

**Standards of Proactive Transparency
in Public Administration in BiH**



Standards of proactive transparency per maturity levels

BASIC LEVEL OF PROACTIVE TRANSPARENCY	
1	Budget, excerpt from the Law on the Budget of BiH Institutions and International Obligations of BiH (for the institution)
2	Budget Execution Report /Annex to Auditor's Report
3	Activity Report
4	Public Procurement Plan
5	Calls for Public Procurement
6	Decision on Selection of Bidders/Cancellation of the Procedure, in line with the Law on Public Procurement
7	Report on Contract Execution (List of basic elements of the contract for all procedures of public procurement)
8	Job openings, ads and their archive
9	Strategic documents of the institution
10	Medium-term work plan
11	Annual work plan
12	List of current and implemented technical assistance projects
13	Laws and/or articles of incorporation, and other relevant regulations from the field of competence
14	List of the institution's competencies
15	Documents for public consultations
16	Organisational diagram
17	Rulebook on internal organisation and systematisation of jobs
18	Contact information for the staff
19	CVs of the institution's managers
20	Action Plan for fighting against corruption
21	Integrity Plan
22	Ethic Code /Rules of behaviour for the institution's staff
23	Index – registry
24	Guide on how to access information
25	Request to access information
26	Calendar of events
27	Frequently asked questions (FAQ)

28	Audit reports
MEDIUM LEVEL OF PROACTIVE TRANSPARENCY	
29	Budget in the format of the Application for allocation of the institution's budget means
30	Annual public procurements plan with minor value procurement procedures (competitive and direct)
31	Decision on selection of the bidder/cancellation of the procedure, including minor value contracts
ADVANCED LEVEL OF PROACTIVE TRANSPARENCY	
32	Budget, analytical
33	Budget Execution Report, analytical
34	Tender documentation after implemented procedure
35	Concluded contracts, with confidential information protected
36	Statement on held consultations containing a summary of comments and report on their adoption/rejection
37	Total allocations for appointed persons, civil servants on managerial positions, civil servants and employees according to their positions in the institution
38	Responses to requests to access information

Standards of Proactive Transparency according to Mutual Relationships

Basic Level	Medium Level	Advanced Level
Budget, excerpt from the Law on the Budget of BiH Institutions and International Obligations of BiH (for the institution)	Budget in the format of the Application for allocation of the institution's budget means	Budget, analytical
Budget Execution Report /Annex to Auditor's Report		Budget Execution Report, analytical
Activity Report		
Public Procurement Plan	Annual public procurements plan with minor value procurement procedures (competitive and direct)	
Calls for Public Procurement		Tender documentation after implemented procedure
Decision on Selection of Bidders/Cancellation of the Procedure, in line with the Law on Public Procurement	Decision on selection of the bidder/cancellation of the procedure, including minor value contracts	Concluded contracts, with confidential information protected
Report on Contract Execution (List of basic elements of the contract for all procedures of public procurement)		
Job openings, ads and their archive		
Strategic documents of the institution		
Medium-term work plan		
Annual work plan		
List of current and implemented technical assistance projects		
Laws and/or articles of incorporation, and other relevant regulations from the field of competence		
List of the institution's competencies		
Documents for public consultations		Statement on held consultations containing a summary of comments and report on their adoption/rejection
Organisational diagram		
Rulebook on internal organisation and systematisation of jobs		Total allocations for appointed persons, civil servants on managerial positions, civil servants and employees according to their positions in the institution
Contact information for the staff		

CVs of the institution's managers		
Action Plan for fighting against corruption		
Integrity Plan		
Ethic Code /Rules of behaviour for the institution's staff		
Index – registry		
Guide on how to access information		
Request to access information		Responses to requests to access information
Calendar of events		
Frequently asked questions (FAQ)		
Audit reports		

Standards of Proactive Transparency per Type of Information

Note: colours signify maturity levels in proactive transparency: **basic**, **medium** and **advanced**

Financial Information
Budget, excerpt from the Law on the Budget of BiH Institutions and International Obligations of BiH (for the institution)
Budget Execution Report /Annex to Auditor's Report
Public Procurement Plan
Calls for Public Procurement
Decision on Selection of Bidders/Cancellation of the Procedure, in line with the Law on Public Procurement
Report on Contract Execution (List of basic elements of the contract for all procedures of public procurement)
Budget in the format of the Application for allocation of the institution's budget means
Annual public procurements plan with minor value procurement procedures (competitive and direct)
Decision on selection of the bidder/cancellation of the procedure, including minor value contracts
Budget, analytical
Budget Execution Report, analytical
Tender documentation after implemented procedure
Concluded contracts, with confidential information protected
Total allocations for appointed persons, civil servants on managerial positions, civil servants and employees according to their positions in the institution
Strategic Information
Strategic documents of the institution
Medium-term work plan
Institutional Information
Laws and/or articles of incorporation, and other relevant regulations from the field of competence
List of the institution's competencies
Organisational diagram
Rulebook on internal organisation and systematisation of jobs
Contact information for the staff
CVs of the institution's managers
Action Plan for fighting against corruption
Integrity Plan
Ethic Code /Rules of behaviour for the institution's staff
Index – registry
Guide on how to access information

Request to access information
Responses to requests to access information
Operational Information
Activity Report
Audit reports
Calendar of events
Frequently asked questions (FAQ)
Job openings, ads and their archive
Annual work plan
List of current and implemented technical assistance projects
Documents for public consultations
Statement on held consultations containing a summary of comments and report on their adoption/rejection

Standards of Proactive Transparency in Public Administration of BiH are prepared by a working group formed as a part of the Programme for strengthening of public institutions in Bosnia and Herzegovina, and is comprised of members of the Interinstitutional working group for communications and knowledge management as well as representatives of civil society organisations. Members of the working group are as follows (in alphabetical order):

Mubera Begić, Public Administration Reform Coordinator's Office

Leila Bičakčić, Center for Investigative Reporting

Ivona Bulić, Agency for Statistics of BiH

Vedrana Faladžić, Public Administration Reform Coordinator's Office

Jesenka Hadžajlija, Directorate for European Integration

Marina Kavaz-Siručić, Directorate for European Integration

Alen Mrgud, Agency for Statistics of BiH

Elvira Mujkić, Transparency International BiH

Slavica Škoro, Agency for Development of Higher Education and Quality Assurance of BiH

Nermina Voloder, Centre for Social Research – Atlantika

Elvis Mujanović, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

Members of the working group express their special gratitude to representatives of the Information Service of the Secretary-General Office of the Council of Ministers of BiH, Agency for Prevention of Corruption and Coordination of the Fight against Corruption of BiH and the Institution of Ombudsman for Human Rights in BiH for their contributions to the work of the group and preparation of the standards.