

PARTICIPATION AND LOBBYING GUIDELINES

A SUMMARY

AIMS

- I. Partnership between public and Government**
- II. Equal standing for all citizens in setting agenda, proposing policy options and shaping policy dialogue**
- III. Responsibility for final decision or policy formation rests with Government**

The engagement of citizens is a key element of good governance and raises the quality of democracy

Guiding principles

- **Commitment** and leadership from politicians, senior managers and public officials;
- **Rights** of citizens to access information, to be consulted and to participate.
- **Clarity** as to roles of citizens and Government.
- **Time** - Adequate time must be available for consultation and participation.
- **Objectivity** – Information must be objective, complete and accessible.
- **Resources**, both financial and technical, available to Government officials must be adequate – appropriate skills, guidance and training.
- **Coordination** – Initiatives to inform, request feedback and consult citizens must be coordinated.
- **Accountability** – Governments have an obligation to account for the use they make of citizens' inputs.
- **Evaluation** – Governments need the tools, information and capacity to evaluate their performance.
- **Active citizenship** and a dynamic society will benefit the Government.

Chapter 1

CONSTITUTIONAL AND LEGISLATIVE SITUATION IN MACEDONIA.

Chapter 2

STANDARDS COMMISSION

- Recommendation that a permanent body be established called the Standards in Public Office Commission ("the Standards Commission").

Principal functions

- to publish guidelines;
- to investigate and report in relation to possible contraventions of any such legislation.
- to hear complaints in respect of the acts or omissions inconsistent with the proper performance of their duties by public office holders.
- to publish codes of conduct for public office holders, other members of the Assembly, civil servants, interest groups and their representatives and donors.

Chapter 3

DISCLOSURE GUIDELINES FOR PUBLIC OFFICE HOLDERS

Disclosure requirements for Public Office Holders as members of the Assembly

- Annual Statement of registrable interests should be made.
Interests held under the following general headings should be registrable.
- Disclosure of a Material Interest in Proceedings of the Assembly

- Additional Disclosure Requirements for public office holders.
- Statements of a Material Interest in a function to be performed.

Public office holders should make other disclosures. (details are given in Annexes 2 & 3).

Chapter 4

CODE OF CONDUCT FOR PUBLIC OFFICE HOLDERS

Public Office Holders should observe a Code of Conduct designed to indicate standards of conduct and integrity and to make them accountable. Limits should be placed on their outside activities.

Chapter 5

CODE OF CONDUCT FOR CIVIL SERVANTS

This Code should guide the behaviour of civil servants in order to protect the public interest, preserve their integrity and ensure their honesty.

It should set out rules governing relations with interest groups and define the limits of hospitality that civil servants might accept.

Chapter 6

CODE OF CONDUCT FOR PROMOTERS OF INTEREST GROUPS, PROFESSIONAL OR OTHERWISE.

Professional promoters on interest groups should:

- Conduct their activities with honesty and integrity;
- Comply with all applicable laws, regulations and rules;
- Conduct their promotion activities in a fair and professional manner;
- Avoid conflicts of interest;
- Vigorously and diligently advocate their clients or employer's interests;
- Maintain appropriate confidentiality of information obtained;
- Exhibit proper respect for governmental institutions;
- Conform to the rules set out in this Chapter concerning transparency in the advocacy process and the control of the activities of interest groups.

Appendices

Appendix 1 is a Glossary which defines many of the terms used in the Manual.

Appendix 2 lists and explains the interests, which public office holders must declare: occupational income, share holdings, directorships, land (including premises), gifts received, property and services, travel facilities provided, remunerated positions, contracts entered into.

Appendix 3 contains similar matter.

Appendix 4 deals specifically with gifts and explains what should be done when, for example, gifts are offered or given.

Appendix 5 concerns persons, who are not career civil servants and not subject to the rules which govern civil servants, but are engaged personally by a public office holders to give the public office holder advice and assistance. It is important that there should be clear guidelines concerning such persons.

Finally Appendix 6 describes briefly the procedure by which legislation is adopted in the Federal Republic of Germany.