

Pursuant to Article 22, paragraph (2) of the Law on Development Planning and Management in the Federation of Bosnia and Herzegovina (Official Gazette of the FBiH, 32/17), in regard with Article 19, paragraph (1) of the Law on the Government of the FBiH (Official Gazette of the FBiH 1/94, 8/95, 58/02, 19/03, 2/06 and 8/06), at the proposal of the FBiH Development Programming Institute, the FBiH Government at its _____ session held on _____ hereby adopts the following

D E C R E E
ON TRIENNIAL AND ANNUAL WORK PLANNING,
MONITORING AND REPORTING
IN THE FEDERATION OF BOSNIA AND HERZEGOVINA

I GENERAL PROVISIONS

Article 1
(Subject Matter)

This Decree, in consultation with the FBiH Ministry of Finance, other institutions at the level of the Federation of Bosnia and Herzegovina (hereinafter: the FBiH), cantons and the Association of Cities and Municipalities of the FBiH (hereinafter: the FBiH Association), regulates triennial and annual work planning, drafting methods for the implementation documents, principles of planning, monitoring and reporting, structure of the implementation documents, planning process, monitoring and reporting and other significant matters of planning, monitoring and reporting in the FBiH.

Article 2
(Institutional Framework, Coordination and Responsibility for Planning,
Monitoring and Reporting in the FBiH)

(1) Institutional framework for drafting triennial and annual work plan and annual work report is composed of the FBiH administrative authorities and the FBiH administrative organisation (hereinafter: the FBiH administrative authority), cantonal administrative authorities and cantonal administrative organisation (hereinafter: the cantonal administrative authority), i.e. municipal/city administrative authorities and municipal/city administrative organisations (hereinafter: the municipal/city administrative authority).

(2) Institutional framework for technical and professional support in the process of planning, monitoring and reporting is composed of the FBiH Development Programming Institute for the level of the FBiH (hereinafter: the FBiH Institute), body for development planning and management in canton at the cantonal level, i.e. body for development planning and management in a local self-government unit for its level as referred to in Article 5, paragraph (1) of the Law on Development Planning and Management in the FBiH (Official Gazette of the FBiH, 32/17) (hereinafter: the Law).

(3) Institutional framework for drafting a development report is composed of the FBiH Institute for the FBiH level, the body for development planning in canton at the cantonal level, i.e. the body for development planning in the self-government unit at its level.

(4) Institutional framework for inclusion of gender equality principles and equal opportunities for all citizens is composed of institutions competent for gender equality, which are established in line with the gender equality legislation in BiH.

(5) Institutional framework for adoption of annual work programme of the Government of the FBiH (hereinafter: the FBiH Government) and cantonal governments, as well as for adoption of the annual work plan of a municipality/city, is composed of the FBiH Government, cantonal governments, municipal/city council.

Article 3

(Coordination and Responsibility in the Process of Planning, Monitoring and Reporting)

(1) Coordination of the planning, monitoring and reporting process in the FBiH and cantonal administrative authority shall be carried out by a secretary of the administrative authority, and in municipal/city administrative authority shall be carried out by managerial civil servants (assistant mayor) with the assistance of the secretary, each in line with their competences, and they shall all ensure the consistent conduct of internal roles and responsibilities in line with internal organisation and competences and participation of various entities.

(2) In derogation from the provision referred to in paragraph (1) of this Article, if a position of the secretary of the administrative authority is vacant or not systematised by regulation on internal organisation, the coordination of work related to the planning, monitoring and reporting process shall be carried out by the assistant head of the administrative authority, empowered by written decision of the head of administrative authority.

(3) The Assistant head of the administrative authority shall be responsible for direct drafting of part of the triennial and annual work plans and the annual work report on main organisational unit he manages.

(4) Head of the FBiH, cantonal and municipal/city administrative authority shall be responsible for drafting the triennial and annual work plan and the annual work report, as well as for other acts in a development programming process in the FBiH.

II DRAFTING METHODS FOR IMPLEMENTATION DOCUMENTS IN THE FBiH

a) Principles of Planning, Monitoring and Reporting in the FBiH

Article 4

(Key Principles of Planning, Monitoring and Reporting in the FBiH)

The principles of planning and development management as referred to in Article 4 of the Law shall apply in the planning, monitoring and reporting process in the FBiH, and in particular the following:

- a) coherent approach to planning, monitoring and reporting to all levels of government in the FBiH;
- b) gender equality and equal opportunities for all citizens;
- c) horizontal and vertical coordination among all levels of government in the FBiH;
- d) complementarity;
- e) partnership, publicity and transparency.

Article 5
**(Coherent Approach to Planning, Monitoring and Reporting
to all levels of government in the FBiH)**

(1) A coherent approach to planning, monitoring and reporting to all levels of government in the FBiH means a harmonised, uniform and continuous activities of all levels of government in the FBiH in the operationalisation process of strategic objectives set out in the strategic documents and competences of the FBiH administrative authority, cantonal administrative authority and municipal/city administrative authority through the implementation documents as referred to in Article 22, paragraph (1) of the Law.

(2) The coherent approach to planning, monitoring and reporting to the FBiH means direct connecting to the drafting process of the Framework Budget Document in the FBiH (hereinafter: the FBD), the Public Investment Programme in the FBiH (hereinafter: the PIP) and the annual budget.

Article 6
(Gender Equality and Equal Opportunities for all Citizens)

Gender equality and equal opportunities for all citizens means respect for differences and non-discrimination through inclusion of the specific needs and interests of men and women and substantially vulnerable groups of citizens through adequate projects, activities and appropriate indicators in the triennial and annual work plans.

(2) In the process of monitoring and reporting, institutions at all levels of government in the FBiH shall monitor and report on the achieved effects and results from the aspect of gender equality and equal opportunities for all citizens.

(3) The principle of equal opportunities for all citizens is particularly achieved through in/direct inclusion of socially vulnerable groups of citizens in the implementation documents drafting.

Article 7
**(Horizontal and Vertical Coordination Among all Levels of Authority in the
FBiH)**

(1) Horizontal coordination means a coordinated proceeding in the process of triennial and annual planning, monitoring and reporting at the same level of government in the FBiH.

(2) Vertical coordination means a uniform and coordinated proceeding in the process of the triennial and annual planning, monitoring and reporting at different levels in the FBiH to ensure shared development directions and compliance with the relevant BiH strategic documents, documents from the EU integration process and internationally accepted global objectives of sustainable development.

Article 8
(Complementarity)

Complementarity means that strategic projects and activities of different institutions and levels of government in the FBiH complement each other within triennial and annual work plans for the purpose of multiplication of development effects.

Article 9
(Partnership, Publicity and Transparency)

(1) Partnership means mutual cooperation among different levels of government in the FBiH and advisory bodies as referred to in Articles 11 and 13 of the Law in the planning, monitoring and reporting in process the FBiH.

(2) Publicity and transparency mean informing the public about the implementation documents in the FBiH, concrete results and progress in the implementation of strategic objectives and development directions in the FBiH, and they are achieved by publishing the information and implementation documents on the website of the FBiH institutions, as well as through public announcements and other appropriate instruments for the exchange of exchange.

b) Planning Process in the FBiH

Article 10
(Guidelines for the Triennial Work Plan in the FBiH)

(1) Process of triennial work planning commences with drafting guidelines for the triennial planning in the FBiH (hereinafter: the guidelines).

(2) The guidelines as referred to in paragraph (1) of this Article shall be prepared by:

(a) The Prime Minister of the FBiH Government in cooperation with the FBiH Institute for the FBiH level;

(b) prime minister of a cantonal government, i.e. a municipal mayor/mayor in cooperation with the body for development planning and management for the canton or a self-government unit.

(3) The guidelines as referred to in paragraph (1) of this Article shall be drafted each year for a three-year period (based on 1+2 rolling system) and shall have the following minimum elements:

a) appropriate level of government and the related period;

b) introduction describing the purpose of guidelines with a brief description of development context, including challenges and risks;

c) strategic directions, i.e. development directions that are derived from the strategic documents in the FBiH and other relevant strategic documents of BiH, relevant documents from the EU integration process and international global objectives of sustainable development;

d) priorities, measures and strategic projects;

e) indicative financial framework aligned with relevant strategic documents;

f) appropriate indicators of strategic objectives from the FBiH Development strategy and appropriate indicators of priorities and measures.

(4) The guidelines as referred to in paragraph (1) of this Article shall be adopted by the FBiH Government for the FBiH level, cantonal government for the cantonal level, in consultation and with recommendations of the FBiH Council and cantonal council in line with Article 12, point a) and Article 14, point a) of the Law, and by a municipal mayor/mayor for the level of a self-government unit, not later than mid-February in a year preceding the triennial planning period and drafting of the FBD and PIP, and shall apply in the FBiH administrative authority, cantonal administrative authority i.e.

municipal/city administrative authority for the purpose of drafting the triennial work plan. .

(5) The guidelines as referred to in paragraph (1) of this Article shall be prepared in line with strategic documents for the level of government of the F BiH for which they are being drafted. Unless there is a strategic document for that level of government, guidelines shall be drafted on the basis of existing relevant strategic documents.

(6) In derogation from the provision of paragraph (2), point a) of this Article, economic policy created in line with the legislation on budgets in the F BiH shall serve as a guideline document at the level of the F BiH Government.

Article 11 (Triennial Work Plan Drafting)

(1) Triennial work plan of the F BiH administrative authority, cantonal administrative authority, i.e. municipal/city/ administrative authority is an implementation document that operationalises strategic objectives, priorities and measures from the relevant strategic documents, as well as the competences of administrative authorities, and represents a basis for the FBD and PIP drafting.

(2) The triennial work plan shall be drafted each year, in a year preceding the beginning of the relevant period. The triennial work plan defines one major programme of the F BiH administrative authority, cantonal administrative authority, i.e. municipal/city authority, based on strategic objectives and priorities from strategic documents.

(3) Unless there is a strategic document for a certain level of government in the F BiH, the main programme shall be determined on the basis of relevant strategic documents of a superior level of government in the F BiH for which a strategic document of BiH exists, documents from the EU integration process and legal competences of the F BiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority and the guidelines referred to in Article 10 of the Decree.

(4) For the purpose of the triennial work plan, the F BiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority, in line with provisions of the Decree, shall be obliged to transfer relevant measures from the strategic documents with corresponding indicators, along with baseline and target values for each year of a three-year period that turn into programmes (measure from strategic document=a programme in triennial work plan).

(5) Each selected programme in the triennial work plan shall be identified as a programme in the FBD (a programme in a triennial work plan=a programme in the FBD), with an assigned code.

(6) Activities/projects shall be defined for each identified programme (measure) whose three-year implementation contributes to the achievement of priorities and strategic objectives from the strategic documents, i.e. legal competences of the institutions at all levels of government in the F BiH.

(7) When drafting triennial work plan, the F BiH administrative authority, cantonal administrative authority, i.e. municipal administrative authority shall transfer the projects and activities from the action plan.

(8) For each activity/project, the following shall be stated: deadline for completion, expected result, implementing body (the smallest organisational unit), the PIP status, indication of the need for adoption, source of funding and the amount of planned funds necessary for the implementation per year, expressed in BAM.

(9) When drafting the triennial work plan, mutual institutional consultations shall be carried out to ensure the principle of horizontal coherence as referred to in Article 7, paragraph (1) of the Decree.

(10) The FBiH administrative authority, cantonal administrative authority, i.e. municipal administrative authority shall publish on their websites a draft of the triennial work plan, which is a basis for drafting of funds requests for the FBD, for the purpose of consulting socio-economic partners among the general public and receiving comments and recommendations within 10 days from the date of publication on the website.

(11) Following consultation, the FBiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority shall adjust the draft of the triennial work plan not later than 31 March of a year preceding the beginning of the relevant triennial work plan.

(12) When drafting proposal of priorities of the budget users for the FBD and PIP, data on activities/projects containing the amounts of planned funds from the draft of the triennial work plan shall be applied, and the process of drafting the triennial activity plan shall be complement to and shall align with the process of drafting the FBD and PIP.

(13) On the basis of the adopted FBD, the FBiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority shall provide alignment of the triennial work plan not later than 31 July of a year preceding the three-year period, and before the deadline for submitting requests of the budget users for the following year.

(14) The triennial work plan shall become operational not later than 31 December of a year preceding the three-year period, and having adopted the PIP in November shall be published on the website of the FBiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority.

(15) Triennial activity plan shall be produced in a format specified in Form 1.

Article 12 **(Drafting and Adoption of the Annual Work Plan)**

(1) The annual work plan of the FBiH administrative authority, cantonal administrative authority, i.e. or municipal/city administrative authority is an implementation document with activities/projects that shall be carried out annually to implement programmes (measures) from the triennial work plan and to achieve priorities and strategic objectives from the relevant strategic documents and within competences of authorities determined in the triennial work plan.

(2) The annual work plan shall be drafted for each calendar year.

(3) Main programme from the triennial work plan of the FBiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority, with assigned code in the FBD, sources of funding and planned funds in BAM, shall be transferred into the annual work plan.

(4) Programmes (measures) from the triennial work plan with assigned programme code, the corresponding indicators, annual baseline and target values from the triennial work plan of the FBiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority shall be transferred into the annual work plan.

(5) Activities/projects from the triennial work plan shall be are transferred/adapted for each identified programme (measure) and/or the new projects/activities, whose implementation contributes to the achievement of priorities and strategic objectives or competences of institutions at all levels of government in the FBiH, shall be determined if necessary. When drafting triennial and annual work plans, FBiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority shall transfer the projects and activities from the action plan for which the funding has been provided. For each activity/project, the following shall be stated: title of the

activity/project, deadline for completion per quarters, expected result of activity/project, implementing body (the smallest organisational unit), the PIP status, indication of the need for adoption, sources of funding and planned funds necessary for the annual implementation, expressed in BAM.

(6) The annual work plan shall be drafted by the secretary of the FBiH and cantonal administrative authority, and in municipal/city administrative authority by the managerial civil servants (assistant mayor) with the secretary's assistance, in line with internal organisation and competences.

(7) Draft of the annual work plan shall be prepared by the FBiH administrative authority, cantonal administrative authority, i.e. municipal/city administrative authority not later than 31 July of a year preceding the year concerned.

(8) The annual work plan with data on the activities/projects and amounts and sources of planned funds shall be used for drafting requests of the budget beneficiaries at all levels of government in the FBiH in August of a year preceding the year concerned.

(9) After the budget enters into force, the FBiH administrative authority, cantonal administrative authority, i.e. and municipal/city authority shall rectify and shall adapt the annual activity plan.

(10) Head of the FBiH, i.e. cantonal ministry shall deliver the annual work plan to the FBiH Institute, i.e. to administrative authority for development planning and management in the canton not later than 7 January of the current year.

(11) The FBiH Institute for the FBiH level shall integrate annual work plans of the FBiH ministries into a uniform FBiH Government's work programme, not later than 15 January of the current year.

(12) The competent institution/organisational unit of the cantonal government for the level of canton shall integrate annual work plans of cantonal ministries into a uniform cantonal government's work programme, not later than 15 January of the current year.

(13) In a local self-government unit, a secretary, in cooperation with managerial civil servants (assistant mayor), shall integrate annual work plans of municipal/city administrative authorities into a uniform annual work plan of a local self-government unit that shall be delivered to the municipal mayor/mayor, not later than 15 January of the current year.

(14) The FBiH Institute for the FBiH level, competent institution/organisational unit of the cantonal government for the level of canton, and municipal mayor/mayor for the level of the local self-government unit shall submit the uniform work programme of the FBiH Government and the cantonal government, i.e. the annual work plan of the local self-government unit, for adoption to the FBiH Government, the cantonal government, i.e. the municipal/city council, not later than 20 January of the current year.

(15) The integral part of the Annual work programme of the FBiH Government, cantonal government, i.e. a local self-government unit is an aggregated tabular overview of strategic projects from Guidelines as referred to in Article 10 of the Decree which are included in annual work plans of the administrative authority in the FBiH.

(16) The FBiH Government, cantonal government, i.e. municipal/city council shall adopt annual work programme of the FBiH Government, cantonal government, i.e. annual work plan of a local self-government unit, not later than 31 January of the year concerned.

(17) The annual work programme of the FBiH Government and cantonal government shall be submitted for information to the Parliament of the Federation of Bosnia and Herzegovina (hereinafter: the FBiH Parliament) and cantonal assembly to plan the activities of legislative authorities.

(18) Annual work plans of administrative authorities that are not integral parts of the annual work plan of the FBiH and cantonal government shall be taken into consideration and shall be adopted individually.

(19) The adopted annual work programme of the FBiH Government, cantonal government, i.e. the annual work programme of a municipal/city administrative authority shall be published on the website of governments, the FBiH and cantonal ministries, i.e. and municipal/city administrative authority.

(20) The annual work plan shall be produced in a format specified in Form 2.

Article 13 (Inter-related Activities)

Activities/projects of companies, institutions, citizen's associations, foundations for which the administrative authority does not allocate funds in the budget and which contribute to the implementation of a strategic document in the FBiH, are listed in the Annex of the triennial and annual work plan.

c) Monitoring and Reporting

Article 14 (Monitoring)

(1) Monitoring means a systematic and continuous collection, analysis and use of data and indicators for measuring the implementation progress of strategic and implementation documents in order to take appropriate action on rectifying and reporting on the achieved results.

(2) In the process of monitoring, institutions as referred to in Articles 6, 7, 8, 9 and 10 of the Law shall establish and shall regularly update computer records of achievement indicators of strategic goals, priorities and measures from strategic documents, and indicators from the annual work plan.

(3) Records as referred to in paragraph (2) of this Article shall be a basis for drafting a report referred in Articles 15 and 16 of the Decree.

(4) Each organisational unit in the FBiH administrative authority, cantonal administrative authority, i.e. a municipal/city administrative authority shall monitor the implementation of the triennial, i.e. annual work plan.

Article 15 (Drafting the Annual Work Report)

(1) Annual work report is an implementation document that contains a review and analysis of implementation of programmes (measures) and activities/projects from the annual work plan of the FBiH, cantonal, i.e. municipal/city administrative authority.

(2) Annual work report is prepared to monitor the implementation of planned programmes (measures) and activities/projects, and the assessment of contribution to the implementation of the main programme of the FBiH, cantonal and municipal/city administrative authority.

(3) Annual work report shall be prepared on the basis of continuous collecting, processing and analysis of data related to the monitoring of the implementation of programmes (measures) in line with indicators from the annual work plan, i.e. activities/projects in line with expected and achieved results.

(4) Programmes (measures) from the annual work plan, with assigned programme code and corresponding indicators with annual target and implemented values shall be transferred into the annual work report.

(5) Title of the programme (measure), indication stating whether they were completed within the deadline or not, expected result, the PIP status, adoption status, sources of funds, amounts of funds envisaged for the implementation expressed in BAM (planned and expended amounts), percentage of implementation and reasons for non-implementation or partial implementation of activities/projects shall be provided for each activity/project from the annual work plan.

(6) The annual work report shall be drafted by the secretary of the FBiH and cantonal administrative authority, and in municipal/city administrative authority by the managerial civil servants (assistant mayor) with the secretary's assistance, in line with internal organisation and competences.

(7) Head of the FBiH, i.e. cantonal ministry shall deliver the annual work report for the preceding year to the FBiH Institute, i.e. a competent institution/organisational unit of the cantonal government, not later than 31 January of the current year.

(8) The FBiH Institute for the FBiH level shall integrate annual work reports of the FBiH ministries into a uniform annual FBiH Government's work report for the preceding year, not later than 15 February of the current year.

(9) The competent institution/organisational unit of the cantonal government for the level of canton shall integrate annual work reports of cantonal ministries into a uniform cantonal government's work report for the preceding year, not later than 15 January of the current year.

(10) In a local self-government unit, a secretary, in cooperation with managerial civil servants (assistant mayor), shall integrate the annual work report of municipal/city administrative authorities (services) into a uniform work report of a local self-government unit, which is submitted to the municipal mayor/mayor not later than 10 January of the current year.

(11) The FBiH Institute for the level of the FBiH, competent institution/organisational unit of the cantonal government for cantonal level, i.e. municipal mayor/ mayor for the level of a local self-government unit, shall submit the uniform annual work report of the FBiH Government, cantonal government, i.e. a local self-government unit for adoption to the FBiH Government, cantonal government, i.e. municipal/city council, not later than 15 February of the current year.

(12) The FBiH Government, cantonal government, or municipal/city council shall adopt annual work report of the FBiH Government, cantonal government, i.e. local self-government unit, not later than 28 February of the current year.

(13) The FBiH Government, i.e. the cantonal government shall submit the annual work report for the preceding year for adoption to the FBiH Parliament, i.e. the cantonal assembly.

(14) Annual work reports of administrative authorities that are not integral parts of the annual work report of the FBiH and cantonal government shall be taken into consideration and shall be adopted individually.

(15) The adopted annual activity report of the FBiH Government, cantonal government, i.e. a local self-government unit shall be published on the website of the FBiH Government, cantonal government, i.e. a local self-government unit.

(16) An annual activity report shall be produced in a format specified in Form 3.

(17) The FBiH Government, cantonal government, i.e. municipal mayor/mayor regulate, by their acts, internal reporting for deadlines shorter than one year.

Article 16
(Development Reports Drafting)

(1) Development report is an implementation document that outlines the general development trends as well as the progress in achieving the strategic goals set out in strategic documents in the FBiH.

(2) The development report for Development Strategy of the FBiH shall be drafted by the FBiH Institute, for development strategy of canton by the authority competent for development planning in cantons, whereas the development report for development strategy of a local self-government unit shall be drafted by the authority competent for development planning and management in a self-government unit, not later than 30 September of each year for the preceding year.

(3) A report on the implementation of sector strategy shall be drafted by the FBiH administrative authority, i.e. cantonal administrative authority, in line with provisions of Article 7, point g) and Article 9, point f) of the Law, not later than June of each year for the preceding year.

(4) The development report shall contain the minimum elements: executive summary, introduction, analysis of development trends through the presentation of established system of indicators, overview of the implementation of strategic documents and action plans, progress assessment, and overview of planned and expended funds at the level of strategic objectives and priorities on annual basis of recommendation.

(5) The development report shall be drafted according to data as referred to in Article 15, paragraph (3) of the Decree and other relevant data when required.

(6) The development report referred in paragraphs (2) and (3) of the Article shall be submitted to the advisory authorities as referred in Articles 11 and 13 of the Law for consideration and suggestions in line with Article 12, point f) and Article 14, point e) of the Law, not later than 30 September of the current year for the preceding year.

(7) The FBiH Government, cantonal government, i.e. municipal mayor/mayor shall submit the development report to the FBiH Parliament, cantonal assembly and municipal/city council for information.

(8) The development report shall be published on the website of the institution as referred in paragraph (2) and (3) of this Article.

Article 17
**(Minimum Structure of Triennial and Annual Work Plan
and Annual Work Report)**

A minimum structure of triennial and annual work plan and annual work report is included in Forms 1, 2, 3 in the Annex of the Decree as an integral part thereof.

III TRANSITIONAL AND FINAL PROVISIONS

Article 18
(Transitional and Final Provisions)

(1) The triennial work plan of the FBiH administrative authority for the 2019 - 2021 and 2020 - 2022 periods for the level of the FBiH, the Annual work programme of the FBiH and the annual work plan of the FBiH administrative authority for 2019 and 2020 as well as the Work report of the FBiH Government and the annual work report of the FBiH administrative authority for 2019 and 2020 shall be drafted in line with provisions of the Decree on planning and reporting on the work of the FBiH Government, FBiH ministries and institutions (Official Gazette of the FBiH, 89/14 and 107/14).

(2) Cantonal administrative authority, i.e. municipal/city administrative authority shall draft the annual work plan for 2019 and 2020 and annual work report and development report for 2019 and 2020 in line with applicable legislation and existing methodologies.

(3) Guidelines for triennial work planning in the FBiH as referred to in Article 10 of the Decree for the level of cantons and self-government units shall be drafted in 2020 for the planning cycle 2021 - 2023, in line with provisions of the Decree.

(4) Triennial work plan as referred to in Article 11 of the Decree shall be drafted for all levels of government in the FBiH in 2020 for the 2021 - 2023 planning cycle in line with the provisions of the Decree.

Article 19 (Alignment)

Within three months from the entry into force of the Decree in canton and self-government unit, normative acts on triennial and annual planning and reporting shall be harmonised with provisions of the Decree.

Article 20 (Entry into Force)

The Decree shall enter into force on the eight day following its publication in the Official Gazette of the FBiH and shall apply as of 1 January 2021.

Article 21 (Repeals)

The Decree on planning and reporting on the work of the FBiH Government, FBiH ministries and institutions (Official Gazette of the FBiH, 89/14 and 107/14) shall be repealed on the day of entry into force of this Decree.

PRIME MINISTER

Fadil Novalić, m.p.

V number: _____

Sarajevo, _____ 2019.

TRIENNIAL WORK PLAN _____ (WRITE FULL NAME OF THE AUTHORITY)

FOR THE PERIOD _____

Note: Document is created in Word format, Arial 12 text, Arial 8.5 table

Introduction

- 1) Introduction (general notes on the triennial work plan) (maximum half a page);
- (2) Overview on projects and activities implemented through the annual work plan for the preceding calendar year (*maximum half a page*);
- 3) A brief description of key orientations of the triennial work plan and the consultation process conducted (*maximum half a page*);
- 4) Description of institutional capacities with analytical overview on key deficiencies and the needs of administrative authorities in relation to the planned programmes (measures) for the following triennial period (*maximum half a page*);
- 5) Possible problems and risks for the implementation of triennial work plan (*maximum half a page*).

A. The main programme

Main programme title	Code of the main programme	Sources and amounts of planned funds in BAM millions			
		Sources	Year 1	Year 2	Year 3
		Budget funds			
		Loans			
		EU funds			
		Other donations			
		Other funds			
		Total			

Note:
Administrative authority has one main programme that is determined on strategic objectives and priorities from strategic documents, guidelines and legal competences of the administrative authority. The main programme determined in such a manner in a triennial work plan is identical to the name of a main programme in FBD.

A1. Programmes (measures) for implementation of a main programme

Programme (measure) title	Code of the programme	Indicators	Baseline value	Target value per year		
				Year 1	Year 2	Year 3
1.						
2.						
3.						

Note:
The programme of administrative authority is determined by transferring a measure from the relevant strategic document and it is identical to the programme from FBD. Thus, full conformity of the strategic document, the triennial work plan of administrative authority and FBD (a measure in strategic document = a programme in triennial activity plan = a programme in FBD) will be achieved. Programmes (measures) shall transfer suitable indicators from strategic documents. In the absence of a relevant strategic document from which measures are transferred as programmes of administrative authority, the programmes (measures) in the triennial activity plan are defined on legal competences of administrative authority. In this case, when determining indicators, those on the gender equality and equal opportunities for all citizens are herein necessarily included.
The number of rows in Table A1 depends on number of programmes (measures) within the main programme, i.e. individual indicators within each programme (measure).

A2. Activities/projects implementing the programmes (measures) in table A1

Ordinal number and a programme (measure) ¹ title (to be transferred from table A1):									
1.									
Strategic document title, designation of objective, priorities and a measure transferred as a programme:									
Activity/ project title	Deadline for Implementation	Expected result of the activity/project	Implementing body <i>(the smallest organisational unit)</i>	PIP ²	Adopts ³ (Yes/No)	Sources and amounts of planned funds in BAM millions			
						Sources	Year 1	Year 2	Year 3
1.1.						Budget funds			
						Loans			
						EU funds			
						Other donations			
						Other funds			
						Total			
1.2.						Budget funds			
						Loans			
						EU funds			
						Other donations			
						Other funds			
						Total			
1.3.						Budget funds			
						Loans			
						EU funds			
						Other donations			
						Other funds			
						Total			
Total amount for the programme (measure) 1.						Budget funds			
						Loans			
						EU funds			
						Other donations			

						Other funds			
						Total			
Ordinal number and a programme (measure) title (to be transferred from table A1): 2.									
Strategic document title, designation of objective, priorities and a measure transferred as a programme:									
Activity/ project title	Deadline for implementation	Expected result of the activity/project	Implementing body <i>(the smallest organisational unit)</i>	PIP ²	Adopts ³	Sources and amounts of planned funds in BAM millions			
					(Yes/No)	Sources	Year 1	Year 2	Year 3
2.1.						Budget funds			
						Loans			
						EU funds			
						Other donations			
						Other funds			
						Total			
2.2.						Budget funds			
						Loans			
						EU funds			
						Other donations			
						Other funds			
						Total			
Total amount for a programme (measure) 2.						Budget funds			
						Loans			
						EU funds			
						Other donations			
						Other funds			
						Total			

Note:
¹ If administrative authority has not transferred a measure from strategic document as a programme in triennial work plan, then the line “Strategic document title, the label of a strategic objective, priorities and measure to which the programme contributes” remains empty for that programme. If the programme is determined by transferring the measure from a strategic document, then the title in this line will be identical to the title in ‘Ordinal number and a programme (measure) title (transferred from table A1)’.

² **PIP status** is entered only for projects under the Public Investment Programme, for candidate projects (C) is entered; for approved projects (A); and (I) is entered for programmes in implementation.

³ The FBiH Government/cantonal government/municipal mayor /mayor/LSGU **adopts (Yes / No)**.

The number of rows in Table A2 depends on number of programmes (measures) within the main programme, i.e. individual activities/projects within each programme.

**ANNUAL WORK PLAN _____ (WRITE FULL NAME OF THE
AUTHORITY)
FOR THE PERIOD _____**

Note: Document is created in Word format, Arial 12 text, Arial 8.5 tables

Introduction

- 1) Introduction (general notes on annual work plan) (maximum half a page);
- (2) Overview on activities/projects implemented through the annual work plan for the preceding calendar year (*maximum half a page*);
- 3) Brief description of key orientations of the annual work plan and the consultation process conducted (*maximum half a page*);
- 4) Description of institutional capacities with analytical overview on key deficiencies and the needs of administrative authorities in relation to the planned measures (programmes) for the following annual period, transferred from the triennial work plan (*maximum half a page*);
- 5) Possible problems and risks in the implementation of the annual work plan (*maximum half a page*).

B. The main programme

Main programme title	Code of the main programme	Sources and amounts of planned funds in BAM	
		Sources	Amount
		Budget funds	
		Loans	
		EU funds	
		Other donations	
		Other funds	
		Total	

Note: Main programme is transferred from triennial work plan of the administrative authority.

B1. Programmes (measures) for implementation of the main programme

Programme (measure) title	Code of the programme	Indicators	Baseline value	Annual target value
1.				
2.				
3.				

Note:

Programmes (measures) and indicators of administrative authorities are transferred from triennial work plan.

The number of rows in Table B1 depends on number of programmes within the main programme, i.e. individual indicators within each programme.

B2. Activities/projects for implementation of the programmes (measures) in table A1

Ordinal number and the programme (measure) ¹ title (to be transferred from table A1):							
1.							
Strategic document title, designation of objective, priorities and measure to which the programme contributes:							
Activity/ project title	Deadline for implementation	Expected result of the activity/project	Implementing body <i>(the smallest organisational unit)</i>	PIP ²	Adopt s ³ <i>(Yes/No)</i>	Sources and amounts of planned funds in BAM	
						Sources	Amount
1.1.						Budget funds	
						Loans	
						EU funds	
						Other donations	
						Other funds	
						Total	
1.2.						Budget funds	
						Loans	
						EU funds	
						Other donations	
						Other funds	
						Total	
1.3.						Budget funds	
						Loans	
						EU funds	
						Other donations	
						Other funds	
						Total	
Total amount for the programme (measure) 1.						Budget funds	
						Loans	
						EU funds	
						Other donations	
						Other funds	

							Total	
Ordinal number and the programme (measure) ¹ title (to be transferred from table A1):								
2.								
Strategic document title, designation of objective, priorities and measure to which the programme contributes:								
Activity/ project title	Deadline for implementation	Expected result of the activity/project	Implementing body <i>(the smallest organisational unit)</i>	PIP ²	Adopt s ³ (Yes/No)	Sources and amounts of planned funds in BAM		
						Sources	Amount	
2.1.						Budget funds		
						Loans		
						EU funds		
						Other donations		
						Other funds		
						Total		
2.2.						Budget funds		
						Loans		
						EU funds		
						Other donations		
						Other funds		
						Total		
Total amount for the programme (measure) 1.						Budget funds		
						Loans		
						EU funds		
						Other donations		
						Other funds		
						Total		

Note:
¹ The programme (measure), strategic document title, label of objective, priorities and measure are transferred from triennial work plan.
² **PIP status** is entered only for projects under the Public Investment Programme, for candidate projects (C) is entered; for approved projects (A); and (I) is entered for programmes in implementation.
³ The FBiH Government/cantonal government /municipal mayor/mayor/LSGU **adopts (Yes / No)**.
The number of rows in Table B2 depends on number of programmes (measures) within the main programme, i.e. individual activities/projects within each programme.

B3. Plan for drafting regulations per programmes (measures)

Ordinal number	Regulation title	Planned deadline for preparation	Proponent of regulation drafting	Alignment with EU acquis (necessary or not)	Reasons for adoption
Programme (measure) 1. of administrative authority <i>(write the title from triennial-annual work plan)</i>					
A. Regulations for which no comprehensive impact assessment will be conducted					
B. Regulations for which comprehensive impact assessment will be conducted					
Programme (measure) 2. of administrative authority <i>(write the title from triennial-annual work plan)</i>					
A. Regulations for which no comprehensive impact assessment will be conducted					
B. Regulations for which comprehensive impact assessment will be conducted					

ANNUAL WORK REPORT _____ (WRITE FULL NAME OF THE
AUTHORITY)

FOR THE PERIOD _____

Note: Document is created in Word format, Arial 12 text, Arial 8.5 table

Introduction

- 1) Introduction (general notes on the annual work report) (maximum half a page);
- 2) Overview on achieved progress in the implementation of annual programmes (measures) of the F BiH administrative authority, cantonal administrative authority and municipal/city administrative authority, including main achievements (maximum one page).

C. Main programme

Main programme title	Code of the main programme	Sources and amounts of planned and expended funds in BAM			
		Sources	Planned funds	Funds expended	Percentage of funds expended
		Budget funds			
		Loans			
		EU funds			
		Other donations			
		Other funds			
		Total			

Note: Main programme is transferred from the annual work plan of the administrative authority.

C1. Programmes (measures) for implementation of the main programme

Programme (measure) title	Code of the programme	Indicators	Target and annual implemented value		
			Target value	Implemented value	Reasons for non-implementation/partial implementation
1.					
2.					
3.					

Note:

The programme (measures) and indicators of administrative authority are transferred from the annual work plan.

The number of rows in Table C1 depends on number of programmes (measures) within the main programme, i.e. individual indicators within each programme.

C2. Activities/projects for implementation of the programmes (measures) in table C1

Ordinal number and the programme (measure) ¹ title (to be transferred from table A1):										
1.										
Strategic document title, designation of objective, priorities and measure to which the programme (measure) contributes:										
Activity/ project title	Expected result of the activity/project	Achieved result of the activity/project	Percentage of implementation	Implementing body <i>(the smallest organisational unit)</i>	PIP ²	Adopts ³ (Yes/No)	Sources and amounts of planned and expended funds in BAM			
							Sources	Planned funds	Funds expended	Percentage of funds expended
1.1.							Budget funds			
							Loans			
							EU funds			
							Other donations			
							Other funds			
							Total			
1.2.							Budget funds			
							Loans			
							EU funds			
							Other donations			
							Other funds			
							Total			
1.3.							Budget funds			
							Loans			
							EU funds			
							Other donations			
							Other funds			
							Total			
Total amount for the programme (measure) 1.							Budget funds			
							Loans			
							EU funds			
							Other donations			
							Other funds			
							Total			
Ordinal number and the programme (measure) ¹ title (to be transferred from table A1):										
2.										
Strategic document title, designation of objective, priorities and measure to which the programme (measure) contributes:										

Activity/ project title	Expected result of the activity/project	Achieved result of the activity/project	Percentage of implementation	Implementing body (the smallest organisational unit)	PIP ²	Adopts ³ (Yes/No)	Sources and amounts of planned and expended funds in BAM			
							Sources	Planned funds	Funds expended	Percentage of funds expended
2.1.							Budget funds			
							Loans			
							EU funds			
							Other donations			
							Other funds			
Total										
2.2.							Budget funds			
							Loans			
							EU funds			
							Other donations			
							Other funds			
Total										
2.3.							Budget funds			
							Loans			
							EU funds			
							Other donations			
							Other funds			
Total										
Total amount for the programme (measure) 2.							Budget funds			
							Loans			
							EU funds			
							Other donations			
							Other funds			
Total										

Note:

¹ The programme (measure), a strategic document title, label of objective, priorities and measure are transferred from the annual work plan.

² **PIP status** is entered only for projects under the Public Investment Programme, for candidate projects (C) is entered; for approved projects (A); and (I) is entered for programmes in implementation.

³ The FBiH Government/cantonal government/municipal mayor/mayor/LSGU **adopts (Yes / No)**.

The number of rows in Table C2 depends on number of programmes (measures) within the main programme, i.e. individual activities/projects within each programme.

C3. Overview of a total implementation percentage per programmes (measures) of administrative authority

Objective title	Implemented in relation to planned (%)	Funds expended in relation to funds planned (%)
Programme 1. <i>(write the title)</i>		
Programme 2. <i>(write the title)</i>		
Programme 3. <i>(write the title)</i>		
Programme n. <i>(write the title)</i>		
Total for the main programme (administrative authority)		

C4. Overview of drafting planned regulations per programmes (measures)

Programme 1. <i>(write the title from triennial-annual work plan)</i>							
Laws							
Ordinal number	Law title	Planned deadline for preparation	Status of the Law, as of 31 December ____ (year)				Justification if the deadline is not met
			Impact assessment (30%)	Preliminary draft/Draft/Proposal (30%)	Consultation (20%)	Adopted by the FBiH	

						Government (20%)	
Regulations							
Ordinal number	Regulation title	Planned deadline for preparation	Status of regulation, as of 31 December (year)		Justification if the deadline is not met		
			Draft (80%)	Act adopted (20%)			
Programme 2. (write the title from triennial-annual work plan)							
Laws							
Ordinal number	Law title	Planned deadline for preparation	Status of the Law, as of 31 December (year)				Justification if the deadline is not met
			Impact assessment (30%)	Preliminary draft/Draft/Proposal (30%)	Consultation (20%)	Adopted by the FBiH Government (20%)	
Regulations							
Ordinal number	Regulation title	Planned deadline for preparation	Status of regulation, as of 31 December (year)		Justification if the deadline is not met		
			Draft (80%)	Act adopted (20%)			
Total percentage for all planned laws and regulations			%				

Note: Local self-government units leave blank space in the line "Status of the Law", as the laws are not adopted at this level.

Justification

I LEGAL BASIS FOR ADOPTION OF THE DECREE

Legal basis for adoption of the Decree on triennial and annual work planning, monitoring and reporting in the FBiH is contained in Article 22, paragraph (2) of the Law on the Development Planning and Management in the FBiH (Official Gazette of the FBiH, 32/17) (hereinafter: the Law) which regulated that the Government of the FBiH (hereinafter: the FBiH Government) shall adopt a regulation on triennial and annual work planning, monitoring and reporting at the proposal of the FBiH Development Programming Institute (hereinafter: the FBiH Institute), in consultations with the FBiH Ministry of Finance, other institutions at the level of the FBiH and cantons, and the FBiH Association of Municipalities and Cities.

Legal basis is also contained in Article 19, paragraph (1) of the Law on the FBiH Government (Official Gazette of the FBiH, 1/94, 8/95, 58/02, 19/03, 2/06 and 8/06), stipulating that decrees define the most important issues under the competence of the FBiH government, relations concerning implementation of laws, establishment of expert and other services of the FBiH Government and principles for internal organisation of the FBiH administrative authorities.

II REASONS TO ADOPT THE DECREE AND EXPLANATION OF CHOSEN POLICY

Upon entry into force of the Law, the basis for establishment of the appropriate and harmonised system of developmental planning and management has been created and it would coordinate and include all levels of government in the FBiH. The Law contributes to creating the assumptions for faster and sustainable socio-economic development of the FBiH to respond effectively to the requirements of the EU in the EU integration process and the use of the EU pre-accession financial assistance.

The FBiH Institute and the FBiH Ministry of Justice, with Swiss Government and United Nations Development Programme (UNDP) in BiH within the Integrated Local Development Project (ILDP), have been implementing activities since 2012, which resulted in the entry into force of the Law, drafting and adopting 10 cantonal development strategies and integrated development strategies of the local self-government units in accordance with methodologies developed. The ILDP Project within the Phase III has continued to provide expertise and technical assistance in drafting five regulations provided by the Law that are proposed to the FBiH Government by the FBiH Institute in accordance with its competences (four regulations) and one regulation by the FBiH Ministry of Finance.

The obligation to draft regulations is defined under the Law, Article 35, paragraph (3), stipulating that the FBiH Government shall, at the proposal of the FBiH Institute, within six months from the effective date adopt acts under Articles 21, 22, paragraph (2) and Article 30, paragraph(2) and (8).

The requirements of the sector approach within the IPA II of the EU Delegation to BiH have also been considered in the Decree.

I GENERAL PROVISIONS

In addition to the subject matter of the Decree, this chapter defines the institutional framework for drafting a triennial work plan, an annual work plan, an annual work report and monitoring at all levels of government in the FBiH. The institutional framework structure has been developed in accordance with Article 5, paragraph (1) of the Law,

identifying institutions i.e. institutional framework responsible for development planning and management in the FBiH.

In prior consultations with the FBiH Ministry of Finance, other institutions at the level of the FBiH and cantons, and the FBiH Association, the Decree regulates triennial and annual work planning, methods for the implementation documents drafting, principles of planning, monitoring and reporting, the structure of the implementation documents, planning process, monitoring and reporting and other matters significant for planning, monitoring and reporting in the FBiH, as well as the coordination and accountability in planning, monitoring and reporting.

II METHODS FOR IMPLEMENTATION DOCUMENTS DRAFTING IN THE FBiH

Point a) of this chapter precisely defines key principles of planning, monitoring and reporting in the FBiH. The Decree elaborates five key principles defined by the Law that represent a basis for action by all institutions at all levels of government in the FBiH in the process of planning, monitoring and reporting and include the following: a coherent approach in planning, monitoring and reporting at all levels of government in the FBiH; gender equality and equal opportunities for all citizens of the FBiH; horizontal and vertical coordination of all levels of government in the FBiH; complementarity; partnership, publicity and transparency.

Each of the principles should contribute to and facilitate continuous exchange of information, both at the same level and between different levels of government in the FBiH, respecting gender equality and equal opportunities for all citizens, through concrete partnerships and direct cooperation with socio-economic partners in implementation documents drafting, as an instrument for the implementation of strategic priorities. The principles should clearly formulate activities/projects that implement the measures in strategic documents at all levels of government in the FBiH, including development and sector documents

The Decree includes annexes- Forms (1, 2, 3) that provide a minimum structure table of implementation documents in the FBiH, by means of triennial and annual work plan, and an annual work report. The structure of the implementation documents is to determine a unique practical framework for implementation of strategic documents and programmes/activities/projects related to competence of the administrative authorities at all levels of government in the FBiH. While determining the minimum elements, the following have been particularly considered: drafting the Framework Budget Document (FBD), annual budget and the terms used in budget system in the FBiH. The formats provided should enable a clear definition of activities/projects based on programmes (measures) contained in strategic documents as well as the compliance of plans with the budget process. .

A planning process in the FBiH is prescribed in section b). The process commences with drafting the guidelines for triennial planning in the FBiH. The document shall be prepared for a three-year period(based on 1 + 2 rolling system) by the FBiH Prime Minister for the FBiH level, the prime minister of the canton for the cantonal level and the municipal mayor, i.e.mayor with the body competent for development planning and management. The document shall set a framework for implementation of strategic development directions from strategic documents at each level of the government. The guidelines shall be adopted by the FBiH Government, the cantonal government, i.e. municipal mayor/mayor for each level respectively, taking into account that this process precedes the triennial planning interval and the FBD drafting. Due to the obligation defined by the

budget regulations, the document on economic policy drafted for a triennial period shall serve as a guideline document at the level of the FBiH Government.

Drafting the triennial work plan, within which strategic objectives, priorities and measures from the strategic documents are operationalised, is an obligation of all authorities in the FBiH. The triennial plan shall be a basis for drafting the FBD and Public Investment Programme (PIP). Each administrative authority in the FBiH shall define one main programme based on strategic objectives and priorities from strategic documents. In the absence of such a document at the FBiH level, the main programme shall be defined on the basis of a relevant strategic document from the higher level of government in the FBiH, i.e. in BiH and the documents arising from the EU integration process and legal competences of administrative authorities. Methods and timeframe for drafting triennial work plan of administrative authorities are determined within this Article. The triennial work plan follows the structure of Form 1, which is an integral part of the Decree.

In the same manner, Article 12 of the Decree defines drafting an annual work plan of administrative authorities at all levels of government in the FBiH as well as the calendar compliance with annual budget draft of the administrative authorities. The annual work plan is structurally the same as the triennial work plan, except that this implementation document specifies the financial resources for the implementation. The Article prescribes the process of drafting Annual Work Programme of the FBiH Government and cantons, i.e. the way in which the Annual Work Programme is integrated and delivered to the FBiH Government and cantonal governments for consideration and adoption. In addition, it prescribes the process of drafting and adoption of annual work plan of municipal/city administrative authority.

Section c) prescribes the definition of monitoring and its implementation. The section also defines the process of drafting the Annual Work Report as one of the implementation documents, as well as its elements contained in Form 3 as drafting format. In addition, the deadlines for its drafting by administrative authorities are defined as well as the integration of its data in the work report of the FBiH Government, cantons and LSGU.

The Development report is one of four implementation documents that evaluates the overall trends as well as the progress in achieving strategic objectives set out in each strategic document in the FBiH. The Article related to the report prescribes its basic elements as well as the institutions responsible for its drafting when drafting development and sector strategies.

III TRANSITIONAL AND FINAL PROVISIONS

The transitional and final provisions specify the timeframes for drafting each of the implementation documents, since these are processes that are currently ongoing and are continuous, and it is necessary to define them in this way so that the administration authorities know how to act in the transitional period. The section prescribes the obligation of cantons and local self-government units to align acts on planning and reporting with provisions of the Decree. The obligation results from the provision of Article 34 of the Law that stipulates that normative acts regulating development planning and management in the FBiH, cantons and local self-government units shall be aligned within 12 months from its entry into force. Considering that there is a regulation at the Fib level related to the process of planning and reporting on the work of the FBiH Government, the FBiH ministries and institutions, it is necessary to repeal it.

However, since 2019 and 2020 annual work programmes of the Fib ministries and institutions and the Fib Government follow the current (old) Decree, 2019 and 2020 annual work reports will follow the table of the current (old) Decree for the benefit of methodological alignment and uniformity of plans and reports. When drafting 2019 and 2020 work programmes, i.e. 2019 and 2020 work reports, the institutions at cantonal and local self-government units' level shall apply the methodologies that have been the basis for drafting these documents by the date of entry into force of the Decree.

This chapter also defines that the Decree shall enter into force on the eight day following its publication in the Official Gazette of the FBiH, and that it shall be applied as of 1 January 2021. This allows the opportunity for education of civil servants during 2019 and 2020, in order to prepare the ministries and institutions in the FBiH for a new method of planning and reporting.

IV ALIGNEMENT OF THE FBiH DECREE ON TRIENNIAL AND ANNUAL WORK PLANNING, MONITORING AND REPORTING WITH THE EU ACQUIS

In accordance with provisions of the Decree on the procedure for aligning legislation of the FBiH with the EU acquis (Official Gazette of BiH, 98/16), i.e. Articles 63 and 66 of the Rules and procedures for drafting laws and regulations of the FBiH (Official Gazette of the FBiH, 71/14 - hereinafter: the Rules), the Decree represents a category of legislation (NT) according to which its provisions are not the subject to the alignment with the EU acquis.

V. JUSTIFICATION OF FINANCIAL RESOURCES FOR IMPLEMENTATION OF THE DECREE AND FINANCIAL EFFECTS OF THE DECREE

The Decree was accompanied by a Fiscal Assessment Statement Form in accordance with the provisions of the Rulebook on the procedure for drafting a statement on fiscal assessment of laws, other regulations and planning acts related to the budget (Official Gazette of the FBiH, 34/16 and 15/18), of the FBiH Ministry of Finance.

It is important to note that the administrative authorities at all levels of government shall make plans and reports using existing capacities, without hiring new employees.

This means that no financial implications on budgets of the FBiH, cantons or local self-government units are expected in the implementation of the Decree.

VI. DESCRIPTION OF CONSULTATIONS

Pursuant to Article 70, 78 and 81 of the Rules, a broad consultation process was initiated by the publication of the Decree on the website of the FBiH Institute. The stakeholders are invited to submit their comments, suggestions and proposals within 15 days. The Decree, with an accompanying document, was submitted to all relevant institutions in the FBiH and to the FBiH Association. The consultation process was also conducted during three workshops (closer consultations with representatives of local self-government units, cantons and the representatives of the FBiH institutions were held in fourth quarter of 2017, in May 2018, and there was a meeting of a broader working group composed of the representatives of the FBiH, cantonal and institutions of local self-government units, and of the FBiH Association in June 2018). Remarks and comments were submitted by e-mail or presented orally to the drafter directly during meetings /consultations and by holding a series of internal meetings.

Institutions at the FBiH level were involved in the consultation process and all suggestions of the FBiH Gender Centre were incorporated into the text. There were no specific additional proposals, remarks and suggestions from the FBiH level.

Zenica-Doboj Canton – Department for Development and International Projects of the Government of the Zenica-Doboj Canton proposed the precise alignment of Article 2, paragraphs (2) and (3) with Articles 8 and 9 of the Law on Development Planning and Management (hereinafter: the Law). A reference to the cantonal administrative authorities under Article 9, paragraph (1) of the Law, with their mandates in paragraph (2), items f), g), and h) that regulate the affairs in monitoring and reporting on implementation of strategic documents related to Articles 23, 24 and 25 of the Law is missing. Articles 10, 11 and 15 of the Decree have insufficiently regulated the mandates delegated by the law to the cantonal administrative authorities in relation to these matters. The proposal is appropriately incorporated into the text of the Decree.

West Herzegovina Canton – the EU Integration Office has proposed that the Decree should focus on work planning of the institutions and through Decree define the obligation to align with strategic documents without having to be a substitute for development programming. The process should not be transformed from territorial development planning into an administrative, i.e. institutionalized planning suffering the loss of creativity throughout. The obligation to incorporate projects and activities from work plans into triennial and annual plans should be provided for by the Decree.

Method for drafting the implementation documents should be flexible so that lower levels of government are left to meet specific requirements. The tables offered represent a minimum, so that all levels of government can be found in prescribed tables.

The operationalisation of strategic and sector objectives should be considered in Article 10. If each document contains a developed action plan, then only projects and activities are incorporated into triennial and annual work plans. The proposals are appropriately incorporated into the text of the Decree.

Tuzla Canton - Ministry of Economy considers that Department of Development within the Ministry has no competence to consolidate annual work report on Tuzla Canton Government due to provisions of the Rules of procedure of the Tuzla Canton Government. The Article 71 of the Rules of procedure stipulated the activities and competences of Tuzla Canton Government Office. The Office provides professional and technical assistance in drafting the Work Programme of the Government and follows its enforcement. Further, there is a Decision on the methodology of drafting and the adoption of Work Programme and the Work Report on Tuzla Canton Government (Official Gazette of the FBiH, 15/15) which is important to mention due to prescribed deadlines. By 20 November, the draft of annual work plans of the cantonal administrative authorities is submitted to the Tuzla Canton Government Office, and by 31 March annual work reports are drafted and submitted. The proposal is appropriately incorporated into the text of the Decree.

Competent bodies for development planning and management in the canton have not been established identically in all cantons. Therefore, Development Board of Tuzla Canton considers that cantons should decide on implementation and consolidation of annual work plans of cantonal ministries into a uniform government's work programme and the annual work reports of cantonal ministries into a uniform work report of the cantonal government. Lack of capacities of the bodies competent for development planning and management in Tuzla Canton could present a danger in implementation these significant activities. The proposal is accepted and appropriately incorporated into the text of the Decree.

Development Planning Institute of Sarajevo Canton has suggested that the issue of action plans being drafted at the cantonal level for strategic documents should be considered and defined within the proposed Decree. In addition, the possibility to record the activities/projects of companies and others, which are not financed from the budget but also from other sources, should be envisaged within the framework of triennial and annual plans. The Decree should be amended so as the competent services of cantonal governments consolidate the annual work plans of ministries into the government annual work programme. The proposals are appropriately incorporated into the text of the Decree and other proposed Decrees.

Canton 10 considers it should be clarified that projects and activities from the action plan should be incorporated into triennial and annual work plans. The proposal is appropriately incorporated into the text of the Decree.

The Posavina Canton, the Central Bosnia Canton and the Bosnian Podrinje Canton support the comments of other participants in the consultation process and have no further comments.

The Una-Sana and the Herzegovina-Neretva Canton did not comment on the text of the Decree.

VII REVIEW OF LEGISLATION

For the purpose of effective implementation of the Decree, priority will be given to the development and adoption of new ones, i.e. amendments to the existing:

- Acts of the competent administrative authorities and administrative organisations (rulebooks on internal organisation) at all levels of government in the FBiH with the aim of establishing an effective organisation of development planning and management within them;
- The acts of cantonal governments and local self-government units, which organise the activities of development planning and management at the cantonal level, and regulate the process of triennial and annual planning, i.e. reporting on activities at all levels of government in the FBiH;
- Support tools - manuals that implement in a practical manner the methodologies from the Decree.