



QUARTERLY REPORT ON WORK

OF THE PUBLIC ADMINISTRATION REFORM COORDINATOR'S OFFICE

FOR THE PERIOD APRIL 1ST – JUNE 30, 2009

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1 Summary

- Confirmation of the Rulebook on Changes and Amendments to the Rulebook on Internal Organization and Systematisation of the Office of the Chairman of the Council of Ministers of BiH, in April, provided for further strengthening of the Public Administration Reform Coordinator's Office. Changes, initiated by the PARCO, stipulate opening of six new jobs for expert associates (one in each of the six reform areas). This job was so far executed by interns which was, due to the increase in volume of work and work tasks, not a good solution.
- After receiving agreement of the Council of Ministers of BiH, the PARCO prepared a proposal of decision on appointment of new or missing members of the Supervisory Teams for reform areas from the Action Plan 1. The PARCO received proposals for appointment of one member and two deputy members of the Supervisory Teams, and is awaiting proposals from the Ministry of Justice of BiH and the Ministry of Communication and Transport of BiH. The PARCO warns that a member and a deputy member of the Supervisory Team for the area of Information Technologies (who in the Supervisory Team are representing the Government of the FBiH), for eleven months of existence of this Supervisory Team, never attended even one session, or participated in its work.
- In an effort to resolve the matter of remuneration for work in the Supervisory Teams, the PARCO sent the proposal of the Decision on Remuneration for Work to the Members of the Supervisory Teams to the Legislation Office of BiH and to the Ministry of Finance and Treasury of BiH. The Legislation Office sent an opinion about this Decision, and an opinion of the Ministry of Finance and Treasury is expected.
- The PARCO in this period held with the experts of the OECD/SIGMA (Support for Improvement in Governance and Management in Central and Eastern European Countries) a workshop for the representatives of the Constitution-Legal Commissions of both Houses of the Parliamentary Assembly of BiH, and the Joint Commission for European Integrations of the Parliamentary Assembly of BiH. At the workshop, which was held on June 8 and 9, there were presentations of the best European practices in the area of administrative decision making. The same workshop was held also for the representatives of the executive authority, who are engaged in the reform area of Administrative Procedure.
- Within the project "Strengthening of BiH Capacities for Strategic Planning and Policy Development (SPPD)", which is being implemented by the PARCO in cooperation with the UNDP BiH, in May, the Memorandum of Understanding was signed between the UNDP and the BiH authorities, representatives of the state and the entity ministries from the sector for transport, energy, labour and employment. Signing of the document formally defined obligations of the parties in implementation of the SPPD project.
- Of eleven projects in total, which were in the previous period approved by the Joint Management Board of the Public Administration Reform Fund, ten projects are in different phases of public procurement, while one project is in the phase of implementation. In the next quarter, the PARCO expects first payments from the Fund.
- The PARCO started preparation of new projects. Draft project proposal "Transposing EU Legislation in the Legal System of BiH" has already been prepared. Participants of preparation were also representatives of the Directorate for European Integration, and the objective of the project is development of human resources in the institutions of BiH, the entities and the Brčko District, in charge of transposing EU Legislation in the domestic legal system.



- Project proposal “Publication of Brochures on the Work of the Government of the Republic of Srpska”, which was in the previous quarter proposed by the RS, was adopted also by other governments, so it will be a common project called “Publication of Information Materials 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, and it will be proposed to the PARF JMB for financing from the assets of the Fund. The PARCO prepared an amended proposal of the project “Establishment of Modern Units for Human Resources Management in the Bodies of Administration in BiH”, which is an extension of the previous proposal which was prepared by the CSA FBiH for the level of the FBiH. After harmonization of the document with the members of the Supervisory Team for the reform area of HRM, the project proposal is planned to be sent in the further procedure to the PARF JMB.
- The PARCO, as the national coordinator for Bosnia and Herzegovina, joined the activities of the Regional Center for Public Administration Reform (RCPAR) - a network of practitioners and experts in the field of public administration reform, of the countries of Central and Eastern Europe, and the communities of independent states. The RCPAR strives to expand the network to governmental institutions, universities and NGOs throughout the whole region.
- Although cooperation between the institutions and with the PARCO improved, the institutions could even more improve the quality of submitted materials and ensure timely delivery of data and information. The PARCO deems that it is necessary to ensure regular reporting to the PARCO on implementation of the Action Plan 1 on the entity level and the Brcko District of BiH level, in accordance with the item 17 paragraph VI of the Common Platform on the Principles and Manner of Implementation the AP 1 of the Public Administration Reform Strategy.
- The PARCO, on the basis of instructions of the Joint Management Board of the Public Administration Reform Fund, prepared an Annex to the Memorandum of Understanding for Establishment of the PAR Fund, which extended validity of this document by the end of 2010. After receiving an opinion of the Legislation Office and the Ministry of Finances and Treasury of BiH, the PARCO still waits the opinion of the Ministry of Foreign Affairs of BiH so the Annex could be sent in the further procedure stipulated by the provisions of the Law on the Procedure of Conclusion and Execution of International Agreements.
- Tender procedure for the new technical assistance to the PARCO – “Building of Capacities of the Public Administration Reform Coordinator’s Office in BiH” is completed. Start of the project of technical assistance which will be financed from the programme IPA 2007 is expected in the next quarter, after signing the contract with the best evaluated tenderer.



2 Introduction

According to the annual work programme of the Council of Ministers of BiH for 2009, the Public Administration Reform Coordinator's Office (hereinafter: the PARCO) committed itself to submit to the Council of Ministers of BiH regular reports on the progress of implementation of the Strategy of the Public Administration Reform and donor activity, as well as on monitoring and evaluation quarterly and annually, in accordance with the Strategy of the public Administration Reform.

This report shows the complete activity of the PARCO from April 1st to June 30, 2009, related with implementation of the PAR Strategy and the Action Plan 1. Also, the report describes cooperation of the PARCO with the donors in BiH, activities related with the Public Administration Reform Fund, and gives the insight in the current condition of fulfilment of the PARCO capacities.

3 Organisation, Finances and Procurements of the PARCO

Budget

The approved assets in the budget for 2009 for expenses of office rent are 18.000 KM short of the needed, so it will be necessary to restructure the approved budget.

Activities on the Change of the Status of the PARCO

Based on the requirements of the European partnership for further strengthening of the organisational and material capacities of the PARCO, at the end of 2007, the activity of change of the status of the PARCO from organisational unit within the Office of the Chairperson of the Council of Ministers into the permanent work body of the Council of Ministers was initiated. Positive opinions on this proposal were given by the Ministry of Justice, the Ministry of Finance and Treasury, and the Legislation Office of BiH, but that proposal has not yet been included on the agenda of the session of the Council of Ministers of BiH.

Procedures of Employment

The existing Rulebook on Internal Organization and Systematization stipulates six positions for interns in the Operative Unit, and their main task is to assist expert advisers for public administration reform in their work. It turned out that such a solution is not the long term one, because after expiration of engagement (internship), there is no way for the PARCO to keep the staff that is trained for these jobs. Volume of work on development, coordination and monitoring of several different projects, their time parallelism, and engagement in other regular and occasional duties imposes the need for the existence of permanent associate within each reform area.

In accordance with aforementioned, the PARCO proposed changes to the existing Rulebook, and the Council of Ministers of BiH, at the 84th session, held on April 16, 2009, confirmed the proposal of the Rulebook on Changes and Amendments to the Rulebook on Internal Organisation and Systematisation of the Office of the Chairperson of the Council of Ministers of BiH, which provided for six new jobs in the PARCO (five expert associates for public administration reform and one expert associate for information technologies).

Parallel with the activities on modification of the Rulebook, activities were ongoing to fill the existing vacant positions. Thus, from May 1st, after completion of the vacancy procedure, the PARCO employed a senior officer for information technology. In April, again was announced vacancy for employment of a civil servant - expert adviser for public administration reform, after at the previous procedure there were no candidates who passed the expert exam. This vacancy procedure was successfully completed and the best evaluated candidate will start to work on



July 1st. In late May, the vacancy was announced for employment of one intern, and after completion of vacancy procedure the best candidate will start to work on July 1st this year.

Condition of employees in the PARCO on June 30, 2009 is as follows:

- State Coordinator
- 24 civil servants
- 5 employees
- 5 interns
- 2 contracted.

Public Relations

As of May 25, 2009, the PARCO sends to e-mail addresses of the members of the PARF JMB, Supervisory Teams, spokespersons from all four administrative levels, as well as to media biweekly newsletter with the most significant news from the area of public administration reform.

Cooperation has been continued with the Faculty for Public Administration Sarajevo, and cooperation has been established also with the Faculty of Economics in East Sarajevo. At the Faculty of Economics in East Sarajevo, in April, expert advisors for public administration reform from the PARCO held lectures, and at the end of May the PARCO organised a return visit of the students of these faculties to the PARCO.

On the occasion of celebration of the Civil Service Day of the United Nations, On June 26th the PARCO opened the door for the BiH NGO sector representatives. This was an opportunity for the PARCO to inform the NGOs on how the process of public administration reform is going. For the purpose of better communication with citizens, the PARCO placed at the entrance to the building a mailbox for advice and suggestions by BH citizens on improving public administration.

The PARCO also works on improvement of its visual identity. One of four proposed designs of the future logo of the PARCO was selected, and now it is being improved in accordance with the terms of reference.

Cooperation was continued with the media. State public administration reform coordinator, Ms. Nevenka Savić, gave an interview to the Banja Luka magazine "Novi Reporter", and together with her deputy, Mr. Suad Musić, appeared in May in broadcast u "Moja Evropa" of the BH Radio 1. After the workshop "Review of the System of General Administrative Procedure in BiH – Main Elements to be Introduced in the Modernised System", media statements were organised.

Procurements of the PARCO

In accordance with the approved budget assets for capital expenditures amounting 30.000,00 KM, the PARCO prepared the Plan of Procurements for 2009, which stipulated procurement of computer equipment and air conditioners. In the reporting period, procurement of air conditioners has been implemented, and procedure of procurement of computer equipment is still ongoing.

Education and Training of Personnel of the PARCO

In accordance with the availability of the training as well as with identified priority topics for 2009, the employees of the PARCO in the second quarter of this year as well had an opportunity for professional improvement.

As until now, the Civil Service Agency of BiH organised in Sarajevo series of trainings for civil servants, according to their positions and jobs (soft skills trainings, training for HRM specialists, study visit to Spain).



The DfID (the United Kingdom Government Department for International Development) provided for implementation of two trainings for employees of the PARCO, in May and June (Draft of Strategic Documents and Monitoring and Evaluation), which had as an objective strengthening of internal capacities.

Besides personnel of the PARCO participating in various trainings, at the end of May, the PARCO met in its premises with the students of the Faculty for Public Administration from Sarajevo and the Faculty of Economics from East Sarajevo. This was a return visit to the PARCO, after representatives of the PARCO, during March and April, held at these Faculties lectures on reforms in the areas of Institutional Communication and Public Finances.

Conferences, Symposia, Study Trips

In the second quarter of 2009, the employees of the PARCO participated in various conferences, which provided for enrichment of their knowledge and establishment of useful contacts.

The PARCO presented its experiences related with coordination of donor assets, at the beginning of April, in Tirana, at the Conference on Donor Coordination in Western Balkans and Turkey, April 2nd – 3rd, Tirana, where the representative of the PARCO presented the Public Administration Reform Fund. The objective of the presentation was to present the Fund as an example of successful management and direction of donor assets in realisation of strategic objectives in the area of public administration reform in BiH.

Study trip to Sweden (Stockholm) for part of the staff of the PARCO, organised by the Swedish Agency for International Development and Cooperation (Sida), took place from June 1st to 5, 2009. The objective of this study visit was to inform the participants on the work of public institutions in Sweden and the best practices and good management in the European Union. The PARCO staff was presented with development of administrative system in Sweden, its work, as well as cooperation between the government and NGOs for the purpose of building efficient and accountable public administration. Study trip was financed by Sida for nine civil servants from the PARCO, entity PAR coordinators and the PAR coordinator from the Brčko District of BiH.

4 Coordination

The PARCO continuously develops the system of coordination of all levels of authority in BiH, the donors and others involved in the process of reform, monitoring of implementation and evaluation.

Supervisory Teams

Members of the Supervisory Team for the area Improvement of Quality and Procedures of Regulations Drafting and Enactment proposed change in composition of this Supervisory Team in a sense of expanding it with one additional member – representative of the Ministry of Justice of BiH.

Since the appointed member of the Supervisory Team for the area of Information Technologies on behalf of the Council of Ministers of BiH is no longer in the position of Deputy Minister of Communication and Transport, and after at the 55th session of the House of Representatives of the Parliamentary Assembly of BiH the decision of the Chairman of the Council of Ministers of BiH on appointment of a new Deputy Minister of Communication and Transport was confirmed, the PARCO sent a letter to the Ministry of Communication and Transport requesting appointment of a new member of the Supervisory Team. The PARCO has also sent a letter requesting appointment of deputy member of the Supervisory Team - representative of the Council of Ministers of BiH. Deputy member of the Supervisory Team for the area of Information Technologies was advisor of the Minister of Communication and Transport of BiH, but since he also is no longer in this position in the Ministry, the PARCO addressed the Ministry of



Communication and Transport, and requested the appointment of a new or re-appointment of the existing deputy member of the Supervisory Team for the area of Information Technologies.

The PARCO prepared the “Proposal of the Decision on Amendments to the Decision on Appointment of Members and Deputy Members of the Supervisory Teams for Implementation of the AP 1 of the Strategy of the Public Administration Reform in BiH”, for Mr. Vlatko Dugandžić (for deputy member for the ST for the area of Public Finances on behalf of the Council of Ministers of BiH), Mr. Neven Akšamija and Ms. Enisa Zec (for member and deputy member for the area of Human Resources Management on behalf of the Council of Ministers of BiH), but it can be sent in a further procedure only after receiving proposal for appointment of new member from the Ministry of Justice of BiH, as well as proposals for appointment of member and deputy member from the Ministry of Communication and Transport of BiH.

The PARCO is not satisfied with the work so far of the appointed member and deputy member of the Supervisory Team on behalf of the Government of the Federation of Bosnia and Herzegovina, and for this reason requests appointment of new member and deputy member of the Supervisory Team on behalf of the FBiH. The reason for this is that since the establishment of the Supervisory Team for the area of Information Technologies, the member and the deputy member from the FBiH, in the last 11 months, have not attended the sessions and have not participated in the work of the Supervisory Team, even though they were properly and timely informed.

Trying to resolve the matter of payment of remuneration for work in the Supervisory Teams, which would increase their efficiency in the coming period, the PARCO sent the proposal of the “Decision on Remuneration for Work of Members of the Supervisory Teams” to the Legislation Office of BiH and to the Ministry of Finance and Treasury of BiH for their opinion. By the conclusion of the report, the PARCO received only the opinion of the Legislation Office.

Activities on Integration of BiH in the EU

The PARCO continued cooperation with the entity public administration reform coordinators and the Directorate for European Integration (DEI) in implementation of obligations on the European path. In the reporting period prepared were contributions for Contribution of BiH institutions to the regular annual report on the progress of BiH in the process of European integration for 2009 – section related to public administration, and the First Quarterly Overview of Implementation of Activities from the Action Plan of the European Partnership - a part related to implementation of the Strategy of the Public Administration Reform.

Representatives of the PARCO in mid May were included in preparation of the Strategy of Development of BiH 2008-2013, organised by the Directorate for Economic Planning (DEP). So far, two cycles of workshops have been held, in May and June, at which strategic priorities were defined, and then measures and specific objectives, which should be put into this document. Representatives of the PARCO are involved in the activities of five out of six work groups – Sustainable Development, Macroeconomic Stability, Competitiveness, Employment and European Integrations.

Regional Cooperation

In June 2009, the PARCO involved in the work of the Regional Centre for Public Administration Reform (RCPAR) as a National Coordinator for BiH. The RCPAR, since November 2006 acts as a centre of regional network of practitioners and experts from the Central and Eastern Europe (CEE) and the Community of Independent States (CIS) in the field of public administration reform (PAR). In the second phase of development, which began in 2008, the RCPAR seeks to expand its network of practitioners and experts also to governmental institutions, universities and NGOs throughout the whole region. In every state a “national coordinator” will be established. In principle this should be a government institution which has the mandate to coordinate the public administration reform in the country. In addition to the national coordinator, the RCPAR intends



to establish a number of focal points in each country (this will be persons – experts in one of four thematic groups: policy making and coordination, financial management, organisation and employment, service delivery). All the activities of the appointed focal points should be coordinated with the “national coordinator” so their proposals could be presented to the regional network in the name of the state.

5 Implementation of the PAR Strategy

5.1 Implementation of the Action Plan 1

5.1.1 AREA – POLICY MAKING AND COORDINATION CAPACITIES

Activities on Development of the Project “Blueprint of Development of Central Bodies of Governments in Bosnia and Herzegovina”

During the reporting period changes to the terms of reference "Blueprint of Development of Central Bodies of Governments in Bosnia and Herzegovina - Implementation of Phase I" were prepared and agreed, and then adopted at the session of the Joint Management Board of the Public Administration Reform Fund held on April 29, 2009 in Brcko. At the session of the Supervisory Team for the reform area Development of Capacities for Policy Making and Coordination Capacities, which was held on June 9, 2009 in Mostar, there was a launch of the procedure for appointment of members of the Implementation Team of the project. Also, tender documentation for the project was prepared, which was discussed at the session of the Joint Management Board of the PAR Fund on June 16. The tender documentation was supported by all the attending members of the Joint Management Board, while the standpoint of the Board members who have not attended the session is yet to come. After their declaration, which is expected soon, the phase of public procurement will be initiated.

Activities on Development of the Project “Improvement of Rules and Procedures for Legal, Other Regulations and General Acts Drafting in BiH”

After preparation of the terms of reference “Improvement of Rules and Procedures for Legal, Other Regulations and General Acts Drafting in BiH, it was discussed and unanimously supported at the session of the Joint Management Board of the PAR Fund, held on April 29 2009 in Brčko. Continuation of activities on this project included the work on the tender documentation and initiation of procedure for the appointment of the Implementation Team which will direct the project in a manner that will suit the beneficiaries. It is planned that the Implementation Team has eight members, with each administrative level appointing two members (one member from the Legislation Office / Secretariat and the second member should possess a mandate to propose changes to regulations and therefore should be appointed from the Ministry of Justice or the Parliament from the state level, or adequate institutions from the entity and the Brčko District of BiH level).

Activities on Monitoring the UNDP project “Strengthening of BiH Capacities for Strategic Planning and Policy Development – SPPD”

Implementation of the SPPD project continued, which will help the line ministries at putting to work the existing strategic plans and their better connectivity with the budget planning, improvement of policy development process by strengthening the capacities of ministries for preparation of legal regulations, as well as improvement of development of coherent sector strategies. In this regard, on April 24, 2009 the session was held of the Management Board of the SPPD project at which the Inception Report with the Plan of Activities for the next quarter was discussed. Also, on April 21st and June 22nd 2009, in the premises of the PARCO were held the meetings with the program manager of the SPPD project, which aimed at routing the SPPD project to fulfil the objectives of the Strategy of the Public Administration Reform in BiH.



Major step forward in the implementation of this project represents also official signing of the Memorandum of Understanding between the UNDP and the BiH authorities, representatives of the ministries from the state and entity levels from sectors for transport, energy, labour and employment, which took place on May 19, 2009 in Sarajevo, which formally defined obligations of the parties in implementation of the SPPD project.

Activities on Implementation of the LDB project

At the session of the Supervisory Team for the reform area Improvement of Quality and Procedures of Drafting and Enactment of Regulations, which was held on April 22nd, 2009 in Banja Luka, there were talks about the future realisation of the project "Legislation Database" (LDB project), and it has been concluded that because of the complexity of manner of numbering, classification, and input of laws and regulations, it would be necessary to consult the experts from the field of computer technology from all four administrative levels (the Council of Ministers of BiH, the Federation of BiH, the Republic of Srpska and the Brčko District of BiH). In this regard the workshop "Application of Software for Electronic Data Base" was held on May 15 2009 in the premises of the UNDP in Sarajevo, where it was concluded that it is technically possible to make the existing regulations databases that exist on the state, entity and Brčko District of BiH level compatible, and then find the solution also to network these bases and their appearance on one web portal.

At the session of the Supervisory Team for the reform area Improvement of Quality and Procedures of Drafting and Enactment of Regulations, which was held on June 23rd, 2009 in Banja Luka, the members of the Supervisory Team said that because of conclusions of the governments from all four administrative levels on maximum saving, they were not in a position to provide any financial investments related with the LDB project until the beginning of 2010 and adoption of new budget, but that they would continue activities on preparation and improvement of laws, regulations and other acts in electronic form.

Activities on initiation of the new project "Transposition of EU Legislation in the Legal System of BiH"

During this reporting period a draft project proposal "Transposition of EU Legislation in the Legal System of BiH" was prepared. The main objective of this project proposal is to assist development of personnel employed in the institutions on the state, entity and the Brčko District of BiH level in charge of transposing the EU legislation into domestic legal system. In preparing this project proposal all the members of the Supervisory Team for the reform area Improvement of Quality and Procedures of Drafting and Enactment of Regulations were involved, as well as representatives of the Directorate for European Integration of BiH.

5.1.2 AREA – PUBLIC FINANCES

Project from the area of Public Finances "Budget Management Information System" BMIS

In the past reporting period the PARCO, after the Joint Management Board of the PAR Fund approved the tender documentation for the project "Budget Management Information System", initiated an open procedure of procurement of service. Tender for the project was published on June 1st, 2009 in the Official Gazette of BiH, and opening of tenders has been foreseen for July 13, 2009.

Strategy of Internal Control of Public Finances

Representatives of the PARCO, area of Public Finances, in the previous period as well, participated in the Work Group for Draft of PFIC Strategy (the Strategy for Establishment of the System for Internal Financial Control). Work group consists of representatives of the SIGMA and the European Commission, representatives of the Ministries of Finance from the level of BiH, the FBiH and the RS, the representatives of audit from all three levels and the coordinator for the



reform area of Public Finances from the PARCO. The said Work Group in the previous period produced a final content of the Strategy, and it is expected that by the end of the year the Strategy will be adopted by the Council of Ministers and entity governments.

Work in the Subcommittee/Sector RPM on Economic and Financial Matters and Statistics

Coordinator for the reform area of Public Finances is a member of the Subcommittee/Sector RPM on Economic and Financial Matters and Statistics. The meeting of this Subcommittee/Sector RPM was held on June 8 and 9, 2009 in Sarajevo.

Work on Drafting the Strategy of Development of BiH 2008 - 2013

The Coordinator for the reform area of Public Finances is a member of the Work Group to draft a Development Strategy of BiH 2008 – 2013 organized by the Directorate for Economic Planning of BiH (DEP), the Austrian Development Agency (ADA) and the Swiss Agency for Development and Cooperation (SDC). The Coordinator for Public Finances is actively involved in the work of the Work Group Macroeconomic Stability, the subgroup of public finances, especially by providing contribution in those parts of the strategy that deal with public administration reform and strengthening of the PARCO, as one of the requirements of the European partnership.

Other Activities

On April 23rd, 2009, on Vlašić was held a seminar entitled “Oracle Solutions for Efficient Management”, which was also attended by the representatives of the PARCO. The seminar was dedicated mostly to the public sector, i.e. the latest trends of automation and computerisation of public sector (business on the principle of “24/7” – constant availability of information to clients), the trends towards centralisation of large quantities of data in a Common Data Register (Oracle Master Data Management). Also, there was a discussion on two-way communication between the public sector and citizens.

Session of the Supervisory Team for the area of Public Finances

In the previous reporting period, there was a joint meeting of the members of the Supervisory Team for the area of Public Finances in which the new Chairman of ST from the Brčko District was elected. Besides the rotation of the chair, at the meeting there were additional consultations regarding the composition and manner of work of the Implementation Team for the project Budget Management Information System.

5.1.3 AREA – HUMAN RESOURCES MANAGEMENT

Project “Improvement of Recruitment and Selection Process of Personnel in the Civil Service”

The final report on implementation of the pilot project “Improvement of Recruitment and Selection Process of Personnel in the Civil Service”, which was during the eight-month period implemented by the representatives of administrative bodies from the level of institutions of BiH, the Federation of BiH, the Republic of Srpska and the Brčko District of BiH, in cooperation with the UNDP BiH, the National School of Government of Great Britain and the PARCO, was presented to the Supervisory Team for the area of Human Resources Management at the meeting which was held on April 14, 2009 in Banja Luka. The members of the Supervisory Team adopted the said report, together with recommendations and materials developed under the project, which among other include guidelines and instructions for job analysis/analytical assessment of jobs, guidelines for conducting interviews, and draft competency framework for managing and non-managing civil servants. In this reporting period, suggestions of members of the Supervisory Team for the area of Human Resources Management were collected in connection with implementation of recommendations from the report, the specific needs in providing technical assistance and suggestions for possible continuation of project activities in the area of the Action Plan 1 - HRM 5 Recruitment and Selection of Personnel.



Project “Training of Civil Servants for Application of Information Technologies and Work on Computers”

In the reporting period, there was a work on modifications of tender documentation and terms of reference for implementation of IT training for civil servants, which was previously approved by the Joint Management Board of the PAR Fund entitled “Training of Civil Servants for Application of Information Technologies by the ECDL Standard (European Computer Driving License)”. At the session of the members of the Supervisory Team for the area of Human Resources Management, held on April 14, 2009 in Banja Luka, there was a discussion on the changes to the title and content of the terms of reference, conditioned by changes to the tender documentation and submitted opinion of the Public Procurement Agency of Bosnia and Herzegovina related with the procurement procedure in question and compliance with legal principles of the Law on Public Procurements of Bosnia and Herzegovina. The proposal was established to name the project “Training of Civil Servants for Application of Information Technologies and Work on Computers”, and to carry out additional consultations with the members of the Supervisory Team for the area of Information Technologies in terms of technical specifications and provision of the requested level of quality of the IT training. Approval of changes in the terms of reference and the tender documentation for this project was proposed as one of the items of the agenda of the 9th Session of the Joint Management Board of the PAR Fund. PAR Coordinator from the Republic of Srpska requested that the Government of the RS previously approves the changes to the project, and therefore this item of the agenda was not discussed at this session. After additional consultations with the PAR Coordinator from the RS and obtaining the standpoints of the Government of the RS, which discussed the information on the project at the session held on May 21st, 2009, the changes to the terms of reference, the changes to the name of the project and the tender documentation were approved at the 10th session of the Joint Management Board of the PAR Fund, on June 16, 2009. Initiation of the process of public procurement for implementation of the training project is planned for the beginning of the next reporting period.

Project “Development of Performance Management System in the Structures of Civil Service in BiH”

The Joint Management Board of the PAR Fund approved the tender documentation for implementation of the project “Development of Performance Management System in the Structures of Civil Service in BiH” at the session held on April 29, 2009 in Brčko. Further activities from this reporting period included organization of the public procurement procedure for the approved project. Notice on procurement of consultancy services for implementation of the project was published on May 25, 2009 in the Official Gazette of BiH No. 40/09. Final deadline for submission of requests for participation in the restricted procedure for the phase of prequalification expired on June 29, 2009. At the beginning of the next reporting period, the Commission for public procurement, appointed for implementation of the procedure in question, will review the submitted requests and start the second phase of the procurement procedure.

Project “Establishment of Modern Human Resources Management Units in the Bodies of Administration in BiH”

Members of the Supervisory Team for the area of Human Resources Management at the meeting held on April 14, 2009 in Banja Luka, got acquainted with the state of the project, and the fact that the moot point is provision of funds and the role of the UNDP BiH in relation to implementation of the project. Given that they were not able to provide the funds for implementation of the project, the representatives of the UNDP BiH submitted the official act which gives the project to the PARCO, with the objective to propose it in the form of the common project proposal for financing from the PAR Fund. Draft project proposal was prepared and presented to the members of the Supervisory Team for the area of Human Resources Management, on June 2nd, 2009 at the session in Brčko. The project is aimed at implementing



chapter HRM 2.3 of the Action Plan 1, which deals with the role of peripheral capacities. Specific objective of the project is establishment of a dedicated function and building of specialised capacities for human resources management (HRM) in the institutions of the civil service and bodies of administration on the level of BiH, the Federation of BiH, the Republic of Srpska and the Brčko District of BiH, in order to create a healthy basis for implementation of legislation and modern operating procedures and practices of human resources management. At the meeting, it has been agreed that the members should submit their comments to the draft project, in order to determine the final version of the project proposal so it could be forwarded to the Joint Management Board of the PAR Fund.

Individual Project Proposal “Training of Civil Servants on the Problem of Domestic Violence”

At the beginning of the reporting period, the FBiH Gender Centre, in cooperation with the members of the Supervisory Team for the area of Human Resources Management from the Ministry of Justice of the FBiH and the FBiH Civil Service Agency, submitted to the PARCO the proposal of the project “Training of Civil Servants on the Problem of Domestic Violence” with the goal to propose it for financing from the assets of the PAR Fund. The PARCO made an opinion about the submitted project proposal, and delivered it together with the project proposal to the members of the Supervisory Team for the area of Human Resources Management. The representative of the FBiH Gender Centre, at the session of the Supervisory Team for the area of Human Resources Management (held on June 2nd, 2009 in Brčko) presented the project proposal which is aimed at training and capacity building of civil servants from the level of the Federation of BiH (federal and cantonal ministries) through implementation of training in the specific field (civil servants, who in their scope of work in the areas of justice, education, health, security and social policy have the issues of domestic violence as well). Implementation of the project (training) is directly related to implementation of activities of the document “Strategic Plan for Prevention of Domestic Violence for the FBiH 2009-2010”, and implicitly also to implementation of activities of the PAR Strategy and the Action Plan 1, where the role of the Civil Service/Administration Agencies by levels of government is stressed in managing and coordinating the special requirements for professional training by the individual institutions. At the meeting was agreed to identify through consultations with the relevant institutions from the level of BiH and the Brčko District of BiH the needs for this type of training, considering that at the meeting the proposal was supported to expand the scope of the project to these administrative levels.

Project “Development of Human Resources Management Information System in the Public Administration of Bosnia and Herzegovina – BH HRMIS”

Within continuation of activities on monitoring the implementation of the project “Development of Human Resources Management Information System in the Public Administration of Bosnia and Herzegovina – BH HRMIS”, which is being coordinated by the Civil Service Agency of BiH and funded by the European Commission Delegation in BiH, the representatives of the PARCO attended the meeting of members of the Management Board of the Project (on June 11, 2009 in Sarajevo). At the meeting there was presentation of the second interim progress report, which covers the time period September 16, 2008 – April 30, 2009, with the aim of acquainting the members of the Management Board with the activities and potential risks in implementation of the project. At the meeting, the interim progress report and plan activities for the coming period were adopted, and it has been proposed that the next meeting should be held in January next year.

Work on Draft of Strategy of Development of BiH and Strategy of Social Inclusion of BiH 2008 – 2013

The representative of the PARCO participated in work of the workshops for preparation of Strategy of Development of BiH and Strategy of Social Inclusion of BiH 2008 – 2013, which were



organised by the Directorate for Economic Planning (DEP). Within the strategic objective of “Employment” two work group meetings were organised – on May 28 in Jajce and on June 23rd in Sarajevo, where there was a discussion on the priorities, measures and activities within the subject area, which should serve as a basis for structuring the said strategic documents.

5.1.4 AREA – ADMINISTRATIVE PROCEDURE

Project “Draft of Administrative Decision Making in BiH Quality Improvement Programme”

On April 21st 2009, a meeting was held with the members of the Supervisory Team for the reform area of Administrative Procedure at which members of the Team learned about the outcome of the public procurement procedure of consultancy services for implementation of the project “Draft of Administrative Decision Making in BiH Quality Improvement Programme”. The said public procurement procedure of consultancy services was ended by the Decision on Annulment of the Procedure, which was adopted at the session of the PARF JMB, because the Commission in charge of implementation the procurement procedure found that the submitted request for participation does not meet the conditions stated in the tender documentation. Members of the Supervisory Team agreed that the public procurement procedure for the project is to be repeated under the same conditions.

In the repeated public procurement procedure, the Notice on public procurement of consultancy services for implementation of the project “Draft of Administrative Decision Making in BiH Quality Improvement Programme” was published in the Official Gazette of BiH No. 40/09 of May 25, 2009. The Commission for public procurement on June 25, 2009 opened 5 received requests for participation and ongoing is draft of minutes and report on work of the Commission, which will result in the Decision on the outcome of the phase of prequalification.

Ongoing is the procedure of appointment of members of the Implementation Team for the said project.

Project “Harmonisation and Improvement of the Present Laws on Administrative Procedure on All Administrative Levels in BiH”

Activities are ongoing on preparation of the logical framework and the project proposal for the project “Harmonisation and Improvement of the Present Laws on Administrative Procedure on All Administrative Levels in BiH”.

Project “Education of Leaders of Administrative Procedures and of Administrative Inspectors”

Activities are ongoing on preparation of the logical framework and the project proposal for the project “Education of Leaders of Administrative Procedures and of Administrative Inspectors”.

Workshops with the Experts of the SIGMA

The PARCO, together with experts of the OECD / the SIGMA (Support for Improvement in Governance and Management in Central and Eastern European Countries) held a workshop on June 8 and 9, 2009 with the representatives of legislative authority (Constitution-Legal Commission of the House of Representatives of the Parliamentary Assembly of BiH, the the Constitution-Legal Commission of the House of Peoples of the Parliamentary Assembly of BiH and the Joint Commission for European Integration of the Parliamentary Assembly of BiH), and a workshop for the members and deputy members of the Supervisory Team from the area of Administrative Procedure, the entity public administration reform coordinators and the coordinator of the Brčko District of BiH, with the aim of familiarising the representatives of the executive and legislative authorities with the best European practices in the area of administrative decision-making, and to make them involved in the reform processes from this area which are essential for the association of Bosnia and Herzegovina with the European Union. In these workshops, the SIGMA experts presented to the workshop participants a common system of general administrative procedures in the federal state - the experience of the Federal Republic of



Germany, the legal principles of administrative procedures in the European administrative space and the reform of the existing administrative legislation - needs of citizens and expectations in BiH. All workshop participants had the opportunity to discuss and ask questions to the experts after the end of the presentations.

Miscellaneous

At the meeting of the Supervisory Team for the area of Administrative Procedure it has been established that the existing draft Rules of Procedure of the Implementation Team should be improved, and in the form of Proposal submitted for discussion and adoption to the Implementation Team once it is established.

5.1.5 AREA – INSTITUTIONAL COMMUNICATION

Project “Establishment of Network of Info Stands”

In the reporting period the inception phase of implementation of the project “Establishment of Network of Info Stands” has finished. The consultant “Deloitte” Zagreb drafted and submitted to the PARCO the analysis of communication practices of government information services/offices on all administrative levels covered by the project and administration reform. The second phase of this project – training on internal communication has been initiated, whose first of seven cycles was completed for the public relations officers and officers of the information office at the level of the Council of Ministers of BiH and the Government of the Federation of BiH.

Project “Training of Public Relations Officers”

Terms of Reference for the project “Training of Public Relations Officers” was adopted at the session of the Joint Management Board of the PAR Fund on June 16, 2009. After the tender documentation is prepared, it will be sent to the PARF JMB for approval, which is a precondition for initiation of the procedure of procurement of services of training.

Project “Strategic Communications”

Deadline for submission of tenders in the second phase of the procedure of procurement of consultancy services for implementation of the project “Draft/Revision of Communication Strategies 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” expired on June 29, 2009. There was a public opening of tenders, and the Commission for implementation of the procedure of procurement will within the legal deadline draft the minutes and end the procurement procedure, and send the Decision on Award of the Contract to the Joint Management Board of the PAR Fund.

Project “Publication of Information Materials 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”

Project proposal “Publication of Brochures on the Work of the Government of the RS” was proposed in the previous quarter from the level of the RS, it was acceptable also for the other administrative levels, so it was converted in the common project “Publication of Information Materials 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”. The proposal was at the 10th session of the PARF JMB returned to the Supervisory Team for improvement in the part treating the content, distribution and effects of decrease of information gap between the government and the citizens by implementation of this project.

Other Activities

In contacts with the Sector for Training of the Civil Service Agency of BiH (CSA BiH), cooperation was ensured on implementation of the project “Training of Public Relations Officers” in a manner



that the CSA will be involved in draft of the training programme and that training within this project will carry certain value of credits for civil servants from the institutions of BiH.

On June 6, 2009 a lecture was held at the Academy for Young Politicians on the topic "Institutional Communication" on the occasion of which the role of the PARCO was promoted as well as the significance of the public administration reform in BiH.

5.1.6 AREA – INFORMATION TECHNOLOGIES

Project "Design and Establishment of Interoperability Framework and Standards for Data Exchange"

After the tender documentation has been changed in accordance with the agreed at the 8th session of the Joint Management Board of the PAR Fund, and delivered on March 13, 2009 to all the members of the Joint Management Board, the tender procedure was initiated by publishing the notice on the procurement of consultancy services for the project on April 13, 2009 in the Official Gazette of BiH. Of 24 received requests to take the tender documentation, 7 companies submitted requests for participation. On May 21st, 2009 the Commission for public procurements established that one offer meets the requirements of the published tender, while three bidders need to submit additional explanations. After the requests for additional clarifications were sent, to which the tenderers had to respond within three days after the receipt, additional explanations were provided by two bidders. In early July, after review of received additional clarifications, the Commission will complete the first phase of public procurements, after which they will send to the members of the Governing Board of the PAR Fund a decision on the outcome of the first phase of the public procurement procedure - prequalification.

Project "One Stop Shop – Services for Assistance to Citizens" (pilot project BD BiH)

At the 8th session of the Joint Management Board of the PAR Fund the Members of the Joint Management Board were given the signed Decision on Acceptance of the Terms of Reference "One Stop Shop - Services for Assistance to Citizens". Ongoing is preparation of tender documentation for this project, which is being drafted by the Legal Unit of the PARCO, together with the originator of the project from the Brčko District of BiH. In early July, the tender documentation will be taken over by the expert for public procurements, and after it has been approved, the tender documentation will be sent for approval to the Joint Management Board of the PAR Fund.

Establishment of the Implementation Team

The PARCO in mid-December sent the request to the members of the Supervisory Team to initiate, in their line bodies of administration in charge of appointment of the Implementation Team, the procedure for appointment of representatives to work in the Implementation Team. So far, appointed were representatives of the Council of Ministers of BiH, the Brčko District of BiH and the Republic of Srpska. Appointment from the Government of the Federation of BiH is expected.

e-Government (UNDP)

Project e-Government in the Council of Ministers of BiH (Phase I), which is being implemented by the the UNDP, includes redesign and mutual harmonisation of web pages of all the institutions on the level of Bosnia and Herzegovina. Since the PARCO participates in the said project, in the previous period there have been numerous meetings in order to agree dynamics of its realisation. Consequently, completed was creation of a new design of the web site of the PARCO, which is adapted to the unique requirements and standards of the project. Completed were group and individual trainings of web administrators of the PARCO as well as testing of the new web page. After testing, it was observed that certain corrections are needed. However, so far only part of the changes requested by the PARCO was made. Staff who have passed the



training for web site administrators is not satisfied with the manner and quality of the training held, so additional training was requested in order to be ready to fully take over maintenance of the site.

On the occasion of the sixth session of the Management Board of “e-Government in the Council of Ministers of BiH – Phase II”, the PARCO sent a letter expressing their opinion that the Phase I is not completed, and that the Ministry of Communication and Transport of BiH has not provided the Council of Ministers of BiH with the Report on Work and the Financial Report for the Phase I of the project of e-Government, as well as the project plan for the phase II for the purpose of its approval, and therefore the Management Board has no legal basis or legitimacy to adopt the “Conceptual Design” for the Phase II.

Other

For the purpose of expert improvement of employees of the PARCO from the area of Information Technologies, in the past period there was successfully completed study trip to Madrid – visit of IT personnel to public administration.

5.2 Development of the Action Plan 2

In the reporting period there was continuation of gathering of data and documents which will be necessary for drafting the Action Plan 2 of the public administration reform in eight earlier established areas.

Intensification of activities in the preparation of the Action Plan 2 is expected in the third quarter of 2009, after arrival of technical assistance under the IPA 2007 programme. After implemented tender procedure, currently is ongoing procedure of signing the contract between the best evaluated bidder and the European Commission Delegation in BiH.

Representatives of the PARCO continued participation in the work of the work groups and interim subcommittees established by the decision of the Council of Ministers of BiH. In this reporting period, two meetings of the Work Group for Agriculture, Food Safety, Veterinary, Fisheries, Protection of Plant Health and Rural Development were held. The meetings were held in May and June. Preparatory meeting of the Work Group for Innovation, Technological Development and Social Policy was held in June, and at the end of the same month there was also a sector Reform Process Monitoring (RPM) - Interim Subcommittee for Employment, Social Affairs, Information Society and Media, Statistics, Education and Research. In these committees the PARCO has its representatives.

Participation in the workgroups should ensure harmonisation of the reform process with the activities and documents relevant for the process of European integrations.

6 Public Administration Reform Fund (PAR Fund)

Meetings of the Joint management Board of the PAR Fund

By the end of the second quarter of 2009, the Joint Management Board of the PAR Fund approved 11 projects in total, amounting **7.647.243,93 KM** (without the VAT). Of this number, 10 projects were prepared by the PARCO, and one project was submitted by an individual originator (the Government of the Brčko District of BiH).



Table below gives the overview of approved projects so far by phases.

Title of the Project / Reform Area	PARF JMB approved	Framework budget in KM (without the VAT)	Phase the Project is in	Duration of the Project in Months	Planned start of implementation
Blueprint of Development of Central Bodies of Governments in BiH – implementation of the phase I Policy Making and Coordination Capacities	project proposal 04.11.2008. terms of reference 02.02.2009. changes to terms of reference 29.04.2009. tender documentation 16.06.2009.	1.709.401,71	Tender documentation approved at the 10 th session of the PARF JMB and in the next period Procurement Notice will be published	24	III quarter 2009
Improvement of Rules and Procedures for Legal, Other Regulation and General Acts Drafting in BiH Policy Making and Coordination Capacities	project proposal 04.11.2008. terms of reference 29.04.2009.	683.760,70	Tender documentation prepared	18	IV quarter 2009
Budget Management Information System Public Finances	project proposal 23.07.2008. terms of reference 12.03.2009. tender documentation 26.05.2009.	1.564.664,00	On 13.07.2009. tenders will be opened	18	III quarter 2009
Training of Civil Servants For Application of Information Technologies and Work on Computers * Human Resources Management	project proposal and terms of reference 04.11.2008. changes to terms of reference tender documentation 16.06.2009.	705.128,21	Tender documentation approved at the 10 th session of the PARF JMB and in the next period Procurement Notice will be published	24	III quarter 2009
Development of Performance Management System in the Structures of Civil Service of BiH Human Resources Management	project proposal 04.11.2008. terms of reference 02.02.2009. tender documentation 29.04.2009.	750.000,00	Ongoing is the first phase of prequalification for procurement of services for implementation of the project. Deadline for submission of requests for participation was 29.06.2009.	18	III quarter 2009
Draft of Administrative Decision Making in BiH Quality Improvement Programme	project proposal and terms of reference 23.07.2008. tender documentation 04.11.2008. Decision on annulment	388.000,00	Ongoing preparation of the minutes and report of the commission	10	III quarter 2009



Administrative Procedure	of the restricted procedure for procurement of consultancy services 02.02.2009. Republished Procurement Notice 25.05.2009.		with recommendations for the phase of prequalification		
Establishment of Network of Info Stands Institutional Communication	project proposal 08.02.2008. terms of reference 07.03.2008. tender documentation 07.05.2008. Short list 23.07.2008. Decision on Award of the Contract 04.11.2008. Final Draft Contract 02.02.2009.	133.000,00	Project is in the phase of implementation	9	04.03.09. start of implementation
Training of Public Relations Officers Institutional Communication	project proposal 07.04.2009. terms of reference 16.06.2009.	136.965,81	Tender documentation prepared	5	IV quarter 2009
Strategic Communications Institutional Communication	project proposal 23.07.2008. terms of reference 04.11.2008. tender documentation 02.02.2009. Minutes and report with recommendations of the Commission for the phase of prequalification 25.05.2009.	198.000,00	Yet to come: Decision of the PARF JMB on acceptance of the decision on award of the contract	9	III quarter 2009
Design and Establishment of Interoperability Framework and Standards for Data Exchange Information Technologies	project proposal 07.05.2008. terms of reference 23.07.2008. tender documentation 04.11.2008. Decision on annulment of the restricted procedure for procurement of consultancy services 02.02.2009. Changes to the ToR and the tender document. 12.03.2009.	880.123,50	Ongoing preparation of the minutes and report of the commission with recommendations for the phase of prequalification	12	IV quarter 2009
One Stop Shop– Services for Assistance to Citizens Information Technologies originator: the Government of the Brčko District of BiH	project proposal and the terms of reference 16.12.2008.	498.200,00	Tender documentation prepared	18	IV quarter 2009
Total amount of assets of the PARF for approved projects (without the VAT):		7.647.243,93 KM			



*At the tenth session of the PARF JMB changes were adopted to the terms of reference "Training of Civil Servants for Application of Information Technologies by the ECDL Standard" from the area of Human Resources Management which included also the change of the title of the project to "Training of Civil Servants for Application of Information Technologies and Work on Computers".

Sessions of the PARF JMB

In the second quarter of 2009 there were two sessions of the Joint Management Board of the PAR Fund.

The PARF JMB accepted the Information on Changes and Amendments to the Memorandum of Understanding for Establishment of the Public Administration Reform Fund, which was prepared by the PARCO, and concluded that changes are to be prepared in the form of an Annex to the Memorandum. The PARCO, in accordance with the aforementioned, prepared the changes to the Memorandum and sent them for opinion to the Legislation Office, the Ministry of Finances and Treasury of BiH and the Ministry of Foreign Affairs of BiH. By Conclusion of this Report the PARCO received opinions of the Legislation Office and the Ministry of Finances and Treasury of BiH. Upon receiving the opinion of the Ministry of Foreign Affairs of BiH, the Annex to the Memorandum will be sent in further procedure in accordance with the provisions of the Law on the Procedure of Conclusion and Execution of International Agreements.

The PARF JMB also accepted the Information prepared by the PARCO on the condition of the projects financed by the assets of the Public Administration Reform Fund and the activities planned for the next period.

Regarding payment of remunerations for the work of local members of the Joint Management Board of the PAR Fund, the PARCO sent on May 29, 2009, the proposal of the Decision on Remuneration for Work of the Members of the Joint Management Board of the PAR Fund for the opinion to the Legislation Office of BiH and to the Ministry of Finance and Treasury of BiH. By the conclusion of this Report, the PARCO received only the opinion of the Legislation Office.

In accordance with the obligation from the Rules of Procedure of the Joint Management Board of the PAR Fund, the members of the PARF JMB received the Quarterly Progress Report (monitoring of implementation of the Action Plan 1 of the Strategy of the Public Administration Reform in BiH), the Quarterly Report on Work of the PARCO and the Quarterly Report of the Public Administration Reform Fund for the period January – March, 2009.

Finances of the Public Administration Reform Fund

Donors of the PAR Fund so far paid to the accounts of the Fund **1.787.425,17 KM** in total.

So far there were no payments from the Fund. First payment will be made after approval of the inception report of the project "Establishment of Network of Info Stands".

Procurements for the Projects Financed by the Assets of the Public Administration Reform Fund

Draft of Administrative Decision Making in BiH Quality Improvement Programme – opening of requests for participation was made on June 24, 2009, and ongoing is preparation of the minutes and report of the Commission for Procurement.

Blueprint of Development of Central Bodies of Governments in BiH – implementation of the phase I – tender documentation for the said project was approved at the 10th session of the PARF JMB. In the next period the PARCO will publish the Procurement Notice in the Official Gazette of BiH and by that initiate the procedure of procurement by the restricted procedure.

Training of Civil Servants For Application of Information Technologies and Work on Computers - tender documentation for this project was approved at the 10th session of the Joint Management Board of the PAR Fund. In the next period the PARCO will publish the Procurement Notice in the Official Gazette of BiH and by that initiate the procedure of procurement by the open procedure.



Training of Public Relations Officers – in the next period the PARCO will send the tender documentation to the Joint Management Board of the PAR Fund for approval, and after approval will initiate the procurement procedure.

Budget Management Information System (BMIS) – Public opening of tenders in the procedure of procurement of services by open procedure will be made on July 13, 2009.

Design and Establishment of Interoperability Framework and Standards for Data Exchange – opening of requests for participation was held on May 21st, 2009, after which requests for clarification of the requests for participation were sent to three candidates. Meeting of the commission for procurements for opening of clarifications of the requests for participation of the candidates will be held on July 3rd, 2009.

Strategic Communications – By the final deadline for reception of tenders specified in the procurement notice, four tenders were received. Public opening of tenders in the procedure of procurement of services by the restricted procedure was held on June 29, 2009. The proposal of the Decision on Award of the Contract was prepared, which should be adopted by the PARF JMB.

One Stop Shop– Services for Assistance to Citizens – The PARCO together with the originator of the project prepared the tender documentation and sent it for approval to the expert for public procurements.

Improvement of Rules and Procedures for Legal, Other Regulation and General Acts Drafting in BiH – expert for public procurements approved the tender documentation, so the PARCO will send it to the PARF JMB for approval in the procedure of written harmonisation.

Development of Performance Management System in the Structures of Civil Service of BiH – opening of requests for participation was made on July 1st, 2009. Ongoing is preparation of the minutes and report of the Procurement Commission.

7 Cooperation with Donors

Technical Assistance to the PARCO

Tender procedure for new technical assistance to the PARCO of full title “Building of Capacities of the Public Administration Reform Coordinator’s Office in BiH” has been completed. Start of the project of technical assistance, which is financed from the IPA 2007 programme, is expected in July 2009 after completion of the process of signing the contract with the best evaluated bidder – consultancy company which will implement the project.

Donors and Projects

On May 12, 2009, there was a second meeting of the Forum for Coordination of Donors organised by the Ministry of Finance and Treasury of BiH - Sector for International Assistance Coordination. Forum is a platform for information exchange and coordination of the 20 largest donors in BiH, and the quarterly meetings present the primary instrument of coordination among the donors in BiH. At the meeting, the representative of the PARCO sent a call to donors to consider the possibility of financial support to the existing Public Administration Reform Fund and in that way contribute to the public administration reform in BiH. For the next meeting of the Forum, which is to be held in September, planned is also one larger presentation of the PAR Fund.

On June 18, 2009 there was a regular donor meeting between the PARCO and the donors. At the meeting, there was a presentation of the projects and activities the donors implement in the field of public administration reform. The PARCO informed the donors on its activities in the period between two meetings, and on implementation of the Action Plan 1 of the Public Administration Reform Strategy. Also, at the meeting, the donors got acquainted with “Proposal for Financing the Joint Promotional Campaign of the PARCO and the Directorate for European



Integration". The planned budget of the campaign is 10,000 KM and the campaign would have the aim to promote the importance of the public administration reform and to ensure public support to this important process. The representative of the PARCO called the donors to financially support the said project.

Data on donors' projects, currently at the PARCO's disposal, are available at the web site of the PARCO (www.parco.gov.ba and www.javnauprava.gov.ba).

8 Reporting and Monitoring

By the obligation of the Annual Work Programme of the Council of Ministers of BiH for 2009, the PARCO committed itself to the Council of Ministers of BiH to timely submit the periodic reports on the work of the PARCO, as well as progress reports (Monitoring of Implementation of the Action Plan 1 of the Strategy of the Public Administration Reform in BiH), which show in detail the overall degree of implementation of the measures from the action Plan 1 of the PAR Strategy.

At the 87th session, held on May 14, 2009, the Council of Ministers of BiH adopted the Quarterly Report on Work of the PARCO for the period January 1st – March 31st, 2009 with conclusions. At the same session the Council of Ministers of BiH adopted the Quarterly Progress Report (monitoring of implementation of the Action Plan 1 of the Strategy of the Public Administration Reform in BiH) for the period January – March, 2009.

Reports of the PARCO are publically available at the web site of the PARCO www.parco.gov.ba and www.javnauprava.gov.ba.

9 Recommendations for Further Work and Improvement of Coordination

With a certain progress achieved, difficulties noted with every element of implementation structure, related with mechanisms of implementation of the AP1, are still present (political coordination, supervisory function). **There is still no solution to the matter of defining entity public administration reform coordinator as an independent work place** (which from 2007 the PARCO requests from the entity governments).

Recommendations and suggestions of the PARCO for further work and improvement of coordination:

- Provide timely informing, presence and participation of the representatives of the PARCO in initiatives and activities on change of laws, bylaws and other regulations relevant to specific reform areas of the AP 1. Practice so far of submitting adopted or final draft laws and other regulations, does not leave the possibility of monitoring compliance of legal solutions with reform objectives, measures and recommendations.
- Improve flow and exchange of information among all the representatives of implementation structures for implementation of reform. This is especially true in reciprocal communication between the members of the supervisory team from various levels of authority (but also within the same level of government), the entity coordinators and the coordinator of the Brčko District of BiH, as well as communication towards the PARCO. Intensify previous initiatives and practices for holding regular periodic meetings of the Public Administration Reform Coordinators from all levels.
- Matter of remuneration was continuously opened at the sessions of the supervisory teams and presents a serious obstacle in implementation of the projects. The PARCO started the procedure in order to solve the matter of payment of remunerations for the members of the supervisory teams. However, matter of remuneration for work of implementation teams remains unsolved, because in the budget of the PARCO for 2009 no assets were provided for this kind of remunerations.



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- Regular reporting to the PARCO on implementation of the AP 1 on entity and the level of the Brčko District of BiH, in accordance with the point 17 of the paragraph VI of the Common Platform on the Principles and Manner of Implementation of the Action Plan 1 of the Strategy of Public Administration Reform in BiH.
 - Consulting with the PARCO on the occasion of draft/change of the internal acts regulating the work of the public relations officers for the purpose of harmonisation with the measures of the Action Plan 1 in the area of Institutional Communication.
 - Further strengthen cooperation with relevant institutions on all levels of authority, in order to ensure harmonisation of reform processes, especially in sector reforms.
 - Governments and competent institutions should facilitate the process of proposing and appointment of members and deputy members of the Supervisory and Implementation Teams, in order not to slow down the flow of reform and implementation of the projects which are financed by the Public Administration Reform Fund.