SYSTEM OF PUBLIC MANAGEMENT AND MUNICIPAL ADMINISTRATION:
A COMPARATIVE ANALYSIS

The course program developed by Tigran Zanko, 2014

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The course “System of Public Management and Municipal Administration: a comparative analysis” is elaborated in accordance with the MGIMO Educational Standard for the Bachelor’s Program in International Affairs (program track “Government and International Affairs”).

Author                                            Tigran Zanko, PhD
Director of the MGIMO library                       Marina Reshetnikova
The program is approved by Department of Public Administration and Law on

Head of Department                                 Prof. V.I. Dobrosotskiy, PhD
PART I:
LECTURER INFORMATION, COURSE DESCRIPTION
AND TEACHING METHODS

1.1 General information

- Full course title: Public management and municipal administration: a comparative analysis
- Type of course: Compulsory
- Level of course B.A.
- Year of study: 2\textsuperscript{nd}
- Number of ECTS credits allocated: 2
- Name of lecturer(s) and office hours:
  
  Tigran Zanko, PhD  
  Lecturer, Department of Public Administration and Law  
  Office hours: Thursday 1PM-4PM, office 3173  
  E-mail: tigranzanko@gmail.com

1.2 Course aims and learning outcomes

The course is aimed at studying various models and approaches to public and municipal administration around the world with emphasis on the study of legal aspects. Students should develop their analytical skills, the ability to use modern methods of comparative analysis. Through the prism of a comparative analysis students will be able to learn the peculiarities of the public administration in the Russian Federation, deepen their knowledge of the theory of state and law, theory of governance.

Learning outcomes:
By the end of this course students should be able to:

- carry out comparative analysis in the sphere of public and municipal administration;
- understand the essence and conceptual framework of public and municipal administration;
- use acquired knowledge to evaluate modern bureaucracies;
• analyze how political, legal, social and economic environment influences governmental structures;
• search, process and analyze information necessary to substantiate tendencies of governmental and municipal structures development;
• put into practice key techniques and structures learned during the course.

1.3 Course requirements and grading plan

Course requirements
Students are supposed to attend not less than 90% of classes and be prepared for class discussions. Conscientious reading of the assigned materials is compulsory. Students will also be required to submit assignments, given to them at classes or as their homework, within deadlines defined by the lecturer.

Grading plan

• Class participation – 20 %
  Students are expected to attend all the lectures, seminars and participate in class discussions; since the course is highly interactive, it is essential that students attend the seminars having read the materials for that day’s class.]

• In-class tests – 20 %
  Students will write three tests during the semester. Dates of test classes are defined by the lecturer and communicated to the students at the first class of the respective course.

• In-class issue presentation – 10 %
  Such a presentation (up to 15 minutes) is performed by each student at least once in the term. The presentation will be based on the week’s additional readings. The presenter should supply a brief summary of the argument but offer a critical interpretation of the reading by drawing out the key ideas of the text, linking them with others already covered, and registering agreements and disagreements. The
presenter should also attempt to consider how the given argument could be framed differently. A few critical questions should further be offered for the class to discuss collectively. The presenter will be given a short written feedback after the presentation, including the grade, which can be followed up by consultation during office hours.]

- Oral pass-fail exam – 50% (in class).
PART 2. COURSE CONTENT

2.1. COURSE CONTENT AND READINGS BY TOPIC

<table>
<thead>
<tr>
<th>Types of work</th>
<th>Academic hours</th>
<th>ECTS credits</th>
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<tbody>
<tr>
<td>Total</td>
<td>108</td>
<td>2</td>
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<tr>
<td>Total for lectures, seminar</td>
<td>36</td>
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<tr>
<td>Lectures</td>
<td>18</td>
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<td>Seminars</td>
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<tr>
<td>Homework</td>
<td>72</td>
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<tr>
<td>Essay</td>
<td>36</td>
<td></td>
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<tr>
<td>Preparation for lectures and seminars</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Course works</td>
<td>3 tests, essay</td>
<td></td>
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</tbody>
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TOPIC 1. INTRODUCTION TO COMPARATIVE PUBLIC AND MUNICIPAL ADMINISTRATION

Lecture 1. Introduction to comparative public and municipal administration

Summary: Essence of public and municipal administration. The objective conditions and subjective factors of public and municipal administration. Comparative public administration: concepts, dimensions of comparison.

Seminar 1. Introduction to comparative public and municipal administration

1. Comparative analysis: essence and major difficulties
2. Influence of the form of state on the process of comparative analysis.
3. Comparative analysis of different legal systems.

Compulsory readings:

  http://web.b.ebscohost.com/ehost/ebookviewer/ebook/ZTAWMHh3d19fNzI4MzhfX0FO0?sid=a42d62b0-7cc0-40dd-9ef2-4c1ec2d9d5c4@sessionmgr110&vid=8&format=EB&rid=6

  http://web.a.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=3a3235e7-3da9-4100-af51-d0edf6c70110%40sessionmgr4005&vid=1&hid=4201

Further readings:

  http://web.b.ebscohost.com/ehost/ebookviewer/ebook/ZTAWMHh3d19fMTk2MzU4X19BTg2?sid=a42d62b0-7cc0-40dd-9ef2-4c1ec2d9d5c4@sessionmgr110&vid=4&format=EB&rid=1


Internet resources:

TOPIC 2. INFLUENCE OF FORM OF STATE ON PUBLIC AND MUNICIPAL ADMINISTRATION

Lecture 2. Influence of form of state on public and municipal administration


Essence of law. Forms of law. Legal system and its influence on the system of public and municipal administration: Continental, Anglo-Saxon and Muslim legal systems.

Seminar 2. Influence of form of state on public and municipal administration
1. Essence of state and its characteristics.
2. Features of modern republics and monarchies.
3. Territorial organization: characteristics of unitary and federal states.
4 Political regimes: criteria for differences.

Compulsory readings:
1. Marinetto, Michael. Social Theory, the State and Modern Society: The State in Contemporary Social Thought // Social Theory, the State and Modern Society: The State in Contemporary Social Thought. eBook: http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTawMHh3d19fMjM0NjE3X19BTg2?sid=87c3a263-0681-4d50-9f37-82f8d99e914b@sessionmgr4004&vid=22&hid=4201&format=EB


Further readings:


Internet resources:

Lecture 3. System and structure of public authorities

**Summary:** Legal regulation of the system of public administration. Administrative reform. System of public authorities at federal and regional levels. Organization of executive branch: government and other executive authorities: Ministries and Departments, Agencies and Services – roles in the process of public administration. Federal, regional and territorial public administration. Legislative branch: organization, formation process and elections, role in the process of public administration. Comparative legislative process. System of Justice: courts, interaction with other branches of power.

**Seminar 3. System and structure of public authorities.**

1. Organizational models of executive branch.
2. Influence of the form of state on legislative branch.
3. Courts and system of Justice.

**Compulsory readings:**


4. Lind, Nancy S., Otenyo, Eric Edwin. Comparative Public Administration: The Essential Readings // 2006. eBook: http://web.a.ebscohost.com/ehost/viewdocviewer/ehost/ZTAWMHh3d19fMTk2MzU4X19BTg2?sid=7c2b37c0-4a7c-4bf2-9d4a-45d63a53bf3a@sessionmgr4001&vid=17&format=EB&rid=1


Further readings:


Internet resources:
2. http://eng.kremlin.ru/ - President of Russia

TOPIC 4. APPROACHES TO MUNICIPAL ADMINISTRATION

Lecture 4. Approaches to municipal administration


Seminar 4. Approaches to municipal administration
1. Substance of local self-government.
2. Models of local self-government around the world: aspects of interaction with state authorities.
3. Legal framework for municipal administration: international and national legislation

Compulsory readings:


Further readings:


http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTAwMHh3d19fNjkyNzdfX0FO0?sid=87c3a263-0681-4d50-9f37-82f8d99e914b@sessionmgr4004&vid=115&hid=4201&format=EB


http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTAwMHh3d19fMTk2MzU4X19BTg2?sid=7c2b37c0-aa7c-4bf2-9d4a-45d63a53bf3a@sessionmgr4001&vid=17&format=EB&rid=1

http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTAwMHh3d19fNDAzOTc2X19BTg2?sid=87c3a263-0681-4d50-9f37-82f8d99e914b@sessionmgr4004&vid=81&hid=4201&format=EB

http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTAwMHh3d19fNzE2ODkyX19BTg2?sid=87c3a263-0681-4d50-9f37-82f8d99e914b@sessionmgr4004&vid=82&hid=4201&format=EB

http://web.b.ebscohost.com/ehost/ebookviewer/ebook/ZTAwMHh3d19fNzI4Mzh

Internet resources:


TOPIC 5. PUBLIC AND MUNICIPAL SERVICE

Lecture 5.1. Public and municipal service


Seminar 5. Public and municipal service.

1. Basic models of public service.
2. Similarities and differences between types of public service.
3. Comparative analysis of legal status of public servants.
4. Legal regulation of municipal service.

Compulsory readings:

2. Demmke C., Moilanen T. Civil Services In The EU Of 27: Reform Outcomes And The Future Of The Civil Service [e-book]. Frankfurt am Main [u.a.]: Lang; 2010. Available from: eBook Academic Collection (EBSCOhost), Ipswich, MA. eBook: http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTAWMHh3d19fNDg3OTQ1X19BTg2?sid=87c3a263-0681-4d50-9f37-82f8d99e914b@sessionmgr4004&vid=134&hid=4201&format=EB

3. Lind, Nancy S., Otenyo, Eric Edwin. Comparative Public Administration: The Essential Readings // 2006. eBook: http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTAWMHh3d19fMTk2MzU4X19BTg2?sid=7c2b37c0-aa7c-4bf2-9d4a-456d3a53bf3a@sessionmgr4001&vid=17&format=EB&rid=1


Further readings:

Lecture 5.2. Diplomatic service: comparative analysis

Summary: Public administration in the sphere of international relations. Foreign service in the system of public service: approaches around the world. Specific features of foreign service. Legal status of diplomats. Career of a diplomat. International civil service.

Seminar 6. Diplomatic service: comparative analysis

1. Organizational and legal framework of public administration in the sphere of international relations.
2. Legal status of a diplomat: interconnection of international and national law.
3. Career of a diplomat.
4. International civil service.

Compulsory readings:


Further readings:


   http://cadmus.eui.eu/bitstream/handle/1814/15282/RSCAS_PP_2010_04.pdf?sequence=1

TOPIC 6. COUNTERING CORRUPTION AND RULE OF LAW.

Lecture 6. Countering corruption and rule of law.


Seminar 6. Countering corruption and rule of law.

1. Conditions for ensuring the rule of law.
2. Anti-corruption expertise of legal acts and corruption factors.
3. Methodology of calculation of the Corruption Perceptions Index.

Compulsory readings:

Further readings:


   http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTAvMHH3d19fMTY3YlY1X19BTg2?sid=87c3a263-0681-4d50-9f37-82f8d99e914b@sessionmgr4004&vid=177&format=EB&rid=4 


   http://web.a.ebscohost.com/ehost/ebookviewer/ebook/ZTAvMHH3d19fNDAvNjY2X19BTg2?sid=87c3a263-0681-4d50-9f37-82f8d99e914b@sessionmgr4004&vid=177&hid=4201&format=EB 

Internet resources:


   

**TOPIC 7. WORLDWIDE GOVERNANCE INDICATORS.**

**Lecture 7. Worldwide governance indicators.**

**Summary:** Effectiveness of public and municipal administration. Criteria for measuring the effectiveness of public and municipal administration. Worldwide governance indicators: voice and accountability, political stability and absence of violence, government effectiveness, regulatory quality, rule of law, control of corruption. Criteria for effectiveness at regional and local levels.

**Seminar 7. Worldwide governance indicators.**
1. Aims of measuring public and municipal administration effectiveness.
3. Worldwide governance indicators.

Compulsory readings:

Internet resources:
1. Comparative analysis: essence and major difficulties
2. Influence of the form of state on the process of comparative analysis.
3. Comparative analysis of different legal systems.
4. Essence of state and its characteristics.
5. Features of modern republics and monarchies.
6. Territorial organization: characteristics of unitary and federal states.
7. Political regimes: criteria for differences.
8. Organizational models of executive branch.
9. Influence of the form of state on legislative branch.
10. Courts and system of Justice.
12. Models of local self-government around the world: aspects of interaction with state authorities.
13. Legal framework for municipal administration: international and national legislation
14. Basic models of public service.
15. Similarities and differences between types of public service.
17. Legal regulation of municipal service.
18. Organizational and legal framework of public administration in the sphere of international relations.
19. Legal status of a diplomat: interconnection of international and national law.
22. Aims of measuring public and municipal administration effectiveness.
24. Worldwide governance indicators.
2.3. EXAM TIMING

- Fall semester tests – last week of December;

2.4. CONSOLIDATED READING LIST (IN ALPHABETIC ORDER)


32. Marinetto, Michael. Social Theory, the State and Modern Society: The State in Contemporary Social Thought // Social Theory, the State and Modern Society: The State in Contemporary Social Thought.


Plagiarism is considered as a severe violation and as an indication of incompetence in the course. Plagiarism is understood as making of one's text using compilation method for other people's publications, even connected with own phrases and sentences. Collective performance of individual tasks is also unacceptable. Proved plagiarism an F-mark is given regardless of the fulfillment of all other requirements.