



## 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

<b>Activity name &amp; no</b>	FAITH Action Plan (D4.1)
<b>University name:</b>	University of Prizren “Ukshin Hoti”
<b>Duration:</b>	01/01/2016 – 30/06/2016
<b>Contact person:</b>	<b>Prof. Gani Gjini</b> <a href="mailto:Gani.gjini@uni-prizren.com">Gani.gjini@uni-prizren.com</a> ; <a href="mailto:gani_gj@hotmail.com">gani_gj@hotmail.com</a>



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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](mailto:mjellma.carabregu@wuskosova.org)**

## **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.	<b>Financial autonomy and accountability</b>	- Agenda - Signed list of participants - Minutes	JAN/FEB 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.	<b>Resource allocation, internal governance and budgeting processes</b>	- Agenda - Signed list of participants - Minutes	March 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
3.	<b>Fundraising</b>	- Agenda - Signed list of participants - Minutes	April 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.	<b>University place Management</b>	- Agenda - Signed list of participants - Minutes	May 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.	<b>IT – Systems for Financial Management</b>	- Agenda - Signed list of participants - Minutes	June 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