



Republika e Kosovës

Republika Kosova-Republic of Kosovo

Qeveria -Vlada-Government

Zyra e Kryeministrit-Ured Premijera-Office of the Prime Minister

Zyra për Qeverisje ë Mirë/Kancelarija za Dobro Upravljanje/Office on Good Governance

Council on Implementation of Government Strategy for Cooperation with Civil Society

Nomination Form for Civil Society Representatives

INFORMATION TO FULFILL THE NOMINATION FORM

The Council on Implementation of Government Strategy for Cooperation with Civil Society will be nominated and elected from civil society organisations themselves, while the whole process will be organised by CiviKos Platform in cooperation with Office on Good Governance/Prime minister's office (OGG/OPM). Civil society is represented in the Council by 15 representatives, one of whom is appointed by CiviKos Platform while 14 others shall be selected from the civil society organisations themselves.

The nomination form contains three parts:

Part I: General Information

Part II: Information about the candidate

Part III: Information on CSO which is doing the nomination

The nomination form must contain all required information presented clearly and electronically. Except for the nomination form, the following documents should be attached to the application:

1. A biography of the nominated candidate;
2. A copy of the registration certificate of the CSO;

Deadline for submission of completed documents is 25 August 2014.

Submission methods:

All completed documents must be submitted – in person or via mail - in a sealed envelope, with the note: "Nomination by civil society to the Council for Implementation of Government Strategy for Cooperation with Civil Society ", at the following address:

CiviKos Platform, Str. Fazli Grajqevci 4/a, 10000 Pristina

BASIC CRITERIA FOR NOMINATION PROCESS

CSOs that make nominations and the nominees should meet the basic criteria as follows:

Criteria for organizations to nominate candidates:

The right to nominate candidates shall have all CSOs registered under the Law on Freedom of Association in NGOs and CSOs networks (despite their registration), which:

1. Are active for at least 3 years;
2. Their work so far is in accordance with the mission and the relevant field of activity.

Criteria for nomination candidates:

The nominees should meet the following criteria:

1. To have proven experience in a certain field for at least 3 years;
2. To be engaged in a civil society organization and should have experience in a certain field for at least the last 3 years.

Limitations during the nomination process:

1. Each CSO may nominate at least one candidate.
2. Each CSO may nominate the representative from its CSO.

Selection and voting process

Upon completion of the nomination, the panel composed by one representative of the Secretariat of the CiviKos Platform, one member of the Board of CiviKos, and one representative of the Office on Good Governance will verify whether the nominees meet the required criteria. All candidates who meet the required criteria will be included in the final voting list.

Immediately after the compilation of the final voting list, CiviKos Platform will publicly notify the opening of the process of voting and will publish in its web page the official ballot sheet. All the registered CSOs can vote for their favourite candidates during a five day term beginning from the first day of voting. Each organization may vote for fourteen candidates from the list of the candidates included on the ballot sheet.

The voters can vote by email, post mail or in person in the offices of CiviKos. During the voting via email or post mail, voting organizations must send the completed ballot sheet and the copy of the certificate of registration of NGO. During the voting in person in the CiviKos office, organizations should submit their copy of the certificate of registration of NGO and cast their vote in the ballot box in the CiviKos office. Anonymous voting can be done only via voting in CiviKos office.

The process of voting will be organised and managed by a commission composed by CiviKos Platform Secretariat personnel that will be assigned by the executive Director of CiviKos. After the voting deadline, the committee of CiviKos Platform Secretariat will count the ballot sheets to define which candidate has received the largest number of votes. Fourteen candidates who receive the largest number of votes will be elected as CSO representatives in the Council. If two candidates receive the same number of votes, the place as a CSO representative in the Council will be determined via a draw between them.

To observe the process of counting the votes CiviKos Platform will invite observers from all CSOs who have nominated someone, civil society active networks, representatives from the Department for NGO registration and OGG/OPM representatives.

Criteria for organizations who vote for nominees:

The right to vote for the nominees that all CSOs have is registered under the Law on Freedom of Association in NGOs, who possesses the Certificate of registration of NGOs.

The mandate of civil society representatives:

Civil society representatives elected as members of the Council to implement the Strategy for Cooperation with Civil Society shall be elected to 2 year mandate.

Before the deadline, the mandate shall be terminated in the following cases:

1. When the civil society representative in the Council resigns;
2. When the civil society representative in the Council leave from civil society sector;

*Council on implementation of Government Strategy for cooperation with Civil Society –
Nomination Form for Civil Society representatives*

3. When at least 51% of organizations which have participated in voting process require from the Chairman of the Council to initiate dismissal proceedings, due to negligence or failure to properly represent the interests of civil society in the Council;
4. When the civil society representative does not participate in the two consecutive meetings of the Council without a reason.

PART I – GENERAL INFORMATION

Name and Last name of the candidate:.....

Date of birth:

Address:

Tel: **E-mail:**

Post in the organization:

Name and abbreviation of the organization:.....

.....

Field of activity of the organization:.....

.....

Field of expertise of the candidate (if it is different from the organization):

.....

.....

Information on the CSO making the nomination

Name of the CSO that makes nomination:

Address:

Tel: **Email:**

Name of an authorized CSO representative:

Signature of an authorized CSO representative:

Date of submission of the nomination form (to be filled by CiviKos):

PART II – INFORMATION ABOUT THE CANDIDATE

- 1) Educational background of the candidate?

- 2) Description of responsibilities of the candidate in the organization?

- 3) Description of involvement in the organization for which the candidate is engaged in formal and non-formal institutions and/or national and international organizations in a certain area?

- 4) Duration of the commitment of the candidate in the organization?

- 5) Description of the candidates experience in other organizations / institutions in a certain area?

- 6) Useful references that demonstrate the commitment of the candidate and organization in a certain field?

- 7) Other important information about the candidate:

Field of activity of the organization where the candidate works:

Briefly write the mission of the organization where the candidate works and some activities in the past three years which demonstrates the work done so far is in alliance with the mission:

.....

.....

.....

PART III - INFORMATION ON THE CSO THAT IS DOING THE NOMINATION

1) Mission and general goals of the CSO:

2) Description of main activities and achievements of the CSO in a certain field:

4) Useful references which demonstrate commitment of the CSO in a certain field:

5) Other important information about the candidate: