

## Agenda

### INTRODUCING REGULATORY IMPACT ANALYSIS (RIA) INTO THE TURKISH LEGAL FRAMEWORK

#### WORKSHOP: “PLANNING AN RIA”

11 – 12 March 2009

Ankara, Turkey

| Wednesday, 11 March 2009  |                      |
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| Theme: Why RIA Planning?  |                      |
| <b>Registration</b>   | <b>9:00 – 9:30</b>   |
| <b>Introduction</b>   | <b>9:30 – 09:45</b>  |
| <p><b>Session 1: The RIA Concept: Identifying the Problem and the Importance of Planning</b></p> <p><i>This session will present the importance of planning an RIA to ensure an efficient process and a useful outcome, especially considering that developing an RIA can be a complex process with many stakeholders. We will briefly define RIA as a structured process of asking and answering the right questions, and review the main features of an RIA system.</i></p> <p><i>Correctly defining the policy problem in an RIA is one of the most important steps because it determines the focus of the RIA and influences the planning of the whole RIA process.</i></p> <p><i>This workshop will focus on the planning of the RIA process and primarily focus on the involvement of internal stakeholders who are essential for decision-making in the process. The planning of a consultation strategy will be dealt with in depth at the next workshop.</i></p> | <b>9:45 – 10:30</b>  |
| <b>Coffee</b>   | <b>10:30 – 10:45</b> |
| <p><b>Session 2: Interactive Session I: Challenges in Planning an RIA</b></p> <p><i>This session will look at a live Turkish example from the Ministry of Energy, related to solar power for renewable energy, which will be used as a live case study throughout the workshop. Working groups will consider the problem definition and objectives to be achieved, to underpin an RIA plan.</i></p>   | <b>10:45 – 12:00</b> |
| <p><b>Session 3: Experiences from the Turkish pilots</b></p> <p><i>In this session, experiences will be presented from pilot RIAs being conducted in the Ministry of Agriculture and Rural Affairs and the Ministry of Finance, focusing on the planning of the RIA process.</i></p>  | <b>12:00 – 13:00</b> |
| <b>Lunch</b>  | <b>13:00 – 14:00</b> |
| Theme : Tools   |                      |

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| <p><b>Session 4: Tools for Planning an RIA</b></p> <p><i>In this session the focus will be on how to plan the RIA process based on specific planning tools. These tools will include the identification of target areas, setting milestones and creating a planning matrix. These tools will help the RIA planning team navigate efficiently through the whole process.</i></p>  | <b>14:00 – 14:45</b> |
| <p><b>Session 5: Interactive Session II:</b></p> <p><b>Case Study: Making a Plan for an RIA (1)</b></p> <p><i>Based on the previous session participants will work in smaller working groups in order to make an initial RIA plan focusing on the problem definition, identifying target areas and milestones. The RIA plan will be based on a case study that will be used throughout the workshops. At the end of the session, groups will be asked to present it to the wider group for discussion.</i></p> | <b>14:45 – 16:30</b> |
| <b>Questions and Summing Up</b>  | <b>16:30 – 17:00</b> |

**Thursday, 12 March 2009**

**Theme: Team, Organization and Communication**

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| <p><b>Session 6: Organizing the RIA team and Assessing Planning Risk</b></p> <p><i>This session will focus on the organization of the RIA team and how to structure the involvement of relevant stakeholders in the RIA process - primarily internal stakeholders like senior officials, other ministries etc, that are important for commitment, decision making and minimizing risks of delay through the process. Tools will be presented to help identify stakeholders and consider how they should be engaged and what kind of communication might be relevant (e.g. regular briefings, meetings etc).</i></p> | <b>09:30 – 10:15</b> |
| <p><b>Session 7: Interactive Session III:</b></p> <p><b>Case Study: Team Responsibilities and Stakeholder Analysis</b></p> <p><i>Participants will work on identifying team responsibilities, using the case study, as well as stakeholder and communications analysis for planning purposes. Team responsibilities and stakeholder/communication analysis will be related to the findings from Case Study I.</i></p>   | <b>10:15– 12:45</b>  |
| <b>Lunch</b>  | <b>12:45 – 14:00</b> |
| <b>Theme: Making a Full RIA Plan</b>  |                      |
| <p><b>Session 8: Interactive Session IV:</b></p> <p><b>Case Study: Making a plan for an RIA (2)</b></p> <p><i>In this session participants will work in small groups to make a full RIA plan. The plan will build on the work done in the previous case studies and lead to a final plan to be presented to the wider group. This will include target areas, milestones, timing (dates), team responsibilities and communication with internal stakeholders.</i></p>  | <b>14:00 – 16:30</b> |
| <b>Questions and Summing Up</b>   | <b>16:30 – 17:00</b> |