

## Group Exercise: Mapping the Political Process

Within each level of government (see the table below):

1. Identify the key actors that influence policy formulation and/or implementation
2. Outline their roles in formulation and/or implementation and write a description on an index card

	Formulation	Implementation
Government		
Political Society		
Bureaucracy		
Civil Society		
Private Sector		
International		

See the attached example

## An Example of Policy Cycle Mapping in the Field of Social Assistance

Levels	Agenda Setting	Policy Formulation	Policy implementation	Monitoring & Evaluation
National level				
<i>Public bodies</i>				
<b>The National Assembly</b> (the Parliament)	The parliament is the national legislative body – each member of the Parliament has a legislative initiative	The Parliament adopts laws, decisions and declarations; it determines taxes; approves the composition of the Government; ratifies international treaties, etc.		Mainly through “Parliamentarian control” and approval of the execution of the state budget The Court of Auditors, controlling the state budget spending, is elected by the Parliament
<b>The Council of Ministers</b> (the Government)	The Council of Ministers is a central collective executive power body with general competence. It is the responsible institution for the development of the overall social policy in Bulgaria	Among policy tools of the Council of Ministers are strategies, programs, plans, decrees, regulations, ordinances and decisions.	The Council of Ministers shall co-ordinate other public administration bodies for the sake of the implementation of a unified state policy. Apart from the compulsory interaction with all state institutions, legislative body, local authorities and judiciary, the Government shall have co-operation with management bodies of employers' and employees' organisations, organisations for social protection and other NGOs	Overall monitoring and control - the Council of Ministers may suspend the acts of the lower level administration
<b>Ministry of Labour and Social Policy</b> (MLSP)	The Minister of Labour and Social Policy develops, co-ordinates and implements the state policy in the field of social assistance.	The Minister may adopt regulations, ordinances and instructions.	Management and coordination of respective subordinated bodies	Execution of overall control in respect to activities of subordinated bodies
<b>Ministry of Regional Development and Public Works</b>	The Minister of Regional Development and Public Works is responsible for the creation of accessible environment and public facilities for people with disabilities	The Minister may adopt regulations, ordinances and instructions.	Management and coordination of respective subordinated bodies	Execution of overall control in respect to activities of subordinated bodies

<b>Ministry of Transport and Communications</b>	The Minister of Transport and Communications is in charge for provision of transport services, adjustment of the transport environment to people with disabilities and developing of special regulations for trafficking, signal system and parking places for people with disabilities	The Minister may adopt regulations, ordinances and instructions.	Management and coordination of respective subordinated bodies	Execution of overall control in respect to activities of subordinated bodies
<b>Ministry of Health Care</b>	The Minister of Health Care creates consultancy and diagnostic centres for examining the needs of rehabilitation and social integration of people and children with disabilities (elaboration of specific programs suitable to their needs, use of contemporary facilities for training deaf and blind kids and adults)	The Minister may adopt regulations, ordinances and instructions.	Management and coordination of respective subordinated bodies	Execution of overall control in respect to activities of subordinated bodies
<b>Ministry of Education and Science</b>	The Minister of Education and Science is entitled for the implementation of 'integrated' education, establishment of consultative and diagnostic centres, assessment of children's needs for rehabilitation and social integration, etc.	The Minister may adopt regulations, ordinances and instructions.	Management and coordination of respective subordinated bodies	Execution of overall control in respect to activities of subordinated bodies
<b>Agency for Social Assistance</b> - a body with MLSP	Prepares drafts of policy documents and regulative acts	Prepares drafts of policy documents and regulative acts	The Agency is responsible for the implementation of the State policy for social assistance (provision of social assistance benefits and social services)	The Agency exercises control over the implementation of the social assistance policy through a specialised unit – <b>the Inspectorate</b> Prepares annual reports for the situation of social assistance and submits them to MLSP
<b>Employment Agency</b> – a body with MLSP	Prepares drafts of policy documents and regulative acts in the field of employment promotion and VET	Prepares drafts of policy documents and regulative acts in the field of employment promotion and VET	The Agency is responsible for the implementation of employment programs, for the establishment of centres for vocational training of people with disabilities and provision of information to job seekers;	Control over the implementation of employment programs

<b>State Agency for Child Protection (SACP)</b> – subordinated to the Council of Ministers	Prepares drafts of policy documents and regulative acts in the field of child protection	Prepares drafts of policy documents and regulative acts in the field of child protection	SACP is in charge for governance, co-ordination and control of child protection activities	Control of the implementation of national and regional programs; Control over the compliance with the standards of social services provided to children; Analysis of the implementation of state policy in this field
<b>Social Assistance Fund</b> with MLSP			Provision of funding for social assistance targeted programmes and social services, provided by municipalities and registered legal/physical persons, for the construction and maintenance of premises for provision of social services, etc. The State budget is the main source of income of the Fund.	Control of the funded projects / programs
<b>Rehabilitation and Social Integration Fund</b> - with MLSP			Provision of financing for: purchase of technical facilities for disabled, social aid, subsidies to specialised enterprises of disabled, setting up of an accessible environment and implementation of VET programmes. The State budget is the main income source of the Fund.	Control of the funded projects / programs
<b>Public-Private Consultative Bodies</b>				
<b>National Council for Tripartite Partnership</b> - consists of representatives of the Government and the employers and employees organizations	The Council is the body for the co-operation and consultation between social partners in the setting agenda in the field of labour relations, social security and standard of living issues.	Consultation and cooperation in policy formulation (in respect to the Government's acts only)		

<p><b>The Council for Social Assistance</b> This is a public-private social consultative body with MLSP. The Council consists of representatives of MLSP and various ministries, nationally represented organisations of employers and employees, as well as NGOs, which are performing social assistance activities in public interest.</p>	<p>Consultative functions</p>	<p>Consultative functions</p>		
<p><b>National Council for Promotion of Employment</b> - This is a public-private social consultative body with MLSP; include representatives of public administration, social partners and NGOs</p>	<p>Consultative functions in the field of labour market policy – provision of opinions on draft of regulative acts and policy documents; submits drafts of regulations.</p>	<p>Consultative functions in the field of labour market policy – provision of opinions on draft of regulative acts and policy documents</p>		<p>Assessment of the effectiveness of the labour market policy</p>
<p><b>The National Council on Ethnic and Demographic Issues</b> NCEDI is composed of representatives of different ministries, non-governmental organisations, ethnic and religious minorities, and is chaired by a Minister without Portfolio..</p>	<p>Prepares drafts of strategies and measures in the field of minorities integration and demographic issues</p>	<p>Consultative functions</p>	<p>Coordination (with the state bodies and NGO) of concrete measures in execution of accepted international obligations, referring to the protection of rights of Bulgarian citizens, belonging to minority groups and their integration; Provision of support to NGOs in execution of national and regional projects in the field of ethnic and demographic issues</p>	<p>Assessment of the impacts of programs / projects in the field of migration processes and demographic / ethnic issues</p>

<p><b>National Council on Child Protection</b> - a consultative body to the State Agency for Child Protection, consisting of representatives of various ministries and NGOs, which mission and goals are related to protection of children.</p>	<p>Consultative functions</p>	<p>Consultative functions</p>		
<p><b>National Council for Rehabilitation and Social Integration</b> – set up with the Council of Ministers, consisting of representatives of NGOs which meet specified criteria.</p>	<p>Consultative functions</p>	<p>Consultative functions - all acts regulated the situation of disabled shall be adopted after taking the opinion of the Council</p>		
<p><b>Economic and Social Council</b> - this is a legal entity, financed from the State budget, consisting of representatives of various ministries and NGOs.</p>	<p>Consultative functions</p>	<p>The Council is a consultative body, providing opinions and analysis on laws, national programmes and plans, related to economic and social development. Provision of such opinions is prepared upon a request of the Chairman of the Parliament, Council of Ministers and in any other case - provided by law.</p>		<p>Elaboration by request or by own initiative opinions and analysis about strategic issues in the field of economic and social policy; Preparation of annual memoranda for economic and social development of the country.</p>
<p><b>Civic Society</b></p>				
<p>NGOs working in the social sphere could be provisionally divided into:</p> <ul style="list-style-type: none"> <li>- Associations for / of vulnerable groups</li> <li>- Think Tanks</li> <li>- Foundations (donors)</li> </ul>	<p>Participation in the consultative process mainly thorough</p> <ul style="list-style-type: none"> <li>- ad hoc structures (commissions, working groups, etc.)</li> <li>- institutionalised public-private consultative bodies;</li> <li>- lobbying / advocacy</li> </ul>	<p>Participation in the consultative process</p>	<p>Provision of social services; Participation in the management of social assistance programs / projects if their design envisage public management and control</p>	<p>Carrying out public control through:</p> <ul style="list-style-type: none"> <li>- participation in collective controlling / management bodies</li> <li>- provision of evaluation of programs and projects</li> <li>- by own initiative</li> </ul>

<b>Private sector</b> (the section for NGOs is relevant for the private sector as well) For protection of interests use political parties, NGOs and media	Participation through the structures of social dialogue at national, municipal, branch and sector level	Participation through the structures of social dialogue at national, municipal, branch and sector level		
<b>Media</b> By influencing public opinion exercise indirect impact on all phases of the policy cycle				
<b>Regional level</b>				
<b>Public bodies</b>				
<b>Regional Directorates of the Agency for Social Assistance</b>			Implementation of social assistance policy at regional level	Control on the eligibility of beneficiaries of receive social services / benefits
<b>Regional Employment Offices</b>			Implementation of social assistance policy at regional level	Control
<b>Public-Private Consultative Bodies</b>				
<b>Regional Development Councils</b> Their composition includes mayors of municipalities in the respective region and members of municipal councils of each municipality; representatives of NGOs could be invited as well.	Consultative functions for the development of regional strategies, programs, plans.	Consultative functions for the development of regional strategies, programs, plans.		Preparation of opinions about the annual report on the realization of the regional development plan; Assessment of initiatives of municipalities and NGOs related to regional development.
<b>Regional Councils on Ethnic and Demographic Issues.</b>	The Regional Councils on Ethnic and Demographic Issues are entitled to participate in the development of the strategic plans of municipalities and districts related to social inclusion and respect of rights of minorities	Consultative functions		
<b>Regional Employment</b>	Consultative functions for the	Consultative functions for the		

<b>Councils</b> – consists of representatives of regional administration and social partners	development of regional labor market policy	development of regional labor market policy		
<b>Cooperation Councils with the regional offices of the Employment Agency</b> – consists of representatives of regional administration and social partners				Exercise of direct monitoring and control on the labor market policy on regional level.
<b>Local level</b>				
<b>Local self-governance (Municipalities)</b>	Municipal councils are responsible for the development and implementation of social policy at local level.	Municipal councils adopts regulative acts, strategies, programs and plans for local development, they determine local taxes, etc.	Municipalities are providers of social services; Mayors may assign the management of the specialised municipal institutions and social services to registered legal/physical persons; Municipalities may provide use of premises for free to NGOs, which work in the field of social assistance and philanthropy.	Municipal councils exercise control over the activities of mayors and local administration; members of municipal councils are entitled to request information and documents from any public / private organization (institution) unless this not concerns classified information Municipal Councils may appoint ombudsman.
<b>Social Councils</b> – created by the Municipal Councils; consist of representatives of NGOs working in the field of social assistance at local level			Provision of support for the implementation of social assistance activities	Social Councils are entitled to require information from the municipal Directorates of Social Assistance, to notify the Municipal Councils and the regional Directorates of Social Assistance for any omissions and offences found out.
<b>Child Protection Departments</b> – bodies, subordinated to the Social Assistance Directorates			Child Protection Departments are conducting child protection policies at municipal level. They are also obliged to render assistance and co-operation to non-for profit legal organisations, performing child protection activities.	Control on activities of the providers of social services for children