

Matrix of ASI programs and activities in 2004

Pristina, 20 May 2004

Matrix of tentative, planned and implemented ASI programs and activities in 2004

Project/Activity	Target group	Main Objective	Event Date	Venue	ASI Partner	Co-Partner	Stage*
Advise on economic and commercial legislation	Committee on Budget, Trade and Industry, Finance and Economy	Initiate and draft / analyze and amend economic and commercial laws	Ongoing	Pristina	USAID/Bearing Point		O
Training on promulgated laws	Judges, government agencies, businessmen, stakeholders, lawyers	Support the awareness and implementation of new laws	Ongoing	Pristina	USAID/Bearing Point		O
Training on drafting techniques and advise on drafting procedures	PISG lawyers	Improve quality of drafts laws	Ongoing	Pristina	USAID/Bearing Point	KIPA, KLC	O
Advise on legal drafting / Parliamentary reform by Mr. Grosse-Sender	Assembly	Advise on parliamentary reform and legal drafting	Ongoing	Pristina	EAR		O
Advise on Personnel Management by Mr. Drescher	Assembly	Human resources and personnel issues	Ongoing	Pristina	EAR		O
Advise on logistics by Mr. Vanhoutte	Assembly	Improve Assembly's logistics	January - February	Pristina	EAR		C
Advise on improving co-operation between Government and Assembly by Mr. Goris and Mr. Kehrhahn	OPM and Assembly	Preparation of a Memorandum of Understanding between Assembly and OPM	3 – 10 January	Pristina	EAR		O
Consultations with Kosovo Politicians	Assembly key figures	Plan activities for 2004	12-14 January	Pristina	EWPPP		C
Advise on Assembly staff regulations by Mr. Klein	Assembly Secretariat	Propose new statute and Career system	17 – 23 January	Pristina	EAR		C
Second Session of the Youth Parliament	Youth Centers in Municipalities and Party Youth branches	Awareness of democratic decision making	28 January	Pristina	ORR (NGO Youth Revival)	NDI OMiK	C

Glossary editing Committee	Assembly	Improve translation	January till July 2004	Pristina	OMiK	Assembly Secre / OPM	O
Public Hearing on Energy Laws	Committee on Trade and Industry	Review of four draft laws	5 February	Pristina	USAID/Bearing Point		C
Advise on improvement of legislative process between Assembly and Government, by Mr. Leroy and Mr. Mees	All PISG	Establishment of a Legislative Council	15 – 20 February	Pristina	EAR		O
Launch of the Assembly web-site	Press and Public Information dept.	Transparency and communication	17 February	Pristina	OMiK	UNDP/IPU	C
Technical assistance to Committee work, by Mr. Virtyt Ibrahimaga	- Budget Committee, - Com. on Rights and Interests of Communities, - Com. Judicial, Legal, CF - Com. Trade and Industry - Com. Health - Com. Transport & Comm	Creation of Standardization Unit	ongoing	Pristina	EAR		O
Technical Assistance to one Committee by Mr. Brédillot	Committee on Trade and Industry	Advice on Energy laws	22 – 29 February	Pristina	EAR		C
Launch of 10 th ASI Newsletter	Assembly	Communication	18 February	Pristina	OMiK	All ASI	C
Advice on Rules of Procedure by Mr. van der Hulst	Assembly	Drafting Critical Comments on RoP	21 – 27 February	Pristina	EAR		O
Training on Implementation of Freedom of Information law	Municipal Assembly Members, political parties and NGOs	Executive Oversight	23-25 February	Pristina	NDI		C
Consultations on Rules of Procedure	Assembly	Legislative Process	23-27 February	Pristina	EAR	NDI, OMiK	C
Consultations in relation with problems of legal translations	OPM/Assembly	Improve quality of translation	27 February	Pristina	OMiK		O
Consultation for Administration and Committees by Mr. Grosse-Sender and Mr. Drescher	Assembly Secretariat and Committees	Staff advisory board	28 February – 05 March 2004	Pristina	EAR		O
Consultancy on reorganization of the Presidency and the Secretariat	Assembly Presidency and Secretariat	Rationalize the functioning of services and efficiency of decision-making	February – July 2004	Pristina	EAR		O
Advise on reduction of number of Committees	Committees and Legal Department AoK	Improve Legislative Process	February – July 2004	Pristina	EAR		O
Development of activities for the standardization cell	Committees and Secretariat	Compliance check with EU standards	February 2004 – February 2005	Pristina	EAR		O
ASI Meeting	ASI partners, Assembly	Information on and	1 March, 5 May	Pristina	ASI		C

	Secretariat, OPM	coordination of ASI programs and activities					
Board meeting Glossary Project	Assembly	Improve translation in PISG	1 March	Pristina	OMiK	Assembly Secre./OPM	C
ASI 2003 Annual Report – publication and distribution	Assembly, international community and donors	Reviewing assistance and impact on Assembly	4 March	Pristina	OMiK	All ASI	C
Official Launch of Dictionary of legal – parliamentary terms in Macedonia	(Dictionary is support to Kosovo Glossary project)	Improved functioning of multilingual institutions	8 March	Skopje	NDI Skopje	OMiK	C
Retreat for OC Parliamentary Group	Other Community Group	Information on minority protection and strategy development	11-14 March	Ohrid	OMiK		C
Cross border activity round table	Representatives from Kosovo, Montenegro and Albania	Improve economic and security related cooperation	12 March	Prizren	KAS	OMiK	C
Logistic support to the Assembly, by Mr. Blum	Assembly infrastructure	Improve IT systems	15 – 19 March	Pristina	EAR		C
First Parliamentary Evening	All Members, representatives from government, editors, etc.	Strengthen informal contacts prior to next plenary session	16 March	Pristina	OMiK		C
Students visit to Assembly plenary session	Students of Law Faculty of University of Pristina	Increased contact btw. AoK and general public	17 – 19 March 25 March, 27 May	Pristina	OMiK		O
First round of consultations on Assembly's response to the March Crisis	Key Assembly Members from 4 Groups	Develop concrete suggestions for active Assembly response	18 March	Pristina	OMiK NDI		C
Second round of consultations on Assembly's response to the March Crisis	Key Assembly Members from 4 Groups	Develop concrete suggestions for active Assembly response	30 March	Pristina	OMiK NDI FES		C
Youth Parliament plenary session	Youth branches of political parties	Awareness of democratic decision making	31 March	Pristina	Youth NGO Revival	NDI OMiK	C
Advise on new staff rules and regulations	Assembly Secretariat	Develop neutral and autonomous civil service	March – June	Pristina	EAR		O
SPEAK Project/Support for establishing of electronic facility in AoK Library/Archive for supporting research to assist MPs in legislative work	Members of Assembly	Publications and periodicals/newspapers-text and electronic versions	March-August 2004	AoK	UNDP-Kosovo and IPU		O
Regional meeting of Secretary Generals of Parliaments in SEE	Secretary to the Assembly of Kosovo	Exchange of experiences on management of parliament's secretariats and regional cooperation	2 – 4 April 2004	Budva	OSCE Mission to Serbia and Montenegro	OSCE Mission in Kosovo	C

Regional conference on the relations between Parliament and civil society	MPs from South East Europe	Code of Conduct on Assembly interaction with civil society	1 – 4 April 2004	Budapest	EWPPP	OMiK	C
Visit of delegation of OSCE Parliamentary Assembly	Assembly Presidency	Preparing regional meeting	6 – 7 April	Pristina	OMiK		C
ASI meeting with all Committees	Chairpersons and Deputy-chairpersons	Informing about ASI programs and activities	7 April	Pristina	OMiK FES	All ASI	C
Advise to improve legal translations during legislative process	Working groups in Ministries preparing draft laws	Correct trilingual draft laws submitted to Assembly	From mid April on	Pristina	OMiK		P
Advice on the creation of an “Investigation Committee” on the March Crisis in Kosovo	Representatives of all Parliamentary Groups	Parliamentary response to the March Crisis in Kosovo	17 - 23 April	Amsterdam, Pristina	EWPPP	OMiK, NDI	O
Third round of consultations on Assembly’s response to the March Crisis	Ministry of Youth and Assembly Committee on Youth	Timely adoption of Law on Youth	April - May	Pristina	NDI	OMiK	O
Implementation of legislation – Survey, analysis and recommendations	Assembly Committees, Ministries, UNMIK-OLA	Contribute to establishing Rule of Law	15 April – 30 May	Pristina	OMiK		O
Support to Committee on Culture, Youth and Sport	Committee on Culture, Youth and Sport	Monitor and advice on legislative work	April on	Pristina	OMiK		O
Advise on minority rights and international human rights standards in relation to the legislative process	OC Parliamentary Group, Committee on the Rights and Interests of Communities	Effective parliamentary group and increased respect for minority communities	Regular meetings from April on	Pristina	OMiK		O
Advise on implementing Assembly Rules of Procedure	2 Assembly members / parliamentary group	Each Group to have chief repository on RoP	April	Pristina	NDI		O
Advice on amending the Rules of Procedure	Legal Department of the Assembly	Improvement of legislative processes	April-June	Pristina	EAR		O
Support to the Budget section	Budget section	Enhance capacity and transfer payment of staff to the Assembly	April – June	Pristina	EAR		O
Young Parliamentarians Initiative	Assembly members younger than 35 years	Increase profile and support to young MPs, support to youth outreach projects	May – June 2004	Pristina	OMiK	NDI	P
Seminar on “EU-mechanisms”	All Committees	Better understanding of functioning of EU	May 2004	Pristina	FES		P
Advice on the STM-Process	Committee chairpersons and deputy-chairpersons.	Better understanding of EU integration	May 2004	Pristina	FES		P
Round table on implementation	Committee chairpersons	Recommendations on	Early May 2004	Pristina	FES	BearingPoint	P

of legislation	and Members Presidency	legislative process			OMiK	NDI	
Glossary Project Board	Assembly, OPM	Improved translations in PISG	17 May, 21 June	Pristina	OMiK	Assembly Secre./OPM	O
Briefing on local governance reform	Other Communities parliamentary group	Analysis and positioning of OC on current political issues	19 May	Pristina	OMiK		C
Briefing on Assembly and ASI developments	Country liaison offices in Pristina	Communication and transparency	26 May	Pristina	OMiK	All ASI	P
Contacts with MPs from Bulgaria	Members from selected Committees	Improve regional relations	End of May	Pristina	FES		P
Launch of 11 th ASI Newsletter	All PISG	Transparency and communication	End of May	Pristina	OMiK	All ASI	O
Assembly's view and response on the March Crisis	Two Assembly Members (K-A and K-S)	Testimony to the Civil Security Committee of NATO Parliamentary Assembly	30 May	Bratislava	NATO PA	OMiK	P
Advise on Assembly's role in time of transition following the elections	Legal Department Assembly	Prepare legal department for election time	28 May	Brezovica	FNSI.	OMiK	P
Publication and distribution of Manuel on Public Hearings	Committees of central Assembly and Municipal Assemblies	Transparency and inclusion of public in Assembly work	26 May	Pristina	NDI	OMiK	O
SPEAK Project/ Development of Assembly of Kosovo Technical Electronic Infrastructure(Servers)	Staff and MPs of Assembly of Kosovo	Provide AoK with technical infrastructure for operation & management of electronic Document Management	May-June 2004	Pristina	UNDP-Kosovo and IPU		P
SPEAK Project/Ongoing training activities related to the operation/management of electronic DMS.	Initial Group of 25 key Staff and MPs. Second and Third Group of targeted staff and MPs	Provide practical training sessions on use of electronic DMS. To be scheduled in 3 phases.	May-August 2004	Pristina	UNDP-Kosovo and IPU		P
SPEAK Project/Development of Assembly of Kosovo electronic Document Management System (DMS) software installation	Secretariat Staff and Members of Parliament, Presidency and Parliamentary Committees	Provide AoK with an electronic system for management of all Assembly documents incl. laws, transcripts of plenary sessions etc.	May- August 2004	Pristina	UNDP-Kosovo and IPU		P
Refurbishment of the Assembly of Kosovo	Assembly of Kosovo	Enhance IT equipment, refurbish building	May 2004 – February 2005	Pristina	EAR		P
Training on Rules of Procedure	Committee Chairs and	To clarify past	1 – 3 June	Pristina	NDI		P

	Caucus Leaders	misinterpretations of the Rules of Procedure					
Advocacy on recommendations of survey on law implementation	Government and Assembly	Improve implementation of laws and rule of law	June – July 2004	Pristina	OMiK	All ASI	P
Capacity building for Political Advisors to Ministers on relations with Assembly	Political Advisors, Parliamentary focal points within ministries	Improve cooperation between Assembly and Government	3 June	Pristina	OMiK	FES, NDI, KIPA	P
Conference on economic development of Kosovo – Ideas, Concepts, Obstacles	Relevant committees and ministries, other stakeholders	Ongoing consultancy	8 June	Pristina	FNSSt	OMiK	P
Second Parliamentary Evening	Assembly and PISG, civil society and international Community	Strengthening exchange and communication	8 June	Pristina	OMiK	Assembly	P
Advice to drafting of end-of-mandate report by Assembly Committees	All Committees	Preparing hand-over to next Assembly	June 2004	Pristina	OMiK NDI FES		P
Third Dutch-Kosovar workshop	Selected group of Assembly Members	Code of Conduct for Election campaigns	18 – 19 June 2004	Pristina	EWPPP	OMiK	P
Conference on relations between Assembly and civil society	All Assembly Members	Improve interaction between Kosovo civil society and Assembly	24 - 25 June 2004	Pristina	EAR		P
Start of the Parliamentarian Governance Information Center	General Public of Kosovo and Media	Access to public sections of AoK electronic documents, leading to greater AoK transparency	June – July 2004	Pristina - National and University Library	UNDP-Kosovo and IPU		P
Workshop on public speaking	Assembly members	Improve skills	June 2004	Pristina	NDI	FES	P
Launch of Assembly Members' Brochure	Kosovo public	Transparency and communication	June 2004	Pristina	OMiK		P
Round tables on the relations between Assembly and International Community.	Committee chairpersons, Parliamentary group leaders, Presidency Members	Improving flow of information and communication between PISG and UNMIK	June 2004	Pristina	OMiK	NDI	O
Training and advise on executive oversight	Committee Chairpersons	To advise chairs on methods to exercise oversight authority	Late June	Pristina	NDI		P
Assessment on feasibility of Assembly Library	Assembly Members and staff	Improve research capacity	Second half of June	Pristina	IPU		P
Working visits to the Assembly of Kosovo by Macedonian parliament delegation	Committees on Labor and Social Welfare, Environment and Spatial	Regional relations	June/July 2004	Pristina	FES		T

	Planning and Health						
Discussion on the Kosovo Standard Implementation Plan (KSIP)	“Other Communities and other parliamentary groups”	Thorough analysis & strategy development on KSIP	June – September 2004	Pristina	OMiK	OPA	P
Preparation of training program	Assembly Secretariat	Improve professional capacity	June 2004 – February 2005	Pristina/Brussels/Paris/Berlin	EAR		P
Meeting Albanian Parliament staff with Kosovo counterparts	Assembly senior staff	Experience exchange, support for civil servants	July 2004	Pristina	OSCE Albania	OMiK	T
Series of consultancy on “Dealing with transition processes”	Committees on Labor and Social Welfare, Environment and Spatial Planning and Health	Addressing issues in society by MPs	Summer	Pristina	FES	RIINVEST	T
Training on new Public Procurement Law	Procurement officials from all PISG (including the Assembly)	Draft secondary legislation, standardized procurement documents and training of trainers	August 2004 – July 2005	Pristina	EAR		P
Presentation of Glossary on parliamentary and legal terms	All PISG	Improve quality of translation	September 2004	Pristina	OMiK		P
Conference on “Heritage of Kosovo/a- Values, Challenges and Possibilities”	Committee on Culture, Youth and Sports	Discussion of cultural policies	Summer/Autumn	Pristina	FNS		T
Support in establishment of staff advisory boards	PISG	Increase awareness of rights and duties of employees	Summer/Autumn	Pristina	FES	OMiK	T
Orientation conference on Assembly work	New members of Assembly	Introduction to parliamentary practice, RoP, European acquis, legislative process	November, after certification of election results	Pristina	NDI, EAR, USAID, FES, FNS, OMiK		P
Seminars on “bargaining processes” for coalition-talks	Political Groups	Consensus building and political negotiations	Autumn	Pristina	FES	NDI	T
Support in establishing a government program	Political Parties	Develop a political strategy for the next mandate	December	Pristina	FES	NDI, FNS	T
Establishment of a “Fiscal Analysis Unit” in the AoK	Budget Committee	Scrutinize KCB and improve budget process	Second half of 2004	Pristina	Bearing Point		P
Workshop on gender policy	Women Assembly Members	Strengthening gender mainstreaming in policy	December	Pristina	NDI	OMiK	T

* **Stage** refers to the project/activity's implementation stage and should be indicated as follows:

T = Tentative

P = Planned

C = Completed

O = Ongoing

Acronyms

EAR	European Agency for Reconstruction – Consortium of Parliaments from France, Germany and Belgium
EWPPP	East West Parliamentary Practice Project (The Netherlands)
FES	Friedrich Ebert Stiftung (Germany)
FNSSt.	Friedrich Naumann Stiftung (Germany)
IPU	Inter-Parliamentary Union
KAS	Konrad Adenauer Stiftung (Germany)
KIPA	Kosovo Institute for Public Administration
KLC	Kosovo Law Center
NDI	National Democratic Institute (USA)
OC	Other Communities Parliamentary Group (non-Albanian and non-Serbian Assembly members)
OMiK	OSCE Mission in Kosovo
OPA	Office for Political Affairs of UNMIK
OPM	Office of Prime Minister
PISG	Provisional Institutions of Self Government
SPEAK	Support to Parliamentary Electronic Archives in Kosovo
UNDP	United Nations Development Program
USAID	United States Agency for International Development.