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Tempus Programme
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Project name: Increasing the Financial Autonomy and accountability at public higher education institutions in Kosovo

Project acronym: FAITH

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

Subject:	The second internal workshop "Resource allocation, internal governance and budgeting processes" @ UPz
Date:	April 5, 2016
Venue:	University of Prizren "Ukshin Hoti" Rruga e Shkronjave, n.n. 20000 Prizren, Kosove
Prepared by	Mjellma Carabregu
Status:	Minutes of the Meeting

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1. LIST OF PARTICIPANTS

No.	Name & Surname	Institution	Position
	Kadri Kryeziu	University of Prizren "Ukshin Hoti"	Vice – Rector for Budget, Finance and Infrastructure
	Malush Mjaku	University of Prizren "Ukshin Hoti"	Vice – Rector for Teaching, Student's Issues and Scientific Research
	Mjellma Carabregu	WUS Kosova	Director
	Burim Berisha	University of Prizren "Ukshin Hoti"	Staff
	Egzon Kryeziu	University of Prizren "Ukshin Hoti"	Asset Officer
	Isuf Lushi	University of Prizren "Ukshin Hoti"	Dean of the Faculty of Economics
	Nora Rada	University of Prizren "Ukshin Hoti"	Administrative Assistant in the Secretary's Office
	Naser Buzhala	University of Prizren "Ukshin Hoti"	Staff
	Shaban Bajrami	University of Prizren "Ukshin Hoti"	Certification Officer
	Muharrem Faziu	University of Prizren "Ukshin Hoti"	Internal Auditor
	Azem Ramadani	University of Prizren "Ukshin Hoti"	Income and Allocation Officer
	Tauland Thaqi	University of Prizren "Ukshin Hoti"	Officer for Expenses and Salaries
	Bajram Kolgeci	University of Prizren "Ukshin Hoti"	Procurement Officer
	Sadik Idrizi	University of Prizren "Ukshin Hoti"	Vice – Rector for International Cooperation and Quality Assurance
	Gani Gjini	University of Prizren "Ukshin Hoti"	Professor / Project Coordinator
	Luljeta Aliu	WUS Kosova	Project & Finance Manager
	Mujdin Lutfiu	University of Prizren "Ukshin Hoti"	Legal Officer
	Blerta Hajra	University of Prizren "Ukshin Hoti"	Administrative Assistant- Rector's Office
	Arbnore Shehu	University of Prizren "Ukshin Hoti"	Administrative Assistant at the office of the Steering Council of the UPZ
	Halim Haziraj	University of Prizren "Ukshin Hoti"	Budget and Finance Officer

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2. AGENDA

April 05, 2016: 10.00 – 14.00

Description	Venue
<i>Welcome speech by the Management of UPz</i>	
<i>Budgeting process and internal procedures related to budgeting, Halim Haziraj, Budget and Finance Officer, University of Prizren "Ukshin Hoti"</i>	UPz
<i>Procedures on payroll processing at the University of Prizren "Ukshin Hoti", Tauland Thaqi, Officer for Expenses and Salaries, University of Prizren "Ukshin Hoti"</i>	UPz
<i>Perspective of White Paper on Resource allocation, internal governance and budgeting processes, Mjellma Carabregu, Director, WUS Kosova</i>	UPz
<i>Discussion & conclusions from the workshop</i>	UPz

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3. MINUTES OF THE MEETING

The objective of this activity will be learning about internal processes as well as the allocation of resources within the university according to the current internal regulations, as well as new changes in the financial management of the University of Prizren "Ukshin Hoti", introduced by the Ministry of Education, Science and Technology and the Ministry of Finance through the new access granted in the FreeBalance System since 01.01. 2016

Further, to this a focus will be given introduction of good practices from the EU project partners and White Paper on internal allocation of money according with the strategic plan and mission.
A further aim of the workshop is the design of internal expiration and processes to enable an effective and transparent allocation of resources.

Target group: *Management; Deans; Vice – Deans; Secretaries at the University and Faculty levels; Finance Office; Procurement Office.*

Learning outcomes of the workshop:

- *Increased knowledge about the preparation of the budget at the University level (bottom – up approach;)*
- *Increased knowledge about the internal procedures on payroll preparation;*
- *Increased knowledge about the internal procedures on payroll preparation for the engaged staff and elimination of most common mistakes.*

A short summary from the workshop:

- *University of Prizren does not have a Budget Officer, although other economic operators do have a person employed in such a position;*
- *UPz functions as a sub-program of the Ministry of Education, Science and Technology of Kosova;*
- *UPz as a sub-program of MEST has some limits that other economic operators do not have;*
- *Main limit is that UPz keeps in touch with MEST indirectly, while other institutions that do have the status of economic operators keeps in direct contact with the Ministry of Finance;*
- *For the budgeting year of 2017, initial requests are addressed in March 2016. According to the current practise, we are asked that the requests are addressed up to the limit of the budget set by MEST*
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- *There is a tendency that the budget for goods and municipal expenses to be cut. On one hand we are growing institution, on the other hand cutting such a budget line does not help the overall*

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- *development of the institution. In 2015 UPz did not have enough fund even to pay the electricity. There is also a tendency to cut the budget of transfer and subvention.*
- *The imposed budget limits by MEST do usually have its basis – it is the spend budget in the previous years. As the UPz, as a new HEI is in the phase of development with new demands and has not created a stable basis of staff employment, in terms that most of the staff works only on engaged basis and is not regular (it means) that also its budget requests may vary from year to year.*
- *In the last two years as the Budget did not correspond so much to the needs of the Institution, it has not been signed by the Rector.*
- ***Staff Budgeting:*** *When it comes to the staff budgeting one of the biggest problem is the Development Plan of UPz. In this aspect the crucial point is a close cooperation among the UPz's units (faculties, deans, secretaries of the faculties), Management of UPz and the Steering Council. It is important that each Faculty prepares well in advance the number of staff which is needed according to the current needs of accredited study programs and based on the number of study programs that will be send for accreditation. Then, the needs for staff are agreed among all the bodies of the UPz and the Financial Department is informed for every decision. In this respect the Finance Department needs to prepare the requests for the needed number of staff and request the necessary budget.*
- *In the Law on Management of Public Finance, it is clearly précised that the officials responsible for the financial management of a Budgetary Organization are:*
 - *Head of Administrative Officer*
 - *Internal Auditor*
 - *Head of Finance Unit*
 - *Procurement Officer*
 - *Certifying Officer*
- *With the access that has been granted to the UPz from January 1 2016, in the Free Balance System the training process has been completed for the following officers by April 2016:*
 - ▶ *Certifying officer;*
 - ▶ *Officer for Allocation;*
 - ▶ *Officer for Expenses;*
 - ▶ *Officer for receiving the goods;*
 - ▶ *Income Officer;*
 - ▶ *Officer for Asset Management and*
 - ▶ *Reporting Officer*

Annexes:

- 1. Signed list of participants*
- 2. Presentations*
- 3. Updated UPZ Action Plan to V4*

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