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**KOSOVO LOCAL
GOVERNMENT
INSTITUTE**



MONITORING REPORT OF PUBLIC CONSULTATION AT THE LOCAL LEVEL 2023

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Introduction

The Monitoring Report of the Public Consultation at the Local Level for the year 2023 aims to reflect the fulfillment of the obligations of the Administrative Instruction (MLGA) No. 06/2018 for Minimum Standards of Public Consultation in Municipalities.

At the municipal level, consultative processes remain unclear and with limited engagement of citizens. This, as a result, of an unplanned process, as well as a mainly formal implementation by the municipal institutions. What remains the most challenging is the interaction between municipalities and citizens. In the absence of a continuous approach of information and communication from municipalities, citizens are not able to follow how their issues are being addressed in municipal policies and funding. Meanwhile, the role of civil society and professionals remains not included in the contribution to municipal policies.

The monitoring process uses a two-pronged approach: on the one hand, it assesses the level of implementation of the minimum standards of public consultation at the local level, and on the other hand, it provides information, through data, conclusions and recommendations as tools for improvement. The municipal institutions as the bearers of the process, through monitoring, have identified the areas where there are deficiencies and those with progress. This helps them improve from planning, process implementation, monitoring and reporting. Meanwhile, civil society organizations at the local level and activists, through direct involvement in monitoring, receive information about the process, get to know the problems and achievements, and bring out areas/issues where the municipalities should be held responsible. Monitoring the implementation of public consultation standards, with long-term impact, aims to provide information, increase communication between parties, educate organizations and the community to keep municipalities engaged and accountable to citizens.

Annual process monitoring reflects the full picture on the preparations for the implementation of the process, providing the parties with a mapping of the weak links of the process and opportunities for summary reporting. It can serve to address three elements in particular: i. the level of technical and procedural preparation for the public consultation process; ii. The level of implementation of public consultation, including quality indicators; as well as iii. Reflecting the needs for intervention in specific links of the process.

In the annual monitoring process, the level of preparation in 34 municipalities was assessed¹, related to the implementation of public consultations, including planning, the appointment of officials responsible for consultations, the preparation of explanatory forms, consultations in the early stages, the involvement of NGOs and professionals in working groups, initiatives or project proposals from external groups, monitoring and reporting. In order to confirm the data, information was requested in 34 municipalities, while through access to public documents, ² answers were received from 16 Municipal Information Offices.

From the annual monitoring reports, it appears that out of 34 municipalities, on average 52% of them have completed the administrative and technical aspects of the public consultation process, on average 44%

¹ The municipalities in the north of Kosovo (North Mitrovica, Leposaviq, Zveçan and Zubin Potok) do not have data on the website and do not report in the monitoring reports referred to by the Ministry of Local Government Administration.

² Monitors have sent questions, according to the Law on Access to Public Documents, referring to Article 12 deadlines for handling requests for access to public documents - <https://gzk.rks-gov.net/ActDetail.aspx?ActID=20505>

have planned the public consultation processes and on average 41% have drawn up the public consultation reports.

Meanwhile, from the responses of the 16 Municipal Information Offices, it was reported that 6% of them have developed consultations in the early stages, no municipality or 0% have accepted proposals from external groups, as well as 6% have reported that the project proposals are refused to go for approval by the Chief Administrative Officer (CAO)³ or documents that have not met the consultation standards are rejected by the Municipal Assembly. Likewise, 6% of municipalities have reported decisions on the inclusion of interested parties in working groups, 31.25% of municipalities have created a database for interest groups, and no case has been reported for the announcement of calls for the identification of interested parties. interested in inclusion in the working groups.

While the administrative instruction requires the Ministry of Local Government Administration to draw up a report on the implementation of the minimum standards of public consultation in the municipalities and send it to the Office for Good Governance, the data for the municipalities are not found in the annual reports on the public consultation platform⁴. However, some data on public consultations can be found in the Report on Evaluation of Transparency in Municipalities (January-December 2022) and other relevant reports.

The data of the annual reports have been compared with the periodical reports of the Ministry of Local Government Administration, the Report on the Fulfillment of Obligations from the European Agenda, January-June 2023, the Evaluation Report of Transparency in Municipalities, January-December 2022 and the Operation Monitoring Report of Municipal Assemblies (January-December 2022). These reports serve to follow the level of progress, in particular that of the preparation of public consultations between 2022 and 2023, such as: appointment of the official for consultation, consultation plans, operation of municipal websites, strategies for communication with the public, publication of consultation reports as well as established Consultative Committees.

Meanwhile, 34 municipalities with three categories (budget hearings; municipal plans/strategies and municipal acts/regulations) have been included in the processes of individual consultation monitoring, from a consultation process that provides a comprehensive overview of how public consultations are being implemented in the municipalities. . This, evaluating three levels of implementation: i. Announcement of calls; ii. Development of public meetings; iii. Collecting comments and addressing them.

According to the areas, in the budget processes, it appears that the announcement of the consultation notices of the project proposals has achieved fulfillment with an average of 78%. The development of consultation processes has reached 73%; however, collecting comments, communicating and addressing them receives an average of 51%. In the acts/regulations, it appears that the public announcement for consultations has reached 64%, the development of consultation processes 66%, and the lowest fulfillment is in the collection of comments, reaching an average of 36%. Meanwhile, in municipal plans/strategies, it appears that the public announcement for consultations has reached 74%, the development of consultation processes 76%, and the collection of comments 32%.

³ In the sense of the Law on the Management of Public Finances and Responsibilities, in the case of the Municipality, it is the Mayor of the Municipality

⁴ <https://konsultimet.rks-gov.net/documents.php>

Data from individual monitoring reports show that:

- In the public announcement, in most cases the date of the start of the consultation was presented with 88%, while in the fewest cases the explanatory memorandum was presented with 22%,
- in the development of consultation processes, in most cases, the place of holding the meeting was presented with 95%, and in the least cases, the explanatory memorandum was attached with 22%.
- In collecting and addressing comments, the most cases are the preparation of the report with 54%, while the least cases are the submission of the consultation report to the municipal assembly with 18%.

Methodology

Referring to the Administrative Instruction 06/2008 for Minimum Standards of Public Consultation in Municipalities⁵, the monitoring process is spread over two levels: i. Annual monitoring (general public consultation process), and ii. Monitoring of individual processes (three selected public consultations).

Annual Monitoring:

In this category, measuring indicators⁶ derived from the methodology for public consultations have been set according to the responsibilities of the municipal mechanisms with one point calculated for each obligation. In order to evaluate the fulfillment of the obligations by the municipalities for the public consultation process, in the annual monitoring data were extracted for the following categories: consultation planning; fulfillment of administrative duties; website and e-consultation; monitoring the implementation and drawing up the annual report by the responsible Ministry.

The annual monitoring process is extended over three steps:

- Step 1. Data monitoring through the websites of the municipalities;
- Step 2. Interview/questions for Municipal Information Offices;
- Step 3. Completing the forms with indicators according to the responsibilities of the municipal mechanisms.

Individual Monitoring:

⁵ <https://gzk.rks.gov.net/ActDetail.aspx?ActID=18425>

⁶ <https://www.klgi-ks.com/wp-content/uploads/2023/05/Methodologia-e-Monitorimit-te-Konsultimit-Publik-ne-Komuna.pdf>

Referring to Article 6 (documents for public consultation⁷) and Article 7 (By-laws of the municipality for public consultation)⁸ of Administrative Instruction 06/2008, three categories of documents were monitored in the consultation processes: i. annual documents⁹ (medium-term budget frameworks, budget of the relevant year, annual work plans), ii. strategic documents¹⁰; as well as iii. municipal acts¹¹(statute of the municipality, regulations and acts provided for by sectoral laws).

For this, the monitors have selected one process from each category: annual documents; strategic plans and documents as well as municipal acts.

The monitoring process is extended over four steps:

- Step 1: Selection of three monitoring processes;
- Step 2: Finding data on the websites of the municipalities and the consultation platform;
- Step 3: Process Implementation Monitoring (individual monitoring);
- Step 4: Data verification (links to monitoring tables).

Kosovo Local Government Institute (KLG I) with the help of local NGOs which have been selected through an open call for engagement and four activists have monitored 34 municipalities.

The collaborators involved are:

- The Network of Local NGOs Democracy Begins Here (DFK network) that has monitored the municipalities: Podujeva, Obiliq, South Mitrovica, Junik, Rahovec and Deçan;
- Organization for Economic and Social Research OHES that has monitored the municipalities: Malisheva, Suhareka, Dragash;
- Fisnik Egër, participant in the Community Leadership Academy, organized by CEA, has monitored the municipalities: Prizren and Mamusha;
- Jehona Osmani, participant in the Community Leadership Academy, organized by CEA, monitored the municipality: Gjakova;
- Miranda Karpuzi, participant in the Community Leadership Academy, organized by CEA, has monitored the municipalities: Shtime, Hani i Elezit;
- NGO New Millennium has monitored the municipalities: Pristina, Fushe Kosova;
- “Vullnetarët e Qytetit” have monitored the municipalities: Kamenica, Gjilan, Ranillug, Novoberde;
- Center for Education and Community Development - friends (CECD - friends), has monitored the municipalities: Vushtrri and Skenderaj;
- The Institute for Public Integrity has monitored the municipalities: Glllogoc, Lipjan

⁷ Project-Annual Work Plan of the Municipal Assembly and the Mayor of the Municipality / executive; The project-budget of the municipality for the following year, as well as the budget review; Medium-term budget framework for the next 3 years; Development strategies and action plans at the local level within the sectoral fields; All spatial project plans at the local level, in accordance with spatial planning legislation; All other documents for which the municipality assesses that they are necessary to go to public consultation; Any other document provided for in the applicable legislation that must be subject to the public consultation process.

⁸ Article 7 By-laws of the municipality for public consultation 1. The acts of the municipality that are subject to the public consultation process are: 1.1 Draft-Statute of the Municipality; 1.2 Municipal draft regulations; 1.3 Other acts provided for by sectorial laws.

⁹ Project-Annual Work Plan of the Municipal Assembly and the Mayor of the Municipality / executive; 1.2. The draft budget municipality for the following year, as well as the budget review; 1.3. Medium-term budget framework for the next 3 years

¹⁰ Project-Annual Work Plan of the Municipal Assembly and the Mayor of the Municipality / executive; 1.2. The draft budget municipality for the following year, as well as the budget review; 1.3. Medium-term budget framework for the next 3 years;

¹¹ 1.1 Draft Statute of the Municipality; 1.2 Municipal draft regulations; 1.3 Other acts provided for by sectorial laws.

- The ZANA organization has monitored the municipalities: Klina, Istog;
- The AVONET NGO network has monitored the municipalities: Ferizaj, Shterpca, Kaçanik;
- The organization Lions International-Lions Club Peja, has monitored the municipality: Peja;
- The organization Politeia has monitored the municipalities: Viti, Partesh, Kllokot, Graçanica;
- Gentrit Krasniqi: observer of the monitoring process, participant in the Community Leadership Academy organized by CEA.

In order to ensure horizontal extension (full view of the municipalities) and to achieve comparisons regarding the implementation of the minimum standards of public consultation, as well as ensure a comprehensive approach, the monitors have selected three categories of public consultations:

1. Budget hearings/consultations;
2. Drafting of regulations/municipal acts, and
3. Drafting municipal plans/strategies.

The monitoring process includes: the report of the budget hearing processes; a municipal regulation or act and a municipal plan or strategy developed within the monitoring year.

In order to fully evaluate the public consultation process, two forms of monitoring (individual and annual) were carried out:

- In the process of individual monitoring, data on the level of implementation of the consultation process is extracted from (separate documents), according to the fields;
- In the annual monitoring process (the whole process), the level of fulfillment in terms of administrative aspects, planning, monitoring/reporting and coordination/cooperation is evaluated.

Process Steps:

- Step I – Data collection/individual assessments (Plan of public consultations; Public calls, Publication on the government platform of public consultations; Report with comments of the public consultation process; Report Attached to the Working Materials of the Municipal Assembly);
- Step II – Search for public consultation data; search on the website, in the category of announcements/advertisements of the municipality, in case this data is not found, search on social networks (official page on Facebook);
- Step III- Data confirmation: In case the data is not found on the website, confirmation from the information office- number of consultation processes, publication of public calls, holding meetings with the public, use of other forms of consultation, consultation reports in the working materials of the Municipal Assemblies;
- Step IV – Asking questions for Municipal Information Offices- questions for the public consultation process; setting a response deadline of seven (7) days¹²;
- Step V – Collection and segmentation of data according to specific and grouped indicators;
- Step VI – Verification of data; during the placement in the summary tables for ten days (10), the data were verified by the KLGI staff;
- Step VII – Observation; one (1) observer received the data from the requests of the Information Offices in the Municipality and compared the number of planned and implemented processes, extracting comparative information on the changes as well as providing a broad overview of the process;

¹² Article 12 - Deadlines for handling requests for access to public documents, point 3;

- Step VIII – Analyzing the data and drawing up the report; the data according to the indicators as well as grouped into criteria were analyzed and interpreted, after that, the data were combined and compared with the periodic monitoring reports from the Ministry of Local Government Administration, in order to draw progress and see the general challenges.

Annual Monitoring

In the annual monitoring process, the level of preparation in 34 municipalities related to the implementation of public consultations was assessed, including planning, the appointment of officials responsible for consultations, the preparation of explanatory forms, consultations in the early stages, the involvement of NGOs and professionals in working groups, initiatives or project proposals from external groups, monitoring and reporting. In order to confirm the data, information was requested in 34 municipalities, while through access to public documents, answers were received from 16 Municipal Information Offices.

From the annual monitoring reports, it appears that out of 34 municipalities, on average 52% of them have completed the administrative and technical aspects of the public consultation process, on average 44% have planned the public consultation processes and on average 41% have reported on the implementation of the public consultation.

Meanwhile, from the responses of the 16 Information Offices in the Municipality, it was reported that 6% of them have developed consultations in the early stages, no municipality or 0% have accepted proposals from external groups, while 6% of them have reported that the project proposals were refused to go for approval by the Chief Administrative Officer (CAO) or the Municipal Assembly, documents that did not meet the consultation standards were rejected and 6% reported decisions on the inclusion of interested parties in working groups, in 31.25% they created a database for interest groups and no case has been reported for the announcement of calls for the identification of interested parties for inclusion in working groups.

While the administrative instruction requires the Ministry of Local Government Administration to draft a report on the implementation of the minimum standards of public consultation in the municipalities and send it to the Office for Good Governance, the data for the municipalities are not found in the annual reports on the public consultation platform. However, some data can be found in the report on the assessment of transparency in municipalities (January-December 2022) and other relevant reports.

Administrative and technical aspect

Regarding the assessment of the administrative and technical aspect, data were extracted for two areas: in the first area, preparations for the process are included such as: (appointment of the official responsible for public consultation; drafting of the explanatory form and accompanying documentation; preparation of annual reports and reporting to the chairman; tracking the deadlines; sending the report to the ministry responsible for monitoring). Whereas, the second field with an indicator, assesses whether a section has been created for written and electronic consultations.

General data from the 34 monitored municipalities show that:

- 76% have appointed the official responsible for public consultation;
- 32% have drawn up explanatory forms and accompanying documentation;

- 32% followed the deadlines;
- 41% have prepared annual reports and reported to the mayor, and
- 79% have reported to the Ministry responsible for monitoring¹³.

In these indicators, one (1) task (reporting to the responsible ministry) in the consultation process is assigned to the Chief Administrative Officer (CAO), which has been fulfilled in 26 of the 34 monitored municipalities, while three (3) other tasks are assigned to the official responsible for project proposal and the official for public consultation (jointly managed) where the fulfillment is presented as follows:

- In 27 out of 34 municipalities - reporting to the Ministry responsible for monitoring.
- In 11 out of 34 municipalities - drafting explanatory forms and accompanying documentation;
- In 11 out of 34 municipalities - monitoring of deadlines;
- In 14 out of 34 municipalities - preparation of annual reports and reporting to the mayor;

Referring also to the Report on the Fulfillment of Obligations from the European Agenda (January-June 2023), it appears that of the 30 municipalities that have reported, 25 municipalities have appointed the official for public consultation, while 5 municipalities (Klllokot, Glllogoc, Ranillug, Fushe Kosova, Novoberde) they have not yet appointed the official responsible for coordinating the public consultation¹⁴.

Rubric for written and electronic consultations

For the assessment of the rubric for written and electronic consultation of the annual monitoring, an indicator was evaluated in 34 municipalities (Rubric for written and electronic consultations). In this category it appears that:

- 71% of municipalities have created a special section on municipal websites, while 29% do not have a special menu/section.

In this indicator, from the evaluation of the responsible mechanism, the work of the Chief Administrative Officer has been evaluated, where it appears that in 24 out of 34 municipalities, the task of creating a special section has been fulfilled.

From the report on the Assessment of Transparency in Municipalities (January-December 2022), the non-operation of the official websites of the municipalities has created a problem in the updating of data and the regular operation of the official websites of the municipalities. Due to problems on the official websites of the municipalities, access is not possible all the time and creates difficulties in quickly opening documents, accuracy of data and there are cases when the official websites of the municipalities leave the system and do not allow receiving information on documents that must be accessible to the public within the predetermined time limits. The same report and the monitoring process of the public consultation (2023) prove that there continue to be challenges in accessing data. Monitors have continued to report that: municipal websites have deficiencies in finding data for public consultation processes; the data are distributed in several sections; and municipalities do not have a uniform approach to organizing documentation for public consultations.

¹³ In extracting the data, the transparency evaluation report in the municipalities was taken into account

¹⁴ [Shqip-Raporti-per-permbushjen-e-obligimeve-te-komunave-nga-Agjenda-Evr...2023.pdf \(rks-gov.net\)](#)

Planning of public consultations

Regarding the evaluation of the planning of public consultations, data were extracted for four areas:

1. in the first area, the preparation of plans is included, such as the preparation of the consultation plan, the inclusion of the consultation plan in the work plan, the preparation of a separate plan for all proposals for public consultations.
2. in the second field, an indicator was evaluated: the realization of consultations in the early stages.
3. in the third field, for the announcement of the call for identification and inclusion of interested parties in the working groups, two indicators were evaluated: the inclusion of interested parties in the working groups and the announcement of the public call by the proposing body for the identification of interested parties for inclusion in working groups.
4. in the fourth area, proposals from external groups, initiatives or consultative committees are included, with four indicators: if there were proposals, following the same rules for public consultations, development of consultations by the responsible body, notification of the proposers by the consultation official.

Preparation of plans

In the first category from the monitoring of 34 municipalities it turns out that:

- 32% of municipalities have included the consultation plan in the municipality's work plan;
- 65% of municipalities have included the consultation plan in the drafting of the plan for public communication;
- In 32% of municipalities, the official responsible for public consultation draws up a separate plan for all project proposals;
- 44% of municipalities have prepared a plan for public consultations.

Of these indicators, in the first two (2) indicators, the Chief Administrative Officer was responsible, and in the following two (2) indicators, the official responsible for public consultation, where the level of fulfillment is:

- In 11 out of 34 municipalities, the planning of public consultations is included in the work plan of the municipality;
- In 22 out of 34 municipalities, the planning of public consultations is included in the drafting of the plan for public communication;
- In 11 out of 34 municipalities, the official responsible for public consultation has drawn up a special plan for all project proposals;
- In 15 out of 34 municipalities, the public consultation plan for 2023 has been published.

According to data from the monitoring of municipalities' websites from the Report on the Assessment of Transparency in Municipalities (January-December 2022), only 19 municipalities or 50% of them have published the planning of public¹⁵.

¹⁵ <https://bitly.ws/3ge82>

In the field of planning public consultations between 2022 and 2023, it turns out that there is a decrease of 6%, while in 2022 it was 19 out of 38 municipalities or 50%, while from the monitoring of public consultations in 2023, 15 out of 34 were found on the website municipalities, or 44%, and this marks a decrease in the publication of plans for public consultation.

Consultation in the early stages

In this area, from the 16 municipalities reported by the Information Offices, it appears that:

- Only in 6.25% of the municipalities were found and confirmed data that consultations were held in the early stages;
- In no municipality, announcements for the inclusion of interested parties in working groups have been found; in 6.25% of cases, decisions were found for the inclusion of interested groups in working groups;
- In 31% of cases, databases for interest groups have been created, in no case has the identification of interested parties been reported for the announcement of the call.

From the two (2) indicators, in this category the responsible mechanisms/tasks appear to be co-managed by the official responsible for public consultation and the official responsible for project proposal.

- In only 1 of the 16 municipalities, material was found for consultations in the early stages, beyond the budget hearings;
- In 5 out of 16 municipalities, databases for interest groups have been created, in no case has it been reported to announce a call for the identification of interested parties.

Announcement of the call for identification and involvement of interested parties in the working groups

In this category, from the 16 municipalities that have reported to the Information Offices, it appears that:

- No municipality has reported announcing the call for the identification and inclusion of interested parties for inclusion in working groups, while only 6% of municipalities have reported decisions on the inclusion of interested parties in working groups.

From only one (1) indicator in this category, the responsible mechanisms/tasks are jointly managed by the official responsible for public consultation and the official responsible for project proposal.

- In only 1 of the 16 municipalities, the decisions were sent where the interested parties were included in the working groups; in no municipality has the announcement of the call for identification of interested parties for inclusion in the working groups been reported.

Similarly, the Report on the Fulfillment of Obligations from the European Agenda (January-June 2023), states that only 19 municipalities have reported that they have drawn up communication plans, while 11 municipalities (Istog, Kllokot, Partesh, Prishtina, Dragash, Graçanica, Shterpce, Ranillug, Fushe Kosova, Novoberde, Shtime), have reported that they have not drawn up communication plans.

The data interspersed between the periodic monitoring reports from the Ministry of Local Government Administration (MLGA) and the monitoring of the public consultation, it is considered that the municipalities have continued with the efforts to collect the data of the interest groups, but this is still limited by the lack of consolidated consultation mechanisms (Consultative Committees) as well as the lack of consultation

of CSOs in the drafting of consultation plans, but also a more stable partnership between municipalities and CSOs.

Proposals from external working groups, initiatives or consultative committees

In this category, from the 16 municipalities reported by the Information Offices, it appears that:

In none of the municipalities has it been reported that there was a proposal from external groups, citizen initiatives or Consultative Committees¹⁶.

In this case, from four areas, the responsible mechanisms/tasks have been divided into one task for the official responsible for the project proposal. As a result of not having proposals from external groups, citizen initiatives or consultative committees, this has been excluded from the evaluation.

Referring to the Report on the Functioning of Municipal Assemblies (January-December 2022), it appears that only 11 municipalities have established Consultative Committees: 4 municipalities from 1 Consultative Committee; 3 municipalities from 2 Consultative Committees and 4 municipalities from 3 Consultative Committees¹⁷. So this is also reflected in the monitoring report with a low number of proposals from external groups in the absence of consultative bodies or the involvement of interest groups.

Reporting, collaboration and monitoring

Regarding the assessment of reporting, cooperation and monitoring, data were extracted for two areas: The first area includes the assessment of the monitoring and reporting process with two indicators such as (monitoring by the mayor and monitoring by the Municipal Assembly). In the second field, for coordination, cooperation and reporting, two indicators were evaluated (capacity building and the annual report on the implementation of the minimum standards of public consultation in the municipalities).

Reporting and monitoring process

In this category, from the 16 municipalities that have reported, it appears that:

- In no case or 0%, the mayor has not turned back to vote in the Municipal Assembly the draft proposals that do not meet the minimum standards for the public consultation process;
- In 5% of cases, it was reported that the Municipal Assembly reversed the process or rejected the act for approval as a result of not fulfilling the minimum standards of public consultation.

In this case, of the two (2) responsible mechanisms/tasks, in one case the Chief Administrative Officer, in one (1) case the Municipal Assembly.

- None of the 16 municipalities that responded to the Information Offices reported that the mayor did not send draft proposals that did not meet the minimum standards of public consultation for approval to the Municipal Assembly;
- In only 1 of the 16 municipalities that responded to the Information Offices, it was reported that the Municipal Assembly rejected for approval the draft proposal that did not meet the minimum standards of public consultation.

¹⁶ This, according to the handbook for public consultations, has the meaning of article 70 citizen initiatives and 73 consultative committees of the Law on Local Self-Government - <https://mapl.rks-gov.net/wp-content/uploads/2021/06/FINALEE-Manuali-ne-tri-gjuhet.pdf>.

¹⁷ <https://mapl.rks-gov.net/wp-content/uploads/2023/07/Raporti-i-funzionimt-te-KK-2022-020-291-2023.pdf>

From the comparison of the data with the analysis of the 2023 budget processes ¹⁸, it appears that: from the 38 websites of the municipalities, in 25 the working material for the meetings of the Municipal Assemblies was not found, in 10 municipalities the material for the meeting of the approval of the budget was found, meanwhile materials are published on 3 websites of the municipalities, but it was not found for the collection of budget approval. Even from the monitoring it appears that despite the fact that the standards are not met, the turning back by the mayor, or the refusals of the Municipal Assembly for approval remain at very low levels.

Coordination, cooperation and reporting

From the data reported by the Information Offices from 16 municipalities, it appears that:

- In 33% of cases, the MLGA in coordination with the Office for Good Governance/Office of the Prime Minister develops the activities for raising the capacities of municipal officials for public consultation;
- There is no separate report from the MLGA on the implementation of the minimum standards of public consultation in the municipalities (*there is only the transparency assessment report in the municipalities*).

In this case, from the two mechanisms, the responsibilities/tasks have been divided in two cases to the Ministry of Local Government Administration, where according to fulfillment, the following emerge:

- In 7 of the 16 municipalities that have responded to the Information Offices, it is reported on the development of activities to increase the capacities of municipal officials for public consultation;
- In the monitoring of the platform of public consultations, nor on the website of the responsible Ministry, there is no special report for public consultations.

Table 1 presents the summarized results from the fulfillment of twenty (20) annual monitoring criteria, starting from: **Administrative and technical aspect** (Administrative and technical aspect, rubric for written and electronic consultations) – 6 indicators; **Planning of public consultations** (Preparation of consultation plans in the early stages, announcement of the call for identification and inclusion of interested parties in working groups, proposals from external groups, initiatives or Consultative Committees) – 10 indicators; **Reporting and monitoring process** – 2 indicators; **Coordination, cooperation and summary report of consultations** (monitoring by the Ministry responsible for the implementation of the instruction) - 2 indicators.

Annual public consultation performance evaluation tables

Two summary tables are presented below, where the first shows the fulfillment of the criteria (20) from the annual monitoring processes as well as the fulfillment of responsibilities by the municipal mechanisms divided by tasks. Meanwhile, the second table presents the data on the fulfillment of the criteria (20) in five separate areas (*area 1. Administrative and technical aspect; area 2. Planning of public consultations; area 3. Consultation in the early stages with interested parties; field 4. Project proposals from external working groups; and field 5. The process of reporting and monitoring public consultation in the Municipality*).

From the data of 34 of the 38 monitored municipalities, the highest fulfillment of the total criteria (20) is achieved by the municipality of Glogoc with 60%, followed by the municipality of Lipjan with 55%, by the municipalities of Prizren, Rahovec and Mitrovica. South with 50%, as well as with 45% from the municipality

¹⁸ <https://www.klgi-ks.com/wp-content/uploads/2023/04/Analiza-e-Procese-ve-Buxhetore-Komunale-2023.pdf>

of Kamenica. Meanwhile, the municipality of Fushe-Kosova recorded the lowest fulfillment with 10%, followed by the municipalities: Graçanica, Deçani and Skenderaj with 15% each.

Summary table 1: Collection of 20 criteria fulfilled by the municipalities from the annual monitoring

Annual Monitoring							
Fulfillment of (20) criteria from the annual monitoring			Fulfillment of responsibilities¹⁹				
Municipality	Number	%	Officer responsible for project proposal (12 tasks)	The officer for communication with public (10 tasks)	The chairman/sponsorizer (7 tasks)	Assembly municipal (1 task)	MLGA/OGG (2 tasks)
Deçan	3	15%	1	1	2	0	0
Gjakova	6	30%	3	2	3	0	0
Gllugoc	12	60%	6	5	4	1	1
Gjilan	7	35%	4	4	3	0	0
Dragash	5	25%	2	1	3	0	0
Istog	8	40%	4	3	3	0	1
Kaçanik	5	25%	2	2	3	0	0
Klina	8	40%	4	4	4	0	0
Fushe-Kosova	2	10%	1	1	1	0	0
Kamenica	9	45%	5	4	4	0	0
Leposaviq	No information						
Lipjan	11	55%	6	5	4	0	1
Obiliq	8	40%	5	4	3	0	0
Rahovec	10	50%	5	4	4	0	1
Peja	6	30%	1	1	5	0	0
Podujeva	5	25%	2	2	2	0	1
Prishtina	4	20%	1	1	3	0	0
Prizren	10	50%	6	5	4	0	0
Skenderaj	3	15%	1	1	2	0	0
Shtime	6	30%	2	2	4	0	0
Shterpca	No information						
Suhareka	4	20%	1	1	3	0	0
Ferizaj	6	30%	3	2	3	0	0
Viti	4	20%	1	1	3	0	0
Vushtrri	6	30%	2	2	4	0	0
Malisheva	6	30%	3	3	3	0	0
Novoberda	No information						
South Mitrovica	10	50%	5	4	4	0	1
Junik	4	20%	1	1	3	0	0

¹⁹ Calculation of the fulfillment of tasks

Hani i Elezit	8	40%	5	4	2	0	1
Mamusha	No information						
Graçanica	3	15%	1	1	2	0	0
Ranillug	No information						
Partesh	No information						
Kllokot	No information						

In the summary table 2, according to the fields, it appears that the highest fulfillment is captured by: the administrative and technical aspect with 52%, followed by the planning of public consultations with 44% and the reports of public consultations with 41%. Meanwhile, the lowest level was marked by consultation in the early stages with 6%, followed by proposals from external groups²⁰ with 6% and consideration to turn back by the Chief Administrative Officer (CAO) 0%, as well as rejection by the Assembly Municipal documents that have not met the standards of consultation 6%.

In the field of administrative and technical aspects in the absence of a report for public consultation in the municipalities, in the reports of the Ministry of Local Self-Government/Office for Good Governance²¹, the data was extracted from the Report on the Evaluation of Municipal Transparency (January-December 2022)²². While, the area of the Reporting and Monitoring Process of Public Consultation in Municipalities has been assessed as not fulfilled in the absence of the report.

From the data of early consultations, in addition to the budget hearings, in only one case was it reported from the responses of 16 Information Offices, for consultations at early stages, before drafting the draft. For this, consultations in the early stages of processes such as regulations, or municipal plans/strategies without including budget hearings were evaluated. Meanwhile, from the analysis of the budget processes in the municipalities²³, issued by the KLG Institute, it appears that: 20 municipalities have published the reports from the budget hearing consultations, while only 10 municipalities have published the report with comments (accepted/partially/rejected), 1 municipality has presented comments in part.

In this area, the consultations in the early stages, it is not reported that there was a call for the identification of interested parties for inclusion in the working groups. Meanwhile, eleven (11) municipalities have reported that in support of the DEMOS/HELVETAS project²⁴ they have created databases (Excel forms) according to interest groups. In only one (1) case was it reported from the responses of the 16 Information Offices that there was involvement of interested groups in the working groups. As far as project proposals from external working groups, in this case citizens' initiatives, according to Article 70 and consultative committees according to Article 73 of the Law on Local Self-Government, have not been reported. This has caused the speculation of Information Offices, reporting the involvement of citizens, interest groups, or civil society organizations through comments from public consultations.

Summary table 2: Fulfillment of criteria by areas from annual monitoring

²⁰ This, according to the manual for public consultations, has the meaning of article 70 citizen initiatives and 73 consultative committees of the Law on Local Self-Government - <https://mapl.rks-gov.net/wp-content/uploads/2021/06/FINALEE-Manuali-ne-tri-gjuhet.pdf>.

²¹ <https://konsultimet.rks-gov.net/documents.php>

²² <https://bitly.ws/3ge82>

²³ <https://www.klgi-ks.com/wp-content/uploads/2023/04/Analiza-e-Procese-ve-Buxhetore-Komunale-2023.pdf>

²⁴ The decentralisation and municipal support

Annual Monitoring²⁵

Municipality	Administrative and technical aspect (6 tasks)	Planning of public consultations (4 tasks)	Early consultation with stakeholders²⁶ (3 tasks)	Project proposals from external working groups (4 tasks)	The Reporting and Monitoring Process of Public Consultation in Municipalities (3 tasks)
Deçan	33%	25%	/	/	/
Gjakova	50%	50%	33%	0%	0%
Glllogoc	100%	100%	33%	0%	25%
Gjilan	83%	25%	33%	0%	0%
Dragash	50%	25%	/	/	/
Istog	67%	75%	33%	0%	25%
Kaçanik	67%	50%	/	/	/
Klina	83%	75%	33% ²⁷	0%	0%
Fushe-Kosova	16%	0%	/	/	/
Kamenica	100%	100%	/	/	/
Leposaviq	-	-	-	-	-
Lipjan	100%	100%	33%	0%	25%
Obiliq	100%	75%	/	/	/
Rahovec	100%	100%	0%	0%	25%
Peja	50%	75% ²⁸	/	/	/
Podujeva	67%	0%	0%	0%	25%
Prishtina	33%	50%	/	/	/
Prizren	100%	100%	/	/	/
Skenderaj	50%	0%	/	/	/
Shtime	67%	50%	0%	0%	0%
Shterpca	-	-	-	-	-
Suhareka	50%	25% ²⁹	/	/	/
Ferizaj	67%	75%	33%	0%	0%
Viti	50%	25%	0%	0%	0%
Vushtrri	67%	50%	/	/	/
Malisheva	83%	25%	0%	0%	0%
Novoberda	-	-	-	-	-
South Mitrovica	100%	100%	0%	0%	25%
Junik	50%	25%	/	/	/

²⁵ Municipalities that have completed the fields with numbers, have reported to the Information Offices, while those presented with a visa are collected from monitoring.

²⁶Referring to the handbook, Consultation at early stages – Parties will be involved in the preparation of the draft as early as possible and will remain engaged throughout the process.

²⁷ Only in one case: for the Municipal Development Plan 2023-2031.

²⁸ Action Plan for Transparency

²⁹ The indicator for inclusion in the planning of public consultations in the drafting of the plan for public communication is provided by the MLGA report.

Hani i Elezit	83%	75%	0%	0%	25%
Mamusha	-	-	-	-	-
Graçanica	50%	0%	0%	0%	0%
Ranillug	-	-	-	-	-
Partesh	-	-	-	-	-
Kllokot	-	-	-	-	-

In the following table, the data are presented from the database of the Municipal Performance Grant for the year 2022. Meanwhile, the rules for calculating the data are extracted from the main document of the municipal performance management system. Explanatory reference of the indicators evaluated by the Municipal Performance Report 2022.

According to performance indicators 3.1.2 (participation of citizens in public consultations) and 16.2.3 (participation of women in public consultations)

1.1.2. The level of 3% of the number of inhabitants was taken as a sufficient level of participation for all municipalities, at least for a temporary period. Measuring the participation of citizens in public meetings aims to improve the processes of local democracy, ensuring transparency and accountability, as well as examining issues of interest to the public. The indicator is calculated by dividing the number of participants in the municipality's public consultations during the year (data 1) by 3% of the number of inhabitants in the municipality (data 2) multiplied by 100.

16.2.3. The indicator is calculated by dividing the total number of women in consultations (data 2) by the total number of participants in consultations (data 1), multiplied by 100. Then the formula multiplies by 2 the proportional value of the 2 indicators.

From the data, it appears that only in 3 municipalities was the calculated 3% of the number of residents for participation in public consultations (Hani i Elezit, Obiliq and Ranillug), while only one municipality (Deçan) reported that equality was achieved in women's participation in public consultations.

Summary table 3: Data reported in the performance report on citizen participation in public consultations broken down by gender							
No.	Municipality	Number of Inhabitants	3% of the population	Reported number of participants	Percentage reported	Participation of women	Percentage of gender equality
1	Deçan	40,019	1,333	255	19.15%	127	100.00%
2	Dragash	33,997	1,133	312	27.55%	0	0.00%
3	Fushe-Kosova	34,827	1,160	0	0.00%	0	0.00%
4	Gjakova	94,556	3,152	1666	52.87%	657	80.00%
5	Gjilan	90,178	3,006	433	14.41%	124	57.48%
6	Glllogoc	58,531	1,951	827	42.42%	332	80.26%
7	Gracanica	10,675	356	210	59.01%	38	35.97%
8	Hani i Elezit	9,403	313	313	100.00%	98	62.17%
9	Istog	39,289	1,310	344	26.30%	56	32.55%
10	Junik	6,084	203	48	23.55%	23	97.56%
11	Kaçanik	33,409	1,114	626	56.23%	206	65.88%
12	Kamenica	36,085	1,203	391	32.51%	29	14.77%
13	Klina	38,496	1,283	209	16.27%	14	12.76%
14	Lipjan	57,605	1,920	850	44.26%	349	81.56%
15	Malisheva	54,613	1,820	280	15.38%	56	39.68%
16	Mamusha	5,507	184	0	0.00%	0	0.00%
17	Mitrovica	71,909	2,397	390	16.27%	76	38.66%
18	Obiliq	21,549	718	718	100.00%	233	65.90%
19	Partesh	1,787	59,567	0	0.00%	0	0.00%
20	Peja	96,450	3,215	494	15.37%	146	58.87%
21	Podujeva	88,499	2,950	472	16.00%	40	16.94%
22	Prishtina	198,897	6,630	0	0.00%	0	26.12%
23	Prizren	177,781	5,926	411	6.95%	57	27.49%
24	Rahovec	56,208	1,874	1245	66.47%	169	27.11%
25	Ranillug	3,866	129	129	100.00%	0	0.00%
26	Shtime	27,324	911	165	18.17%	28	33.55%
27	Skenderaj	50,858	1,695	596	35.19%	203	68.06%
28	Suhareka	59,722	1,991	519	26.06%	39	14.76%

29	Viti	46,987	1,566	515	32.91%	188	72.84%
30	Vushtri	69,870	2,329	257	10.78%	84	64.60%

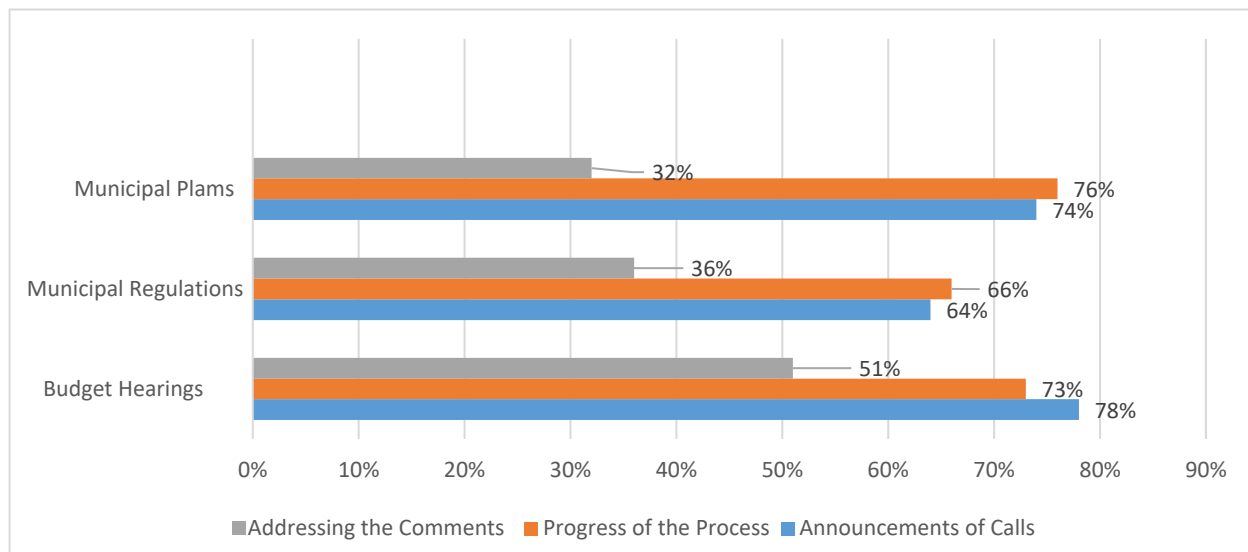
Individual Monitoring

In the individual consultation monitoring processes, 34 municipalities are included with one (1) consultation process each in three (3) categories (budget hearings; municipal plans/strategies and municipal acts/regulations), a comprehensive overview of how public consultations are implemented in municipality. Spread over three (3) levels of implementation: i. Announcement of calls; ii. Development of public meetings; iii. Collecting comments and addressing them.

- Based on the data, it appears that in the municipal plans/strategies category, the announcement of the call has the highest fulfillment with 74%, followed by the development of the process with 76% and the lowest is the collection and addressing of comments with 32%.
- Even in municipal acts/regulations, the highest achievement is noted in the announcement of the call which has the highest fulfillment with 64%, followed by the development of the process with 66% and the lowest is the collection and addressing of comments with 36%.
- Similar to the consultations of budget hearings according to categories, the announcement of the call has the highest fulfillment with 78%, followed by the development of the process with 73% and the lowest is the collection and addressing of comments with 51%.

From the data presented by the individual monitoring of the three public consultation processes (municipal plans/strategies, municipal acts/regulations and budget hearings) in all cases the announcement of calls in this case, the publication of the consultation notice together with the document has the most high, in this area the average is reduced by presenting the explanatory memorandum (consultation goals, objectives, as well as the need for public involvement) together with the notification. Similar to the announcement of the call, the presentation of the explanatory memorandum lowers the overall result of the public consultation. While, in the collection and addressing of comments, as a result of the publication of only minutes and not reports with comments, it appears that this field has the lowest level of achievement. So can the achievement. Therefore, we can conclude that the technical and formal aspects of the development of consultations have had a progress; however, the essence of public consultation has not yet been achieved, i.e. public ownership in local policies.

Fig. 1 The overall performance of municipalities in public consultations in fulfilling the criteria in three main areas: Budget Hearings of 28 municipalities, Municipal Regulations 25 municipalities, Municipal Plans 28 municipalities.



Consultations for Budget Hearings

Public announcement for public consultation

For the evaluation of the public announcement and the fulfillment of the obligations for the opening of public consultations, 9 criteria presented in table 4 were monitored. Regarding the question of whether the announcements for consultation of the project proposals were made, on the government's platform for public consultations, in the 28 municipalities that have held consultations for budget hearings, 61% of monitored municipalities have fulfilled this obligation. The publication of notices for consultation of project proposals on the website of the municipality has been implemented in 86% of the municipalities. Regarding the public announcement information on the launch date and the deadline for comments: 82% of the municipalities have provided information on the launch date and 61% of the municipalities have provided information on the last date for comments. The low percentage is reflected in the presentation of explanatory memoranda in the invitation to the public meeting, where only 18% of municipalities have implemented this criterion. In the question of whether the address for receiving comments and publishing the reports/results of the public consultation has been presented, 72% of the municipalities have presented the address for receiving comments. Further, in the question of whether written and electronic consultations have been conducted, it appears that 57% of the municipalities have met this criterion. Regarding the publication of the project proposal on the municipal websites and the e-consultation platform, 68% of the municipalities have published the project proposal on the municipal websites, while 46% of them have made the publication on e-consultations.

From the monitoring for the above-mentioned areas, it appears that the highest percentage of applicability of obligations for opening public consultations is 89%. This percentage is reflected by the Municipality of Kaçanik, Rahovec, Prizren, Vushtrri, South Mitrovica and Hani i Elezit. Meanwhile, the lowest percentage is reflected by the Municipality of Gjilan with 11%, Obiliq with 22%, Graçanica with 33% and Klllokot with 22%.

Table 4: Public Announcement for Public Consultation

No.	Public Announcement for Public Consultation	% of municipalities that have fulfilled the obligation
1.	Publication of notices for consultation of project proposals on the website of the municipality	61%
2.	Publication of notices for consultation of project proposals on the government consultation platform	86%
3.	Date of departure	82%
4.	Deadline for comments	61%
5.	Presentation of explanatory memoranda	18%
6.	Address for receiving comments	72%
7.	Development of written and electronic consultations	57%
8.	Publication of the project proposal on the municipal web pages	68%
9.	Publication of the project proposal on the e-consultation platform	46%

The technical aspect of announcing the call and the development of public meetings

In the assessment of the technical aspect of the announcement of the call and the conduct of public meetings, 11 indicators were monitored in 28 municipalities with public calls for budget hearings. Of the 89% of municipalities that have held consultative public meetings for budget hearings, 75% of municipalities have announced (on the municipality's official website, notice board, etc.) the notice for a consultative public meeting, at least 8 calendar days before holding the meeting; 86% of the municipalities have included the date in the announcement of the call, 89% of the municipalities have determined the place and time in the call; 71% have attached a project proposal; 21% of the municipalities have included the explanatory memorandum of the purpose of opening the call; as well as 75% of municipalities have provided information about the person responsible for receiving comments.

Regarding the development of public meetings, for the question of whether the official appointed by the proposing body chaired the consultative meeting with citizens, 89% of the municipalities have implemented this criterion; 82% of the municipalities have provided an explanation for the content of the project proposal to the public by the official for drafting the project proposal together with the official for public consultation; meanwhile, in 82% of the municipalities, fulfillment of the criterion is reflected in the evidence of the proposals given by the public during the consultations.

The municipalities with the highest fulfillment in the eleven monitoring criteria technical aspects of announcing the call and holding public meetings are: Gjakova, Kamenica, Rahovec, Hani i Elezit, with a total of 100%; however, the municipalities with the lowest performance are: Obiliq

and Podujeva with 55%, Shtime with 36%, Vitia with 45% and Shterpca 0%. In general, the results show positive efforts by the municipalities to ensure participation and transparency in the public consultative process regarding the technical aspect of announcing the call and holding public meetings, however there are some areas where there is a need for improvement, such as the identification of proposals received from the public during the consultations and the explanatory memorandum.

Table 5: Criteria for evaluating the technical aspect

No.	Criteria for evaluating the technical aspect	%
1.	Holding public consultative meetings	89%
2.	Announcement of the notice for the meeting at least 8 calendar days	75%
3.	The date of the meeting	86%
4.	Place of holding the meeting	89%
5.	Meeting time	89%
6.	Project proposal	71%
7.	Explanatory memorandum	21%
8.	Information about the person responsible for accepting comments	75%
9.	Chairing the consultative meeting by the official for drafting the project proposal	89%
10.	Explaining the content of the project proposal to the public	82%
11.	Recording of proposals given by the public during consultations	82%

Gathering comments, communicating and addressing them

In the areas related to the collection of comments, their communication and addressing, the following data have been identified: out of 28 municipalities monitored, 68% of them have prepared a report on the results of the public consultation by the official responsible for drafting the project proposal; 61% of municipalities have included proposals, suggestions and remarks from the public in the public review report; 46% of the municipalities have reviewed the comments (accepted/rejected) from the working group; 64% of the municipalities have published the report within the established deadlines (no more than 30 calendar days from the end of the deadline for comments); as well as 14% of the municipalities have submitted the public consultation report to the Municipal Assembly before the approval of the project proposal.

The municipalities with the highest fulfillment in the four monitoring criteria are: Glllogoc, Lipjan, Prizren, Rahovec with a total of 100%; meanwhile, the municipalities with the lowest performance are: Kaçanik, Fushe-Kosova, Obiliq, Podujeva, Prishtina, Shterpca, Vitia and Graçanica with 0%, in the four areas monitored regarding the collection of comments, communication and their addressing.

Table 6: Collecting comments, communicating and addressing them

No.	Collecting comments, communicating and addressing them	%
1.	Preparation of the report on the results of the public consultation by the official responsible for drafting the project proposal	68%
2.	Included in the public review report are proposals, suggestions and comments from the public	61%
3.	Review of comments (accepted/rejected) by the working group	46%
4.	Publication of the report within the established deadlines (no more than 30 calendar days from the end of the comment period)	64%
5.	Presented the public consultation report to the Municipal Assembly before the approval of the project proposal	14%

Public Consultations for Municipal Regulations

Public announcement for public consultation

Nine criteria were monitored in 25 municipalities for the assessment of the public announcement and the fulfillment of the obligations for the opening of public consultations (publication of notices for consultation of project proposals on the website of the municipality and on the platform of the government for consultations; starting date, deadline for comments, presentation of explanatory memoranda, address for receiving comments, publication of reports/results of public consultation, development of written and electronic consultations, publication of the project proposal on municipal websites and the e-consultation platform). Regarding the question of whether notices for consultation of project proposals have been published on the government platform for public consultations, out of 25 monitored municipalities, 80% of them have fulfilled this obligation. The publication of notices for consultation of project proposals on the websites of municipalities has been implemented in 96% of municipalities. Regarding the public announcement information about the launch date and the deadline for comments; 92% of municipalities have provided information on the start date and 80% of municipalities have provided information on the last date for comments. The low percentage is reflected in the presentation of explanatory memoranda in the invitation to the public meeting, where only 28% of the municipalities have implemented this criterion. In the question of whether the address for receiving comments and the publication of reports/results of the public consultation has been presented, 92% of the municipalities have presented the address for receiving comments. Further, in the question of whether written and electronic consultations have been conducted, it appears that 80% of the

municipalities have fulfilled this criterion. Regarding the publication of the project proposal on the municipal websites and the e-consultation platform, 96% of the municipalities have published the project proposal on the municipal websites, while 84% of them have made the publication on e-consultations.

From the monitoring for the above-mentioned areas, it appears that the highest percentage of applicability is 100%. This percentage is reflected by the municipalities of Pristina, Hani i Elezit and Graçanica. Meanwhile, the lowest percentage is reflected by the municipality of Kamenica with 67%, Peja with 56%, Klina with 33%, and Shterpce with 22%.

Table 7: Public Announcement for Public Consultation

No.	Public Announcement for Public Consultation	%
1.	Publication of notices for consultation of project proposals on the website of the municipality	96%
2.	Publication of notices for consultation of project proposals on the government consultation platform	80%
3.	Date of departure	92%
4.	Deadline for comments	80%
5.	Presentation of explanatory memoranda	28%
6.	Address for receiving comments	92%
7.	Development of written and electronic consultations	80%
8.	Publication of the project proposal on the municipal web pages	96%
9.	Publication of the project proposal on the e-consultation platform	84%

The technical aspect of announcing the call and the development of public meetings

In the evaluation of the technical aspect of the announcement of the call and the conduct of public meetings, 11 indicators were monitored in 25 municipalities that offered consultations for municipal regulations. Of the 92% of municipalities that have held public consultative meetings for municipal regulations, 84% of municipalities have announced (on the official website of the municipality, notice board, etc.) a notice for a public consultative meeting, at least 8 calendar days before holding meeting; 96% of the municipalities have included the date in the announcement of the call, 100% of the municipalities have determined the place; 96% of them have provided information about the time of consultations; 84% have attached a project proposal; 16% of the municipalities have included the explanatory memorandum of the purpose of opening the call; as well as 84% of municipalities have provided information about the person responsible for receiving comments.

Regarding the development of public meetings, for the question of whether the official appointed by the proposing body chaired the consultative meeting with citizens, 76% of the municipalities have implemented this criterion; 72% of the municipalities have provided an explanation for the content of the project proposal to the public by the official for drafting the project proposal together with the official for public consultation; meanwhile, in 64% of the municipalities, fulfillment of the criterion is reflected in the evidence of the proposals given by the public during the consultations.

The municipalities with the highest fulfillment in the eleven monitoring criteria are: Kamenica, Skenderaj, Hani i Elezit with a total of 100%, meanwhile, the municipalities with the lowest performance are: Gjakova Shterpca, Suhareka with 45%.

In general, the results show positive efforts of municipalities to ensure participation and transparency in the process public consultative regarding the technical aspect of announcing the call and conducting public meetings. However, there are some areas where there is a need for improvement, such as the recording of proposals received from the public during consultations and the explanatory memorandum.

Table 8. Criteria for evaluating the technical aspect

No.	Criteria for evaluating the technical aspect	%
1.	Holding public consultative meetings	92%
2.	Announcement of the notice for the meeting at least 8 calendar days.	84%
3.	The date of the meeting;	96%
4.	Place of holding the meeting;	100%
5.	Meeting time;	96%
6.	Project proposal	84%
7.	Explanatory memorandum	16%
8.	Information about the person responsible for accepting comments	84%
9.	Chairing the consultative meeting by the official for drafting the project proposal	76%
10.	Explaining the content of the project proposal to the public	72%
11.	Recording of proposals given by the public during consultations	64%

Gathering comments, communicating and addressing them

In the fields related to the collection of comments, their communication and addressing, in 25 municipalities, the following data were recorded: 52% of the municipalities have prepared the report on the results of the public consultation by the official responsible for drafting the project proposal; 52% of the municipalities have included the proposals, suggestions and comments from the public in the public review report; 32% of municipalities have reviewed the comments (accepted/rejected) from the working group; 44% of the municipalities have published the report within the established deadlines (no more than 30 calendar days from the end of the deadline for comments); and in no municipality was the report of the public consultation in the Municipal Assembly submitted to the working materials before the approval of the project proposal.

The municipalities with the highest fulfillment in the four monitoring criteria are: Glogoc, Klina, Prishtina, Skenderaj, Shtime with a total of 80%; meanwhile, the municipalities with the lowest performance are: Gjakova, Dragash, Kaçanik, Fushë-Kosova, Podujeva, Peja, Prizren, Shterpca, Suhareka, Vitia, South Mitrovica with 0% in the four monitored areas related to the collection of comments, communication and their addressing.

Table 9: Collecting comments, communicating and addressing them

No.	Collecting comments, communicating and addressing them	%
1.	Preparation of the report on the results of the public consultation by the official responsible for drafting the project proposal	52%
2.	Included in the public review report are proposals, suggestions, comments from the public	52%
3.	Review of comments (accepted/rejected) by the working group	32%
4.	Publication of the report within the established deadlines (no more than 30 calendar days from the end of the comment period)	44%
5.	Presented the public consultation report to the Municipal Assembly before the approval of the project proposal	0%

Public Consultation for the Municipal Plan

Public Announcement for Public Consultation

Nine criteria were monitored in 28 municipalities for the evaluation of the public announcement and the fulfillment of the obligations for the opening of public consultations (publication of notices for consultation of project proposals on the website of the municipality and on the platform of the government for consultations; starting date, deadline for comments, presentation of explanatory memoranda, address for receiving comments, publication of reports/results of public consultation, development of written and electronic consultations, publication of the project proposal on municipal websites and the e-consultation platform). Regarding the question of whether announcements were made, for consultation of project proposals, on the government platform for public consultations, 61% of the monitored municipalities fulfilled this obligation. The publication of notices for consultation of project proposals on the web pages of the Municipalities has been implemented in all municipalities. Regarding the public announcement information on the launch date and the deadline for comments, 89% of the municipalities have provided information on the launch date and 85% of the municipalities have provided information on the last date for comments. The low percentage is reflected in the presentation of explanatory memoranda in the invitation to the public meeting, where only 21% of the municipalities have implemented this criterion. In the question of whether the address for receiving comments and the publication of reports/results of the public consultation has been presented, 93% of the municipalities have presented the address for receiving comments. Further, in the question of whether written and electronic consultations have been conducted, it appears that 71% of the municipalities have fulfilled this criterion. Regarding the publication of the project proposal on the municipal websites and the e-

consultation platform, 89% of the municipalities have published. The project proposal on the municipal websites, while 64% of them have made the publication in e-consultations. From the monitoring for the above-mentioned areas, it appears that the highest percentage of applicability is 89%. This percentage is reflected by the municipalities: Gjakova, Istog, Lipjan, Podujeva, Prishtina, Prizren, Ferizaj, Rahovec, Vitia, Malisheva and Hani i Elezit with 89%. Meanwhile, the lowest percentage is reflected by the municipalities of Gjilan and Shterpce with 11%, the municipalities of Dragash, Klina, Peja, Fushe-Kosova, Kamenica, Skenderaj, Shtime, Vushtrri with 67%.

Table 10: Public Announcement for Public Consultation

No.	Public Announcement for Public Consultation	%
1.	Publication of notices for consultation of project proposals on the website of the municipality	100%
2	Publication of notices for consultation of project proposals on the government consultation platform	61%
3.	Date of departure;	89%
4.	Deadline for comments	85%
5.	Presentation of explanatory memoranda	21%
6.	Address for receiving comments	93%
7.	Development of written and electronic consultations	71%
8.	Publication of the project proposal on the municipal website	89%
9.	Publication of the draft proposal on the e-consultation platform	64%

The technical aspect of announcing the call and the development of public meetings

In the assessment of the technical aspect of the announcement of the call and the conduct of public meetings, eleven indicators were monitored in 28 municipalities that held consultations on the municipal plan. Of the 89% of municipalities that have held public consultative meetings for the municipal plan, 86% of the municipalities have announced (on the official website of the municipality, the notice board, etc.) the notice of the public consultative meeting at least 8 calendar days before the meeting; 96% of them included the date, place and time in the announcement of the call; 86% have attached a project proposal; 29% of municipalities have included the explanatory memorandum of the purpose of opening the call; as well as 92% of municipalities have provided information about the person responsible for receiving comments.

Regarding the development of public meetings, for the question of whether the official appointed by the proposing body chaired the consultative meeting with citizens, 75% of the municipalities have implemented this criterion; 64% of the municipalities have offered an explanation of the content of the project proposal to the public by the official for drafting the project proposal together with the official for public consultation; meanwhile, in 50% of the municipalities, fulfillment of the criterion is reflected in the evidence of the proposals given by the public during the consultations.

The municipalities with the highest fulfillment in the eleven monitoring criteria are: Kamenica, Prishtina, Shtime and Hani i Elezit, with a total of 100%, meanwhile, the municipalities with the lowest performance are: Fushe-Kosova, Suhareka, Malisheva with 55%, Gjilan with 45% and Shterpca with 36%.

In general, the results show positive efforts of the municipalities to ensure participation and transparency in the public consultative process regarding the technical aspect of announcing the call and conducting public meetings. However, there are some areas where the need for improvement appears, such as the recording of proposals received from the public during consultations and the explanatory memorandum.

Table 11: Criteria for evaluating the technical aspect

No.	Criteria for technical evaluation	%
1.	Holding public consultative meetings	89%
2.	Announcement of the notice for the meeting at least 8 calendar days	86%
3.	The date of the meeting	96%
4.	Place of holding the meeting	96%
5.	Meeting time	96%
6.	Project proposal	85%
7.	Explanatory memorandum	29%
8.	Information about the person responsible for accepting comments	93%
9.	Chairing the consultative meeting by the official for drafting the project proposal	75%
10.	Explaining the content of the project proposal to the public	64%
11.	Recording of proposals given by the public during consultations	50%

Collecting comments, communicating and addressing them

For 28 municipalities monitored regarding the collection of comments, their communication and addressing, the following data were recorded: 43% of the municipalities have prepared a report on the results of the public consultation by the official responsible for drafting the project proposal; 39% of the municipalities have included in the public review report proposals, suggestions and comments from the public; 32% of municipalities have reviewed the comments (accepted/rejected) from the working group; 42% of the municipalities have published the report within the established deadlines (no more than 30 calendar days from the end of the deadline for comments); as well as 4% of the municipalities have submitted the public consultation report to the Municipal Assembly before the approval of the project proposal.

The municipality with the highest fulfillment in the five monitoring criteria is: Rahovec with 100%; however, the municipalities with the lowest performance are: Kaçanik, Fushe-Kosova, Obiliq, Podujeva, Prishtina, Shterpca, Suhareka, Vitia, Vushtrria, South Mitrovica, Graçanica with 0% in the four monitored areas related to the collection of comments, communication and their addressing.

Table 12: Collecting comments, communicating and addressing them

No.	Collecting comments, communicating and addressing them	%
1.	Preparation of the report on the results of the public consultation by the official responsible for drafting the project proposal	43%
2.	Inclusion in the public review report of proposals, suggestions and comments from the public	39%
3.	Review of comments (accepted/rejected) by the working group	32%
4.	Publication of the report within the established deadlines (no more than 30 calendar days from the end of the comment period)	42%
5.	Presentation of the public consultation report to the Municipal Assembly before the approval of the project proposal	4%

Tables of individual evaluations of consultation performance

Table 13 shows the data on the fulfillment of twenty-six (26) criteria according to municipalities and three (3) monitored categories of public consultations (budget hearings, municipal acts/regulations and plans/strategies). Although very close, the highest number of compliance is reflected by consultations on municipal plans/strategies with 69% followed by consultations from budget hearings with 67% and municipal acts/regulations with 64%.

Summary table 13: General performance of municipalities in public consultations, individual evaluations referring to (26) criteria						
Municipality	Criteria met for budget hearings		Criteria met for municipal regulations		Criteria met for municipal plans	
	Number of fulfillment of criteria	%	Number of fulfillment of criteria	%	Number of fulfillment of criteria	%
Deçan	-	-	77	20%	18	69%
Gjakova	22	84%	14	54%	21	81%
Glogoc	23	88%	21	81%	21	81%
Gjilan	14	54%	0	0%	9	35%
Dragash	20	77%	13	50%	15	57%
Istog	21	81%	23	88%	19	73%
Kaçanik	17	65%	18	69%	17	65%
Klina	20	77%	15	57%	21	81%
Fushe-Kosova	17	65%	17	65%	13	50%
Kamenica	22	85%	22	85%	22	85%
Leposaviq	19	73%	21	81%	23	88%
Lipjan	9	35%	-	0%	17	65%
Obiliq	25	96%	24	92%	22	85%
Rahovec	21	81%	15	58%	17	65%
Peja	7	27%	17	65%	16	62%
Podujeva	18	69%	22	85%	20	77%
Prishtina	24	92%	22	85%	21	81%
Prizren	22	85%	23	88%	20	77%
Skenderaj	13	50%	23	88%	22	85%
Shtime	-	0%	8	31%	-	0%
Shterpca	21	81%	13	50%	14	84%
Suhareka	17	65%	21	81%	21	81%
Ferizaj	11	42%	15	58%	16	61%
Viti	22	85%			15	58%
Vushtrri	16	61%	19	73%	15	58%
Malisheva	No information		No information		No information	
Novoberda	23	88%	19	73%	18	69%

South Mitrovica						
Junik	25	96%	25	96%	24	92%
Hani i Elezit	No information		No information		No information	
Mamusha	13	50%	23	88%	16	69%
Gračanica	No information		No information		No information	
Ranillug	No information		No information		No information	
Partesh	No information		No information		No information	

In table 14, the data on the fulfillment of the criteria are presented in three categories (budget hearings, municipal acts/regulations and municipal plans/strategies), divided by three areas (publication of announcements, development of meetings and collection of comments).

In the field of announcing announcements, the highest achievements are noted in the presentation of these data: 88% the date of the start of the meeting; 86% publication of consultation notices on the website and the address for receiving comments, as well as 84% publication on the website; 76% and 75%, the announcement of announcements on the consultation platform and the deadline for comments are presented; 69% development of written and electronic consultations; as well as 22% presentation of explanatory memoranda. This is the result of two factors, the first, that the notice is extended to the formal act (decision for consultation) and that the submission of explanatory memoranda is missing, and the second, that the unit (directorate, mayor's office) that is planning public consultations has not established the purpose of the consultation, the objectives and the need for the involvement of interest groups and citizens.

In the field of evaluation and technical aspect, the highest achievements are noted in the presentation of these data: 95% place of holding the meeting; 94% meeting time; 93% the date of the meeting; 90% holding public consultative meetings; 84% information about the person responsible for receiving comments; 82% publication of the meeting notice, at least 8 calendar days; 80% project proposal; 80% chairing of the consultative meeting by the official for drafting the project proposal; 73% explaining the content of the project proposal to the public; 65% evidence of proposals given by the public during consultations; 22% explanatory memorandum. The lack of explanatory memoranda is transmitted from the announcement of the call to the development of public consultation processes in the field.

In the field of collecting comments, communicating and addressing them, the highest achievements are noted in the presentation of these data: 54% preparation of the report on the results of the public consultation by the official responsible for drafting the project proposal; 51% inclusion in the public review report of proposals, suggestions, remarks from the public; 37% review of comments (accepted/rejected) by the working group; 50% publication of the report within the established deadlines (no more than 30 calendar days from the end of the comment period); 18% submitted the public consultation report to the Municipal Assembly before the approval of the project proposal.

In the monitoring process, the path from the announcement to the submission of the consultation report to the municipal assembly was followed. The data show a decreasing scale of fulfillment, where only in half of the cases that have been monitored have they drawn up reports on the results of the consultation, the drop in the submission of public proposals and remarks is immediately visible, this falls even more in the submission of reviewed comments for marked the lowest result of public consultation reports in the attachment of working materials for the municipal assembly. In a general overview of the process, it appears

that although in more than half of the cases the report with the results of the consultation has been published, in the evaluation of the fulfillment of the standards in the report, a significantly low fulfillment is observed. Meanwhile, the use of this report by policy makers and decision makers in this case the mayor does not ensure that the act that goes for approval in the municipal assembly meets the standards of public consultation, and on the other hand, the municipal assembly does not turn back the proposed acts for approval that have not met the minimum standards of public consultation.

Summary table 14: Individual monitoring performance by categories and fields																		
Municipality	Municipal regulations						Budget Hearings						Municipal Plans					
	Publication of notices		Development of meetings		Feedback collection and addressing		Publication of notices		Development of meetings		Feedback collection and addressing		Publication of notices		Development of meetings		Feedback collection and addressing	
	10 indicators		11 indicators		5 indicators		10 indicators		11 indicators		5 indicators		10 indicators		11 indicators		5 indicators	
Deçan	10	100%	10	90.91 %	0	0%	/	/	/	/	/	/	9	90%	9	81.82 %	0	0%
Gjakova	9	90%	5	45.45 %	0	0%	7	70%	11	100%	4	80%	10	100%	8	72.73 %	3	60%
Glllogoc	8	80%	9	81.82 %	4	80%	8	80%	10	90.91 %	5	100%	8	80%	10	90.91 %	3	60%
Gjilan	/ ³⁰	/	/	/	/	/	2	20%	10	90.91 %	3	60%	2	20%	5	45.45 %	3	60%
Dragash	7	70%	7	63.64 %	0	0%	6	60%	10	90.91 %	4	80%	7	70%	8	72.73 %	0	0%
Istog	9	90%	10	90.91 %	3	60%	7	70%	10	90.91 %	4	80%	9	90%	9	81.82 %	1	20%
Kaçanik	9	90%	9	81.82 %	0	0%	9	90%	8	72.73 %	0	0%	8	80%	9	81.82 %	0	0%
Klina	4	40%	7	63.64 %	4	80%	6	60%	10	90.91 %	4	80%	7	70%	10	90.91 %	4	80%
Fushe-Kosova	9	90%	8	72.73 %	0	0%	7	70%	10	90.91 %	0	0%	7	70%	6	54.55 %	0	0%
Kamenica	7	70%	11	100%	4	80%	7	70%	11	100%	4	80%	7	70%	11	100%	4	80%
Leposaviq	8	80%	9	81.82 %	4	80%	5	50%	9	81.82 %	5	100%	9	90%	10	90.91 %	4	80%
Lipjan	/	/	0	0%	0	0%	3	30%	6	54.55 %	0	0%	8	80%	9	81.82 %	0	0%
Obiliq	9	90%	10	90.91 %	4	80%	9	90%	11	100%	5	100%	9	90%	9	81.82 %	5	100%
Rahovec	6	60%	9	81.82 %	0	0%	8	80%	10	90.91 %	3	60%	7	70%	10	90.91 %	0	0%
Peja	8	80%	9	81.82 %	0	0%	0	0%	6	54.55 %	0	0%	9	90%	7	63.64 %	0	0%
Podujeva	10	100%	7	63.64 %	0	0%	8	80%	10	90.91 %	0	0%	9	90%	11	100%	0	0%

³⁰ (/) presented in the table mean that no data were found, while for the fields evaluated with 0, the data have not been published on the municipal website and are confirmed by the information offices

Findings from the relevant reports of the Ministry of Local Government Administration

The following tables present data from the periodic monitoring reports of the municipalities from the Ministry of Local Government Administration, where information has been extracted on the level of fulfillment of the municipalities' obligations arising from the Administrative Guidelines for Minimum Standards of Public Consultation in Municipalities. These data serve to provide summarized information about the context, as well as to look closely at the challenges of the municipalities in the implementation of the public consultation process. At the same time, they present the relevance of the conclusions and recommendations from the monitoring process as well as an additional dimension for comparisons at the level of achievements.

Report on the Fulfillment of Obligations from the European Agenda (January-June) 2023³¹

FINDING	comment	RECOMMENDATION
<p>Out of the 30 reporting municipalities, 16 municipalities have drafted a Strategy for Communication and Public Relations, while 14 municipalities (Kamenica, Viti, South Mitrovica, Podujeva, Klllokot, Partesh, Pristina, Dragash, Glogoc, Shterpce, Ranillug, Gjilan, Fushe-Kosovo, Novoberde) have not yet drafted it.</p> <p>Likewise, 19 municipalities have drawn up the annual communication plan so far, while 11 municipalities (Istog, Klllokot, Partesh, Prishtina, Dragash, Graçanice, Shterpce, Ranillug, Fushe Kosova, Novoberde, Shtime) have not yet drawn up the annual communication plan.</p>	<p>In order to further improve the policy framework in the field of administration, the number of municipalities that have reported that they have drafted Communication and Public Relations Strategies is reflected.</p>	<p>To draft a Strategy for Communication and Public Relations in the municipalities: Kamenica, Viti, South Mitrovica, Podujeva, Klllokot, Partesh, Pristina, Dragash, Glogoc, Shterpce, Ranillug, Gjilan, Fushe-Kosovo, Novoberde.</p>
<p>Regarding the implementation of the Administrative Instruction (MAPL) no. 06/2018 for the Minimum Standards of Public Consultation, there are 29 municipalities (Kamenica, Viti, Mitrovica, Istog, Podujeva, Klllokot, Partesh, Prishtina, Prizren, Kline, Peje, Dragash, Glogoc, Han i Elezit, Graçanice, Kaçanik, Rahovec, Skenderaj, Shterpce, Suhareke, Ranillug,</p>	<p>However, if we look at the data presented (25 municipalities have appointed the official responsible for the coordination of the public consultation process in the municipality, while in 5 municipalities they have not yet appointed the official responsible for the co-</p>	<p>Administrative Instruction (MAPL) no. 06/2018 on the Minimum Standards of Public Consultation determines that in each municipality, the public communication unit/officer is responsible for coordinating the public consultation process.</p>

³¹ <https://mapl.rks-gov.net/wp-content/uploads/2023/10/Shqip-Raporti-per-permbushjen-e-obligimete-te-komunave-nga-Ajenda-Evr...2023.pdf>

<p>Gjilan, Fushe-Kosove, Vushtrri, Shtime, Obiliq, Malisheve, Novoberde, Lipjan) which have reported that this instruction is being implemented, in 1 municipality (Ferizaj) it is being partially implemented.</p>	<p>ordination of the public consultation process). From this we can observe that the provisions of the AI are still not implemented at the appropriate level, since the results of the public consultation with the report of all the proposals offered by the citizens with the necessary clarifications regarding the reasons for the rejection of the requests of citizens or other groups of of interest are published in a significant number of municipalities.</p>	
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Report on the Assessment of Transparency in Municipalities (January-December) 2022³²

FINDING	comment	RECOMMENDATION
<p>Administrative Instruction No. 06/2018 for Minimum Standards of Public Consultation obliges local authorities to ensure the participation of citizens and other interested parties during the process of political making and decision-making at the local level, to promote municipal transparency, as well as to influence the development of sustainable policies in the general interest. Based on Article 5 Administrative Instruction No. 06/2018 for Minimum Public Consultation Standards, the municipality ensures the publication of project proposals on the official websites of the municipalities and on the Public Consultation Platform at the central level.</p>	<p>The legal obligation to appoint the official responsible for public consultations has been set by 28 municipalities, compared to 2021, we have a significant increase of 6 more municipalities during 2022; out of 38 municipalities during 2021, 22 municipalities have appointed the official responsible for public consultations.</p>	<p>Municipalities should start preparing feedback reports after the conclusion of public consultations, so that citizens and interest groups are informed about the issues they have addressed and the reasons for not accepting the proposals. Municipalities must submit the public consultation report, together with the proposed draft act for approval in the Municipal Assembly. Project proposals, which are subject to public consultation, must be clear and complete with all accompanying documents.</p>

³² https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fmapl.rks-gov.net%2Fwp-content%2Fuploads%2F2023%2F04%2FRAPORT-FOR-ASSESSMENT-E-TRANSPARENCES-03.04.2023-Shq_LEKTORUAR.docx&wdOrigin=BROWSELINK

According to the data, during 2022, 17 municipalities published public consultation reports, while 21 others failed to fulfill this legal obligation.	Compared to the data of 2021, during 2022 we have a noticeable increase of 12 municipalities in the publication of public consultation reports during 2022.	It is recommended that the municipalities fulfill the criteria (formats) of the reports, the designations of other documents and publish them in time at the link for public consultations, as defined in the Administrative Instruction No. 06/2018 for Minimum Standards of Public Consultation.
		Other recommendations for municipalities are the publication of draft proposals (draft acts) published on the official website of the municipality, for which citizens' consultation is required and to place them on the link of public consultations and not on public debates, which also creates difficulties for accurate data.

Municipal Performance Report (January-December) 2022³³

FINDING	comment	RECOMMENDATION
The performance is categorized into two groups with indicators that reflect the actions of the municipalities in terms of good governance and service provision. Within the group of governance indicators, administrative services are ranked first, although the indicator for reflecting the results of public consultations should be treated seriously by local authorities. 33.12% of municipalities have started drafting these reports (Gjilan, Glllogoc, Hani i Elezit, Junik, Kaçanik, Kamenica, Klina, Lipjani, Malisheva, South Mitrovica, Obiliq, Peja, Podujeva, Prizren, Rahovec, Skenderaj, Suhareka, Podujeva) .	Reports of public consultation processes should be compiled to encourage citizens' participation in policy-making and obtaining their opinion on public issues.	Municipalities must use effective techniques and tools to encourage citizens' participation in decision-making processes.

³³<https://mapl.rks-gov.net/wp-content/uploads/2024/01/Raporti-i-Performances-se-Komunave-janar-Dhjetor-2022.pdf>

Conclusions and Recommendations

This table presents the conclusions and recommendations, divided into three dimensions: i. General - provide a broad overview of the situation; ii. Cross-referenced - compare field-monitoring reports with monitoring findings; as well as iii. Specific - present the status from the monitoring report. The findings as conclusions and recommendations serve the municipalities in improving the situation, the policy makers to see the problems, as well as other actors such as the civil society, to harmonize their engagement with the context.

General

Conclusions	Recommendations
<p>Municipal websites lack data on public consultation processes.</p> <p>The data is distributed in several sections. Municipalities do not have a uniform approach to organizing documentation for public consultations.</p> <p>Municipalities continue not to publish documents on the government's public consultation platform.</p>	<p>To improve the access and structure of the municipal web pages.</p> <p>To create a uniform approach to the organization of documentation for public consultations.</p> <p>Publish all public consultation documents on the government public consultation platform.</p>
<p>Public consultation planning remains low and there is a gap between public consultation planning and reporting.</p>	<p>Increase the planning level of public consultations.</p> <p>To extract data on the level of fulfillment and draw up annual reports.</p>
<p>Explanatory forms and follow-up documentation remain at low levels; there is a disconnection of the process between the unit that proposes the document for consultation, the coordinator for public consultation and the Office for Public Relations.</p>	<p>To improve the accompanying documentation of the public consultation as well as to increase the coordination between the actors.</p> <p>To provide summarized information and make clear the objectives, the reason and the need for the contribution of citizens and professionals.</p>
<p>Calls and explanatory memoranda remain incomplete. Mainly, the call is based on the decisions of the assembly to issue the act in public consultation, but that no special notice with an explanatory memorandum is published on the municipal websites.</p>	

In contrast to this, on the government consultation platform, more information is presented regarding the consultation process according to the explanatory memorandum.	
The publication of minutes/reports remains low. There is a difference in the number of publication of minutes and reports with comments. Moreover, they are distributed in different sections.	To create a system of monitoring the performance of the monitoring process, including methodologies and indicative tools.
Addressing of comments remains at a low level, generally municipalities prepare minutes, and in cases where they prepare reports, they do not address comments in all cases.	To increase the level of monitoring by the executive and legislative branches for the level of public consultation.
Early involvement in consultation processes remains low. In some cases, it is reported that they have drawn up some registers with interest groups, and mainly this happens in budget hearings.	To create methodologies, to authorize working groups to collect data in the creation of registries of interest groups.
Involvement of interested parties in working groups;	To create a database according to the profiles of CSOs and professionals for inclusion in the working groups for the drafting of municipal acts

Intertwined

Conclusions	Recommendations
<p>The transparency assessment report in municipalities (January-June) 2022, in the executive summary, states that: 'access to the official website of the municipalities is not possible all the time and creates difficulties in opening documents, accuracy of data and there are cases when the official websites of the municipalities go out of the system and do not allow obtaining information about documents, which should be accessible to the public, within the time limits.'</p> <p>According to the data from the monitoring of the websites of the municipalities, we have the following: 21 municipalities or 55% of them have not published the number of reports for public consultations, while 17 municipalities or 45% of them have published the reports for public consultations for the year 2022 .</p>	<p>Municipalities must adhere to Administrative Instruction No. 01/2015 for the web pages of public institutions, that the web pages of public institutions must have developed and functionalized the search module, which must be located on the front page. The search module should be optimized so that documents and information on the web page can be found quickly and easily.</p>

<p>According to data from the monitoring of municipal websites from the report on the assessment of transparency in municipalities (January-December) 2022, only 19 municipalities or 50% of them have published the planning of public consultations³⁴.</p> <p>According to the data from the monitoring of the websites of the municipalities, we have the following; 21 municipalities or 55% of them have not published the number of reports for public consultations, while 17 or 45% of the municipalities have published reports for public consultations for 2022.</p>	<p>Municipalities that have not met this legal criterion are recommended to increase their focus on the publication of public consultation plans. Municipalities must submit the public consultation report, together with the proposed draft act for approval in the Municipal Assembly.</p>
<p>Based on Article 5 of Administrative Instruction No. 06/2018 for Minimum Standards of Public Consultation, the municipality ensures the publication of project proposals on the official websites of the municipalities and on the Public Consultation Platform at the central level. Project proposals, which are subject to public consultation, must be clear and complete with all accompanying documents.</p>	<p>Project proposals that are subject to public consultation must be clear and complete with all accompanying documents.</p>
<p>So, according to the data from the monitoring of the official websites of the municipalities of the Republic of Kosovo, out of 38 municipalities in total, 32 municipalities or 85% of them have published notices for public meetings with citizens, while 6 municipalities or 15% of them have not published no notice for meetings with citizens, during this period January-December 2022.</p>	
<p>According to the data from the monitoring of the websites of the municipalities, we have the following: 21 municipalities or 55% of them have not published the number of reports for public consultations, while 17 municipalities or 45% of them have published the reports for public consultations for the year 2022.</p>	<p>Municipalities must submit the public consultation report, together with the proposed draft act for approval in the Municipal Assembly. Project-proposals, which are subject to public consultation, must be clear and complete with all accompanying documents.</p>
<p>Municipalities should start preparing feedback reports after the conclusion of public consultations, so that citizens and interest groups are informed about the issues they have addressed and the reasons for not accepting the proposals.</p>	<p>Municipalities should start preparing feedback reports after the conclusion of public consultations, so that citizens and interest groups are informed about the issues they have addressed and the reasons for not accepting the proposals.</p>

³⁴ <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fmapl.rks-gov.net%2Fwp-content%2Fuploads%2F2023%2F04%2FRAPORT-FOR-ASSESSMENT-E-TRANSPARENCES-03.04.2023-Shq-LEKTORUAR.docx&wdOrigin=BROWSELINK>

<p>Project proposals that are subject to public consultation must be clear and complete with all accompanying documents.</p> <p>According to the data from the monitoring of the websites of the municipalities, we have the following: 19 municipalities or 50% of them have published the planning of public consultations, while 19 municipalities or 15% of them have published the planning of public consultations in the municipalities.</p>	<p>Other recommendations for municipalities are the publication of draft proposals (draft acts) published on the official website of the municipality, for which citizens' consultation is required and to place them on the link of public consultations and not on public debates, which also creates difficulties for accurate data.</p>
<p>Administrative instruction No. 06/2018 for Minimum Standards of Public Consultation, obliges local authorities to ensure the participation of citizens and other interested parties during the process of political making and decision-making at the local level, to promote municipal transparency, as well as to influence the development of public policies sustainable in the general interest.</p>	<p>Municipalities must use effective techniques and tools to encourage citizens' participation in decision-making processes.</p>

Specific

Conclusions	Recommendations
<p>From the annual reports, it appears that 71% of the municipalities have created a special section on the municipal web pages, while 29% of the municipalities do not have a special section.</p> <p>Regarding the publication of the project proposal on the municipal websites and the e-consultation platform, 84% of the municipalities have published the project proposal on the municipal websites, while 64% of them have made the publication on e-consultations.</p>	<p>To divide consultation modules/segments according to consultation units.</p> <p>Structure the data in a logical order in a separate section (call, consultation process, minutes, report with comments).</p>

<p>44% of municipalities have prepared consultation plans, 32% of municipalities have included the consultation plan in the work plan, 32% of municipalities have prepared a separate plan for all proposals for public consultations. Only 32% have drawn up explanatory forms and accompanying documentation;</p>	<p>Create an integrated plan of consultations and tasks. Create a consultation process map and calendar. To create the standard format of the consultation and reporting process. Draft and attach explanatory forms to the consultation document.</p>
<p>Regarding the question of whether notices for consultation of project proposals have been announced on the government platform for public consultations, 66% of the monitored municipalities have fulfilled this obligation. The publication of notices for consultation of project proposals on the websites of municipalities has been implemented in 93% of municipalities. The low percentage is reflected in the presentation of explanatory memoranda in the invitation to the public meeting, where only 22% of the municipalities have implemented this criterion, while 78% of the municipalities have not presented the explanatory memorandum in the public call.</p>	<p>Use the table from the MLGA handbook for public consultations (annex 1).³⁵ Extract data from explanatory forms as tools for process improvement. Draft invitations/calls according to the handbook as well as provide the information of the explanatory memorandum (referring to annex 2 of the MLGA handbook) ³⁶.</p>
<p>54% of the municipalities have prepared the report on the results of the public consultation by the official responsible for drafting the project proposal; 51% of the municipalities have included the proposals, suggestions and remarks from the public in the public review report; 37% of municipalities have reviewed the comments (accepted/rejected) from the working group; 50% of the municipalities have published the report within the established deadlines (no more than 30 calendar days from the end of the deadline for comments); as well as 18% of the municipalities have submitted the public consultation report to the Municipal Assembly before the approval of the project proposal.</p>	<p>To create standard forms of publication of consultation reports. Draft reports with comments, including the status (accepted/rejected) as well as the explanation. The requests recorded in the reception offices for citizens, in particular for budget processes, should be included in the return of comments.</p>
<p>From 5 indicators it appears that of the 34 municipalities monitored, 76% of them have appointed the official responsible for public consultation; 32% have drawn up explanatory forms and accompanying docu-</p>	<p>Monitoring by mayors of municipalities should be increased for acts that have not passed the consultation process. To increase the supervision of the members of the Municipal Assemblies, for the acts that are proposed for approval without the additions of public consultation.</p>

³⁵ [FINALEE-Manual-in-three-languages-2.pdf \(rks-gov.net\)](#)

³⁶ [FINALEE-Manual-in-three-languages-2.pdf \(rks-gov.net\)](#)

<p>mentation; 32% followed the deadlines; 41% have prepared annual reports and reported to the president and 79% have reported to the Ministry responsible for monitoring.</p>	
<p>Only 6.25% of municipalities have developed consultations in the early stages, while 93.75% of them have not fulfilled this stage.</p>	<p>Start a process of identifying interest groups for public consultation processes. To design special approaches for consultations in the early stages for the groups affected by the municipal act.</p>
<p>Of the 16 municipalities that have reported, only 31% of them have created databases (Excel list) and none has opened an announcement for the identification of interested parties. Likewise, in no municipality has it been reported that there were proposals from external working groups, citizen initiatives or consultative committees ³⁷.</p>	<p>Create a list and database for organizations and professionals that can be included in the working groups. To create municipal platforms for the proactive involvement of professionals in local policies.</p>

³⁷Referring to article 70 citizen initiatives and article 73 consultative committees of the law on local self-government



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