

**Administrative Cooperation Agreement  
between the Secretariat of the Verkhovna Rada of Ukraine  
and the General Secretariat of the European Parliament**

**based on the "Memorandum of Understanding on a joint framework for parliamentary support and capacity building for the Verkhovna Rada of Ukraine" of 3 July 2015**

*A Memorandum of Understanding on a joint framework for parliamentary support and capacity building for the Verkhovna Rada of Ukraine was signed by the President of the European Parliament and the Chairman of the Verkhovna Rada on 3 July 2015. With a view to supporting the implementation of the Memorandum, the European Parliament launched a Needs Assessment Mission that concluded by drawing up a "Report and roadmap on internal reform and capacity building for the Verkhovna Rada of Ukraine", and that was presented on 29 February 2016 in Brussels.*

*The Secretariat of the Verkhovna Rada and the General Secretariat of the European Parliament, hereinafter referred to as the Parties, are committed to cooperating on the implementation of the Memorandum and the Report and Roadmap in the areas of an administrative nature. In this regard, the Parties have established this cooperation agreement, hereinafter referred to as the Agreement.*

*The Parties agree as follows:*

**Areas of cooperation**

The General Secretariat of the European Parliament will contribute to the reform priorities of the Secretariat of the Verkhovna Rada by providing expertise, including where appropriate in the IT area; guidance; mentoring; trainings; staff exchanges and study visits from the Verkhovna Rada; and, where appropriate and under its own conditions, share specific IT tools and provide access to relevant databases. This will apply in the following areas of cooperation:

- administrative restructuring and streamlining, including the development of a strategy for a unified secretariat (integrating all administrative units) and a coherent chain of command, thereby ensuring that the administration is results-oriented and provides efficient and expert support throughout the legislative cycle.
- human resource development, through the elaboration and development of a comprehensive human resources strategy and implementation plan, including staff exchanges, career planning, training and professional development, and establishment of an efficient in-house training service.
- communication capacities, including in the area of social media, for improved coverage of activities of the Verkhovna Rada, its bodies and its members.
- capacities of the staff of the Verkhovna Rada in the fields, inter alia, of drafting and monitoring of implementation of legislation, oversight of the executive, planning and agenda setting of the plenary and of parliamentary committees.

- library, policy analysis and research capacities (incl. appropriate databases) to improve expert assistance to the members of the Verkhovna Rada and respond to specific needs.
- establishment of an inter-party dialogue unit within the Verkhovna Rada to facilitate political dialogue and consensus building as well as to assist in overcoming obstacles in the legislative process.

### **Implementation**

The Directorate for Democracy Support of the General Secretariat of the European Parliament will act as a permanent point of contact of the Verkhovna Rada and coordinate the capacity-building activities conducted by the European Parliament in the framework of the Agreement. The Parties will endeavour to implement the Agreement in coordination and complementarity with other relevant capacity-building programmes in support of the Verkhovna Rada.

Complementary to the areas of cooperation listed above, and in line with the recommendations in the Report on inter-party dialogue and mediation, the European Parliament is willing to facilitate a series of dialogues to be held under its auspices on the premises of the Jean Monnet House.

### **Duration**

The Agreement enters into force on the date of signature for an initial duration of 18 months. Further extension is subject to review and the mutual consent of the Parties.

*Done in Brussels on 2 March 2016, in two copies in English and Ukrainian, both texts are equally authentic. In the event of a discrepancy, the English version shall prevail.*

**For the Secretariat  
of the Verkhovna Rada of Ukraine**



**Volodymyr Slyshynskyi**

**First Deputy Head  
of the Secretariat  
of the Verkhovna Rada of Ukraine**

**For the General Secretariat  
of the European Parliament**



**Klaus Welle**

**Secretary-General  
of the European Parliament**