



ACTION PLAN

This is only a Draft Action Plan that includes replication of the previous organized 5 workshops for the staff of the University of Prizren “Ukshin Hoti”. This will be updated, after the equipment have been purchased and installed.

NO	ACTIVITY DESCRIPTION	TARGET /MEASURE	WHEN	RESPONSIBILITY	COMMENT
1.	Financial autonomy and accountability – 1st workshop	<ul style="list-style-type: none"> - Agenda - Signed list of participants - Minutes 	24.03.2016	Prof. Gani Gjini, Department of Budget & Finance, support by the Management and other relevant University staff	List of target group will be agreed together with the Management of the UPz, before the event
1.1	Granting access to the UPz in the FreeBalance System – Ministry of Finance & Ministry of Education, Science and Technology of Kosova has granted access to the UPz in the FreeBalance System, from 01.01.2016. This will enable that UPz conducts the payment on its own, by not having to send all the files (invoices and the purchase order) in Prishtina, at the MEST, like it used to be in the past.	<ul style="list-style-type: none"> - Login into the FreeBalance System - The completion of Finance Department with all positions - Trainin 	01.01.2016	Ministry of Finance; Ministry of Education, Science and Technology of Kosova, Management of the UPz; Finance & IT departments of UPz.	
1.2	Appointment of the Vice-Rector for Budget, Finance and Infrastructure – Around one year UPz did not have a Vice – Rector for Budget and Finance	<ul style="list-style-type: none"> - Prof. Dr. Kadri Kryeziu appointed in the new position of the Vice – Rector for Budget, Finance and Infrastructure, since February 19, 2016 	19.02.2016	Rector of the University of Prizren “Ukshin Hoti”, Prof. Dr. Rame Vataj.	
1.3	Generated incomes of the UPz from students’ fees are taken from the Government and not allocated to the Institution. Thus, continuance lobbying at the Ministry of Education, Science and Technology of	<ul style="list-style-type: none"> Different lobbying meetings with the MEST and Governmental representatives. 	Ongoing	Management of the UPz: Prof. Dr. Rame Vataj, Rector of UPz.	

	Kosova that the generated incomes by the UPz, become an integral part of the annual budget.				
1.4	Authorizing competences to the Internal Auditor – Internal Auditor although employed at UPz, has not been given authorization by the MEST to execute its competences, as foreseen with the legal framework.	Different lobbying meetings with the MEST and Governmental representatives in order to authorize the Internal Auditor to perform its duties, as are described in the legal framework.	Ongoing	Management of the UPz: Prof. Dr. Rame Vataj, Rector of UPz; Vice – Rector for Budget and Finance and the Finance Office.	
2.	Resource allocation, internal governance and budgeting processes	<ul style="list-style-type: none"> - Agenda - Signed list of participants - Minutes 	05.04.2016	Prof. Gani Gjini, Department of Budget & Finance, support by the Management and other relevant University staff	List of target group will be agreed together with the Management of the UPZ, before the event
2.1	Granting the access to UPz in the FreeBalance System – Execution of all the payments via Free Balance System.	- Provided access	Since January 2016 -		
2.2	Preparation of the Budgeting Request – Although needs of the University are not taken too much into account	- Finalized budget for 2017	March 2016 – June 2016	Management, all the deans, Finance Office, Steering Council and all other relevant positions in the University.	
2.3	Continuous lobbying that a representative of UPz becomes a member of the Committee for the budget negotiation at MEST	- UPz Management representative becoming member at the Committee of MEST for budget negotiation	Ongoing	Management of UPz	
2.4	Continuous lobbying at MEST to increase the budget of UPz	- Final allocation by MEST	June 2016 for the budget of 2017	Management of UPz	



	<p><i>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:</i></p> <ul style="list-style-type: none"> ▶ <i>Certifying officer;</i> ▶ <i>Officer for Allocation;</i> ▶ <i>Officer for Expenses;</i> ▶ <i>Officer for receiving the goods;</i> ▶ <i>Income Officer;</i> ▶ <i>Officer for Asset Management and</i> ▶ <i>Reporting Officer</i> 	<ul style="list-style-type: none"> - Certification of respective officers -Execution of responsibilities according to the named positions and the existins legal framework, which is in power. 	January – April 2016	Management of UPz; MEST and MF.	
3.	Fundraising	<ul style="list-style-type: none"> - Agenda - Signed list of participants - Minutes 	19.04.2016	Prof. Gani Gjini, Department of Budget & Finance, support by the Management and other relevant University staff	List of target group will be agreed together with the Management of the UPZ, before the event
4.	University place Management	<ul style="list-style-type: none"> - Agenda - Signed list of participants - Minutes 	26.04.2016	Prof. Gani Gjini, Department of Budget & Finance, support by the Management and other relevant University staff	List of target group will be agreed together with the Management of the UPZ, before the event
5.	IT – Systems for Financial Management	<ul style="list-style-type: none"> - Agenda - Signed list of participants - Minutes 	24.05.2016	Prof. Gani Gjini, Department of Budget & Finance, IT Department, support by the Management and other relevant University staff	List of target group will be agreed together with the Management of the UPZ, before the event



Co-funded by the
Tempus Programme
of the European Union



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