



**Republika e Kosovës**  
**Republika Kosova-Republic of Kosovo**  
*Qeveria - Vlada - Government*

*Ministria e Administrimit të Pushtetit Lokal*  
*Ministarstvo Administracije Lokalne Samouprave*  
*Ministry of Local Government Administration*

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Department for European Integration and Policy Coordination

Work Report of the Ministry of Local  
Government Administration  
January - March 2023

*Prishtine, April 2023*

**T**his report presents the work of Ministry of Local Government Administration for the period January – March 2023.

The report summarizes activities of all MLGA departments/organizational units focusing on four main areas, which constitute work objectives of the ministry according to the annual plan for the year 2023.

The Report is drafted by the Division for Policy Coordination.

The accuracy of the data is a responsibility of the Departments and organizational units of MLGA.

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## Abbreviations

EA	European Agenda
AKM	Association of Kosovo Municipalities
WB	World Bank
BIRN	Balkan Investigative Journalism Network
COVID 19	Coronavirus – the pandemic
ECDC	European Center for Disease Prevention and Control
GIZ	German Society for International Cooperation
EI	European Integration
KIPA	Kosovo Institute for Public Administration
NIPH	National Institute of Public Health
LLSG	Law on Local Self-Government
MESTI	Ministry of Education, Science, Technology and Innovation
MFT	Ministry of Finance and Transfers
MIA	Ministry of Internal Affairs
MLGA	Ministry of Local Government Administration
SAA	Stabilization Association Agreement
MoH	Ministry of Health
OSCE	Organization for Security and Cooperation in Europe
LG	Local Government
NPISAA	National Program for the Implementation of the Stabilization Association Agreement
CG	Central Government
OCMIAPA	Operational Center of the Ministry of Internal Affairs and Public Administration
CDPC	Centers for Disease Prevention and Control
WHO	World Health Organization
EOC	Emergency Operations Center
SDC/DEMOS	Swiss Agency for Development and Cooperation
SIDA	Swedish International Development Agency
MPMS	Municipal Performance Management System
SVL	Strategy on Local Self-Government
EUs	Emergency Units
SLED	Strategy for Local Economic Development
UNDP	United Nations Development Programme
USAID	US Agency for International Development
OSP	Office for Strategic Planning

## Introduction

Ministry of Local Government Administration (MLGA) based on its legal mandate, the objectives of the Strategy on Local Self-Government 2016-2026, and the Annual Work Plan for 2023, has carried out the planned activities for the period January-March 2023. The report reflects the achievements according to defined areas, which are integrated within the National Development Plan. The reported activities fall into five main work objectives, as follows:

- Increasing local economic development through financial support of municipalities based on performance;
- Advancement of inter-municipal, international municipal and cross-border cooperation;
- Advancement of policies and legal framework for local self-government;
- Increase of municipal performance, promotion of human rights and capacity development;
- Administration and finances, audit and procurement.

The annual report is based on the data gathered from activities carried out by MLGA departments and units / divisions, such as:

- Department for Sustainable Municipal Development;
- Department for Inter-municipal and Cross-border cooperation;
- Department for European Integration and Policy Coordination;
- Legal Department and Monitoring of Municipalities;
- Department for Municipal Performance and Transparency;
- Department of Finance and General Services;
- Division for Public Communication;
- Internal Audit Division;
- Procurement Division.

Concerning the report methodology, reports from the respective units of the MLGA have been taken into account, which have been analyzed and set according to the objectives and activities set in the annual work plan. The report is based on the quantitative and qualitative indicators for the activities carried out and is a descriptive report on the activities of MLGA for the period January – March, 2023.

## Executive summary

**M**inistry of Local Government Administration has achieved to implement the activities foreseen with the annual work plan for the period January –March 2023. The annual plan is a document based on the main objectives of the Strategy on Local Self-government 2016-2026, and in other relevant documents of the government. During this period a considerable progress has been made in the field of local economic development, as well as completing of the legal and sublegal framework on local self-government, improvement of the efficiency of municipal services, strengthening of municipal transparency, promotion of gender equality, e-government, expanding of the cooperation with partners/donors through mutual projects, cooperation with the civil society, improvement of the inter-sectorial cooperation, inter-municipal cooperation, international municipal and cross-border cooperation, increase of professional capacities of municipalities and many other fields.

In the framework of the development of policies for Local Self-Government, the focus has been placed on the monitoring of the Strategy for local economic development, and a report has been prepared regarding the implementation of the action plan for the Strategy for Local Economic Development. With regards to the National Program for Local Economic Development 2023-2029, the draft of NPLED has been finalized and the same will be sent for the public and preliminary consultation procedure.

Programs for financing capital projects of municipalities are one of the main instruments of direct support of municipalities in the field of economic development. MLGA has prepared the draft criteria for financing municipal projects in the field of inter-municipal cooperation and infrastructure projects. Also, the draft criteria for financing projects within the program for support for infrastructure projects for communities have been prepared.

During this period, the Ministry of Local Government Administration has given great importance to the advancement of the municipal performance system and the performance-based grant scheme. MLGA has coordinated activities with municipalities regarding the necessary documents for application for the Municipal Performance Grant, as well as the draft agreements of understanding for the financing of projects by MPG have been prepared. The MLGA sent the case to MFLT for a financial opinion, thus the financial opinion was received, and on 27.03.2023 the completed case was sent to the government to include it on the agenda.

In the period January - March 2023, MLGA continued the activities related to the support of municipalities for inter-municipal and international cooperation for the year 2023. MLGA continued the activities with donors, respectively with the OSCE regarding the implementation of joint activities for the year 2023. The draft criteria for financing municipal projects in the field of inter-municipal cooperation have been prepared. Also, in this time period, the cross-border cooperation has continued as part of the three programs: Kosovo - Albania, Kosovo - Macedonia and Kosovo - Montenegro.

As for the World Bank M4Y project, January 30, 2023 was the official closing date of the project, thus according to the agreement between the World Bank and MLGA, the project was extended for another 18 months until July 31, 2024. With the restructuring of the project for the second round, it was agreed for the project to expand its coverage with some new municipalities which will be selected based on the agreed criteria.

The Ministry of Local Government Administration has also given special focus to the development and advancement of legislation according to the legislative program for 2023 and other documents, which are in the process of being drafted and supplemented/amended, as follows: 2 draft laws, 4 instructions administrative and 1 ex-post assessment.

In the period January - March 2023, the assemblies were operating in 36 municipalities of the Republic of Kosovo, holding regular meetings. Municipal assemblies have held 153 meetings, of which 100 regular meetings, 19 extraordinary meetings, 2 urgent meetings and 32 solemn meetings. During this period, a total of 593 acts were received, of which 43 regulations and 550 decisions of the municipal assemblies. Out of a total of 593 acts, MLGA has assessed 248 acts, while another 345 acts have been sent to the line Ministries. Thus 51 illegal acts were found, of which 6 acts were re-examined, while 2 acts were sent to the Ministry of Justice.

Regarding the preliminary consultation of the acts of the sectorial ministries and their compatibility with the legislation on local self-government, a Working Group was established within the ministry which is responsible for reviewing the acts for prior consultation, however, in this period there were no requests regarding issuing the declaration of the compatibility of the sectoral legal acts with the legislation on local self-government. While, in relation to the notification letters addressed to the municipalities, in this time period only one request for preliminary consultation was received, 44 requests and 10 complaints received from physical and legal persons were reviewed.

In order to reflect the activities developed by the municipal assemblies, the Report on the functioning of the municipal assemblies for the period January - December 2022 has been drafted and published.

MLGA has led a very important process for addressing the obligations of the municipalities arising from the European agenda. In this period, the Report on the fulfillment of the obligations of the municipalities from the European Agenda for the year 2022 was drafted. During the year 2022, the municipalities managed to fulfill 64% of the activities in the field of political criteria, 81% in terms of economic criteria, and 63% in the field of European standards, while the overall level of fulfillment of municipalities' obligations arising from the European agenda for 2022 is 69%. The Report on the Implementation of the National SAA Program for 2022, and the Report on the Implementation of the Action Plan of ERA II (PV ERA II) for 2022 have been prepared. Also, the Obligations of municipalities and MLGA have been identified and proposed by PKZMSA, and the MLGA Input for the EC report for the period June 15, 2022, March 31, 2023 has been prepared.

MLGA has continued to support municipalities in the implementation of policies in the field of human rights. In this period, the annual report on human rights for 2022 was drafted. The report included the segment of human rights from the field of gender equality, the operation of the unit for human rights in municipalities, gender equality, domestic violence, the rights of persons with disabilities, children's rights, protection from discrimination, prevention of human trafficking, community rights and language rights in the municipalities of the Republic of Kosovo.

MLGA has started the process of digitalizing municipal services through the development of the E-MUNICIPALITY platform. This platform will be at the service of citizens to increase their participation in decision-making at the local level, and will be at the service of the municipalities themselves for the digitalization of municipal services. Thus MLGA, as the leader of this process, has



started with the development of the first phase of the platform, which is being developed by a contracted company through procurement procedures.

MLGA has provided continuous information to the public, media, civil society, foreign international organizations, as well as interested parties regarding the developed activities. However, regarding open government as one of the basic principles of the work of the Government of the Republic of Kosovo, at the initiative of the MLGA, the Government of the Republic of Kosovo has decided to start drafting the National Action Plan for open government as part of the Open Government Partnership - OGP. The National Action Plan 2023-2025 has been drafted and has gone through two processes of preliminary consultation and public consultation until September 30, 2022 and has been approved by the Government.

MLGA has started the process of digitalizing municipal services through the development of the E-MUNICIPALITY platform. This platform will be at the service of citizens to increase their participation in decision-making at the local level, and will be at the service of the municipalities themselves for the digitalization of municipal services. Thus MLGA, as the leader of this process, has started with the development of the first phase of the platform, which is being developed by a contracted company through procurement procedures.

The Ministry of Local Government Administration has continued with the involvement of civil society in the drafting of policies and legislation for local self-government and in the implementation of the strategy for local self-government 2016-2026. Also, the cooperation with the Consultative Forum for Local Government has continued.

Regarding the number of employees in MLGA, we currently have 105 officials, of which 17 officials are political staff, while 88 are civil servants. Of the 88 civil servants, 41 are men or 46.59%; and 47 women or 53.41%. Whereas, in terms of ethnicity, there are: 78 Albanians or 88.64%, 9 Serbs or 9.09% and 2 Turks or 2.27%. With regards to managerial positions, 1 head of the department is female and 8 heads of division, while there are: 3 heads of department men and 7 heads of division.

The Internal Audit Unit (IAU) proceeded to the senior management of MLGA and to the Central Harmonizing Unit of Internal Audit (IAU-AB) the report of the second half of the year for the period July-December 2022 and the annual report for the year 2022 of the work of the IAU. During this period, the 1st meeting was held with the Audit Committee and the senior management of MLGA and currently is in process the audit of: "*Management of MLGA vehicles*".

## I. Increase of local economic development through financial support of municipalities based on performance

The activities implemented within the first objective, are grouped into 3 main areas as follows:

- Drafting of policies for local economic development;
- Financing of municipal projects;
- Management of municipal performance.

### 1.1. Development of the strategic framework for local economic development

MLGA on an annual basis monitors and reports on the implementation of the action plan of the Strategy for Local Economic Development (SLED) 2019 - 2023. For this purpose, a letter has been sent to the municipalities and line ministries to report on the implementation of the activities resulting from the action plan SLED. The data were received from 31 municipalities and from the line ministries, and the action plan report was prepared, which was sent to the ZPS.

Regarding the drafting of the National Program for Local Economic Development 2023-2029, the final draft of the SLED has been prepared and the same has been sent to the management for comments before being sent for the public and preliminary consultation procedure. Meanwhile, regarding the preparation of recommendations for the improvement of the municipal budget processes, a letter was prepared with the proposals of the MLGA and the same was sent to the office of the Minister of the Ministry of Finance, Labor and Transfers.

- The report of the municipalities' expenses for the year 2021 has been drafted;
- The report of the own revenues of the municipalities for the year 2021;
- The annual report of capital investments for projects for 2022.

### 1.2. Financing of municipal projects

Programs for financing capital projects of municipalities are one of the main instruments of direct support of municipalities in the field of economic development. MLGA has prepared the draft criteria for financing municipal projects in the field of inter-municipal cooperation and infrastructure projects. Also, the draft criteria for financing projects within the program for support for infrastructure projects for communities have been prepared.

### **1.3. Assessment of municipal performance**

During this period, the Ministry of Local Government Administration has paid great importance to the advancement of the municipal performance system and the performance-based grant scheme. MLGA has coordinated activities with municipalities regarding the necessary documents for the application for projects for the Municipal Performance Grant, as well as the draft agreements of understanding for financing of projects by MPG have been prepared. MLGA sent the case to MFLT for a financial opinion. The financial opinion was received, and on 27.03.2023 thus the completed case was sent to the government to be included in the agenda.

## **II. Advancement of inter-municipal, international municipal and cross-border cooperation**

The activities carried out under this objective are:

- Strengthening the inter-municipal and international municipal cooperation;
- Implementing cross-border cooperation programs;
- The World Bank project “Municipalities for Youth”.

### **2.1. Inter-municipal and international municipal cooperation**

In the period January - March 2023, MLGA continued the activities related to the support of municipalities for inter-municipal and international municipal cooperation for the year 2023. The activities with the donors, respectively with the OSCE regarding the implementation of joint activities for the year 2023 have continues. The draft criteria for financing municipal projects in the field of inter-municipal cooperation were prepared. During this period, a total of three (3) initiatives for inter-municipal cooperation were realized. MLGA is in the process of establishing a working group for the drafting the concept/program for the method, forms and criteria of financial and administrative incentive of inter-municipal cooperation.

As for international municipal cooperation, during this period a total of four (4) cooperation initiatives have been implemented. One (1) international municipal cooperation agreement was signed, while another (1) international municipal cooperation agreement is in the process of being finalized and signed.

### **2.2. Implementation of cross-border cooperation programs**

The cross-border cooperation has continued as part of three programs: Kosovo - Albania, Kosovo - Macedonia and Kosovo - Montenegro, under IPA II, 2014 - 2022.

#### **2.2.1. IPA II Programme Kosovo-Albania 2014-2020**

Under IPA II Kosovo-Albania 2014-2020 Program, the implementation and monitoring of the cross-border project "Pathway towards an efficient use of local natural resources" has continued, with a

duration of 30 months (April 2022 - October 2024), in the Municipality of Kurbin and the municipality of Suhareka in a total value of €420,167.00; the cross-border project "Enhancement of Biodiversity in Drini River Basin through Integrated Watershed Management - BIODRINI" implemented from February 2022 for a duration of 24 months in the Municipality of Kukes and the municipality of Rahovec in a total value of €462,104.50; the project "Eco - Tourism Routes in the Cross-Border Area for the Promotion of Alternative Tourism (ECO-ROUTES)" implemented from March 2022 for a duration of 24 months in the Municipality of Kukes and the municipality of Rahovec in a total value of €470,482.00; the project "Bridging Tourism through Cultural Heritage and Smart Solutions in Lezha and Gjakova" implemented from April 2022 for a duration of 30 months in the Municipality of Lezha and the municipality of Gjakova in a total value of 453,245.00; contracted by the Third Call.

The EU delegation has announced the 4th Call for project proposals on February 20, 2023 and the call will be open until May 22, 2023. Two information sessions were held for potential applicants in the program area (Lezhe, Albania and Rahovec, Kosovo). The Annual Implementation Report (AIR) 2022, the Work Plan for 2023 and the Communication and Visibility Plan for 2023 have been drafted. Also, the IPA III Programs 2022 - 2027 have been approved and published on the official website of the European Commission.

### **2.2.2. IPA II Programme Kosovo-Macedonia 2014-2020**

Under IPA II Program CBC Kosovo-Macedonia 2014-2020 - the implementation and monitoring of cross-border projects has continued, as part of the IV Call: "Pilot interventions for wastewater treatment and solid waste management in the cross-border region" Novoberde - Gjorgje Petrov, "CBCEcoKid"; Ferizaj – Cairi; and "Reviving crafts and building culture for joint touristic development", Prizren - Tetovo.

In the first three months of 2023, training was held for the beneficiaries of the IV Call. During this period, the Annual Implementation Report (AIR) for the year 2022, and the Work Plan for the year 2023 together with the Communication Plan were drafted and approved. Also, the IPA III 2022 - 2027 Programs have been approved and published on the official website of the European Commission.

### **2.2.3. IPA II Programme Kosovo-Montenegro 2014-2020**

Under IPA II Program CBC Kosovo-Montenegro 2014-2020 - during this period, the implementation of cross-border projects of the Second Call continued: "Creation of employment in Agriculture" Podgorica, Tuz and Istog, Peje; "Cross-border actions for the reproductive health sector" Andrijevica, Berane, Bijelo Polje, Guci, Petnjice, Plave, Kolashin, Mojkovac, Rozhaje, and Peje, Istog, Kline, Decan, Gjakove; and "Tourist center for a better tourist offer in less developed mountain countries" Andrijevica (Montenegro) and Decan (Kosovo).

Under the III<sup>rd</sup> Call, 10 projects have been contracted: Thematic Priority 1: Promotion of employment, labor mobility and social and cultural inclusion across the border: 3 projects; Thematic priority 2: Environmental protection, promotion of climate change adaptation and mitigation, risk prevention and management: 3 projects; and Thematic Priority 3: Encouraging tourism and cultural and natural

heritage: 4 projects. A project from the reserve list from the 3rd call is also in the contracting process. After contracting, the total number of projects will be 11 projects. In addition, trainings were held for the beneficiaries of the Third Call, as follows: Secondary Procurement, and Publicity and Visibility Reporting.

During this period, the Annual Implementation Report (AIR) for the year 2022, and the Work Plan for the year 2023 together with the Communication Plan were drafted and approved. A draft Financial Agreement for IPA III for the period 2021-2027 has been drafted and sent by the SO of Montenegro and to the SO in Kosovo for notification. This agreement, after being sent by the ZBE in Kosovo to NIPAC, must be approved/ratified by December 31, 2023.

### 2.3. Implementation of the World Bank project “Municipalities for Youth”

The project aims to increase socio-economic opportunities for marginalized youth (15-24 years) in

*The project 'Municipalities for Youth - Component I' or M4Y Project is a \$2.7 million grant provided by the Japanese Government through the Japan Social Development Fund (JPDF), which is administered by the World Bank.*

Kosovo. Through this project, the selected municipalities will address the socio-economic needs of young people, financing the initiatives that originate from them, with the aim of increasing cooperation between young people and local institutions, for solving community problems. The project is being implemented in 10 selected municipalities. The objective of the project is to improve the socio-economic inclusion of at least 3,000 marginalized young people in vulnerable communities in Kosovo through civic engagement and raising their capacities and skills. Over 2,200 applications for training

have been accepted from young people, of which 1,500 have been trained in soft skills and project management. Out of 200 targeted youth-led initiatives, 93 have been selected as winners and have started implementing projects. Out of 500 young volunteers who have been selected and trained, 258 are ready to engage in volunteer activities. Of the total of 93 distributed initiatives, 35 are in the range of 1-4,000 USD and 58 are in the range of 6-15,000 USD. Meanwhile, 24 community initiatives are implemented by youth NGOs and 69 by informal youth groups. Most initiatives focus on youth employment and micro-entrepreneurship. January 30, 2023 was the official closing date of the project, where according to the agreement between the World Bank and MLGA, the project was extended for another 18 months until July 31, 2024. With the restructuring of the project for the second round, it was agreed that the project would expand the coverage with some new municipalities which will be chosen based on the agreed criteria.

### III. Advancement of policies and legal framework for local self-government

The activities carried out during this period that are related to the fulfillment of the objective 2 of the Work Plan for 2023, which have been extended in the direction of:

- Drafting of planned draft laws and bylaws;
- Prior consultation of sectoral acts;
- Regular meetings with municipalities;
- Monitoring of municipalities;
- Addressing and implementing obligations from the European agenda;
- Policy coordination;
- Prepared reports.

#### 3.1. Drafting of legal acts and bylaws

The Ministry of Local Government Administration has given special focus to the drafting and progress of legislation according to the legislative program for 2023 and other documents, which are in the process of being drafted and amended/supplemented, as follows:

- Amendment/supplement of the Law No. 06/L-092 on the Allocation for Use and Exchange of Immovable Municipal Property (*the working group for preparing the draft act was established and held a meeting*);
- Administrative Instruction for the appointment of deputy mayors of municipalities (*a working group has been established for preparing the draft act*);
- Administrative Instruction for the standardization of the legality of municipal acts (*a working group has been established for preparing the draft act*);
- Amendment/supplement of the Administrative Instruction (MPL) No. 05/2020 on the procedure of establishment, composition and competencies of permanent committees and other committees in municipalities (*a working group has been established to prepare the draft act*);
- Administrative Instruction for an open local administration (*a working group has been established for preparing the draft act*);
- Ex post evaluation of the legal mechanisms for local democracy (*the working group for the drafting of the ex post evaluation was established and a meeting was held*).

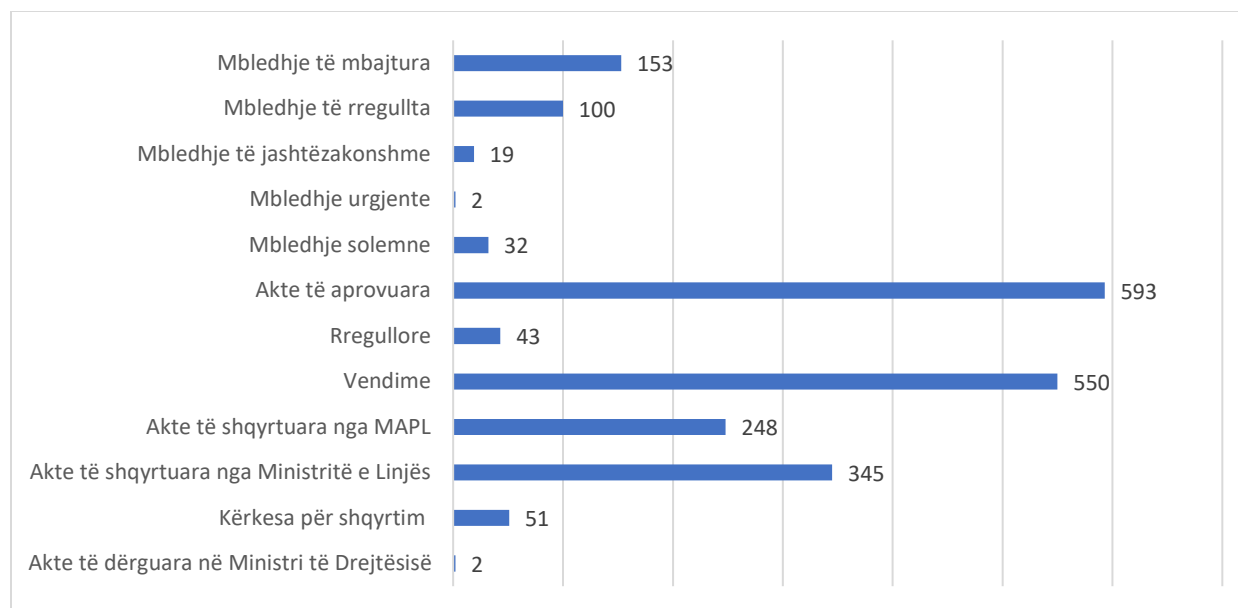
#### 3.2. Assessment of the impact of the policies in the field of local self-government

Regarding the preliminary consultation of the acts of the sectoral ministries and their compatibility with the legislation on local self-government, a Working Group was established within the ministry which is responsible for reviewing the acts for prior consultation. However, in this period there were no requests regarding giving the statement of the compatibility of the sectoral legal acts with the legislation for local self-government.

Whereas, regarding the notification letters addressed to the municipalities, in this time period only one request for preliminary consultation was received, 44 requests and 10 complaints from natural and legal persons were received and assessed.

### 3.3. Monitoring of municipal assemblies

In the period January - March 2023, the assemblies were operating in 36 municipalities of the Republic of Kosovo, (during this period the assemblies of the municipalities: Zveçan and Leposaviq were not operating), holding regularly meetings. Municipal assemblies have held 153 meetings, of which 100 regular meetings, 19 extraordinary meetings, 2 urgent meetings and 32 solemn meetings. The meetings of the municipal assemblies were monitored through the telepresence system, as well as the physical presence of officials for the municipalities: North Mitrovica, Zubin Potok, Zveçan and Leposaviq. During this period, a total of 593 acts were received, of which 43 regulations and 550 decisions of the municipal assemblies. Out of a total of 593 acts, MLGA has assessed 248 acts, while another 345 acts have been sent to the line Ministries. There were 51 illegal acts that were found, of which 6 acts were reviewed, while 2 acts were sent to the MoJ.



**Diagram 1:** *The number of municipal meetings and acts reviewed during the period January - March 2023.*

The Ministry of Local Government Administration, in accordance with the legal mandate defined by the legislation on local self-government, monitors the municipalities on the basis of which it drafts periodic reports on the functioning of the municipalities of the Republic of Kosovo. Municipal bodies, are obliged to exercise their competences according to the Constitution, laws and by-laws of the Republic of Kosovo.

During this period, the Assemblies of 36 municipalities were operating, based on Article 86 of the Law on Local Self-Government. MLGA is obliged to draft and submit to the Government and Assembly of the Republic of Kosovo, the Annual Report on the functioning of the municipalities. This report was sent to the Government, Presidency and Assembly at the end of March 2023. In this period, the assemblies of the municipalities: Zveçan and Leposaviq were not operational.

### 3.4. Addressing the obligations deriving from the European Agenda

MLGA has coordinated activities with municipalities to address and implement obligations deriving from the European Agenda. In this period, the Report on the fulfillment of the obligations of the municipalities deriving from the European Agenda for the year 2022 was drafted. During the year 2022, the municipalities managed to fulfill 64% of the activities in the field of political criteria, 81% in field of economic criteria, and 63% in the field of European standards, while the overall level of fulfillment of municipalities' obligations deriving from the European agenda for 2022 is 69%. The Report on National Program for Implementation of the SAA for 2022, and the Report on the Implementation of the Action Plan of ERA II (PV ERA II) for 2022 have been prepared. Also, the Obligations of municipalities and MLGA have been identified and proposed by NPISAA. Additionally, the MLGA's Input for the EC report for the period June 15, 2022, March 31, 2023 has also been prepared.

In this period, MLGA held several meetings with representatives of the OSCE for the support of the consultation with the MOEI, as well as the ceremony of sharing awards for the municipalities that have approved the integrity plan (*challenge raised in the Country Report of EC*).

### 3.5. Policy coordination

During the period of the first quarter of 2023, meetings were held with departments and organizational units of MLGA for the coordination of planned activities in 2023, and the drafting of the annual work plan of MLGA for 2023 was completed, which was sent to coordinating secretariat of the government, the same has been published on the official website of MLGA. In this period, medium-term strategic priorities were identified, the National Plan for the Development of MLGA was drafted, and its harmonization with MTEF was done. Also, other documents have been drafted, such as:





## **IV. Increase of municipal transparency, promotion of human rights and capacity development**

The activities implemented during this period (January – March 2023) are related to:

- Monitoring the field of human rights in municipalities;
- Informing the public about MLGA activities;
- Transparency and accountability;
- Building municipal capacities; and
- Cooperation with civil society.

### **4.1. Activities in the field of human rights**

MLGA has continued to support municipalities in the implementation of policies in the field of human rights. In this period, the annual report on human rights for 2022 was drafted. The report includes the segment of human rights from the field of gender equality, the operation of the unit for human rights in municipalities, gender equality, domestic violence, the rights of persons with disabilities, children's rights, protection from discrimination, prevention of human trafficking, community rights and language rights in the municipalities of the Republic of Kosovo.

In this period, it is also drafted the work methodology for visits to municipalities, the human rights questionnaire, and collected data from the Human Rights Units in the Municipalities. The Analysis-Evaluation of the capacities of municipal structures and officials assigned to work with marginalized groups has been drafted. Drafting of the report from the activities in the identification problems/barriers of access in 5 municipalities (Peja, Gjilan, South Mitrovica, Gjakova and Mamusha). In order to improve children's rights at the local government level, we are working with the municipalities for the functioning of mechanisms for children's rights at the local level according to the legislation in force. Also, a preparatory meeting was held for the establishment of the Inter-institutional Mechanism for the Implementation of the Strategy and Action Plan for the Management and Control of Dogs with and without Owners in the Republic of Kosovo.

### **4.2. Drafting and approval of the National Action Plan 2022 - 2024 under the Open Government Partnership - OGP**

In the framework of open government as one of the basic principles of the work of the Government of the Republic of Kosovo, at the initiative of the MLGA, the Republic of Kosovo has decided to start drafting the National Action Plan 2023-2025 for open government within the Partnership for Open Government - PQH. The National Action Plan 2023-2025 has been drafted, thus it has and has gone through the two processes of preliminary consultation and public consultation until September 30, 2022 and afterwards has been approved by the Government.

### 4.3. Development of the state platform E-MUNICIPALITIES

MLGA has started the process of digitalizing municipal services through the development of the E-MUNICIPALITIES platform. This platform will be at the service of citizens to increase their participation in decision-making at the local level and will be at the service of municipalities themselves for the digitalization of municipal services. Thus MLGA, as the leader of this process, has started with the development of the first phase of the platform, which is being developed by a contracted company through procurement procedures.

### 4.4. Informing the public about the MLGA activities



During this period, MLGA has provided continuous information to the public, media, civil society, foreign international organizations, as well as interested parties regarding the developed activities. During this period, 9 requests for access to public documents were received and approved. In the official e-mail of MLGA, 19 requests/questions were received, of which 11 were answered. On the website of the MLGA, during this period, the following were published: in the News link: 8 information articles; daily activities there were 9 information; calls for proposals there was 1 document; procurement notices there was 1 document; job vacancies there were 6 documents; publications there were 15 documents; annual reports of MLGA there were 2 documents; annual plans of MLGA there

was 1 document; concept documents there was 1 document; review of legality there were 103 documents; as well as nine (9) information articles have been published on the official website of MLGA.

### 4.5. Internal reporting platform

Online reporting in the integrated monitoring and reporting system has continued. On a weekly basis, MLGA units have reported on the progress achieved. At the same time, the proceedings of the acts which are subject to the legality evaluation process continued.

### 4.6. Cooperation with the Civil Society

The Ministry of Local Government Administration has continued with the involvement of civil society in the drafting of policies and legislation for local self-government and in the implementation of the Strategy for Local Self-Government 2016-2026. Likewise, cooperation with the Consultative Forum for Local Government has continued.

#### **4.7. Capacity building of municipal officials**

MLGA, in accordance with the objectives of the Strategy for Local Self-Government, namely the strengthening of the institutional capacities of the municipalities, has undertaken actions to implement the activities foreseen in this field. In this regard, meetings have been held with KIPA and donors to coordinate activities regarding the organization of trainings for municipalities in accordance with the training plan, and to provide support in the implementation of the training plan and the assessment of training needs. In cooperation with MESPI and JICA, the workshop was carried out in the field: "Building capacities for waste management towards a healthy society Phase II". Based on the training plan, in cooperation with INDEP-GIZ-KIPA and the Department for Sustainable Municipal Development, a one-day training was held on the topic "Strategy for Local Economic Development".

## V. Administration, finance, audit and procurement

### 5.1. Administration and finance

During the period January-March 2023, the preparation of the standard receipt of petty cash and the setting of data for the requests made for Petty Cash was made. The Financial Statements for the year 2021 have been submitted. In continuation, the acceptance of the initiating requests for the allocation of funds to KFMIS, the registration of commitments and expenses in KFMIS has been made. Documents and invoices were received for processing of payments. It is analyzed and harmonized with the internal reports, the balance of the expenditure registration with the Treasury Department in the MF, which includes checking the KFMIS report, and reporting on a monthly basis. The Self-Assessment Questionnaire, List of Risks and related reports, Work Plan Report, Work Attendance Reports, every week it is submitted the Budget Report etc. During this reporting period, the 2024-2026 Draft Mid-Term Expenditure Framework was prepared and submitted. All assets and stock records have been registered. Also have been submitted: the accounting reports for the period: January-February 2023 on general expenses, and reports of unpaid invoices for the period January-February to the Ministry of Finance. During the month of March, the Periodic Report on the implementation of recommendations was prepared and sent to the General Auditor, as well as the action plan for improving the internal control system of public finances according to the government's decision.

Regarding the number of employees in MLGA, we currently have 105 officials, of which 17 officials are political staff, while 88 are civil servants. Of the 88 civil servants, 41 are men or 46.59%; and 47 women or 53.41%. Whereas, in terms of ethnicity, there are: 78 Albanians or 88.64%, 9 Serbs or 9.09% and 2 Turks or 2.27%. Regarding the managerial positions, 1 head of the department is female and 8 heads of the divisions. While men are: 3 heads of the departments and 7 heads of the divisions.

MLGA for the period January-March 2023 has initiated 1 request for recruitment-movement within the category, according to internal recruitment procedures. The electronic database with data for the MLGA staff has been updated, the management of official visits, the management of annual and medical leaves has been prepared. MLGA has identified the training needs, prepared the training plan and coordinated activities with KIPA in the field of staff training, where 2 officials participated in these trainings. A total of 79 requests for salary changes have been prepared, of which we have: 36 changes, 6 dismissals, 3 new employees, 1 temporary transfer, 3 bank account changes and 30 retroactive payments. Seven (7) decisions have been drafted for various compensations/overtime and all changes in the payroll have been forwarded to the Payroll Division - Treasury according to the requests received.

### 5.2. Internal audit

The Internal Audit Unit (IAB) has completed the work of 2022 by drafting and proceeding to the senior management of MLGA and to the Central Harmonizing Unit of Internal Audit (CHU-IA) the report of the second half of the year for the period July-December 2022 and the annual report for the year 2022 of the work of the IAU.

During this period, the 1st meeting was held with the Audit Committee and the senior management of MLGA and currently under the process of audit is the: "*Management of MLGA vehicles*".

### **5.3. Procurement**

During the period January - March 2023, the procurement division has developed its planned activities such as: supply contracts; employment contract; and service contracts.