



REPUBLIC OF ALBANIA  
AGENCY FOR THE SUPPORT OF CIVIL SOCIETY

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**Explanatory and Training Manual on  
Drafting the Communication Plan,  
Information and Engagement on  
Transparent and Effective Procedures  
of Grant Giving**

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*Prepared by  
Civil Society Support Agency*

April 2017



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## **CHAPTER I**

### **Introduction**

Public activity, as a whole, is characterized by the functions exercised by the central and local government bodies. In the function of this competence, based on the latest developments and the appropriate requirements, these bodies are required to obtain the opinion, suggestion and orientation of the interested target groups but also of the general public, in order to meet all the necessary requirements and their inclusion in the substantial part of any kind of policy intended for implementation.

An important role in this venture is played by the implementation of the communication and information plan, through the growing commitment of interested groups which, among other things, have a crucial role in shaping the financial support policies in function and for the benefit of the public.

To formally support this need, the Albanian legislator has made Law no. 146/2014 "On Public Notification and Consultation" where in its article three stipulates that the scope of Law application is on the rules and procedures of notification and public consultation, developed by public bodies in policy and decision-making processes.

Therefore, based on Law no. 146/2014 but also in other organic acts, the Agency for the Support of Civil Society, creates this manual with orienting and implementing character in the function of the measures taken to implement the law itself, but also the Decision of the Council of Ministers no. 459 dated 27.05.2015 "On the Approval of the Roadmap on Drafting Policy and Measures for an Enabling Environment for Civil Society".



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## **Purpose of the Manual**

The purpose of this manual is to inform the general public as well as the target groups interested in the policy-making process to the function of providing financial support to civil society organizations.

The content expressed in it, is necessarily a consequence of the Albanian legislation on the public consultation process.

## **CHAPTER II**

### **Concepts and General Principles**

#### **2.1. General Principles**

Communication, information and public consultation, is based on principles already accepted internationally, respecting rigorously every fruitful and orienting element in the good and to the interest of policy-making by central and local government bodies. This process is based on:

- a. Transparency principle throughout the implementation of the process of notification and public consultation upon comprehensive and non-discriminatory participation;
- b. Effectiveness principle of the decision-making process of public bodies;
- c. Accountability principle of central and local government bodies to stakeholders;



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## 2.2. Glossary of Terms

<b>Funding Authority:</b>	In terms of Law no. 10 093/2009, it is the Agency for the Support of Civil Society and / or any authority, central or local that distributes funds from its budget for the support of civil society;
<b>Candidate:</b>	Implies any beneficiary entity that participates in a competition procedure;
<b>Grant:</b>	Implies the defined amount of the fund for the support of the civil society, announced in the competition documents, during a concrete procedure, which is given without interest to the beneficiary entity by the financing authority, in accordance with the established criteria;
<b>Documents:</b>	These are the application documents that the funding authority provides to all the interested candidates to prepare project proposals;
<b>Expenses:</b>	These are the application documents that the funding authority provides to all the interested candidates to prepare project proposals;
<b>Activity:</b>	Implies any activity which basically aims the realization of a public interest;
<b>Normative sub-legal act:</b>	Implies any will expressed by the public body, in the exercise of its public function, that regulates relations stipulated by law, by establishing general rules of behavior and that does not end with its implementation;
<b>Stakeholder:</b>	Implies any non-profit organization that represents the interests of a group of natural or legal persons, as well as other affected or interested entities for the project activities that are subject to the public consultation process;



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<b>Public Consultation</b>	Implies the attraction of the opinions and suggestions of the stakeholders for the content and the improvement of the Project Proposal Call, from the moment of publication until its final approval;
<b>Preliminary notice:</b>	Implies the official invitation to participate in the process of providing information or preliminary opinions, before starting the drafting of the project;
<b>Public Body:</b>	Implies any central government body, which performs administrative functions, any public entity, to the extent that it performs administrative functions, any local government body, which performs administrative functions, any of the Armed Forces body and any other structure, for as long as they perform administrative functions, as well as any natural or legal person, which has been given by law, sub-legal act or any other form, provided by the legislation in force, the right to exercise public functions;
<b>Recommendation:</b>	Implies any suggestion, proposal or opinion of a consultative nature for the drafted project, expressed verbally and/or in writing by the interested parties;
<b>Public Meeting:</b>	Implies an open meeting with stakeholders to discuss project proposals that are subject to the process of public notification and consultation, in order to clarify and inform the public about these projects, as well as to receive comments and relevant recommendations for their improvement;
<b>Transparency:</b>	Implies the open activity of a public body to inform on the acts of high public interest, on policy-making and decision-making processes, which provide the stakeholders with the opportunity to participate in these processes



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### **CHAPTER III**

#### **Role of Agency for Support of Civil Society Bodies in Communication and Information**

The overall organic structure of the Agency for Support of the Civil Society, on the occasion of the implementation of its financing policies for the civil society entities, is seriously engaged in planning comprehensive meetings in the territory of the Republic of Albania.

The activity starts with the identification of remote areas for which is intended the intervention and awareness, dependent on the government strategies set for each year.

Thus, all the locations of these areas are identified and the stakeholders are notified in advance through the official communications announced at the database of the Institution but also in the official networks administered by the Institution itself.

The communication on holding the meeting continues through the phone call of each legal representative of the organizations whereby, individually, each of them is invited to participate in these meetings.

Mostly, 5 (five) consultative meetings are scheduled, 2 (two) in north areas and 2 (two) south areas, while the conclusive meeting, together with all the suggestions, is held in the city of Tirana as the most active identification city for organizations of civil society.

### **CHAPTER IV**

#### **Consultative Process**

The consultative process is initiated through the public announcement of the meetings whereby all beneficiary entities but also the target groups are summoned for participation and providing them with the relevant conclusions.



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Given this situation, the ASCS staff, keeps the relevant notes in a summarized form and after the meeting, for any opinion, request, suggestion or information, a note is written down for a second phase of the process which has to do with the formation of final priorities.

### **Integration of Suggestions in the Financial Plan**

The entities participating in the consultative meeting, given that they are more familiar with social and social issues, are seriously engaged in drawing conclusions on what is really needed for a certain area.

Proposals must be of various natures, from the type of funding to the facilitation of government fiscal policies.

After all these meetings, the ASCS staff prepare a meeting-minutes summary of all suggestions, divided in guiding bullet points for each type of strategy which is intended to be implemented.

At the end of this process, the responsible commission announces in its official website all the information collected, the problems submitted but also the way of its solution and of course, these suggestions are submitted to the Supervisory Board of ASCS as the highest. decision-making body of the Institution

## **ANEKS**

### **Expert Group**

1. Mrs. Paula BERO - Finance Specialist
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4. Council of Ministers Decision no. 459 dated 27.05.2015 "On Approval of Guide on Drafting Policy and Measures for a Facilitating Environment for Civil Society";
5. Law no. 146/2014 "On Public Notification and Consultation";