



Facilité d'appui aux priorités du
Partenariat UE-Algérie



Twinning project fiche

Capacity building of the Ministry of Relations with Parliament

Beneficiary administration

Ministry of Relations with Parliament

Twinning reference

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TWINNING INSTRUMENT

1.1. Basic information

1.2. Programme

This project will be funded within the framework of the programme entitled: Facilité d'appui aux priorités du partenariat UE-Algérie (2018/041-143) – direct management.

La Facilité d'appui aux priorités du partenariat UE-Algérie¹ was set up in December 2019 to support the implementation of the common priorities of the EU-Algeria partnership.

The common priorities of the EU-Algeria partnership are part of the renewed European Neighbourhood Policy (2015) which takes into account the specificities of each partner country. They were approved in March 2017 and cover 5 areas of common interest:

- i) Political dialogue, governance, rule of law and promotion of fundamental rights;
- ii) Cooperation, Inclusive socio-economic development, trade and access to the European single market;
- iii) Energy partnership, environment and sustainable development;
- iv) Security and strategic dialogue;
- v) Human dimension, migration and mobility.

The Support Facility is largely reflected in the financing of institutional cooperation projects in the form of twinning project with the administrations of EU Member States.

The Support Facility is ensured by the Delegation of the European Union in Algeria, whose operational counterpart is a National Coordinator who coordinates with the beneficiary administrations.

For UK applicants: please note that following the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020 and in particular Articles 127(6), 137 and 138, references to natural or legal persons residing or established in a Member State of the European Union and to goods originating in an eligible country, within the meaning of Regulation (EU) No 236/2014 and Annex IV of the ACP Partnership -EU Agreement, shall be understood to include natural or legal persons resident or established in the United Kingdom and goods originating in the United Kingdom. These people and goods are therefore eligible under this call.

1.3. Twinning sector

Democracy, Rule of Law, Governance

1.4. Budget funded by the European Union

€ 250.000

1.5. Sustainable Development Goals (SDGs)

Objective 16: Peace, justice and effective institutions

This objective aims at achieving peaceful and open societies for sustainable development, ensuring access to justice for all and establishing effective, accountable and open institutions at all levels.

¹ Hereinafter "Support facility"

Objective 17 Partnerships for achieving the goals

This objective promotes effective and inclusive partnerships between governments, the private sector and civil society for the achievement of the Sustainable Development Goals at global, regional, national and local levels.

2. Objectives

2.1. Overall objective

Strengthen the capacity of the Ministry of Relations with Parliament in carrying out its missions with a view to improving efficiency, reliability and transparency.

2.2. Specific objective

Strengthen the harmonization and digitization of the business processes of the Ministry of Relations with Parliament.

2.3. Targeted elements in the strategic documents

2.3.1. The Strategic Framework and the Association Agreement

Within the framework of the Euro-Mediterranean partnership and in support of the Barcelona Process, the Association Agreement between Algeria and the EU entered into force on 1 September 2005. The Association Agreement constitutes the legal framework governing relations between the Parties in economic and commercial, political, social and cultural matters.

This support falls within the framework of the Association Agreement, in particular within the scope of Article 56, on the «approximation of laws», Article 82, on the strengthening of institutions and the rule of law, which stipulates that In their cooperation in the field of justice and home affairs, the Parties shall attach particular importance to strengthening the institutions in the fields of law enforcement and the functioning of justice. This includes the consolidation of the rule of law, as well as Article 85 on cooperation in legal and judicial matters, which states that 'the Parties agree that cooperation in the legal and judicial field is essential and constitutes a necessary complement to the other cooperation provided for in this Agreement».

2.3.2. Priorities of the EU-Algeria Partnership

In 2017, the EU and Algeria agreed on priorities within the framework of the Partnership between Algeria and the EU under the renewed European Neighbourhood Policy.

This twinning project is part of Priority 1 “Political Dialogue, Governance, Rule of Law and Promotion of Fundamental Rights” in particular with regard to the consolidation of the rule of law and the institutions and the implementation of the new provisions of the Constitution of 1 November 2020 concerning the strengthening of governance. Similarly, this twinning project responds to the common priority of modernisation and capacity building in public administration.

2.3.3. Institutional framework and Contribution to the National Policy

This twinning project is fully in line with a dynamic of reforms led by the Algerian State. The main one concerns the last revision of the Constitution adopted by referendum on November 1, 2020 and promulgated on December 30, 2020, which introduced amendments related to the legislative field and parliamentary control with a view to ensuring greater efficiency and a better balance between Government and Parliament.

To this end, the new Constitution of 1 November 2020 introduced new provisions strengthening parliamentary control through Article 158 and gives Members of Parliament the opportunity to challenge the Government on the state of application of laws, Article 160.

In addition, in the Government Action Plan (GAP) dated September 2021, the government affirms its commitment to strengthen the relations of cooperation and complementarity between the executive and legislative powers, with a view to promoting parliamentary work, devoting democratic practice, with the respect of principle of separation of powers.

Therefore, for the establishment of a quality normative framework guaranteeing good governance, the government is committed to continue the reform of the national normative mechanism and its improvement in accordance with the new constitutional provisions, to encourage initiatives and protect freedoms and rights.

3. Description

3.1. Background and justification

3.1.1. Ministry of Relations with Parliament

Article 98 of the 1996 Constitution established bicameralism for the first time in Algerian history. "Legislative power is exercised by a Parliament composed of two Houses, the National People's Assembly and the Council of the Nation."

The pluralistic elections held in 1997 allowed the consecration of this principle with the establishment of these two constitutional institutions, namely the two Chambers of Parliament.

In order to define and clarify the relations between the two Houses of Parliament, as well as the relationship between the Government and the Parliament, the organic law N° 99-02 of 08 March 1999 was promulgated. It clearly establishes the organization and functioning of the National People's Assembly and the Council of the Nation, as well as the functional relations between the Houses of Parliament and the Government. This law was revised in 2016 by Organic Law No. 16-12 of 25 August 2016, taking into account the amendments made in the 2016 Constitution.

With a view to consolidating the Government-Parliament relations, which are one of the essential elements that condition the construction and viability of a rule of law, the Ministry responsible for relations with Parliament was created in 1997. Its creation was intended as an expression of the will to strengthen the relationship between the executive and the legislative and to facilitate the work, the dialogue and the consultation between the two powers.

As such, the Minister for Relations with Parliament is the permanent representative of the executive to the legislature (Government to Parliament). Its missions include:

- to represent the Government in Parliament;
- to coordinate relations between the two (2) Chambers of Parliament and governmental structures;
- to monitor the adoption process of draft legislative texts;
- to contribute to the enrichment of draft legislative texts;
- to contribute to updating the laws in force;
- to specify the procedures for forwarding oral and written questions addressed by the members of Parliament to the members of the Government, as well as the answers reserved for them, according to the prescribed forms and deadlines;
- to follow the control procedures exercised by the Parliament;

- to give an opinion on the form and content of preliminary bills;
- to suggest, in consultation with the relevant ministerial departments, any action aimed at updating the laws in force;
- to ensure the publication of a collection of legislative texts.

3.1.2. Legislative procedures

The legislative power in Algeria is governed by the Constitution of 1 November 2020. Clauses 114 to 162 define how Parliament operates. Legislative power is exercised by a Parliament composed of two chambers, the National People's Assembly and the Council of the Nation.

In accordance with the Constitution of November 1, 2020, the laws initiative belongs concurrently to:

- the Prime Minister or the Head of Government as the case may be, by means of draft laws previously adopted in the Council of Ministers, after consulting the Council of State, then deposited by the Secretary General of the Government on the Office of the National People's Assembly or the Council of the Nation, as the case may be;
- Deputies and members of Parliament and the Council of the Nation, as appropriate, through legislative proposals tabled on the office of the relevant Chamber.

More than 98% of the laws passed by Parliament come from the Government. The November 1, 2020 Constitution determined the legislative review process, specifying that to be adopted, any draft or proposal must be discussed by the National People's Assembly and then by the Council of the Nation or the Council of the Nation and then by the National People's Assembly, as the case may be.

To be admissible, any draft law must be accompanied by an explanatory memorandum and its operative part written in articles in Arabic. Any draft law or amendment submitted by members of Parliament having the purpose or effect of reducing public resources or increasing public expenditure is inadmissible unless it is accompanied by measures aimed at increasing the State revenue or to make savings, at least, corresponding on other items of public expenditure.

The office of the National People's Assembly or the office of the Council of Nation, as the case may be, receives the draft law from the Government, the president of each chamber sends it back to the competent committee, together with the papers and documents relating thereto.

Within the framework of the draft law, the competent committee hears the representative of the Government. The session is scheduled in coordination with the Minister for Relations with Parliament who attends the hearing sessions. At the end of the examination of the text, the competent committee draws up a preliminary report in which it introduces the amendments to the draft that it deems necessary. Regarding the text voted by the other chamber, the competent committee draws up a report containing its observations and conclusions.

The discussion of the draft law in session begins with the hearing of the representative of the Government who presents a presentation on the draft then, for the rapporteur of the competent committee to read the preliminary report, then the intervention of the deputies or members of the Council of Nation, as the case may be, in the order of their prior registration. Proposals for amendments to draft laws are submitted by the Government or by the competent committee. Deputies or members of the Council of Nation can propose amendments provided that they meet the conditions of admissibility.

A debate takes place in plenary session. At the end of the debates, the People's National Assembly or the Council of Nation decides, either to vote the whole text, or to vote it article by article, or to postpone it.

Once voted, the text is transmitted, within ten days, to the president of the other House. In case of disagreement between the two Houses, concerning the whole text or some of its provisions, the Prime Minister or the Head of Government, as the case may be, requests the meeting of the joint committee within fifteen days. In case of persistence of disagreement between the two Houses, the Government may ask the National People's Assembly to give a final decision. In this case, the National People's Assembly uses the text drawn up by the joint committee or, failing that, the last text voted by it. If the Government does not seize the National People's Assembly, the text is withdrawn.

The Constitutional Court must be consulted by the President of the Republic on the conformity of the organic laws with the Constitution after their adoption by the Parliament. It rules by a decision on the text as a whole.

The Constitutional Court also decides in the same forms provided for in the preceding paragraph on the conformity of the internal regulations of each of the two Houses of Parliament. The law is promulgated by the President of the Republic within thirty (30) days from the date of its delivery.

3.1.3. [Parliamentary control procedures related to oral and written questions](#)

Parliamentary control procedures related to oral and written questions are defined in Article 158 of the Constitution of 1 November, 2020.

The members of the Parliament can address any question to any member of the Government, orally or in written form. However, to be admissible, the question must be succinct, written in Arabic, signed by a single deputy or member of the Council of Nation and must cover only one subject. The text of the oral or written question is filed by its author, as the case may be, in the office of the People's National Assembly or that of the Council of Nation. The office of each House decides on the nature and number of questions to be communicated to the Government.

The text deemed admissible is transmitted by the President of the Council of Nation or the President of the National People's Assembly to the Minister for Relations with Parliament who immediately communicates it to the Ministers concerned for processing with copy to the Prime Minister. The written question shall be answered in the same form within a maximum of thirty (30) days. In this regard, the Minister concerned by the response is required to respect the same procedures for transmitting the question addressed to him, ensuring that it is routed through the Minister of Relations with Parliament, who sends it as the case may be, to the office of the National People's Assembly or the Council of Nation, which communicates it to the parliamentarian author of the question.

For oral questions, the response deadline must not exceed thirty (30) days. The People's National Assembly and the Council of Nation hold, alternately, a weekly session devoted to the responses of the Government to oral questions from deputies and members of the Council of Nation. The programming of the sessions for answering oral questions as well as the number of oral questions to which the members of the Government will have to answer is fixed together with the offices of the two Houses of Parliament and in agreement with the Minister for Relations with Parliament. Oral questions can be transformed into written questions at the initiative of the author, who can also withdraw them.

If one of the two Houses considers that the answer, oral or written, of the member of the Government justifies it, a debate is opened under the conditions provided for by the internal regulations of the National People's Assembly and of Council of Nation.

The questions and answers are published under the same conditions as the minutes of Parliament's debates.

3.1.4. Twinning issues

Issue 1

In Algeria, the drafting of draft legislative and regulatory texts is essentially based on circulars, internal instructions or directives, which would clarify the drafting techniques in the absence of a reference legal manual. The absence of a manual leads to difficulties in drafting legal texts that directly impacts their quality.

The development of a legislative manual and the training of drafters of legislative and regulatory texts will help to improve the quality of the texts, both in content and form. The development of texts that are more readable, more coherent and adapted to the reality they intend to govern strengthens their applicability by their addressees (public administrations, natural or legal persons). The quality and accessibility of texts are also necessary conditions for legal certainty, and in particular for the predictability of the rule of law for its addressees, which constitute the fundamental requirements of the rule of law.

It is a matter of defining principles and a method for designing and drafting legislative and regulatory texts, which are adapted to the needs of the actors and comply with the best quality standards of law in form and content. To facilitate its implementation, the manual should be easy and practical.

The support to the Ministry of Relations with Parliament for the elaboration of the legislative manual is justified by the role conferred on it in the production of normative texts and in particular in guaranteeing the quality of legislative texts. Indeed, under the terms of Articles 3 and 6 of Decree No. 98-04 of January 17, 1998, the Minister responsible for relations with Parliament is notably responsible for "contributing to the enrichment of draft legislative texts", and as such, to "give an opinion on the form and content of law draft". Under Article 7, the Minister is responsible for "suggesting, in consultation with the relevant ministerial departments, any action tending to update the laws in force" and "to ensure the publication of a collection of legislative texts ».

Issue 2

The core business processes of the Ministry of Relations with Parliament consist mainly of manual activities, supported by office automation instruments. These processes are extended processes whose activities, upstream and downstream, start and end at the Parliament and/or at the level of the Government. Their objective is to monitor and coordinate parliamentary work on legislative procedures and parliamentary control.

These business processes deal with very large flows of information circulating between Parliament and the Government through the Ministry of Relations with Parliament for monitoring, coordination and referral. All these information flows are managed manually, using a large amount of physical resources (office tools, papers, mail, transport, etc.). This management often generates critical situations such as:

- strangulations by the deadlines required by the Constitution of 1 November 2020 and the legislation in force;
- insufficient quality of service perceived by Members of Parliament and/or Government and by citizens;
- Activity indicators (dashboards and reports), intended to reflect the same reality, different at the level of Parliament, the Government and the Ministry of Relations with Parliament.

To remedy this situation, the Ministry of Relations with Parliament aims to harmonize and digitize its business processes for a better efficiency in carrying out its missions and convergence towards total quality and reliability of its services.

This objective requires change in the implementation of these activities through the transition to harmonized business processes, supported by application services that should be provided by the information system. However, the Ministry's current information system does not allow these services to be offered because the current system consists of:

- a very old IT infrastructure (hardware and system dating from 2003-2008) which is no longer supported by the manufacturers, hosting only an intranet site and internal messaging, which are rarely used;
- a very rudimentary workforce in the information system function, with much more technical than engineering profiles.

As such, the Ministry of Relations with Parliament is required, in a first phase, to:

- develop a strategy of development for its information system,
- define its project portfolio (applications, systems, networks and hardware),
- draw up the specifications for each project.

3.2. Ongoing reforms

The Government's action plan approved by both Houses of parliament in September 2021, provides in its section for the consolidation of the rule of law and the renovation of governance, to strengthen the complementary relationship between the executive and legislative powers.

In this context, the government affirms its commitment to strengthen the relations of cooperation and complementarity between the executive and legislative powers, with a view to promoting parliamentary work, enshrining democratic practice, in compliance with the principle of separation of powers, and this, notably through:

- the revision of the organic law establishing the organization and functioning of the National People's Assembly and the Council of Nation, as well as the functional relations between the Houses of parliament and the government, with a view to adapting it to the provisions of the Constitution of 1 November 2020 ;
- the drafting of implementing texts for the laws adopted by Parliament within a reasonable timeframe;
- responding to oral and written questions from members of Parliament within the prescribed time limits;
- the establishment of appropriate legal mechanisms, able to respond to parliamentary control, in all its forms. In the same context, the links between the two executive and legislative institutions must be characterized by mutual respect and trust, through the commitment of members of the government to receive parliamentarians, in order to listen to the concerns of citizens and their electoral district, with a view to taking charge of them, a commitment to which the local authorities must also subscribe.

For the establishment of a quality normative framework guaranteeing good governance, the government undertakes to pursue the reform of the national normative system and its improvement in accordance with the new constitutional provisions, to encourage initiatives, protect freedoms and rights. As such, the government is committed to:

- draw up, as soon as possible, the new legislative texts resulting from the Constitution of 1 November 2020;
- respect the legislative development process and its financial impact, in particular through broadening government consultation by involving experts and specialists as well as various

stakeholders, in accordance with the legislative drafting guide that will be put in place for this purpose ;

- identify the legislative and regulatory texts in force and proceed to their revision and updating within a reasonable period of time because they are either obsolete and can no longer accompany the development of the country, or contain contradictory clauses, and no longer meet the commitments of the State, both domestically and internationally, or hindering, in certain cases, the normal functioning of institutions;
- enshrine the principle of “legal certainty” to guarantee the stability of the laws and legal situations of persons and entities; which will make it more attractive to invest in the country and help attract foreign investment.

3.3. Linked activities

The actions carried out within the framework of the support of the European Union:

1. “MEDA II” programme, January 2006 to June 2008 Creation of a Parliamentary Information Research Center. This project enabled the Ministry of Relations with Parliament to acquire material and system infrastructure to constitute a documentary base.
2. Support programme for the implementation of the Association Agreement
Two TAIEX requests (Technical assistance and exchange of information)
 - 1 seminar on «Performance in legislative and regulatory texts drafting », 14 and 15 November 2016 in Algiers.
This seminar allowed an exchange of experience with several European countries (Hungary, Germany, Croatia and Portugal) in terms of the elaboration of legal texts, presented by experts from these countries.
 - 1 study visit for 3 executives of the Ministry of Relations with Parliament in Hungary, 4 to 7 April 2017
In situ knowledge of the process of drafting legislative and regulatory texts
 - A technical assistance mission “support to the Ministry of Relations with Parliament to create an Algerian legal manual and provide user training”, February 2018 to May 2018.
 - A SIGMA action "Coordination between the government and the parliament: management of the parliamentary control mechanism of the oral question", October 27, 2021 in Algiers.
Study and exchange day on German, Spanish and Portuguese experiences.

3.4. List of applicable union acquis/standards/norms

From the Treaty of Maastricht (1992), European construction gradually integrated democratic values, including the rule of law. In its last amendment dating back to Lisbon (2009), Article 2 of the Treaty on European Union enshrined this development by making these values the foundation of the European Union.

In 2001, a white paper “European Governance” was published in the Official Journal. The European Commission has identified 5 cumulative principles of good governance, namely: openness, participation, accountability, efficiency and coherence and proposes 4 major changes: a) increasing the participation of actors, b) improving regulation, c) contributing to global governance, d) redefining the political strategy of institutions.

3.5. Outputs

The specific expected results are as follows:

Output 1: The legislative manual is produced, distributed and popularized

Output 2: The information system development study file is prepared.

3.6. Planned activities

The activities planned for the achievement of the two twinning products are described below.

3.6.1. Output 1 activities: The legislative manual is produced, disseminated and popularized

Activity 1.1 Conduct an inventory and analysis of the existing situation in the production and drafting of legislative and regulatory texts

Tasks

List the practices as well as the formal circuits for the production of legislative and regulatory texts

Identify constraints

Means

1 expert 1 mission 5 days; 1 expert 1 mission 10 days; Total 15 days

Deliverables

1 detailed diagnostic report

Relevant structures

Monitoring Division of Legislative Procedure

Activity 1.2 Develop the Legislative Manual

Tasks

Define the legislative manual plan

Write the body of the legislative manual draft

Finalize the production of the legislative manual

Means

1 expert 1 mission 5 days; 1 expert 3 missions 10 days; Total 35 days

Deliverables

Relevant structures

Monitoring Division of Legislative Procedure 1 Legislative Manual

Activity 1.3 Train 45 users of the Legislative manual

Tasks

Prepare training materials

Organize and lead training sessions

Assess learners' training and learning

Means

1 expert 1 mission 6 days; Total 6 days

Deliverables

1 teaching kit; 1 training evaluation report

Relevant structures

Monitoring Division of Legislative Procedure

Activity 1.4 Organize a study visit

Tasks

- Identify a European administration*
- Prepare a study visit*
- Follow the progress of the study visit*

Deliverables

- 1 study visit report*

Attendees

- 5 officials from the Ministry of Relations with Parliament*

3.6.2. Output 2 activities: Study file for the information system development is developed

3.6.3. Activity 2.1 Perform information system diagnostics

Tasks

- Perform the audit of the material infrastructure, networks, systems and security of the information system*
- Verification of operational applications*
- Present the diagnosis*

Means

- 1 expert 1 mission 5 days; Total 5 days*

Deliverables

- 1 information system audit report*

Relevant structures

- IT Departments*

Activity 2.2 Train 4 IT executives in the architecture, urbanization and analysis of information systems

Tasks

- Prepare training materials*
- Organize and lead training sessions*
- Assess learners' training and learning*

Means

- 1 expert 2 missions 5 days; Total 10 days*

Deliverables

- 1 information system audit report*

Relevant structures

- IT Sub-Directorate*

Activity 2.3 Organize a study visit information system of monitoring, control and coordination of works

Tasks

- Identify a European administration*
- Prepare the study visit*
- Follow the progress of the study visit*

Deliverables

- 1 study visit report*

Attendees

- 4 officials from the Ministry of Relations with Parliament*

Activity 2.4 Establish the architecture of the information system and the mapping of target business processes

Tasks

- Map business processes*
- Identify, list and describe the application services supporting business activities*
- Map the target global and detailed application architecture*
- Present the architecture of the target business and application layers*

Means

- 1 architecture expert 1 mission 10 days; 1 business analysis expert 1 mission 10 days ; Total 20 days*

Deliverables

- 1 target business and application architecture file*

Relevant structures

- IT Sub-Directorate*
- Involved Divisions*

Activity 2.5 Develop detailed functional specifications

Tasks

- Organize needs analysis and requirements collection workshops for each component of the selected information system*
- Write the statements of functional and technical needs and requirements for each component of the target IS*

Means

- 1 expert architecture 1 mission 10 days; 1 expert business analyst 1 mission 10 days; Total 20 days*

Deliverables

- 1 file expressing business needs and requirements*
- 1 files of detailed application functional specifications*

Relevant structures

- IT Sub-Directorate*
- Involved Divisions*

Activity 2.6 Develop project sheets and roadmap

Tasks

- Prepare proposals of IS strategy scenarios based on a SWOT analysis*
- Organize and lead a workshop for the choice of the development strategy*
- Develop project sheets for each component of the target information system*
- Write the roadmap*

Means

- 1 expert architecture 1 mission 10 days; Total 10 days*

Deliverables

- 1 target information system strategy document*
- 1 target information system Project portfolio*
- 1 project portfolio implementation roadmap*

Relevant structures

- General Secretariat of the Ministry*
- Involved Divisions*
- IT Sub-Directorate*

3.7. Means/input from the EU member state(s) administration(s)

3.7.1. Profile and tasks of the PL

The Member State Project Leader must be a high-ranking civil servant of the twinning Administration or an assimilated agent of a fully mandated body able to ensure an operational dialogue at the political level for the fulfilment of the objectives and able to solve problems with adequate solutions. S/he will collaborate with her/his Algerian counterpart to guarantee leading and coordination of the whole project. S/he will have the capacity and responsibility to mobilise short-term experts to sustain proper implementation of foreseen activities.

S/he will have:

- A university degree or an equivalent professional experience of 8 years;
- A minimum of 3 years of specific experience in the field of Public Administration.

The MS Project Leader is responsible of the activities assigned to his/her administration in the workplan and must be available to the project during at least 3 days per month, with an on-site visit at least every 3 months in order to participate in the Project Steering Committees.

The Project Leader will design, supervise, coordinate, pilot and implement the twinning project. S/He will organize, with his counterpart Algerian Project Leader, the meetings of the Steering Committee that they will jointly chair. The Steering Committee, meeting quarterly, will provide an update on the progress of the project in relation to the expected results.

S/he will be responsible in coordination with the Project Leader to submit quarterly and final reports to EU Delegation in Algeria.

3.7.2. Profile and tasks of the RTA

The Member State will mobilize a team of short-term experts to implement various activities based on the indications provided in this fiche. As an indication, the team of short-term experts may take into account the following profiles:

For output 1 :

In legislative

- a university degree in the field of law or an equivalent degree;
- at least 5 years of specific experience in the field of legislative;
- Have excellent writing skills and pedagogical qualities in order to ensure the sharing of experience and a transfer of skills;
- If possible, have participated in the drafting of legal guides

For output 2 :

As an Enterprise Architect

- A university degree in the field of information systems;
- A general experience of at least 5 years in the field of development of information systems;
- An experience of at least 3 years in the field of enterprise system architecture;
- A good command of the processes for monitoring the work of parliament and coordination between the government and parliament.

AS Business analyst

- A university degree in the field of management and/or development of information systems;
- At least 5 years' experience in the development of parliamentary information systems;

- Experience in implementing at least 2 collaborative work solution integration projects;
- A good command of the processes for monitoring the work of parliament and coordination between the government and parliament.

3.7.3. Translation and interpretation

If necessary, the Member State must provide a budget to cover the translation and interpretation costs necessary for the implementation of the activities.

4. Budget

Maximum budget available for the grant is € 250.000.

5. Implementation arrangements

5.1 Implementing bodies

Delegation of the European Union in Algeria

Domaine Ben Ouadah, Boulevard du 11 Décembre 1960, El-Biar, Alger

Responsible : M. MEDEOT Leandro

Programme manager

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5.2 Institutional framework

The Ministry of Relations with the Parliament, the beneficiary administration of this Twinning was established in 1998 following the promulgation of executive decree n° 98-05 of 17 January 1998 on the organization of the central administration of the Ministry in charge of Relations with the Parliament modified and completed by executive decree no. 03-144 of 29 March 2003.

Under the authority of the Minister, the central administration of the Ministry includes:

- a head of the minister's cabinet, assisted by eight advisers;;
- a secretary general who monitors and coordinates activities, assisted by two directors of studies;

4 technical structures:

- the division for the coordination of relations with Parliament guided by a head of division assisted by two directors of studies and two heads of studies;
- the division for monitoring legislative procedures and legal affairs conducted by a head of division assisted by three directors of studies and three heads of studies;
- the parliamentary control follow-up division managed by a head of division, assisted by two directors of studies and two heads of studies.
- the cooperation and studies division guided by a head of division assisted by three directors of studies and three heads of studies;

and

- administrative services including the management of general administration. Headed by a director assisted by three deputy directors.

5.3 Counterparts in the beneficiary administration

5.3.1. Contact Person

Mrs Saliha YESRI
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5.3.2. Homologue du CP

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6. Duration of the project

The duration of the twinning project is 8 months.
Corrective measures to be considered to ensure the progress of the project implementation.

7. Sustainability

In its multi-year budget planning, the Ministry of Relations with Parliament provided the material and financial resources necessary to ensure the sustainability of the expected results of the twinning project.

This chain of results implies on the part of the beneficiary institution significant changes in its organization of its activities and its working methods but also an upgrade of its staff in terms of technical skills.

The introduction of these changes will have a lasting and lasting effect on the functioning and quality of the services provided by the Ministry of Relations with Parliament and, consequently, its alignment with international and European standards.

8. Cross-cutting issues

The issues of gender equality, environment, transparency, welfare, ethics and democratic values, as well as issues of money laundering and corruption, rule of law and fundamentals main European principles of free movement of goods, people and capital, are well taken into account and are constant concerns of the various parties involved in this twinning. For example, access to training will be guaranteed by seeking gender equality.

9. Conditionality and sequencing

This twinning project is not conditioned by any specific preconditions, specific requirement, other than those expressly mentioned in twinning fiche

The twinning project should contribute to introduce and share best European practices in terms of Parliament - Government relations.

10. Performance indicators

Objectives

Number of legal texts meeting the criteria of the legal guide;

- Number of questions dealt with on time;
- Deadline for analysis of legal texts;
- Number of rewritten legal texts;
- A file of information system studies;

Mandatory result 1

- 1 legal guide ;
- Number of people trained in the use of the guide;

Mandatory result 2

- 1 detailed global architecture
- 1 information system development roadmap
- Number of IT specialists trained in the architecture, urbanization and analysis of information systems

12. Available infrastructures

In accordance with the common twinning manual, the Ministry of Relations with Parliament will make all the necessary professional infrastructure available free of charge to experts seconded by the Member State in local offices, adequately equipped for the duration of the twinning. These offices will be available as soon as the experts arrive. Similarly, the Ministry will provide the necessary means to enable experts on short-term missions to carry out their missions in the best material conditions.

Annex 1 : Logical Framework Matrix

Description	Results	Indicators (with relevant reference target data)	Sources of verification	Risks	Assumptions(project external factors)
Overall objective	Strengthen the capacities of the MRP to carry out its missions with a view to improve efficiency, reliability and transparency.	<p>Rate of increase in the number of legal texts meeting the criteria of the legislative guide (30 %)</p> <p>Rate of increase in number of issues dealt with on time (30 %)</p>	<ul style="list-style-type: none"> - Activity reports of the two Houses of Parliament - Activity reports of the Government 		
Specific objective	Strengthen the harmonization and digitization of MRP business processes	<p>Deadline for analysis of legal texts (declining)</p> <p>Number of rewritten legal texts (declining)</p> <p>A file of information system studies (validated)</p>	<ul style="list-style-type: none"> - Activity reports of the Ministry - Twinning reports - DEU annual reports 	<p>Inconsistency of the diagnosis due to the difficulty of collecting information from stakeholders.</p> <p>The prerequisites of the Interveners are insufficient</p> <p>Difficulty in obtaining consensus on the information system development roadmap</p>	<p>The two Houses of Parliament and the public authorities support this action, which is part of the government's programme</p>

Description	Results	Indicators (with relevant reference target data)	Sources of verification	Risks	Assumptions(project external factors)
Mandatory result 1	The legislative manual is distributed and popularized	Legislative guide (output) Number of people trained to use the guide (50)	<ul style="list-style-type: none"> - Activity reports of the Ministry - Twinning reports - DEU report - Study visit report - Training assessment sheets 	<p>Inconsistency of the diagnosis due to the difficulty of collecting information from stakeholders</p> <p>Difficulties in implementing the training plan</p> <p>Departure of staff involved in the project</p>	MRP is committed to provide the necessary resources for this project
Mandatory result 2	the study file for the development of the information system is developed	<p>Detailed global architecture (validated)</p> <p>Information system development roadmap (validated)</p> <p>Number of IT specialists trained in the architecture, urbanization and analysis of information systems (4)</p>			

activities framework

Activities by output	Tasks / Means /Deliverable	Assumption
output1 : The legislative manual is produced, disseminated and popularized		
Activity 1.1 Carry out an inventory and an analysis of the existing situation in terms of the production and drafting of legislative and regulatory texts <i>Relevant structures</i> Monitoring Division of Legislative Procedure	<i>Tasks</i> List the practices as well as the formal circuits for the production of legislative and regulatory texts Identify constraints <i>Means</i> 1 expert 1 mission 5 days; 1 expert 1 mission 10 days; Total 15 days <i>Deliverables</i> 1 detailed diagnostic report	
Activity 1.2 Develop legislative manual <i>Relevant structures</i> Monitoring Division of Legislative Procedure	<i>Tasks</i> Defining the outline of the legislative manual Write the body of the draft legislative manual Finalize the production of the legislative manual <i>Means</i> 1 expert 1 mission 5 days ; 1 expert 3 missions 10 days ; Total 35 days <i>Deliverables</i> 1 Legislative Manuel	
Activity 1.3 Train 45 users of the legislative manual <i>Relevant structures</i> Monitoring Division of Legislative Procedure	<i>Tasks</i> Prepare training materials Organize and lead training sessions Assess learners training and learning <i>Means</i> 1 expert 1 mission 6 days ; Total 6 days <i>Deliverables</i> 1 teaching kit ; 1 training assesement report	
Activity 1.3 Organize a study visit <i>Attendees</i> 5 officials from the Ministry of Relations with Parliament	<i>Tasks</i> Identify a European administration Prepare the study visit Follow the progress of the study visit <i>Deliverables</i> 1 study visit report	A European structure has been identified and undertakes to receive officials from the Ministry of Relations with Parliament

Activities by output	Tasks / Means /Deliverable	Assumption
Output 2 : Study file for the information system development is developed		
Activity 2.1 Carry out the diagnosis of the information system <i>Relevant structures</i> IT Sub-Direction	<i>Tasks</i> Perform the audit of the material infrastructure, networks, systems and security of the information system Audit business applications Present the diagnosis <i>Means</i> 1 expert 1 mission 5 days ; Total 5 days <i>Deliverables</i> 1 Information system audit report	
Activity 2.2 Train 4 IT executives in the architecture, urbanization and analysis of information systems <i>Relevant structures</i> IT Sub-Direction	<i>Tasks</i> Prepare training materials Organize and lead training sessions Assess learners training and learning <i>Means</i> 1 expert 2 missions 5 days; Total 10 days <i>Deliverables</i> 1 training assessment report	The level of knowledge of the learners meets the prerequisites of the training
Activity 2.3 Organize a study visit information system of monitoring, control and coordination of works <i>Attendees</i> 4 officials from the Ministry of Relations with Parliament	<i>Tasks</i> Identify a European administration Prepare the study visit Follow the progress of the study visit <i>Deliverables</i> 1 study visit report	A European structure has been identified and undertakes to receive the executives of the IT Sub/Direction

Activities by output	Tasks / Means /Deliverable	Assumption
<p>Activity 2.4 Establish the architecture of the information system and the mapping of target business processes</p> <p><i>Relevant structures</i> IT Sub-Direction Involved Divisions</p>	<p><i>Tasks</i> <i>Map business processes</i> Identify, list and describe the application services supporting business activities Map the global and detailed target application architecture Present the architecture of the target business and application layers</p> <p><i>Means</i> 1 architecture expert 1 mission 10 days; 1 expert business analysis 1 mission 10 days; Total 20 days</p> <p><i>Deliverables</i> 1 target business and application architecture file</p>	
<p>Activity 2.5 Develop detailed functional specifications</p> <p><i>Relevant structures</i> IT Sub-Direction Involved Divisions</p>	<p><i>Tasks</i> Organize workshops to analyse needs and collect requirements for each component of the selected information system Write the files expressing the functional and technical needs and requirements for each component of the target IS</p> <p><i>Means</i> 1 architecture expert 1 mission 10 days; 1 expert business analysis 1 mission 10 days; Total 20 days</p> <p><i>Deliverables</i> 1 business needs and requirements expression file 1 detailed application functional specification files</p>	
<p>Activity 2.6 Develop project sheets and roadmap</p> <p><i>Relevant structures</i> General Secretariat of the Ministry Relevant Divisions IT Sub-Direction</p>	<p><i>Tasks</i> Prepare proposals for IS strategy scenarios based on a SWOT analysis Organize and lead a workshop for the choice of the development strategy Develop project sheets for each component of the target information system Write the roadmap</p> <p><i>Means</i> 1 architecture expert 1 mission 10 days; Total 10 days</p> <p><i>Deliverables</i> 1 target information system strategy document 1 Project portfolio of the target information system 1 project portfolio implementation roadmap</p>	<p>A consensus around the strategy and the portfolio of projects is obtained</p>

Annex 2 : INDICATIVE TIMETABLE

Month of the project	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Result 1 The legislative manual is produced and user personnel are trained.								
A 1.1 Establish inventory and existing analysis	5	10						
A 1.1 Develop the manual			10	10	10	5		
A 1.2 Train users of the legislative manual								6
Study visit								
Result 2 the study file for the development of the information system is developed								
A 2.1 Diagnose the existing		5						
A 2.2 Train IT officials			10					
Study visit								
A 2.3 IS architecture and process mapping					20			
A 2.4 Develop functional specifications						20		
A 2.5 Develop project sheets and roadmap							10	
Kick off meeting	X							
closing conference								X
COFIL				X				X
Total days/month	5	15	20	10	30	25	10	6

Annex 3 : Organization chart of the Ministry of Relations with Parliament

Organigramme du Ministère des Relations avec le Parlement

