



Council of Ministers of Bosnia and Herzegovina,
Government of Federation Bosnia and Herzegovina,
Government of Republic Srpska,
Government of Brcko District

COMMON PLATFORM
on the principles and implementation of the Strategy on Public
Administration Reform in BiH Action Plan 1

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Table of Contents

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I. Subject and objective

II. Definitions

III. AP1 measures implementation principles

IV. AP1 implementation manners and mechanisms

V. Harmonization and political coordination

VI. Coordination

VII. Supervision and implementation

VIII. Implementation

IX. Priority conditions for the start of implementation

I. Subject and objective

- (1) The Common platform establishes the principles, manners and mechanisms for implementation of the Strategy on Public Administration Reform in BiH Action Plan 1 (hereinafter referred to as AP1).
- (2) The Common platform applies to implementation of AP1 measures, identified as common, as well as individual.
- (3) The Common platform aims to ensure the implementation of AP1 measures, in order to achieve the goals in the area of public administration in Bosnia and Herzegovina.
- (4) The Common platform represents a political and a legal framework and a basis for cooperation between administrative bodies at all levels of government, and assigning their representatives to the working bodies for supervision and implementation.

II. Definitions

- (1) The terms in the text of the Common platform have the following meanings:
 - a) **Administrative bodies** are ministries, administrative bodies and organizations, offices, services and working bodies of Bosnia and Herzegovina Council of Ministers, Governments of Federation Bosnia and Herzegovina, Republic of Srpska and Brcko District;
 - b) **AP1 measures** are the implementation measures set in the Action plan 1 of the Strategy for Public Administration Reform in Bosnia and Herzegovina;
 - c) **AP1 common measures** are the measures from AP1 that require coordinated joint activities of the administrative bodies at different levels of government for their implementation;
 - d) **AP1 individual measures** are the measures from AP1 that require individual activities of administrative bodies at a specific level of government;
 - e) **Public Administration Reform Fond** (hereinafter referred to as PARF) represents a Fund established by the Memorandum of Understanding between the donors (the UK Department for International Development, Swedish International Development and Cooperation Agency, the Netherlands Ministry of Development and Cooperation and the Delegation of European Commission in Bosnia and Herzegovina) and the Council of Ministers of Bosnia and Herzegovina, Federation Bosnia and Herzegovina Government, Republic of Srpska Government and the Government of Brcko District of BiH. The funds are to be used only for technical support to the PAR Strategy implementation process. The Fund is open for contributions of all BiH Governments, as well as other donors.
 - f) **PARF management board (PARF MB)** is the PARF management body with equal representation of all donors and all BiH Governments.
 - g) **Public Administration Reform Coordinators** are the coordinators for public administration reform appointed by the Council of Ministers of BiH, Governments of Federation of Bosnia and Herzegovina, Republic of Srpska and Brcko District of BiH.
 - h) **Intergovernmental working bodies** are joint teams for supervision and implementation of AP1 measures, composed of the appointed representatives of BiH Council of Ministers, Federation Bosnia and Herzegovina Government, Republic of Srpska Government and the Government of Brcko District of BiH and their administrative bodies.
 - i) **Supervisory team** is an intergovernmental working body established to perform the functions of overall supervizing and directing the reform activities in a specific reform area. Members of the Supervisory team are representatives appointed by the Council of Ministers of BiH, Federation of Bosnia and Herzegovina Government, Republic of Srpska Government and Brcko District of BiH Government.

- j) **Implementation team** is an intergovernmental working body established to provide expertise and execute operations in AP1 measures implementation. Implementation team is composed of representatives appointed by the competent administrative bodies or Government.
- k) **Economic Development and European Integration Coordination Board** is an intergovernmental working body made up of the Chairman of BiH Council of Ministers, Federation Bosnia and Herzegovina Prime Minister, Republic of Srpska Prime Minister, the Mayor of Brcko District of BiH and competent ministers/ BD BiH representatives in the area of public administration from all government levels. The sessions of the Economic Development and European Integration Coordination Board on PAR Strategy implementation are also attended by the Directorate of European Integration Director, Directorate of Economic Planning Director, PAR Coordinator and FBiH, RS and BD BiH PAR Coordinators. The Chairman of BiH Council of Ministers assembles and chairs the Coordination board, and can decide on increasing and reducing the number of Board members, depending on the nature of discussed issues.

III. AP1 measures implementation principles

- (1) **Political responsibility** for implementation of the AP1 measures lies equally with the Chairman of BiH Council of Ministers, FBiH Prime Minister, RS Prime Minister and the Mayor of Brcko District.
- (2) **Constitutional context**: Implementation of AP1 measures respects the division of responsibilities and competencies of different government levels in the area of public administration and does not question it in any way.
- (3) **Coherence**: AP1 measures are implemented through harmonized and coordinated activities of all administrative levels that will restrain from any activities that could put at risk the coherence of the overall reform objectives or cause their fragmentation.
- (4) **Individual progress**: AP1 measures are implemented with respects to the different progress in public administration reform at different administrative levels and they encourage further individual development within the framework of the general and common strategic goals.
- (5) **Partnership**: AP1 measures are implemented through partnership, with an active support, participation and contribution from cooperation and joint activities of administrative bodies of all government levels and their representatives.
- (6) **Efficiency**: The measures are implemented through a procedure ensuring the greatest efficiency, which includes rational use of human and material resources and responsible and timely realization of the activities from AP1.

IV. AP1 implementation manners and mechanisms

- (1) AP1 common measures are implemented through intergovernmental bodies operations. The basic work mechanisms of the intergovernmental working bodies are harmonization, coordination, supervision and evaluation.
- (2) AP1 individual measures require activities of administrative bodies at a specific government level, and regular informing of the Public Administration Reform Coordinator's Office

(hereinafter referred to as PARCO) for the purpose of supervision and evaluation performing and reporting to all levels of government.

- (3) The means for technical and expert assistance in implementation of AP1 measures can be provided either from the PARF or from individual or other sources.

V. Harmonization and political coordination

- (1) Economic Development and European Integration Coordination Board is responsible for harmonization of the AP1 common measures implementation activities of different government levels administrative bodies, as well as political coordination and overall supervision, and to ensure:
 - a) common political and operational platform for implementation of AP1 measures;
 - b) incorporation of implementation measures in annual work plans of administrative bodies of all government levels;
 - c) coordination, harmonization, political and operational support of administrative bodies of all government levels in implementation of AP1 measures;
 - d) reviewing and taking position on Supervisory team opinions and recommendation that have not been agreed upon;
 - e) quarterly reviews of plans, programs and reports on measures implementation and corrective measures;
 - f) harmonization of the reform activities with processes of BiH integration into the European Union;

VI. Coordination

- (1) PARCO is responsible for overall coordination of AP1 measures, as well as the following:
 - a) operational cooperation with PAR Coordinators;
 - b) organization and coordination of work of the six reform areas Supervisory teams, in cooperation with PAR Coordinators;
 - c) establishing of a system for monitoring and evaluation of the AP1 measures implementation and progress reporting;
 - d) establishing cooperation with all administrative bodies in Bosnia and Herzegovina that are important for the public administration reform implementation and its promotion to executive and legislative authorities and in public;
 - e) direct cooperation with PARF donors' representatives and other donors in PAR area that are not PARF members;
 - f) preparation and organization of the PARF Joint Management Board work and participation in decision-making of this board;
 - g) annual update of the AP1, regular informing of all government levels on AP1 measures implementation and quarterly reporting on monitoring and evaluation;
 - h) operational-technical conditions for work of the Economic Development and European Integration Coordination Board.

- (2) PAR Coordinators are responsible for coordination within each specific administrative level, together with the PARCO, but also for the following:
 - a) direct and operational cooperation with the PARCO and other coordinators, and participation in AP1 measures implementation;
 - b) cooperation and operational support to the PARCO and Supervisory team (established for each reform area), implementation teams, and preparation of the Economic Development and European Integration Coordination Board work;
 - c) monitoring implementation of the AP1 measures and monthly reporting to their governments and informing PARCO and Supervisory team;
 - d) active participation in the PARF Joint Management Board work and decision-making activities, and proposing priority projects for funding, in cooperation with Supervisory team;
 - e) coordination of the donors, which are not PARF members, at the Federation of Bosnia and Herzegovina, Republic of Srpska and Brcko District of BiH level;
 - f) active participation and support to the PARCO in ensuring monitoring and evaluation reports;
 - g) reviewing proposals of the Implementation team, approved by the Supervisory team;
 - h) cooperation and support to the PARCO, Supervisory team and other administrative bodies and organizations in procedures of appointing the supervisory and implementation teams members;
 - i) promotion of reform at their own administrative level and support to the PARCO in promoting the overall reform.

VII. Supervision and implementation

- (1) Supervisory team for a specific reform area (7) is responsible for supervision of the operational AP1 measures implementation.
- (2) Administrative bodies of all government levels, with competencies in the area of Supervisory team work, ensure required expertise, as well as technical and other assistance to the Supervisory team.
- (3) Domestic or foreign, technical and professional assistance to the Supervisory team will be ensured by the PARCO.
- (4) The members (and their deputies) of the joint supervisory team for each reform area are appointed by the Chairman of BiH Council of Ministers, FBiH Prime Minister, RS Prime Minister and Brcko District of BiH Mayor.
- (5) Supervisory team member is a high level (management level) civil servant.
- (6) Supervisory team member reports to her/his Government monthly on implementation of the AP1 measures. A copy of the report is delivered to the PARCO and PAR Coordinators, and Implementation teams in respective reform area. She/he is reports directly to the institution that appointed her/him.
- (7) Supervisory teams meetings are organized by the PARCO in cooperation with the chairperson of team, at least once a month. Role of the team's chairperson rotates quarterly. PARCO, entity or Brcko District Coordinator is not a member of a Supervisory team.
- (8) Supervisory team members' mandate depends on the AP1 measures implementation and ends with their full implementation.
- (9) Supervisory team is also competent and responsible for:
 - a) defining priorities in a reform area in cooperation with PARCO, PAR Coordinators;
 - b) harmonization of the progress indicators within monitoring and evaluation matrix (OVI) in cooperation with PARCO and PAR Coordinators;
 - c) initiating and proposing ToRs in reform areas;
 - d) ensuring support in designing ToRs, and discussion and approval of the project proposals for implementation of the AP1 measures, in cooperation with the PARCO, entity and Brcko District Coordinators;
 - e) determining the needs in reform areas, initiating and deciding on allocation of domestic and foreign human and material resources (technical assistance) in cooperation with the PARCO and PAR Coordinators, and organizing the work of implementation teams, accordingly;
 - f) supervising the work of implementation teams and harmonizing approaches in the reform areas and with the activities in other reform areas;
 - g) discussing and deciding on measures and results offered by the implementation teams;
 - h) ensuring an efficient and timely implementation of the AP1 measures in a reform area through progress monitoring, cooperation, reporting and informing of the responsible administrative bodies, and ensuring support for implementation of the ToRs;
 - i) assistance in reporting to the PARCO on monitoring and evaluation and realization of the activities funded by the PARF;

VIII. Implementation

- (1) Practical and operational implementation of the specific API measures is the task of implementation teams in a respective reform area (hereinafter referred to as implementation teams).
- (2) Implementation team is established upon Supervisory team's approval of a ToR.
- (3) Composition and the scope of activities of the Implementation team are determined according to the volume of the project activities, nature of the ToR and bodies responsible for its implementation.
- (4) When a ToR requires external domestic or foreign technical assistance, the team is composed of representatives of institutions, administrative bodies and organizations, and representatives of TA.
- (5) In order to ensure professional and operational work on ToR implementation, competent institutions, administrative bodies and organizations appoint their representatives in implementation teams, on PARCO's request, following the initiative of the Supervisory team.
- (6) Implementation team meets and works according to the dynamics determined by the ToR.
- (7) Implementation team reports to the Supervisory team monthly and quarterly, on the TOR execution progress. A copy of the report is delivered to the PARCO, and PAR Coordinators. She/he reports directly to the Supervisory team and the administrative body that appointed her/him.
- (8) Administrative bodies of all government levels, with competencies in the area of the Implementation team work, will ensure specific professional, technical and any other assistance for the implementation team.
- (9) Implementation team is also responsible for:
 - a) expert and professional preparation of the draft regulations or their amendments, and other tasks specified in the ToR, in accordance with the API measures
 - b) delivering final proposals to the Supervisory team for approval;
 - c) reporting regularly to the Supervisory team and PARCO on ToR implementation progress;
 - d) ensuring regular reporting to the PARCO on monitoring and evaluation.

IX. Priority conditions for the implementation instigation

- (1) Strengthen the role of PARCO organizationally and with human and material resources, particularly by ensuring sufficient budget allocations for the full capacity of PARCO.
- (2) Strengthen the roles of the PAR Coordinators with material and human resources, particularly their development as a separate, systematic work place and further development into a separate organizational unit.
- (3) Appoint members to the Supervisory team of each reform area by BiH Council of Ministers, FBiH Government, RS Government and Brcko District BiH Government.
- (4) Integrate the AP1 implementation measures in operational and annual work plans of the administrative bodies of all government levels.
- (5) Appoint members of Implementation teams by competent administrative bodies of all government levels, upon the approval of ToRs.
- (6) Beginning of the PARF operational functioning.

Chairman of BiH Council Of Ministers

Dr. Nikola Špirić

Federation BiH Prime Minister

Dr. Nedžad Branković

Republic of Srpska Prime Minister

Milorad Dodik

Mayor of Brčko Distrikta of BiH

Mirsad Đapo