A. GENERAL BACKGROUND

A.1. Which category best fits your position?
   a) Administrative
   b) Managerial
   c) Financial
   d) Policy making
   e) Legal

A.2. What is your level of education?
   a) High school
   b) Bachelor’s degree
   c) Master’s degree
   d) Other ________________________

A.3. What is your age?
   a) 18-25
   b) 25-35
   c) 35-50
   d) Over 50
A.4. What is your Gender?
   a) Male     b) Female

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

A.6. Which are the ministries you work with? (Only GCS officials)
   a) _________________________________________
   b) _________________________________________
   c) _________________________________________
   d) _________________________________________
   e) _________________________________________

B. PREVIOUS EXPERIENCE

B.1. Have you been part of work groups on drafting concept papers?
   a) Yes    b) No

B.2. What was your contribution?
   a) Participation in weekly meetings
   b) Monitoring of revised draft documents
   c) Advising
   d) Writing document
   e) Other _______________________________

B.3. How effective is the monitoring process of the draft concept papers?
   a) Very effective  b) Randomly effective  c) Not so effective
B.4. What stakeholders, agencies, departments are members of the work group?
   a) Ministerial departments
   b) NGO’s
   c) Other ministries
   d) OPM
   e) Public/Private companies
   f) Economic Chamber of Kosovo
   g) Others

B.5. What is the minimum number of meetings, you attended for any concept papers?
   a) 2-5  b) 6-10  c) 11-15  d) > 15

B.6. What is the maximum number of meetings, you attended for any concept papers?
   a) 2-5  b) 6-10  c) 11-15  d) > 15

B.7. What is the minimum number of hours you have given to revising draft concept documents?
   a) 2-5  b) 6-10  c) 11-15  d) > 15

B.8. What is the maximum number of hours you have given to revising draft concept documents?
   a) 2-5  b) 6-10  c) 11-15  d) > 15
C. EXISTING TRAINING

C.1. Indicate the documents you refereed to draft the concept paper?
   a) ____________________________________________________________
   b) ____________________________________________________________
   c) ____________________________________________________________
   d) ____________________________________________________________

C.2. Did you and ministry officials have some training on how to draft concept papers?
   a) Yes               b) Not at all

C.3. If you have answered with yes in C.2. then which of the following did you receive?
   a) Informal on the job training
   b) Attending PAI workshops
   c) KIPA trainings
   d) Other______________________________

C.4. Prioritize the most helpful training from C.3.?
   a) __________________________
   b) __________________________
   c) __________________________
   d) __________________________

C.5. What is the name of most recent draft concept paper you have worked on?
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
C.6. Did you and the ministry officials had enough information and data on how to draft a concept paper?
   a) Yes  b) No

D. CURRENT DRAFTING PROCESS

D.1. Does your ministry gives adequate time, for discussions and analyses of concept paper prior the government meeting?
   a) Yes  b) No

D.2. How much time prior to government meeting you propose policies to be discussed?
   a) 1-3 days  b) 1 week  c) 2 weeks  d) more than 2 weeks

D.3. Did you had clear instructions how to draft a concept papers?
   a) Yes  b) No

D.4. How long has taken to draft a concept paper?
   a) 1-3 months  b) 3-6 months  c) longer that 6 months

D.5. How many concept papers the ministry you work with has proposed for government discussion?
   a) 1-5  b) 5-10  c) >10
   Other:______________________________________________________________

D.6. Name one of the concept papers that has been finalized?
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
E. **PUBLIC DISCUSSION**

E.1. Have you been part of public discussion about the concept paper?
   a) Yes            b) No

E.2. Name the institutions, agencies, NGO’s and other stakeholders that have participated on public discussion?
   a) Ministerial departments  
   b) NGO’s  
   c) Other ministries  
   d) OPM  
   e) Public/Private companies 
   f) Economic Chamber of Kosovo  
   g) Others 

E.3. Was the public discussion helpful?
   a) Yes            b) No

E.4. Did the public discussion produces any changes on concept paper?
   a) Yes            b) No

E.5. Who has included their suggestions and recommendations on concept paper?
   a) GSC  
   b) Ministry  
   c) Work group  
   d) Stakeholders

E.6. How clear is the process of concept papers 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
E.7. Describe below your cooperation with the Office of the Prime Minister, the Ministry of European Integration and Ministry of Finance for drafting concept papers?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

F. FUTURE DIRECTION

F.1. Is there a need for guidance for drafting and proceeding concept papers?
    a) Yes      b) No

F.2. Why guidance can be helpful for you?
    a) Provides written instruction
    b) Supports working groups with information
    c) Is in compliance with legal framework
    d) Helps to ensure a common and consistent standard of analysis
    e) Helps to improve the quality of policy analysis and proposals
    f) Increases the capacity of line ministries to initiate reforms and evaluate their effects
    g) Improves the quality and consistency of consultation with stakeholders and with the public
    h) Provides guidance to civil servants who are managing large scale changes, such as those associated with European Union integration.
Other________________________________________________________________________
______________________________________________________________________________
F.3. Which is the role of the line ministries in drafting concept paper?

a) Coordinates the work
b) Collect information
c) Provides analyses
d) Proposes options for choices
e) Other ______________________________________________________________________

F.4. Which is the role of the GSC in drafting concept paper?

a) Ensure that the concept paper meets the established standards in terms of policy content and format
b) Writes the concept paper
c) Reviews concept papers
d) Collects information/data
e) Returns the proposal to the line ministry
f) Submits the final package of documents to the government meeting
g) Organizes meetings for drafting concept papers
h) Other ______________________________________________________________________

F.5. What information is needed to make a concept paper appropriate?

a) Description and definition of the issue/problem
b) Goals/ objectives
c) Possible solutions or options
d) Analysis of the options—impact assessment
e) Consultation
f) Compare the options and formulate recommendations
g) Communications strategy
h) Other ______________________________________________________________________
F.6. What information expects government to be provided within the concept paper?
   a) Policy analyses
   b) Different options
   c) Clear instructions for decision making
   d) Other

F.7. Do you think that concept papers will strengthen policy making process?
   a) Yes          b) Not at all

F.8. Will concept paper contributes to take decision based in facts and good analyses?
   a) Yes          b) Not at all

F.9. How you could contribute to improve the current process for the benefit of Ministries, please describe?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________