

PERSONAL INFORMATION

Ana Novakovic

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Sex Female | Date of birth 20/12/1985 | Nationality Montenegrin

WORK EXPERIENCE

1 Oct 2009–Present

Executive director

Center for Development of Non-Governmental Organizations (CRNVO)

www.crnvo.me

- Responsible for the process of strategic planning and its implementation within the organization
- Communication with international organizations and institutions on the issues of civil society development
- Communication with Government and local self-government on the issues of civil society development
- Cooperation with civil society organizations in the country
- Writing new projects and manage communication with donors
- Coordinating work of all employees
- Managing financing sources
- Preparing plan for public relations
- Representing organization in the public

Business or sector NGO

1 Oct 2008–1 Oct 2009

Head of Department for Intersectoral Cooperation and Reform of Public Authorities

Center for Development of Non-Governmental Organizations (CRNVO)

www.crnvo.me

- Creating the strategic plan for the development of the Dept
- In charge for developing, promoting and controlling all running projects
- Writing new projects
- Coordinating realization of project activities
- Taking care of fundraising
- Communicating with donors
- Representing organization in the public
- Evaluating the work of other employees

Business or sector NGO

1 Sep 2007–1 Oct 2008

Project assistant

Center for Development of Non-Governmental Organizations (CRNVO)

www.crnvo.me

- Designing of the project ideas
- Project proposals writing (topics: citizen participation, cooperation between CSOs and Parliament, Government, Corruption on local level, Accountability and Transparency on local self-government...)
- Planning and realization of project activities
- Narrative project report writing

- Press clipping
- Attending different workshops, round tables and seminars regarding reform of public authorities and intersectoral cooperation organized by Government, CSOs or International Organizations

Business or sector NGO

EDUCATION AND TRAINING

- 1 Oct 2009–Present **Master degree**
Faculty of law, University of Montenegro, Podgorica (Montenegro)
- 1 Sep 2007–1 Sep 2008 **Specialist's degree**
Faculty of political science, University of Montenegro, Podgorica (Montenegro)
- 1 Sep 2004–1 Sep 2007 **Bachelor degree**
Faculty of political science, University of Montenegro, Podgorica (Montenegro)
- 1 Oct 2008–1 Dec 2008 **Certificate for successful achievement**
Centre for Development of Non-Governmental Organizations, Centre for Civic Education, European Movement in Montenegro
- School for European integration
- 1 Oct 2008 **Certificate for successful achievement**
Centre for Development of Non-Governmental Organizations
- Training for writing and managing projects funded by European Union
- 1 Mar 2010–1 Apr 2010 **Certificate for successful achievement**
Technical Assistance for Civil Society Organizations
- Training for managing projects funded by European Union

PERSONAL SKILLS

Mother tongue(s) Montenegrin

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	C2	C2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills I had a chance to experience atmosphere of the team work while performing professional activities

that are listed below:

- Team work within all the programmes and projects of the Centre for Development of Non-Governmental Organizations (CRNVO), 2007 - still
- Team work for preparation training manuals and programmes (work with representatives of international organizations and public authorities)
- Team work in preparation of strategic documents CSOs (many local NGOs, Red Cross Montenegro)

Organisational / managerial skills

I have significant experience in organisation of:

- Education programmes for adults in fields of civil society development
- Seminars
- Meetings (on various levels, from local communities to international meetings)
- Round tables
- Working teams in various fields of professional work (Task Forces)
- NGO structure and NGO networks

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Basic user

Digital competences - Self-assessment grid

Other skills

From 2012- member of the working group for negotiations for Chapter 23
 2014- Vice President of the Council for cooperation between Government and CSOs
 From 2018- member of the Council for cooperation between state bodies and CSOs

From November 2017- present: President of the Managing Board of Coalition of NGOs "By cooperation towards the goal"

From July 2016- Member of a Managing board of Balkan Civil Society Development Network, BCSDN, www.bcsdn.net

From 2016 – 2019 : Senior Expert for training of civil servants on standards of public consultations in the preparation of laws in EU funded project 'Technical Cooperation for the Development of Institutional Mechanisms for the Cooperation between the Government and Civil Society Organisations in Montenegro'. Description of the assignment: 1) Deliver training on minimum standards of public consultations to the staff of ministries and government offices responsible for drafting legislation/policies and conducting public consultations, in accordance with new Regulation on Cooperation between Public Administration Bodies and Cooperation with NGOs in preparing new Laws; 2) Support to organizing pilot public consultations on selected draft laws; 3) Support to the upgrade and implementation of the methodology for monitoring and reporting on the implementation of public consultations standards with key indicators

From 2016-2019: **National Consultant for the ReLoad project implemented by UNDP and funded**

by the EU. Description of the assignment :1) Performing in-depth analysis for each administrative level capturing the overall legal framework for NGO and funding and practices in Montenegro (at the national level and in all 23 LSG). 2)Performing in-depth analysis for each of 5 ReLOaD partner LSUs (Tivat, Kotor, Podgorica, Niksic and Pljevlja) regarding the existing systems for disbursement of municipal funds to NGOs, including revision of a municipal budget lines foreseen for these purposes.

In 2016 (February- November) - Consultant of the Integrity Building Initiative of Urban Partnership Program Phase II (UPP II). Description of the assignment: To support the selected municipalities in Bosnia and Herzegovina and Montenegro in the development of concise Integrity/ Anticorruption Strategic and Action Plan.

From March 2012 – present : member of the working group for preparations of negotiations for chapter 23- Judiciary, fight against corruption and fundamental freedoms .

From September 2014 -Deputy President of the Council for development of civil society organizations.

Since 2008,- member of CRNVO team of trainers in the areas:

- project proposal writing
- strategic planning
- project cycle management for EU funds

-Provided numerous trainings for CSOs on project proposal writing, strategic planning and PCM EU

-Provided numerous trainings for public officials on cooperation with civil society and

-Participation in drafting public policies for development of civil society on local and national level

ADDITIONAL INFORMATION

Publications

Co-author of the publication " Situation report in the area of Judicial Reform and Human Rights (Chapter 23) in Montenegro in the period of 1. October 2013 to 10. April 2014 " - Coalition for Monitoring the Accession Negotiations with the European Union - Chapter 23

Co-author of the publication " Situation report in the area of Judicial Reform and Human Rights (Chapter 23) in Montenegro in the period of 10. October 2012. to 10. April 2013 " - Coalition for Monitoring the Accession Negotiations with the European Union - Chapter 23

Co-author of the publication " Good governance in local self-governments in Montenegro - Report on compliance with the principles of good governance in local self-governments in Montenegro in 2013 " - OSCE Mission to Montenegro and CRNVO

Co-author of the publication " Guidelines for practical application of decree of the manner and procedure for conducting public debate in drafting laws " - CRNVO, 2013.

Co-author of the publication " Guidelines for practical application of the decree on the manner and procedure of cooperation between state administration authorities and non-governmental organizations " - CRNVO, 2013.

Co-author of the publication " Annual report on cooperation between local self-governments and NGOs in Montenegro (2007 and 2008) " - CRNVO

Co-author of training manuals for transparency and accountability of local self-governments

Co-author of the publication " Report on application of the Law on Non-Governmental organizations in Montenegro (1. January 2012 - 31. January 2014) " - CRNVO

Co-author of the publication " How to understand and influence on the process of local budget making" - CRNVO

Co-author of the publication " Manual for the implementation of the code of good practice for civil participation in decision making process " - CRNVO and CNVOS