Chapter: 3801 Institute of Public Administration

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

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

researches and consultations in the public administration fields.

Vision: To become a pioneer in the talent development and leadership preparation

Mission: Establishing a common understanding of the principles of modern public administration,

disseminating knowledge, acquiring skills and trends on best practices and how to apply them in all fields through training, capacity building, providing consultations, and preparing studies in

order to promote the individual and institutional performance.

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

Constitution.

Priorities and targeted results within the determined ceilings for the years 2023 - 2025 :

First Priority:

Develop continuous training programs on all functional levels and targeted categories

First Priority Outcomes:

- Continue holding and implementing different training programs and workshops for all functional levels (employees, supervisors and higher leaderships)
- _ Developing training portfolios / training streams
- Promote the creativity system in the Institute and public sector institutions
- _ Having experienced and efficient trainers

Second Priority:

_ Digital transformation and automation of the Institute's works

Second Priority Outcomes:

- Develop the Institute' electronic work systems and technological infrastructure and control procedures quality
- _ Facilitate the training process and ensure reaching all targeted categories

Third Priority:

_ Develop the infrastructure of the Institute and promote the level of services

Third Priority Outcomes:

- A theatre equipped with standard specifications that meet the requirements of meeting, seminars, conferences and workshops at all levels and the needs of all categories of service recipients
- Provide appropriate work environment for employees and service recipients through qualifying yards and car parks and others.

Priority of gender, youth and persons with disabilities:

 Continuous development for leadership skills for women, youth and programs targeted for persons with disabilities The following outcomes are expected to be realized for the priority of gender, youth and persons with disabilities:

- _ Implement activities related to the community responsibility of the Institute
- Support young people, women and persons with disabilities through training for these groups, with full possibilities, training tools and equipment.

Tasks of the Ministry / Department:

- Develop and implement the specialized and accredited training programs based on scientific bases that keep pace with scientific and administrative developments in order to achieve the national goals, priorities and plans.
- _ To provide specialized training for different levels and finctions within the public sector.
- Hold specialized scientific and administrative workshops, conferences, meetings and seminars.
- Conclude the agreements and memoranda of understanding (MOU) with local, regional and international bodies in various areas of capacity building.
- Prepare research, studies and consultations in areas that contribute to building and enhancement of capacities.
- Prepare documents, bulletins in order to disseminate knowledge, skills and positive trends to ensure knowledge exchange and take advantage of distinguished administrative practices.
- To apply the qualification and training standards adopted in institute on training and rehabilitation centers in the private sector that offer training programs for the public sector.
- _ Conclude twinning agreements with similar regional and international institutes and organizations.
- 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:

- 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.
- _ Institutional and functional capacities building to promote performance of 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 consultations.

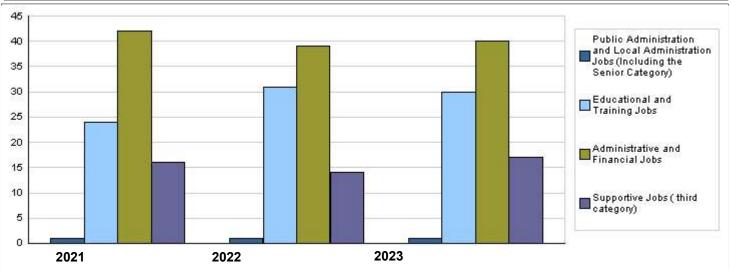
Major Issues and Challenges which face the Ministry / Department :

- Raise the performance level and reach innovative solutions to transform the competition from local and regional institutes and training centers into an opportunity for expanding the area of work and geographical scope.
- Ability to balance between available resources and the increase in volume and type of training and required services.
- _ The economic conditions and the challenge in providing competitive services in terms of quality and price to deal with the potential risks of expenditures reduction and allocations for training at government agencies.
- _ The institute's competitive position in the local and foreign market and the need to improve the institutional image and effective promotion.
- Necessity of adopting a comprehensive institutional development strategy and working to promote positive institutional culture.
- Need to review and update the current training packages and develop new training packages with high quality

Chapter: 3801 Institute of Public Administration

Stratogic Objective			Base year	Value	Actual Value	Target Value	Preliminary Self Evaluation	Ta	Target Value		
Strategic Objective		Performance Indicator	•		2021	2022	2022	2023	2024	2025	
1 - To strengthen the nstitute's role in developing the public sector employees.	1	Percentage of increase in number of employees whose capabilities are being built within the public career path (general and fundamental competencies)	2020	%0	%54	%57	%40	%100	%100	%100	
	2	Average of evaluation of the held programs	2020	%91	%92	%93	%93	%94	%95	%97	
	3	Number of developed and precise portfolio according to approved functional, professional and administrative paths	2020	0	0	10	-	10	10	10	
2 - Development and ustainability of the institute's nstitutional performance.	1	Average of satisfaction with the logistics services provided by the institute	2020	%80	%85	%90	%90	%90	%91	%95	
	2	Percentage of revenues coverage to the operational expenditures of the institute	2019	%50	%100	%100	%100	%100	%100	%100	
3 - Regaining and raising the nstitute's status domestically nd abroad.	1	Number of training programs approved internationally	2020	0	0	2	-	2	2	2	

	Number of Staff in	n the M	inistry/	Departi	ment/ U	Init				
Group	Job	2021			2022			Preliminary 2023		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
Public Administration and Local Administration	Director General	0	1	1	0	1	1	0	1	1
Educational and Training Jobs	Trainer	12	12	24	14	17	31	13	17	30
Administrative and Financial Jobs		24	18	42	21	18	39	21	19	40
Supportive Jobs (third category)		11	5	16	9	5	14	11	6	17
	Total	47	36	83	44	41	85	45	43	88
	Total Cost of Salaries	337678	314914	652592	399818	374182	774000	494148	465852	960000



	Most nota	ble information	about the Mini	stry/Department/	Unit	
No.	Description	2019	2020	2021	2022	2023
1	Number of training programs	250	275	544	570	600
2	Number of participants in training courses	4500	4700	14237	15000	16000

Chapter: 3801 Institute of Public Administration

Curre	nt Activ	vities Appropriations According to Program						
			Actual	Estimated	Re-estimated	Estimated	Indicative	Indicative
Prog.		Activites	2021	2022	2022	2023	2024	2025
6102	601	Training	403548	613500	611500	757000	763000	768000
		Total of Program	403548	613500	611500	757000	763000	768000
6101	601	Administrative and Support Services	490544	570500	561500	696000	699000	702000
		Total of Program	490544	570500	561500	696000	699000	702000
		Total	894092	1184000	1173000	1453000	1462000	1470000

Capita	I Proje	cts Appropriations According to Program						
_			Actual	Estimated	Re-estimated	Estimated	Indicative	Indicative
Prog.		Projects	2021	2022	2022	2023	2024	2025
6102	001	Training Program Administration Project	26936	77000	77000	140000	120000	100000
		Total of Progran	26936	77000	77000	140000	120000	100000
		Total	26936	77000	77000	140000	120000	100000

Overall Summary of Expenditures for Chapter 3801- Institute of Public Administration for the Years 2021 - 2025

(In JDs)

Description	Actual	Estimated	Re-estimated	Estimated	Difference between estimated 2023 and re-		cative
	2021	2022	2022	2023	estimated 2022	2024	2025
Current Expenditure	894,092	1,184,000	1,173,000	1,453,000	280,000	1,462,000	1,470,000
Capital Expenditure	26,936	77,000	77,000	140,000	63,000	120,000	100,000
Total current and capital expenditure	921,028	1,261,000	1,250,000	1,593,000	343,000	1,582,000	1,570,000

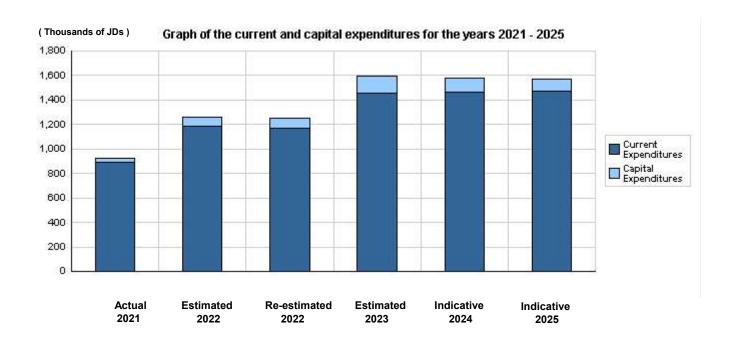
Most notable differences between estimated appropriations for 2023 and re-estimated for 2022

Current expenditure:

- Compensations of Employees group increased by (196) thousand JDs to cover natural salary increases and to cover the cost of remaining vacancies, new jobs and costs of vacant staff expected to return to work.
- Operational expenditure group increased by (32) thousand JDs, concentrated in cleaning materials, supplies, stationery, prints, office supplies and parties, hospitality, service, security and guard contracts items.
- Other expenditure group increased by (52%)thousand JDs, concentrated in non-employees bonuses item

Capital expenditure:

Capital expenditures increased by (63) thousand JDs, with allocation of operational systems and software item, as well as
increased allocations for computer hardware, accessories, educational equipment and solar cells generating electrical
power.



Overall Summary of Current Expenditures for the Years 2021 - 2025

Chapter: Institute of Public Administration

Total of Chapter

Overall Summary of Capital Expenditures for the Years 2021 - 2025

Chapter: 3801 Institute of Public Administration (In JDs)

ap ::								(020)
Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
		Expenditures						
22		Use of Goods and Services						
2211		Use of Goods and Services						
	512	Operating and Sustaining Expenditures	26936	0	0	30000	30000	30000
		Total	26936	0	0	30000	30000	30000
		Fixed Assets						
31		Non-financial Assets						
3112		Devices, Machinery and Equipment						
	505	Equipment, Machines and Devices	0	39000	39000	90000	90000	70000
	506	Vehicles and Equipment	0	38000	38000	20000	0	0
		Total	0	77000	77000	110000	90000	70000
		Total of Chapter	26936	77000	77000	140000	120000	100000

Appropriations directed for females and child according to chapter : 3801 Institute of Public Administration (In JDs)

Description	2021	2022	2023	2024	2025
Females	314,914	374,182	465,852	471,998	477,568
Child	0	0	0	0	0
Appropriations directed according to population index					
Females	126,165	228,890	297,510	286,700	275,890
Child	96,637	175,320	227,880	219,600	211,320
Total appropriations directed for females	441,079	603,072	763,362	758,698	753,458
Total appropriations directed for Child	96,637	175,320	227,880	219,600	211,320

Chapter 3801 - Institute of Public Administration

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:

Development and sustainability of the Institute's institutional performance.

Directorates associated with the program:

- 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 2022 estimated with (52) staff, including (30) males and (22) females.

Appropriations directed for females and child

(In JDs)

Description	2021	2022	2023	2024	2025
Females	168,535	198,000	240,731	242,846	244,962
Child	0	0	0	0	0
Appropriations directed according to population index					
Females	43,329	48,175	59,690	58,750	57,810
Child	33,188	36,900	45,720	45,000	44,280
Total appropriations directed for females	211,864	246,175	300,421	301,596	302,772
Total appropriations directed for Child	33,188	36,900	45,720	45,000	44,280

Key Performance Indicators for Program

	Performance Measurement		Base Year Value		Target Value	Preliminary Self Evaluation	raiget value		
	Indicator		value	2021	2022	2022	2023	2024	2025
1	Average of staff satisfaction	2020	%65.5	%72	%72	%72	%75	%76	%80
2	Percentage of revenues covering the operational expenditures of the Institute,	2019	%50	%100	%100	%100	%100	%100	%100

Appropriations Of Administration and Support Services Program as Per Activities and Projects.

	Actual	Estimated	Re-estimated	Estimated	Indic	ative
Activities and Projects	2021	2022	2022	2023	2024	2025
Current Expenditures	490,544	570,500	561,500	696,000	699,000	702,000
601 Administrative and Support Services	490,544	570,500	561,500	696,000	699,000	702,000
Capital Expenditures	0	0	0	0	0	0
Program / Treasury	0	0	0	0	0	0
Total Program	490,544	570,500	561,500	696,000	699,000	702,000

Current Expenditures According to Program and Activities for the Years 2021 - 2025

Chapter : 3801 - Institute of Public Administration

Activit	ty :	601 - Administrative and Supp	ort Servic	es				
Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
21		Compensations of Employees						
2111		Salaries, Wages and Allowances						
	101	Classified Employees	8832	9000	8000	8000	7000	5000
	102		51698	63000	63000	68000	69000	70000
	103		50627	38000	38000	62000	63000	64000
	105		59505	72000	72000	84000	85000	86000
	106 110		3980 619	4000 6000	4000 6000	5000 15000	5000 15000	6000 15000
	111		65311	80000	80000	90000	91000	92000
	113		7995	11000	11000	13000	13000	13000
	114		3990	6000	5000	7000	7000	7000
	116	Employees' Bonuses	79996	90000	90000	120000	120000	120000
	120	Contract Employees	29894	47000	43000	45000	46000	47000
		Total	362447	426000	420000	517000	521000	525000
2121		Social Security Contributions						
	301	Social Security	35908	42000	40000	52000	53000	54000
			35908	42000	40000	52000	53000	54000
22		Use of Goods and Services						
2211		Use of Goods and Services						
	202		2395	4000	4000	4000	4000	4000
	203		693	2000	2000	2000	2000	2000
	204		17699	15000	15000	10000	9000	8000
	205		895	2000	2000	2000	2000	2000
		•	0	1000	1000	1000	1000	1000
	000		895	1000	1000	1000	1000	1000
	206	Maintenance of Machines, furniture and accessories	990	1000	1000	2000	2000	2000
	207		1874	2000	2000	4000	4000	4000
	208	Repair and maintenance of buildings and accessories	10995	10600	10000	4000	3000	2000
	209	Stationery, Publications and Office Supplies	8271	8500	8500	15000	15000	15000
	210	clothes, food, films, etc)	999	1000	1000		2000	2000
	211	Cleaning services and supplies including cleaning contracts	14599	15000	15000	18000	18000	18000
	212		2144	1100	1000		3000	3000
	213		0	2000	2000	3000	3000	3000
	214		30275	34000	34000	52000	52000	52000
			2905	4000	4000	5000	5000	5000
			1466		4000	6000	6000	6000
			20880	21000	21000	34000	34000	34000
			0	1000	1000	2000	2000	2000
			824	1000	1000	1000	1000	1000
		·	4200	3000	3000	4000	4000	4000
00			91829	98200	97500	121000	119000	117000
28		Other Expenditures						
2821		Other Current Expenditures						
	302		0	1300	1000	3000	3000	3000
			0	1300	1000	3000	3000	3000
31		1 Otal	0	1300	1000	3000	3000	3000
		Non-financial Assets Devices, Machinery and Equipment						
3112	400	. , , , ,	000	2005	2005	0000	2000	0000
	402		360	3000	3000	3000	3000	3000
			360	3000	3000	3000	3000	3000
			490544	570500	561500	696000	699000	702000
		Total of Program	490544	570500	561500	696000	699000	702000

6102 Training Program

Objective of the program:

Provide training courses through holding courses for human resources development and re-enforcing the efficiency of the 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- Strengthening the institute's role in developing the public sector employees.
- 2 Regaining and raising the institute's status domestically and abroad.

Directorates associated with the program:

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

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 Hold 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 2022 estimated with (33) staff, including (14) males and (19) females.

Appropriations directed for females and child

(In JDs)

Description	2021	2022	2023	2024	2025
Females	146,379	176,182	225,121	229,152	232,606
Child	0	0	0	0	0
Appropriations directed according to population index					
Females	82,836	180,715	237,820	227,950	218,080
Child	63,449	138,420	182,160	174,600	167,040
Total appropriations directed for females	229,215	356,897	462,941	457,102	450,686
Total appropriations directed for Child	63,449	138,420	182,160	174,600	167,040

Key Performance Indicators for Program

	Performance Measurement Indicator		Value	Actual value	Target Value	Preliminary Self Evaluation	Target Value		
				2021	2022	2022	2023	2024	2025
1	Percentage of increase in the number of employees whose capabilities are being built within the public career stream (public and fundamental competencies)	2020	%0	%54	%57	%40	%100	%100	%100
2	Number of developed and precise portfolio according to approved functional, professional and administrative streams	2020	0	0	10	-	10	10	10
3	Number of internationally adopted training programs	2020	0	0	2	-	2	2	2

Appropriations Of Training Program as Per Activities and Projects.

	Actual	Estimated	Re-estimated	Estimated	Indicative		
Activities and Projects	2021	2022	2022	2023	2024	2025	
Current Expenditures	403,548	613,500	611,500	757,000	763,000	768,000	
601 Training	403,548	613,500	611,500	757,000	763,000	768,000	
Capital Expenditures	26,936	77,000	77,000	140,000	120,000	100,000	
001 Training Program Administration Project	26,936	77,000	77,000	140,000	120,000	100,000	
Program / Treasury	26,936	77,000	77,000	140,000	120,000	100,000	
Total Program	430,484	690,500	688,500	897,000	883,000	868,000	

Current Expenditures According to Program and Activities for the Years 2021 - 2025

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

Progra	am :	6102 - Training						(IN JUS
Activit	ty :	601 - Training			1-			
Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicativ 2025
21		Compensations of Employees				-		
2111		Salaries, Wages and Allowances						
+	102	Unclassified Employees	27828	40000	40000	43000	44000	45000
ŀ	103	Comprehensive Contract Employees	17713	29000		49000	50000	51000
	105	Personal Cost of Living Allowance	34915	38000		50000		52000
İ	106	Family Cost of Living Allowance	3000	5000		5000		6000
Ī	110	Overtime Allowance	0	4000	4000	10000	10000	10000
Ī	111	Additional Allowance	49908	53000	53000	68000	69000	70000
[113	Transportation Allowance	7320		9000	11000		12000
	114	Transport Allowance	3250	5000		6000		7000
ļ	116	Employees' Bonuses	61989			80000		80000
l	120	Contract Employees	24966	32000		31000		32000
		Total	230889	275000	273000	353000	360000	365000
2121		Social Security Contributions						
	301	Social Security	23348	31000	31000	38000	38000	39000
		Total	23348	31000		38000	38000	39000
22		Use of Goods and Services						
2211		Use of Goods and Services						
	202	Telecommunications Services	349	2000	2000	2000	2000	2000
Ī	203	Water	1322	2000	2000	2000	2000	2000
	204	Electricity	17916		20000	10000	9000	8000
	205	Fuels	399	1000		1000	1000	1000
		002 Saloon vehicles	399	1000		1000		1000
	206	Maintenance of Machines, furniture and accessories	956	1000	1000	1000	1000	1000
	207	Maintenance of vehicles, equipment and accessories	491	0	0	0	0	0
	208	Repair and maintenance of buildings and accessories	1000	1000	1000	1000	1000	1000
[209	Stationery, Publications and Office Supplies	5959			10000		10000
	210	Substances and raw materials (medicines, clothes, food, films, etc)	462	1000		1000		1000
	211	Cleaning services and supplies including cleaning contracts	11000	12000	12000	14000	14000	14000
Ī	214	Goods and services expenses	24691	59000	59000	70000	70000	70000
		001 Events and hospitality	20710	55000	55000	65000	65000	65000
		047 Awareness and advertisement campaigns	181	0	0	0	0	0
		060 Conferences and lectures	0	1000	1000	2000	2000	2000
		101 Computerization and Internet expenditures	2000	2000		2000		2000
		121 Administrative expenses	1800	1000	1000	1000		1000
		Total	64545	103500	103500	112000	111000	110000
28		Other Expenditures						
2821		Other Current Expenditures						
- '-	303	Scientific scholarships and training course	430	2000	2000	2000	2000	2000
}	305	Non-Employees' Bonuses	83691					250000
L		Total	84121	202000		252000		252000
31		Non-financial Assets						
3112		Devices, Machinery and Equipment						
	402	Devices, Machinery and Equipment	645	2000	2000	2000	2000	2000
		Total	645	2000		2000		2000
		Total of Activity	403548	613500		757000	763000	768000
		<u> </u>	403548	613500	611500	757000	763000	768000
		Total of Program	700070	013300	011300	101000	70000	7 00000

Capital Expenditures According to Program and Projects for the Years 2021 - 2025

Chapter: 3801 Institute of Public Administration (In JDs)

Pro	ogram							
Pr	oject	001 Training Program Administration	Project					
Fund	Sourc	e 102001 Capital (Treasury)						
Group	item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
22		Use of Goods and Services						
2211		Use of Goods and Services						
	512	Operating and Sustaining Expenditures						
	015	Operating systems and software	0	0	0	30000	30000	30000
	016	Software licenses	26936	0	0	0	0	0
		Total of Item	26936	0	0	30000	30000	30000
31		Non-financial Assets						
3112		Devices, Machinery and Equipment						
	505	Equipment, Machines and Devices						
	001	Computers and accessories	0	15000	15000	40000	40000	40000
	004	Educational devices and equipment	0	19000	19000	30000	30000	30000
	068	Solar cells generating the electric energy	0	5000	5000	20000	20000	0
		Total of Item	0	39000	39000	90000	90000	70000
	506	Vehicles and Equipment						
	001	Saloon cars	0	38000	38000	20000	0	0
		Total of Item	0	38000	38000	20000	0	0
		Total of Project / Treasury	26936	77000	77000	140000	120000	100000
		Total of Program	26936	77000	77000	140000	120000	100000
		Total of Chapter	26936	77000	77000	140000	120000	100000