*Prishtine, July 2024*



**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*

**Department for European Integration and Policy Coordination**

**Divizioni për Koordinim të Politikave**

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| Photo displaying partial image of two pie charts on a canvas-textured page |
| **Work Report of the Ministry of Local Government Administration January - June 2024** |
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**T**his report presents the work of Ministry of Local Government Administration for the period *January – June 2024*.

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 2024.

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

PQ 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 2024, has carried out the planned activities for the period January-June 2024. The report reflects the achievements according to the areas defined in this plan, also integrated within the framework of 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 reported data from the 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 for the period January - June 2024.

# 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.

## 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, within the framework of this activity, a report was drafted regarding the implementation of the action plan of SLED, which was sent to the Office for Strategic Planning. As for the implementation of the National Program for Local Economic Development 2023-2029, the implementing committee of the NPLED was created and the first meeting of the committee was held, thus the list of responsibilities of the carrying institutions for the implementation of the defined measures was also prepared.

For the support of municipalities in budget processes, a letter has been prepared for the Ministry of Finance, Labor and Transfers with recommendations in the process of defining municipal financing by the Grants Commission according to LFPL and LMFPP.

* The expenses report of the municipalities for the year 2023 has been drafted;
* The report of the own revenues of the municipalities for the year 2023 has been drafted;
* The annual report of capital investments for projects for 2023 has been drafted.

## Financing of municipal projects

The Ministry of Local Government Administration, as part of capital investments, has three programs:

* Programs for financing capital projects of municipalities
* Program for support of infrastructure projects for communities
* Co-financing with donors for the grant scheme based on municipal performance

*Programs for financing capital projects of municipalities* are one of the main instruments of direct support of municipalities in the field of economic development. For this program, MLGA has prepared the criteria for financing municipal projects in the field of inter-municipal cooperation and they have been sent to senior management. The project financing fund was launched on 30.01.2024 and within this call, applications were received from 7 municipalities with 9 projects which were evaluated by the commission, the report was drafted and the beneficiaries were notified. For the application process and the preparation of projects for co-financing with MLGA, a workshop was held with the municipal directors. While the agreements for the financing of the projects hasve not yet been signed for this matter, and the monitoring of the projects has not started.

Also for the *program for support of infrastructural projects for communities*, MLGA has prepared the criteria for financing municipal projects in the field of inter-municipal cooperation and they have been sent to senior management. The project financing fund was launched on 30.01.2024 and within this call, applications were received from 19 municipalities with 23 projects which were evaluated by the commission, the report was drafted and the beneficiaries were notified. Also for this program, for the application process and the preparation of projects for co-financing with MLGA, a workshop was held with the municipal directors. The agreements for the financing of the projects have not yet been signed and with regards to this issue the monitoring of the projects has not started.

As part of the co-financing with the donor for the grant scheme based on the municipal performance, the project process was coordinated with the beneficiary municipalities regarding the projects financed by the Municipal Performance Grant for the MLGA funds, and the completed case with 33 projects was sent to MFLT for financial opinion, and a positive opinion has been received from MFLT. While the Government's decision on the reallocation of funds was made on 12.05.2024. The pledge for the allocation of financial resources has been prepared.

Information related to project financing was prepared for third parties - access to public documents, and the first project progress report was sent to the management. The summary report of capital investments (2008 - 2023) of capital investments and the report of the last three years (2021 - 2023) of capital investments has been completed.

## 1.3. Assessment of municipal performance

Great importance has also been given to the advancement of the municipal performance system and the performance-based grant scheme. Regarding the measurement of the performance of the municipalities for the period January-March 2024, on February 15, 2024, the call for municipal performance reporting for the year 2023 was opened. All municipalities have been notified regarding the process of reporting the municipal performance 2023. The procedures of verification for the assessment of municipal performance for the period January-December 2023 have been standardized. The acceptance and preliminary evaluation of the data from the MPMS system was done, as well as the preliminary verification process was done in the MPMS, eliminating eventual technical/logical errors. The data processing and verification phase has been completed and the municipal performance report for 2023 is in the process of being drafted.

During this period, the social audit methodology was drafted, and the agreement for the Municipal Performance Grant funds is in the process of negotiation.

# 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.

## 2.1. Inter-municipal and international municipal cooperation

The Ministry of Local Government Administration has continued activities related to the support of municipalities for inter-municipal and international municipal cooperation, for the year 2024, for which it has held 4 meetings with donors to support activities. As part of the ***inter-municipal cooperation***, during this period 4 initiatives for inter-municipal cooperation were realized, two (2) Inter-municipal Cooperation Agreements were signed, a six-monthly report on Inter-municipal Cooperation Initiatives and Agreements for the Municipalities of the Republic of Kosovo was prepared and 8 Decisions have been evaluated for the legality of inter-municipal cooperation Initiatives and Agreements.

As for ***international municipal cooperation***, during this period a total of nine (9) international cooperation initiatives have been implemented, while no cooperation agreement has been reached, a six-month report on International Municipal Cooperation Initiatives and Agreements for the Municipalities of the Republic of Kosovo has been prepared and 5 decisions were evaluated for the legality of Initiatives and Agreements for international municipal cooperation.

The activities related to meetings with diplomatic missions accredited in Kosovo and accredited abroad, and the organization of the Conference in the field of international municipal cooperation, are in the process of being implemented.

## 2.2. Implementation of cross-border cooperation programs

The advancement of cross-border cooperation has continued as part of three programs: Kosovo - Albania, Kosovo - North Macedonia and Kosovo - Montenegro. Within the CBC IPA III AL-KS program, 2 monitoring visits were made to the projects that have been launched within the IPA II Calls as part of the "BioDrini" project in Rahovec and the "Mirdita Junik" project in Junik. Within the CBC IPA III MNE-KS program, 1 monitoring visit was carried out to the project financed under the third Call of IPA II, "Skills for Sustainable Employment in the Cross-Border Region of Montenegro and the Republic of Kosovo - No Borders!"

***Management of the Grant Contract for Technical Assistance within the three cross-border cooperation programs Montenegro - Kosovo, Albania - Kosovo and Kosovo - North Macedonia:***

* ***IPA III Program Kosovo-Albania -*** Under this program, were completed the activities such as: the annual report (AIR) for the implementation of the CBC program for the previous year, which was approved by the Joint Monitoring Committees, as well as the annual Communication plan and Visibility which is approved by JMC;
* ***IPA III Program Kosovo-Macedonia* -** Under this program, were completed activities such as: the annual report (AIR) for the implementation of the CBC program for the previous year which was approved by the Joint Monitoring Committees, the annual Communication and Visibility plan which was approved by the JMC, a bilateral meeting was held between the Operational Structures of the program on April 15, 2024, and the Partnership Agreement for the management of the Technical Assistance Grant Contract 2023/450-113 was ratified.
* ***IPA III Program Kosovo-Montenegro –*** Under this program, were completed activities such as: the annual report (AIR) for the implementation of the CBC program for the previous year which was approved by the Joint Monitoring Committees, the annual Communication and Visibility plan which was approved by the JMC, three monthly reports have been prepared and drafted for Grant Contract 454-567; the annual declaration, self-questionnaire and checklist that guarantees the efficient implementation of the program of the CBC Montenegro - Kosovo have been prepared and sent to the structure of the CBC in Montenegro, two reports have been prepared related to risk management under the implementation of the CBC Montenegro - Kosovo program.

***Management of calls for proposals within the three cross-border cooperation programs Montenegro - Kosovo, Albania - Kosovo and Kosovo - North Macedonia***

* ***IPA III Program Kosovo-Albania-*** Under this program, no activity has been developed for this objective.
* ***IPA III Program Kosovo-Macedonia*** - Under this program, the application package is being drafted for the opening of the first call for project proposals, one (1) training for managing the project cycle has been held, (4) trainings have been organized for preparation of project proposals only for local (and regional) authorities;
* ***IPA III Program Kosovo-Montenegro –*** Under this program, the application package for the opening of the first call for project proposals was finalized, and two PCM trainings were held.

***Capacity building for project beneficiaries under the three cross-border cooperation programs Montenegro - Kosovo, Albania - Kosovo and Kosovo - North Macedonia***

* ***IPA III Program Kosovo-Albania-*** Under this program, no activity has been developed for this objective.
* ***IPA III Program Kosovo-Macedonia-*** Under this program, 1 training was held for the beneficiaries of the 5th Call within IPA II (secondary procurement procedures PRAG 2021.1)
* ***IPA III Program*** ***Kosovo-Montenegro***– Under this program, the application package for the opening of the first call for project proposals was finalized and two PCM trainings were held.

**2.3.4 Checking of Cross-Border Cooperation programs**

For the financial check and verification of the funds of cross-border cooperation programs, in accordance with EU rules and standards and applicable local laws, the annual plan of on-the-spot check visits has been prepared and approved, and the same has been shared with the Finance Directorate and Contracting of EU Funds in the Ministry of Finance of Montenegro (CFCU/MNE).

All (11) beneficiary contracts from the III (third) call for proposals have been accepted. Final verification report CFCU/MNE 148. CFCU/MNE 147 CFCU/MNE CFCU/MNE 149 has been completed.

The confirmation letter for the Contracting Authority regarding the acceptable and non-acceptable expenses of the beneficiaries of the second call CFCU/MNE 148. CFCU/MNE 147 CFCU/MNE CFCU/MNE 149 for project proposals has been drafted and sent. SBNK / HOS MNE, the annual management guarantee, the questionnaire and other accompanying documents for the year 2023 have also been finalized and sent.

Up to this reporting period, 1 field visit was carried out to the projects of the second call CFCU/MNE 147, as well as 1 field visit was carried out to the project: CFCU/MNE 147. There were 3 controls and verifications of expenses and requests for payment from the beneficiaries of the second call for the beneficiary CFCU/MNE 151 - CFCU/MNE 152-and CFCU/MNE 148, and 7 administrative verifications have been completed, of which 3 from the beneficiary of the second call and 4 administrative verifications of the third call. 7 On-Site Verifications (OTSV) visits were carried out to the beneficiaries of the second and third call. While from the third call, 6 OTSV visits were carried out to the beneficiaries: CFCU/MNE 223 - CFCU/MNE 231- and CFCU/MNE 230, CFCU/MNE 229 - CFCU/MNE 224 and CFCU/MNE 227. Also, 1 ad-hoc visit was made to the beneficiaries of CFCU/MNE 227. As part of these visits, a plan was drafted for the realization of the planned visits in the field during 2024 (On the Spot Check (OTSV).

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

The activities carried out during this period, which are related to the fulfillment of objective 2 of the Work Plan for 2024, 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 also given special focus to the development and advancement of legislation according to the legislative program for the year 2024 and other documents, which are in the process of being drafted and amended/supplemented, as follows:

* Ex-Post evaluation of the Law on the Capital City of the Republic of Kosovo, Prishtina – has been removed from the legislative plan of the MLGA for 2024;
* Administrative Instruction for the implementation of the law on the allocation for use of municipal property - This Administrative Instruction will begin to be drafted when the Law on the Allocation for Use of Municipal Property is approved in the Assembly;
* Administrative Instruction for the implementation of the Law on the Administrative Review of Municipal Acts - This Administrative Instruction will begin to be drafted when the Law on the Administrative Review of Municipal Acts is approved in the Assembly;
* Administrative Instruction (MLGA) No. Xx/2024 on the Provision of Spaces in Municipal Facilities for Central Institutions that provide Services in the Municipality - has been drafted and sent to the Cabinet of the Minister.

## 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 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, which continuously accepts acts from line ministries for preliminary consultation. Whereas, regarding the notification letters addressed to municipalities, in this time period 79 requests and 20 complaints from natural and legal persons were received and assessed.

## 3.3. Monitoring of municipal assemblies

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. Municipalities, namely municipal bodies, are obliged to exercise their powers according to the Constitution, laws and by-laws of the Republic of Kosovo.

During this period, the Assemblies of 38 municipalities operated, 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 has been sent to the Government, the Presidency and the Assembly at the end of March 2024. Thus 6 reports have been drafted for the assessment of the legality of municipal acts for the period January-June 2024, 2 reports for the assessment of the legality of municipal acts by MLGA and the line Ministries, the periodic report on the functioning of the Municipalities for the period January-June 2024, as well as 1 meeting was held with the Chairpersons of the Municipal Assemblies.

In the period January - June 2024, assemblies operated in 38 municipalities of the Republic of Kosovo, holding regular meetings. Municipal assemblies held 308 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, Zvecan and Leposaviq. During this period, a total of 986 acts were received, of which 28 regulations and 858 decisions of the municipal assemblies.

**Diagram 1:** *The number of municipal meetings and acts reviewed during the period January – June 2024*

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

The role of municipalities in fulfilling obligations from the European agenda is extremely important in this process. A high number of SAA priorities are under the responsibility and competences of the municipal level, for which the European Commission every year pays special importance to highlighting the achievements and challenges of the municipalities in the EC report for the country. Regarding this process, the Ministry of Local Government Administration has coordinated activities with municipalities to address and implement obligations deriving from the European Integration agenda. During this period, the Report on the fulfillment of the obligations of the municipalities deriving from the European Agenda for the period January-December 2023 was drafted. Based on the data provided, during the year 2023 the municipalities of the Republic of Kosovo managed to fulfill 48% of the activities in the field of political criteria, 30% regarding economic criteria, and in the field of European standards they have realized 75% of the activities. The overall level of fulfillment of municipalities' obligations deriving from the European agenda for 2023 is 51%.

In order to carry out the activities of the European agenda, meetings were held with the OSCE mission in Kosovo, thus a two-day joint consultation was held with the Municipal Officials for European Integration in cooperation with the OSCE, in order to draft the comprehensive plan of the municipalities for the obligations deriving from the European agenda. European plan for the year 2024, the same plan has been updated with the comments of the participants as well as with the obligations of the municipalities and MLGA that originate from NPISAA.

During this reporting period, the Report of MLGA measures on the Implementation of the National European Integration Program for 2023 has been prepared. Also, the Obligations of municipalities and MLGA have been identified and proposed by NPISAA, and MLGA’s Input has been prepared for EC report for the period June 15, 2022-April 31, 2024.

During the period January-June 2024, a request was sent to the municipalities for reporting on the fulfillment of the European agenda for the period January-June 2024, and the report on the fulfillment of the obligations of the municipalities deriving from the European agenda for the period January-June 2024 is in the process of being drafted.

## 3.5. Policy coordination

During this period, much importance was given to the development of the policies of the MLGA work plan and the National Development Program. For the proper implementation of these policies, meetings were held continuously with departments and organizational units of MLGA for coordinating the activities. Thus the drafting of the annual work plan of MLGA for the year 2024 was completed and the same was published in the official website of MLGA. The report has been prepared for the period October-December 2023 and January-March 2024 regarding the implementation of MLGA activities under the National Development Program 2024-2026. Also, during this period, other documents were drafted, such as:

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

The activities implemented during this period (January – June 2024) 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 and municipal transparency

MLGA has continued to support municipalities in the implementation of policies in the field of human rights. In this period, the questionnaire for human rights in the municipalities was drafted, the questionnaire was based on 10 areas such as: *the functioning of the unit for human rights, gender equality, domestic violence, the rights of the child, the rights of persons with disabilities, the rights of the Roma, Ashkali and Egyptian communities, the functioning of the MOCRs, as well as the rights to language and the use of the official language*.

Reports such as: the annual report on human rights for 2023, the report on the Monitoring of Indicators for Protection from Discrimination and the report on the use of official languages ​​2023 have been drafted.

During this period, MLGA has sent the information letter to all the municipalities of the Republic of Kosovo to inform them about the start of the campaign for free registration of Roma, Ashkali and Egyptian communities. Also under the ROMACTED II program, two workshops were organized with representatives of ten partner municipalities: *Ferizaj, Fushe Kosove, Gjakove, Gracanice, Istog, Kamenica, Lipjan, South Mitrovica, Obiliq and Prizren*, including other municipalities such as: Gjilan and Ferizaj. The purpose of the workshops was to collect data related to the needs of the communities and to identify unregistered individuals.

For the promotion of human rights, a three-day workshop was held with the support of the "Gender Equality Facility" Project, which is being implemented by UNWomen Kosovo and financed by the European Union, which is organized with the aim of learning and exchange between institutions engaged in the implementation of the European Charter for Gender Equality of women and men in local life, exchange of best practices between Kosovo and Albania (Municipality of Elbasan, Durres and Tirana), with the participation of 10 municipalities: Prishtina, Dragash, Kamenica, Klina, Ferizaj, Istog, Lipjan, Obiliq, and Suhareka (Human Rights Unit), held in Tirana. Also, in cooperation with the Organization "Voice of Roma, Ashkali and Egyptians", "Terre des hommes" and "HEKS", a three-day round table was organized, related to "Evaluation of the capacities of municipal structures mandated to work with marginalized groups/MLGA and "Regulation (GRK) No. 15/2023 on the Civil Service Admission Procedure". The participating municipalities were: Prishtina, Skenderaj, Podujeva, Prizren, Ferizaj, Kamenica, Mamusha, Istog, and Hani i Elezit. Another workshop was organized in cooperation with OGG/OPM and with support from OSCE regarding "Implementation of policies for the Roma, Ashkali and Egyptian community, with the participation of 22 municipalities: Prizren, Rahovec, Suhareka, Mamusha, Peja, Istog, Gjakova, Decan, Klina, Kamenica, Ferizaj, Gjilan Shtime, Novoberde, Lipjan, Prishtina, Fushe Kosova, Gracanica, Obiliq, Podujeva, Vushtrri and South Mitrovica.

MLGA in cooperation with OGG and Syri i Vizionit-Save the Children have drafted the monitoring framework for Children's Rights Teams in Kosovo Municipalities. Support for Children's Rights Teams in various municipalities of Kosovo has continued within the project "*Our Obligation to the Future - Protection of Children and Governance of Children's Rights*", for the Strengthening of Civil Society in partnership funded by the Swedish Agency for International Cooperation and Development - Sida. In this regard, two information sessions were held with the chairpersons and secretariat of the Children's Rights Teams. The monitoring framework for the Children's Rights Teams in the municipalities has been introduced, with the aim of providing assistance to the Teams in drafting the Team's work plans as required by the Law on Child Protection and the Administrative Instruction on the basis of which they were established. Also, in cooperation with the NGO Syri i Vizioni, the municipalities have been supported in the drafting of the Action Plan in the municipalities of: Prizren, Klina, Vitia, Gllogoc, and Ferizaj.

In order to implement the Administrative Instruction (GRK) No. 06/2022 for the establishment and operation of the Team for the Rights of the Child, MLGA has supported the municipalities in the establishment of the Team for the Rights of the Child in 34 municipalities. Also, in cooperation with OGG and the NGO Syri i Vizioni, workshops are being organized with 34 municipalities for support in the drafting of the Work Plan.

As for municipal transparency, the report on transparency of municipalities for the period January-December 2023 was drafted by monitoring the data through the official websites of the municipalities, and for the presentation of this report a meeting was held with the information officers in the municipalities. While assessment of municipal transparency has continued regularly, including the monitoring of municipal assemblies in terms of transparency, monitoring of the executive and accountability in terms of transparency, monitoring of municipal budget transparency, and transparency in public procurement, monitoring of public meetings with citizens and the implementation of minimum standards of public consultations.

Currently, MLGA is in the process of coordinating with USAID to develop activities for monitoring the implementation of the Administrative Instruction for Open Administration. Legal advice has been continuously provided on the drafting of acts and documents for transparency.

Meetings were also held with municipal officials where it was presented the report on the evaluation of transparency in municipalities for 2023, the draft Regulation on transparency as a legal obligation and the Manual for participatory budgeting as a legal obligation from Administrative Instruction No. 04/2023 for open administration in municipality.

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

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 developed the first phase of the E-Municipal platform and after the launch of the first phase of the E-MUNICIPAL platform, MLGA has continued with the development of the second phase of this platform which is under development.

For this platform, 3 municipalities were tested (South Mitrovica, Gjilan, Pristina) and were selected as pilot municipalities. On May 17, 2024, the launch ceremony of the e-municipality platform was held, namely the integration of 6 electronic services of the E-municipality platform into the E-Kosova platform, as follows:

* Direct broadcasts of municipal assembly meetings;
* Report problems in your municipality;
* Communicate with the municipal official;
* Initiate and contribute to public debates about your municipality;
* Information on municipalities;
* Assets of municipal officials.

These services will be accessible through the E-KOSOVA state platform in order to facilitate access for all citizens. Also, within the framework of the functionalization of the E-municipalities platform - phase 2, has been completed and is in the process of consideration, the request for the integration of three other services, as follows:

* Development of the municipal tax collection module;
* Development of the capital investment module;
* Development of the module for publication of the list of immovable properties of the Municipality, according to the relevant legislation for the use of the property of the Municipality.

## 4.4. Informing the public about the MLGA activities

During this period, continuous information was provided to the public, media, civil society, foreign international organizations, as well as interested parties regarding the developed activities. Thus 26 requests for Access to Public Documents have been received for which answers have been returned, 35 questions from the media and 35 answers have been provided, six (6) complaints have been received and six (6) answers have been provided, eight (8) requests have been received and eight (8) responses were provided.

The following have been published on the MLGA website during this period: In the publications link, 33 documents of the weekly expenses of the Minister's cabinet have been published; 16 announcements in Albanian and Serbian have been published in the job vacancies link; 4 information have been published in the news link in three languages ​​(Albanian, Serbian and English); in the daily activities link, 7 pieces of information have been published in three languages ​​(Albanian, Serbian and English); 46 documents in the Albanian language have been published in the call for proposals link; two (2) annual plans have been published in the link annual plans of MLGA; in the legality review link - 261 documents in Albanian and Serbian have been published; 8 documents in three languages ​​(Albanian, Serbian and English) have been published in the MLGA annual reports link. 5 information and 3 videos have been published on the social network - MLGA's official website - facebook (IPA Conference; Municipal Performance Grant Ceremony; Call for house construction).

122 daily reports of online media coverage have been prepared, 28 weekly reports of the weekly calendar of the Minister's activities in relation to the media, 3 monthly reports (January - March 2024) have been prepared regarding the questions received by the media, the answers returned by MLGA -, the requests for Access to Public Documents as well as the Conferences held during this period and has been reported to the Office for Public Communication in the Prime Minister's Office

Also in this period, two invitations were sent to the Mayors of the municipalities and the media regarding the regular meetings with the Prime Minister of the Republic of Kosovo.

## 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, where during this period in each group established for drafting of policies and legislation of the ministry included a member of the civil society.

## 4.7. Capacity building of municipal officials

In accordance with the objectives of the strategy for local self-government, namely the strengthening of the institutional capacities of the municipalities, actions have been taken to implement the activities foreseen in this field. In this regard, meetings have been organized 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 DEMOS, trainings were carried out for municipal performance coordinators on the topic *"Reporting of data in the Municipal Performance Management System (MPMS)”* for the year 2023 according to the revised System. Trainings were also carried out for reporting officials in the municipalities: Gjilan, Dragash, Prizren, Podujeve, Kllokot and Shterpce, a total of 7 training sessions were held, the beneficiaries were 271 municipal officials.

# V. Administration, finance, audit and procurement

## 5.1. Administration and finance

For the preparation of the cash flow plan for the year 2023, information has been collected regarding the anticipated time for the commitment and spending of funds, this plan has been submitted to the MF through the KFMIS system.

Also, during this period, the flow of funds allocation was monitored and changes were made to the expenditure plan. As for the annual financial report for the year 2022, it has been submitted to MFLT and all property and stock registrations have also been completed. The Medium-Term Expenditure Framework 2025-2027 has been prepared and submitted. During this period, a report was prepared for the list of risks for the period January-December 2023.For pledges, receipt of goods, expenditure and certification of items for payment, the initiating requests for the pledge of funds to KFMIS have been received, the items and invoices for payment processing have been received and recorded in the protocol book, the CPO has been prepared and the registration of commitments, expenses and certification in KFMIS has been carried out, the goods have been registered at KFMIS and recorded in the internal protocol book, the cases have been scanned, the electronic archiving in Share Folder as well as the physical archiving of cases has been carried out.

During this period, it is reported regarding the comparison of the KFMIS report and its analysis with the expense reports for the period January - December 2023 and on a monthly basis for the period January - February 2024. As for the objective of Patty Cash and Advances for official trips, the opening of petty cash for the administration and the cabinet, the preparation of the standard petty cash receipt and the placing of data on the spreadsheet for requests made for Petty Cash, the preparation of forms and the calculation of expenses before and after the return of the officials from the official visit, and the in cases where there were expenses the Credit Card was closed.

Reports on unpaid invoices and contractual obligations are being drafted in cooperation with the Procurement Division, reports on weekly budget expenditures, accounting reports, reports on commitments and expenses, reports on certification of cases, equalization reports of KFMIS and its analysis with expense reports on a monthly basis. For the management of the assets of MLGA during this period, the following was carried out: *the registration of assets over €1,000.00 in KFMIS, the registration of assets in the e-property system and the transfer of capital investments to the municipalities after the completion of the projects, also the budget needs were prepared for the request of budget money 2025/01 and PIP for the budget request 2025/01 which have been submitted to the MF*.

The budget of MLGA for 2024, together with the Donation (93 Council of Europe and WB-World Bank) is €15,148,466.11. From this amount, €2,033,869.94 or 15.02% of the budget was spent from the consolidated budget for the period January - June. The amount of €112,761.72 or 45.15% of the budget was spent from the 93 Council of Europe donation category, while the amount of €836,313.51 or 61.60% was spent from the World Bank - WB donation. In total, the budget of MLGA + Donations (93 Council of Europe and WB-World Bank) for the period January-June was spent in the amount of: €2,982,945.17 or 19.69% of the budget

MLGA for the period January-June 2024 has initiated 1 request for recruitment according to the recruitment procedures, the same request has been approved and published in the system. The management of official trips has been made (49 requests for official trips have been signed), 1 request for internship and an agreement has been made for the same request, as well as the electronic registration of students who have completed the internship in this period. Training needs have been identified and a training plan has been prepared. Regarding the field of staff training, a request from KIPA for training has been received. The monthly follow-up reports for the staff were prepared, 9 new ID cards were proceeded, a total of 45 requests for changes in the payroll were approved (the changes made were sent to the Ministry of Finance).

For this reporting period, according to the notification received from the Anti-Corruption Agency, the data in the system related to the declaration of assets have been updated.

## 5.2. Internal audit

The Internal Audit Unit (IAU) has completed the work of 2023 by drafting the report of the second half of the year 2023 and the annual report of the work of the IAU for the year 2023, which has been forwarded to the senior management of MLGA and the Central Harmonizing Unit for Internal Audit (CHU-IA).

During this period, the 1st meeting was held with the Audit Committee and the senior management of MLGA. The reports "Management of assets in MLGA" and "Management of human resources in MLGA" have been finalized and proceeded through the competent archive.

While the report of the first six months is currently being prepared and after approval by the Minister, the report will be sent to the Ministry of Finance, Labor and Transfers, specifically to the Central Harmonizing Unit for Internal Audit.

## 5.3. Procurement

During the period January - June 2024, requests for goods, services and capital have been collected from the Units and Departments of MLGA, after the collection of requests, the planning for the fiscal year has been completed. The procurement plan has been completed and processed to the General Secretary of MLGA and launched on the KRPP-AQP electronic platform. Under the procurement plan, activities have been developed within the framework of the planned contracts: *supply contracts, service contracts and capital contracts.*

In accordance with the requirements of the Departments, items such as: supply for the office, water apparatus, supply of other IT equipment, registration and insurance services of cars, cleaning of official cars of MLGA and technical control have been carried out. While the following activities and items are in the process: supply of IT MAPL PC and servicing and maintenance of official vehicles of the MAPL. Whereas for other supplies, there were no initiating requests. Also in this period, the report of signed contracts for the year 2023 was drafted.