



Council of Ministers of Bosnia and Herzegovina  
Government of Federation Bosnia and Herzegovina  
Government of Republika Srpska,  
Government of the Brčko District of Bosnia and Herzegovina

**COMMON PLATFORM**  
on the principles and implementation of the Public  
Administration Reform in Bosnia and Herzegovina

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## I Subject-matter and objective

- (1) The Common Platform represents a political and legal framework for the cooperation of administrative bodies of all levels of government in the public administration reform process in Bosnia and Herzegovina, as well as for the implementation of the Strategic Framework for Public Administration Reform and accompanying action plans.
- (2) The Common platform establishes the principles, the manner, and the mechanisms for implementation of the Public Administration Reform in Bosnia and Herzegovina, as well as the implementation of the said strategic and action documents.
- (3) The Common Platform is applied in the implementation of reform measures that have been identified as joint and individual, and it aims to ensure the implementation of reform measures and activities to achieve the set reform goals in the field of public administration in Bosnia and Herzegovina and one of the 14 priorities that BiH needs to meet before it starts the negotiations on membership in the European Union.

## II Definitions

- (1) The terms used in the text of the Common platform have the following meanings:
  - a) **Administrative authorities** mean ministries, administrative organizations as independent administrative organizations, administrative organizations within ministries, as well as other institutions established by a separate law or entrusted by a separate law with the administrative affairs of the Council of Ministers of Bosnia and Herzegovina, the Government of the Federation of Bosnia and Herzegovina, the Government of Republika Srpska and the Government of Brčko District of Bosnia and Herzegovina;
  - b) **Measures** mean the reform measures envisaged in the public administration reform strategy paper and the implementing document;
  - c) **Joint reform measures** mean measures the implementation of which requires coordinated joint activities of administrative authorities of different levels of government;
  - d) **Individual reform measures** mean measures the implementation of which requires individual activities of administrative authorities of appropriate levels of government;
  - e) **Public Administration Reform Fund** (hereinafter referred to as Fund) is a fund established by the Memorandum of Understanding between donors and the Council of Ministers of Bosnia and Herzegovina, the Government of the Federation Bosnia and Herzegovina, the Government of Republika Srpska, the Government of Brčko District of Bosnia and Herzegovina, and the BiH Ministry of Finance and Treasury (hereinafter: the Memorandum). The Fund's resources are to be used exclusively for donor technical assistance in

the implementation of the PAR strategy paper and the implementing document. The Fund is also open to financial contributions from all levels of government in Bosnia and Herzegovina as well as other donors.

- f) ***Other sources of funding*** mean the financing of reform measures through bilateral donor agreements signed by Bosnia and Herzegovina.
- g) ***Financing the measures from own resources*** means financing of reform measures from the budget of domestic governments.
- h) ***PAR Fund Management Board (Fund Management Board)*** means the management and supervisory body of the Fund, the establishment and composition of which is determined by the Memorandum. This body is responsible for the overall management and oversight over the use of the Fund's resources. More detailed competencies of the Fund's Board are determined by the Memorandum and Rules of Procedure of the Fund's Board and other acts governing the manner of work and other matters of importance for the work of the Fund's Board.
- i) ***PAR Coordinators*** mean the coordinators for public administration reform appointed by the Council of Ministers of BiH, the Governments of the Federation of Bosnia and Herzegovina, Republika Srpska, and Brčko District of Bosnia and Herzegovina.
- j) ***Intergovernmental working bodies*** mean joint monitoring, implementation, and other teams responsible for the implementation of reform measures. The teams are composed of appointed representatives of the Council of Ministers of Bosnia and Herzegovina, the Governments of the Federation of Bosnia and Herzegovina, Republika Srpska, and Brčko District of Bosnia and Herzegovina and their administrative authorities.
- k) A ***monitoring team*** is an intergovernmental working body established to perform the overall oversight and direct the reform processes in a particular reform area. The monitoring team is composed of representatives appointed by the Council of Ministers of BiH, the Governments of the Federation of Bosnia and Herzegovina, Republika Srpska, and Brčko District of Bosnia and Herzegovina.
- l) ***Contact persons for the coordination of public administration reform*** (hereinafter: contact persons) are persons who, at the initiative of the PAR coordinator, will designate the institutions responsible for the implementation of reform measures to ensure comprehensive data on the progress made in the implementation of reform measures. These persons shall consult with the institution officials about collecting and entering data into an information system, and the members of monitoring teams, the PAR coordinators of the Entities and Brčko District of BiH, and PARCO.
- m) ***Public Administration Reform Coordination Committee*** (hereinafter: Coordination Committee) means an intergovernmental working body consisting of the Chair of the Council of Ministers of Bosnia and Herzegovina, the Prime Minister of the Federation of Bosnia and Herzegovina, the Prime Minister of the Republika Srpska, the Mayor of the Brčko District of Bosnia and Herzegovina as well as relevant ministers/representatives of the Government of the Brčko District of BiH at all levels of government, depending on the item on the agenda being discussed, while taking into account the national representation of all constituent peoples in BiH. The sessions of the Coordination Committee

shall also be attended by public administration reform coordinators of Bosnia and Herzegovina, the Entities, and the Brčko District of BiH.

### **III Principles of implementation of the reform measures**

- (1) At the strategic level, *political responsibility* for the implementation of reform measures is shared by the Council of Ministers of Bosnia and Herzegovina, the Government of the Federation of Bosnia and Herzegovina, the Government of Republika Srpska, and the Government of Brčko District of Bosnia and Herzegovina.
- (2) *Constitutional framework*: reform measures shall be implemented taking into account the division of responsibilities among different levels of government in the field of public administration and the manner that in no way prejudices those responsibilities.
- (3) *Coherence*: reform measures shall be implemented through concerted and coordinated activities of administrative authorities of all levels of government, cooperation, and coordination ensuring the coherence of the reform goals as a whole.
- (4) *Individual progress*: reform measures shall be implemented taking into account the different degrees of PAR progress achieved at different levels of government and in the manner stimulating further individual development within the general and common strategic goals.
- (5) *Partnership*: reform measures shall be implemented through partnership, with active support, participation, and contribution from cooperation and joint activities of administrative authorities of all government levels and their representatives.
- (6) *Efficiency*: reform measures shall be implemented in a manner and according to a procedure that ensures the highest degree of efficiency, which includes the rational use of human and material resources and responsible and timely execution of the planned activities.

In addition to the above principles, the well-known principles of “good governance” promoted by the European Union are relevant for the implementation of reform measures.

### **IV Ways and mechanisms of implementation of reform measures**

- (1) The joint reform measures shall be implemented through the operational work of intergovernmental working bodies.

- (2) Individual reform measures shall be implemented through individual activities carried out by individual administrative bodies at different levels of government.
- (3) Technical and professional assistance in the implementation of reform measures can be funded through the Fund or one's own and other resources.

## **V Harmonization and political coordination**

(1) The function of coordinating the activities of administrative bodies at different levels of government in the implementation of reform measures, the function of operational political coordination and overall oversight shall be performed by the Coordination Committee, which, among other things, shall:

- a) provide a common political and operational platform for the implementation of reform measures;
  - b) integrate reform measures into annual and medium-term work programs of the BiH Council of Ministers/governments and administrative authorities of all levels, and link the financing of public administration reform with the annual and medium-term budgets of administrative authorities
  - c) coordinate and harmonize political and operational support of administrative bodies of all levels of government in the implementation of reform measures;
  - d) consider and take positions regarding the dissenting opinion and recommendations of the PAR coordinators and other intergovernmental bodies;
  - e) consider information on the progress made, future plans and obstacles to the PAR implementation, and unfulfilled corrective measures;
  - f) ensure coherence of public administration reform with the EU integration processes of Bosnia and Herzegovina;
  - g) ensure transparency of the public administration reform process.
- (2) The Coordination Committee shall meet at least twice a year, and shall be convened and chaired by the Chair of the Council of Ministers of Bosnia and Herzegovina. At its sessions, the Coordination Committee shall consider and agree on conclusions by consensus.
- (3) The Coordination Committee shall perform its function in close cooperation with the competent ministers of each administrative level and the representatives of the Government of the Brčko District of BiH in the field of public administration, with expert support provided by the PARCO and public administration reform coordinators of the Entities and Brčko District of BiH.
- (4) At the first session, the Coordination Committee shall adopt its rules of procedure and appoint the Secretary of the Coordination Committee from among the employees of the PARCO.

## VI Coordination

- (1) The Public Administration Reform Coordination System aims to ensure a coordinated and mutually harmonized approach to the implementation of public administration reform in accordance with the constitutional competencies of the institutions of Bosnia and Herzegovina, the Federation of Bosnia, and Herzegovina, Republika Srpska, and Brčko District of Bosnia and Herzegovina.
- (2) PARCO is responsible for coordinating activities related to the preparation, adoption, and implementation of strategic and implementing documents for public administration reform in BiH in cooperation with the public administration reform coordinators of the Entities and the Brčko District of BiH (vertical coordination function). Besides, PARCO is responsible for coordinating public administration reform at the level of BiH institutions (horizontal coordination function).
- (3) To ensure efficient vertical coordination at the technical level of public administration reform and support the work of the Coordination Committee, the PARCO and the PAR coordinators of the Entities and BD BiH shall meet at least once a month in accordance with a pre-agreed schedule of regular meetings.
- (4) To ensure efficient vertical and horizontal coordination, the PARCO and PAR coordinators of the Entities and Brčko District of BiH shall be:
  - a) cooperating continuously at the operational level to ensure efficient implementation of PAR strategic and implementing documents;
  - b) arranging, organizing, and coordinating the work of intergovernmental working bodies;
  - c) ensuring a system to monitor, report on and evaluate the implementation of reform measures against the Monitoring and Reporting Guidelines and Evaluation Guidelines;
  - d) cooperating with representatives of the Fund's donors and other donors in the field of public administration who are not members of the Fund;
  - e) preparing and organizing the work of the Fund's Board and participating in the decision-making of the Board, as provided in the Memorandum;
  - f) providing technical support and linking the work of the Coordination Committee with the work of "the PAR Special Group";
  - g) organizing an annual conference on public administration reform in cooperation with the EU Delegation to BiH and the Coordination Committee;
  - h) supporting the Council of Ministers of BiH (PARCO) or the governments (PAR coordinators of the Entities and the Brčko District of BiH) in organizing the annual thematic session of the Council of Ministers of BiH or governments regarding public administration reform;
  - i) preparing information on the progress of public administration reform for the Parliamentary Assembly of BiH (PARCO), i.e., for the legislative bodies of the Entities and the Brčko District of BiH (PAR coordinators of the Entities and the Brčko District of BiH);
  - j) promoting public administration reform;

- k) performing all other tasks that are relevant for the effective implementation of public administration reform in BiH.
- (5) PAR coordinators at all administrative levels shall, at the very first session, adopt their respective rules of procedure with the consent of the Coordination Committee.

## **VII Monitoring and implementation**

- (1) Oversight over the implementation of reform measures at the operational level shall be carried out by a monitoring team responsible for a certain reform area.
- (2) Administrative authorities of all levels of government responsible for the activities of the monitoring team shall provide the necessary professional, technical and other assistance to the monitoring team.
- (3) PARCO and PAR coordinators of the Entities and Brčko District of BiH shall provide the monitoring team with domestic or foreign technical and expert assistance in their work.
- (4) Members of the monitoring team (and their substitutes) for each reform area shall be appointed by the Council of Ministers of BiH, the Governments of the Federation of Bosnia and Herzegovina, Republika Srpska, and Brčko District of Bosnia and Herzegovina. A member of the monitoring team is appointed from among civil servants.
- (5) Meetings of the monitoring team shall be organized by the PARCO in cooperation with the PAR coordinators of the Entities and BD BiH, and the team leader at least once every quarter. The team leadership shall rotate quarterly. PAR coordinators shall not be members of the monitoring team.
- (6) The term of office of a member of the monitoring team is directly related to the implementation of reform measures.
- (7) The members of the supervisory teams regularly make reports for the public administration reform coordinator at their level of government about the public administration reform process.
- (8) In addition to projects financed from the Fund, the monitoring team shall also be responsible for:
  - a) setting the priorities and manner of implementation of reform measures in the reform area of all four administrative levels in BiH.
  - b) initiating and proposing project proposals in the given reform area;
  - c) providing support in the development of project proposals and their consideration and approving the project proposals for implementation of reform measures in cooperation with PAR coordinators;
  - d) initiating implementation teams, when such teams are needed for the implementation of a particular project, and organizing their work;
  - e) overseeing the work of implementation teams (when such teams are found to be necessary for the implementation of a particular project) and harmonizing the approach to the reform area with activities in other reform areas;



- f) ensuring efficient and timely implementation of measures within the reform area through progress monitoring, cooperation, reporting and informing the responsible administrative authorities, and providing support in the implementation of ToRs;
  - g) Reporting on the implementation of activities financed from the Fund for the purposes of monitoring and evaluation.
- (9) To increase the efficiency of the implementation of specific reform measures and activities (EU recommendations, activities implemented within regional initiatives such as RESPA, SIGMA, and the like, project evaluations, etc.) *ad hoc* working bodies composed of appointed representatives of institutions responsible for reform measures at the level of government for which the project/activity is implemented can be formed.

### **VIII Transitional and final provisions**

- (1) This document shall apply in the implementation of reform measures of the PAR strategic document, the implementing document (Action plan), and all other documents necessary for the implementation of public administration reform.
- (2) This document shall apply from the date of its signing by all the signatories.

**Chairwoman of the Council of Ministers of Bosnia and Herzegovina  
Borjana Krišto**

**Prime minister of the Federation Bosnia and Herzegovina  
Nermin Nikšić**

**Prime minister of Republika Srpska,  
Radovan Višković**

**Mayor of the Brčko District of Bosnia and Herzegovina  
Zijad Nišić**