



Methodology for development of IISG Biennial Needs Mapping Report

Introduction

The IISG aims to improve collective efficiency of security actions and actors in the WB and as such support the European perspective of the region.

One of the main outcomes of the IISG process is to map the needs of the Western Balkans and the corresponding responses by IISG members in all three IISG Pillars, i.e.:

- The WBCTi (“Western Balkans Counter-Terrorism Initiative”): actions related to counter-terrorism and preventing and countering violent extremism;
- The WBCSCi (“Western Balkans Counter Serious Crime Initiative”): actions related to fighting serious organised crime;
- The WBBSi (“Western Balkans Border Security Initiative”): actions related to border security.

The purpose of the needs mapping is to identify the legislative, institutional and operational needs of the Western Balkans to effectively prevent and respond to security threats in the three pillars of the IISG. Identifying the needs will allow for a subsequent identification of responses and ultimately, the analysis of gaps, synergies and approaches.

This Methodology presented by the IISG Secretariat outlines how the biannual needs mapping will be undertaken with IISG members. It develops further on the IISG Terms of Reference. It will be complemented by a response mapping Methodology.

This is a living document – the Methodology can be adapted at regular intervals based on the practical experience of its use. The IISG Needs Mapping Methodology and any substantial modifications thereof are to be adopted by the IISG Board.

The development of this Methodology draws upon consultations with local and international stakeholders.

The preparation process was built on the following steps:

- The mission and objectives of the IISG, as per IISG ToR;
- Strategic security documents;
- International Security obligations (UN résolutions, EU Council résolutions, etc.);
- Useful/appropriate elements of the results and outputs of the IISG;
- Feedback provided (new needs) by the IISG partners;
- The references of risks and challenges of the IISG processes.

Phases in Producing Biennial Needs Mapping

The needs mapping report will be prepared by the IISG Secretariat with contributions from the IISG Support Group every two years following the process described below. It is estimated that a cycle of needs mapping will take 6 months to complete.

Reflecting the aim of the IISG, the needs identified in the context of the IISG should link up with **progress on the European path of the Western Balkans**. As such, the framework for



the identification of needs is the EU's Enlargement strategy (including acquis, standards and practices), regional sectoral and national strategies, and other relevant documents produced by IISG members. Needs should reflect both a **prevention** perspective (gaps in effective prevention of security threats) and a **response** perspective (gaps in effective response to security threats) in line with each of the objectives of the three IISG pillars.

The IISG will publish biennially a needs report including on its webpage. To ensure more continuous information, the results of the needs and the response mapping will be transposed into a **secure database**, which will be open to IISG members for regular updates. The Response mapping will be structured corresponding to the needs and include all programmes and actions which are currently underway, or to be implemented in all three pillars by IISG members. Once developed, the database will be consulted in the early phases of the needs mapping process by the Support Group.

Overall, the needs mapping process will require strategic analysis, inter-sectoral consultations, coordination among regional initiatives and all relevant national institutions, as well as adequate capacity for identification of state of play in each area of work, and preparation of relevant documents.

The needs mapping process shall cover the following phases: preparatory/identification phase, formulation phase, approval phase and input into secure database.

1. Preparatory/ Identification

The purpose of the identification phase is to set out the planning and time-frame for developing the Biennial Needs Mapping documents and identify the key strategic documents and inputs to be analysed (both national and international) by the IISG secretariat, supported by the Support Group.

This will allow to prepare a first draft of the state of play and needs in each area of work under the three pillars (Cf. template) in particular as regards the legislative, institutional set-up and operational capacity to prevent and respond to security threats.

The IISG Secretariat is responsible for preparing the ground for the process and facilitating the technical inputs from the Support Group. The Support Group will be the liaison to all WB and IISG members. For this purpose, it will provide direct support to the preparatory/identification step, with the following steps:

- IISG Secretariat prepares draft calendar for the needs mapping process, consults and agrees with IISG Support Group. IISG Support Group ensures agreement with WB.
- IISG Secretariat proposes and prepares the list of strategic documents and inputs related to EU accession process, including all existing documents related to the WB needs (such as but not limited to EU enlargement package, UNODC programming document, OSCE analysis, WB national programmes and assessments etc.) to be assessed as a basis for needs mapping.
- IISG Secretariat prepares templates, formats and checklists to support the process.
- IISG Secretariat informs the IISG Governance Structures and all key stakeholders about the steps undertaken in the needs mapping process.



2. Formulation of the Biennial Needs Mapping report

The formulation phase represents the central part of the needs mapping process.

The objective of the formulation phase is to further refine the draft **Biennial Needs Mapping report** prepared under phase 1. The draft needs mapping is produced along two axis PREVENTION and RESPONSE in three areas: legislation/strategy; institutional set-up and tools; operational work (including capacity).

The Biennial Needs Mapping report will address the questions of WHAT is the state of play in each area (legislative, institutional, operational) detailing the prevention and response aspect, WHERE are WHICH gaps and WHAT and WHEN needs to be done. In order for a certain need to have a regional dimension, it has to be identified in a minimum of three WB partners. Otherwise, it can be listed as a need for a specific WB partner.

The process of development of the needs mapping includes several steps until the approval phase:

- The IISG Secretariat **convokes meeting** of the Support Group per each pillar as to agree on procedure and documents to be reviewed;
- The Secretariat undertakes **desk review** of the key strategic documents agreed upon with Support Group. The analysis deriving from the desk review is also subject of discussion within the Support Group;
- A **first draft of the needs mapping document** is produced by IISG Secretariat with input by Support Group along two axis PREVENTION and RESPONSE in three areas: legislation/strategy; institutional set-up and tools; operational work (including capacity).
- The IISG Secretariat prepares draft templates for each of the three IISG pillar serving as a basis for inputs by the IISG members to needs mapping;
- Through the IISG focal points in the Support Group, **consultations are organised locally** to validate/complement the findings of first draft, based on the templates developed. The process will be focused in utilising as much as possible the already established national structures/mechanisms, such as: existing donor meetings, sector meetings etc.;
- The international partners will be approached through their designated IISG focal points as to **validate/complement the input using the developed templates**. In addition to this, all other IISG members, which are not part of the Support Group, will be asked to provide their inputs;
- Upon collecting all inputs, the IISG Secretariat and the Support Group will prepare the **final draft** which will be proposed to the IISG Board for its approval;
- Final Biennial Needs Mapping document **approved by the IISG Board**.
- In the course of the process, IISG Secretariat develops lessons learnt paper;

The role of the IISG Secretariat in the process of preparation of the Biennial Needs Mapping report) is the following:



- To organise and facilitate all work of Support Group through pillar meetings or cross-pillar meeting, as needed;
- To produce the first draft report and templates for input, based on contribution/collaboration with Support Group;
- Together with Support Group, to consult all IISG members on the draft Biennial Needs Mapping ;
- To finalise the drafting of the report based on inputs received and shares with Support Group for agreement.
- Finalize the Biennial Needs Mapping report based on Support Group comments.

3. Approval process of the Biennial Needs Mapping products (documents)

Following the meeting of the Support Group, IISG Secretariat will put forward the package for official approval to the members of the IISG Board.

The IISG Board takes decision by unanimity, according to the ToRs.

4. Input into Secure Database

Once the Biennial Needs Mapping report is approved by IISG Board, it will be distributed among the IISG members and transposed into the Secure Database.

The needs mapping forms the basis for work on identifying responses.