

Public
Administration
Institute for Turkey
and the Middle East
1952

Ankara

TODAİE

TÜRKİYE VE ORTA DOĞU AMME İDARECİLİK ENSTİTÜSÜ





Modern Enderûn PAITME

TÜRKİYE VE ORTA DOĞU
AMME İDARESİ ENSTİTÜSÜ



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From our General Director



Public Administration Institute for Turkey and the Middle East (PAITME) was founded in accordance with the technical assistance agreement signed between the Republic of Turkey and the United Nations in 1952. Celebrating its 64th anniversary today, PAITME has gained the reputation of being the most influential and prestigious institute of public administration not only in Turkey, but also in the geography of Middle East, the Balkans, and the Caucasus.

PAITME is not only an academic institution providing theoretical knowledge, but also the centre of sharing the bureaucratic experience.

Incorporating the education, research and publishing activities in the field of public administration, PAITME has a very prestigious place in Turkey and in the world. Graduate programs of the Institute are the only ones in Turkey which have been accredited by the European Association for Public Administration Accreditation. Besides, Amme İdaresi Dergisi (Journal of Public Administration), one of the six journals of PAITME, has been indexed by the Social Sciences Citation Index (SSCI). The research activities being conducted by the Institute provide an essential guideline for public administration.

Prof. Dr. Onur Ender ASLAN
General Director



“PAITME is the 'Modern Enderûn' for our country and nearby geographies”.

Prof. Dr. Onur Ender Aslan

General Director of PAITME



Public Administration Institute for Turkey and the Middle East (PAITME) was founded in accordance with the technical assistance agreement signed between the Republic of Turkey and the United Nations in 1952. Celebrating its 64th anniversary today, PAITME has gained the reputation of being the most influential and prestigious institute of public administration not only in Turkey, but also in the geography of Middle East, the Balkans, and the Caucasus.



PAITME provides its students with the best educational services available in the field of public administration in Turkey. Located at the Centrum of city of Ankara, PAITME offers unique opportunities to students who come from other parts of Turkey thanks to its facilities and dormitory.



Our Programmes

Graduate and doctoral programmes are academic programmes offered to public employees. Our graduate and doctoral programs provide our students with the skill sets enabling them to re-discover the real public administration realm with help of new research techniques and analytic framework. Participants of programmes have the opportunity to make comments on, and elaborate issues at society, state, and public levels through case studies, group works, and independent review and researches.

Our Institute

Our graduate programmes and short-term training programmes are delivered by PAITME's in-house academics, who are well-established experts in their field, other academics from different universities, and public officers, who had held senior positions in public

administration and have a command of the practices in this field.

Our Graduate and Doctoral Programmes

Our national graduate programmes are open only to Turkish public employees, which include students from different parts of Turkey, ranging from ministerial employees to military personnel, officers of central and local governments, employees of the Ministry of Foreign Relations, judicial employees, teachers, and public employees appointed to higher committees of development agencies.

Our Political Science and Public Administration Doctoral Programme and International Advanced Public Executive Master Programme (APEP), both delivered in English, are open to all public employees of friendly and allied nations in our nearby geographies.

Our Short-term Training Programmes

Programmes delivered by our Institute are short-term and intense training programmes aiming at addressing different issues in public administration. Participants would acquire the knowledge of PAITME in a short period of time, and have different interactions and learning experiences by getting acquaintances and sharing experiences with their peers.



▶ DAYTIME GRADUATE PROGRAMMES



YOU ARE HERE TO
DEVELOP YOUR
SKILLS AND
RE-EXPERIENCE
HOW IT FEELS
TO BE A STUDENT

Candidates who select to participate in these programmes shall be entitled to paid leave at their workplace if they successfully pass the entrance exam to become eligible to participate in the programme. At this present setting this programme is the only graduate programme where students, who are all public employees, participate on full time basis.

Public Administration Graduate Programme: targets all public employees.

Local Governments Graduate Programme: open to all public employees employed at local governments, including Development Agencies.

International Advanced Public Executive Master Programme (APEP): open to all public employees of friendly and allied nations in our nearby geographies, and delivered in English.



Every year we have the most successful administrator candidates participate as guests in short-term seminars organised at Luxembourg, and Ministry of Human Resources and Social Security of PRC



EVENING GRADUATE PROGRAMMES

PAITME's Graduate Programmes are the first and only graduate programmes accredited by the EAPAA (European Association for Public Administration Accreditation) in Turkey, and are the only public administration programmes available to public employees. Evening graduate programmes enable participants to continue their graduate studies while working at their jobs.

Justice Administration Graduate Programme: this programme is available to judges, and public prosecutors, who work in the city of Ankara and directly report to the Ministry of Justice, as well as legal advisors, lawyers, justice experts, and assistant justice experts employed at public institutions.

Education Administration Graduate Programme: this programme is available to officers, administrators of schools and educational institutions, teachers, and inspectors, who work in the city of Ankara and directly report to the Ministry of National Education, as well as education experts employed at public institutions.

Security Administration Graduate Programme: this programme is available to law enforcement personnel of Police and Gendarmerie Forces, other security personnel, correction and protection officers, and municipal police officers in Ankara.

Public Administration Graduate Programme: this programme is available to all public administration employees in Ankara.

Disaster Administration Graduate Programme: this programme is available to all public employees working at public institutions and agencies' departments involved in emergency response and rescue activities.

Migration Management Graduate Programme: this programme is available to all employees working at public institutions and agencies' departments involved in migration activities



Participants who have successfully completed the programmes are awarded “Graduate Programme Diploma” indicating title of programme in which they participated. Each graduate is advanced in one level in his/her cadre rank for each education year (up to 2 years) in accordance with applicable legal provisions.



GRADUATE PROGRAMMES ENROLLMENT CONDITIONS

Having earned a four-year undergraduate degree at a tertiary educational institution, or from a similar institution abroad of which equivalency is verified by competent authority;

Being employed by a public agency or institution;

Having actual professional experience at least for four years (including mandatory military service) in a public agency or institution after graduating from a four-year undergraduate programme (foreign students are not required to have actual professional experience in a public agency or institution);

Being not older than 45 years of age as of date of enrollment;

Having received at least 45 points in the field of study for

which they apply, from Academic Personnel and Graduate Education Entrance Exam (ALES) conducted by Centre for Measurement, Selection, and Placement (OSYM) or having presented examination result sheet until deadline for oral exam at latest in the case of an oral exam.

Having passed the oral exam.

Having obtained an authorisation letter from his/her institution that s/he will be deemed on leave for the entire duration of mandatory education period in order to be able to attend classes of the programme.

In the case of candidates who will apply to education programmes delivered in English, candidates are expected to have the proficiency in the English language sufficient to successfully participate in the programme. It is sufficient that the candidate received at least 82 points in TOEFL IBT or 550 in TOEFL PBT.



DOCTORAL PROGRAMMES



Doctoral Programmes Enrollment Conditions

Two doctoral programmes, one in English and one in Turkish, are offered to students in the field of Political Sciences and Public Administration.

Political Sciences and Public Administration Doctoral Programme (in Turkish)

Having received a diploma from an undergraduate programme, and from a graduate programme with thesis (or having an equivalency certificate in the case that the candidate has received an undergraduate degree from a university abroad).

A candidate should have received at least 65 points in YDS exam, or equivalent scores in another exam satisfactory to Interuniversity Board as a condition to be accepted in a doctorate programme. In the case of a foreign student,

other than their mother tongue, candidate should have received at least 65 points in the English, French, or German language exam or equivalent points in another exam satisfactory to Interuniversity Board. PAITME may, upon proposal of the Academic Committee and with decision of the Executive Committee, conduct language exams when necessary. The Executive Committee shall determine, upon proposal of the Academic Committee, what foreign language(s) is/are to be accepted.

- Documentary proof of having minimum graduate programme graduate mark of 75 out of 100 for graduate programme with thesis, and 85 out of 100 for a graduate programme without thesis
- Having received at least 65 points in the field of study for which they apply, from Academic Personnel and Graduate Education Entrance Exam (ALES) conducted by Centre for Measurement, Selection, and Placement (OSYM) in the case of a candidate with master's degree, and 80 points in the case of candidate with BSc degree.

Political Science and Public Administration Ph.D. Programme (in English)

- Having a graduate programme diploma. Documentary proof of having minimum graduate programme graduate mark of 75 out of 100 for graduate programme with thesis, and 85 out of 100 for a graduate programme without thesis

Having the proficiency in the English language sufficient to successfully participate in the programme. (It is sufficient that the candidate received at least 82 points in TOEFLIBT or 550 in TOEFL PBT)

RESEARCHES



1. Researches on Public Administration at the Request of the Government

The Institute has successfully carried out many research projects so far. Among these projects the well-known one is the Central Government Organisation Research Project Report of Board of Directors, known as "MEHTAP" which is the first and most comprehensive public administration research in Turkey.

During the Second Plan period, the Administrative Reform Advisory Committee published the report named "Reorganisation of Administration: Policies and Suggestions" that was established with the leadership of PAITME with the decision of the Cabinet in 1972. PAITME provided guidance for development of many regulations and policies, including Law No. 3046 based on the Report on Re-organisation of Public Administration drawn up within the scope of the Public Administration Commission studies carried out at PAITME in 1982.

The Public Administration Research (KAYA in Turkish), a research aiming at providing a holistic approach for public administration, was conducted under general supervision of the Research and Assistance Directorate. Upon completion of this research a report titled "Public Administration Research: General Report" was published in 1991.

2. Independent Scientific Research Projects

The Institute has taken an important step with respect to research projects in 2009 and from thereon all researchers have been conducting independently with any request from the social research secretariat, or the Government, or any other concerned agencies. The most important characteristic of research projects of this type is that for the first time in the field of public administration it is possible to obtain comprehensive data based on empirical time series analysis. This has enabled PAITME to develop statistical data on public administration. Below is a list of completed and ongoing research projects under this category:

- Iran Country Research: Research Project on Political, Economic, and Social Structure and Outlook (2015)
- Project for Development of a Strategy Measurement Model based on Organisational IT Capacity and System Dynamics Approach (2014)
- Research Project on Level of Locality of Local Governments(2014)
- Research Project on Turkish Parliamentary System (2013-2014)
- Research Project on the Organisation of Central Personnel Services (PERHIZ). (2014)
- Research Project on the Organisation of Ministries in Turkey (2012-2013)
- Research Project on Administration's Liability in Earthquakes in Turkey (2012-2013)
- Research Project on Numerical Scaling of City Sizes in Turkey (2011-2012)
- Research Project on Reflections of EU's Energy Security Policies on Turkey's Accession Negotiations (2011)
- Research Project on Re-organisation of the Turkish State Organisation Guide (2011)
- Research Project on Information Management and Information Mapping (2010-2012)
- Research Project on Inspection and Internal Audit in Turkish Public Administration (2010-2012)



Research, which is among the main fields of activities of PAITME, have an important role to play both in building of Institute's academic knowledgebase and providing theoretical and practical information needed in public administration

3. Institution Specific Research

PAITME provides consultancy services that are custom-tailored to the needs of different public agencies and institutions with respect to re-organisation, norm staffing, business review projects, and strategic planning. Special research may also be conducted within the scope of organisational consultancy services, or in the form of joint research with relevant institutions, as the case may be. Requests received from institutions for research on norm staffing, or re-organisation are financed by the institution making the request. Below is a list of completed and ongoing research projects under this category:

Information Infrastructure Design Project Activating Strategic Planning Function of the Ministry of Labour and Social Security (2015)

Project for the Assessment of Supply and Demand of Migrant Labour in Turkey by Sectors and Analysis of Socioeconomic Impacts of Seasonal Migrant Labour in terms of Temporary Migration and Cyclical Migration (2014-2015)

Mass Influxes towards Turkey: Model Practices and Leadership of Turkey, Policies Implemented, and Comparative Analysis of Results of Such Policies, Burden Sharing Project (2014)

Research Project on Turkey Country Status Report on Mitigation of Disaster Risks (2014)

Governance and Accountability in Disaster Risk Mitigation Appraisal Project (2013-2014)

Ombudsmanship Structuring Project (2013)

Research Project on Norm Staffing and Re-organisation of Turkish Bar Association (2010)

Research on Setting out of Performance Criteria for the Ministry of Interior and Public Authorities (MIAPER) (2006)

Research on Re-organisation of and Norm Staffing for the General Secretariat of the Turkish Grand National Assembly (2004)

Research on Re-organisation of and Norm Staffing for the Directorate General of Press Publication and Information (2003)

Research on Re-organisation of and Norm Staffing for the Directorate General of Highways (2002-2003)

Research on Re-organisation of and Norm Staffing for the Ministry of Public Works and Settlement (2002-2003)

Research on Norm Staffing for the Refik Saydam Public Health Centre (2002-2003)

Research on Re-organisation of and Norm Staffing for the Ministry of Forestry (2002-2003)

Research on Re-organisation of and Norm Staffing for Kalkinma Bank A.S. (Development Bank, Inc.). (2001-2002)

Research on Re-organisation of and Norm Staffing for the Student Selection and Placement Centre (OSYM) (2001-2002).

4. Scientific Research on Municipalities

In addition to the above, Centre for Local Governments carries out research projects on problems of local governments under supervision of the division. These projects aim at working towards the development of local governments' systems, and conducting research which provide guidance for implementation for effective and efficient service delivery by local governments.





PUBLICATIONS

Collection - Publishing activities are carried out by Collection Publication Branch. Collection - Publishing Branch has published 379 books within the framework of publishing activity until today. With its publication volume, PAITME is the largest publisher of Turkey in the field of public administration. Each one of the seven leading periodicals of PAITME can be considered a pioneer in their respective fields:

- Public Administration Journal
- TODAIE's Review of Public Administration
- Turkish Public Administration Annual
- Contemporary Local Governments Periodical
- Turkish Annual Of Human Rights
- Turkish Yearbook of Human Rights
- T. R. State Organisation Directory

Public Administration Journal is a quarterly journal published since 1968. Currently running its 47th volume the journal is an important reference material in public administration.

The Journal is included in the Social Sciences Citation Index (SSCI), Social Scisearch, Journal Citation Reports / Social Sciences Edition beginning with Volume 40, Issue 1 March 2007, and in the database of International Institute of Administrative Sciences (IIAS), the European Group of Public Administration, Public Administration Journals printed in Turkish, and TUBITAK_ULAKBILIM Social Sciences Database, beginning with Volume 33, Issue 1 March 2000. The English edition of the journal (TODAIE's Review of Public Administration) is also printed since 1 March 2000.

In addition, the Turkish Public Administration Annual, a periodical printed to disseminate developments and researches in public administration in Turkey to the international community, prints articles in English, German, and French (currently in Volume 35).

Another periodical of the Institute is Contemporary Local Governments Journal. The journal is printed quarterly since 1992. Currently running its 23rd volume the journal covers issues in local governments, urbanisation, and environment, new





LOCAL GOVERNMENTS CENTRE (YERYÖM)



PAITME's Local Governments Centre

The Centre was established in 1989 with an aim to organize education and training programmes for the personnel of local administration units and affiliated institutions; provide consultancy service to these institutions; plan and conduct research activities for improvement of local administrations and their effective and productive performance.

Training programmes of the Centre that include theoretical and practical elements designed to make a contribution towards the objective of enabling local government units to effectively and efficiently function in compliance with applicable laws, are developed to transfer theoretical knowledge on applicable local governments legislation, administrative techniques, and certain areas of expertise, and in particular practical knowledge and experiences to selected and appointed members of local governments. Programmes make use of participative educational techniques, and may be

delivered as regional or on-site training programmes outside Ankara when it deems fit. Almost 100,000 trainees have been trained so far in these programmes on the following topics:

Municipal Administration for Mayors Municipal Police Services in Municipalities Public Works in Municipalities and Related Legislation Public Relations in Local Governments Project Management in Local Governments Protocol Rules and Official Correspondence in Local Governments Local Governments and European Union Social Services in Local Governments Norm Staffing in Local Governments Geographical and Urban Information Systems in Local Governments Accounting Affairs in Local Governments Environmental Management and related Legislation in Local Governments Analytical Budget in Local Governments Disaster Management in Local Governments Accrual Based Accounting in Local Governments Management of Open Spaces and Green Fields in Local Governments Human Resources Management in Local Governments E-Municipality e-Signature and Information Technologies in Local Governments Strategic Planning and Performance Management in Local Governments Moveable Assets Accounting System in Local Governments

Projects undertaken in cooperation with various national and international institutions and organisations in the field of local governments:

- Governance and Accountability in Disaster Appraisal Report and Turkey Country Status Report on Mitigation of Disaster Risks Project (2013-2014)
- Research Project on Improving Qualifications of Services of Local Governments (Local Service) (2003-2006) with German technical Cooperation Institution (GTZ)
- Local Governments Reform Support Project (2003-2007) with the Ministry of Interior and EU



RESEARCH AND TRAINING CENTRES

On-going Projects of the Local Government Centre:

- Training Material Development Research Project for Local Governments (YEREP – YerelNet) in cooperation with the Ministry of Development (1999 – on-going): An Internet portal has been developed for the realm of local governments within the scope of YEREP Project.

Launched in 2000 this website is currently located at www.yerelnet.org.tr. In 2013 another component of this Project 'Seeking New Method for Service Delivery in Local Governments under New Regulations' has been launched and is ongoing.

- "The Capacity Building for Local Governments' Personnel in Service Delivery Project" (2014 – ongoing) in cooperation with the Ministry of Development

- Service Standards in Local Governments Research Project (2011-ongoing) in cooperation with the Ministry of Development

Up to now, within the publication activities supporting the scope of Education and Publishing activities, the following publications have been made available to local governments, both with managerial and technical aspects. There are ongoing new publications within the scope of Training Material Development Project for Local Administrations:

1. Waste Water Treatment Plant Planning
2. Pollution in Water Resources, Refinement of Drinking Water
3. Zoning Terminologies
4. Mayors, Duties and Authorizations
5. Municipal Council, Duties and Authorizations
6. Municipal Committee, Duties and Authorizations
7. Municipal Personnel System
8. Municipal and Civil Administration Supervisors Relations
9. Water Resources Management Services- General Structure
10. Water Resources Management - Antalya Research
11. Waste Management Services
12. Local Administrations Symposium Notices
13. Municipal Personnel Management Handbook (with CD)
14. Local Elections Panorama 1963 - 1999
15. Handbook for Municipalities - Zoning Affairs (with CD)

16. Municipal Police Services Administration
17. Local Finance System
18. Local Elections' Geography 1963 - 1999
19. Municipal Management
20. Special Provincial Administration
21. Cooperation and Attendance in Local Administration
22. Financial Management in Local Administration
23. Investment Planning and Service Presentation in Local Administration
24. Assessment Based Accounting Applications in Local Administration
25. National Development and Local Administration (4th National Local Governments Symposium Notes)
26. Metropolitan Management: Integration Process
27. Landscape Management
- Village Settlement and Administration in Turkey
29. Guidelines for Procurement of Services for Local Governments
30. Guidelines for Procurement of Consultancy Services for Local Governments
31. Guidelines for Procurement of Goods for Local Governments
32. National and Local Planning Relations in Turkey: Mersin Case Study
33. Boundaries of Municipalities





▶ Continuous Training Centre (SEM)

Established in May 2000 to plan, implement, improve continuous training programmes, and make such programmes more effective and efficient, the Centre has following duties: to conduct training needs analysis for public agencies and institutions; to organise training activities to meet in-service training needs thereof; to plan, organise, and undertake training projects; to perform coordination duties supporting in-service training activities conducted by public agencies and organisations; to plan, organise, and undertake special training programmes in the areas of responsibility of PAITME; to monitor organisational developments and practices in the field of continuous training, and to evaluate programmes delivered.

Training programmes are mainly categorised under five headings, namely: administrator development training, occupational training, personal quality improvement training, general purpose training, and human resources development training. Continuing Training Centre organizes courses and seminars in different fields of public administration, scientific meetings and similar training programmes within the framework of short-term training activities. Training programmes in the form of course and seminar are open to general attendance from all public bodies and institutions. In addition to above, the Centre also organises special training programmes, and provides consultancy services on training at the request of public agencies and institutions. Special training programmes are delivered on monthly, weekly, full daily or half daily basis and details of content of programmes are determined on mutual agreement. Programmes may be delivered at PAITME's classrooms, or outside premises of PAITME, or at the facilities of the institution requesting training just like in the case of special training programme.

The number of seminars conducted was 129 in 2014 while it has reached to 82 as of June 2015. Also, the total number of participants in seminars and training courses increase to 7043 as of June 2015 from 5650 in 2014. The Centre has organised over 1,200 training courses and seminars so far with total



number of participants over 50,000.

Public Diplomacy Training Programme (KADEP): This was a programme, which used to be delivered by the General Secretariat of National Security Council for 35 terms, and was handed over to our Institute upon a change of applicable legislation. Our Institute delivers the Public Diplomacy Training Programme since 36th term in 2006 at the request and approval of the Prime Minister's Office, and the Ministry of Interior.

Delivered once in six months, the objectives of the Programme is to brief senior officers, candidate officials, planning officers and experts at central and regional offices of public agencies and institutions on national policies, and internal and external threats closely related to our national security, and to create consistency in approaches, attitudes, and behaviours in public administration with respect to the above. Participants of this programme are determined by respective agencies and institutions on the basis of requirements and quota specified by PAITME.



RESEARCH AND TRAINING CENTRES



The Programme is delivered in three phases, namely formal training, technical visits to agencies, and domestic & international technical missions and training trips. The formal training and technical visits to agencies are delivered for free while costs of domestic & international technical missions and training trips are covered by participants' own institutions and destinations are determined upon mutual agreement with participants during training stage. Technical missions and training trips cover governors' offices, and embassies.

In addition to in-house academics the Institute also receives support from other tertiary education institutions, or trainers from outside universities, who have the necessary expertise in the area taught in the programme, or Vice Ministers, or Undersecretaries of Ministers.

Programme for Improvement of Qualifications of Administrators in the Public Sector:

Pursuant to the Protocol made with PAITME and the State Personnel Department, Programme for Improvement of

Qualifications of Administrators in Public is delivered. The purpose of the programme is to train public administrators, who will keep up with social, economic, legal, and technological changes and make sure that public administration adopts to such changes, who develops all solutions based on rational considerations, who are in favour of participation and transparency, and service to the community, and who will prepare our country for the years to come.

Training Programme for Secretaries of Administrators: Our Institute delivers the Training Programme for Secretaries of Administrators to improve professional knowledge and skills of public personnel who hold the position of secretariat at public agencies and institutions in line with needs of public administration.

Ottoman Language Seminars: The Ottoman Language Seminar was launched in 2014. The seminar is conducted at three levels, namely beginner, intermediate, and advanced. It is aimed to have participants acquainted with public and private correspondences, and be able to read selected materials written in Ottoman language.

Evaluation and Appraisal Services: SEM also provides public agencies and institutions with assistance in terms of evaluation and appraisal services that they need. The assistance provided to public agencies and institutions in the field of evaluation and appraisal since 2014 include the following: consultancy, training, and examination services; selection, classification, and placement for various purposes; planning and executing works for the development, and adapting of evaluation tools used in guidance, education improvement activities, and researches; to participate in and support activities carried out in this field; to carry out evaluations and appraisals regarding training, education, research, and management roles at the Institute; to provide, at request, services related to exams; and publish reports, bulletins, project proposals, books, and similar materials related to evaluation and appraisal.



▶ Training Programmes of Continuous Training Centre

KADEP (Public Diplomacy Training Programme)
Improvement of Qualifications of Administrators in the Public Sector
Negotiation Techniques
Ottoman Training Seminar (Beginners)
Training for Secretaries of Administrators
Change Management in the Public Sector
Rules for Formal Correspondence, Filing, and Archive Services
Public Finance Management and Control Law No. 5018
Internal Control and Risk Management in the Public Sector
Public Loss
Public Accounting
Eloquence
Movable Property Management
Organisational Innovation and Innovative Thinking
Mobbing and Stress Management
Strategic Planning Techniques
Basic Occupational Health and Safety
Protocol Management
Team Management and Leadership
Human Resources Management
Human Resources Performance Management

Functional Audit in the Public Sector
Decision Making Process in the Public Sector
Project Cycle Management
Training of Trainers
Effective management of Public Resources
Conflict, Anger, and Stress Management
Meeting and Presentation Techniques
Accreditation of Accredited Certification Body within the meaning of TS EN ISO/IEC 17024:2003 Standard
Programme and Project Monitoring and Appraisal Cost-Benefit Analysis
Practical Tools for Implementation of EU Policies and Acquis at the National Level
Civil Servant Laws No. 657 and Implementation thereof I
Civil Servant Laws No. 657 and Implementation thereof II
Public Procurement Legislation and Implementation thereof
Leadership and Motivation techniques in Administration
Public Procurement Contracts Law and Implementation of Contracts for Service
Issue and Decision Management
Time and Meeting Management





HUMAN RIGHTS AND CITIZENSHIP STUDIES CENTRE (IVM) ◀



Human Rights and Citizenship Studies Centre started operations in 2009 along with the inclusion of citizenship studies within the working area of PAITME Human Rights Research and Collection Centre that was founded in 1975 in order to help the advance of human rights notion in Turkey and to meet the needs of public administration in this area.

The Centre organizes national conferences bringing together academics and practitioners specialized in the areas of human rights and citizenship, and also conducts short-term education programmes on "human rights and citizenship" for the relevant public personnel.

It has been publishing the national periodicals of İnsan Hakları Yıllığı and Turkish Yearbook of Human Rights since 1979. Below is a brief list of the publications of the centre:

Human Rights for Social Justice: Social Rights. 2014
Editors: Kivilcim Akkoyunlu Ertan,
Filiz Kartal, Yeliz Şanlı Atay.

New Generation Human Rights, 2013
Editor: Kivilcim Akkoyunlu Ertan

Citizenship Discussions, 2011 Editor: Filiz Kartal
Poverty, Violence, and Human Rights, 2002
Editor: Yasemin Ozdek.

Human Rights in Turkey, 2000
Editor: Oya Ciftci

Women and Future at the end of 20th Century. 1998
Editor: Oya Ciftci.

Documented Human Rights Education, Ten Years in UN,
1998, Mesut Gulmez.

Development of Democracy and Democratic Thought,
1998, Gencay Saylan.

Right to Human Rights Education, 1996, Mesut Gulmez.
Solidarity Rights, 1996, Ibrahim Kaboglu.

Human Rights and Democracy in Turkey, 1996, Oktay Uygun.

International Protection of Human Rights, 1996, Mesut Gulmez



Foreign Affairs Centre (TODIM)

Foreign Affairs Centre for The Public Administration Institute for Turkey and the Middle East was founded in 2009 to carry out international education, training and administrative works of PAITME, and within the framework of changing and developing global conditions, to ensure effective and efficient performance of the task of serving as a coordination centre of the research and education activities in the area of Public Administration in Turkey and its nearby geographies.

The Objectives of TODIM are:

- To conduct comparative studies with national and international institutions; participate in partnership programmes, and conduct study visits
- To organise national and international scientific meetings, symposiums, conferences, and similar events, and to coordinate education, research, publishing and similar issues of cooperation with foreign countries
- To assist the Institute to develop international relations with similar agencies in other countries and with international organisations operating in the field of public administration, and to maintain its existing relations
- To act as a regional coordination centre in the field of public administration as stipulated in the list of objectives of the Law on establishment of the Public Administration Institute of Turkey and Middle East.
- In line with the above, TODIM performs following duties with respect to PAITME's foreign relations:

PAITME is a member of Association of Caucasus Universities (KÜNIP) since 29 May 2014



- PAITME is a member of International Association of Schools and Institutes of Administration (IASIA) since 1986.
- PAITME is Turkey National Section of International Institute of Administrative Sciences (IIAS) with Cabinet approval since 1992.
- PAITME is a member of the European Association of Public Administration Accreditation (EAPAA) and European Group of Public Administration (EGPA) with its training programme accredited by them

PAITME has recently signed cooperation agreements on education and research activities to serve public administration and public officers with the following parties.



RESEARCH AND TRAINING CENTRES



Afghanistan Herat University
Afghanistan Independent Directorate of Local
Governments (IDLG)
Azerbaijan State Academy of Administration

Bahrain Public Administration Institute

People's Republic of China Ministry of Human Resources
and Social Security

France BASTIA Public Administration Institute (IRA de
BASTIA)

France National Public Administration School (ENA)

Italy National Public Administration School (SSPA)
Kazakhstan Academy of Public Administration
Kyrgyz Academy of Administration
Turkish Republic of Northern Cyprus Nicosia European
University (LAÜ)
Kosovo Ministry of Public Administration
Pakistan National School of Public Administration
Poland National School of Public Administration
Sudan Republic Ministry of Human Resources
development
Tunisia National Public School (ENA)
Ukraine Republic National Academy of Public
Administration (NAPA)

Pursuant to PAITME's Board of Management's Resolution
No. 2014/16 dated 7 July, 2014, process for the
establishment of the Caucasus Public Administration
Research and Education Centre in Azerbaijan in
cooperation with PAITME and Azerbaijan was initiated
and the Centre has become operational in January 2015.

In line with demands received from different public
agencies and institutions, including The Turkish Ministry
of Foreign Affairs, and the Turkish Cooperation and
Coordination Agency Directorate (TIKA), short-term
training programmes were delivered to public officials,
representatives of political parties, and academics in
public administration from Iraq, Afghanistan, and
Kazakhstan.



e-Government Centre (eDEM)

The Centre is established to carry out the following duties in relation with e-Government and public informatics:

- To deliver organisational and practical training;
 - To conduct research;
 - To support research being conducted;
 - To publish;
 - To provide consultancy services and assistance in the development and monitoring of investment and transformation projects, and performance evaluation;
 - To develop platforms whereby information and experiences are shared;
 - To conduct comparative studies with national and international institutions
 - To participate in partnership programmes and study trips; and
 - To organise national and international scientific meetings, symposiums, conferences, and similar events
- Training, research, publications, and other events delivered, conducted, and organised are as follows:

Name of the Seminar

- Information Management Seminar
- Applied e-Signature Seminar
- Awareness Raising Seminar on Applied System Dynamics Approach
- Applied Electronic Document Management System Seminar
- e-Government Applications and Business Continuity Management Seminar
- KEP & e-Service of Process, e-Signature Seminar
- Changing Behaviours through Social Media Oriented Strategic Communication Seminar
- EIMS, e-Signature, Information Management Awareness Seminar
- EIMS, e-Signature Awareness Seminar
- e-Government Seminar
- Syrian Mission e-Government Seminar

e-Government Regulations Seminar
2nd Syria e-Local Governments Seminar

The Centre was opened in cooperation with PAITME and Azerbaijan Academy of State Administration during an opening meeting hosting over 250 bureaucrats and academics from Azerbaijan and Turkey on 26 January 2015.

The Centre, which was established in an attempt to enable PAITME to become a coordination centre in terms of theoretical and practical aspects of public administration in other countries located in our country's nearby geographies, has delivered a Local Services Training Programme in Baku to carry out various scientific activities aiming at improving public administration of countries in the region.

Various training courses were delivered by our senior officers and academicians in Baku and Ankara within the scope of this Programme and our Institute's organisational structure was introduced to 27 Azeri mayors.





Courses and Academicians of Political Sciences and Public Administration Doctoral Programme



Disaster Policies
 Bureaucracy Discussions
 Contemporary Political Philosophy
 Environmental Policy
 Environment, Politics, and Ethics
 Feminist Theory and Politics
 History of Administrative Organisation
 Public Informatics Systems
 Public Policy Analysis
 Capitalism and State
 Comparative Public Personnel Systems
 Urban and Rights Of Urban Citizens
 Leadership and Public Administration
 Politics State and Ideology
 Turkish Public Personnel Management

Prof. Dr. Aslı AKAY
 Prof. Dr. Ahmet Alpay DİKMEN
 Assoc Prof. Filiz KARTAL
 Prof. Dr. Aslı AKAY
 Assoc. Prof. Kıvılcım ERTAN
 Assoc. Prof. Filiz KARTAL
 Assoc. Prof. Erkan TURAL
 Prof. Dr. Türksel KAYA BENSGHİR
 Prof. Dr. A. Argun AKDOĞAN
 Prof. Dr. Örsan AKBULUT
 Prof. Dr. Kamil Ufuk BİLGİN
 Assoc Prof. Kıvılcım ERTAN
 Assist. Prof. Filiz DEMİRCİ
 Assoc Prof. Nuran SAVAŞKAN AKDOĞAN
 Prof. Dr. Onur Ender ASLAN



PAITME 2014-2015 ACADEMIC YEAR

Public Administration Graduate Programmes (Academics of Public Administration, Justice, Education, Security, Disaster, Migration Management Courses)



Judicial Organisation
History of Judicial and Law Enforcement Administration
Disaster Management
Psychological Services in Disasters
Constitutional Law
Research Methods and Techniques
Research Methods and Techniques
Research Methods and Techniques
Research Methods and Techniques
European Union
Contemporary State Theories
Contemporary Organisational Theories
Contemporary Politics and Change
Environmental Policy
Environmental Issues
Environment and Ethics
State, Bureaucracy and Public Personnel Regime

Yılmaz AKÇIL
Assoc. Prof. Erkan TURAL
Prof. Dr. Aslı AKAY
Assoc. Prof. Tarık TUNCAY
Prof. Dr. Hasan TUNÇ
Prof. Dr. Nevin Güngör ERGAN
Prof. Dr. Hasan Hüseyin AKSOY
Asst. Assoc Prof. Sinan ZEYNELO(LU)
Asst. Assoc Prof. Utku BALABAN
Assoc Prof. Burak TANGÖR
Prof. Dr. A. Argun AKDOĞAN
Prof. Assoc Prof. Ahmet Alpay DİKMEN
Prof. Dr. Oya ÇİTÇİ
Assoc Prof. Kuvılcım ERTAN
Assoc Prof. Kuvılcım ERTAN
Assoc Prof. Kuvılcım ERTAN
Prof. Dr. Onur Ender ASLAN



PAITME 2014-2015 ACADEMIC YEAR



e-Government
 Education Economics and Planning
 Education Policies and Implementation
 Education and School Management
 History of Education Management
 Philosophy and Management
 Research Methods in Migration Studies
 Security Strategies and International Terrorism
 Ideologies and Political Parties
 Human Rights Citizenship and Politics
 Human Rights Management
 Political Theory in Islamic Thought
 Public Finance Management and Budget
 Public Performance Management
 Public Personnel Law
 Public Policy Analysis
 Public Administration
 Public Administration
 Public Administration Theories
 Public Administration and Political Systems
 Disaster and Emergency Planning in Public Administration
 Public Relations in Public Administration
 Management Techniques in Public Administration
 Comparative e-Government
 Comparative Education
 Comparative Public Administration
 Comparative Local Governments
 Urban Policies
 Urban Social Movements
 Urbanisation
 Urban Policies
 Urban Social Movements
 Law Enforcement Law
 Law Enforcement Administration
 Labour-Employer Relations in Global Economy
 Globalisation and urban Schools
 Globalisation and nation State
 Modernity and Politics in Postmodernity
 Civil administration

Prof. Dr. Türksel BENSGHİR
 Prof. Dr. Necla KURUL
 Prof. Dr. Feyzi ULUG
 Prof. Dr. Songül ALTINIŞIK
 Assoc. Prof. Erkan TURAL
 Prof. Dr. Örsan Ö.AKBULUT
 Dr. Cavidan SOYKAN
 Assoc. Prof. Burak TANGÖR
 Prof. Dr. Oya ÇİTCİ
 Assoc. Prof. Filiz KARTAL
 Prof. Dr. Kamil Ufuk BİLGİN
 Prof. Dr. Şaban Ali DÜZGÜN
 Dr. Mehmet Selim BAĞLI
 Prof. Dr. Kamil Ufuk BİLGİN
 Prof. Dr. Onur Ender ASLAN
 Prof. Dr. A. Argun AKDOĞAN
 Prof. Dr. Seriyeye SEZEN
 Assoc. Prof. Sonay B. ÖZUĞURLU
 Assoc. Prof. Yılmaz ÜSTÜNER
 Assoc. Prof. Sonay B. ÖZUĞURLU
 Oktay ERGÜNAY
 Assoc. Prof. Aslı YAĞMURLU
 Asst. Assoc. Prof. Hasan Engin ŞENER
 Prof. Dr. Mete YILDIZ
 Prof. Dr. Songül ALTINIŞIK
 Asst. Assoc. Prof. Filiz DEMİRCİ
 Prof. Dr. Ruşen KELEŞ
 Prof. Dr. Aslı AKAY
 Assoc. Prof. Kıvılcım ERTAN
 Prof. Dr. Aslı AKAY
 Prof. Dr. Aslı AKAY
 Assoc. Prof. Kıvılcım ERTAN
 Asst. Assoc. Prof. Devrim AYDIN
 Öğr. Gör. Battalgazi ÖRÜMCEK
 Assoc. Prof. Yücel UYANIK
 Prof. Dr. Necla KURUL
 Prof. Dr. Örsan Ö.AKBULUT
 Prof. Dr. Örsan Ö. AKBULUT
 Assoc. Prof. Koray KARASU



PAITME 2014-2015 ACADEMIC YEAR

Civilian Administration
Migration Law
Population geography
Organisational Behaviour
Planning Theory
Risk Communication
Social History of Political Thought
Strategic Management
Total Quality Management
Turkish Bureaucratic Tradition
Evolution of Turkish Public Administration
History of Turkish Administration I
History of Turkish Administration II
State, Bureaucracy, and Public Personnel regime in Turkey
Educational Organisation in Turkey
Education Policies in Turkey
Citizens Rights in Turkey
Local Governments in Turkey
Disaster Risk and Disaster Legislation in Turkey
Political Structure of Turkey and Issues Thereof
Administrative Structure of Turkey
Socio-economics of International Migration
International Relations
New Public Finance Administration
Local Politics
Local Governments Finance — Turkish Practice
Administrative IT Systems
Administrative Law
Leadership
Administrative Behaviour

Assoc. Prof. Koray KARASU
Lawyer. Ayşe DİCLE ERGİN
Assoc. Prof. Murat YÜCEŞAHİN
Prof. Dr. Feyzi ULUĞ
Assoc. Prof. Selim COŞKUN
Asst. Assoc. Prof. Sıdika TEKELİ YEŞİL
Prof. Dr. Örsan Ö. AKBULUT
Prof. Dr. Neşe SONGÜR
Assoc. Prof. Sebm COŞKUN
Prof. Dr. Eyyup G. İSBİR
Asst. Assoc. Prof. Filiz DEMİRCİ
Assoc. Prof. Erkan TIJRAL
Assoc. Prof. Erkan TURAL
Prof, Dr. Onur Ender ASLAN
Dr. Hüseyin ŞİRİN
Dr. Hüseyin ŞİRİN
Assoc. Prof. Kuvılcım ERTAN
Prof. Dr. Ruşen KELEŞ
Dr. Bülent ÖZMEN
Prof. Dr. Oya ÇITCI
Prof. Dr. Seriyse SEZEN
Assoc. Prof. Filiz KARTAL
Assoc. Prof. Burak TANGÖR
Prof. Dr. Ahmet KESİK
Prof. Dr. Kemal GÖRMEZ
Governor Enver SALIHOĞLU
Prof. Dr. Türksel BENSĞİR
Asst. Assoc. Prof. Yeliz ŞANLI ATAY
Prof. Dr. Feyzi ULUĞ
Assoc. Prof. Sonay B. ÖZUĞURLU
Prof. Dr. Feyzi ULUĞ



ACADEMIC MEETINGS ORGANISED BY PAITME



International Academic Meetings

150 th International Symposium on Provincial Ordinance	6-7 October 2014
Re-thinking of Public Administration in the 21 st Century: Capacity Building of Public Employees on Relations, Communication, and Cooperation	12-14 June 2014
International Conference on e-Government: Sharing Experiences TODAİE	17-20 November 2009
International Institute of Administrative Sciences (IIAS) 4 th International Expertise Conference, TODAİE	23-27 June 2008
2008 Public Administration and International Institutions Symposium, TODAİE-IASIA	4 June 2007
Human Rights and Citizenship Conference Human Rights Centre	14-15 December 2006
International Association of Schools and Institutions of Administration (IASIA)	
In line with demands received from different public agencies and institutions, including The Turkish Ministry of Foreign Affairs, and the Turkish Cooperation and Coordination Agency Directorate (TİKA), short-term training programmes were delivered to public officials, representatives of political parties, and academics in public administration from Iraq, Afghanistan, and Kazakhstan	

National Quality Meetings:

Turkey Disaster Risk Mitigation Status Report Preparation Workshop	20-21 November 2014
Human Rights for Social Justice: Social Rights	04-05 April 2013
2 nd Public Ethics Congress	27-28 March 2013
Urban Transformation in Local Governments in Turkey and Management Process Workshop	10-11 December 2012
2 nd Organisational Theory Workshop	11-12 February 2011
8 th Public Administration Forum (KAYFOR)	20-22 October 2010
2 nd Public Policies Workshop	10-11 June 2010
4 th National Local Governments Symposium	19-20 October 2009
Public Ethics Symposiums	25-26 May 2009
3 rd National Quality in Public Administration Congress	4-5 December 2003
Poverty, Violence, and Human Rights Conference	6-7 December 2001
1 st Local Governments Symposium	1-2 November 2000
2 nd National Quality in Public Administration Congress	21-22 October 1999
Conference on Human Rights in Turkey	7-9 December 1998
1 st National Quality in Public Administration Congress	26-27 May 1998
Conference on Women and Future at the end of the 20 th Century	19-21 November 1997
Administrative and Political Corruption Conference	15-17 October 1997
What kind of Public Administration in the 21 st Century (45 th Year) Symposium	7-9 May 1997
Public Administration Discipline Symposium	13-14 October 1994
Public Relations Symposium, TODAİE – Ankara University, BYYO	20-21 April 1987



FORMER GENERAL DIRECTORS OF PAITME



First General Director of PAITME
Prof. Dr. Yavuz Abadan
1952-1954



Second General Director of PAITME
Prof. Dr. Bedri Gürsoy
1954-1956



Third General Director of PAITME
Prof. Dr. Turhan Feyzioğlu
1956



Fourth General Director of PAITME
Prof. Dr. Kemal Fikret Arık
1956-1965



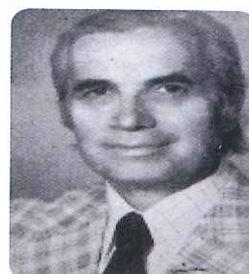
Fifth General Director of PAITME
Prof. Dr. Cemal Mihçioğlu
1965-1968



Sixth General Director of PAITME
Prof. Dr. Fahir H. Armaoğlu
1968-1969



Seventh General Director of PAITME
Prof. Dr. Akif Erginay
1969-1971



Eight General Director of PAITME
Prof. Dr. Şeref Gözübüyük
1971-1984



Ninth General Director of PAITME
Prof. Dr. Nuri Torop
1984-1996



Tenth General Director of PAITME
Prof. Dr. Turgay Ergun
1996-2008



Eleventh General Director of PAITME
Prof. Dr. Eyyup Günay İşbir
2008-2013



Twelfth General Director of PAITME
Prof. Dr. Onur Ender Aslan
2013