



No.: 01-07-NK-339/10
Date: October 18, 2010

Mr. Ranko Šakota, Ministry of Finance and Treasury BiH
Ms. Mirsada Jahić, Government of the Federation BiH
Ms. Stojanka Čulibrk, Government of the Republic of Srpska
Mr. Brano Jovičić, Government of the Brčko district BiH
Mr. Mario Vignjević, SIDA
Ms. Ruvejda Aliefendić, DfID
Ms. Maria Farrar – Hockley, Ms. Irena Šotra Stajković, EUD
Ms. Leila Fetahagić, Embassy of the Kingdom of the Netherlands

Subject: Invitation to the 18th session of the Joint Management Board of the Public Administration Reform Fund

Dear all,

It is my pleasure to invite you to the 18th session of the Joint Management Board of the Public Administration Reform Fund.

The proposed Agenda of the session is:

1. Adoption of the Minutes from the 17th session of the Joint Management Board of the Public Administration Reform Fund, held on July 27, 2010;
2. Discussion on the Procedure of Public Procurement of Services and Evaluation of Bids for Implementation of the Project "Training of Civil Servants For Application of Information Technologies and Work on Computers" with proposal of measures, proposals of the Decisions on Award of the Contract by the lots";
3. Discussion on the proposal of the Decision on annulment of the Decision on Accepting the Terms of Reference "One Stop Shop" – services for assistance to citizens for financing from the assets of the Public Administration Reform Fund in BiH
4. Discussion on the proposal of Changes to the Procedures of Financial Management of the PAR Fund;
5. Information on analyses of donor activities in PAR sector on period 2008-2010, prepared by TA team of PARCO;
6. Miscellaneous.

The session will be held on **Tuesday, November 2, starting at 13 o clock** in the Brčko district of BiH Government building (room 59) Bulevar mira 1, Brčko

Please find attached all materials for the above mentioned Agenda.

Sincerely,

Attachments: As in text

Delivered to:

1. addressees
2. file



Public Administration Reform Coordinator

Semih Borovac
Semiha Borovac



No: 01-07-NK-260-2/10
Sarajevo, July 27, 2010

MINUTES
from the seventeenth session of the Joint Management Board of the Public Administration Reform Fund

Participants of the Session:

Name and surname	Position	Institution
Semiha Borovac	Public Administration Reform Coordinator	Public Administration Reform Coordinator's Office
Suad Musić	Deputy Public Administration Reform Coordinator	Public Administration Reform Coordinator's Office
Ranko Šakota	Assistant Minister in the Sector for Treasury Affairs	Ministry of Finance and Treasury of BiH
Brano Jovičić	Public Administration Reform Coordinator on behalf of the Government of the Brčko District of BiH	Government of the Brčko District of BiH
Mikan Davidović	Deputy Public Administration Reform Coordinator on behalf of the Government of the Republic of Srpska	Government of the Republic of Srpska
Leila Fetahagić	Project Policy Officer	Royal Embassy of the Kingdom of the Netherlands in BiH
Mario Vignjević	Programme Officer Good Governance and Public Administration Reform	Sida
Rujejda Aliefendić	Head of DfID in BiH	DfID
Sabina Đapo	Project Manager	Embassy of Great Britain
Aleksandar Karišik	Expert Advisor for the Area of Human Resources Management	Public Administration Reform Coordinator's Office
Nedžib Delić	Expert Advisor for the Area of Policy Making and Coordination Capacities	Public Administration Reform Coordinator's Office
Azra Branković	Expert Advisor for the Area of Public Finances	Public Administration Reform Coordinator's Office



Savo Stupar	IT expert	Faculty of Economics in Sarajevo
Ljiljana Todorović	Senior Expert Associate for Public Administration Reform	Ministry of Administration and Local Self Governance of the RS
Aneta Raić	Head of the Unit for Donor Coordination, Finance, Monitoring and Evaluation	Public Administration Reform Coordinator's Office
Vedrana Faladžić	Senior Expert Associate for Public Relations	Public Administration Reform Coordinator's Office
Nadža Kazić	Junior Professional	Public Administration Reform Coordinator's Office

Location and Time of the Session: the session was held in the premises of the Public Administration Reform Coordinator's Office, Vrazova 9, Sarajevo, on Tuesday, July 27, 2010. The Session started at 11:30 and ended at 13:00.

Proposed Agenda of the Session:

1. Adoption of the Minutes from the sixteenth session of the Joint Management Board of the Public Administration Reform Fund, held on April 9, 2010;
2. Discussion of the Report on Evaluation of Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System" with proposal of measures - proposal of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System";
3. Approval of the tender documentation for the Project "Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH";
4. Information on the Terms of Reference "Information System of the Treasury of the Brčko District";
5. Information on the Report on Completed Financial Audit of the Terms of Reference "Strategic Communication";
6. Miscellaneous.

At the beginning of the session, all the attendees were welcomed by Ms. Borovac, she thanked them for their arrival, and opened the Seventeenth Session of the Joint Management Board of the Public Administration Reform Fund (hereinafter: the PARF JMB).

Ms. Borovac noted that the session was not attended by the members of the PARF JMB on behalf of the Government of the Federation of BiH, Ms. Mirsada Jahić, as well as representatives of the European Union Delegation in BiH, for justified reasons. The representatives of the European Union Delegation in BiH submitted their declaration on all items of the Agenda before the session of the PARF JMB.

After that, Ms. Borovac pointed out that the members of the Joint Management Board received the proposal of the agenda, and asked if there were propositions for the addendum of the agenda. Mr. Jovičić stated that there has been a change in the project documentation for the project "One Stop

Shop” and it is uncertain when it will be adopted and started with the project implementation. He stated that at the 4. item of the agenda is the Information on the Terms of Reference ”Information System of the Treasury of the Brčko District of BiH“ and explained that the project is more prepared for implementation and continuation of procedures than the project ”One Stop Shop”, and suggested that the funds from that project be allocated to the project ”Information System of the Treasury of the Brčko District”. Ms. Borovac reminded that at the previous session of the PARF JMB Information was received on the project proposal ”Information System of the Treasury of the Brčko District” and that they went with an information and not approval due to the fact the funds are not provided for this project. Mr. Davidović stressed that the process of allocation of funds is not easy, given the manner of reservation of funds and the way decisions are made related to projects. He further emphasized that there is no written declaration of the Government of the Brčko district of BiH on giving up the project ”One Stop Shop” and it was not clear whether the Brčko District of BiH is giving up the project ”One Stop Shop” or just wants to allocate the funds. Mr. Jovičić stated that in BiH, only at the level of the Brčko district of BiH computerisation of the treasury system was not implemented. He further stressed that the tender procedure for the project ”Information System of the Treasury of the Brčko District” is in progress and if the procedure is implemented, the Brčko District of BiH could not be able to participate in that project, and for that reason could not vote for the final results of the tender procedure of that project. Mr. Šakota explained that the treasury information system is not directly conditioned by the budget management information system. Mr. Šakota further stated that he wants to find a solution, but within the legal framework. After a long discussion, it was concluded to amend the agenda with an additional item of the agenda ”Request of the Brčko District of BiH for allocation of funds from the Fund from the project ”One Stop Shop” to the project ”Information System of the Treasury of the Brčko District of BiH”.

Ms. Borovac then put the following proposal of the agenda with the included addendum to vote:

1. Adoption of the Minutes from the sixteenth session of the Joint Management Board of the Public Administration Reform Fund, held on April 9th, 2010;
2. Discussion of the Report on Evaluation of the Procurement of Services for Implementation of the Project ”Transposing EU Legislation in the BiH Legal System” with proposal of measures - proposal of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project ”Transposing EU Legislation in the BiH Legal System”;
3. Approval of the tender documentation for the Project ”Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH”;
4. Information on the Terms of Reference ”Information System of the Treasury of the Brčko District”;
5. Information on the Report on Completed Financial Audit of the Terms of Reference ”Strategic Communication”;
6. Request of the Brčko district of BiH for allocation of funds from the Fund from the project ”One Stop Shop” to the project ”Information System of the Treasury of the Brčko District of BiH”;
7. Miscellaneous.

It has been recorded that all the attending members of the Joint Management Board unanimously adopted the proposed agenda.

Ad. 1. After that, the item 1 of the agenda was opened – Adoption of the Minutes from the sixteenth session of the Public Administration Reform Fund, held on April 9, 2010. Ms. Borovac opened a discussion on this item. Considering that there was nobody to discuss, Ms. Borovac put the Minutes from the 16th session of the Joint Management Board to vote

It has been recorded that all the attending members of the Joint Management Board unanimously adopted the Minutes from the 16th session of the Joint Management Board.

Ad. 2. Then the item 2 of the agenda was opened - Discussion of the Report on Evaluation of the Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System" with proposal of measures - proposal of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System". Ms. Borovac asked Mr. Delić to present this item of the agenda. Mr. Delić explained that after the first phase of public procurement, two companies were asked to submit their bids – Faculty of Economics in Sarajevo and Zamm Media Sarajevo. He further explained that the deadline for submission of bids was July 5, 2010, when the commission opened the bids and notified the bidders within the legal deadline on the opening of bids. He stated that the commission determined that both companies meet the required conditions. Mr. Delić explained that the commission had expert assistance from the representative of the Directorate for European Integration, Dženana Živalj. He emphasized that they considered rejecting both bids, because the competency of bidders was brought into question, but it was concluded that they meet the required conditions. Mr. Delić stated that there is a request from Mr. Vignjević, if the report is adopted, that the PARF JMB draws a conclusion to specify the rights and obligations of the Directorate for European Integration during formulation of the contract for implementation of this project, because the project is related to the activities of the Directorate for European Integration. Mr. Vignjević pointed out that he wants to ensure that the project is done in the best way. Mr. Delić explained that the commission determined that both companies meet the requested criteria and that the bidder Zamm Media d.o.o. Sarajevo offered the lowest price. He further explained that the commission proposed to award the contract to the best bidder, and that is the lowest price, with the previously mentioned conclusion. Mr. Borovac opened the discussion on this item of agenda. Mr. Davidović wanted to know whether the two bids meet the criteria of the Law on Public Procurement and whether the contract can be changed at a later date because it is a part of the tender documentation. He further stated that the Directorate for European Integration should not be covered by the contract. Mr. Vignjević stated that the intention was to find a security mechanism, that the work plan within the preparation phase, which will be offered for the project implementation, should be thoroughly analyzed and focused. Mr. Delić explained that they already had one project with two bids where the Office of Attorney General of BiH gave an opinion that it is not in accordance with the Law on Public Procurement, after which the procedure was suspended and the PARCO notified the Agency for Public Procurement which gave a positive opinion. He stated that the letter regarding the Law on Public Procurement was delivered to the Office of Attorney General of BiH who agreed it. Mr. Delić emphasized that the draft of the contract can be reformulated in accordance with the bidder. Ms. Borovac reminded that experts and consultants can be engaged when reports are adopted at the PARF JMB session, and all present agreed when it is necessary to engage needed experts from the Directorate for European Integration or other experts when creating the work plan and adopting interim reports of project implementation, who will be able to make a competent evaluation of implementation of the completed part of project. Ms. Borovac then put this item of agenda for declaration.

It has been recorded that the present members of the Joint Management Board unanimously adopted the Report on Evaluation of Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System" with proposal of measures - proposal of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System".

Ad. 3. Then the item 3 of the agenda was opened - Approval of the tender documentation for the Project "Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH". Ms. Borovac asked Mr. Karišik to present this item of the agenda.

Mr Karišik explained that tender documentation was prepared based on the previously adopted terms of reference. He further pointed out that it is a public procurement procedure of consultancy services and that it is a restricted procedure. Mr. Karišik explained that the tender documentation was reviewed by the expert for public procurement and gave his approval. He stated that at the previous meeting of the Supervisory team they discussed the proposal for appointment of a commission member on behalf of the beneficiaries where it was agreed that it should be someone from the level of institutions of BiH. Mr. Borovac opened the discussion on this item of agenda. Mr. Jovičić proposed that in the future the tender documentation should be sent in the procedure of written harmonization for faster adoption. Considering that there were no additional comments, Ms. Borovac put this item of agenda for declaration.

It has been recorded that the present members of the Joint Management Board unanimously adopted the tender documentation for the Project "Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH".

Ad. 4. Then the item 4 of the agenda was opened – Information on the Terms of Reference "Information System of the Treasury of the Brčko District of BiH". Ms. Borovac asked Ms. Branković to present this item of the agenda. Ms. Branković thanked Mr. Vignjević and Sida, without whose assistance it would not be possible to complete the terms of reference. She further stated that the project was completed with the assistance of IT expert, Mr. Savo Stupar and in cooperation with the director of Directorate for Finance of the Brčko district of BiH, director of the Treasury of the Brčko district of BiH and the head of Budget Control of the Brčko district of BiH. She pointed out the project proposal and the terms of reference were discussed at the session of the Supervisory team for the area of Public Finance and they received consent from all the members. Mr. Borovac opened the discussion on this item of agenda. Mr. Davidović wanted to know, considering the terms of reference "Information System of the Treasury of the Brčko District of BiH" is adopted as information, is the project going to be adopted at the PARF JMB session or will it be adopted by automatism when the funds are available. Mr. Musić explained that a decision is necessary to adopt terms of reference, and when conditions are met and funds are obtained for the project, the terms of reference must be formally adopted. Ms. Borovac put this item of agenda for declaration.

It has been recorded that the present members of the Joint Management Board have received the Information regarding the Terms of Reference "Information System of the Treasury of the Brčko District of BiH".

Ad. 5. Then the item 5 of the agenda was opened – Information on the Report on Completed Financial Audit of the Terms of Reference "Strategic Communication". Ms. Borovac explained that an independent audit company was hired for review of the report. She stated that they asked for additional explanation of the state auditor whether the PARF JMB should adopt the report of audit company or just receive it as an information. Ms Borovac explained that the state audit distanced itself from it, and in accordance with the law, are not responsible to comment other audits. Mr. Davidović believes that the report on completed financial audit should go as information and only if a report is negative it should be put in the agenda and discussed. Ms. Borovac then put this item of agenda for declaration.

It has been recorded that the present members of the Joint Management Board have received the Information on the Report on Completed Financial Audit of the Terms of Reference "Strategic Communication".

Ad. 6. Then the item 6 of the agenda was opened – Request of the Brčko district of BiH for allocation of funds from the Fund from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH". Ms. Borovac stated that the request of the Brčko district of BiH

was submitted verbally at the PARF JMB session. Mr. Jovičić stated that for the project "One Stop Shop" funds are foreseen in the amount of 582.000 KM and they request that the amount of 400.000 KM from that project be allocated to the project "Information System of the Treasury of the Brčko District of BiH", and the remaining part of 182.000 KM should stay reserved for the project "One Stop Shop". He further stated that the session of the Government of the Brčko District of BiH is held every Tuesday, and if a decision of the Government is necessary, they will get it within a few days. Mr. Davidović wanted to know what will that status of the project "One Stop Shop" be after allocation of funds on the project "Information System of the Treasury of the Brčko District of BiH". Mr. Musić explained that they did not have requests for allocation of funds so far, and that the PARF JMB made a decision on funding the project "One Stop Shop" which means that before allocation of funds to another project, a decision must be made to suspend the procedure of funding the project "One Stop Shop", freeing the funds for the project "Information System of the Treasury of the Brčko District of BiH". Mr. Vignjević stated that the PARCO must be included in the procedures and verify that everything is done within the law. Mr. Šakota wanted to know in which phase the project "One Stop Shop" is. Ms. Raić explained that at the proposal of the PARCO the public procurement procedure for the project was annulled. Mr. Davidović stressed that he cannot make decisions which are not legally grounded, and stated that he will declare on this matter when the conditions are met and everything is explained. Mr. Davidović pointed out that the status of the project "One Stop Shop" must be resolved, and until that, he will not declare on allocation of funds from one project to another. After a long discussion, it was agreed that the PARCO should prepare an information on legal steps that should be taken for allocation of funds from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH" which will be submitted to all the members of the PARF JMB for declaration. Ms. Borovac then put this item of agenda for declaration.

It has been recorded that the present members of the Joint Management Board have unanimously adopted the request that the PARCO prepares information on the status of the project "One Stop Shop", and steps that should be taken for allocation of funds from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH" which will be submitted to the PARF JMB members for declaration, and if consent is received from the PARF JMB members, further steps should be taken on allocation of funds from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH".

Ad. 7. Then the item 7 of the agenda was opened – Miscellaneous. Ms. Borovac explained that information on work of the public procurement expert and table of condition of project was submitted in the materials for the session. Mr. Vignjević was interested, after the expiry of the Memorandum of Understanding and contracts with the donors, what is the framework amount of funds necessary for continuation of work on public administration reform for the following two years for new projects. Ms. Borovac stated that an assessment will be made after completed analysis by technical assistance experts regarding the analysis of all reform areas of the Action Plan 1. She further emphasized that a special analysis will be prepared for the PARF JMB concerning the possibility of further funding, contacting donors and securing funds for the Fund.

At the end, the present members of the Joint Management Board received the signed minutes from the 15th session of the PARF JMB and signed Decisions on Adoption of Terms of Reference "Budget Management Information System" and "Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH". Members who were not present at the session, will receive these documents by mail.

Considering that there were no additional questions, Ms. Borovac once again thanked all the attendees for their participation and formally closed the 17th session of the PARF JMB.

Declaration of the Members of the Joint Management Board of the Public Administration Reform Fund who were absent from the 17th session of the PARF JMB

The 17th session was not attended by the member on behalf of the Government of the Federation of BiH, Ms. Mirsada Jahić, as well as representatives of the European Union Delegation in BiH, Ms. Irena Šotra Stajković and Ms. Maria Farrar – Hockley. In accordance with the Rules of Procedure of the PARF JMB, chapter VII paragraph (6), they are left with the possibility to declare in writing or to vote on the matters discussed and decided on, within seven work days from the day of the session.

Within the given deadline, the PARCO received the declaration:

of representatives of European Union Delegation in BiH, on July 22, 2010, by fax - which is being submitted as Attachment 1 to the Minutes.

Declaration of Ms. Mirsada Jahić was received after the given deadline, on August 9, 2010, by e-mail - which is being submitted as Attachment 2 to the Minutes.

Final Results of Declaration of the Members of the Joint Management Board of the Public Administration Reform Fund on the Matters Discussed and Decided on at the 17th session of the PARF JMB

1. Adoption of the Minutes from the sixteenth session of the Joint Management Board of the Public Administration Reform Fund, held on April 9th, 2010;

It has been recorded that all the members of the Joint Management Board adopted the Minutes from the sixteenth session of the Joint Management Board of the Public Administration Reform Fund.

2. Discussion of the Report on Evaluation of Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System" with proposal of measures - proposal of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System";

It has been concluded that all the members of the Joint Management Board have adopted Report on Evaluation of Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System" with proposal of measures - proposal of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System".

3. Approval of the tender documentation for the Project "Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH";

It has been concluded that all the members of the Joint Management Board have adopted the tender documentation for the Project "Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH".

4. Information on the Terms of Reference "Information System of the Treasury of the Brčko District";

It has been recorded that the present members of the Joint Management Board have received the Information regarding the Terms of Reference "Information System of the Treasury of the Brčko District".

5. Information on the Report on Completed Financial Audit of the Terms of Reference "Strategic Communication";

It has been recorded that the present members of the Joint Management Board have received the Information regarding the Report on Completed Financial Audit of the Terms of Reference "Strategic Communication".

6. Request of the Brčko district of BiH for allocation of funds from the Fund from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH";

It has been concluded that all the members of the Joint Management Board have adopted the request that the PARCO prepares information on the status of the project "One Stop Shop", and steps that should be taken for allocation of funds from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH" which will be submitted to the PARF JMB members for declaration, and if consent is received from the PARF JMB members, further steps should be taken on allocation of funds from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH"

Minutes taken by:

Nadža Kazić
Junior Professional
Unit for Donor Coordination, Finance,
Monitoring and Evaluation

Minutes controlled by:

Aneta Raić
Head of Unit Donor Coordination,
Finance, Monitoring and Evaluation

Minutes cleared by:

Semiha Borovac
Public Administration
Reform Coordinator



EUROPEAN UNION

 Delegation to Bosnia and Herzegovina
 Section Operations

PRIMLJENO: 22.07.10.			
Organizaciona jedinica	Klasifikaciona oznaka	Redni broj	Drugi prioritet
01	07	260-1/10	—

Sarajevo, 22 July 2010

DELBIH/OPS/BV/is (2010) D/2068.-

Mrs Semiha Borovac

Public Administration Reform Coordinator

Office of the Public Administration Reform Coordinator

Vrazova 9, Sarajevo

Subject: Seventeenth session of the Joint Management Board of the Public Administration Reform Fund, 27th July 2010 in Sarajevo

Dear Mrs Borovac,

Thank you for the invitation to the seventeenth session of the Joint Management Board of the PAR Fund that will be held in Sarajevo on 27th July, and for the materials for the session enclosed therewith.

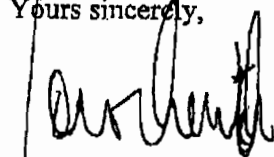
Unfortunately, as we already informed you, the Delegation will not be able to have a representative in this session because of earlier planned absences. We have reviewed the working materials and are hereby able to offer our opinion on the different agenda items:

1. We hereby give our agreement to the adoption of the Minutes from the sixteenth session of the Joint Management Board of the Public Administration Reform Fund, held on April 9th, 2010;
2. We have no remarks on the Report on Evaluation of the Procurement of Services for Implementation of the Project „Transposing EU Legislation in the BiH Legal System" with proposal of measures - proposal of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project „Transposing EU Legislation in the BiH Legal System" and give our approval;
3. We have no comments on the tender documentation for the Project „Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH" and hereby give our agreement to it;
4. We agree with the draft of the Terms of Reference „Information System of the Treasury of the Brčko District";
5. We take note of the financial audit report of the "Strategic Communication" project.

Under item 6. Miscellaneous, we would only like to suggest that you consider inviting the Technical Assistance team to the session who could present the initial findings of the donor mapping report to the participants, and maybe present their other project activities that might be of interest to the members of the Board.

Thank you for taking the above into consideration. We wish you successful work at the session and look forward to receiving the minutes of the meeting.

Yours sincerely,



Boris Iarochévitch
Chargé d' Affaires a.i.

Cc: Ms. Irena Sotra Stajkovic

Nadza Kazic

From: Mirsada Jahić [Mirsada.Jahic@fbihvlada.gov.ba]
Sent: 9. kolovoz 2010 11:44
To: Nadza Kazic
Subject: RE: Prijedlog zapisnika sa 17. sjednice UO FRJU/ Proposal of the Minutes from the 17th session;

Poštovana koleginice,

U prilogu Vam dostavljam moje pismeno izjašnjenje o materijalima koji su razmatrani na 17.sjednici UOFRJU.

Mirsada Jahić

pomoćnik sekretara

Alipašina 41, 71000 Sarajevo

Sekretarijat Vlade FBiH | Kabinet sekretara

tel.: +387 33 65 66 79| fax.: +387 33 44 47 18

From: Nadza Kazic [mailto:nadza.kazic@parco.gov.ba]
Sent: Tuesday, August 03, 2010 9:55 AM
To: Mirsada Jahić; mario.vignjevic@foreign.ministry.se; s.culibrk@mul.s.vladars.net;
m.davidovic@mul.s.vladars.net; branojovic@bdcentral.net; rsakota@trezorbi.gov.ba;
leila.fetahagic@minbuza.nl; d-hadzic@dfid.gov.uk; r-aliefendic@dfid.gov.uk; irena.sotra@ec.europa.eu;
maria.farrar-hockley@ec.europa.eu
Cc: Semiha Borovac; Suad Music; Aneta Raic; Marina Vukovic; Fatima Curevac
Subject: Prijedlog zapisnika sa 17. sjednice UO FRJU/ Proposal of the Minutes from the 17th session;

Poštovani,

U prilogu Vam dostavljamo prijedlog zapisnika sa sedamnaeste sjednice Upravnog odbora Fonda za reformu javne uprave. Komentare na zapisnik mozete dostaviti u roku od deset radnih dana.

S poštovanjem,


Dear all,

Please find the attached proposal of the Minutes of the seventeenth session of the Joint Management Board of the Public Administration Reform Fund. Comments on the Minutes can be submitted within ten working days.

Sincerely,

Nadza Kazic
Junior Professional

Jedinica za donatorsku koordinaciju, finansije, nadzor i evaluaciju
Ured Koordinatora za Reformu Javne Uprave u BiH
Unit for Donor Coordination, Finance, Monitoring and Evaluation
Public Administration Reform Coordinator's Office

 **BOSNA I HERCEGOVINA**
VIJEĆE MINISTARA
URED KOORDINATORA ZA REFORMU JAVNE UPRAVE
SARAJEVO

PREMLJENO: 09.08.2010			
Organizaciona jedinica	Klasifikaciona oznaka	Radni broj	Broj priloga
01	07	260-9/10	1

Sarajevo, 09.08. 2010. godine

URED KOORDINATORA ZA REFORMU JAVNE UPRAVE BIH

Gđa Semiha Borovac, Koordinator za reformu javne uprave BiH

PREDMET: Pismo izjašnjenje člana UO FRJU

Na 17. sjednici nije bio prisutan član Upravnog odbora iz Vlade Federacije BiH u skladu sa Poslovnikom o radu UO FRJU, poglavljem VII stav (6), a u vezi sa materijalima koji su razmatrani na 17. sjednici Upravnog odbora, obavještavam Vas da glasam na sljedeći način:

1. Usvajanje Zapisnika sa šesnaeste sjednice Upravnog odbora Fonda za reformu javne uprave, održane 09.04.2010. godine;

Glasam za usvajanje zapisnika sa šesnaeste sjednice Upravnog odbora Fonda za reformu javne uprave.

2. Razmatranje izvještaja o evaluaciji javne nabavke usluga za implementaciju projekta „Transponiranje EU zakonodavstva u pravni sistem BiH“ sa prijedlogom mjera – prijedlog Odluke o dodjeli ugovora za nabavku usluga za implementaciju projekta „Transponiranje EU zakonodavstva u pravni sistem BiH“;

Glasam za usvajanje izvještaja o evaluaciji javne nabavke usluga za implementaciju projekta „Transponiranje EU zakonodavstva u pravni sistem BiH“ sa prijedlogom mjera – i za donošenje Odluke o dodjeli ugovora za nabavku usluga za implementaciju projekta „Transponiranje EU zakonodavstva u pravni sistem BiH“.

3. Odobravanje tenderske dokumentacije za projekt „Uspostavljanje savremenih odjela za upravljanje ljudskim potencijalima u organima uprave u BiH“;

Glasam za usvajanje tenderske dokumentacije za projekt „Uspostavljanje savremenih odjela za upravljanje ljudskim potencijalima u organima uprave u BiH“;

4. Informacija o projektnom zadatku „Informacijski sistem trezora Brčko Distrikta BiH“;

Primam na znanje Informaciju u vezi sa projektnim zadatkom „Informacijski sistem trezora Brčko distrikta BiH“.

5. Informacija o izvještaju o izvršenoj finansijskoj reviziji projektnog zadatka „Strateška komunikacija“;

Primam na znanje Informaciju o izvještaju o izvršenoj finansijskoj reviziji projektnog zadatka „Strateška komunikacija“.

6. Zahtjev Brčko distrikta za preusmjeravanje sredstava Fonda sa projekta „One Stop Shop“ na projekat „Informacijski sistem trezora Brčko distrikta BiH“;

Glasam za prijedlog da Ured koordinatora pripremi informaciju o statusu projekta „One Stop Shop“, te koracima koji se trebaju poduzeti za preusmjeravanje sredstava sa projekta „One Stop Shop“ na projekat „Informacijski sistem trezora Brčko distrikta BiH“ koji će se dostaviti članovima Upravnog odbora na izjašnjavanje, te ukoliko se dobije odobrenje članova Upravnog odobra, da se poduzmu daljnji koraci na preusmjeravanju sredstava sa projekta „One Stop Shop“ na projekat „Informacijski sistem trezora Brčko distrikta BiH“.

Jahić Mirsada, Koordinator za reformu javne uprave u Federaciji BiH

Sarajevo, August 9, 2010

PUBLIC ADMINISTRATION REFORM COORDINATOR'S OFFICE of BiH
Ms Semiha Borovac, Public Administration Reform Coordinator

SUBJECT: Written declaration of the PARF JMB member

The 17th session was not attended by the PARF JMB member on behalf of the Government of the Federation of BiH. In accordance with the Rules of Procedure of the PARF JMB, chapter VII paragraph (6), and regarding the matters that were discussed at the 17th session of the PARF JMB, I inform you that I declare as follows:

1. Adoption of the Minutes from the sixteenth session of the Joint Management Board of the Public Administration Reform Fund, held on April 9th, 2010;

I vote for adoption of the Minutes from the sixteenth session of the Joint Management Board of the Public Administration Reform Fund.

2. Discussion of the Report on Evaluation of Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System" with proposal of measures - proposal of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System";

I vote for adoption of the Report on Evaluation of Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System" and for adoption of the Decision on Award of the Contract for Procurement of Services for Implementation of the Project "Transposing EU Legislation in the BiH Legal System"

3. Approval of the tender documentation for the Project "Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH";

I vote for adoption of the tender documentation for the Project "Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH";

4. Information on the Terms of Reference "Information System of the Treasury of the Brčko District";

I take notice of the Information on the Terms of Reference "Information System of the Treasury of the Brčko District".

5. Information on the Report on Completed Financial Audit of the Terms of Reference "Strategic Communication";

I take notice of the Information on the Report on Completed Financial Audit of the Terms of Reference “Strategic Communication”

6. Request of the Brčko district of BiH for allocation of funds from the Fund from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH";

I vote for the proposal that the PARCO prepares information on the status of the project "One Stop Shop", and steps that should be taken for allocation of funds from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH" which will be submitted to the PARF JMB members for declaration, and if consent is received from the PARF JMB members, further steps should be taken on allocation of funds from the project "One Stop Shop" to the project "Information System of the Treasury of the Brčko District of BiH".

Jahić Mirsada, Public Administration Reform Coordinator in the Federation of BiH

Босна и Херцеговина
БРЧКО ДИСТРИКТ
БОСНЕ И ХЕРЦЕГОВИНЕ
ГРАДОНАЧЕЛНИК



Bosna i Hercegovina
BRČKO DISTRIKT
BOSNE I HERCEGOVINE
GRADONAČELNIK

Булевар Мира 1, 76100 Брчко дистрикт Босне и Херцеговине, Телефон: 049/240-820, Факс: 217-142, Централa: 049/240-600, локал 820.
Bulevar Mira 1, 76100 Brčko distrikt Bosne i Hercegovine, Telefon: 049/240-820, Faks: 217-142, Centrala: 049/240-600, lokal 820.

Broj predmeta: 05-01.1-002039/10
Broj akta: 01.1-0633JP-01/10
Datum, 14.10.2010. godine
Mjesto, Brčko

KANCELARIJA KOORDINATORA ZA REFORMU JAVNE UPRAVE BiH
N/R KOORDINATORA ZA REFORMU JAVNE UPRAVE G-DE SEMIHE BOROVIĆ

PREDMET: Izjašnjenje o projektu „One Stop Shop – servisi za pomoć građanima“,
pismo donatora (SIDA, DfID, EC i EKN)

Poštovana,

U vezi individualnih projekata Brčko distrikta BiH, koji su odobreni a finansiraju se iz Fonda za reformu javne uprave BiH, „One Stop Shop“ servisi za pomoć građanima i projekta „Informacioni sistem trezora Brčko distrikta BiH“, predlažem Vam u ime Vlade Brčko distrikta BiH a na prijedlog donatora koji finansiraju Fond za reformu javne uprave u BiH da Upravni odbor Fonda za reformu javne uprave o navedenim projektima odluči na sljedeći način:

1. da ukine Odluku o prihvatanju projektnog zadatka „One Stop Shop- servisi za pomoć građanima“ i da se navedeni projekat u potpunosti povuče sa liste projekata predviđenih za finansiranje iz Fonda za reformu javne uprave;
2. da se cjelokupan iznos sredstva rezervisanih za projekat „One Stop Shop- servisi za pomoć građanima“ u iznosu od 582.000 KM preusmjeri na projekat „Informacioni sistem trezora Brčko distrikta BiH“, jer smatram da postoji mogućnost da se projektni zadatak „Informacioni sistem trezora Brčko distrikta BiH“ remodelira i unaprijedi kako bi cjelokupan sistem finansijskog sektora Brčko distrikta BiH mogao biti uključen u projekat „Informacioni sistem upravljanja budžetom“ (BMIS).

Molim Vas da naprijed navedene prijedloge iznesete na Upravni odbor Fonda za reformu javne uprave.

U nadi da ćete o navedenim projektima odlučiti na predloženi način, unaprijed se zahvaljujem.

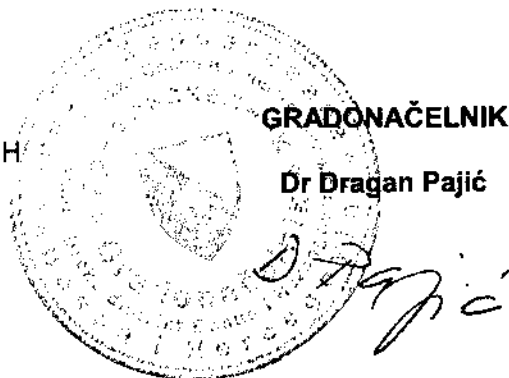
S poštovanjem,

Dostaviti:

1. Koordinator za reformu javne uprave BiH
- ② Evidenciji
3. Arhivi

GRADONAČELNIK

Dr Dragan Pajić



Pursuant to chapter V paragraph (3) of the Rules of Procedure of the Joint Management Board of the Public Administration Reform Fund (No.: 01-07-89/08 of February 8, 2008 and No.: 01-07-89-1/08 of March 12, 2009), the Joint Management Board of the Public Administration Reform Fund at the ____ session held on _____ 2010, enacts

proposal

D E C I S I O N
on annulment of the Decision on Accepting the Terms of Reference
“One Stop Shop” – services for assistance to citizens
for financing from the assets of the Public Administration Reform Fund in BiH

Article 1

- (1) The Decision on Accepting the Terms of Reference for the project “One Stop Shop – services for assistance to citizens” for financing from the assets of the Public Administration Reform Fund in BiH no. 01-07-222-25/08 of December 15, 2009 shall be annulled.
- (2) Assets reserved by the aforementioned Decision, amounting 582,894.00 KM, VAT included, shall be directed for financing of the project “Information System of the Treasury of the Brčko District of BiH”.

Article 2

This Decision shall be put into force on the day it is adopted.

**Chairwoman of the Joint
Management Board of the
Public Administration
Reform Fund**

No:
Sarajevo, _____ 2010

Semiha Borovac

EXPLANATION

This Decision proposes annulment of the Decision on Accepting the Terms of Reference for the project “One Stop Shop - services for assistance to citizens” no. 01-07-222-25/08 of December 15, 2009, considering that the procedure of public procurement for the said project was annulled in accordance with the Law on Public Procurements of BiH, and it is uncertain when and whether the procurement procedure will be reinitiated.

Therefore, in accordance with the aforementioned, this Decision proposes to put the assets in the amount of 582,894.00 KM, VAT included, reserved for the project “One Stop Shop” – services for assistance to citizens”, at disposal for financing of the project “Information System of the Treasury of the Brčko District of BiH”.

Pursuant to chapter VIII paragraph (2) point a) of the Rules of Procedure of the Joint Management Board of the Public Administration Reform Fund (number: 01-07-89/08 from 08.02.2008.), and related with the point 29 of the Memorandum of Understanding for establishment of the Public Administration Reform Fund, closed between the Council of Ministers of BiH, the Government of the Federation of Bosnia and Herzegovina, the Government of the Republic of Srpska, the Government of the Brčko District of BiH, the Department for International Development, the Swedish International Development and Cooperation Agency, Ministry for Development and Cooperation of the Netherlands and the European Commission Delegation in Bosnia and Herzegovina, the Joint Management Board of the Public Administration Reform Fund at the fourteenth session held on Decembar 15, 2009. adopts a:

D E C I S I O N
on adoption of the Terms of Reference “One Stop Shop” citizens
assistance services
for financing by the assets of the Public Administration Reform Fund in
BiH

Article 1.

With an objective of support to implementation of the Action Plan 1, activities in chapter “VI – Information Technology”, IT. 3 “Infrastructure” (IT. 3.1 i IT. 3.3) and IT. 4 “Information systems and e-services” (IT. 4.5, IT. 4.6 and IT. 4.7) the Joint Management Board of the Public Administration Reform Fund (hereinafter: the PARF JMB), expresses readiness to finance the terms of reference “One Stop Shop” citizens assistance services, number: 01-07-222-24/08 from 19.11.2009.

Article 2.

In accordance with the points 34-36 of the Memorandum for establishment of the Public Administration Reform Fund (hereinafter: the Memorandum), the Public Administration Reform Coordinator’s Office (hereinafter: the PARCO) shall undertake all the activities and preparatory activities for starting the procedure of procurement of services and materials stated in the terms of reference from the article 1 of this Decision.

Article 3.

Members of the PARF JMB – donors shall reserve assets for financing of the terms of reference from the article 1 of this Decision in estimated amount of 582.894,00 KM with the VAT, within 30 days from the day of enactment of this Decision.

Article 4.

Donors from the article 3 of this Decision, in accordance with the point 31 of the Memorandum, shall transfer the reserved assets to the unified account of the Public Administration Reform Fund, held by the Ministry of Finances and Treasury of BiH with

the Central Bank of BiH, within 5 days from the day when the PARF JMB gave its approval of the final draft contract in accordance with point 36 of the Memorandum.

Article 5.

The PARCO reports to the PARF JMB on realisation of this Decision in accordance with the points 37 and 39 of the Memorandum.

Article 6.

By enactment of this Decision, the Decision on Acceptance of the Terms of Reference „One Stop Shop“- citizens assistance services project of the Brčko distrikt BiH for financing by the assets of the Public Administration Reform Fund in BiH No. 01-07-222-12/08 from February 2, 2009, shall cease to be valid.

This Decision shall be enacted on the day of its adoption.

Number: 01-07-222-25/08
Sarajevo, 15.12. 2009.

**Chairman of the Joint
Management Board of the
Public Administration
Reform Fund**

Suad Music

Pursuant to the chapter V paragraph (3) point c) of the Rules of Procedure of the Joint Management Board of the Public Administration Reform Fund (No. 01-07-89/08 of February 8, 2008 and No. 01-07-89-1/08 of March 12, 2009), the Joint management Board of the Public Administration Reform Fund at the _____ session held on _____, enacted

proposal

Changes to the Procedures of Financial Management of the PAR Fund

- I In the Procedures of Financial Management of the PAR Fund, in the chapter III the point 3. shall be changed and shall read: “The PARCO shall immediately after approval of the Decision on Accepting the Terms of Reference by the PARF JMB, submit the Request for Payment for respective projects in the whole amount of the project budget.”
- II In the same chapter, the point 4. shall be changed and shall read: “The Donors shall make payments of assets to the account of the Public Administration Reform Fund for respective projects, within 5 (five) days from the day of receiving the Request for Payment.”
- III The Changes to the Procedures of Financial Management of the PAR Fund shall be put into force on the day of their adoption.

No.:
Sarajevo,

CHAIRPERSON
OF THE JOINT MANAGEMENT BOARD
OF THE PUBLIC ADMINISTRATION
REFORM FUND

Explanation

I – Legal Basis

The legal basis for adoption of the Changes to the Procedures of Financial Management of the PAR Fund is contained in the chapter V, paragraph (3) point c) of the Rules of Procedure of the Joint Management Board of the Public Administration Reform Fund (No. 01-07-89/08 of February 8, 2008 and No. 01 -07-89-1/08 of march 12, 2009), in which the Public Administration Reform Fund Joint Management Board decides on directing the assistance towards establishing guidelines for the Public Administration Reform Fund functioning and approval of the Public Administration Reform Coordinator's Office documents.

II – Reasons for Adoption

In accordance with the Procedures of Financial Management of the PAR Fund, the payments of the assets to the accounts of the PAR Fund are made after the PARF JMB approves the Decision on Award of the Contract.

However, at the meeting with the representatives of the DfID, the Sida and the EU Delegation, while discussing the payments already made by the DfID, as well as the remaining payment that should be made by the end of 2010, the representatives of the DfID stressed that the remaining funds of the DfID, based on the Memorandum of Understanding for Establishment of the PAR Fund and the adopted Annexes, must be paid to the PARF account by the end of the current year. Otherwise, it will not be possible to pay the funds, i.e. they will be lost.

As pointed out on that occasion, the donors have their own financial plans they need to implement regarding the payments of assets to the PARF accounts. In accordance with that, the DfID made all its payments so far in instalments in accordance with the financial plans of the DfID. So, payments to the accounts of the PARF were made at the request of the DfID, and in the course of that same year, the funds were directed in accordance with the agreement of the donors to the projects for which the Decisions on Award of the Contracts were approved.

The donor funds that were paid to the accounts of the Ministry of Finance and Treasury of BiH in the Central Bank of BiH must be directed to the programmes of special purpose, i.e. projects, by the end of the year, in which these payments were made.

That means that if by the end of the year no Decisions on Award of the Contracts are expected to be adopted, and the donor is to make the payment, there is a real possibility that the funds will be lost.

Because of all of the above, the donors, the DfID and the Sida, at the said meeting expressed their wish to change the procedures of payment and adjust them to the financial plans of the donors, so the donor funds would not be lost.

Also, the article 6 of the Law on Public Procurements of BiH, stipulates that prior to initiation of the tender procedure the funds for the procurement must be provided, and for the same reasons appropriate changes are needed in the sense of the moment of payment of funds for implementation of the projects from the field of public administration reform.

Proposed changes are in line with the regulations regulating financial operations of the PARCO.

III – Explanation of the Proposed Solutions

In the chapter I of the Changes to the Procedures of Financial Management of the PAR Fund, the change is being made to the chapter III, point 3 of the Procedures of Financial Management of the PAR Fund, in the sense that the PARCO will submit the Request for Payment for respective projects in the overall project budget amount immediately after receiving the Decision on Accepting the Terms of Reference from the PARF JMB.

In the chapter II of the Changes to the Procedures of Financial Management of the PAR Fund, the change is being made to the chapter III, point 4 of the Procedures of Financial Management of the PAR Fund, in the sense that the donors will make payments of funds to the account of the Public Administration Reform Fund for individual projects within 5 (five) days from receipt of the Request for Payment.

The chapter III of the Changes to the Procedures of Financial Management of the PAR Fund stipulates that they will be put into force on the day they are adopted.

IV – Financial Assets

For implementation of the Procedures of Financial Management of the PAR Fund no additional financial assets are needed.

V – Consultations

At the request of the representatives of the DfID, on the occasion of completion of their mission in Bosnia and Herzegovina, the meeting was held on September 6, 2010 on the Final Review of the Progress of the Project Public Administration Reform Fund. The meeting was attended by the representatives of the PARF donors (the DfID, the Sida, the EU Delegation, and the representative of the Royal Netherlands Embassy was not present) and the Public Administration Reform Coordinator's Office. On this occasion, the representatives of the DfID pointed out that the remaining funds of the DfID, based on the Memorandum of Understanding for Establishment of the PAR Fund and the adopted Annexes, must be paid to the PARF account by the end of the year. Otherwise, it will not be possible to pay the funds, i.e. they will be lost.

As they pointed out on that occasion, the donors have their own financial plans they need to implement regarding the payments of assets to the PARF accounts. Practice so far, of payment of assets for the projects to the accounts of the PARF only after adoption of the Decision on Award of the Contract, has shown that the donors were not able to make their payments in accordance with their financial plans and budgets. In accordance with that, the donors, the DfID and the Sida, emphasised the need to change the procedures for payment of funds for the projects approved by the PARF JMB, so the donor funds would not be lost.

Procedures of Finance Management of the PAR Fund

I Introduction

1. For general management of the PAR Fund accounts and supervision over expenditure from the PAR Fund, accountable shall be the **Public Administration Reform Coordinator's Office** (PARCO) and the **Ministry of Finances and Treasury of BiH** (MFT BiH), as defined in the "Memorandum of Understanding on Establishment of the PAR Fund" (MoU).
 - 1.1. The **PARCO** shall manage financial assets of the PAR Fund, which implies: preparation of budget structure of the projects and monitoring of their execution, preparation of payment requests i.e. orders for transfer of assets, preparation of comprehensive reports on activities of the PAR Fund, provision of financial information for update of the project data base, and establishment of the system of financial monitoring of the projects through the Information System of Financial Management of the Treasury of Bosnia and Herzegovina (ISFM).
 - 1.2. The **MFT BiH** shall maintain financial records of support, provided in accordance with the international accounting standards. The MFT BiH confirms that the PAR Fund donors' support shall be used solely to cover the approved project expenses related with implementation of the Strategy of the Public Administration Reform in BiH. The MFT BiH shall without delay notify in writing all the donors and the PARCO on reception of money i.e. payments in foreign currency. The financial assets shall be held on a separate budget item for expenditure solely for the approved projects.

II Planning and Allocation of the Assets of the PAR Fund

1. The PARCO (officers for finances of the PAR Fund) shall prepare the Annual Plan of Payments of Assets to the Account – Public Administration Reform Fund for the following year and submit it to the donors, so they could plan and allocate the assets for the following calendar year (Table 1 in the attachment).
2. The Annual Plan of Payments of Assets to the Account of the Fund shall be drafted on the basis of already approved and planned projects i.e. on the basis of plans of common and individual projects for that calendar year (Tables 2 and 3 in the attachment).
3. Annual plans of the required assets of the PAR Fund by planned individual projects shall be prepared by the entity public administration reform coordinators and the Public Administration Reform Coordinator of the Government of the Brčko District of BiH, in cooperation with the members and deputy members of the reform areas Supervisory Teams, and by the members of the Supervisory Teams appointed by the Council of Ministers of BiH. The said plans shall be submitted to the PARCO by the end of October of the current year.
4. Annual plans of the required assets of the PAR Fund by respective reform areas shall be prepared by the Reform Area Coordinators (RACs), on the basis of approved and planned common projects, and on the basis of plans of required assets by individual projects submitted by the entity public administration reform coordinators and the Public

Administration Reform Coordinator of the Brčko District of BiH, and by the members of the Supervisory Teams appointed by the Council of Ministers of BiH.

III Payments/Withdrawals of the Assets of the PAR Fund

Payments

1. The PARCO (officers for finances of the PAR Fund) shall be preparing the quarterly plans of payments of the assets to the account – Public Administration Reform Fund (liquidity forecast) during the last month of the current quarter and submit them to the donors so they could in time plan the payment of assets to the account – Public Administration Reform Fund, opened in the Central Bank of BiH (Table 4 in the attachment).
2. Quarterly plan of payment of assets to the account of the Fund shall show the expenses of respective projects with their total amounts of budgets, approved by the Joint Management Board of the PAR Fund and for which the assets shall be requested in that quarter.
3. The PARCO shall prepare the Request for Payment for respective projects in total amount of the budget of the projects for which the Joint Management Board of the PAR Fund approved the proposal of the Decision on Award of the Contract (attachment 5).
4. The donors shall make payments of the assets to the account – Public Administration Reform Fund for respective projects on the basis of the Request for Payment within five days from the day the Joint Management Board of the PAR Fund adopted the proposal of the Decision on Award of the Contract.
5. The MFT BiH/the Central Bank of BiH shall without delay notify in writing the donors and the PARCO on reception of money in foreign currency.
6. At the request of the officer for finances of the PAR Fund, the Unit for Material-Financial and General Affairs of the PARCO shall submit a request to the MFT BiH (Sector for Budget) to open a code for maintenance of the respective project through the ISFM system, which is in the budget of the PARCO filed as the Programme of Special Purpose.
7. The officers for finances of the PAR Fund shall prepare a request to the Central Bank of BiH to transfer the assets from the account – Public Administration Reform Fund to the appropriate budget account, and on that occasion to convert the paid assets to the KM currency (Point 23 of the MoU).
8. The PARCO (officers for finances of the PAR Fund) shall on the basis of the received reports on payment of the assets to the account – Public Administration Reform Fund maintain the appropriate financial records, and all the necessary inputs of financial transactions through the ISFM system shall be done by the Unit for Material-Financial and General Affairs.

Withdrawals

1. Withdrawals of the assets of the PAR Fund shall be conducted as follows:
 - I. There is a possibility of payment in advance, which shall be made in accordance with the provisions of the contract.
 - II. Interim payment shall be made in accordance with the provisions of the contract, after the Joint Management Board of the PAR Fund approves the interim reports.
 - III. Final payment shall be made in accordance with the provisions of the contract amounting 10 per cent of the total project budget, after the Joint Management Board of the PAR Fund approves the final report.

Payments shall be made in accordance with the following procedure:

I. Payment in advance

1. Payment in advance can be made in the amount of up to 40 per cent of the total amount of the project budget.
2. For every payment in advance, there has to be unconditional bank guarantee provided, i.e. "guarantee without objections", in the amount of the approved payment in advance.
3. The PARCO shall request the payment in advance to the account of the implementer of the contract within 10 days from the day of signing the contract.
 - 3.1) The PARCO (officers for finances of the PAR Fund) shall prepare the request for payment in the amount defined in the contract of the project and submit it to the appointed donor for approval.
 - 3.2) The appointed donor is obligated to submit a written approval of payment in advance within 5 days from the day of submitting the request for payment.
 - 3.3) On the basis of the approved request for payment, and at the request of the officer for finances of the PAR Fund, the Unit for Material-Financial and General Affairs shall prepare the "Approval for Input of Obligations for Payment in the ISFM", which shall be signed by the Coordinator and the Deputy Coordinator, after which there will be an input in the ISFM system and payment.
 - 3.4) The MFT BiH shall at the request submit to the PARCO the proof of the payment made.
 - 3.5) The PARCO (the Unit for Material-Financial and General Affairs and the officers for finances of the PAR Fund) shall record the payment made (spending of assets by project).
4. Justification of payment in advance shall be provided in the first interim report, when there will be balancing of paid and spent assets. Part of the payment in advance which was not spent shall be justified in the first following interim report.

II Interim payments

1. Interim payments to the implementer of the of the project shall be made after the Joint Management Board of the PAR Fund approves: a) the interim reports of the implementer of the contract and, b) the payment request for the implementer of the contract.

Every report shall contain the text part and the financial part. The financial part of the report shall contain:

- financial records, calculation and description of all the expenses of the project incurred in that reporting period (Table I 1 and I 2),
- all the receipts for the expenses incurred in that reporting period, and
- report on audit of the financial report of the project for the said reporting period, if it is stipulated by the contract.

Request for payment shall be prepared by the implementer of the contract, on the basis of the expenses of the realised activities for the past reporting period (attachment form Z1). If part of the expenses of the previous reporting period is already covered by the payment in advance, that amount of the payment in advance shall not be included in the requested amount for payment for that reporting period. The request shall be submitted together with the interim report.

- 1.1) On the basis of the approved request of the implementer of the contract, and at the request of the officers for finances of the PAR Fund, the Unit for Material-Financial and General Affairs shall prepare the Approval for Input of Obligations for Payment in the ISFM which shall be signed by the Coordinator and the Deputy Coordinator, after which there will be an input in the ISFM system and payment.
- 1.2) The MFT BiH shall at the request submit to the PARCO the proof of the payment made.
- 1.3) The PARCO (the Unit for Material-Financial and General Affairs and the officers for finances of the PAR Fund) shall record the payment made (spending of assets by project).

II Final payment

1. Final payment shall be made in the amount of 10 per cent of the total project budget, on the basis of the final request for payment which shall be prepared and submitted by the implementer of the contract, after the Joint Management Board of the PAR Fund approves the Final report of the project.
2. The implementer of the contract shall submit the Final report to the PARCO immediately after completion of the project activities or 15 days upon expiration of the contract at the latest and it shall contain the financial report – financial records and calculation of all the expenses of the project incurred from the beginning to the end of realisation of the project (Table I 3 in the attachment) with the report on the audit of the final financial report, if it is stipulated by the contract.
3. Procedure of final payment is the same as the procedure of periodic payments.

IV **Reporting**

Reporting of the implementer of the contract to the PARCO

1. Selected implementers of the contracts which will work on realisation of the projects of the PAR Fund shall prepare and submit:
 - the inception reports of the projects,
 - the interim reports on progress in implementation of the projects, and
 - the final reports

to the PARCO i.e. project manager (RAC) of the project area in question, within deadlines defined in the contracts, with all the information and data for the reporting period in question.

2. Inception report shall be submitted within two months at the latest after signing of the contract or start of implementation of the project activities, which shall be set in more detail by the contract. It shall contain the budget structure and a detailed plan of realisation of the project activities which shall precisely define what and when it should be done and achieved. At the same time, the plan of realisation of the project activities shall serve as a basis for establishment of more detailed budget structure by the periods of execution of the contract.
3. Interim and final reports shall consist of text part and financial part.
 - 3.1. Text part of the report shall contain a description of all the implemented activities and results in the reporting period in accordance with the approved project and a plan of realisation. If some deviations from the originally approved dynamics of

activities occur, the implementer of the project shall be obligated to notify the PARCO on it with an explanation. The text part of the final report shall cumulatively describe all the activities realised from the start till the end of duration of the project.

- 3.2. Financial part of the report shall contain the financial records, calculation and description of all the expenses of the project incurred in that reporting period, original receipt/invoice which shall cover all the expenses in the reporting period stated by types with appropriate receipts (original or certified copies) of the implementer of the project for the said reporting period, and the report on audit of the financial report if it is stipulated by the contract. Financial part of the report shall also contain the details on time inputs of the experts and on incidental expenditures. It is accepted that for most of the projects the quarterly reports shall suffice, but also that more frequent reporting can be required. Financial part of the final report shall contain overview of all the financial expenses incurred in the period from the start till the end of realisation of the project. Audit of the financial reports shall be provided for by the implementer of the project in a manner defined in the Contract. Audit of the said financial reports shall be performed only by the authorised audit firms.
4. The reports shall be submitted to the PARCO in four copies in hard copy format, as well as in electronic form. The implementer of the contract shall prepare all the reports in all the official languages of BiH and in English language, in A4 format, and budget tables and schedules of expenditures in A3 format maximum. The reports shall have a cover page which shall include: the title of the project, the code or the number of the protocol of the project, the title of the report, the date of delivery of the report and the period covered by the report, and the name and the address of the implementer of the project.

Models (instructions/guidelines) for structure of the inception, interim and final report are in the annex of these procedures.
5. Upon delivery of the report to the PARCO, i.e. project manager (RAC) of the project area in question, the RAC shall review and approve the report by their signature, bearing in mind that they shall review the financial part of the report together with the officers for finances of the PAR Fund. After that, the report shall be forwarded to the Joint Management Board of the PAR Fund for their approval.
6. Only after the Joint Management Board of the PAR Fund approves the interim or final report, it shall be possible to make payments for that period of implementation of the project.

Reporting of the PARCO to the Joint Management Board of the PAR Fund

1. The PARCO shall submit to the Joint Management Board of the PAR Fund all the information relevant for implementation of the PAR Strategy and for all the projects financed by the assets of the PAR Fund.
2. The PARCO shall prepare comprehensive quarterly reports, giving overview of activities of all the projects of the PAR Fund, information on the achieved outflows of assets in comparison with the planned outflows of assets, financial calculations showing allocation and usage of financing, problems encountered with and/or expected and all the other information related with implementation of the projects of the PAR Fund. Those reports shall be submitted to the Joint Management Board ten days prior to the session. (MoU paragraph 7. point 39.) The reports shall consist of narrative/textual part and the financial

part. Textual part of the reports shall contain overview of all the activities related with the PAR Fund for that reporting period. Financial part of the reports shall reflect all the financial transactions financed by the PAR Fund donors. They shall compare the expenses for the achieved activities for the current reporting period with the budget for the same period and in the same currency.

3. All the financial reporting and payments shall be made in the local currency.
4. The PARCO shall prepare and submit the annual financial report of the Public Administration Reform Fund to the Parliamentary Assembly of BiH, to the Joint Management Board of the PAR Fund, as well as to the Council of Ministers of BiH, to the Government of the Republic of Srpska, to the Government of the Federation of BiH and to the Government of the Brčko District by the March 15 of the current year for the previous year. The financial report shall reflect all the transactions financed by the PAR Fund donors for the reporting calendar year. Annual financial report shall be audited by the Supreme Audit Institution of BiH.
5. Donors shall refrain from imposing additional or conflicted demands related with reporting.

V Records and Archives of Documentation

1. The PARCO shall maintain records and archives of documents in accordance with the regulations of BiH.
2. Documentation on financial transactions i.e. payments and withdrawals of assets shall provide for monitoring of every transaction from its start to its end. That means that the whole existence of transaction shall be recorded, including its start and authorisation, its progress in all phases, and its final classification in the overall records. All the documentation which follows and shows the financial transactions of the projects which are being financed by the PAR Fund shall be available for review to all the members of the PAR Fund at their request.
3. All the project and tender documentation of the projects which shall be financed by the PAR Fund shall also be properly recorded, archived and available for review to all the members of the Joint Management Board of the PAR Fund. Documentation of every project shall be properly numbered and archived in a designated file, as well as all the electronic documentation which is related with that project. All the project documentation shall be imputed in a database for management of the PAR Fund, which shall especially facilitate monitoring of realisation of the projects and provide for insight and control over management and spending of the assets of the Fund.
4. For every spending of the assets of the PAR Fund, which was previously approved, all the requests for payment and orders for transfer of assets shall be recorded and archived with all the corresponding original receipts, as well as financial records, calculation and description of all the expenses of the projects stated by types, which shall be available for review to auditors and the donors.

VI Audit

1. Audit of the annual financial reports of the PAR Fund shall be performed by the Supreme Audit Institution of BiH (Office for Audit of Institutions of BiH). The PARCO and the MFT BiH shall provide the copies of the report of the Supreme Auditor to all the donors. (MoU paragraph 9. point 46.)

2. The donors shall not require additional bilateral independent audits, unless in the case when they deem it needed.

Annual Plan of Payments of Assets to the Account – *Public Administration Reform Fund*

Reform Area		Title of the Project	Framework Budget of the Project in KM	Framework Duration of the Project
Policy Making and Coordination Capacities	Common Projects			
	Individual Projects			
Administrative Procedure	Common Projects			
	Individual Projects			
Public Finances	Common Projects			
	Individual Projects			
Human Resources Management	Common Projects			
	Individual Projects			
Institutional Communications	Common Projects			
	Individual Projects			
Information Technologies	Common Projects			
	Individual Projects			
Total KM:			0,00	

Annual Plan of the Required Assets of the Public Administration Reform Fund for the Reform Area

	Title of the Project	Framework Budget of the Planned Project in KM	Framework Duration of the Project
Common Projects			
Individual Projects			
Total KM:		0,00	

Table 2 shall be filled by the Reform Area Coordinators (RACs) in the Public Administration Reform Coordinator's Office (chapter II, point 4. of the Procedures)

Annual Plan of Required Assets of the Public Administration Reform Fund for Individual Projects

Reform Area	Title of the Project	Framework Budget of the Planned Project in KM	Framework Duration of the Project
Policy Making and Coordination Capacities			
Administrative Procedure			
Public Finances			
Human Resources Management			
Institutional Communications			
Information Technologies			
Total KM:		0,00	

Table 3 shall be filled by the entity PAR coordinators and the PAR Coordinator of the Government of the BD BiH, as well as members of the Supervisory Teams appointed by the Council of Ministers of BiH (chapter II, point 4. of the Procedures)

Quarterly Plan of Payments of Assets to the Account of the PAR Fund (liquidity forecast)
for the period

Reform Area	Title of the Project*	Framework Budget of the Project in KM	Quarterly Plan			Duration of the Project
			January	February	March	
Policy Making and Coordination Capacities						
Administrative Procedure						
Public Finances						
Human Resources Management						
Institutional Communications						
Information Technologies						
Total KM:		0,00				

Remark: * state only the projects approved by the PARF JMB

**FINANCIAL REPORT OF THE PUBLIC ADMINISTRATION REFORM FUND
FOR THE REPORTING FROM: 01.01. TO:**

No.:

Date:

No.	Title of the project	Duration of the project (from – to)	Approved project budget	Paid to the Fund account in the previous year	Remaining assets from the previous year	Paid to the Fund account in the current year	Total Fund assets at disposal in the current year	Realised in the previous reporting period	Total realised by	Remaining at disposal
1	2	3	4	5	6	7	8=6+7	9	10	11=8-10
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
							0,00			
Total KM:			0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Officer for finances of the PAR Fund:

STAMP

Manager:

FINANCIAL REPORT FOR THE PROJECT
FOR THE REPORTING PERIOD: FROM 01.01. TO

No.:
 Date:
 Code / No. of the project:
 No. and date of the contract:
 Time of duration of the project:
 Name and address of the implementer of the project:
 Date of payment of the assets to the account of the Public Administration Reform Fund:
 Amount of the paid assets:
 Amount of the approved payment in advance:

No.	Budget category / type of expense	Approved budget of the project in KM	Realised in the previous year	Realised in the previous reporting period	Realised in the current reporting period	Total realised by
1	2	3	4	5	6	7=4+6
	Total KM:	0,00	0,00	0,00	0,00	0,00

Officer for finances of the PAR Fund:

STAMP

Manager:

INTERIM FINANCIAL REPORT OF THE IMPLEMENTER OF THE CONTRACT

FINANCIAL REPORT NO.:

TITLE OF THE PROJECT:

CONTRACT NO.:

FINANCIAL REPORT NO.:

REPORTING PERIOD:

DATE OF DELIVERY:

		A	B	C	D=B+C	E=A-D
NO.	TYPE OF EXPENSE	BUDGET	REALISED IN THE PREVIOUS PERIOD	REALISED IN THE CURRENT PERIOD	TOTAL REALISED	BUDGET DIFFERENCE / AVAILABLE ASSETS
	Total KM:	0,00	0,00	0,00	0,00	0,00

Remark: Column "Realised in the previous period" of the current report shall be the same as the column "Total realised" from the previous report

Name of the Implementer of the Project:

Address of the Implementer of the Project:

Name and Surname of the Authorised Person:

Signature and Stamp:

CALCULATION OF EXPENSES

NAME OF THE RECEIVER:

TITLE OF THE PROJECT:

CONTRACT NO.:**FINANCIAL REPORT NO.:****REPORTING PERIOD:**

DATE OF DELIVERY:

LIST OF EXPENSES*:

[illegible]

Remark: 1. Attached are the copies of every one of the stated receipts

2. For calculation of daily wages it shall be mandatory to submit a time sheet

3. * *Lista troškova obuhvata sve nastale troškove po vrstama za svaku budžetsku kategoriju troškova*

Name of the Implementer of the Project:

Address of the Implementer of the Project:

Name and Surname of the Authorised Person:

Signature and Stamp:

FINAL FINANCIAL REPORT OF THE IMPLEMENTER OF THE CONTRACT

NAME OF THE RECEIVER:

TITLE OF THE PROJECT:

CONTRACT NO:

FINANCIAL REPORT NO.:

* REPORTING PERIOD:

DATE OF DELIVERY:

		A	B	C=A-B
NO.	TYPE OF EXPENSE	BUDGET	TOTAL REALISED	BUDGET DIFFERENCE
	Total KM:	0,00	0,00	0,00

Remark: Column "Total realised" shall represent the sum of columns "Realised in the current period" of all the interim reports

* Reporting period implies the whole period of duration of the project

Name of the Implementer of the Project:

Address of the Implementer of the Project:

Name and Surname of the Authorised Person:

Signature and Stamp:

Implementer of the Contract:
Address:

Receiver of the Invoice:
Address:

Request for payment / Invoice No.: _____

For the period from _____ to _____
On the basis of the Contract No. _____ from _____
Title of the Project _____

Number of the Bank Account for Payment: _____
Name of the Bank: _____
Address of the Bank: _____

Total amount of expenses in the reporting period without the VAT: KM _____
Amount of the VAT: KM _____
Total amount of expenses in the reporting period with the VAT: KM _____
Amount of the paid payment in advance: KM _____
Amount of the spent payment in advance: KM _____
Amount of remaining payment in advance: KM _____

Amount for payment: KM _____

Place and date of issuing of invoice: _____

Submitted by:

Name and Surname of the person in charge

STAMP

(signature)

Verified by (RAC):

Request approved by (donor):



BOSNIA AND HERZEGOVINA
MINISTRY OF FINANCE
AND TREASURY

Broj 01-08-16-5873-1/08
Sarajevo, 14.01.2009. godine

BOSNA I HERCEGOVINA
VIJEĆE MINISTARA
URED KOORDINATORA ZA REFORMU JAVNE UPRAVE
SARAJEVO



BOSNA I HERCEGOVINA
VIJEĆE MINISTARA
URED KOORDINATORA ZA REFORMU JAVNE UPRAVE
SARAJEVO

PRIMLJENO: 21. 01. 09.			
Organizaciona jedinica	Klasifikaciona oznaka	Redni broj	Broj priloga
01	16	398-1	/

Predmet: Suglasnost

U svezi sa vašim dopisom broj 01-16-JČ-398/08 od 23.12.2008. godine, a u kojem nam dostavljate procedure upravljanja financijama Fonda za reformu javne uprave i tražite pismenu obavijest, ovim putem vas izvješćujemo da je Ministarstvo financija i trezora suglasno sa dostavljenim procedurama za upravljanje financijama Fonda za reformu javne uprave u onom dijelu za koje je nadležno Ministarstvo financija i trezora BiH. (dio III Uplate/Isplate sredstava PAR Fonda).

S poštovanjem,

MINISTAR

Dragan Vrankić

BOSNIA AND HERZEGOVINA
MINISTRY OF FINANCE AND TREASURY

No. 01-08-16-5873-1/08
Sarajevo, January 14, 2009

BOSNIA AND HERZEGOVINA
COUNCIL OF MINISTERS
PUBLIC ADMINISTRATION REFORM COORDINATOR'S OFFICE
SARAJEVO

Subject: Agreement

Related with your letter No. 01-16-JČ-398/08 from December 23rd, 2008, in which you sent us the Procedures of Finance Management of the Public Administration Reform Fund and asked for written notification, we hereby notify you that the Ministry of Finance and Treasury agreed with the submitted Procedures of Finance Management of the Public Administration Reform Fund, in part for which the Ministry of Finance and Treasury of BiH is competent (part III Payments/Withdrawals of the Assets of the PAR Fund).

Respectfully,

MINISTER

Dragan Vrankić
(signed and stamped)

Emina Kadric
June 2010

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Annex I – Overview of donor activities in PAR sector 2008-2010

Annex II – PARF matrix



Capacity building of the
Public Administration Reform Coordinator's Office

DRAFT

Executive Summary

The experiences of numerous countries from across Central and Eastern Europe confirm that the road to full EU membership imposes enormous demands on public administration. While public administration reform (PAR) remains a core challenge facing BiH, as well as being a key EU accession requirement, donors' interest in providing support to PAR within the framework of the PAR Strategy is clearly in decline.

The contributions of four donor agencies to the Public Administration Reform Fund (PARF) stand at 90%, which leaves very little funding to support the implementation of future PAR Strategy projects. At present, the EU¹ and Sweden/SIDA are the only two institutions that remain committed to supporting the implementation of the PAR strategy, although it is important to stress that Sweden/SIDA has made clear that it is ready to do so only if certain conditions are met.

Donors frequently praise PARF, often citing it as a model that could be applied to other institutions and sectors. Despite this, very little donor funding is available to be allocated to the PARF in the short-medium term. There are multiple reasons for this, not least a number of key donors are ending their programmes and in some cases leaving BiH altogether. Beyond this, the global financial/economic crisis has led to a situation where many potential donors have to make cutbacks to tackle their own respective sovereign debt crisis rather than looking for new projects to support.

Regrettably, the mapping exercise has not identified a single new donor. As a result, there was no basis on which to compile a shortlist of potential new donors to support PARCO in the short-medium term through the provision of additional funds to the PARF. Despite this, chapter three of the report sets out recommendations for potential follow up activities.

An exhaustive matrix outlining all mapped/assessed donors is set out in Annex 2 of this report.

¹ IPA MIPD 2011-2013 programming has identified PAR as one of the pilot sectors for the sector wide approach to programming.



Capacity building of the
Public Administration Reform Coordinator's Office

1. Introduction

This report has been compiled as part of the activities foreseen by the EU funded project, *Capacity Building of the Public Administration Reform Coordinator's Office* (hereafter referred to as EUPAR) and in this respect the report should contribute to the reinforcement of institutional capacities of Public Administration Reform Coordination Office (PARCO) in donor coordination and the PARF, as well as supporting the long term sustainability of the PARF².

The specific objective of the assignment was to assess the current situation with regard to the PARF, as well as examining the prospects for securing additional funds from European countries³ to implement the PAR Strategy.

All activities have been conducted based on the assumption that there is an understanding and agreement between the EU, main donors and BiH authorities that the current PARF will be replenished, and PARCO activities related to management of the PARF will continue. The report recognises that there are a number of issues related to the management of the PARF that need to be addressed. The PARCO has, in cooperation with the EUPAR, already initiated a number of activities to improve the functionality of the PARF structure. These issues are, however, not the subject of this report.⁴

As per the Terms of Reference (ToR), the main focus was on: (i) assessing current donors' willingness to replenish PARF, (ii) *mapping*⁵ and subsequently meeting with potential new donors in order to assess their respective short-medium term perspectives and possible contribution to the PARF, and (iii) assessing the legal basis for such participation in the PARF (*where and if appropriate*).

In line with the above, the report outlines the current status of bilateral donor support to BIH for PAR Strategy implementation and summarises the future plans of the current contributors to the PARF, as well as assessing the willingness of potential new donors to support PARCO in the short-medium term by providing funding to the PARF.

Initially the intention was to identify additional activities that needed to be undertaken by PARCO to secure new cooperation agreements. However, having completed the activities set forth in the ToR, the paper and its annexes are better placed to serve as a

² EUPAR Inception Report November 2009

³ The scope of the assessment was extended at the request of PARCO to include JICA and US. This was cleared by the EU Delegation

⁴ The PARCO together with the EUPAR project is carrying out separate activities related to: (i) reviewing existing procedures related to the PARF management – activity completed, (ii) identifying main procedural bottlenecks and proposing tailored solutions – activity ongoing (iii) and subsequently developing and implementing capacity building programme focused on all aspects of PARF management – activity to be initiated (EU PAR First Interim Report, March 2010).

⁵ New activity that was not foreseen by the ToR but deemed useful by PARCO staff and hence carried out within the original scope of the ToR – work presented in matrix form in Annex 2

reference document identifying further lobbying activities (with identified entry points for a variety of donors) for the PARCO to carry out.

2. Background

2.1. PARCO and PAR Strategy

PARCO was established by a decision of the BiH Council of Ministers in October 2004. Its main tasks are to coordinate, direct and monitor public administration reform in BiH, primarily by supporting and facilitating implementation of the PAR Strategy.

According to the most recent qualitative indicators the level of implementation of the PAR strategy pursuant to Action Plan 1 (AP1) for the first quarter of 2010 is approximately 40% with progress made on IT and with the RS public administration. In 2009, implementation of strategic goals increased by 6.5% in comparison with 2008.

At present PARCO, together with the EUPAR and other BiH institutions such as DEI and DEP, is engaged in the preparation of Action Plan 2 (AP2), which will focus on vertical issues. This is unlike AP1, which primarily addressed horizontal level reforms. In addition to preparing AP 2 there is a clear need for additional funds to enable its future implementation.

2.2. PARF

PARF was established by the *Memorandum of Understanding (MoU) on Establishment of a PARF*, which was signed on 12 July, 2007.⁶ The MoU was signed by the Chair of the Council of Ministers of BiH (CoM), the entity Prime Ministers, the Mayor of the Brčko District (BD), the Minister of Finance and Treasury (MoFT) of BiH, ambassadors of the donor countries; the United Kingdom (UK), the Netherlands and Sweden and the Head of the Delegation of the European Commission (now Delegation of the European Union) in BiH.⁷

The overarching objective of PARF is to ensure a harmonised approach to efforts to support the implementation of projects - in the whole of BiH - that fall within the

⁶ The MoU most notably defines: (i) conditions and procedures of financial support to PAR, (ii) the framework for consultations between the donors and relevant BiH institutions (PARCO, the MoFT and entity and BD of BiH PAR coordinators), and (iii) PARF Management structure - the main responsibility is entrusted to the Joint Management Board (JMB) of the PARF, whose members represent donors, the PARCO, the entity governments and the District of Brčko (PAR coordinators) and representatives of the MoTF.

⁷ The PARCO prepared Proposal of Changes and Amendments to the MoU for Establishment of the PARF, agreed with the donors, which extended validity of this document to the end of 2010. At its 62 session, the BiH Presidency passed a decision, which launched a consultative procedure in line with the Law on the Procedure of Conclusion and Execution of International Agreements. A second Proposal of Changes and Amendments to the MoU for Establishment of the PARF, which would extend the validity of MoU to the end of 2011 is currently being prepared.



Capacity building of the
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framework defined by the PAR Strategy. The significance of the PARF is that it provides resources to realise reform projects that are managed by a single BiH institution.⁸

Financing from the PARF can be increased either through participation of additional donors or by existing donors increasing their contributions.

The initial budget of the PARF was Euro 4.5 million. The budget was subsequently increased by Euro 1 million (DFID) and thereby has a total of Euro 5.5 million.⁹

According to the latest information provided by PARCO, the PARF Joint Management Board (JMB) has so far approved 14 projects¹⁰, with a total value of 9,504,551.61 BAM (VAT exclusive). The approved projects include all four administrative levels and cover all six-reform areas of the AP1. Most recently, PARCO received 'a positive opinion' draft audit report from the State Audit Office, which also assessed the management and utilisation of PARF.

2.3. Donors

PAR sector related reform initiatives have benefited and continue to benefit from substantial donor assistance with a number of donors being particularly active in the sector. Projects encompass a wide spectrum of activities directed at improving public administration at the state, entity and local levels. Annex 1 provides an overview of the main ongoing donor projects/activities related to PAR.

The focus of this assignment is to address donor activities specifically related to support for the implementation of the PAR Strategy. As such, this report provides a review of the plans and strategies of current PARF donors to support the PARF, as well as an assessment of potential new donors to the PARF. A narrative summary of present and potential new donors' plans is outlined below. Detailed information in the form of a matrix is set out in Annex 2 of this report.

⁸ Most notably, the MoU defines: (i) conditions and procedures for financial support to PAR, (ii) the framework for consultations between the donors and relevant BiH institutions (PARCO, the MoTF and Entity and the BD of BiH PAR coordinators), and (iii) PARF Management structure with the main responsibility entrusted to the Joint Management Board (JMB) of the PARF, whose members represent donors, the PARCO, the entity governments and the District of Brčko (PAR coordinators) and representatives of the MoTF.

⁹ Donors' contributions are deposited in a single, interest free foreign currency account held by the BiH MoTF in the Central Bank of BiH. Donors deposit contributions in the currencies of their countries. Assets are transferred in instalments. When determining the amount of contributions to be transferred, donors bear in mind progress made and the need for the PAR Fund to maintain its liquidity. For example, DFID will transfer its last tranche of Sterling 600,000 in November this year.

¹⁰ Not all projects have commenced implementation.



Capacity building of the
Public Administration Reform Coordinator's Office

2.3.1. Sweden/Swedish International Development Coordination Agency (SIDA)

SIDA is a signatory of the PARF MoU and a very active donor within the framework of the PARF management structure. At present, SIDA acts as the lead donor within PARF JMB. In terms of future plans, the new SIDA strategy for BiH 2011-2014 envisages PAR sector support and a provisional allocation of additional funds for PARF has been secured. However, the eventual allocation of funds is being made conditional on other donors' contributions and/or co-financing from BiH budgets.¹¹ It should be noted that SIDA has engaged the Royal Norwegian Embassy to BiH to discuss Norway's eventual involvement in the PARF.

The SIDA representative who was interviewed recognized the declining interest of donors to support the PARF and has therefore suggested that a donor conference be organised, at which the PARCO would present a detailed assessment of needs for the sector. The purpose of the conference would be to raise awareness among donors of the importance of PAR reform, with a specific emphasis on the PARF and the importance of implementing the PAR Strategy.

2.3.2. United Kingdom/Department for International Development (DFID)

United Kingdom/DFID is also a signatory of the PARF MoU. UK/DFID has also provided additional assistance to PAR sector reform initiatives outside the scope of work of PARCO/PARF. However, UK support via DIFD will come to an end in January 2011, and the DFID mission is in the process of implementing its exit strategy. DFID will release the last tranche of its support to the PARF (equivalent of Sterling 600,000) in November 2010. With this, DFID will end its contribution to the PARF. No future support is possible from the UK/DFID.

2.3.3. Embassy of the Kingdom of the Netherlands in BiH (The Netherlands Ministry for Development Co-operation)

The Embassy of the Kingdom of the Netherlands is a signatory of the PARF MoU. Like the UK/DFID, the Dutch development cooperation will end its activities at the end of 2011. A modest amount of funding may potentially be available beyond 2011, but it is earmarked for ongoing Srebrenica related activities. Therefore, the Dutch government is not in a position to continue supporting the PARF or to carry out other related activities.

2.3.4. Japan International Cooperation Agency (JICA)

JICA has not been active in the PAR sector but a recommendation was made to try and reach out to donors outside the Europe. Initial contact was made with JICA representatives. Information on the PARCO and EUPAR was provided to the JICA office in the hope of stimulating JICA interest in contributing to the PARF. Unfortunately, after

¹¹ One PARF project was in the past co-financed from BD budget.

reviewing the documents provided, the JICA office responded negatively and stated that it is not in a position to provide funds to the PARF.

2.3.5. Austrian Development Agency (ADA)

ADA has not previously provided support to the PAR sector reform process. ADA is currently preparing its *Exit Strategy for BiH 2011-2014*. Within the framework of this strategy, assistance is only envisaged for the education and employment sectors. There is no option to support any new sectors. Therefore, ADA stated that it is not a potential contributor to the PARF.

2.3.6. Royal Norwegian Embassy in BiH

At the request of the Norwegian Ministry of Foreign Affairs, the Agency for Public Management and eGovernment has prepared a study on institution building/public administration reform in three Western Balkans countries, BiH, FYR Macedonia and Serbia.¹² The report considered the experiences of institution building in Eastern and Southeastern Europe and identified specific areas/issues that would benefit from Norwegian project cooperation in the three countries in question. It recommended a new approach to providing institution building assistance to these countries with a focus on bigger projects within priority sectors. Of note, is the identification of PAR as a priority sector.¹³

In light of the above, the Norwegian report could have served as a basis for Norwegian support for PAR in BiH. However, the Norwegian Ambassador stated that the main priority sectors for Norwegian assistance to BiH will continue to be justice reform, education and enterprise development.¹⁴

The Ambassador confirmed that SIDA has been in touch with the Royal Norwegian Embassy in BiH regarding possible Norwegian contribution to the PARF. It was noted that other EU donors are reducing their commitment to PAR and that Norway does not, at present, intend to contribute to the PARF.

2.3.7. German Embassy in BiH and German Technical Cooperation (GTZ)

PARCO had a number of contacts with the German Embassy and GTZ with regard to their potential contribution to the PARF. Germany has not financed projects stemming from the PAR strategy directly, but it has been very active in the field of *land registry reform*. In discussions with PARCO, it was concluded that given its prevailing financing modalities, Germany is not in a position to provide direct funds to PARF. However, Germany is willing to coordinate its PAR-related activities with the PARCO.

¹² *Promoting Good Governance in the Western Balkans - Norwegian Support to Institution Building in Bosnia and Herzegovina, Macedonia and Serbia*, August 2009

¹³ Ibid. p.31

¹⁴ Norway does not have multi-year plans for assistance with fixed priorities for each period. Norwegian support to BiH has been constant at around €12 million for the last 5 years and is expected to remain at the same level for the foreseeable future.



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For the purpose of this report the above was confirmed with the Germany Embassy. Germany will continue to directly implement projects through GTZ, KfW and other organisations in several fields of cooperation specified with the BiH government,¹⁵ and cannot support PARF.

2.3.8. Embassy of the Republic of Hungary

Hungarian assistance to BiH is provided directly from the budget of the Hungarian Ministry of Foreign Affairs, with the Embassy acting as an agent in the process. In BiH, the Hungarian government finances a civil society project related to EU accession. Notwithstanding this, the Embassy would be keen to have strategic partners within BiH's public administration, as well as being regularly briefed on the PAR process. There is no possibility for Hungary to contribute to the PARF.

2.3.9. Italian Cooperation (IC)

The Head of Italian Cooperation Office has completed his mandate in BiH and his replacement has not been appointed yet. Given that the Head of Office is the only adequate person to discuss new issues of cooperation, it was not possible to discuss PARF with the IC. The outgoing Head of Office (HoO) will return to BiH in July for a short handover mission. Therefore, if the PARCO consider it appropriate, a meeting can be arranged in July with either the outgoing or incoming HoO to discuss potential cooperation.

2.3.10. Spanish Embassy in BiH (Spanish Agency for International Development Cooperation – AECID)

AECID is closing its office in BiH in July 2010, so it was not possible to discuss possible cooperation with them. However, an adequate focal point at the Spanish Embassy was identified (see Annex 2 for details). Should PARCO office consider it appropriate, a meeting could be scheduled with the representative of the Spanish Embassy to discuss possible future support.

2.3.11. Embassy of Turkey in BiH (Turkish International Cooperation and Development Agency – TIKA)

While TIKA appeared at first sight to be a potential new donor to the PARF, in spite of numerous attempts to do so, it did not prove possible to secure a meeting with a suitable contact point. The main reason for this was that the Turkish Ambassador was identified as the only person appropriate to discuss these issues. One can assume that for this level of engagement, a more appropriate counterpart would be the Head of PARCO. Please refer Annex 2 for more details.

¹⁵[http://www.sarajewo.diplo.de/Vertretung/sarajewo/ba/05/Wirtschaftliche_Zusammenarbeit/Brosura, property=Daten.pdf](http://www.sarajewo.diplo.de/Vertretung/sarajewo/ba/05/Wirtschaftliche_Zusammenarbeit/Brosura_property=Daten.pdf)



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2.3.12. French Embassy in BiH

France considers that a majority of its assistance to BiH is provided through IPA funds. In addition, France has a number of small, focused projects and initiatives in a number of niche fields, such as *francophone* projects for civil servants at the state and entity levels. These projects are implemented with the responsible civil service agencies and will continue for the next two years, with the possibility of an extension. The French Embassy is also planning to finance and implement a project on technical education on European integration matters. A similar project was financed and implemented in Slovenia. The Embassy is currently operating within the framework of its 2008-2011 Strategy. A new Strategy for 2012-2014 is being prepared and will remain within the parameters of the previous strategy. As a result it will not be possible to contribute to the PARF. However, the French Embassy noted that it would appreciate being kept up to date on PARCO activities. Please refer to Annex 2 for contact point details.

2.3.13. Embassy of the Republic of Slovenia in BiH

The Slovenian government has a budget for small cooperation projects, however, support for PAR is not envisaged/feasible. While Slovenia does not dispose of the financial means to contribute to the PARF, Slovenia would be willing to consider financing small PARCO capacity building activities (internships, work placements, etc). It is recommended that the PARCO office follows up directly with the Slovenian Embassy.

2.3.14. Embassy of the Czech Republic in BiH

Initial contact was made with the Czech Embassy and a relevant contact point was identified. However, due to the holiday season, it was not possible to hold a meeting.

2.3.15. Embassy of Slovak Republic in BiH

A suitable point of contact was identified and contacted. However, the Slovak Embassy was moving its offices and was not receiving visits during the period of this mission.

2.3.16. Embassy of the United States in BiH

PARCO suggested that the US Embassy is contacted. The PARCO has not previously had any contact with the US Embassy. An appropriate contact point was identified and contacted, but no feedback was received. The PARCO appears to be best placed to follow up and establish contact with the US Embassy.

2.3.17. SWISS Agency for Development and Cooperation (SDC)

The SWISS government is an active donor in reform initiatives related to the public administration reform, but focuses on the local level. SDC is not actively assisting PAR, in terms of directly implementing projects or through financial support. There is no possibility for the SDC to provide funds to PARF.

3. Conclusions and recommendations

Overall, the mapping and assessment exercises made the compilation of a shortlist of potential new donors to the PARF impossible due to a basic lack of interest and/or funds. Given that not a single new donor was identified, an analysis of the legal basis for new donors to provide support was not carried out. However, entry points were identified for a number of potential donors. The PARCO appears best placed to follow up on the potential opportunities that may arise from following up with identified contacts.

The recommendations and follow up actions are as follows:

1. *SIDA's request for co-financing:* Engage SIDA to reach a common understanding on the exact nature of the co-financing it expects in order for 2011/2014 SIDA funds to be committed to PARF (i.e. does SIDA expect both additional donor involvement and BiH budgetary support or would co-financing from a BiH budget(s) alone suffice¹⁶?).

2. *SIDA representative's proposal to organise a donor conference at which PARCO would present a detailed assessment of needs for the PAR Strategy implementation:* The IPA MIPD 2011-2013 programme cycle was recently initiated and PAR was identified as a pilot sector for the sector-wide approach which is to be introduced. Work on the MIPD will continue in close cooperation with BiH donor coordination structures and the BiH MoTF. A specific PAR meeting (following the work of the PAR pilot sector task force) of the DCF is envisaged to take place in September 2010. The purpose of the meeting will be to present the sector-wide approach process for PAR to donors. PARCO should discuss the possibility of using this forum to present needs of the PAR Strategy implementation, as an alternative to organizing a fully fledged donor conference.

4. *Follow up with the identified entry points at the following embassies: Czech, Slovak, Turkish and US:* PARCO to draft an official letter to all four embassies providing background on the PAR Strategy implementation process, as well as outlining the needs of the PARF. Individual follow up meetings should also be scheduled.

5. *Follow up with the Italian Cooperation Office:* PARCO to make contact with the incoming HoO with regard to a potential contribution to the PARF. *Follow up with the Slovenian Embassy on potential placement/ internship scheme:* A genuinely positive attitude of the Slovenian Embassy should be capitalized on. Feedback was promised by the Slovenian side to identify a suitable contact point within the government, as well as a list of ministries in Slovenia that could act as hosts for potential placements/internships.

¹⁶ PARCO could then engage relevant Ministries of Finance, not least in the context of the upcoming budget planning process.

Annex I - Overview of donor activities in PAR sector 2008-2010

	Donor	PAR sector initiatives/projects
1.	Royal Netherlands Embassy to BiH - The Netherlands Ministry for Development Co-operation	A signatory to the Memorandum of Understanding (MoU) which governs the establishment of a PARF. Ongoing projects: (i) Strengthening of BiH Capacities for Strategic Planning and Policy Development (SPPD), financed by a group of donors (Royal Netherlands Embassy to BiH, Norway, EC - implemented by the UNDP); end date June 2012, (ii) Project Government Accountability Project 2 (GAP 2) co-financed with the USAID and SIDA - end date 2012.
2.	Embassy of the United Kingdom to BiH - The UK Department for International Development (DFID)	Provided assistance towards the introduction of an international standard budget process system across all levels of government in BiH through its Strengthening Public Expenditure Management (SPEM) programme. Also a signatory to the MoU which governed the establishment of a PARF. Ongoing projects: (i) SPEM 3 - extension of the project SPEM 2; - end date April 2011 (ii) Support to the Ministry of Security - end date March 2011 and (iii) Support to socio - economic planning process in BiH.
3.	European Commission - Delegation of the European Union to BiH	A signatory to the MoU which governs the establishment of a PARF. The EC provided capacity building and technical assistance to PARCO, DEI, DEP, BHAS/entity statistics institutes, the Office for Legislation of the Council of Ministers (CoM), and the General Secretary of CoM, and the entity. Ongoing projects: (i) Human Resources Management Information System (HRMIS) - second phase; (ii) Public Internal Financial Control (PIFC); (iii) Strengthening of BiH Capacities for Strategic Planning and Policy Development (SPPD); (iv) Regional School for Public Administration (ReSPA) and (v) EU PAR. Projected IPA 2010 funds for PAR are 3% of total IPA 2010.
4.	United Nations Development Programme (UNDP)	UNDP focuses on civil service reform, coordination of development resources within public finance management, Information and Communication Technology and e-governance, as well as institutional capacity building, including strategic planning and policy development. UNDP's projects in the PAR sector are cost-shared by the EC, the Netherlands and Norway. In 2008, UNDP started implement the Strategic Planning and Policy Development (SPPD) programme.
5.	Embassy of Sweden to BiH - Swedish International Development Cooperation Agency (SIDA)	A signatory to the MoU which governs the establishment of a PARF. Sweden/SIDA contributed to UNDP's Municipal Training System Project. Additional ongoing project: (i) Project Government Accountability Project 2 (GAP 2) co-financed with the USAID and the Royal Netherlands Embassy to BiH - end 2012.
6.	United States Agency for International Development (USAID)	USA/USAID has been the lead agency for the Governance Accountability Projects (GAP), which addresses municipal and entity - level governance issues. Ongoing project: GAP 2 - ends 2012.
7.	Embassy of Spain to BiH - Spanish Agency for International Development Cooperation (AECID)	Spain/AECID focused on strengthening the institutional capacities of BiH by assisting the National Agency of Civil Servants and Ministry of Transport of BiH.
8.	Swiss Agency for Development and Cooperation (SDC)	Switzerland/SDC/SECO finances the Governance Project in Municipal Water and Environmental Development (GOV-WADE), which aims to increase capacities of municipal authorities and civil society in 17 municipalities in northwestern BiH by improving practice in governance, management, and municipal services in the field of water and environmental sanitation. The project also advocates for enabling framework conditions towards superior levels.

Annex II - PARF matrix

DONORS	Current contributors to the PARF	Current contribution in EUROS	New strategy envisages PAR Strategy Implementation	Future contributors to the PARF	Adequate legal basis	Indicative amount	Head of Office	PAR Point Contact
Embassy of Sweden to BiH -Swedish International Development Coordination Agency (SIDA)	YES	1,5 million	YES	Possible	YES	Not determined	Mr. Andres Hedlund	Mr. Mario Vignjević mail: mario.vignjevic@foreign.ministry.se tel: 033 276 034 ; 061 193 851
Embassy of the United Kingdom to BiH - Department for International Development (DFID)	YES	1,5 million + 1 million	N/A	NO	N/A	N/A	Ms. Ruvejda Aliefendić	Mr. Damir Hadžić mail: d-hadzik@dfid.gov.uk tel: 033 282 267 ; 061 193 851
Embassy of the Kingdom of the Netherlands in BiH (The Netherlands Ministry for Development Co-operation)	YES	1,5 million	N/A	NO	N/A	N/A	Ms. Riny Bus	Ms. Fatima Krivosija (Deputy PAR contact) mail: fatima.krivosija@minbuza.nl tel: 033 562 600 (Ms. Lejla Fetahagic - PAR contact)
Austrian Development Agency(ADA)	NO	N/A	NO	NO	N/A	N/A	Mr. Gunther Zimmer	Ms. Kristina Milošević mail: sarajevo@ada.gv.at tel: 033 667 951
Royal Norwegian Embassy in BiH	NO	N/A	NO	NO	N/A	N/A	Mr. Jan Braathu	Ms. Željka Vojinović (zeljka.vojinovic@mfa.no) Ms. Elma Turković mail: emb.sarajevo@mfa.no tel: 254 000
Japan International Cooperation Agency (JICA)	NO	N/A	NO	NO	N/A	N/A	Mr. Kazumi Homma	Ms. Nina Bejtić mail: jicabh@smartnet.ba tel: 033 220 190
German Technical Cooperation (GTZ)	NO	N/A	NO	NO	N/A	N/A	Mr. Axel Sachs	Mr. Axel Sachs mail: axel.sachs@gtz.de tel:
German Embassy in BiH	NO	N/A	NO	NO	N/A	N/A	Mr. Joachim Schmidt	Mr. Matthias Heinz mail: wi-1@sarj.auswaertiges-amt.de tel: 033 565 300
Embassy of the Republic of Hungary	NO	N/A	NO	NO	N/A	N/A	Dr Laszlo Toth	Mr. Csaba Felegyhazi, csfelegyhazi@kum.hu Mr. Zoltan Horvath, ZHorvath@kum.hu tel: 033 205 302
Italian Cooperation (IC)	NO	?	?	?	?	?	Mr. Silvano Tabbo	Mr. Silvano Tabbo mail: direttore@utlsarajevo.org tel: 033 560 170
Embassy of Spain to BiH - Spanish Agency for International Development Cooperation (AECID) closed as of 1/7/2010	NO	N/A	NO	NO	N/A	N/A	Mr. Alejandro Enrique Alvargonzales San Martin	Mr. Manuel Nuche Bascon mail: manuel.nuche@maec.es tel: 033 584 060
Embassy of Turkey in BiH Turkish International Cooperation and Development Agency (TIKA)	NO	?	?	?	?	?	Mr. Ahmet Erozan	mail: turkemb.sarajevo@mfa.gov.tr tel: 033 445 260
Embassy of France in BiH	NO	N/A	NO	NO	N/A	N/A	Ms. Maryse Berniau	Mr. Dominique Geslin (Dominique.GESLIN@diplomatie.gouv.fr) Mr. Alex Bortolan (Alex.BORTOLAN@diplomatie.gouv.fr) Dr. Gilles Kraemer (Gilles.KRAEMER@diplomatie.gouv.fr) tel: 033 282 705
Embassy of the Republic of Slovenia in BiH	NO	N/A	NO	NO	N/A	N/A	Mr. Adrej Grasselli	Mr. Boštjan Širnik mail: vsa@gov.si tel: 033 251 795
Embassy of the Czech Republic in BiH	NO	?	?	?	?	?	Mr. Tomas Szunyog	Ms. Anesa Terza Vuković mail: sarajevo@embassy.mzv.cz tel: 033 447 525
Embassy of Slovak Republic in BiH	NO	?	?	?	?	?	Mr. Miroslav Mojžita	Ms. Monika Biela mail: monika.biela@mzv.sk tel: 033 716 440
Embassy of the United States in BiH	NO	?	?	?	?	?	Mr. Charles L. English	Ms. E Kleinwaks (Head of Political department) mail: KleinwaksEH@state.gov tel: 033 445 700
Swiss Agency for Development and Cooperation (SDC)	NO	N/A	NO	NO	N/A	N/A	Mr. Rose Marie Henny	Mr. Thomas Ruegg mail: sarajevo@sdc.net tel: 033 233 408

Implemented projects									
No.	Projects approved by the PARF JMB	Contracted budget in BAM (VAT included)	Implemented payments in BAM (VAT included)	Implemented VAT return (for the payments made so far)	Date of signing the contract	Date of Completion of Activity	Date of submission of final report	Date of approval of final report by the PARF JMB	Phase the Project is in
1	Establishment of Network of Info Stands (IC)	155.610,00	148.395,21	21.561,69	04.03.2009.	04.12.2010	19.01.2010.	23.02.2010.	Completed
2	Strategic Communications (IC)	149.526,00	145.579,32	21.152,55	24.08.2009.	24.02.2010.	14.04.2010.	05.05.2010.	Completed
3	Training of Public Relations Officers (IC)	128.285,88	128.198,10	17.183,09	15.01.2010.	29.06.2010.	12.07.2010.	30.07.2010.	Completed
	Total for implemented projects	433.421,88	422.172,63	59.897,33					
Projects in implementation phase									
No.	Projects approved by the PARF JMB	Contracted budget in BAM (VAT included)	Implemented payments in BAM (VAT included)	Implemented VAT return (for the payments made so far)	Date of signing the contract	Duration of the Project in months			Phase the Project is in
1	Draft of Administrative Decision Making in BiH Quality Improvement Programme (AP)	444.600,00	217.776,26	20.932,71	21.12.2009.	10			Delivery of the Sixth Interim Report on implementation of the project is expected
2	Development of Performance Management System in the Structures of Civil Service of BiH (HRM)	760.383,00	359.085,52	0,00	04.01.2010.	18			Delivery of the Second Interim Report on implementation of the project is expected by february 2011
3	Improvement of Rules and Procedures for Legal, Other Regulation and General Acts Drafting in BiH (PM)	786.041,57	157.208,31	0,00	09.06.2010.	18			Inception report on the implementation of the project was submitted, which was then submitted to the Supervisory team for opinion
4	Blueprint of Development of Central Bodies of Governments in BiH – implementation of the phase I (PM) Procurement of consultancy services	1.610.978,05	322.125,61	0,00	20.07.2010.	24			Inception report on implementation of the project was submitted to the PARCO on Oct 15, 2010
	Total for projects in implementation phase	3.602.002,62	1.056.195,70	20.932,71					

Projects in process									
No.	Projects approved by the PARF JMB	Framework budget in KM (VAT included)			Planned start of implementation	Duration of the Project in months			Phase the Project is in
	Blueprint of Development of Central Bodies of Governments in BiH – implementation of the phase I (PM) Procurement of equipment	200.000,00			IV quarter 2010				After the gap analysis between the existing condition in the central bodies of governments and requirements for implementation of the “Blueprint of Development of Central Bodies of Governments in BiH” is done (within which needs will be assessed and technical specification of equipment for the needs of establishment of information-communication and computer system needed for building of efficient system of communications drafted), a procurement of equipment will be implemented.
1	Transposing EU Legislation in the BiH Legal System (PM)	400.000,00			IV quarter 2010	10			Upon receiving the opinion of the Office of Attorney of BiH on the draft of contract, signing of the same will proceed
2	Budget Management Information System (PF)	1.830.656,88			I quarter 2011	18			Report of the commission for the prequalification phase was sent to the PARF JMB for declaration
3	Training of Civil Servants For Application of Information Technologies and Work on Computers (HRM)	825.000,00			IV quarter 2010	24			Proposal of the Decisions on award of contract (by lots) will be discussed at the 18 session of the PARF JMB
4	Establishment of Modern Departments for Human Resources Management in the Bodies of Administration in BiH (HRM)	1.594.710,00			I quarter 2011	18			Dedline for delivery of requests to participate is October 18, 2010
5	Publishing of Informative Material of the Council of Ministers of BiH, the Government of the FBiH, the Government of the RS and the Government of the Brčko District of BiH (IC)	274.000,00			I quarter 2011	5			Terms of reference is being prepared
6	Design and Establishment of Interoperability Framework and Standards for Data Exchange (IT)	1.029.744,50			IV quarter 2010	12			The Commission is reviewing the submitted bids after which a Report with proposal of measures will be prepared
7	One Stop Shop– Services for Assistance to Citizens (IT)	582.894,00			/	10			Proposal of the Decision on annulment of the Decision on Accepting the Terms of Reference “One Stop Shop” – services for assistance to citizens will be discussed at the 18 session of the PARF JMB
	Total for projects in process:	6.737.005,38							

List of projects which are being financed by the Public Administration Reform Fund on October 15, 2010

	Total amount of the approved and contracted assets for the projects	10.772.429,88
	The total amount of the Fund according to MoU in BAM:	10.757.065,00