

Guide with recommendations for local officials

„Transparency, integrity and anti-corruption measures in local government”

I. ACCES TO INFORMATION

- a) It is necessary that local authorities, according to the powers and obligations, provide correct information of the citizens about the public affairs and their participation in decision making process.
- b) The local government must have and use web page, which is for authorities an effective tool for the distribution of public information.
- c) It would be appropriate for authorities to create a new page or reconstruct the existing page, in order to facilitate navigation of citizens and to analyze public information.
- d) Local governments should create transparency compartments in decision dedicated on their web pages and complete them in order to facilitate the access of stakeholders to information and decision-making.
- e) The web pages should not miss the following required information: information on the work program of the authority and its subdivisions, for instance days and audience hours of officials responsible for providing information and official documents.
- f) The web portal of LPAs should offer the possibility to interpellate online petitions to the authority under the procedure established by law.
- g) To not limit the right and possibility for citizens to know the content of drafts that are discussed in meetings of local authorities, they should be made publicly on compulsory basis.

II. PARTICIPATION IN THE DECISION-MAKING PROCESS

- a) Any draft decision / provision must necessarily pass through the public consultation procedure, with the announcement on the web about initiation of the process.
- b) Public authorities should record all stakeholder's recommendations received during the course of public consultation on the draft decision and to include them in the summary of recommendations with the motivation for accepting or rejecting these recommendations, which is to be made public until the approval of the respective decision.
- c) It is appropriate to establish and strengthen the consultative councils, permanent working groups or ad hoc working groups participating in decision-making, these being the continuous and effective dialogue platforms between local government authorities and civil society.
- d) Local authorities must develop and approve obligatory internal rules for information, consultation and participation in drafting and adoption of decisions on the basis of legal stipulations contained in regulations governing transparency in decision making.
- e) Each public authority should designate and educate the public consultation coordinator, who is responsible for the transparency of decision-making authority. Information on names and contact details

of the coordinator of the public consultation in decision making must be placed on the official website of the local authority.

- f) Local authorities must draw up and make public the reports on transparency in decision-making process.
- g) Local public administration must continue to ensure citizens' access to local council meetings and its specialized committees.
- h) It is appropriate that the detailed regulations on the ways of citizen's access in the room where a public hearing is conducted, the requisite behavior of stakeholders, ways of punishing misbehavior, etc., be published on the web site.
- i) Informing the public must be present at all stages of decision making process, including and after the decisions approval adopting by publishing them to show to what extent the suggestions and recommendations of citizens, NGOs and other stakeholders were taken into account.

III. PUBLIC PROCUREMENT

Local government must ensure transparency at all stages of procurement, by informing the public about the procurement notices, procurement outcomes, including the publication of procurement, so that the general public be able to monitor their execution. This information should be published on the website of the city, not just in the Public Procurement Bulletin, managed by the Public Procurement Agency, because not everyone has access to this Bulletin.

IV. PUBLIC PROPERTY MANAGEMENT

- a) Decisions on the management of public property should be published on the web, including the archive, and be communicated to citizens so that they know the results of auctions / contests / direct negotiations of sale / rental / lease property assets of administrative-territorial unit.
- b) To increase transparency in the management of public property, it is appropriate for local governments to approve and publish on its website the Rules on the award of land plots for construction of individual houses and List of people standing in line for improvement of living conditions / assignment of land of land for residential construction of individual houses.

V. BUDGETING

- a) The draft budget and the budget adjustments should be consulted publicly, placing them on the web for stakeholders to be fully assured of participating in the planning of the municipality's budget.
- b) The draft budget brought to the attention of citizens must include a description of all items (programs, subprograms and other parts of the budget), including a brief justification for each element in section income and expenses section.
- c) Administrative-territorial unit budget must be published on the web at least for the last three consecutive years.
- d) Local authorities must draw up and make public the annual budget execution reports for citizens to know how public money was used.

VI. HUMAN RESOURCES

Local governments should ensure public access to all information that relates to selecting and hiring staff in the public service, including archiving this information on the website. As a priority, it must be made public information that concerns:

- a) Vacancies in the public service, having the detailed job description for the vacancy and the requirements of the candidates.
- b) The number and names of the candidates who participated in the selection contests for vacancies.
- c) Verbal processes of committee for selection of candidates for the vacancy, including the assessment committee and ranking applicants.

VII. PROFESSIONAL ETHICS AND CONFLICT OF INTEREST

To prevent conflicts of interest and corruption; to strengthen integrity and to establish certain professional standards in the public service, we consider it is necessary to:

- a) publish the information that relates to professional ethics and conflict of interest: the resume of mayor, statements on income and property of the mayor, vice mayors and civil servants;
- b) develop and publish the following code of ethics: Code of Ethics for local elected officials; Code of ethics for employees of local authorities; Code of ethics for employees of budgetary institutions, public enterprises, and employees of businesses founded or where the local government holds the majority;
- c) establish and make public the mechanisms reporting the unethical behavior (example: anti-corruption trusted phone number, etc.).

VIII. SOCIAL SERVICES

The local government must inform and provide access of people / disadvantaged families to all types of social services and social welfare institutions available by:

- a) publicizing the adopted social assistance programs;
- b) publicizing information about social services, administrative-territorial unit and how to apply for a potential beneficiary;
- c) publicizing the social assistance institutions set up by the administrative-territorial unit.

IX. INVESTMENTS, MUNICIPAL ENTERPRISES AND PARTICIPATION IN PRIVATE SECTOR COMPANIES

- a) It requires ensuring the transparency of all programs and assistance projects, whose beneficiaries performers are local government authorities, by indicating the information that relates to: name, goals and basic tasks beneficiaries and executors of main program, expected deadlines and results to be achieved, volume and sources of funding.
- b) Local government should focus its efforts on ensuring transparency and professionalism in corporate governance of municipal enterprises and companies with the majority stake held by administrative - territorial unit. Some basic public information required to be disclosed to citizens' note: CVs managers and annual financial analyzes of these entities.