Profile of the Academic Discipline *State and Municipal Administration (Public Administration)*

State and municipal (**public**) administration as an academic field includes studies of structure, administrative procedures and management processes necessary for formulating and implementing state and municipal policies as well as developing measures to improve those.

The study objects refer to state authorities and municipalities, other state and municipal enterprises, agencies and other public sector organizations as well as interstate organizations and NGOs, including other policies.

The subject of the given academic field refers to administrative systems and procedures, management processes, institutions and relations arising when solutions relating to public administration are being prepared, approved, implemented, and overseen, as well as methodological principles, methods, tools and technologies for public administration.

Learners are expected to study the following topics within the given academic field:

- international, national, regional, local public administration systems;
- organization and implementation of industry and sector policies, strategies, projects, and programmes;
- administrative processes and procedures;
- interactions of public administration subjects relating to their administrative and executive capacities as well as their interaction with civil society;
- informational implications and digital technologies for public administration;
- legal, HR, financial, economic issues relating to public administration and providing it with resources.

Under the given academic discipline the following fields of study are included: "Public Administration", including analysis of structural and staffing issues, administrative aspects of functioning of state bodies, study of public and municipal service; "Public Policy", including analysis of public sector branches, sector programmes and policies; "Public Affairs", including interaction between the state and citizens, and state-civil administration.

The given academic field employs the following project methods based on the principles of verification (use of observations, data, models), falsification (case-study of actual administration processes and situations), and system approach (clear definition of theoretical basis and system-logical procedures that lay the basis for drawing conclusions), as well as methods aimed at delivering results in the form of projects, thereby contributing to the improvement of the public administration practices.

Descriptive (narrative) research works that do not use project methods with respect to the study of structure, administrative procedures and executive processes will not be accepted for the defence.

Fields of Research:

1. **Theory and methods for the study of public administration**

1.1. Leading administrative paradigms and theories of public administration.

1.2. Research methods in public administration.

1.3. History of theories of public administration.

1.4. Comparative analysis of public administration systems.

1.5. Relevance of public administration theory and practice .

1.6. Methodological aspects of quality indexes and indicators development for the purposes of public administration.

1.7. Education and research in public administration.

1.8. The qualitative methods use in empirical analysis, modelling of behavior and interactions of actors in public administration, quantitative analysis of public administration processes.

2. Powers and functions of state and municipal authorities, and services of executive bodies.

2.1. Structure and scope of authority, functions and services of state and municipal authorities.

2.2. Outsourcing in the public administration system.

2.3. Distribution of powers across levels of executive authorities.

2.4. Organization and technologies for provision of services on the part of executive authorities.

3. Planning, programming and performance management

3.1. Strategic planning, theory and practice of its implementation at the supranational, national, regional and local levels of public administration.

3.2. Programme and project approaches in public administration. Government programmes, projects and policies, mechanisms for formation, implementation and evaluation of performance.

3.3. Performance management in the public and municipal sectors of the economy.

3.4. Public administration in the field of national security.

3.5. Efficiency indicators and result-orientedness in the programme and project management system, their use for the purposes of evaluation, budgeting and incentivizing in public administration.

3.6. Methods for evaluating the effectiveness of government programmes, projects, policies.

4. Regulation

4.1. Government regulation, regulatory impact and its assessment.

4.2. Methods for assessing the effects of regulation.

4.3. Technical regulation.

4.4. Licensing and accreditation of the activities.

4.5. Management in the field of monitoring and oversight.

4.6. The role of business associations in the interaction between business and state.

5. Public and municipal service, HR management of public organizations

5.1. Theory and history of public and municipal service, bureaucracy. Comparative cross-country analysis of public service models.

5.2. System of public and municipal service, state and municipal service management.

5.3. Human resource management in public administration: history, human capital assessment. State and municipal service personnel, government organisations personnel.

5.4. Profile and reputation of state and municipal service.

5.5. Service efficiency and overall performance in public administration.

5.6. Effective contract with a public official, motivation in state and municipal service, remuneration.

5.7. Development of human capital in public administration.

5.8. Professional competence of state and municipal officers.

6. Ethical infrastructure of public administration, deontology, anti-corruption

6.1. Position and role of professional ethics in contemporary theories and models of public administration. Deontology.

6.2. Ethical motivation, motivation for public service.

6.3. Ethical public administration infrastructure. Value regulation of behavior of public officers and violation prevention.

6.4. Ethical codes, their specific aspects, differences with legal acts. Comparative cross-country analysis of ethical codes.

6.5. Ethics and corruption.

6.6. Conflict of interest and administrative anti-corruption procedures.

6.7. Leadership for cultivation of professional ethical behavior. Category and value of official reputation.

6.8. Anti-corruption programmes.

6.9. International and foreign anti-corruption practices.

7. Development and implementation of industry policies, management of public sector organizations

7.1. Theories and practice of development, implementation and evaluation of performance programmes and policies in the field of state and municipal government.

7.2. Industry policies - development methods, implementation mechanisms, and assessment tools.

7.3. Public administration in healthcare, education, culture, science, etc.

7.4. Management of social insurance systems, including pension insurance, compulsory medical insurance, etc.

7.5. Management of public sector organizations.

7.6. Human resource management for public sector organizations.

7.7. Financial management in industries and organizations of the public sphere.

8. Spatial development, regional and municipal administration

8.1. Spatial development management.

8.2. Sustainable regional development.

8.3. Mechanisms for interregional (including cross-border) cooperation.

8.4. Local government and municipal government. Goals and objectives, mechanisms, procedures, efficiency.

8.5. City development management.

8.6. Infrastructural development of regions and cities.

8.7. Housing and public utilities management.

9. State property management, government procurement, public private partnership.

9.1. Management of state and municipal property.

9.2. Organization and management of procurement in the public sector.

9.3. Public private partnership models, organization and performance evaluation of public private partnership projects, role of the government in their implementation.

10. Interaction between state and NGOs and civil society

10.1. Interaction between state and civil society in various administrative paradigms and theories of public administration.

10.2. Co-production and public participation mechanisms.

10.3. Non-profit partnerships with NGOs. Forms and methods of government support for non-profit organizations; socially oriented NGOs.

10.4. State support for charity, philanthropy and sponsorship.

10.5. Openness and transparency of public administration, their enhancement.

10.6. Open government – goals and objectives, functioning, performance evaluation. Mechanisms for expert representation.

10.7. Civil participation in the public administration system – forms and methods.

10.8. Information structure behind interactions between state and civil society.

10.9. Cultural and regional special features that define administrative mechanisms, traditions and ways of interaction between state and civil society.

11. Information technology in public administration

11.1. Public administration in the information society.

11.2. E-government and areas for its development, e-government services maturity assessment.

11.3. Electronic services, current trends in electronic services improvement.

11.4. Big data, its application for the purposes of decision-making within public administration system.

11.5. Platform solutions, their administrative and managerial charge and implementation practice.

11.6. Electronic document and document flow.

12. Financial management in public administration

12.1. Financial management and administration in public finance.

12.2. Methods for results-oriented budgeting.

12.3. Financial administration in public sector organizations.

12.4. Public administration issues arising in the course of inter-budgetary relations.