

## **ORGANISED IN COLLABORATION WITH CIVIL SERVICE INSTITUTE**

### **1. Dates proposed**

16<sup>th</sup> and 18<sup>th</sup> November 2017.

### **2. About the workshop**

The Legislative Drafting Workshop is the first of its kind organised by the Legislation and Research Division in collaboration with the Civil Service Institute. The workshop is held at the request of the public servants who are keen to learn and understand why and how legislation is drafted and interpreted.

A legislative drafter incorporates policy ideas into legislative form. It is also the responsibility of a legislative drafter to ensure the law is fair, workable, cost-effective and accessible as possible. The Legislative Drafting Workshop aims –

- to educate public officers on how to read, understand and apply the provisions of the law and to give clear and effective drafting instructions;
- to familiarise the officers with powers under their respective laws and limits of the laws.

### **3. What the workshop will cover**

The workshop will involve classroom sessions in which you will undertake both individual and group work. There will also be opportunities for discussion and evaluation and drafting exercise. The workshop also includes a survey on the legislation online available on the agc website and your feedback and comments.

### **4. Learning outcome**

By the end of the workshop, the participants would be able to –

- understand how legislation is drafted and interpreted
- understand key issues in common legislative proposals (licensing regimes)

- read the law effectively
- understand and apply the law in their day to day function
- give clear and effective drafting instructions
- perform their duties as public officers effectively
- exercise their powers of enforcement effectively
- promote the confidence and trust of the public

## **5. Contents**

- Licensing regimes
- Enforcement
- Fees
- Exemption
- Commencement provisions
- Savings and Transitional provisions
- Amendments
- Penal provisions
- Notifications
- Legislative Language
- Accessibility of the laws

## **6. Duration**

2 days

## **7. Target participants**

Middle Management Government Officers (B2 and above) who are dealing with matters involving policy decision, law making and enforcement.

## **8. Language**

English

## **9. Programme**

As attached.