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# Вступ до PAR.IS

## OECD/SIGMA

Київ, 30 листопада 2017 р

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# PAR.IS – The agenda

- What is it?
- Assessment process
- In the system
  - Access, user credentials, login
  - Data collection sheet (DCS)

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# PAR.IS – What is it?

**PAR.IS** = **P**ublic **A**dministration **R**eform **I**nformation **S**ystem

Web application

- Online forms
- Granular user rights (roles) management
- Database
- Library = Document management
- Customizable analysis/reporting

On the web at: <https://par.is.sigmaweb.org/>



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# PAR.IS – What is it?

Tailor made software

Working system, ongoing development

Goals: To enable SIGMA to

- gather/store
- organise
- determine/calculate points and values
- analyse and use

the data and collected over time



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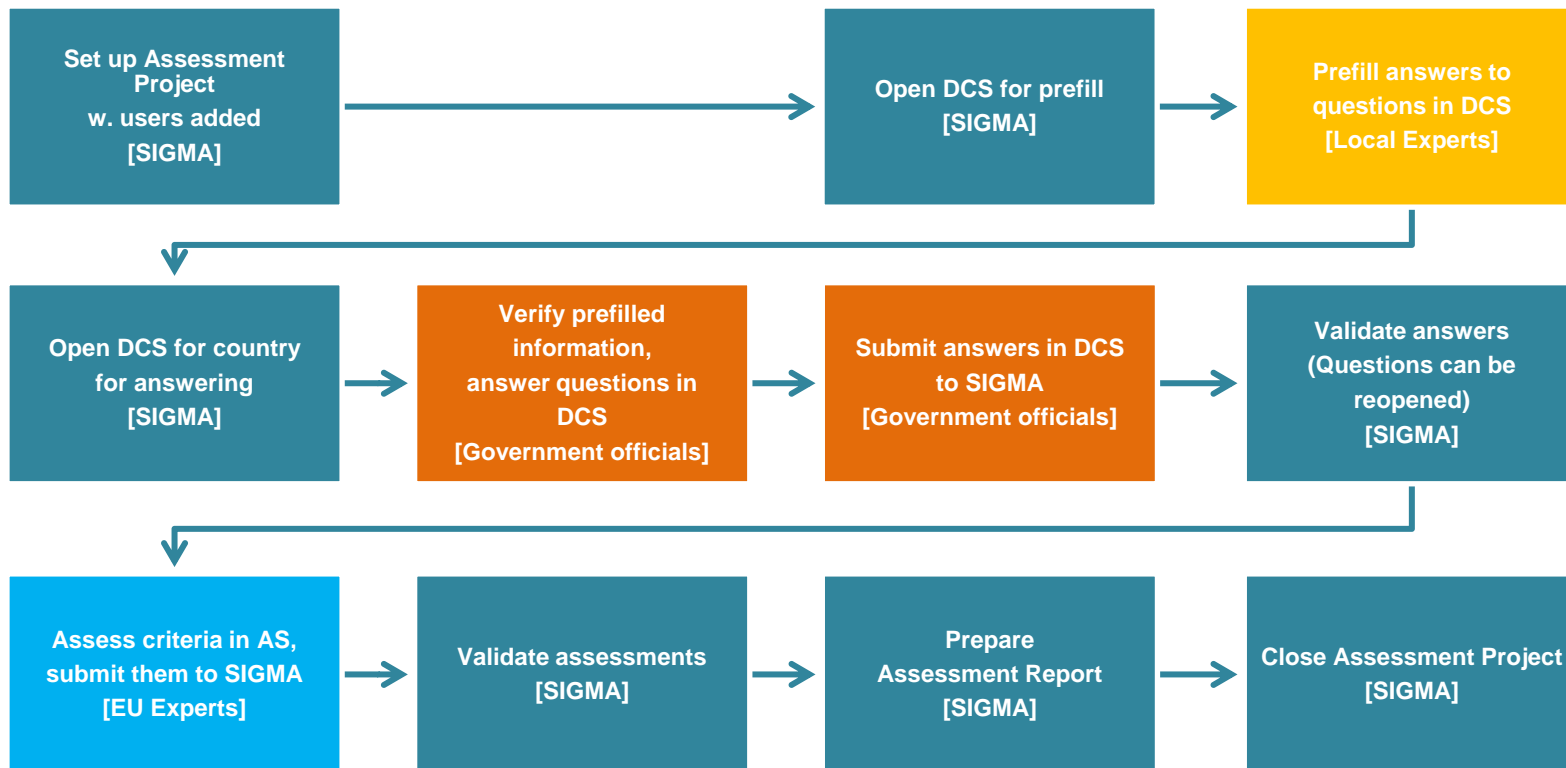




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# PAR.IS – Assessment process



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# PAR.IS – Assessment process

	Main steps	PAR.IS tools	Stakeholders
Indicator framework	1. Collect data from country	Questions in <b>Data collection sheet (DCS)</b>	Local Experts Gov. Officials SIGMA
. Areas .. Principles	2. Assess the information collected	Criteria in <b>assessment sheet (AS)</b>	EU Experts SIGMA
... Indicators .... Sub-indicators	3. Establish Indicator values based on criteria	Automatic functionality in PAR.IS	[SIGMA]
..... Criteria	4. Prepare Assessment Report	—	SIGMA



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# PAR.IS – Assessment process

Providing data and documents is important, as not having the data and information means lower Indicator values. SIGMA is making the analysis based on evidence and, particularly for Indicators, we need the actual evidence in order to give a positive assessment.



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# PAR.IS – In the system

Access, user credentials, login

Access:

<https://par.is.sigmaweb.org/>

Supported browsers: Chrome, Firefox, Internet Explorer

Login:

- Username = email address (in all lowercase letters)
- Password (specified by user)

Before first login: account activation via automatic message



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# PAR.IS – In the system

Access, user credentials, login

## Account activation: Set password



### Account activation: set password

Please choose a password for your account.

Your password has to meet the following criteria:

- Your password has to be at least 15 characters long.
- You have to use at least one upper case letter.
- You have to use at least one lower case letter.
- You have to use at least one number.

Enter your password

Confirm your password

Save

Only you know your password!

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# PAR.IS – In the system

Access, user credentials, login

Reset password



## Reset your password

Enter the e-mail address you used to register.

E-mail

I'm not a robot



reCAPTCHA  
Privacy - Terms

Reset password

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# PAR.IS – In the system

Access, user credentials, login

Login (sign in)



Sign in

Username

Password

[Reset password](#)



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# PAR.IS – In the system

Data collection sheet (DCS)

After login

**SIGMA**  
Creating Change Together

**OECD**  
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Data collection sheets

Welcome to PAR.IS!

Please select a functionality from the top menu bar.

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# PAR.IS – In the system

Data collection sheet (DCS)

## Selecting your DCS

Data collection sheets

Active

Assessment project name	Country	Validity period	Areas
Ukraine_2018	Ukraine	01.11.2017 - 30.12.2018	<ul style="list-style-type: none"><li>1. Strategic Framework of Public Administration Reform</li><li>2. Policy Development and Co-ordination</li><li>3. Public Service and Human Resource Management</li><li>4. Accountability</li><li>5. Service Delivery</li><li>6. Public Financial Management</li></ul>

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# PAR.IS – In the system

## Data collection sheet (DCS)

### Questions – Global

Data collection sheet | Ukraine\_2018 | Ukraine

Send questions to colleague

Profile Open for prefill (888)

All statuses Filter

Search

Expand all Collapse all

[G] Global questions

- ▶ [A] 1. Strategic Framework of Public Administration Refo...
- ▶ [A] 2. Policy Development and Co-ordination
- ▶ [A] 3. Public Service and Human Resource Management
- ▶ [A] 4. Accountability
- ▶ [A] 5. Service Delivery
- ▶ [A] 6. Public Financial Management

Question nr: 1 Open for prefill

Please upload the most recent version of the Constitution for your country.

Attachments

Browse Drop file here

\* attachment required

Add explanation

In order to see the questions under a **Principle**, you need to click on the Principle in the DCS's left-hand navigation tree. Clicking on an **Area** will show those questions only that do not belong to any particular Principle, but to the Area as a whole. Selecting **Global** questions will show those questions that do not belong to any particular Area, but rather are important to all of them.



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# PAR.IS – In the system

## Data collection sheet (DCS)

### Questions – Principles

Data collection sheet | Ukraine\_2018 | Ukraine

Send questions to colleague

Profile Open for prefill (886)

---

All statuses Filter

Search

Expand all Collapse all

[G] Global questions

- ▶ [A] 1. Strategic Framework of Public Administration Reform
  - [P] 1.1. The government has developed and enacted an e...**
  - [P] 1.2. Public administration reform is purposefully impl...
  - [P] 1.3. Financial sustainability of public administration r...
  - [P] 1.4. Public administration reform has robust and func...
- ▶ [A] 2. Policy Development and Co-ordination
- ▶ [A] 3. Public Service and Human Resource Management
- ▶ [A] 4. Accountability
- ▶ [A] 5. Service Delivery
- ▶ [A] 6. Public Financial Management

Question nr: 1 Open for prefill

Please provide government planning documents (strategies, action plans) for public administration reform (PAR) covering any of the following areas 1) policy development and co-ordination; 2) public service and human resource management; 3) accountability; 4) service delivery; and 5) public financial management, including public procurement.

If these documents have any separate annexes or financial estimations in any separate documents please provide these as well.

Add explanation Add attachment

Question nr: 2 Open for prefill

Were any public consultations or consultations involving national non-governmental stakeholders (e.g. civil society organisations, business associations, unions of municipalities, trade unions) carried out when developing or amending PAR planning documents in the latest full calendar year?

Yes

No

Add explanation Add attachment



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# PAR.IS – In the system

Data collection sheet (DCS)

## Question (answer) types

- Text answer
- Radio buttons – typically Yes/No options (only one option allowed)
- Checkboxes – list of items to check (with more than one option allowed)
- Number as an answer
- Table (Matrix) to fill
- Group of questions, question + sub-question structure, conditional (skip logic) question
- You can (or are required to) upload attachments, add explanations



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# PAR.IS – In the system

Data collection sheet (DCS)

## Question (answer) statuses

- Open for prefill – Opened by SIGMA (light yellow) (seen by SIGMA + Local Expert only)
- Prefilled – Prefilled by Local Expert (light blue) (seen by SIGMA + Local Expert only, till SIGMA opens for answering)
- Open for answering – Opened by SIGMA (yellow)
- Answered (Draft) – Answered by Government Official or colleague (blue)
- Answered (Submitted) – Submitted by Government Official to SIGMA (light green)
- Answered (Validated) – Validated by SIGMA (green)

Celebrating

25  
years

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# PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) types: Text, Radio buttons



Question nr: 1 Open for answering

Please provide the latest annual progress reports and similar monitoring reports for central PAR strategies.

Question nr: 2 Open for answering

Are PAR progress reports published online?

Yes

No

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# PAR.IS – In the system

Data collection sheet (DCS)

## Question (answer) types: Checkboxes

Question nr. 2 Open for answering

Please mark which of the following institutions that have implemented and are currently using a quality management framework, tool or technique (regardless of whether a central framework exists or not). The following tools and techniques for quality management and quality assurance are accepted: EFQM, CAF, ISO 9001, or equivalent other quality management tool (e.g. national quality management framework).

- Ministry responsible for healthcare
- Ministry responsible for education
- Ministry responsible for justice
- Ministry responsible for interior affairs
- Ministry responsible for economy
- National tax administration
- National statistical office
- National telecommunications regulator
- Other institution in case one of the above does not exist

Provide evidence on implementation in each of the institutions selected, e.g. upload of a common report, upload of individual reports.



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# PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) types: Number



Question nr. 7 Open for answering

How many staff is working in the unit co-ordinating PAR?

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# PAR.IS – In the system

## Data collection sheet (DCS)

Question (answer) types: Table (Matrix)



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Question nr: 1 Open for answering

Which institution(s) and which unit(s) is/are assigned for fulfilling the eight centre of the government functions listed below? How many officials are planned to be working in each unit according to the systematisation and how many officials are working in each unit as of the end of the latest full calendar year?

	Assigned organisation(s)	Assigned unit(s)	Number of planned staff as of the end of the latest full calendar year	Number of actual staff as of the end of the latest full calendar year
a. Co-ordination of preparation of the Government sessions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Ensure legal conformity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Co-ordination of preparation and approval of the Government's strategic priorities and work programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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# PAR.IS – In the system

Data collection sheet (DCS)

## Question (answer) types: Group

Question nr: 5 Please provide the link to the most updated versions of the guidelines on the following topics. The document has to be adopted/approved by the government or a centre of government body. If the document is not available online, please upload the document. (If the following are in one document, there is no need to upload it more than once).

Open for answering

On drafting legal acts.

Add explanation

Add attachment

Open for answering

On preparing the annual work plan of the government.

Add explanation

Add attachment

Open for answering

On developing policy proposals (except sector strategies) - e.g. guidelines or regulations on impact assessment, preparation of explanatory memorandums etc.

Add explanation

Add attachment



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# PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) types: Conditional (skip logic) question

Question nr. 2 Open for answering

Are PAR progress reports published online?

Yes

No



Question nr. 2 Open for answering

Are PAR progress reports published online?

Yes

No

Please provide the link (URL) to the website.



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# PAR.IS – In the system

## Data collection sheet (DCS)

### Answer a question

No **Save** button! Click into the next question or outside the question area to save!

Question nr: 2 Open for answering

Are PAR progress reports published online?

Yes  
 No

Please provide the link (URL) to the website.


Question nr: 2 Draft

Draft by: Par-is-system Training (par.is.system.training@gmail.com) - 29.01.2017 11:08

Are PAR progress reports published online?

Yes  
 No

Please provide the link (URL) to the website.


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# PAR.IS – In the system

Data collection sheet (DCS)

Answer a question – Upload attachment – 1.

Use the **Browse** button to select your file! Don't use Drag-and-drop!

The names of files that you upload must be unique (no identical filenames allowed)!

Question nr: 1 Open for answering

Please provide the latest annual progress reports and similar monitoring reports for central PAR strategies.



Question nr: 1 Open for answering

Please provide the latest annual progress reports and similar monitoring reports for central PAR strategies.

**Attachments**

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# PAR.IS – In the system

## Data collection sheet (DCS)

Answer a question – Upload attachment – 2.

No **Upload** button! Click into the next question or outside the question area to upload!

Question nr: 1 Open for answering

Please provide the latest annual progress reports and similar monitoring reports for central PAR strategies.

Attachments

Name	Comment	Status	Actions
<input type="text" value="empty.txt"/>	<input type="text"/>	In queue	<input type="button" value="Cancel"/>

Drop file here



Question nr: 1 Draft

Draft by: Zoltan Mikolas (zoltan.mikolas@oecd.org) - 12.11.2017 16:27

Please provide the latest annual progress reports and similar monitoring reports for central PAR strategies.

Attachments

Name	Comment	Status	Actions
<input type="text" value="empty.txt"/>	<input type="text"/>	Uploaded	<input type="button" value="Delete"/>

Drop file here



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# PAR.IS – In the system

## Data collection sheet (DCS)

Send question(s) to colleague(s) for answering

Your colleague(s) will become anonymous (non-registered) users, and will see those question(s) only to which you send the link to them.

There is no **Save** button for them, either. They also need to click away from the question to save their answer. You will see their answer in the system.

Send questions to colleague

Open for answering (824)

Question nr: 1

Open for answering

Please upload any IPA programming and reporting documents (including Sector Budget Support) relevant to PAR which cover the latest full calendar year and the current calendar year.

Add explanation

Add attachment



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# PAR.IS – In the system

## Data collection sheet (DCS)

Send question(s) to colleague(s) for answering

Sub-questions cannot be selected without their parent!



Send questions to colleague

Search Expand all Collapse all

- [A] 1. Strategic Framework of Public Administration Reform
  - [P] 1.1. The government has developed and enacted an effective public administration reform agenda w...
    - [Q] Please provide government planning documents (strategies, action plans) for public administratio...
    - [Q] If these documents have any separate annexes or financial estimations in any separate documents ...
    - [Q] Were any public consultations or consultations involving national non-governmental stakeholders ...
    - [Q] Please upload evidence on involvement of non-governmental stakeholders (e.g. public consultation...
    - [Q] Please upload information about any public consultation last (prior to 2016) carried out before ...
  - [P] 1.2. Public administration reform is purposefully implemented; reform outcome targets are set an...
    - [Q] Please provide the latest annual progress reports and similar monitoring reports for central PAR...
    - [Q] Are PAR progress reports published online?
    - [Q] Please provide the link (URL) to the website.
    - [Q] Were any evaluations carried out on PAR strategies or plans in 2016 or later?
    - [Q] Please specify (a) the type of evaluation (e.g. mid-term or final), (b) the time period, (c) wha...
    - [Q] Please provide the statute (or systematisations) of the government institution leading or co-ord...
    - [Q] Please provide the organisational chart/structure of the government institution leading or co-or...
    - [Q] Please provide any other regulation (decree, decision etc.) governing the co-ordination, monitor...
    - [Q] How many staff is working in the unit co-ordinating PAR?

Close Next



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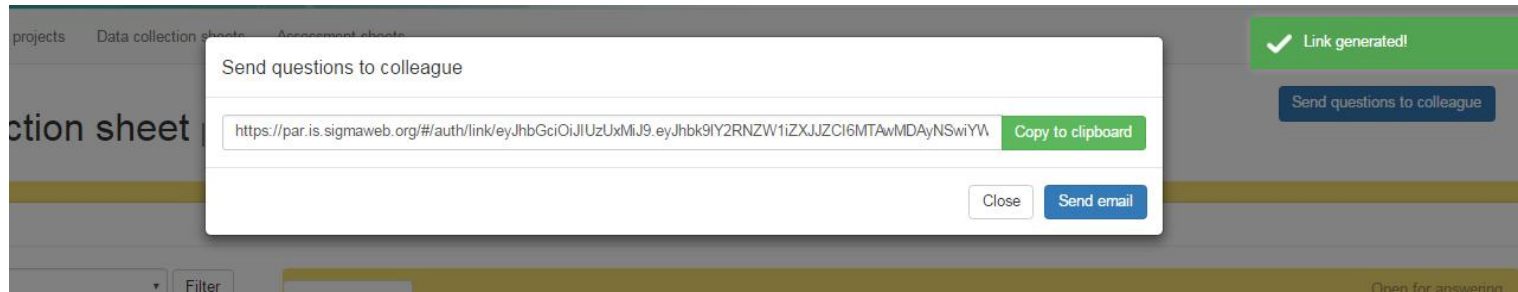
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# PAR.IS – In the system

## Data collection sheet (DCS)

Send question(s) to colleague(s) for answering





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# PAR.IS – In the system

## Data collection sheet (DCS)

### Submit your answer to SIGMA

Question nr: 1 Draft

Draft by: Zoltan Mikolas (zoltan.mikolas@oecd.org) - 12.11.2017 16:27

Please provide the latest annual progress reports and similar monitoring reports for central PAR strategies.

Attachments

Name	Comment	Status	Actions
empty.txt		Uploaded	Delete

Browse

Drop file here

Add explanation Clear answer **Submit to SIGMA**



Question nr: 1 Submitted

Draft by: Zoltan Mikolas (zoltan.mikolas@oecd.org) - 12.11.2017 16:45

Submitted by: Zoltan Mikolas (zoltan.mikolas@oecd.org) - 12.11.2017 16:45

Please provide the latest annual progress reports and similar monitoring reports for central PAR strategies.

Here goes the report

Attachments

Name	Comment	Status
empty.txt		Uploaded

When you are happy with an answer, you need to **submit** it to SIGMA.

You **cannot edit** a submitted answer. If you want to change it, ask your Country Coordinator to reopen the question for you.



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# PAR.IS

## Дякую!

## У вас є питання?

Technical issues / questions?  
Write to [zoltan.mikolas@oecd.org](mailto:zoltan.mikolas@oecd.org)



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# PAR.IS – Hands on session

<https://par.is.sigmaweb.org/>



Test account (for this session only):

- Username: **government\_official@test.ee**
- Password: **government\_official@test.ee**

DCS to be used (for this session only):

**Experiment**

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