



19 July 2019

## **Resuming activities with an update on Technical Working Group no. 3**

### **Performance management – impact assessment methodology (IPA II CBC)**

#### **1. Introduction and background**

Following the recommendations of the 2<sup>nd</sup> CBC Regional Consultative Forum held in Sarajevo (BA) on 11-12 September 2014, this note aims to serve as introduction and incentive for the reactivation of a technical working group that has already

- commented and agreed on a strategy for exploiting lessons learnt and synergies;
- discussed the main findings of the analyses conducted over the responses to questionnaires filled out by grant beneficiaries and unsuccessful applicants under the 2007-2013 CBC programmes in the Western Balkans, as well as other questionnaires filled out by CBC stakeholders;
- commented on a proposal for templates of the AIR and the final narrative report of grant contracts;

and will

- discuss the monitoring tool/system proposed by CBIB+2 and 3;
- discuss the 'user guide' on the WB IPA II CBC monitoring system for programme managers;
- discuss the CBIB+2 and 3 proposal for reporting at CBC programme level and for all IPA II CBC programmes;
- a set of guidelines for project monitoring on results. As a first step, members of the TWG will be asked to comment on a draft of the guidelines' table of contents. It is envisaged that the guidelines could put together a series of pieces of advice on the following issues (non-exhaustive list):
  - the purpose and significance of result-oriented monitoring;
  - the implementation package for grant beneficiaries;
  - training events for grant beneficiaries (e.g. procurement, reporting, visibility, financial management, etc.);

- helpdesk services;
- risk assessment and its follow-up;
- planning and conducting result-oriented monitoring visits;
- result-oriented monitoring criteria and tools;
- result-oriented monitoring reports and their follow-up; and
- any other topic that might pop up during the discussion and is closely related to the monitoring system and the performance framework in general.

Further down, we will first recall what the purpose, characteristics and functions of such a technical group would be, the names of those who have volunteered or been appointed to participate in the discussions of the group and the way in which these discussions should lead to an agreement that could be carried out in all of the CBC programmes involving bilaterally the following Beneficiaries: Albania, Bosnia-Herzegovina, Montenegro, North Macedonia, Serbia as well as Kosovo\*.

Further to a long process of consultations and comments on the text, the CBIB+ project team submitted to discussion the final draft of the Rules of Procedure (RoP) during the 2<sup>nd</sup> Forum, when all Beneficiaries acknowledged the benefit of regional coordination and harmonisation of practices in the implementation of CBC programmes and accepted to participate in the proceedings of the Forum, and, where required, in the technical/thematic working groups (TWGs) that would be created under its umbrella.

## **2. Purpose of the TWG**

As it is stated in the latest version of the RoP, “the purpose of the TWG lays on the professional exchange of best practices and the identification of bottlenecks. The issuance of guidelines, the endorsement of templates and the adoption of decisions with programme implementation consequences are the prerogative of the EC”.

Within the present TWG, the participants aspire to agree upon the monitoring tool/system proposed by CBIB+2 and 3, the CBIB+2 and 3 proposal for reporting at CBC programme level and for all IPA II CBC programmes, and the text of a set of guidelines for project monitoring on results. As emphasised by the 2007-2013 evaluation of CBC programmes, where there is a whole series of recommendations on how to improve the measurement of impact under the CBC programmes, CBC programmes have to become more relevant, effective, efficient and sustainable in

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\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

achieving the CBC objectives as envisaged in the IPA II regulation. Furthermore, the European Commission has encouraged the IPA II beneficiaries in writing (ref. note of Director Ruiz Calavera to Heads of Delegation of 4 August 2017) to discuss and put in practice the monitoring tools that belong to the impact assessment methodology prepared by the CBIB+2 project team.

### **3. Characteristics and functions of the TWGs**

The characteristics and functions of the TWGs are as follows:

- They have no official seat.
- Proceedings will be carried out online by an electronic tool (an e-forum) managed by the website<sup>1</sup> of the CBIB+3 and/or meetings. The practice with the utilisation of the e-forum will continue being the most effective and efficient way of communicating within the TWG, since it keeps a comprehensive record of all contributions from the beginning of the discussions to the closure of the TWG, and automatically dispatches every single contribution to all those who have subscribed, through the use of a password, to the TWG e-forum as members or observers. A physical meeting of the running TWG/s will be introduced, whenever possible, in order to keep an environment that will be more encouraging for discussion and effective sharing for harmonisation on procedures and methods, and adoption of best practice. It can be anticipated that these meetings should be organised back-to-back with the CBC forums, a day before the forum takes place. The conclusions for the TWG meeting will then be presented to the CBC forum members. The introduction of Skype conference calls as a means of discussion and exchange on urgent issues will be considered. In order to stimulate the work of the members of the ad hoc TWGs, questionnaires, as it was put in practice in some of the TWGs under the CBIB+2, will be circulated to collect their first input into the discussion.
- English will be the official language for the proceedings.
- Depending on the theme and the availability of staff, the management structures of the beneficiaries or the contracting authorities (CAs) may appoint one or two members each.
- Minutes, conclusions or outputs will be circulated to the OSs, CAs and the Commission by the administrative secretariat, that is, the CBIB+3 project team, who will prepare the agenda, distribute documents for discussion and draft minutes or any follow-up strategy, in coordination with the chairperson or moderator of the TWG.

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<sup>1</sup> Please note that you have to log-in first at <http://www.cbibplus.eu/user>, where you will have to type in your username and password. Afterwards, you will have to select <http://www.cbibplus.eu/forums/general-discussion> and then click at that webpage on the link titled *performance management – impact assessment methodology (IPA II)*.

- A chairperson or moderator on a voluntary basis may discharge this duty for six months, or shorter if an agreement has been reached by the TWG members before the end of his or her term. In the event that the discussion is channeled through the CBIB+ forum, the chairperson or moderator is supposed to steer and follow up the discussions, keep them focused, help to reach consensus when serious discrepancies appear and draft conclusions, with the assistance of the secretariat.

#### **4. Names of those who volunteered to participate in the discussions of the group under CBIB+2**

To date, the following individuals have manifested their willingness to participate in the discussion of the TWG<sup>2</sup>:

<b>Subject of the TWG</b>	<b>Names of the participants<sup>3</sup></b>
<b>1. Performance management – impact assessment methodology (IPA II)</b>	Ms Nada Bojanić, Head of Department, DEI, BA Mr Tarik Džajić, Programme Manager, DEI, BA Mr Renato Radić, Head of the JTS BA-ME Ms Nita Krliu Hajrullai, MoLSG, MK Mr Goce Toleski, Head of the JTS MK-AL Mr Berat Limani, Project Officer, JTS XK-MK Ms Famire Berisha, Programme Manager, MoLGA, XK Ms Ana Savjak, MEA, ME Ms Nina Dakić, MEA, ME Ms Milica Nunić, CFCU, ME Ms Sanja Todorović, Head of the JTSs ME-AL & ME-XK Ms Nikola Đonović, Officer, JTSs ME-AL & ME-XK Mr Branimir Mitrović, MEI, RS Ms Snežana Novković, MEI, RS Ms Vladanka Raković, CFCU, RS Ms Ana-Sorina Canea, Evaluation Officer, DG NEAR A3

#### **5. Planned steps**

1. Registration of the old and new participants at the CBIB+ website and e-forums.

Target date: **5 August 2019.**

Please find enclosed the CBIB+ e-forum instructions for your reference.

2. Exchange of opinions on
  - the monitoring tool/system proposed by CBIB+2 and 3;

<sup>2</sup> Please note that the list is updated as some of the original members aren't dealing any longer with WB CBC programmes or don't work for the same institution.

<sup>3</sup> List of participants brought forward from the CBIB+ Phase 2 period of implementation.

- the CBIB+2 and 3 proposal for reporting at CBC programme level and for all IPA II CBC programmes;
- A preliminary questionnaire for collecting inputs on the table of contents of the guidelines for project monitoring;
- the analysis conducted over the responses to the questionnaire filled out by members of this TWG;
- A proposal for a user guide on the monitoring system for programme managers;
- a proposal of guidelines for project monitoring on results; and
- any possible annexes.

The updated text of the guidelines will be distributed in August 2019, while this note is already accompanied by the chapter E of the JTS manual of procedures, the templates for risk assessment and monitoring visit reports and, finally, the preliminary questionnaire on the table of contents of the guidelines.

It is expected that the exchange will have commenced from November 2019, after the CBC Regional Consultative Forum scheduled for the end of October or beginning of November 2019 in Sarajevo.

3. First conclusions and possible agreement: Target date January 2020.
4. Draft final conclusions: Target date April 2020.
5. Presentation of these conclusions and agreements: at the next Regional Consultative Forum to be held tentatively in June 2020.
6. Final conclusions and agreement: September 2020.
7. Circulation of any output: December 2020.

Encl The chapter E of the JTS manual of procedures

The annexes of this manual containing the templates for risk assessment and monitoring visit reports

A proposal of a table of contents for the guidelines

A proposal of a table of contents for the user guide

CBIB+ user instructions for the e-forums