

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Commonwealth MBA / MPA Program)**

POLICY ANALYSIS AND IMPLEMENTATION (5582)

CHECKLIST

SEMESTER: AUTUMN, 2013

This packet comprises the following material:-

1. Text Books
2. Assignment No. 1, 2
3. Assignment Forms (two sets)
4. Course Outlines

In this packet, if you find anything missing out of the above mentioned material, please contact at the address given below:

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WARNING

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Instructions:

- (a) All written assignment must be well organized, presented in an easy-to-read format and neat. Moreover, pay particularly close attention to grammar, spelling, punctuation and understandability. Communication is extremely important in this course.
- (b) Documentation is likewise very important. Un-supported statements or opinions are worthless to the reader, who desires to verify your finding. Complete and specific documentation is mandatory. Also, your references should be to primary sources, except in rare unusual situation.
- (c) Quoting should be kept to an absolute minimum.

Course: Policy Analysis and Implementation (5582)
Level: Executive MBA/MPA

Semester: Autumn, 2013
Total Marks: 100
Pass Marks: 40

ASSIGNMENT No. 1

- Q. 1 Identify and analyze how different environmental factors — specifically organizational and institutional traits — affect the policy process, the effectiveness of a policy in place and the spread of policy ideas? **(20)**
- Q. 2 (a) Define and illustrate policy analysis, also describe the historical development of policy analysis with examples.
(b) Compare and contrast different approaches to policy analysis with appropriate examples. **(20)**
- Q. 3 Distinguish different types of policy models with particular reference to Pakistan. **(20)**
- Q. 4 Describe criteria used to make choices among two or more policy alternatives; describe what makes evaluation different from other forms of analysis. **(20)**
- Q. 5 Identify and describe the unequal representation of interests, ideas and groups in the policy process appreciating the positive and negative aspects of perception, culture, and power in the policy process. **(20)**

Guidelines for Doing Assignments:

We expect you to answer each question as per instructions in the assignment. You will find it useful to keep the following points in mind:

- 1) **Planning:** Read the assignments carefully, go through the Units on which they are based. Make some points regarding each question and then rearrange them in a logical order.
- 2) **Organization:** Be a little selective and analytical before drawing up a rough outline of your answer. Give adequate attention to question's introduction and conclusion.
Make sure that:
 - a) The answer is logical and coherent,
 - b) It has clear connections between sentences and paragraphs,
 - c) The presentation is correct in your own expression and style.
- 3) **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission. It is mandatory to write all assignments neatly. If you so desire, you may underlining the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

ASSIGNMENT No. 2

Total Marks: 100

Instructions:

1. This assignment is a research-oriented activity. You are required to develop a term paper and submit to the tutor for evaluation prior to the final examination. The last date of this assignment will be notified separately by our directorate of regional services and the same will be communicated to you directly as well as through approved study centers assigned to you.
2. You will have to participate in the activity fully, actively, and practically to be eligible to sit in the final examination of the course.
3. For the preparation of this assignment, you should first thoroughly review the conceptual framework of the topic and develop a scholarly material of the same giving references, quotations, and extracts of various scholars and experts. Then visit any business/commercial organization and study the relevant practical aspects there. Combining the theoretical and practical aspects, develop a comprehensive paper consisting of at least 20 to 25 typed pages to be submitted to your tutor.
 - a) Introduction to the topic
 - b) Important sub-topics
 - c) Practical study of the organization with respect to the topic
 - d) Review of theoretical and practical situations, merits, de-merits deficiencies or strengths of the organization with respect to the topic under study.
 - e) Conclusion and recommendation
 - f) Annex, if any

4. Prepare a copy of this assignment and submit to your tutor for your evaluation.
5. You should add any illustrative material/data/tables/analysis for effective submission.
6. If you fail to submit this assignment in the class, then you will not be able to sit in the final examination conducted by AIOU.
7. A number of topics given below are the general aspects of the course and you are required to select one of the topics according to the last digit of your roll number. For example, if the roll number is N-9337241, you will select topic number 1, and if the roll number is O-3427185 then you will select topic number 5 (the last digit).
 0. Policy Subsystems
 1. Theories and Models of Policy Process
 2. Variables Development
 3. Public Policy Instruments
 4. Globalization and Policy-Making
 5. Development of The Policy Approach
 6. The Policy Formulation Process
 7. Information and Policy Analysis
 8. Globalization of Communication
 9. Centrality of Decision Making

POLICY ANALYSIS AND IMPLEMENTATION COURSE OUTLINES (5582)

UNIT-1: FOUNDATION OF POLICY ANALYSIS

- What is Policy?
- Definition of “Policy”
- Different Uses of the Word Policy
- Policy versus Planning and Strategy
- Public Interest and Public Policy
- Development of the Policy Approach
- Demand for Policy Analysis
- Dissatisfaction with the Social Sciences Approach in Problem Solving
- Philosophical Frameworks
- The Use of Models
- Descriptive Models
- Normative Models
- Ideal Type Models and the Rational Approach
- Policy Analysis Frameworks
- Rationality
- Incrementalism
- Mixed Scanning
- Public Choice
- Socio-Economic Determinism

- Class Analysis (Marxist Analysis)
- The Policy Process
- Policy as a Process
- Steps in the Policy Process
- Maps of the Policy Process
- Map of Alternative Models of Policy-making Process
- The Issue/Policy Life Cycle

UNIT-2: POLICY FORMULATION PROCESS: THE PROCESS, STRUCTURE AND CONTEXT OF POLICY-MAKING

- Policy Formulation Process:
- The Process, Structure and Context of Policy-making
- The Nature of Policy Formulation
- Approaches to Issue Definition
- Who says there is a Problem?
- Is the Problem Treatable by Government?
- Is there Agreement on the Problem?
- Policy Frames
- Levels of Aggregation
- Types of Issues
- Universal
- Advocacy
- Selective
- Technical
- Other Crosscutting Methods of Issue Definition
- Commissions and Task Forces
- Colored Papers
- Eightfold Path to Policy-making
- Issue Search, Agenda Setting, and Issue Filtration
- Issue Search
- Agenda Setting
- Issue Filtration
- Issue Definition
- Issue Definition
- Forecasting and Projecting Outcomes
- Setting Objectives and Priorities
- Objectives
- Prioritizing Objectives
- Policy Option Analysis and Selection
- Policy Implementation, Monitoring, and Control
- Policy Evaluation and Review
- Intendance, Succession, or Termination

UNIT-3: INFORMATION AND POLICY ANALYSIS

- Information and Policy Analysis

- The Need for Simple Methods of Policy Analysis and Planning
- The Use of Models
- Limitations of Ideal Type Models of Rational Policy-making
- Limitations of Descriptive Models
- Limitations of Incrementalism
- The Case For and Against More Active Issue Search
- Need to Anticipate Problems and Opportunities
- Need to Rectify Unequal Access to Policy Agenda
- Problem of Analytical Overload
- Problem of Political Overload
- Locating Relevant Sources
- Hellriegel and Slocum's Four Modes of Scanning
- Undirected Viewing
- Conditioned Viewing
- Informal Search
- Formal Search
- Information Needs
- Changes in Clientele
- New Problems
- New Solutions
- Methods of Active Issue Search
- Literature Review
- Informal Sources
- Administrative Sources
- Demographic Analysis
- Social Indicators and Social Data
- Forecasting Models (Delphi Technique and Brainstorming)
- Evaluation of Existing Policies
- Gaining Access to the Policy Agenda and Engaging Assistance
- Arnstein's Ladder of Citizen Participation
- Policy Communities and Networks
- Interest Groups
- Institutional Groups
- Issue-oriented Groups
- Special Interest Groups versus Public Interest Groups
- Advisory Councils and Think Tanks (Policy Institutes)
- Acquiring and Using Leverage
- Role of Interest Groups
- Communication
- Legitimation
- Regulation and Administration
- Recognition of Interest Group by Public Officials
- Expertise and Experience
- Size of Clientele
- Political Clout

- Protecting Credibility
- The Media
- Freedom of Information
- Ministerial Responsibility and Political Neutrality
- Exemptions
- The Review Process
- Whistle Blowing

UNIT-4: POLICY ANALYSIS: THEORIES 1

- Policy Analysis: Theories 1
- The Need for Better Theories
- Simplifying a Complex World
- Theories and Conceptual Frameworks
- The Stages Approach
- Stages Approach Overview
- Strengths and Weaknesses of Stages Theory
- Search for Better Theories
- The Institutional Rational Choice (IRC) Approach
- IRC: Institutional Analysis and Development (IAD) Framework Overview
- Concepts and Challenges
- Action Arenas
- Action Situations
- Actors
- Additional Factors Affecting the Action Arena
- Linking Action Arenas
- Predicting Outcomes
- Evaluating Outcomes
- Ambiguity, Time, and the Multiple Streams Approach
- Multiple Streams Approach Overview
- Ambiguity
- Temporal Ordering
- Kingdon's Three Streams
- Assessment of Multiple Streams Approach in Practice
- Limitations of the Multiple Streams Approach

UNIT-5: POLICY ANALYSIS: THEORIES 1

- Policy Analysis Theories 2
- The Punctuated Equilibrium Theory
- Punctuated Equilibrium (PE) Framework Overview
- Agenda Setting
- Institutional Structures
- The Role of Images
- Centrality of Decision Making
- Strengths and Weaknesses of Punctuated Equilibrium Theory
- The Advocacy Coalition Framework (ACF)

- Advocacy Coalition Framework Overview
- Premises of ACF
- Overview of the ACF Structure
- Stable Variables
- Dynamic Variables
- Policy Subsystems
- Belief Systems
- Degree of Consensus
- Learning and Policy Change
- Assessment of the ACF in Practice
- The Innovation and Diffusion Models
- Innovation and Diffusion Models Overview
- Diffusion Models
- Types of Diffusion Models
- Internal Determinants (Innovation) Models
- Dependent Variables
- Hypotheses
- A Comparison of Frameworks, Theories and Models of Policy Processes
- Frameworks
- Type of Actors
- Variable Development
- Units of Analysis
- Levels of Analysis
- Scope
- Theories and Models
- Model of Individual
- Collective Action
- Institutions
- Policy Changes

UNIT– 6: INSTRUMENTS OF GOVERNMENT POLICY

- Instruments of Government Policy
- The Role of Legislatures
- Legislatures
- Representation
- Law making
- Oversight
- Other Functions
- Causes of Variations in Legislatures
- Public Policy Typologies
- Substantive or Procedural Policies
- Distributive, Regulatory, Self-Regulatory or Redistributive Policies
- Material or Symbolic Policies
- Collective or Private Goods
- Public Policy Instruments
- Selection of Policy Instruments
- Coercion Theory
- Neo-Marxist Theory

- Public Choice Theory
- Types of Policy Instruments
- Suasion
- Direct Expenditure
- Taxation
- Regulation
- Public Ownership

UNIT-7: GLOBALISATION AND POLICY-MAKING

- Globalization and Policy-making
- What is Globalisation?
- Dimensions of Globalisation
- Ecological Constraints
- Globalisation of Culture
- Globalisation of Communication
- Economic Globalisation
- Political Globalisation
- Resistance to Globalisation
- Organisational Overviews and Development Approaches
- The United Nations (UN)
- The General Assembly
- The Security Council
- The Economic and Social Council
- The Trusteeship Council
- The Secretariat
- The International Court of Justice
- Other Specialised Agencies
- Development Assistance
- Vignette: The United Nations
- The International Monetary Fund (IMF)
- Main Responsibilities
- Resources
- Vignette: The International Monetary Fund
- The World Bank (WB)
- The International Development Association (IDA)
- The International Bank for Reconstruction and Development (IBRD)
- The International Finance Corporation (IFC)
- The Multilateral Investment Guarantee Agency (MIGA)
- The International Centre for Settlement of Investment Disputes (ICSID)
- The Heavily Indebted Poor Countries (HIPC) Initiative
- Vignette: The World Bank in Chile
- The Asian Development Bank (ADB)
- Vignette: The Asian Development Bank in Pakistan
- 5 Non-Governmental Organisations (NGOs)

UNIT- 8: POLICY IMPLEMENTATION, ANALYSIS AND EVALUATION

- Policy Implementation, analysis and Evaluation

- Implementation Strategies
- Structural Approaches
- Procedural and Managerial Approaches
- Behavioural Approaches
- Political Approaches 5
- Monitoring
- Need for Monitoring
- Need for Information
- Separation of Program Effects from Other Influences
- Costs of Monitoring
- Performance Measurement
- Legislating Performance Measurement
- Performance Measurement in Practice
- Program Evaluation
- Who Conducts Evaluations
- Internal (Operating Staff)
- Internal (Specialised Evaluation Staff)
- External (Commissioned by Delivery Organisation)
- External (Commissioned by Funding or Legislative Bodies)
- Types of Evaluations
- Needs Assessment
- Formative Evaluation
- Summative Evaluation
- Implementation Studies
- Outcome Studies
- Accountability Studies
- Evaluation Methods
- Experimental Method
- Pre-Post Studies
- Modeling
- Sources of Data in Evaluation Research
- Program Records
- Program Participants
- Program Staff
- Evaluator Observations
- Community Indexes
- Change and Continuity in Policy Execution
- Use of Evaluation Results for Decision Making
- Program Succession and Termination
- Types of Succession and Termination

Note:

All the Problems, Learning activities Exercises, and questions given in your course books or in Supplementary material are parts of your course.

