

Annex IV: Methodology for the Drafting Process ACTION PLAN 2020 - 2022 FOR OPEN GOVERNMENT PARTNERSHIP

1. Introduction: Integrated Planning System

Strategic planning in Albania is based on the Integrated Planning System (IPS), which was initially approved by Decision of the Council of Ministers, no. 244, dated 21.4.2005 and then by DCM, No. 692, dated 10.11.2005. The IPS aims to provide a comprehensive planning framework within which all government policies and financial planning function in a coherent, efficient and integrated manner. The IPS consists of a framework of operating principles and structures that enable the most harmonious possible connection of all planning processes between them.

There are two basic processes that support IPS:

- A medium to long-term strategic planning process, the National Strategy for Development and Integration (NSDI), which sets strategic priorities and goals;
- A medium-term budgeting process, the Medium Term Budget Program (MTBP), which requires each ministry to develop a three-year plan within budget expenditure ceilings to achieve policy objectives, in line with the NSDI.

2. Linking Processes and Drafting the Action Plan 2020-2022

The methodology for the process of drafting the Action Plan 2020-2022 (For Open Government Partnership) is based on the principle of full functioning of all current mechanisms and processes related to the Integrated Planning System.

The drafting of the Action Plan 2020-2022 (OGP) is based especially on the best harmonization with the Medium Term Budget Programming cycle and with the National Plan for European Integration (NPEI) as well as with the strategic planning of the country (sectoral & cross-sectoral strategies).

In particular, **the Action Plan 2020-2022 (OGP) will harmonize:**

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

2.1 Institutional Framework for Drafting the Action Plan 2020-2022

Decision-making level

Integrated Policy Management Group for Good Governance and Public Administration: approves the Action Plan 2020-2022

- **Good Governance and Public Administration/ Integrated Management Policy Group (MQ&AP GMIP) under the leadership of the Deputy Prime Minister - focuses on the Albanian Government's priority for 'Good Governance' at the central and local level, which is the foundation of the NSDI, aiming to improve the provision of public services, improve open governance, improve public and private sector governance, democracy and the rule of law. Strong and effective governance supports competition and growth because it provides a sound 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.**
- **MQ&AP GMIP will coordinate policies and monitor implementation in this wider sector through the design and implementation of a Work Calendar covering measures related to civil society advancement, decentralization and local governance, public administration reform, public service delivery, transparency & anti-corruption, statistics, e-government and digitalization.**
- **MQ&AP GMIP will coordinate with civil society all measures that will be planned in the Action Plan 2020-2022, enabling consultations in periodic stages until the approval of the Action Plan 2020-2022.**

GMIP & OGP Technical Secretariat

The Development and Good Governance Department is the Integrated Management Policy Group (GMIP) technical secretariat and coordinates the process for the 2018-2020 Action Plan. The Development and Good Governance Unit/ Directorate of Good Governance and Systems, part of the Department, in the role of Technical Secretariat is responsible for coordinating all processes and work of institutions for drafting the Action Plan 2018-2020.

Steering Committees and Thematic Coordination Groups in the Process of Drafting the Action Plan 2020-2022

Working Group at the technical level: For the coordination at the central level of key institutions and the management of the whole process, the Thematic Groups (TGs) function within the GMIP for Good Governance.

- **Thematic Groups (TGs) are inter-ministerial working groups established under a GMIP to coordinate and monitor reforms and related actions in a specific sub-sector within the “broad-based” sector covered by the GMIP.**
- **The Integrated Policy Management Group for Good Governance and Public Administration covers the Thematic Groups with the activity in the following areas:**
- **Steering Committee for Justice Reform;**

- **Steering Committee for Anti-Corruption;**
- **Steering Committee for Public Finance;**
- The Secretariat at the technical level Integrated Management Policy Group (GMIP) & OGP is headed by the Director of the Development and Good Governance Unit in the role of Technical Secretariat and coordinates the work for:
 - Preparation of the *Strategic Context* chapter;
 - Preparation of the *Strategic Goals* chapter / components of the Action Plan;
 - Preparation of the *Framework* chapter of the monitoring process.

Thematic Groups / Steering Committees are led by Lead Focal Point for each component and coordinate the work for:

- Preparation of the chapter of *Policy Goals and specific Objectives* of the Action Plan 2020 - 2022 (according to the respective component);
- Preparation of the chapter of *Priority Measures* for the implementation of the Action Plan 2020 - 2022 (according to the respective component);
- Preparation of the *budgeting chapter*.

The Ministry of Finance and Economy guarantees the consolidation of the budgeting chapter. The process is very collaborative, with the involvement of the technical working group, the general budget directorate, the macroeconomic and fiscal policy directorate etc.

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 linkages and coherence with the National Plan for European Integration (NPEI). The process closely includes, as part of the technical working group, the directorates that have in their function: IPA programming issues, as well as the directorates for sectoral issues and EU integration.

Coordination Structures in Line Ministries:

- **Action Plan Coordinator:** consists of a contact person for each line ministry, who coordinates the methodology, calendar, processes, reporting and any other tasks assigned to him/ her by the Technical Secretariat.
- The Coordinator coordinates the work with the Integrated Management Policy Group GMIP Secretariat and the secretariats of the Thematic Groups / Steering Committees for the finalization of the Action Plan.
- This special structure guarantees quality control for each document drafted and discussed by the directorates of policies, programs, projects as well as the efficiency and effectiveness of the process of drafting the Action Plan, and is responsible for:
 - Following up and implementing the work plan for drafting the Strategic Framework for the System;
 - Reporting to the Minister and the Secretary General, regarding the progress of the process, as well as reporting to the respective groups on issues to be resolved;
 - 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; and
 - Enables consultation of respective components with all stakeholders and civil society.

2.1.1 Stages of the Process of Drafting the Action Plan 2020-2022.

I. Process Mobilization with Component Leaders (July – August 2020)

Initially, the focus is on preparing the methodological package and sending the respective packages to the leaders for each component, so that Lead Focal Components (LFCs) have the opportunity to prepare the relevant structures to engage in the process. The main activities that take place during this phase are organized by the Technical Secretariat, which are the following:

- Finalization of the methodological package (July 2020);
- Sending the methodological package to the leaders of each component (August 2020);
- Meeting with the Technical Secretariats for the respective instructions:
 - Steering Committee for Justice Reform (August 2020);
 - E-Gov Thematic Group (August 2020);
 - Thematic Anti-Corruption Group (August 2020);
 - Public Financial Management Committee (August 2020).

II. Consultation of the Early Phase of Priority Measures for Each Online Component through the Albania OGP Website: Component Leaders (July – August 2020)

The second phase coincides with ensuring early consultation of priority measures by each component leader through innovative methods (public survey etc.). This will provide the Component Leaders/ Lead Focal Components (LFCs) the opportunity to set priority measures in accordance with the recommendations that will be taken at this stage in consultation with the citizens (thus enabling engagement with citizens), taking into consideration the principles of the OGP to co-create the new Action Plan.

All 4 components/ secretariats will consult online through innovative methods (survey, survey of measures etc.) on the official website of the OGP for Albania, which from the infrastructural / technical point of view will be coordinated by the National Agency for Information Society.

The main activities that take place during this phase are organized as follows:

- Consultation of measures: Steering Committee for Justice Reform (August / September 2020)
(Products: measures consulted and one consultation report prepared)
- Measures consultation: E-Gov Thematic Group (August / September 2020)
(Products: measures consulted and one consultation report prepared)
- Consultation of measures: Anti-Corruption Thematic Group (August / September 2020)
(Products: measures consulted and one consultation report prepared)
- Consultation of measures: Public Financial Management Committee (August / September 2020)
(Products: measures consulted and one consultation report prepared)

III. Preparation of the Action Plan 2020-2022 for Each Component in Coordination with Civil Society and Stakeholders

The third phase coincides with ensuring the involvement of civil society in the four components of consolidating the Action Plan measures to enable the Component Leaders / LFCs to consolidate and coordinate measures together with civil society and other stakeholders.

The main activities that take place during this phase are organized as follows:

- Coordinated consultative working meetings with civil society on consolidation of priority measures: Steering Committee for Justice Reform (September / October 2020);
- Consultative working meetings coordinated with civil society to consolidate priority measures: E-Gov Thematic Group (September / October 2020);
- Consultative working meetings coordinated with civil society to consolidate priority measures: Thematic Anti-Corruption Group (September / October 2020);
- Consultative working meetings coordinated with civil society to consolidate priority measures: Public Financial Management Committee (September / October 2020).

Finalization of the Consultation and Approval of the GMIP Action Plan 2020 - 2022 (November - December 2020)

The main institutional responsibilities at this stage are for the Department of Development and Good Governance in the Prime Minister's Office which has to:

- Consolidate the Action Plan 2020-2022;
- Consultation on the OGP website;
- Finalization of the draft and submission for discussion/ approval to the GMIP (coordinated with civil society actors).