

Pursuant to Article 17 of the Law on the Council of Ministers of Bosnia and Herzegovina (Official Gazette of BiH, 30/03, 42/03, 81/06, 76/07, 81/07, 94/07 and 24/08), and referring to Articles 23 and 24 of the Law on Ministries and Other Bodies of Administration of Bosnia and Herzegovina (Official Gazette of BiH, 5/03, 42/03, 26/04, 42/04, 45/06, 88/07, 35/09, 59/09, 103/09, 87/12 and 6/13) and Article 15 of the Decision on the annual planning of work and manner of monitoring and reporting in the institutions of Bosnia and Herzegovina (Official Gazette of BiH, 94/14), the Council of Ministers of Bosnia and Herzegovina, at its 7th session, held on 14 May 2015, adopted the

INSTRUCTION

FOR PREPARATION OF ANNUAL PROGRAMME OF WORK AND REPORT ON WORK IN THE INSTITUTIONS OF BOSNIA AND HERZEGOVINA¹

Article 1 (Subject-matter)

This Instruction, in accordance with the Decision on the annual planning of work and manner of monitoring and reporting in the institutions of Bosnia and Herzegovina (Official Gazette of BiH, 94/14), prescribes templates for the preparation of: annual programme of work of the Council of Ministers of Bosnia and Herzegovina (hereinafter: the Council of Ministers), annual programme of work of the institutions of Bosnia and Herzegovina (hereinafter: the institutions of BiH), annual report on work of the Council of Ministers, annual report on work of the institutions of BiH, manner of monitoring and reporting on implementation of annual programme of work of the Council of Ministers and other institutions of BiH and confirmation template of the General Secretariat of the Council of Ministers on the conducted procedures and documentation related to the preparation of the programme of work and report on work of the institutions of BiH.

Article 2 (Annual programme of work of the Council of Ministers)

- (1) The annual programme of work of the Council of Ministers shall consist of the following parts:
 - a) Introduction, which shall contain, on maximum six pages, priorities and planned results of the Council of Ministers in the planned year, with the analysis of possible problems and risks in the implementation of the programme of work of the Council of Ministers on maximum two additional pages,
 - b) Action plan of the annual programme of work of the Council of Ministers, which shall contain a detailed overview of objectives, programmes, projects, activities, monitoring indicators, costs, funding sources, deadlines and expected annual results of the Council of Ministers,
 - c) An overview of laws and other regulations planned by the annual programme of work of the Council of Ministers, presenting a summary list of laws and other regulations that is developed on the basis of selection of appropriate activities in proposing laws and enacting other regulations from the Action plan described in the paragraph (1) point b) of this Article,
 - d) An overview of international agreements planned by the annual programme of work of the Council of Ministers, presenting a summary list of international agreements that is developed on the basis of selection of appropriate activities from the Action plan described in the paragraph (1) point b) of this Article,
 - e) An overview of public investments planned by the annual programme of work of the Council of Ministers, presenting a summary list of public investments that is developed on the basis of selection of appropriate activities from the Action plan described in the paragraph (1) point b) of this Article.
- (2) The annual programme of work of the Council of Ministers shall be prepared on Template 1, presented in the Annex I of this Instruction.

¹ Published in the Official Gazette of BiH, 45/15, 64/18 and 7/19.

Article 3
(Annual programme of work of an institution of BiH)

- (1) Annual programme of work of an institution of BiH shall consist of the following parts:
- a) Introduction, where shall be explained, on maximum three pages, priorities and planned results of the institution of BiH in that year, with the analysis of possible problems and risks in the implementation of the programme of work of the institution of BiH on one additional page,
 - b) Action plan of the annual programme of work of the institution of BiH, which shall contain a detailed overview of objectives, programmes, projects, activities, activity holders, monitoring indicators, costs, funding sources, deadlines and expected annual results of the institution of BiH,
 - c) An overview of laws and other regulations planned by the annual programme of work of the institution of BiH, presenting a summary list of laws and other regulations that is developed on the basis of selection of appropriate activities in proposing laws and enacting other regulations from the Action plan described in the paragraph (1) point b) of this Article,
 - d) An overview of international agreements planned by the annual programme of work of the institution of BiH, presenting a summary list of international agreements that is developed on the basis of selection of appropriate activities from the Action plan described in the paragraph (1) point b) of this Article,
 - e) An overview of public investments planned by the annual programme of work of the institution of BiH, presenting a summary list of public investments that is developed on the basis of selection of appropriate activities from the Action plan described in the paragraph (1) point b) of this Article.
 - f) Report on consultations conducted in the process of development of the programme of work, where the following shall be stated: forms of consultations used in the development of the programme of work of the institution of BiH, the institutions of BiH, civil society organizations or individuals with whom the consultations were carried out in the process of development of the programme of work of the institution of BiH and grouped comments and suggestions related to the programme of work of the institution of BiH delivered by the institutions of BiH, civil society organizations and individuals, with the explanation of accepted and unaccepted comments and suggestions related to the programme of work of the institution of BiH.
- (2) In stating the reasons for drafting laws and other regulations, i.e. concluding the international agreements referred to in paragraph (1) points c) and d) of this Article, it shall be mandatory to state three out of eight items that answer the following questions: which objective the initiative stems from, and if it is important, which parts of the strategic framework (strategies, priorities, etc.) it is related to, as well as why it is necessary to adopt a law or by-law, i.e. conclude an international agreement, with the reference to the situation analysis, determined issues and needs, international agreements, EU integrations, etc.
- (3) The annual programme of work of an institution of BiH shall be prepared on Template 2, presented in the Annex I of this Instruction.

Article 4
(Annual report on work of the Council of Ministers)

- (1) The annual report on work of the Council of Ministers shall consist of the following parts:
- a) Introduction, where shall be presented, on maximum ten pages, the achieved results of the Council of Ministers over the last year in relation to the programme of work of the Council of Ministers and where shall be analysed the main problems and challenges for the implementation of the programme of work of the Council of Ministers,
 - b) Report on the implementation of the Action plan of the annual programme of work of the Council of Ministers shall be prepared on the basis of analysis of the implementation of the Action plan referred to in Article 2 paragraph (1) point b) of this Instruction and shall provide an overview of the level of achievement of the annual results of the Council of Ministers, utilized resources and period of achievement of the results, including the possibility to comment each activity,
 - c) Report on drafted laws and other regulations from the annual programme of work of the Council of Ministers shall be prepared on the basis of analysis of activity implementation from the Overview of laws and other regulations referred to in Article 2 paragraph (1) point c) of this Instruction and shall provide an overview of the proposed laws and other adopted regulations planned for the reporting period, planned and achieved deadlines for their proposal or adoption, including the possibility to comment each activity, where it is necessary to specify the level of implementation or the achieved stage in the process of drafting, proposing or adopting,
 - d) Report on drafted international agreements from the annual programme of work of the Council of Ministers shall be prepared on the basis of analysis of activity implementation from the Overview of international agreements referred to in Article 2 paragraph (1) point d) of this Instruction and shall provide an overview of concluded international agreements planned for the reporting period and planned and achieved deadlines for their conclusion, including the possibility to comment each activity,
 - e) Report on realisation of public investments from the annual programme of work of the Council of Ministers shall be prepared on the basis of analysis of activity implementation from the Overview of public investments referred to in the Article 2 paragraph (1) point e) of this Instruction and shall provide an overview of the completed projects and public investment projects in the process of implementation, planned for the reporting period and planned deadlines for their completion, including the possibility to comment each activity.
- (2) The annual report on work of the Council of Ministers shall be prepared on Template 1, presented in the Annex II of this Instruction.

Article 5
(Annual report on work of an institution of BiH)

- (1) Annual report on work of an institution of BiH shall consist of the following parts:
- a) Introduction, where shall be presented, on maximum five pages, the achieved results of the institution of BiH over the last year in relation to the programme of work of the institution of BiH and where shall be analysed main problems and challenges for the implementation of the programme of work of the institution of BiH,
 - b) Report on the implementation of the Action plan of the annual programme of work of the institution of BiH shall be prepared on the basis of analysis of the implementation of the Action plan referred to in Article 3 paragraph (1) point b) of this Instruction and shall provide an overview of the level of achievement of the annual results of the institution of BiH, utilized resources and period of achievement of results, including the possibility to comment each activity,

- c) Report on drafted laws and other regulations from the annual programme of work of the institution of BiH shall be prepared on the basis of analysis of activity implementation from the Overview of laws and other regulations referred to in Article 3 paragraph (1) point c) of this Instruction and shall provide an overview of the proposed and adopted laws and other regulations planned for the reporting period, planned and achieved deadlines for their proposal or adoption, including the possibility to comment each activity, where it is necessary to specify the level of implementation or the achieved stage in the process of drafting, proposing or adopting,
 - d) Report on drafted international agreements from the annual programme of work of the institution of BiH shall be prepared on the basis of analysis of activity implementation from the Overview of international agreements referred to in Article 3 paragraph (1) point d) of this Instruction and shall provide an overview of concluded international agreements planned for the reporting period and planned and achieved deadlines for their conclusion, including the possibility to comment each activity,
 - e) Report on realisation of public investments from the annual programme of work of the institution of BiH shall be prepared on the basis of analysis of activity implementation from the Overview of public investments referred to in the Article 3 paragraph (1) point e) of this Instruction and shall provide an overview of completed projects and public investment projects in the process of implementation, planned for the reporting period and planned deadlines for their completion, including the possibility to comment each activity,
 - f) Report on consultations conducted in the process of development of the annual report on work of the institution of BiH, where the following shall be stated: forms of consultations used in the development of the annual report on work of the institution of BiH, civil society organizations or individuals with whom the consultations were carried out in the process of development of the annual report on work of the institution of BiH and grouped comments and suggestions on the annual report on work of the institution of BiH delivered by the institutions of BiH, civil society organizations and individuals, with the explanation of accepted and unaccepted comments and suggestions related to the annual report on work of the institution of BiH.
- (2) The report on work of an institution of BiH shall be prepared on Template 2, presented in the Annex II of this Instruction.

Article 6 **(Monitoring and reporting)**

- (1) Monitoring and reporting on the implementation of the programme of work of the Council of Ministers shall be carried out by the General Secretariat of the Council of Ministers, on the basis of information provided by the institutions of BiH through the annual reports on work of the institutions of BiH referred to in Article 5 of this Instruction.
- (2) Monitoring and reporting on the implementation of the programme of work of the institutions of BiH shall be carried out by an organizational unit, working post or working body in the institution of BiH that developed programme of work of the institution of BiH, on the basis of information provided by the organizational units.
- (3) On the basis of collected information referred to in paragraphs (1) and (2) of this Article, the progress in the implementation of strategic programmes or activities can be classified in one of the following four groups:
 - a) *Completed* - ✓ (*green*) – programme, project or activity has been implemented in line with the timeframes and indicators determined by the programme of work of the Council of Ministers and other institutions of BiH or the progress is on track and no delays in the implementation are being anticipated, and programmes, projects or activities that have this status do not require any further actions and should be assessed in terms of impact they have had on the implementation of objectives and annual results of work or potentially will have once they are fully implemented,

- b) *Underway* - → (*yellow*) there are delays in the implementation of a programme, project or activity, which requires attention of the competent institution of BiH when it comes to the programme of work of the Council of Ministers, i.e. organizational unit of an institution of BiH when it comes to the programme of work of an institution of BiH, and remedial action by the institution of BiH to eliminate delay,
- c) *Postponed* - x (*orange*) – programme, project or activity has not even been initiated, which requires attention and action of the Council of Ministers when it comes to the programme of work of the Council of Ministers, i.e. members of the Expert Collegium of the institution of BiH when it comes to the programme of work of the institution of BiH, to which the postponement must be explained;
- d) *Stopped* - xx (*red*) – implementation of the programme, project or activity should be stopped and not implemented any further, which requires explanation of the competent institution of BiH, i.e. organizational unit of the institution of BiH, discussion and conclusion of the Council of Ministers when it comes to the programme of work of the Council of Ministers, i.e. Expert Collegium of the institution of BiH when it comes to the programme of work of the institution of BiH.

Article 7

(Confirmation of the General Secretariat of the Council of Ministers)

Confirmation of the General Secretariat of the Council of Ministers of the conducted procedures and documentation related to development of preliminary impact assessment in the procedure of developing the programme of work and report on work of the institutions of BiH shall be prepared on Template 1, presented in the Annex III of this Instruction.

Article 8

(Form of the document)

Programme of work and report on work of the institutions of BiH shall be submitted in printed and electronic form.

Article 9

(Repeals)

Upon entry into force of this Instruction, the Instruction on the process of preparation of the programme of work of the Council of Ministers of Bosnia and Herzegovina (Official Gazette of BiH, 21/07) and Instruction on the methodology of the development of the report on work of the Council of Ministers of Bosnia and Herzegovina (Official Gazette of BiH, 96/09) shall cease to have effect.

Article 10

(Entry into force)

This Instruction shall enter into force on the date following the date of its publication in the Official Gazette of BiH.

CM no. 35/15
14 May 2015
Sarajevo

**Chairman of
the Council of Ministers of BiH**

Denis Zvizdić