



# Management Card for Policy Quality

Check Point	Specific Contents
<p><b>1. Necessity of Policy</b></p> <p><b>1.1 Current Situation</b></p> <ul style="list-style-type: none"> <li>○ Status and Realities of Policy Issue?</li> </ul> <p><b>1.2 Problems</b></p> <ul style="list-style-type: none"> <li>○ What Problems?</li>   <li>○ Causes of Problems?</li>   <li>○ Needs from the Outside? (Who, What, Why, How?)</li>   <li>○ Time to take care of?(urgency) ※Check Necessity of Government Intervention</li> </ul> <p><b>1.3 Past Experience</b></p> <ul style="list-style-type: none"> <li>○ What governments have done so far?</li> </ul> <p><b>1.4 Similar Cases and References inside and outside of the country</b></p> <ul style="list-style-type: none"> <li>○ Are there similar cases?</li>   <li>○ Statistics and Data Analysis Related?</li> </ul>	

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<p><b>2. Policy Making</b></p> <p><b>2.1 Policy Goals</b></p> <ul style="list-style-type: none"> <li>○ What should do?</li>   <li>○ Short- and Long-Term Objectives?</li> </ul> <p><b>2.2 Planning</b></p> <ul style="list-style-type: none"> <li>○ Contents (the subject, contents, policy periods, the objective, methods, and so on)</li>   <li>○ Resources Necessary</li> </ul> <p><b>2.3 Feasibility Study on the Policy</b></p> <ul style="list-style-type: none"> <li>○ Effectiveness</li> <li>○ Social Equity</li>   <li>○ Citizens' Support</li>   <li>○ Side Effects Unexpected and Preparedness Against Side Effects</li> </ul> <p><b>2.4 Consultation with Other Institutions Related</b></p> <ul style="list-style-type: none"> <li>○ What Institutions? (Ministries Related, Political Parties, Stakeholders, Civil Organizations,</li> </ul>	

<p>Experts, Etc.)</p> <ul style="list-style-type: none"> <li>○ Consultation Procedure and Coordination? (Meetings, Consultation with the Ruling Party, Etc.)</li> <li>- Possibilities of Happening Problems in the Future?</li> <li>- Objections Expected, Demands, and Alternatives toward Them?</li> </ul> <p><b>2.5 Conflict Management, Assessment of Policy Impact</b></p> <ul style="list-style-type: none"> <li>○ Conflict Management</li> <li>- Major Needs by Stakeholders and Groups?</li> <li>- Degree of Conflict and Viewpoints of Experts and Citizens?</li> <li>- Managing Conflict based on its Type?</li> </ul> <ul style="list-style-type: none"> <li>○ Impact Assessment in terms of Regulation, Environment, Corruption, Environment, Gender, Etc.</li> </ul>	
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<p><b>3.1 PR: Subject and Object</b></p> <ul style="list-style-type: none"> <li>○ Who?</li> <li>○ To Whom?</li> </ul> <p><b>3.2 Contents of PR</b></p> <ul style="list-style-type: none"> <li>○ Core Messages?</li> </ul> <p><b>3.3 Methods of PR</b></p> <ul style="list-style-type: none"> <li>○ PR Medium (briefing/informal discussion/newspaper /broadcasting/Internet /PCRM Etc.)?</li> <li>○ PR point of time and periods?</li> <li>○ PR Cost?</li> <li>○ Measure PR effects and influence?</li> </ul> <p><b>3.4 Objection Expected and Alternative toward It</b></p> <p><b>3.5 Alternatives toward Public Opinions</b></p> <ul style="list-style-type: none"> <li>○ Viewpoints of the Press?</li> <li>○ Public Opinion?</li> <li>○ Alternatives (Responding False Reports/Accepting Constructive Critiques/Changing PR Strategy, Etc.)?</li> </ul>	

Check Point	Specific Contents
<p><b>4.1 Monitoring</b></p> <ul style="list-style-type: none"> <li>○ Comparing Policy Implementation with the Plan</li>   <li>○ Security and Input of Necessary Resources?</li>   <li>○ Cooperation with Ministries Related?</li> </ul> <p><b>4.2 Alternatives when Problem Happens</b></p> <ul style="list-style-type: none"> <li>○ Difficulties and Obstacles, Strategies to Overcome Them?</li>   <li>○ Important Change of Situation and Necessity of Policy Change?</li>   <li>○ Strategies to the effects unexpected and reverse effects?</li>   <li>○ PR Strategies Revised or Changed?</li> </ul>	

Check Point	Specific Contents
<p><b>5.1 Plan of Policy</b></p> <p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>○ Subjects of Evaluation(Internal/ External)?</li> <li>○ When Evaluates?</li> <li>○ What to be Evaluated?</li> <li>○ How to Evaluate?</li> <li>-Performance Index/Results/Process Evaluation, Quantitative/ Qualitative Evaluation</li> <li>-Experts, Public Opinions, Etc.</li> </ul> <p><b>5.2 Results of Evaluation</b></p> <ul style="list-style-type: none"> <li>○ Goal Achievement?</li>   <li>○ Good and Bad Things?</li> <li>○ Implication of Policy Evaluation?</li> </ul> <p><b>5.3 Use of Results of Evaluation</b></p> <ul style="list-style-type: none"> <li>○ Strategies to Something Unsatisfied?</li> </ul>	