

TWINNING LIGHT PROJECT FICHE

Support to the administrative structures for EU integration related tasks of the Parliaments of Bosnia and Herzegovina

1. Basic information

1.1 Publication reference

EuropeAid/ 138-466/DD/ACT/BA

1.2 Programme

IPA 2013 023-590

1.3 Twinning Number

BA 13 IPA JH 01 16 TWL

1.4 Title

Support to the administrative structures for EU integration related tasks of the Parliaments of Bosnia and Herzegovina

1.5 Sector

Good Governance

1.6 Beneficiary country

Bosnia and Herzegovina

2. Objectives

2.1 Overall objective

The overall objective is to intensify the activities of the administrative structures for EU related tasks of the Parliamentary Assembly of Bosnia and Herzegovina, the Parliament of the Federation of Bosnia and Herzegovina, the National Assembly of Republika Srpska and the Brčko District Assembly and to prepare the engagement of the Cantonal Assemblies of Federation of Bosnia and Herzegovina in the European integration process.

2.2 Project purpose

The project purpose is to strengthen the functioning of the administrative structures for EU integration tasks of the Parliaments of BiH¹ by providing assistance to ensure that the tasks of the preparation for European integration and the cooperation of the Parliaments of BiH in EU integration matters are practiced on a regular basis. Additionally, in order that in the near

¹ For the purpose of this document, the 'Parliaments of BiH' will refer to: the Parliamentary Assembly of Bosnia and Herzegovina, the Parliament of the Federation of Bosnia and Herzegovina, the National Assembly of Republika Srpska and the Brčko District Assembly.

future also the Cantonal Assemblies' engagement in the European integration process could be facilitated, their current capacities and needs related to the EU accession will be assessed in a comprehensive way.

2.3 Contribution to Accession Partnership (AP) / European Partnership (EP) / Stabilisation and Association Agreement (SAA) / Annual Country Report

Link with the Stabilisation and Association Agreement

The Project contributes to the following SAA priorities:

Among the BiH commitments in the SAA, the obligation to approximate existing legislation of BiH to the EU acquis is stated in Article 70 of the SAA, Title VI – Approximation of Laws, Law enforcement and Competition Rules it is stated that ‘The Parties recognise the importance of the approximation of the existing legislation of Bosnia and Herzegovina to that of the Community and of its effective implementation. Bosnia and Herzegovina shall endeavour to ensure that its existing laws and future legislation will be gradually made compatible with the Community acquis. Bosnia and Herzegovina shall ensure that existing and future legislation will be properly implemented and enforced. This approximation shall start on the date of signing of this Agreement, and shall gradually extend to all the elements of the Community acquis referred to in this Agreement by the end of the transitional period (...).’

Further, in Article 111 on Public Administration Reform, Title VIII – Cooperation Policies, it is mentioned that ‘Cooperation will aim to further the development of an efficient and accountable public administration in Bosnia and Herzegovina and will focus on institutional building and strengthening of the policy making process.’

Link with Country (Progress) Report 2015 for BiH

While the European Commission Progress Report states that: ‘The new Rules of Procedure for the Parliamentary Assembly entered into force and introduced a fast-track mechanism for EU related legislation.’ The Report also states that: ‘Cooperation between the state-level, entity-level and Brčko District Parliaments has yet to be improved. Joint meetings of the parliaments did not take place.’ However, on 12 November 2015, soon after the report was disclosed, the conference of the leaders of Parliaments of BiH on cooperation and implementation of actions to enhance the role of parliaments in BiH in the EU integration process was held in Bijeljina. This conference resulted in specific conclusions signed by the leaders of parliaments, alleging that they will, by the end of the year 2015, approve the attached Joint Statement on the commitment towards the EU integration by taking measures to implement the recommendations of the EU funded Twinning Project (BA 12 IB JH 01) for enhancing the role of parliaments in the EU integration context; and that their next conference will be held in January 2016 during which the EU cooperation mechanism of the Parliaments will be finalized and adopted. In accordance with the Bijeljina Conclusions, the Parliaments of Bosnia and Herzegovina have indeed, on 26 January 2016, officially adopted the ‘Concept on the cooperation mechanism for the Parliaments of Bosnia and Herzegovina in the tasks of the EU integration process.’ Very soon, all the Parliaments have also adopted their EU Action plans prepared in the framework of implementation of the Twinning Project.

In the Country (Progress) Report 2015 for BiH is also stated that ‘The functioning of the Federation Parliament continued to be hampered by the lack of space in its rented premises and insufficient capacity to deal with European integration-related issues. Coordination with cantonal assemblies, in particular on shared powers, remained problematic.’

When it comes to the National Assembly of Republika Srpska, the Report states that: ‘the Department for European Integration and International Cooperation was established within the Parliamentary Secretariat of National Assembly of Republika Srpska.’ At the same time ‘the work of the Brčko District Assembly committees, including the Committee for European Integration, remains problematic due to frequent lack of quorum at their meetings and limited capacities of the District Assembly’s services.’

Link with MIPD 2014-2017

The Indicative Strategy Paper for Bosnia and Herzegovina (2014-2017) under section *1.2 Objectives, results, actions and indicators* states that ‘Subject to the adoption of a European integration strategy, further support will be provided to the different parliamentary assemblies to strengthen their ability to effectively cope and address the demands of the EU integration process, to extend their legislative and technical capacities as well as their ability to effectively interact with the relevant counterparts.’

In the same section, it is also stated that ‘Further EU assistance will support the parliamentary assemblies and the civil society to take a key role in the (pre-)accession process,’ according to the Action Plans for BiH Parliaments through realization of the Twinning Project Enhancing the role of parliaments in Bosnia and Herzegovina in the EU integration context (BA 12 IB JH 01) that ensure the enhanced role of Parliaments in BiH in strategic guidance of the EU integration process.

3. Description

3.1 Background and justification

The Parliaments of Bosnia and Herzegovina play yet a limited role in the EU accession process of the country and strongly rely on the respective executive bodies in deliberating and making decisions on EU-related issues. The capacity of parliamentary administrations is at an early stage in terms of providing adequate support to MPs, parliamentary committees and the chambers on EU-related issues.

At the same time, the main problems – such as lack/limitation of available capacity of parliamentary administration, strategic guidance of the Parliaments in BiH of the EU accession process, regular oversight of the EU accession process – were already addressed in the frame of the Twinning Project Enhancing the role of parliaments in Bosnia and Herzegovina in the EU integration context, BA 12 IB JH 01, which achieved several results serving as clear baseline for the coming phase. This Twinning Project was implemented between February 2014 and February 2016. Its main outcome was not only that numerous recommendations were drafted focusing on the previously mentioned fields of parliamentary work related to preparation of BiH Parliaments for the European integration, but those were transformed into adopted Action Plans, i.e. roadmaps, tailored for each of the Parliaments. In this way a clear itinerary came on, ensuring a program of preparation for the individual Parliaments.

During the implementation period of the BA 12 IB JH 01 Twinning Project several achievements were reached: two conferences uniting of the leadership of all 4 BiH Parliaments were organized, the work of the Parliamentary Forum for EU Integration was revitalised, setting up of administrative units dedicated to activities of EU integration was initiated. Above all, a Joint Statement on the commitment of the Parliaments of Bosnia and Herzegovina towards the EU integration by taking measures to implement the

recommendations of the BA 12 IB JH 01 Twinning Project was endorsed, further the Concept on the cooperation mechanism for the Parliaments of Bosnia and Herzegovina in the tasks of the EU integration process was adopted.

Despite those achievements and the fact that both awareness and relevant in-house competencies were enhanced in a considerable way, no self-sufficient capacity could have been created in the Parliaments within this relatively short timeframe yet which could maintain and support the achievements reached.

Additionally, the entering into force of the Stabilization and Association Agreement on 1 June 2015 loads even more duty and task on the Parliaments what the Parliaments cannot independently undertake yet.

The mentioned initiatives should be further strengthened and made of them regular practice.

The cooperation among the different political and administrative structures of the various parliaments has still not become a regular practice. For this reason the Parliaments' Speakers and Deputy Speakers endorsed a 'Concept on the cooperation mechanism for the Parliaments of Bosnia and Herzegovina in the tasks of the EU integration process' in January 2016 as the concluding element of the Twinning Project BA 12 IB JH 01. However, to put this cooperation mechanism in practice and facilitate the regular coordination and information exchange is a crucial necessity, where Parliaments need further assistance.

After the Parliaments launched the establishment of parliamentary administrative structures for EU integration tasks, those units' activities are still to consolidate and to enhance: it is crucial that those provide professional background support to MPs, committees and other parliamentary working bodies aiming at enhancing the role of Parliaments in the EU accession process and to implement the EU integration Action Plans of the Parliaments. Alike, presenting information on the Parliaments' EU integration activities to general public on a regular basis is also needed.

The entering into force of the SAA implies that the Parliaments adopt the necessary pieces of legislation transposing the acquis/implementing the SAA. This unavoidably entails that practical, day-by-day legal approximation exercises are done in each of the Parliaments, and nonetheless in a coordinated manner. The necessary professional background for compatibility checking and amendment drafting is to be provided by responsible administrative units – in cooperation with respective executive offices. For that purposes the legal approximation practice of the Parliaments is to be strengthened in a functional way.

Quoting the 2015 Country Report, '[Federation Parliament's] *Coordination with cantonal assemblies, in particular on shared powers, remained problematic.*'

So far no clear in-depth analysis was done yet on the Cantonal Assemblies' capacities and preparedness in implementing the tasks of the preparation for the accession process of Bosnia and Herzegovina to the EU and the implementation of the Stabilisation and Association Agreement. However, it is obvious that the Cantonal Assemblies' legislative capacity, especially in regard of European integration, is underdeveloped. As part of the challenges what Bosnia and Herzegovina faces in the respect of EU integration, it has an utmost importance to meet this necessity and ensure the engagement of the Cantonal Assemblies in the process, providing assistance to establish the necessary procedures and structures in order to fulfil their tasks and duties resultant from the Constitution of BiH.

In order to enhance the role of the Cantonal Assemblies of the Federation of Bosnia and Herzegovina (FBiH) in the European integration process, as a first step a clear needs assessment is necessary to be conducted in order to define and identify what are the future steps to create the crucial structures, procedures and timelines that enable Cantonal Assemblies to perform the tasks needed for European integration and act as substantial part of BiH's constitutional and legislative structure.

3.2 Related activities and donor coordination

Since 2001 the OSCE Mission in BiH has been supporting the modernization and development of the Parliaments of BiH with initial focus on Parliamentary Assembly of Bosnia and Herzegovina, that is, since 2012, extended to legislative institutions at the entity level and Brčko District Assembly. Besides supporting strategic planning processes and realization, development of IT infrastructure and politics, internal communication and management, improving the functions of the parliamentary bodies, the OSCE Mission is undertaking the activities that promote interparliamentary cooperation in BiH and in the whole region.

In the frame of European Union's IPA 2010 and IPA 2012, the Project 'ICT based solutions for IDDEEA and the Parliamentary Assembly of Bosnia and Herzegovina' resulted with final delivery of the application for eSession in PABiH as well as partial functional training of EDRMS application.

Under IPA 2012 the Twinning Project BA 12 IB JH 01 Enhancing the role of parliaments in Bosnia and Herzegovina in the EU integration context was implemented, which resulted in the developments described under 3.1.

The Konrad Adenauer Foundation cooperates with the Parliaments of BiH through organizing seminars, roundtables, conferences, consultations, political dialogue programs, professional and political discussions, as well as visiting countries in the region, Germany and European institutions. This foundation focuses on supporting BiH in EU integration process, overcoming the past and reconciliation.

The Westminster Foundation for Democracy undertakes in the Parliaments of BiH activities for strengthening their cooperation with other parliaments in the region, and regional cooperation of parliaments in general. Westminster Foundation for Democracy organizes roundtables, business meetings, seminars and conferences mainly focused on cooperation of regional parliamentary commissions for economic reforms, European integrations, and finance and budget.

The USAID project Strengthening Governing Institutions and Processes (SGIP) in Bosnia and Herzegovina is being implemented in the PABiH and PFBiH. This project is aimed to improve policy development in the lawmaking process and budget preparation, review, adoption and implementation. Additional goals of the project are also - strengthening systems of public accountability and transparency and enhancing the role and capacity of women in governing institutions, processes and systems.

3.3 Results

The mandatory results to be achieved are:

1. Activities of the administrative units responsible for European integration tasks (EU units*) is enhanced; the units are enabled to provide practical administrative support to the strategic guidance (to the monitoring and scrutiny functions of the Parliaments), and prepare parliamentary positions on EU accession issues.

Indicators:

- Number and quality of documents prepared by EU units;
- Number of interactions with stakeholders prepared by EU units;
- Implementation rate of the EU Integration Action Plans of the Parliaments.

2. Cooperation mechanism in EU integration tasks is launched and its regular organization becomes a practice of the EU units.

Indicators:

- Number of cooperation events;
- Qualitative results (e.g. agreements/conclusions, joint legal approximation exercises, coordinated actions) achieved in the cooperation framework.

3. Activities of the responsible administrative structures – acting in cooperation with respective executive offices – are strengthened to improve the professional support to compatibility checking and amendment drafting in a standard legal approximation procedure.

Indicators:

- Quantity and quality of compatibility check procedures implemented;
- Quantity and quality of the mechanism for information sharing with executives and other BiH Parliaments on the legislative procedures for the approximation with the *acquis*.

4. The EU units provide support to increase the capacities of the Parliaments in spreading information on their EU integration activities.

Indicators:

- Number and quality of documents prepared by EU units;
- Number of interactions with stakeholders prepared by EU units.

5. The EU units practice professional background support to the Parliaments' EU related inter-parliamentary and international activities.

Indicators:

- Number and quality of documents prepared by EU units;

* When mentioning the EU units, it also refers to the EU adviser in Brčko District Assembly.

- Number of interactions with stakeholders prepared by EU units.
6. A comprehensive needs assessment is conducted for the Cantonal Assemblies to map, analyse and enable them in order to enhance their role in the European integration process.

Indicators:

- Quality and quantity of filled questionnaires;
- Number of participants in the assessment process;
- Number of conducted sessions (interviews, consultations, workshop).

3.4 Activities

Activities are clustered in two Components.

Component 1 will be carried jointly and in parallel in the four beneficiary Parliaments.

Component 2 will be implemented with the Cantonal Assemblies under the coordination of the House of Peoples of the Parliament of the Federation of Bosnia and Herzegovina.

COMPONENT 1 – Support to strengthen the activities of the administrative units responsible for European integration tasks*

Activity 1.1 – Support to strategic guidance and parliamentary cooperation activities of the EU units

This activity should consist of regular coaching to strategic guidance and parliamentary cooperation for an overall involvement of an *indicative* 80 man/working days of MS expertise.

Activity 1.2 – On-the-job training practical exercises to improve legal approximation activities

This activity should consist of on-the-job trainings, practical exercises and workshops for an overall involvement of an *indicative* 40 man/working days of MS experts.

Activity 1.3 – Support to strengthen the EU information activities

This activity should consist of on-the-job trainings, practical exercises and workshops for an overall involvement of an *indicative* 25 man/working days of MS experts.

Activity 1.4 – Support to strengthen the EU related interparliamentary and international activities

This activity should consist of on-the-job trainings, practical exercises and workshops for an overall involvement of an *indicative* 20 man/working days of MS experts.

COMPONENT 2 – Needs assessment of the FBiH Cantonal Assemblies related to capacities for European integration activities

Activity 2.1 – Needs assessment of the FBiH Cantonal Assemblies related to capacities for European integration activities

* When mentioning these units ('EU units'), it also refers to the EU adviser in Brčko District Assembly.

This activity should consist of a comprehensive assessment in all the Cantonal Assemblies via interviews, consultations and a workshop for an overall involvement of an *indicative* 70 man/working days of MS experts.

3.5 Means/Input from the MS Partner Administration

The project will be implemented in the form of a Twinning Light Contract between the EU representing the beneficiary country and EU member State.

The implementation of the project requires an MS Twinning Light Project Leader (MS PL) with responsibility for the overall coordination of project activities. In addition short-term experts will be engaged for specific activities. It is essential that the team have sufficiently broad expertise to cover all the areas included in the project description, which also requires thorough understanding of the functioning of the Beneficiary Institutions.

The interested Member State institution shall include in its proposal the CVs of the designated Project Leader and short term experts proposed to play key role in the implementation of the project.

3.5.1 Profile and tasks of the Member States Project Leader

The Member States Project Leader will conceive, supervise and co-ordinate the overall thrust of the project, lead project activities, and ensure attainment of the projected output. He/she is expected to ensure that all the support from the management and staff on the MS side is available for the project. He/she will act as the counterpart of the Beneficiary Country Project Leader and will ensure in close co-operation the overall steering and co-ordination of the project also through the Project Steering Committee. The MS Project Leader is fully responsible for co-ordination of the work of the experts.

The proposed MS Project Leader must be a public servant of an EU MS institution. He/she should be a high-ranking civil servant or equivalent staff from the respective MS parliament.

Qualifications and skills

- University degree in law, political science, economics or a relevant field;
- Proven knowledge and understanding of Twinning Projects in Member States, candidate or potential candidate countries, countries of the European Neighbourhood;
- Fluent written and spoken English.

General professional experience

- At least 10 years of general professional experience in the EU integration related area relevant to the project overall requirements;

Specific professional experience

- At least 3 years of experience in a managerial position within an EU MS Parliament as permanent staff (elected persons are not eligible under Twinning);

Tasks:

1. Conceive, supervise and coordinate the overall preparation of the project;
2. Coordinate and monitor the overall implementation of the project;
3. Ensure coordination of the work of the short term experts;
4. Liaise with the Project Leader from the Beneficiary Institution;

5. Co-chair, with the Beneficiary Country Project Leader, the project implementation at the Steering Committee meetings;
6. Execute administrative issues (i.e. signing quarterly reports, Operative side letters, addenda, etc.)

3.5.2 Profile and tasks of Key short-term experts (STEs)

The pool of MS experts to support the MS PL should indicatively comprise at least four short-term experts (STE) playing leading role in the implementation of project activities as listed below. They should be proposed by indicating the area they cover.

Their profile should cover the following expertise:

Short term expert STE 1, implementing Activity 1.1 Support to strategic guidance and parliamentary cooperation activities of the EU units

- Minimum 3 years of experience in a MS parliament in preparation of strategic guidance and parliamentary cooperation
- Experience in EU integration affairs in parliamentary field
- Proven knowledge of the constitutional-legal setup and parliamentary system of BiH as an asset.
- fluency in written and spoken English language

Short term expert STE 2, coordinating Activity 1.2 On-the-job training practical exercises to improve legal approximation activities

- Minimum 3 years of experience in legal approximation activities of an MS parliament
- Proven knowledge of the constitutional-legal setup and parliamentary system of BiH as an asset.
- fluency in written and spoken English language

Short term expert STE 3, coordinating Activity 1.3 Support to strengthen the EU information activities

- Minimum 3 years of practical experience in EU information activities of an MS parliament;
- Proven knowledge of the constitutional-legal setup and parliamentary system of BiH as an asset.
- fluency in written and spoken English language

Short term expert STE 4, coordinating Activity 1.4 Support to strengthen EU inter-parliamentary framework

- Minimum 3 years of practical experience in the EU inter-parliamentary framework;
- Proven knowledge of the constitutional-legal setup and parliamentary system of BiH as

- an asset.
- fluency in written and spoken English language

Short term expert STE 5, coordinating Activity 2.1 Needs assessment of the FBiH Cantonal Assemblies related to capacities for

- Minimum 3 years of practical experience in a MS parliament in preparation of various assessments related to the Parliamentary work
- experience in analysis of legislative/governance institutions
- Proven knowledge of the constitutional-legal setup and parliamentary system of BiH as an asset.
- fluency in written and spoken English language

Further short term experts may be involved based on the methodology of project implementation according to the proposal of the MS implementing institution. All further participating short term experts must have at least 3 years relevant professional experience in the area of the activities they are nominated for.

3.5.3 Beneficiary's contribution

The BC must provide free of charge the MS experts, with the requisite facilities for professional use. Accordingly the following costs are not eligible under the Twinning contract:

- adequately equipped office space
- telephone
- email services
- fax
- photocopiers
- computer
- internet access
- secretarial support
- venues and equipment for conferences, training and workshops
- access to information

3.5.4 Working languages

Activities involving MS experts and reporting shall be carried out in English. Translation of mentioned documents into one of the official languages in Bosnia and Herzegovina should be provided.

Activities may be carried out in English and in one of the local languages. The MS with the assistance of BC Project Leader will ensure that the necessary translation and interpretation services are provided, and their cost will be covered by the project's budget.

4. Institutional Framework

4.1 Beneficiary institutions

The project is characterized with a complex institutional framework.

Beneficiaries are: the Parliamentary Assembly of Bosnia and Herzegovina (PABiH), Parliament of the Federation of Bosnia and Herzegovina (PFBiH), National Assembly of Republika Srpska (NARS) and the Brčko District Assembly (BDA).

The activities related to the cantonal assemblies will be implemented with the assistance and coordination of Parliament of the Federation of Bosnia and Herzegovina.

4.2 BC Project Leader (BC PL)

The beneficiary country Project Leader will act as the counterpart of the MS PL and will ensure close cooperation in the overall steering, co-ordination and management of the Project from the beneficiary side. He/she will be a high-ranking official in the Beneficiary Parliament. He/she will support the Twinning Light project team in organisational and technical matters and will also coordinate the Steering Committee on behalf of the BC. The role of the BC PL and the MS PL are complementary.

Tasks:

1. Carry out day-to-day implementation of the Twinning Light Project in the Beneficiary Country;
2. Provide technical advice and support to the parliaments;
3. Guarantee smooth implementation of the different activities delivered;
4. Assess continuously the Twinning Light Project in all stages and provide link to compare it with the specified benchmarks/results and time-frame;
5. Prepare monthly reports;
6. Make recommendations for maximising project outputs.

Specify the name, official position and postal address of the contact person and the Project Leader counterpart. No contact details shall be provided for the latter..

4.3 Steering Committee

Preparation of the start-up report covering the first two months of the contract is anticipated after two months of the project implementation (submitted during the third month), and a final report. (Templates are as for standard Twinning). These reports in English will be presented in electronic version and in hard copies with signatures of both, MS and BC Project Leaders. For the purpose of efficient project coordination, a Steering Committee (SC) will be established at the beginning of the project. The SC will comprise of the Project Leaders, senior representatives of the Parliamentary Assembly of BiH, Parliament of Federation of BiH, National Assembly of Republika Srpska and Brčko District Assembly, and representative of the EUD.

The SC will take the necessary decisions related to project implementation and will be the forum to discuss any matters that may arise. Extraordinary SC meetings can be convoked in case of exceptional needs.

The SC meetings are called and chaired by both Project Leaders.

5. Budget

The project will be implemented through a Twinning Light Contract of which the maximum EU contribution will be EUR 250.000.

IPA Community Contribution	National Co-financing	TOTAL
95% EUR 250.000	5% EUR 12.500	EUR 250.000

The co-financing requirement foreseen under IPA will be considered fulfilled according to the provision of the relevant Financing Agreement.

All twinning contracts as a rule must provide Beneficiary co-financing on the side of the beneficiary institution, for the purpose of covering costs not covered by the EU as per Twinning manual, point 5.13, as follows:

- Facilities for the Member State experts: adequately equipped office space, telephone, e-mail services, fax, photocopiers, computer, internet access, secretarial support and access to information;
- Organisation of events (incl. hall rental, provision of refreshments, printing seminar materials, interpretation equipment and other logistical support).

The following expenses are to be covered with the project funds:

- Visibility Cost (Visibility activities will be according EU visibility requirements);
- Audit certificate cost;
- Interpretation and translation costs up to 7% of the budget.

6. Implementation Arrangements

6.1 Implementing Agency responsible for tendering, contracting and accounting

The EU Delegation in Bosnia and Herzegovina is the implementing agency responsible for all procedural aspects of the tendering, contracting, payments, accounting and overall supervision of the implementation of the project.

Contact point:

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6.2 Main counterpart in the BC

Mr. Omar Filipović, BC Project Leader

Parliamentary Assembly of Bosnia and Herzegovina

6.3 Contracts

One Twinning Light Contract for Support to the administrative structures for EU integration related tasks of the Parliaments of Bosnia and Herzegovina.

7. Implementation Schedule (indicative)

7.1 Launching of the call for proposals

The date for the launching of the call for proposals is: Quarter 3, 2016.

7.2 Start of project activities

The start of project activities is tentatively scheduled for: Quarter 4, 2016.

7.3 Project completion (date)

The project completion is tentatively scheduled for: Quarter 3, 2017.

7.4 Duration of the execution period

The Twinning Light Contract duration is 8 months for implementation of the action.

8. Sustainability

The Project has been initiated and elaborated by the highest political level in the Parliaments of BiH, which demonstrates high level of commitment to project objectives.

Most of the resources needed for this Twinning Light Project are already available, as the beneficiaries launched the establishment of parliamentary administrative structures for EU integration tasks with introduced working procedures.

The practice and the working methods installed within the project will be embedded project reports and manuals. The acquired knowledge of the staff involved into the coaching and on-the-job trainings, practical exercises will deliver considerable effort and tangible outputs in improving the European integration related administrative units' working methods and results the benefit of which shall endure well beyond the project timeframe.

Furthermore, the findings of the needs assessment of the FBiH Cantonal Assemblies provide a comprehensive diagnose of the available capacities which was not done before, providing clear baseline for later capacity building interventions.

As a result of the Twinning Light Project and the assistance given, the parliamentary staff will work to ensure that all knowledge gained through the project will be systematically transferred to all new employees by on the job training delivered through everyday work and manuals developed.

9. Cross cutting issues

9.1 Equal opportunities and non-discrimination

Equal opportunity principles and practices in ensuring equitable gender participation and non-discrimination within the project will be guaranteed.

9.2 Minority and vulnerable groups

Participation in the project activities will be guaranteed on the basis of equal access regardless of racial or ethnic origin, religion or belief, disability, sex or sexual orientation.

9.3 Environmental considerations

The projects will not lead to any negative environmental effects.

9.4 Civil society development and dialogue

Within the project, activities are planned to assist increased involvement of civil society in activities of the Parliaments in the context of the EU accession process.

9.5 Good governance, with particular attention to fight against corruption

All relevant requirements to insure a sound financial management of the Twinning Light Project will be fulfilled in accordance with the principle of good governance.

All necessary provisions will be taken to fight against corruption in accordance with the IPA Implementing Regulation.

10. Conditionality and sequencing

10.1 Conditionality

The project includes the following conditions:

1. Endorsement by all key stakeholders of the Twinning Light Project Fiche;
2. Appointment of counterpart personnel by the beneficiary;
3. Making the staff that will be involved in the Twinning implementation available;
4. Participation by the beneficiary in the selection of twinning partner;
5. Allocation of working space and facilities by the beneficiary for Twinning Light assistance before the launch of the project;
6. Appointing relevant staff by the beneficiaries to participate in activities as per work plan;
7. Good coordination and cooperation between the involved Parliaments in the activities of the Twinning Light Project;
8. Maintaining political support to the project.

In the event that conditions are not met, suspension or cancellation of the project will be considered.

10.2 Sequencing

Key milestones will be:

1. Approval of the Twinning Light Project Fiche;
2. Completion of the selection of the twinning partner;
3. Signature of the Twinning Light Contract;
4. Establishment of the Steering Committee;
5. Commencement of the implementation of the Twinning;
6. End of the implementation period;
7. Submission of the final report.

ANNEXES TO THE TWINNING LIGHT FICHE

1 – Logical framework matrix in standard format

ANNEX 1: Logical framework matrix in standard format

LOGFRAME PLANNING MATRIX FOR THE PROJECT FICHE		Programme name and number		
		IPA 2013 023-590		
Support to the administrative structures for EU integration related tasks of the Parliaments of Bosnia and Herzegovina		Contracting period expires two years from the date of the	Execution period expires two years from the final date	Disbursement period expires one year from the final date for execution of contracts
		Total budget : EUR 250.000		IPA budget: EUR 237.500
Overall objective	Objectively verifiable indicators	Sources of verification		
The overall objective is to intensify the activities of the administrative structures for EU related tasks of the Parliamentary Assembly of Bosnia and Herzegovina, the Parliament of the Federation of Bosnia and Herzegovina, the National Assembly of Republika Srpska and the Brčko District Assembly and to prepare the engagement of the Cantonal Assemblies in the European integration process.	<ul style="list-style-type: none"> - Enhanced activities of administrative structures for EU related tasks take place in and among parliaments of BiH, related to their competence - A baseline analysis is taken on the F BiH Cantonal Assemblies' structures, procedures and capacities related to European integration 	<ul style="list-style-type: none"> - EC Country Report; - Reports of Parliaments of BiH; - CSOs' and other independent organizations' reports - Final report - -Quarterly reports - Monitoring reports - Twinning Review mission report - Eventually ex-post monitoring 		

Project purpose	Objectively verifiable indicators	Sources of verification	Assumptions
<p>The project purpose is to strengthen the functioning of the administrative structures for EU integration tasks of the Parliaments of BiH by providing assistance to ensure that the tasks of the preparation for European integration and the cooperation of the Parliaments of BiH in EU integration matters are practiced on a regular basis. Additionally, in order that in the near future also the Cantonal Assemblies' engagement in the European integration process could be facilitated, their current capacities and needs related to the EU accession will be assessed in a comprehensive way.</p>	<ul style="list-style-type: none"> - Increased number of documents prepared by the Parliaments' EU units supporting the Parliaments' monitoring and scrutiny, legal harmonization, information and inter-parliamentary activities related to EU integration - Fora for cooperation on EU related issues among the EU units of the Parliaments of BiH is functioning - Cantonal Assemblies own a needs assessment analysis which enable to address their necessities in the course of preparation for EU integration 	<p>or evaluation reports</p> <ul style="list-style-type: none"> - EC Country Report; - Reports of Parliaments of BiH; - Minutes of Parliaments' and working bodies sessions; - CSOs and other independent reports. - Final report - -Quarterly reports - Monitoring reports - Twinning Review mission report - Eventually ex-post monitoring or evaluation reports 	<ul style="list-style-type: none"> - Political support and full commitment in all beneficiary institutions is maintained; - Political support by executive branch is ensured - Good coordination of beneficiary institutions.
<p>Results</p> <p>1. Activities of the administrative units responsible for European integration tasks (EU units) is enhanced; the units are enabled to provide practical administrative support to the strategic guidance (to the monitoring and scrutiny functions of the Parliaments), and prepare parliamentary positions on</p>	<ul style="list-style-type: none"> - Number and quality of documents prepared by EU units; - Number of interactions with stakeholders prepared by EU units; - Implementation rate of the EU Integration Action Plans of the Parliaments. 	<ul style="list-style-type: none"> - EC Country Report; - Reports of Parliaments of BiH; - Official gazettes; - Plenary sessions minutes; - Minutes of the parliamentary working bodies meetings; - Reports of CSOs and other 	<ul style="list-style-type: none"> - Political support and full commitment in all beneficiary institutions is maintained; - Political support by executive branch is ensured; - Good coordination of beneficiary institutions;

<p>EU accession issues.</p>	<ul style="list-style-type: none"> - At least 75% of trained staff very satisfied by quality of training - At least 75% of trained staff very satisfied by logistical arrangements of training 	<ul style="list-style-type: none"> independent reports; - Minutes of committee meetings; - Final report - Quarterly reports - Monitoring reports - Twinning Review mission report - Eventually ex-post monitoring or evaluation reports - STE Mission reports 	<ul style="list-style-type: none"> - Timely planning and appropriation of resources; - Timely follow-up of project recommendations by beneficiaries.
<p>2. Cooperation mechanism in EU integration tasks is launched and its regular organization becomes a practice of the EU units.</p>	<ul style="list-style-type: none"> - Number of cooperation events; - Qualitative results (e.g. agreements/conclusions, joint legal approximation exercises, coordinated actions) achieved in the cooperation framework. - 	<ul style="list-style-type: none"> - EC Country Report; - Reports of Parliaments of BiH; - Reports of CSOs and other independent reports; - Minutes of committee meetings; - Minutes of the Forum of EU Integration Committees; - Reports / minutes of coordination events; - Project reports. 	<ul style="list-style-type: none"> - Political support and full commitment in all beneficiary institutions is maintained; - Political support by executive branch is ensured; - Good coordination of beneficiary institutions; - Timely planning and appropriation of resources; - Timely follow-up of project recommendations by beneficiaries - Follow-up of the Concept on cooperation mechanism for the parliaments of BiH in the tasks of the EU

			integration process.
3. Activities of the responsible administrative structures – acting in cooperation with respective executive offices – are strengthened to improve the professional support to compatibility checking and amendment drafting in a standard legal approximation procedure.	<ul style="list-style-type: none"> - Quantity and quality of compatibility check procedures implemented; - Quantity and quality of the mechanism for information sharing with executives and other BiH Parliaments on the legislative procedures for the approximation with the <i>acquis</i> 	<ul style="list-style-type: none"> - EC Country Report; - Reports of Parliaments of BiH; - Minutes of the parliamentary working bodies meetings; - Parliamentary information and statistics on approximated laws passed in the Parliaments - Project reports. 	<ul style="list-style-type: none"> - Political support and full commitment in all beneficiary institutions is maintained; - Political support of the executive branch is ensured; - Good coordination of beneficiary institutions; - Functioning cooperation among the Parliaments of BiH and their respective executive offices is ensured; - Timely planning and appropriation of resources.
4. The EU units provide support to increase the capacities of the Parliaments in spreading information on their EU integration activities.	<ul style="list-style-type: none"> - Number and quality of documents prepared by EU units; - Number of interactions with stakeholders prepared by EU units. - At least 75% of trained staff very satisfied by quality of training - At least 75% of trained staff very satisfied by logistical arrangements of training 	<ul style="list-style-type: none"> - Reports of CSOs and other independent reports; - Records of EU-related information activities of Parliaments; - EU information materials elaborated by the EU units; - Project reports. 	<ul style="list-style-type: none"> - Political support and full commitment in all beneficiary institutions is maintained; - Political support of the executive branch is ensured; - Good coordination of beneficiary institutions; - Timely planning and appropriation of resources.

<p>5. The EU units practice professional background support to the Parliaments' EU related interparliamentary and international activities.</p>	<ul style="list-style-type: none"> - Number and quality of documents prepared by EU units; - Number of interactions with stakeholders prepared by EU units 	<ul style="list-style-type: none"> - Reports of CSOs and other independent reports; - Records of EU-related interparliamentary and international activities of Parliaments; - Project reports. 	<ul style="list-style-type: none"> - Political support and full commitment in all beneficiary institutions is maintained; - Political support of the executive branch is ensured; - Good coordination of beneficiary institutions; - Timely planning and appropriation of resources.
<p>6. A comprehensive needs assessment is conducted for the Cantonal Assemblies to map, analyse and enable them in order to enhance their role in the European integration process.</p>	<ul style="list-style-type: none"> - Quality and quantity of filled questionnaires; - Number of participants in the assessment process; - Number of conducted sessions (interviews, consultations, workshop) 	<ul style="list-style-type: none"> - Project reports (e.g. filled questionnaires, attendance sheet, workshop conclusion report) 	<ul style="list-style-type: none"> - Political support and full commitment in all Cantonal Assemblies is maintained; - Political support of the executive branch is ensured; - Submission of valid information and availability of interview partners.
<p>Activities</p>	<p>Objectively verifiable indicators</p>	<p>Sources of verification</p>	<p>Assumptions</p>
<p>Component 1 – Support to strengthen the activities of the administrative units responsible for European integration tasks 1.1 Support to strategic guidance</p>	<ul style="list-style-type: none"> - At least 75% of trained staff very satisfied by quality of training - At least 75% of trained staff very satisfied by logistical arrangements of training 	<ul style="list-style-type: none"> - Final report - -Quarterly reports - Monitoring reports - Twinning Review mission report 	<ul style="list-style-type: none"> - Mobilisation of beneficiary counterpart staff to the project activities - Positive synergies established with other

<p>and parliamentary cooperation activities of the EU units</p> <p>1.2 On-the-job training practical exercises to improve legal approximation activities</p> <p>1.3 Support to strengthen the EU information activities</p> <p>1.4 Support to strengthen the EU related inter-parliamentary and international activities</p> <p>Component 2 – Needs assessment of the FBiH Cantonal Assemblies related to capacities for European integration activities</p> <p>2.1 Needs assessment of the FBiH Cantonal Assemblies related to capacities for European integration activities</p>		<ul style="list-style-type: none"> - Eventually ex-post monitoring or evaluation reports - STE Mission reports - Other reports 	<p>involved stakeholders</p> <ul style="list-style-type: none"> – Ownership of results by counterpart – -Absorption capacity ensured – Political and social stability in the beneficiary country – Input from EU MS partner provided; – Continuing commitment of Parliaments’ political and administrative leaderships and political groups in Parliaments and in Cantonal Assemblies; – Continuing commitment of management and staff in the beneficiary administration; – Project Steering Committee established and functioning; – Timely allocation of working space and facilities by the beneficiary for twinning before the project start; – Timely organisation, selection and appointment
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			of participants for the activities as per Twinning Light work plan
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