



THE METHODOLOGICAL APPROACH TO THE ASSESSMENT'S QUESTIONNAIRE

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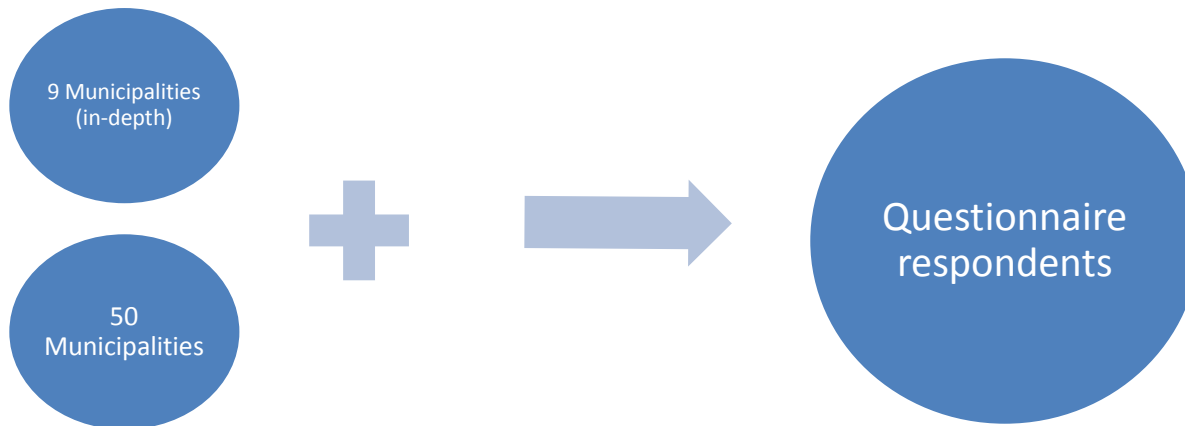
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The Assessment's Questionnaire

The OECD will design a comprehensive, composite questionnaire that will probe sound practice in each of the eight thematic areas of public governance and territorial development addressed through this project. The questionnaire will be directed both at the selected 6-10 cities/municipalities undergoing in-depth review and at a broader sample of approximately 50 municipalities.





The 8 thematic areas addressed in the questionnaire

1. Co-ordination across administrative siloes within city/municipal governments to pursue integrated planning and service design and delivery
2. Strategic Planning for smart, sustainable and inclusive growth in cities and municipalities
3. The use of evidence, including performance evidence, in strategic decision-making in Polish cities and municipalities
4. Linking development strategies to finance and budget systems
5. Strengthening multi-level governance and city/municipal investment capacity through more effective coordination across levels of government
6. Strategic Human Resources Management (HRM) in Polish cities/municipalities
7. Open Government policies and frameworks for greater accountability to citizens in Polish cities/municipalities
8. Reducing administrative burden and red tape to advance reform



WHY A QUESTIONNAIRE?



Collecting evidence for better recommendations

To inform the Assessment's analysis and advice, the OECD will pursue an **in-depth engagement with 6-10 cities/municipalities** selected by the ACP/ZMP and the Ministry in full consultation with the OECD. This sample of municipalities will aim to reflect a proper level of diversity in terms of economic performance, geographic location, as well as the size of the population.

Since this **sample scale is too small** to be fully representative of cities/municipalities in Poland, **information on current practice will be collected from a wider group of 50+ municipalities by means of a composite questionnaire organised by chapter/theme:**

- It will enable the OECD to collect relevant background information and data from primary sources to render the resulting dataset and evidence more representative of municipalities in Poland.
- The information obtained from this broader range of local governments will ensure the possibility of scaling up and replicating project recommendations and implementation across cities not included in the sample.



A basis for the self-assessment tool

The composite questionnaire will also enable the collection of information on how to design and carry out a **self-assessment of municipal strengths and weaknesses** in the area of public governance and territorial development. It will therefore form the basis of the self-assessment tool for use by the wider group of approximately 50 municipalities with the aim to:

- Enable these municipalities to design an Action Plan to adopt good-governance practices as a means to implement their Development Plans.
- Support Polish cities and municipalities in their pursuit of good-governance reforms in the longer-term.



It is therefore in municipalities' interest to respond to the questionnaire, and to provide their answers on time.



HOW WILL THE
QUESTIONNAIRE BE
ADMINISTERED?



Design and management of the questionnaire (I)

The OECD and the Association of Polish Cities will share responsibility for the design and administration of this questionnaire:

- The OECD will design the questionnaire in consultation with the APC/ZMP.
- The APC will co-ordinate the administration and translation of the questionnaire. It will ensure that the selected 6-10 cities/municipalities and the broader sample of 50 municipalities complete the questionnaire in good time.
- Municipal officials will be able to answer the questionnaire in Polish.
- In case local data and evidence exists to support cities' responses they should absolutely provide.
- The APC/ZMP will collect the answers from the respondents for the OECD and will translate them into English. So it will be important for officials answering to keep their responses short/succinct.





Design and management of the questionnaire (II)

Once the APC sends out the questionnaire to municipalities on the OECD's behalf, the OECD will organise three **focus-group workshops**. The 50 municipalities to which the questionnaire was distributed will be clustered into 3 groups to attend one of the day-long workshops. The purpose of the workshops is two-fold:

- **To support municipal officials** as they prepare to complete the questionnaire. OECD team experts will outline expectations relating to the information and data sought through the questionnaire, and answer questions about what the OECD is seeking.
- **To identify thematic good-governance/territorial development priorities** that will underpin the self-diagnosis assessment tool, along with any further questions that the OECD may need to ask by way of a supplementary questionnaire to design the self-assessment tool.





Design and management of the questionnaire (III)

The OECD will analyse the collected responses and develop advice for both the Assessment and the self-assessment tool:

- The OECD will analyse the responses collected and integrate the fact-finding missions' conclusions to develop the Assessment and concrete recommendations.
- During this period, the OECD will also develop, in consultation with the Association of Polish Cities, the self-assessment tool based on the responses to the questionnaire and the dialogue during the initial focus-group workshops.





EXAMPLES OF THE QUESTIONNAIRE'S QUESTIONS



Example I

Q1. Does your city/municipality participate in any arrangement to co-ordinate policy planning and implementation with the national and/or voivedeship levels? If yes, please specify which level of government is involved

YES/NO	Who is involved?
<input type="checkbox"/> YES, formal committees/dialogue for a	<input type="checkbox"/> National government (one sector) <input type="checkbox"/> National government (many sectors) <input type="checkbox"/> Voivedeship <input type="checkbox"/> Other local governments
<input type="checkbox"/> YES, co-financing arrangement (e.g. matching grants)	<input type="checkbox"/> National government <input type="checkbox"/> Voivedeship
<input type="checkbox"/> YES, formalised agreements (e.g. contracts, partnerships, etc.)	<input type="checkbox"/> National government <input type="checkbox"/> Voivedeship <input type="checkbox"/> Other local governments <input type="checkbox"/> Private sector
<input type="checkbox"/> YES, formal consultation process for planning policies/investments	<input type="checkbox"/> from the national government <input type="checkbox"/> from the voivedeship
<input type="checkbox"/> Other	Please specify
<input type="checkbox"/> NO	
<input type="checkbox"/> Don't know	



Example II

- Q2: How and when do the different city/municipal government institutions interact? Who or which unit is responsible for the internal co-ordination across administrative siloes within the city/municipal government to pursue integrated planning, service design and delivery? For coordination with neighbouring municipalities in a functional economic region?
- Q3: How do municipal government institutions engage with other actors in the decision-making process, including residents, community leaders and local civil-society organisations?



Thank you!

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