

APPENDIX 4

Sample report outline

Foreword (written by the head of the administrative agency, mayor, head of municipality or similar functions)

Executive summary

1. Introduction and overview

2. Results of the self-assessment and overall analysis

3. Review of selected principles of the rule of law, challenges and strengths

4. Conclusions, recommendations and follow-up actions

Appendix (additional charts, graphs and tables)

Executive summary

The executive summary describes the main findings and outlines the main policy recommendations regarding the rule of law for the area being assessed—for instance, housing, social protection, informal squatters, civic registration—in each context.

Introduction and overview

It is not necessary to provide a detailed description of the data collection methods used. Instead, this section should describe the way in which the surveys have been used, any problems related to data cleaning and possible biases, and overall delimitations and risks.

The introduction should include a short discussion on how and why the process was initiated, and a background description of the administrative agency or agencies. It should also clearly state the aim of the assessment, and support, commitments and endorsements from departments or ministerial authorities should be particularly emphasized.

The introduction should include a brief history of public administration in the country, past and ongoing reform initiatives in the public sector, and the current state of public administration. The background should also contain information and narratives specifically relevant to the participating administrative agency.

Results of the self-assessment and overall analysis

The narrative should outline the cumulative analysis of challenges relating to the rule of law for the administrative agency or agencies. This should use an easy-to-understand text and format. It requires that the independent expert, the participating agency and the agency coordinator assess the responses from the formal mapping, the agency staff survey and the target group survey.

Review of selected principles of the rule of law, challenges and strengths

After the overall analysis, in which the rule of law as a whole for the administrative agency or agencies is described, the report should cover the individual principles. Not all the principles need to be described, and the independent expert, together with the administrative agency and the agency coordinator, should identify those areas where there are specific challenges, opportunities or disagreements between the agency, affected communities or the formal mapping survey.

Conclusions, recommendations and follow-up actions

This section can also outline recommendations for implementation, or the next phase if developing a potential project.