



Administrative procedures

FIELD: Administrative procedures

SECTORS: State structures and legislation, local self-government and legislation, systematisation and the job description of the position of Youth Officer, budget, criteria, administrative-strategic planning

PROGRAMME

The workshop introduces the participants to administrative procedures, the state structures and legislation, the act of lobbying and advocating certain reforms, and the development of youth policies at the municipal level, and it also gives them the insight into the issue of structures at all levels of government, but also into the differences that have emerged due to disharmony.

TARGET GROUP

The target group comprises Youth Officers who are proficient in the field of youth issues in their municipality, they act as mediators between the municipal council/administration, youth and adults, and provide appropriate support to young people in the municipality. They work as associates in the municipal administration and are employed as part of the administrative structure. The target group ensures that the subject matter in question does not remain of secondary importance to the municipal council/administration.

IMPORTANCE OF THE UNIT TO THE TARGET GROUP

A sound knowledge of procedures at all levels of government guarantees a successful completion of tasks by all municipal officers. In order to create a high-quality municipal youth policy, it is very important to be acquainted with and adhere to procedures when developing strategies or action plans concerning youth issues. Administrative procedures should be borne in mind throughout the entire training process. The existing legislation in Bosnia and Herzegovina has not been aligned and the corresponding procedures are unequal, therefore it is important to share information about how some of the procedures have influenced the development of youth policies at the municipal level.

The instance of getting familiar with laws and procedures, as well as defining the role of an expert associate within the system, is an essential component part of the development of a youth policy, thus it is necessary to make his/her role clear and visible. How to influence procedures within a municipality and how to improve them for the purpose of developing policies is one of the important parts of this topic. Those officers who are not familiar with the field of procedures and laws should be introduced to municipal procedures and a clear picture of the circumstances under which they operate. A clearer picture will enable the fulfilment of obligations, as well as more effective efforts directed at developing youth policies. Undoubtedly, this segment will eventually facilitate Youth Officers to meet particular goals in a simpler way, but also to create a more comprehensive idea of their own role in the development of the local community.

EDUCATIONAL TOPICS

During the workshops, the participants will be learning about the following topics:

- state structures and legislation,
- local self-government and legislation,
- systematisation and the job description of the position of Youth Officer,
- budget,
- criteria,
- administrative-strategic planning.

UNIT OBJECTIVES

The objectives of the Unit on Administrative procedures in municipalities and among public authorities are:

- systematically observe procedures and laws at all levels of government and according to the findings create the best possible strategies for the development of youth policies at the municipal level,
- share personal experiences about how the state structures and administration affect the efficiency of Youth Officers' performance,
- exchange information and experiences so that the participants could become more familiar with the efforts pursued by their colleagues,
- ascertain how to affect particular procedures and how to contribute to their greater efficiency, citizen participation and transparency of the municipality they come from.

RESULTS AND INFLUENCE ON THE TARGET GROUP

The participants are familiar with the youth legislation and are ready to influence certain procedures that contribute to the improvement of municipal undertakings, and the impact of this Unit on the participants is such that they themselves will perceive and understand more clearly their own role in the development of local communities, thus they will be empowered to launch new initiatives and activities in their local communities.

METHODOLOGY

The methodology to be used in the course of educating Youth Officers incorporates individual and group work performed in small or large groups, plenary discussions, simulations of various situations that Youth Officers might face, mutual sharing of experiences, brainstorming, interactive exercises, audio and visual presentations, the instance of processing the subject matter following the workshop as they do their own homework assignments.

HOMEWORK

Make an analysis to determine the extent of adhering to the youth law in the local community the participants come from.

SPECIFIC FEATURES

Made suitable to the differences in the workshop participants' experiences.

DURATION

1. State structures and legislation (2 hours, 2 Units)
2. Local self-government and legislation (5.5 hours, 3 Units)
3. Systematisation and the job description of the position of Youth Officer (2.5 hours, 2 Units)
4. Budget (3 hours, 2 Units)
5. Criteria (3.5 hours, 1 Unit)
6. Administrative-strategic planning (1.5 hours, 1 Unit)

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