

# From Policy to Legislation



One-week professional development workshop  
7 to 11 September 2020



ACCREDITED  
BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

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

### About the workshop

Good quality legislation is understandable and accessible. Poor quality legislation is often neither and can incur heavy political, economic, social and environmental costs. This workshop aims to give an overview of the analytical skills required to convert policy into legislation, and of the ways in which legislation should be effectively drafted and structured.

Assuming the policy needs the backing of the law, it is important for policy-makers to understand what it is that the legislative drafter has to do and what he or she therefore needs to know. Such an understanding can considerably assist with the drafting of effective instructions and cut down the amount of time taken in meetings that might otherwise be needed to clarify policies.

The workshop approaches the subject primarily from that of parliamentary counsel, but also from that of the policy-maker who needs to understand how counsel will set about their task. For parliamentary counsel this involves producing legislation that is not only readily understandable by those that are expected to comply with and administer it but is also workable in practice and readily capable of being enforced.

You will hear from experts in the field and also have the opportunity to put the translation process into practice by undertaking written exercises. These will be assessed by the Workshop Director and the results will be examined, and suggestions for improvements made in structured feedback sessions.

### Who is it for?

The workshop is designed mainly for senior public sector policy-makers and those who need to instruct parliamentary counsel on the preparation of legislation needed to implement government policy. It is not assumed that participants will have had any legal training, but the workshop can also be useful for understanding this process by those that have. It can also serve as a reminder to people responsible for drafting legislation as to the context in which they need to operate.

### How participants will benefit

The workshop will:

- Introduce you to the stages of the legislative process
- Explain how to analyse policy for the purposes of drafting legislation
- Help you to understand the principles of effective legislative expression
- Demonstrate the importance of avoiding jargon and using plain English in drafting legislation
- ,written exercises in a practical way.

***“Wonderfully put together. I was very enlightened. Thank you.”***

Excellence Dazzell

Legal Officer, Guyana Electoral Commission

### What the workshop will cover

During the week you will be able to:

- Understand what it is that parliamentary counsel need to know in order to draft legislation effectively
- Have an overview of the processes involved in analysing policy from parliamentary counsel's viewpoint
- Work more efficiently with those whose tasks are either to formulate policy or to draft legislation.

The workshop has been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements. Whether you have previous experience of drafting or not, you will have training and supervision to suit your experience.

You will be invited to give an informal presentation on your own procedures and to identify any particularly pressing problems relating to the drafting of legislation in your home country.

### Programme outline

	AM	PM
Day 1	Welcome and introductions The background: What are we talking about? Participants' informal presentations	Group exercise 1: Consideration of defective texts
Day 2	The four stages of the legislative process	Group exercise 2: Formulating policy
Day 3	Commonwealth conventions in the translation process Plain language drafting	Written exercise 1: Redrafting unclear legislative texts
Day 4	Drafting legal rules from simple policy statements Giving instructions to parliamentary counsel	Written exercise 2: Drafting legal rules from simple policy statements
Day 5	Examination of points arising from written exercises Residuary matters relating to the process generally	Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

### Workshop Director

The Workshop Director will be Roger Rose. He was formerly First Parliamentary Counsel in Kenya and for many years has designed and undertaken various types of legislative drafting courses in London and in Commonwealth and other countries, including Brunei, Ethiopia, Ghana, Gibraltar, Kenya, Liberia, Malaysia, the Maldives, Nigeria, Pakistan and South Africa. He has also undertaken drafting assignments for individual Commonwealth countries and for the Commonwealth Secretariat. He is a very experienced tutor and presenter.

### How to apply

Please complete the PAI application form online via our website: <https://public-admin.co.uk/booking-form/>

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

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

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.

### 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. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

### Fees

The fee for the workshop will be £2,330. It includes tuition, travel to and from the airport in London<sup>1</sup>, presentation material and other documentation. It also includes a sim enabled Android tablet for you to use during the workshop and take home with you for future reference and follow up. We also provide a light lunch and refreshments during each working day as part of the fee.

### 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 £160 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 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 28 days before the first day of workshop. If we receive payment after that, we will charge the full tuition fee.

### Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/ Embassy confirming refusal of a visa and providing you have not entered the UK.

### Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

### Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

---

<sup>1</sup>Travel to and from the airport in London are provided at cost.

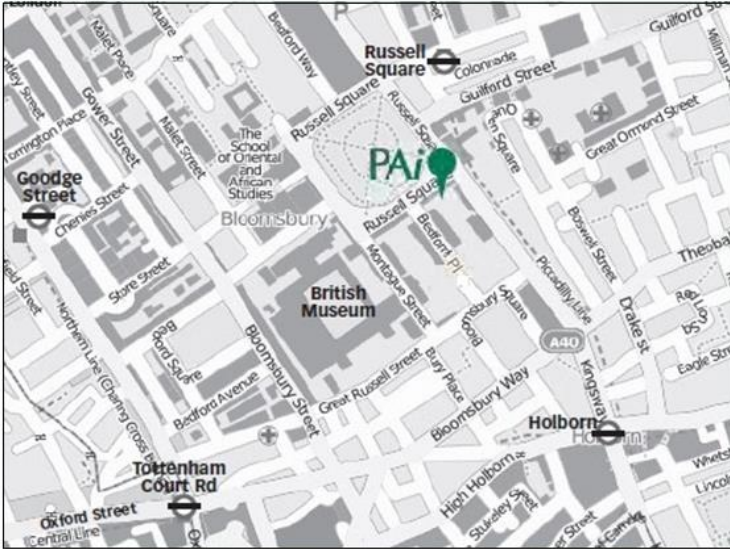
## Who we are

PAI (Public Administration International) 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 in delivering public services. 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.

## Where we are



## Public Administration International

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](mailto:pai@public-admin.co.uk)