

**Republika e Kosovës - Republika Kosova - Republic of Kosovo**

***Qeveria - Vlada – Government***

***Zyra e Kryeministrit- Ured Premijera-Office of the Prime Minister***

Date: 11.09.2019

No. 042/2019

Pursuant to the Point... of the Decision No. 05/96, dated 02.04.2019, the Council for Cooperation of the Government with the Civil Society is established as the main permanent advisory mechanism of the Government in order to improve the cooperation of Government with Civil Society, to promote and strengthen the Civil Society sector and to ensure the coordination and monitoring of the process of cooperation between the Government and Civil Society in entirety, the Council, at the meeting held on....2019 approved:

**Rules and Procedure of the Council for Cooperation of the Government with the Civil Society**

1. **Purpose**
* These Rules and Procedure shall govern the main principles, organization and the way in which the Council for Cooperation of the Government with Civil Society (hereinafter: the Council) works, the rights and obligations of the members of the Council, the preparation and the manner of convening meetings, chairing of meetings and decision-making methods, Council working groups, Council public work and administrative support for its work.
* The work of the Council shall be based on the principles of partnership, cooperation, equal opportunities and equal treatment of all members of the Council.
* These Rules and Procedure shall apply to all Members of the Council appointed by Decision No. 05/96, dated 02 April 2019, of the Government of the Republic of Kosovo, as well as for other participants in this process.

**II. Duties of the Council**

* The Council shall be the main permanent advisory mechanism that will coordinate the entire process of Government cooperation with Civil Society.

**The Council shall be responsible for the implementation of the following duties:**

* Coordinates the process of Government cooperation with Civil Society;
* Provides opinions, advices and recommendations for draft legal acts, strategic documents and other documents affecting the work and development of CSOs;
* Initiates the establishment of legislation and public policies in order to promote and develop CSOs;
* Provides opinions and recommendations on annual plans and reports for public consultation on policy-making;
* Provides opinions and recommendations on annual plans and reports on the allocation of public funds to support the CSOs programs and projects;
* Monitors the implementation of the Strategy, including:
* responsibility to provide advices on the quality of monitoring, evaluation and reporting on the implementation of the Strategy;
* discussing and proposing solutions to issues related to the implementation of the Strategy;
* providing recommendations for updating the Annual Plan on an annual basis;
* responsibility to review the strategy process;
* proposing additional measures for the implementation of the Strategy.
* Discusses and proposes solutions for other issues related to the cooperation of the Government with Civil Society and that are not defined in the Strategy;
* Proposes measures for the implementation of public policies aimed at promoting the development of CSOs;
* Takes into account the proposals and initiatives submitted by CSOs, as well as accept opinions on issues that fall under its competence;
* Approves an annual report on its work for the previous year, submits it to the Government and publishes it on the Government website for public information;
* The Council will cooperate with other public institutions, as well as with Civil Society Organizations to carry out its tasks.

**III. Composition of the Council**

* The Council shall consist of 29 members, of which 14 are representatives of the Government of the Republic of Kosovo and 15 representatives of Civil Society.
* 14 representatives of the Civil Society are selected by the Civil Society Organizations themselves, whereas 1 is appointed by the CiviKos Platform.
* The mandate of the Council members shall be four (4) years, with the right for re-election.

The Council shall be chaired by the following:

* Mr. Fitim Krasniqi, Secretary General in the Office of the Prime Minister (Chair);
* Mrs. Donika Emini, representative appointed by the CiviKos Platform (Co-Chair);
* Mr. Habit Hajredini, Director of the Office of Good Governance/Office of the Prime Minister, (Deputy Chair).

Other representatives of the Government shall be appointed from the following institutions, which are represented at the level of Secretary General and responsible directors:

* Ministry of Public Administration, Secretary General, one member;
* Ministry of European Integration, Secretary General, one member;
* Ministry of Local Government Administration, Secretary General, one member;
* Ministry of Finance, Secretary General, one member;
* Ministry of Labour and Social Welfare, Secretary General, one member;
* Ministry of Culture, Youth and Sports, Secretary General, one member;
* Ministry of Trade and Industry, Secretary General, one member;
* Office of Good Governance/Office of the Prime Minister, Director, one member;
* Legal Office/Office of the Prime Minister, Director, one member;
* Office of Strategic Planning/Office of the Prime Minister, Director, one member;
* Office of Public Communication, Director, one member;
* Government Coordination Secretariat, Director, one member;
* Administrative Office/Office of the Prime Minister, Director, one member.

Office of Good Governance within the Office of the Prime Minister shall serve as the Secretariat of the Council and shall be responsible to develop and maintain all activities necessary for the work of the Council.

Procedures and criteria for the selection of representatives from Civil Society shall be implemented by the CiviKos Platform in cooperation with the Office of Good Governance within the Office of the Prime Minister. This process shall be open, transparent and accountable given the need to ensure the inclusion of the broad spectrum of interests represented by Civil Society Organizations.

In order to ensure the effective functioning and successful work of this Council, the Secretariat shall be supported by the Office of the Prime Minister with funds and human resources.

**IV. Internal organization of the Council**

* The Council shall consist of 29 members, of which 14 shall be civil servants appointed by the Government and other government bodies, and 15 representatives from Civil Society Organizations selected by the public call organization implemented by CiviKos;
* The Council shall be chaired by the Chair of the Council, who shall be the Secretary General of the Office of the Prime Minister, the Deputy Chair, who shall be the Director of the Office of Good Governance and the Co-Chair appointed by the CiviKos Platform;
* In order to ensure the implementation of the Council's mandate, to assist its work and to be more effective in the exercise of its role, the Council shall establish one Working Team per each of the four Strategic Objectives;
* Four (4) Working Teams shall be established, namely one Working Group per each Strategy Objective;
* As a supporter of their work, the Council shall work closely with the teams established for each objective of the Action Plan;
* The Working Teams shall include in their composition members of the Council, a representative of the OGG/OPM, representatives of public institutions and other CSOs, the scope of which is in line with the relevant strategic objectives;
* The number of members of each Working Group separately, as necessary, shall be determined by the Council in coordination with all other relevant stakeholders;
* A Coordinator shall be appointed for each Working Team, who will lead and coordinate the work of the Working Team. The Working Group Coordinators shall be members of the Council;
* The Council shall review the materials, data and proposals submitted by the teams and in principle respond to all initiatives proposed by these teams;
* The work of the working groups shall be performed in full coordination with the OGG/OPM and CiviKos;
* Working Group meetings shall be convened by the Council Secretariat or by Working Group Coordinators;
* The Council may also establish Working Teams on other topics that this Council considers important.

**V. Chairmanship of the Council**

The Chair and Co-Chair shall:

* Represent and manage the work of the Council;
* Convene and chair the Council sessions;
* Sign the acts approved by the Council and take care of their implementation;
* Lead the activities of the Council and its members to promote cooperation, dialogue and promote the development of the Civil Society sector in the Republic of Kosovo;
* Propose measures when the conclusions of the Council are not implemented;
* They take care of the preparation and submission of the annual plan on the work of the Council to the Government;
* Inform the public of the work of the Council;
* Perform other activities in accordance with the Rules and Procedure.

In case of absence of the Chair, he/she shall be replaced by the Deputy Chair of the Council. The Deputy Chair shall assist the Chair in his/her work and shall represent the Council on matters entrusted to him/her by the Council. If the Chair of the Council resigns, the Deputy Chair shall perform the duties of the Chair of the Council until the election of a new Chair.

**VI. The rights and obligations of the members of the Council**

All members of the Council shall have the same rights and obligations as those appointed by Government institutions or those selected by Civil Society Organizations.

The members of the Council shall have the right and obligation to:

* Participate in sessions and work of the Council;
* Propose discussions for the consideration of issues under the competence of the Council;
* Participate in the discussion of issues discussed during the sessions of the Council;
* Initiate improvements of the Council's working methods;
* Participate in the implementation of other tasks within the competencies of the Council, in accordance with these Rules and Procedure and the conclusions of the Council.

The members of the Council, who for reasonable reasons cannot attend a session of the Council, shall be obliged to notify, through the OGG, the Council in a timely manner and to appoint a person to participate on their behalf in Council sessions, without the right to decision-making.

Council members, who are unable to attend Council sessions, may submit their opinions and proposals for materials on the agenda of the session before the session begins.

**VII. Termination of the mandate for participation in the Council**

* One member of the Council may request the termination of his/her participation in the Council.
* The Council member shall submit, in writing or in person, the request for handover of his/her mandate to the Council session and may explain it.
* The Council shall confirm the end of the mandate of the Council member on the day of the session and shall inform the OGG.
* Termination of the mandate for participation in the Council due to unreasonable absence from the sessions of the Council for more than six months or two consecutive sessions may be submitted by the Chair, Co-Chair and Deputy Chair.
* The Council shall decide on the proposal mentioned in point (4) of this Article in the next session.

**VIII. Council sessions**

* OGG/OPM shall convene Council meetings, after consulting with the Co-Chairs on: meeting date, agenda, discussion materials and any other issues important for the preparation of the meeting.
* In addition to the OGG/OPM, the meetings of the Council shall be convened by the majority of the members of the Council, as well as the representatives of the Civil Society members of the Council.
* The Council shall convene at least four times a year to evaluate progress, reports and issues that are set out in the Rules and Procedure.
* The Office of Good Governance shall provide the Council members with the invitation to the session along with the agenda and discussion materials at least seven days before the session.
* The Council may not hold meetings without the presence of at least seven (7) of its members from the institutions and eight (8) of the members from the Civil Society (i.e., quorum 50% + 1).
* In case of replacements of Council members from NGOs, the selection procedures for representation in the Council shall be the same.
* Observer members may be invited at Council meetings by Council representatives, either from institutions or from Civil Society Organizations. The Secretariat of the Council shall be obliged to invite local organizations or international partners in the capacity of supporting participants and partners of the Council.
* The members of the Council, the members of the Working Groups and others involved in the work of the Council shall be engaged on a voluntary basis, without any financial compensation.

**IX. Secretariat of the Council**

* The Office of Good Governance/Office of the Prime Minister shall serve as the Secretariat of the Council and shall be the body responsible for coordinating, monitoring and reporting on the work of the Council.
* For the functioning of the Council, all administrative and technical tasks shall be performed by the OGG/OPM without any obstacles.
* OGG/OPM shall be obliged to publish the report on the implementation of the Work Plan on an annual basis.
* In addition to the reports prepared by the Office of Good Governance, the Council shall consider and discuss other parallel monitoring reports that may be prepared by the CiviKos Platform and other CSOs.
* The Secretariat shall be financially supported by the Office of the Prime Minister and human resources for the successful advancement of the work of the Council.

**X. Minutes of the sessions**

* The Office of Good Governance/Office of the Prime Minister shall prepare the minutes of each session, which will then be signed by the Co-Chairs in the next session.
* The minutes shall consist of the date and place of the session, the agenda, the summary of the discussions, the decisions, the names of the participating members and the deputies. Each member of the Council shall have the right to request that his/her discussion be part of the meeting.
* The draft minutes shall be submitted to the members of the Council, no later than ten days following the session of the Council.

**XI. Decision-making**

* Decision-making in the Council shall be always intended to take place by consensus.
* In case of lack of consensus, decisions shall be put to open voting.
* The Council shall take decisions by a majority vote of all members present at the Council session.
* In the case of a decision with even votes, the vote of the Co-Chair, as a representative of Civil Society, shall be decisive.

**XII. Transparency of the work of Council**

* Council sessions shall be generally public.
* The Council shall inform the public of the sessions and work of the Council through the presence of media representatives in the sessions of the Council, in accordance with the internal regulations of the Government, publication of press releases, presentation of reports and decisions of the Council and other materials reviewed during the Council sessions.
* In extraordinary circumstances, the Council may decide to close part or all of a session to the public. The exclusion of the public shall be decided by a majority vote of the total number of members of the Council.
* All activities of the Council shall be published in a special link on the official website of the OGG/OPM.
* All invitations, agendas, minutes and materials concerning the Council sessions shall be published on the same website.
* In order to continuously monitor developments, a matrix shall be created in which the responsible bodies shall report periodically on the implementation of the Action Plan and which shall be updated after each session of the Council and shall be published on the Internet.

**XIII. Amendment of the Rules and Procedure**

* The Council may amend the Rules and Procedure by a majority vote of the members of the Council.

**Mr. Fitim Krasniqi Mr. Donika Emini**

Secretary General of the Office of Prime Minister Executive Director of CiviKos

**Chair of the Council Co-Chair of the Council**