

D R A F T

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A N N O U N C E M E N T

Proposal for a Regional Conference

on

"Public Administration with Special Reference to
Economic and Social Development"

With the consent and support of the Philippine Government, the Institute of Public Administration, University of the Philippines, announces its intention to call in Manila an informal Conference of representatives of countries of this region to exchange information on the status of public administration, with special reference to economic and social development in their respective countries. The United Nations, the Association of Southeast Asian Institutions of Higher Learning and other non-governmental organizations are being invited to extend their support to this important undertaking.

The purpose of this announcement is to solicit comments upon the tentative proposals of the Institute of Public Administration concerning the plan of the Conference. It is earnestly requested that suggestions concerning participation in the Conference, the methods proposed for the conduct of the Conference, and the items proposed for inclusion in the Conference agenda be forwarded to the Institute of Public Administration, U.P. P. O. Box 474, Manila, as soon as practicable. The Philippine Government will then proceed to officially invite participating governments to the Conference.

It is intended that the Conference facilitate the free and unofficial exchange of information and not to require the participants to commit their governments to any official course of action.

It is intended, furthermore, that the proposed Conference serve as the first of what may be other future arrangements for the exchange of information among the participating countries

and determine the advisability of a permanent public administration organization in this region.

Attached herewith is a tentative Conference Plan and a Questionnaire. To make possible the finalization of the plan for the proposed Conference, it is therefore requested that the Questionnaire be completed and returned to us at your earliest convenience.

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TENTATIVE CONFERENCE PLAN

1. Objectives of the Conference

The objectives of the Conference will be

- (1) To exchange ideas and information on such mutual problems as
 - a. the status and progress of public administration in the participating countries;
 - b. the planning, developing, and administering of governmental programs and projects for economic and social development;
 - c. professional education and training for the public service, and the recruitment, and training of executives and technical personnel engaged in the public administration of development programs.
- (2) To determine the need to provide for a permanent and continuing organization on public administration in this region.

2. Time and place of the Conference

It is proposed that the Conference meet late in 1957 or early in 1958, during a convenient week, in Manila.

3. Participation in the Conference

The following countries may have an interest in participating in the Conference:

Australia	Laos
Burma	Nepal
Cambodia	New Zealand
Ceylon	Pakistan
Federated State of Malaya	Philippines
Hongkong	Republic of China
India	Republic of Korea
Indonesia	Republic of Vietnam
Japan	Thailand

It is suggested that aside from the official delegation, observers from non-governmental organizations interested in the subject matter of the Conference will be welcomed to the Conference.

4. Conference costs and expenses of delegates

The Philippine Government will provide facilities for the Conference sessions. It is assumed that the participating governments will defray the travel and living expenses of delegates and such observers as it may wish to send to the Conference.

5. Proposed procedures in the conduct of the Conference

It is proposed tentatively,

- (1) that the Conference be conducted over a period of seven days, with both morning and afternoon sessions. Luncheon and dinner meetings would be planned to enable the delegates to come to know one another better. Opportunities for informal field observation and travel in the Philippines would also be arranged for;
- (2) that basic documentations, prepared as noted below by each participating delegation, be circulated in advance to all the participants in order to provide them with a common base of understanding;
- (3) that each session of the Conference consider a major topic on the basis of a special paper prepared in advance on invitation. It is also proposed that this paper be circulated to a small group of designated participants in advance of the Conference. At the Conference session where the paper is presented, those participants who reviewed the paper in advance would constitute a panel to open the discussion on the subject matter of the paper. The entire Conference membership would thereupon take part in the discussion of the paper. It is hoped in this way to bring before the Conference the relevant experience of each of the participating countries on the particular topics under discussion;
- (4) A final report on the Conference will be prepared, published and made available to participating nations.
- (5) that English be the official language of the Conference and that papers, reports, other documentation, and the final report of the Conference be also prepared in English; and

- (6) that the Conference devote appropriate sessions to the question of a continuing organization on public administration in this region, the holding of additional conferences, and the further exchange of information on topics of common concern.

6. Proposal for basic documentation

It is proposed that each delegation prepare for circulation at least two months in advance of the Conference, a report and other documentation on

- (1) The general system of government of the country with special reference to
 - a. the organs and agencies of policy-making
 - b. the structure of the executive
 - c. the systems of public revenues and expenditures
 - d. the civil service and public personnel systems
 - e. the machinery for economic and social development
- (2) Major programs and policies of the country with respect to social and economic development, such as, for example,
 - a. land for the landless
 - b. agrarian reforms relating to methods of production and marketing, agricultural credit and other financial aids, rural community development, and others
 - c. aids to industrialization
 - d. foreign trade and exchange policies
 - e. others

7. Proposed topics for special papers and Conference sessions

It is proposed that special papers be prepared and that one or more sessions of the Conference be devoted to such topics, for example, as

(Note: the Conference Agenda will be later developed from suggestions received on the various subject matters that are presented below.)

- (1) Developments in governmental organization and in the improvement of administrative systems, including, for example,
 - a. the growth of social and economic functions of government since 1945
 - b. the changes in organization designed to meet the growing responsibilities of government for social and economic development
 - c. the measures adopted by countries in order to strengthen local governments for their role in social and economic development programs
 - d. the organization and development of the staff to assist the executive in administering social and economic development programs
 - e. others
- (2) Recruitment and training of executive and technical personnel for social and economic development programs, such as
 - a. the need for an effective merit system, including wage and position classification systems
 - b. in-service training at all levels of government with particular reference to problems of executive leadership and development.
- (3) Fiscal planning and administration, with emphasis on such matters as
 - a. taxation and other revenue systems in relation to economic development
 - b. budget systems and procedures
 - c. others
- (4) Planning and control of programs for social and economic development, including, for example,
 - a. the central economic planning machinery
 - b. the systems of economic and other reporting
 - c. the methods for the review and evaluation of programs for social and economic development

- d. the executive coordination of programs for social and economic development
 - e. the executive responsibility for social and economic development programs
 - f. the participation in and contribution to program planning and execution by voluntary, semi-official, and non-governmental groups, such as religious bodies, charitable organizations, community groups, chambers of commerce, labor unions, schools and technical institutes, and others
- (5) The role of higher education in economic and social development, such as
- a. research activities of institutions of higher learning in economics, sociology, law, political science, cultural anthropology, and public administration
 - b. specialized programs of education and training in such fields as economics statistics, engineering, public administration, public health, agriculture, and others
 - c. the role of institutes of public administration and similar institutions
- (6) The effective use of technical assistance in planning and implementing programs for social and economic development, including such topics as
- a. the effective preparation of officials and employees for study and observation abroad
 - b. the effective preparation for requesting and using technical advisers and consultants
 - c. the evaluation of the effectiveness of technical assistance programs, including case studies of outstandingly successful programs
8. Proposals for a permanent regional organization concerned with public administration.

It is proposed that the Conference consider measures for a permanent regional organization. The Conference may wish to consider in this connection such matters as,

- (1) the charter and form of the organization
- (2) the selection of its officers
- (3) the choice of permanent headquarters and facilities for the continuing exchange of information
- (4) the time and place of the subsequent meetings or future conferences
- (5) the publications of a journal or other material on public administration for circulation among member nations in the region.

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INSTITUTE OF PUBLIC ADMINISTRATION
University of the Philippines

Q U E S T I O N N A I R E

In connection with the Conference announcement that is attached, and with special reference to paragraphs 2 and 4 thereof which solicit your comments and reactions, the following points of inquiry are enumerated for your guidance in the preparation of replies. The points mentioned are neither inclusive nor exclusive. Please feel completely free to express your thoughts on any aspect of the proposal that is not specifically noted below. All replies will be carefully evaluated and all suggestions will be most carefully considered in order to make the Conference as responsible to your expressed needs and wishes as is possible.

1. Does your government, government department, or institution have an interest in attending or being represented at the Conference?
2. Are the objectives and topics mentioned representative of the problems of your government in this particular field of activity? Which are of particular interest?
3. If your government would be interested in taking part in the Conference, from what governmental departments or educational institutions would conference representatives most probably be chosen? Would representatives most probably be chosen from central or local government agencies?

4. With respect to the stated assumptions as to number of representatives, language, time and duration of the Conference, etc., do you have suggestions for changes which in your opinion would improve the suggested plan of the Conference?
5. Would your government be willing to pay the round-trip travel and living expenses of its Conference representatives?
6. With respect to the proposed agenda and any additional topics which you suggest, please propose persons in your country who would be able to prepare papers on any of these topics. Indicate for each individual suggested, his official or professional title, his mailing address, and the topic he would cover.
7. If these questions do not afford you a full opportunity to respond to or comment upon any of the items concerning the proposal, will you please comment upon any such points, or give us the benefit of any suggestions or ideas you might have?