A. CURRENT PROCESS

A.1. How do you see the current process of drafting and proceeding proposals of different policies for discussion in government meeting?

a) Making excellent progress
b) Making good progress
c) Making satisfactory progress
d) Not satisfactory
e) Poor

A.2. Do the ministries respect the time given in the Regulation of rules and procedure of the Government of the Republic of Kosovo, to propose the document for discussion in government prior the government meeting?

a) Always   b) Often   c) Not at all
A.3. Why ministries proposes documents for discussion in short term prior to government meeting?

a) Because of urgent matters
b) Because of unexpected policy changes
c) Because of non appropriate planning
d) Other ________________________________

A.4. How often do you deal with urgent matters?

a) Very often  b) Often  c) Never

A.5. How often you have to change and fulfill the government decisions, laws, regulations etc.?

a) Very often  b) Often  c) Never

A.6. How much does it impact the organization of the regular government meeting?

a) Very much  b) Much  c) Not as much
B. FUTURE DIRECTION

B.1. What you have done or initiated to avoid this occurrence?

a) Change of law
b) Change of rules
c) Enforcement of GCS
d) Enforcement of DEIPC
e) Enforcement of LO
f) Draw of guidance’s
g) Other ____________________________

B.2. Why are important concept papers for your work?

a) Avoids not appropriate decisions
b) Gives clear information for specific policy
c) Gives clear analyses
d) Gives different opinions
e) Consults different stakeholders affected from the policy
f) Other ____________________________

B.3. How much it will make your work easier?

a) Very much       b) Much       c) Not as much
B.4. How many concept papers were proposed for government approval?

a) 1-5   b) 5-10   c) 10 – 20   d) other________

B.5. Which is the role of the OPM (GCS, LO) in the process of drafting concept papers?

a) Ensure that the concept paper meets the established standards in terms of policy content and format
b) Reviews concept papers
c) Returns the proposal to the line ministry
d) Coordinates the work during drafting period
e) Coordinates the work after submission from ministry
f) Circulates the draft to stakeholders
g) Submits the final package of documents to the government meeting
h) Collects analyzes and opinions
i) Gives legal opinion about the issue
j) Organizes meetings with stake holders
k) Organizes meetings with ministry
l) Other

B.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
B.7. Is there a need for guidance for drafting and proceeding concept papers?

a) Yes b) No

B.8. Why guidance can be helpful for your institutions?

a) Provides written instruction
b) Supports working groups with information
c) Is in compliance with legal framework
d) Ensures a common and consistent standard of analysis.
e) Improves the quality of policy analysis and proposals.
f) Increases the capacity of line ministries to initiate reforms and then to 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
i) Other

B.9. 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
B.10. 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) Communications strategy
f) Other ________________________________

B.11. 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 ________________________________

B.12. Will concept papers strengthen and clarify the policy making process?

a) Yes  b) No

B.13. Will concept paper contributes to take decision based in facts and good analyses?

a) Yes  b) No
B.14. How you could contribute to improve the current process of drafting concept papers for the benefit of Ministries?

a) Supporting ministries  
b) Giving advises  
c) Avoiding delays  
d) Responding to their needs  
e) Approving appropriate guidelines  
f) Strengthening DEIPC role  
g) Strengthening GCS role  
h) Other ____________________________

B.15. How you could contribute to improve the current process for the benefit of the Government?

a) Respecting the rule of procedures  
b) Respecting the government guidance’s  
c) Avoiding delays  
d) Strengthening GCS role  
e) Strengthening LO role  
f) Giving appropriate advises  
g) Analyzing proposed concept papers  
h) Other ____________________________