



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria -Vlada-Government
Zyra e Kryeministrit-Ured Premijera-Office of the Prime Minister

Zyra për Qeverisje ë Mirë/Kancelarija za Dobro Upravljanje/Office on Good Governance

Pursuant to Decision no. 04/181, dated 04/02/2014 by the Government of the Republic of Kosovo on the establishment of Council for implementation of Government Strategy for cooperation with Civil Society from 2013 to 2017, the Council in its meeting held on ... approves:

Terms of reference

Purpose

- 1) Establishment and work of the Council is based on the principles of partnership, cooperation and equal opportunities and equal treatment of all members of the Council.
- 2) Council for implementation of the Government Strategy for cooperation with Civil Society is created to provide, coordinate and monitor the implementation of the Government Strategy for cooperation with Civil Society 2013-2017 and Action Plan for implementation of this Strategy 2013 -2015.
- 3) M These terms of reference shall regulate the scope and composition of the Council for implementation of the Government Strategy for cooperation with Civil Society (hereinafter: the Council) to provide, coordinate and monitor the implementation of the Government Strategy for cooperation with Civil Society for the period 2013 - 2017 and Action Plan for the implementation of this Strategy 2013 -2015.
- 4) The Council shall serve as support structure that will assist the Office of the Prime Minister / Office on Good Governance on developments and cooperation throughout the process of Government and Civil Society.

Duties of the Council

The Council is responsible for implementing the following tasks:

- 1) Monitoring, evaluating and reporting on implementation of the Strategy;
- 2) Discussion and proposed solutions to issues relating to implementation of the Strategy;
- 3) Discussion and proposed solutions to other issues related 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) To propose measures for implementation of public policies aimed at promoting the development of CSOs,
- 6) To initiate the process of legislation aimed at promoting development of CSOs;
- 7) To consider proposals and initiatives presented by CSOs;
- 8) The Council is responsible to review the process of Government Strategy for cooperation with Civil Society;
- 9) P For implementation of its duties, the Council should also cooperate with other public institutions and civil society organizations.

Monitoring the implementation of the Strategy

- 1) To collect data from the authorities responsible for implementation of the Strategy, the Council establishes guidelines for reporting, drafted by the Office on Good Governance;
- 2) For a comparative and transparent monitoring of implementation of the Strategy, the Council creates a matrix form, where 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 the responsible authorities to the Council is six months;
- 4) Based on data collected, the Council shall prepare recommendations for further implementation, to appropriately adjust the Strategy and its mechanisms, and advises the Office on Good Governance to prepare reports on implementation of the Strategy;
- 5) For facilitation of the process of ensuring the implementation of the Strategy, the Council will establish working groups for each of the Strategic Objectives;
- 6) Four (4) working groups will be established, respectively for each objective of the Strategy for the progress of the work of the Council will be established a working group;
- 7) As support the Council shall closely cooperate with established groups for each of the strategic objectives of the Plan.
- 8) For each group will be appointed a coordinator who leads and coordinates the work of the working group. Coordinators of the working groups should be members of the Council;
- 9) The Council shall consider all documents, data and proposals submitted by groups and primarily responds to all initiatives proposed by these groups;

- 10) Working groups in their composition will include members of the Council, representatives of public institutions and other CSOs whose scope coincides with relevant strategic objectives;
- 11) Coordinators of groups or the Council Secretariat shall schedule the meetings of working groups.

COMPOSITION OF THE COUNCIL

(Members of the Council)

- 1) The Council is led by:
 - 1.1. Mr. Fitim Krasniqi, General Secretary in the Office of the Prime Minister (Chairperson)
 - 1.2. Mr. Habit Hajredini, Director of the Office on Good Governance, Deputy Chairperson
 - 1.3. Head of Civikos (co-Chairperson) -
 - 1.4. During the absence, the C--Chairperson of CiviKos has the right to delegate the responsibility of the relevant meeting to one of the members from civil society.
- 2) The Council consist of 29 members, 14 representatives of the Government of Kosovo and 15 other representatives from civil society. Other Government representatives shall be appointed by Institutions as follows, who represents themselves at the level of General Secretaries and responsible Directors:
 - 2.1. Ministry of Public Administration, General Secretary (one member);
 - 2.2. Ministry of European Integration, General Secretary (one member);
 - 2.3. Ministry of Local Government Administration, General Secretary (one member);
 - 2.4. Ministry of Finance, General Secretary (one member);
 - 2.5. Ministry of Labour and Social Welfare, General Secretary (one member);
 - 2.6. Ministry of Culture, Youth and Sports, General Secretary (one member);
 - 2.7. Ministry of Trade and Industry, General Secretary (one member);
 - 2.8. Office on Good Governance/Office of the Prime Minister, Director, (one member);
 - 2.9. Legal Office/Office of the Prime Minister, Director, (one member);
 - 2.10. Office of Strategic Planning/ Office of the Prime Minister, Director, (one member);
 - 2.11. Office of Public Communication, Director, (one member);
 - 2.12. Government Coordination Secretariat, Director, (one member);

2.13. Administrative Office/ Office of the Prime Minister, Director, (one member);

- 3) Out of 15 civil society representatives, a member is directly appointed by CiviKos Platform and 14 other elected members of civil society organizations based on a democratic, open and transparent procedure.
- 4) Members (observers) - Council representatives invited either by institutions or civil society organizations, the Council Secretariat is obliged to invite organizations and local or international partners in the authority of participation and support, and partner of the Council.
- 5) Volunteering - voluntary engagement of individuals, institutions or NGOs interested to support mechanisms are not financially compensated.

Council Secretariat

- 1) OPM / OGG will serve as Secretary and will be the body responsible for monitoring and reporting on the implementation of the Government Strategy and Action Plan for cooperation with civil society.
- 2) All administrative and technical duties to the Council are provided by the Office of the Prime Minister / Office on Good Governance.
- 3) OPM / OGG obliged to annually publish the report on the implementation of the Strategy and Action Plan.
- 4) In addition to reports prepared by the Office on Good Governance, the Council will consider and discuss other monitoring reports in parallel with documents produced by CiviKos platform and other CSOs.

To successfully perform the work of the Council, the Secretariat will be supported by the Office of the Prime Minister wither financially or human resources

WORK OF THE COUNCIL

Council Sessions

- 1) The Council shall meet in session at least twice a year to assess the progress of implementation of the Strategy on the basis of the collected data and reports prepared by the working groups.
- 2) Session Invitation along with the agenda of the session and documents for discussion should be sent to members by the Office on Good Governance at least fourteen 14 days before the session.
- 3) To prevent situations where institutions or NGOs can hold meetings without the presence of majority members of the Council or only institutions or vice versa, is necessary to have a sufficient quorum by majority members of the Council from institutions as well as the quorum by the majority members of civil society.

- 4) The opportunity to invite extraordinary meetings of the Council shall have representatives of civil society, either through co-chairpersons from civil society or even from most members of civil society representatives.

Minutes of Session

- 1) Minutes are prepared for each session by the Office of the Prime Minister / Office on Good Governance and signed by the co-chairperson in the following session.
- 2) The minutes should contain the date and place of the session, agenda, summary of discussions, decisions, names of participants and deputies.
- 3) Draft minutes shall be sent to members of the Council, no later than one week after the Council session.

Decision-making

- 1) Decision-making in the Council will always be achieved by consensus.
- 2) In case of lack of consensus decisions will be subjects of voting.
- 3) Council decides by a majority of all the members / deputies to attend meetings of the Council.
- 4) In case of a decision with equal votes, the vote of the co-chairperson, representatives of civil society, is crucial.

Publication of the Council performance

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