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**CANADA-BOSNIA & HERZEGOVINA
LOCAL AND CANTONAL GOVERNMENT
COOPERATION PROGRAM, PHASE II
(CBIHCP-II)**

(PROJECT #: Z20173; PURCHASE ORDER: 7010971)

**15TH QUARTER NARRATIVE REPORT
FOR THE PERIOD APRIL 1ST TO JUNE 30TH, 2004**

SUBMITTED TO:
CENTRAL AND EASTERN EUROPE BRANCH
CANADIAN INTERNATIONAL DEVELOPMENT
AGENCY

SUBMITTED BY:
CANADIAN URBAN INSTITUTE
100 LOMBARD STREET
SUITE 400, TORONTO, ON
M5C 1M3 CANADA
ORGANIZATION/VENDOR #: 1001102

GLOSSARY OF ACRONYMS AND TERMS

BiH	Bosnia and Herzegovina
CBiHCP-II	Canada-Bosnia and Herzegovina Local and Cantonal Government Cooperation Program Phase II
CBOs	Community-Based Organizations
CEE	Center for Ecology and Energy
CIDA	Canadian International Development Agency
CUI	Canadian Urban Institute
EOI	Expression of Interest
GIS	Geographic Information Systems
LDF	Local Development Fund
NGOs	Non-Governmental Organizations
OSCE	Organization for Security and Co-operation in Europe
RBM	Results-Based Management Framework
RDS	Regional Development Strategy
RFP	Request for Proposal
RS	Republika Srpska
TK	Tuzla Canton
TKTV	Tuzla Canton Television
TOR	Terms of Reference
UIT	Urban Institute of Tuzla

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CANADIAN URBAN INSTITUTE

CANADA-BOSNIA AND HERZEGOVINA LOCAL AND CANTONAL GOVERNMENT COOPERATION PROGRAM PHASE II (CBIHCP-II)

**Fifteenth Quarter Narrative Report
For the period April 1 to June 30, 2004**

Executive Summary

The 15th quarter of the Canada-Bosnia and Herzegovina Local and Cantonal Government Cooperation Program Phase II (CBIHCP-II) saw progress made in all project activity components. Some of the achievements during this quarter included:

- Work continued on the incorporation of data from the second round of public consultations into the Spatial Plan for Tuzla Canton. The Spatial Plan is scheduled for completion later this year at which time it will be submitted to the cantonal parliament for approval.
- One capacity development mission was undertaken during the quarter, led by Nicole Swerhun, an expert in public consultation processes and a CUI associate from Lura Consulting. The mission was designed to develop a curriculum for the fall dissemination workshops and to train the local team in facilitation and training techniques.
- The presentations on the Tuzla Canton Spatial Planning Process were designed. These presentations will be delivered in selected cantons in the next quarter and will be aimed at senior government officials. The presentations will act an introduction to the regional workshops, which will take place later this year.
- Planning continued for the regional workshops aimed at disseminating project experiences of public consultation and the use of Geographic Information Systems (GIS). The format of the workshops was designed, budgets and curriculum developed and facilitators trained. The regional workshops are slated for the fall, and will be conducted in partnership with all three levels of government in Bosnia and Herzegovina. Contacts were made with six other Cantons, as well as with officials from Montenegro, to begin scheduling the dissemination workshops.
- The content of the public consultation manual/tool was finalized. This manual will be utilized in dissemination workshops to train planning practitioners and other interested parties from across BiH in a variety of techniques of participatory planning. A

workbook, designed to accompany the manual for use in the training workshops, will be developed in the 16th quarter.

- Two of the six demonstration projects (the initiatives of the Centre for Ecology and Energy and Radio Kameleon) were successfully completed during the reporting period, with completion of the remaining four expected in the coming months. Some LDF project activities in the reporting period included:
 - Development of television and radio shows on solid waste management issues.
 - Development and distribution of TOR for creation of Local Environmental Action Plan (LEAP).
 - Creation and distribution of manual for citizens on local media.
 - Continued education on paper recycling issues in participating organizations.
 - Translation and printing of pamphlets and a book on “Universal design” and preparation and printing of questionnaires for baseline data collection.
 - Monitoring and evaluation of existing and closing projects.
- During the reporting period, the CUI continued to work with project proponents and focussed on building their skills in project design, management, and monitoring, with an emphasis on techniques of Results Based Management.
- Two additional demonstration projects were submitted for final approval and it is anticipated that, if approved, these initiatives will commence in the 16th quarter.
- A project steering committee was held during the reporting period and the project Executive Committee continued to meet at least twice per month, to update work plans and design project activities.

1.0 INTRODUCTION

The Canada-Bosnia and Herzegovina Local and Cantonal Government Cooperation Program Phase II (CBIHCP-II) is a three-year initiative funded by the Canadian International Development Agency (CIDA). This technical cooperation project is being implemented in partnership with the Tuzla Canton and the Urban Institute of Tuzla (a public planning institute) with the participation of other local governments in the canton. The goal of the project is to support democratic development and economic liberalization in Bosnia and Herzegovina. The CBIHCP-II is achieving this goal through assisting local governments in developing model approaches towards better urban management and local governance in Tuzla Canton. The project is supporting local capacity development focused on priority needs in the following areas to promote transparency and accountability in local government: local economic development, strategic planning, stakeholder involvement, intergovernmental cooperation, land use planning, project planning and management and local government organizational improvement. Overall the project is supporting peace and security in the country through promotion of good local governance practices.

The project has five components:

100: Participatory Planning - To support the development of model approaches to participatory planning by facilitating the formulation of a strategic vision and official development plan for Tuzla Canton (with an emphasis on the Canton's economic engine, the City of Tuzla) using a participatory process involving relevant stakeholders from the private sector, NGOs, CBOs and other government agencies.

200: Capacity development - To provide capacity development and know-how transfer in support of formulation and implementation of participatory plans in Tuzla Canton.

300: Communications and Dissemination - To promote public involvement in local government planning in Tuzla Canton and to share project experiences and lessons with other local governments across Bosnia and Herzegovina and within the Balkan region.

400: Demonstration Projects - To manage a Local Development Fund (LDF) that assists local governments and their civil society and private-sector partners in the design, implementation and performance management of priority projects identified through participatory planning processes.

500: Project Management - To establish systems and processes to effectively manage, coordinate, and monitor project performance towards the achievement of sustainable results.

2.0 Progress Towards Results

2.1 Analysis of Progress Towards Achieving Impact-Level Results (Cumulative)

Assessment of the progress towards achieving impact-level results is now underway. It is anticipated that the promotion of transparent and accountable governance processes will continue over the long term, as government officials realize the benefits of this approach and citizens and stakeholders continue to expect it. The federal government of Bosnia and Herzegovina has now passed legislation making public consultation mandatory in spatial planning processes. It is anticipated that all Cantons within the Federation will update their respective legislative instruments accordingly in the very near future.

2.2 Analysis of Progress Towards Achieving Outcome-Level Results (Cumulative)

The following are cumulative outcomes since the start of the CBiHCP-II project:

Component 100: Participatory Planning

The Spatial Planning process for Tuzla Canton has been characterized by broad-based public involvement at all levels. This represents a dramatic departure from the tradition

processes of spatial planning in BiH, and is quickly becoming a model for the country due to interest from the Federal level, as well as from other cantonal administrations. The result of this new commitment to participatory planning will be long-term plans and policies that are more reflective of the views of the people of BiH, and a renewed interest from citizens and stakeholders who now feel that they have a voice in the future development of their country.

Component 200: Capacity Development

Through training programs delivered by Canadian professionals, local government authorities in BiH have been exposed to a variety of best practices in urban planning and management.

Component 300: Communications and Dissemination

The project has strived to communicate the ideals and principles of contemporary planning to the public at all stages, and this communication has not merely been a one-way street. The public have had the opportunity to give input into the development of planning policy for the first time, and their participation has created a new spirit of planning in BiH based on transparency and greater public ownership of the process.

Component 400: Demonstration Projects

This component has seen 7 projects active in Tuzla Canton to date, with an additional two expected to be completed before the year-end. Proponents range from local governments, academic institutions, NGOs, and the private sector. Strong linkages have been built between all sectors in the pursuit of transparent and innovative urban management programs in the canton.

Component 500: Project Management

The final months of the project will see a focus on replication and sustainability of results, as other parts of the country become involved through an extensive dissemination strategy.

2.3 Progress Towards Achieving Output-Level Results (Current Reporting Period)

Component 100: Participatory Planning

Work continued during the reporting period on the incorporation of data from the second round of public consultations into the Spatial Plan for Tuzla Canton. It is expected that the Spatial Plan will be completed later this year and submitted to the cantonal parliament for approval.

Component 200: Capacity Development

1. One capacity development mission was undertaken during the quarter, led by Nicole Swerhun, an expert in public consultation processes and a CUI associate from Lura Consulting. The mission was designed to develop a curriculum for the fall dissemination workshops and to train the local public participation team (UIT, CUI Bosnia & the University of Tuzla) in facilitation and training techniques. Assistance was provided with the design of a training program for local government professionals which will provide them with the tools necessary to formulate and implement public participation processes for spatial planning. In addition, the consultant reviewed the public participation manual and provided comments to the project team to strengthen the document based on Canadian best practices, knowledge of the local context and, experiences from the field.

Component 300: Communications and Dissemination

During the reporting period work began on the final draft of a public consultation manual and toolkit, which will be completed in the 16th quarter and published for the dissemination workshops being scheduled for the fall. The toolkit will act as a user-friendly, how-to guide for planning practitioners interested in implementing contemporary approaches to spatial planning in their jurisdictions.

Component 400: Demonstration Projects

Six projects were being implemented in Tuzla Canton during the reporting period, focusing on priority areas in environmental management, public participation and communications. Highlights of reporting period activity include:

- Centre for Ecology and Energy (CEE): This initiative was completed during the reporting period and the final report was submitted early in the 16th quarter. The project, “Let’s Recycle and be an Example”, was a great success, with results exceeding initial expectations. During the 6 months of implementation the first steps were made towards the organized separation and collection of secondary waste materials in Tuzla Canton and beyond. A system was initiated for the collection of separated waste and the continuous transport of old paper and cardboard for recycling. Although 40 organizations were included in the project, there were and additional 23 organizations who have applied to the CEE to be part of a similar initiative. Some of the highlights of this project and the indicators of success include:
 - A paper recycling initiative was established in cooperation with 40 organizations in the canton – 16 governmental organizations, 11 NGOs, 3 schools, 6 companies and 4 media houses.
 - The project received the support of the President of Tuzla Canton and, with his assistance, the government of the canton and all of its ministries were active participants in this program.
 - Monitoring indicates that 2500 employers and employees and 1500 students are now actively engaged in the separated paper collection program and that the project is sustainable in over 80% of the organizations involved.

- Paper recycling containers were distributed and a media campaign implemented to promote sustained participation.
 - Information on this project was disseminated at various activities held by members of a network of NGO's, and there are there of indications that this project will be replicated in other parts of Bosnia and Herzegovina.
 - Given the popularity of this initiative, the CEE has applied for an extension in order to extend the reach of the project benefits to an additional 23 organizations, including the schools and nurseries in the Canton as well as the Cantonal Court.
- Radio Kameleon: The second demonstration projects to be successfully completed during the reporting period. "Building an Eco-Network – Be a Friend to Nature" was an initiative that included a media campaign, public debates and a variety of "eco-activities" designed to increase the level of environmental consciousness in Tuzla Canton. Some of the highlights of this project and the indicators of success include:
 - 22 radio programs were produced and broadcast (with one program repeated in response to popular demand. This result exceeded expectations, as only 20 programs were originally anticipated.
 - 6 environmental jingles were composed and broadcast repeatedly.
 - 3 public debates were held. The first of these was held in SICKI Brod
 - 4 eco-bike camps were held.
 - 90 automobiles were tested for emissions.
 - Eco billboards were erected and remained in place for 2 full months, instead of the one month initially anticipated.

The CUI will continue to provide ongoing support to projects in the proposal and implementation stages through workshops and mentoring opportunities.

Component 500: Project Management

The Executive Committee met at least twice a month during the quarter, to review the project work plan, plan and schedule activities, and monitor progress in all areas.

The Project Steering Committee also met early in the quarter. The goals of the session were: to take stock of the project to date; inform the group about the time extension for the project and what it means; and, to hear presentations from the proponents of two of the demonstrations projects that were nearing completion (CEE and Radio Kamelion). In addition to these agenda items, updates were provided on the completion of the Tuzla Canton Spatial Plan and the public consultation process to date, as well as on the plans for the fall project dissemination activities.

Section 2.4: Activities and Outputs (April 1 to June 30, 2004)

Workplan Activities	Activities and Outputs in Reporting Period	Sources of Verification	Variances and Commentary
100. PARTICIPATORY PLANNING - Objective: To support the development of model approaches to participatory planning by facilitating the formulation of a strategic vision and official development plan for Tuzla Canton (with an emphasis on the Canton's economic engine, the City of Tuzla) using a participatory process involving relevant stakeholders from the private sector, NGOs, CBOs and other government agencies.			
101 – Chart critical path for public consultation process and formulate public consultation plan	<ul style="list-style-type: none"> ▪ None (critical path completed December 2001) ▪ None (public consultation plan completed March 2002) 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
102 – Map cantonal stakeholders and create a stakeholder database	<ul style="list-style-type: none"> ▪ None (cantonal stakeholders mapped spring 2002) ▪ Stakeholder database created spring 2002, and updated on an ongoing basis. 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
103 – Integrate gender considerations into participatory planning process in the Canton	<ul style="list-style-type: none"> ▪ Mainstreaming of gender considerations as per the gender strategy. ▪ Collection and analysis of gender disaggregated spatial data wherever feasible. ▪ Incorporation of gender considerations into cantonal planning exercises, including improved access to public events for special interest groups (women, youth and disabled). 	<ul style="list-style-type: none"> ▪ Gender Strategy ▪ Public Involvement Workplan ▪ Executive Committee Minutes ▪ LDF Guidelines and criteria for applicants 	<ul style="list-style-type: none"> ▪ N/A
104 - Undertake data collection and analysis	<ul style="list-style-type: none"> ▪ Data collected through public meetings, to be incorporated into final Spatial Plan during 2004. ▪ Data collected through public meetings, to be incorporated into final Spatial Plan during 2004. Over 200 ideas and suggestions collected during public process. Key issues raised include: ▪ A strong interest from the public to improve the transportation links between Tuzla Canton and other parts of the country and region ▪ Changing Land designation in certain jurisdictions from agricultural to industrial ▪ Promotion of a regional approach to key issues such as waste management, drinking water and environmental protection. 	<ul style="list-style-type: none"> ▪ Meeting summaries. 	<ul style="list-style-type: none"> ▪ N/A

Workplan Activities	Activities and Outputs in Reporting Period	Sources of Verification	Variances and Commentary
105 – Establish a Geographical Information System (GIS) and apply to Spatial Planning process	<ul style="list-style-type: none"> ▪ GIS established June 2002 ▪ Application of GIS to spatial planning process ongoing. Terms of reference for additional training module on GIS during final year of project being considered. 	<ul style="list-style-type: none"> ▪ Draft TOR 	<ul style="list-style-type: none"> ▪ N/A
106 – Integrate Regional Development Strategy (RDS) and Spatial Plan process	<ul style="list-style-type: none"> ▪ New plans developed in conjunction with local agencies to implement strategic development options, aimed at improving local conditions in planning, environmental management, economic development, and other priority sectors. 	<ul style="list-style-type: none"> ▪ Applications to Local Development Fund (LDF) from Regional Development Strategy (RDS) 	<ul style="list-style-type: none"> ▪ N/A
107 – Prepare “Issues and Options” discussion paper on Spatial Planning process	<ul style="list-style-type: none"> ▪ None (“Issues and Options Paper” completed June 2002) 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
108 – Design and launch a public awareness raising campaign (website, T.V., radio, posters, etc.)	<p>Public awareness campaign conducted to promote the next round of public consultations for the Spatial Planning process. Campaign included:</p> <ul style="list-style-type: none"> ▪ 45 second television spot that ran for one month, publicizing the 2nd round of public consultations ▪ 80 second television spot that ran for one month, publicizing the results of the public consultations and subsequent activities in the spatial planning process ▪ 14 radio interviews that aired the day before each public meeting ▪ 4 interviews in TVTK (Tuzla Canton Television station) ▪ Radio spot that aired 3 times daily during public consultation process ▪ 700 informational posters printed and distributed around Canton to publicize consultation process ▪ Brochure on spatial planning process printed and distributed in Tuzla weekly magazine 	<ul style="list-style-type: none"> ▪ Copies of posters, leaflets and radio spots. 	<ul style="list-style-type: none"> ▪ N/A

Workplan Activities	Activities and Outputs in Reporting Period	Sources of Verification	Variances and Commentary
<p>109 – Conduct public consultations for Spatial Planning and RDS processes in 4 phases: (1) key stakeholder roundtables, (2) municipal workshops for RDS, (3) Spatial Plan Round 1, (4) Spatial Plan Round 2</p>	<ul style="list-style-type: none"> ▪ The second and final round of public consultations for the Spatial Plan was completed, including: <ul style="list-style-type: none"> ▪ Public meetings in all 13 municipalities. Participants were able to comment on the draft Spatial Plan, including the stated long-term priorities for Tuzla Canton, and this input will be incorporated into the final draft of the Spatial Plan. Over 500 people participated in the public meeting, including approximately 200 women. ▪ Surveys with sectoral experts in the fields of environmental protection, water supply, transportation, economic development, tourism and agriculture completed during the quarter. ▪ 3 round table discussions held with Chamber of Commerce, Chamber of Crafts and NGO sector. 	<ul style="list-style-type: none"> ▪ Meeting summaries ▪ Draft surveys 	
<p>110 – Prepare Spatial Plan Sketch</p>	<ul style="list-style-type: none"> ▪ None (Spatial Plan Sketch completed July 2003). 	<ul style="list-style-type: none"> ▪ Copy of Spatial Plan Sketch 	<ul style="list-style-type: none"> ▪ N/A
<p>111 – Conduct action planning for priority initiatives (LDF)</p>	<ul style="list-style-type: none"> ▪ Action planning continues under the Local Development Fund (LDF). Innovative partnerships have been created through the first round of projects in priority areas such as environmental management, public participation and communications. The LDF is an excellent opportunity to put new and innovative approaches to urban management into practice at the local level through concrete projects in the community. It will work towards fostering new partnerships between government, NGOs and the private sector, and also provide a forum for capacity development through a “learning by doing” approach. It also provides a mechanism for collaboration with other donors (e.g. World Bank, Swiss government etc.) who are providing counterpart support. 	<ul style="list-style-type: none"> ▪ LDF Guidelines ▪ LDF submissions and expressions of interest from Cantonal stakeholder groups ▪ Project reviews by Technical Advisory Committee (TAC) ▪ Signed contribution agreements ▪ LDF project work plans ▪ Interim reports from project proponents 	<ul style="list-style-type: none"> ▪ Application for the second round of projects will be considered and projects awarded in the coming quarter.
<p>112 – Prepare Draft Spatial Plan</p>	<ul style="list-style-type: none"> ▪ Draft completed in reporting period. 	<ul style="list-style-type: none"> ▪ Draft Spatial Plan 	<ul style="list-style-type: none"> ▪ N/A

Workplan Activities	Activities and Outputs in Reporting Period	Sources of Verification	Variances and Commentary
200. CAPACITY DEVELOPMENT – Objective: To provide capacity development and know-how transfer in support of formulation and implementation of participatory plans in Tuzla Canton.			
201 – Design, organize and deliver training programs and Canadian technical assistance missions.	<ul style="list-style-type: none"> ▪ Completed one technical assistance mission during the reporting period to: <ul style="list-style-type: none"> ▪ assist the public participation team (UIT, CUI Bosnia & the University of Tuzla) in the design of a training program for local government professionals in the design and implementation of a public participation process for spatial planning; ▪ review the public participation manual and provide comments to the project team to strengthen the document based on Canadian best practices, knowledge of the local context and, experiences from the field; ▪ assist in the design of a training curriculum for regional dissemination workshops aimed at local government professionals involved in spatial planning; and, ▪ continue building the consultation skills of the staff of the UIT, the Ministry of Physical Planning and Environmental Protection and the University of Tuzla. 	<ul style="list-style-type: none"> ▪ TOR for mission on public consultation tools and techniques and training materials. 	<ul style="list-style-type: none"> ▪ N/A
202 - Design, organize and deliver study tours and placements:	<ul style="list-style-type: none"> ▪ None (completed in November 2003) 	<ul style="list-style-type: none"> ▪ Itinerary for study tour. ▪ Training materials. ▪ Participant surveys. 	<ul style="list-style-type: none"> ▪ N/A
203 - Provide medium-term technical advisor related to land use planning and economic development	<ul style="list-style-type: none"> ▪ None (Completed July 2001) 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
300. DISSEMINATION AND COMMUNICATION - Objective: To promote public involvement in local government planning in Tuzla Canton and to share project experiences and lessons with other local governments across Bosnia and Herzegovina and within the Balkan region.			
301 – Formulate project communication and dissemination strategy	<ul style="list-style-type: none"> ▪ None (Completed June 2001, updated as required) 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A

Workplan Activities	Activities and Outputs in Reporting Period	Sources of Verification	Variances and Commentary
302 – Establish and maintain website on spatial planning process	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ www.vizijat2020.com 	<ul style="list-style-type: none"> ▪ Due to relatively low participation in internet learning in Bosnia and Herzegovina, the project website is not being updated at this time.
303 – Organize media campaign to promote public consultations in Tuzla Canton	<ul style="list-style-type: none"> ▪ See activity 108 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
304 – Publish and disseminate newsletters (in BiH and in Canada)	<ul style="list-style-type: none"> ▪ None (completed annually) 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ Newsletter replaced by project contribution to URBO (Journal of Urban Planners in Bosnia) in 2004.
305 – Include local government professionals from beyond Tuzla Canton (RS and Federation) in key project activities	<ul style="list-style-type: none"> ▪ Representatives from Federal Ministry of Physical Planning and Environmental protection involved in several project activities, including public consultations and dissemination activities. 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
306 – Organize a national-level conference on spatial planning	<ul style="list-style-type: none"> ▪ None (First conference held November 2002) ▪ The date for the next conference to be determined by the Bosnian Association of Urbanists 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
307 – Publish journal on new approaches to planning in Bosnia and Herzegovina (in conjunction with Bosnian Associations of Urbanists)	<ul style="list-style-type: none"> ▪ None (First journal published November 2002) ▪ Next issue to be published in conjunction with next Annual Conference of Urbanists. Date to be determined. 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
308 – Publish and disseminate toolkit on participatory planning techniques	<ul style="list-style-type: none"> ▪ The first draft of the toolkit has been completed. Review completed and editing underway. ▪ The toolkit will give local government officials and planning practitioners access to a how-to manual on contemporary approaches to public involvement in planning. 	<ul style="list-style-type: none"> ▪ Toolkit 	<ul style="list-style-type: none"> ▪ N/A

Workplan Activities	Activities and Outputs in Reporting Period	Sources of Verification	Variances and Commentary
309 – Organize and deliver a series of regional workshops across BiH on project experiences and contemporary approaches to planning	<ul style="list-style-type: none"> ▪ Introductory presentations scheduled for 5 cantons during the next quarter. ▪ Workshops will commence in the autumn of 2004. 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
310 – Contribute presentations to workshops and forums organized by other donors	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
311 – Contribute article(s) in international publications	<ul style="list-style-type: none"> ▪ Case study featuring CBIHCP-II in journal on peace and unity was published during the reporting period. 	<ul style="list-style-type: none"> ▪ Peace and Unity publication. 	<ul style="list-style-type: none"> ▪ N/A
400. DEMONSTRATION PROJECTS - Objective: To manage a Local Development Fund (LDF) that assists local governments and their civil society and private-sector partners in the design, implementation and performance management of priority projects identified through participatory planning processes.			
401 – Establish LDF criteria and management framework	<ul style="list-style-type: none"> ▪ None (Criteria established in January 2003) 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
402 – Establish LDF Technical Advisory Committee (TAC) and fund approval mechanisms	<ul style="list-style-type: none"> ▪ None (TAC established in March 2003) ▪ Approvals process established January 2003 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
403 – Develop and disseminate solicitations for expressions of interest and proposals	<ul style="list-style-type: none"> ▪ EOI's solicited for second round of LDF projects 	<ul style="list-style-type: none"> ▪ Press articles and the announcements that ran on Tuzla Canton television 	<ul style="list-style-type: none"> ▪ N/A
404 – Conduct LDF application review and approval process	<ul style="list-style-type: none"> ▪ EOIs and RFPs reviewed by TAC and recommendations made to LDF Approvals Committee. ▪ Second round of LDF projects reviewed and approval process commenced, subsequent to the extension date of the project being confirmed. ▪ Approval process to be completed in next quarter. 	<ul style="list-style-type: none"> ▪ EOIs and RFPs from applicants ▪ Project reviews by TAC 	<ul style="list-style-type: none"> ▪ N/A

Workplan Activities	Activities and Outputs in Reporting Period	Sources of Verification	Variances and Commentary
405 - Deliver capacity development workshops for short-listed proponents to strengthen proposals and to establish results-based frameworks and budgets	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
406 – Provide oversight of and technical assistance to LDF proponents in implementation of funded projects	<ul style="list-style-type: none"> ▪ CUI staff continue to work alongside LDF proponents to strengthen the results-based management of their projects. 	<ul style="list-style-type: none"> ▪ LDF reporting 	<ul style="list-style-type: none"> ▪ N/A
407 - Perform results-based monitoring of LDF projects in cooperation with proponents	<ul style="list-style-type: none"> ▪ Final reporting for first round of LDF projects commenced during this quarter. CUI staff provided assistance to proponents in results-based data collection and reporting. 	<ul style="list-style-type: none"> ▪ LDF reporting 	<ul style="list-style-type: none"> ▪ N/A
500. PROJECT MANAGEMENT - Objective: To establish systems and processes to effectively manage, coordinate, and monitor project performance towards the achievement of sustainable results.			
501 – Establish and maintain project/financial management systems	<ul style="list-style-type: none"> ▪ Project management systems in place for results –based management of project. 	<ul style="list-style-type: none"> ▪ Progress reports, workplans and budgets submitted to CIDA 	<ul style="list-style-type: none"> ▪ N/A
502 - Establish and convene regular meetings of multi-stakeholder project committee structure	<ul style="list-style-type: none"> ▪ Project Executive Committee continues to meet regularly, at least twice a month. ▪ Project Steering Committee met during this quarter. 	<ul style="list-style-type: none"> ▪ EC meeting minutes ▪ PSC meeting minutes 	<ul style="list-style-type: none"> ▪ N/A
503 - Develop project work plans, activity-based budgets, strategies, and undertake associated background studies	<ul style="list-style-type: none"> ▪ Work plans, budgets and associated studies developed in conjunction with local and Canadian members on an on-going basis. 	<ul style="list-style-type: none"> ▪ Summaries of meetings with other donors 	<ul style="list-style-type: none"> ▪ N/A
504 - Coordinate with other donors and actors involved in Bosnia	<ul style="list-style-type: none"> ▪ Beneficial partnerships forged with other Bosnian and international agencies. This includes work alongside EG Tuzla (an initiative of the GTZ) and the Regional Development Agency (RDA), and OSCE through the Cantonal Administration Project (CAP). The LDF will also be a useful tool for building new partnerships in Tuzla Canton. 	<ul style="list-style-type: none"> ▪ Summaries of meetings with other donors 	<ul style="list-style-type: none"> ▪ N/A

Workplan Activities	Activities and Outputs in Reporting Period	Sources of Verification	Variances and Commentary
505 – Monitor project performance and feedback information to work planning cycle	<ul style="list-style-type: none"> ▪ Ongoing. 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A

3. Planned Activities for the Next Reporting Period (July 1 to September 30, 2004)

Component 100 - Participatory Planning

- The public consultation process for the Tuzla Canton Spatial Plan is complete and the final draft of the Plan is scheduled for completion by the UIT in the coming months, for submission to Parliament at the end of 2004.

Component 300 - Communications and Dissemination

- Plans will be finalized for a series of regional workshops aimed at disseminating the experiences of the project thus far, including the Tuzla Canton public consultation process and the use of Geographic Information Systems (GIS), to interested stakeholders from across BiH. The regional workshops will be done in partnership with all three levels of government.
- A series of 2-hour presentations will begin, designed to inform senior decision makers, in selected cantons, about the content of the regional workshops to be delivered in the fall.
- The public consultation manual/tool kit will be formatted and printed. This manual will be utilized in dissemination workshops to train planning practitioners and other interested parties from across BiH in a variety of techniques of participatory planning.
- A workbook will be developed for use in the dissemination workshops, designed to complement the material in the training manual.
- Distribution of the publication on peace and unity, featuring a case study on the CBIHCP-II, will continue to be disseminated in the next quarter.

Component 400 - Demonstration Projects

- Activities will continue, as per established work plans, on the remaining 5 ongoing demonstration projects.
- The approval process for the second round of LDF projects will be completed.
- The CUI will continue to work with project proponents and will focus on building their skills in project design, management, and monitoring, with an emphasis on techniques of Results Based Management.

Component 500 - Project Management

- The CBIHCP-II executive committee will continue to meet at least twice monthly to develop and review work plans and monitor progress in achieving results.

- The final Project Steering Committee meeting will be scheduled for December of 2004.

4. Constraints Encountered and/or Issues to be Resolved

There were no constraints encountered or issues to be resolved in this reporting period.