

DECISION
ON THE PROCEDURE OF THE MEDIUM-TERM PLANNING, MONITORING
AND REPORTING IN THE INSTITUTIONS OF BOSNIA AND HERZEGOVINA¹
PART ONE – GENERAL PROVISIONS

Article 1

(Subject-Matter and Objective)

(1) This Decision shall prescribe the procedure of the medium-term planning, monitoring and reporting in the institutions of Bosnia and Herzegovina in accordance with the competencies of the Council of Ministers of Bosnia and Herzegovina (hereinafter: the Council of Ministers) and institutions of Bosnia and Herzegovina stipulated by the Constitution, laws and other regulations of Bosnia and Herzegovina.

(2) The overall objective of the Decision shall be the provision of planning basis for the quality management of development in accordance with the competencies of the Council of Ministers and institutions of Bosnia and Herzegovina.

(3) The specific objectives of the Decision shall be the harmonization and coordination of the planning process in the Council of Ministers and institutions of Bosnia and Herzegovina, optimal allocation of resources to the priority tasks and projects, as well as improvement of the process of monitoring the programmes and plans and reporting on the implementation.

Article 2

(Definitions)

(1) For the purpose of this Decision, the terms shall have the following meaning:

a) **Strategic Framework** covers all documents of strategic importance, on the basis of which the institutions of Bosnia and Herzegovina prepare their programmes or plans, and which include: medium-term and long-term planning documents, international obligations, as well as obligations related to the integration of Bosnia and Herzegovina into the European Union, policies determined by the Council of Ministers, guidelines, opinions or other documents for the creation of a policy adopted by the Presidency of Bosnia and Herzegovina (hereinafter: the Presidency) and the Parliamentary Assembly of Bosnia and Herzegovina (hereinafter: the Parliamentary Assembly);

b) **Medium-term objective** is the description of situation which is expected in some area of economy or society after the period of three years and whose attainment is the responsibility of the Council of Ministers as a whole, along with all other participants that are engaged in the implementation of that objective;

c) **Medium-Term Programme of Work of the Council of Ministers** is the set of all medium-term objectives and, thus, indicators of effectiveness that are achieved by the Council of Ministers in the period of three years, based on the Strategic Framework that contains framework deadlines and allocation of roles and responsibilities among the institutions of Bosnia and Herzegovina and other participants;

d) **Medium-Term Plan of Work of an institution of Bosnia and Herzegovina** is the set of all medium-term objectives whose attainment is the responsibility of an individual institution of Bosnia and Herzegovina in the period of three years, which stems from the Medium-Term Programme of Work of the Council of Ministers or the relevant Strategic Framework, and is therefore aligned with the Strategic Framework, and includes the framework plan of activities of the organizational units of the institution of Bosnia and Herzegovina, with the indicators of effectiveness, deadlines, established roles and responsibilities, as well as instruments for the implementation and monitoring of implementation;

e) **Programme** is the set of related projects that together contribute to the realization of objectives of the plan. The programme can be composed of one or more projects;

¹ Published in the “Official Gazette of BiH”, no, 62/14).

- f) **Project** is the set of related activities that together contribute to the realization of the objectives of the plan. The project can be composed of one or more activities;
- g) **Programme in the Budget Framework Paper (BFP)** is the set of budget expenditures and revenues for the period of three years that are required for the achievement of one or more concrete medium-term objectives of the Council of Ministers;
- h) **PIMIS** is the Public/Development Investment Management Information System that enables all budget users – institutions of Bosnia and Herzegovina the network access to planning and monitoring of all projects/programmes that are defined in the Strategic Framework and medium-term and annual plans and which contribute to the realization of development goals;
- i) **BPMIS** is the Budget Planning and Management Information System that enables all budget users – institutions of Bosnia and Herzegovina the network access to the budget preparation;
- j) **Annual Programme of Work of the Council of Ministers** is the set of annual results that the Council of Ministers plans to realize in the period of one year, on the basis of its Medium-Term Programme of Work;
- k) **Annual Programme of Work of an institution of Bosnia and Herzegovina** is the set of annual results, which is the responsibility of that institution of Bosnia and Herzegovina for the period of one year, on the basis of its Medium-Term Plan of Work and Annual Programme of Work of the Council of Ministers;
- l) **Monitoring** is the procedure through which is controlled the implementation of the programmes and plans on the basis of the degree of their achievement and is used as a basis for introduction of corrective measures, i.e. activities that change the schedule or content of the individual activities without significant changes of the plan;
- m) **Evaluation** is the procedure through which is analysed the achievement of the goal, and therefore its effectiveness and justification;
- n) **Consultation** is the procedure of harmonization of attitudes, opinions, supervision, needs, priorities and objectives, which assists the procedure of decision-making and ensures their legitimacy.

Article 3 **(Responsible Institutions)**

(1) The main responsible institutions in the medium-term planning, monitoring and reporting shall be:

a) The Council of Ministers:

- 1) Coordinates the preparation of all planning documents and reports prescribed by this Decision through permanent and temporary mechanisms and uniform procedures;
- 2) Determines priorities of policies on the medium-term basis, in the framework of its competences;
- 3) Considers and adopts the Medium-Term Programme of Work of the Council of Ministers;

b) The institutions of Bosnia and Herzegovina:

- 1) Prepare and adopt their Medium-Term Plan of Work in accordance with the Medium-Term Programme of Work of the Council of Ministers;
- 2) Institutions of Bosnia and Herzegovina, whose strategic plan is not supposed to be harmonized with the Medium-Term Programme of Work of the Council of Ministers, harmonize their Medium-Term Plan of Work with the relevant Strategic Framework;
- 3) Monitor the implementation and evaluate the Medium-Term Plan of Work of its institution.

(2) The main responsible institutions shall be supported by the following institutions of Bosnia and Herzegovina:

a) Ministry of Finance and Treasury:

- 1) Professional support to the institutions of Bosnia and Herzegovina in the development of their Medium-Term Plan of Work and its harmonization with the Medium-Term Programme of Work of the Council of Ministers;
- 2) Estimation of availability of funding sources for the Medium-Term Programme of Work of the Council of Ministers;
- 3) Professional support to the identification, registration and monitoring of projects/programmes in PIMIS, in accordance with the Methodology for Managing Public/Development Investments;

b) Directorate for Economic Planning:

- 1) Preparation of the draft of the Medium-Term Programme of Work of the Council of Ministers in accordance with the documents from the Strategic Framework;
- 2) Monitoring of implementation of the Medium-Term Programme of Work of the Council of Ministers;
- 3) Development of annual reports on the implementation of the Medium-Term Programme of Work of the Council of Ministers;

c) Directorate for European Integration:

- 1) Harmonization of the Medium-Term Programme of Work of the Council of Ministers and medium-term plans of work of the institutions of Bosnia and Herzegovina with the obligations and priorities in the process of integration of Bosnia and Herzegovina into the European Union, as well as with the obligations and priorities related to the use of the Instrument for Pre-accession Assistance of the European Union that are defined in the international agreements and other relevant documents;

d) Public Administration Reform Coordinator's Office:

- 1) Harmonization of the Medium-Term Programme of Work of the Council of Ministers and medium-term plans of work of the institutions of Bosnia and Herzegovina with the Public Administration Reform Strategy and its Action Plan.