

INCEPTION REPORT

FINDINGS OF THE RAPID NATIONAL EVALUATION

Assessment on the extent to which Albanian Municipalities digitalize and publish online the Decisions of Municipal Council



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I. INTRODUCTION TO FINDINGS OF THE RAPID NATIONAL EVALUATION

Assessment on the extent to which Municipalities (all 61) digitalize and publish online the Decisions of Municipal Council

INFOCIP has conducted a rapid assessment for the purposes of this contract assignment in order to provide a detailed mapping, covering 61 municipalities in terms of their engagement in Municipal Council's decisions publication online. For the purposes of the evaluation, 61 Albanian municipalities are evaluated both in terms of technical online infrastructure (capabilities) and compliance with the legal requirements in place to announce through publications the decisions of their respective Municipal council.

In regard to technical capabilities, a thorough evaluation has been conducted to accurately identify the online infrastructure consisting on official websites, templates type of the existing websites, programming language, platform model/type, compatibility modes, searching functions and up-to-date status of decisions publications. Basically this will be presented as the opening finding for the purpose of this rapid evaluation report.

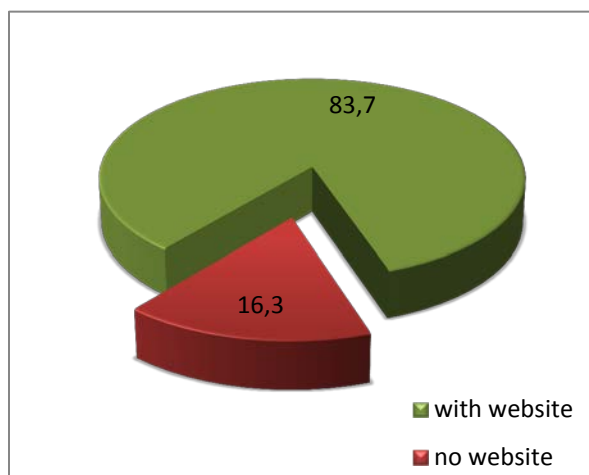
In regard to compliance with the legal requirement in place INFOCIP has evaluated in the frame of this rapid assessment the consistency of acts' publication as already processed by the municipalities themselves, type of digitalised format implied, interaction with other platforms or hubs. For the purpose of this assessment, all 61 municipalities, as established by the TAR, are divided in two major groups: **A**-those which do engage in online DMC publication; **B**-those which do not engage in DCM publication. Basically this will be presented as the intended finding for the purpose of this rapid evaluation report.

This evaluation report provides an accurate state of the above mentioned assessment components as of December 25th, 2017. Due to dynamic situation in municipal level, especially in regard to adopting new online infrastructure, INFOCIP will remain open to adjust data presented upon request till January 2018 only (status-up-date inception report). In regard to DCM publication, INFOCIP will also accept additional review/remark and present more detailed data if requested within January 2018.

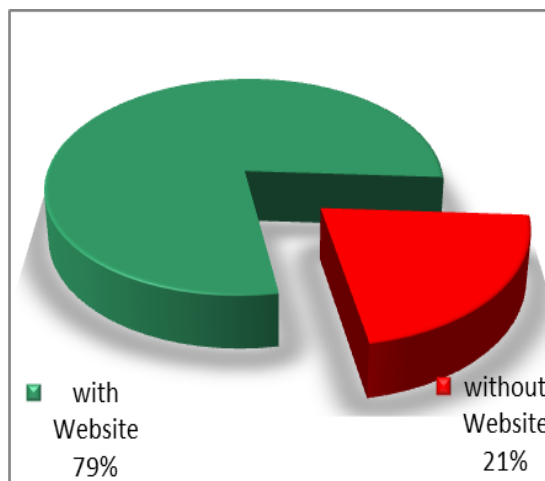
II. Online presence of Municipalities

In frame of assessment applied by INFOCIP, websites are considered as basic infrastructure for meeting the requirements of law 139/2015 “On Self Local Government” in regard to MCD proactive publication. From 61 municipalities, 50 of them have online presence with official website. The presence in this case does not imply any qualitative criteria in terms of website content, but just the appearance on the web as a direct response to simple web search. Municipalities which still do not have an online presence as of December 25th, 2017 are: Cerrik, Delvine, Has, Kelcyra, Konsipol, Libohovë, Polican, Prrenjas, Pustec, Rrogozhinë. This municipalities represent approximately 16 % of the overall number (61). The chart presented below visualizes the assessed situation by contrasting the municipalities which do have a website vs. those with no website. It is worth mentioning that by October 2017, there were only 48 Municipalities having online presence, as identified by INFOCIP¹. This indicates that by only two months and a half the web presence increased by 4.7 points in percentage.

As of December 25th, 2017



As of October 2nd, 2017



¹ <http://www.infocip.org/al/wp-content/uploads/2017/10/Raporti-implementimi-i-ligjit-119-nga-61-bashkite-e-RSH.pdf>

A map of Albania with its administrative districts labeled. The districts are color-coded: green for most districts and red for specific districts. The red districts are: Has, Kukes, Rrethi i Keshmirit, Peqin, Cërreth, Fier, Berat, Pogradec, Maliq, Pustec, Korçë, Devon, Kolonjë, Përmet, Këlcyre, Tepelenë, Memaliaj, Sarandë, Finiq, and Krujë.

Amongst municipalities which do have presence on the web throughout a website, 41 of them have institutional domain “.gov.al”, meanwhile 9 websites are with other domain extensions such as .org, .com or .al. As of December 25th, 2017, 10 municipalities don’t have websites; 1 has a static page HTML (will not be included), however some of them are active with social network pages, such as Facebook, but this presence is no considered valid for the purpose of

2.2. Evaluation of the Content Management System (CMS) used by municipalities

² Website of the municipality of Dibra / Peshkopia has not been updated since 2013. As shown in the link below:
<http://www.peshkopia.com/faqet-1-titulli-Kryetari.html> (In Alb.: *Data e publikimit: 21-03-2012, Freskimi i fundit: 26-04-2012, Z.Shukri Xhelili është kryetari i Bashkisë Peshkopi*).

Key benefits of using WordPress for websites is that themes allow change of the design quickly and have high flexibility in adopting new pages/categories. In addition to that, plugins allow to extend the functionality of WordPress site without knowing how to program. They are easy to update internet platforms and Google searching machine tent to identify very quickly WordPress sites.

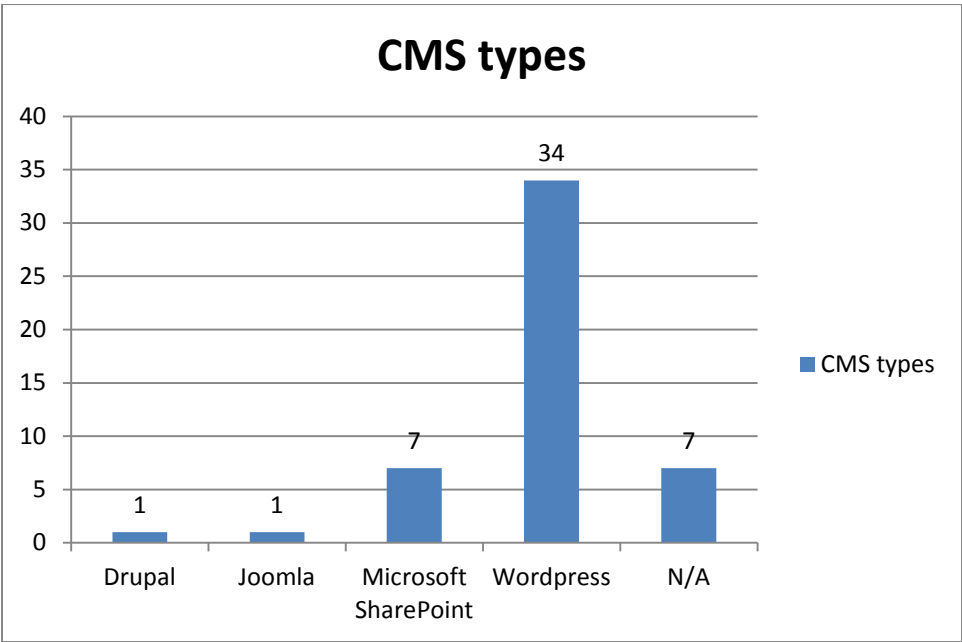


Figure 3. CMS used on municipalities webpages

In addition to that, the national platform VENDIME.AL also uses WorldPress database system, which provides common ground for compatibility and transferring actions/operation in frame of intended interventions. In other words, for at list 34-35 municipalities, the databases of the new decisions will be created by INFOCIP following the upload protocol as designed in VENDIME.AL, and then transfer it to the municipality website. All plugins will be installed correctly and according to the main model as consolidated over the years now in VENDIME.AL. The custom field plugin will be also installed in identical way into any of the municipal websites and the data-entry protocol will remain the same as well. For some pages it was not possible to detect the CMS used. Probably they are using customized PHP framework or in the worst scenario are static pages. The figure 3 presents graphically the number of websites versus the CMS used.

2.3. Websites programming language

Websites programming language is another attribute analyzed for the purpose of this evaluation report. INFOCIP experts have applied a special protocol to identify the programming languages used by Albanian municipalities in their websites. The chart on figure 4 presents the findings, (where detectable):

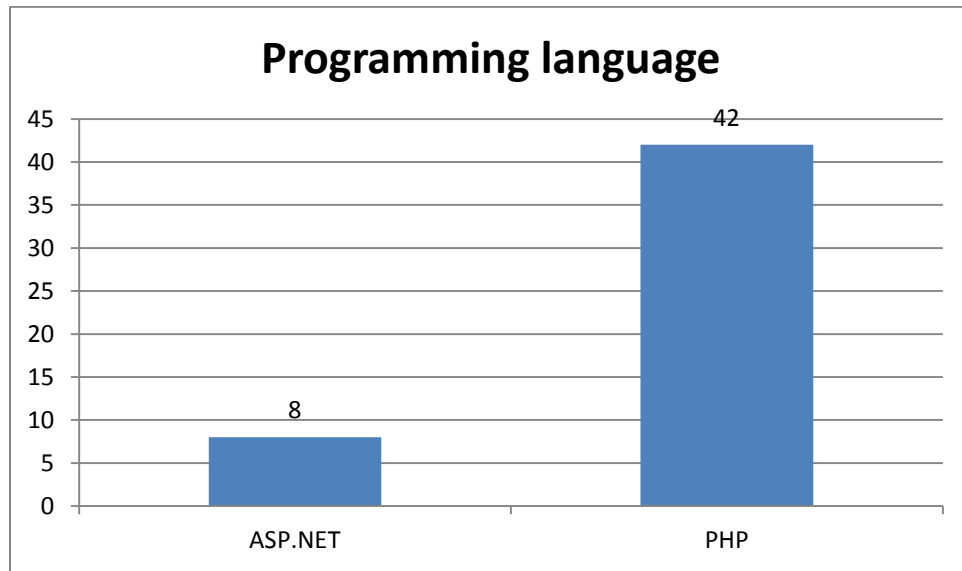


Figure 4. Programming language used on municipalities webpages

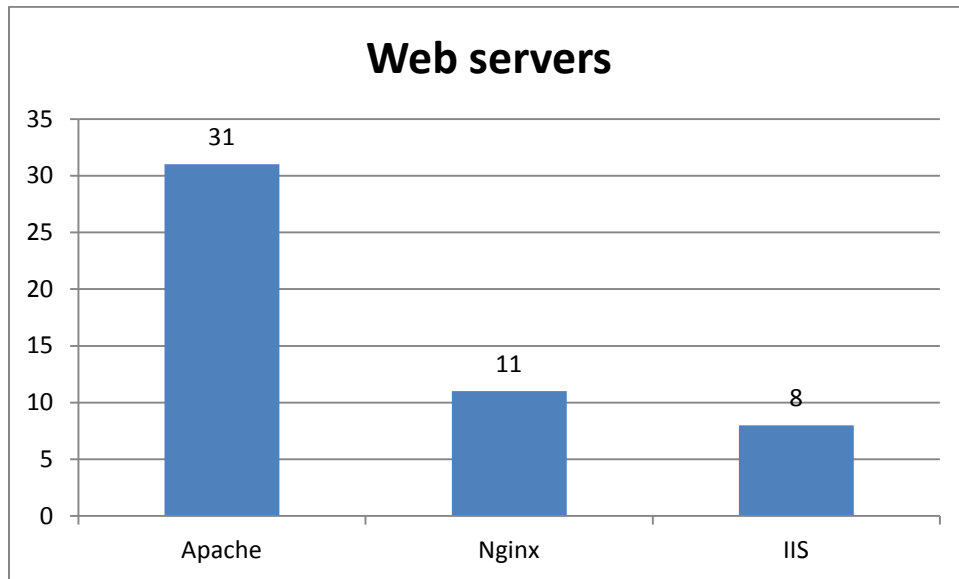
As indicated by the Chart above, 42 municipality websites use PHP as a server-side scripting language. PHP is designed for web development but also used as a general-purpose programming language. PHP code may be embedded into HTML code, or it can be used in combination with various web template systems, web content management systems, and web frameworks.

The web server combines the results of the interpreted and executed PHP code, which may be any type of data, including images, with the generated web page. This is considered to be positive in facilitating the operations as they will be conducted by INFOCIP during the implementation phase. PHP code may be executed with a command-line interface (CLI) and can be used to implement standalone graphical applications.

One the most use graphical plication in terms of publication of MCDs are the category signs, logos of the municipalities and the post text format which is applied as HTML into new posts to open. In more simple words, this data generated in this phase of the project is a good indicator in terms of implanting the system to the municipal webpages. Furthermore, PHP is free software released under the PHP License. PHP is widely ported and can be deployed on most web servers on almost every operating system and platform, free of charge.

2.4. Websites web servers type and configuration

Most of web servers used by Albanian Municipalities are Apache based. The Chart Web Servers presents the situation regarding the web servers, where 31 are Apache. Some 11 websites as already created use Nginx whereas 8 of them, as identified use IIS.



The Apache HTTP Server, is free and open-source cross-platform web server software. The overall assessment table presented in this chapter of the Report, indicates the frequency of using amongst municipality websites. Apache supports a variety of features, many implemented as compiled modules which extend the core functionality. These can range from server-side programming language support to authentication schemes. Some common language interfaces support Perl, Python, Tcl and PHP. During digitalisation operations, the Apache will be prioritized in terms of completing the uploading protocol by INFOCIP.

Popular compression methods on Apache include the external extension module, implemented to help with reduction of the size (weight) of Web pages served over HTTP. ModSecurity is an open source intrusion detection and prevention engine for Web applications. Apache logs can be analyzed through a Web browser using free scripts, such as AWStats/W3Perl or Visitors.

Virtual hosting allows one Apache installation to serve many different Web sites. It supports password authentication and digital certificate authentication. Because the source code is freely available, anyone can adapt the server for specific needs, and there is a large public library of Apache add-ons.

2.5.Overall assessment table on technical specification as of December 25th, 2017

No	Municipalities in alphabetic order	Official WEBSITE URL	Official Website evidence print screen	CMS	Webserver	Programming language
1	BELSH	www.bashkiabelsh.al		Wordpress	Apache	PHP
2	BERAT	www.bashkiaberat.gov.al		Wordpress	Apache	PHP
3	BULQIZË	www.bulgiza.gov.al		Wordpress	Apache	PHP
4	CËRRIK		Does not have one			
5	DELVINË		Does not have one			
6	DEVOLL	www.bashkiadevoll.al		Wordpress	Nginx	PHP
7	DIBËR	www.peshkopia.com		N/A	Apache	PHP

8	DIVJAKË	www.bashkiadivjake.wordpress.com		Wordpress	Nginx	PHP
9	DROPULL	www.bashkiadropull.com		Wordpress	Nginx	PHP
10	DURRËS	www.durres.gov.al		Joomla	Nginx	PHP
11	ELBASAN	www.elbasani.gov.al		Microsoft SharePoint	IIS	ASP.NET
12	FIER	www.bashkiafier.gov.al		Microsoft SharePoint	IIS	ASP.NET

13	FINIQ	www.bfiniq.gov.al		Wordpress	Apache	PHP
14	FUSHË-ARRËS	www.bashkiafushearez.gov.al		Wordpress	Apache	PHP
15	GJIROKASTËR	www.bashkiagjirokafter.gov.al		Wordpress	Apache	PHP
16	GRAMSH	www.bashkiagramsh.gov.al		Wordpress	Nginx	PHP
17	HAS		Does not have one			
18	HIMARË	www.himara.gov.al		Wordpress	Nginx	PHP
19	KAMËZ	www.kamza.gov.al		N/A	Apache	PHP

20	KAVAJË	www.bashkiakavaje.gov.al		N/A	Apache	PHP
21	KËLCYRË		Does not have one			
22	KLOS	www.bashkiaklos.gov.al		N/A	IIS	ASP.NET
23	KOLONJË	www.kolonja.gov.al		Wordpress	Apache	PHP
24	KONISPOL		Does not have one			
25	KORCË	www.bashkiakorce.gov.al		Wordpress	Apache	PHP
26	KRUJË	www.kruja.gov.al		Wordpress	Nginx	PHP
27	KUCOVË	www.bashkiakucove.gov.al		Microsoft SharePoint	IIS	ASP.NET

28	KUKËS	www.kukesi.gov.al		Wordpress	Apache	PHP
29	KURBIN	www.bashkiakurbin.gov.al		Wordpress	Apache	PHP
30	LEZHË	www.lezha.gov.al		N/A	Apache	PHP
31	LIBOHOVË		Does not have one			
32	LIBRAZHD	www.bashkialibrazhd.gov.al		Wordpress	Apache	PHP
33	LUSHNJE	www.bashkialushnje.gov.al		Microsoft SharePoint	IIS	ASP.NET
34	MALËSI E MADHE	www.bashkiamalesi-emadhe.gov.al		Wordpress	Apache	PHP

35	MALIQ	www.bashkiamaliq.gov.al				
36	MALLAKASTER	www.bashkiamallakaster.gov.al		Drupal	Apache	PHP
37	MAT	www.bashkiamat.gov.al		Wordpress	Apache	PHP
38	MEMALIAJ	www.bashkiamemaliaj.com		Wordpress	Apache	PHP
39	MIRDITË	www.bashkiamirdite.gov.al		Wordpress	Apache	PHP
40	PATOS	www.bashkiapatos.gov.al		Microsoft SharePoint	IIS	ASP.NET
41	PEQIN	www.peqini.gov.al		Wordpress	Apache	PHP

42	PËRMET	www.bashkiapermet.gov.al		Wordpress	Apache	PHP
43	POGRADEC	www.bashkiapogradec.al		Wordpress	Apache	PHP
44	POLICAN		Does not have one			
45	PRRENJAS		Does not have one			
46	PUKË	www.bashkiapuke.gov.al		Wordpress	Nginx	PHP
47	PUSTEC		Does not have one			
48	ROSKOVEC	www.bashkiaroskovec.gov.al		Wordpress	Apache	PHP
49	RROGOZHINË		Does not have one			

50	SARANDE	www.bashkiasarande.gov.al		Microsoft SharePoint	IIS	ASP.NET
51	SELENICE	www.bashkiaselence.org		Wordpress	Apache	PHP
52	SHIJAK	www.shijak.gov.al		Wordpress	Apache	PHP
53	SHKODER	www.bashkiashkoder.gov.al		N/A	Apache	PHP
54	SKRAPAR	www.bashkiaskrapar.gov.al		Wordpress	Apache	PHP
55	TEPELENE	www.tepelena.gov.al		Wordpress	Apache	PHP
56	TIRANE	www.tirana.gov.al		Wordpress	Nginx	PHP

57	TROPOJË	www.tropoje.gov.al		Wordpress	Apache	PHP
58	URA VAJGURE	www.uravajgure.gov.al		Wordpress	Apache	PHP
59	VAU I DEJËS	www.vaudejes.gov.al		Wordpress	Apache	PHP
60	VLORË	www.bashkiavlore.org		Wordpress	Nginx	PHP
61	VORË	www.bashkiavore.gov.al		Microsoft SharePoint	IIS	ASP.NET

2.6. Prior Interventions

In order to migrate the database from VENDIME.AL to the municipalities' websites, identifying the technology they are using is an important step of this process. Each website of the beneficiary municipalities will have the respective MCDs replicated from the database of the national portal VENDIME.AL. It is important that the municipalities that have not established their official website should be engaged as soon as possible in order to build one. The next important step is that the national platform VENDIME.AL should be up to date with the MCDs from the municipalities. After these steps are completed, the replication process will begin following the steps described below:

1. Identification and preparation of VENDIME.AL' database/records that should be copied to each municipality website. Each municipality has its own identification number. The script running on the VENDIME.AL database will identify all the metadata for the MCDs published (Municipality, Year, Month, Decision No and the public URL path of each document).
2. A similar database structure will be added on the hosting database of each municipality' website. The script for this task will consider the type of target database used. For websites built with Wordpress, Joomla or Drupal, the database is MySQL, meanwhile for the website built with Microsoft SharePoint is MsSQL.
3. The script generated from step 1 will be run on the target databases in order to insert the records.
4. A module for searching and displaying the results will be implemented on each municipality website. This module will be adapted with the technology used on the municipality website, depending on the programming language.

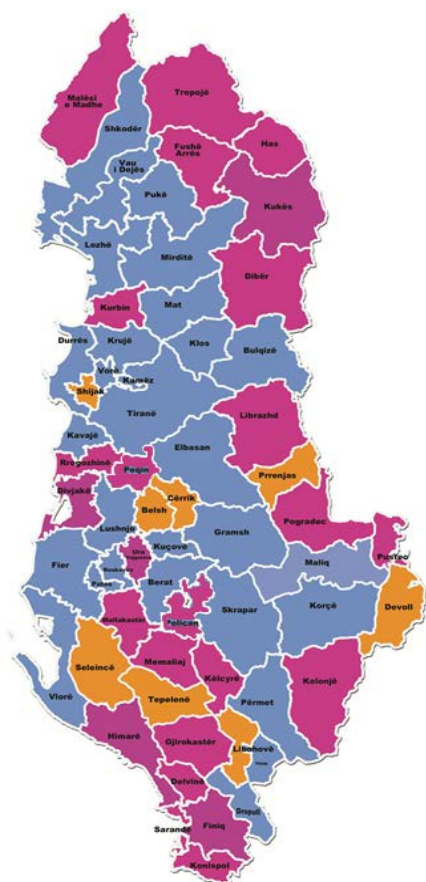
These steps will be followed on each of the website in line with the platform they are using. Since VENDIME.AL is a platform build in Wordpress, the challenge is for the websites build in other technologies, such as Microsoft SharePoint, Joomla, Drupal, etc. The PDF files will continue to be hosted at VENDIME.AL. For that purpose, the bandwidth of the national portal should be increased because it will be affected by the requests from the other websites.

2.7. Further steps

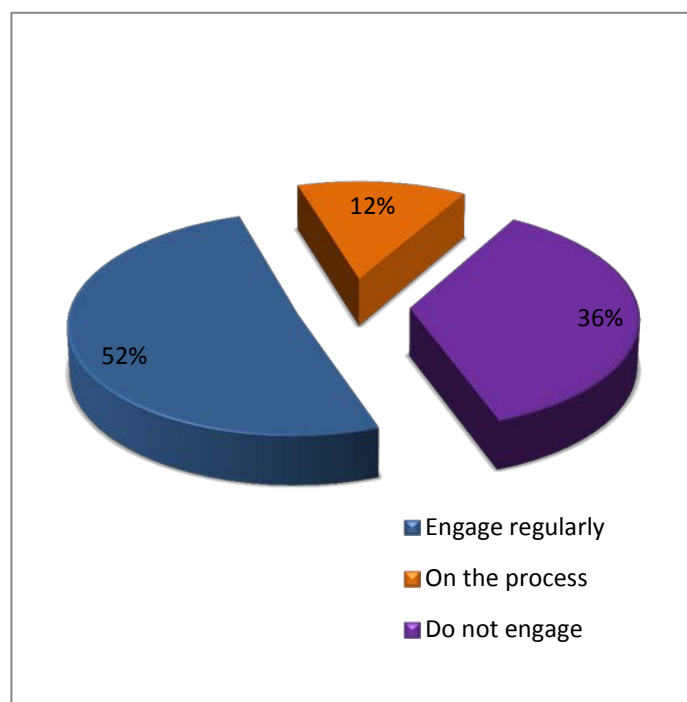
The publication of MCDs is a continuous process. In order to have an up to date information on both sites (on national platform VENDIME.AL and municipalities websites) a replication protocol should be established. The mechanism of replication will be implemented for those websites that are built with the same technology as the VENDIME.AL, which is WordPress. A web service will be developed and installed on the national platform. This web service will accept request from the municipalities' websites. Each request will be identified by the unique ID of each municipality as registered on the VENDIME.AL database. The response from web service will contain the metadata for the new publicized MCDs. In order to identify the new publicized MCDs, a flag will be added to the existing database of national platform. When the new publications are red from the web service, this flag will be changed its status to "read". On the other sites, a client web service will be implemented in order to read the response from the VENDIME.AL web service and write the data to its local database. For security purposes, these communications between web services will be validated with username and password.

III Publication of Decisions of Municipal Councils

This Rapid Assessment Report (RAR) has come to the conclusion that there are 36 municipalities which do engage in some form of MCDs publication as of December 25th, 2017. Five municipalities, namely Kurbin, Librazhd, Mallakaster, Peqin, Pogradec have very few MCDs published in their websites (2-5 MCDs) and therefore will not be included in the category that do publish their decisions. The criteria used by INOCIP's evaluators in deducting this number is simply any trace of a MCD in the official website above ten MCDs. Having said that, the quality and consistency of decisions publication is not measured nor evaluated under this section of this report (see below for more specifications). For at list 8 municipalities, decisions publication is on the process (in orange color). Consistency in terms of indexing order, searching functions and unified /standardized template is not evaluated in this map, but only the trace of MCD s publication in official websites or in VENDIME.AL, as of December 25th, 2017.



LEGEND



3.1.Detailed assessment of the publication type

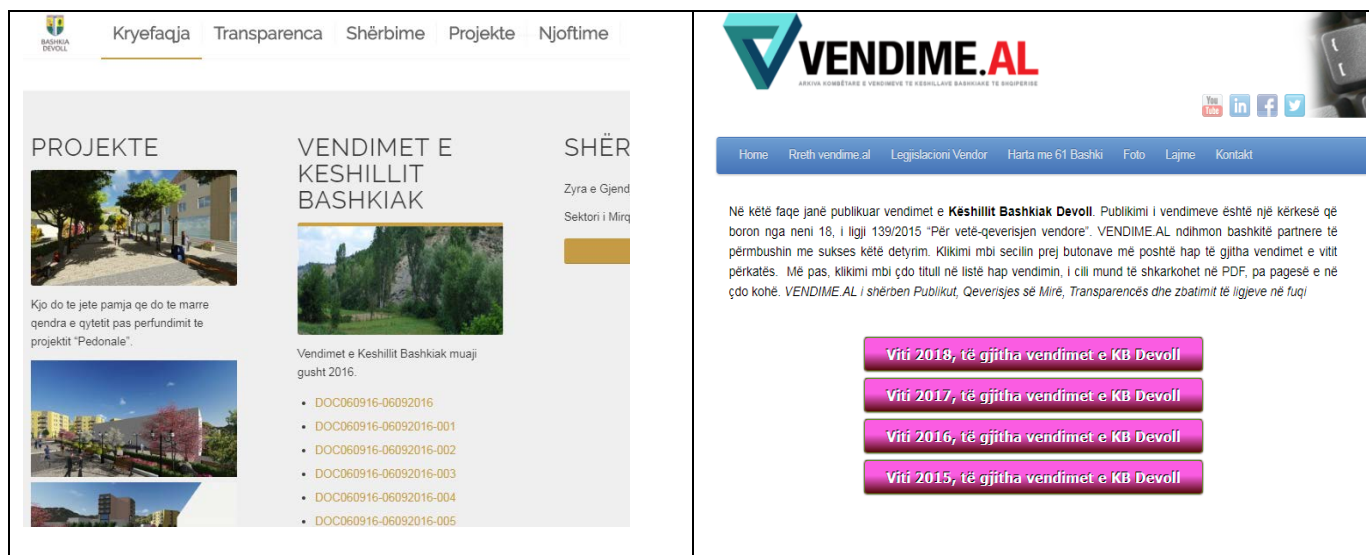
The Table below provides a detailed evaluation in terms of quality check with regard to MCDs online publications, including source of publication as of December 25th, 2017.

Subcategory index	1	2	3	4	5		
Municipality name	Municipality that publishes MCDs only on its own website	Municipality that publishes MCDs on its own website and through VENDIME.AL	Municipality that publishes MCDs only through VENDIME.AL	Municipality that publishes MCDs not regularly	The municipality publishes only the titles of MCDs	Format of publication according to subcategory index	NOTES
Belsh			✓			3-PDF/OCR	
Berat			✓			3-PDF/OCR	
Bulqize				✓		4-PDF/IMAGE	
Cerrik			✓			3-PDF/OCR	
Devoll	✓	✓				1-PDF IMAGE 2-PDF/OCR	From October 2017 does not upload in its own webpage, but receives the service from VENDIME.AL
Divjake			✓			3-PDF/OCR	
Dropull	✓					1- PDF/IMAGE	
Durres			✓				From June 2017 does not upload in VENDIME.AL
Elbasan	✓					1-PDF/IMAGE	
Fier			✓			3-PDF/IMAGE	
Finiq					✓		Does not publish the PDF content
Gjirokaster				✓		4-PDF/IMAGE	Has published only from 2016,2015
Gramsh			✓			3- PDF/IMAGE	
Himare				✓		4-PDF/IMAGE	Last MCDs are of May 2017
Kamez			✓			3-PDF/OCR	
Kavaje				✓		4-PDF/IMAGE	Last MCDs are of April 2016
Klos				✓		4-WORD/PDF	
Kolonje					✓		Only occasionally and in non-organised manner
Korce			✓			3-PDF/IMAGE	
Kruje	✓					1-PDF/IMAGE	
Kucove	✓	✓				1-PDF/IMAGE 2-PDF/OCR	
Kukes					✓		Last titles published are of 2016
Kurbin							There is only one MCD pushed

Lezhe	✓	✓				2-PDF/IMAGE	
Libohove			✓			3-PDF/OCR	
Librazhd						5-WORD	There is only one MCD pushed, no signiture, no stamp
Lushnje			✓			3-PDF/OCR	
Maliq	✓					1-PDF/IMAGE	
Mallakaster							There is only one MCD pushed
Mat	✓					1-PDF/IMAGE	
Mirdite	✓					1-PDF/IMAGE	
Patos	✓					1-PDF/IMAGE	Does not upload since July 2017
Pegin				✓			Only 24 MCDs
Permet			✓			3-PDF/IMAGE	
Pogradec				✓		5-PDF/IMAGE	Only 5 MCDs of 2016
Prrenjas			✓			3-PDF/OCR	
Puke			✓			3-PDF/IMAGE	
Roskovec	✓					1-PDF/IMAGE	
Selenice	✓	✓				PDF/IMAGE	
Shijak	✓	✓				PDF/IMAGE	No more posting od decisions since June 2017
Shkoder	✓	✓				PDF/IMAGE	
Skrapar			✓			3-PDF/IMAGE	
Tirane	✓	✓				PDF/IMAGE	DMC are with no signiture and no stamp
Tropoje				✓		4-PDF/IMAGE	
Ura vajgurore	✓	✓				PDF/IMAGE	No MCDs since May 2017 in its own website
Vau I Dejes	✓					1-PDF/IMAGE	Have started to upload only on April 2017
Vlore			✓			3-PDF/OCR	
Vore			✓			3-PDF/OCR	

The municipalities which have scored simultaneously in column 1 and 2, deserve and are provided with a short explanation as follows:

The Municipality of Devoll have published MCDs only during 2016, while it has stopped during 2017. In addition to that, this municipality had no official website till 2016, as evidenced by INFOCIP evaluations in frame of RTI assessment 2016. This also means that this municipality has not published in its official website any decisions issued during 2015. INFOCIP has included this municipality in the online publication program in 2017 and has recuperated the gap, as shown in the comparison tab below:



The same situation as of Devoll Municipality remains for the Municipality of Shijak: in its official website there are some MCDs published by its own staff³ only for the year 2017, which, furthermore there are not searchable by key-words nor attributions, whereas for the same municipality there is full and compact database of MCDs for three consecutive years: 2015, 2016 and 2017 found on VENDIME.AL⁴

Municipality of Shkodra, Lezha and Kuçova use VENDIME.AL as a sounding mirror, to preserve consistency and databases accuracy. From the three above mentioned municipalities, that of Kuçova have the highest consistency in terms of MCDs online publication, followed by Shkodra and then by Lezha.

The Municipality of Kuçova started the online publication process only in 2016, in a parallel action with VENDIME.AL. Due to the devoted staff (secretary of the municipal council in Kucova), the process of publication is regular and timely. Both databases (to local one and the national one) remain visible in the same official website. The publication standard of digitalized MCDs is also unified (PDF, OCR). In terms or indexing order, Municipality of Kucova displays in calendar order (from the first to the last. were the first issues is on the top of the list), while in VENDIME.AL, MCS are published in reverse order (the latest is on top).

³ http://shijak.gov.al/?page_id=1328

⁴ <http://www.vendime.al/vendimet-e-keshillit-bashkiak-shijak/>

Unlike Municipality of Kucova which has created its own system of publication, assisted by VENDIME.AL, the municipalities of Shkodra and Lezha have been assisted by DLDP to publish online their decisions. Shkodre have an almost regular system of publication since 2011, while Lezha has lost consistency in 2015 and on. Both municipalities are mirrored in VENDIME.AL for monitoring reasons.

Municipalities of Selenice and Tirane have a more complex situation. The later had a regularity of decisions publication till 2011, where all MCDs were published online, though in a non-searchable by attribution format. The process stopped till 2016, when it was re-assumed under the constant persistence of INFOCIP. In the meantime, for the period 2011-2016, VENDIME.AL remained the only platform where MCDs of Tirana were being published. In addition, VENDIME.AL offers more consistency as compared to autonomous publication as activated by Tirana Municipality. Only during 2017, INFOCIP activated in more than three occasions the mechanism of RTI to receive and publish in the National Hub decisions which were lacking publication in the municipality's website database⁵.

The Municipality of Selenica also uses the VENDIME.AL as the main source of publication, due to the difficulties the council experiences in regard to the decisions making process, which remains non-productive.

As made clear by the table above, there is no standard model amongst municipalities that do engage in decisions publications. As observed, many of the PDF format used is of image type and not OCR, thus making impossible to be identified by the main searching engines. Standardization is needed and highly recommended at this point.

On the other hand, as evidenced by the above evaluation table, a standardized format is noted only in those municipalities which do comply with the mandatory requirement of MCDs publication through VENDIME.AL. All decisions are of PFD/OCR format, making the searching function possible. In addition, all acts attribution are presented to the custom search engine during upload process.

For the year 2017, VENDIME.AL remained the main locus of publication of MCDs. For 17 of this municipalities, the publication of MCDs in the National Platform VENDIME.AL remains the only means of publication.. It results that, till December 25th, 2017, VENDIME.AL remains the only means for consistent publication from municipalities of Tirana, Shkoder, Lezha, Devoll and Selenice, which do publish decisions both in their own webpages and in VENDIME.AL, but the consistence is much higher

⁵ Page 23-24 / link: <http://www.infocip.org/al/wp-content/uploads/2017/11/raporti-monitorues-INFOCIP-keshilat-bashkiake-zbatimi-i-ligjit-per-qeverisjen-vendore-leviz-albania.pdf>

in the later. The municipalities of Tirana and Devoll have stopped uploading decision in their own pages as of September 2017.

There are in total 25 Municipalities that do comply with the legal requirements in place in regard to MCDs publication using this platform. It is worth to mention that the majority of those considered to be “big municipalities” have chosen so far this Platform to provide their citizens with the basic service of governance: acts publication. Some of these big municipalities are Vlora, Durres, Fier, Lushnje, Korce.

The publication protocol in VENDIME.AL is anticipated by activation of mutual agreements between the beneficiary municipality and INFOCIP. Recently there are 8 municipalities which are being assisted to publish their decisions in this platform, namely: Shijak, Belsh, Cerrik, Prrrenjas, Devoll, Selenice,

Tepelene, Libohove (indicated in orange color in the map on page 20).



According to INFOCIP’s data, by 2012 no municipality except Tirana published municipal council decisions in any known form. Whereas in 2016, only 20% of all the municipalities of Albania published their decisions online. About 87% of them published through the National Program designed and activated by INFOCIP for this purpose, specifically through the national platform VENDIME.AL

All MCDs published in VENDIME.AL have been linked through identifiable banner to the main/official webpage of the beneficiary municipalities. All PDF are identical copies if the original MCDs as signed and stamped. Rigorous criteria are being followed by the appointed staff of INFOCIP so far to maintain and

promote a unified standard in online publications of MCDs. Many beneficiary municipalities do publish their decisions in VENDIME.AL in de-centralized made, having their own credentials to access the portal. More on standard and on the functionality of VENDIME.AL has been provided by INFOCIP on the tenders documents as submitted to UNDP. More info can also be found here:

<http://www.vendime.al/rreth-vendime-al/>

3.2.Assessment of the searching functions

The table below provides an accurate assessment of the searching functions, as activated in municipalities which have online digitalizes decisions. For municipalities of Fier, Lushnje and Vore, the webpage as constructed contains a searching engine incorporated, but it does not produces any intended effects due to the fact that decisions are published in VENDIME.AL. Municipality of Saranda has a searching engine incorporated into the webpage, but it has no decisions published at all.

Municipality name	Municipalities that publishes MCDs, or some of them, in own websites (only titles included too)	Searching functions			Effectiveness of results		
		simple	Custom field	none	Simple search on the website 1-poor, 2-acceptable, 3-good	Custom search on the website 1-poor, 2-acceptable, 3-good	Search on the main browser 1-poor /exact attribution 2-acceptable/Key words 3- good/ Municipality name + DMC
Bulqize	✓			✓	3	1	1
Devoll	✓			✓	3	2	3
Dropull	✓			✓	3	2	3
Elbasan	✓		✓		3	3	3
Finiq	✓			✓	2	1	3
Gjirokaster	✓			✓	2	1	3
Himare	✓			✓	3	2	3
Kavaje	✓			✓	3	2	3
Klos	✓			✓	3	1	2
Kolonje	✓			✓	1	1	1
Kruje	✓			✓	2	2	2
Kucove	✓		✓		3	3	3
Kurbin	✓			✓	3	1	3
Lezhe	✓		✓		3	3	3
Librazhd	✓			✓	3	2	3
Maliq	✓			✓	3	1	3
Mat	✓			✓	3	2	3
Mallakaster	✓			✓	2	1	2
Mirdite	✓			✓	2	2	3
Patos	✓		✓		3	2	3
Peqin	✓			✓	3	2	2
Pogradec	✓			✓	3	1	3
Roskovec	✓			✓	3	2	3
Selenice	✓			✓	1	1	3
Shijak	✓			✓	2	1	3
Shkoder	✓		✓		3	3	2
Tirane	✓			✓	3	1	3
Tropoje	✓			✓	2	1	3
U-vajguror	✓			✓	3	1	3
Vau Dejes	✓			✓ ²⁴	3	1	3

3.3.Distribution, Regularity and Timely of Publication/Updating.

For this special evaluation, municipalities are divided in three categories in regard to “where” their decisions issued are being published. The major group complies with the legal provisions in place by using VENDIME.AL as platform of publication. A second group of municipalities do publish their decisions both in their websites and “mirror them in main national Hub, VENDIME.AL. Another group is comprised of those municipalities which publish only in their websites (newly established).

- With regard to those publishing in VENDIME.AL, ONLY Divjaka Municipality has remained behind due to the maternity leave of the RTI coordinator, the contact point for this process as established by the Mayor.
- With regard to municipalities that do publish their decisions initially in their websites and “mirror them to VENDIME.AL, Tirana Municipality and Devoll Municipality have stopped publishing in their websites for unknown reasons.
- For municipalities of the third category, the assessment is already completed as indicated by the tab below (see also the tab above with additional data on this topic).

No.	Municipalities in alphabetic order	Official WEBSITE (print screen)	Link of the official website	MCDs published at: (print screen evidence)	Identifying link
1.	BELSH		www.belsh.al		http://www.vendime.al/belsh/
2.	BERAT		www.bashkiaberat.gov.al		http://www.vendime.al/berat/
3.	BULQIZË		www.bulqiza.gov.al		http://bulqiza.gov.al/bashkia/keshilli-bashkiak/vendime/
4.	CËRRIK	Nuk ka			http://www.vendime.al/cerrik/

					
5.	DELVINË	Nuk ka		NUK KA PUBLIKUAR	
6.	DEVOLL		www.bashkiadevoll.al		www.bashkiadevoll.al/vendimekeshilli http://www.vendime.al/devoll/
7.	DIBËR		www.peshkopia.com	NUK KA PUBLIKUAR	
8.	DIVJAKË		https://bashkiadivjake.wordpress.com/		http://www.vendime.al/divjake/
9.	DROPULL		www.bashkiadropull.com		http://bashkiadropull.com/sq/vendimet/
10.	DURRËS		www.bashkiadurres.gov.al		http://www.vendime.al/durres/
11.	ELBASAN		www.elbasani.gov.al		http://elbasani.gov.al/Keshilli/Pages/Vendimet-e-











					Keshillit.aspx
12.	FIER		www.bashkiafier.gov.al		http://www.vendime.al/fier/
13.	FINIQ		www.bfiniq.gov.al		http://bfiniq.gov.al/notices/?lang=sq
14.	FUSHË-ARRËS		http://bashkiafushearrez.gov.al/sq/kreu/	NUK KA PUBLIKUAR	
15.	GJIROKASTËR		http://bashkiagjirokaster.gov.al		http://bashkiagjirokaster.gov.al/vendimet-e-keshillit-bashkiak/
16.	GRAMSH		www.bashkiagramsh.gov.al		http://www.vendime.al/gramsh/
17.	HAS	Nuk ka		NUK KA PUBLIKUAR	

18.	HIMARË		www.himara.gov.al		http://himara.gov.al/vendimet-e-k-b/
19.	KAMËZ	www.kamza.gov.al 	www.kamza.gov.al		http://www.vendime.al/vendimet-e-keshillit-bashkiak-kamez/
20.	KAVAJË		www.bashkiakavaje.gov.al		http://www.bashkiakavaje.gov.al/web/VENDIME_T_K_S_HILLIT_BASHKIAK_P_R_VITIN_2016_329_1-226.php
21.	KËLCYRË	Nuk ka		NUK KA PUBLIKUAR	
22.	KLOS		www.bashkiaklos.gov.al		http://bashkiaklos.gov.al/MainPages/Other/Vendime.aspx
23.	KOLONJË		www.kolonja.gov.al		http://www.kolonja.gov.al/?page_id=86 2
24.	KONISPOL	Nuk ka		NUK KA PUBLIKUAR	
25.					

	KORCË		www.bashkiakorces.gov.al		http://kruja.gov.al/documents/
26.	KRUJË		www.kruja.gov.al		www.kruja.gov.al/documents
27.	KUCOVË		www.bashkiakucove.gov.al	 	http://bashkiakucove.gov.al/sq-al/Keshilli/Pages/Vendimet-e-Keshillit.aspx http://www.vendime.al/vendimet-e-keshillit-bashkiakucove/
28.	KUKËS		www.kukesi.gov.al		http://kukesi.gov.al/bashkia/keshilli-bashkiak/anetaret/funksionet/komisionet/vendimet/
29.	KURBIN		www.bashkiakurbini.gov.al	NUK KA PUBLIKUAR	
30.	LEZHË		www.lezha.gov.al	 	http://www.lezha.gov.al/web/Vendimet_e_Keshillit_Bashkiak_226_1.php#.WkIcAEmnH5V http://www.vendime.al/lezhe/
31.	LIBOHOVË	Nuk ka			http://www.vendime.al/libohove/

32.	LIBRAZHD		http://bashkialibrazhd.ov.al/		http://bashkialibrazhd.gov.al/keshilli-bashkiak/vendimet-e-keshillit/
33.	LUSHNJE		www.bashkialushnje.ov.al		http://www.vendime.al/lushnje/
34.	MALËSI E MADHE		http://bashkiamalesiemadhe.gov.al/	NUK KA PUBLIKUAR	
35.	MALIQ		https://www.bashkiamaliq.gov.al/		https://www.bashkiamaliq.gov.al/bashkia
36.	MALLAKASTER		www.bashkiamallakaster.gov.al	NUK KA PUBLIKUAR	
37.	MAT		www.bashkiamat.gov.al		http://bashkiamat.gov.al/category/vendime/vendime-te-keshillit/
38.	MEMALIAJ		www.bashkiamemaliaj.com	NUK KA PUBLIKUAR	

39.	MIRDITË		www.bashkiamirdite.gov.al		http://bashkiamirdite.gov.al/sq/document-category/vkb/
40.	PATOS		www.bashkiapatos.gov.al		http://bashkiapatos.gov.al/sq-al/Keshilli/Pages/Vendimet-e-Keshillit.aspx
41.	PEQIN		www.peqini.gov.al		https://peqini.gov.al/?s=vendim
42.	PËRMET		http://www.bashkiapermet.gov.al/		http://www.vendime.al/permet/
43.	POGRADEC		www.bashkiapogradec.al		www.bashkiapogradec.al/vendime
44.	POLICAN	Nuk ka		NUK KA PUBLIKUAR	
45.	PRRENJAS	Nuk ka			http://www.vendime.al/prrenjas/

46.	PUKË		www.bashkiapuke.gov.al		http://www.vendime.al/vendimet-e-keshillit-bashkiak-puke/
47.	PUSTEC	Nuk ka		NUK KA PUBLIKUAR	
48.	ROSKOVEC		www.bashkiaroskovec.gov.al		http://bashkiaroskovec.gov.al/vendimet-e-keshillit/
49.	RROGOZHINË	Nuk ka		NUK KA PUBLIKUAR	
50.	SARANDË		www.bashkiasarande.gov.al	NUK KA PUBLIKUAR	
51.	SELENICË		www.bashkiaselenice.org	 	http://bashkiaselenice.org/category/vendimet-e-keshillit/ http://www.vendime.al/selenice/
52.	SHIJAK		www.shijak.gov.al		http://shijak.gov.al/?page_id=1328 http://www.vendime.al/vendimet-e-keshillit-bashkiak-shijak/

					
53.	SHKODËR		www.bashkiashkoder.gov.al		http://www.bashkiashkoder.gov.al/web/Vendimet_e_Keshillit_169_1.php http://www.vendime.al/shkoder/
54.	SKRAPAR		www.bashkiaskrapar.gov.al		http://www.vendime.al/skrapar/
55.	TEPELENË		www.tepelena.gov.al	NUK KA PUBLIKUAR	
56.	TIRANË		www.tirana.gov.al		http://www.tirana.al/keshilli-bashkiak/vkm/ http://www.vendime.al/tirane/
57.	TROPOJË		www.trope.gov.al		http://trope.gov.al/vendime-te-keshillit-te

					bashkise-2015-2017/
58.	URA VAJGURE		www.uravajgure.gov.al		http://uravajgure.gov.al/vendime/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-ura-vajgure-2/
59.	VAU I DEJËS		www.vaudejes.gov.al		http://www.vaudejes.gov.al/vendimet/
60.	VLORE		www.bashkiavlore.org		http://www.vendime.al/vlore/
61.	VORË		www.bashkiavore.gov.al		http://www.vendime.al/vendimet-e-keshillit-bashkiak-vore/

3.4.Available and trained staff at municipality to carry out the process.

An RTI personnel (HR) rapid due diligence has been performed by INFOICP for 61 municipalities. For each municipality the presence of this key personnel is indicated in the tab below. For each of them, email contacts are collected. A full list of RTI coordinators is compiled, as updated by INFOICP, in coordination with Director on the RTI, near the Commissioner of PDP and RTI. This table will be

further completed with the detailed contact of the secretaries of Municipal Council for each municipality. Another separate column will be completed with the contacts of any IT staff within municipalities.

<u>No.</u>	MUNICIPALITIES	RTI COORDINATORS	Contact E-MAIL
62.	BELSH	LUAN XHAJA	Leo2002@gmail.com
63.	BERAT	TEUTA MUCOGLAVA	teutamucogllava@gmail.com
64.	BULQIZË	ARSEOLA MULIA	arseolamulia@yahoo.com
65.	CËRRIK	ARTA XHIKA	xhikaarta@gmail.com
66.	DELVINË	DORINA MYFTARI	dorinaallushi8@gmail.com
67.	DEVOLL	ORNELA RUCI	nelaruci@yahoo.com
68.	DIBËR	LEONARD MUKA	mukanardi@gmail.com
69.	DIVJAKË	ROMINA GJEKA	romina.gjeka@outlook.com
70.	DROPULL	MIHAL MANO	mihalismanos@gmail.com
71.	DURRËS	VILMA HYSENI	vilmakovaci@yahoo.it
72.	ELBASAN	AIDA TALELI	aida.urupi@elbasani.gov.al
73.	FIER	NERITAN BOCOVA	bashkiafier@yahoo.com
74.	FINIQ	NUK KA	
75.	FUSHË-ARRËS	MARIANA DODA	
76.	GJIROKASTËR	ANDUELA CACA	anduelacac13@gmail.com
77.	GRAMSH	ORJETA SALLA	sallaorjeta@gmail .com orjetasalla@bashkiagramsh.gov.al

78.	HAS	MUNGON EMRI	
79.	HIMARË	VALBONA PRIFTI	
80.	KAMËZ	ERVIN DODA	dodaervin007@gmail.com
81.	KAVAJË	GENTJAN TELITI	kordinator.informim.kavaje@gmail.com
82.	KËLCYRË	NUK KA	
83.	KLOS	FERDINAND BEBJA	nandibebja@hotmail.com
84.	KOLONJË	JORGJI QIRJAZI	jqirjazi06@gmail.com
85.	KONISPOL	KEIDA KULA	keida-kula@hotmail.com
86.	KORCË	LARISA KATUNDI	larisakatundi@gmail.com
87.	KRUJË	DRINI MASHA	drini.masha@kruja.gov.al
88.	KUCOVË	MARSIDA FANI	marsidafani@gmail.com
89.	KUKËS	BUJAR MUCMATA	dr.juridike@kukesi.gov.al
90.	KURBIN	HENRIK KOLA	
91.	LEZHË	PETRIT MARKU	info@lezha.gov.al
92.	LIBOHOVË	ENKELEDA SHEHU	
93.	LIBRAZHD	ISMET HASA	ismethasa65@gmail.com
94.	LUSHNJE	LINDJONA CELA	celalindjona@yahoo.com
95.	MALËSI E MADHE	DONIKA VELAJ	info@bashkiamalesiemadhe.gov.al

96.	MALIQ	GENCI FLOQI	
97.	MALLAKASTER	ENGJELLUSHE ZENELAJ	bashkiamallakster@gmail.com
98.	MAT	GEZIM PASHA	gpasha22@yahoo.com
99.	MEMALIAJ	FETA HOXHA	
100.	MIRDITË		
101.	PATOS	ELDA GOXHAJ	goxhajelda2@gmail.com
102.	PEQIN	GENTIAN CANI NEVILA BICA	genti2al@yahoo.com nevila.bica@peqini.gov.al
103.	PËRMET	DENISA HOXHA	denisahoxha@yahoo.com
104.	POGRADEC	DALINA JASHARI	haxhillaridalina@yahoo.com
105.	POLICAN	ANXHELA IBRO	
106.	PRRENJAS	RUDINA KRYEZIU	k.rudina@googlemail.com
107.	PUKË	AIDA SINANI	aida_sinani@yahoo.com
108.	PUSTEC	SOFIA QISKA	
109.	ROSKOVEC	EVISA MUSTAJ	evisa.mustafaj@yahoo.com
110.	RROGOZHINË	ENKELEJDA AZIZAJ	
111.	SARANDË	THOMA NIKA	tomishek@yahoo.com
112.	SELENICË	ENIDA KOLA	
113.	SHIJAK	ATALANTA BALLIU ENKELEDA OSMANAJ	atalantaballiu@gmail.com
114.	SHKODËR	GJERGJ KURTI	mpubliku@bashkiashkoder.gov.al

115.	SKRAPAR	JONIDA SALIASI LORENA BRAMO	jonasaliasi@bashkiaskrapar.gov.al bramolorena@gmail.com
116.	TEPELENË	JULINDA KARTERI ALEKSANDER TOTI	julinda karteri@yahoo.com alekstoti@yahoo.com
117.	TIRANË	ELENA XHAHO	elena.xhaxho@tirana.al
118.	TROPOJË	NUK KA	
119.	URA VAJGURE	LEONORA BEBI	bebi.lonora@yahoo.com
120.	VAU I DEJËS	BIB MIRIA	bashkiavau-dejes@hotmail.com
121.	VLOREË	DESILDA CACI	00355 33 421 421
122.	VORË	ANA THANA	anathana@yahoo.com

3.5. Best practices amongst Albanian Municipalities

Best practices amongst Albanian Municipalities in regard to decisions publications are highlighted in this report, based on the previous research and national indicators as elaborated/published by INFOCIP. Recent data collected and recent reports are also consulted in this respect. The criteria to make this ranking evaluation are the consistency and regularity of publication of MCDs, the annual Report as prepared by INFOCIP in regard to decisions' publication in 61 municipalities⁶, and the rapid inspection as activated in the frame of this report. The best practices are as follow:

- (a) Shkodra (on it own website database)
- (b) Korca (through VENDIME.AL, but uploaded in autonomous mode)
- (c) Roskovec (on its own website database)
- (d) Kucova (on its own database and through VENDIME.AL)

⁶ <http://www.infocip.org/al/wp-content/uploads/2017/10/Raporti-implementimi-i-ligjit-119-nga-61-bashkite-e-RSH.pdf>

- (e) Tirana (on its own website database and through VENDIME.AL)
- (f) Lezha (on its own website database)
- (g) Puka (only through VENDIME.AL)

Other best practices are the municipalities that have become part of the National Publication Program in Vendime.al since 2010, with all database of decisions published since 2007. Main practices in this category of municipalities are: Durrës, Lushnje, Fier, Vlora, Gramsh, Puka

3.6. Project intervention - Work flow and prioritization

- **First wave of intervention**

According to this evaluation report, municipalities that still do not have a website as of December 25th, 2017 are Cerrik, Delvine, Has, Kelcyre, Konsipol, Libohove, Polican, Prrenjas, Pustec, Rrogozhine. These represent 16.3 % of total of 61 municipalities in the Republic of Albania. Due to lack of such basic infrastructure, these municipalities cannot comply at all with the legal requirements in place to publish and announce decisions of their councils proactively online. These municipalities will be prioritized in terms of the Project intervention, so then can efficiently be assisted to comply as soon as possible with the legal requirements as provided by Art. 18 and 54 of the law 139/2015 “On Self Local Government”. They will be provided the service through VENDIME.AL till these municipalities have their own website.

At the present, INFOÇIP has anticipated the process by providing the municipalities of Cerrik, Libohove and Prrenjas with dedicated pages to publish their MCDs through VENDIME.AL. This process has been supported through a small grant from IDM and has progressed only to the extent of publishing the accumulated backlog since 2015. In regard to this project intervention, the municipalities of **Delvine, Has, Kelcyre, Konsipol, Polican, Pustec and Rrogozhine** will be the first in which INFOÇIP will activate the assistance in frame of this project. All MCDs of this 7 municipalities will be collected from 2015-2017 and then digitalised and published online, on searchable mode, according to pre-established national standard of VENDIME.AL. The databases will concluded within max 2 months. All decisions will be uploaded in separate pages and databases, so that these databases can be later on “implanted” or exported to the newly constructed webpages of this municipalities in the near future. INFOCIP will recommend to the municipalities or any other vendor that is actually contracted to provide these municipalities with official websites to use Wordpress database platforms so that the migration of data in a second stage from VENDIME.AL to their newly established/build website become in the shortest possible time.

- **Second wave of intervention**

This Rapid Assessment Report (RAR) has come to the conclusion that there are 30 municipalities which do engage in some form of MCDs publication as of December 25th, 2017. Five municipalities, namely **Kurbin, Librazhd, Mallakaster, Peqin, Pogradec** have very few MCDs published in their websites (2-5 MCDs) and therefore will not be included in the category that do publish their decisions. In addition to that, the Municipality of Dibra (Peshkopia) has an existent website, but it result that it does not get updated at all since 2013. In addition to that, no trace of published decisions has been identified by this rapid assessment. **This 6 municipalities are selected to become beneficiaries of this project intervention during the second wave of Project intervention.**

As made already clear in the above explanations, the municipalities with websites in WordPress will also be prioritized in terms of this intervention. Once finished this process, the Jumble Platforms will be addressed with additional programing, aiming at preserving compatibility. A separate evaluation will be made at this point by the ICT experts of INFOCIP. The main priority will be to properly transfer/migrate the features already consolidated in terms of graphic design, as well as to introduce the same data entry protocol. All other platforms different from two above, will come last in terms of this project intervention in the time table of activities.

- **Third wave of intervention.**

The municipalities of **Malësi e Madhe, Tropoja, Fushë Arrëz, Kukës, Divjaka, Ura Vajgurore, Memaliaj, Kolonja, Himara, Gjirokastrë, Finiq, Saranda, Bulqiza** (13 in total) do have official websites, but do not engage in decisions publications. Some 7 of them has established websites only lately and have not (probably) master further capacities to comply with the online decisions publication. Kukes Municipality do engage in a certain form of publication, consisting only the full list of titles of decisions, but has limited itself into only that, without proceeding any further with publication of the full decisions' body. This municipalities will be scheduled for intervention as beneficiaries of the third wave of intervention in frame of this project.

This process will start from Kukës Municipality. The first intervention will aim at completing the archive for 2015-2017, the second component will be the full migration of databases to any respective website and then the capacity raising process for autonomous upload.

- **Forth wave of intervention.**

Among municipalities which do “regularly engage” in MCDs publications, there are some of them which have failed to maintained a regular publication order. In the frame of this report, this means that the indexing order of MCDs gets interrupted form time to time, leaving, in some cases, many municipal decisions unpublished and therefore un-announced. Some of this municipalities have already in place adequate systems for decisions publications (i.e. Lezha, or Tirana). The missing decisions will be identified and will be suggested to any of the targeted/beneficiaries municipalities to become published and therefore to restore the consistency of the indexing order.

As regard to the municipalities that do engage in MCDs publication online, will undergo a further consistency evaluation in terms of regularity of their publication. As a general rule, the Municipal council does convene in plenary sessions at list once a month. The decisions’ enactment process is normally followed by a confirmation process, activated by the Prefect, which normally takes 10+10 days the max. Once confirmed legally, the decisions become formally ready to be announced and enter into force. This time frame of due publication (40-50 days) is considered to be “window protocol”, in the methodology used by INFOCIP so far.

For objective reasons, both aspects of this evaluation will need to take place once the project starts is full field operations and have established prior contacts with the respective municipal staff responsible for decisions publications.

As made already clear in the above explanations, the municipalities with websites in WordPress will also be prioritized in terms of this intervention. This approach has two major beneficiaries: the first one is the speediness in transferring compatible data, system, data entry protocol and other systemic features as in VENDIME.AL. All plugins will be installed and all other graphic solution will be re-introduced in each and every page as managed by the municipalities (30-35). Once finished this process, the Jumble Platforms will be addressed with additional programing, aiming at preserving compatibility. A separate evaluation will be made at this point by the ICT experts of INFOCIP. The main priority will be to properly transfer/migrate the features already consolidated in terms of graphic design, as well as to introduce the same data entry protocol. All other platforms different from two above, will come last in terms of this project intervention in the time table of activities.

3.7. Steps described in regard to MCDs digitalization and standardizing.

First of all, INFOCIP will use this project intervention to standardize local government decisions' publication. The INFOCIP has managed so far to offer a national standard of publication through developing the National Platform VENDIME.AL. INFOCIP will expand and further consolidate the model already established in beneficiary municipalities.

Publication of scanned MCDs will be comprised of three separate phases or Point of Intervention (PoI) which are linked and empower one another substantially:

3.7.1. Database creation - publication in dedicated category pages in VENDIME.AL

3.7.2. Publication in municipalities' official websites

3.7.3. Shearing and learning

Regarding PoI “1”:

For municipalities which do have online Infrastructure (webpages), the decision publication will start by creating dedicated database categories which will be hosted first in INFOCIP servers which then will be exported as such to Municipality websites (for those who already have one). Once the database creation will be completed, the municipality websites will be accessed to create there dedicated pages to “host” the database and visualise it. The page frame will be modeled according to those in VENDIME.AL, in order to serve the standardisation of DMCs online publications. All necessary plug-ins, graphic solutions, and graphic data will be also exported by INFOCIP, using same model as VENDIME.AL

For those municipalities which during this project intervention do not have official websites INFOCIP will provide its own-created national Platform VENDIME.AL as main hub for their MCDs to become published in order to comply with legal requirements, as stipulated by art 15 of the law 139/2015, till another provider completes these municipalities' online infrastructure. For these municipalities, dedicated databases and category pages will be included in VENDIME.AL ready for transfer once online infrastructure will be in place in the near future. The practice is well consolidated since 2010 by INFOCIP and www.vendime.al offers solid evidence for this.

Regarding PoI “2”: Once the 34 databases of decision are fully sound and uploaded in dedicated category /pages, INFOCIP will intervene in the following directions:

1-Transfer - In case the template already in place is certified and complies with technical requirements in place during this intervention period, as well with dedicated IT personnel in place, the database already established as categories will be transferred to the municipal website. The municipalities under these technical conditions will be identified during the evaluation phase. Transferring databases into other databases is the most efficient process that will save valuable time and will reduce to maximum errors compared to entering data directly from the field. For this action, entry credentials will need to be provided by the adequate authorities within municipalities (IT). All custom entry protocol will be installed in their pages and personnel will be trained to enter data autonomously. VENDIME.AL will also publish the same database, to serve as a sounding mirror to reflect consistency. Dedicated tutorial will be prepared for each municipality, to reflect as much as possible the differentiations. INFOCIP will fully provide/assist back up process during take-over phase.

2-Transfer and/or “Implant” - In case the technical conditions of municipal webpages are insufficient or with no base knowledge on the data entry protocol required for decisions, INFOCIP will proceed by linking the dedicated category/page to the already existing official website of the municipalities. A capacity building program will be prepared and delivered during the process targeting IT personnel of the municipalities and the secretaries of the municipal councils (see below on capacity building chapter) so that they can master the process in due time, within deadline of this project intervention. As we speak, many municipalities with limited technical resources (limited hosting capacities, or insufficient HR) have chosen publication through VENDIME.AL

3- Substitute - In case none of the above conditions is met, VENDIME.AL will serve as platform of publication and will remain at their disposal till the moment all infrastructure requirements, IT staff and other additional technical capacities will be put to place. Till one year after this project ends, INFOCIP will respond to all the needs for transferring database to dedicated official websites of the beneficiary municipalities. In addition to that, HR (IT personnel) will be given autonomous access to the Platform so that they may enter data in due time and efficiently (see capacity building program). In terms of functionality, VENDIME.AL is a de-centralised platform, where every municipality upload to its own dedicated page within it. The Albanian Government has recognised VENDIME.AL as the national hub for MCDs publication and has committed in the frame of the OGP current action plan that all 61

municipalities’ will host their decisions in this national portal within 2018⁷ .

4-Direct plug-in – In case of non-of-the above, INFOCIP will activate data entry protocol directly to the municipality official website. Under direct supervision of the IT personnel, the process will follow installations of plug-inns, engineering of the costume field function, dedicated category page, similar outlook with the model already established by INFOCIP in VENDIME.AL (same organising method). For **Transfer** phase (1), the municipal webpage will be fully prepared in advance to “host” the database of decisions as prepared and made ready by INFOCIP.

5-Full standardising - INFOCIP will use this project intervention to standardize local government decisions’ publication. INFOCIP is the creator of the actual national standard of publication of DMCs through developing the National Platform VENDIME.AL. The Albanian Government has accepted VENDIME.AL as the national standard including it as one the national objective to be met within 2018 in the frame of the National Action Plan of OGP, Albania. The same organizing features will be used for municipal websites. The same display functions will be used for municipalities, The same custom field data-entry and searching functions will be used for beneficiary municipalities. PDI standard will also be introduced the same way.

6-Who does what and where – The National Coordinator and the national ICT manager will be responsible for the full implementation of this project’s phase. The database transfer protocol will be activated by INFOCIP while the receiving end will be completed by both INFOCIP and beneficiary municipality IT staff (34 max. or 34-11 min.). Since the process is online-oriented, the main place/venue will remain INFOCIP main offices. Additional Expert and Ass-expert can and/or may be hired during this phase, based on the evaluation report.

3.8. Additional features + bonus

3.8.1. Create Municipality profiles in frame of TAR -For each of the 34 municipalities that benefit from this intervention, INFOCIP will create its profile that will contain all new administrative and territorial data, i.e. its administrative units, villages, urban/rural mapping, etc. The profile will also include information

⁷ <https://www.opengovpartnership.org/current-commitments/17-commitment-publish-online-central-and-local-government-legislation-open>

regarding the elected Mayor, members of the council, secretary of the municipal councils, the RTI coordinator etc. Additional graphic feature will be inserted to the main official pages of the municipalities in the banner section link. In order to best serve the purpose of access to legislation, an additional banner will be provided as bonus service, with the updated sectorial legislation in the local government (see model here: <http://bashkiapuke.gov.al/>).

3.8.2. **Donate Database of Laws** - In the websites of beneficiary municipalities INFOCIP will “Implant” the up-to-date consolidated compendium of Local Government legislation (see a model here: <http://bashkiavore.gov.al/sq-al/Pages/default.aspx>). The online compendium of legislation will be implanted into the official webpage of the given municipality as banner + link in the main page (home). The Compendium consists of some 120 laws which represent the sectorial legislation for the Local Government in Albania. It is organised in chapters, to make it easy to use. See it here - <http://www.vendime.al/legjislacioni-per-pushtetin-vendor/>

3.8.3. **Create National Archive** - By completing the full digitalisation of 34 more municipalities, INFOCIP see it very realistic to fully complete one-of a kind platform it has started to populate since 2012, vendime.al . This action has multiple benefits, for it represents the national hub where experience can be exchanged, consistency evaluated and sustainability become fostered and supported. As mention above, the Albanian Government has accepted VENDIME.AL as the national archive where municipal decisions are being published for so many years now, thus offering a very distinguished contribution in promoting decision making transparency and lawfulness in local government level. Completing coverage for 61 municipalities it as one the national objective to be met within 2018 in the frame of the National Action Plan of OGP, ALBANIA.

Regarding PoI “3”:

For municipalities with websites, the decision publication will start by creating dedicated database in INFOCIP premises, but the replication protocol will be attended by the IT staff. All processes described above will be attended by municipality IT personnel, especially during data entry of the decision of 2018, which will be on sight. Team Viewer programs and protocol will be used in case when contact will not be enabled. Once the database creation be completed, the municipality websites will be accessed to create there dedicated pages to “host” the database and visualise it. The page frame will be modeled according to those in VENDIME.AL, in order to serve fill standardisation of DMCs online publications. The permanent communication for one year will be a sharing and learning process.

For those municipalities which do not have official websites, INFOCIP will provide direct credentials to the IT staff so that they can exercise direct entry from the place where they work, under direct assistance of INFOCIP IT staff. A dedicated tutorial will be prepared for this category of municipalities.

With regard to data collection and digitalising the teams of INFOCIP and municipalities will work together in any case.

PERSONEL requirements during this phase include a minimum of 10 operators that will coup with digitalisation and data entry tasks in addition to the two senior project managers and at list one ICT consultant. Responsible person for implementing the calendar of activities will be the Project Manager. The field distribution will be directed supervised by the national coordinator. ICT issues, protocols and interventions will be directed coordinated and facilitated by the ICT expert. Additional experts may be hired during this phase based on a dynamic need-assessment evaluation. INFOCIP will develop protocols of interventions that are specific for one type of municipality only, based on technical specifications that will/may emerge upon close-up assessment or field intervention.
