9000 9000									
Total O			, , , , , , , , , , , , , , , , , , , ,	-					1
Other Expenditures			•	-					
Other Current Expenditures			*	0	114000	112000	74000	87000	88000
302 Contributions 0 3000 20000 200			-						
028	2821		Other Current Expenditures						
303 Scientific scholarships and training courses 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000 20000 2		302		0	3000	2000	2000	2000	2000
305 Non-Employees' Bonuses 0 30000 30000 20000 20000 20000 20000 20000 20000 20000 20000 20000 20000 24000 2			· · ·	IT.	3000	2000		2000	2000
Total 0 35000 34000 24000 24000 24000 24000 31 Non-financial Assets				\$ 0					
Non-financial Assets		305	· · ·	0					
Devices, Machinery and Equipment Devices, Machi				0	35000	34000	24000	24000	24000
402 Devices, Machinery and Equipment 0 6000 5000 2000			Non-financial Assets						
Total 0 6000 5000 2000 2000 2000 Total of Activity 0 466000 450000 353000 381000 384000 Total of Program 0 466000 450000 353000 381000 384000	3112		Devices, Machinery and Equipment						
Total 0 6000 5000 2000 2000 2000 Total of Activity 0 466000 450000 353000 381000 384000 Total of Program 0 466000 450000 353000 381000 384000		402	Devices, Machinery and Equipment	0	6000	5000	2000	2000	2000
Total of Activity 0 466000 450000 353000 381000 384000 Total of Program 0 466000 450000 353000 381000 384000			<u> </u>	1"					
Total of Program 0 466000 450000 353000 381000 384000				0					
			<u> </u>	0					
Total of Chapter 0 773000 721000 863000 945000 956000									
			Total of Chapter	0	773000	721000	863000	945000	956000