

الجمهورية العربية المتحدة



التخطيط

مَعهد التخطيط القومي

Memo. No. 207

Organizational And Administra-
tive Issues Involved In Econo-
mic Development

(Course Outline)

by

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القاهرة

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Aim of the Course

This Course is an attempt to introduce the trainee to various organizational and administrative issues involved in economic development.

While reviewing the interrelationships of planning and administration focus will be given to Public administration and National Development. A comparative appreciation of the experience of some developing and developed countries will be attempted on the issues identified.

The Course will cover twelve topics. The size and duration of the Course is flexible to suit the needs of the trainees. The main reference book for this Course is "A Hand Book of Public Administration" put up by the UNITED NATIONS. A tentative list of readings available in the Institute of National Planning and the Institute of Public Administration in Cairo, is included at the end.

CONTENT

- I Planning and Administration
- II Administrative elements essential for economic development.
- III Public Administration and National development.
- IV Autonomous institutions & Public Enterprises as action agencies.
- V Organisation for Planning and execution of programmes.
- VI Research and Planning
- VII Decentralisation.
- VIII Budget and financial administration.
- IX Public relations and public cooperation.
- X Org. & Admin. of community development programmes.
- XI Importance of personnel administration in economic development.
- XII Coordination of external assistance for internal development programmes.
- XIII List of readings.

I - Planning and Administration (Introduction)

Importance of Planning

Essence of Planning

Contribution of Administrative Planning

Planning and Administration

Interrelation of Planning activities

Machinery for Planning

Control Machinery

Departmental and regional units

Planning Vs. Operations

Opportunities for conflict

Task of Progressive management

Planners as administrators

Practice of test Planning

Planning through action agencies

The requirements of Planning

Longrange Vs. shortrange Planning

Planning personnel

Planning Techniques

Public relations of Planning

II - Administrative elements essential for Planning

Task of the Gov. in Economic Development

Economic Planning its relationship to other Phases
of Government operations.

Planning, executions, coordination and evaluation

Effective administrative machinery for systematic improve-
ment

Exchange of experience.

III - Public Administration and National Development

New task of public Administrator
The Administrative lag
Administrative problem of developing countries
Leadership in administrative reform
Public administration on the citizen
Public administration and national Institution
Public administration as a developing science.

IV - Autonomous Institutions and public Enterprises

- 1) The variety of autonomous Institutes
- 2) Purpose of public enterprises
- 3) Form of Organisation of Public enterprises
- 4) Safeguards of corporate autonomy
- 5) Conforming with general government policy
- 6) Conforming with general administrative controls.

V - Organisation for Planning and execution of Programmes

Planning and operation machinery in India
" " " " " Germany
" " " " " Sweden
" " " " " Yugoslavia
" " " " " U.A.R.

VI - Research of Planning

Elements of Planning Process
Planning with statistics to public Administration
Research and statistics as basis for planning
Coordination as a basis for planning
Staffing of central office of planning
Objectives and problems of planning.

VII - Decentralization

Complexities of decentralization
Form of decentralization
Area Administration under central ministries
Devolution of local and central authorities
Community development.

VIII- Budget and Financial Administration

The natural budget
The budget as an instrument of economic policy
Management approach to budgeting
Fiscal Control
Auditing
Revenue side of the budget
Tax policy related to national development
Tax administration
Tax problems of local authorities and earmarked
Revenues.

IX Public Relations and public cooperation

Reporting within administration
Reporting within nation
Communication with the individual citizen.

X - Organization and Administration of Community Development
programmes.

Role of community Development in economic and social de-
velopment programmes
Organisation and administration of Community Development
Workers in Community Development and their training.

XI - Coordination of External Assistance for Internal Development Programmes.

Arrangement in India

The set up in Philippines

Greece

U.A.R.

Desirable Coordination mechanisms

XII - The Importance of Economic Development in personnel Administration in the underdeveloped countries.

Structure of personnel administration

Civil Service

Salary Structure

Recruitment

Training

Devolution of Authority

List of readings (to be supplemented later on)

1. Planning for balanced social and economic development in U.A.R. - by I.H. Abdel-Rahman. INP Cairo.
2. Organizational and administration objects of development planning by Dr. Abdel-Rahman; & Ramzi No. 1961 INP. Cairo.
3. The organisation and structure of National Planning in Egypt - A. M. Farrag INP Cairo.
4. Elements of Public Administration - Morstein Marx. Chapter 6. Planning and Administration.
5. The process and organisation of Government Planning John. D. Millet.
6. Development agencies - the approach to comprehensive Planning - Abdel-Rahman. INP. Cairo.

7. Planning and public administration, Planning commission of Government of India. New Delhi
8. Five Year plan of India Chapter on Public Administration) III and five year plan
9. National planning Principles and administrations. N.P.C, 1948 K.T. Shah
10. Ideas and issues in public Administration - Dr. Waldo
 - i) Government Planning by H.N. Bumbury
 - ii) Research and Planning H.S. Person
11. Problem of Administration - Published by congress of cultural freedom, Seminar on comparative studies. Cairo, U.A.R.
12. National organization for the conduct of Economic Development by D.C. Stone 1954 I. I.A.S.
13. Indian experience of Planning, By Dr. B. Natarjan Institute of National Planning Cairo.
14. Manpower planning in India - Dr. B. Natarajan INP Cairo
15. A Handbook of Public Administration - United Nations
New York
16. Standards and techniques of Public administration of the United Nation. New York
17. Public Administration in India - by A.D. Gorwala.
New York
18. Report on Public Administration - by Paul Appleby
New York
19. Public Enterprise in India 6 by A. H. Hanson
(A comparative symposium) IIAS, Brussels
20. Administrative Organisation for Economic Development
Conference Report by Royal Institute of Public Adm.
London 1959.
21. Report on the Seminar on the organisation and Administration of Community development programme by United Nations Cairo 1962.
22. T. V. A. Planning in Operation - by Menhinick
L. Durisch, July 53.

