

**PUBLIC ADMINISTRATION  
REFORM COORDINATOR'S  
OFFICE**

**INFORMATION INDEX REGISTRY OF THE PUBLIC  
ADMINISTRATION REFORM COORDINATOR'S OFFICE**

*Index registry you can get on your request in the  
Public administration reform coordinator's office in BiH,  
(Sarajevo, Vrazova 9)  
or on the website: [www.parco.gov.ba](http://www.parco.gov.ba)*

## INTRODUCTORY NOTES

The Public administration reform coordinator's office (hereinafter: the PARCO) and its organizational units possess a lot of information, primarily in a written form, in original or a copy. An access to the information has been described in detail in the Guide for the submitters of the request for an access to the information in a sense of the Freedom of Information Act in BiH, and it could also be explained to you by an authorized associate for information. This Index registry, besides the names of the organizational units of the PARCO and their competences, contains the basic types of the information possessed by the units regarding their scope of work. For the information not stated in the Index registry, you can contact an authorized associate for information.

### **PUBLIC ADMINISTRATION REFORM COORDINATOR'S OFFICE**

The Public administration reform coordinator's office has been established by a decision of the Council of Ministers of BiH in October 2004 following a sequence of recommendations of the Feasibility Study for BiH. Forming of the PARCO was an answer to the needs of the citizens for more efficient and responsible public administration on all levels of the governments, able to take the obligations in the process of the Euro-Integrations of BiH. The most important role of the PARCO is to coordinate reform activities between the Council of Ministers of BiH, entities and the District of Brčko of BiH, by cooperating closely with the European Commission Delegation in BiH. The PARCO has created, and the governments on all levels have in 2006 adopted the Strategy of the public administration reform in BiH and the Action plan 1 with the measures for its implementation, by confirming with it the preference for the success of reforms. The vision of the PARCO is the improvement of services of the governments by reformed public administration, and the mission is initiation, coordination and promotion of the reform on all levels with the objective of protection of the interest of citizens of BiH. One of the tasks of the PARCO is also coordination of the Public Administration Reform Fund. The PARCO works in cooperation and coordination with the relevant institutions of Bosnia and Herzegovina, the Federation of Bosnia and Herzegovina, the Republic of Srpska and the District of Brčko of Bosnia and Herzegovina. Besides, the PARCO cooperates with the donors and international organizations in BiH. Work of the PARCO is transparent and it implies regular reporting of the authorized, cooperation with the civil society and media, and a public promotion of the public administration reform and the achieved progress. The Coordinator and the Deputy Coordinator manage the work of the Coordinator's Office.

*Coordination of the Public Administration Reform Fund is also in the competence of the PARCO*

The PAR fund (Public Administration Reform Fund), represents the money which has been intended by a community of donors for implementation of the public administration reform in BiH. The Memorandum on establishment of the Public Administration Reform Fund has been signed in 2007 by the chairman of the Council of Ministers of BiH, the prime ministers of the FBiH and the RS, the mayor of the District of Brčko of BiH, the minister of finance of BiH, the ambassadors of the countries donors – Great Britain, the Netherlands and Sweden, and a chief of the European Commission Delegation in BiH. The money of the Fund has been intended exclusively for offering donor technical assistance in the process of implementation of the Strategy of the public administration reform in Bosnia and Herzegovina. The Fund is also open for financial contributions of all the government levels in Bosnia and Herzegovina and from other donors. The Coordinator's Office is not a user individually, nor does it dispose of the money of the Fund. Using of the Fund is decentralized. This means that decisions on a placement of donor's money is being adopted on more levels, in order to disable the unintentional spending of funds and will of individuals. The Management board coordinates the Fund, and without its agreement no project can be financed.

## **ORGANIZATIONAL UNITS AND KINDS OF INFORMATION**

- Legal unit
- Operational unit
- Unit for donor coordination, finance, monitoring and evaluation
- Unit for material-financial and general affairs

**Legal unit** is responsible for giving relevant legal advices on all aspects of operations which the PARCO does for the PAR, it gives legal advices on legislation relevant for the tasks of the PARCO and for work in some areas, executes the detailed analyses of legal issues important for the public administration reform, prepares written comments and legal opinions, coordinates and does the public procurements and other procedures related to the activities of technical assistance, prepares necessary documentation, ensures respecting the relevant legal procedures and other guidelines.

- Rulebooks, internal rules and other general acts

**Operational unit** is responsible for support in the process of preparation, adoption and application of the Strategy of the public administration reform, ensures professional knowledge in the areas of individual policy related to the public administration reform, it

is obligated to cooperate with the relevant institutions and organizations from the fields of the public administration reform, executes relevant researches, collects the information, suggestions and proposals, prepares, coordinates and organizes meetings of the working groups, follows the work of the group members between the meetings.

- Information on projects financed from the PAR Fund
- Information on the stage of progress in the reform areas

**Unit for donor coordination, finance, monitoring and evaluation:** establishes and maintains the regular contacts with donors and international organizations in BiH; ensures a regular reporting of the PARCO towards the interested parties and a regular communication with the interested parties related to the matters of the PARCO and a progress in the process of the PAR (ensures a period monitoring and evaluation of the implemented activities from the Strategy of the PAR); ensures a good organization and regular updating of the database of the projects from domain of the public administration reform (Fund for PAR and projects financed from other recourses); submits periodic reports with the objective of creation of lessons for improving the activities; ensures respect of relevant guidelines and financial procedures of usage of the funds from the PAR Fund; coordinates preparation and organization of the meetings of the PARF JMB; establishes and maintains the database of the previous and current projects of the public administration reform, and actively participates in the process of programming the component 1 in the frame of the IPA program.

- Program of work of the PARCO for the current year, after it has been adopted by the Council of Ministers
- Reports (quarterly and annually) on work of the PARCO,
- Reports (quarterly and annually) on progress of implementation of the Action plan 1 of the Strategy of the PAR in BiH,
- Reports for the PARF JMB (donors),
- Monitoring of finances of the PAR Fund,
- Information on cooperation with donors and international organizations,
- Data on projects financed from the PAR Fund and other projects,
- Information on process of programming the Pre-Accession program of the EC (IPA),
- Archive of all sessions of the PARF JMB.

**Unit for material-financial and general affairs** is responsible for execution of material-financial affairs of the PARCO, preparation of proposal of the annual budget and monitoring of its execution, creation of periodic and final financial analyses and reports, and the annual dynamics plan of expenditures, accounting and entering data into the Unified system of the Treasury, evidence of permanent equipment and small inventory, equipment procurement, material funds, inventories, administrative-technical and other assisting material, calculation of salaries, contributions, taxes, travel expenses and other remunerations, execution of counter affairs, affairs of translating and interpreting, administrating, maintenance, improvement and development of computer network and

network services, organizing press conferences and interviews, writing announcements and statements for media, continuous cooperation with media houses and consistent relations of the PARCO with the public and regular ensuring and updating of information, continuous monitoring of professional development and progress of all employed, giving suggestions for professional training of employed in accordance with the needs of the PARCO, dealing with services and maintenance of official vehicles and technical devices.

- Number of employed in the Coordinator's Office,
- Data on professional qualification of the employed,
- Data on professional training of employed
- Normative acts related to working relations, salaries, systematization and internal organization,
- Data on entering and exiting post,
- Information on approved budget,
- Reports on execution of budget,
- Data on salaries and other incomes and remunerations of the employed;
- Information on findings of audits of financial business;
- Data on vehicles possessed by the Coordinator's Office;
- Data on computer equipment and programs;
- Data on communication equipment and programs;
- Information on notifications on procurement, contract assignments and abolition of procedures
- Notifications on abolition of procedures of procurement of commodities, services and works (for current year)
- Archive of all notifications on procurements, contract assignments and abolition of procedures for commodities, services and works;