



Co-funded by the
Tempus Programme
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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:	The 2nd Joint Closing Meeting on internal workshops / trainings held at the University of Prishtina "Hasan Prishtina"
Date:	June 16, 2016
Venue:	Senate Hall, Rectorate Building University of Prishtina "Hasan Prishtina" Str. "George Bush", n.n.,10000 Prishtina
Prepared by	Vlora Prenaj
Status:	Minutes of the Meeting

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1. LIST OF PARTICIPANTS

No.	Name & Surname	Institution	Position
1.	Fahrije Gashi	University of Prishtina "Hasan Prishtina"	Financial and Accounting Officer
2.	Vlora Gjonbalaj	University of Prishtina "Hasan Prishtina"	Education Officer
3.	Afrim Koca	University of Prishtina "Hasan Prishtina"	Professor at Faculty of Sport Sciences
4.	Shaban Ukshini	University of Prishtina "Hasan Prishtina"	Information Technology Officer
5.	Fisnik Bublaku	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer at the Faculty of Sport Sciences
6.	Vera Ahmeti Sopi	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer at Faculty of Education

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7.	Agim Gashi	University of Prishtina "Hasan Prishtina"	Professor at the Faculty of Mathematics and Natural Sciences
8.	Hajdar Sadiku	University of Prishtina "Hasan Prishtina"	Vice Dean for Financial Issues at the Faculty of Engineering and Architecture
9.	Bardh Bardhi	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer
10.	Agon Beqiri	University of Prishtina "Hasan Prishtina"	Information Technology Officer
11.	Lirim Bylykbashi	University of Prishtina "Hasan Prishtina"	Information Technology Officer
12.	Geront Ademaj	University of Prishtina "Hasan Prishtina"	IT Officer – Faculty of Education
13.	Nazim Merovci	University of Prishtina "Hasan Prishtina"	Senior Finance Officer
14.	Hajrip Mehmeti	University of Prishtina "Hasan Prishtina"	Professor at the Faculty of Agriculture and Veterinary
15.	Bekim Selimi	University of Prishtina "Hasan Prishtina"	IT Officer at the Faculty of Agriculture and Veterinary
16.	Kujtim Berisha	University of Prishtina "Hasan Prishtina"	IT Officer
17.	Iliriana Islami	University of Prishtina "Hasan Prishtina"	Vice-dean for International Relations and Quality in Education
18.	Naime Hasani	University of Prishtina "Hasan Prishtina"	Logistic and Asset Officer
19.	Liridon Bytyqi	University of Prishtina "Hasan Prishtina"	Information Technology Officer
20.	Fitim Guri	University of Prishtina "Hasan Prishtina"	Information Technology Officer in the Faculty of Arts
21.	Ergyn Sllavinja	University of Prishtina "Hasan Prishtina"	Financial Officer at the Faculty of Philology
22.	Nuran Muhaxheri	University of Prishtina	Vice Dean for Financial Issues at

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		"Hasan Prishtina"	Faculty of Philology
23.	Vjollca Komani	University of Prishtina "Hasan Prishtina"	Vice-dean for Financial Issues
24.	Drita Konjusha	University of Prishtina "Hasan Prishtina"	Chief of Finance
25.	Hazir Haziri	University of Prishtina "Hasan Prishtina"	Vice Dean for Financial issues, Faculty of Arts
26.	Gani Duli	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer
27.	Remzije Metaj	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer at the Faculty of Philosophy
28.	Ibrahim Hoxha	University of Prishtina "Hasan Prishtina"	Education Officer
29.	Myrvete Badivuku	University of Prishtina "Hasan Prishtina"	Vice – Rector for Budget and Finance
30.	Isak Shabani	University of Prishtina "Hasan Prishtina"	Director of Information and Technology Services, Rectorate – Central Administration
31.	Hilmi Vardari	University of Prishtina "Hasan Prishtina"	Server's Administrator
32.	Zelfije Abdylj	University of Prishtina "Hasan Prishtina"	Cashier Officer - Rectorate
33.	Gjylasfije Berisha	University of Prishtina "Hasan Prishtina"	Officer for Master & PhD degree
34.	Qazim Tahiri	University of Prishtina "Hasan Prishtina"	Computer Network Administrator
35.	Hysni Krasniqi	University of Prishtina "Hasan Prishtina"	Finance & Accounting Officer
36.	Besim Canolli	University of Prishtina "Hasan Prishtina"	Logistic and Assets officer
37.	Vlora Prenaj	University of Prishtina "Hasan Prishtina"	Teaching Assistant at the Faculty of Economics
38.	Bashkim Trupaj	University of Prishtina "Hasan Prishtina"	IT Officer

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39.	Mjellma Carabregu	WUS Kosova	Director
40.	Luljeta Aliu	WUS Kosova	Project & Finance Manager
41.	Ilir Hajdaraj	University of Prishtina "Hasan Prishtina"	Director of Finance and Budget

2. AGENDA

The 2nd Joint Closing Meeting on internal workshops / trainings June 16, 2016

Venue: *Senate Hall, Rectorate Building
University of Prishtina "Hasan Prishtina"
Str. "George Bush", n.n., 10000 Prishtina*

Target faculties: Faculty of Philosophy; Faculty of Philology; Faculty of Sport Sciences; Faculty of Education; Faculty of Mathematics and Natural Sciences; Faculty of Medicine; Faculty of Agriculture and Veterinary; Faculty of Reengineering and Architecture; Faculty of Electrical and Computer Engineering; Faculty of Mechanical Engineering; Faculty of Law; Faculty of Economics; Faculty of Arts;

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

June 16, 2016

Time	Topics	Venue
13.00	<p>Reflection, conclusion and next steps with regard to:</p> <ul style="list-style-type: none">- Trainings and workshops held;- FAITH Project;- The implementation of new software financed through the project and- the use of Online Coaching <p>PANELISTS:</p> <ul style="list-style-type: none">- Prof. Dr. Myrvete Badivuku, Vice – Rector for Budget and Finance;- Prof. Dr. But Dedaj, Project Coordinator;- Prof. Dr. ISak Shabani, Head of IT Department- Mr. Ilir Hajdaraj, Director of Budget and Finance	Senate room

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3. MINUTES of

The 2nd Joint Closing Meeting on internal workshops / trainings held at the University of Prishtina "Hasan Prishtina"

The 2nd Joint Meeting marked the closing of the internal trainings / workshops. This was an opportunity that all the faculties discuss and reflect about their experiences, while attending the trainings and workshops held on June 6 – 9, 2016. This was a Joint Meeting of the Vice-deans for financial issues, IT officers, Finance officers from all the faculties of the UP: Faculty of Philosophy; Faculty of Philology; Faculty of Sport Sciences; Faculty of Education; Faculty of Mathematics and Natural Sciences; Faculty of Medicine; Faculty of Agriculture and Veterinary; Faculty of Engineering and Architecture; Faculty of Electrical and Computer Engineering; Faculty of Mechanical Engineering; Faculty of Law; Faculty of Economics; Faculty of Arts.

The session was lead by the following panelists

- **Prof. Dr. Myrvete Badivuku, Vice – Rector for Budget and Finance;**
- **Prof. Dr. Isak Shabani, Head of IT Department**
- **Mr. Ilir Hajdaraj, Director of Budget and Finance**

During the meeting participants had the following has been discussed and agreed:

- Reflect on the trainings delivered on June 6 – 9, 2016;
- The staff of the University of Prishtina "Hasan Prishtina", has been asked once more to increase its participation in the FAITH Online Coaching and address questions (at least two questions). This has ben further recommended to use it as a tool for communication among the IT, financial and education officers
- Implementation of the new Software in each academic unit; trainings sessions on the new System; Manual on the use of the New Software to be distributed again before the training sessions.

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- It has been agreed that in the next training session, especially in the training session that will be held from the winning Company of the Software to invite the Officers for Education Issues, which are employed at the Faculty level.
- Hardware purchase: All the participants were informed that the hardware purchased in Vienna is at Kosovo Customs. There was a need for an additional document, which had to be submitted by the Ministry of Education, Science and Technology of Kosovo.
- Currently, the faculties across the University of Prishtina "Hasan Prishtina" are using different forms, the new System will help on unifying the financial management system and the templates.
- The system will enable to create an overview, or better saying: Student's Card; Teacher's Card; and Administrative Staff Card. This will contain all the information for a specific staff related to the annual leave; payments received; hours lectures; number of diplomas; and other engagement and payments received related to everyday work, while "Student's Card" will give an overview for each student related to his/her payment. More
- There were cases, when the financial closure happened that misbalances were quite huge among the declared students' payments and the income incurred at the Universities. Sometimes it took several months to find the mistakes and eliminate it. Among others, the New Financial Management System will allow to avoid these huge misbalances via "Student's Card".
- **The New System will start its implementation on October 1, 2016.** Until then, it will be a trial phase where the staff of all the three universities can get their access; enter data; give e feedback about the system etc. More

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information about the
implementation of the new Financial Management System will be given in
the UP's Action Plan.

Annexes:

1. Signed list of participants
2. Agenda

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