

CALL FOR PAPERS

The uncertainties brought about by the rapidly changing external environment cannot be managed using conventional management practices. The pressures of growth and survival dictate that the civil service should move towards a knowledge-driven paradigm to help them cope with the situation.

The civil service has played a critical role in bringing about rapid socio-economic growth in a country. It has to be modernized to better respond to dynamic economic and business needs in a global environment and be better equipped to handle the higher expectations of the citizens, businesses and other agencies. The major stakeholders must also be able to engaged in meaningful partnerships.

The civil service has grown from merely implementing the laws and regulations into a facilitator, setting the pace in attaining the national development goals. To meet the challenges of the 21st century, the civil service should be well equipped and involved in capacity building to achieve public service excellence. It is this vision that has served as a driving force in addressing the emerging challenges to achieve the national development goals of a country.

With these in mind, the Eastern Regional Organization for Public Administration (EROPA) and Public Service Department, Prime Minister's Office, Brunei Darussalam, are jointly conducting a seminar on **Modernising the Civil Service in Alignment with National Development Goals**. The programme will be focused on various reforms initiatives carried out by EROPA member countries, addressing the role of civil service in aligning the reforms with National Development Goals and Millennium Development Goals.

The Seminar will be organized into sub-themes, namely:

I. **Performance Management and Governance**

Performance management deals with personnel and management, two core issues facing organizations. To function more effectively the management and development of personnel have to be strategically aligned with the organization's long-term goals.

II. **Enhancing Integrity in the Public Service**

Civil servants are seen as custodians for law and order and are expected to hold higher standards of conduct and performance. This sub-theme will explore how they will face the challenge of maintaining a high level of integrity and accountability.

III. **Building Partnership for Public Service Delivery**

The government is mainly responsible for providing basic services, including education, health care as well as national

security, including defense and internal regulation and enforcement. As a country becomes more developed, the private sector has collaborated with civil service organizations to provide a higher level of efficiency and effectiveness in providing some basic services formerly offered by the government.

IV. **E-Governance**

This sub-theme will focus on E-Governance as an enabling tool in creating opportunities for national development and public sector modernization. It will also touch on the reforms and programmes being implemented or planned to achieve the vision of a 21st century civil service.

V. **Capacity Building Towards a Modernized Civil Service**

Like other aspects of society, civil servants continue to learn and adapt to internal and external developments, especially in the field of information and communication technology. This sub-theme will focus on initiatives of civil service to ensure that the capabilities and capacities of both their systems and personnel are aligned towards the goals of the civil service in their countries.

Registration

The registration fees will be as follows:

EROPA Member	US\$ 200
Non-EROPA Member	US\$ 250
Each Accompanying Person	US\$ 150

Registration will take place at the seminar venue on the following days:

Monday, 13 th November 2006	8:30am - 10:00pm
Tuesday, 14 th November 2006	8:00am - 5:00pm

The registration fee may be paid during registration in cash (US Dollars) or Travelers Cheques. We regret that the Public Service Department would be unable to accept payments through credit cards.

Advance payment of Registration fees is also accepted. Kindly forward them to HSBC, BSB.

Account Name: **Government of Brunei Darussalam**
Account number: **001-010016-001**

Seminar Venue

The Seminar will be held at the International Convention Centre.

Meeting Venue

The venue will be announced later.

ABOUT BRUNEI DARUSSALAM

Geography

Brunei Darussalam is located in the island of Borneo and is wedged between the Malaysian states of Sabah and Sarawak. The capital city is Bandar Seri Begawan and lies in the largest district in the country – the Brunei-Muara district.

Climate

The climate is equatorial, where rainfall and humidity are high, with an average temperature of 28 degrees Celsius throughout the year.

Dress Code

Light summer clothing is appropriate all year round. Smart casual evening wear is appropriate for hotels and restaurants.

Language

Bahasa Melayu or Malay is the national language, however English is the official language of business.

Currency

The local currency is Brunei Dollars and cents. Dollar notes are available in denominations of \$1, \$5, \$10, \$50, \$100, \$1000. Coins are in 1, 5, 10, 20 and 50 cents denominations. Brunei currency is on par with the Singapore Dollar. (Conversion rate US\$1 = B\$1.70 – subject to changes in exchange rate). Major credit cards are accepted at hotels, restaurants and shops. Traveler's cheques are also widely accepted at banks.

Business Hours

Government Offices operate from 7.45 am until 4.30 pm (lunch hour from 12.15pm to 1.30pm). They are closed on Fridays and Sundays.

Private Offices operate from 8.00 am to 5.00pm on weekdays and from 8.00 am to 12.00pm on Saturdays

Department Stores open for business from 10.00 am to 10.00 pm.

Visa and Entry Requirements

Brunei Darussalam Organising Committee will notify their embassies in EROPA member countries that it will be hosting the 52nd Executive Council Meeting and Seminar in Brunei Darussalam in November 2006 to facilitate visa processing of all participants.

Some nationals are exempted from obtaining visas, therefore, prior to traveling to Brunei, delegates/participants should seek advice from the Brunei Embassy or Diplomatic representative in their respective countries.

Airport Transfers

Brunei Organising Committee will organize airport transfer to the hotel if delegates provide details of their flights.

Airport Tax

B\$ 12.00 per person

Reconfirmation of Bookings

Delegates are required to contact the airline reservation office or its appointed agent for reconfirmation of their outward or return flight at least 72 hours before the scheduled departure date. Failure to do so may result in the cancellation of their reservation.

Accommodation

Brunei Organising Committee is able to negotiate a discounted rate for delegates at:

Centrepoint Hotel (www.arhbrunei.com; centrepoint@arhbrunei.com)
(about 15 minutes away from seminar venue and is conveniently located on a Business District area)

Deluxe	Single Occupancy	- US\$83
	Double Occupancy	- US\$92

Junior Suite	Single Occupancy	- US\$98
	Double Occupancy	- US \$106

Orchid Garden Hotel (www.orchidbrunei.com; ogh@brunet.bn)
(5 minutes away from seminar venue)

Standard	Single Occupancy	- US\$58
	Double Occupancy	- US\$65

Deluxe		- US\$71
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Junior Suite		- US\$132
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(Conversion rate US\$1 = B\$1.70 – subject to changes in exchange rate)

Sightseeing

Pre-Seminar and Post-Seminar Tours are scheduled for delegates/ participants. Details will be provided in due course.

GUIDELINES FOR PAPER PRESENTORS

1. *Length of Paper:* The length of the text of the paper should preferably **not exceed 20 pages** (A4 size bond, double-spaced).
2. All papers should be accompanied by a **one page abstract or executive summary**.
3. *Length of Presentation:* Each presenter is allocated **20 minutes, but not exceeding 30 minutes, including the question and answer portion**.
4. *Bibliography* should be complete: name of author/s, title of the article/book/journal, date and place of publication, publisher.
5. *Figures, Graphs and Tables* should be included, if necessary.
6. Biographical Sketch of the Author (Concise)
7. *Deadline for submission:*
ABSTRACT - on or before 31 July 2006
FINAL PAPER - on or before 30 September 2006
8. The structure of the paper should be as follows: Abstract/Executive Summary, Text, Bibliography, Biographical Sketch of the author, Figures, Tables and Graphs
9. On the cover, please indicate the following:

Country
Title of the Paper
Name and Designation of Presentor (Mr., Mrs., Ms., Dr., Professor)
Institution or Agency
Mailing Address, telephone and fax numbers, e-mail and website
Logistic Support Needed: Slide Projector/Overhead Projector, others

A screening committee will be formed to identify papers for presentation in the seminar. However, all papers submitted for the seminar will be included in the seminar/conference kit. Papers that will not be chosen for presentation will be featured through poster presentations scheduled on 16 November 2006.

10. *Other requirements:* Please send the EROPA Secretariat a hard copy (including the abstract/executive summary), diskette of the paper (Microsoft Word), and other presentation material, if applicable, e.g. Microsoft Power Point Presentation, Transparencies, etc.

For further information, please contact:

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EROPA

AIDE MEMOIRE

SEMINAR ON

MODERNISING THE CIVIL SERVICE IN ALIGNMENT WITH NATIONAL DEVELOPMENT GOALS

13 – 17 November 2006
BANDER SERI BEGAWAN, BRUNEI DARUSSALAM

Hosted by
The Government of Brunei Darussalam

Through
The Public Service Department
Prime Minister's Office

Eastern Regional Organization for Public Administration
National College of Public Administration and Governance
University of the Philippines
Diliman, Quezon City