

Project Fiche – IPA National programmes / Component I

1 IDENTIFICATION

Project Title	Enhancing capacity of parliaments in Bosnia and Herzegovina in the context of EU accession
CRIS Decision number	2012/23589
Project no.	1
MIPD Sector Code	1. Public Administration Reform
ELARG Statistical code	01.36 Political Criteria
DAC Sector code	15152 Legislature and political parties
Total cost (VAT excluded)	IPA 2012: 4 900 000 EUR (IPA 2013: 3 750 000 EUR) ¹
EU contribution	IPA 2012: 4 690 000 EUR (IPA 2013: 3 400 000 EUR)
Management mode	Centralised
EU Delegation in charge	EU Delegation of Bosnia and Herzegovina
Implementation management	EU Delegation of Bosnia and Herzegovina
Implementing modality	Stand-alone project
Project implementation type	C01 – Project type intervention
Zone benefiting from the action(s)	Bosnia and Herzegovina

2 RATIONALE

2.1 PROJECT CONTEXT: ISSUES TO BE TACKLED AND NEEDS ADDRESSED

As essential representative institutions, the parliaments in BiH - the Parliamentary Assembly of BiH, Parliament of Federation BiH (FBiH), National Assembly of Republika Srpska (RS), DB (Distrikt Brčko) Assembly and cantonal parliaments - need to strengthen their role in the strategic guidance of the EU integration process. During the accession process, the task of the Parliamentary Assembly of BiH, the Parliaments of the Entities and BD Assembly and cantonal

¹ The envisaged support under IPA 2013 is not part of the Implementing Decision adopting a national programme for Bosnia and Herzegovina under the IPA Transition Assistance and Institution Building Component for the year 2012 and will depend on the adoption of the EU 2013 budget.

parliaments are to support and supervise accession negotiations with the EU, and to adopt legislation necessary for alignment with the acquis. Therefore, strengthening of efficiency, effectiveness and transparency of parliaments in BiH is of crucial importance in the context of the EU integration process. Parliamentary cooperation has a key importance in alignment of legislation with the EU acquis, nourishing public debate as well as strengthening political cooperation towards joining the EU. The parliaments need appropriate procedural mechanisms, as well as available resources to fulfil their role in the EU accession process. This includes technical and logistical equipment to support the legislative alignment and the oversight role, which includes the support of information and communication technologies (ICT).

This project is based on the consensus between the Parliamentary Assembly of BiH, Parliament of FBiH, National Assembly of RS, and DB Assembly, who recognized the need for improved mechanisms for legislative alignment, oversight, communication, coordination, and information and communication technology advancements.

As such, this project is composed of five components:

1. Twinning component for Parliamentary Assembly of BiH, Parliament of FBiH, National Assembly of RS, DB Assembly aimed at an improved role of the parliaments in the EU accession process.

The project aims at strengthening the capacity of Members of Parliament and parliamentary administrations of the parliamentary assemblies in BiH for strategic guidance of the EU accession process, improved alignment of legislation with EU law, effective oversight functions, increased civil society participation, developed communication tools and enhanced management of parliamentary resources and budget, as well as to improve cooperation and coordination of the parliamentary assemblies of BiH in these processes. The planning process of parliamentary assemblies' work should enhance on the basis of the National Program for EU integration. Mapped responsibilities for EU-accession and Stabilisation and Association agreement / Interim Agreement (SAA/IA) related responsibilities of the parliamentary assemblies and their working bodies will be the base for enhancing their role in carrying out the oversight and the legislative functions. Mechanisms need to be installed for oversight by Parliaments and their working bodies of the executive and the independent supervisory regulatory bodies, especially in terms of implementation of the National Program for EU Integration (which is now a Draft). Enhancing mechanisms and capacity for compliance check of legislation with the EU acquis needs to be complemented by implementation of an E-legislation tool that will ensure traceability of compliance of national legislation with EU law on the level of each entity and on State level. Trainings for MPs and parliamentary staff will be carried out on the basis of a TNA (*Training Needs Assessment*). In order to empower parliamentary assemblies to carry out their enhanced role in the EU accession process, the project will also address internal resources management and flow of information, as well as implementing an EU communication strategy and installing mechanisms for participation of CSO (Civil Society Organizations) in EU related issues. Setting mechanisms for regular cooperation among the Parliamentary Assembly of Bosnia and

Herzegovina, National Assembly of Republika Srpska, Parliament of Federation of Bosnia and Herzegovina and the Brcko District Assembly on EU-related issues

The twinning component is strengthened through component 2, as it will introduce efficiency, effectiveness, and transparency within the work of parliaments through ICT tools. Furthermore, the twinning component is directly supported by component 3 – legislation system (followed by component 4 for entities and DB) which will allow MPs and all other relevant bodies within the legislative process to work from anywhere/anytime, and transparently display the state of all legal proceedings. Finally, the component 5 will enhance the FBiH efficiency as it is currently lagging behind – aimed at twinning efforts from FBiH level to cantonal level with a goal of strengthening the role of parliaments on the EU integration path.

2. Supply component: ICT equipment for the Parliamentary Assembly of BiH, Parliament of FBiH, National Assembly of RS and DB Assembly, aimed at ensuring ICT competencies and ICT based solutions needed for advancing the efficiency and transparency of the work of parliaments. The purpose of equipment procurement is to create the preconditions for the introduction of e-legislation system.
3. Service component: The improvement of legislation processes within the Parliamentary Assembly of BiH through implementation of Electronic Legislation system (eLegislation) in line with Parliamentary Assembly BiH (PA BiH) policies and EU legislative harmonization requirements (EU *acquis*), including all EU laws. Furthermore, this project will also support the introduction of remote access for all systems and services currently deployed within PA, introducing additional flexibility in working environment (supporting anytime/anywhere working principle for MPs and other legislative bodies involved in the law-making process) and empowering communication and productivity. This new legislative system will directly support the twinning efforts aimed at the enlargement processes – providing direct support to the harmonization of EU *acquis*.
4. Service component: The improvement of legislation processes within the Parliament of FBiH, National Assembly of RS and DB Assembly through implementation of Electronic Legislation system in line with FBiH/RS/DB policies and EU legislative harmonization requirements (EU *acquis*), including all EU laws. This will further strengthen the legislative EU processes for the whole of BiH, supporting the twinning efforts aimed at mainstreaming the EU enlargement processes.
5. Twinning Light component, whose beneficiaries will be 10 Cantonal Parliaments in the FBiH aimed at improving capacities and working procedures focused on the responsibilities of cantonal parliaments in terms of EU integration processes.

2.2 LINK WITH MIPD AND NATIONAL SECTOR STRATEGIES

Link with MIPD 2011-2013

The Multi-Annual Indicative Planning Document (MIPD) 2011-2013 within the section 3.2.3., Sector Objectives for EU support over next three years states “Support the alignment of the legislative framework with the European *acquis* in all accession relevant sectors, including, if appropriate, domestic efforts to amend the constitutional framework, and help creating an efficient, professional, merit-based, accountable and transparent civil service”.

Concerning “alignment of the legislative framework with the European *acquis* and all accession relevant sectors, including, if appropriate, domestic efforts to amend the constitutional framework” PA plays a crucial role in this process. Furthermore, implementing eLegislation can significantly contribute to this objective by streamlining legislative processes and making them more transparent. Specific output indicators will include progress in the alignment of the legislative framework with the EU *acquis*, improved human resource management and training capacities and improved management of parliaments’ resources. These components will contribute to “help creating an efficient, professional, merit-based, accountable and transparent civil service”, since the parliamentary administrations are part of the civil service. By installing mechanisms for participation of civil society in the parliamentary decision-making on the EU-accession process, the project will also contribute towards “enabling civil society to participate in policy formulation and decision making processes”, as one of the MIPD indicators in the PAR sector.

2.3 LINK WITH ACCESSION PARTNERSHIP (AP) / EUROPEAN PARTNERSHIP (EP) / STABILISATION AND ASSOCIATION AGREEMENT (SAA) / ANNUAL PROGRESS REPORT

Link with SAA

“Supporting efforts to strengthen democracy and the rule of law in Bosnia and Herzegovina, contributing to political, economic and institutional stability in BiH and the wider region; providing a framework for political dialogue, allowing for the development of close political relations between the EU and BiH, as well as supporting the development of economic cooperation and international cooperation in BiH, including through the approximation of its legislation to that of the Community”:

Link with Progress Report 2011 for BiH

While the EC progress report states that “Overall, the administrative resources for the Parliamentary Assembly of Bosnia and Herzegovina, the Federation Parliament and the Republika Srpska National Assembly have improved”, it also notes that “Lack of coordination between the State and Entity parliaments and political discord between the Entities has continued to hamper the work of the Parliamentary Assembly”. The Twinning Project includes mechanisms for coordination among parliaments on EU related issues – concerning the planning of the work of the assembly, the work of the EU integration committees, as well as other committees concerning EU issues within their Terms of References. Furthermore, the e-legislation tool includes modules that facilitate exchange of information and transparency concerning the planning of the work of the different parliaments and their legislative agendas, which will support the coordination at political and technical level.

2.4 PROBLEM ANALYSIS

Parliaments play a key role in adopting the EU acquis. The current professional capacity means that Parliaments in BiH often distort essential laws or are used by governments (at all administrative levels) to circumvent agreements. Although they have a vital role in promoting and implementing relevant reforms, notably within the framework of the enlargement process, their capacity is often inadequate: MPs have an insufficient knowledge of EU policy issues and are unable to compensate for the weakness of Parliamentary committee secretariats and working commissions. Therefore, MPs also often lack the capacity to effectively engage with citizens to seek their direct input into the Parliamentary and legislative processes, and lack the ability to ensure that full and meaningful public consultation reflects the broad interests of citizens and civic associations. Improvement of the capacities of professional services and advisory bodies in the Parliaments of BiH (State, entity and DB level, as well as Cantonal level) is an inevitable pillar in the process. This role is of special importance given the complex administrative structure within BiH, and different levels of administrative responsibility involved in the EU enlargement process. ICT technologies play a significant part in advancing the legislative processes, while at the same time they are generally insufficiently technically equipped (IT equipment, network development, systems for recording and broadcasting of sessions, insufficient monitoring of sessions by the public, etc. – and this is especially true for entity parliaments and DB assembly).

The legislative procedures in BiH entails a decision making process through relatively complex process – from receiving a draft law proposal from the executive government (CoM, Presidency, line ministries), adoption in both Houses (House of Representatives and House of Peoples) to having it published in the Official Gazette at appropriate government level (state, entity and DB). The PA of BiH Joint Services consists of numerous organisational units, serving and supporting the process of policy-making within the PA of Bosnia and Herzegovina. It is necessary to improve and integrate the working processes between CoM of BiH and PA of BiH, entity Parliaments and DB Assembly, which the proposed project will address enabling electronic and automated processes with access to all the relevant material in the electronic format at various process approval points. The eLegislation system, coupled with remote access for PA of BiH (which will allow MPs to work from a distant location – as they are most often not based in the city where parliamentary proceedings take place) will provide a positive impact toward external environment, mainly citizens, but also any other entity including NGOs, various government levels, international community etc. This positive impact will be evident as part of the overall information dissemination – which is so crucial for the development of healthy democracy. Therefore, new legislative system will significantly contribute to transparency and accountability of key processes and legislative documents – since it will be clear where a certain law is located anytime /anyplace, and to whom it has been assigned for a specific action. This transparency will be very important as an external effect – since it will offer clear information to the public. This will also be of big importance to the international community – especially if upcoming necessary legislation reforms are taken into account.

At the same time, parliamentary cooperation and coordination between state, entity (and Cantonal within FBiH entity) and DB levels has an important role in fostering the realisation of common efforts focused on harmonisation and alignment of national legislation with the

EU *acquis*, launching and nourishing public debate as well as strengthening political cooperation towards joining the EU. Continued professional training and capacity building for parliaments is needed aimed at specific thematic areas related to the EU accession process and the implementation of the SAA/I

As the overall principle, the adoption of sound ICT practices within daily operations introduces efficiency, effectiveness and transparency for all parliaments, promoting democratic governance and public administration development. Through implementation of this project, core ICT functions as the base for advanced legislative and collaborative processes will be implemented within all parliaments (state, entity and BD).

2.5 LINKED ACTIVITIES AND DONOR COORDINATION

- The EU funded project *Support to the BH Government for the European Integration process and Co-ordination of Community Assistance – Phase III* has contributed to the elaboration of the Draft Program for EU Integration. The Draft Programme should be the anchor for the programs of the governments and parliaments. The USAID Parliamentary Strengthening Project in Bosnia and Herzegovina (2009 - 2012) has assisted in promoting inter-parliamentary coordination; improving and increasing linkages among parliaments, MPs, and citizens; and assisting the State parliament to increase effectiveness in performing its deliberation and oversight functions.
- The OSCE implements several specific and significant initiatives to assist Parliamentary staff in supporting the work of MPs. Focus Areas of OSCE assistance are: Strategic planning and implementation, IT and digitalization of parliamentary procedures, internal management and communication, Committee support, Rules of Procedure and Parliamentary Oversight.
- *IPA 2010 PA of BiH*
Through the IPA 2010 Project “*ICT based solutions for IDDEA and Parliamentary Assembly BiH*” DMS and eArchive – for the Parliamentary Assembly BiH is procured. In addition, the Intranet development, implementation of Web portal, electronic communication and collaboration system, network management, etc. have been funded and tendered out by PA of BiH directly or with other donor’s assistance and implemented successfully.
- *Strengthening Public Finance Management Project (SPEM) I, II, III, IV*
The overall goal of Strengthening of Public Expenditure Management Project was to ensure public finances are increasingly effective at delivering the national priorities of the Governments in BiH, including enlargement processes, through development and implementation of a comprehensive medium-term, gender sensitive budget planning process linked to government policy priorities.

2.6 Lessons learned

Implementation of projects aiming at introducing procedures and introduction of technical innovations requires timely adaptation of the organisational structure and working processes. In

the case of parliaments and their administrations this is only possible to achieve through strategic planning and timely operational planning and implementation.

Concerning trainings, in order to effectuate the investments made, it is necessary to carry out a training needs assessment in all the parliaments, before implementation of trainings. Furthermore, trainings need assessment and evaluation of trainings, as well as dissemination of knowledge should be integrated in the human resources management system in parliaments.

For development and strengthening of parliaments in BiH, the involvement of the MPs, as well as parliamentary staff in project development and implementation is crucial.

Another lesson learned is that a key success factor of PA lays in its internal capacities – through specific organizational units (including the IT Sector), depending on the type of services being implemented. In practical terms, this means that sustainability on organizational level must be ensured for each project component, including adequate communication, project operational management and ownership.

3 DESCRIPTION

3.1 OVERALL OBJECTIVE OF THE PROJECT

Overall objective of the project is to contribute to implementation of EU-accession driven reforms in BiH.

3.2 SPECIFIC OBJECTIVE(S) OF THE PROJECT

Specific objectives of this Project is:

Improved role of the Parliaments in BiH in the strategic guidance of the EU accession process.

3.3 RESULTS

Component I.

I.1. Strengthened capacities of Members of Parliament and parliamentary administrations of the parliamentary assemblies in BiH for strategic guidance of the EU accession process.

I.2. Streamlined procedures for planning and monitoring of the process of approximation of the legislation with the acquis.

I.3. Structured participation of CSO in the EU-related activities of parliaments and increased visibility of the Parliaments in the EU accession process.

I.4. Developed regular cooperation and coordination among the Parliamentary Assembly of Bosnia and Herzegovina, Parliament of Republika Srpska, Parliament of Federation of Bosnia and Herzegovina and the Brcko District Assembly on EU-related issues.

Component II

II. 1. Equipment supplied and technical pre-conditions created for the introduction of e-legislation system, enabling parliaments in BiH an efficient and transparent working environment.

Component III.

III.1.E-legislation portal implemented which provides access to and information about all legal acts/documents in the procedure – available to general public and civil society organizations, with remote access function for specific applications and solutions in PA of BiH.

Component IV.

IV.1.E-legislation portal implemented which provides access and information to all legal acts/documents in the procedure at FBiH, RS and DB level – available to general public and civil society organizations.

Component V.

V.1. Best practices exchanged and mechanisms for cooperation established in 10 Cantonal Parliaments in FBiH aimed at strengthening the EU enlargement processes and defining specific intervention areas.

3.4 MAIN ACTIVITIES

Component I. Result 1. - Twinning

I.1.1. Assessing the resources and mechanisms available to MPs, parliamentary bodies and the chambers for strategic guidance of the EU accession process

I.1.2. Sharing best practices of EU member states on the role of parliaments and the support to MPs on EU-related issues

I.1.3. Establishing mechanisms for the planning process of Parliaments' work, in line with the State Program for EU integration

I.1.4 Setting up mechanisms for support to the Stabilization and Association Parliamentary Committee

I.1.5 Establishing a human resources management system

I.1.6 Establishing mechanisms for parliamentary budget management

I.1.7 Establishing oversight mechanisms of the EU accession process through: setting up regular reporting mechanisms by government bodies to parliaments/responsible committees on the EU accession process; oversight mechanisms of parliamentary committees related to their terms of reference for specific EU policies, including oversight of supervisory and regulatory bodies; establishing regular cooperation mechanisms btw Parliaments and governments on EU issues

I.1.8 Raising capacities of MPs and parliamentary staff for EU-related issues and enhanced management of parliamentary resources through: Performing a TNA; Developing training modules – general on EU - basic and advanced, as well as specific modules (trade and customs, competition and state aid, public procurement, agriculture, food safety, transport policy, electronic communications and information society, environment, regional policy, social policy and employment, energy, education and science, etc.); as well as on project design and implementation; Performing trainings in accordance with the TNA

Component I. Result 2 - Twinning

I.2.1 Streamlining and implementing procedures for planning, monitoring and control of the process of approximation of legislation with the acquis through: Mapping the ToRs of parliamentary bodies in terms of approximation with the acquis and implementation of the SAA/IA; Assessment of the installed mechanisms for compliance check with EU acquis; Designing new/amended mechanisms

I.2.2 Implementation of E-legislation tool for tracking state of compliance of national legislation with EU law on the level of each entity and on State level

I.2.3 Drafting a Strategic Plan aligned with EU integration Program

I.2.4 Installing mechanisms for participation of CSO in EU related issues

Component I. Result 3 - Twinning

I.3.1 Creating and implementing an EU communication strategy

I.3.2 Creating a parliamentary electronic data base about EU integrations and making it publically available

I.3.3 Installing mechanisms for participation of CSO in EU related issues

Component I. Result 4 - Twinning

I.4.1 Creating mechanisms for regular coordination among the Parliamentary Assembly of Bosnia and Herzegovina, Parliament of RepublikaSrpska, Parliament of Federation of Bosnia and Herzegovina and the Brcko District Assembly on EU-related issues

I.4.2 Organize specific forums for of parliamentary committees (members and staff) on different EU policies (trade and customs, competition and state aid, public procurement, agriculture, food safety, transport policy, electronic communications and information society, environment, cohesion funds, social policy and employment, energy, education and science, etc.) as a regular coordination mechanism of exchange of information and peer learning

I.4.3 Enhancing the work of the Forum of EU integration

I.4.4 Installing regular consultations among parliamentary chairs and parliamentary administrations on EU-related issues

Component II - Supply

II.1.1 Procurement and implementation of necessary equipment for the functioning of eLegislation system and remote access system from the perspective of end users and system back end functioning specific workflows and applications which follow legal acts in **General Secretariat of the Council of Ministers**, Legislative office and Parliamentary assembly, and publishing in the Official Gazette as a final step of law adoption – as a part of one integrated information system solution.

II.1.2 Procurement and implementation of necessary equipment for the functioning of eLegislation system for Parliament of FBiH, National Assembly of RS, and DB Assembly. Specific workflows and applications which follow legal acts in Parliament of FBiH, National Assembly of RS and DB Assembly – as a part of one integrated information system solution for supporting the legislative harmonization with the EU law, ensuring traceability of compliance with EU acquis.

Component III. Result 1. – Service contract

III.1.1 Conduct a detailed analysis of current situation of legislative / policy making processes and procedures, and suggest a necessary re-profiling; based on the results of the analysis, define the system detail requirements.

III.1.2 Procurement and implementation of necessary applicative software for the functioning of eLegislation system – which will fully support the preparation and decision making processes of policy-making procedures within an electronic environment from the draft law proposal entering the PABiH until its publishing the Official Gazette; this includes remote access functionality and adequate system integration

III.1.3 Conduct specialized training for system maintenance staff as well as end users for eLegislation system and remote access

Component IV. Result 1. – Service contract

IV.1.1 Conduct a detailed analysis of current situation of legislative / policy making processes and procedures, and suggest a necessary re-profiling; based on the results of the analysis, define the system detail requirements.

IV.1.2 Procurement and implementation of necessary applicative software for the functioning of eLegislation system within Parliament of FBiH, National Assembly of RS and DB Assembly – which will fully support the preparation and decision making processes of policy-making procedures within an electronic environment, allowing general public and CSO for instant access to laws in procedure

IV.1.3 Conduct specialized training for system maintenance staff as well as end users for eLegislation system, remote access and IP telephony

Component V. Result 1. – Twinning Light

V.1.1 Conduct a detailed analysis of current situation of all aspects of the enlargement process in 10 Cantons in FBiH, including legal, economic, and social conditions, and suggest a strategy for the management of guidance towards EU membership (with specific areas of improvement related to integration processes).

V.1.2 Transferring best practices related to the role of parliaments in EU processes, and capacity building of 10 Cantonal Parliaments (more details in the main text).

3.5 ASSESSMENT OF PROJECT IMPACT, CATALYTIC EFFECT AND CROSS BORDER IMPACT

The proposed project will involve civil society in EU-related decision-making process in Parliaments and increase visibility of Parliaments in the EU accession process. This will lead to increased transparency and understanding of the EU integration process requirements, possibly leading to increased trust in the parliamentary institutions by citizens of BiH. It is believed that this will have a catalytic effect on the environment for political compromise and reaching consensus.

3.6 SUSTAINABILITY

The Project has been initiated and elaborated by the highest political level in the parliaments of BiH, which demonstrates high level of commitment to project objectives.

Most of the resources needed for the Twinning component are already available, as the beneficiaries are established parliamentary structures with introduced working procedures. Mechanisms installed within the project will be embedded in the formal acts of the institutions and in the strategic planning of the parliaments – a process which is already in place in the PA BiH and is ongoing in the other parliaments.

Furthermore, the twinning project itself contains activities for improving human resources management, which should ensure mechanisms for retaining and disseminating of knowledge attained during the project.

3.7 ASSUMPTIONS AND PRE-CONDITIONS

By involving the highest political level in the parliaments of BiH in this project, a strong commitment to project objectives has been made. This will be used to embed all project results in the system and by doing so to mitigate the potential risk of Parliamentary elections (regular - expected in 2014) to have a negative impact on the project.

Concerning Components 2, 3 and 4 the parliaments have committed to employ additional IT staff by the time the project enters implementation in order to ensure adequate internal support for the ICT related components of the project. Furthermore, the PA BiH has a developed ICT Strategy, while the other parliaments are currently developing their ICT strategies.

4. IMPLEMENTATION ISSUES

The implementation will be centralised, managed by the EUD in Bosnia and Herzegovina.

For the Twinning Project a Steering Committee will be established.

A separate steering committee will be established for the implementation of the Service contract.

The Twinning light component will also be guided by a Steering Committee.

4.1 INDICATIVE BUDGET

Total budget: 8.650.000 EUR

IPA budget: 8.090.000 EUR

- Component 1 (Contract 1): 3.500.000EUR (IPA 2012)
- Component 2 (Contract 2): 1.190.000 EUR (IPA 2012)
- Component 3 and 4 (Contract 3): 3.150.000 EUR (IPA 2013)
- Component 5 (Contract 4): 250.000 EUR (IPA 2013)

Indicative Project budget (amounts in EUR) IPA 2012²

Enhancing capacity of parliaments in Bosnia and Herzegovina in the context of EU accession			SOURCES OF FUNDING									
			TOTAL EXPENDITURE	IPA CONTRIBUTION		NATIONAL CONTRIBUTION						PRIVATE CONTRIBUTION
	IB (1)	INV (1)	EUR (a)=(b)+(c)+(d)	EUR (b)	% (2)	Total EUR (c)=(x)+(y)+(z)	% (2)	Central EUR (x)	Regional/Local EUR (y)	IFIs EUR (z)	EUR (d)	% (2)
Component I activities			3 500 000	3 500 000								
contract 1	X	-	3 500 000	3 500 000	100							-
Component II activities			1 400 000	1 190 000	85	210 000	15					
contract 2	-	X	1 190 000	1 190 000	100							-
Contract 2b		X	210 000			210 000	100	210 000				
Component III and IV activities												
contract 3	-	-										-
Component V activities												
contract 4	-	-										-
TOTAL IB			3 500 000	3 500 000	100							
TOTAL INV			1 400 000	1 190 000	85	210 000	15					
TOTAL PROJECT			4 900 000	4 690 000	96	210 000	4					

² Under centralised mode of implementation of IPA assistance the co-financing is implemented as parallel co-financing.

Indicative Project budget (amounts in EUR) IPA 2013³

Enhancing capacity of parliaments in Bosnia and Herzegovina in the context of EU accession			SOURCES OF FUNDING									
			TOTAL EXPENDITURE	IPA CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION	
	IB (1)	INV (1)	EUR (a)=(b)+(c)+(d)	EUR (b)	% (2)	Total EUR (c)=(x)+(y)+(z)	% (2)	Central EUR (x)	Regional/Local EUR (y)	IFIs EUR (z)	EUR (d)	% (2)
Component I activities												
contract 1	-	-										-
Component II activities												
contract 2	-	-										-
Component III and IV activities			3 500 000	3 150 000	90	350 000	10					
contract 3	-	X		3 150 000	100							-
Contract 3b		X				350 000	100					
Component V activities			250 000	250 000	100							
contract 4	X	-	250 000	250 000	100							-
TOTAL IB			250 000	250 000	100							
TOTAL INV			3 500 000	3 150 000	90	350 000	10					
TOTAL PROJECT			3 750 000	3 400 000	91	350 000	9	350 000				

³ The envisaged support under IPA 2013 is not part of the Implementing Decision adopting a national programme for Bosnia and Herzegovina under the IPA Transition Assistance and Institution Building Component for the year 2012 and will depend on the adoption of the EU 2013 budget.

4.2 INDICATIVE IMPLEMENTATION SCHEDULE (PERIODS BROKEN DOWN BY QUARTER)

Dates indicated in the schedule cannot go beyond the contracting and execution deadlines in the financing proposal

Contracts	Start of Tendering/ Call for proposals	Signature of contract	Project Completion
Contract 1 Twinning (IPA 2012)	Q1/2013	Q4/2013	Q1/2016
Contract 2 Supply Contract(IPA 2012)	Q2/2013	Q4/2013	Q2/2015
Contract 3 Service Contract (IPA 2013)	Q2/2014	Q1/2015	Q1/2017
Contract 4 Twinning Light(IPA 2013)	Q1/2014	Q3/2014	Q1/2015

4.3 CROSS CUTTING ISSUES

4.3.1 *Equal Opportunities and non discrimination*

Based on the fundamental principles of promoting equality and combating discrimination, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

4.3.2 *Environment and climate change*

The project is a technical intervention aimed at strengthening administrative capacities with a view to EU accession; it will not lead to any negative environmental effects.

4.3.3 *Minorities and vulnerable groups*

Participation in the project activities will be guaranteed on the basis of equal access regardless of racial or ethnic origin, religion or belief, disability, sex or sexual orientation.

4.3.4 *Civil Society/Stakeholders involvement*

IPA programming process included consultations with Civil Society and Donor Community in BiH, through two consultation meetings and exchange of relevant information on the process and individual proposals. All relevant institutions from various levels of government in BiH participated in the preparation of the project proposal.

Contribute toward enabling civil society to participate in policy formulation and decision making processes by mainstreaming the process of legislative proceedings and making it more transparent – which helps civil society to participate in the decision making process in a more meaningful manner.

ANNEXES

Documents to be annexed to the Project fiche

1. **Log frame**
2. **Description of Institutional Framework**
3. **Reference list of relevant laws and regulations only where relevant**
4. **Details per EU funded contract(*) where applicable:**

MS Project Leader should be a high ranking senior official/MP from the respective MS parliament.

The proposed Project Leader must be a public servant of an EU MS institution.

Qualifications and skills

- Education of at least University degree in law, political science, economics or similar discipline relevant to the project;
- Knowledge of relevant EU projects, rules and procedures;
- Fluent written and spoken English.
General professional experience
- Minimum 10 years of work experience in the area relevant to the project.
Specific professional experience
- Minimum 7 years of experience in a managerial position within an EU MS Parliament or as an MP;
- Practical experience in multi-governance would be considered an asset

Resident Twinning Advisers

Three Resident Twinning Advisers will be appointed. The RTAs will be civil servants or equivalent staff (mandated body) seconded to work with the MS administration.

Qualifications and skills:

- Minimum university degree in political science, law, economics or similar discipline relevant to the assignment.
- Excellent communication skills, with fluency in written and spoken English language;
- Computer literacy (advanced level).
General professional experience:
- Minimum 10 years general professional experience in the area relevant to the project.
Specific professional experience:
- Minimum 5 years of experience in a managerial position within an EU MS Parliament or as an MP;
- Practical experience in multi-governance would be considered an asset

Short-term experts

Qualifications and skills:

- Minimum university degree in political science, law, economics or similar discipline relevant to the assignment.

- Excellent communication skills, with fluency in written and spoken English language;
- Computer literacy (advanced level).

General professional experience:

- Minimum 7 years general professional experience in the area relevant to the project.

Specific professional experience:

- Minimum 5 years of practical experience in issues relevant to the project preferably in a National Parliament of a Member State of the EU;

BC Project Leader

According to the Twinning Manual, the BC Project Leader is expected to be a high ranking official in the BC administration, who is in a position to operate at the appropriate political level. The role of the BC Project Leader and the RTA counterpart in the beneficiary administration are complementary

*For supply contracts: reference to feasibility study as well as indicative list of items, cost estimate, intended beneficiary, indication on how detailed technical specifications will be prepared, provisions for maintenance + section to be filled in on assets' ownership(**).*

Please note that feasibility study is a pre-requisite when works and supply contracts are proposed.

For each activity, describe format and co-financing plan.

(*) Non standard aspects (in case of derogation to PRAG) also to be specified.

(**) Assets' ownership, maintenance plans (applicable to all supply and works contracts):

- Ownership of assets (current and after project completion)
- Maintenance plans
- Describe any co-financing arrangement how this will be implemented and by when

5. Project visibility activities

The Project visibility activities will be undertaken according to the specific project activities implemented, in line with the EU visibility and communication rules and requirements.

ANNEX 1: Logical framework matrix in standard format

LOGFRAME PLANNING MATRIX FOR Project Fiche		Project title and number		1 Enhancing capacity of parliaments in Bosnia and Herzegovina in the context of EU accession
		Contracting period expires		Execution period expires
		Three years following the date of the conclusion of the Financing Agreement		Two years following the contracting expiry date
		Total budget	IPA 2012: 4.900.000 EUR IPA 2013: 3.750.000 EUR	
		IPA budget:	IPA 2012: 4.690.000 EUR IPA 2013: 3.400.000 EUR	
Overall objective	Objectively verifiable indicators (OVI)	Sources of Verification		
Contributed to faster accession of BiH in EU	Improved alignment of BiH legislation with the EU <i>acquis</i>	EC Country Progress Report; EC reports on accession process; Parliaments of BiH reports and other Governmental reports; Other independent reports.		
Specific objective	Objectively verifiable indicators (OVI)	Sources of Verification	Assumptions	
Improved role of the Parliaments in BiH in the strategic guidance of the EU accession process	Increased effectiveness of legislative activities related to EU accession process – Number of laws and other documents adopted by parliaments aligned with EU accession requirements per year increased – Number of EU measures transposed in laws increased	EC Country Progress Report; EC reports on accession process; Parliaments of BiH reports and other Governmental reports; Other independent reports.	Key political players in BiH remain committed to EU perspective of BiH	
Results	Objectively verifiable indicators (OVI)	Sources of Verification	Assumptions	
Component I. I.1. Strengthened capacities of Members of Parliament and parliamentary administrations of the parliamentary assemblies in BiH for strategic guidance of the EU accession process	I. 1.1. Number of plenary sessions and items debated related to the EU accession process; I. 1.2. Percentage of recommendations by parliaments related to the EU accession process followed up by Government; I. 2.3. Working methods of Stabilisation and Association	For all components EC Country Progress Report; EC reports on accession process; Parliaments of BiH reports and other Governmental reports; Other independent reports. Project progress reports;	Maintaining political consensus of parliaments on the role of parliaments in the EU accession process	

<p>I.2. Streamlined procedures for planning and monitoring of the process of approximation of the legislation with the <i>acquis</i></p> <p>I.3 Structured participation of CSO in the EU-related activities of parliaments and increased visibility of the Parliaments in the EU accession process</p> <p>I.4. Developed regular cooperation among the Parliamentary Assembly of Bosnia and Herzegovina, National Assembly of Republika Srpska, Parliament of Federation of Bosnia and Herzegovina and the Brcko District Assembly on EU-related issues</p> <p>Component II</p> <p>II. 1. Equipment supplied and technical pre-conditions created for the introduction of e-legislation system, enabling parliaments in BiH an efficient and transparent working environment.</p>	<p>Committee established</p> <p>I. 2.1 ToRs of all parliamentary working bodies are mapped in terms of their responsibility for approximation with the <i>acquis</i> and implementation of the SAA/IA;</p> <p>I. 2. 2. Increased percentage of adopted legal of planned legal acts for transposition of the <i>acquis</i>/implementation of the SAA by 30%;</p> <p>I. 2. 3. Reports on the progress of the EU accession process submitted by government and deliberated by specialized EU committees and responsible committees at least 4 times a year;</p> <p>I. 2. 4. Level of follow-up of recommendations delivered by parliaments.</p> <p>I.3. 1. Mechanisms for CSOs participation in Parliament’s activities related to the EU accession process established and endorsed;</p> <p>I. 3. 2. At least two EU-related public hearings in each parliament with participation of CSO are held each year;</p> <p>I. 4. 1. Specific fora for different areas of the <i>acquis</i> in at least ten areas of the <i>acquis</i> are established (trade and customs, four freedoms, competition, public procurement, agriculture, food safety, transport policy, electronic communications and information society, environment, cohesion funds, social policy and employment, energy, education and science, etc.) with participation of responsible committees and parliamentary administration departments;</p> <p>I.4.2. Recommendation delivered by forum of EU-integration committees are followed up;</p> <p>I.4.3. Number of meetings and conclusions reached by parliamentary chairs and heads of parliamentary administrations related to EU-integration issues and the implementation of the SAA/IA (at least twice a year).</p> <p>Component II</p> <p>II.1.1. 30 servers and 570 lap-tops installed, along with back-up solutions, network equipment, racks and firewall appliance.</p>	<p>Component 1 specific</p> <p>1.3-7 Work performance reports of each parliament;</p> <p>2.1 CSO shadow reports</p> <p>3.1 Server, database and system logs;</p> <p>4.1.1 Reports from the Working group meeting minutes;</p> <p>4.1.2 Work performance reports of each parliament;</p>	<p>Objective information relevant for EU accession process obtained and duly processed by the Parliaments and CSOs independently.</p> <p>The Parliaments perform their mandate relying on the capacities developed by the project.</p>
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<p>Component III.</p> <p>III.1. E-legislation portal implemented which provides access to and information about all legal acts/documents in the procedure – available to general public and civil society organizations, with remote access function for specific applications and solutions in PA of BiH.</p> <p>Component IV.</p> <p>IV.1 E-legislation portal implemented which provides access and information to all legal acts/documents in the procedure at FBiH, RS and DB level – available to general public and civil society organizations</p> <p>Component V.</p> <p>V.1. Best practices exchanged and mechanisms for cooperation established in 10 Cantonal Parliaments in FBiH aimed at strengthening the EU enlargement processes and defining specific intervention areas.</p>	<p>Component III.</p> <p>III.1.1 300 processed legislative documents (per year) under eLegislation system; (absolute figures, please)</p> <p>III.1.2 At least 60 transposed EU measures are indexed in the e-legislation system on annual level.</p> <p>III.1.3 At least 80% percent of preparatory documents for PA BiH sessions (1800 documents) that are supported and processed electronically – fully or partially utilizing eLegislation system (absolute figures, please)</p> <p>III.1.4 100% of MPs (327 MPS) use the remote access system (absolute figures, please)</p> <p>Component IV.</p> <p>IV.1.1 300 processed legislative documents (per year) under eLegislation system; (absolute figures, please)</p> <p>IV.1.2 At least 60 transposed EU measures are indexed in the e-legislation system on annual level.</p> <p>IV.1.3 At least 80% percent of preparatory documents for PA BiH sessions (1800 documents) that are supported and processed electronically – fully or partially utilizing eLegislation system (absolute figures, please)</p> <p>IV.1.4 100% of MPs (327 MPS) use the remote access system (absolute figures, please)</p> <p>Component V.</p> <p>V.1.1. Fora for cooperation in at least three areas of the acquis established among the 10 cantones</p> <p>V.1.2. Established fora for cooperation have at least 10 meetings</p>		
<p>Activities to achieve results</p>	<p>Means / contracts</p>	<p>Costs</p>	<p>Assumptions</p>
<p>Activities leading to Component 1. Result 1. - Twinning</p> <p>I.1.1. Assessing the resources and mechanisms available to MPs, parliamentary bodies and the chambers for strategic guidance of the EU accession process</p> <p>I.1.2. Sharing best practices of EU member states on the role of parliaments and the support to MPs on EU-related issues</p> <p>I.1.3. Establishing mechanisms for the planning process of</p>	<p>Twinning contract signed for PA of BiH, Parliament of FBiH, Nationak Assembly of RS and DB Assembly, procured and implemented (Twinning Contract 1)</p> <p>Supply contract signed, procured and implemented (Supply Contract 2)</p> <p>Service contract for ICT solutions signed, procured and implemented (Service Contract 3)</p>	<p>Contract 1: Twinning Contract - 3.5 M EUR (IPA 2012, Component 1)</p> <p>Contract 2: Supply Contract – 1.40 M EUR (IPA 2012, Component 2 + matching contribution)</p> <p>Contract 3: Service Contract – 3.5 M EUR (IPA 2013, Component 3 and 4 + matching contribution)</p>	<p>Relevant rulebooks and bylaws enabling/ensuring the use and implementation of new knowledge and skills enacted.</p>

<p>Parliaments' work, in line with the State Program for EU integration</p> <p>I.1.4. Setting up mechanisms for support to the Stabilization and Association Parliamentary Committee</p> <p>I.1.5 Establishing a human resources management system</p> <p>I.1.6 Establishing mechanisms for parliamentary budget management</p> <p>I.1.7 Establishing oversight mechanisms of the EU accession process through: setting up regular reporting mechanisms by government bodies to parliaments/responsible committees on the EU accession process; oversight mechanisms of parliamentary committees related to their terms of reference for specific EU policies, including oversight of supervisory and regulatory bodies; establishing regular cooperation mechanisms btw Parliaments and governments on EU issues</p> <p>I.1.8 Raising capacities of MPs and parliamentary staff for EU-related issues and enhanced management of parliamentary resources through: Performing a TNA; Developing training modules – general on EU - basic and advanced, as well as specific modules (trade and customs, competition and state aid, public procurement, agriculture, food safety, transport policy, electronic communications and information society, environment, regional policy, social policy and employment, energy, education and science, etc.); as well as on project design and implementation; Performing trainings in accordance with the TNA</p> <p>Activities leading to Component I. Result 2. - Twinning</p> <p>I.2.1 Streamlining and implementing procedures for planning, monitoring and control of the process of approximation of legislation with the acquis through: Mapping the ToRs of parliamentary bodies in terms of approximation with the acquis and implementation of the SAA/IA; Assessment of the installed mechanisms for compliance check with EU acquis; Designing new/amended mechanisms</p> <p>I.2.2 Implementation of E-legislation tool for tracking state of compliance of national legislation with EU law on the level of each entity and on State level</p> <p>I.2.3. Drafting a Strategic Plan aligned with EU integration Program</p> <p>I.2.4 Installing mechanisms for participation of CSO in EU</p>	<p>Service contract for Legislation system for Pa of BiH and Council of Ministers of BiH signed, procured and implemented (Service Contract 3)</p> <p>Service contract for Legislation system for Parliaments of RS, FBiH and DB Assembly signed, procured and implemented (Service Contract 3)</p> <p>Twining contract signed for Parliament of FBiH and 10 Cantonal Parliaments, procured and implemented (Twining LightContract 4)</p>	<p>Contract 4: Twinning Light 0,25 EUR (IPA 2013, Component 5)</p>
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related issues

Activities leading to **Component I. Result 3. - Twinning**

I.3.1. Creating and implementing an EU communication strategy

I.3.2. Creating a parliamentary electronic data base about EU integrations and making it publically available

I.3.3 Installing mechanisms for participation of CSO in EU related issues

Activities leading to **Component I. Result 4. - Twinning**

I.4.1 Creating mechanisms for regular coordination among the Parliamentary Assembly of Bosnia and Herzegovina, National Assembly of Republika Srpska, Parliament of Federation of Bosnia and Herzegovina and the Brcko District Assembly on EU-related issues

I.4.2. Organize fora of parliamentary committees (members and staff) on different EU policies (trade and customs, competition and state aid, public procurement, agriculture, food safety, transport policy, electronic communications and information society, environment, cohesion funds, social policy and employment, energy, education and science, etc.) as a regular coordination mechanism of exchange of information and peer learning

I.4.3. Enhancing the work of the Forum of EU integration

I.4.4. Installing regular consultations among parliamentary chairs and parliamentary administrations on EU-related issues

Activities leading to **Component II. Result 1. - Supply**

II.1.1 Procurement and implementation of necessary equipment for the functioning of eLegislation system and remote access system from the perspective of end users and system back end functioning specific workflows and applications which follow legal acts in **General Secretariat of the Council of Ministers**, Legislative office and Parliamentary assembly, and publishing in the Official Gazette as a final step of law adoption – as a part of one integrated information system solution.

II.1.2 Procurement and implementation of necessary equipment for the functioning of eLegislation system for Parliament of FBiH, National Assembly of RS, and DB Assembly. Specific workflows and applications which follow legal acts in Parliament of FBiH, National Assembly of RS and DB Assembly – as a part of one integrated information system solution for supporting the legislative harmonization with the EU law, ensuring traceability of compliance with EU acquis.

Activities leading to **Component III. Result 1. - Service**

III.1.1 Conduct a detailed analysis of current situation of legislative / policy making processes and procedures, and suggest a necessary re-profiling; based on the results of the analysis, define the system detail requirements.

III.1.2 Procurement and implementation of necessary applicative software for the functioning of eLegislation system – which will fully support the preparation and decision making processes of policy-making procedures within an electronic environment from the draft law proposal entering the PA until its publishing the Official Gazette; this includes remote access functionality and adequate system integration

III.1.3: Conduct specialized training for system maintenance staff as well as end users for eLegislation system, remote access.

Activities leading to **Component IV. Result 1. - Service**

IV.1.1: Conduct a detailed analysis of current situation of legislative / policy making processes and procedures, and suggest a necessary re-profiling; based on the results of the analysis, define the system detail requirements.

IV.1.2: Procurement and implementation of necessary applicative software for the functioning of eLegislation system within Parliament of FBiH, National Assembly of RS and DB Assembly – which will fully support the preparation and decision making processes of policy-making procedures within an electronic environment, allowing general public and CSO for instant access to laws in procedure.

IV.1.3: Conduct specialized training for system maintenance

staff as well as end users for eLegislation system, remote access.

Activities leading to **Component V. Result 1. – Twinning Light**

V.1.1: Conduct a detailed analysis of current situation of all aspects of the enlargement process 10 Cantons in FBiH , including legal, economic, and social conditions, and suggest a necessary strategy for the management of guidance toward the efficient EU membership (with specific areas of improvement related to integration processes); based on the results of the analysis, define the detail requirements for twinning and capacity building efforts.

V.1.2: Procurement and implementation of necessary services aimed at twinning cooperation in 10 Cantonal Parliaments in FBiH, aimed at transferring best practices related to the role of parliaments in EU processes, and capacity building of 10 Cantonal Parliaments (more details in the main text).