



Anticorruption
Strategy
Lezha Municipality

STRATEGIC PLAN

To treat and Prevent Corruption in Lezha Municipality

2014 - 2016



British Embassy
Tirana

This document was designed and produced in the framework of the project “Cities without corruption – Cities with future”, implemented by Partners Albania with the financial support of British Embassy in Tirana

Guiding Coalition for Strategy development

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|-----------------------------|---|
| 1. Viktor Tushaj | Mayor |
| 2. Arjan Barbullushi | Deputy Mayor |
| 3. Pashko Smaci | General Secretary of Lezha Municipality |
| 4. Dile Nikolla | Head of the Directory at the Programming and Developing |
| 5. Preke Miraj | Head of Finance Department |
| 6. Bukurie Molla- | Head of Juridical Directorate |
| 7. Bilal Maldi | Head of Building Inspectorate |
| 8. Bardh Dedgjonaj | Head of Education, Culture, Tourism and Sport Department |
| 9. Nikolin Prendi | Head of Public Services Department |
| 10. Arben Dodaj | Head of Urban Department |
| 11. Llesh Doku | Head of Social Services Director |

With the assistance of Partners Albania, Center of Change and Conflict Management, Anticorruption Practitioners:

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VISION

A good model of transparent and participatory local government, that works to secure a better future for its citizens.

MISSION

Lezha Municipality has the mission to govern its community, based on Albanian legislation and the principles of transparency and professionalism, in order to increase public trust in this institution, quality of services delivered to improve citizen's life quality.

STRATEGIC OBJECTIVES

Strategic Objective 1: Enhanced municipality internal audit

Strategic Objective 2: Increased accountability and transparency within municipality within municipal structures and toward citizens.

Strategic Objective 3: Improved law and internal regulation implementation (increased knowledge of municipal staff on LG law and regulations and establishment of effective sanctions)



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VULNERABLE ACTIVITIES TO CORRUPTION ADDRESSED IN THIS STRATEGIC PLAN:

1. Provision of social housing

OS1: Increased capacities of specialists related to the processes.

OS2: Increased transparency all stages of the process.

OS3: Increased institutional collaboration

2. Personnel awarding and promotion

OS1: Performance evaluation based on values' competitiveness.

OS2: Evaluation based on standardized forms, containing both self evaluation and supervisory evaluation

OS3: Promotion of staff on values' competitiveness and merit bases.

OS4: Periodical evaluation of staffs' skills and capacities.

3. Personnel capacity building

OS1: Defined training needs for staffs' capacity building in different sectors.

OS2: Designed strategy for defining fair selection criterions of admission public services, always related to the job position.

OS3: Increased transparency toward staff members on every training or promotion and hiring opportunity.

OS4: Promotion to be obtained only through competitiveness of values and knowledge and meritocracy.

4. Budget elaboration

OS1: Implementation of strategic planning and its timelines.

OS2: Consultations with groups of interest to be held in case new investment are needed.

5. Other new investments

OS1: Applicable tenders' criterions designed for interested companies in investments.

OS2: Close monitoring in field of all defined criterion for companies selection in tenders.



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Action Plan for Strategy implementation.

1. Provision of social housing

Shares	Who is responsible?	Who with?	'13	'14	'15	Final indicators of success
OS1: Increased capacities of specialists related to the processes.						
1.1.1. Training programs on the legal framework related to the provision of social housing	Human Resources Directorate, Mayor	Public Services , Social Services and Urban Planning Directorates				Decreased number of public complains related to social housing.
1.1.2. Effective institutional communication among all other institutions involved in the social housing process with municipality staff.	Human Resources Directorate	Public Services , Social Services Directorates, Directory of Programming and Developing, Banks, Regional Employment Office, local businesses etc.				Improved quality of application for social housing and exact documentation presented in respective files.
OS2: Increased transparency all stages of the process.						
1.2.1. Publication of all qualified applicants for social housing in time.	Public Services Directorate	Directorate of Economical Assistance and Social Services, Directory of Programming and Developing, Banks, Regional Employment Office, local businesses etc.				Increased public information quality and better timing of the process.
1.2.2. Publication of information related to the process, through the municipal web page.	Public Services Directorate	Secretariat for Public Relations				Number of page's hits and visitors.
1.2.3. Study on social	Public Services	Deputy Mayor, Directorate				Number of needy



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housing needs assessment.	Directorate	of Economical Assistance and Social Services				applicants housed and improved planning on social housing.
OS3: Increased institutional collaboration						
1.3. 1. Establishment and publication of rules and modes of applications on required documents.	Public Services Directorate Legal Department	With all other municipal directorates.				Decreased number of failing to meet required documentation applications. Increased professionalism of staff related to the process of social housing.
1.3. 2. Agreements with other institutions to a more fast and effective process of social housing	Heads of respective related institutions	Public Services Directorate, Mayor				Faster process of social housing, and improved collaboration among actors.

2. Personnel awarding and promotion

Shares	Who is responsible?	Who with?	'13	'14	'15	Final indicators of success
OS1: Performance evaluation based on values' competitiveness.						
2.1.1. Updated database of all municipal staff CVs and performance evaluation results in years.	Human Resources Directorate and other municipal directories	With all respective staff's supervisors and directors.				Increased quality of staff's functional performance.
OS2: Evaluation based on standardized forms, containing both self evaluation and supervisory evaluation						
2.2.1. Design and use of standardized forms of evaluation	Human Resources Directorate, Directors	All supervisors				Increased transparency toward staff and improved self appreciation and evaluation.
OS3: Promotion of staff on values' competitiveness and merit bases.						
2.3.1. Promotion of	Human Resources	All directors ,				Increased responsiveness



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staff and new recruitments made through competitiveness and meritocracy.	Directorate	Mayor, Deputy Mayor				toward duties performed and improved level of staff management.
OS4: Periodical evaluation of staffs' skills and capacities.						
2.4.1. System of periodic evaluation established Vlerësimi i aftësive dhe kapaciteteve	Human Resources Directorate	Training provision companies, Civil Society Organizations, Institute of Trainings for Public Administration etc.				Number of trained staff members and qualification obtained.

3. Personnel capacity building

Shares	Who is responsible?	Who with?	'13	'14	'15	Final indicators of success
OS1: Defined training needs for staffs' capacity building in different sectors.						
3.1.1. Sectors' needs assessments to be made on periodical bases.	Human Resources Directorate	All directors of directories in municipality, Mayor, Deputy Mayor.				Number of needs assessments round made and training related obtained.
OS2: Designed strategy for defining fair selection criterions of admission in trainings, always related to the job position.						
3.2.1. Ad hoc committee of selection of trainees.	Human Resources Directorate	All respective directories				Number of trained staff members and number of training themes delivered
OS3: Increased transparency toward staff members on every training or promotion opportunity.						
3.3.1. Periodic informing of staff members	Human Resources Directorate	Head of Directories, All municipal staff				Number of shared training opportunities among staff.
OS4: Promotion to be obtained only through competitiveness of values and knowledge and meritocracy.						
3.4.1. Promotion system established	Human Resources Directorate	All Directories, Mayor,				The system of promotion in place, qualification of



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and updated transparently						promoted staff
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4. Budget elaboration

Shares	Who is responsible?	Who with?	'13	'14	'15	Final indicators of success
OS1: Implementation of strategic planning and its timelines.						
4.1.1. Timeline of investments respected	Team of budget planning.	Directories of Incomes Public Services, Urban Planning etc.				Follow up of annual investment.
OS2: Consultations with groups of interest to be held in case new investment are needed.						
4.2.1. Open consultations on new investments.	Team of budget planning.	Public relation directory.				Number of citizens consulted.

5. Other new investments

Shares	Who is responsible?	Who with?	'13	'14	'15	Final indicators of success
OS1: Applicable tenders' criterions designed for interested companies in investments.						
OS1: Tenders' criterions designed for interested companies in investments.	Public Procurement Unit	In collaboration with external experts and heads of Directorates and the team of budget planning.				Number of new investments and tenders for their implementation.
OS2: Close monitoring in field of all defined criterion for companies selection in tenders.						
5.2.1 Supervision teams established	Finance Directorate	Municipal Audit,				Reports of supervisors on new investments



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