



FAITH

“Increasing the Financial Autonomy and Accountability at public higher education institutions in Kosova”

544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR

Action Plan - Delivery 4.1

Activity name & no	FAITH Action Plan of the University of Prishtina
University name:	University of Prishtina “Hasan Prishtina”
Duration:	01/01/2016 – 30/11/2016
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INTRODUCTION

According to the project requirements in the three partner universities the working groups have been established in the second year of the project.

Each working group is comprised of the Project Coordinator, Management of the institutions (Vice-Rector for Budget and Finance where applicable), General Secretary (where applicable), Head of Budget and Finance Department and Head of IT-Department, who actively participated in most of the study visits, trainings and workshops as well as in the development of White Paper. According to the needs of the activities organized so far, there was additional staff engaged: professors, IT officers, finance officers, teaching assistants.

The Working Group should organize 5 internal workshops (choose at least 3 topics out of 5) and work on the development and adoption of the plan for technical modernization of financial management and controlling systems. More information on the organized workshops can be found under the project web. For the organized workshops the following documents should be send to the project partners: Signed list of participants, minutes and evaluation sheets.

The workshops should be an integral part of the Action Plan. Besides, the action plans should include different important activities related to the processes of finances, as well the changes, which are planned to be introduced, related to the financial management processes in the given period. **Outcome/Lesson Learned of the 5 Training workshops should be taken into account while developing the action plan. The Action plans will be subject of the feedback by all project partners.**

The action plan should be revised every 4 months (if needed in cooperation with the MEST), by taking into account the institutional changes, as well as the latest developments at national level (by taking into account the inputs from the White Paper and the new HE Law which is in the amendment procedure). The meetings with regard to the White Paper development are coordinated separately and each university will receive information, as up to now.

Deadline for submitting a Draft Action Plan is November 15, 2015. The draft Action Plan should be sent per email to mjellma.carabregu@wuskosova.org



ACTION PLAN

NO	ACTIVITY DESCRIPTION	TARGET /MEASURE	WHEN	RESPONSIBILITY	COMMENT
1.	<p>- The 1st Joint Meeting – its aim would be as an introductory meeting related to the White Paper and issues on Financial Autonomy and Accountability.</p>	<p>Target group: Vice Deans for Finance, IT responsible persons, finance responsible persons of the all UP units/13 faculties.</p> <p>Deliverables: 1. Agenda 2. Signed list of participants 3. Action plan for delivering trainings in grouped units/faculties 3. Minutes</p>	January- March 2016	<p>The trainings and meetings will be organized/delivered by the UP's staff, who have participated in the trainings, workshops and study visits:</p> <ul style="list-style-type: none"> • Prof. Dr. Arbnor Pajaziti, Vice – Rector for Budget and Finance, • Prof. Dr. Isak Shabani, Head of IT Department of the UP, • Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP, • Prof. Ass. Dr. But Dedaj, Project Coordinator for the FAITH-UP. 	
2.	<p>Trainings for the staff of the 1st group of faculties: Topics: 1. Financial Autonomy Accountability; 2. IT – Systems for Financial Management; 3. Resource allocation, internal governance and budgeting processes; 4. Fundraising; 5. University place Management</p>	<p>Target group: Representatives of the Finance and IT departments of all UP's faculties.</p> <p>Deliverables: 1. Agenda 2. Signed list of participants 3. Minutes</p>	February- April 2016	<p>The trainings and meetings will be organized by the UP's staff, who have participated in the trainings, workshops and study visits:</p> <ul style="list-style-type: none"> • Prof. Dr. Arbnor Pajaziti, Vice – Rector for Budget and Finance, • Prof. Dr. Isak Shabani, Head of IT Department of the UP, • Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP, • Prof. Ass. Dr. But Dedaj, Project Coordinator for the FAITH-UP. 	The 13 faculties of the UP, will be divided into 4 groups. Thus, trainings will be organized for the staff of the Faculty, divided into four groups.
3.	<p>Trainings for the staff of the 2nd group of faculties: Topics: 1. Financial Autonomy Accountability; 2. IT – Systems for Financial Management; 3. Resource allocation, internal governance and</p>	<p>Target group: Representatives of the Finance and IT departments of all UP's faculties.</p> <p>Deliverables: 1. Agenda</p>	February- April 2016	<p>The trainings and meetings will be organized by the UP's staff, who have participated in the trainings, workshops and study visits:</p> <ul style="list-style-type: none"> • Prof. Dr. Arbnor Pajaziti, Vice – Rector for Budget and Finance, • Prof. Dr. Isak Shabani, Head 	The 13 faculties of the UP, will be divided into 4 groups. Thus, trainings will be organized for the staff of the Faculty, divided into four groups.



	budgeting processes; 4. Fundraising; 5. University place Management	2. Signed list of participants 3. Minutes		of IT Department of the UP, • Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP, • Prof. Ass. Dr. But Dedaj, Project Coordinator for the FAITH-UP.	
4.	<u>Trainings for the staff of the 3rd group of faculties:</u> Topics: 1. Financial Autonomy Accountability; 2. IT – Systems for Financial Management; 3. Resource allocation, internal governance and budgeting processes; 4. Fundraising; 5. University place Management	<u>Target group:</u> Representatives of the Finance and IT departments of all UP's faculties. <u>Deliverables:</u> 1. Agenda 2. Signed list of participants 3. Minutes	February-April 2016	The trainings and meetings will be organized by the UP's staff, who have participated in the trainings, workshops and study visits: • Prof. Dr. Arbnor Pajaziti, Vice – Rector for Budget and Finance, • Prof. Dr. Isak Shabani, Head of IT Department of the UP, • Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP, • Prof. Ass. Dr. But Dedaj, Project Coordinator for the FAITH-UP.	The 13 faculties of the UP, will be divided into 4 groups. Thus, trainings will be organized for the staff of the Faculty, divided into four groups.
5.	<u>Trainings for the staff of the 4th group of faculties:</u> Topics: 1. Financial Autonomy Accountability; 2. IT – Systems for Financial Management; 3. Resource allocation, internal governance and budgeting processes; 4. Fundraising; 5. University place Management	<u>Target group:</u> Representatives of the Finance and IT departments of all UP's faculties. <u>Deliverables:</u> 1. Agenda 2. Signed list of participants 3. Minutes	February-April 2016	The trainings and meetings will be organized by the UP's staff, who have participated in the trainings, workshops and study visits: • Prof. Dr. Arbnor Pajaziti, Vice – Rector for Budget and Finance, • Prof. Dr. Isak Shabani, Head of IT Department of the UP, • Mr. Ilir Hajdaraj, Director of the Department of Budget and Finances of the UP, • Prof. Ass. Dr. But Dedaj, Project Coordinator for the FAITH-UP.	The 13 faculties of the UP, will be divided into 4 groups. Thus, trainings will be organized for the staff of the Faculty, divided into four groups.
6.	<u>- The 2nd Joint Meeting:</u> The aim of the 2 nd joint meeting with all faculties will be to reflect on the results of the implemented trainings so far and also further reflect on the workshop topics.	<u>Target group:</u> Vice Deans for Finance, IT responsible persons, finance responsible persons. <u>Deliverables:</u> 1. Agenda 2. Signed list of participants 3. Action plan for	April-May 2016	The trainings and meetings will be organized by the UP's staff, who have participated in the trainings, workshops and study visits: • Prof. Dr. Arbnor Pajaziti, Vice – Rector for Budget and Finance, • Prof. Dr. Isak Shabani, Head of IT Department of the UP, • Mr. Ilir Hajdaraj, Director of the Department of Budget	



		further needs for trainings 3. Minutes		and Finances of the UP, • Prof. Ass. Dr. But Dedaj, Project Coordinator for the FAITH-UP.	
	FAITH Action Plan for the UP will be a subject of revision, after the installment of the equipment. Thus, the second part of the trainings will be organized after the software is installed: <ul style="list-style-type: none">- The structure of the trainings might be in the same way as implemented during February-April 2016, or in a way that the UP will ask;- The trainings will include capacity building on the use of the new IT system for financial management;- Additional trainings according to the needs of the UP				