



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria - Vlada - Government

Zyra e Kryeministrit- Ured Premijera-Office of the Prime Minister

Date: 28.10.2014.
No. protoc.079/2014

Council for the Implementation of the Government Strategy for Cooperation with Civil Society

Council for the Implementation of the Government Strategy for Cooperation with Civil Society, based on paragraph 10 (ten) of Decision of the Government of the Republic of Kosovo No.04 / 181, dated 02.04.2014, with the aim of ensuring coordination and monitoring of implementation of the Government Strategy for Cooperation with Civil Society 2013- 2017 (hereinafter: Strategy) and "Action Plan for Implementation of the Strategy 2013 -2015" (hereinafter: Action Plan).

in the meeting held on October 15, 2014 approves:

Rules of Procedure of the Council for Implementation of the Government Strategy for Cooperation with Civil Society

I. Purpose

- 1) The work of the Council is based on the principles of partnership, cooperation, equal opportunities and equal treatment of all members of the Council.
- 2) These rules of procedure shall apply to all members of the Council appointed according to the Decision of the Government of the Republic of Kosovo No.04 / 181, dated 04.02.2014 and to other participants in this process.

II. Duties of the Council

The Council is responsible for implementation of the following tasks:

- 1) Monitoring, evaluation and reporting on implementation of the Strategy;
- 2) Discuss and propose solutions to issues relating to the implementation of the Strategy;

- 3) Discuss and propose solutions to the other issues relating to government cooperation with civil society that are not defined in the Strategy;
- 4) The Council may propose additional measures for implementation of the Strategy;
- 5) Propose measures for the implementation of public policies with the aim to encourage development of CSOs,
- 6) To initiate the establishment of legislation with the aim of promoting the development of CSOs;
- 7) Consider proposals and initiatives presented by the CSO;
- 8) The Council is responsible for reviewing the process of the strategy;
- 9) The Council shall cooperate with other public institutions and civil society organizations to implement its duties.

III. Monitoring of the implementation of the Strategy

- 1) The Council shall adopt reporting guidelines, drafted by the Office on Good Governance on collection of data from the responsible authorities for implementation of the Strategy;
- 2) For a comparative and transparent monitoring of the implementation of the Strategy, the Council creates a matrix form, in which the responsible authorities report periodically on the implementation of the Action Plan of the Strategy and which will be updated for each session;
- 3) The reporting period for implementation of the Strategy by responsible authorities to the Council shall be every three months;
- 4) Based on the data collected, the Council shall prepare recommendations for further implementation, necessary adjustment of the Strategy and its mechanisms, and shall advise the Office on Good Governance for the preparation of reports on the implementation of the Strategy;
- 5) To ensure the implementation of the Strategy, the Council will establish a working group for each of the Strategic Objectives;
- 6) Four (4) working groups shall be created, specifically for each Objective of the Strategy will be created a working group;
- 7) As supporter of its work, the Council shall work closely with established teams for each of the strategic objectives of the Action Plan.
- 8) For each team will be appointed a coordinator who leads and coordinates the work of the working group. The working group coordinators should be members of the Council;

- 9) The Council will consider all materials, data and proposals submitted by teams and responds in principle to all initiatives proposed by these teams;
- 10) Working Groups in their composition shall include members of the Council, a representative of OGG / OPM, representatives of public institutions and other CSOs, the scope of which coincides with the related strategic objectives;
- 11) The number of each working group members separately as needed will be determined by the Council in coordination with all other relevant stakeholders.
- 12) The work of the working group will be developed in full coordination with OGG / OPM and CiviKos.
- 13) Calling meetings of the working groups shall be made by the Council Secretariat or by working group coordinators.

IV. Secretariat of the Council

- 1) OGG / OPM will serve as the Secretariat of the Council, which will be the body responsible for monitoring and reporting on implementation of the Strategy and Action Plan.
- 2) For the operation of the Council of all administrative and technical tasks will be carried out by OGG / OPM without any obstacles.
- 3) OGG / OPM is obligated to publish the report on the implementation of the Strategy and Action Plan on annual basis.
- 4) Apart from reports prepared by the Office on Good Governance, the Council shall take into consideration and will discuss other monitoring reports in parallel which can be prepared by the CiviKos platform and other CSOs.
- 5) The Secretariat will be supported financially by the Office of the Prime Minister and human resources for the successful progress of the work of the Council.

V. Council Sessions

- 1) Meetings of the Council calls the OGG / OPM, after consultation with the Co-Chairperson for: date of meeting, agenda, materials for discussion and any other issue that is important for the meeting.
1. The Council meets in session at least four times a year to assess the progress and challenges of implementation of the strategy on the basis of the collected data and for reports prepared by the working teams.

2. Office on Good Governance submits to the Council an invitation to session together with the agenda as well as the materials for discussion at least seven days before the session.
3. Council can not hold meetings without being present at the session at least seven (7) of its members by the institutions and eight (8) members from civil society (respectively 50% + 1 quorum).
4. Apart the OGG / OPM, the civil society or the majority of the Council members and civil society representatives shall also have the opportunity to invite to Council meetings.
5. In case of replacements for Board members of NGOs, selection procedures for representation in the Council will be the same, made by the NGOs, respectively CiviKos platform.
6. Observer members - by invitation of representatives of the Council, either by institutions, whether from civil society organizations, the Secretariat of the Council is obliged to invite local organizations or international partners in the quality of participant supporters and partners of the Council.
7. Commitment of members of the Council, members of the Working Groups and others involved in the work of the Council is made in voluntary basis, without any financial compensation.

VI. Minutes of the sessions

- 1) Office on Good Governance / Office of the Prime Minister shall prepare minutes of each session which would then be signed by the Co-Chairperson in the next session.
- 2) The minutes should contain the date and place of the session, agenda, summary of discussions, decisions, names of participants and alternates.
- 3) Draft minutes shall be sent to members of the Council, not later than ten days after the session of the Council.

VII. Decision-making

- 1) Decision making in the Council always intended to be reached by consensus.
- 2) In case of the lack of consensus decisions shall be made through open votes.
- 3) The Council shall take decisions by majority vote of all members present at the session of the Council.
- 4) In case of a decision with equal votes, the vote of the Co-Chairperson, as representatives of civil society, is crucial.

VIII. Publication of the work of the Council

- 1) All activities of the Council shall be published in a special link in the official website of OGG / OPM.
- 2) On the same web page all invitations, agendas, minutes, and materials for the sessions of the Council will be published.
- 3) In order to monitor the ongoing developments, will be created a matrix in which the responsible authorities shall report periodically on the implementation of the Action Plan, and which will be updated after each session of the Council and be published on the Internet.

IX. Amending Rules of Procedure

- 1) The Council may amend Rules of Procedure through a majority vote of members of the Council.

Mr. Fitim Krasniqi

Secretary General of the Office of prime Minister

Chairperson of the Council

Ms. Valdete Idrizi

Executive Director of CiviKos

Co-Chairperson of the Council see e