

**DECISION**  
**ON THE ANNUAL PLANNING OF WORK AND MANNER OF MONITORING AND**  
**REPORTING ON WORK IN THE INSTITUTIONS OF BOSNIA AND**  
**HERZEGOVINA<sup>1</sup>**

**PART ONE – GENERAL PROVISIONS**

**Article 1**  
**(Subject-Matter and Purpose)**

(1) This Decision shall prescribe the annual planning of work and manner of monitoring and reporting on the work by the Council of Ministers of Bosnia and Herzegovina (hereinafter: the Council of Ministers), ministries, services, institutions and other bodies of the Council of Ministers (hereinafter: the institutions of BiH), in accordance with the competencies of the Council of Ministers and other institutions of BiH stipulated by the Constitution, laws and other regulations of Bosnia and Herzegovina, and it includes: general provisions, annual planning of work, monitoring and reporting on work, methods of coordination and control of quality, and transitional and final provisions.

(2) The overall purpose of the Decision shall be the provision of the annual planning basis for drafting of regulations and other policies, in accordance with the medium-term programme of work of the Council of Ministers and medium-term plans of work of the institutions of BiH.

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

**Article 2**  
**(Definitions)**

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

- a) **Annual result** is a concrete product of work of the institution of BiH after the period of one year, the attainment of which contributes to the achievement of the planned medium-term objective within the medium-term programme of work of the Council of Ministers and medium-term plan of work of the institution of BiH;
- b) **Annual programme of work of the Council of Ministers** is a set of annual results that the Council of Ministers plans to achieve in the period of one year on the basis of the medium-term programme of work of the Council of Ministers;
- c) **Annual programme of work of an institution of BiH** is a set of planned annual results for which that institutions of BiH is responsible for the period of one year, based on the medium-term plan of work of that institutions of BiH and annual programme of work of the Council of Ministers;
- d) **Annual report on work of the Council of Ministers** is a set of accomplished planned annual results of the Council of Ministers, with the assessment of their contribution to the achievement of the planned medium-term objectives within the medium-term programme of work of the Council of Ministers;
- e) **Annual report on work of an institution of BiH** is a set of accomplished planned annual results of the institution of BiH, with the assessment of their contribution to the achievement of the planned medium-term objectives within the medium-term plan of work of the institution of BiH and annual programme of work of the Council of Ministers, which contains an overview of operational and other activities in that year.

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<sup>1</sup> Published in the "Official Gazette of BiH", no. 94/14.

### **Article 3 (Responsible Institutions)**

(1) The main responsible institutions in the development of the annual programme of work of the Council of Ministers and other institutions of BiH, monitoring and reporting on work of the Council of Ministers and other institutions of BiH shall be the following:

- a) The Council of Ministers: coordinates development of the annual programme of work and report on work of the Council of Ministers, monitors implementation of the annual programme of work of the Council of Ministers, coordinates development of the annual report on work of the Council of Ministers and delivers it to the Parliamentary Assembly, considers and adopts the annual programmes of work and annual reports on work of the institutions of BiH;
- b) The institutions of BiH: develop their individual annual programmes of work and reports on work and submit them to the Council of Ministers for adoption, monitor implementation of their annual programme of work, consider and approve monthly and annual reports of their constituent organizational units, unless a specific law provides otherwise.

(2) The main responsible institutions shall be supported by:

- a) The General Secretariat of the Council of Ministers, which provides technical support, coordinates development of the annual programme of work, monitors and reports on work of the Council of Ministers and controls the quality of the implemented procedure in the development of the annual programmes of work and annual reports on work of the institutions of BiH;
- b) The Ministry of Finance and Treasury, which provides professional support in the harmonization of the annual programmes of work of the Council of Ministers and institutions of BiH with the annual budget;
- c) The Directorate for Economic Planning: provides professional support and coordinates harmonization of the annual programmes of work of the Council of Ministers and other institutions of BiH with the medium-term programme of work of the Council of Ministers and other institutions of BiH;
- d) The Directorate for European Integration: provides professional support and coordinates harmonization of the annual programmes of work of the Council of Ministers and other institutions of BiH with the Plan of the Implementation of the Interim Agreement and Stabilization and Association Agreement, progress reports and conclusions of the meetings of the bodies responsible for their implementation and monitoring;
- e) The Public Administration Reform Coordinator's Office: provides professional support and coordinates harmonization of the annual programmes of work of the Council of Ministers and other institutions of BiH with the Public Administration Reform Strategy and Action Plan for its implementation;
- f) The Legislative Office: provides professional support and coordinates harmonization of the annual planning of drafting of laws and by-laws of the Council of Ministers and other institutions of BiH.

### **Article 4 (Obligations of the Unified Procedure)**

Annual programming of work, monitoring and reporting on the work of the Council of Ministers and other institutions of BiH shall be based on the following obligations of the institutions of BiH:

- a) Annual programmes of work and reports on work shall be based on the analysis of facts, which needs to be systematically prepared, clearly explained and, if necessary, presented in the annexes to the annual programme of work and report of work;
- b) Rules for Consultations in Legislative Drafting ("Official Gazette of BiH" no. 81/06 and 80/14) shall be appropriately applied in the development of the annual programme of work and report on work, respecting at the same time the minimum requirements prescribed in the Article 6 of the Rules for Consultations in Legislative Drafting, and, when necessary, consultations with the relevant institutions in BiH, civil society organizations and individuals shall be organized;
- c) Annual programmes of work and reports on work of the Council of Ministers and other institutions of BiH obliged to submit report on their work to the Council of Ministers, shall be adopted by the Council of Ministers, after necessary agreement, compliance with the minimum requirements for consultations and coordination, and after the confirmation of the General Secretariat of the Council of Ministers that the prescribed procedures were followed and that documentation is complete.

## **PART TWO – ANNUAL PLANNING OF WORK**

### **Article 5**

#### **(Annual Programme of Work of the Council of Ministers)**

- (1) Annual programme of work of the Council of Ministers shall be the basic annual planning document on the basis of which annual results, activities and budget shall be planned.
- (2) Annual programme of work of the Council of Ministers shall present the basis for planning legislative activities of the Council of Ministers, including also conclusion of international agreements.
- (3) Elements of the annual programme of work of the Council of Ministers shall be the following:
  - a) Summary of the priorities for the planned year, with the assessment of problems and risks;
  - b) Tabular overview of the expected annual results and activities organized according to the medium-term objectives from the medium-term programme of work of the Council of Ministers;
  - c) Tabular overview of the laws and by-laws which are planned to be drafted in the planned year, with the explanation for launching the initiative for enactment of laws and by-laws, deadlines, drafting coordinators and partners;
  - d) Tabular overview of the international agreements which are planned to be concluded in that year, with the explanation for launching the initiative for conclusion of an international agreement, deadlines, drafting coordinators and partners.

### **Article 6**

#### **(Manner of Developing Annual Programme of Work of the Council of Ministers)**

- (1) The Office of the Chairman of the Council of Ministers shall be responsible for the development of the annual programme of work of the Council of Ministers, with the operational and technical support of the General Secretariat of the Council of Ministers.
- (2) The Annual programme of work of the Council of Ministers shall be the consolidated overview of the annual programmes of work of the institutions of BiH, which shall be developed after the institutions of BiH develop and submit to the General Secretariat of the Council of Ministers excerpts from the annual programme of work of the institutions of BiH related to the joint annual results.
- (3) The Office of the Chairman of the Council of Ministers, with the operational and technical support of the General Secretariat of the Council of Ministers, shall consolidate the parts of the annual programmes of work of the institutions of BiH and shall develop the annual programme of work of the Council of Ministers.
- (4) The Council of Ministers shall adopt the annual programme of work of the Council of Ministers and confirm the annual programmes of work of the institutions of BiH no later than 31 December of the current year for the following year.

### **Article 7**

#### **(Annual Programme of Work of an Institution of BiH)**

- (1) Annual programme of work of an institution of BiH shall be the basic annual planning document, based on which activities and budget shall be elaborated, which ensures coordination among organizational units of the institution of BiH, partners and other institutions of BiH.
- (2) Annual programme of work of an institution of BiH shall include the planned annual results for whose implementation the institution of BiH is responsible and which present the planned medium-term objectives within the medium-term plan of work.
- (3) Annual programme of work of an institution of BiH shall present the basis for consolidated monitoring and reporting of the planned annual results and contributions to the achievement of the planned medium-term objectives from the medium-term plan of work.