



**PARLIAMENT OF MONTENEGRO**

**Action Plan for Strengthening Legislative and Oversight Role  
of the Parliament of Montenegro in 2015**

**February 2015**

## **Introduction**

The adoption of the Action Plan for Strengthening Legislative and Oversight Role of the Parliament of Montenegro in 2015 is a continuation of the practice established by the 2010 Action Plan with a view to contributing to a planned, systematic and coordinated action of all those involved in the work of the Parliament for efficient exercise of its constitutional authority. This year's Plan is also based on the findings of the European Commission set out in the 2014 Progress Report on Montenegro, so that it simultaneously represents a plan for implementation of the European Commission's recommendations.

In addition to legislative activities, as regards electoral legislation, financing of political entities, adoption of the Code of Ethics, and the election of the Prosecutorial and Judicial Council, all of which was carried out in the previous year, the European Commission's Progress Report on Montenegro in 2014 stated that the "in March, parliament adopted the 2014 action plan for strengthening its legislative and oversight role" and pointed out that "follow-up to the conclusions adopted by parliamentary committees in oversight hearings remains limited and needs to be reinforced" and that "as regards its oversight role, parliament has continued to hold consultative and control hearings on a variety of topics".

The European Commission's Report also stated that "the transparency of parliament's work continued to be strengthened through direct interaction with citizens and replies to all requests for access to information. Information and documents related to the work of parliament and its working bodies continue to be published regularly. The establishment of procedures for acting upon citizens' initiatives addressed to the parliamentary committees on human rights and anti-corruption is pending."

With regard to administrative capacity, the European Commission underlined that „continuous efforts are needed to further increase parliament's administrative and expert capacity“.

Given that the above findings have already been instilled in appropriate measures of the previous Action Plan and that many of the previously introduced measures and activities evolved into a regular practice, the 2015 Action Plan represents to a great extent a continuity in relation to the previous year. In this way, the Action Plan and its implementation reports are an important instrument for continuous monitoring of the implementation of these activities.

The Action Plan contains a set of activities related to the role of the Parliament of Montenegro in the accession negotiations with the European Union and control of compliance of Montenegro's legislation with EU law, having in mind obligations envisaged by the Resolution on Manner, Quality and Pace of the Integration Process of Montenegro to the European Union, which was unanimously adopted by the Parliament of Montenegro on 18 December at the Eight Sitting of the Second Ordinary Session in 2013.

Action Plan for Strengthening Legislative and Oversight Role of the Parliament of Montenegro in 2015 contains 66 activities and measures, with explanations, responsible bodies, implementation timescale, and performance indicators, including a number of measures that were envisaged for 2014 but were not implemented or their implementation was only initiated.

For better overview, activities and measures provided by the Action Plan are grouped in three parts. The first part is directly related to strengthening of the legislative and oversight role of the Parliament of Montenegro through drafting and adoption of acts, frequent use of oversight mechanisms, and work of Parliament and working bodies. The second segment comprises activities and measures aimed at strengthening the administrative and technical capacity under the responsibility of the Service of the Parliament. The third part is devoted to the activities intended to further reinforce the openness and transparency of the Parliament towards the citizens and civic organizations.

## **I. STRENGTHENING LEGISLATIVE AND OVERSIGHT ROLES**

### **Ia. Drafting and Adoption of Acts of Particular Importance for the Work of the Parliament of Montenegro**

In this segment, a number of activities implemented during 2014 were of particular importance for progress in the negotiating chapter 23 - Justice and Fundamental Rights, which had been envisaged in the annual Action Plan with a view to fostering democratic values in Montenegro, including reinforcement of independence and impartiality of the judiciary and strengthening of trust in the electoral process. To that end, the Law on Election of Councillors and MPs was adopted, members of the Prosecutorial and Judicial Council were elected following the procedure in accordance with the Constitution, and Code of Ethics for MPs was adopted.

Two activities that were planned for the previous year, but were not realized, have been included in the Action Plan for this year. One of those activities is drafting of a plan for a greater recognition of gender aspect in the work of Parliament, keeping in mind that in its Resolution on Montenegro the European Parliament "called for wider participation of the Parliament" in the context of accelerating progress in the area of women's rights, gender equality, representation of women in politics and in the labour market, as well as the fight against domestic violence.

Preparing of the draft law on Parliament of Montenegro has been transferred for 2015, including monitoring of adherence to the provisions of the Code of Ethics for MPs, enacted last year.

- 1. Adopt the plan for a greater recognition of the gender aspects through the work of the Parliament.**
- 2. Draw up draft law on the Parliament of Montenegro.**
- 3. Monitor adherence to the Code of Ethics for Members of the Parliament of Montenegro.**

## **Ib. Oversight Activities**

Similar to the previous action plans, the 2015 Action Plan envisages a set of activities aimed at greater use of control instruments that are available to MPs, primarily at the level of working bodies, thus contributing to further strengthening of the oversight role of the Parliament. These activities include continuous follow-up of enforcement of laws and implementation of policies, and consideration of implementation of the Parliament's conclusions, which was one of the recommendations in the European Commission's Progress Report on Montenegro in both 2013 and 2014. This segment also includes two continuous measures, which in addition to strengthening the oversight role, point to the reinforcement of democratic capacities of the Parliament. These are implementation of the Rules of Procedure in terms of decision-making on control hearings at the request of one third of the committee members and including of a proposal for act tabled by MPs of parliamentary minority in the Parliament's draft agenda.

This part contains a measure that has been transferred from the previous year related to the setting up of the Subcommittee on Budget by the Committee on Economy, Finance and Budget, given the importance of parliamentary control over the implementation of budgetary policies, as well as a wide scope of competence of the Committee on Economy, Finance and Budget.

- 4. Working bodies will continuously, and at least once in six months, hold a meeting where representatives of competent ministries will be invited and, where necessary, representatives of other state administration bodies, with the aim of considering implementation of policies and enforcement of laws within their competences.**
- 5. Working bodies will regularly consider implementation of conclusions previously adopted by the Parliament, including implementation of opinions and positions adopted by the working bodies.**
- 6. Pursuant to Article 75 of the Rules of Procedure of the Parliament, once during the ordinary session of the Parliament, working bodies will reach a decision on holding a control hearing at the request of one third of a committee's members, with a single item on the Agenda.**
- 7. Pursuant to Article 85 of the Rules of Procedure of the Parliament of Montenegro, a proposal for act submitted by MPs of the parliamentary minority will be included in the Parliament's agenda.**
- 8. Establish Sub-Committee on Budget of the Committee on Economy, Finance and Budget.**

## **Ic. Accession Process to the European Union**

This part of the Plan is primarily related to the work of the Committee on European Integration and its activities conducted in cooperation with lead committees, which are aimed at an enhanced and systematic oversight of the accession process to the European Union to improve quality and effectiveness of the accession negotiations course.

In general, measures given are an extension of activities provided in the 2014 Action Plan and are based on both the competencies stipulated in the Rules of Procedure and measures defined in the Resolution on Manner, Quality and Pace of the Integration Process of Montenegro to the European Union. Changes of the Action Plan measures have been subject to and determined by the new stages of the negotiation process. Bearing in mind that Communication strategy on informing the public on the Montenegro's accession to the European Union 2014-2018 was adopted in 2014, the 2015 Action Plan envisages consideration of the Implementation Report on 2014 Action Plan and 2015 Action Plan for implementation of the Communication Strategy. Also, the format of reporting about the accession process has been somewhat altered entailing that the Committee annually considers reports on implementation of obligations arising from SAA and quarterly deliberates on reports on overall activities within the integration process of Montenegro to the EU.

- 9. Consider draft negotiating positions by chapters at the meetings of the Committee on European Integration with lead committees, provide opinions and suggestions, and, where needed, hold meetings to obtain information on preparation of negotiating positions from the Government's negotiating structures.**
- 10. At least once in a six-month period, the Committee on European Integration will organise meetings where progress in accession negotiation will be considered and invite, where needed, interested members of lead committees.**
- 11. In cooperation with lead committees, the Committee on European Integration will organise thematic forums for certain negotiating chapters in the form of public debates, roundtables, etc., where expert and other interested public will have an opportunity to express opinions and suggestions prior to establishing negotiating positions and considerations by the Committee.**
- 12. Monitor implementation of the Montenegro's EU Accession Programme for the period 2015-2018, as well as action plans for negotiating chapters, at least once in six months.**
- 13. Monitor the process of planning and implementation of IPA funded programmes and other available EU funds, at least once a year.**
- 14. The Parliament of Montenegro will consider semi-annual reports on the course of European integration, during ordinary sessions, at the sittings attended by the Minister of Foreign Affairs and European Integration.**
- 15. Committee on European Integration will regularly consider reports on implementation of obligations arising from SAA and reports on overall activities within the stabilisation and association process submitted by the Ministry of Foreign Affairs and European Integration.**
- 16. Committee on European Integration will consider Implementation Report on 2014 Action Plan and 2015 Action Plan for implementation of the Communication strategy on informing the public on the Montenegro's accession to the European Union 2014-2018.**

## **Id. Performance Efficiency**

A set of measures envisaged in this part of the Action Plan and aimed at further promotion of performance efficiency of the Parliament represents a continuation of good practice developed through implementation of the previous action plans. Accordingly, adoption of the Legislative Work Plan and Calendar of Activities of the Parliament and working bodies, as well as annual work plans of working bodies, have been planned in 2015.

Several measures have been transferred from the 2014 Action Plan, which were not realized in the previous year and which are related to the preparation of text of draft amendments to the Rules of Procedure, in order to provide a more precise definition and consistent interpretation of certain provisions related to the work of the working bodies, establishing of procedures for ensuring greater interaction between the work of parliamentary delegations to the international parliamentary assemblies and other bodies and the work of the Parliament, as well as procedures for ensuring better coordination of international activities at the Parliamentary Service level.

Specialized trainings for MPs and the Service on EU law and policies, particularly related to negotiating chapters 23 and 24, have been envisaged as a continuous activity in this part of the document.

- 17. Adopt 2014 Legislative Work Plan of the Parliament, including the legislation harmonisation plan with the EU acquis and the plan for consideration of reports submitted to the Parliament by certain bodies, in accordance with the law.**
- 18. Prepare table overview with data on the Parliament's legislative work for the period ending with the spring session, as well as the Information on Legislative Work of the Parliament for 2015.**
- 19. Adopt Calendar of Activities for the period from 1 January to 31 July and from 1 September to 31 December.**
- 20. Adopt annual work plans of the working bodies for 2015 and annual performance reports for 2014.**
- 21. Prepare text of draft amendments to the Rules of Procedure of the Parliament of Montenegro.**
- 22. Establish procedures for ensuring greater interaction between the work of parliamentary delegations to the international parliamentary assemblies and other bodies and the work of the Parliament.**
- 23. Establish procedures for ensuring better coordination of international activities at the Parliamentary Service level.**
- 24. Provide specialised trainings for MPs and the Service on EU law and policies, particularly related to negotiating chapters 23 and 24.**

## II. STRENGTHENING ADMINISTRATIVE AND TECHNICAL CAPACITIES

### IIa. Expert Support for MPs

This part envisages a series of measures and activities aimed at providing MPs with material and comparative information that may be useful in informed decision-making. In addition to preparing quality reports, minutes and other material from the Parliament's sittings and meetings of working bodies, special attention continues to be paid to the preparation of comprehensive information related to harmonisation of Montenegrin legislation with the EU acquis, through briefings and consideration of the tables of concordance. To that end, efforts will be made to ensure specialisation in certain areas as well as further trainings for secretaries of working bodies and other staff in the Sector for Support to Legislative and Oversight Function.

In 2015, implementation has been envisaged for measures and activities targeted at providing continued support to the work of MPs, working bodies and professional services of the Parliament in terms of preparing brief information on designated topics relevant to the Parliament's work, comparative analyses and the like, which may be valuable for informed decision-making. In this regard, the Research Centre will continue with timely and quality preparation of research papers, as well as cooperation with the European Centre for Parliamentary Research and Documentation (ECPRD), which is also an important part of the system for professional support rendered to MPs, allowing the exchange of experience among parliaments of member states. Recognizing that a parliamentary research may be of interest to a wider audience, while also acknowledging the need to achieve a greater level of transparency in the work, the Research Centre will prepare summaries of research papers making them available in English as well.

Furthermore, in order to strengthen capacities, reinforce the bond between the Parliament and the youth, and improve cooperation between the Parliament and universities, possibilities of partnership between Montenegrin universities and Parliamentary Institute will be discussed, including cooperation on joint research papers related to matters of mutual interest.

Procedure for obtaining license for shared cataloguing of library material, issued by the Commission formed by the National Library "Đurđe Crnojević - Cetinje", was initiated in 2014, while necessary conditions for its release were fulfilled. After official licensing, which is expected in the first half of 2015, the library of the Parliament of Montenegro will become an active participant in the national library information system and COBISS.Net. The library will subsequently begin automation of library material processing according to international recommendations and standards allowing users better access to the library fund.

- 25. Provide adequate expert support through preparation of quality reports, minutes and other material from the sittings of the Parliament and meetings of working bodies.**
- 26. Following the pace of referral of acts to working bodies, draft briefings with overview of alignment with EU law and with the Regulatory Impact Assessment (RIA) submitted by the Government along with certain proposals for laws.**
- 27. Effectively monitor alignment of Montenegrin legislation with the EU acquis.**
- 28. Prepare research papers in a timely and quality manner, in accordance with users' requests.**
- 29. Provide answers to queries submitted through the ECPRD network.**
- 30. Establish cooperation with Montenegro's universities to develop joint research papers.**
- 31. Prepare summaries of research papers in English.**
- 32. Enable connectivity and provide conditions for inter-library dialogue and cooperation through COBISS.**

## **Iib. Spatial and IT Capacity**

Activities planned for enhancing spatial and IT capacity are aimed at providing better working conditions for MPs. Creating conditions for the permanent provision of adequate premises for the Parliament's needs began in 2014, while preparation of location study, followed by preparation of conceptual design, is expected this year.

It is important to mention in this section that the Parliament of Montenegro strives for a continuous development of an efficient, transparent and cost-effective information system. In order to promote systematic approach to this complex issue and other related goals, it is planned to draw up a strategy for the development of information and communication technologies in the Parliament during this year. The strategy will define the vision, challenges and opportunities, general strategic goals and specific objectives of development policy in this area, with specific activities that will contribute to their achievement. In order to improve the quality of ICT services, continuous upgrade of the existing systems is required, and this year the focus will be on equipping of the new Data Centre and upgrade of information - communication equipment through the supply and installation of new hardware. These are inevitable steps on the path to building e-Parliament, which will bring many benefits, among other things, complete digitization of "life cycle" of legislative acts.

Recognizing the importance of the effective internal communication and good relations among employees as a productivity-boosting factor, the Service of the Parliament of Montenegro earlier undertook the development of internal communication strategic document. Finalisation and formal adoption are expected to ensue this year after completion of preparatory work and drafting of the document.

- 33. Prepare conceptual design for permanent provision of adequate premises for the needs of the Parliament of Montenegro.**
- 34. Draft IT Development Strategy.**
- 35. Improve ICT infrastructure in the Parliament of Montenegro.**
- 36. Draft Internal Communication Strategy.**

## **IIc. Human Resources**

As in the previous years, a number of activities in 2015 will be directed to further develop and strengthen development of human resources. Human Resources Development Strategy was adopted in early 2011 with the aim of defining priorities, goals and activities for the development of human resources of the Parliamentary Service. To ensure that this document continues to provide adequate contents and methods for implementation of activities that correspond to the Parliament's strategic priorities, its annual review and implementation are envisaged.

Special Training and Development Programme for the current year has been adopted based on the priorities and goals set out in the Human Resources Development Strategy of the Service of the Parliament of Montenegro and individual needs for training and development. The Training Plan for 2015 will define the trainings to be conducted in the current year, along with goals, deadlines and partners for the implementation of these trainings.

One of the measures in the 2015 Action Plan is adoption and implementation of Human Resource Plan of the Parliamentary Service for the current year, which is expected to provide for a continuous planning process of human resources needs and ensure balance between workload and structure of work and employees.

Action Plan envisages a number of measures that were contained in the plan for the previous years, but were not implemented in due time. These measures include drafting of Book of welcome for new employees and Book of welcome for MPs that will cover a range of useful information about the Parliament of Montenegro and Parliamentary Service as well as other practical contents prepared with the aim of supporting MPs or new employees during their familiarisation with a new working environment. The work on handbooks for employees, which started in the previous year as a type of training intended for certain target groups, will be continued.

Amendments to the Rulebook on organization and systematization of the Service of the Parliament are planned, on the grounds of the workload analysis that will be conducted during 2015, in order to get a document that corresponds to the current needs of the Service.

In addition, analysis and possible changes to existing documents governing the work of the Parliament are planned based on their current application in practice in order to obtain even higher quality documents that are a requirement for further improvement of the Service.

37. **Revise Human Resources Strategy.**
38. **Adopt Special Training and Development Programme and Training Plan for 2015.**
39. **Implement Training Plan for 2015.**
40. **Amend the Rulebook on organization and systematization of the Service of the Parliament, based on the workload analysis.**
41. **Adopt Human Resources Plan of the Parliamentary Service.**
42. **Implement Human Resources Plan of the Parliamentary Service.**
43. **Draft handbooks.**
44. **Draft Book of Welcome for new employees in the Parliamentary Service.**
45. **Draft Book of Welcome for MPs.**
46. **Analyse and, where required, amend regulations and other documents governing the work of the Parliamentary Service, based on the current practice, for further improvement.**

### **III. TRANSPARENCY AND OPENNESS**

Achieving the principle of openness and transparency in the Parliament of Montenegro is reflected, among other things, in live broadcasting (via television, radio and the Internet) of the Parliament's sittings, which has been the Parliament's practice for years. In an effort to make a step further, the Service of the Parliament is planning to come up with the conceptual solution and draft a document that will be the basis for the design of multimedia facilities in the Parliament's meeting rooms. A relevant solution would, among other things, facilitate live broadcasting of meetings of the working bodies. Part of the process will include description of the existing technical infrastructure and procedures in connection with the work of the committees, as well as defining the type of events that would take place in rooms and, consequently, their appropriate appearance.

This segment includes two measures, which were planned for 2014 but were not implemented nor transferred to 2015, related to launching of the Parliamentary channel on cable TV networks, and analysis of conditions and needs assessment for broadcasting Parliamentary channel. Namely, while conducting preparatory activities it was determined that the Parliament would be required to register for program production, which would not be legally

possible, and apply for frequency and pay the operator a monthly fee for additional broadcasting equipment. For the above reasons, these measures have not been included in the Action Plan for 2015.

Activities planned to improve communication of the Parliament with citizens also include creation of mobile applications for Android and Mac operating systems to allow users to follow the work of the Parliament on all types of mobile devices. Users who frequently visit the parliamentary website will be able to follow the work of the Parliament anywhere via mobile device. The application will contain news, details about sessions, calendar of upcoming and past activities, video material on the Parliament's YouTube channel, live streaming of sessions, and contacts.

Among measures envisaged in this segment are the establishing of procedures for acting on petitions of the Committee on Human Rights and Freedoms and Committee on Anti-corruption and further improvement of procedures for addressing the Parliament, based on the findings and recommendations of the last year's TAIEX expert mission.

This Action Plan envisages further improvement of conditions for people with disabilities, particularly people with hearing impairment, to follow and participate in the parliamentary work. Following several attempts in previous years, installation of the appropriate platform is planned this year, which will enable persons with disabilities to access the Parliament building. Main design for the installation was prepared late last year.

Continuous implementation of a series of activities for the enhancement of openness and interaction between the Parliament of Montenegro and citizens is planned in 2015. The measures include enriching educational programs for children and youth, within the framework of the Democratic Workshop "Barbara Prammer", as well as the introduction of newspapers in the program. Moreover, as a continuation of good practice from previous years, "Open Parliament" activities will be carried out in 2015, including regular informing of the Parliament's work through its website and monthly newsletter, organizing sessions of the "Children's Parliament", "Women's Parliament" and "Entrepreneurship Parliament", as well as visits and educational programs for the general public, especially children and youth.

As an additional way of informing the public, publication of annual performance report of the Parliament of Montenegro, semi-annual and annual report on the use of funds, electronic newsletter "Open Parliament", as well as research papers, is planned for this year.

Completion and publication of the Parliamentary Glossary, which was intensively prepared during 2014 with the support of the OSCE Mission in Montenegro, are also planned for this year in both Montenegrin and English.

The last activity envisaged in this Action Plan is monitoring of implementation of the Plan that will be detailed in semi-annual reports to be considered by the Collegium of the President of the Parliament.

- 47. Establish procedures for acting of the Committee on Human Rights and Freedoms and the Anti-Corruption Committee on petitions submitted by citizens and civil society, with TAIEX expert support.**
- 48. Improve procedures for citizens addressing the Parliament of Montenegro.**
- 49. Develop concept paper as a basis of multimedia design for the Parliament's meeting rooms.**
- 50. Continue to enable representatives of interested public to participate in the work of the working bodies.**
- 51. Provide access for persons with disabilities to the Parliament building by installing appropriate platform.**
- 52. Further improve conditions for persons with disabilities, particularly persons with hearing impairment, to follow and participate in the parliamentary work**
- 53. Organise the "Children's Parliament".**
- 54. Organise the "Women's Parliament".**
- 55. Organise the "Entrepreneurship Parliament".**
- 56. Continue to implement Democracy Workshops "Barbara Prammer" project and introduce the first mobile workshop.**
- 57. Continue to conduct "Open Parliament" activities, including visits of citizens, exhibitions, concerts, etc.**
- 58. Continue to strengthen cooperation with the media and citizens and reply to questions of journalists and visitors of the Parliament's website.**
- 59. Adopt documents for development of external communication.**
- 60. Develop mobile application of the Parliament of Montenegro.**
- 61. Compile and publish the Parliamentary Glossary.**
- 62. Regularly respond to all requests for free access to information submitted in accordance with the law.**
- 63. Regularly publish information about parliamentary activities on the website of the Parliament and in online bulletin "Open Parliament".**
- 64. Publish all information on the budget and expenditures, and present it in a simple and understandable manner.**
- 65. Prepare and publish Performance Report of the Parliament of Montenegro for 2014.**
- 66. Report on the implementation of the Plan.**

## Action Plan for Strengthening Legislative and Oversight Role of the Parliament of Montenegro in 2015

– Table overview –

<b>STRENGTHENING LEGISLATIVE AND OVERSIGHT ROLE</b>	
<b>1.</b>	<p><b>Activity/measure:</b> <b>Adopt the plan for a greater recognition of the gender aspects through the work of the Parliament.</b></p> <p><b>Responsibility of:</b> Collegium of the President of the Parliament Gender Equality Committee</p> <p><b>Timescale:</b> III quarter</p> <p><b>Performance indicators:</b> Plan adopted Number of female MPs Number of female MPs in delegations to international organisations and bodies</p>
<b>2.</b>	<p><b>Activity/measure:</b> <b>Draw up draft law on the Parliament of Montenegro.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> IV quarter</p> <p><b>Performance indicators:</b> Working group set up Experience of other parliaments considered Draft law prepared</p>
<b>3.</b>	<p><b>Activity/measure:</b> <b>Monitor adherence to the Code of Ethics for Members of the Parliament of Montenegro.</b></p> <p><b>Responsibility of:</b> Committee on Human Rights and Freedoms</p>

	<p><b>Timescale:</b> Continuous</p> <p><b>Performance indicators:</b> Records are kept of all activities conducted to follow up implementation and monitor adherence to the Code Performance report prepared and considered</p>
4.	<p><b>Activity/measure:</b> <b>Working bodies will continuously, and at least once in six months, hold a meeting where representatives of competent ministries will be invited and, where necessary, representatives of other state administration bodies, with the aim of considering implementation of policies and enforcement of laws within their competences.</b></p> <p><b>Responsibility of:</b> All competent committees</p> <p><b>Timescale:</b> Continuous</p> <p><b>Performance indicators:</b> Number of committees meetings held Number of representatives of the Government and state administration at the meetings</p>
5.	<p><b>Activity/measure:</b> <b>Working bodies will regularly consider implementation of conclusions previously adopted by the Parliament, including implementation of opinions and positions adopted by the working bodies.</b></p> <p><b>Responsibility of:</b> All competent committees</p> <p><b>Timescale:</b> Continuous</p> <p><b>Performance indicators:</b> Number of conclusions adopted by the Parliament Number of conclusions considered</p>
6.	<p><b>Activity/measure:</b> <b>Pursuant to Article 75 of the Rules of Procedure of the Parliament, once during the ordinary session of the Parliament, working bodies will reach a decision on holding a control hearing at the request of one third of a committee's members, with a single item on the Agenda.</b></p> <p><b>Responsibility of:</b> All competent working bodies</p> <p><b>Timescale:</b> July December</p>

	<p><b>Performance indicators:</b>  Number of control hearings held in line with Article 75 of Rules of Procedure of the Parliament of Montenegro  Number of draft conclusions and other control hearings-related acts  Total number of control hearings</p>
7.	<p><b>Activity/measure:</b>  <b>Pursuant to Article 85 of the Rules of Procedure of the Parliament of Montenegro, a proposal for act submitted by MPs of the parliamentary minority will be included in the Parliament's agenda.</b></p> <p><b>Responsibility of:</b>  Collegium of the President of the Parliament</p> <p><b>Timescale:</b>  Continuous</p> <p><b>Performance indicator:</b>  Number of considered proposals for acts submitted by members of the parliamentary minority</p>
8.	<p><b>Activity/measure:</b>  <b>Establish Sub-Committee on Budget of the Committee on Economy, Finance and Budget.</b></p> <p><b>Responsibility of:</b>  Committee on Economy, Finance and Budget</p> <p><b>Timescale:</b>  III quarter</p> <p><b>Performance indicators:</b>  Sub-Committee set up  Number of meeting held</p>
9.	<p><b>Activity/measure:</b>  <b>Consider draft negotiating positions by chapters at the meetings of the Committee on European Integration with lead committees, provide opinions and suggestions, and, where needed, hold meetings to obtain information on preparation of negotiating positions from the Government's negotiating structures.</b></p> <p><b>Responsibility of:</b>  Committee on European Integration</p> <p><b>Timescale:</b>  Continuous</p> <p><b>Performance indicators:</b>  Number of negotiating positions considered  Number of meetings dedicated to consideration of negotiating positions  Number of meetings dedicated to preparation of negotiating positions  Number of opinions adopted</p>

	Number of members of lead committees attending the meetings
10.	<b>Activity/measure:</b> At least once in a six-month period, the Committee on European Integration will organise meetings where progress in accession negotiation will be considered and invite, where needed, interested members of lead committees.
	<b>Responsibility of:</b> Committee on European Integration
	<b>Timescale:</b> Once in six months
	<b>Performance indicators:</b> Number of meetings Number of negotiating chapters considered Number of opinions adopted
11.	<b>Activity/measure:</b> In cooperation with lead committees, the Committee on European Integration will organise thematic forums for certain negotiating chapters in the form of public debates, roundtables, etc., where expert and other interested public will have an opportunity to express opinions and suggestions prior to establishing negotiating positions and considerations by the Committee.
	<b>Responsibility of:</b> Committee on European Integration
	<b>Timescale:</b> Continuous
	<b>Performance indicators:</b> Number of thematic forums Number of chapters considered Number of participants
12.	<b>Activity/measure:</b> Monitor implementation of the Montenegro's EU Accession Programme for the period 2015-2018, as well as action plans for negotiating chapters, at least once in six months.
	<b>Responsibility of:</b> Committee on European Integration, in cooperation with lead committees
	<b>Timescale:</b> Continuous
	<b>Performance indicators:</b> Number of meetings dedicated to implementation of the Montenegro's EU Accession Programme for the period 2015-2018 and action plans for negotiating chapters Number of opinions adopted

13.	<p><b>Activity/measure:</b>  <b>Monitor the process of planning and implementation of IPA funded programmes and other available EU funds, at least once a year.</b></p> <p><b>Responsibility of:</b>  Committee on European Integration</p> <p><b>Timescale:</b>  Continuous</p> <p><b>Performance indicators:</b>  Number of meetings dedicated to planning and implementation of EU funded programmes  Number of opinions adopted</p>
14.	<p><b>Activity/measure:</b>  <b>The Parliament of Montenegro will consider semi-annual reports on the course of European integration, during ordinary sessions, at the sittings attended by the Minister of Foreign Affairs and European Integration.</b></p> <p><b>Responsibility of:</b>  Committee on European Integration  Parliament</p> <p><b>Timescale:</b>  Continuous</p> <p><b>Performance indicators:</b>  Number of meetings  Number of reports considered  Number of opinions adopted</p>
15.	<p><b>Activity/measure:</b>  <b>Committee on European Integration will regularly consider reports on implementation of obligations arising from SAA and reports on overall activities within the stabilisation and association process submitted by the Ministry of Foreign Affairs and European Integration.</b></p> <p><b>Responsibility of:</b>  Committee on European Integration</p> <p><b>Timescale:</b>  Continuous</p> <p><b>Performance indicators:</b>  Number of meetings  Number of reports considered  Number of opinions adopted</p>
16.	<p><b>Activity/measure:</b>  <b>Committee on European Integration will consider Implementation Report on 2014 Action Plan and 2015 Action Plan for implementation of the Communication strategy on informing the public on the Montenegro's accession to the European Union 2014-2018.</b></p>

	<p><b>Responsibility of:</b> Committee on European Integration</p>
	<p><b>Timescale:</b> Continuous</p>
	<p><b>Performance indicators:</b> Report and Action Plan considered Number of opinions adopted</p>
17.	<p><b>Activity/measure:</b> <b>Adopt 2014 Legislative Work Plan of the Parliament, including the legislation harmonisation plan with the EU acquis and the plan for consideration of reports submitted to the Parliament by certain bodies, in accordance with the law.</b></p>
	<p><b>Responsibility of:</b> Collegium of the President of the Parliament (draft prepared by the Secretary General's Office)</p>
	<p><b>Timescale:</b> I quarter</p>
	<p><b>Performance indicators:</b> Draft plan prepared Legislative Work Plan of the Parliament adopted Service monitors implementation of the Plan</p>
18.	<p><b>Activity/measure:</b> <b>Prepare table overview with data on the Parliament's legislative work for the period ending with the spring session, as well as the Information on Legislative Work of the Parliament for 2015.</b></p>
	<p><b>Responsibility of:</b> Secretary General's Office</p>
	<p><b>Timescale:</b> September</p>
	<p><b>Performance indicators:</b> Table overview with data on legislative work of the Parliament for the period ending with the spring session prepared Information on Legislative Work of the Parliament for 2015 prepared (I quarter of 2016)</p>
19.	<p><b>Activity/measure:</b> <b>Adopt Calendar of Activities for the period from 1 January to 31 July and from 1 September to 31 December.</b></p>
	<p><b>Responsibility of:</b> Collegium of the President of the Parliament (draft prepared by the Secretary General's Office )</p>

	<p><b>Timescale:</b> March September</p> <p><b>Performance indicators:</b> Draft calendars prepared Calendars of activities adopted</p>
20.	<p><b>Activity/measure:</b> <b>Adopt annual work plans of the working bodies for 2015 and annual performance reports for 2014.</b></p> <p><b>Responsibility of:</b> All working bodies<sup>1</sup></p> <p><b>Timescale:</b> I quarter</p> <p><b>Performance indicators:</b> Working bodies adopted annual work plans for 2015 Working bodies adopted annual performance reports for 2014</p>
21.	<p><b>Activity/measure:</b> <b>Prepare text of draft amendments to the Rules of Procedure of the Parliament of Montenegro.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> IV quarter</p> <p><b>Performance indicators:</b> Team for preparation of the text of draft amendments set up Draft amendments to the Rules of Procedure prepared</p>
22.	<p><b>Activity/measure:</b> <b>Establish procedures for ensuring greater interaction between the work of parliamentary delegations to the international parliamentary assemblies and other bodies and the work of the Parliament.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> III quarter</p>

<sup>1</sup>Apart from Legislative and Constitutional Committee, having in mind their specific competencies

	<p><b>Performance indicators:</b> Experience of other parliaments analysed Procedures established</p>
23.	<p><b>Activity/measure:</b> <b>Establish procedures for ensuring better coordination of international activities at the Parliamentary Service level.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> I quarter</p> <p><b>Performance indicator:</b> Procedures established</p>
24.	<p><b>Activity/measure:</b> <b>Provide specialised trainings for MPs and the Service for EU law and policies, particularly related to negotiating chapters 23 and 24.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> Continuous</p> <p><b>Performance indicators:</b> Number of trainings organised Number of training participants</p>
<b>ADMINISTRATIVE AND TECHNICAL CAPACITIES</b>	
25.	<p><b>Activity/measure:</b> <b>Provide adequate expert support through preparation of quality reports, minutes and other material from the sittings of the Parliament and meetings of working bodies.</b></p> <p><b>Responsibility of:</b> Sector for Support to Legislative and Oversight Function</p> <p><b>Timescale:</b> IV quarter</p> <p><b>Performance indicators:</b> Drafting instructions for reports and minutes, including publishing procedures, adopted Uniformity reached and quality of reports and minutes from the meetings of working bodies improved</p>

26.	<b>Activity/measure:</b> Following the pace of referral of acts to working bodies, draft briefings with overview of alignment with EU law and with the Regulatory Impact Assessment (RIA) submitted by the Government along with certain proposals for laws.
	<b>Responsibility of:</b> Sector for Support to Legislative and Oversight Function
	<b>Timescale:</b> Continuous
	<b>Performance indicators:</b> Number of briefings Number of briefings containing RIA
27.	<b>Activity/measure:</b> Effectively monitor alignment of Montenegrin legislation with the EU acquis.
	<b>Responsibility of:</b> Sector for Support to Legislative and Oversight Function
	<b>Timescale:</b> Continuous
	<b>Performance indicators:</b> Number of tables of concordance reviewed Number of entries to database of proposals for laws with celex
28.	<b>Activity/measure:</b> Prepare research papers in a timely and quality manner, in accordance with users' requests.
	<b>Responsibility of:</b> Parliamentary Institute (Research Centre)
	<b>Timescale:</b> Continuous
	<b>Performance indicators:</b> Number of requests for research papers Percentage of requests fulfilled
29.	<b>Activity/measure:</b> Provide responses to queries submitted through the ECPRD network.
	<b>Responsibility of:</b> Parliamentary Institute (Research Centre)
	<b>Timescale:</b> Continuous

	<p><b>Performance indicators:</b>  Number of responses to queries submitted through the ECPRD network  Percentage of responses provided (percentage of responses posted is in line with or above average in the ECPRD network)</p>
30.	<p><b>Activity/measure:</b>  <b>Establish cooperation with Montenegro's universities to develop joint research papers.</b></p>
	<p><b>Responsibility of:</b>  Parliamentary Institute (Research Centre)</p>
	<p><b>Timescale:</b>  Continuous</p>
	<p><b>Performance indicators:</b>  Number of joint research papers  Percentage of requests fulfilled</p>
31.	<p><b>Activity/measure:</b>  <b>Prepare summaries of research papers in English.</b></p>
	<p><b>Responsibility of:</b>  Parliamentary Institute (Research Centre)</p>
	<p><b>Timescale:</b>  Continuous</p>
	<p><b>Performance indicators:</b>  Number of translated summaries of research papers  Percentage of summaries available in English compared to the total number of research papers</p>
32.	<p><b>Activity/measure:</b>  <b>Enable connectivity and provide conditions for inter-library dialogue and cooperation through COBISS.</b></p>
	<p><b>Responsibility of:</b>  Parliamentary Institute (Research Centre)</p>
	<p><b>Timescale:</b>  Continuous</p>
	<p><b>Performance indicators:</b>  License for shared cataloguing of library material obtained  Library automation process initiated</p>
33.	<p><b>Activity/measure:</b>  <b>Prepare conceptual design for permanent provision of adequate premises for the needs of the Parliament of Montenegro.</b></p>
	<p><b>Responsibility of:</b>  Parliament  Directorate of Public Works</p>

	<p><b>Timescale:</b> IV quarter</p> <p><b>Performance indicators:</b> Location study prepared Conceptual design prepared</p>
34.	<p><b>Activity/measure:</b> <b>Draft IT Development Strategy.</b></p> <p><b>Responsibility of:</b> Service of the Parliament Section for Information and Communication Technologies</p> <p><b>Timescale:</b> III quarter</p> <p><b>Performance indicator:</b> IT Development Strategy prepared</p>
35.	<p><b>Activity/measure:</b> <b>Improve ICT infrastructure in the Parliament of Montenegro.</b></p> <p><b>Responsibility of:</b> Section for Information and Communication Technologies</p> <p><b>Timescale:</b> Continuous</p> <p><b>Performance indicators:</b> Space adapted and new equipment installed in the Data Centre New communication equipment procured, installed and configured</p>
36.	<p><b>Activity/measure:</b> <b>Draft Internal Communication Strategy.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> III quarter</p> <p><b>Performance indicator:</b> Internal Communication Strategy in the Parliament of Montenegro drafted</p>
37.	<p><b>Activity/measure:</b> <b>Revise Human Resources Strategy.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p>

	<p><b>Timescale:</b> I quarter</p> <p><b>Performance indicators:</b> Strategy revised Percentage of implemented activities against the plan</p>
38.	<p><b>Activity/measure:</b> <b>Adopt Special Training and Development Programme and Training Plan for 2015.</b></p> <p><b>Responsibility of:</b> Human Resources Management Bureau</p> <p><b>Timescale:</b> I quarter</p> <p><b>Performance indicators:</b> Special Training and Development Programme adopted Training Plan for 2015 adopted</p>
39.	<p><b>Activity/measure:</b> <b>Implement Training Plan for 2015.</b></p> <p><b>Responsibility of:</b> Human Resources Management Bureau</p> <p><b>Timescale:</b> Continuous</p> <p><b>Performance indicators:</b> Number of trainings implemented Number of participants</p>
40.	<p><b>Activity/measure:</b> <b>Amend the Rulebook on organization and systematization of the Service of the Parliament, based on the workload analysis.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> IV quarter</p> <p><b>Performance indicators:</b> Workload analysis conducted Amendments to the Rulebook on organization and systematization of the Service of the Parliament adopted</p>
41.	<p><b>Activity/measure:</b> <b>Adopt Human Resources Plan of the Parliamentary Service.</b></p>

	<p><b>Responsibility of:</b> Service of the Parliament</p>
	<p><b>Timescale:</b> I quarter</p>
	<p><b>Performance indicators:</b> Draft Human Resources Plan prepared Human Resources Plan adopted</p>
42.	<p><b>Activity/measure:</b> <b>Implement Human Resources Plan of the Parliamentary Service.</b></p>
	<p><b>Responsibility of:</b> Human Resources Management Bureau</p>
	<p><b>Timescale:</b> Continuous</p>
	<p><b>Performance indicators:</b> Number of vacancies announced Number of testing and appraisal procedures for vacancies in the Parliamentary Service conducted Number of new staff</p>
43.	<p><b>Activity/measure:</b> <b>Draft handbooks.</b></p>
	<p><b>Responsibility of:</b> Service of the Parliament</p>
	<p><b>Timescale:</b> Continuous</p>
	<p><b>Performance indicators:</b> Number of handbooks drafted Number of handbooks distributed/received</p>
44.	<p><b>Activity/measure:</b> <b>Draft Book of Welcome for new employees in the Parliamentary Service.</b></p>
	<p><b>Responsibility of:</b> Service of the Parliament</p>
	<p><b>Timescale:</b> IV quarter</p>
	<p><b>Performance indicator:</b> Book of Welcome for new employees in the Parliamentary Service drafted</p>

45.	<p><b>Activity/measure:</b> Draft Book of Welcome for MPs.</p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> IV quarter</p> <p><b>Performance indicator:</b> Book of Welcome for MPs drafted</p>
46.	<p><b>Activity/measure:</b> Analyse and, where required, amend regulations and other documents governing the work of the Parliamentary Service, based on the current practice, for further improvement.</p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> Continuous</p> <p><b>Performance indicators:</b> Number of conducted analyses of regulations and other acts Number of amended regulations and other acts</p>
<b>TRANSPARENCY AND OPENNESS</b>	
47.	<p><b>Activity/measure:</b> Establish procedures for acting of the Committee on Human Rights and Freedoms and the Anti-Corruption Committee on petitions submitted by citizens and civil society, with TAIEX expert support.</p> <p><b>Responsibility of:</b> Committee on Human Rights and Freedoms Anticorruption Committee Service of the Parliament</p> <p><b>Timescale:</b> III quarter</p> <p><b>Performance indicators:</b> Procedures established Procedures disclosed to the public</p>

48.	<b>Activity/measure:</b> <b>Improve procedures for citizens addressing the Parliament of Montenegro.</b>
	<b>Responsibility of:</b> Service of the Parliament
	<b>Timescale:</b> III quarter
	<b>Performance indicators:</b> Procedures improved Procedures disclosed to the public Number of addresses
49.	<b>Activity/measure:</b> <b>Develop concept paper as a basis of multimedia design for the Parliament's meeting rooms.</b>
	<b>Responsibility of:</b> Section for Recording and Broadcasting of Sittings
	<b>Timescale:</b> II quarter
	<b>Performance indicator:</b> Concept paper developed
50.	<b>Activity/measure:</b> <b>Continue to enable representatives of interested public to participate in the work of the working bodies.</b>
	<b>Responsibility of:</b> Working bodies
	<b>Timescale:</b> Continuous
	<b>Performance indicator:</b> Number of attendances and participation of civil society representatives in the work of working bodies
51.	<b>Activity/measure:</b> <b>Provide access for persons with disabilities to the Parliament building by installing appropriate platform.</b>
	<b>Responsibility of:</b> Service of the Parliament Directorate of Public Works
	<b>Timescale:</b> IV quarter
	<b>Performance indicators:</b> Tender procedure for the selection of contractors conducted by DPW

	Installation of platform completed
52.	<b>Activity/measure:</b> Further improve conditions for persons with disabilities, particularly persons with hearing impairment, to follow and participate in the parliamentary work.
	<b>Responsibility of:</b> Service of the Parliament
	<b>Timescale:</b> IV quarter
	<b>Performance indicators:</b> Required technical and financial resources assessed Experience of other parliaments analysed Action plan prepared
53.	<b>Activity/measure:</b> Organise the “Children’s Parliament”.
	<b>Responsibility of:</b> Department for Public Relations and Protocol
	<b>Timescale:</b> December
	<b>Performance indicators:</b> “Children’s Parliament” held Number of participants
54.	<b>Activity/measure:</b> Organise the “Women’s Parliament”.
	<b>Responsibility of:</b> Gender Equality Committee Department for Public Relations and Protocol
	<b>Timescale:</b> March
	<b>Performance indicators:</b> “Women’s Parliament” held Number of participants
55.	<b>Activity/measure:</b> Organise the “Entrepreneurship Parliament”.
	<b>Responsibility of:</b> Service of the Parliament

	Chamber of Economy of Montenegro
	<b>Timescale:</b> IV quarter
	<b>Performance indicators:</b> “Entrepreneurship Parliament” held Number of participants
<b>56.</b>	<b>Activity/measure:</b> <b>Continue to implement Democracy Workshops “Barbara Prammer” project and introduce the first mobile workshop.</b>
	<b>Responsibility of:</b> Parliamentary Institute (Research Centre)
	<b>Timescale:</b> Continuous
	<b>Performance indicators:</b> Number of workshops held Number of students involved in the project Number of guests First mobile workshop held
<b>57.</b>	<b>Activity/measure:</b> <b>Continue to conduct “Open Parliament” activities, including visits of citizens, exhibitions, concerts, etc.</b>
	<b>Responsibility of:</b> Department for Public Relations and Protocol
	<b>Timescale:</b> Continuous
	<b>Performance indicators:</b> Number of visits Number of visitors Number of media coverage
<b>58.</b>	<b>Activity/measure:</b> <b>Continue to strengthen cooperation with the media and citizens and reply to questions of journalists and visitors of the Parliament’s website.</b>
	<b>Responsibility of:</b> Department for Public Relations and Protocol
	<b>Timescale:</b> Continuous
	<b>Performance indicators:</b> Number of visits to the Parliament’s website

	<p>Number of inquiries by the media  Number of inquiries by citizens  Number of replies to inquiries of the media and citizens</p>
<b>59.</b>	<b>Activity/measure:</b> <b>Adopt documents for development of external communication.</b>
	<b>Responsibility of:</b> Service of the Parliament
	<b>Timescale:</b> IV quarter
	<b>Performance indicators:</b> Documents for development of external communication adopted Percentage of activities implemented compared to the plan
<b>60.</b>	<b>Activity/measure:</b> <b>Develop mobile application of the Parliament of Montenegro.</b>
	<b>Responsibility of:</b> Section for Recording and Broadcasting of Sittings and Section for Information and Communication Technologies
	<b>Timescale:</b> II quarter
	<b>Performance indicators:</b> Application developed Number of downloads
<b>61.</b>	<b>Activity/measure:</b> <b>Compile and publish Parliamentary Glossary.</b>
	<b>Responsibility of:</b> Service of the Parliament, in cooperation with OSCE Mission to Montenegro
	<b>Timescale:</b> III quarter
	<b>Performance indicators:</b> Parliamentary Glossary available at the Parliament's website Parliamentary Glossary printed
<b>62.</b>	<b>Activity/measure:</b> <b>Regularly respond to all requests for free access to information submitted in accordance with the law.</b>
	<b>Responsibility of:</b> Secretary General's Office

	<p><b>Timescale:</b> Continuous</p> <p><b>Performance indicator:</b> Number of requests replied to with regard to the number of requests submitted</p>
63.	<p><b>Activity/measure:</b> <b>Regularly publish information on the parliamentary activities on the website of the Parliament and in online bulletin “Open Parliament”.</b></p> <p><b>Responsibility of:</b> Parliamentary Institute (Education Centre)</p> <p><b>Timescale:</b> Continuous</p> <p><b>Performance indicator:</b> Number of bulletins published</p>
64.	<p><b>Activity/measure:</b> <b>Publish all information on the budget and expenditures, and present it in a simple and understandable manner.</b></p> <p><b>Responsibility of:</b> Service of the Parliament</p> <p><b>Timescale:</b> Continuous</p> <p><b>Performance indicators:</b> Information regularly published Information presented in a clear manner with illustrations and graphs Number of visits to financial data webpage</p>
65.	<p><b>Activity/measure:</b> <b>Prepare and publish 2014 Performance Report of the Parliament of Montenegro.</b></p> <p><b>Responsibility of:</b> Parliamentary Institute (Education Centre)</p> <p><b>Timescale:</b> I quarter</p> <p><b>Performance indicators:</b> 2014 Performance Report of the Parliament of Montenegro prepared. Performance Report in Montenegrin and English available on Parliament’s website and in printed form.</p>
66.	<p><b>Activity/measure:</b> <b>Report on the implementation of the Plan.</b></p>

<b>Responsibility of:</b> Secretary General's Office in cooperation with other organizational units
<b>Timescale:</b> III quarter 2015 I quarter 2016
<b>Performance indicator:</b> Reports on the implementation of the Plan prepared