



**Republika e Kosovës**  
**Republika Kosovo – Republic of Kosovo**  
*Kuvendi - Skupština – Assembly*

**THE ASSEMBLY OF THE REPUBLIC OF KOSOVO  
FORUM FOR PARLIAMENTARY TRANSPARENCY**

**ACTION PLAN**  
**for an open and transparent Assembly**  
**2016-2020**

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# INTRODUCTION

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This document represents the Action Plan of the Assembly of the Republic of Kosovo for the implementation of the Declaration for an Open Parliament, approved by the Assembly Presidency in May 2015. With the drafting and implementation of this plan the Assembly aims to concretize the measures which will be undertaken to gradually achieve the principles and standards of Assembly transparency that the declaration promotes. This plan aims to serve as a guideline for the Assembly in its efforts to promote a culture of transparency, to ensure easy and timely access to information related to the work of MPs, as well the use of information technology to increase interaction between Assembly and citizens.

The action plan was prepared by Parliamentary Transparency Forum, established by the Assembly Presidency to serve as an advisory body on issues related to transparency and institutional accountability. The plan was prepared in several working sessions, attended by representatives of parliamentary groups, representatives of civil society organizations and officials of the Assembly administration. In preparing the plan, the Forum members were supported by the National Democratic Institute (NDI), who have made available the experience of developing similar plans in the parliaments of Ukraine and Georgia.

Before launching the drafting of the action plan, a working group within the Forum conducted a detailed analysis to assess the current situation of the Assembly in fulfilling the principles and standards promoted by the Declaration for an Open Parliament. This assessment has helped members of the Forum to define 22 concrete actions/measures to enhance parliamentary transparency and promote citizens' interaction with the Assembly. The plan defines specific targets to be achieved, concrete actions to be taken by the Assembly and partner institutions and organizations of the Assembly.

The action plan will be part of a long-term strategic plan of the Assembly, which shall serve as a basis for annual plans, and to determine the budgetary implications. Parliamentary Transparency Forum will ensure that budgetary implications are reflected in the Assembly budget for the coming years, and will oversee the implementation of the action plan. With the adoption of the Declaration on Open Parliament and the drafting and implementation of the Action Plan, the Assembly aims to be a leader in the region in terms of parliamentary transparency. The work to date is expected to serve the Transparency Parliamentary Forum to intensify efforts for Assembly's membership in the parliamentary working group on transparency of the Open Government Partnership (OGP).



# 1. ACCESS TO PARLIAMENTARY INFORMATION

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Publication of parliamentary information allows citizens and civil society organizations access to parliamentary information related to the work of the parliament. Publication of parliamentary information aims to enhance transparency and encourage active participation of citizens in the legislative process, thus strengthening the role of Parliament as an institution. With the adoption of the Declaration on Open Parliament, the Assembly committed to increase the access of citizens in the work of the Assembly. In March 2016 an Administrative Instruction has been issued for the publication of documents of the Assembly, which determines which documents are accessible as well as setting deadlines for their publication. Publication of draft-laws during the review phase in Assembly has been an important achievement for the Assembly. However, to increase the level of citizen involvement in the legislative process, it is very important that they have the opportunity not only to read draft-laws but also send their comments and suggestions. To increase the level of public involvement, the Assembly intends to functionalize the electronic system for tracking legislation, where citizens have the opportunity to be actively involved in the legislative process. In the case of legislative proposals, any proposals registered by the Assembly will be posted automatically in the website where citizens will have the opportunity to provide their comments electronically. Also, publication of the register of the votes of MPs in plenary sessions is among the greatest achievements in terms of transparency, but that should be further advanced by making it easier to access. In this regard, the Assembly provides the timely publication of parliamentary information such as data on MPs, annual reports, work plans, minutes, transcripts and decisions of the Assembly, the Presidency and its committees.





## 1.1 Implementation of the administrative instruction on the publication of parliamentary information by the Assembly

<b>Current situation:</b>	In March 2016, the Administrative Instruction on the Publication of Parliamentary Information was adopted, defining documents to be published by the Assembly, officials responsible and the deadlines.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To determine the methodology and responsible body to monitor the implementation of the Instruction.</li> <li>2. To organize quarterly meetings with heads of Assembly's Administration to address issues with the publication of documents in the web.</li> <li>3. To publish contact information of responsible officials for access to public documents</li> <li>4. To provide trainings for responsible people for access to public documents</li> <li>5. To prepare forms (requests) for access to public documents</li> <li>6. To publish requests and replies for access to public documents</li> </ol>
<b>Deadline:</b>	2016 - ongoing
<b>Responsible department/person in the Assembly</b>	Secretary General
<b>Partner organizations:</b>	Kosovo Democratic Institute (KDI), GAP Institute, INDEP, FOL Movement, GLPS, and National Democratic Institute (NDI)

## 1.2 Quality assurance of translations in official languages and timely publication of documents

<b>Current situation:</b>	Parliamentary information, such as minutes and transcripts are not published real time due to approval and translation procedures. Work plans of committees are not published and there still cases where the Assembly doesn't publish minutes an of assembly committee meetings. Other documents and decisions can be published in real time.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To expand the Translation Services Directorate</li> <li>2. To ensure timely translation of documents, in two official languages (transcripts, minutes, reports, decisions, work plans of committees)</li> </ol>
<b>Deadline:</b>	2016-2017
<b>Responsible department/person in the Assembly</b>	Directorate General for Legal and Procedural Issues Translation services
<b>Partner organizations:</b>	National Democratic Institute (NDI), Organization for Security and Cooperation in Europe (OSCE)

<b>1.3. Publication of data on Mps</b>	
<b>Current situation:</b>	Regarding information on MPs, the Assembly's website publishes the list of MPs, their assembly groups, functions in the Assembly, personal data; such as date of birth, education, address and contact number. However, citizens cannot find detailed CVs for elected MPs, or any information regarding activities of MPs, such as parliamentary questions, speeches, votes, initiatives, visits and meetings, and there is also a lack of information regarding the disclosure of assets. Citizens are not informed regarding the positions of MPs on specific issues.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To prepare a common CV form for all MPs, completing and publishing them in the beginning of the term.</li> <li>2. To create space in the profile of MPs for data on their activities (declarations, questions, speeches, voting, and their reports of visits inside and outside of the country)</li> <li>3. To put a link of the ACAK in the profile of MPs the his/her disclosure of assets</li> </ol>
<b>Deadline:</b>	2016-2018
<b>Responsible department/person In the Assembly</b>	Assembly Presidency Assembly Secretary
<b>Partner organizations:</b>	Anti-Corruption Agency, Kosovo Democratic Institute (KDI)

<b>1.4. Publication of works of the Assembly Presidency and Committees</b>	
<b>Current situation:</b>	The Assembly provides data on the composition Presidency and a brief description of their work, and publishes transcripts of meetings of the presidency, but doesn't publish materials such as minutes and decisions of the Presidency. Moreover, in its website, the Assembly provides data on the agenda (one or more days) of the Assembly, information regarding the list of assembly committees, their composition and meetings; however, it doesn't publish annual assembly committee plans and summaries of their activities.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To publish materials on the items of the agenda, and minutes and decisions of the presidency, including decisions regarding financial costs of the Assembly.</li> <li>2. To update the work plan (legislative agenda) on a regular basis by the Assembly and the schedule of hearing sessions. To draft the work plan in an interactive and flexible format.</li> <li>3. To publish and continuously update annual plans of committees</li> </ol>
<b>Deadline:</b>	2016-ongoing
<b>Responsible in the Assembly</b>	Legal Directorate
<b>Partner organizations:</b>	Kosovo Democratic Institute (KDI)

<b>1.5 Creation of an electronic system to track legislation</b>	
<b>Current situation:</b>	In 2011, the Assembly of Kosovo, supported by partners such as GIZ, OSCE and NDI, took steps to draft an IT Modernization strategy, which also includes the creation of an electronic system to track legislation. Despite the progress achieved in implementing the e-parliament platform, the Assembly is yet to fully functionalize the Electronic Legislation Tracking System
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To develop the software of the Electronic Legislation Tracking System , compatible with the e-Parliament platform</li> <li>2. To implement the Instruction for Publication of Documents</li> <li>3. To provide trainings/consultations with officials of the Directorate General for Legal Issues and Procedure</li> <li>4. To launch of the electronic system to track legislation</li> </ol>
<b>Deadline:</b>	2016
<b>Responsible department/person in the Assembly</b>	Assembly Secretary Directorate General for Legal and Procedural Issues Directorate of Information Technology
<b>Partner organizations:</b>	National Democratic Institute (NDI)

<b>1.6 Drafting simple and easily understandable parliamentary information</b>	
<b>Current situation:</b>	With the exception of concept-papers of laws, which are not filled as requested anyways, there is no summary provided in a simple language, available as parliamentary information.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To publish explanatory memorandums of draft-laws</li> <li>2. To describe and publish the functions of Assembly bodies in the website</li> <li>3. To present diagrams and charts to simplify the description of the legislative process</li> </ol>
<b>Deadline:</b>	2016-2017
<b>Responsible department/person in the Assembly</b>	Directorate General for Legal and Procedural Issues
<b>Partner organizations:</b>	National Democratic Institute (NDI), Kosovo Democratic Institute (KDI),

<b>1.7. Facilitating the access to the registry of votes of Mps</b>	
<b>Current situation:</b>	The Assembly publishes the registry of votes of MPs However, this is only limited to electronic voting, but not in cases when applying other forms of voting, excluding secret voting. Voting by show of hands makes it more difficult to provide the registry of votes, and it makes it difficult to secure information even in cases if an MP is missing his/her card, in which case the Rules of Procedure allow voting by show of hands
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To digitalize the plenary hall room</li> <li>2. To place a link in the profile of MPs related to activities and issues for which the MP has voted</li> <li>3. To ensure that e-voting is mandatory also in committee meetings</li> <li>4. To also register other forms of voting, both in plenaries and committees.</li> </ol>
<b>Deadline:</b>	2016-2017
<b>Responsible department/person in the Assembly</b>	Directorate of Information Technology
<b>Partner organizations:</b>	Kosovo Democratic Institute (KDI), GAP Institute

<b>1.8 Publication of documents in an open format (XML etc.) which can be reused by interested parties</b>	
<b>Current situation:</b>	Currently, many parliamentary information is given in a PDF or scanned format. Financial report of the Assembly was scanned and doesn't allow for processing and re-use of data in the report. Thus far, the Assembly has technically prepared the e-Parliament system for collaborative work and DMS, which has to be loaded with real documents (ref. orders for publications).
<b>Mere/Radnje:</b>	<ol style="list-style-type: none"> <li>1. To implement the Instruction for Publication of Documents</li> <li>2. Parliamentary information must be published in an XML format</li> </ol>
<b>Vremenski rok:</b>	2016 -ongoing
<b>Odgovorno odeljenje/osoba</b>	Assembly Secretary Directorate General for Legal and Procedural Issues
<b>Partnerske organizacije:</b>	Kosovo Democratic Institute (KDI), GAP Institute





## 2. PARTICIPATION OF CITIZENS AND CIVIL SOCIETY IN THE WORKS OF THE ASSEMBLY

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Civic participation in democratic processes is vital to promote principles of open governance. The Assembly, as the main pillar of the democratic system has a key role in promoting civic engagement in the development of public policies and review and approval of laws. The Assembly is committed to provide equal access and opportunities for participation. The Assembly has created the database of civil society organizations which includes information on the profile and area of expertise for each organization and helps the Assembly maintain continuous communication with civil society. Civil society and the Assembly hold annual joint conferences, defining the plan and agenda for the following year, which is in the interest of civil society. Also, registered NGOs in relevant committees are invited in the beginning of the year by committee chairs to harmonize their work plan with NGOs. Some CSOs develop joint activities with Committees in monitoring implementation of laws and their reports are used by relevant committees; however, there is a small number of CSOs which cooperate with Committees in this regard. In plenary session meetings, the Assembly also provides sign language interpretation for persons for disabilities. However, physical access is limited as they have no entry lane for persons with disabilities. Also, access is not easy for students who want to use the Library and the archives of the Assembly, due to the lack of documents and lack of a systematization. In addition to the publication of parliamentary information, the Assembly aims to promote participation of as many organizations in the work of the Assembly. Also, taking into account the increased interest of citizens who want to visit, the Assembly aims to expand the Visitors' Center, which serves as the initial reception area for all visitors in the Assembly in cooperation with Erste Foundation, the Assembly began hosting democracy workshops, aiming to educate younger generations to better understand democracy and the role of the Assembly. In addition, the Assembly aims to increase the participation of students of parliamentary studies, enriching the library with actual and electronic books, and unify documents and digitize the archives.

## 2.1. Review of the Regulation on access of media and public in the works of the Assembly

<p><b>Current situation:</b></p>	<p>Media access in the works of the Assembly is defined with a special regulation of the Assembly. Accreditation of the media covering the work of the Assembly takes place in the beginning of each year, ensuring them full access in following meetings of the Presidency, parliamentary committees and plenary session. Media cabins placed in the plenary hall are only used by the national television, and other media take the signal from them. A specific of the access of the media to parliamentary work is meetings of Assembly of the Presidency which are open, but there is a time restriction, due to the lack of sufficient space.</p>
<p><b>Measures/actions:</b></p>	<ol style="list-style-type: none"> <li>1. To review the Regulation for access to media and the public in the work of the Assembly, to guarantee easier access of the media to the work of Assembly bodies.</li> <li>2. To publish decisions of the Presidency in the Assembly's website.</li> </ol>
<p><b>Deadline:</b></p>	<p>December, 2016</p>
<p><b>Responsible department/person in the Assembly</b></p>	<p>Speaker and Presidency and the Assembly. Forum for Parliamentary Transparency Sub-committee for Regulation, Mandates and Immunity Directorate General for Legal and Procedural Issues</p>
<p><b>Partner organizations:</b></p>	<p>Kosovo Democratic Institute (KDI), GAP Institute, INDEP, FOL Movement, GLPS and National</p>

## 2.2 Ease of access and participation of persons with disabilities

<b>Current situation:</b>	In plenary sessions sign language interpretation is provided for persons with disabilities. However, in terms of physical access to the Assembly, there still are restrictions, as all entries have stairs and no lane for persons with disabilities.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To create adequate infrastructure for access of persons with disabilities.</li> <li>2. To invite organizations of persons with disabilities to actively take part in committee works, when reviewing an issue of interest for this category.</li> </ol>
<b>Deadline:</b>	2016 - 2018
<b>Responsible department/person in the Assembly</b>	Directorate for administration, Directorate for media and public relations
<b>Partnerske organizacije:</b>	Handikos, Handicap Kosova, Kosovo Democratic Institute (KDI)

### 2.3. Enhancing procedures and practices for the participation of CSOs and citizens in hearing sessions of Commissions (legislative and oversight).

<p><b>Current situation:</b></p>	<p>The database for civic society engagement has profiled the registered organizations which follow the work of assembly committees. This profiling of registered CSOs automatically receive the agenda of meetings with relevant materials from assembly committees. The schedule of assembly committee meetings is open in the official page of the Assembly, and interested parties may submit their requests to the relevant committees for participation.</p> <p>While access in sessions and committees is allowed for accredited media and monitors, access is more difficult for citizens who express an interest to monitor a certain issue. Citizens are informed about committee meetings through the website of the Assembly, and press releases issued by the information office. Every person must report to the Assembly's reception and failure to present an invitation or an email to attend the meeting leads to denial of entry.</p>
<p><b>Measures/actions:</b></p>	<ol style="list-style-type: none"> <li>1. Implementation of the manual on hearing sessions of committees</li> <li>2. Review of rules and procedures to allow access of assembly's hearing sessions.</li> </ol>
<p><b>Deadline:</b></p>	<p>2016-2017</p>
<p><b>Responsible department/person in the Assembly</b></p>	<p>Directorate for media and public relations</p>
<p><b>Partner organizations:</b></p>	<p>KDI, GAP, FOL</p>

## 2.4. Library and archives accessible for scholars and researchers of parliamentary documentation

<b>Current situation:</b>	Kosovo Assembly library and archives are open, upon the request of interested parties. Interested parties may search and obtain information available to the archives and library Archives of news and information on MPs is functional, with the exception of minutes, which are not easily accessible. The library has an inappropriate location for the readers, insufficient space and hard access, and must be enriched with books and e-books. There is no unification of documents in the archives, or a digitized archive. Since there is live broadcast in the Public television, there is no archives of videos, including online, and there is no separate Assembly channel, with the exception of occasional YouTube broadcasting.
<b>Deadline:</b>	2017-2020
<b>Responsible department/person in the Assembly</b>	Secretary General of the Assembly Directorate General for Legal and Procedural Issues
<b>Partnerske organizacije:</b>	Kosovo Democratic Institute (KDI), National Democratic Institute (NDI)

## 2.5. Expansion and enhancement of the visitor center in the Assembly

<b>Current situation:</b>	In September 2012, the Visitors' Center was opened for the first time. Since then and until March 2016, the Assembly of Kosovo was visited by 453 groups, with a total of 11.937 visitors of various ages and ethnicities, from inside and outside of Kosovo. Given the increasing trend of the number of interested citizens to visit the Assembly, there is a need to expand and further enhance the visitors' center. The expansion of the center will allow for the development of new activities, and enable mock plenary sessions with primary school and secondary schools students, which will also provide a unique experience, through a practical application of the work of parliament functions. While marking the "Day of Democracy", the Assembly organizes an activity every September 15th titled "Open doors". It aims to organize such activity three times a year, including the February 17
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	<p>Independence Day, and June 1 Children's Day. Currently, the Assembly has launched a new program of civic education through Workshops for Democracy which include elementary school students from ages 8-15.</p>
<p><b>Measures/actions:</b></p>	<ol style="list-style-type: none"> <li>1. To expand the visitors' center by attaching the area adjacent (which is currently unused)</li> <li>2. To renovate the space and equip it with required inventory, such as chairs, desk, etc. to allow for conditions for the reception of visitors, meetings and discussions with MPs, mock hearings, etc.</li> <li>3. To move the office of the Public Relations Officer in the center (coordinator of the unit). To ensure at least two permanent officials</li> <li>4. To develop educational-informational programs: background, activities, bodies and functions, legislative processes, ways to participate in meetings, public hearings, contacts of MPs and staff of the Assembly.</li> <li>5. To prepare brochures and leaflets designed for various groups, easily understandable for children and students.</li> <li>6. To review and complete the program for organized groups of visitors (itinerary, access to Assembly's spaces, packages of information and active inclusion of officials).</li> <li>7. To prepare the program and annual calendar of public activities and set a coordinator of activities (Days of Democracy, Days of Diaspora, Constitution Day, exhibitions of artists in the Assembly hall, etc.)</li> </ol>
<p><b>Afati kohor:</b></p>	<p>2016-2018</p>
<p><b>Responsible</b></p>	<p>Secretary General of the Assembly</p>

<b>department/person in the Assembly</b>	Directorate for media and public relations
<b>Partner organizations:</b>	Kosovo Democratic Institute (KDI), National Democratic Institute (NDI)

## 2.6. Approval of the text on the data privacy policy for users of the Assembly website

<b>Current situation:</b>	Assembly information are found in the Assembly's site, open for all without the need to log-in or download, namely without taking any personal data. As a result, the Assembly's page contains no section of information on the privacy policy applied by the Assembly.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To draft and approve a regulation on the privacy of users of data of the Assembly's website.</li> <li>2. To ensure that the provision of this regulation is accessible.</li> </ol>
<b>Deadline:</b>	2016-2017
<b>Responsible department/person in the Assembly</b>	Secretary General of the Assembly Directorate for media and public relations
<b>Partnerske organizacije:</b>	GAP Institute, Kosovo Democratic Institute (KDI),





### 3. ACCOUNTABILITY

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Ethical standards for MPs are important preconditions to build public trust, not only in their general parliamentary works, but also their integrity. In this regard, the Declaration for an Open Parliament envisages the adoption of clearly defined rules to ensure disclosure of information which must be protected against actual or perceived conflicts of interest and ethical violations. The assembly will also publish information related to the final results of any investigation on unethical behavior, conflicts of interest or corruption. Furthermore, article 23 of the Declaration requires the publication by the Assembly of comprehensive, detailed and understandable information regarding the state budget and public expenses, including past revenues and expenses, actual and planned.

The Assembly of Kosovo has clearly defined principles and rules of conduct of MPs in the Code of Conduct, which is an integral part of the Rules of the Assembly. However, there is no mechanism and a clearly defined process to handle cases dealing with violations of principles and norms of parliamentary ethics. Also, the Assembly started to publish more detailed financial reports on quarterly and annual basis, providing a clear overview of costs; however, the data provided are difficult to read for people who do not know the budget process and not editable due to the format used. Kosovo Assembly aims to review the code of conduct and review the modalities for the creation of a Parliamentary Ethics Committee. Also, to ensure the regular and accessible publication of financial reports on the assembly and the independent agencies and institutions.

### 3.1. Review of the Code of Conduct related to international principles and standards on parliamentary ethics

<p><b>Current situation:</b></p>	<p>The Code of Conduct for MPs is part of the Rules of Procedures of the Assembly, and it clearly defines principles and rules of conduct of MPs in the exercise of their functions. At the same time, provisions related to the issue of ethics are included in the Law on Rights and Responsibilities of Deputies, and the Law on Prevention of Conflicts of Interest. Thus far there have been numerous cases of unethical behavior or actions in the Assembly, ranging from unparliamentary language to the participation of certain MPs in discussions and voting of draft-laws regulating issues that directly affect their personal businesses. Moreover, provisions of the code which envisage that interests of MPs are registered in the office of the Assembly Speaker have never been executed. Interpretation of the Rules of Procedure is under the responsibility of the Sub-Committee on Rules, Mandates and Immunity, but thus far it has failed to address any case which has to do with parliamentary ethics. Thus, despite the fact that the principles and norms of parliamentary ethics are defined in the legislation, there is no mechanism and a clearly defined process to handle cases dealing with violations of principles and norms of parliamentary ethics.</p>
<p><b>Measures/actions:</b></p>	<ol style="list-style-type: none"> <li>1. To review of the Code of Conduct related to international principles and standards on parliamentary ethics</li> <li>2. To review modalities to create a Committee on Parliamentary Ethics.</li> <li>3. To create and publish a platform for the registration of interests of MPs during their mandate.</li> <li>4. To place a relevant link of ACA (to the section of disclosure of assets' form) in the profile of MPs in the Assembly's website</li> </ol>
<p><b>Deadline:</b></p>	<p>December, 2016</p>
<p><b>Department: Responsible person in the Assembly</b></p>	<p>Speaker and Presidency and the Assembly. Forum for Parliamentary Transparency Sub-committee for Regulation, Mandates and Immunity Directorate General for Legal and Procedural Issues</p>
<p><b>Partner organizations:</b></p>	<p>Kosovo Democratic Institute (KDI), FOL Movement, GAP Institute, National Democratic Institute (NDI).</p>

<b>3.2. Improving budgetary transparency</b>	
<b>Current situation:</b>	Responsibilities of the Assembly in determining the revenues and expenditures of the state budget and especially the role of Parliament in overseeing the spending of public money, force the Assembly to be a model for other institutions in terms of rationality and transparency of budgetary expenditure. Recently, the Parliament launched the publication of more detailed financial reports on a quarterly and annual basis, thus providing a clearer overview of the costs. However, the data provided are difficult to read for people who do not know the budget process and are not editable due to the format used. Financial reports were not in a unique structure and content which makes it difficult to compare costs over the years. Also, the Assembly has thus far failed to provide data related to the budget and expenditures of institutions and independent agencies established by the Assembly.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To ensure regular publication of the Assembly budget and periodic spending reports in a similar structure and content, which enables comparisons of costs between months and years (publication of Analytical Chart of Accounts).</li> <li>2. Regular publication of the budget and the annual and recurrent expenditures of independent institutions and agencies.</li> <li>3. Publication of reports (link) of the Auditor General on the Assembly and independent institutions and agencies.</li> <li>4. To redesign reports in an accessible format and ensure that the provision of data and statistics is done in an XML format, to be easily accessible.</li> </ol>
<b>Deadline:</b>	December, 2016
<b>Department: Responsible person in the Assembly</b>	Speaker and Presidency and the Assembly. Forum for Parliamentary Transparency Sub-committee for Regulation, Mandates and Immunity Directorate General for Legal and Procedural Issues
<b>Partner organizations:</b>	Kosovo Democratic Institute (KDI), GAP Institute, INDEP, FOL Movement, National Democratic Institute (NDI).



## 4. ENHANCING INFORMATION TECHNOLOGY

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Use of information technology for the delivery of data is the best and easiest way to open the Assembly. In many cases, it doesn't suffice for information to be transparent in any form, but rather they should be in an accessible format. Open data is the best way to make the data of the Assembly transparent, because transparency should serve the citizens and organizations to seek accountability. Without having the possibility to processes data, it is difficult to draw a comprehensive picture of the work of the Assembly.

Information/documents in the official Assembly website are mainly in a PDF format, and can hardly be processed by users (citizens, civil society, etc.). Transcripts, minutes, Assembly magazines, newsletters, and the section of documents in the Assembly's site are all in PDF. To access other documents, a request should be sent for access to public documents which, if made available, are given in "hard copy" and their use is difficult. Also, in the official website of the Assembly there is no database where data can be downloaded, except a list of laws by name, date, draft-laws, records of adopted laws, which are not easily accessible as they are found in various locations in the site. However, this site "updates" information in the homepage, i.e. the meetings of the Assembly Speaker, committee meetings schedule, the schedule and agenda of parliamentary sessions, etc.

The Assembly of Kosovo aims to advance the information technology in general. In March 2016 it reached an agreement and is in the process of redesigning the website with a responsive web design", a process in which they invited the participation of CSOs. Also, e-Parliament will be functional together with the electronic archive, and the entire database will be restructured to enable an intuitive approach. The Assembly also aims to look into the possibility to move to a "Cloud" and use "open source" in cases where it can be applied in line with technological requirements, and the establishment of an e-participation platform.

**4.1 Full functioning of the e-Parliament platform and development of an Online database of Original records of the Assembly (e-Parliament with an electronic archives)**

<p><b>Current situation:</b></p>	<p>The e-Parliament platform is technically implemented in full, as per the requirements. However, there are some sections to be integrated in Web TV and audio/video for which the Assembly is not yet ready. After the publication of the order for publication, we expect more work to be done by relevant staff and population of the system with data for further use.</p> <p>The database and the backup are fully created, documents in the e-Parliament are stored continuously and we must soon implement the project of electronic archiving.</p>
<p><b>Measures/actions:</b></p>	<ol style="list-style-type: none"> <li>1. To encourage the staff of various units to share information and include other colleagues in the processes of the unit.</li> <li>2. To ensure integration with other existing and potential applications.</li> <li>3. To implement the publication order in full.</li> <li>4. To ensure the participation of the entire relevant staff in implementation.</li> <li>5. After the implementation of the project for electronic archiving, to retroactively archive older documents.</li> </ol>
<p><b>Deadline:</b></p>	<p>2016 - 2020</p>
<p><b>Responsible department/person in the Assembly</b></p>	<p>Assembly Administration Assembly Secretary</p>
<p><b>Partner organizations:</b></p>	<p>National Democratic Institute (NDI), GAP Institute</p>

## 4.2 Redesign of the assembly website with a "Responsible Web Design" and ensure functioning of an integrated system for recordings and broadcasting (webcasting) of plenary sessions and committee meetings, where applicable

<p><b>Current situation:</b></p>	<p>Parliamentary information found in the website of the Assembly are distributed in many parts, although under one URL (<a href="http://www.kuvendikosooves.org">www.kuvendikosooves.org</a>). There is no link of information with other relevant information. Regardless of how many documents/information are related to each other, they must all be connected by links. The Assembly has currently taken steps in this direction preliminary works have already begun.</p> <p>Only the plenary session hall has the technological infrastructure to initiate Web streaming (live broadcast of plenary sessions in the Assembly's website) and there is a plan to outsource the website's redesign. Implementation will take place in early autumn 2016. An integrated system for Audio/Video support, broadcast, recording and archiving should be designed and implemented as soon as possible.</p>
<p><b>Measures/actions:</b></p>	<ol style="list-style-type: none"> <li>1. To develop an action plan and implement the new design for every stage.</li> <li>2. Creating a three-step procedure for clarification and application/searching of a public document (which is not on the website);</li> <li>3. To implement a three-step procedure immediately after discussions and approval of documents and concrete steps (as per the legal regulations).</li> <li>4. To appoint and publish a person in the Assembly who is tasked with these duties, responsible for requests to public documents - as per the law.</li> <li>5. To meet with stakeholders on the design and new functionalities</li> <li>6. To discuss with the prototype of the redesigned website until the approval and publication of new functionalities.</li> <li>7. Drafting a project-proposal with new functionalities as a result of discussions, which are not foreseen in the initial contract.</li> </ol>

	<p>8. CSOs to be consulted regarding the website during the redesign stage.</p> <p>9. The IT Directorate with the assistance of the twinning project and potentially through study visits to other parliaments, by early autumn 2016 session, should develop the project-plan for an integrated system.</p> <p>10. Implementation of the project in full in addition to the political will (video recordings of committee meetings, etc.) also requires a significant budget.</p>
<b>Deadline:</b>	2016 - 2020
<b>Responsible department/person in the Assembly</b>	Assembly Presidency Secretary General Directorate of Information Technology
<b>Partner organizations:</b>	National Democratic Institute (NDI), GAP Institute



<b>4.3. Restructuring of the entire database (website) to enable an intuitive approach in content</b>	
<b>Current situation:</b>	Restructuring of the database is included in a contract for the redesign and work will continue in parallel in this direction, working in the graphic and technological redesign of the website (for responsive web design).
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To ensure restructuring step by step in stages.</li> <li>2. Broad discussion with relevant people inside and outside of the Assembly (with concrete proposals and arguments) on the situation and with recommendations for implementation.</li> <li>3. To consider working in parallel with the e-parliament and structure which is ready for use.</li> <li>4. Every additional potential donation (potential pilot projects for new functionalities in the Website) should be considered and funded directly to the company which does the technical redesign of the website, whereas the content should be discussed in the Assembly.</li> </ol>
<b>Deadline:</b>	2016-2020
<b>Responsible department/person in the Assembly</b>	Secretary General Directorate of Information Technology
<b>Partner organizations:</b>	National Democratic Institute (NDI), GAP Institute

#### 4.4. Analysis of the possibility for the switch to "Cloud" and the use of "open source" as applicable in line with technological requirements

<p><b>Current situation:</b></p>	<p>The analysis was carried out for a part of services (document/report to IT directorate) and must also be done for Audio/Video support services, recording, broadcasting (streaming) and electronic archiving of audio/video content to ensure that everything is done in 'cloud' with the support of Microsoft. The technological standing in the assembly is complete - only the handover and approval of the conceptual situation is needed, where documents of the Assembly will be stored in 'cloud' (examples of parliaments that have passed 100% in cloud exist in great numbers, and they are available for provision of reasoning). Currently, the Assembly uses 'open source' in the entire official website (external) platform, which is completely built on Linux, php, mysql, etc.</p>
<p><b>Measures/actions:</b></p>	<ol style="list-style-type: none"> <li>1. To further discuss the project proposal.</li> <li>2. To ensure approval in principle by highest structures in the Assembly</li> <li>3. Implementation by the IT Directorate and Microsoft (as a preliminary agreement has already started in principle).</li> <li>4. When planning new systems, the possibility of using 'open source' software instead of Microsoft (although the Assembly has a contract with Microsoft) should be applied and taken into account.</li> <li>5. A pilot system for the application of 'open source' is the information system through monitors - the Assembly needs to increase the number of monitors and/or change their positions and operating system and applications (which can now be done in an 'open source' platform).</li> </ol>
<p><b>Deadline:</b></p>	<p>2016-ongoing</p>
<p><b>Responsible department/person in the Assembly</b></p>	<p>Secretary General Directorate of Information Technology</p>
<p><b>Partner organizations:</b></p>	<p>National Democratic Institute (NDI), GAP Institute</p>

<b>4.5. Creation of the platform for e-participation and further regulation with a Regulation of the Assembly Presidency of Kosovo</b>	
<b>Current situation:</b>	To create a platform for e-participation, as a part of the contract for e-parliament (only as an analysis). However, implementation of e-parliament has started since three years and it is yet to be proven a good platform.
<b>Measures/actions:</b>	<ol style="list-style-type: none"> <li>1. To review and legally regulate this activity</li> <li>2. To consider possibilities through donor to incorporate this technological functionality in the website and in e-Parliament.</li> <li>3. To start with a pilot-project (an idea has already started through UNDP). If there is sustainability - to extended and incorporate in existing IT-systems in the Assembly</li> </ol>
<b>Deadline:</b>	2016-2018
<b>Responsible department/person in the Assembly</b>	Directorate of Information Technology
<b>Partner organizations:</b>	National Democratic Institute (NDI), GAP Institute

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