

Executive Summary of the Fifth Quarterly Report

1 January – 31 March 2012

This Quarterly Report for the Project 'Support to the Implementation of the Roma Strategy' covers the project implementation activities in the period 1 January – 31 March 2012. It represents the major findings and results achieved from the work undertaken on the ground by the BBI Technical Assistance team. The format of the Report follows the structure of the previous one; and it includes the list of annexes and technical deliverables.

With regards to the use of **human resources** it reports on the deployment of a number of Non-key Experts in the areas of:

- Trainings on –
 - (07-08 March 2012): Legal Analysis and Legal Writing;
 - (28 March 2012): Legal Analysis and Legal Writing for the RIC staff;
- Documents upgrading for UISDR and MwP Cabinet;
- Support to the development of specific policies of the MwP Cabinet;
- Community Development – Project Component 2; LAP revision/development workshops in Prilep, Delchevo, Shtip, Pehchevo, and Shuto Orizari. Finalisation and submission for council adoption of LAPs in Bitola, Berovo and Sveti Nikole;
- Development and launch of piloting of the RIC Manual of Standardized Procedures;
- Launch of the joint implementation of the local priority measures related to LAP in 12 municipalities (March 2012);
- Web design/Outline of information materials;
- Roma Decade events - logistical and technical support to international conference for health issues.

There were in total of 74 working days assigned to the (senior and junior) NKEs in the course of the reported period.

The use of **incidental budget** categories was dedicated to costs for the organisation of capacity building events, allocation of resources for local priority measures and Roma Decade related events.

The major achievements related to project **Component 1** in the reporting period are:

- **The implementation of the training plan** which continued with the conduct of two trainings on the topic of legal analysis and legal writing – one training for the staff of the central-level beneficiary institutions and another one for the RIC staff.
- **Documents upgrading** – the process of upgrading of documents and administrative procedures related to human resource development of the central-level beneficiary institutions has well advanced in the first quarter of 2012. The existing needs of the UISDR and the MwP Cabinet were explored and the model of upgrading was agreed with the two institutions. The outputs so far are: a report containing standards for human resource management and a plan for improving the work of the UISDR; and a set of guides for performance measurement and professional advancement of the MwP Cabinet. The process of documents upgrading will continue in the next reporting period.

- **Policy support to the Minister without Portfolio** – The TA team provides support to the MwP for designing specific policies, improving co-operation with line ministries, strengthen dialogue with civil society and promote Roma Strategy and Decade priorities as part of national and sectoral policies. In particular, the TA team's support has been focused on: identifying mechanisms for ensuring additional financial support to the Roma Decade activities, in particular from donors still operational in the country; preparation of public statements of the MwP and for his participation in public events. The policy support will continue in the next reporting period.
- **Support to the implementation of the Roma Decade Presidency Programme** – The implementation of this Programme continued and the TA team provided logistical and organizational support in this respect. The International Conference “Towards Better Health of Roma” for Employment took place on 24-25 January 2012 in Skopje; and the project provided financial support from the incidental expenditures for ensuring simultaneous translation during the entire meeting.
- **Implementation of the Communication Strategy and its Operational Plan** continued with the work of the Coordinating Team for Communication (CTC), as recommended by the Communication Strategy. This team consists of 4 persons from the beneficiary institutions mandated with the mainly organisational tasks of collection and dissemination of concrete data on achievements under the Roma Strategy and the Decade for Roma Inclusion. Uploads are done regularly on the web-sites of beneficiary institutions (MLSP and MwP); project newsletter issues 2 & 3 were prepared and ready for publishing; in addition a draft project poster was developed for the purposes to remain at the disposal of the beneficiaries after the project ends.
- **The implementation of information activities** continued, as also envisaged by the Communication Strategy. Different information materials – leaflets of the project and the RIC, project sticker, training certificate, project newsletter - were disseminated at all trainings and public events on central and local level where the project is participating. A project poster was drafted. The project webpage - linked to the MLSP website - is regularly updated. Project outputs were uploaded also on the website of the MwP. The project is promoted through social media as well – Facebook and Twitter.

Major activities related to project **Component 2**:

- **The implementation of the training plan** included training on legal analysis and legal writing for the RIC staff.
- **RIC support** – following the RIC assessment and a series of preparation activities, the actual support to the RIC capacity building is provided through the preparation of the RIC Manual of Procedures, which was finalized, presented to the RIC staff and set on a piloting phase. This process follows the recommendations of the concept note developed for the provision of support to the RICs, and it is linked with other project activities, such as upgrading of the procedures of the UISDR and the MwP Cabinet. The TA team supported the RIC staff for improving their cooperation with the municipalities and the MLSP, and specific recommendations for this purpose were developed with their participation.
- **LAP revision / development** – the process of revision of existing LAPs and development of new LAPs continued during the reporting period. The LAPs for Bitola, Berovo, and Sveti Nikole were finalized and sent to them for final review and eventual adoption. Five workshops were conducted in other municipalities – in Prilep, Delchevo, Shtip, Pehchevo, and Shuto Orizari – and the new LAPs for are in a drafting phase. More municipalities – Kumanovo and Kochani - are planned to be included in this process in the next reporting period.

- **Joint implementation of LAP priority measure** – the process of identifying the LAP priority measures was finalized - it was done in partnership with the target municipalities and in consultations with the beneficiary institutions and the EU Delegation. 12 local measures were identified and they are already being implemented in the following municipalities: Bitola, Delcevo, Gostivar, Kocani, Kriva Palanka, Kumanovo, Pehchevo, Prilep, Probistip, Rankovce, Shtip, and Vinica. Some priority measures are addressing more than one area. Special instructions for the implementation of the local measures were prepared and presented the focal persons from these municipalities. The TA team ensures continuous support to them for implementing the proper financial procedures and observing the visibility requirements.
- **Selection of best identified practices** - The implementation of this sub-activity was intensified during the reporting period. A concept note was developed for the preparation of the catalogue with the best identified practices, which will be the final output of this sub-activity. A letter was prepared and sent via e-mail to relevant actors in the area of Roma inclusion, including government institutions, NGOs and foreign donors with attached template to be filled in. The process of collection and selection of best practices will be finalized in the next reporting period.

Other activities:

The project participated in a number of activities not directly included but still linked with the above two components –

- the TA team were included in the discussions for the organisation of additional activities as part of the country's presidency of the Roma Decade;
- the preparation and holding of the Second Working Meeting on Inclusion of the Roma and Roma Refugees;
- the discussions of ideas to provide financial support from the project to the implementation of activities from the NAP for the Advancement of the Social Status of the Roma Woman and the NAP for Social Inclusion of the Roma, developed in September 2011 with the support of the project;
- the preparation for the establishment of a donor coordination mechanism for Roma inclusion policies.

Further, the report also provides the plan of activities for the next 3-month period, which will be used as a management tool and also for monitoring purposes. The major focus in this period is placed on:

- Organisation of the next capacity building interventions (trainings), as indicated in the training plan;
- Upgrade of the work procedures of the UISDR and the MwP Cabinet employees, and the NCB; development of manuals of procedures, where relevant;
- Support to the MwP Cabinet in designing specific policies, improving co-operation with line Ministries, strengthening dialogue with civil society and the promotion of Roma Strategy priorities as part of national and sectoral policies;
- Support to the organisation of the next Decade Presidency events;
- Further dissemination of information materials and production of additional Communication Strategy related deliverables – next issues of the project newsletter, update of the project webpage, etc.;

- Further implementation of the Communication Strategy and continuation of the CTC work;
- Completion of the LAP-related local priority measures;
- Preparation and publication of a catalogue with the identified best practices;
- Further actions to support RIC functions – training, piloting and finalisation of the RIC Manual;
- Plan to facilitate cooperation between RIC and municipalities through field visits and exchanges of information.

Annexes are included at the end of the report.