



REPUBLIC OF ALBANIA
Council of Ministers

D E C R E E

No. _____, Date _____

FOR

APPROVAL OF THE PROCEDURES AND THE RULES FOR NOMINATION
AND SELECTION OF SUPERVISORY BOARD MEMBERS OF THE CIVIL
SOCIETY SUPPORT AGENCY (CSSA)

In reliance on article 100 of the Constitution and point 5 on article 8 of the Law No. 10093, date, 9.3.2009, "For organization and functioning of the Civil Society Support Agency", with proposal of Prime Ministers, the Council of Ministers,

DECIDED:

Approval of the procedures and rules for nomination and selection of supervisory board members of the Civil Society Support Agency (CSSA) according the text/context, that is attach/append to this decision and is integral part of it.

This decision is effective after publication in the Official Journal

PRIME MINISTER

SALI BERISHA

**PROCEDURES AND RULES FOR NOMINATION AND SELECTION OF
SUPERVISORY BOARD MEMBERS OF THE CIVIL SOCIETY SUPPORT
AGENCY (CSSA)**

**I. SELECTION CRITERIA / REQUIREMENTS FOR CANDIDATES FROM
STATE ADMINISTRATION**

1. The candidates selected from the state administration should not be part of the management of an NGO at the time of their nomination and during their mandate as CSSA's Board members.
2. In addition, if they were affiliated with an NGO prior to joining the state administration or during their term in the administration, their names should not be associated with public scandals within the NGO sector.
3. An advantage will be to have some grant-making expertise.

**II. SELECTION CRITERIA / REQUIREMENTS FOR CANDIDATES FROM
CIVIL SOCIETY**

1. The potential Board members should have at least 3 years of work experience with civil society organizations.
2. They should have never been convicted for criminal offence, with juridical decision or have not been declared responsible for managed a legal entity which has gone bankrupt.
3. An advantage will be to have some grant-making expertise.
4. Each candidate should be supported by at least 5 NGOs or civil society organization working in the same area of expertise. An NGO or civil society organization can support only one candidate.

**III. SELECTION OF THE CIVIL SOCIETY REPRESENTATIVES IN THE
SUPERVISORY BOARD**

Under the responsibility of General Secretary of the Council of Ministers, undertake/take on the following procedures:

- a) publish an announcement for opening the selection process for representatives of civil society, using no less than two options: written media, Council of Ministers' website, through different mailing lists, websites popular among NGOs, donors contact lists etc.

- b) The announcement may contain the criteria selection and the capacity of candidates, introduced from civil society.
- c) Civil Society Organization have 15 working days to apply and provide all necessary documents including references and supporting letters from 5 NGOs, and all declarations according Chapter II of this document.
- ç) Out of 5 working days after the end of the nomination period the Council of Ministers announces all the candidates that have completed all the requirements for the position.
- d) Council of Ministers chooses 5 candidates and nominated them for member of the supervised board of CSSA and it makes sure no two candidates are from the same field or organization.
- dh) In appointment of the supervised board members of the CSSA, should take care to maintain the gender balance according to the legislation in force.

IV. SELECTION AND NOMINATION OF THE CIVIL SOCIETY REPRESENTATIVES IN SUPERVISORY BOARD AFTER THE END OF THE FIRST MANDATE

1. Procedure of the announcement and the nomination of candidates.

- a) The Council of Ministers publishes an announcement for opening the selection process of civil society candidates for supervisory board of CSSA at least 3 months before the end of the mandate, using no less than 3 options mentioned in letter “a”, on chapter III of this documents.
- b) The announcement may contain the criteria selection and the capacity/values of candidates, introduced from civil society.
- c) Civil Society Organizations have 15 working days to apply and provide all necessary documents including references and supporting letters from 5 NGOs, and all declarations according Chapter II of this document.
- ç) Out of 5 working days after the end of the nomination period the Council of Ministers announces all the candidates that have have completed all the requirements for the position.

2. Voting mechanism

- a) Eligible to propose/to vote candidate, are NGOs registered under the NGO law.
- b) Each NGO has the right to propose/to vote only for 1 representative on the Supervisory Board.
- c) Voting will be carried out by filling out a special voting form which is signed and stamped by the official representative of the organization that votes. The

form can be sent by mail, fax or scanned and sent by e-mail. Forms that are sent by mail should be sent before the end of the voting period. That is why the Council of Ministers waits for a sufficient period of time to receive all voting forms sent by mail.

3. Nomination

The Council of Ministers selects 5 people out of the 15 candidates that have received most votes in the voting process. It makes sure no two candidates are from the same field and there is a gender balance according to the legislation in force.

V. PREMATURE ENDING OF THE MANDATE OF A BOARD MEMBER

If the term of a Board member representing civil society is terminated prematurely according to the law, the Council of Ministers appoints a replacement in his/her place within 30 days. The Council of Ministers can choose a representative from civil society the ones that were nominated but not selected the previous time or launch a new nomination procedure in accordance with Chapter IV of this document.