



Project name: Increasing the Financial Autonomy and accountability at public higher education institutions in Kosova

Project acronym: FAITH

Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR

Subject:	Training for staff of the 4 group of faculties University of Prishtina "Hasan Prishtina"
Date:	June 06, 07, 08 and 09 2016
Venue:	University of Prishtina "Hasan Prishtina", 10000 Prishtine, Kosove
Prepared by	Vlora Prenaj
Status:	Minutes of the meetings

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INTRODUCTION

An innovative element of the internal trainings organized in Prishtina is that the software for financial management has been installed for the three public universities. In this aspect the internal trainings/workshops were an opportunity to introduce the Manual for the use of "Management of Budget and Finances".

Due to the large number of the faculties, the trainings for the 13 faculties of the University of Prishtina, were organized into 4 groups as follows:

The first Group, on 6th June 2016

1. Faculty of Philosophy
2. Faculty of Philology
3. Faculty of Sport Sciences
4. Faculty of Education.

The second Group, on 7th June 2016

1. Faculty of Mathematics and Natural Sciences
2. Faculty of Medicine
3. Faculty of Agriculture and Veterinary

The third Group, on 8th June 2016

1. Faculty of Engineering and Architecture
2. Faculty of Electrical and Computer Engineering
3. Faculty of Mechanical Engineering

The fourth Group, at 9th June 2016

1. Faculty of Law
2. Faculty of Economics
3. Faculty of Arts

Trainings for the staff of the four groups of faculties included: Financial Autonomy Accountability; IT- Systems for Financial Management; Resource allocation, internal governance and budgeting processes; Fundraising; University place Management. The trainings and meetings were delivered by UP's staffs, who have participated in the trainings, workshops and study visits.

The content of presentations described in the Minutes of June 6, 2016 is applicable for all the trainings held on June 6, 7, 8 and 9, 2016.

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Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR

Subject:	Training for staff of the 1 st group of faculties of the University of Prishtina "Hasan Prishtina"
Date:	June 06, 2016
Venue:	University of Prishtina "Hasan Prishtina", Faculty of Education, Conference Room
Prepared by	Vlora Prenaj
Status:	Minutes of the Meeting

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1. LIST OF PARTICIPANTS, June 6, 2016

No.	Name & Surname	Institution	Position
1.	Myrvete Badivuku	University of Prishtina "Hasan Prishtina"	Vice – Rector for Budget and Finance
2.	But Dedaj	University of Prishtina "Hasan Prishtina"	Project Coordinator
3.	Isak Shabani	University of Prishtina "Hasan Prishtina"	Director of Information Technology Services Rectorate – Central Administration
4.	Iilir Hajdaraj	University of Prishtina "Hasan Prishtina"	Director of the Department of Budget and Finances of the UP
5.	Defrim Krasniqi	University of Prishtina "Hasan Prishtina"	IT Officer at Faculty of Philology
6.	Ergyn Slllovinja	University of Prishtina "Hasan Prishtina"	Financial officer at Faculty of Philology
7.	Nuran Muhaxheri	University of Prishtina "Hasan Prishtina"	Vice Dean for Financial Issues at Faculty of Philology
8.	Milaim Mazreku	University of Prishtina "Hasan Prishtina"	Technical Officer, Faculty of Education
9.	Irfan Miftari	University of Prishtina "Hasan Prishtina"	Administrator at the Faculty of Education
10.	Vlora Prenaj	University of Prishtina "Hasan Prishtina"	Teaching Assistant at Faculty of Economics
11.	Luljeta Aliu	WUS Kosova	Project and Financial Manager at World University Service - Kosova
12.	Agim Zogaj	University of Prishtina "Hasan Prishtina"	Vice Dean for Financial issues at Faculty of Philosophy
13.	Mentor Maka	University of Prishtina "Hasan Prishtina"	Information Technology Officer
14.	Fisnik Bublaku	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer at Faculty of Sport Sciences
15.	Afrim Koca	University of Prishtina "Hasan Prishtina"	Professor at Faculty of Sport Sciences
16.	Shaban Ukshini	University of Prishtina "Hasan Prishtina"	Information Technology Officer
17.	Remzije Metaj	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer at Faculty of

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			Philosophy
18.	Vera Ahmeti Sopi	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer at Faculty of Education

2. AGENDA, June 6, 2016

Trainings for the staff of the 1st group of faculties

Venue: University of Prishtina "Hasan Prishtina", Faculty of Education, Conference room

Target faculties: Faculty of Philosophy; Faculty of Philology; Faculty of Sport Sciences; Faculty of Education.

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department.

June 6, 2016

Time	Topics	Venue
13.00	<ul style="list-style-type: none"> - Objectives of the Management of UP on Financial Autonomy and Accountability for a period of 5 years, Prof. Dr. Myrvete Badivuku, Vice – Rector for Budget and Finance - Financial autonomy and accountability of the Public Higher Education Institutions: Lessons learnt from the FAITH project – Prof. Dr. But Dedaj, Project Coordinator - IT – Systems for Financial Management –Modernization of the UP’s IT system of the financial management processes, supported via the project, Prof. Dr. Isak Shabani, Head of IT Department of the UP - Resource allocation, internal governance and budgeting processes, Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP, - Fundraising, Mrs. Luljeta Aliu, Project Manager, WUS Kosova - University Place Management, Ass. Vlora Prenaj, Faculty of Economics, UP 	Conference room

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3. MINUTES OF TRAINING FOR STAFF OF THE 1ST GROUP OF FACULTIES

First Group, on June 6th 2016

The staffs participating in the trainings were from the following faculties:

5. Faculty of Philosophy
6. Faculty of Philology
7. Faculty of Sport Sciences
8. Faculty of Education.

Prof. But Dedaj, Dean of the Faculty of Economics and Project Coordinator of the FAITH, made the opening of the training. The participants were informed about the project and its main outcomes.

Objectives of the Management of UP on Financial Autonomy and Accountability for a period of 5 years, was presented Prof. Dr. Myrvete Badivuku, Vice – Rector for Budget and Finance at University of Prishtina. The aim of the presentation was to provide an overview on the goals of the UP's management for a period of 5 years, on increasing financial autonomy and accountability at the Institution.

The second presentation was on "Financial autonomy and accountability of the Public Higher Education Institutions: Lessons learnt from the FAITH project" – Prof. Dr. But Dedaj, Project Coordinator. Prof. Dedaj presented to the participants types of autonomy: Academic autonomy (deciding on degree supply, curriculum and methods of teaching, deciding on areas, scope, aims and methods of research); Financial autonomy (acquiring and allocating funding, deciding on tuition fees, accumulating surplus); Organisational autonomy (setting university structures and statutes, making contracts, electing decision-making bodies and persons); Staffing autonomy (responsibility for recruitment, salaries and promotions). Finally, he spoke about the relevance of financial autonomy as a crucial point for universities to achieve its strategic aims.

Since the software has been installed in the system of the three universities, Prof. Dr. Isak Shabani, Head of IT Department of the UP, related to the Systems for Financial Management he presented the newly developed IT system for the financial management processes at the three public universities, which have contributed towards modernization of such processes. His presentation was combined with the theoretical and practical part, via showing to the staff the system via online login. While, Prof. Dr. Isak Shabani presented the system more

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from the IT point of view, Mr. Idir Hajdaraj, Director of the Department of Budget and Finance presented the system about from the point of "Resource allocation, internal governance and budgeting processes". His presentation was for the financial part of project.

Their presentation contained the following points from the current version of the Manual: ADMINISTRATION; GROUPS; FORMS; AUTHORIZATIONS; USERS;

LANGUAGES FACULTIES; DEPARTMENTS; BANKS; EMPLOYERS; BUDGET AND FINANCES; BUDGET APPROVAL; Reports – Approval; BUDGET ALLOCATIONS;

Reports – Allocations; COMMITMENT OF BUDGET; Reports for commitment budget; EXPENSE BUDGET; Reports of expenses; CERTIFICATION OF PAYMENTS; Reports of certification; SEARCHINGS (REPORTS); SUPPLIERS; SUPPLIER – BANK; ECONOMIC CATEGORYECONOMIC; SUBCATEGORY; ECONOMIC CODES; PROJECT CODES

REQUEST MODULE; REQUEST; REPORTS – REQUEST; REVIEW OF REQUEST; ARTICLES; ASSET CATEGORY; MEASUREMENT UNITS; Personnel Module; Personnel; ADMINISTRATIVE CONTRACT; REPORT OF ADMINISTRATIVE CONTRACT; ACADEMIC CONTRACT; REPORTS – ACADEMIC CONTRACT; FUNCTIONS; POSITIONS; QUALIFICATIONS; CODES SCIENTIFIC GRADES; LIST OF CABINET OFFICES.

Mrs. Luljeta Aliu, Project Manager at WUS Kosova, presented "Fundraising" topic. Her presentation was about: fundraising, impact of the international projects, difficulties and challenges of implementing international project in the context of Kosovar System, development of a logical framework matrix, based on ERASMUS+ template.

The final presentation was on University Place Management, presented by Ass. Vlora Prenaj, Faculty of Economics. Her presentation was the methodology of calculating student capacities at University of Prishtina, based on the model of Saarland University. This is a presentation of Jorg Hormman.

Conclusion from the meeting:

- The new IT system for financial management will make possible to the staff more effectively use the time during their working hours and contributing on unifying the templates and procedures related to financial management.
- Decrease bureaucracy
- Increase transparency through instant access in different financial information
- Minimization of errors during different financial calculations
- Certification of the IT officers for the use of the system;
- The new system will also enable to eliminate irregularities, especially in the part of electronic student management.

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Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR

Subject:	Training for staff of the 2 nd group of faculties of the University of Prishtina "Hasan Prishtina"
Date:	June 07, 2016
Venue:	University of Prishtina "Hasan Prishtina", Faculty of Medicine, Video Conference Room
Prepared by	Vlora Prenaj
Status:	Minutes of the Meeting

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1. LIST OF PARTICIPANTS, June 7, 2016

No.	Name & Surname	Institution	Position
1.	Myrvete Badivuku	University of Prishtina "Hasan Prishtina"	Vice – Rector for Budget and Finance
2.	But Dedaj	University of Prishtina "Hasan Prishtina"	Project Coordinator
3.	Isak Shabani	University of Prishtina "Hasan Prishtina"	Director of Information Technology Services Rectorate – Central Administration
4.	Ilir Hajdaraj	University of Prishtina "Hasan Prishtina"	Director of the Department of Budget and Finances of the UP
5.	Gloria Staka	University of Prishtina "Hasan Prishtina"	Vice Dean for financial issue at Faculty of Medicine
6.	Vlora Prenaj	University of Prishtina "Hasan Prishtina"	Teaching Assistant at Economic Faculty
7.	Fahrije Gashi	University of Prishtina "Hasan Prishtina"	Financial and Accounting Officer
8.	Fatvera Zogu	University of Prishtina "Hasan Prishtina"	Financial and Accounting Officer
9.	Nazim Merovci	University of Prishtina "Hasan Prishtina"	Senior Finance Officer
10.	Hajrip Mehmeti	University of Prishtina "Hasan Prishtina"	Professor from Faculty of Agriculture and Veterinary
11.	Bekim Selimi	University of Prishtina "Hasan Prishtina"	IT Officer at Faculty of Agriculture and Veterinary
12.	Artan Alidema	University of Prishtina "Hasan Prishtina"	Computer Network Administrator
13.	Agim Gashi	University of Prishtina "Hasan Prishtina"	Professor from Faculty of Mathematics and Natural Sciences
14.	Besim Canolli	University of Prishtina	Logistic and assets officer

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"Hasan Prishtina"

2. AGENDA

Trainings for the staff of the 2st group of faculties

June 7, 2016

Venue: University of Prishtina "Hasan Prishtina", Faculty of Medicine, Conference room

June 7, 2016

Time	Topics	Venue
13.00	<ul style="list-style-type: none">- Objectives of the Management of UP on Financial Autonomy and Accountability for a period of 5 years, Prof. Dr. Myrvete Badivuku, Vice – Rector for Budget and Finance- Financial autonomy and accountability of the Public Higher Education Institutions: Lessons learnt from the FAITH project – Prof. Dr. But Dedaj, Project Coordinator- IT – Systems for Financial Management –Modernization of the UP’s IT system of the financial management processes, supported via the project, Prof. Dr. Isak Shabani, Head of IT Department of the UP- Resource allocation, internal governance and budgeting processes, Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP,- Fundraising, Mrs. Luljeta Aliu, Project	conference room

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	Manager, WUS Kosova - University Place Management , Ass. Vlora Prenaj, Faculty of Economics, UP	
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3. MINUTES OF TRAINING FOR STAFF OF THE 2nd GROUP OF FACULTIES

In the trainings of the 2nd group, the following faculties have participated

1. Faculty of Mathematics and Natural Sciences;
2. Faculty of Medicine;
3. Faculty of Agriculture and Veterinary

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department.

Based on minutes of the first group, of 6th June, presentations were the same during four days.

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Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR

Subject:	Training for staff of the 3 rd group of faculties University of Prishtina "Hasan Prishtina"
Date:	June 08, 2016
Venue:	University of Prishtina "Hasan Prishtina", Faculty of Electrical and Computer Engineering, Meeting Room. 10000 Prishtine
Prepared by	Vlora Prenaj
Status:	Minutes of the Meeting

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1. LIST OF PARTICIPANTS, June 08, 2016

No.	Name & Surname	Institution	Position
1.	Myrvete Badivuku	University of Prishtina "Hasan Prishtina"	Vice – Rector for Budget and Finance
2.	Isak Shabani	University of Prishtina "Hasan Prishtina"	Director of Information Technology Services Rectorate – Central Administration
3.	Illir Hajdaraj	University of Prishtina "Hasan Prishtina"	Director of the Department of Budget and Finances of the UP
4.	Vlora Prenaj	University of Prishtina "Hasan Prishtina"	Teaching Assistant at the Faculty of Economics
5.	Drita Konjusha	University of Prishtina "Hasan Prishtina"	Chief of Finance
6.	Zade Gjonbalaj	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer
7.	Liridon Bytyqi	University of Prishtina "Hasan Prishtina"	Administrator of Computer Center
8.	Hajdar Sadiku	University of Prishtina "Hasan Prishtina"	Vice Dean for Financial Issues at the Faculty of Engineering and Architecture
9.	Nexhat Qehaja	University of Prishtina	Vice Dean for Financial

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		"Hasan Prishtina"	Affairs
10.	Bardh Bardhi	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer
11.	Lirim Bylykbashi	University of Prishtina "Hasan Prishtina"	Information Technology Officer

2. AGENDA, June 8, 2016

Trainings for the staff of the 3rd group of faculties

Venue: University of Prishtina "Hasan Prishtina", Faculty of Electrical and Computer Engineering, Meeting Room.

June 8, 2016

Time	Topics	Venue
13.00	<ul style="list-style-type: none">- Objectives of the Management of UP on Financial Autonomy and Accountability for a period of 5 years, Prof. Dr. Myrvete Badivuku, Vice – Rector for Budget and Finance- Financial autonomy and accountability of the Public Higher Education Institutions: Lessons learnt from the FAITH project – Prof. Dr. But Dedaj, Project Coordinator- IT – Systems for Financial Management – Modernization of the UP's IT system of the financial management processes, supported via the project, Prof. Dr. Isak	Meeting Room

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	<p>Shabani, Head of IT Department of the UP</p> <ul style="list-style-type: none">- Resource allocation, internal governance and budgeting processes, Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP,- Fundraising, Mrs. Luljeta Aliu, Project Manager, WUS Kosova- University Place Management, Ass. Vlora Prenaj, Faculty of Economics, UP	
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3. MINUTES OF THE TRAININGS FOR STAFF OF THE 3rd GROUP OF FACULTIES held on June 8, 2016

Training for staff of the third group of faculties:

1. Faculty of Engineering and Architecture;
2. Faculty of Electrical and Computer Engineering;
3. Faculty of Mechanical Engineering.

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department.

Based on minutes of the first group, of 6th June presentations were the same during four days.

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Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR

Subject:	Training for staff of the 4 th group of faculties Of the University of Prishtina "Hasan Prishtina"
Date:	June 09, 2016
Venue:	University of Prishtina "Hasan Prishtina" Str. "Agim Ramadani", n.n. Faculty of Economics, Meeting Room

Project name: Increasing the Financial Autonomy and accountability at public higher education institutions in Kosova

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10.000 Prishtina



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Prepared by

Vlora Prenaj

Status:

Minutes of the Meeting

1. LIST OF PARTICIPANTS, June 09, 2016

Project name: Increasing the Financial Autonomy and accountability at public higher education institutions in Kosova

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Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR



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No.	Name & Surname	Institution	Position
1.	Myrvete Badivuku	University of Prishtina "Hasan Prishtina"	Vice – Rector for Budget and Finance
2.	But Dedaj	University of Prishtina "Hasan Prishtina"	Project Coordinator / Dean of the Faculty of Economics, UP
3.	Isak Shabani	University of Prishtina "Hasan Prishtina"	Director of Information Technology Services Rectorate – Central Administration
4.	Remzije Istrefi	Kosovo Erasmus+ Office	Coordinator
5.	Hazir Haziri	University of Prishtina "Hasan Prishtina"	Vice Dean for Financial Issues, Faculty of Arts
6.	Vlora Prenaj	University of Prishtina "Hasan Prishtina"	Teaching Assistant at the Faculty of Economics
7.	Gani Duli	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer
8.	Hysni Krasniqi	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer
9.	Drita Zhushi	University of Prishtina "Hasan Prishtina"	Officer of Bachelor students
10.	Vlora Gjonbalaj	University of Prishtina "Hasan Prishtina"	Educational Officer
11.	Zelfije Abdylj	University of Prishtina "Hasan Prishtina"	Cash Officer - Rectorate
12.	Fitim Guri	University of Prishtina "Hasan Prishtina"	Information Technology Officer at the Faculty of Arts
13.	Kujtim Berisha	University of Prishtina "Hasan Prishtina"	IT Officer at the Faculty of Economics
14.	Iliriana Islami	University of Prishtina "Hasan Prishtina"	Vice-dean for International Relations and Quality in Education
15.	Luljeta Aliu	WUS Kosova	Project and Financial Manager at World University Service - Kosova
16.	Driton Balaj	University of Prishtina "Hasan Prishtina"	Vice Dean for Educational Issues
17.	Gjylasfije Berisha	University of Prishtina "Hasan Prishtina"	Officer for Master & PhD Degree

2. AGENDA, June 9, 2016

Project name: Increasing the Financial Autonomy and accountability at public higher education institutions in Kosova

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Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR



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Trainings for the staff of the 4th group of faculties

Venue: University of Prishtina "Hasan Prishtina", Faculty of Economics, Meeting Room

June 9, 2016

Time	Topics	Venue
13.00	<ul style="list-style-type: none">- Objectives of the Management of UP on Financial Autonomy and Accountability for a period of 5 years, Prof. Dr. Myrvete Badivuku, Vice – Rector for Budget and Finance- Financial autonomy and accountability of the Public Higher Education Institutions: Lessons learnt from the FAITH project – Prof. Dr. But Dedaj, Project Coordinator- IT – Systems for Financial Management – Modernization of the UP's IT system of the financial management processes, supported via the project, Prof. Dr. Isak Shabani, Head of IT Department of the UP- Resource allocation, internal governance and budgeting processes, Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP,- Fundraising, Mrs. Luljeta Aliu, Project Manager, WUS Kosova- University Place Management, Ass. Vlora Prenaj, Faculty of Economics, UP	Meeting Room

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**FOR 3. MINUTES OF TRAINING
STAFF OF THE 4th GROUP OF FACULTIES**

In the fourth group of the internal training / workshop the following faculties participated:

1. Faculty of Law
2. Faculty of Economics
3. Faculty of Arts

Based on minutes of the first group, of 6th June presentations were the same during four days.

Annexes of the Minutes:

1. Signed list of participants of June 6, 7, 8 and 9 2016
2. Agenda of June 6, 7, 8 and 9 2016
3. Presentations
4. User Manual on "Management of Budget and Finances" in English language, version 1.5
5. User Manual on "Management of Budget and Finances" in Albanian language, version 1.5

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