

Project Fiche – IPA Multi-beneficiary programmes / Component I

1 IDENTIFICATION

Project Title	Parliamentary Cooperation in the Western Balkans and Turkey – Support to the Cetinje Parliamentary Forum
CRIS Decision number	2012/022-966
Project no.	02
MIPD Sector Code	1. Public Administration Reform
ELARG Statistical code	01.34 – Institutions
DAC Sector code	15152
Total cost (VAT excluded)¹	EUR 1 000 000
EU contribution	EUR 1 000 000
Management mode	Centralised
Responsible Unit	ELARG D3
Implementing modality	Stand alone project
Project implementation type	Service contract
Zone benefiting from the action(s)	Western Balkans: Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, as well as Kosovo* Turkey

¹ The total project cost should be net of VAT and/or of other taxes. Should this not be the case, clearly indicate the amount of VAT and the reasons why it is considered eligible.

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

2 RATIONALE

2.1 PROJECT CONTEXT: ISSUES TO BE TACKLED AND NEEDS ADDRESSED

It is acknowledged that efficient democratic institutions are a pre-requisite for political stability, economic development, social cohesion and overall trust in democracy and that National Parliaments – as legislators - play a central role in promoting and implementing reforms, notably within the framework of the countries' European agenda, as well as in increasing the efficiency and transparency of governing structures.

Although there is considerable variation between IPA Beneficiaries, common issues and needs have been highlighted in relation to parliamentary work within the perspective of EU integration.

Parliaments play a key role in adopting the EU *acquis*. The current professional capacity means that Parliaments often distort essential laws or are used by Governments to circumvent agreements. MPs should be supported, and Parliamentary Secretariats should be strengthened. MPs capacity to engage with citizens to seek their direct input into the Parliamentary and legislative processes should be improved for the broad interests of citizens and civic associations.

The European Commission has also difficulties working with Parliaments because of the inter-governmental character of its programmes. Additionally, there is a lack of effective exchange in the region although some arenas have been set up.

Common objectives shared by the IPA Beneficiaries and the EU Member States include: (i) to provide the possibility for Parliaments to learn from each other, from the European Parliament and from EU new Member States on effective support to the NPAA/SAP – National Programme on the Adoption of the Acquis/ Stabilisation and Association Process; (ii) to provide a quick response to questions concerning process and legal content on NPAA related issues, (iii) to ensure that regional good practices in terms of citizen/Parliament coordination and consultation are shared and (iv) to promote the strengthened interaction of both sides of the democratic process – the government and the governed.

The Regional Cooperation Council (RCC) has been instrumental in supporting parliamentary cooperation in the Western Balkans and more generally in South East Europe and has planned for more enhanced and focused interventions in the coming years. Parliamentary cooperation is an overarching theme of the RCC's Strategy and Work Plan 2011-2013. Within the framework of this strategy, the RCC aims to focus its activities on two strands: the SEECF format and the Western Balkans format. The two should be seen as complementary structures. The former gives political guidance to the wider SEE regional parliamentary dimension, especially through implementation of relevant aspects of the Final Declarations of Annual Conferences of the SEECF Speakers of Parliament. The latter focuses on transforming the existing mechanism that originated in the Region – 'the Cetinje Parliamentary Forum' - into a hub for enhanced coordination of parliamentary activities related to the EU *acquis* in the enlargement area, regional institutionalisation, including the establishment of a sustainable Secretariat in line with the Project.

In the Final Declaration of their 9th Conference, held in Montenegro on 14-15 June 2011, SEECF Speakers of Parliaments underlined the importance of IPA Multi-Beneficiary support to parliamentary cooperation, thus fostering more systematic cooperation among the

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parliaments from the region whilst supporting the role of the RCC in developing and promoting the project under the framework of 'Cetinje Parliamentary Forum'.

The Cetinje Parliamentary Forum is an initiative established in February 2004 by the Parliament of Montenegro and the Parliament of the State Union of Serbia and Montenegro with the aim of fostering and promoting parliamentary dialogue among the countries of South Eastern Europe. Through the different phases of development of the 'Cetinje Parliamentary Forum', exchanges of knowledge and best practice were organised, thus strengthening bilateral and multilateral cooperation among the Parliaments of the participating countries, which shared a common historical and cultural heritage, but also having a joint European perspective.

This project fiche is the output of a high level meeting of the Parliaments of the Western Balkan countries hosted by the Regional Cooperation Council in Sarajevo on 17 and 18 March 2011 as well as a technical meeting organised within the framework of the IPA Multi-Beneficiary Working Group on Public Administration & Governance held on 14 and 15 April 2011 in Danilovgrad, Montenegro.

2.2 LINK WITH MIPD AND NATIONAL SECTOR STRATEGIES

The IPA Multi-beneficiary Multi-annual Indicative Planning Document (MIPD) 2011-2013² foresees support for the strengthening of public administrations' capacities to implement efficient and effective reforms and foster democratic accountability, professionalism and integrity within the Beneficiaries' institutions, under the heading 'Public Administration' (section 3.2.).

The IPA Multi-beneficiary MIPD also refers to the Regional Cooperation Council (RCC)'s Strategy and Work Plan 2011-2013, which identifies a number of priorities for regional cooperation, including parliamentary cooperation. Enhanced cooperation with the existing regional mechanisms is clearly preferred to the creation of any new network or structure. As such, a key objective of the strategy consists of developing the 'Cetinje Parliamentary Forum' into a hub for coordination of parliamentary activities related to the EU *acquis* through its institutionalisation and establishment of a sustainable Secretariat.

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

The political criteria for EU accession require effective functioning of democratic institutions.

European integration (at both Sap and Accession levels) is primarily about the adoption of a legislative programme with accompanying institutional reforms. As such, the legislative branch has a major role to play in passing legislation and acts to increase legal effectiveness both through better consultation and enhanced legitimacy.

Greater involvement of the legislative branch can also help sequence and plan the National Plans and Programmes for EU accession process through the executive/legislative channel.

² C(2011) 4179 final of 20.6.2011

2.4 PROBLEM ANALYSIS

Bearing in mind the substantial differences between IPA Beneficiaries, there are certain common issues and needs identified in relation to parliamentary work within the context of EU integration efforts.

Parliaments as legislative bodies play a vital role in promoting and implementing relevant reforms, notably within the framework of the European agenda, as well as increasing the efficiency and transparency of governing structures. MPs often have inadequate knowledge of policy issues and so are unable to compensate for the weakness of Parliamentary secretariats. 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. The improvement of the capacities of professional services and advisory bodies in the Parliaments is an inevitable pillar in the process.

The European Commission has also difficulties working with Parliaments because of the inter-governmental character of its programmes. Additionally, there is a lack of effective exchange in the region although some arenas have been set up. Strengthening existing structures aiming to promote regional parliamentary cooperation is necessary to promote the principles of genuine regional ownership and a cost-effective approach to the allocation of existing funds.

2.5 LINKED ACTIVITIES AND DONOR COORDINATION

Other donors' activities include:

Albania

- The OSCE has executed a number of important programmes to assist the Parliament of Albania. The OSCE project: 'Increasing and strengthening the capacities of the Albanian Parliament', with a total of Euro1.5 million was implemented in two phases and the second phase was closed at the end 2010. This project promoted the establishment of working relations at the level of MPs and staff with other parliaments in the region through bilateral and multilateral events. Other key achievements included the full revision of the Rules of Procedure; an enlarged role for the Assembly in the budgetary process; the timely preparation of verbatim transcripts of plenary sittings and committee meetings; the organisation of orientation programmes for newly-elected MPs; working visits for staff and MPs to other European national parliaments; the expansion of the parliament's library with new book titles, as well as with new reading and study rooms; the installation of a new IT network and the start of the initial phase of the digitalisation and automation of legislative processes and operational workflow..
- For the year 2011 the Albanian Parliament continued to be supported by OSCE. with a particular focus on further increase of human resources capacities through a series of workshops for the administrative staff, the development of a multi-year training strategy for staff, the upgrading of infrastructures in order to increase transparency of the parliament and public inclusion in the legislative processes; strengthening parliamentary support mechanisms, further improving relations between the parliament and the media,

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as well as strengthening regional cooperation between MPs and staff. In early 2012 a project entitled 'Strengthening the Assembly of Albania', a collaboration between the Albanian Parliament and a consortium composed of the parliaments of Hungary and France ", is expected to be launched.

- There was a long tendering procedure developed by the European Delegation in Tirana, in cooperation with Brussels for this project, which has an action plan with 5 components, among which the most important one is: 'To improve the legislative procedures for a more effective EU approximation process'. There are also other components which deal mainly with EU integration issues. At the same time the Parliament of Albania has signed a cooperation memorandum with the Westminster Foundation for Democracy and collaborates with the National Institute for Democracy and other associations.

Bosnia and Herzegovina

- The OSCE implements two parliamentary programs, one in the Human Dimension and the other in Security Co-operation sphere. Since 2001, the Human Dimension parliamentary program focuses on providing institution building support to the BiH PA through working with the five respective committees, Secretariat and the MPs. Committee support, including to the Joint Committee on European integration, focuses on orientation and expert seminars for MPs and staff as well as study visits abroad. The main recent achievements include the development of the 2008-2010 and 2011-2014 strategic plans, ICT Strategy, communication strategy, intranet and a new web site available in four languages (www.parlament.ba). In 2011, the Human Dimension program expanded into the Entity Parliaments (Republic of Srpska National Assembly and the Parliament of the Federation of Bosnia and Herzegovina) by assessing the capacity of their services to engage in the European integration process.
- In 2011 and beyond, the OSCE Human Dimension parliamentary program will focus on further improving the effectiveness, transparency and accountability of all three parliaments, as well as inter-parliamentary dialogue and cooperation on critical issues.
- On top of the above, the OSCE Security Co-operation program focuses on the functions of the Joint Committee for Defense and Security and the Joint Committee for Oversight of the Intelligence Services. The Security Co-operation program supports the work of the committees through orientation seminars for MPs and staff, facilitating internal field visits and study trips to relevant other countries and assisting in the drafting of oversight legislation. The program in 2012 and beyond will concentrate on building capacity in the Secretariats, encouraging enhanced levels of internal communication and the development of a culture of continuity as well as assisting MPs in development of their capacities. The program supports the work of the office of The Parliamentary Military Commissioner for the Fundamental Human Rights and Freedoms of Armed Forces Personnel. This office is a fully functioning autonomous institution, supported by the Mission through sponsorship of events to raise awareness of the functions of the Commissioner and facilitation of field visits to military units.
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- A Memorandum of Understanding between the UNDP Bosnia and Herzegovina Bosnia and Herzegovina and the Office of the Parliamentary Military Commissioner of Bosnia and Herzegovina defines future cooperation between the two institutions and further ways of helping strengthening of the Office of the Parliamentary Military Commissioner Bosnia and Herzegovina by UNDP.
- USAID's Parliamentary Strengthening Project (PS Project), which started in March 2009, provided technical assistance to make Bosnia and Herzegovina legislatures more effective and representative. It aimed to build capacity amongst officials in parliamentary representation, policy development, legislation formulation and management functions. The PS Project assisted the Bosnia and Herzegovina PA to launch a visitor's centre enabling it to make its work more open to general public. Additionally, the project organised a regional conference on intelligence oversight in May 2009 to share best practices and legislation, promoting improved management by the Joint Defence and Security Committee of the armed forces and security services. The political landscape in Bosnia and Herzegovina has slowed efforts to strengthen the Bosnia and Herzegovina state level of government, a necessary precondition for the country to move forward in joining the European Union and NATO.

Croatia

- The German Foundation for International Legal Cooperation (IRZ Foundation) in cooperation with German Bundestag assistance in 2002: training and workshops were organised in order to support the Croatian Parliament to develop organisational structure for the harmonisation procedure during the accession period.
- Friedrich Neumann Foundation assistance in 2003: conferences for MPs and staff about the EU.
- French National Assembly bilateral assistance in 2004/2005: training programme in the Assembly for parliamentary officials on EU matters (two-week study visit of one parliamentary employee).
- Spanish Parliament bilateral assistance in 2007: training programme in the Parliament for parliamentary legal advisers (two-week study visit of one parliamentary employee).
- Parliament of Canada bilateral assistance – Study Program for parliamentary officials during last few years.
- Western Balkan parliaments staff seminars – regional cooperation, Seminar for civil servants of the Parliament of Croatia.
- DCAF (Geneva Centre for the Democratic Control of Armed Forces) with financial assistance of Norwegian Government in 2010: conference of bodies for parliamentary control of south east European countries.

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- Bilateral assistance from the French National Assembly in 2004/2006, the main activities being a seminar in the Assembly for parliamentary officials on EU matters and a two-week study visit of two parliamentary employees from the Assembly to the French National Assembly.
- OSCE assistance in 2006/2007, the main outputs being an assessment on the legislative process in the country and recommendations, as well as an assessment on the Analytical Capacities of the Assembly.
- German expertise on the Rules of Procedure of the Assembly was provided in 2007: an expert, a high ranking official of the German Bundestag carried out an assessment of the existing Rules of Procedure of the Assembly.
- USAID/NDI/IRI assistance: several seminars and training activities for the newly-elected parliamentarians as well as for women parliamentarians were organised in the Assembly. In 2007, a joint project was initiated with the Assembly regarding the opening of field offices for MPs in their electoral districts: the project aimed to bring the MPs closer to the citizens.
- Westminster Foundation for Democracy (UK Ministry of Foreign Affairs) assistance in 2008 – 2011: training and workshops were organised in order to support the Assembly to develop well functioning committees that are effectively and efficiently passing legislation and to improve communication with citizens and the media. In 2010, staff from the Assembly visited the UK Parliament (House of Commons).

Montenegro

- Westminster Foundation for Democracy (UK Ministry of Foreign Affairs): a project with the Parliament of Montenegro started in September 2010, following the signing of a Memorandum of Cooperation in May 2010. The project includes areas of legislative oversight, financial control and communications and human resources development. The project is ongoing and will continue in 2012.
- Friedrich Ebert Foundation was the financial partner of the Parliament of Montenegro in organising the Meeting of the CEI Parliamentary Dimension, on 'The Parliaments' Role in Combating Corruption and Organized Crime', held in April 2010 in Cetinje, as well as in organising the Meeting of the CEI Parliamentary Dimension, divided in two thematic sessions: 'Cross-Border Cooperation among CEI Countries' and 'Parliamentary Cooperation with Civil Sector', held in November 2010 in Bečići.
- United Nations Development Programme (UNDP) in Montenegro and OSCE Mission to Montenegro: financial support for some of the activities of the Cetinje Parliamentary Forum.
- National Democratic Institute for International Affairs (NDI), with financial support of the United States Agency for International Development (USAID): advisory support to the management, members and staff of the Parliament of Montenegro for about ten years in

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the form of seminars, consultations, study tours and literature. The parliamentary programme of NDI officially ended in February 2011.

- Organisation for Security and Cooperation in Europe (OSCE) support for the project 'Strengthening of the Capacity of the Parliament of Montenegro 2007 - 2011', financed by the Austrian Government via the Austrian Development Agency, with the support of the German Federal Ministry of Foreign Affairs, which included different activities like seminars, round tables, consultations, study visits for MPs and staff of the Parliament. The project ended in June 2011.
- The Parliament also has a long-term cooperation with German Organisation for Technical Cooperation (GTZ), and the Konrad Adenauer Foundation.

Serbia

- 'Support to the Establishing of the European Integration Unit in the National Parliament' (2006-2009) was supported and funded by the OSCE Mission in Serbia, the Italian Government and the Czech Parliament. The aim of the Project was to establish the new unit in the National Assembly to deal with the EU matters and harmonisation of the national legislation with the *acquis*.
- 'Strengthening of the capacity of the National Assembly of the Republic of Serbia' (2006-2008), supported by Slovakian Pontis Foundation, whose aim was to strengthen the capacities of the staff of the EU unit regarding the EU accession..
- 'Strengthening of the capacity of the National Assembly of the Republic of Serbia' (2006-2008) supported and funded by the Czech Government, whose aim was to strengthen the capacities of the members of the Committee for European Integration as well to the employees working in the EU unit.
- 'Strengthening of the capacity of the National Assembly of the Republic of Serbia' carried out within the Memorandum on Cooperation between the National Assembly and the Hungarian Parliament, signed by the Speakers of the two parliaments and supported/funded by Hungarian Government in 2009.
- 'Strengthening Accountability of the National Assembly of the Republic of Serbia', implemented from March 2009 to March 2010, in cooperation with UNDP as implementing agency and a donor partner. The aims of the project were: to strengthen the scrutiny capacity of the National Assembly with special attention to Independent State Bodies; to improve the Assembly opening towards the public, participation and transparency. Beneficiaries of the project are the relevant Parliamentary Committees.
- Project for 'Opening of the MPs' Offices in Serbia', which started with the financial support of the National Democratic Institute in 2010. The aim of the project is to strengthen the representative role of the Parliament by supporting the establishment of the so called MP's Offices throughout Serbia.

Kosovo

- The OSCE Mission in Kosovo implements several specific and significant initiatives to assist Parliamentary staff in supporting the work of MPs. Currently, the OSCE Mission in

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Kosovo is supporting ten Parliamentary Committees within the Assembly of Kosovo, to review the draft-laws. The OSCE has supported different activities like seminars, round tables, consultations, study visits for MPs and staff of the Parliament.

- The OSCE Mission in Kosovo supports the Committee on European Integration, to draft the Assembly Action Plan for European Integration. The Assembly adopts this action plan every year based on the challenges of the European Commission Progress Report for Kosovo.
- The OSCE Mission in Kosovo is assisting the Secretariat of the Assembly of Kosovo, to develop the new Strategic Plan for the period 2012 - 2014.
- The OSCE Mission in Kosovo is also supporting the Parliamentary Sub-Committee for Mandate, Immunity and Regulation, to draft the new Rules of Procedure of the Assembly of Kosovo.
- NDI (National Democratic Institute) assistance: several seminars and training activities for the newly-elected parliamentarians as well as for women parliamentarians were organised in the Assembly. The NDI has supported different activities like seminars, round tables, consultations, study visits for MPs and staff of the Parliament.
- NDI is supporting the Parliamentary Research Service to provide high-quality research to MPs to improve draft-laws.
- NDI is supporting the Parliamentary Committees to improve the management of Kosovo's laws.
- GIZ - Deutsche Gesellschaft für Internationale Zusammenarbeit - (define GIZ), provides expertise to the Parliamentary Committee on Budget and Finance. During the budget deliberations, GIZ, also supports the Office of Media and IT Division of the Assembly.

Turkey

- The first project to support the Grand National Assembly of Turkey (GNAT) during Turkey's Accession Negotiations with the EU was launched on 27-28 June 2006. The project was a British and Turkish NGO initiative and was implemented by the London Information Network on Conflicts and State-Building (LINKS) in cooperation with the Turkish Democracy Foundation. Funding was secured from the UK Government through the Global Opportunities Fund of the Foreign and Commonwealth Office (£181,390). The project lasted 2 years, from April 2006 to March 2008. Better informed Turkish Public, structured co-operation between GNAT and other EU parliaments and the European parliament, which would provide better understandings of the Turkish position in these countries, were some of the expected outcomes of this Project.
- 'Improving Professional Skills of the Directorate of the Budget in the GNAT in order to Strengthen the Budgetary Process' was financed by the Dutch Government within the scope of the MATRA FLEX Programme. The main aim of this Project was to improve professional skills of the staff of the GNAT with a particular focus on the staff of the Directorate of the Budget. The project was implemented between February 2008 and December 2008.

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- 'Strengthening the Legislative Process in the GNAT' is a result of cooperation between the Dutch Parliament and the Directorate of Acts and Resolutions in the GNAT. This project has been implemented since 2009 and the amount of project budget is EUR 400,000. The project foresees three main objectives: (i) establish a Legislative Academy under the roof of the GNAT; (ii) make the legislative process in the GNAT more effective and (iii) ensure the active participation of NGOs in the legislative process in the GNAT. In the framework of this Project, several seminars, study visits and workshops has been organized and best practices of the Dutch Parliament has been examined. The Project is to be finalised at the end of 2011.
- 'Strengthening the Legislative Process of the Budgetary Law' is the project which is sponsored by the World Bank. This project has been running since November 2009 and is to be finished at the beginning of 2012. In the framework of this project, a model for the Plan and Budget Committee of the GNAT to monitor the economy as a whole has been sought. In addition, a webpage for this Committee will be established on the end phase of the Project.

Related activities include:

European and regional levels

The European Parliament is an important actor in the Western Balkans, regularly organising seminars for parliamentarians of the region on topics related to the *EU acquis*. In addition, there are currently four regional initiatives: the *Regional Secretariat for Parliamentary Cooperation in South East Europe (RSPC SEE)*, the *Cetinje Parliamentary Forum (CPF)* and the *Conference of the European Integration Parliamentary Committees of States participating to the Stabilisation and Association Process (COSA)* and the *Regional Initiative of the OSCE Mission in SEE*. These initiatives lack adequate coordination and streamlining in their activities.

The Regional Cooperation Council is yet another key stakeholder for the organisation of activities and events involving parliaments from the region. As an example, the RCC and the Friedrich Ebert Foundation organised a Regional Conference 'Fight against poverty and social exclusion in the context of EU integration: The Role of National Parliaments' in Belgrade, in October 2010. The event gathered members of parliaments from the Western Balkans, Turkey and Slovenia as well as representatives from the European Parliament and the European Commission. The objective of the regional conference was to highlight the fact that in the forthcoming period, enlargement countries are expected, in the context of European integration, to enhance their administrative capacities in order to align their national legislation with the *EU acquis*. The focus of the forum was to define the benefits of strengthened regional cooperation in developing methods to combat poverty and social exclusion, in accordance with the Copenhagen and Madrid criteria in these areas.

Albania

- IPA 2010 project 'Strengthening the Assembly of Albania': The aim of this project is to enhance the capacities of the parliamentary administration and Members of the Albanian Parliament, for more efficient approximation of legislation, improved oversight functions and communication as well as better management of parliamentary budget and human resources. Most of the activities are to be implemented via a Twinning partnership with a

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parliament from an EU Member State, with a view to drawing upon its resources and experience of their work concerning European integration and legislation.

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Bosnia and Herzegovina

- IPA 2010 Project 'Document Management System': The purpose of this project is to help public administration officials to communicate and work in a more efficient, transparent and accountable manner through the implementation of advanced information and communication technology -based solutions, including for example a Document Management System and e-Archive system.
- TAIEX seminars and study visits: The main outputs of this project were two study visits by the MPs and their staff responsible for EU matters to Brussels and Saarbrücken. A number of seminars also took place for parliamentary officials.
- 'Parliament for Europe' project organised by the European Union Special Representative Office in order to promote European integration in Bosnia and Herzegovina and to encourage the engagement of parliamentarians in the EU integration process. Each of the three cycles of the project has consisted of a series of sessions dedicated to a specific topic related to the implementation of the Stabilisation and Association Agreement and/or the European Partnership priorities. At these sessions, over 90 parliamentarians in total from the State, Entity and Brčko District assemblies have had opportunity to discuss with prominent Members of the European Parliament, political leaders as well as experienced EU officials.
- Three workshops/seminars under the project: 'Introduction to the Lisbon Treaty for the Staff and Members of the Bosnia and Herzegovina Parliaments' were organised by the local NGO 'the Foreign Policy Initiative' and with the financial support of the UK Government. The participants of the Seminar were members of the state and entity parliaments, as well as their expert staff.

Croatia

- IPA 2007 Twinning Light Project "Support to the Croatian Parliament through preparations for EU membership" (February-July 2010): the Croatian Parliament took part in the implementation of the project in co-operation with the National Assembly of the Republic of Hungary. Project results: (i) creating a new legal framework for the functioning of the Croatian Parliament in EU membership conditions; (ii) introducing a new organisational structure of the Croatian Parliament, (iii) developing administrative capacities and implementing a new information campaign by the Croatian Parliament to raise public awareness about the European Union. The final project report, which was adopted in October 2010, includes an action plan by the Croatian Parliament, specifying in detail the manner and timeframe in which the results based on the recommendations of Hungarian experts are to be achieved.

the former Yugoslav Republic of Macedonia

- IPA 2008 project 'Support to Democracy and Fundamental Rights: The goal of this project is to provide technical and material assistance to the Assembly. The expected results are the following: Improved functioning of technical support to the Parliamentary Committees; Improved capacity to deliver analytical reports by...; Improved access to relevant information for Committee members and parliamentary support staff, through the establishment of the EU Information Centre within the Library of the Assembly, including internet links with relevant EU Databases and information source, as well as improved TV

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and Internet access to plenary sittings through the IT equipment for the Technical Unit in the Assembly. The project is implemented through a service contract, IT system supply and EU corner supply and includes project activities such as: training needs assessment, training plan development, training implementation, work process analysis, proposal improvements, implementation plan improvements, two study visits to Member State parliaments, assessment of IT improvement needs, improvement proposals, specification development, procurement of IT and the establishment of an EU Information Corner;

- PHARE Project 'Approximation of the EU Legislation in the Parliament' (2001): the main output was a manual to provide guidelines for the MPs and the Staff Service of the Assembly on the process of approximation of EU legislation;
- CARDS Programme - Twinning Project 4th Component 2004-2005: the main outputs of this project were to provide assistance to the establishment of Rules of Procedure in the Assembly and the organisation of the parliamentary staff service;
- TAIEX trainings, seminars and study visits in 2005-2006: This project consisted of two study visits of 5/5 parliamentary officials responsible for EU matters to Brussels and Helsinki and one seminar held in Skopje as an introduction to the functioning of the EU institutions;
- TAIEX trainings, seminars and study visits in 2007-2011: workshop on reforms in the area of human resources (2007), study visit to facilitate the strengthening of capacities of public administrators (2008); study visits to share best practices on the establishment of legislation procedures in parliament, workshop on IPEX (define) functioning (2009), regional workshop on legal harmonization with EU, study tours on Lisbon Treaty and strengthening the monitoring role of the parliament (2010).

Montenegro

- Twinning Project on Legal Harmonisation: the Parliament of Montenegro was the beneficiary of the fourth component started in February 2009 and running until October 2010. Support to the Parliament included the strengthening of relevant parliamentary committees and their role in the harmonisation process, improvement of the organisational and human resources structure, as well as the provision of information and communication technology support to the legislative procedure. This project engaged experts from the Parliament of Slovenia.

Serbia

- IPA 2011 project 'Strengthening legislation, policy and coordination capacities at the central level': This project includes a component aimed at strengthening the capacities of the National Assembly in the EU integration process. Its purpose is to increase the efficiency, liability and transparency of the Serbian National Assembly, particularly in its role as representative, its legislative function (especially in the process of harmonization of Serbian legislation with the EU *acquis* and in the implementation and follow-up of the adopted legislation) and its management of the executive. The project will be implemented through a Twinning contract.
- 'Joint initiative of the Council of Europe and the European Union for the support of the Parliamentary Institutions' (2006-2009) funded under the CARDS programme and
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implemented by the Office of the Council of Europe in Serbia, aimed at strengthening the capacity of National Assemblies of Serbia and Montenegro, especially in legislative functions.

- The OSCE is implementing, in the period 2010-2012, the E-Parliament Project, which aims at empowering individual legislators by providing them with greatly improved access to texts of draft laws and proposed amendments, an element contributing to the transparency of legislative procedures. Furthermore, over the same period, the Mission is also implementing a project on enhancing public accountability and citizens' participation, with a view to help the Serbian National Assembly to enhance public consultations, relations with independent state bodies and practices related to processing of audit reports. The project also enables review of the standards of parliamentary ethics, with the goal of bringing them in line with best international practice.

Kosovo

- In November 2011, Kosovo will start a Twinning Project '***Support to Kosovo Assembly***', founded by EU through IPA, this project will last two years. This twinning project will be implemented by the Hungarian National Assembly. The aim of this twinning project is to strengthen the position of the Assembly within the Constitutional framework of Kosovo and its role in the process of approximation to EU legislation, norms and standards through several targeted actions (especially by improving the legislative and management capacities of the Assembly, strengthening its human resource management, improving the capacity for approximation to EU legislation, norms and standards, strengthening the role of the Committee on European Integration and enlarging the knowledge of the staff and MPs of the Assembly on European integration issues and the EU *acquis*). 90 % of the efforts of this twinning project will be focused on strengthening the administrative capacities of the Administration of the Assembly of Kosovo.

Turkey

- 'Strengthening the Capacity of the Turkish Grand National Assembly' (2006 – 2008) was implemented as a twinning project within the scope of the Pre-Accession Financial Instrument of the EU for Turkey. The overall objective of the project was to improve the quality of Turkish legislation concerning harmonisation with the EU *acquis*. In particular, the project aimed to strengthen the capacity of the Office for the EU Affairs to EU Harmonisation Committee and the permanent committees by raising the awareness of staff in the area of the *acquis*. The project included five evaluation meetings, 17 training seminars and six study visits to the Member States and European Parliament.
- 'Civil Society Dialogue - Parliamentary Exchange and Dialogue Project', for which an IPA Technical Assistance Contract is to be signed in the autumn 2011, foresees to maximize the role of the GNAT in the process of EU membership negotiations by promoting dialogue between parliamentarians as well as political parties represented in the parliaments of the Member States and Turkey. Main purposes of the Project are: to contribute to a better knowledge and understanding between Turkey and the European Union and to raise the awareness of the opportunities and challenges of Turkey's accession to the EU through increased publicity and visibility. In order to reach these goals, 6 symposia, 3 dialogue fora, 27 bilateral exchange visits and internships, 2 Inter-Parliamentary Summer Camps Conferences will be organised and 'Yeni Yıldız' magazine will be published on a quarterly basis.

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- 'Empowerment of the role of Parliament in the protection and promotion of human rights by strengthening the administrative capacity of Parliament' is the latest Project to be implemented by the GNAT. This project will be included in IPA/1 2012 Programme for Turkey presented by the European Commission. The main goals of this project is to improve the knowledge of legislative experts on fundamental rights and freedoms, to strengthen the capacity of the Human Rights Investigation Committee and to encourage the participation of civil society related to the human rights issues in the legislation process. Training seminars, study visits, placements and workshops will be the main activities.
- The study visits supported by the TAIEX instrument for the GNAT are as follows:

The Directorate of Budget:

- June, 2008: 'The Role of the Parliament in the Budgetary Process ', Visit to the Italian Parliament.
- 22-24, September, 2009: 'The Improvement of the Quality of Legislative Process by means of Regulatory Impact Assessment', Visit to the Spanish Parliament.
- 19, February, 2010: 'The Enhancement of Democratic Accountability in Parliaments within the framework of the independence of Central Banks in EU Countries', Visit to the Spanish Parliament and Central Bank.

The Directorate of Acts and Resolutions:

- 2008, 2009: 'Strengthening NGO Participation in the Legislative Process', Organised in the GNAT.
- 26-28, April, 2009: 'The Standing Committees in the Legislative Process and the Legislative Technique', Visit to the German Parliament and Ministry of Justice.
- 18-19, April, 2011: 'The structure and functioning of the Chamber of Deputies of the Parliament of the Czech Republic and Senate of the Parliament of the Czech Republic', Visit to the Czech Parliament.

2.6 LESSONS LEARNED

The RCC Secretariat co-organised with the National Assembly of the Republic of Serbia and the Friedrich Ebert Foundation the Regional Conference on 'the Fight against Poverty and Social Exclusion in the context of the European Integration Process: The Role of the National Parliaments' held on 11-13 October 2010 in Belgrade. The regional conference gathered members of parliaments from the Western Balkans, Turkey and Slovenia as well as representatives from the European Parliament and the European Commission. The event highlighted the fact that in the future the Western Balkans and Turkey are expected, in the context of European integration, to enhance their administrative capacities in order to align their national legislation with the EU *acquis*. The topic of the conference was also closely linked to the European Year for Combating Poverty and Social Exclusion and represented a regional contribution to the EU targets and achievements in the subject area.

The RCC Secretariat co-organized together with the European Parliament the seminar on the: 'Role of the Parliaments in the Legislative Processes and in the Oversight of Governments'. The event took place on 23 – 24 February 2011, in Sarajevo, at the premises of the RCC Secretariat and gathered members of the Western Balkans parliaments and the European Parliament. The objective of the seminar was to discuss a series of topics including: the impact of regional cooperation on strengthening parliaments in the region, the legislative

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powers of parliaments and the legislation process in the European Parliament: differences and similarities, the management of budget implementation as well as relations between parliament and independent bodies. The event included presentations given by Members of the Western Balkan Parliaments on the strengths and weaknesses of their respective institutions.

The Secretary Generals and Chairpersons of the Committees for European Integration of the National Parliaments of the Western Balkans and Turkey, as well as representatives of the European Parliament and other relevant international organisations and stakeholders were brought together by the Regional Cooperation Council in Sarajevo on 17 and 18 March 2011 to discuss ways in which parliamentary cooperation could be supported under IPA with a view to making it more systematic. Parliaments in the region have expressed commitment to furthering cooperation in the context of the existing networks such as the Cetinje Parliamentary Forum, in the following priority areas:

- Capacity building of the European Integration Parliamentary Committees;
- Improving effectiveness of parliamentary oversight of governments;
- Strengthening capacities of Parliaments in legislative processes;
- Electoral law reform;
- Fostering communication between Parliaments and media, as well as the public;
- Increasing involvement of National Parliaments in topics of common interest including fight against corruption and organised crime; environmental protection; protection of minority rights and socially vulnerable groups; improving freedom of media.

The Fourth Meeting of the IPA Multi-Beneficiary Sector Working Group on Public Administration and Governance, organised by the European Commission's Directorate-General for Enlargement in the premises of Regional School for Public Administration on 14-15 April 2011, included a Workshop on Parliamentary Cooperation. Representatives of National Parliaments from the Western Balkans and Turkey developed a log-frame for this regional project, on the basis of the Conclusions of the Regional Meeting: 'Role of National Parliaments in Negotiations for the EU Accession', organised by the RCC and DG Enlargement on 17-18 March 2011 in Sarajevo.

In the Final Declaration of their 9th Conference, held in Montenegro on 14-15 June 2011, SEECF Speakers of Parliaments underlined the importance of IPA Multi-Beneficiary support to parliamentary cooperation, thus fostering more systematic cooperation amongst parliaments in the region whilst supporting the role of the RCC to develop and promote the project under the framework of the Cetinje Parliamentary Forum.

3 DESCRIPTION

3.1 OVERALL OBJECTIVE OF THE PROJECT

To strengthen the effectiveness of Parliaments in the Western Balkans and Turkey.

SPECIFIC OBJECTIVE(S) OF THE PROJECT

Improved regional parliamentary cooperation regarding issues linked to accountability, transparency and European integration.

3.2 RESULTS

Result 1: Strengthened and institutionalised Cetinje Parliamentary Forum (CPF) and its Secretariat.

Indicators:

- International Secretariat of CPF established;
- Appointment of international staff to the CPF Secretariat;
- Increased visibility of the CPF and its Secretariat (visibility strategy in place, webpage views, webpage updated regularly);
- Number of events organised by the CPF Secretariat to strengthen regional parliamentary cooperation in agreed areas;
- Regular reports (quarterly and annual) of the Secretariat approved by the CPF.

Result 2: Parliamentary supervision of Government and improved access to public documents

Indicators:

- Number of discussions with audit authorities, parliaments and Government regarding audit recommendations to be implemented by Government;
- Number of debates with audit authorities, members of parliaments and experts in the parliamentary services, government officials as well as general public and civil society representatives regarding concrete audit findings;
- Web-statistics (number of page views, languages);
- Number of requests received for access to public documents;
- Number of requests granted for access to public documents;
- Comparative results of user satisfaction surveys.

Result 3: Strengthened capacities of Parliaments in terms of more efficient legislative procedures and harmonisation with the EU *acquis*.

Indicators:

- Major structural deficits in the expert staff of national parliaments identified and improved;

- Number of trainings/workshops for the MPs and experts;
- Number of MPs and staff involved in exchange activities and capacity-building
- Tools and materials put together, tested and trialled by the end of the first year of the project;
- Number of expert missions/reports
- Number of public consultations of the MPs and experts with the civil society representatives on Parliamentary procedures and legislation adoption;
- Number of events organised for MPs and expert staff from national parliaments on the role of the European Parliament in the EU decision making procedures, with emphasis on the enlargement process.

3.3 MAIN ACTIVITIES

Activities linked to Result 1:

- Signing of the Protocol on the Host Country Arrangements for the Establishment of Cetinje Parliamentary Forum;
- Organisation of the recruitment process for the staff of CPF Secretariat;
- Development of visual identity items of the CPF;
- Development of a website which would follow the implementation of the project and other activities of the national parliaments in agreed areas;
- Organisation of media events aimed to increase public awareness on the role of CPF in strengthening regional parliamentary cooperation;
- Organisation of conferences, seminars and workshops;
- Develop regular reporting mechanism by the CPF Secretariat

Activities linked to Result 2:

- Organise seminars/ trainings for the experts and officials of the parliaments, audit authorities and governments on the transparent auditing system;
- Organise conferences/workshops for the representatives of audit authorities, parliaments and governments with civil society representatives on the results of audits and follow up;
- Create/develop user friendly guide on access to public documents. Publish this guide on the relevant Parliamentary websites.
- Develop structured monitoring system of the application and responding processes;
- Develop user satisfaction surveys (including on-line);
- Create structured monitoring of the survey's results.

Activities linked to Result 3:

- Organise regional training on the optimal parliamentary model to adopt EU-related legislation;
- Develop a capacity-building programme targeting the European integration parliamentary committees and other similar bodies (Committees on EU issues, Joint parliamentary committees/delegations with the European Parliament, National Councils for EU integration, etc);

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- Develop training packages – tailor-made curricula - for staff and MPs on EU integration – ReSPA and subcontractors or other institutions dealing with EU issues from countries of the CPF. Note: the funding for the implementation of the training activities will not come from this project but will be secured by the selected/targeted providers, in particular ReSPA;
- Organise regional events on two levels: within the target region (Western Balkans and Turkey) and with the European Union;
- Creation and dissemination of tools and materials – regional sharing of data, manuals, tool kits, etc. – encompassing good practice examples, user-friendly documents e.g. checklists, flow charts on roles and procedures of relevance to EU integration etc - materials to be developed differently depending on target users: parliamentarians, media or citizens;
- Organise conferences bringing together regional MPs and civil society leaders to present proposals to strengthen civic consultation;
- Workshops, seminars and study visits organised for national MPs and expert staff from national parliaments on the role of the European Parliament in the EU decision making procedures, with emphasis on the enlargement process.

3.4 ASSESSMENT OF PROJECT IMPACT, CATALYTIC EFFECT AND CROSS BORDER IMPACT (WHERE APPLICABLE)

It is clear that the most important response to increasing parliamentary capacities must be implemented at a national level and a number of initiatives are underway to this end with the support of IPA national programmes (see Section 3.6). However, an IPA Multi-Beneficiary programme serves the direct end of reconstructing networks (post-conflict and regional integration). It also serves as a mechanism for regional cooperation, attempting to bring together separated societies emerging from tension. It will therefore, to a certain extent, introduce stimulus and 'competition' amongst partners to implement the EU *acquis*.

Regional cooperation enables the sharing of knowledge and good practices; it brings greater opportunity for learning than would otherwise be generated through individual assistance projects. Added value will come through information exchange on practice and content since most of the Parliaments will be facing similar issues within broadly similar timeframes, plus the involvement of peer pressure and peer support.

In addition, a regionally owned and well organised forum will give greater voice to Parliaments in dealing with the European Union. As an instrument for pre-accession assistance, the Cetinje Parliamentary Forum will act as a unique dialogue tool of the national Parliaments with the EU to integrate progress required by the *acquis*.

Finally, inclusion of civil society partners throughout the region will provide an opportunity for civic actors with experience in effectively working with their state parliament to share their good practices and lessons learned. Meaningful and regular interaction between Parliaments and citizens is a critical element of every democracy, and is a goal that is never fully reached, but which can be gradually improved and strengthened year by year as the quality and inclusion of a democracy is improved and strengthened.

The aim of this project is not to initiate any new network for parliamentary cooperation but rather to improve coordination of support to an existing network and avoid overlaps. The involvement of the Regional Cooperation Council will be instrumental in strengthening coherence between the various initiatives. Strong collaborations will also be established with other existing regional organisations / institutions including the Regional School of Public Administration (ReSPA) which will be tasked to develop and deliver customised training activities based on specific needs identified by the partners of the Cetinje Parliamentary Forum.

By their nature, the activities and services provided by the project have to be supported institutionally via the Cetinje Parliamentary Forum and therefore each individual member Parliament. The project will therefore be well embedded in relevant national structures. The whole process is long lasting and exceeds the limits of the lifespan of a project, which is expected to cater also for the continuation of the stream of benefits resulting from the various activities.

The wider project impact will gradually emerge when the benefiting institutions start implementing the harmonised legislation; preparing proposals for enhanced development of their entities in the region as a whole and when eventually these entities become operational. This wider impact will generally affect the communities positively as it will lead *inter alia* to more reliable institutions and public administration.

3.5 SUSTAINABILITY

Implementation of the project will enable the creation of a regional mechanism, which will provide for efficient communication and cooperation among the national parliaments in the region. Bearing in mind the fact that the institutions of enlargement countries, including parliaments, do have a number of common challenges, including their aspirations for EU membership, this mechanism will represent an important tool to attain common objectives. Strengthened human capital in different expert services of national parliaments, together with enhanced regional parliamentary networks will allow for the timely development of future projects and programmes at a regional level.

3.6 ASSUMPTIONS AND PRE-CONDITIONS³

The Parliament of Montenegro is interested in restructuring and strengthening the Cetinje Parliamentary Forum, as a genuine regionally owned initiative established in Montenegro. Providing adequate technical and logistical conditions for the future Secretariat of the Cetinje Parliamentary Forum (office and communication infrastructure) by the host country Parliament will significantly lower the fixed costs of project implementation, thus leaving more funds for the implementation of concrete project activities. Strong political support will enable continuous communication and active participation of the Parliaments from the region in the realisation of the project. The commitment of Parliaments to the EU integration process

³ Assumptions are external factors that have the potential to influence (or even determine) the success of a project but lie outside the control of the implementation managers. Such factors are sometimes referred to as risks or assumptions but the Commission requires that all risks shall be expressed as assumptions. Pre-conditions are requirements that must be met before the sector support can start.

and regional cooperation is the key condition for the success and sustainability of this project, and in particular:

- A high level of commitment of both staff and Members of Parliament to the project is vital;
- An active participation of Members of Parliament and staff in project activities – in particular those involved in EU accession related work - will need to be ensured;
- Effective coordination with the media will need to be ensured

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4 Implementation issues

See annex 5.

4.1 INDICATIVE BUDGET

			SOURCES OF FUNDING									
			TOTAL EXP.RE	IPA COMMUNITY CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION	
ACTIVITIES	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)
Activities 1, 2, 3	x		1 000 000	1 000 000	100	/		/	/		/	
Service contract	–	–	1 000 000	1 000 000	100	/		/	/		/	
TOTAL IB			1 000 000	1 000 000	100	/		/	/		/	
TOTAL INV												
TOTAL PROJECT			1 000 000	1 000 000	100	/		/	/		/	

Amounts net of VAT

- (1) In the Activity row use 'X' to identify whether IB or INV
- (2) Expressed in % of the **Total** Expenditure (column (a))

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4.2 INDICATIVE IMPLEMENTATION SCHEDULE (PERIODS BROKEN DOWN BY QUARTER)

Contracts	Start of Tendering	Signature of contract	Project Completion
Service Contract	Q2 2012	Q4 2012	Q4 2016

4.3 CROSS CUTTING ISSUES

4.3.1 *Equal Opportunities and non discrimination*

The principles and practice of equal opportunity will be guaranteed so as to ensure equitable gender participation in the project. The principle of equal opportunity shall apply to both to the staff and elected members coming from the different national Parliaments. Every effort will be made to ensure broad gender representation, among participating Parliamentarians, parliament staff and civil society representatives.

4.3.2 *Environment and climate change*

Not applicable

4.3.3 *Minorities and vulnerable groups*

Minority and vulnerable groups' concerns will be reflected in all activities of the project, in particular when related to their participation in the institutional development activities. Support to/inclusion of minorities is one of the topics of common interest to all Parliaments for which joint regional activities will be planned and organised.

4.3.4 *Civil Society/Stakeholders involvement*

A number of activities will include Civil Society representatives. See section 3.4.

ANNEXES

1. Logical framework matrix in standard format
2. Amounts (in EUR) contracted and disbursed per quarter over the full duration of project
3. Description of Institutional Framework
4. Reference to laws, regulations and strategic documents:
5. Details per EU funded contract

ANNEX 1: Logical framework matrix in standard format

LOGRAME PLANNING MATRIX FOR Project Fiche	Project 02 - Parliamentary Cooperation in the Western Balkans and Turkey – Support to the Cetinje Parliamentary Forum	
	Contracting period expires 30 November 2013	Execution period expires 30 November 2015
	Total budget : EUR 1,000,000	IPA budget: EUR 1,000,000

Overall objective	Objectively verifiable indicators	Sources of Verification	
To contribute to strengthening the role, presence and effectiveness of Parliaments in the Western Balkans and Turkey in the EU integration process	Enhanced role of Parliaments with regards to EU integration.	<ul style="list-style-type: none"> • Better dynamics regarding law preparation and adoption. • EC Progress Reports on accession process • EU Enlargement Strategy (2011, 2012, 2013). • EU Observer reports on progress of Balkans states and enlargement process 	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions

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Improved regional parliamentary cooperation with a view to accelerating the dynamics of accession	<ul style="list-style-type: none"> • Cetinje Parliamentary Forum in operation, acknowledged as a hub for effective regional parliamentary cooperation on EU integration. • Number of bilateral and regional Parliamentary Cooperation activities (e.g. workshops, meetings, conferences, etc.) in light of EU integration. 	<ul style="list-style-type: none"> • Parliamentary Forum Reports • Parliamentary Forum Web site • EurActiv/EU Information Website reports on Western Balkans and Turkey regional cooperation and membership prospects 	Commitment of Parliaments to EU integration process and regional cooperation.
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Results	Objectively verifiable indicators	Sources of Verification	Assumptions
<u>Result 1:</u> Experience and good practices exchanged and capacities of Parliaments improved in terms of legislative process and approximation of the EU acquis (harmonisation of approaches promoted)	<ul style="list-style-type: none"> • Training packages are in place by the end of year 1 • Number of events, exchanges – study tours ... - carried out • Number of MPs and staff involved in exchange activities and capacity-building • Tools and materials put together, tested and trialled by the end of year 1 • Number of expert missions/reports 	<ul style="list-style-type: none"> • Regular Reports – progress reports, PMRs, independent assessors’/bodies’ reports ... • Media/ press coverage • Public opinion polls • Minutes of meetings and events • Training certificates/Evaluation forms 	<ul style="list-style-type: none"> • High level of commitment of permanent staff working on EU affairs and PR and MPs to the project. • Active participation of Members of Parliament and staff in project activities – in particular those involved in EU accession related work • Effective coordination with the media.
<u>Result 2:</u> Enhanced communication established on EU integration between Parliaments, the media and citizens	<ul style="list-style-type: none"> • Level of improvement of perception of Parliament’s role in EU integration • Regional training package on communication is created by end of year 1 and training is delivered by end of project • Surveys, workshops and reports/manual on the use of specific media support are in use • Increased regional dimension of debates involving Parliaments – higher percentage of 	<ul style="list-style-type: none"> • Baseline +3 Regular surveys completed – approximately 4 surveys during the lifetime of the project - on the perception of Parliament’s role in EU integration • Training certificates/attendance lists/evaluation forms 	

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	<p>debates of a regional dimension</p> <ul style="list-style-type: none"> • Increased number of public consultations and civic debates on Parliamentary procedures and legislation adoption • Workshops and networking events bringing together regional Parliamentarians, Parliamentary staff and relevant civil society representatives to discuss ways of improving consultation processes • Network of PRs set up and operational – frequency of exchanges, communication and joint activities 		
<p><u>Result 3</u>: Increased involvement of Parliaments and collaboration between them on issues of common interest in the perspective of EU integration</p>	<ul style="list-style-type: none"> • Number of joint parliamentary committee meetings • Number of documents adopted 	<ul style="list-style-type: none"> • Annual activity reports produced by Parliaments 	
Activities	Means	Costs	
<p><u>Activities linked to Result 1</u>:</p> <p>Develop a capacity-building programme targeting the European integration parliamentary committees and other similar bodies, (e.g. national councils for EU integration), through:</p> <p>1.1. Regional training needs assessment, training plan development, training implementation</p> <p>Training packages – tailor-made curricula - for staff and MPs on EU integration – ReSPA and subcontractors or other institutions dealing</p>	<ul style="list-style-type: none"> • Contract for services to support the Cetinje Parliamentary Forum with the collaboration of all national Parliaments • Training activities to be organised via ReSPA and subcontractors or other institutions dealing with EU issues from countries of Cetinje forum 	<p>EUR 1,000,000</p>	

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<p>with EU issues from countries of Cetinje forum</p> <p>1.2. Networking and exchange of good practice, i.e. thematic events, study tours, work shadowing exchanges</p> <p>1.3. Creation and dissemination of tools and materials – regional sharing of data, manuals, tool kits, etc. – encompassing good practice examples, user-friendly documents e.g. checklists, flow charts on roles and procedures of relevance to EU integration etc.</p> <p>1.2 Horizontal expert assistance and peer reviews</p> <p><u>Activities linked to Result 2:</u></p> <p>Set up a regional technical assistance facility on communication related to EU integration, through:</p> <p>2.1. Regional surveys and needs/gaps analyses</p> <p>2.2. Joint regional training package on effective communication</p> <p>2.3. Targeted expertise for specific media support, e.g. TV and internet communication – surveys, workshops, handbooks etc. on ways to improve existing tools</p> <p>2.4. Organisation of joint regional debates</p> <p>2.5. Organisation of regional meetings of NGOs with parliamentary consultation experience</p> <p>2.6. Creation of a regional network of focal points</p>			
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<p>or media liaison officers – PRs - at Parliament level</p> <p>2.7. Development of the web site which would follow the implementation of the project and other activities of the national parliaments connected with EU integration</p> <p><u>Activities linked to Result 3:</u></p> <p>Promote joint regional activities on topics of common interest to all Parliaments, in particular related to:</p> <p>a. Fight against corruption and organised crime; b. Environmental protection; c. Protection of minority rights and socially vulnerable groups ; d. Freedom of the media; e. Other topics to be determined according to needs.</p> <p>This will be done through:</p> <p>3.1. Joint Parliamentary committee meetings and events – involving the European Parliament as well.</p> <p>3.2. Creation and dissemination of joint documents, e.g. recommendations.</p> <p>3.3. Specific customised training activities – cf. Activities 1 – ReSPA.</p>		
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ANNEX 2: Amounts (in EUR) contracted and disbursed per quarter over the full duration of project

Contracted	Q4 2012	Q1 2013	Q2 2013	Q3 2013	Q4 2013	Q1 2014	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016
Service Contract	1 000 000																
Cumulated	1 000 000																
Disbursed	Q4 2012	Q1 2013	Q2 2013	Q3 2013	Q4 2013	Q1 2014	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016
Service Contract	200 000		140 000		140 000		140 000		140 000		140 000		100 000				
Cumulated	200 000		340 000		480 000		620 000		760 000		900 000		1 000 000				

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ANNEX 3: Description of Institutional Framework

Albania

The Albanian Parliament (*Kuvendi*) is composed of a single room and has 140 deputies. The Assembly is elected for a 4 year period and conducts its annual work in two sessions. It organizes its activity through the Rules of Procedure, which depends directly by constitutional norms and approved by the majority of all members of the Assembly (Article 75 / 2 of the Constitution).

Within the organisational structure of the Albanian Parliament, there are 9 Permanent Parliamentary Commissions, 2 Under Commissions and 2 Parliamentary Councils. Each of these Parliamentary bodies is composed by an appropriate number of the MPs and is technically supported by the staff of the Parliamentary Service.

Through its working bodies the Albanian Parliament participates actively in the European integration process of the Republic of Albania. The Permanent Committee on European Integration (composed by nine members – 5 from the opposition and four from the ruling party) considers the general issues of European integration, coordinates the work of national working structures concerning European integration, in close cooperation with Albanian institutions, particularly with the Ministry for the European Integration and the Ministry of Foreign Affairs of the Republic of Albania.

Bosnia and Herzegovina

The Parliamentary Assembly of Bosnia and Herzegovina consists of two houses: the House of Peoples and the House of Representatives. The House of Peoples has 15 members, and has three standing committees; the House of Representatives has 42 members and seven standing committees, and both Houses have six common standing committees. The most relevant for the EU affairs is the Joint Committee on European Integration which considers the general issues of European integration, coordinates the work of domestic working bodies concerning European integration, cooperates with Bosnia and Herzegovina institutions, particularly with the Directorate for the European Integration of Bosnia and Herzegovina, the institutions of the EU and other countries with regard to integration, including other issues related to European matters.

Croatia

The Croatian Parliament carries out the basic function of the legislative and control roles. Currently it has 153 members who were elected on 25 November 2007. The Croatian Parliament participates in the preparations of the Republic of Croatia for EU membership through its working bodies – 30 committees including the European Integration Committee and the Foreign Policy Committee which are directly involved in EU affairs - as well as through the EU-Croatia Joint Parliamentary Committee. The political control over the accession talks is ensured in the National Committee, which is a special working body established on 19 January 2005. Since 2003 the *Sabor* has been monitoring the legal harmonisation process and the compliance of the Croatian legislation with the EU *acquis*. The political dialogue among the parliamentary parties and between the Parliament and the Government has also been continuous since 2005.

the Former Yugoslav Republic of Macedonia

The Assembly, which is composed of 123 MPs, is made up of 21 permanent Committees and 4 other parliamentary bodies. The Committee on European issues and the National Council for EU Integration have a crucial role regarding EU issues and the adoption of European legislation. The Head of the Service is the Secretary General of the Assembly. Among the 13 departments, the most relevant for the EU affairs are: the Working Bodies Department (Unit for the meetings of the Committees on European issues and foreign policy), the Department for Support to the National EU Integration Council, the International Cooperation Department and the Legislative Department.

Montenegro

As one of 12 working bodies of the Parliament, the Committee for International Relations and European Integration follows and, when needed, initiates harmonisation of the legal system of Montenegro with the European law; examines programmes of assistance and cooperation with the European Union, examines also other acts and issues falling within the competence of the Parliament in this area. However, all the committees are involved in the EU integration process depending on the scope of their competences. The Parliament adopted a decision on establishing the National Council for European Integration that gathers not only MPs but also representatives of other societal segments, such as government, NGOs, academia etc: its task is to monitor and assess the implementation of the Stabilisation and Association Agreement, monitor the course of negotiations and to provide opinion, suggestions and positions thereof, etc.

Serbia

The National Assembly of the Republic of Serbia (NARS) carries out the representative, legislative, electoral and oversight functions in the legal and political system of the Republic of Serbia.

The NARS, as supreme representative body and holder of constitutional and legislative powers, consists of 250 deputies, who are elected on direct elections by secret ballot, in accordance with the Law. Equality and representation of different genders and members of national minorities is guaranteed in accordance with Law. The National Assembly adopts decisions by majority vote of deputies at the session at which majority of deputies are present. Further relevant provisions on NARS are provided in the newly adopted Law on the National Assembly (Law on the National Assembly, adopted in February 2010).

Within the organisational structure of the NARS, there are 30 Parliamentary Committees, assigned with the competences that mostly reflect the corpus of executive sectors of the Government of Serbia. Each Parliamentary Committee is composed of the suitable number of the MPs and is technically supported by the competent staff of the Parliamentary Service. With the growing importance of ensuring the compliance of national legislation with respective EU regulations, it became necessary to continuously strengthen these working bodies of the Parliament in order to enable them to cope with all relevant areas of the *acquis*. With this regards so far, the International Affairs Sector and particularly the European

Integrations Department, play the crucial role in providing assistance to parliamentary Committees.

Kosovo

The Kosovo Assembly is composed of 120 MPs, is made up of 13 Committees, four (4) Committees are Standing Committees: 1) Budget and Finance, 2) Rights, Interests of Communities and Returns, 3) Legislation, and 4) European Integration. Others are Functional Committees. The Committee on European Integration has a crucial role regarding EU issues regarding the adoption of domestic legislation in compliance with the EU *acquis*. The Head of the Administration is the Secretary General of the Assembly. The Administration of the Assembly of Kosovo, is composed by 3 Departments: 1) Legal Department, 2) Administration Department; and 3) Procurement Department.

Turkey

Legislative power is vested in the Grand National Assembly of Turkey (GNAT) on behalf of the Turkish nation. The GNAT consists of 550 members. There are currently 18 standing committees in the GNAT. Among these committees, the EU Harmonisation Committee and the Foreign Affairs Committee deal with EU affairs. In particular, the EU Harmonisation Committee has a crucial role in the alignment of the Turkish legislation with the EU *acquis*. According to the article 3 of the Law on the EU Harmonization Committee, the functions of the Committee are as follows: a) To examine, upon the request of the Speaker or if asked for, the compliance to the *acquis* of the draft bills and submit its opinion on them to the main standing committee. (b) To follow and debate the developments regarding Turkey's accession process to the European Union. (c) To prepare an evaluation report regarding its activities and the developments in Turkey's accession process to the European Union at the end of every legislative year, and to submit it to the Grand National Assembly of Turkey and Government. (d) To monitor the developments in the European Union and, if needed, to conduct surveys abroad and to inform the Parliament about these developments. (e) To conduct relations with the European Union institutions, member and candidate States' parliaments and European Union institutions. (f) To provide the necessary information and documents regarding the activities of the Grand National Assembly of Turkey about the accession to the European Union. (g) To carry out activities to inform the public about accession to the European Union.

The members of the EU Committee participate in the political dialogue platforms such as EU-Turkey Joint Parliamentary Committee and COSAC meetings. Apart from standing committees there is also a special EU Affairs Unit which serves as the secretariat of the EU Harmonization Committee and supports foreign activities of this Committee. GNAT has also a permanent representative to the European Parliament (EP) to strengthen its relations with the EP.

Cetinje Parliamentary Forum

The Cetinje Parliamentary Forum was launched by the Parliament of the Republic of Montenegro with the support of the Assembly of the State Union of Serbia and Montenegro in February 2004. As such, it was the only regional initiative on parliamentary cooperation between countries on the path to European integration in South East Europe. It was founded

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in accordance with the Conclusions of the Thessaloniki Summit of the EU and Western Balkan countries held in June 2003, with the aim to strengthen regional parliamentary cooperation. With time, it has developed as an important pillar of sustainable regional Parliamentary cooperation, especially at the Committees level.

The Cetinje Parliamentary Forum offers the possibility to share experiences and best practice and to rationalise parliamentary work, especially in relation to the implementation of EU standards into national legislation and in other issues of common regional interest.

Activities since 2009:

The 8th Meeting of the Cetinje Parliamentary Forum was held on March 27, 2009, together with the Fourth Conference of the *European Integration Parliamentary Committees* of states participating in the South-Eastern Europe Stabilisation and Association Process (COSAP). In addition to the members of the European Integration Parliamentary Committees of COSAP Member States, the meeting was attended by guests from the Parliaments of Bulgaria, France, the Netherlands, Italy, Romania, Sweden, the House of Lords of the UK Parliament, representatives of the Regional Cooperation Council (RCC) and the Regional Secretariat for Parliamentary Cooperation in the South-Eastern Europe (RSPC SEE), as well as high representatives of the European Commission, the Organisation for Security and Cooperation in Europe (OSCE), the World Bank and the European Bank for Reconstruction and Development (EBRD).

The 9th Meeting of the Cetinje Parliamentary Forum - the meeting of the Parliamentary Committee of the Parliamentary Dimension of Central European Initiative – Cetinje Parliamentary Forum, was held in Cetinje, on 26 April 2010. The topic of the meeting was 'Parliament's role in Combating Corruption and Organised Crime'. The meeting was attended by CEI delegations, representing the following Member States: Austria, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Italy, Montenegro, Serbia, Slovenia and Ukraine. The meeting was also attended by guests from the Executive Secretariat of Central-European Initiative, the European Parliament, the Parliamentary Assembly of the OSCE, GRECO, as well as high representatives of the Diplomatic Corps.

The 10th Cetinje Parliamentary Forum 'Women, Peace and Security – ten years anniversary from the adoption of the UN Security Council Resolution 1325', organised by the Parliament of Montenegro, with financial support from the OSCE and UNDP, was held on 20-22 June 2010 in Cetinje. The participants from Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Slovenia, and Serbia adopted a Joint Statement, in which, among others, they called for the Participant States that under the auspices of the Forum, one of the forms of cooperation should be the active participation of parliamentarians of the Gender Equality Committees of Participant States.

The 11th Meeting of Cetinje Parliamentary Forum 'Role of Parliament in the system of export and import of arms' was organised in cooperation with the UNDP Office in Podgorica and the Centre for the Control of Small Arms in South Eastern Europe (SEESAC), on 11 November 2010. Participants called for the strengthening of regional parliamentary cooperation in the control of imports and exports of arms in order to create a unified legal regulation in accordance with the EU Codex on arms export, as well as with other international relevant

agreements and initiatives, to strengthen the role of the Parliament, as well as its working bodies, and make them active in the process of arms, military equipment and double restricted goods trade control. It was agreed to conduct annual meetings of the Committees for security and defence of countries in the region to monitor the results achieved in this area.

The 12th Meeting of Cetinje Parliamentary Forum 'The Parliamentary oversight of defense and security sector' was held in Cetinje on 6 May 2011 with support of the UNDP- SEESAC. Participants agreed on the following conclusions: to strengthen the role of Parliament and its bodies in the oversight process on defense and security sector; to improve the legal framework for competent parliamentary oversight; with interactive approach and good cooperation with the institutions from defense and security sector to make their work more efficient; to strengthen professional support in staff services in parliaments with the aim of building the quality of parliamentary oversight; and to support and strengthen regional cooperation in this area at the highest level, both bilateral and multilateral.

Regional Cooperation Council (RCC)

The RCC is a regionally-owned cooperation structure co-financed by the countries of the region, the European Commission and other interested donors. It took over from the Stability Pact in 2008 and is, after three years in existence, a well established and functioning organisation, ensuring continued cooperation between members of the South Eastern Europe Cooperation Process (SEECPP) and the international donor community engaged in the region. The RCC Secretariat is based in Sarajevo with a Liaison Office in Brussels.

In June 2010, the RCC Board adopted the Strategy and Work Plan for 2011 – 2013, which identifies a number of priorities for regional cooperation, grouped into six areas: Economic and social development; Energy and infrastructure; Justice and home affairs; Security cooperation; Building human capital; Parliamentary cooperation.

The priorities for regional cooperation highlighted in the RCC Strategy and Work Plan for 2011-2013 set the scene for its political work in the region. With a view to implementing its strategy, but also increasing its efficiency, the RCC intends to limit its scope to a number of targeted key activities while putting more emphasis on its role in guiding and monitoring the overall regional cooperation while coordinating with other key stakeholders and the donor community.

Regional School of Public Administration (ReSPA)

The Regional School of Public Administration (ReSPA) is a unique historical endeavour to support the creation of accountable, effective and professional public administration systems for the Western Balkans on their way to EU accession.

The idea of an institution where civil servants from candidate countries or potential candidates can receive training was originally put forward at the EU-Western Balkans summit held on 21 June 2003 in Thessaloniki.

After running for a number of years as a virtual school, with training and other events organised all over the Western Balkans and beyond in the EU, ReSPA became a fully-fledged

international organisation in 2010, with its own Governing Board, its own staff and facilities based in Danilovgrad, Montenegro.

ReSPA aims to become a centre of excellence for training in the area of public administration and a regional hub for best practice exchange and networking, promoting ownership and innovation.

ANNEX 4: Reference to laws, regulations and strategic documents

Albania

- Constitution of the Republic of Albania
- Rules of Procedure of the Parliamentary Assembly of the Republic of Albania
- Electoral code of the Republic of Albania
- Progress Report, 2010
- Stabilisation and Association Agreement (SAA).

Bosnia and Herzegovina

- Constitution of Bosnia and Herzegovina
- Progress Report, 2010
- Stabilisation and Association Agreement (SAA)
- Rules of Procedure of the Parliamentary Assembly of Bosnia and Herzegovina.

Croatia

- Stabilisation and Association Agreement (SAA)
- Croatia 2010 Progress Report
- Programme of the Government of the Republic of Croatia for the Adoption and Implementation of the *Acquis Communautaire* for 2011.

the Former Yugoslav Republic of Macedonia

- Constitution of 1991
- Rules of Procedure of the Assembly, 2008
- Law on the Assembly, 2009
- Annual Report on the work of the Assembly, 2010
- Law on Civil Servants, 2005
- National Programme for Adoption of the *Acquis Communautaire*, Revision 2011
- Stabilisation and Association Agreement, 2001
- Progress Report, 2010.

Montenegro

- Constitution of Montenegro
- Law on ratification of the Stabilisation and Association Agreement between the European Communities and their Member States, of the one hand, and the Republic of Montenegro, of the other hand
- Rules of Procedure of the Parliament of Montenegro

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- National Programme for Integration of Montenegro into the EU (NPI) for the period 2008- 2012
- Action Plan for Strengthening of the Legislative and Oversight Role of The Parliament of Montenegro December 2010 - November 2011
- The Government Action Plan for Monitoring Implementation of Recommendations given in the European Commission's Opinion
- Declaration on Association to the European Union
- Resolution on fulfilling of obligations of Montenegro in the framework of the Stabilisation and Association Agreement
- Resolution on the necessity of speeding up Montenegro's European and Euro-Atlantic integration
- Monthly Reports on Realisation of Commitments from the Action Plan for Monitoring Implementation of Recommendations given in the EC Opinion

Serbia

- Constitution of the Republic of Serbia
- Law on the National Assembly of the Republic of Serbia
- Rules of Procedure of the National Assembly of the Republic of Serbia
- Multi Annual Indicative Planning Document
- Stabilisation and Association Agreement for the Republic of Serbia
- European Union 2009-2010 Enlargement Strategy
- Progress Report, 2010
- National Programme for the Integration of the Republic of Serbia in the European Union
- Needs of the Republic of Serbia for International Assistance for the period 2009-2011.

Kosovo

- Constitution of the Republic of Kosovo
- Rules of Procedure of the Assembly of the Republic of Kosovo
- Multi Annual Indicative Planning Document
- Stabilisation and Association Process Dialogue for the Republic of Kosovo
- European Union 2009-2010 Enlargement Strategy
- Progress Report, 2010
- Assembly Resolution on Kosovo Priorities and Strategies for the European Integration

Turkey

- 1982 Constitution of the Republic of Turkey
- Rules of the Procedure of the GNAT
- Act Nr. 3071 on the Use of the Right of Petition

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- Act Nr. 3686 on the Human Rights Inquiry Committee
- Act Nr. 4847 on the European Union Harmonization Committee
- Act Nr. 5840 on the Committee on Equality of Opportunity for Women and Men
- 2010 Progress Report of Turkey
- 2008 National Programme of Turkey for the Adoption of the EU *acquis*
- 2010 European Union Strategy for Turkey's Accession Strategy (issued by the Turkish Ministry of the EU)
- Multi-annual Indicative Planning Document (MIPD), 2011-2013, Turkey.

ANNEX 5: Details per EU funded contract

Project implementation

A restricted call for tender for services aiming at supporting the Cetinje Parliamentary Forum with the collaboration of all national Parliaments will be launched for the project for a value of EUR 1 000 000.

Project coordination

A project Steering Committee will be set up, which will include representatives of the main stakeholders, i.e. European Commission, Parliaments, Regional Cooperation Council, Regional School of Public Administration.