

## **BYLAW**

From the Undersecretariat of State Planning Organization:

### **BYLAW ON PRINCIPLES AND PROCEDURES FOR STRATEGIC PLANNING IN PUBLIC ADMINISTRATIONS**

#### **SECTION ONE**

##### **Purpose, Scope, Basis and Definitions**

###### **Purpose**

**ARTICLE 1** – (1) This bylaw is prepared for the purpose of determining the schedule for strategic planning process and the public agencies in charge of preparing strategic plans, and setting out the principles and procedures concerning the alignment of strategic plans with development plans and programs.

###### **Scope**

**ARTICLE 2** – (1) This bylaw covers public agencies and local administrations in charts (I), (II) and (IV) annexed to the Public Financial Management and Control Law no. 5018, dated 10.12.2003.

(2) It is not obligatory to prepare strategic plans for the Ministry of National Defense, the Ministry of Foreign Affairs, General Secretariat of the National Security Council, the Undersecretariat of the National Intelligence Organization, the General Commandership of Gendarmerie, the Commandership of Coastal Security because of the sensitivity of the services they fulfill.

###### **Basis**

**ARTICLE 3** – (1) This bylaw is prepared on the basis of the provision of Article 9 of the Public Financial Management and Control Law no. 5018, dated 10.12.2003.

###### **Definitions**

**ARTICLE 4** – (1) In this bylaw, the following terms have the meanings stated below:

a) Guide: The document that introduces the concepts of strategic planning and the principles and procedures for strategic planning process, is published by the Undersecretariat and is updated according to the needs and progresses.

b) Local Administrations: Municipalities, special provincial administrations and associations and administrations related to or established by them, or where they are a member which perform public activities with authorities limited to specific geographic regions and services

c) Undersecretariat: Undersecretariat of State Planning Organization

d) Strategy Development Units: Strategy development unit headships, strategy development departments and departments carrying out financial services and strategy development

e) Strategic Plan: The plan which includes medium and long term goals, basic principles and policies, objectives and priorities and performance indicators of public agencies, as well as the methods and the resource distribution to achieve these

f) Heads of Public Agency: Undersecretary in the ministries, the highest administrator in other public agencies, the governor in special provincial administrations and the mayor in the municipalities.

###### **General principles**

**ARTICLE 5** – (1) Throughout the strategic planning process;

a) The participation and contributions of the beneficiaries of public agency's services, the employees of public agencies, non-governmental organizations, relevant public agencies and institutions and other relevant parties shall be ensured.

b) The works shall be carried out under the coordination of strategy development unit with the participation and contribution of all units.

c) It is obligatory for strategic plans to be prepared directly by the public agencies and the own employees of public agencies. Consultancy services, if needed, shall be restricted to only that of method and process consultancy and training.

d) All relevant public agencies shall work with one another in harmonization, cooperation and coordination, taking into account the requirements of accountability.

#### **SECTION TWO**

##### **Public Agencies with the Mandate of Preparing Strategic Plans**

###### **Transition schedule**

**ARTICLE 6** – (1) Rolling strategic planning out to the all public agencies within the scope of this bylaw shall be carried out in accordance with the annexed phased transition schedule. Public agencies are required to prepare their first strategic plans until 31.1.2009, at the latest, in consistence with the transition schedule. Depending upon their progress on the preparation process, public agencies may prepare their first strategic plans on a date earlier than the deadline specified in the schedule.

#### **SECTION THREE**

##### **Schedule Concerning Strategic Planning Process**

###### **Period, update and renewal of strategic plans**

**ARTICLE 7** – (1) Strategic plans cover a five-year period.

(2) Strategic plans may be updated for the rest of the strategic plans' period after being applied at least two years. Update corresponds to the quantitative changes in objectives without changing strategic plan's mission, vision and goals

(3) Besides, in case of

- a) a change in the legislation regarding its duties, authorities and responsibilities, the relevant public agency's,
- b) in case of a change of government, all public agencies' except local administrations',
- c) in case of a change of a Minister, the relevant ministry's and affiliated and related public agencies',
- d) in case of a change of the head of a local administration, the relevant local administration's.
- e) in cases of natural disasters, dangerous epidemic diseases or deep depressions, the relevant public agencies' strategic plans can be renewed.

(4) The renewal corresponds to re-produce the strategic plan for a five-year period. The decision to renew a strategic plan shall be taken within three months following the occurrence of the foregoing criteria. Strategic plans shall be renewed within six months following this decision.

(5) The provisions of this bylaw shall apply to the renewal of strategic plans. The Undersecretariat and the Ministry of Finance are informed in case of an update.

**Preparatory period and program**

**ARTICLE 8** – (1) Strategic planning process of public agencies commences with a preparatory period. That the works have begun shall be announced with a circular by the head of the agency.

(2) A strategic planning team is organized under the coordination of the strategy development unit to manage the works. Strategic planning team designs a preparatory program consisting of activities concerning the preparatory period and a timetable.

(3) Preparatory program includes the elements thereunder:

- a) The phases of strategic planning process,
- b) The activities to be realized in these processes,
- c) The timetable denoting the dates when the phases and the activities shall be completed,
- d) Responsible units and persons,
- e) Training needs assessment,
- f) Consultancy services needs assessment, if required,
- g) Human and technical resources needs as well as forecast of expenses for the planning process,

(4) Agencies take their places in the transition schedule, human resources, organizational structures, technical outfits and scales and elements alike into account in designing the preparatory program.

(5) Public agencies must fulfill all provisions included in the preparatory program prior to launching to draft their strategic plans.

**Preparation of strategic plans**

**ARTICLE 9** – (1) Public agencies finalizing the preparatory period draft their strategic plans in accordance with the Public Financial Management and Control Law no. 5018, this Bylaw, the Guide and the other guides published by the Undersecretariat concerning strategic planning.

**Responsibility of ministers**

**ARTICLE 10** – (1) The Ministers are responsible for the preparation and implementation of their ministries' and affiliated and related agencies' strategic plans in line with the development plans and programs. This responsibility is assigned to the Minister of National Education for Higher Education Council, universities and high technology institutes, and to the Minister of Interior for local administrations.

**Responsibility of heads of agencies**

**ARTICLE 11** – (1) The heads of public agencies are responsible to the Minister for the preparation and implementation of the strategic plans of their agencies and to their local councils in local administrations.

**SECTION FOUR**

**Relating Strategic Plans with Development Plans and Programs**

**The relation with plans and programs**

**ARTICLE 12** – (1) The strategic plans of public agencies shall be prepared in line with development plans, medium term programs and, all other national, regional and sectoral plans and programs that are associated with their activities.

(2) In preparation of their strategic plans, taking goals, policies and macro aggregates in medium term program as well as proposal ceilings specified in medium term fiscal plan into account, public agencies make forecasts for allocation of resources by years on the bases of goals and objectives.

**Assessment of the plan**

**ARTICLE 13** – (1) Excluding local administrations public agencies submit their strategic plans to the Undersecretariat for assessment, in January of the preceding year of the first year of their strategic plan period.

(2) The Undersecretariat shall assess strategic plans on the criteria of

- (a) Conformity with development plans, medium term programs and, all other national, regional and sectoral plans and programs that are associated with their activities,
- (b) Conformity with principles and procedures stated in this Bylaw, the Guide, and other guides on strategic planning,
- (c) The interlinkage among mission, vision, goals, and objectives in the strategic plan as well as the conceptual consistency,
- (d) Conformity and consistency with other public agencies' strategic plans.

(3) Where necessary, an assessment report shall be prepared and sent to the relevant agency within three months.

**Final formation of strategic plans**

**ARTICLE 14** – (1) Provided that an assessment report is sent by the Undersecretariat, the relevant agency finalizes the strategic plan for submission, taking into account this assessment report.

**Submission of strategic plans**

**ARTICLE 15** – (1) Upon the approval of the minister in ministries as well as affiliated and related agencies, and the head of the agency in the rest of public agencies, strategic plans shall be submitted to Ministry of Finance and the Undersecretariat to be taken as bases in the budget and performance program preparations.

(2) Additional copies of strategic plans shall also be sent to Turkish Grand National Assembly and the Court of Accounts.

(3) Local administrations send their strategic plans to the Ministry of Interior and the Undersecretariat upon the verification of the relevant assembly.

(4) Strategic plans are made public and published in public agencies' web sites.

**Performance programs**

**ARTICLE 16** – (1) Performance programs constitute annual implementation parts of strategic plans. Public agencies prepare their performance programs with respect to principles and procedures set out by Ministry of Finance.

(2) Budgets are prepared in line with the performance program.

(3) Performance programs are submitted to the Ministry of Finance and the Undersecretariat.

**Performance indicators**

**ARTICLE 17** – (1) Performance indicators are included in strategic plans. The principles and procedures regarding on determination and the assessment of the performance indicators are set out by the Ministry of Finance and the Undersecretariat. Public agencies determine their performance indicators within the framework of these principles and procedures.

**FIFTH SECTION**  
**Various and Final Provisions**

**Communiqués**

**ARTICLE 18** – (1) The Undersecretariat is authorized to issue communiqués concerning provisions determined in this Bylaw, where necessary.

**The first preparatory program**

**PROVISIONAL ARTICLE 1** – (1) Excluding local administrations and the agencies in Group I in transition schedule in Annex-1, the preparatory program for the first strategic plans, is submitted to the Undersecretariat for information purposes within six months upon the extension of this Bylaw and put into practice.

**Transition schedule**

**PROVISIONAL ARTICLE 2** – (1) For the first strategic plans to be submitted to the Undersecretariat for assessment, the dates and the periods that they shall cover stated in transition schedule in Annex-1 are valid.

**Effectiveness**

**ARTICLE 19** – (1) This bylaw shall enter into force at the date of publication.

**Execution**

**ARTICLE 20** – (1) The provisions of this Bylaw are executed by the Minister to that the Undersecretariat of State Planning Organization is affiliated.

## TRANSITION SCHEDULE FOR PUBLIC AGENCIES TO STRATEGIC PLANNING

## Group I

	<b>Deadline to Submit the First Strategic Plan to the Undersecretariat for Assessment</b>	<b>Period to be Covered by the First Strategic Plan</b>
1- Turkish Statistical Institute	31.12.2006	2007 – 2011
2- General Directorate of Highways	31.12.2006	2006 – 2010
3- General Directorate for Family and Social Research	31.12.2006	2007 – 2011
4- İstanbul Technical University	31.12.2006	2006 – 2008
5- Middle East Technical University	31.12.2006	2005 – 2010
6- Hacettepe University	31.12.2006	2007 – 2011
7- Boğaziçi University	31.12.2006	2004 – 2008
8- Akdeniz University	31.12.2006	2007 – 2012
9- Dokuz Eylül University	31.12.2006	2006 – 2010
10- Yıldız Teknik University	31.12.2006	2006 – 2008
11- Balıkesir University	31.12.2006	2006 – 2010
12- Süleyman Demirel University	31.12.2006	2006 – 2010
13- Undersecretariat for Defense Industries	31.12.2006	2007 – 2011
14- Turkey and the Middle East Public Administration Institute	31.12.2006	2007 – 2011
15- General Directorate of Health for Borders and Coasts	31.12.2006	2005 – 2009
16- National Productivity Center	31.12.2006	2006 – 2010
17- Turkish Patent Institute	31.12.2006	2007 – 2011

## Group II

	<b>Deadline to Submit the First Strategic Plan to the Undersecretariat for Assessment</b>	<b>Period to be Covered by the First Strategic Plan</b>
1- Prime Ministry High Auditing Board	31.03.2007	2008 – 2012
2- Agency for the Disabled	31.03.2007	2008 – 2012
3- General Directorate for the Status and Problems of Women	31.03.2007	2008 – 2012
4- Ankara University	31.03.2007	2008 – 2012
5- Ege University	31.03.2007	2008 – 2012
6- Çukurova University	31.03.2007	2008 – 2012
7- Cumhuriyet University	31.03.2007	2008 – 2012
8- Trakya University	31.03.2007	2008 – 2012
9- Adnan Menderes University	31.03.2007	2008 – 2012
10- Celal Bayar University	31.03.2007	2008 – 2012
11- Çanakkale Onsekiz Mart University	31.03.2007	2008 – 2012
12- Dumlupınar University	31.03.2007	2008 – 2012
13- İzmir High Technology Institute	31.03.2007	2008 – 2012
14- Kahramanmaraş Sütçü İmam University	31.03.2007	2008 – 2012
15- Mersin University	31.03.2007	2008 – 2012
16- Zonguldak Karaelmas University	31.03.2007	2008 – 2012
17- Eskişehir Osmangazi University	31.03.2007	2008 – 2012
18- Galatasaray University	31.03.2007	2008 – 2012
19- Supreme Agency of Atatürk Culture, Language and History	31.03.2007	2008 – 2012
20- The Scientific and Technical Research Council of Turkey	31.03.2007	2008 – 2012
21- Turkish Academy of Sciences	31.03.2007	2008 – 2012
22- Turkish Justice Academy	31.03.2007	2008 – 2012
23- General Directorate of Civil Aviation	31.03.2007	2008 – 2012
24- Turkish Accreditation Agency	31.03.2007	2008 – 2012
25- Turkish Standards Institute	31.03.2007	2008 – 2012

26-	National Boron Research Institute	31.03.2007	2008 – 2012
27-	Small and Medium Sized Industries Development Organization	31.03.2007	2008 – 2012
28-	Center for Studies for Development Exports	31.03.2007	2008 – 2012
29-	Turkish Cooperation and Development Agency	31.03.2007	2008 – 2012
30-	Authority for SAP Regional Development	31.03.2007	2008 – 2012
31-	Turkish Labor Agency	31.03.2007	2008 – 2012

### Group III

	<b>Deadline to Submit the First Strategic Plan to the Undersecretariat for Assessment</b>	<b>Period to be Covered by the First Strategic Plan</b>	
1-	Prime Ministry	31.01.2008	2009 – 2013
2-	Court of Accounts	31.01.2008	2009 – 2013
3-	Ministry of Finance	31.01.2008	2009 – 2013
4-	Ministry of Transport	31.01.2008	2009 – 2013
5-	Ministry of Labor and Social Security	31.01.2008	2009 – 2013
6-	General Directorate of Security	31.01.2008	2009 – 2013
7-	Undersecretariat of State Planning Organization	31.01.2008	2009 – 2013
8-	Undersecretariat of Treasury	31.01.2008	2009 – 2013
9-	Undersecretariat of Foreign Trade	31.01.2008	2009 – 2013
10-	Undersecretariat of Marine	31.01.2008	2009 – 2013
11-	Secretariat General for the European Union Affairs	31.01.2008	2009 – 2013
12-	State Personnel Presidency	31.01.2008	2009 – 2013
13-	Revenue Administration	31.01.2008	2009 – 2013
14-	General Directorate of State Meteorology Affairs	31.01.2008	2009 – 2013
15-	General Directorate for Petroleum Affairs	31.01.2008	2009 – 2013
16-	General Directorate of Press-Publication and Information	31.01.2008	2009 – 2013
17-	General Directorate of Social Assistance and Solidarity	31.01.2008	2009 – 2013
18-	Social Security Agency	31.01.2008	2009 – 2013
19-	Council of Higher Education	31.01.2008	2009 – 2013
20-	Student Selection and Placement Center	31.01.2008	2009 – 2013
21-	İstanbul University	31.01.2008	2009 – 2013
22-	Karadeniz Technical University	31.01.2008	2009 – 2013
23-	Atatürk University	31.01.2008	2009 – 2013
24-	Dicle University	31.01.2008	2009 – 2013
25-	Anadolu University	31.01.2008	2009 – 2013
26-	İnönü University	31.01.2008	2009 – 2013
27-	Fırat University	31.01.2008	2009 – 2013
28-	Ondokuz Mayıs University	31.01.2008	2009 – 2013
29-	Selçuk University	31.01.2008	2009 – 2013
30-	Uludağ University	31.01.2008	2009 – 2013
31-	Erciyes University	31.01.2008	2009 – 2013
32-	Gazi University	31.01.2008	2009 – 2013
33-	Marmara University	31.01.2008	2009 – 2013
34-	Mimar Sinan Fine Arts University	31.01.2008	2009 – 2013
35-	Yüzüncü Yıl University	31.01.2008	2009 – 2013
36-	Gaziantep University	31.01.2008	2009 – 2013
37-	Abant İzzet Baysal University	31.01.2008	2009 – 2013
38-	Afyon Kocatepe University	31.01.2008	2009 – 2013
39-	Gaziosmanpaşa University	31.01.2008	2009 – 2013
40-	Gebze High Technology Institute	31.01.2008	2009 – 2013
41-	Harran University	31.01.2008	2009 – 2013
42-	Kafkas University	31.01.2008	2009 – 2013
43-	Kırıkkale University	31.01.2008	2009 – 2013
44-	Kocaeli University	31.01.2008	2009 – 2013

45- Muğla University	31.01.2008	2009 – 2013
46- Mustafa Kemal University	31.01.2008	2009 – 2013
47- Niğde University	31.01.2008	2009 – 2013
48- Pamukkale University	31.01.2008	2009 – 2013
49- Sakarya University	31.01.2008	2009 – 2013
50- General Directorate of Higher Education, Credit and Dormitories Agency	31.01.2008	2009 – 2013
51- General Directorate of State Theatres	31.01.2008	2009 – 2013
52- General Directorate of State Opera and Ballet	31.01.2008	2009 – 2013
53- Electric Power Affairs and Studies Agency	31.01.2008	2009 – 2013
54- Turkish Atomic Energy Agency	31.01.2008	2009 – 2013
55- Authority for Special Environmental Protection	31.01.2008	2009 – 2013
56- Privatization Administration	31.01.2008	2009 – 2013
57- Agency for Punishment and Execution and Custodies Workshops	31.01.2008	2009 – 2013
58- General Directorate of Pension Fund	31.01.2008	2009 – 2013
59- Social Insurance Institution	31.01.2008	2009 – 2013
60- General Directorate of BAG-KUR (Social Security Institution for Craftsmen, Artisans, and other Self-employed)	31.01.2008	2009 – 2013

#### Group IV

	<b>Deadline to Submit the First Strategic Plan to the Undersecretariat for Assessment</b>	<b>Period to be Covered by the First Strategic Plan</b>
1- Turkish Grand National Assembly	31.01.2009	2010 – 2014
2- Presidency of the Republic	31.01.2009	2010 – 2014
3- Constitutional Court	31.01.2009	2010 – 2014
4- Supreme Court of Appeals	31.01.2009	2010 – 2014
5- Council of State	31.01.2009	2010 – 2014
6- Ministry of Justice	31.01.2009	2010 – 2014
7- Ministry of Interior	31.01.2009	2010 – 2014
8- Ministry of National Education	31.01.2009	2010 – 2014
9- Ministry of Public Works and Settlement	31.01.2009	2010 – 2014
10- Ministry of Health	31.01.2009	2010 – 2014
11- Ministry of Agriculture and Rural Affairs	31.01.2009	2010 – 2014
12- Ministry of Industry and Trade	31.01.2009	2010 – 2014
13- Ministry of Energy and Natural Resources	31.01.2009	2010 – 2014
14- Ministry of Culture and Tourism	31.01.2009	2010 – 2014
15- Ministry of Environment and Forestry	31.01.2009	2010 – 2014
16- Presidency of Religious Affairs	31.01.2009	2010 – 2014
17- Undersecretariat of Customs	31.01.2009	2010 – 2014
18- General Directorate of State Hydraulic Works	31.01.2009	2010 – 2014
19- General Directorate of Land Registry and Cadastre	31.01.2009	2010 – 2014
20- General Directorate of Agricultural Reform	31.01.2009	2010 – 2014
21- General Directorate for Forestry	31.01.2009	2010 – 2014
22- General Directorate of Social Services Child Protection of Children	31.01.2009	2010 – 2014
23- Ahi Evran University	31.01.2009	2010 – 2014
24- Kastamonu University	31.01.2009	2010 – 2014
25- Düzce University	31.01.2009	2010 – 2014
26- Mehmet Akif Ersoy University	31.01.2009	2010 – 2014
27- Uşak University	31.01.2009	2010 – 2014
28- Rize University	31.01.2009	2010 – 2014
29- Namık Kemal University	31.01.2009	2010 – 2014
30- Erzincan University	31.01.2009	2010 – 2014

31-	Aksaray University	31.01.2009	2010 – 2014
32-	Giresun University	31.01.2009	2010 – 2014
33-	Hitit University	31.01.2009	2010 – 2014
34-	Bozok University	31.01.2009	2010 – 2014
35-	Adiyaman University	31.01.2009	2010 – 2014
36-	Ordu University	31.01.2009	2010 – 2014
37-	Amasya University	31.01.2009	2010 – 2014
38-	General Directorate of Youth and Sport	31.01.2009	2010 – 2014
39-	General Directorate of Foundations	31.01.2009	2010 – 2014
40-	General Directorate of Mining Studies and Research	31.01.2009	2010 – 2014