Draft-Questionnaire for Government Coordination Secretariat Officials - “Procedural development of the Kosovo Government Annual Work Plan”

A) Background information

1. What is your position in your institutions?

______________________________________________________________________________

2. What is your profession?

______________________________________________________________________________

3. What is your background education?

______________________________________________________________________________

4. What is your age?
   a) 18-25
   b) 25-35
   c) 35-50
   d) Over 50

5. What is your Gender
   a) Male
   b) Female

6. For how long you are working on this position?
   a) 1-2 years
   b) b) 2-5 years
   c) c) 5-10 years
   d) d) more than 10 years

B) Information about problem

B1. Prioritize the main problems in dealing with the government’s annual work plan.

a) Determining the priorities
b) Gathering information
c) Organizing information  
d) Adhering the Rules of Procedures No. 09/2011  
e) Considering European Union Progress Report on Kosovo recommendations  
f) Adequate attentions to budgetary issues  
g) Respecting the wishes of the donors  
h) Support from political level  
i) Keeping schedule and time line

B2. How clear is the process of preparing AWP described in the Regulation of rules and procedure of the Government of the Republic of Kosovo?

a) Very clear  
b) Not very clear  
c) Unclear  
d) Other (please specify): _______________________.

B3. How difficult is it to harmonize the government strategic documents in annual work plan?

a) Very difficult  
b) Difficult  
c) Not difficult  
d) Other (please specify): _______________________.

B4. How difficult is to monitor the annual work plan?

a) Very difficult  
b) Difficult  
c) Not difficult  
d) Other (please specify): _______________________.

C) Significant data

C1. How long has taken to prepare Government Annual Work Plan after receiving work plans from ministries?

a) 10 days  
b) 20 days  
c) 30 days  
d) More than 30 days

C2. How many ministries do you collaborate with in this process?
D) Cooperation process.

D1. How is the cooperation with ministries in overall?
   a) Very good
   b) Good
   c) Not good
   d) Other (please specify): ________________________.

D2. Do they follow your instruction?
   a) Always
   b) Sometimes
   c) Rarely
   d) Other (please specify): ________________________.

D3. Prioritize the following indicators in corporation might be improved

   a) Regular meetings
   b) Online communications
   c) Workshop sessions
   d) Internal ministerial consulting
   e) Groups rules of participation from ministries

E) Finance and training programs

E1. Did you have enough training programs on how to draft a Government Annual Work Plan?

   a) Yes
   b) No.
   c) We need more training
   d) Other (please specify): ________________________.

E2. What kind of training do you need?
a) Setting objectives
b) Training on database program
c) O
d) Other (please specify): ____________________.

E3. Do you need additional finance during drafting annual work plan?

a) No, it is not necessary
b) Yes, because of additional work
c) It depends of how much work it is
d) Other (please specify): ____________________.

E4. If the answer in question E3 is Eb or Ec, state how much is estimated

a) Increase department expenses by 1000-5000 euro
b) Increase department expenses by 5000-10000 euro
c) Increase department expenses over 10000 euro

F) Future process

F1. How you will improve the government annual planning?

a) Better communication between institutions
b) Better monitoring
c) More instruction how to prepare the annual work plan
d) Other (please specify): ____________________.

F2. Is there a need for detailed guidance for preparing annual work plan?

a) Yes
b) No
c) Other (please specify): ____________________.

F3. What are your recommendations for improving this process?

a)
b)c)d)
Draft-Questionnaire for Officials in Ministries - “Procedural development of the Kosovo Government Annual Work Plan”

A) Background information

A1. What is your position in your institutions?
______________________________________________________________________________

A2. What is your profession?
______________________________________________________________________________

A3. What is your background education?
______________________________________________________________________________

A4. What is your age?
   e) 18-25
   f) 25-35
   g) 35-50
   h) Over 50

A5. What is your Gender?
   a) Male
   b) Female

A6. For how long you are working on this position?
   e) 1-2 years
   f) b) 2-5 years
   g) c) 5-10 years
   h) d) more than 10 years

B) Information about problem

B1. How much do you see helpful the Government Coordination Secretariat instruction for preparing your ministry annual work plan?

   a) Very helpful
   b) Helpful
B2. Do you have difficulties in establishing work groups within your ministries to prepare annual work plan?

a) Always  
b) Sometimes  
c) Rarely  
d) Other (please specify): _________________________.

B3. What is the main problem that you face during this process?

a) Gathering information  
b) Organizing and coordination the working group  
c) Submitting with requested information  
d) Other (please specify): _________________________.

C) Significant data

C1. How long has taken to prepare Government Annual Work Plan after receiving work plans from ministries departments and unites?

a) 10 days  
b) 20 days  
c) 30 days  
d) More than 30 days

C2. How many departments do you have in your ministries?

a) 4 departments  
b) 5 departments  
c) 6 departments  
d) More than 6 departments.

D) Finance and training programs

D1. Do you need additional finance during drafting annual work plan?

a) No, it is not necessary  
b) Yes, because of additional work
D2. Did you have enough training programs on how to draft a Government Annual Work Plan?

e) Yes
f) No.
g) We need more training
h) Other (please specify): ____________________.

D3. What kind of training do you need?

e) Setting objectives
f) Training on database program
g) Team work
h) Other (please specify): ____________________.

E) Cooperation process

E1. Do the other members of the group understand instructions given by GCS? Do they need additional training in these regard?

a) Yes, they understand
b) No, they do not understand
c) More or less, but they need additional information
d) Other (please specify): ____________________.

E2. How do you estimate the cooperation from other departments within your ministry?

a) Very good
b) Good
c) Difficult
d) Other (please specify): ____________________.

E3. What do you see as a problem during reporting for implementation of annual work plan?

a) Gathering information
b) Deadlines are too short
c) Fulfilling the framework
d) Other (please specify): ____________________.
F) Future

F1. How you will improve the Government annual planning?
   a) Better communication between departments
   b) Better monitoring
   c) More instruction how to prepare the annual work plan
   d) Other (please specify): _______________________.

F2. Is there a need for detailed guidance for preparing the Government Annual Work Plan?
   a) Yes
   b) No
   c) Other (please specify): _______________________.

F3. What are your recommendations to improve this process?
   a)
   b)
   c)
   d)
Draft-Questionnaire for Officials in Ministries (Ministry of Finance, ministry of European Integration, Strategic Planning Office in OPM and Legal Office in OPM)

“Procedural development of the Kosovo Government Annual Work Plan”

A) Background information

A1. What is your position in your institutions?
______________________________________________________________________________

A2. What is your profession?
______________________________________________________________________________

A3. What is your background education?
______________________________________________________________________________

A4. What is your age?
   i) 18-25
   j) 25-35
   k) 35-50
   l) Over 50

A5. What is your Gender?
    a) Male
    b) Female

A6. For how long you are working on this position?
   i) 1-2 years
   j) b) 2-5 years
   k) c) 5-10 years
   l) d) more than 10 years

B) Information about problem

B1. How much do you see helpful the Government Coordination Secretariat instruction for preparing Government annual work plan?

a) Very helpful
b) Helpful
c) Not at all helpful
d) Other (please specify): _____________________.
B2. What is the main problem that you face during this process?

a) Gathering information
b) Other (please specify): _______________________.
c) Other (please specify): _______________________.
d) Other (please specify): _______________________.

C) Significant data

C1. How long has taken to check if ministries have respected instructions given by GCS work plans from ministries?

a) 2 days
b) 5 days
c) 10 days
d) More than 10 days

C2. How many officials from your institutions are involved in this process?

i) 1 official
j) 2 officials
k) 3 officials
l) More than 3 officials.

D) Finance and training programs

D1. Do you need additional finance during drafting annual work plan?

a) No, it is not necessary
b) Yes, because of additional work
c) It depends of how much work it is
d) Other (please specify): _______________________.

D2. Did you have enough training programs on how to monitor preparation of the Government Annual Work Plan?

a) Yes
b) No.
c) We need more training
d) Other (please specify):_______________________.
D3. What kind of training do you need?

a) Setting objectives
b) Training on database program
c) Team work
d) Other (please specify):______________________.

D4. How do you estimate the cooperation with Government Coordination Secretariat in this process?

a) Very good
b) Good
c) Difficult
d) Other (please specify): ________________.

D5. How do you estimate the cooperation with ministries in this process?

a) Very good
b) Good
c) Difficult
d) Other (please specify): ________________.

D6. How difficult is to harmonize the government strategic documents in annual work plan?

a) Very difficult
b) Difficult
c) Not difficult
d) Other (please specify): ________________.

E) Future of the process

E1. Describe the role of your institution in the process of preparing and monitoring the Government Annual Work Plan?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

E2. What are your recommendations to improve this process from your perspective?

a) 

b) 

c) 

d)