

ANNEX IV: Methodology for the drafting process ACTION PLAN 2018 – 2020 FOR OPEN GOVERNANCE & PARTNERSHIP

I. Introduction: Integrated Planning System

Strategic Planning in Albania is based on the Integrated Planning System (IPS), which was initially approved by the Council of Ministers Decision No. 244, dated 21 April 2005 and subsequently with the Council of Ministers Decision No.692, dated 10.11.2005 . The IPS aims to provide a comprehensive planning framework including all government policies and financial planning function in a coherent, efficient and integrated manner. The IPS consists in a principles framework and operating structures that enable the most harmonized link possible of all planning processes between them.

There are two basic processes where IPS is based:

- A mid-term, long-term strategic planning process, the **National Strategy for Development and Integration (NSDI)**, which sets strategic priorities and goals;
- A mid-term budgeting process, the **Mid-Term Budget Program (MTBP)**, which requires each ministry to draft a three-year plan within budget spending ceilings to achieve policy objectives in accordance with the NSDI;

II. Linking processes and drafting of Action Plan 2018-2020

The methodology for the drafting process of Action Plan 2018-2020 (Open Government & Partnership) is based on the principle of full functioning of all existing mechanisms and processes related to the Integrated Planning System.

The drafting of the 2018-2020 Action Plan (OGP) is particularly supported in the best harmonization with the Mid-Term Budget Programming cycle and the National Plan for European Integration (NPEI) as well as the country's strategic programming (sectoral & crosscutting strategies).

In particular, **Action Plan 2018-2020 (OGP)** will harmonize:

- **Linking to the priorities of the Albanian Government and the NSDI II**, where the priorities set out in the Government's program as well as the priority sectors of the Government are an integral part of the vision and policies defined by the NSDI.
- **Full link between the MTBP and NPEI**, where activities, measures and commitments under the SAA are an integral part of the MTBP and NSDI.
- **Link to the policies included in the national sectoral and cross-sectoral strategies of the country.**

2.1 Institutional Framework for the Action Plan OGP 2020

Decision-making level

Integrated Policy Management Group on Good Governance and Public Administration: approves the Action Plan 2018-2020.

1. The IPMG of GG&PA - under the leadership of the Deputy Prime Minister - focuses on the priority of the Albanian Government for 'Good Governance' at the central and local level, which forms the basis of the NSDI, aiming to improve the delivery of Public Services, improve open governance, improve public and private sector governance, democracy and rule of law. Strong and effective governance supports competitiveness and growth, because it provides a proper regulatory framework for business, social groups and citizens and is essential for EU membership. Good governance promotes public sector accountability and transparency, as well as effective decentralization and democracy at the local level.
2. The IPMG of GG&PA will coordinate policies and monitor implementation in this wider sector through the design and implementation of a Work Calendar covering measures related to the advancement of civil society, decentralization and local governance, public administration reform, public services, transparency & anti-corruption, statistics, e-governance and digitalization and support measures for Parliament.

Technical Secretariat for IPMG & OGP

The Department of Development and Good Governance /Unit of Policy and Good Governance Systems plays the role of the Technical Secretariat for the IPMG which coordinates the process for Action Plan 2018-2020. The Secretariat follows the progress of the process in line ministries and reports to the Prime Minister on various ongoing issues.

Thematic coordination groups

Technical Working Group: For central level coordination of key institutions and management of the entire process, work within the IPMG for Good Governance Thematic Groups.

Thematic Groups (ThG) are inter-ministerial working groups established under an IPMG to coordinate and monitor reforms and related actions in a particular subsector within the "broad-based" sector covered by IPMG.

The Integrated Policy Management Group for Good Governance and Public Administration covers ThG within the activity of the following areas:

Secretariat at technical/operational level IPMG & OGP is led by the Department for Development and Good Governance (DDGG/PMO), in the role of the Technical Secretariat and coordinates the work on:

- Preparing the Strategic Context chapter
- Preparing the chapter on Strategic Goals / Action Plan components
- Preparing the framework chapter of the monitoring process

Thematic groups at the technical level are guided by Lead Focal Point for each component and coordinate the work on:

- Preparing the chapter on Policy Purposes and Specific Objectives of the Action Plan 2020 (according to the respective component)
- Preparing the chapter of the Priority Measures for the implementation of the Action Plan 2020 (according to the respective component)
- Preparing the budgeting chapter

The Ministry of Finance and Economy guarantees the consolidation of the budget chapter. As part of the technical working group, the general budget directorate, the macroeconomic and fiscal policy directorate are involved in the process.

The Ministry of Justice guarantees the analysis of the legislative implications of the Reform as well as the necessary proposals in the regulatory framework in support of the Action Plan.

The Ministry for Europe and Foreign Affairs guarantees the linkage of the National Plan for European Integration (PKIE). In the process, as part of the technical working group, the departments in their function are closely involved: IPA programming issues, as well as the directorates on sectoral issues and EU integration.

Coordinating structures in line ministries:

- The Coordinator for the Action Plan: consists of a contact person for each line ministry that coordinates the methodology, calendar, processes, reporting and any other task assigned to it by the Technical Secretariat.
- The Coordinator coordinates the work with the GMIP Secretariat and the Secretariat of the Thematic Groups for the finalization of the Action Plan.
- This special structure reinforces the quality control for each document drafted and discussed by policy, program, project directorates, as well as efficiency and effectiveness for the drafting process of the Action Plan, and is responsible for:
- Follow-up and implementation of the work plan for the drafting of the Strategic Framework for the System,
- Reporting to the Minister and the Secretary General regarding the progress of the process and relation to the respective groups on the issues and solution,
- Guarantees coordination within the ministry to implement the Work Plan, in accordance with the Calendar for drafting the Strategic Framework,
- Guarantees the quality and timely delivery of drafts,
- Provides technical support to the Secretary General to carry out the activities

2.1.1 Stages of the process on drafting the Action Plan 2018-2020.

Mobilizing the LM (June - July 2018)

Initially, the focus is placed on launching the process with line ministries and central institutions, as well as the preparation of relevant structures involved in the process. The main activities that take place during this phase are organized by the Technical Secretariat.

- Launching the process with a dedicated workshop (June 2018)
- Dedicated meetings with each line ministry.
- Organization of Thematic Groups Meetings:
 - Thematic Policy Grouping (June - September 2018)
 - The E-Gov Thematic Group (June-September 2018)
 - Anti-Corruption Thematic Group (June - September 2018)
 - Public Finance Management Committee (June - September 2018)

Finalization of consultation and adoption in the IPMG Action Plan 2020 (October - November 2018)

The main institutional responsibilities at this stage are:

Department of Development and Good Governance, at the Prime Minister's Office

Prepare comments on the first draft policies and priority measures by line ministries (September-October 2018)

Review and prepare the draft for the consultation of the Action Plan (October 2018)

Consultation with: interested groups and social partners, donors and civil society (October 2018)

Development of indicators (June - September 2018)

Finalization of the draft and submission for discussion / approval in IPMG (November 2018)

Ministry of Finance and Economy:

- Conduct analysis of budget requests and organization of hearings with ML, in cooperation with the Department and MEPJ (September - October 2018)
- Consolidating the budget chapters (September 2018)
- Preparing the chapter on Policy Purposals and Specific Objectives of the Action Plan 2020 (according to the respective component)
- Preparation of the Priority Action chapter for the implementation of the Action Plan 2020 (according to the respective component)

Ministry of Justice / Thematic Group on Anticorruption:

- Preparing the chapter on Policy Purposals and Specific Objectives of the Action Plan 2020 (according to the respective component)
- Preparing the chapter of the Priority Measures for the implementation of the Action Plan 2020 (according to the respective component)
- Preparing the budgeting chapters

National Agency for Information Society / Thematic Group for E-Gov:

- Preparing the chapter on Policy Purposals and Specific Objectives of the Action Plan 2020 (according to the respective component)
- Preparing the chapter of the Priority Measures for the implementation of the Action Plan 2020 (according to the respective component)
- Preparing the budgeting chapters

Ministry of European Integration:

- Submitting comments on priority policies and measures (June - September 2018).
- Provide final comments on the draft (September - October 2018)

Line Ministries:

- Review of policies, objectives and priority measures (May - September 2018), which should include all line ministry policy commitments related to:
 - Government Program,
 - Priorities of ML in the framework of Priorities,
 - Stabilization and Association Agreement,
 - Other Government Agreements and Commitments,
 - European Commission reports
 - Any other existing sectoral and cross-sectoral strategic documents,
 - Design of indicators (June - September 2018)