REPORT ON THE IMPLEMENTATION OF RULES OF CONSULTATIONS IN LEGISLATIVE DRAFTING IN THE INSTITUTIONS OF BOSNIA AND HERZEGOVINA

Sarajevo, March 2014
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# LIST OF ABBREVIATIONS USED IN THE REPORT

<table>
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<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>ACIPS</td>
<td>Association Alumni of the Centre for Interdisciplinary Postgraduate Studies</td>
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<tr>
<td>BIH</td>
<td>Bosnia and Herzegovina</td>
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<tr>
<td>EC</td>
<td>European Commission</td>
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<td>EU</td>
<td>European Union</td>
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<td>Uniform Rules</td>
<td>Uniform Rules for Legislative Drafting in the Institutions of BiH</td>
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<td>MoCA</td>
<td>Ministry of Civil Affairs</td>
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<td>MoFT</td>
<td>Ministry of Finance and Treasury</td>
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<tr>
<td>MoCT</td>
<td>Ministry of Communications and Transport</td>
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<tr>
<td>MoHRR</td>
<td>Ministry of Human Rights and Refugees</td>
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<td>MoD</td>
<td>Ministry of Defence</td>
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<td>MoJ</td>
<td>Ministry of Justice</td>
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<td>MoS</td>
<td>Ministry of Security</td>
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<tr>
<td>MoFA</td>
<td>Ministry of Foreign Affairs</td>
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<tr>
<td>MoFTER</td>
<td>Ministry of Foreign Trade and Economic Relations</td>
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<tr>
<td>CSO</td>
<td>Civil Society Organization</td>
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<tr>
<td>OECD</td>
<td>Organization for Economic Cooperation and Development</td>
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<td>OSCE</td>
<td>Organization for Security and Cooperation in Europe</td>
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<td>Rules of consultations</td>
<td>Rules of consultations in legislative drafting</td>
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<td>RIA</td>
<td>Regulatory Impact Assessment</td>
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<tr>
<td>Office for legislation</td>
<td>Office for legislation of Council of ministers of BiH</td>
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<td>USAID - JSDP</td>
<td>United States Agency for International Development – Justice Sector Development Project</td>
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FOREWORD

Consultations are critical for obtaining input for legislative initiatives. Stakeholders, the public, government institutions and civil society organizations not only help the proponent improve the policy, but also can help in persuading a governmental institution to adopt a policy proposal. Proponents of legislation should meet, formally or informally, as the situation demands, with parties to begin lobbying for the policy, who can either impede the adoption of a policy or who can be influential in supporting it. Such meetings can be followed by more formal conferences or implementing public education measures so that the proponent can explain the basis for a legislative policy and present its benefits claiming support for adoption by the respective governmental institution. Comments received on policy proposals or draft legislation all serve to produce a better legislative solutions.

Consulting on legislative initiatives was not fully an unknown concept in BiH. Yet the former Yugoslavia had a tradition of public participation in drafting legislation called Public debate, but it was not formalized process. Article 66 of the Uniform Rules first established the requirement to carry out consultations, but it merely requires inter-institutional consultation. Article 75 of the Uniform Rules, however, very specifically requires ministry administration to consult, not only with other institutions and administrative units, but also with public bodies, private individuals represented by registered citizen associations and relevant international institutions.

The importance of inter-institutional consultation, both horizontally and vertically in the planning and preparation of legislation cannot be stressed enough. State, entity and local efforts must be coordinated and also harmonised with EU requirements and developments. Finding mechanisms for resolving differences such as requesting non-binding opinions is encouraged. Starting good communication and cooperation early enough and continuing throughout the legislative process leads to a better result and reduces the need for amending legislation.

However informal the consultation obligations may be, stipulated under Articles 66 and 75 of the Uniform Rules, in 2006 the Council of Ministers BiH adopted the Rules of Consultations in Legislative Drafting, which were comprehensive and far reaching, yet simple to application. They established simple step-by-step procedures for consultations with the public and stakeholders on draft legislation, to a greater or lesser degree depending on the significance of the given legislation.

The Rules of Consultation stipulate that government institutions at the state level must keep a current list of stakeholders and persons or institutions interested or affected by its legislation. The institution must conduct minimum consultations on all draft legislation.

Minimum consultations consist of (a) posting the preliminary draft legislation on the institution's website with an option for submitting comments, and (b) sending a copy of the proposed legislation to individuals and organizations on its stakeholder list and requesting comments.

Examples of legislation with less significant public impact are amendments to correct spelling or other grammatical errors in the existing legislation, drafting unified legislation or otherwise consolidating, reorganizing or transposing provisions to different sections of the same piece of legislation without substantive change.

If draft legislation is of significant public impact, it is subject to enhanced consultations. A piece of legislation is of significant public impact if it:

Prepared by: Sector for Strategic Planning, Aid Coordination and European Integration
a) creates a change of a legal status,
b) creates a change in an economic status,
c) implies harmonisation with international standards,
d) affects the environment, or
e) contains novel provisions.

For legislation of significant public impact, the institution in charge of drafting the legislation must solicit views from those organisations and individuals that are most likely to be interested in or affected by the legislation and who would most likely provide valuable comments. The organisations and individuals include:

a) the general public and organisations,
b) experts, including those from the academic community, as well as from abroad,
c) the media,
d) governmental bodies,
e) legal community, including practicing lawyers, prosecutors, judges, and professional associations.

In determining stakeholders, ask the following questions:

a) Who has participated thus far in the adoption of this and other relevant policies?
b) Who is necessary for the realisation of the policy objectives?
c) Who would be directly affected by this policy?
d) How will the policy affect special groups (women, youth, disabled, elderly, etc.)?
e) Who, in all probability, will actively oppose the policy?
f) Who will actively advocate for and support the policy?
g) Who can affect public opinion with regard to this policy?

Once the stakeholders have been selected, the proponent must decide on the most efficient methods for reaching them and obtaining their comments. The methods for soliciting written and oral comments include:

a) Notice or publication of draft legislation in print media,
b) Informing and educating about draft legislation on radio and television,
c) Notice and publication of draft legislation via the Internet,
d) Direct distribution of draft legislation to organisations and individuals,
e) Public meetings or roundtables with selected organisations and individuals,
f) Involvement of experts,
g) Involvement of representatives of organisations and associations, and
h) Formation of working groups.

The Rules of Consultations require comments to be submitted within 21 days of receiving the preliminary draft legislation (or 30 days if in writing).

The competent institution must address the comments and either adopts them or rejects them and provides an explanation for the adoption or the rejection. The fact that comments must be recorded and dealt with allows the institution to avoid mistakes and produce better quality drafts legislation.

The institution proposing legislation must prepare a report describing the consultations conducted, and the action taken or inaction with regard to the comments received, and include it as part of the explanatory memoranda. If the ministry submitting the draft legislation fails to include a report on its consultations, the Secretary-General of the Council of Ministers BiH may return the draft to the ministry.

The steps set forth in the Rules of Consultation have equal applicability earlier in the legislative process and good practices indicate that proponents of legislative proposals apply them during the policy development phase.
1. INTRODUCTION

Council of Ministers of BiH adopted the Rules of Consultations in Legislative Drafting at its 128th session, held on September 7, 2006.

Rules of Consultations are elaboration of Article 75, paragraph (2) and Article 76, paragraph (1) of the Uniform Rules for Legislative Drafting in the Institutions of BiH, adopted by the Parliamentary Assembly of BiH at the session of the House of Representatives, held on January 12, 2005, and session of the House of People, held on January 26, 2005.

Ministry of Justice of BiH was the proponent of the Rules of Consultations, in accordance with its responsibilities stipulated by the Article 13, paragraph (1), item 11) and Article 16 of the Law on Ministries and other Bodies of Administration of BiH, according to which Ministry of Justice of BiH is responsible for all other tasks and duties which are not within the competence of other Ministries of BiH and which are related to the tasks of this Ministry.

Ministry of Justice of BiH is striving to promote implementation of the Rules of Consultations in the institutions of BiH and general public in BiH, to ensure more direct participation of citizens and CSO in the processes of decision-making, whose outcome would be better defined policies and adoption of quality regulations, including monitoring of their implementation.

The aim of this report is to inform the Council of Ministers of BiH, institutions of BiH and wider public in BiH on the implementation of Rules of Consultations in the institutions of BiH.

The need of consistent implementation of the Rules of Consultations in the institutions of BiH has been pointed out in the Final Audit Report of the Audit Office of the Institutions of BiH on the Ministry of Justice of BiH for 2009.

This report fills the identified gap in monitoring and assessment of the implementation of Rules of Consultations, which would be carried out in a partnership between government and non-government sector representatives.

Results of this report will be used for improvement of implementation of Rules of Consultations in the institutions of BiH and increasing participation of citizens and CSO in the procedures of developing and designing public policies and legislation in BiH and monitoring and assessment of their implementation.

In this way, the public authorities will find out more about the opinions of citizens and CSO and have at their disposal accumulated knowledge, which will enable achieving of greater legitimacy and trust of citizens and CSO and creating the culture of dialogue between public authorities on the one hand and citizens and CSO on the other hand.

2. THE IMPORTANCE OF CONSULTATIONS

Stakeholders in the consultative process are defined as groups or individuals that may affect the achievement of goals of an organization or that may be affected by the achievement of those goals.

The aim of conducting consultations is to ensure that public authorities are more focused on meeting needs of the citizens, by taking all those needs into account during procedure of development and designing public policies and legislation in BiH, including monitoring and assessment of their implementation in a partnership relation between institutions, different tiers of government, as well as public, private and nongovernmental organizations, by determining best way to include stakeholders in the consultative process at an early stage of those processes.

In OECD Handbook on Consultations there are three models of cooperation between citizens and public authorities: informing, consulting and active participating.

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1 Published in „Official Gazette of BiH”, no. 81/06
2 Published in „Official Gazette of BiH”, no. 11/05
3 Published in „Official Gazette of BiH”, no. 38/03, 42/03, 26/04, 42/04, 45/06 and 88/07
6 „Public policy is the action carried out by the governing body that has legislative, political and financial power.”. Handbook of Policy Analysis, project Support to NGO sector in monitoring government policies
7 OSCE Mission to BiH: Public Hearings Manual: Committee Consultations with the Public
8 Citizens as Partners: OECD Handbook on information, consultation and public participation in policy-making, Oksimoron, Zagreb, 2006

Prepared by: Sector for Strategic Planning, Aid Coordination and European Integration
Report on the Implementation of Rules of Consultations in Legislative Drafting in the Institutions of BiH

Today, almost all international, multilateral or intergovernmental organizations have developed some instrument of dialogue or participation of citizens and CSO in shaping and implementing policies of those organizations. United Nations, World Bank, EU are just some of the organizations that have such instruments in order to improve decision-making process and functioning of those organizations. Aiming to improve instruments of dialogue and participation of citizens and CSO in shaping and implementing the EU policies, EU has produced the White Paper on European Governance, which indicates the need of involving citizens and CSO in decision-making process of EU bodies and emphasizes the importance to regulate that issue in a uniform manner.

The Lisbon Treaty guarantees every citizen the right to participate in the democratic life of EU, and stipulates that decisions of EU bodies are to be taken as openly as possible and as closely as possible to the citizens. It also mentions that EU institutions will, in an appropriate way, provide to the citizens and CSO an opportunity to make known and publicly exchange their views in all areas of EU action.

In Hungary and Romania the issue of participation of citizens and CSO in the legislative procedure is regulated by the law and in Great Britain by the Code of Good Practice on Consultations.9

Other democratic countries have also developed some of the models of cooperation between citizens and public authorities in the process of decision-making and monitoring the implementation of established policies or regulations.

3. METHODOLOGY OF THE REPORT DEVELOPMENT

This report has been developed on the basis of data collected from the ministries in BiH and analysed texts and regulations dealing with the issues of dialogue or participation of citizens or CSO in shaping and implementing public policies, by using experience of the civil servants of the Sector for Strategic Planning, Aid Coordination and European Integration of the Ministry of Justice of BiH, gained through direct work on drafting of Rules of Consultations in 2006, as well as their implementation in the Ministry of Justice of BiH.

During report development, findings and recommendations of the Document of policy for improving the process of consultations with the interested public at the state level were used, which was made in the framework of CBGI project, financed by EU.10

4. LEGAL AND INSTITUTIONAL FRAMEWORK FOR CONDUCTING CONSULTATIONS

Procedure for conducting consultations and active participation of citizens and CSO in the procedure of developing, designing and monitoring the implementation of public policies at the state level is governed by the Rules of Consultations.

Rules of Consultations apply to the regulations issued by the Council of Ministers of BiH and other institutions at the state level.

Rules of Consultations prescribe the obligation of minimum consultations of the institutions of BiH with the citizens, public and legal persons that are not affiliated with the government, in the procedure of enactment of legislation that does not have a significant impact on the public, and procedure of consultations on legislation that has a significant impact on the public.

Minimum consultation obligation include the obligation of a competent institution of BiH to post a pre-draft of a regulation on its web-site, with the possibility of submitting the comments via Internet, invitation for the persons on the institution's consultation list to deliver their comments, as well as information about how they may obtain the text of pre-draft of a regulation. Minimum consultation obligations are not subject to any exceptions.

There are following additional obligations, beside the ones already mentioned, concerning the preliminary draft legislation that has a significant impact on the public: notice of preliminary draft legislation in public media; direct distribution of preliminary draft legislation to "organizations and individuals"; possibility of establishing working groups, which comprise of "experts, representatives of organizations and individuals".

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9 Dragan Golubovic: Cooperation between the state and civil society in the process of enactment of laws and other general regulations, Office for Cooperation with NGOs, Government of the Republic of Croatia
10 Project “Capacity strengthening for participation in the political dialogue with the civil society”.
Prepared by: Sector for Strategic Planning, Aid Coordination and European Integration
Rules of Consultations do not provide any sanctions for violation of consultation obligation. In such cases, the Council of Ministers of BiH may refuse to place draft legislation on the agenda of the session of the Council of Ministers of BiH. If the Council of Ministers of BiH refuses to place the draft on its agenda, the Secretary General will return the draft legislation to the proponent to comply with the Rules of Consultations designating the deadline for compliance.

According to the Agreement on cooperation between the Council of Ministers of BiH and NGO Sector in BiH, the Council of Ministers of BiH is obliged to include CSO in the procedure of developing and designing of public policies and regulations in BiH and to financially support their work, while CSO are obliged to work and act in accordance with the applicable laws and to set up standards and principles of their work which would guarantee quality.

Adoption of the Rules of Consultations and signing of the Agreement on cooperation between the Council of Ministers of BiH and NGO Sector in BiH has created legal and institutional framework for cooperation of citizens and CSO with public authorities at the state level in the procedure of developing, designing and implementing public policies, as a part of participatory democracy, which contributes to the improvement of good public policy management and efficiency of representative democracy.

Rules of Consultations provide the instruments of their implementation, through the following activities of the institutions of BiH:

1) Designating a Consultation Coordinator,
2) Making a list of CSO and individuals interested in consultations,
3) Assessing the impact of legislation presented in an institution's annual work programme on the public and determining the form of consultations,
4) Assessing the financial impact of consultations,
5) Posting the list of planned normative-legal activities on an institution's web-site and distributing it to the interested organizations and individuals on the list and those who requested it in writing,
6) Complying with the minimum consultation obligations,
7) Complying with the obligation concerning the consultations on legislation that has a significant impact on the public,
8) Developing internal procedures that specify the implementation of Rules of Consultations, including the form of statement to the Council of Ministers of BiH on conducted consultations,
9) Concluding an agreement on consultations with CSO and individuals, where necessary,
10) Refusing to place a regulation on the agenda of the session of the Council of Ministers of BiH for not conducting consultations.

5. IMPLEMENTATION OF RULES OF CONSULTATIONS IN THE INSTITUTIONS OF BIH

On the basis of data collected from the Ministries of BiH through the questionnaires, Ministry of Justice of BiH has made an overview of activities undertaken to implement Rules of Consultations in the institutions of BiH:
<table>
<thead>
<tr>
<th>Action</th>
<th>MoCA</th>
<th>MoFT</th>
<th>MoCT</th>
<th>MoHRR</th>
<th>MoD</th>
<th>MoJ</th>
<th>MoS</th>
<th>MoFA</th>
<th>MoFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Designating a Consultation Coordinator (Ar. 4)</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>2) Making a list of CSO and individuals interested in consultations (Ar. 3)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Partially implemented</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<tr>
<td>3) Assessing the impact of legislation on the public and determining the form of consultations (Ar. 8)</td>
<td>Partially implemented</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>4) Assessing the financial impact of consultations (Ar. 19)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>5) Posting the list of planned normative-legal activities on an institution's web-site and distributing it to the interested organizations and individuals on the list and those who requested it in writing (Ar. 5 and 7)</td>
<td>Partially implemented</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>6) Complying with the minimum consultation obligations (Ar. 6 and 14)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>7) Complying with the obligation concerning the consultations on legislation that has a significant impact on the public (Ar. 8 and 15-23)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>8) Developing internal procedures that specify the implementation of Rules of Consultations (Ar. 23-27)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>9) Concluding an agreement on consultations with CSO and individuals (Ar. 28)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>10) Refusing to place a regulation on the agenda of the session of the Council of Ministers of BiH for not conducting consultations (Ar. 29)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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Report on the Implementation of Rules of Consultations in Legislative Drafting in the Institutions of BiH

Graphical overview on implementing the Rules for Consultations in the Institutions of BiH

Activities for implementing the Rules for Consultations in the institutions of BiH

Prepared by: Sector for Strategic Planning, Aid Coordination and European Integration
6. PROBLEMS IN THE IMPLEMENTATION OF RULES OF CONSULTATIONS

It can be concluded form the data collected for the purpose of this report that Rules of Consultations are still only partially implemented in most ministries, as well as in other institutions of BiH. Completed questionnaires delivered by the ministries of BiH are mostly the same as the ones delivered for the purpose of developing the Report on Implementation of the Rules of Consultations in 2012.

Thereby, the citizens and CSO are deprived of the possibility of complete, timely and appropriate informing, consulting or participating, which leads to the absence of their contribution in shaping and implementing public policies and missed opportunity to improve public confidence in the work of the institutions of BiH.

Ministry of Justice of BiH is still the exception, and it has mostly fulfilled its obligations arising from the Rules of Consultations.

Example of the Ministry of Justice of BiH should serve to other BiH institutions as initiative for establishing a dialogue with citizens and CSO.11

Implementation of the Rules of Consultations is marked by a series of problems, which can be divided into two groups.

The first group of problems is functional and related to the establishment and functioning of the instruments for implementation of the Rules of Consultations.

We would like to emphasize the following key issues:

1) Most of the institutions of BiH have not fulfilled their obligations concerning the establishment and functioning of the instruments for implementation of the Rules of Consultations, nor have they planned it in their strategic plans or work programmes.

2) Commitment of the institutions of BiH to the implementation of the Rules of Consultations is still not sufficiently expressed. The main reason for such situation is the lack of staff in most of the institutions of BiH, but also the lack of will to implement those Rules. With the re-allocation of the existing staff, and more efficient planning and coordination within the institution, those shortcomings could be overcome in the short term, but it will not necessarily affect the degree of implementation of Rules of Consultations without the change in the attitude towards the implementation.

3) Lack of knowledge of civil servants, interested individuals and CSO about consultations in the procedure of developing, designing and monitoring the implementation of public policies.

4) Lack of promoting Rules of Consultations among civil servants, citizens and CSO.

The second group of problems is substantial and related to the content of the conducted consultations.

We would like to emphasize the following key issues:

1) Most of the institutions of BiH do not implement obligations related to consultations on regulations, through various forms of consultations adjusted to the specific circumstances and needs, and they are usually conducted formally. There is no methodology for collecting comments from the interested individuals and CSO, so the received comments are mostly of poor quality and therefore useless.

2) Six out of nine ministries of BiH, still has not developed internal procedures for the implementation of Rules of Consultations.12

3) None of the institutions of BiH have concluded agreement on consultations with CSO and individuals.

4) Council of Ministers of BiH has not ever refused to place a regulation on the agenda of the session of the Council of Ministers of BiH, for not conducting consultations during drafting of that regulation.

5) Rules of Consultations, in accordance with the Uniform Rules for Legislative Drafting in the Institutions of BiH, regulate consultations in the stage of preparing the pre-draft of a regulation, and not in the early stage of shaping public policies.

Based on the pervious experience in implementing the Rules of Consultations, it seems that the entire process, agreed and adopted by the local institutions, still cannot be independently led by them and that intervention and engagement of the international institutions or donors in order to drive the process is necessary.

11 Zehra Kacapor and Selma Osmanagic – Agovic: Implementation of Rules of Consultations in Legislative Drafting – Actual Progress or a Dead Letter?, ACIPS, May, 2009

12 Internal procedures for the implementation of Rules of Consultations are developed in the Ministry of Justice of BiH, Ministry of Civil Affairs and Ministry of Communications and Transport.

Prepared by: Sector for Strategic Planning, Aid Coordination and European Integration
We would like to emphasize that responsibility for progress and delays in the implementation of Rules of Consultations is shared by all BIH institutions. It is essential to invest additional efforts to enable efficient implementation of the Rules of Consultations, in order to enable citizens and CSO complete, timely and appropriate informing, consulting or participating, and thus giving their contribution in shaping and implementing public policies, which improves public confidence in the work of BIH institutions.

Rules of consultations generally present a satisfactory legal framework for conducting consultations in legislative drafting, but, given the fact that those Rules were developed and adopted in 2006 and that the practice showed unsatisfactory application of the Rules in legislative drafting, as well as that the use of Internet and web-sites has become standard for all institutions in BiH, there is a need to amend those Rules appropriately.

In that regard, Ministry of Justice of BiH has initiated activities for amending the Rules of Consultations in the framework of the project “Capacity strengthening for participation in the political dialogue with the civil society (CBGI), financed by the EU. The activity for developing internet application “e-Participation” has been initiated in parallel with those activities, within the same project, which would enable active involvement of the civil society in the process of drafting regulations, strategic and operative documents of BiH institutions, as well as, ultimately, in the process of shaping the public policies. This application would enable the civil society to monitor the work of the government institutions of BiH.
7. PROPOSAL OF MEASURES FOR OVERCOMING THE PROBLEMS

In order to overcome the problems identified in the implementation of Rules of Consultations in the institutions of BIH, Council of Ministers of BIH, on its ___ session held on ____ 2014, adopted the following:

CONCLUSIONS

1) Report on the Implementation of Rules of Consultations in Legislative Drafting in the Institutions of BIH, developed by the Ministry of Justice of BIH, is adopted,

2) All institutions of BIH are obliged to plan the establishment of foreseen instruments for implementation of the Rules of Consultations in their work programmes for 2014 (designating a Consultation Coordinator, making a list of CSO and individuals interested in consultations, assessing the impact of legislation on the public and determining the form of consultations for legislation foreseen by an institution's work program for 2014, assessing the financial impact of conducting consultations for legislation foreseen by an institution's work program for 2014, posting the list of planned normative-legal activities presented in an institution's work program for 2014 on the institution's web-site and distributing it to the interested organizations and individuals on the list and those who requested it in writing),

3) Managers of the institutions of BIH will underline the importance of implementing the Rules of Consultations to their employees and oblige them to implement those Regulations,

4) Entrust all the institutions of BIH that during 2014 to apply the methodology preparing comments drafted by the Ministry of Justice BIH,

5) Using the example of the Ministry of Justice of BIH, all institutions of BIH will develop, in the course of 2014, internal procedures that specify the implementation of Rules of Consultations,

6) Ministry of Justice of BiH is tasked to continue activities on the development of the Rules amending the Rules of Consultations, and to submit the proposal of Rules, after the consultations, to the Council of Ministers of BiH for consideration and adoption,

7) In 2014, Council of Ministers of BIH will more thoroughly prescribe the obligation of implementing Rules of Consultations through the amendments to the Rules of Procedure of the Council of Ministers of BIH, and General Secretariat of the Council of Ministers of BIH is tasked to do that,

8) Ministry of Justice of BIH is tasked to submit an annual report to the Council of Ministers of BIH on the implementation of Rules of Consultations, which also contains information on the implementation of previous conclusions of the Council of Ministers of BIH.