

Municipality Policies and Procedures

April 19, 2016

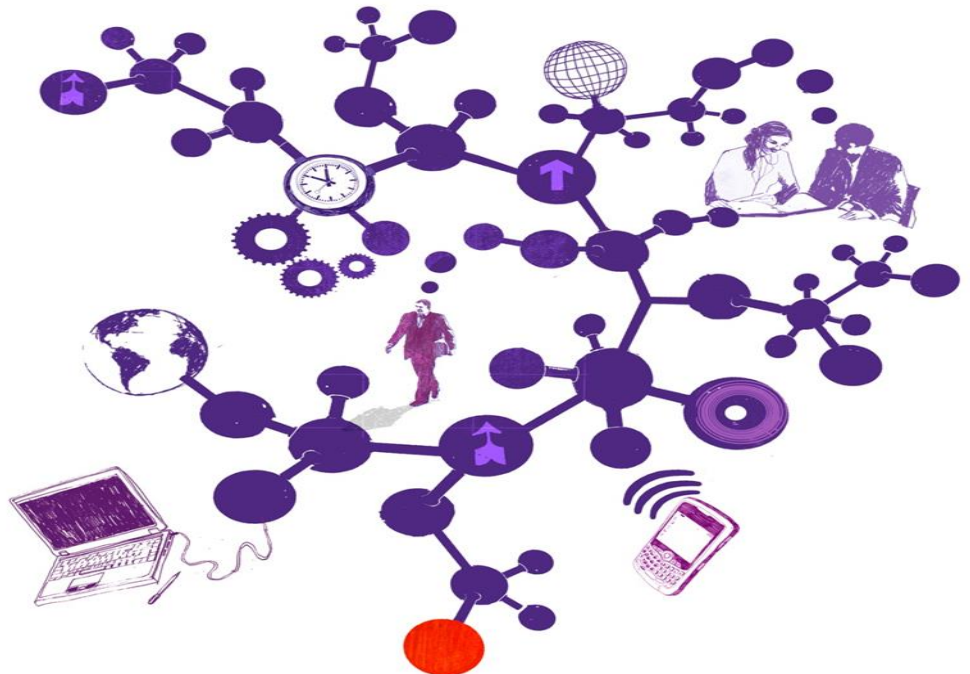


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PREAMBLE

Given that:

During the activity of the Municipality all citizens are treated equally , regardless of gender , race, education , ethnicity , economic, social , political and religious beliefs¹;

Public services are provided to the community by the municipality on an ongoing basis, at affordable prices, according to national minimum standards defined by law or other normative acts²

The principle of subsidiarity requires functions and powers to be performed at a level of governance closer to the community, given the importance and nature of the function or service, and efficiency requirements of the economy³

All employees exercising their duties in fulfilling the functions of the municipality are obliged to apply the Constitution and all laws and regulations in force in the Republic of Albania.

No employee of the Municipality can be part of the decision-making process if he is in a situation of conflict of interest according to the legislation.⁴

The municipality, in fulfilling its functions acts solely in the interest of the community in a transparent manner for all the duties it performs.

All officials and employees treat fairly and impartially all the subjects with whom they enter in a relationship because of their power or duty, by rigorously enforcing the principles of ethics in public administration.

All organizational units, managers and employees work together to solve common problems under the provisions of this Regulation.

The Mayor approves this regulation and functioning of the municipal organization.

TITLE I GENERAL PROVISIONS AND EMPLOYEES OF THE MUNICIPALITY

Article 1 Purpose of the regulation

The purpose of this regulation is to establish the necessary framework for enabling an effective and efficient functioning of the administration of the municipality by promoting professionalism and consistency in the exercise of its functions, in accordance with the principles of legality, accountability and transparency.

¹ Constitution of Republic of Albania, article 18, point 2

² Law nr. 139/2015 "On local selfgovernment", article 1, point 13

³ Law nr. 139/2015 "On local selfgovernment", article 1, point 12

⁴ Law nr. 9367, date 7.4.2005, "On prevention of conflict of interest in exercising public services" amended, article 6

Article 2 Object of the regulation

This text sets out the basic rules that apply to the Municipality administration, in exercising its functions and duties as outlined on the normative acts in force.

Article 3 Municipal bodies

The municipal council and mayor shall exercise their powers in accordance with the law on local self-governance, other sectoral laws or normative acts in force in the Republic of Albania and the municipal statute.

Article 4 Municipality symbols

The emblem and flag are the symbols of the municipality as defined in the relevant decision of the Council⁵. The emblem of the Municipality is placed in the hall of the Council, the Mayor's office in the main building of the municipality as well as in all other buildings owned or administered by the municipality. The municipal emblem is placed on all identification documents of the Municipality administration, in official documents and in all written editions issued by the municipality or involving the municipality.

The municipal flag is placed in all administrative buildings, properties of the municipality and in all areas where activities are organized fully or partially by the Municipality.

Article 5 Types of employees

1. Municipal employees are political officials , civil servants or administrative staff
2. All employees of the municipality, except when laws or relevant regulations provide otherwise, shall be appointed and dismissed by the mayor.

CHAPTER I POLITICAL OFFICIALS

Article 6 Types of political officials

1. For the purposes of this regulation, political officials include deputy-Mayors, administrators and employees of the mayor's cabinet.

⁵ Law no. 139/2015 "On local self-government", article 54, letter l)

2. The officials work relationship is not subject to specific laws on employment in the Republic of Albania but is establish in good faith with the Mayor.

Article 7 Deputy Mayors

1. Municipalityxxx.....has.....xxx..... deputy Mayors. They are appointed and dismissed by the Mayor ⁶.
2. Deputy Mayor directs, manages and is responsible for the activity of the municipal administration, as stipulated by the Mayor.
3. The deputy-Mayor represents the Mayor and the institution when it is necessary

Article 8 The Administrator

1. Municipality..Xxx.. has..Xxx..... administrators. The administrator is appointed and dismissed by the Mayor⁷. The administrator runs the administration of the administrative unit by providing services to the public , reports on the quality of services provided by municipal agencies or by sub-contractors that are licensed or allowed to operate for this purpose in the territory of the administrative unit⁸
2. The administrator is responsible for the management of parks, gardens, markets, libraries, playgrounds, sports and cultural facilities and green areas in the territory of the administrative unit⁹.

Article 9 Mayor's Cabinet

1. The Cabinet of the Mayor consists of a cabinet director andadvisors .The Cabinet provides guidance on the approval of strategies process, annual or periodic policies or programs that sustain the mission of the Municipality as well as any other aspect that might be considered important by the Mayor.
2. The Cabinet is chaired by the head of the cabinet, who organizes the activity of the unit, separating duties and tasks between advisers and supervising the implementation of these tasks.

CHAPTER II CIVIL SERVANTS

⁶ Law no. 139/2015 "On local self-government", article 64,letter e)

⁷ Law no. 139/2015 "On local self-government", article 64,letter ë

⁸ Law no. 139/2015 "On local self-government", article 65,point 1

⁹ Law no. 139/2015 "On local self-government", article 66

Article 10 Civil service positions

1. The civil servants of the municipal administration are the Secretary General, Directors General, Heads of Departments, Heads of Sectors and Specialists.¹⁰
2. Civil Servants process and analyze information, develop policies and perform the monitoring of the implementation of these policies.
3. Civil servants on duty are appointed and dismissed by the civil service laws in force in the Republic of Albania.

Article 11 Secretary General¹¹

1. The Secretary General is the highest civil servant of the municipality.
2. The Secretary General shall be accountable to the Mayor for advices regarding policies, objectives and priorities of the local government unit, as well as for ensuring the progress of the activities of the municipality in accordance with the laws, by-laws or regulatory acts in force order to fulfill the mission of the Municipality.
3. The Secretary General shall ensure that the material, human and financial resources available to the Municipality are organized and used in ways that support the efficiency and effectiveness of the objectives and mission of the local government carried out in accordance with the legal framework in Republic Albania.
4. The Secretary General shall ensure that daily activities of all organizational units of the municipality follow all legal, financial and accounting procedures in order to protect and manage funds and other public goods.
5. The Secretary General approves and ensures that the Municipality does have in place an effective system of internal control in order to fulfill the mission, objectives, policies and priorities of the local government.
6. The Secretary General maintains a balanced senior leadership of the municipality, monitors their performance by supporting or disciplining them in order to inspire their professional development.
7. The Secretary-General acknowledges the skills and performance of the senior staff, by preparing written evaluations on performance, judging the work progress and highlighting areas where improvements are needed.
8. The Secretary General ensures the timely preparation and quality of informational materials for the Mayor in order to achieve its objectives and fulfill its responsibilities to the community

¹⁰ Law no. 152/2013 "On civil servants" article 19

¹¹ CMD no. 142, date 12.3.2014 "On job descriptions for the public administration", point 5

9. The Secretary General represents the municipality in relations to third parties as defined in the applicable regulations and requirements of the Mayor
10. The Secretary General shall prepare job descriptions for Directors General or depending Directors / Officials and approves job descriptions for civil servants in all levels of the Municipality.

Article 12 Director General¹²

1. The Director General shall be accountable to the Secretary General of the Municipality for advices regarding policies, objectives and priorities on relevant fields, and for ensuring the progress of the activities of the Directorate General in accordance with the laws, by-laws or regulatory acts in force.
2. The Director General shall ensure that the material, human and financial resources available to this organizational unit are used in ways that support the efficiency and effectiveness of the objectives and mission of the General Directorate carried out in accordance with the normative and regulatory framework in force the Republic of Albania.
3. The Director General ensures that daily operations of the organizational unit follow all legal, financial and accounting procedures in order to protect and manage funds and other public goods.
4. The Director General ensures that the organizational unit does have in place an effective system of internal control in order to fulfill the mission, objectives, policies and priorities of the local government.
5. The Director General is responsible for the organization and operations of sectoral departments of specific fields of competence.
6. The Director-General submits to his direct superior draft-directives and draft-decisions regarding the scope of the General Directorate and proposes to the direct supervisor potential changes to the organizational structure of the Directorate.
7. The Director General distributes work among the Directors in order to ensure quality and efficiency of work and sets clear and measurable indicators that will help assess results.

Article 13 Director of the directorate¹³

1. The Director of the Directorate shall be accountable to the Director General for the implementation of policies, strategies and plans in relevant fields and for ensuring the progress of the activities of the Directorate General in accordance with the laws, by-laws or regulatory acts in force.

¹² CMD no. 142, date 12.3.2014 "On job descriptions for the public administration", point 5

¹³ CMD no. 142, date 12.3.2014 "On job descriptions for the public administration", point 5

2. The Director of the Directorate suggests to the Director General the amount of material, financial and human resources needed to achieve the objectives and mission of this organizational unit.
3. The Director of the Directorate shall ensure that the material, financial and human resources available to this organizational unit are used in ways that support the efficiency and effectiveness of the objectives and mission carried out in accordance with the normative and regulatory framework in force the Republic of Albania.
4. The Director of the Directorate ensures that daily operations of the organizational unit follow all legal, financial and accounting procedures in order to protect and manage funds and other public goods.
5. The Director of the Directorate ensures that this department does have in place an effective system of internal control.
6. The Director of the Directorate submits to his direct superior draft-directives and draft-decisions regarding the scope of the activity of the Department and proposes to the direct supervisor potential changes to the organizational structure of the Directorate.
7. The Director of the Directorate ensures the management of the unit by preparing and updating plans and objectives in order to achieve the objectives and fulfill the mission of this department.
8. The Director of the Directorate assesses the capabilities and overall performance of employees of the organizational unit, prepares written evaluations on their performance, judge on the progress of work and highlights areas where improvements are needed.

Article 14 Head of Sector¹⁴

1. The Head of Sector shall be accountable to the Director of the Department for the implementation of policies, strategies and plans of relevant fields, and shall ensure the progress of the activities of the Sector in accordance with the laws, by-laws or regulatory acts in force.
2. The head of Sector suggests to the Director of the Department the amount of material, financial and human resources needed to achieve the objectives and mission of this organizational unit.
3. The Head of Sector shall ensure that the material, human and financial resources available to these organizational units are used in an efficient and effective way that is in accordance with the normative and regulatory framework in force the Republic of Albania.

¹⁴ CMD no. 142, date 12.3.2014 "On job descriptions for the public administration", point 5

4. The Head of Sector ensures that daily operations of the organizational unit follow all legal, financial and accounting procedures in order to protect and manage funds and other public goods. The head of Sector ensures as well that an effective system of internal control is in place.
5. The Head of Sector ensures good governance of the sector and is responsible for the management and control of the work of the specialists in the sector.

Article 15 The Specialist¹⁵

1. The Specialist shall be accountable to the Head of Sector regarding management of issues related to the field of activity of the sector in accordance with the laws , by-laws or regulatory acts in force .
2. The Specialist performs the specific tasks to the sector to which he belongs within the general guidelines outlining the scope and timing of completion of tasks and performs duties in accordance with the policies of the institution, administrative and technical procedures while and keeping in mind the best professional practices.

CHAPTER III OTHER EMPLOYEES

Article 16 Administrative employee

1. Administrative Employees perform only administrative functions such as providing or performing services under the provisions of policies developed by the civil service structures. All these employees are contracted through service agencies.
2. Administrative employees are not civil servants and their employment relationship is governed by individual contracts of employment. In the absence of such contract, the employment relationship is regulated under the laws in force in the Republic of Albania that governs employment and / or related aspects.¹⁶
3. Employees of agencies are the Director, Heads of Sectors and Specialists. The number of sectors, the total number of employees, total number of employees of each agency and their typology is established by the Mayor.
4. Despite the different legal regulations, agency workers, directors, heads of sectors and specialists perform their duties under the provisions of Articles 13, 14 and 15 of this Regulation.

¹⁵ CMD no. 142, date 12.3.2014 "On job descriptions for the public administration", point 5

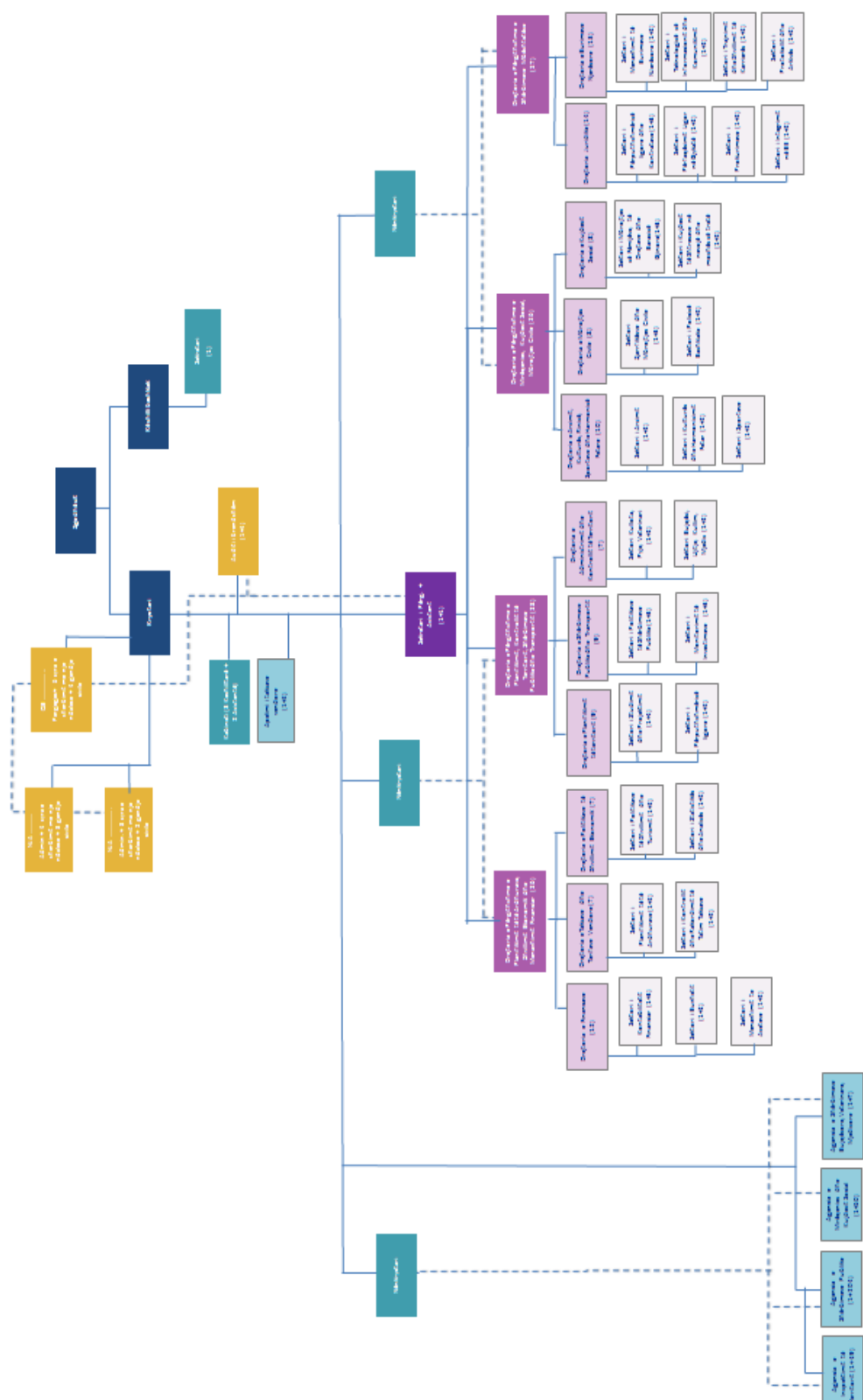
¹⁶ Law no. 7961, date 12.7.1995 Labor Code in the Republic of Albania, amended

TITLE II ORGANIZATION OF MUNICIPAL ADMINISTRATION

CHAPTER I ORGANISATIONAL CHART AND LOCAL GOVERNMENT UNITS

Article 17 Organisational chart

1. The organisational chart is approved by decision of the Mayor
2. The Organizational chart incorporates in a visual form local organizational units , typology of these units and the reporting lines of each of them .



Article 18 Common organizational units

1. The administration of the municipality consists of organizational units with a clear separation of duties. Organizational units are the sectors, directories, general departments and agencies.
2. The Sector consists of not less than 3 employees including the head of sector, except special cases when it is impossible for specialists of various fields to be grouped in a single sector.
3. Directories consist of not less than 2-3 sectors or at least of 10-15 employees.
4. Directorate General consists of at least 2 directories.
5. Agencies consist of sectors depending on the services offered. All heads of sectors report directly to the director of the agency who is a direct subordinated to the Mayor or the deputy assigned for this purpose.
6. The Mayor can appoint temporary organizational units when such a need is dictated by the development or monitoring of policies, strategies, programs or projects approved by the municipality.

Article 19 Separate organizational units

Internal Audit Unit¹⁷, Administrative Appeals Unit and one stop shops are regarded as separate organizational unit.

CHAPTER II HIERARCHY, REPORTING AND COMMUNICATION WITHIN THE ORGANIZATIONAL STRUCTURE

Article 20 Mayor's subordinates

1. Deputy Mayors, Administrators, Head of Cabinet, Secretary General shall depend directly to the Mayor.
2. Internal Audit Unit and the Administrative Appeals Unit have dual dependence. These units depend directly from the Mayor in performing their duties as provided by the legislation in force, and depend on the Secretary General regarding the organizational aspect.

¹⁷ Law no. 114/2015, "On internal audit in public sector of the Republic of Albania"

Article 21 Secretary General subordinates

All civil servants of the municipal administration, sectors, directories or directorates general discharge their functions under this hierarchy:

1. Secretary General
2. Director General
3. Director of Directorate
4. Head of Sector
5. Specialist

Article 22 Administrators' subordinates

Administration of the administrative unit, the administration of the neighborhood and one stop shops offices depend on administrator of the administrative unit or administrator of the neighborhood when performing their duties as provided by the legislation in force depend on the Secretary General with regard to the organizational aspects of their duties in the case of civil servants.

Article 23 Agencies' directors subordinates

Administrative employees of agencies providing services follow the subsequent hierarchy:

1. Agency Director
2. Head of Sector
3. Employees

Article 24 Reporting

1. Depending on the position in the hierarchy, generally employees shall report to the direct supervisor. In special cases indirect reporting is allowed to the indirect supervisor at the request of the latter.
2. Reporting shall be made periodically, reflecting the situation and the progress of work of a particular organizational unit or ad hoc for a particular issue. Reporting is conducted electronically and is directly addressed to the direct superior as defined in the organizational structure. Reporting in writing is only allowed in special cases when it is not possible to perform electronic reporting.
3. Periodic Reporting is performed at least once a month from every specialist or head of the organizational unit. It describes in detail the work objectives for the

period covered by the report , the percentage of achieving these objectives , the reasons for delays , if any, human and material resources used during this period , description of objectives and expectations for the reporting period and possible needs for other human or material resources.

TITLE III MUNICIPAL ORGANIZATIONAL UNITS

CHAPTER I DIVISIONS OF UNITS RESPONSIBLE FOR EXERCISING THE FUNCTIONS OF THE MUNICIPALITY

Article 25 Types of organizational units

Municipal structures responsible for exercising the functions are divided into programmatic organizational units, service organizational units and supportive organizational units.

Article 26 Programmatic organizational units

Structured and programmatic and monitoring units include General Directorates, Departments and Sectors. These structures are composed of civil servants and exercise respective municipal functions in accordance with the provisions of this Regulation.

Article 27 Supportive organizational units

Supporting organizational units include General Directories, Departments and Sectors that perform horizontal functions of the municipality and offer their services to organizational units. Supporting organizational units are made up of civil servants and exercise respective functions in accordance with the provisions.

Article 28 Service organizational units

Municipality agencies are service organizational units of the municipality. These structures carry out their activity in accordance with the provisions of this Regulation.

TITLE IV – FUNCTIONS OF THE MUNICIPALITY

CHAPTER I TYPE OF FUNCTIONS OF THE MUNICIPALITY

Article 29 Own functions

1. The municipality exercises its functions in full administrative and financial independence, even when financial resources are provided, in whole or in part by the central government.
2. Planning, implementation and monitoring of the exercise of its own functions is an exclusive competence of the municipality and it is carried out under the provisions of normative acts in force of this Regulation, strategies, technical manuals and documents or approved specifically for this purpose.

Article 30 Delegated Functions

1. The municipality carries out the functions delegated by the legislation in force in the Republic of Albania. In the case of delegated functions, funds are provided by the central government and the functions are performed under its supervision.
2. In all cases, human resources used are those owned by the municipality and employees are subject to equal treatment with other employees of the municipality, except when specific laws on delegation contain different criteria or conditions concerning employment, financial treatment or discipline at work.

Article 31 Supporting administrative functions

1. Support administrative functions or horizontal functions include all administrative activities exercised in order to fulfill own or delegated function of the municipality.
2. Support administrative functions include but are not limited to finance, budget, legal, procurement, information technology, archive and protocol, internal audit and human resources.

CHAPTER II REVENUE PLANNING, ECONOMIC DEVELOPMENT AND FINANCIAL MANAGEMENT

Article 32 Organizational units responsible for policy making and monitoring of local economic development

The Organizational Units responsible for planning and monitoring service delivery include the revenue planning unit, economic development unit, financial management unit and inspection of the territory agency.

Article 33 Unit responsible for Revenue planning, economic development and financial management

1. The unit for Revenue Planning, Economic Development and Financial Management is responsible for:
 - a) the effective management of any issues related to economic development, urban and rural planning of the municipality ,
 - b) the effective management of any matter relating to the financial management of the municipality with the aim of using the most efficient financial and economic resources ;
 - c) the implementation of financial management systems in all units , structures, programs, activities and processes managed by the municipality;
 - d) bookkeeping , record keeping , evaluation of assets and liabilities, preparation of financial statements which are submitted to supervisory structures in accordance with applicable law ;
 - e) monitoring the implementation of development plans across the territory , together with relevant structures, programs, activities and processes, in accordance with the principles of legality and transparency ;
 - f) promoting the values of the territory in order to encourage domestic or foreign investors to consider investing in businesses that will operate in the municipal territories;
 - g) creating and promoting opportunities to attract foreign or domestic investment to develop the territory of the municipality .
2. The Responsible Unit of Revenue Planning and Economic Development operates under the principles of accountability, transparency and legality.

Article 34 Territorial Inspection Agency

1. Territorial Inspection Agency is responsibility for the control of territory and supervision of applicable legislation on technical standards and development requirements for the municipality's planning and economic development area.
2. The Agency is required to perform its functions according to the laws in force in the field of inspection and control on the basis of annual inspection plans approved by the municipality for the purpose of verifying standarts compliance in providing services to the public either by municipality structures or by contracted entities, licensed by the municipality itself.

Article 35 Local economic development

The municipality is responsible for drafting economic development plans regarding the municipality, in accordance with the requirements of sectoral laws or bylaws regulating specific economic development areas.¹⁸ In providing this service, the organizational units oversee all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards, other regulatory acts of the municipality or all best practices in the field.

Article 36 Responsibilities of the municipality for local economic development¹⁹

Municipal structures in charge of the exercise of this function are required to:

- a) create a good climate of cooperation with businesses operating in the municipality in order to create favorable conditions for sustainable economic growth in the municipality .
- b) identify new opportunities, develop mitigation policies and incentives for businesses in the municipality .
- c) draft new policies to standardize the licensing process in the municipality .
- d) develop policies aimed at reducing barriers to business , simplify administrative procedures on business in accordance with best national and international practices with the aim of sustainable economic development in the municipality .
- e) process all statistical indicators in order to design policies for economic development of the municipality
- f) establish public markets and trade networks and monitor services in order to support small businesses development.²⁰
- g) establish and manage grants and other financial assistance programs in order to support the business activities of small and medium enterprises
- h) establish and implement standards and regulations for the design, implementation and monitoring of national economic development plans
- i) draft urban and rural economic development plans in accordance with relevant technical standards
- j) report on the economic, social and cultural situation through the collection of information from responsible organizational units within and outside the municipality

¹⁸ Law no. 139/2015 "On local self-government", article 28

¹⁹ Law no. 139/2015 "On local self-government", article 28

²⁰ Directive of MBZHRAU No. 11 date 02.07.2014, "For the location and other conditions of wholesale markets

- k) coordinate economic plans with other public bodies , interest groups and the public
- l) coordinate and assist the professional expertise contracted for planning purposes or drafting economic plans
- m) identify potential economic development areas for the territory of the municipality

Article 37 Information on local economic development service

Complete information on policies, strategies, programs and municipal projects in the field of local economic development is prepared by the organizational unit responsible for planning and monitoring service, in writing, through brochures or leaflets, and in electronic form.

1. The information is made available to all interested parties through publications in the official municipal website and through copies of brochures, leaflets or other printed materials accessible to the public at the premises of one-stop shop offices.

Article 38 Licenses

1. Applications for licenses to exercise activity in general, to exercise activity 24 hours (non -stop) , placement of stands or mobile booths for ambulant trading , placement of tables in public spaces, display of election propaganda materials and applications to open public or private markets are delivered to the one-stop shop office . ²¹
2. The application shall be submitted in written or electronic form. In the case of a written request , the one-stop shop office converts it into electronic format , records it in the system and forwards it to the respective organizational unit for planning and monitoring the economic development of the municipality
3. The unit responsible for planning and monitoring economic development examines the application's compliance with the requirements of national and local legislation in force and proceeds with the issuance of the relevant permit.

Article 39 Service monitoring

1. In order to fulfill its functions, the Territorial Inspection Agency conducts scheduled and non - scheduled on-site inspections to verify the fulfillment of conditions and criteria set by legislation in force on licenses, permits or authorizations.
2. Annual inspection plan is drawn up by the responsible organizational unit and approved by the head of the organizational unit.

²¹ CMD nr..date..

3. Unprogrammed or *ad hoc* inspections are carried out at the initiative of the Agency or as a result of a request or complaint from individuals or organizations that operate in the community.
4. In the case of infringements or irregularities in fulfilling the conditions and criteria, the Agency shall prepare a detailed report with findings and appropriate measures.

Article 40 Tourism

The municipality is responsible for promoting and supporting tourism in all its territory, supporting the development of sustainable tourism, ensuring that tourist providers meet the demands of tourists in a healthy and safe environment²². In providing this service, the organizational units responsible for tourism respect all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards or by other municipality regulations and all best practices in the field.

Article 41 - Municipality's Responsibilities

Municipal structures in charge of the exercise of this function are required to:

- a) establish an inventory of the main tourism resources of the local government unit and an inventory of tourism initiatives at local level²³ ;
- b) forward periodically , every 6 months , the inventories above to the minister responsible for tourism , for the creation of a database at national level²⁴
- c) provide the supporting infrastructure for tourism activities at the local level , enabling compliance with the standards of tourism enterprises²⁵
- d) contribute to the development of various categories of tourism at the local level , such as cultural tourism and agro - tourism according to tourism resources , by playing an active role in the diversification of the tourism product in cooperation with all central and local institutions and interest groups²⁶
- e) provide information, as part of a system of tourism statistics to the minister responsible for tourism²⁷
- f) cooperate on measures to provide primary health care services for visitors / tourists , within the jurisdiction of the local government unit , applying the standards set by the Ministry responsible for health and tourism²⁸

²²Law no. 93/2015 "On tourism", article 5, point 2, letter b)

²³ Law no. 93/2015 "On tourism", article 19, letter a)

²⁴ Law no. 93/2015 "On tourism", article 19, letter b)

²⁵ Law no. 93/2015 "On tourism", article 19, letter c)

²⁶ Law no. 93/2015 "On tourism", article 19, letter c)

²⁷ Law no. 93/2015 "On tourism", article 19, letter d)

²⁸ Law no. 93/2015 "On tourism", article 19, letter dh)

- g) take measures for creating and maintaining a healthy environment within the territory of their jurisdiction , in accordance with the rules and regulations on sanitation²⁹
- h) participate in regional committees on tourism development , under the direction of the prefect of the county³⁰
- i) prepare local development plans, together with relevant ministries, other national bodies and interest groups ³¹
- j) perform the identification, evaluation and classification of tourism resources available in the respective areas ;
- k) analyze the existing tourism environment and its potentials, including the natural environment , biodiversity , landscapes and network of protected areas as well as the cultural ,economic and social environment
- l) determine priorities in the development of the relevant areas
- m) define and describe areas planned for tourism , network of protected areas and their needs for tourism development within the priority areas for tourism
- n) analyze necessary infrastructure for water , sanitation , power supply , internet , public facilities and tourist services required for the improvement of potential areas for tourism development;
- o) carry out the planning of signage and display stands for tourism in coordination with the responsible public bodies
- p) define development tools and support tourism products in all their forms
- q) determine the needs for funding in order to implement the plans and programs of tourism development ³²
- r) analyze and determine the human resources required for the implementation of the development plans and programs
- s) provide monitoring of the implementation of the national sectorial tourism plan and track evaluation of tourism performance in priority areas of tourism development³³

Article 42 Information on tourist service

1. Complete information on policies, strategies, programs and municipal projects in the field of tourism development is prepared by the organizational unit responsible for planning and monitoring service, in writing, through brochures or leaflets, and in electronic form.

²⁹ Law no. 93/2015 “On tourism”, article 19, letter e)

³⁰ Law no. 93/2015 “On tourism”, article 20

³¹ Law no. 93/2015 “On tourism”, article 30

³² Law no. 93/2015 “On tourism”, article 30, point 4, letter g)

³³ Law no. 93/2015 “On tourism”, article 30, point 4, letter h)

2. Information is made available to all interested parties through publications in official municipal website and through access to copies of brochures, leaflets or other printed materials available to the public at the premises of one-stop shop offices.

Article 43 Entitlement to financial assistance

1. In the case of the existence of funds, contests or financial assistance for the development of tourism, applications for financial aid are submitted to one-stop shop offices.
2. The application shall be submitted in written or electronic form. In the case of a written request, the one-stop shop office converts it into electronic format, records it into the system and forwards it to the respective organizational unit for planning and monitoring the development of tourism.
3. The unit responsible for planning and monitoring the economic development of the application examines compliance with the requirements of national and local legislation in force , the municipal instruments approved for this purpose and if the application is found to be appropriate, the unit proceeds with the relevant proposal accompanied by an explanatory report.
4. The Mayor reaches relevant decision within the terms and conditions approved for the specific case.

Article 44 Monitoring of tourism service

1. In order to fulfill its function, the Territorial Inspection Agency conducts scheduled and non - scheduled on-site inspections to verify the fulfillment of conditions and criteria set by legislation on licenses, permits or authorizations.
2. Annual inspection plan is drawn up by the responsible organizational unit and is approved by the head of the organizational unit.
3. Anprogrammed inspections or *ad hoc* inspections are carried out at the initiative of the Agency or as a result of a request or complaint from individuals or organizations that operate in the community.
4. In the case of infringements or irregularities in fulfilling the conditions and criteria , the Agency shall prepare a detailed report with the findings and appropriate measures.

Article 45 Detailed Rules

Technical details and other detailed rules on the planning and monitoring of local economic development and tourism are drawn up by the unit responsible for the planning and monitoring service and are approved by the Mayor or by the relevant authorizing officer.

CHAPTER III TERRITORY PLANNING, TRANSPORTATION AND PUBLIC SERVICES

Article 46 Organizational units responsible for policy making ,monitoring of territory , public services and transport

The organizational units responsible for exercising the functions of this chapter are the unit responsible for territory planning, the unit responsible for public utilities and transport, the unit responsible for the management and control of the territory, territory inspection agency, public services agency and agricultural, veterinary and environmental agency.

Article 47 Unit responsible for territorial planning

The unit responsible for territorial planning ensures the development of the national territory through the development and implementation of territorial planning official documents. The unit also enables the fulfillment of development policy's objectives and interests, through the identification of potential and sustainable regional planning.

Article 48 Unit responsible for transport and public work

The unit responsible for public works and transport:

1. Ensures the execution of public works for the community in order to develop an integrated economy aiming to improve the lives of citizens and protect the environment.
2. Performs planning of infrastructure services, waste management and treatment, planning of transportation services provided by enterprises and social/cultural centers depending on the municipality, in order to provide them with cost-efficient manner, on time and to the required standards. General Directorate of Public Works enables the development of a road network and public transport frequent , fast , reliable and comfortable , the implementation of policies and strategies related to engineering networks , namely water and sewerage , telephone and electrical and administration optimize the technical documentation for the above networks , in cooperation with enterprises / companies that manage engineering networks
3. Monitors and supervises the activities of agencies depending on the municipality.

Article 49 Unit responsible for the administration and control of territory

The unit responsible for the management and control of the territory provides policy development and monitoring plans of the services offered in the field of agriculture, veterinary, forests and environment.

Article 50 Public Services Agency

Public Services Agency is responsible for providing all services related to maintenance of roads , sidewalks and buildings , collection and processing of urban waste , cleaning of roads and buildings , greenery , funeral services , public lighting , storage facilities and transport service serving other municipal structures .

Article 51 Territorial Inspection Agency

1. Territorial Inspection Agency carries responsibility for control of the territory and the implementation of legislation on technical standards and development requirements in the area of planning and development of the municipal territory.
2. The Agency is required to perform its functions according to the laws in force in the field of construction inspection, inspection and control in general, on the basis of annual inspection plans approved by the municipality for the purpose of verification of the fulfillment of standards in providing services to public, either by municipal structures or by contracted entities, permitted or licensed by the municipality itself.

Article 52 Public Services Agency

Agency of Public Services is responsible for providing all services related to maintenance of roads , sidewalks and buildings , collection and processing of waste , cleaning of roads and buildings , greenery , funeral services , public lighting , storage facilities and transport service serving other municipal structures .

Article 53 Agricultural, veterinary and environmental Agency

1. Agricultural Services , Veterinary and Environmental Agency is responsible for providing all services related to agriculture , irrigation, drainage , veterinary and prophylaxis of animals, forests and pastures .
2. The Agency is required to perform advisory and support functions for the community, offering only those services that must be provided on the spot.
3. Planning, policy-making or service quality monitoring falls out of the scope of this agency.

Article 54 Drinking Water production and supply

The municipality is required to ensure the production and distribution of drinking water in all of its territory. ³⁴ In providing this service, competent structures of the municipality respect all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards, other regulatory regulation of the municipality and all best practices that exist in this area.

³⁴ Law no. 139/2015 "On local self-government", article 23, point 1

Article 55 Specific responsibilities of the municipality to supply drinking water and sewerage

Municipal structures in charge of the exercise of this function are required to:

- a) manufacture , purchase and guarantee the supply of drinking water in the municipality's territory ;
- b) construct , preserve and maintain drinking water processing and storage plants
- c) control the quality of the supplied water ³⁵
- d) construct, maintain and repair drinking water supply network of the municipality's territory ;
- e) construct and operate the internal sewerage system ³⁶

Article 56 Drinking water supply provider

1. The service of drinking water supply is provided by the UKT Sha jointly owned by the municipality, Public Service Agency / from..... trading company contracted by the Municipality for this purpose .
2. This service may be outsourced, by awarding a concession contract or by a public private partnership only in cases where the municipality, after careful analysis, concludes that there are insufficient technical or financial tools/funds to provide this service through municipal agencies or companies owned by the municipality.

Article 57 Entities entitled to receive the service and application procedure

1. The service is provided to every entity in the territory of the municipality without any discrimination. The interested entity, natural person or legal entity shall submit an application, written or electronically to the one-stop shop office.
2. The application shall be accompanied by documents proving ownership or possession of the facility including the exact address and its placement plan and a copy of internal hydraulic installations projects carried out by entities which are licensed for this purpose.
3. One-stop shop offices promptly forward the application to the agency or entity , owned or contracted by the municipality, which after examining the technical and financial feasibility , prepares and signs the relevant contract with the applicant and provides technical connection through its employees or other authorized subjects in the matter.

³⁵ Law no. 111/2012 "On integrated management of water resources" article 31, point 3

³⁶ Law no. 9115, date 24.07.2003 "On the environmental treatment of wastewater" amended, article 6, pika 1, letter i)

Article 58 Limitations in service delivery

1. There may not be more than one connection for each subject except in special cases when it is not possible to supply all the facility through one line and when there exists the infrastructure to enable the service supply through more than one line.
2. In cases where the subject wants to use independent sources of water supply, they must obtain a special permission. The permit is issued by the organizational units responsible for planning and monitoring of public services
3. It is forbidden to access independent sources for supply of internal network of the facility if this network is also connected to the public supply of drinking water network³⁷
4. Any connection point to the network of supply of drinking water has a meter and a water shutoff valve placed on it. Type and size of the meter is determined by the unit responsible for planning and monitoring service of supply of drinking water.

Article 59 Tariffs and detailed rules

1. Tariffs of connectivity to drinking water supply are determined by the Water Regulatory Authority and implemented by the service provider. The approved fee intendeds to cover the costs of service and improvements of service infrastructure to supply drinking water when the service is provided by municipal agencies or by commercial companies owned by the municipality.³⁸
2. Technical details and modes of supply of drinking water are defined by detailed regulations drawn up by the unit responsible for planning and monitoring service and are approved by the mayor or by the relevant authorizing officer.

Article 60 Wastewater treatment

The municipality is required to ensure the collection and disposal of waste water in all of its territory. In providing this service, competent structures of the municipality respect all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in this area.

Article 61 Specific responsibilities of the municipality for community wastewater treatment

Municipal structures in charge of the exercise of this function are required to:

- a) construct and put to work the plant for wastewater treatment

³⁷ Law no. 7697, date 07.04.1993 " On administrative offenses " amended and C.M.D. No.96, date 22.02.2007, " For management of water supply for household and non -household ", point 5

³⁸ Law no.8102, date 28.3.1996 " The regulatory framework for water supply and disposal and treatment of wastewater ", amended, article 14, point 1, letter b)

- b) construct and put to work sewerage networks for the removal of urban wastewater and industrial discharges until they reach the collector ³⁹
- c) treat sludge and solid waste arising from the treatment plants⁴⁰
- d) discharge treated wastewater in the receiving environment when it is within the norm⁴¹
- e) build and maintain the necessary infrastructure for the movement of wastewater from households to the urban sewerage network ⁴²
- f) construct and put to work the sewerage network of liquid discharges in urban and rural areas⁴³
- g) establish other systems that guarantee environmental protection , in cases where sewage can not be built ⁴⁴
- h) construct and put to work plants for their treatment before discharge into surface waters ⁴⁵

Article 62 Wastewater treatment service provider

1. Service of wastewater treatment is provided by the UKT owned / jointly-owned by the municipality, by Public Service Agency / trading company contracted by the Municipality for this purpose.
2. Service of wastewater treatment can be contracted under the applicable rules on public procurement or concession / partnership under the applicable rules for public- private partnerships or concessions.
3. The service can be outsourced, by concession or public-private partnership only when the municipality, after careful analysis, concludes that there are insufficient technical or financial tools/funds to provide this service through its own agencies or companies.
4. The service is offered to every entity in the municipality without any discrimination.

Article 63 Limitation in service delivery

1. Interference by any entity, public or private , natural or legal person into the sewerage system and the disposal and treatment of wastewater is prohibited⁴⁶

³⁹ Law no. 139/2015 "On local self-government", article 23, point 2

⁴⁰ Law no. 9115, date 24.07.2003 "On the environmental treatment of wastewater" amended, article 7, point 1, letter e)

⁴¹ Law no. 9115, date 24.07.2003 "On the environmental treatment of wastewater" amended, article 7, point 1, letter c)

⁴² Law no. 9115, date 24.07.2003 "On the environmental treatment of wastewater" amended, article 11, point 1, letter a)

⁴³ Law no. 9115, date 24.07.2003 "On the environmental treatment of wastewater" amended, article 11, point 1, letter b)

⁴⁴ Law no. 9115, date 24.07.2003 "On the environmental treatment of wastewater" amended, article 11, point 1, letter c)

⁴⁵ Law no. 9115, date 24.07.2003 "On the environmental treatment of wastewater" amended, article 11, point 1, letter d)

⁴⁶ Council of Ministers Decision no. 1304, date 11.12.2009 "On adoption of the Regulation "Water supply and sewerage in the area of water supply and sewerage service sh.a"

2. Links to the sewerage system of wastewater are only carried out by the service provider or authorized and licensed entities by the service provider or by the municipality.
3. The service provider is obliged to stop, close and prevent the discharge into the sewer system of the wastewater that is deemed to contain banned substances, which can damage or block the sewerage.

Article 64 Service benefit and detailed rules

1. The interestet subject, be it a natural or legal person shall submit a request, in writing or electronically to the one-stop shop office. The request is accompanied by documents proving ownership or possession of the facility including the exact address and its placement plan and a copy of internal hydraulic installations, carried out by licenced entities in the field.
2. One-stop shop office shall promptly forward the request to the agency or company owned or contracted by the municipality, which after examining the technical and financial feasibility , prepares and signs the relevant contract with the applicant ,
3. In exceptional cases , when the applicant requires a connection which is to a considerable distance from the sewerage system , the applicant can submit a contribution / fee in order to cover the financial costs needed to establish the connection
4. In any case, the requesting parties are required to afford the necessary costs for the construction of sewerage systems within their property
5. Alternative systems of collection and disposal of wastewater can be allowed only in cases where the relevant area does not have a regular system of sewerage.
6. In these cases the applicant is provided with a special permit upon application in writing according to the above procedure.
7. There may not exist more than one connection for each subject, except in special cases when it is not possible to serve all the facility only by one connection and where there exists the technical infrastructure to enable this.

Article 65 Fees and detailed rules for the removal and treatment of wastewater

1. Detailed tariffs for the removal and treatment of wastewater are determined by the Water Regulatory Authority and implemented by the service provider. The approved fee is intended to cover the costs of service and improve the infrastructure of the service, where the service is provided by municipal agencies or by commercial companies owned by the municipality. ⁴⁷
2. Technical details and methods of collection and disposal of wastewater are defined by detailed regulations drawn up by the unit responsible for planning and

⁴⁷ Law no.8102, date 28.3.1996 " The regulatory framework for water supply and disposal and treatment of wastewater ", amended, article 14, point 1, letter b)

monitoring service and are approved by the mayor or by the relevant authorizing officer.

Article 66 Collection, processing and disposal of waste

The municipality is responsible for environmental protection by providing collection, processing and disposal of waste across its territory. In providing this service, competent structures of the municipality respect all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in this area. ⁴⁸

Article 67 Municipal responsibilities for collection, processing and disposal of waste

Municipal structures in charge of the exercise of this function are required to:

- a) protect urban environment from pollution with waste , as well as public disposal inland municipal bounds under the jurisdiction of the municipality ;⁴⁹
- b) develop a local plan of integrated waste management in the territory under its jurisdiction , in accordance with the national and regional plans of integrated waste management ;⁵⁰
- c) conduct strategic environmental assessment of plans and programs for waste management ;⁵¹
- d) establish rules for the control of management of specific waste streams , generated on its territory , including paper and cardboard, packaging of glass , metal and plastic drinks and food , or the heap of green parks or gardens of houses ;⁵²
- e) differentiate collection of waste paper, metal , plastic and glass .⁵³
- f) promote differentiated bio waste collection for composting and digestion purposes⁵⁴
- g) promote bio waste treatment in order to achieve a high level of environmental protection ; and use bio waste materials that are safe for the environment ;
- h) report annually to the relevant county council about local plan implementation on the integrated waste management in the format specified by the Minister ;
- i) avoid any threat or damage to health , welfare and safety of one person's life ⁵⁵

⁴⁸ Law no. 139/2015 "On local self-government", article 23, point 10

⁴⁹ Law no. 8094, date 21.03.1996 "On public waste removal", article 1

⁵⁰ Law no. 10 463 date 22.09.2011 "On integrated management of waste" amended, article 10, point 2

⁵¹ Law no. 10 463 date 22.09.2011 "On integrated management of waste" amended, article 13, point 2 and Law no. 10 431, date 9.6.2011 "On environmental protections" article 24

⁵² Law no. 10 463 date 22.09.2011 "On integrated management of waste" amended, article 10, point 3

⁵³ Law no. 10 463 date 22.09.2011 "On integrated management of waste" amended, article 18, point 3

⁵⁴ Law no. 10 463 date 22.09.2011 "On integrated management of waste" amended, article 28, point 1, letter (a)

- j) guarantee hygienic-sanitary conditions and avoid risk of pollution of air, water , soil and subsoil ⁵⁶
- k) preserve and protect the flora and fauna environmental degradation of the landscape of urban solid waste ⁵⁷
- l) define methods and technologies that are used or will be used for public disposal of waste ;
- m) ensure that the transport service of waste is carried out with tools that ensure compliance with hygienic-sanitary and ecological requirements as well as compliance with traffic norms by being equipped with the license (authorization) to cross and stationate in streets with restricted circulation. ⁵⁸
- n) control and monitor waste disposal in accordance with the technical and hygienic conditions , pursuant to contract with authorized persons
- o) prevent/ minimize waste generation at source ;
- p) reduce the risk of waste
- q) promote and support the activities of processing waste ;
- r) provide for the collection, treatment and disposal of waste in accordance with applicable law ;
- s) identify economically affordable and environmentally acceptable methods for processing / recycling / recovery of solid waste and where this is not possible , their safe disposal without damaging human health and the environment ;
- t) deepen cooperation between the public and private sector waste management .

55 Law no. 8094, date 21.03.1996 "On public waste removal", article 3, point 1

56 Law no. 8094, date 21.03.1996 "", article 3, point 2

57 Law no. 8094, date 21.03.1996 "On public removal of waste", article 3, point 3

58 Law no. 8094, date 21.03.1996 "On public removal of waste", article 10

Article 68 Provision of service for collection, disposal and processing of waste

1. The service of collection, disposal and waste processing is provided by the Public Service Agency / trading company contracted by the Municipality for this purpose.
2. The service of collection, removal and processing of waste can be contracted under the applicable rules on public procurement or concession / partnership under the applicable rules for public- private partnerships or concessions.
3. The service can be outsourced, by concession or public private partnership, in cases when the municipality, after careful analysis, concludes that there are insufficient technical or financial tools/funds to provide this service through its agencies or through its own companies.

Article 69 Obligations of service providers

1. Waste management process includes the generation, collection, storage and disposal of waste from the person/entity who creates it, systemic delivery in containers, transportation of containers for on-site storage, separation, recycling, treatment and final disposal in the landfill.
2. The service provider, agency or contracted commercial company performs the collection, removal and treatment of all waste from family or business, as well as recyclable or non – recyclable waste.
3. The service provider does not collect, remove or treat hazardous waste, construction waste or construction failures or other bulky waste such as machinery, vehicles or similar. Removal of the waste is the responsibility of waste producers and dropping waste into collection sites constitutes a violation punishable by law ⁵⁹
4. The service provider is obliged to create a model of differentiated waste, by making available containers of different colors and visible inscriptions in order to orientate the separation of waste. The containers are placed in a visible and easily accessible place.
5. nurseries, kindergartens and schools , both public and private , are forced to use a system of several bins to educate students with contemporary norms and rules to separate waste treatment .

Article 70 Waste removal and treatment

1. Removal of waste is carried by specific vehicles and in appropriate hours to ensure non- urban traffic congestion and avoid disturbance at late hours.

⁵⁹ Law no. 8094, date 21.03.1996 "On public removal of waste", article 6

2. Graph of waste disposal is determined by the organizational unit responsible for planning and monitoring the service after receiving the opinion of the service provider.
3. Treatment of waste is conducted in special sites designated for this purpose on the basis of technical details and methods developed by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 71 Territory cleaning

1. The service provider for collection, disposal and treatment of waste carries out cleaning of all paved roads, cobbled streets, squares and sidewalks of residential areas in the municipality territory.
2. Cleaning the streets, squares and sidewalks is generally conducted once in 24 hours, early morning or evening hours, ensuring non- urban traffic congestion and avoid disturbance in late hours. Cleanliness during the day is ensured by gathering waste from squares, streets and sidewalks.
3. Graph of cleaning is determined by the organizational unit responsible for planning and monitoring the service after receiving the opinion of the service provider.

Article 72 Fees and detailed rules for the collection , removal and treatment of waste

Detailed fees for collection, removal and treatment of waste and cleaning are set by the municipality and implemented by the service provider. The approved fee is intended to cover the costs of service and improvement of the infrastructure of the service, in cases when the service is provided by municipal agencies or by commercial companies owned by the municipality.⁶⁰

Technical details and other detailed rules for service provision are drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 73 Construction and maintenance of roads and sidewalks

The municipality is responsible for maintenance of the territory by providing construction, maintenance and management of public spaces, streets, squares and sidewalks throughout its territory.⁶¹ In providing this service, competent structures of the

⁶⁰ Law no. 8094, date 21.03.1996 "On public removal of waste", article 31 and Law no. 139/2015 "On local self-government", article 9

⁶¹ Law no. 139/2015 "On local self-government" article 23, point 4

municipality respect all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in this area.

Article 74 Responsibilities of the municipality for the construction and maintenance of roads and sidewalks

Municipal structures in charge of the exercise of this function are required to:

- a) Ensure the protection, maintenance and improvement of public spaces with own funds, including private property without prejudice to the right of owners to develop their property.⁶²
- b) ensure that parks , squares and streets within the territory of the Municipality , meet eligibility requirements and standards for persons with disabilities , according to the provisions specified in the rules for use of the facility by persons with disabilities⁶³
- c) Ensure that construction works are designed and implemented in whole or in separate parts in accordance with the requirements of urban planning, the technical design, technical implementation conditions, as well as their destination, taking into account their economic side.⁶⁴
- d) to carry out construction work under the project implementation developed by a state body or by physical and legal persons , domestic or foreign , equipped with the appropriate license⁶⁵
- e) ensure that technical opposing exists for construction projects facilities for all types of buildings , with an estimated value of at least 100 million, by state institutions or other entities , designated by the Ministry that covers the operation of buildings⁶⁶
- f) appoint a supervisor for any construction project in the Municipality. The work Supervisor, appointed by the municipality , must be a natural or legal person , domestic or foreign, equipped with corresponding license and is not associated in any way with the implementer of the facility under supervision⁶⁷
- g) carry out the implementation of construction works only by legal persons , public or private , domestic or foreign , equipped with the relevant license for execution of construction work . In addition, the structure responsible for the municipality must ensure that the executor of works is responsible for construction works in accordance with the building permit, the project, and the technical implementation and safety rules. In any case, the implementing authority should ensure the quality of building materials and construction products , which must

⁶² Law 107/2014, “On planning and development of the territory” amended, article 4/1 point 3

⁶³ Law 107/2014, “On planning and development of the territory” amended, article 45/1, point 1

⁶⁴ Law no. 8402, date 10.09.1998 “On the control and discipline of the construction works”, amended, article 4

⁶⁵ Law no. 8402, date 10.09.1998 “On the control and discipline of the construction works”, amended, article 5

⁶⁶ Law no. 8402, date 10.09.1998 “On the control and discipline of the construction works”, amended, article 6

⁶⁷ Law no. 8402, date 10.09.1998 “On the control and discipline of the construction works”, amended, article 7

meet the requirements of the project in accordance with national or European standards ⁶⁸

- h) to ensure that all construction works are subject to economic and technical roadworthiness; commissioning of the facility should be carried out by a validator that is natural or legal person, domestic or foreign, equipped with corresponding license attest work and who is not affiliated in any way with the design, supervision and implementation of construction works of the object that will be validated. ⁶⁹
- i) in each case , the responsible structure of the Municipality should check that the import of building materials must be accompanied by quality certificate from a laboratory accredited by the European Union . In cases where these materials are produced in the country, they should be provided with quality certificate from laboratories accredited by bodies responsible for standards and quality in the Republic of Albania. ⁷⁰

Article 75 Service providing for maintenance and building of roads

1. Service for the building and maintenance of roads is provided by the Public Service Agency / by the company contracted by the Municipality for this purpose.
2. Service building and maintenance of roads and sidewalks can be contracted under the applicable rules on public procurement or concession / partnership under the applicable rules for public- private partnerships or concessions.
3. The service can be contracted, by concession or public private partnership only when the municipality, after careful analysis, concludes that there are insufficient technical or financial tools/funds to provide this service through its agencies or through a company owned by her.

Article 76 Contents building and maintenance of roads service

Construction and maintenance of roads, squares and pavements include, but not limited to, the construction of roads , squares and pavements friends , their reconstruction , maintenance ordinary and extraordinary and improving their quality .

Article 77 The procedure for planning the service of construction and maintenance of roads

1. Construction and reconstruction of streets, squares and sidewalks is carried out according to the rules of the territory , as provided by laws and regulations in force in the Republic of Albania
2. The unit responsible for urban planning annually announces the list of streets, squares and new sidewalks will be constructed in the following calendar year.

⁶⁸ Law no. 8402, date 10.09.1998 “On the control and discipline of the construction works”, amended, article 8

⁶⁹ Law no. 8402, date 10.09.1998 “On the control and discipline of the construction works”, amended, article 12

⁷⁰ Law no. 8402, date 10.09.1998 “On the control and discipline of the construction works”, amended, article 14

3. Planning the construction and maintenance of streets, squares and sidewalks is preceded by a phase of consultation with the community that is affected by these interventions in the public infrastructure.⁷¹
4. In the accompanying report of the act of planning the construction or maintenance of roads, squares and sidewalks, is clearly explained the outcome of consultations with the community and possible reasons for setting priorities in the following calendar year.
5. In the case of contracting this service, the unit responsible for planning and monitoring of public services draws up the terms of reference and designs details of the competitive procedure.
6. The contracting of third parties is carried out only through public procurement procedures⁷²
7. Implementation, monitoring and receipt of construction work is carried out according to the rules stipulated by laws and regulations in force for the development of the territory and building inspection.

⁷¹ Law no.146/2014, “On notification and public consultation“ article 6

⁷² Law no. 9643, date 20.11.2006, “On public procurement” amended article 4

Article 78 Environmental impact assessment and other rules

1. Construction or maintenance of roads, squares and pavements is performed only after obtaining an environmental impact assessment under the legislation in force in the Republic of Albania.⁷³
2. In the case of routine maintenance is not necessary to obtain specific permits or environmental impact assessment.
3. Technical details and other detailed rules for service provision are drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 79 Public lightening

The municipality is responsible for the provision of public lighting, according to the best technical and economic standards, in all of its territory. In providing this service, competent structures of the municipality respect all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards, other regulatory municipality and all best practices that exist in this area.⁷⁴

Article 80 Municipal responsibilities for public lighting

Municipal structures in charge of the exercise of this function are required to:

- a) ensure the provision of lighting that is functioning correctly, without interruption, and allow the community to benefit from this service equally in order to improve the quality of life in the municipality
- b) construct, maintain, repair and manage all networks or public lighting systems , including traffic lights in the municipality territory , with its own resources or by entrusting specialized operators under the laws and regulations in force ;
- c) adopt modern technical and economic standards in service delivery in order to improve the quality of service and scope of coverage in all areas of the territory of the municipality ;
- d) take concrete measures to reduce the costs to the city budget and improve energy efficiency in the provision of this service through the re - qualification of the network or systems street lighting through the replacement of all equipment worn out or adopting innovative systems that lower consumption and energy costs ⁷⁵
- e) guarantee and be responsible for all damages that may be caused to third parties by lack of maintenance or negligence in the administration of networks or public lighting systems ;

⁷³ Law no. 10 440, date 7.7.2011, "On environmental impact assessment" amended, article 10

⁷⁴ Law no. 139/2015 "On local self-government", article 23, point 5

⁷⁵ Law no. 9379, date 28.4.2005 "On energy efficiency", article 4

- f) take initiatives for the periodic assessment of the efficiency and effectiveness of service and inform the community about the results of these evaluations ⁷⁶
- g) ensure that the community participates and is heard in connection with initiatives aimed at covering the territory , change of management or technical interventions in networks or systems of public lighting ;
- h) help improve community safety through provision of public lighting in particular in areas with high crime index ;
- i) protect the community from optical pollution (lighting) caused either by the public or private lighting system
- j) consider complaints of citizens in urban and suburban communities about problems with street lighting ;
- k) carry out control and on site inspection , with the teams responsible for the maintenance of public lighting and identify needs for intervention and repairs ;
- l) maintain a register of the dismantled equipment that can be reused ;
- m) collect and organize documents according to the divisions and subdivisions of the areas of lighting.

Article 81 Service provider of public lighting

1. The public lighting service is offered by Public Service Agency / by the company contracted by the Municipality for this purpose.
2. The service can be contracted under the applicable rules on public procurement or concession / partnership under the applicable rules for public- private partnerships or concessions.
3. The service can be contracted by concession or public private partnership only when the municipality, after careful analysis, concludes that there are insufficient technical or financial tools/funds to provide this service through its agencies or through a company owned by her.

Article 82 Planning public lighting service

1. The public lighting service is provided in all the streets and squares of residential areas in the municipality.
2. The unit responsible for planning and monitoring of public services defines the graphic of lighting service hours, the ignition and shutdown depending on the seasons and solar time or legal and technical specifications of public lighting

⁷⁶Law no. 9379, date 28.4.2005 “On energy efficiency”, article 12

Article 83 Private lighteneing

1. Lighting private property is only permitted after approval by the organizational unit responsible for planning and monitoring of the service.
2. Lighting of private buildings should respect the same criteria of efficiency and optical pollution set for public lighting.

Article 84 Authorization procedure for private lightening

1. Interested subjects, natural or legal person, submit a request, in writing or electronically to the one-stop shop office. The request is accompanied by documents proving ownership or possession of the facility including the exact address and its placement plan and a lighting plan drawn up by a licensed entity for this activity.
2. One-stop shop office shall promptly forward the request to the agency or commercial company, owned or contracted by the municipality, which after examining the technical and financial feasibility, submits relevant opinion on the compatibility of the proposal with the public lighting system.
3. In any case, the requesting parties are required to afford the necessary costs of building private lighting systems.
4. The same rules apply to advertising lightened billboards. In these cases, the organizational unit responsible for providing a public service requires the opinion of the organizational unit responsible for transport and of the unit responsible for public safety in the community.

Article 85 Detailed rules for public lighting

Technical details and other detailed rules for service provision are drawn up by the unit responsible for planning and monitoring service and are approved by the mayor or by the relevant authorizing officer.

Article 86 Public transportation

The municipality, based on the needs of the population to urban transport, organizes finances and decides on public transport within its territory. In providing this service, competent structures of the municipality respect all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards, other municipality reguations and all best practices that exist in this area.⁷⁷

Article 87 Municipality's responsibilities

Municipal structures in charge of the exercise of this function:

- a) issue licenses for urban transport in accordance with the legislation in force⁷⁸

⁷⁷ Law no. 139/2015 "On local self-government", article 23, point 6

⁷⁸ Law no. 8308, date 18.03.1998 "On road transport" amended ,article 14

- b) check that the urban transport buses are carried only by companies that have expressed in articles of association , in the object of activity , the activity of the transport of passengers ;
- c) issue licenses for around- urban transport for those entities that have headquarters in the municipality in accordance with applicable law ⁷⁹
- d) ensure that urban transport is performed by legal entities organized to transport companies and in limited cases, by natural persons ;
- e) prepare the necessary documents for determining the countries of departure and arrival of buses and passenger transport agencies⁸⁰
- f) approve the tariff of tickets of urban transportation of passengers by bus ;
- g) Control that the transport companies are equipped with tax passenger tickets for all kinds of passenger transport services, excluding cases where the means of transportation of type 4 + 1 are equipped with taximeter with fiscal indicator.

Article 88 The provision of public transport services

The service is offered through the award of licenses , authorizations and certificates for taxi services , transportation service to passengers in urban lines, suburban and intercity lines within the county in which the municipality belongs and transportation service of merchandise from third parties .

Article 89 The procedure for permits , authorizations and certificates

1. Applications for licenses, authorizations and certificates are submitted to the one-stop shop office. The request is accompanied by the necessary documentation to prove good reputation, good financial situation, professional competence of applicants and the number and the technical condition of vehicles needed for transportation that are requesting the license, authorization or certificate.
2. Specifically, Applicant must submit the completed self -assessment form, extract registry from National Registration Centre, bank documents or other financial institutions proving good economic situation, degree in mechanical engineering or economics, or in the absence, their Certificate of Professional Competence issued by the bodies established by law and the state certification of motor vehicles by category of required licenses and authorizations. ⁸¹
3. One-stop shop office verifies prima facie, within a day, the regularity of the submission and forward it to the organizational unit responsible for planning and monitoring service.
4. The organizational unit for planning and monitoring of road transport service prepares a draft act and the respective report only for those entities that have submitted complete documentation. The detailed report is drawn up by the

⁷⁹ Law no. 8308, date 18.03.1998 " On road transport " amended ,article 15

⁸⁰ Law no. 8308, date 18.03.1998 " On road transport " amended,article 22

⁸¹ Directive no. 15, date 24.0.2007 "On criteria and procedures for the issuance of licenses , authorizations and certificates to practice in road transport" amended, article 8

drafting of the rules laid down in this Regulation and submitted for approval to the Mayor .

5. Draft decisions on granting licenses, authorizations or certificates are prepared according to forms approved by the competent authorities provided by the laws and regulations applicable to road transport.⁸²
6. The organizational unit responsible for planning and monitoring of road transport replies within 15 days for approval or rejection of the application⁸³ . If no notice for more than 90 days, the request is considered approved.
7. The organizational unit responsible for planning and monitoring road transportation shall establish and maintain a separate register for applications for licenses, authorizations and certificates. The register records the date of delivery, and the date of granting or refusing the license. This unit also maintains a copy of the documentation in paper format to be kept for at least three years. By meeting this deadline, the documents submitted to the central archive and a copy converted into electronic format are stored in an electronic archive of the municipality.

⁸² Directive no.20, date 10.10.2007 “On models of licenses , authorizations and certificates to practice in road transport”

⁸³Directive no. 15, date 24.0.2007 “On criteria and procedures for the issuance of licenses , authorizations and certificates to practice in road transport” amended, article 9, point 2

Article 90 Monitoring of transport services

1. The organizational unit responsible for planning and monitoring the recovery of road transport and Territorial Inspection Agency draw up and carry out scheduled and non - scheduled on-site inspections to verify the fulfillment of conditions of licenses or authorizations⁸⁴
2. Annual inspection plan is drawn up by the responsible unit and is approved by the head of the organizational unit. Unscheduled or *ad hoc* inspections are carried out at the initiative of the organizational unit responsible for planning and monitoring the recovery of road transport or as a result of a request or complaint from individuals or organizations that operate in the community.

Article 91 Findings of violations and relevant measures

1. In case of infringements or irregularities in fulfilling the conditions of licenses or authorizations in connection with timetables, routes and landing frequencies and when the inspection / monitoring / control results that do not exist on the original terms of the license award or authorization, the organizational unit responsible for planning and monitoring of road transport service designs and proposes to revoke the license or authorization. The proposal for removal is also accompanied by a report explaining in detail the procedure followed in the inspection, violations found and respective reasoning.⁸⁵
2. When the decision to revoke the license or authorization is not welcomed, the interested subject can file an administrative appeal under the procedure provided in the Administrative Procedures Code and in this Regulation.

Article 92 - Detailed rules on the transport service

Technical details and other detailed rules for service provision are drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 93 Public funeral service

The municipality has the duty to ensure public funeral service⁸⁶ in administrative units, by building and administering sufficient cemeteries or allowing the construction and management of private cemeteries. In providing this service, responsible organizational units of the municipality respect all the provisions of the normative acts in force, including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in the area.

Article 94 Municipality responsibilities

Municipal structures in charge of the exercise of this function are required to:

⁸⁴ Law no. 10433, date 16.6.2011 "On inspection in the Republic of Albania"

⁸⁵ Directive no. 15, date 24.0.2007 "On criteria and procedures for the issuance of licenses , authorizations and certificates to practice in road transport" amended, article 9, point 3

⁸⁶ Law no. 139/2015 "On local self-government", article 23, point 7

- a) draft development plan based on existing capacities for cemeteries , plan the needs according to population increase as well as free surfaces and assess their functional suitability. The plan is consulted with religious communities and stakeholders ;
- b) maintain in order the cemeteries ⁸⁷
- c) examine cases where intervention is necessary in order to improve service in the cemeteries ;
- d) ensure the performance of the funeral service . The head of the service keeps record of every funeral burial permit issued by the civil registry office at the municipality ⁸⁸
- e) control the manner of administration and operation of public, religious and private cemeteries ⁸⁹
- f) order the performing of funeral from burial services and charging the expenses of the family on them, when these obligation to care for the burial are not met and the body is not forwarded to the anatomic – pathology service ⁹⁰
- g) to care for the funeral expenses when there is no family that can meet the obligation to care for the burial
- h) ensure the supervision of urbanization and construction of the cemetery under the approved project ;
- i) to regulate , in consultation with religious communities ,interest groups that are involved in this process and local structures of public health, the general criteria for the implementation of activities related to transport funeral , regarding: (a) schedules when the service is performed ; (B) schedule of arrival at the cemetery , matching the operational needs of the funeral ; (C) the determination of the service personnel , who will handle the maintenance of transport; (D) the use of special tools ; (D) the condition of the assets that will be included in the funeral operations ; (F) common conditions tributes ⁹¹
- j) order special funeral services with public ceremony characteristics in cases when the deceased is considered a special case.

Article 95 Offering public funeral service

1. The public service is provided by the funeral Public Service Agency and / or trade associations or religious communities licensed / contracted by the Municipality for this purpose.

⁸⁷ Law no. 9220, date 15.4.2004 “On funeral services management” amended, article 3

⁸⁸ Law no. 9220, date 15.4.2004 “On funeral services management” amended, article 7

⁸⁹ CMD no. 711, date 29.10.2014 “On approval of the regulation " On the management and operation of cemeteries in the Republic of Albania” article 5

⁹⁰ Law no. 9220, date 15.4.2004 “On funeral services management” amended, article 6/b

⁹¹ CMD no. 711, date 29.10.2014 “On approval of the regulation " On the management and operation of cemeteries in the Republic of Albania” article 15

2. The service may be contracted by concession or public private partnership only when the municipality, after careful analysis, concludes that there are insufficient technical or financial tools/funds to provide this service through its agencies or through a company owned by her.

Article 96 Funeral Service

1. Funeral service is performed in public, private or religious cemeteries.
2. Funeral service is responsible for obtaining the burial permit from the applicant and performing the burial only when this permission is received by the registrar.⁹²
3. Funeral service is responsible for declaring the death to the registrar on the first day of work, when death occurs in the official day of rest. In these cases, the demand for burial accompanied by a death certificate or, where appropriate, by a medical certificate is signed by a competent prosecutor.⁹³
4. Any burial service is recorded in two identical registers, the number of pages of which is assessed by the mayor or the authorized employee. The register records all funerals that are conducted, and any changes that occurred as a result of the excavations. The register is signed on each sheet by the head of service.
5. One of the copies of the register is kept in the archives of the municipality, while the other copy remains in custody at the funeral service. The reconciliation of records with the registry offices is made in quarterly basis.

Article 97 Financial assistance

1. Requests for financial assistance to cover the expenses of the funeral service delivered to the one-stop shop office. The request is accompanied by the necessary documentation certifying the performance of the funeral, his costs, and payment by the applicant and the applicant's relationship with the deceased.⁹⁴
2. The application for financial assistance to cover the expenses of the funeral and accompanying documentation are forwarded intraday to the organizational unit responsible for planning and monitoring of the service. This unit performs the calculation of the aid under the legislation on public funeral service and, after the corresponding payment, conveys it to the organizational unit responsible for the financial management of the municipality.

Article 98 Cremation

1. Requests for cremation are sent to one-stop shop offices. The request is accompanied by the necessary documentation that verifies the identity of the deceased, his willingness to be cremated, the death certificate which shows that death is natural causes and burial permit issued by the respective registrar.

⁹² Law no. 9220, date 15.4.2004 "On funeral services management" amended, article 7/a point 1

⁹³ Law no. 9220, date 15.4.2004 "On funeral services management" amended, article 7/a point 2

⁹⁴ CMD no. 711, date 29.10.2014 "On approval of the regulation " On the management and operation of cemeteries in the Republic of Albania" article 7

2. If any of the above mentioned document is absent , the request must be accompanied by a written authorization of the prosecutor's office of the Republic of Albania responsible for the area in which the municipality belongs ⁹⁵

Article 99 Private cemeteries

1. Proposals for the establishment of private entities and private cemeteries, on lands owned by them or on land owned by the state are presented at the office of one-stop shop service. One-stop shop office forwards the proposal to the organizational unit responsible for planning and monitoring of the funeral service.
⁹⁶
2. Near the organizational unit, a special commission to review the request is raised. The Committee shall prepare a draft decision to city council tracking application and an accompanying report within 45 days of the request⁹⁷
3. The report highlights the compatibility of the proposal with regional territorial development strategy of the country, local plans , and , if the development of the project requires intervention and reflection on these documents , it proposes legal steps and track their compliance .
4. In cases where the proposal meets the requirements of the applicable legislation, the chairman forwards to the council, the approval to conduct the negotiation and signing of the relevant agreement. ⁹⁸
5. The agreement relates to the applicant within 45 days of the approval of the municipal council and features ⁹⁹
 - a. specified rights that exercises control of the local government unit ,
 - b. private entity 's obligation to ensure access to the territory and documentation ,
 - c. accurate determination of the reserved area , and its legal status , whether private entity charged with conservation and management responsibility over ,
 - d. determining the precise area and location of the site of the cemetery and the powers that exceed private entity above , the respective obligations of the parties to the compliance of the project with the strategy of territorial development the country's regional , local plans , with timelines specified for legal steps to be followed to comply , if the development of the project requires intervention and reflection on these documents ,

⁹⁵ CMD no. 711, date 29.10.2014 "On approval of the regulation " On the management and operation of cemeteries in the Republic of Albania" article 24

⁹⁶ CMD no. 151, date 4.2.2015 "On the criteria and procedures for the establishment of private cemeteries" point 3

⁹⁷ CMD no. 151, date 4.2.2015 "On the criteria and procedures for the establishment of private cemeteries" point 3

⁹⁸ CMD no. 151, date 4.2.2015 "On the criteria and procedures for the establishment of private cemeteries" point 7

⁹⁹ CMD no. 151, date 4.2.2015 "On the criteria and procedures for the establishment of private cemeteries" point 8

- e. types of burial that are allowed to be performed in the private cemetery of the subject , the entirety of direct or services associated with funeral service that undertakes to subject his private cemetery ,
- f. general conditions of contracts for the right to use the grave , especially for the resting time and the useful life of the tomb , the private entity that would apply in his grave
- g. rules for keeping personal data , procedures for renegotiating the circumstances and procedures for legal succession to private entity , and the respective funds and guarantees in case of closure or demolition of the cemetery , maintenance and management in the interim period .

Article 100 Monitoring of burial services

1. The organizational unit responsible for the funeral service , conducts programmed and unprogrammed field inspections to verify compliance with the terms of the agreement.
2. Annual inspection plan are drawn up by the responsible unit and approved by the head of the organizational unit. Unscheduled or ad hoc inspections are carried out at the initiative of the organizational unit responsible for planning and monitoring the recovery of road transport or as a result of a request or complaint from individuals or organizations that act in the community.
3. In case of infringements or irregularities in the fulfillment of the respective terms of the agreement , the organizational unit responsible for the service compiles a detailed report and proposes to the mayor to take appropriate measures under the terms of the agreement, starting with the formal requirements for the fulfillment of obligations to the settlement agreement and the payment of damages caused

Article 101 Detailed rules for the funeral service

Technical details and other detailed rules for service provision are drawn up by the unit responsible for planning and monitoring service and are approved by the mayor or by the relevant authorizing officer.

Article 102 Territory planning

The municipality has a duty to plan, administer, control and promote sustainable territorial development through the rational use of land and natural resources.¹⁰⁰ In providing this service organizational units responsible municipality respect, all the provisions of the normative acts in force , including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in the area.

¹⁰⁰ Law no. 139/2015 "On local self-government", article 23, point 14

Article 103 Municipal responsibilities over territory planning

Municipal structures in charge of the exercise of this function are required to:

- a) prepare of the decision of the Mayor regarding applications for development permits and building permits in the administrative territory of the municipality ¹⁰¹
- b) undertake initiatives to design and review of local planning documents ¹⁰²
- c) draft or review documents of territorial planning in full compliance with the General Plan National and, where appropriate , in accordance with sectoral plans and detailed plans for areas of national importance , as well as adhering technical planning territory ¹⁰³
- d) coordinate between public institutions and the allocation of human resources necessary for the drafting of planning documents at the local level ; ¹⁰⁴
- e) coordinate the work of all state institutions and public service operators , covering the relevant activity in the territory where development is carried out to ensure that the project , which required permission device does not interfere or damages areas protected monuments of culture , cultural heritage or infrastructure networks . For this purpose , the service desk takes random acts of consent , whatever be renamed by the legislation , the authorities have a responsibility to protect the environment, cultural heritage , health and public safety ;
- f) submit and present local planning documents at AKPT , to verify compliance with the General Plan National planning and technical norms ¹⁰⁵
- g) conduct surveys on developments in the territory, with the purpose of studying and evaluating these developments , anticipating risks or trends , preventing the development of harmful or company policy , approval of documents or conducting appropriate action to ensure sustainable development of the territory ;
- h) coordinate works and prevent illegal construction with the local inspectorate Territorial Defence;
- i) assist the mayor in assessing compliance with the legal requirements for the work performed on the basis of the preliminary statement for performing work ¹⁰⁶
- j) monitor the implementation of the terms of the building permit and the work performed and verify that the construction is usable , the Mayor has provided the certificate of use according to the legislation in force for building permits. ¹⁰⁷
- k) implement, monitor and update the general plan of different and cross- sectoral national and sectoral plans;

¹⁰¹ Law 107/2014, “On territory planning and development” amended, article 29, letter a)

¹⁰² Law 107/2014, “On territory planning and development” amended, article 12, point 2, letter a)

¹⁰³ Law 107/2014, “On territory planning and development” amended, article 13, point 1, letter c)

¹⁰⁴ Law 107/2014, “On territory planning and development” amended, article 13, point 1, letter c)

¹⁰⁵ Law 107/2014, “On territory planning and development” amended, article 13, point 1, letter d)

¹⁰⁶ Law 107/2014, “On territory planning and development” amended, article 29, letter b)

¹⁰⁷ Law 107/2014, “On territory planning and development” amended, article 29, letter c)

- l) draft terms of reference for planning instruments and determine guide lines for further breakdown of instruments ;
- m) assure quality in designing local detailed plans through the implementation of a discussion and coordination with the planning authority and any interested party, before the start and during the drafting of the Local Detailed Plan ;
- n) continuously develop and improve procedures to provide high quality and quick response to requests for services and information within or outside the municipality ;
- o) ensure the quality of designs performed for roads , green spaces , sports areas and social facilities in accordance with European standards ;
- p) coordinate activities , supervise and control operation of the National Register of Territorial Planning for the Municipality , electronic or paper inventory which is stored , maintained , managed and updated independently by the planning authorities ;
- q) update of the situation on the ground and the development of different genplaneve development permit ;
- r) review rating requirements for permitting the execution of works for development of land or structure in until a decision is reached in accordance with the mandatory provisions of the policies, approved plans, regulations and legislation ;
- s) review and evaluation requests to allow the execution of works for development of land or structure in , perform control of all technical and legal documentation and project implementation in the file in accordance with the provisions of mandatory drafted policies, approved plans, regulations and legislation ;
- t) perform physical examination of complete technical and legal documentation contained in the file and fill in permit proceedings.
- u) construct tax calculation for all approved work permits , and project implementation by the relevant decision .

Article 104 Updated placement plan

1. The request to obtain the updated placement plan for the land that will be developed / constructed office is delivered to one-stop shop offices. The request is submitted in writing and in electronic format and must be accompanied by a photocopy of the ownership certificate or proof of ownership of the property with an indicative map of the land where the building shall be placed. This request must be accompanied by the relief of the land designed by a licensed entity and filed by the applicant in electronic and paper format ;
2. The office of one-stop shop service forwards the application and accompanying documents to the Cadastral GIS unit responsible for planning at the organizational unit of the development of the territory. This unit performs

measurements on the ground updating factual maps confirmed by ZVRPP and owned by the Municipality as well as stores the relief documents submitted by the applicant ;

3. The data measurements are updated in the placement plan. The placement plan includes the property boundary where it is required to build according to the document submitted by the applicant. The unit responsible for urban planning also expresses the general provisions of the Local Plan and / or the Local Detailed Plan, the road network and other studies in force for the area required for building.
4. The placement plan is signed by specialists, the sector and the head of the unit responsible for planning. The placement plan is realized in 1 copy on tracing paper and 3 copies with original signature. The applicant is provided with 3 copies with original signatures.

Article 105 Development permit

1. Request to obtain a permit development are delivered to the one-stop shop offices. The request is submitted in writing and in electronic format and must be accompanied by all documents required under the relevant regulations for development in the territory.¹⁰⁸
2. Authorization for the application fee is given to the applicant within 5 days according to the amount determined by the City Council.
3. The application and accompanying documents are sent within the day organizational unit responsible for the planning and development of the territory.
4. Upon receipt of the application file, the unit responsible for planning and development of the territory set up a working group consisting of specialists' architects and lawyers, to review the file.
5. Within 5 days from the date of application, the Working Group considers whether the submission of mandatory accompanying documentation is complete. The working group prepares a draft decision accompanied by a technical report in connection with the application for development permission and approves a draft report by the head of the unit responsible for planning and development of the territory and forwards it to the Mayor.
6. Within 10 days of receiving the request, the Mayor decides to allow the development by associating it with the deployment plan of development area and, where applicable, with the development rights. The decision may also set applicable architectural rules and develop management tools. The decision is delivered to the applicant and published in the Integrated Territorial Registry, together with the establishment plan of the development zone.

¹⁰⁸ CMD no. 408, date 13.5.2015 "On approval of the regulation of territorial development", article 9 and 10

Article 106 Building permit

1. An application for a construction permit is submitted to the one-stop shop office. The request is submitted in writing and in electronic format and must be accompanied by all documents required under the relevant regulation in territory development ¹⁰⁹
2. Authorization for the application fee is given to the applicant within 5 days according to the amount determined by the City Council ;
3. The application and accompanying documents are sent within the day organizational unit responsible for the planning and development of the territory ;
4. Upon receipt of the application file , the unit responsible for planning and development of the territory set up a working group consisting of experts architects, lawyers and technical secretariat to review the file;
5. Within 5 days from the date of application, the Working Group considers whether the submission of mandatory accompanying documentation, prepares confirmation of acceptance or approval of the application and publishes and publishes the relevant decision of the Integrated Territorial Registry. The decision of acceptance for review of the application published / displayed also in office settings with one-stop service in a place visible to the public ¹¹⁰
6. Upon acceptance for review of the application for a building permit, requested the opinion of the National Territorial Council on its compliance with the instruments of national or local planning process. Over 10 days without objection or response , compliance control and positively considered complete permit application is processed by the unit responsible ;
7. Within 30 days of receiving the request, the working group conducts a technical review of the project on compliance with the legislation in force. In the event that there must be changes in the original project or to make additions to the documentation, the unit responsible shall notify the applicant to carry out such changes or additions giving reasons considered necessary. The applicant should complete the documentation within 15 days from receipt of notice. The 30 -day is suspended in these cases ¹¹¹
8. Within 30 days (excluding days of the suspension of the review) , the working group , after full review of technical documentation law, satisfies the relevant forms regarding the examination of the application and decision drafts and Technical Assessment Report (RVT) which must be expressed for compliance with the instruments of planning and development control , the regulations accompanying the studies in force , fulfillment of obligations technical and legal documentation submitted , as well as the proposal for approval or rejection of the application for a building permit , report Technical evaluation is forwarded to the Mayor by the head of the unit responsible for the development and planning.

¹⁰⁹ CMD no. 408, date 13.5.2015 “On approval of the regulation of territorial development”, article 15

¹¹⁰ CMD no. 408, date 13.5.2015 “On approval of the regulation of territorial development”, article 20, point 3

¹¹¹ CMD no. 408, date 13.5.2015 “On approval of the regulation of territorial development”, article 21

Technical Assessment Report (RVT) is published in the Register and published by traditional means of information.

9. Within 20 days of the Technical Assessment Report , and in any case not later than 60 days from the date of receipt of the request for a building permit , the Mayor takes the final decision on approval of the construction permit , refusal of license construction or condition of its approval ¹¹²
10. The decision of the Mayor supported the opinion received from the Technical Council (TC) established under the law on local self-government. The technical committee reviews the materials submitted , no later than 10 days from the publication of the Technical Evaluation Report , to give opinion on the issues considered and makes proposals , which are submitted to the Mayor ;
11. Within 5 days of receipt, the decision is published in the register together with the establishment of the construction plan.
12. Within 15 days from the date of the decision to approve the construction permit, the applicant submitted the building permit and construction plan after the establishment of the entity have completed payment of the impact on infrastructure, payment is confirmed by the organizational unit for taxes and fees.

Article 107 Preliminary statement of works

1. Preliminary Statement of execution of works is submitted to the one-stop shop office. The request is submitted in writing and in electronic format and must be accompanied by all documents required under the relevant regulations for development in the territory. ¹¹³
2. The application and accompanying documents are sent within one day in organizational unit responsible for the planning and development of the territory.
3. Upon receipt of the application file, the unit responsible for planning and development of the territory sets up a working group consisting of specialist's architects and lawyers, to review the file.
4. In the event that the required work classifies as works carried out by the previous statement, the working group drafts a report addressed to the heads of the organizational unit responsible for the planning and development of the territory suggesting certificate issuance or not prior to receipt of the statement. The certificate is signed by the Mayor or his authorizing officer.
5. Confirmation of receipt of the preliminary statement of the works is published in the Register of Integrated Territory.

¹¹² CMD no. 408, date 13.5.2015 "On approval of the regulation of territorial development", article 22

¹¹³ CMD no. 408, date 13.5.2015 "On approval of the regulation of territorial development", article 8

Article 108 Certificate of use

1. The application for a certificate is submitted to the one-stop shop office. The request is submitted in writing and in electronic format and must be accompanied by all documents required under the relevant regulation in territory development¹¹⁴;
2. The application and accompanying documents are sent within one day to the organizational unit responsible for the planning and development of the territory ;
3. Upon receipt of the application file , the unit responsible for planning and development of the territory establishes a working group consisting of experts architects, lawyers and technical secretariat to review the file;
4. Within 10 days from the date of application, the Working Group considers whether the submission of mandatory accompanying documentation is complete, examines full documentation technically and legally, does confirmations in Technical Archives and meets the relevant forms in connection with the examination of the application. If differences arise between the value of technical acceptance and estimation value on the basis of which the payment of the tax impact on infrastructure , announces the organizational unit responsible for carrying out the procedure of calculating the difference between the fee and inform the subject and the unit responsible for taxes and fees for the debt. The unit responsible for taxes and fees announces when the subject performs payment of tax difference impact on infrastructure ;
5. If there are deficiencies in the documentation required to be filed for each application, the unit responsible for planning and development of the territory sends the applicant a certificate of rejection where it notifies the observed deficiencies. Confirmation of rejection of the request is published in the Register of Integrated Territorial and by traditional means of information ;
6. Within 15 days of completing the documentation the working group drafts the evaluation report Technician (TAR) , which should be expressed in compliance with the control instruments of development, meeting the technical and legal obligations of the documentation submitted , and the proposal for approval or rejection for use certificate ;
7. Technical Assessment Report (TAR) is forwarded to the Mayor, through the head of the organizational unit responsible for the planning and development of the territory. Technical Assessment Report (TAR) is published in the Register and traditional means of information by organizational unit responsible for the planning and development of the territory ;
8. Within 5 days of the Technical Assessment Report , and in any case not later than 30 days from date of receipt for use certificate , the Mayor takes the final decision to approve or reject the use of the certificate ;

¹¹⁴ CMD no. 408, date 13.5.2015 “On approval of the regulation of territorial development”, article 27

9. The decision is published in the Register of Integrated Territorial within 5 days of receipt and a copy of it is delivered to the applicant within 10 days of receiving it. If within 10 days of receiving the decision, a copy of the original certificate of use and the relevant documentation is submitted by the Municipality in ZVRPP.

Article 109 Temporary occupancy superstructure certificate

1. The application for a certificate of temporary use of the superstructure of the office is delivered to one-stop shop offices. The request is submitted in writing and in electronic format and must be accompanied by all documents required under the relevant regulations for development in the territory.
2. The application and accompanying documents are sent within the day organizational unit responsible for the planning and development of the territory.
3. Upon receipt of the application file , the unit responsible for planning and development of the territory establishing a working group consisting of experts architects, lawyers and technical secretariat to review the file;
4. Within 15 days of the request, the working group drafts the minutes of the completion of the superstructure in accordance with the design and planning conditions approved in the building permit. Minutes of the Mayor accompanied by the director of the organizational unit responsible for the planning and development of the territory ;
5. Within 10 days of receipt of the decision to adopt the use of temporary certificate of the superstructure, the applicant submitted a copy of her as an original copy of the certificate and the relevant accompanying documentation submitted for registration in the temporary ZVRPP superstructure.

Article 110 Controls

1. Request for conducting audits of services is delivered to the one-stop shop offices.
2. Checks are carried out by the Territorial Inspection Agency (TIA) under conditions laid down in the decision approving construction permits in cases where the subject does not apply to conduct these checks.
3. During the construction phase of the site in which the building is situated, including the siege of the temporary demarcation of the structure , the completion of the foundations , the completion of the superstructure for the entire object , the completion of the facades and refinishes the new structure , including heating systems , cooling , hydraulic , electronic communications and external completion of resettlement plan of establishing the new structure , including establishing links with mailbox and existing public infrastructures .¹¹⁵

Article 111 Forests and pastures

The municipality is responsible for the management , maintenance and development of public forest and pasture fund in accordance with the adopted policies and strategies , legislation and obligations arising from treaties , conventions , protocols and international treaties to which the Republic of Albania is part of ¹¹⁶. In providing this service organizational units responsible municipality respect all the provisions of the normative

¹¹⁵ CMD no. 408, date 13.5.2015 "On approval of the regulation of territorial development", article 27

¹¹⁶ Law no. 139/2015 "On local self-government", article 27, point 5

acts in force, including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in this area .

Article 112 Municipal responsibilities for forestry and pasture funds

Municipal structures in charge of the exercise of this function are required to:

- a) protect the public forests and pastures on various factors biotic and abiotic and take measures to improve the situation ¹¹⁷
- b) prepare the annual budget draft plan to meet the financial needs of operations and technical measures , it proposes to carry on surfaces and forest fund / pasture owned , for the next year budget¹¹⁸
- c) notify the police inspectorate forest violations and ascertained damages in forests and pastures owned by it ¹¹⁹
- d) inform the public , interest groups and associations various environmental problems related to the management, development and protection of the national forestry and pastures ¹²⁰
- e) provide advisory service , treatment , development and protection of forests and pastures in ownership / use them as an integral part of national forestry and pastures fund ¹²¹
- f) maintain a register of cadastral data for forest fund and public and private pasture within their administrative territory , and update them periodically¹²²
- g) breed forest and pasture fund in their territory ;
- h) develop operational plans for the annual activities in forests and pastures , based on data compiled plan for forest and pasture .

Article 113 Information on forest and pastures protection service

1. Complete information on policies, strategies, programs and municipal projects in the field of management, maintenance and development of public forest and pasture fund prepared by the organizational unit responsible, in writing, through brochures or leaflets, and in electronic form.
2. Information is made available to all interested parties through publication in official municipal website and through access to copies of brochures, leaflets or other printed materials available to the public at the premises of a service office stop.

¹¹⁷ Law “For the administration of the national forest and pasture fund in Albania” article 53, point 3, letter b)

¹¹⁸ Law “For the administration of the national forest and pasture fund in Albania”, article 53, point 3, letter c)

¹¹⁹ Law “For the administration of the national forest and pasture fund in Albania”, article 53, point 3, letter c)

¹²⁰ Law “For the administration of the national forest and pasture fund in Albania”, article 53, point 3, letter d)

¹²¹ Law “For the administration of the national forest and pasture fund in Albania”, article 53, point 3, letter dh)

¹²² Law “For the administration of the national forest and pasture fund in Albania”, article 20, point 7

Article 114 Service monitoring

1. In order to fulfill the function , the Agency of Agricultural Services , Veterinary and Environmental conducts scheduled and non - scheduled on-site inspections to verify the fulfillment of conditions and criteria set by legislation or licenses , permits or authorizations .¹²³
2. Annual inspection plan drawn up by the organizational unit responsible for and approved by the head of the organizational unit.
3. Unprogrammed or ad hoc inspections, carried out by the Agency's own initiative or as a result of a request or complaint from individuals or organizations that operate in the community.
4. In the case of infringements or irregularities in fulfilling the conditions and criteria , the Agency shall prepare a detailed report on the findings and proposes appropriate measures.

Article 115 Detailed rules

Technical details and other detailed rules for service provision are drawn up by the unit responsible for planning and monitoring service and are approved by the mayor or by the relevant authorizing officer.

Article 116 Land Management

The municipality is responsible for the management and protection measures for the land in its territory. These powers are exercised against the state agricultural land, which legally granted in municipal administration, private agricultural lands, municipal and private forests, pastures and private, river banks, which by law are made in municipal administration and unproductive lands¹²⁴ . In providing this service organizational units responsible municipality respect , all the provisions of the normative acts in force , including but not limited to laws and regulations , technical standards imposed on them or by other regulatory municipality and all practices the best that exist in this area .

Article 117 Municipal responsibilities for land management

Municipal structures in charge of the exercise of this function are required to:

- a) cooperate and exchange data with the section of the Land Administration and Protection in the region¹²⁵
- b) prepare and submit for approval by the responsible structures of the municipality of requirements and documentation of natural persons or legal entities to lease, for the granting of exploitation or other forms of transfer of rights provided by legal acts and regulations , land free rural and riverbanks¹²⁶

¹²³ Law "For the administration of the national forest and pasture fund in Albania", article 54, point 1, letter b)

¹²⁴ CMD no. 408, date 13.5.2015 "On approval of the regulation of territorial development", article 27, point 2

¹²⁵ Law no. 8752, date 26.3.2001, "On the establishment and operation of structures for Management and Land Protection", amended, article 8

¹²⁶ Law no. 8312, date 26.3.1998, "On inherent agricultural lands", article 2

- c) manage and protect agricultural land in state ownership and private ownership, as well as other categories of resources for the whole territory under the jurisdiction of the municipality ¹²⁷
- d) maintain and store inventory , existing cadastral documentation , the scope of which categories of resources in its jurisdiction ¹²⁸
- e) collect and dispose of cadastral documentation for new agricultural land and other categories of resources that are legally transferred ownership / use of the municipality ¹²⁹
- f) identify cultivated non- agricultural land in the jurisdiction of the municipality ¹³⁰
- g) implement procedures for renting farmland inherent (originating from the former agricultural cooperatives), owned by the state or who have moved to use / owned by the municipality ¹³¹
- h) identify areas leased and send information DAMS 's periodic circuit ¹³²
- i) prepare data for the use of land resources , according to the requests made by the city , county DATS Union and other structures of the central government ¹³³
- j) review the requests of interested parties for a change of categories of land resources and the preparation of technical reports on these requirements by submitting for consideration , as appropriate , mayor or municipal council ¹³⁴
- k) collect and store geographic information mapping and documentation;
- l) municipal council helping to manage agricultural surfaces inseparable ¹³⁵
- m) issue binding decisions on implementation , for the protection of agricultural land from the rightful owners and holders of agricultural land , as well as physical and legal persons , whose activity is in any way affect the functionality that meets the agricultural land ¹³⁶

¹²⁷ Law no. 9244, date 17.6.2004, "On protection of agricultural land" amended, article 12

¹²⁸ CMD no. 121, date 17.2.2011, "On ways of exercising the functions of land management and protection in counties and offices of land management and protection in the municipality or municipalities", point IV/2/a

¹²⁹ CMD no. 121, date 17.2.2011, "On ways of exercising the functions of land management and protection in counties and offices of land management and protection in the municipality or municipalities", point IV/2/b

¹³⁰ CMD no. 121, date 17.2.2011, "On ways of exercising the functions of land management and protection in counties and offices of land management and protection in the municipality or municipalities", point IV/2/dh

¹³¹ CMD no. 121, date 17.2.2011, "On ways of exercising the functions of land management and protection in counties and offices of land management and protection in the municipality or municipalities", point IV/2/e

¹³² CMD no. 121, date 17.2.2011, "On ways of exercising the functions of land management and protection in counties and offices of land management and protection in the municipality or municipalities", point IV/2/ë

¹³³ CMD no. 121, date 17.2.2011, "On ways of exercising the functions of land management and protection in counties and offices of land management and protection in the municipality or municipalities", point IV/2/g

¹³⁴ CMD no. 121, date 17.2.2011, "On ways of exercising the functions of land management and protection in counties and offices of land management and protection in the municipality or municipalities", point IV/2/h

¹³⁵ Law no. 8312, date 26.3.1998, "On inherent agricultural lands", article 5

¹³⁶ Law no. 9244, date 17.6.2004, "On protection of agricultural land" amended, article 19, point 2

- n) review inspection reports of damage to agricultural land and to issue the relevant decisions ¹³⁷
- o) co-ordinate activities for the protection of agricultural land within villages , between villages within the jurisdiction of the municipality , as well as between different associations when their activities Targets agricultural land in that territory ¹³⁸
- p) coordinate with other municipalities , activity for the protection of agricultural land when the land territories bordering each other ¹³⁹
- q) review complaints , which are submitted by physical and legal persons , which have as their object protective measures for agricultural land , as well as avoiding the risks of damage to agricultural land by natural and artificial factors ¹⁴⁰
- r) establish functioning of the commission of recording non- cultivated land ¹⁴¹
- s) publish in October 15 of each year , the list of names of owners or legitimate holders of the relevant land surfaces , identified as non - cultivated in the municipality ¹⁴²
- t) conduct legal proceedings crossing owned farmland without compensation to the former agricultural enterprises , beneficiaries under Law no . 8053 , dated 21.12.1995 " owned agricultural land without compensation " , as amended , who have not made the transition in ownership.

¹³⁷ Law no. 9244, date 17.6.2004, "On protection of agricultural land" amended, article 10, point 1, letter b)

¹³⁸ Law no. 9244, date 17.6.2004, "On protection of agricultural land" amended, article 10, point 1, letter c)

¹³⁹ Law no. 9244, date 17.6.2004, "On protection of agricultural land" amended, article 10, point 1, letter ç)

¹⁴⁰ Law no. 9244, date 17.6.2004, "On protection of agricultural land" amended, article 10, point 1, letter ë)

¹⁴¹ Law no. 10263, date 8.4.2010, "On the use and exploitation of uncultivated agricultural land", article 4

¹⁴² Law no. 10263, date 8.4.2010, "On the use and exploitation of uncultivated agricultural land", article 6

Article 118 Information on land management service

1. Land management service is provided by Agricultural Services Agency, Veterinary and Environmental.
2. Full information regarding the policies, strategies, programs and municipal projects in the field of land management is prepared in writing, through leaflets and brochures or in electronic form.
3. Information made available to all interested parties through publication in official municipal website and through access to copies of brochures, leaflets or other printed materials on the premises of the office of one-stop service.

Article 119 Certification

1. Requirement for certification by the municipality under the sectoral laws in force appear in writing or electronically to the office of one-stop service.
2. Request converted into electronic format if submitted in paper format and forwarded to the unit responsible for planning and monitoring of land management and to the Agency of Agriculture Veterinary and Environmental Services in cases where checks are needed on the ground.
3. The unit responsible for planning and monitoring of land management considers appropriate the request and issue a certificate if the conditions and criteria prescribed by the laws in force.
4. In cases where verification is required in the field, only after confirmation certificate issued by the Agency of Agricultural Services, Veterinary and Environmental.

Article 120 Renting of agricultural land¹⁴³

1. Request for renting agricultural land is submitted to one-stop shop offices. The request must be detailed and contain at least: ¹⁴⁴
 - a. data of the applicant ,
 - b. surface and the location of agricultural land , which are required to be rented ;
 - c. the proposed lease term ;
 - d. description of the agricultural activity that will take place on land leased ;
 - e. The main aspects of the technology to be applied in plant cultivation and processing of products;

¹⁴³ Directive no. 1, date 18.7.2012, "On procedures for the lease of inherent agricultural land", point II/1

¹⁴⁴ Directive no. 1, date 18.7.2012, "On procedures for the lease of inherent agricultural land", point II/1

- f. The main investments on infrastructure (drainage, irrigation, regulation, etc.).
 - g. investments related to plant cultivation and processing of plant products ;
 - h. sources of financing that investment guarantee , expressed in monetary value ;
 - i. the impact of investment in increasing the number of employees in the municipality concerned and;
 - j. The offered price of agricultural land receiving rent.
2. The request is forwarded to the Mayor who makes a public announcement of the procedure by inviting all interested parties to submit bids are within a 10-day. The announcement published in the official website of the municipality and displayed in a conspicuous place in the office premises of one-stop service ¹⁴⁵
 3. On expiry of 10 days, the mayor calls a meeting of the Committee of Inherent Agricultural Land Lease Undivided (CIALLU). The Committee evaluates bids and take a decision within 30 days from the end of the deadline for submission thereof¹⁴⁶
 4. The decision of CIALLU can be appealed ;
 5. An appeal is submitted within 10 days of receiving notice of the decision , to the Minister responsible for agriculture to agricultural lands , which to date 1.8.1991 registered as such in the cadastral records , and were composed of former agricultural cooperatives and they have not been allocated under the provisions of law no . 7501, dated 07.19.1991 "On the ground", as amended, and Law no. 8312 , dated 03.26.1998 "On rural land " , because of their refusal owned by farming families ¹⁴⁷
 6. An appeal is submitted within 30 days before the administrative court of first instance competent for the territory of the municipality for data surfaces owned by municipalities or municipalities, registered in the cadastral records in the category of forest resources, land with forest vegetation, pasture and meadow and fruitless surfaces, which have moved into the category of agricultural land resource, according to the criteria and procedures set out in Article 11/1 of law no. 8752 , dated 26.3.2001 " On the establishment and functioning of the structures for the management and protection of land " , as amended ¹⁴⁸
 7. Over time limits for appeal , the mayor signs the contract of lease of agricultural land declared subject to KQTBP winning decision ¹⁴⁹

¹⁴⁵ Directive no. 1, date 18.7.2012, "On procedures for the lease of inherent agricultural land", point II/3

¹⁴⁶ Directive no. 1, date 18.7.2012, "On procedures for the lease of inherent agricultural land", point II/4

¹⁴⁷ Directive no. 1, date 18.7.2012, "On procedures for the lease of inherent agricultural land", point II/12

¹⁴⁸ Directive nr. 1, date 18.7.2012, "On procedures for the lease of inherent agricultural land", point II/12

¹⁴⁹ Directive nr. 1, date 18.7.2012, "On procedures for the lease of inherent agricultural land", point II/14

Article 121 Detailed rules

Technical details and other detailed rules for service provision drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 122 Veterinary service

This service collaborates with regional veterinary service structures for the implementation of prophylactic measures, in the case of registered farms, as well as to limit and eradicate infectious diseases in animals. In providing this service organizational units responsible municipality respect , all the provisions of the normative acts in force , including but not limited to laws and regulations , technical standards imposed on them or by other regulatory municipality and all practices the best that exist in this area .¹⁵⁰

Article 123 Municipal responsibilities for veterinary service

Municipal structures in charge of the exercise of this function:

- a) determine the location and manage livestock markets ¹⁵¹
- b) determine pastures and drinking water places , depending on the epidemiological situation and , if necessary , to prohibit their use¹⁵²
- c) maintain control and enforce legislation to eliminate street dogs and cats ¹⁵³
- d) control of the sale of animal units accompaniment and embellishment ¹⁵⁴
- e) organize the collection of dead animals and animal define landfills or waste collection¹⁵⁵
- f) take measures to maintain the siege and collection points of wastewater and prevent the entry of animals there ¹⁵⁶
- g) perform veterinary service at the premises of slaughterhouses and slaughter units for animal health control before and after slaughter and seal meat carcasses and

¹⁵⁰ Law nr. 10465, date 29.09.2011, "On veterinary service in the Republic of Albania", article 54

¹⁵¹ Council of Minister Decision no. 230, date 20.03.2013, "For defining the functions , tasks and standards specific to local government veterinary service", point III

¹⁵² Council of Minister Decision no. 230, date 20.03.2013, "For defining the functions , tasks and standards specific to local government veterinary service", point V

¹⁵³ Council of Minister Decision no. 230, date 20.03.2013, "For defining the functions , tasks and standards specific to local government veterinary service", point VI

¹⁵⁴ Council of Minister Decision no. 230, date 20.03.2013, "For defining the functions , tasks and standards specific to local government veterinary service", point VII

¹⁵⁵ Council of Minister Decision no. 230, date 20.03.2013, "For defining the functions , tasks and standards specific to local government veterinary service", point VIII

¹⁵⁶ Council of Minister Decision no. 230, date 20.03.2013, "For defining the functions , tasks and standards specific to local government veterinary service", point IX

issuance of veterinary certificate , which accompanies the meat and its derivatives
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- h) inform the competent authority for food safety in cases where the slaughterhouse is observed irregularities in respect of the provisions of the bylaws and the rules applicable¹⁵⁸

Article 124 Information on veterinary services

1. The veterinary service is provided by the organizational unit responsible for planning and monitoring service and the Agency of Agricultural Services , Veterinary and Environmental ;
2. Full information regarding the policies , strategies, programs and projects in the field of veterinary municipality prepared by the organizational unit responsible for planning and monitoring service , in writing , through leaflets and brochures or in electronic form ;
3. Information made available to all interested parties through publication in official municipal website and through access to copies of brochures, leaflets or other printed materials on the premises of the office of one-stop service.

Article 125 Veterinary certificates¹⁵⁹

1. Requests for equipment with veterinary certificate for cattle, sheep and goats as well as pigs and poultry for meat and meat by-products of poultry are submitted to one-stop shop offices.
2. The office of one-stop service forwards the request to the Agricultural, Veterinary and Environmental Agency, which, after on site verification, considers the fulfillment of the conditions and criteria set by the veterinary legislation.
3. The respective certificates are issued within 10 days from the date of application.

Article 126 Service Monitoring

1. In order to fulfill the function , the Agency of Agricultural Services , Veterinary and Environmental conducts inspections scheduled and non - scheduled on-site to verify the fulfillment of conditions and criteria prescribed by the legislation in force for veterinary or licenses , permits or authorizations ;
2. Annual inspection plan drawn up by the organizational unit responsible for and approved by the head of the organizational unit . Unscheduled inspections or ad hoc , carried out at the initiative of the Agency or as a result of a request or complaint from individuals or organizations operating in the community;

¹⁵⁷ Council of Minister Decision no.date 20.03.2013, “For defining the functions , tasks and standards specific to local government veterinary service”, point IV

¹⁵⁸ Council of Minister Decision no.230, date 20.03.2013, “For defining the functions , tasks and standards specific to local government veterinary service”, point II

¹⁵⁹ Law no. 10465, date 29.09.2011, “On veterinary service in the Republic of Albania”, from article 55 on

3. In case of infringements or irregularities in fulfilling the conditions and criteria , the Agency shall prepare a detailed report on the findings and proposes appropriate measures .

Article 127 Detailed rules

Technical details and other detailed rules for service provision drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 128 Environmental protection

The municipality, through the development, adoption and implementation of normative acts, strategies, plans, programs and projects within its competence, promotes sustainable economic and social development, using natural resources in a way to meet current needs and preserve the environment without prejudice the ability of future generations to meet their own needs.¹⁶⁰ In providing this service organizational units responsible municipality respect , all the provisions of the normative acts in force , including but not limited to laws and regulations , technical standards imposed on them or by other regulatory municipality and all practices the best that exist in this area .

Article 129 Municipality's responsibilities

Municipal structures in charge of the exercise of this function are required to:

- a) promote environmental protection activities that prevent or reduce pollution , as well as projects that reduce the use of certain substances , raw materials and energy , or pollute the environment less ¹⁶¹
- b) inform, aware and educate the public about environmental protection and sustainable development ;
- c) prepare national action plans for the environment , in accordance with national strategies and plans adopted and review and update them on a regular basis , as needed ¹⁶²
- d) report to the regional council at the beginning of each year for the implementation of relevant local environmental plans for the preceding year ¹⁶³
- e) prepare quality plans in cooperation with ministries , AKM , ARM and ISHMPU-in ¹⁶⁴
- f) implement national action plan on air quality ¹⁶⁵
- g) issue normative acts , by which we can review the requirements of air emissions ¹⁶⁶

¹⁶⁰ Law no. 139/2015 "On local self-governance", article 26

¹⁶¹ Law no. 10 431, date 9.6.2011 "On environmental protection", amended, article 14

¹⁶² Law no. 10 431, date 9.6.2011 "On environmental protection", amended, article 22, point 1

¹⁶³ Law no. 10 431, date 9.6.2011 "On environmental protection", amended, article 22, point 4

¹⁶⁴ Law no. 8897 date 16.05.2002 "On air protection from pollution", amended

¹⁶⁵ Law no. 162/2014 "On the protection of air quality", article 8

- h) suspend or limit emissions from any other source ¹⁶⁷
- i) close temporarily or permanently vehicle traffic routes included in the action on air quality ¹⁶⁸
- j) impose restrictions on the use of roads by motor vehicles , not including restricting the use of these roads to public transport and residents ¹⁶⁹
- k) provide for the limitation of parking and / or loading ¹⁷⁰
- l) prescribe , for motor vehicles , emission places the attitudes , the use of roads , in construction areas ; ¹⁷¹
- m) better regulate traffic , to reduce or prevent blockage¹⁷²
- n) prohibit the use of vehicles with internal combustion engine in the construction areas ¹⁷³
- o) define specific requirements , mandatory to be observed during construction activities and construction sites
- p) develop of management plans of protected areas at the local level ; ¹⁷⁴
- q) inform and involve the public in environmental decision-making , encouraging community involvement in participation in public hearings¹⁷⁵
- r) collect and organize environmental information , for distribution to the public systematically through all the available forms , including written , visual , oral and electronic communication means ; ¹⁷⁶
- s) inform the public about the rights he enjoys under the applicable environmental legislation and providing information, guidance and advice to this end .

Article 130 Environmental protection service provider

Environmental protection service is provided by the Agency of Agricultural Services, Veterinary and Environmental. The municipality can not enter into contracts / agreements with commercial or non-profit organizations for the exclusivity of this service.

¹⁶⁶ Law no. 8897 date 16.05.2002 "On air protection from pollution", amended, article 5/7, point 1, letter a)

¹⁶⁷ Law no. 8897 date 16.05.2002 "On air protection from pollution", amended, article 5/7, point 1, letter b)

¹⁶⁸ Law no. 8897 date 16.05.2002 "On air protection from pollution", amended, article 5/7, point 1, letter c)

¹⁶⁹ Law no. 8897 date 16.05.2002 "On air protection from pollution", amended, article 5/7, point 1, letter d)

¹⁷⁰ Law no. 8897 date 16.05.2002 "On air protection from pollution", amended, article 5/7, point 1, letter e)

¹⁷¹ Law no. 8897 date 16.05.2002 "On air protection from pollution", amended, article 5/7, point 1, letter f)

¹⁷² Law no. 8897 date 16.05.2002 "On air protection from pollution", amended, article 5/7, point 1, letter g)

¹⁷³ Law no. 8897 date 16.05.2002 "On air protection from pollution", amended, article 5/7, point 1, letter h)

¹⁷⁴ Law no. 8906, date 6.6.2002 "On protected areas", amended,

¹⁷⁵ CMD no. 247, date 30.4.2014 "For defining the rules , requirements and procedures for informing and involving the public in environmental decision";

¹⁷⁶ CMD no. 247, date 30.4.2014 "For defining the rules , requirements and procedures for informing and involving the public in environmental decision";

Article 131 Information on environmental protection

1. Complete information on policies , strategies, programs and municipal projects in the environmental field are prepared in writing , through leaflets and brochures or in electronic form
2. Information made available to all interested parties through publication in official municipal website and through access to copies of brochures, leaflets or other printed materials on the premises of the office of one-stop service.¹⁷⁷
3. Requests for information in relation to environmental problems as well as potential claims for environmental pollution submitted to the office of one-stop service.

Article 132 Detailed information and complaints

1. Requests for additional information or complaints are converted into electronic format and forwarded to the unit responsible for education, culture and sport and to the Agency of Agricultural Services , Veterinary and Environmental and Territorial Inspection
2. The unit responsible for planning and monitoring the environment makes available to researchers all the information requested within 10 days from the date of filing ;
3. Agricultural Services Agency , Veterinary and Environmental and Territorial Inspection Agency proceed with the verification of the complaint on the ground of environmental pollution and take immediate action to ban further pollution ;
4. Results of verification on the ground, drafted a detailed report explaining the results of the verification undertaken immediate measures and other measures to be adopted by the municipal decision-making bodies in order to prevent environmental pollution in the future.

Article 133 Detailed Rules

Technical details and other detailed rules for service provision drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

CHAPTER IV WELFARE,SOCIAL CARE AND CIVIL PROTECTION

Article 134 Organizational units responsible for policy making and monitoring of welfare , social care and civil defense

Organizational units responsible for exercising the functions of the head of the unit are responsible for education, culture and sport, civil protection unit responsible for it responsible for social care, Territorial Inspection Agency and the Agency for Welfare and Social Care.

¹⁷⁷ CMD no. 247, date 30.4.2014 “For defining the rules , requirements and procedures for informing and involving the public in environmental decision”;

Article 135 The unit responsible for education, culture and sport

The unit responsible for education, culture and sport is responsible for:

1. Development of policies and strategies for pre-university education in order to provide standard services for the younger generation ;
2. Intensification of cultural and artistic life in order to improve the quality of life for all citizens. Policies developed by this Department are intended to create opportunities for every young artist and assess the contribution of renowned artists ;
3. The design and planning of the cultural calendar in the tradition of the municipality ;
4. The formulation of policies and strategies in order to intensify and increase the quality of sports activities as well as the continuous improvement of sports infrastructure in the municipality.

Article 136 The unit responsible for social care and shelter

The unit responsible for the administration of this service

1. Develops policies and strategies of social care and monitoring of their implementation , in order to increase the quality in the provision of this service ;
2. Develops and monitors strategies and social programs to help different categories in order to overcome social and economic barriers
3. Develops policies and strategies and monitor their implementation in order to provide a quality service for housing as the most vulnerable strata of the community ;
4. Develop policies and strategies for promoting employment in the community.

Article 137 Unit responsible for civil protection

Responsible for civil protection unit designs policies and strategies for providing civil protection, fire protection and ensuring the welfare of community relations.

Article 138 Territorial inspection agency

The agency has a duty to perform functions in the service of order, peace and progress of public works within the territory of the municipality or commune , in accordance with the provisions of this law and are not under the jurisdiction of other state authorities as well as perform all inspections and findings in the field, according to the laws in force in the field of inspection and control and on the basis of annual inspection plans approved by the municipality in order verification of the fulfillment of standards in providing services

to the public either by the municipal structures if by contracted entities , permitted or licensed by the municipality itself .

Article 139 Welfare and social care agency

1. Care Agency and Social Welfare is responsible for the administration in the field of all services related to pre-school, pre- university education, services and artistic objects, cultural, sports and social care.
2. The Agency is obliged to carry out service management functions in accordance with the provisions of laws and regulations in force with a regulatory exception to the ordinary or extraordinary maintenance and conservation and cleaning work that are subject to the Public Service Agency.

Article 140 Social care

The municipality is responsible for the creation and administration of social services at the local level, groups or individuals designated by the legislation.¹⁷⁸ In providing this service organizational units responsible municipality respect , all the provisions of the normative acts in force , including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in the field.

Article 141 Municipal responsibilities for social care

Municipal structures in charge of the exercise of this function are required to:

- a) alleviate poverty and social exclusion for individuals and families ;
- b) create opportunities for their integration through the establishment of a system of interventions and services to improve their living conditions
- c) regulate the funding and provision of social assistance and services ;
- d) determine the beneficiaries of aid and social services ;
- e) determine the eligibility criteria and procedure of granting financial assistance and provision of social services¹⁷⁹
- f) determine the direction and administration of the aid scheme and social services ;
- g) provide financing assistance programs , payments for persons with disabilities and social services to the bearable for the budgets of local government ¹⁸⁰
- h) ensure that persons with disabilities are not treated differently , given the damage that ;¹⁸¹
- i) ensure that persons with disabilities have equal opportunities ;¹⁸²

¹⁷⁸ Law no. 139/2015 "On local self-governance", article 24

¹⁷⁹ Law no. 9355, date 10.3.2005 "On assistance and social services", article 21

¹⁸⁰ Law no. 9355, date 10.3.2005 "On assistance and social services", article 33

¹⁸¹ Law no. 93/2014 "On inclusion and accessibility for persons with disabilities" article 2

- j) determine the initiative for the admission of children in residential institutions , public and private , social care ;¹⁸³
- k) establish criteria for the placement of children in social care institutions;¹⁸⁴
- l) determine initiative for hiring people with disabilities in residential institutions , public and private , social care ;¹⁸⁵
- m) determine the organization , scope and audit report of economic assistance, persons with disabilities and social services ;¹⁸⁶
- n) the procedures of control of economic aid and disability payments ;¹⁸⁷
- o) the procedures of control of social care services ;¹⁸⁸
- p) define standards of social care services for older people in residential care ;¹⁸⁹
- q) identify and apply educational support programs for children with social problems
- r) collaborate institutionally with the central government , mass media , and various Albanian organizations or foreign companies operating in the field of social care .

Article 142 Provision of social care service

1. social care services are provided by the Agency for Welfare and Social Care and / or non-profit organizations licensed / contracted by the Municipality for this purpose . The municipality can not enter into contracts / agreements with commercial companies for the provision of social care services . Agreement / contract can be related to trading companies for the provision of goods or services required for providing a service of social care ;
2. social care services can be contracted or outsourced to private public partnership where the municipality , after a detailed analysis , concludes that there are insufficient funds , technical or financial , to offer all the services themselves and the entities meet demanding technical and legal conditions for providing these services .

¹⁸² Law no. 93/2014 “On inclusion and accessibility for persons with disabilities” article 2

¹⁸³ CMD no. 209, date 12.4.2006 “On the criteria and necessary documentation for admission of persons in residential institutions , public and private social care”

¹⁸⁴ CMD no. 209, date 12.4.2006 “On the criteria and necessary documentation for admission of persons in residential institutions , public and private social care”

¹⁸⁵ CMD no. 209, date 12.4.2006 “On the criteria and necessary documentation for admission of persons in residential institutions , public and private social care”

¹⁸⁶ CMD no. 617, date 7.9.2006 “To define indicators of the evaluation and monitoring of economic assistance , payment for persons with disabilities and social services”

¹⁸⁷ CMD no. 512, date 31.5.2006 “To control procedures of economic assistance, payment of disability and social services”

¹⁸⁸ CMD no. 512, date 31.5.2006 “To control procedures of economic assistance, payment of disability and social services”

¹⁸⁹ CMD no. 658, date 17.10.2005 “Standards of social services to decision no. 659 , dated 17.10.2005 by the standards of social care services for children in residential institutions”

Article 143 Information on social care services

1. The unit responsible for planning and monitoring of social care services prepares information materials to the types of social services provided to places where persons responsible for administering the service and giving them detailed information , addresses and telephone and electronic contacts , criteria recipients must meet , accompanying documents for each of the types of social care services and the maximum duration of the procedure for obtaining a decision for the benefit of social care services ;
2. Prepare information electronically and in paper format . Electronic information made available on the official website of the municipality and information , in the form of brochures , leaflets or similar , made available to the office of one-stop service .

Article 144 Entitlement to social care services

1. Demand for the benefit of social care services delivered to the one-stop shop offices. Generally, requests must be submitted in writing or in electronic form and be accompanied by supporting documentation for the specific type of service. In case of submission of documents in paper format , the office of one-stop service makes converting them into electronic format and transmit the request , overnight , to the organizational unit responsible for planning and monitoring of social care services .¹⁹⁰
2. The Organizational Unit responsible, after examining the application and accompanying documentation, prepared a draft decision on the appropriate decision. The draft decision is accompanied by a report analyzing in detail the merits of the application, compliance with legislation and the completion or not the conditions and criteria for obtaining this type of service.
3. The decision shall be notified by the office of one-stop service, by submitting a signed copy. Another copy of the file is signed and stored in the central archive of the municipality and the entire file, in electronic format, stored in the electronic archive of the municipality.

Article 145 Protection against domestic violence

The municipality has a duty to make its contribution in preventing and reducing domestic violence in all its forms.¹⁹¹ In providing this service organizational units responsible municipality respect , all the provisions of the normative acts in force , including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in the field.

Article 146 Municipal responsibilities for domestic violence

Municipal structures in charge of the exercise of this function are required to:

¹⁹⁰ Law no. 9355, date 10.3.2005 "On assistance and social services", article 20

¹⁹¹ Law no. 9669, date 18.12.2006 " On measures against domestic violence " , amended, article 5

- a) Create structures and designation of persons responsible for preventing and combating domestic violence ;¹⁹²
- b) respond to any report made by the victim or other persons , in cases of violence or threat of violence or in cases of violation of a protection order or emergency protection order ;¹⁹³
- c) use all reasonable means to protect the victim and prevent further violence ;¹⁹⁴
- d) inform the victim or the person accompanying measures to be taken according to the law and the institutions that must be addressed ;¹⁹⁵
- e) inform the victim or her entourage about existing social services and association centers and institutions ;¹⁹⁶
- f) provide transport for the victim and her companion in medical or social services center ;¹⁹⁷
- g) lead and participate in the steering committees for the coordination of activities of institutions responsible authorities who are responsible for referring cases of domestic violence , identify the problems of domestic violence , assessing the work of the interdisciplinary technical team , the approval the principle of cooperation agreements between state institutions , organization of joint interdisciplinary training of personnel;¹⁹⁸
- h) participate in interdisciplinary teams that are responsible for prosecuting cases , meeting the needs of victims , coordinating and supervising the delivery of services , case management, tracking data for specific cases , monitoring and reporting on the steering committee ;¹⁹⁹
- i) appoint a national coordinator responsible for directing the work of the interdisciplinary technical group .²⁰⁰

Article 147 Service protection against domestic violence

1. Service protection against domestic violence is provided by the Agency for Welfare and Social Care. The municipality may contract / agreement with nonprofit organizations to provide this service. Agreement / contract can be associated with organizations and companies for the provision of goods or services required for providing this service.

¹⁹² Law no. 9669, date 18.12.2006 " On measures against domestic violence ", amended, article 7, point 4

¹⁹³ Law no. 9669, date 18.12.2006 " On measures against domestic violence ", amended, article 8, point 2

¹⁹⁴ Law no. 9669, date 18.12.2006 " On measures against domestic violence ", amended, article 8, point 3

¹⁹⁵ Law no. 9669, date 18.12.2006 " On measures against domestic violence ", amended, article 8, point 3, letter a)

¹⁹⁶ Law no. 9669, date 18.12.2006 " On measures against domestic violence ", amended, article 8, point 3, letter b)

¹⁹⁷ Law no. 9669, date 18.12.2006 " On measures against domestic violence ", amended, article 8, point 3, letter c

¹⁹⁸ CMD no. 334, date 17.2.2011 " For work coordination mechanism for the referral of cases of domestic violence and the manner of proceeding ", point 6

¹⁹⁹ CMD no. 334, date 17.2.2011 " For work coordination mechanism for the referral of cases of domestic violence and the manner of proceeding ", point 10

²⁰⁰ CMD no. 334, date 17.2.2011 " For work coordination mechanism for the referral of cases of domestic violence and the manner of proceeding ", point 10

2. Mayor or the director of the agency, if authorized, determines employees or bodies responsible for dealing with cases of domestic violence.

Article 148 Information on protection against Domestic Violence

1. The unit responsible for planning and monitoring of public services and social welfare information materials prepared for the role and prerogatives of the municipality in response to domestic violence , persons responsible for the administration of the service and giving them detailed information , addresses and contacts telephone and electronic and the steps followed by taking cognizance of cases of domestic violence .
2. Prepare information electronically and in paper format. Electronic information made available on the official website of the municipality and information, in the form of brochures, leaflets or similar, is displayed in a conspicuous place near the office of one-stop service.

Article 149 Procedure in cases of domestic violence

1. The exception to the general rule , any municipal employee who becomes aware of cases of domestic violence is obliged to immediately notify the competent organizational unit of the municipality and appointed officials responsible for this purpose;
2. Employees responsible , take immediately contact with the victim and / or companion , associate in a suitable environment , inform about existing social services for this purpose and the legal tools to prevent and fight against domestic violence and , where appropriate , associate in public or private establishments that provide reception services or housing for victims of domestic violence ;
3. Employees shall immediately inform the responsible municipal police and state police structures. If the victim shows signs of physical violence, officer in charge of accompanying immediately structures granting aid.

Article 150 Detailed Rules

Technical details and other detailed rules for service provision drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 151 Primary health care

The municipality is responsible for creating and maintaining a healthy environment within the territory of their jurisdiction.²⁰¹ In providing this service organizational units responsible municipality respect , all the provisions of the normative acts in force , including but not limited to laws and regulations on technical standards, other municipality regulations and all best practices that exist in this area.

²⁰¹ Law nr. 139/2015 "On local self-governance", article 23, point 13

Article 152 Municipality responsibilities

Municipal structures in charge of the exercise of this function are required to:

- a) manage and maintain the facilities of health care services , which are owned by the Municipality ²⁰²
- b) include in policies and the management of health institutions within their jurisdiction ²⁰³
- c) provide financial contributions for health institutions within their jurisdiction ²⁰⁴
- d) exercise administrative controls for health activity in the territory they administer , in accordance with the legislation in force , in coordination with the Ministry of Health²⁰⁵
- e) take measures to ensure primary health care services to the population within the municipality ²⁰⁶
- f) ensure that every person living within the territory of the Republic of Albania , have the opportunity to use providers of primary health care , the right to elect a touch of primary health care and registered with the selected contact to the health care provider primary ²⁰⁷
- g) provide health services without limitations arising from disease , age, gender , economic status or categories of patients .

Article 153 Provision of primary health care

1. Primary health care is provided by health centers in the Republic of Albania ;
2. The management and maintenance of primary health care facilities , organizational unit responsible apply the rules in force for primary health care
3. The organizational unit responsible for providing service to adopt and submit for approval policies, strategies and programs for the development and improvement of the service taking into account the financial resources necessary for the modernization of facilities in view of the service and financial contributions for health care institutions territory of the municipality .

²⁰² Law No. 10107, date 30.03.2009 on “Health care in the Republic of Albania”, amended, article 5, point 1, letter b)

²⁰³ Law No. 10107, date 30.03.2009 on “Health care in the Republic of Albania” amended, article 5, point 1, letter c)

²⁰⁴ Law No. 10107, date 30.03.2009 për “Health care in the Republic of Albania, amended, article 5, point 1, letter d)

²⁰⁵ Law No. 10107, date 30.03.2009 për “Health care in the Republic of Albania, amended, article 5, point 2

²⁰⁶ Law No. 10107, date 30.03.2009 për “Health care in the Republic of Albania, amended, article 5, point 3

²⁰⁷ Law No. 10107, date 30.03.2009 për “Health care in the Republic of Albania, amended, article 5, point 3

Article 154 Service monitoring

1. Territorial Inspection Agency carries out inspections of programmed and unprogrammed on the ground to verify the fulfillment of conditions and criteria of primary health care as provided by the legislation.²⁰⁸
2. Annual inspection plan drawn up by the responsible unit and approved by the head of the organizational unit. Unscheduled inspections or ad hoc, carried out at the initiative of the organizational unit responsible for planning and monitoring and Territorial Inspection Agency, or as a result of a request or complaint from individuals or organizations that operate in the community.
3. In case of infringements or irregularities in fulfilling the conditions and legal requirements and regulations , organizational unit responsible compiles a detailed report and proposes mayor to take concrete measures related to infrastructure and signaling eventually , to the authorities responsible , the professional shortcomings in the management of these centers of primary health care .

Article 155 Detailed Rules

Technical details and other detailed rules for service provision are drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 156 Social shelter

The municipality is responsible for the creation and management of social housing service at local level, groups or individuals designated by the legislation. In providing this service organizational units responsible municipality respect , all the provisions of the normative acts in force , including but not limited to laws and regulations , technical standards imposed on them or by other regulatory municipality and all practices the best that exist in this area .

Article 157 Municipal responsibilities for social housing

Municipal structures in charge of the exercise of this function are required to:

- a) identify the needs for housing , according to the programs developed under the law in force for population under their territorial jurisdiction²⁰⁹
- b) draw up programs to accommodate the 10-year and three-year projects based on own financial resources ;²¹⁰

²⁰⁸ Law No. 10 138, date 11.05.2009 “ On public health”, article 26, point 3

²⁰⁹ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 35, letter a)

- c) provide construction sites and equipping land with infrastructure , the implementation of housing programs , developed under the law ;²¹¹
- d) submit requests for funding , investments and subsidies , the minister responsible for public housing ;²¹²
- e) create and manage a local level , data base for families receiving housing ;²¹³
- f) determine the maximum allowable costs within the limits set by the minister responsible for the housing , housing construction , according to this law ;²¹⁴
- g) ensure the construction , management and maintenance of social rented housing ;
215
- h) inform each year the Minister responsible for the housing sector , the performance of housing programs ;²¹⁶
- i) administer requests for the benefit of social housing programs and set priorities ; preparing the necessary documentation for their approval by the councils decision , unless otherwise specified ;²¹⁷
- j) assist in the adoption of the scoring system for the selection of beneficiary families ;²¹⁸
- k) provide complete, easy to find , clear and readable , even by people with lack of sight to the type of social housing program implemented at the local government units ; the conditions to be met by the interested parties to engage in specific housing program ; documentation required to verify the data subject concerned states ; and the procedure to be followed by the local government unit for the approval of the beneficiaries ;²¹⁹
- l) ensure transparency in the selection process of beneficiaries , through the publication of the scoring system and making available to interested parties who are not selected , the scoring summary table of all applicants ;²²⁰
- m) help completing the application forms for housing for people with lack of sight , for those who do not understand Albanian or those who are literate , and to ensure that the groups or individuals who have difficulty communicating, for because of their health status or social , to obtain the information needed for this purpose;²²¹

²¹⁰ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 35, letter b)

²¹¹ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 35, letter c)

²¹² Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 35, letter ç)

²¹³ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 35, letter d)

²¹⁴ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 35, letter dh)

²¹⁵ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 35, letter e)

²¹⁶ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 35, letter ë)

²¹⁷ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 4, point 2 and 3

²¹⁸ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 5, point 2

²¹⁹ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 5/1, point 1

²²⁰ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 5/1, point 2

²²¹ Law no. 9232, date 13.5.2004 “On social programs to accommodate urban residents” amended, article 5/1, point 3

Article 158 Provision of social housing service

1. Service of social housing provided by the entity responsible for the planning and monitoring of welfare services and social care. The municipality can not enter into contracts / agreements with commercial or nonprofit organizations to provide this service ;
2. Inspection and spot checks to verify the fulfillment of conditions of service benefit
Inspection conducted by the Territorial Agency.

Article 159 Requests for shelter

1. Requirements to be treated with housing appear at any time , according to the template made available at the offices of one-stop service ;²²²
2. Completed forms are forwarded to the unit responsible for planning and monitoring service which proceeds with their electronic registration , which allows filtering key data such as name, patronymic , surname , date of application, when the family composition application , employment status , social status , housing status and economic status ;²²³
3. Distribution of requests made by the housing commission established under the relevant decision of the municipal council²²⁴
4. Distribution of requests for housing made through the scoring system , which is approved by the municipal council for each project separately ;²²⁵
5. Housing Commission , whenever a local unit applies a housing project , examines applications and documentation within 10 (ten) days from the date of its receipt by the organizational unit responsible for planning and monitoring the service and set points for each applicants;²²⁶
6. housing committee compiles the list of beneficiary households based on the classification of claims;²²⁷
7. The organizational unit responsible for planning and monitoring service within 10 days of the selection of beneficiaries , inform families that benefit from the specific housing programs , as well as those who did not benefit which may present an appeal within 30 days from notification ;²²⁸

²²² CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 3

²²³ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 4

²²⁴ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 5

²²⁵ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 6

²²⁶ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 7

²²⁷ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 8

²²⁸ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 9

8. Families may refuse the form of housing and still remain on the waiting list, only when they do not meet the conditions of housing are required. Otherwise , it was deprived of the right application and name deleted from the waiting list ;²²⁹
9. The mayor , within 10 days from the end of the 30-day deadline for appeal , handles complaints filed and housing committee final list of beneficiary families ;²³⁰
10. Beneficiary families, after receipt of the notification, submit the relevant documentation offices that support the claims made in the first phase of the application. ²³¹

Article 160 Request for attestations as homeless

Application for a certificate as homeless is submitted written or electronic form to the office of one-stop service.

The request is recorded and forwarded to the organizational unit responsible for service planning and monitoring and inspection agency of the territory which carry out verification of the case.

By carrying out checks, the organizational unit responsible for planning and monitoring service prepares and submits the certificate applicant.

Article 161 Detailed rules

Technical details and other detailed rules for service provision drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 162 Education,culture,sports and leisure activities

1. The municipality provides the design of policies and strategies for pre-university education in order to provide standard services for the new generation²³² . It provides the intensification of cultural and artistic life, IDEO and calendar plans cultural activities in the tradition of the municipality. Municipality ensures the formulation of policies and strategies in order to intensify and increase the quality of sports activities as well as the continuous improvement of sports infrastructure in the municipality.
2. In providing this service competent organizational units of the municipality comply with, all provisions of the applicable normative acts, including but not limited to laws and regulations, technical standards imposed on them or other regulatory acts of the municipality and all the best practices that exist in this area.

²²⁹ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 10

²³⁰ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 11

²³¹ CMD no. 574, date 29.08.2012 “To determine the documentation to be presented by the family to take refuge under one of the social housing programs , and the terms of the approval procedures by the local government”; point 12

²³² Law no. 139/2015 "On local self-government", article 23, point 11 and 12 and article 25

Article 163 Municipality responsibilities

Municipal structures in charge of the exercise of this function are required to:

- a) Propose policies to ensure instructional spaces increase with the aim of improving teaching conditions ;²³³
- b) Develop of strategies to facilitate enrollment growth and the adoption of policies for infrastructure to modern standards including the establishment of facilities for children with special needs ²³⁴
- c) Draft and propose policies to facilitate the conditions to promote the growth of new generation capacity ;
- d) Conserve and maintain of public educational institution and ensuring hygienic and sanitary conditions of those institutions heat buildings²³⁵
- e) Recommend educational support programs for children with social problems
- f) design policies and strategies in order to provide incentives to utilities to the younger generation ;
- g) initiate policies and strategies to encourage excellent students and those who have special skills and talents ;²³⁶
- h) draft and propose policies and strategies that create opportunities for quality education , academic and professional ²³⁷
- i) direct communication between the Municipality and other stakeholders , public or private , foreign or domestic , that have interests in the area;
- j) Strengthen the role of the municipality in identifying problems and developing projects or plans of action aimed at resolving them;
- k) design national policies in the field of sports and appropriate strategies for its development , creates the institution responsible for sport , manages sports facilities , which owns , builds new facilities , as appropriate , support the development and operation of sports organizations that develop activities in their territories²³⁸
- l) establish multi - functional centers modern public sports , with optimal conditions and open to the community ;
- m) cooperate with institutions of education and science management school playgrounds ;

²³³ Law no. 69/2012 “On secondary education in the Republic of Albania”, article 28, point 1

²³⁴ Law no. 69/2012 “On secondary education in the Republic of Albania”, article 28, point 3

²³⁵ Law no. 69/2012 “On secondary education in the Republic of Albania” article 28, point 2, letter c) and ç) and article 37

²³⁶ Law no. 69/2012 “On secondary education in the Republic of Albania”, article 28, point 4

²³⁷ Law no. 69/2012 “On secondary education in the Republic of Albania”, article 29, point 2, letter a)

²³⁸ Law no. 9376, date 21.4.2005 “On sports”, amended, article 8, point 2

- n) infrastructure development of sports facilities in the contemporary parameters and in accordance with national policies for the development of sport in all categories of citizens ²³⁹
- o) promote and organization of sports in schools ²⁴⁰
- p) Promote sports development policies in the city as well as stimulating or awarding prizes for elite athletes²⁴¹
- q) Identify the need for reconstruction and modernization of facilities in the municipality
- r) the organization of activities and the monitoring of cultural and artistic projects funded by the Municipality with the aim of intensifying the artistic life - culture in the municipality .

Article 164 Provision of education , culture, sports and recreation service

Education services, culture, sports and leisure activities are offered by the unit responsible for planning and monitoring service and the Agency Welfare and Social Care.

Article 165 Requirements for the benefit of services

- a) eligibility for scholarships or other financial benefits for pupils and students , for the benefit of library services for a financial benefit for the organization of activities artistic and cultural , for profit or financial reward for achievement of results prestigious in the sport , as and any other application for benefits or obligations of the municipality delivered to the one-stop service ;
- b) request submitted in writing or electronically at the relevant address and accompanied by the necessary documents evidencing compliance with the conditions and criteria established by the legislation on education , culture and sport ;
- c) request and documentation are converted into electronic format and forwarded to the unit responsible for education, culture and sport ;
- d) Unit responsible for education, culture and sport after examining the compatibility requirement with the conditions and criteria laid down by the legislation , prepare a draft decision and followed for approval or rejection to the Mayor or to the employee authorized for this purpose;
- e) The draft decision is accompanied by an explanatory report which analyzed the essence of the request and its compliance with the conditions and criteria ;
- f) The President approves or rejects the request within 10 days of the decision communicated to the applicant.

²³⁹ Law no. 9376, date 21.4.2005 “On sports”, amended, article 27

²⁴⁰ Order no. 430, date 31.10.2014, “On the organization of sports in pre-university educational institutions”

²⁴¹ Law no. 9376, date 21.4.2005 “On sports”, amended, article 26

Article 166 Detailed Rules

Technical details and other detailed rules for service provision drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

Article 167 Civil protection

The municipality is responsible for providing civil protection, local service fire protection as guaranteeing the welfare of community relations. ²⁴²

Article 168 Municipal responsibilities for civil protection

Municipal structures in charge of the exercise of this function are required to:

- a) ensure the implementation of the provisions of the law and take measures for fire protection and rescue facilities it manages or owned ;
- b) finance the establishment , maintenance and operation of fire stations and rescue protection ²⁴³
- c) inspect measures , prevention and intervention in firefighting and rescue in the municipality ²⁴⁴
- d) run MZSH 's service readiness of personnel, vehicles and firefighting equipment²⁴⁵
- e) law enforcement , inspection and implementation of preventive measures for fire protection and rescue in all facilities in the municipality ²⁴⁶
- f) cooperate , coordinate actions for fire protection structures and saving operating with other structures and Inspection operating in the municipality ²⁴⁷
- g) maintain and manage documentation MZSH 's service , and compiling statistics on the activity and service activity at the local level , in accordance with applicable law ;²⁴⁸
- h) control and supervise the activity of fire protection service and rescue facilities of strategic economic importance and voluntary service ;²⁴⁹
- i) increase the professional skills of staff MZSH 's , voluntary service , to implement their program of vocational training , and conducts classes for imparting knowledge indicative of fire protection and rescue .²⁵⁰

²⁴² Law no. 139/2015 "on local self-government", article 29

²⁴³ Law no. 152/2015 "For fire protection service", article 7, point 4

²⁴⁴ Law no. 152/2015 "For fire protection service", article 10, letter a)

²⁴⁵ Law no. 152/2015 "For fire protection service", article 10, letter b)

²⁴⁶ Law no. 152/2015 "For fire protection service", article 10, letter c)

²⁴⁷ Law no. 152/2015 "For fire protection service", article 10, letter c)

²⁴⁸ Law no. 152/2015 "For fire protection service" article 10, letter d)

²⁴⁹ Law no. 152/2015 "For fire protection service", article 10, letter dh)

²⁵⁰ Law no. 152/2015 "For fire protection service" article 10, letter e)

- j) plan and allocate funds to improve the infrastructure for fire protection and rescue in the municipality;
- k) the decisions, orders and directives mandatory for natural and legal persons , domestic or foreign , that carry out activities within their jurisdiction ;
- l) establish links and cooperate with partners and other donor countries , to provide technical assistance , qualifications and specializations for fire protection and rescue , as well as material-technical supply of fire-fighting
- m) provide organizational and technical measures and financial funds for fire protection and rescue in urban studies and projects of works compiled and approved by the municipality ;²⁵¹
- n) take on the situation analysis of fire safety measures and rescue and determine the duty to improve their administrative unit ;
- o) control the organization, functioning and implementation of the duties of station fire protection and rescue , which has dependents;
- p) seek and provide, in cases of massive fires , disasters and other emergencies , assistance vehicles , equipment and personnel from fire stations in neighboring municipalities ;
- q) ensure effective implementation of the decision taken by the mayor and the council dealing with public security and order and maintenance of public works;
²⁵²
- r) take measures to protect the property of the municipality or the municipality as well as those administered by it;²⁵³
- s) ensure the implementation of orders issued by the mayor about the natural or legal persons that do not meet the financial obligations according to the law of the fiscal to the municipality or the municipality , as well as any other obligation towards them ;²⁵⁴
- t) supervise and verify that citizens in the administration of their property , implement or fulfill the requirements of municipal acts ;²⁵⁵
- u) ascertain and prevent environmental pollution , littering different , and to notify the mayor for performances harmful parasites and dangerous and in case of the occurrence of epidemics;²⁵⁶
- v) prevent , avoid and disrupt the illegal construction, to stop the illegal occupation of land and buildings of public buildings commune or organize and release them ;
²⁵⁷

²⁵¹ Law no. 152/2015 "For fire protection service" article 41

²⁵² Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police ", amended, article 8, point 1

²⁵³ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police ", amended, article 8, point 2

²⁵⁴ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police ", amended, article 8, point 3

²⁵⁵ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police "amended, article 8, point 4

²⁵⁶ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 5

- w) care for the public tranquility , avoiding fights , noise caused by gatherings , speakers of radios and recorders, horns absent criteria of vehicles on the roads , flats , beaches and other public environments that cause problems for others;²⁵⁸
- x) take measures to maintain order, where people gather , such as markets , fairs, public , artistic , religious, sports , cinemas , theaters , palaces and sports hall , objects of worship and other public environments²⁵⁹
- y) inspect the implementation of legal provisions governing the buying and selling activities in public²⁶⁰
- z) care to respect the schedule of service industries , bar , restaurant , billiards , gambling and other facilities with public activities, and the implementation of the regulations or orders issued by the mayor or municipality;²⁶¹
- aa) to check the security measures that prevent misfortunes and help to overcome them by providing help to the injured in an emergency ;²⁶²
- bb) take interim measures against mentally ill persons in serious condition , which cause disturbances to public order ;²⁶³
- cc) care for the preservation of posters, announcements, public notices and removal of illegal or unauthorized ;²⁶⁴
- dd) lead the organization and coordination of work for drafting of civil emergency preparedness in the respective municipality and to implement protection measures;²⁶⁵
- ee) collect and process the necessary data from municipal administrative units to implement the tasks of planning and civil emergencies ;²⁶⁶
- ff) organize the system of notification of the hazards and take care of the operation of the notification tools ;²⁶⁷
- gg) provide the necessary resources and reserves to accommodate population in cases of emergencies from natural disasters or other calamities ;²⁶⁸
- hh) realize the organization , coordination and device operational forces²⁶⁹
- ii) pursue the implementation of tasks to alleviate the effects of civil emergency and intervention organization to operate²⁷⁰

²⁵⁷ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 6

²⁵⁸ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 7

²⁵⁹ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 8

²⁶⁰ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 9

²⁶¹ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 10

²⁶² Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 11

²⁶³ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 12

²⁶⁴ Law No. 8224, date 15.5.1997 on "Organization and functioning on municipality police " amended, article 8, point 13

²⁶⁵ Law no. 8756, date 26.03.2001 on "Civil emergency" amended, article 21, point 2, letter a)

²⁶⁶ Law no. 8756, date 26.03.2001 on "Civil emergency" amended, article 21, point 2, letter b)

²⁶⁷ Law no. 8756, date 26.03.2001 on "Civil emergency" amended, article 21, point 2, letter c)

²⁶⁸ Law no. 8756, date 26.03.2001 on "Civil emergency" amended, article 21, point 2, letter c)

²⁶⁹ Law no. 8756, date 26.03.2001 on "Civil emergency" amended, article 21, point 2, letter d)

- jj) follow recovery from natural disasters or other disasters ;²⁷¹
- kk) submit requests for assistance to the neighboring municipalities in the county , if necessary ;²⁷²
- ll) analyze the situation of planning and endurance of civil emergency and notify municipalities in the county .²⁷³
- mm) implement the tasks assigned by the planning and the structures of civil emergencies at the central level ;²⁷⁴
- nn) Determine leadership to cope with the emergency in the municipality .²⁷⁵

Article 169 Information on civil protection services

1. Complete information on policies , strategies, programs and municipal projects in the field of civil protection prepared by the organizational unit responsible for planning and monitoring service , in writing , through brochures or leaflets , and in electronic form ;
2. Information made available to all interested parties through publication in official municipal website and through access to copies of brochures, leaflets or other printed materials available to the public at the premises of a service office stop.

Article 170 Disasters financial assistance²⁷⁶

1. In the case of financial aid for damages caused by various natural disasters or disasters caused by human activity , requests for benefits submitted to the office of one-stop service ;
2. The application shall be submitted in written or electronic form. The request contains a clear description of the facts and circumstances which have caused damages;
3. In the case of a written request , the office of one-stop service performs converting it into electronic format , the records in the system and immediately followed the commission set up by order of the mayor ;
4. The Commission shall within 5 days to verify the authenticity of the facts relied upon and determining damages within 15 days and perform their evaluation and prepare draft decision of granting financial aid which follows , through the mayor or person authorized for decision making in the municipal

²⁷⁰ Law no. 8756, date 26.03.2001 on “Civil emergency” amended, article 21, point 2, letter dh)

²⁷¹ Law no. 8756, date 26.03.2001 on “Civil emergency” amended, article 21, point 2, letter e)

²⁷² Law no. 8756, date 26.03.2001 on “Civil emergency” amended, article 21, point 2, letter ë)

²⁷³ Law no. 8756, date 26.03.2001 on “Civil emergency” amended, article 21, point 2, letter f)

²⁷⁴ Law no. 8756, date 26.03.2001 on “Civil emergency” amended, article 21, point 2, letter f)

²⁷⁵ Law no. 8756, date 26.03.2001 on “Civil emergency” amended, article 21, point 2, letter gj)

²⁷⁶ CMD No. 329, date 16.05.2012 on “Criteria and procedures for granting state financial aid to cover damages caused by natural disasters or other disasters caused by human activity.”

5. Municipal Council, after reviewing the record to determine the condition and damage assessment documentation, takes the decision to grant financial assistance, which is called and the amount of aid granted by this authority.

Article 171 Monitoring of civil protection service

1. In order to fulfill the function, Territorial Inspection Agency conducts inspections scheduled and non - scheduled on-site to verify the fulfillment of conditions and criteria set by legislation or licenses, permits or authorizations.
2. Annual inspection plan drawn up by the organizational unit responsible for and approved by the head of the organizational unit.
3. unprogrammed inspections or ad hoc , carried out at the initiative of the Agency or as a result of a request or complaint from individuals or organizations that operate in the community.
4. In the case of infringements or irregularities in fulfilling the conditions and criteria, the Agency shall prepare a detailed report on the findings and proposes appropriate measures.

Article 172 Detailed Rules

Technical details and other detailed rules for service provision drawn up by the unit responsible for planning and monitoring service and approved by the mayor or by the relevant authorizing officer.

TITLE V SUPPORTING (HORIZONTAL) FUNCTIONS

CHAPTER I SUPPORTING FUNCTIONS

Article 173 Support service unit

1. Support Services in the municipality are carried out by the Support Services Unit which is responsible for the well- administer municipal human resources to achieve the procurement of goods, works and services in accordance with applicable legislation, supported by all kinds of services and complements other needs of the municipality, in order to ensure optimal working conditions.
2. Support Services Unit is responsible for the administration of local archives and municipal archives in operation and management and storage of legacy documents , archives and documents of local state institutions and local government , acting within the unit administrative- territorial entity.

CHAPTER II PUBLIC PROCUREMENT

Article 174 General rules on procurement

1. The municipality performs the procurement of goods, works and services in accordance with the provisions of the public procurement law in force and the rules and guidelines of the Public Procurement Agency approved in accordance to the law on public procurement.²⁷⁷
2. Municipality, as the contracting authority, selects winners of public contracts by applying the principle of non-discrimination and equal treatment of potential tenderers, transparency in procurement procedures and equal treatment of claims and obligations that were imposed on the bidders or candidates.²⁷⁸
3. In any case, the Municipality maintains complete records and documentation for procedures performed in determining the winner of the contract, so as to allow the control of law enforcement.²⁷⁹
4. Municipality creates a log of records held, tender documents and any other documents related to procedures determining the winner. City Hall Public Procurement Agency submits every four (4) months a report on its procurement activities under certain format and content of the procurement rules.

Article 175 Register of public procurement forecasts²⁸⁰

1. The Unit for procurement, based on the requirements for works, goods or services , prepares and submits to the Mayor or the authorizing officer , the annual register for

²⁷⁷ Law 9643, date 20.11.2006 “On public procurement”, amended and CMD no. 914, date 29.12.2014 “On adoption of public procurement regulation”,

²⁷⁸ Law 9643, date 20.11.2006 “On public procurement”, amended, article 2

²⁷⁹ Law 9643, date 20.11.2006 “On public procurement” amended, article 12

²⁸⁰ CMD no. 914, date 29.12.2014 “On adoption of public procurement regulation”, article 4

public procurement provisions , in accordance with the form and manner prescribed in the ARP guidelines of ;

2. The Mayor or an authorized officer approves the summary of the annual registry of public procurement provisions and send them to the Public Procurement Agency , not later than 10 (ten) days after the adoption of the budget or plan purchases by Council City ;
3. The procurement unit , funds generated or enhanced , additional registers designs and sends it for approval to the Mayor or the authorized officer who , upon approval, sends the PPA, the Budget and Treasury Department in the Ministry of Finance ;
4. All the above information, which are sent to the PPA for publication must be written and electronic (CD).

Article 176 Procurement officers in municipalities

Officials responsible for the development of public procurement procedures in accordance with the provisions of the public procurement law in force and the rules and guidelines of the Public Procurement Agency approved in accordance to the law on public procurement are Mayor or officer authorized, Procurement Unit and the Bid Evaluation Committee.

Article 177 Mayor or the authorized officer²⁸¹

1. The Mayor or his authorizing officer is responsible for the establishment of working groups, committees involved in the procurement process and the issuance of the order procurement. Officials for initiating the procurement should be one of the main drivers of the municipality , usually the Secretary-General ;
2. Mayor or an authorizing officer provides a clear demarcation between the duties of the officers / officials involved in drafting tender documents and those involved in the evaluation process and the selection of the winner ;
3. In the case of appointment of procurement officers, Mayor or an authorizing officer takes into account the requirements of legislation on prevention of conflict of interest. In any case , Mayor or an authorized officer is not allowed to lead a committee or participate in the phase of selection of the winner , in accordance with the public procurement law and the rules and guidelines of the Public Procurement Agency ;
4. Mayor or an authorizing officer is particularly responsible for :
 - a) issuing the order of procurement which shall include (i) the object of procurement , (ii) the available funds rated , (iii) the nature of the procurement procedure and the reasons for its use , (iv) the names of members procurement unit ;
 - b) appointing the Bid Evaluation Committee by a special order

²⁸¹ CMD no. 914, date 29.12.2014 “On adoption of public procurement regulation”, article 56

- c) submitting for publication of the contract notice and tender documents ;
- d) approving the summary report prepared by the Chairman of the Bid Evaluation Committee.

Article 178 Procurement Unit²⁸²

1. Mayor orders at the beginning of each year the raise of procurement units, which manages the procurement process. The procurement unit consists of at least 3 persons with higher education , in which one of them should be a lawyer ;
2. The procurement unit is subordinate to the General Directorate of Support Services.
3. Procurement Unit is responsible for
 - a) providing the data required by the relevant structures in the Municipality and the preparation of the forecast registry and registry implementation of public procurement procedures ;
 - b) selecting the type of procurement procedure (and justification when applicable)
 - c) the calculation of the fund limit , if this task is not charged a special structure ;
 - d) drawing of procurement order ;
 - e) preparation of tender documents and collect all the necessary materials that are attached to them , including the development of specific criteria for qualification and technical specifications , if this task is not charged a special structure ;
 - f) preparation and submission of reports to be published within the time limits ;
 - g) management of all minutes of tender documents and any other documents relating to procedures for determining the winners , including minutes of meetings , where appropriate ;
 - h) the calculation of the sale price of tender documents given to economic operators at their request , where appropriate .

Article 179 Bid Evaluation Commission²⁸³

1. The Bid Evaluation Committee appointed by special order of the Mayor or the authorized officer and shall consist of not less than 3 persons, where at least one is an expert in the field in which procurement is carried out. In any case , the number of members should be on ;

²⁸² CMD no. 914, date 29.12.2014 “On adoption of public procurement regulation”, article 57

²⁸³ CMD no. 914, date 29.12.2014 “On adoption of public procurement regulation” article 58

2. Persons responsible for preparation of tender documents can not be appointed members of the tender evaluation committee ;
3. The President of the Commission should be elected between senior leaders of the municipality and is responsible for starting the work immediately after the creation of the commission;
4. The Commission is solely responsible for reviewing and evaluating bids. The Commission should perform their duties in complete independence and if queries to tender documents obtained from the procurement unit. The Commission does not perform any action other than those expressly set public procurement
5. Bid Evaluation Commission is in particular responsible for :
 - a. Open bids publicly in the presence of authorized persons and the time and place indicated by the municipality, unless the procurement takes place in electronic form.
 - b. Check the qualification documents
 - c. Evaluate the offers by checking the technical and financial offers
6. Documents that record the steps of the procurement procedure prepared by a member of the Procurement Unit and signed by all committee members. When there are alternative opinions or commission takes a matter to a vote, it is reflected in the record.
7. Bid Evaluation Committee identifies the best bid and the final classification designs. Chairman of the Bid Evaluation Committee, 7 days after communication with the bidders , prepare a summary report and submit it for approval to the Mayor or an authorized officer .

Article 180 Review of complaints²⁸⁴

1. Any person who has or had an interest in a procurement procedure and when it is damaged or risks being harmed by a decision of procurement officers in the municipality , which is contrary to public procurement law , may challenge this decision ;
2. Upon receipt of a written complaint from the complainant , the Mayor or authorized officer of the procurement unit orders and bid evaluation committee to suspend continuation of the procedure , to take a final decision under the provisions of public procurement law ;
3. In the case of procedures by electronic means , the process of suspension follows the instructions of the Public Procurement Agency ;
4. The complainant uses standard complaint form, which contains the name, address, e-mail address of the complainant, reference concrete procedure, the legal basis, as well as a description of the alleged offense. Whenever possible, the complaint attached a

²⁸⁴ CMD no. 914, date 29.12.2014 “On adoption of public procurement regulation” article 78

copy of the document, objected. If you lack any of the above elements or form is not completed properly , the Mayor or the authorized officer shall inform the applicant to fill out the form ;

5. Upon receipt of a written complaint, the Mayor or authorized officer suspends the continuation of the procurement procedure, to take a final decision under the provisions of the LPP. Mayor or authorized officer must issue a decision within three (3) days of the filing of the complaint ;
6. For complaints, Municipality follow the steps below :
 - a) Mayor or authorized officer assigns the case to a commission consisting of three (3) persons to review the complaint and make a decision. Commission / official in charge is responsible for the decision rendered after reviewing the complaint. Members of the committee / officer in charge should not have participated in the decision to which the complaint is filed. If the complaint relates to the tender documents , the head of the contracting authority may charge such review the tender evaluation committee ;
 - b) procurement unit gathers all the information necessary to examine the complaint and to help the committee / officer in charge of its review ;
 - c) The decision on the appeal must be received within seven (7) days of receiving it. If other information requested by the complainant , the aforementioned time limit stops and starts again as the Municipality to provide this
 - d) The conclusion of the review of the complaint, the committee / officer in charge of its review may take a decision on the rejection or acceptance of the appeal, which shall be immediately communicated to the Mayor or authorized officer. If the appeal is accepted, the Mayor or the authorized application addresses the decision to the bid evaluation committee. In any case, the decision of the Mayor or an authorized communicated in writing to the complainant. For the purpose of shortening the time limits of the appeals process , the committee / officer in charge of the review of the complaint communicates the decision the complainants in the electronic address specified by him of the complaint form , not later than on the next working day after receipt of decision .;
 - e) Mayor or authorized officer, if needed, extend the time of the procurement procedure as long as the period of suspension. In cases when the deadline of the procurement procedure , which were notified bidders vary due to consideration of the complaint , the Mayor or officer authorized distributes bidders a special announcement , gives the reasons for the extension of these deadlines.

CHAPTER III ARCHIVE AND PROTOCOL

Article 181 Archive of the Municipality²⁸⁵

1. Municipal Archive and protocol is part of its organic and functional dependencies directly from the Mayor and administrative dependency of the General Directorate of Support Services.²⁸⁶
2. Municipal Archives has the task ²⁸⁷:
 - a. to register the correspondence sent or received by the Municipality ;
 - b. to make the archival , maintain and administer the documents used ;
 - c. submit documents in the state archives , according to legal deadlines set out in legislation on archives .

Article 182 Records of the office of protocol

1. The Office of Protocol holds the following records :
 - a) register the entry and exit of official correspondence , which are filled by an employee of the protocol in accordance with the requirements of legislation in the field of protocol and archiving of documents in the state administration .
 - b) internal delivery book is register kept by an employee of the protocol which shows the movement of documents within the institution . Receipt for prosecution by employees of the municipality, every document becomes only official protocol signed by the book delivery.
 - c) Foreign Book of delivery is where the worker protocol registry records that document the date of exit from the municipality, the data of the person who receives the document and signature. All documents recorded in the external delivery converted into electronic format , registered in the electronic journal and a copy stored in the electronic archive or municipality
2. Protocol records are created in physical and electronic form. Physical registers the protocol at the time of opening, must be numbered and stamped sheets from the protocol officer and at the end of each year, records are kept of their closure, the employee who signed the protocol and the Director General Support Services. Electronic register should apply best technical principles to guarantee the integrity and preservation of documents in electronic systems.

²⁸⁵ Law No.9154, date 06.11.2003 “On archives”, article 22

²⁸⁶ Law No.9154, date 06.11.2003 “On archives”, article 23

²⁸⁷ Law No.9154, date 06.11.2003 “On archives”, article 24

Article 183 The procedure for entering information in the municipality

1. All information and various messages into the municipality, in writing, fax and mail delivered to the office of their protocol to protocol.
2. Each document arrived at the municipality put the date of entry, the number of protocol, internal seals, and pass on knowledge and siglim by the Mayor or its Secretary General. Letters, messages and various information personally to the Mayor, deputy Secretary-General or unopened protocol submitted to the Secretary General of the Municipality, which then forwards them to the persons addressed.
3. The documents, information and treatment messages are forwarded to the responsible structures of the Mayor or its Secretary-General, which address correspondence by the relevant records in accordance with the time and the nature / type of correspondence.

Article 184 Correspondence handlings deadline²⁸⁸

1. Deadlines set for resolution and completion of tasks are as follows :
 - a. For ordinary correspondence is answered within 10 days of receipt of the material delivery.
 - b. For urgent correspondence is answered within one day of receipt of material delivery.
 - c. For correspondence to be tried, that priority be given a reply within 5 days of receipt.
 - d. Exceptionally , for correspondence that require thought and association with units within the institution , the answer , with the approval of the Mayor may exceed the above limits , but not to exceed the legal limits for response

Article 185 Procedures for handling correspondence

1. Upon receipt of correspondence from the Mayor or the Secretary General, accompanied by a letter stating the file structure / rat responsible will review / problems containing letters.
2. Upon completion of material handling, the material is processed together with the practice and the accompanying card in the respective field, with notes of the relevant structure submitted to the secretary of the Mayor or the Secretary General.
3. The material that does not come within the scope of response, after his recognition by the Mayor, met with the notation "A- A" in the accompanying file and delivered to the office of protocol - archive for arshivim.
4. After signing by the Mayor, Secretary of head conveys materials from his office signed the protocol - archive, to be sent to the relevant address. A copy of the

²⁸⁸ Law no. 119/2014 "On the right of information", article 15

practice and the letter preserved in the archive of terms that define laws and regulations “On Archives “.

5. Internal communication with the direct supervisor and the heads of the Municipality made through Memos written and printed and electronic media.
6. Memo written and printed reference number maintained with internal special register and become important issues that are deemed by the employee, the direct supervisor or mayor and when requested by the latter.
7. An employee, who addressed a letter, put the name, signature and date of signature and convey to his direct supervisor.
8. Upon completion of the treatment of the problem and resolving it, is reported to the direct supervisor on the way of solving the problem associated with the appropriate response to the third.
9. Any person authorized by the Mayor, for communication with third parties, for any communication done via email, should make known (c.c) direct supervisor and eventually the corresponding indirect supervisor.
10. All employees retain in electronic format, documents to prepare by writing the number of the protocol having been made available by the protocol.
11. A copy of any material treated by the appropriate specialist will contain the abbreviation for the mastermind (compiler) and implementers (Head of the Sector, and director of the department) and thereafter submitted for signature holder.
12. If the material is more than one sheet, the employee must initial the bottom right in each of the sheets.
13. In cases where the material addresses two or more departments, protocol officer, Xerox provides the material or submits electronically to all persons charged with tracking him.
14. The letter addressed to third parties 27. The original firm is Chairman & CEO and the seal of the institution. Sigel is a unique copy of the protocol and held according to the rules applicable legislation.

CHAPTER IV DOCUMENT MANAGEMENT SYSTEM

Article 186 Document management system

1. Document Management System (“DMS”) helps to recording, storage, use and distribution of any document that is produced or administered during the exercise of the municipality.
2. The following rules aimed at standardizing work procedures for DMS systems, the definition of standards and uniform practices through the use of DMS systems, provision of detailed information about DMS systems and the determination of the necessary security measures for systems DMS.

Article 187 SMD Function

SMD serves to:

1. Creating electronic records of all documents, circulars, regulations, requirements and guidelines by making them accessible through web applications within a safer environment and control.
2. Defining the internal mechanisms for the creation, management and use of records web, as long as these records are required to be used.
3. Support for policy formulation and decision-making municipal institutional providing ready reference content and downloadable from the web.
4. Recover data in case of natural disasters.
5. Provide information on any activities carried out in the performance of functions by the Municipality and the contribution of the Municipality responsible bodies in the creation of its acts and documents.
6. Educate employees of the institution to comply with all policies and guidelines easily through the web site or via the internal network.

Article 188 System availability

1. Document Management System is available 24 hours a day, 7 days a week.
2. In case of service breakdown, planned or forced, the general manager of the platform shall notify all employees of the institution for this lack of service.

Article 189 The right to use DMS

1. DMS organizes users into two main groups, secretaries and archivists.
2. Secretaries users group have the right to add new documents to the Protocol panel and archivists user group have the right to use the documents in the Protocol panel, but not add new ones.
3. In charge of defining the roles for each user is the administrator of the platform who will serve as a reference point for any problem that may arise in connection with access or functionality or specific panels.

Article 190 Maintenance

1. Every employee of the municipality shall be responsible for the development of periodic maintenance checks on hardware devices, applications and peripherals on their dependence. In the case of hardware defects, the network administrator or IT staff shall be notified to manage the problem.
2. Every employee should have the opportunity to notify the Chief of the Division and to complete this process through its to cases of maintenance routines.

3. In cases where a more professional and technical intervention , must be reported to IT specialist responsible for network administration of the institution so that the problem be addressed properly
4. In cases where the situation requires intervention of external agents, security measures should be taken to maintain the system and information. All external experts associated closely monitored
5. After maintenance , all security parameters such as passwords and account identifiers should be changed to avoid possible system exposures to factors that can bring stability demolition

Article 191 Roles and responsibilities of the system administrator

System administrator's responsibilities are:

1. Facilitate the maintenance and efficient use of resources in terms of management and distribution of hardware and software equipment.
2. Implementation at the same times the duties of Administrator and Database Administrator Security.
3. Monitoring network traffic and communication lines.
4. Implementation of policies and administrative procedures and security, as part of system resources as well as users.
5. Management of accounts / users of municipal records resulting registered user of DMS system.
6. Provide technical support services to users of the system.
7. Create / Restrict user accounts and rights of access.
8. Change the passwords on monthly or by specific cases when immediate urgency that should not be overlooked.
9. Keeping a formal and updated record of all users within the organization.
10. Coordination with the systems administrators and other institutions to determine details about the credentials of demand access to data created and are in use.
11. Management of the application source code for its DMS and reprocessing depending on the requirements and needs that may have to expand the functionality.
12. Implementation of audit controls and report any kind of abuse within the system that can trigger security policy violations and confidentiality of the data content.
13. Implementation of audit controls over user accounts and access rights.

14. The system administrator has the additional responsibility to ensure the integrity, confidentiality and efficiency of DMS.
15. The system administrator has the responsibility to treat the contents of electronic files stored in the system with the highest safety.

Article 192 Roles and responsibilities of users

Responsibilities of users of the system are:

1. Using only network system for the predetermined purpose and content against misuse and abuse.
2. Maintaining the integrity, reliability, availability, confidentiality and efficiency of information resources of the computer system.
3. Observance of providing unauthorized access or exceeding authorized access.
4. Respect the terms of the license of use for applications in use, and information protected by copyright.
5. Respect for the rights of other users of computer systems.
6. Reporting any suspicious behavior that has to do with the application to the relevant supervisor.

Article 193 Processes

Document management system used by the user through the application of appropriate routines and processes for managing information resources that are stored in the system in the electronic copy.

Article 194 Records creation

1. Creating reports Records / issues / information is the responsibility of only those employees who have been delegated such a right by the relevant supervisor.
2. All data and information that will be stored in the system must first be checked by the supervisor responsible.
3. The user must at all times ensure that the data in a system in accordance with procedures detailed in the User Manual DMS to avoid abuse of the system options.

Article 195 Modifying , updating and deleting records

Modifying, updating and deletion of records conducted by detailed rules adopted by the Mayor.

Article 196 System security

1. All computer systems , applications and peripherals must be installed and / or reside in a safe environment
2. All hardware devices, software applications and their peripherals should be located in places that are protected from exposure to environmental factors such as climate and can be moisture, rain, floods etc.
3. Server (s) and computer equipment shall be equipped with automatic voltage regulator and the continual food sources, to protect them from fluctuations and power outages.
4. Users should be disconnected from the system when leaving their working position for a prolonged period of time and should definitely turn off their computer equipment when leaving the municipal offices at the end of the working day.
5. Employees are not allowed unauthorized access to computer systems , applications and peripheral devices

Article 197 Passwords management

The system administrator configures the user account and password so that three unsuccessful attempts to login to the system will block the ability of users to connect.

Accounts and passwords must be changed for security in monthly periods. If the user accounts and passwords are compromised, these provisions should be renewed.

Article 198 Transformation of the document and its registration

In order to store the document stored in digital / electronic form, scanning is performed in order to be registered in the system.

The document, after scanning, is logged into the system using the same data used for record of correspondence.

Article 199 Office of Protocol procedure for the management of SMD

All outgoing or incoming documents registered in the correspondence. With the advent of the office of protocol document, in person or by mail:

1. The responsible employee fills record of correspondence on paper.
2. The employee scans the document into the scanner. The document is automatically saved to a folder on the employee's computer.

3. The employee accesses the system and throw in all information system (under the law) that appear in the register of correspondence in paper and PDF format document to the charges and concluded the procedure of registration of the document in the archive .
4. The system automatically records the action of the workers in the list of acts performed in the electronic.

Article 200 Detailed rules

Technical details and other detailed rules for the management of SMD drawn up by the unit responsible for support services and approved by the mayor or by the relevant authorizing officer.

CHAPTER V INTERNAL AUDIT

Article 201 Organizational unit responsible for internal audit

1. The Internal Audit Unit is responsible for carrying out the activity of internal audit in the Municipality in accordance with the applicable law on internal auditing in the public sector, legal acts for its implementation, the code of ethics for internal auditors in the public sector, internal audit manual in the public sector and the best international standards for the professional practice of internal auditing.
2. Internal Audit Unit in the municipality consists of a minimum of three employees including the director, of the unit who has the status of civil servants. Employees of the internal audit unit should be certified as internal auditors. In special cases, an employee of the internal audit unit can be free -certified as internal auditor.
3. Internal Audit Unit is functionally independent and reports directly to the Mayor.
4. Internal audit unit depends on the Secretary-General with regard to organizational and logistics side of it.

Article 202 The purpose and mission of the internal audit²⁸⁹

1. Internal audit is an independent activity objective assurance and management offers advice designed to add value and improve the activity of the municipality.
2. Internal audit helps the Municipality to achieve its objective through a disciplined and systematic activity, to assess the effectiveness of improved risk management and control processes of governance.
3. The mission of the audit is to provide reasonable assurance of the Mayor, independently and objectively, and tips for improving the activity and effectiveness of the internal control system in the municipality.

²⁸⁹ Law No. 114/2015 “On internal audit in the public sector”, article 2 and article 5

Article 203 Role of Internal Audit²⁹⁰

1. The role of internal audit is to provide support to the Mayor in achieving the objectives of the Municipality:
 - a) preparing strategic plans and annual internal audit, based on objective risk assessment and audits in accordance with the approved plan;
 - b) assessing the suitability and effectiveness of the control systems, focusing primarily on:
 - c) i) identification, risk assessment and management by the Mayor;
 - d) ii) compliance of the activity of the Municipality with the regulatory framework;
 - e) iii) safeguarding of assets;
 - f) iv) reliability and comprehensiveness of financial and operational information;
 - g) v) performing the Municipality economy, effectiveness and efficiency;
 - h) vi) the fulfillment of tasks and achievement of goals;
 - i) providing recommendations for improving the operations and effectiveness of the internal control system of the Municipality;
 - j) following the implementation of recommendations.

Article 204 General principles of the internal audit function²⁹¹

Internal audit in the public sector is exercised and based on the principle of:

- a) legality, which means respect for the Constitution, Albanian legislation and international get-clothing, in which Albania is a party;
- b) impartiality, which means coverage objective, transparent and indeed of all facts and circumstances related to the Municipality activity, without being influenced by personal interests or views of third parties;
- c) integrity, which means the integrity, objectivity, competence, avoidance of conflict of interest in performing the audit activity;
- d) independence and objectivity, which means independence in the exercise of auditing activity and expression of opinions and judgments objectively during audits;

²⁹⁰ Law No. 114/2015 “On internal audit in the public sector” article 6

²⁹¹ Law No. 114/2015 “On internal audit in the public sector” article 7

- e) professionalism and continual development of professional ment, which requires the application of appropriate standards of professional care and constant effort for the formation of professional development, increase and improve knowledge of each auditor;
- f) competence, which means the possession and use of knowledge, skills and experience appropriate to the exercise of the audit activity;
- g) confidentiality, which means respecting the confidentiality of information and documents in the audit administered as confidential.

Article 205 The rights of internal auditors²⁹²

Internal auditors in carrying out their mission, have the following rights:

- a) exercise independent audit function, without leaving room for intervention by colleagues, supervisors, managers of the audit unit or the audited, with the exception of mutual relations counseling;
- b) seek and provide all records of technical, economic, financial and management of the audited entity, assuming their confidentiality, according to the legislation;
- c) receive from employees of the audit, if deemed necessary, explanations, statements and copies of the documents, in which the Mayor has the note "of the original", and transported materials in electronic form, that they are subject to audit;
- d) have the necessary conditions, office and logistic equipment suitable for the exercise of the internal audit activity, the audit is carried out outside the premises of the Municipality;

²⁹² Law No. 114/2015 "On internal audit in the public sector" article 15

Article 206 Responsibilities of internal auditors²⁹³

The responsibilities of internal auditors are:

- a) recognize, respect and operate audit in accordance with the laws and regulations in force, and with international standards, accepted, internal audit;
- b) to exercise their functions in an objective and professional manner;
- c) comply with the requirements set out in the Code of Ethics, Audit Charter and the rules of confidentiality for the internal auditor;
- d) perform audits independently, guided by the public interest, to strengthen confidence in the integrity, impartiality and effectiveness of the service;
- e) the confidentiality of data, facts or cases found during the audit or in respect of, and maintain documents for each audit engagement to perform, based on the obligations arising from the laws in force for the rights of use and archiving of official information;
- f) regularly update their knowledge and professional skills in order to use them efficiently and to ensure quality of service;
- g) make recommendations to the audited unit to improve its activities, the effectiveness of internal control system, as well as measures to be taken in case of ascertaining the financial and economic damage to their compensation and to reduce the chance of recurrence;
- h) report immediately to the head of the audit unit or action where irregularities are detected, the evaluation of internal auditors constitute a criminal offense.

Article 207 Restrictions on the activities of internal auditors²⁹⁴

Internal auditors are prohibited from:

- a) They are involved in performing other functions and activities of the Municipality , in addition to the audit activity ;
- b) hold a political mandate or be elected to leadership structures of political parties ;
- c) engage in any activity or other paid work or other benefits nature and forms that create a state of conflict of interest with the audit exercise , except for teaching and publication , according to rules laid down in legislation on civil servants .

CHAPTER VI LEGAL SERVICE

Article 208 legal service unit

²⁹³ Law No. 114/2015 “On internal audit in the public sector” article 16

²⁹⁴ Law No. 114/2015 “On internal audit in the public sector” article 17

1. Legal services in municipalities conducted by the unit's legal service which has a duty to ensure compliance of the activity of the Municipality with applicable legal requirements, provision of assistance and legal opinion on the activity of the municipality, as well as engage in the preparation of draft acts the various legislative, regulatory, agreements or contracts, in the pursuit of contractual processes, administrative and judiciary at all levels.
2. Unit legal service pursues legislation changes and notifies the other structures of the municipality regarding to inform in detail the Mayor and the Secretary General for legal changes that have special importance or requiring action fast by President or Secretary-General shall take all possible legal actions to protect the interests of the Municipality of the actions of third parties in any form possible.
3. Take legal service unit and court actions and coordinates all legal means available to protect the rights and interests of the municipality, in cooperation with any other organizational unit.

TITLE VI COMMUNICATION,COORDINATION BETWEEN MUNICIPALITY STRUCTURES AND MUNICIPALITY COUNCIL

CHAPTER I INSTITUTIONAL COMMUNICATION

Article 209 Communication to the municipality

1. Internal communications in the municipality , both within specific organizational unit , or between two or more organizational units carried out electronically . All communications are carried by the official municipal address.
2. Verbal or a written communication is allowed only in special cases when the concrete specifics of the case necessitates such communication or if technical impossibility to carry electronic communication.
3. A written communication is mandatory only in cases where an act or decision document is submitted for approval to the firm or the mayor or employee authorized for this purpose.

Article 210 Cooperation between organizational units

1. In order to achieve quality and on-time functions of the Municipality , all organizational units of the Municipality interact and cooperate with each other .
2. During the cooperation and collaboration, employees of organizational units respect all professional and ethical standards established by regulation or by the conduct of the municipality.

Potential conflicts in the process of interaction or cooperation chosen following a hierarchical line set by regulation.

Article 211²⁹⁵ Relations with council

²⁹⁵ Law 139/2015 “On local self-government”, article 64

1. Relations with the City Council held by the Mayor , or by each of the organizational units , delegated for this purpose to their field of activity.
2. President or organizational units, in the delegation, prepare, present and explain all draft decisions or other documents in the council, to facilitate the latter in the exercise of its functions.
3. President or organizational units, in the delegation, informed periodically and made available to Council documents on the progress of work in the municipality and report on implementation of the decisions of the City Council.
4. Acts, materials and documents presented to the City Council prepared the same way as other acts of the Municipality.

Article 212 Relations with other institutions²⁹⁶

1. Relations and correspondence with other institutions conducted by the Mayor or the City Hall employees authorized to do so .
2. Public relations conducted by the Office of the one-stop service (One Stop Shop).
3. Relations with the written and visual media are managed by the Cabinet of the President or by other organizational units authorized for this purpose.

CHAPTER II PUBLIC RELATIONS

Article 213 offices one-stop service²⁹⁷

All services , which is determined by special laws by the Municipality fulfillment function , carried out through the office of one-stop service and the rules set forth in the Administrative Procedure Code , the relevant laws and regulations of the Municipality organic .

Offices with one-stop service are responsible for managing the communication of organizational units of the Municipality with the public.

Unless otherwise provided by law, the existence of points of service with a stop does not affect the competence of each of the public bodies involved in administrative proceedings, and the right of interested applies directly to the competent public authority.

Article 214 Office service with a stop²⁹⁸

1. In the center of the municipality, the administrative units and in the neighborhood, whether they are created, established offices one-stop service. Service office is responsible for:

²⁹⁶ Law 139/2015 “On local self-government”, article 64

²⁹⁷ Law 44/2015 “Administrative Procedure Code of the Republic of Albania”, article 74

²⁹⁸ Law 44/2015 “Administrative Procedure Code of the Republic of Albania” article 75 and 76

- a) consultation of interested in the same way as other organizational units of the municipality.
- b) receipt of applications for the issuance of an administrative act or performing other administrative action and submission of opinions, explanations, suggestions, comments, documents or administrative remedies.
- c) tracking of claims and the accompanying documents to the competent organizational unit responsible.
- d) notification of applicants for every procedural act and act responsible organizational unit.
- e) any communication between the parties concerned and responsible organizational unit, related to the specific activity.

2. Office service with a stop there depends administrative staff and, where appropriate, by the Secretary General and / or the administrator of the administrative unit or ward office where it is filed.

3. Typology of office workers with one-stop service and the office's division into sectors determined by the Mayor. Duties of the office employees, shall apply where appropriate, Articles 14, 15 and 16 of this Regulation.

TITLE VII PROGRAMMATIC DOCUMENTS AND ACTS OF MUNICIPALITY

CHAPTER I POLICIES, STRATEGIES, PROGRAMS AND PROJECTS

Article 215 Exercise of the functions of the municipality

Exercise of the functions and the fulfillment of obligations imposed by law on local self-government and other sectoral laws, carried out through the development and adoption of policies, strategies, programs and projects.

Article 216 Municipal Policy

1. Municipal policies are instruments which provide the general principles of which will be guided activity of the municipality and the political vision of the highest bodies of the municipality .

2. As a rule, they are multi - sectoral policies and long, except when a specific function requires the adoption of a specific policy and it is not possible to be included in the municipal policies.
3. Develop policies, in all cases from the municipal organizational units under the general rules for the preparation of acts.
4. Policies adopted by the City Council or Mayor, depending on the respective areas of competence.

Article 217 Municipal Strategies

1. Municipal strategies are instruments that determine how , resources and tools as well as the time necessary to achieve the objectives defined by the policies of the municipality .
2. Strategies are long-term operating instrument. They are compiled by the organizational units of the municipality, according to the general rules for the preparation of acts, and approved by the Mayor.

Article 218 municipal programs

1. Municipal programs are municipal documents that provide financial resources and ways of achieving the sectoral objectives laid down by the policy documents of the municipality respecting the methods, procedures and duration of the strategy provided by the municipality .
2. These programs are sectoral and medium-run. They consist of projects may not have an exact date can not end and predict the exact sources of funding.
3. Programmes are drawn up by the municipal organizational units under the general rules for the drafting of the municipality .
4. Programs are approved by the Mayor and managed by top civil servant who is at the top of the organizational unit concerned.

Article 219 municipal projects

1. Projects are relatively short-term intervention , with the aim of achieving specific and measurable .
2. Projects can not be longer than one calendar year , have clear objectives and well-defined , accurate descriptions of the activities to be carried out , are clear indications of quantitative and qualitative measurement results and financial and human resources to good -përcaktuara .
3. Projects designed and implemented in order to implement a specific program.
4. Project proposals drafted by municipal organizational units under the general rules for the drafting of the municipality.

5. They are approved by the mayor or by the employee responsible for the management of the relevant program.
6. Projects managed by the organizational unit responsible for the relevant field.

Article 220 Cooperation of organizational units in the formulation of policies , strategies, programs and projects

The organizational unit that initiates the drafting of a policy, strategy, program or project is required to consult and integrate document all the needs of other organizational units that perform other functions but which can be associated with the function that performs or service performing unit initiators.

Article 221 Drafting and approval of policies , strategies, programs and projects

Policies, strategies, programs and projects designed and approved according to the rules for the approval of municipal acts set forth in this regulation.

CHAPTER II MUNICIPAL ACTS

Article 222 Types of acts

1. Mayor and Council exercise their functions through decisions , directives or orders²⁹⁹
2. Decisions, orders or orders have, as appropriate, normative nature, administrative general or individual administrative. ³⁰⁰
3. Normative acts are all those decisions, orders or orders that are addressed to an indefinite number of subjects and provide rules for an indefinable number of occasions.
4. General administrative acts are all those decisions, orders or orders which addressed a number of subjects indefinable but set out the rules for a specified or ascertainable number of occasions.
5. Individual administrative acts are all those decisions, orders or orders that addressed one or several entities defined and set out the rules for one or more specified cases.

Article 223 Drafting

1. Draft acts drafted by the organizational unit responsible for the relevant field. As a rule, the draft drawn up by civil servant acts of low-level, controlled by the head of the relevant sector and his direct superior and approved by the head of the organizational unit.

²⁹⁹ Law 139/2015 “On local self-government”, article 8

³⁰⁰ Law 44/2015 “Administrative Procedure Code of the Republic of Albania” article 3

2. In any case, the draft report is accompanied by the relevant acts and the opinion of the organizational unit responsible for the municipal legal service. Legal opinion must contain a clear analysis of the compliance of the draft normative act and concrete administrative framework in force.
3. If the draft acts have a financial impact on the city budget, they should be accompanied by an opinion of the organizational unit responsible for the financial management of the municipality. Financial opinion should outline clearly the respective financial cost and availability of funds in the respective fiscal voice.

Article 224 Form of acts³⁰¹

1. Unless otherwise provided by law , the documents were written in paper or electronic , verbal , or any other appropriate form .
2. Verbal act confirmed in writing on paper or electronically, when a party requests it immediately.
3. Acts that have written, printed or electronic, drafted in Albanian and strictly enforced rules of spelling.
4. Will act feature the emblem and insignia of the municipality

Article 225 Acts structure³⁰²

In all cases, the municipality acts include:

- a) The exact type designation
- b) The body that issued it
- c) Purpose and legal relationship on which disposes
- d) The legal basis on which it relies
- e) Justification of issuance
- f) Provision (in which the concrete is placed)
- g) Responsible organizational unit charged with implementing it
- h) Effective term
- i) The period within which an appeal may be exercised against him
- j) The authority before which an appeal can be filed against him

³⁰¹ Law 44/2015 “Administrative Procedure Code of the Republic of Albania” article 98

³⁰² Law 44/2015 “Administrative Procedure Code of the Republic of Albania”, article 99

Article 226 Acts of council

Council acts prepared by the municipal organizational units and forwarded to the council by the mayor.

TITLE VIII ADMINISTRATIVE PROCEDURES

CHAPTER I ADMINISTRATIVE PROCEDURES³⁰³

Article 227 Description of the administrative procedure

1. Administrative procedure is a set of actions taken by the Municipality in order to prepare and administrative acts , administrative contracts or any other administrative action in fulfilling its functions provided by the legislation in force in the Republic of Albania .
2. Administrative procedures of the municipality governed by the provisions of the law on administrative procedures and rules laid down in this Regulation.

Article 228 Form of administrative procedure³⁰⁴

1. Administrative procedure starts initiative or upon request of interested parties . The procedure orally or in writing depending on the nature and purpose of the proceedings.
2. In cases where the procedure takes place verbally, responsible organizational unit keeps a record summarizing the statements and positions of the parties concerned.
3. Organizational unit which conducts the procedure is obliged to maintain and protokollojë all documents sent and received from interested parties , and to maintain and protokollojë minutes outlining the statements of the parties.

Article 229 Preliminary Stage

1. In the case of beginning the administrative procedure is preceded by the preparatory work of the relevant organizational unit .
2. During this phase, the organizational unit consults carefully basis normative effect, determines the compatibility of the initiative with policies, strategies or programs approved by the municipality and identifies all parties that may have a right or legitimate interest affected by administrative procedures.

³⁰³ Law 44/2015 “Administrative Procedure Code of the Republic of Albania” fourth part

³⁰⁴ Law 44/2015 “Administrative Procedure Code of the Republic of Albania”, article 41

3. At the conclusion of this phase, the organizational unit performs notification of the parties responsible for the initiation of administrative proceedings.

Article 230 Notice of initiation of administrative proceedings

1. Besides the parties notice under the law on administrative procedures , organizational unit responsible , in exceptional cases , carries a general notice to the public .
2. Public Notice has the same elements as the notification to interested parties, posted in a place visible to the public and published on the official website of the municipality.
3. Notice performed at least 10 days prior to the commencement of administrative proceedings.

Article 231 Completion of the administrative procedure³⁰⁵

When the organizational unit conducting the administrative procedure is not responsible for making the final decision, prepare a report on the claims of the parties and opinion to the final decision, summarizing the legal and factual reasons which, in its judgment, justify the decision.

CHAPTER II ADMINISTRATIVE APPEAL

Article 232 Administrative Appeals Unit

1. Administrative Appeals Unit is responsible for advising the Mayor whenever against any administrative action or inaction of the City Hall administrative remedies are exercised and the Mayor , according to the legislation is the body which the complaint .
2. Administrative Appeals Unit of the Municipality consists of employees including the director of the unit who have the status of civil servants.
3. Administrative Appeals Unit is functionally independent and reports directly to the Mayor.

Section 233 Filling of administrative appeal

1. The administrative appeal filed in the office of one-stop service , in paper format or electronically . Appeal accompanied by documents proving the identity of the complainant and all other documents on which the applicant's claim.
2. Office of the one-stop service, after making the conversion of the application and documents in electronic format monitors to review the Administrative Appeals Unit.

³⁰⁵ Law 44/2015 “Administrative Procedure Code of the Republic of Albania, article 43

Article 234 examination of the appeal procedure³⁰⁶

1. Administrative Appeals Unit initially examine whether the appeal is admissible and only if a complaint is acceptable, considering the legality and appropriateness of the challenged administrative act.
2. Administrative Appeals Unit, if deemed necessary can perform additional administrative investigation and may require or make checks to assist in reviewing and fair resolution of the appeal. In any case, the municipal authorities are required no later than 3 working days, to provide administrative appeals unit, explanations, statements and copies of documents, as well as transportable materials in electronic form, that are that are necessary for the review and resolution right of appeal.
3. When the unit's administrative appeal considers that the appeal is admissible and fully based, proposes mayor that a new administrative act to cancel, revoke or amend the appealed act, or respectively to enact the rejected, as required by party. The proposal is accompanied by all relevant documents and files a written report of his tenure.
4. When the unit's administrative appeal considers that the appeal is not acceptable and fully based, without delay and forwards it for consideration and decision to the Mayor, together with all the relevant documents to the file and a written report of his tenure.
5. If the unit's administrative appeal estimates that the ordering of the challenged administrative act is legal, but the reasons given are different from those that gave Hall the act complained of, or considers that its reasoning is not complete, he proposes mayor to reject the appeal and submit new grounds.

³⁰⁶ Law 44/2015 “Administrative Procedure Code of the Republic of Albania” article 136 and 137

TITLE IX MANAGEMENT OF THE MUNICIPALITY

CHAPTER I OPERATIONAL MANAGEMENT OF THE MUNICIPALITY

Article 235 Meetings of heads of municipal staff

1. To maintain uniformity in the exercise of functions that have been assigned to the City Hall, Mayor consults regularly with the heads of organizational units .
2. Meetings are held as a rule once a week and serve to coordinate policy and the staff organization , planning and priority setting priorities and activities , exchange information and discuss common issues .
3. A report summarizing the discussions of the meeting is drafted by the cabinet of the President and distributed to all participants.

Article 236 Meeting of organizational units

1. To maintain uniformity in advising the organizational unit and to achieve mutual coordination , organizational unit leader consults with employees.
2. Meetings are held as a rule once a week and serve for planning and coordinating the tasks of the organizational unit and coordination and tracking of special tasks assigned by the meeting of heads of municipal staff .
3. At the meeting attended by all employees of the organizational unit. A draft report summarizing the issues discussed and distributed to all employees.

Article 237 tip of the meeting agenda

The agenda of the meeting is determined by the head of the organizational unit and reflects issues that will face the organizational unit in the current period according to the approved work plans.

Article 238 Management of Organizational Units

With the purpose of effective management of the organizational unit, the Mayor approved the proposal of the director of the organizational unit, plans three months, six months and one year of work, budget three months, six months and one year, the format of the periodic report and system measure the performance of the organizational unit.

Section 239 Plans Work

1. Planet of three months, six months and one year of work developed by the organizational unit , proposed by the head of its highest and approved by the Mayor .
2. Work plans include a brief description of the organizational unit mission, objectives, activities to be performed in order to achieve these objectives as well as the time and duration of these activities.

Article 240 The budget of the organizational unit

Organizational unit budget should describe accurately the amount of funds used for the development of programmed activities.

Article 241 Reporting of organizational unit

The report follows the same organizational unit reporting criteria individual covered by this regulation.

Article 242 Unit measurement of organizational performance

Document measure the performance of the organizational unit must contain the name and mission of the organization unit , a brief outline of the work plan for the specific period , specific objectives for the period of reference, the financial resources used and indicators clearly and accurately fulfillment of these objectives .

CHAPTER II Financial management

Article 243 The budget goal

The municipal budget aims:

- a) The effective use of resources to perform the functions and exercise the competences of the municipality .
- b) A clear presentation of the financial situation of the Municipality .
- c) Giving the necessary information, which enables citizens to participate in decisions regarding the functions and competences exercised by the Municipality.
- d) The identification of needs for funds to perform the functions of the municipality .
- e) Planning and control of financial resources according to the needs of the Municipality.

Article 244 Compatibility of budget forecasts³⁰⁷

Municipal budget should make a forecast of revenues and expenditures for the next budget year in accordance with the medium-term budgetary programs and programs of regional development funds.

Article 245 The operational budget

1. The municipality forecasts the income and expenses for the coming year and makes the analysis of the budget each year .
2. The municipality forecasts the project expenditure budget for 3 to 5 years and updates the projections every year .
3. The debt is not used to finance current operating expenses .
4. The municipality develops a program which will integrate performance indicators and indicators of productivity with the annual budget.
5. The mayor prepares a report and a 6 months analyses and submits it to the Council of the municipality.
6. The municipality approves and keeps a balanced balance sheet .
7. The municipality will plan its expenses in detail considering the needs of each function.
8. The municipality will plan the tax revenues and local fees in detail .
9. The municipality should build its detailed databases for the calculation of income in accordance with tax laws and local fees.
10. The municipality must conduct annual detailed reconciliations for the calculation and collection of its revenue from agents when its revenues are collected by agents.

Article 246 Liability of directors of organizational units

The leaders of organizational units are responsible that their proposal to the Mayor be legal, accurate, complete, and that the procedure followed until this stage to be legitimate and correct.

Article 247 Financial control

³⁰⁷ Law no. 9936, date 26.6.2008 “On budget management system in the Republic of Albania”, amended, article 6

The organizational unit responsible for financial control performs:

- a) economic and financial advice in connection with the preparation of decisions at the municipal level ;
- b) the functional administration of the municipal system for information processing to maintain the finances ;
- c) storage of all activities with financial consequences by means of systems and procedures; (duty of accountant)
- d) analysis of available data and advising the mayor based on these data
- e) quality control for the preparation of annual budgets in line with medium-term budgetary projects and regional development fund , management reports , annual reports and forecasts of liquidity (as a task of the budget specialist) ;
- f) The review of the budget analysis of funding sources and reports of planned expenditures by function.
- g) Informing the mayor about the results of the review and budget analysis
- h) promoting an administrative organization made under the relevant specifications of municipal services and care for internal control related to that , all of this made in consultation with service managers and other executives ;
- i) monitoring of deadlines for the preparation of financial statements and annual budget from the relevant organizational units of finance and budget

Article 248 Notification of decisions with financial consequences

1. The unit responsible for finance is informed in time and in written form for the decisions taken by the Council and the Mayor which financial consequences for the municipality.
2. Other organizational units of the municipality transmit all the data needed for management and financial planning to the unit responsible for finance.
3. The responsible for finance unit is responsible for overseeing the filing of income and taking timely measures for claim payments to service
4. The unit responsible for finance is responsible for reviewing the annual financial statements prepared by the accountant and monitors the organizational unit responsible for accounting for the implementation deadlines

Article 249 Accounting organizational unit:

Accounting organizational unit:

1. It is responsible for the financial administration of the municipality as a whole

2. It is responsible for the management of physical and electronic financial documents. Physical documentation of prior periods should be coordinated with the head of the archive. For electronic information must be insured by the IT specialists that electronic documents be sure and have a backup in case of damage of equipment or electronic systems.
3. is responsible for the reconciliation of accounts with third parties , for pursuing debtors and for keeping accurate records of debtors , creditors and property .

Article 250 Compilation of annual balance

Mayor annual balance is drafted by an accountant, after the end of the year, prior to the deadline set by law or by the Mayor.

The balance sheet is added a report based on guidelines developed by the accountant .

The financial statements are submitted for review by the unit responsible for finance, within two weeks before the deadline for submission of statements approval in the Treasury.

Article 251 Preservation of financial documentation

Municipality takes measures for the conservation and management of financial documents and is responsible for any damage or loss, in accordance with the legislation on archives.

Article 252 The budgeting system

The budget is compiled according to the proposals of the organizational units is submitted to the Mayor by the deadline set by him .

Article 253 The content of the budget document

The budget as a document should include at least:

- a) Expected income from funds, local taxes and fees.
- b) Expected earnings and funds from other sources but not taxes and fees.
- c) Actual revenues for the first six months of the current fiscal year (January 1 to June 30), this point belongs to the draft budget that is made in July).
- d) Current income and resources from the fund for the fiscal year ended; (Revenues inherited from the previous year).
- e) Estimated fund balance or deficit for the last fiscal year
- f) Additional information that is related to income as determined by the council and the mayor.

- g) Borrowing forecast for interior and exterior, including the costs of borrowing.
- h) Forecast for transfers from the central government.
- i) Forecast for transfers from donors internal and external.
- j) Forecast for capital gains from the sale or rental of long-term tangible assets.
- k) Forecasts for operating expenses by function.
- l) Forecasts for capital expenditures.
- m) Forecasts for goods and materials expenses by function.
- n) Forecasts for expenses for contractual services.
- o) Forecasts for expenditure by investment projects for next year and forecasts for expenditure related to projects for the next 3 years.
- p) Reports of the results of spendings allocated by function.
- q) the document of analysis of the budget considering the current budget, revenues, liquidity, fundings carried, deficit, budget surplus.

Article 254 Budget relation

The budget is accompanied by a relation which should contain:

- a) a general description where it is clearly explained the implementation of the budget for the previous year, current conditions and financial situation of the municipality, significant changes in policy that may have affected the preparation of the budget and possibly other issues of importance to which the council should discuss
- b) summary of total income and resources and eventually major changes compared to the previous year, major changes, if any, increase or decrease in the projected revenue from a particular source and the necessary level of local taxes and fees for meet budgeted expenses.
- c) A summary of total expenditure broken down by organizational units, other expenses, capital expenditure initiatives and potential for eventual explanation for the significant increase or decrease in the draft budget presented.

Article 255 The budget preparation and administration

The organizational unit responsible for the budget:

- a) Receives requests of organizational units and agencies depending on the municipality.
- b) Requires necessary information for the preparation of the budget at least one month before the end of the fiscal year, all organizational units and agencies depending on the municipality to submit annual work plan, budget, personnel and budget activities (programs, projects, services common and capital);
- c) Organizes meetings for the budget. Before introducing the City Council, this unit may require a review of all claims for expenses and income for the realization of values needs or usefulness of activities or programs required by them.
- d) Prepares a draft annual budget and present it to the City Council;
- e) Organizes public consultation. Open meetings before the budget, the budget message and any other material should be provided to interested persons and should be open to public inspection.
- f) Is responsible for monitoring and reviewing the budget prepared by the specialists of the budget and reporting on financial control unit.
- g) Communicates with third parties to provide the necessary information and perform periodic reconciliations of income when they are collected by agents.

Article 256 The budget calendar

April	<p>Setting priorities and policies for the next fiscal year .</p> <p>Review and approval of policies and priorities for the new budget .Organizimi i Debatit Publik për përcaktimin e prioriteteve të buxhetit.</p>	Mayor and City Council , with the help of the finance unit / budget request.
May	<p>Development of guidelines , strategies and other guidelines for next year's budget .</p> <p>Preparation of economic evaluation of total revenue for the municipality .</p> <p>Sending a package of guidelines for the budget</p>	<p>Financial Unit / budget and Mayor.</p> <p>Department of finance / budget .</p>

June	<p>Preparation of budget requests and arguments by standard statements and instructions for the budget.</p> <p>Assessment of income and expenditure for each activity / service . Submission of applications and other information Finance / Budget.</p>	<p>The leaders of organizational units and agencies depending on the municipality .</p>
July	<p>Analysis , Review , balance , and Summary of applications / proposals agencies depending on the municipality .</p> <p>Review and approval of the draft budget by the Mayor .</p> <p>Presentation of the draft budget</p> <p>Keeping the debate / public s draft budget , community consultation ,</p> <p>Debates on the City Council Committees</p> <p>Reflecting remarks on the draft budget and its submission for final approval</p>	<p>Department of finance / budget</p> <p>President meets with leaders of agencies under the Municipality .</p> <p>Mayor.</p> <p>Mayor and Council</p> <p>Hall , members of the Council Finance Committee</p> <p>President of the Council and of the Council Finance Committee .</p> <p>Department of finance / budget and Mayor</p>
	<p>Approval of the draft budget</p> <p>Delivery of the budget approved at the Department of Budget and at the prefecture .</p>	<p>Municipal Council .</p> <p>Department of finance / budget .</p>
December	<p>Approval of the budget based " block grant " approved by the central annual budget law</p> <p>Public debate on the budget based on " block grants " approved .</p> <p>The signing of the budget by the Mayor .</p> <p>New budget amounts accorded organizational units and agencies depending on the Municipality</p>	<p>Approval of the budget based " block grant " approved by the central annual budget law</p> <p>Public debate on the budget based on " block grants " approved .</p> <p>The signing of the budget by the Mayor .</p> <p>New budget amounts accorded organizational units</p>

Article 257 Financial Reports

1. The Mayor calls for the preparation and publication of the annual financial plan that covers all funds and financial transactions of the Municipality during the fiscal year .
2. The municipal auditor should prepare and periodically publish the results of examinations carried out by his office , the effectiveness and efficiency of the operation of organizational units and agencies subordinated to the Municipality .

CHAPTER X TRANSPARENCY AND ACCOUNTABILITY IN THE ACTIVITY OF THE MUNICIPALITY

Article 258 Additional measures to increase transparency

1. Apart from its obligations under the applicable laws on local self-government and the right to information, the municipality applies a set of additional measures to increase transparency in the activities of the municipality.
2. All information on documents , laws, bylaws , regulations, decisions , directives , orders and any act or document that approves the policies, strategies , programs or projects , but made public on the official website of the municipality of transmitted Service Office with a stop which is responsible for relations with the community .

Article 259 Register of requests for information³⁰⁸

Record of requests and responses is maintained and administered by the Office of one-stop service. Office of the one-stop service is also responsible for updating and publication of this register on the official website and in its premises.

This office reports, at least every six months on the progress of work, the amount of requests and responses by identifying the typology of requests to improve the transparency of the municipality.

Article 260 E-mail address

The municipality makes available to the public an official email address for receipt of requests for information. Address administered by the Office of the one-stop service.

Article 261 The simplified publication

1. All acts and documents of policies, strategies, programs and projects approved or implemented by the municipality are published except in full, also in simplified form.
2. The document in simplified form is compiled from the organizational unit that developed the original document. The language used in this type of document must be simple, non-bureaucratic and clearly understandable to the general public. These documents should clearly identify the objectives and the benefits that the community benefits from their implementation and their impact on the city budget.

³⁰⁸ Law no. 119/2014 “On the right of information”, article 8

Article 262 Costs of service³⁰⁹

Electronic information is free to the public. Information written on the road may require payment of expenses for copying the material if it is voluminous material.

Article 263. Cooperation with other organizational units

All organizational units of the municipality are obliged to make available to the Office of the one-stop service all documents referred to in the law on the right to information and this regulation.

Article 264 The Information coordinator and the program of transparency³¹⁰

The information coordinator and transparency program of the municipality are approved by the mayor .

Article 265 The Municipal Newsletter

1. Municipality publishes, at least once every two months an electronic magazine which is published in the official municipal website and distributed electronically to every resident interested.
2. The electronic magazine contains , in addition to the acts adopted by the municipality during the reference period , a complete overview of the activities of organizational units , the presentation of the work plan for the coming months , vacancies working in municipalities and procurements planned for the following period .

Article 266 Additional measures to increase accountability

1. Apart from the measures provided for by the applicable laws on conflict of interest and the right to information, the municipality takes additional measures to increase the accountability of organizational units and its employees.
2. Municipality publishes agenda of council meetings, in electronic and displayed form, at least one day before the meeting.
3. Municipality publishes the minutes of the council meeting, electronically and posted on the same day that the report is approved by the council.

³⁰⁹ Law no. 119/2014 “On the right of information”, article 13

³¹⁰ Law no. 119/2014 “On the right of information”, article 10

Article 267 List of electronic addresses of interested parties

1. In order transmission electronic magazine electronic agendas and minutes of council as well as other documents that, under the applicable laws or this Regulation should be published, the city creates and manages a mailing list of all the interested subjects.
2. Any subject can be registered free of charge and without limitation, this list.

TITLE XI EMPLOYMENT

Article 268 Publication of vacancies

1. Besides the obligations arising from the implementation of the law on civil servants , the municipality publishes all job vacancies in its organizational structure either on its official website , whether the display in public places .
2. The existence of a vacant job position is made known to the public at least twenty days before the time of hiring.
3. The publication contains, besides the description of the job responsibilities for the vacant position a copy of the employment contract to be concluded between the municipality and the selected candidate.

Article 269 Equal opportunities³¹¹

1. All candidates that meet specific requirements for a specific administrative position free can submit their application to the relevant unit of resources.
2. No candidate discriminated against for any reason , including but not limited to, gender, race , religion , ethnicity, language , political opinions , religious or philosophical beliefs, gender identity , sexual orientation , economic status , wealth , education , social origin , birth , ability limited , social or parental affiliation .

Article 270 Recruitment

³¹¹ Constitution of the Republic of Albania, article 18

The organizational unit responsible for human resources, after examining the requests and descriptions of appropriate life, prepares a list of qualified candidates and submits them to the mayor.

Article 271 Working Hours

1. Opening hours of the Municipality is 8:00 to 16:30, every day, from Monday to Friday. At this time 30 minute lunch break included that can be used from 12:30 to 13:30.
2. Employees of the Office of the one-stop service work according to a schedule defined working to provide the services to the citizens , every day , from 8:30 to 17:30 / 18:30 (seasonally) , from Monday to Friday .

Article 272 employees electronic Cards

1. All employees are provided with electronic cards which must be passed in the corresponding meter at every entrance and exit from the premises of the municipality.
2. Employees must inform his superior about each entry and exit from the municipal premises during working hours. The notification must contain the reason and time of return.
3. At the beginning of each month, an extract from the system of measuring time on the job is sent to each employee. The extract contains all entries and exits during the preceding month and the total working time.

TITLE XII USE OF ELECTRONIC RESOURCES OF THE MUNICIPALITY

Article 273 The ownership of material assets

1. Any server, computer, laptop, software, peripheral equipment, USB, earphone or any other computer device, given to employees in the course of duty is owned by the municipality and must be filed with the employee's departure from office.
2. It is not allowed to use or connect any personal device on the computer equipment owned by the municipality .
3. On a computer system only programs that users need to perform their duty are allowed to be installed. List of allowed programs or software to install, approved and maintained by the organizational unit responsible for information technology.

Article 274 Use of the Internet

Using the Internet during working hours is allowed only for office issues. Prohibited pornographic site navigation to page content or immoral or unethical as well as downloading programs or executable files from web pages and update existing programs without the approval of the organizational unit responsible for information technology.

Article 275 Email

1. All employees of the municipality due to the fulfillment of their tasks need to use the computer resources of the municipality, provided with an individual email address.
2. Official email address used only in view of their duties. It is prohibited its use for private purposes or the use of private addresses for official purposes.
3. Communicating via email has the same value as a written or verbal communication for all communications should therefore be designed so serious and professional.
4. Official communications via electronic mail must contain a clear description of the subject of communication in order to subject the only suffice to identify the purpose and importance of the communication by the reader.
5. Electronic signatures of employees must contain the name and surname, position and organizational unit of the municipality, phone number, email address and the official name of the municipality with all its mailing address.

Article 276 Social Networks

1. It is forbidden the use of social networks by employees of the municipality with the exception of employees authorized to administer municipal official accounts on different social networks.

2. During the personal use of social networks , employees should be careful to point out that the opinions or positions on certain arguments and opinions are personal views and do not reflect the official position of the municipality .
3. No employee may express opinions or to take positions on behalf of the municipality unless it is specifically authorized to do so.

TITLE XIII INFORMATION SECURITY

CHAPTER I. GENERAL PROVISIONS

Article 277 Security Principles

1. In accordance with the Information Security Policy, the main objective of information security is to maintain the integrity, availability and confidentiality of information assets in the municipality. The above terms are defined as follows:
 - a. Integrity - Throughout the information must be complete, accurate and resistant to unauthorized modifications or to damage.
 - b. Availability - made accessible information whenever necessary. This means that all information and all information systems are available and operational (ready to work) whenever required to do so.
 - c. Confidentiality - Confidential information used only by authorized persons. This is especially important for highly sensitive information.
 - d. Physical protection - all information assets are protected Municipality highest degree of physical impairment.

Article 278 Security Objectives

1. Accessing all information systems Municipality strictly controlled to ensure the integrity and protection.
2. All systems (including development environments, testing and products) are protected from threats and physical injuries.
3. All employees and authorized persons directly responsible for their actions on the information assets of the Municipality.

Article 279 General Rules

1. Any person who is authorized to access the municipal systems, in order to be identified, has a unique user account consisting of a name (user name) and password (password). The user account will be automatically deactivated after three months of inactivity. User is obliged to keep secret his password and change it periodically as often as possible. The password must be consistent with the known safety policies approved by the Mayor. Access equipment and systems Hall made in accordance with the functional duties of the user.
2. It is strictly prohibited the use of the same account, two or more users. Each case would be treated as a serious breach of security rules.

3. For each area of information technology (here included in the server room equipment, databases and all internal network devices Municipality) developed measures / security procedures. They are classified as confidential and their original copy will be kept safely by the IT specialists.
4. Security measures are developed in accordance with the functioning of the municipality, a regime of working 24 hours a day, 7 days a week.

CHAPTER II SAFETY OF MUNICIPALITY AND RESPONSIBILITIES

Article 280 Responsibility for security

1. All staff is responsible for respecting and maintaining the required level of security while performing their duties. Staff constantly acting in accordance with the instruction to the general rules and principles of information security.
2. With “personnel”, "employer" and "employee" to mean all persons who are allowed access to the assets of the Municipality and in particular information assets.

Article 281 Persons responsible for safety

1. IT specialists bear all responsibilities for information security of the region. IT specialists in particular fulfill the following tasks:
 - a. Monitor important changes that expose assets to major threats.
 - b. Examine, monitor, prevent and react to serious breaches of security.
 - c. Approve key projects to further improve safety.
 - d. Hall compel staff to enforce regulations and maintain safety standards.
 - e. Train staff about policies and security procedures.
 - f. Continually review (not less than once every three months) the rights of access to information.
 - g. Continually review (every six months) safety measures against foreign service providers.
 - h. Regular review (every three months) privileges for accessing computer systems.
 - i. For the rapid control of the accounts of users who resign or leave the job for other reasons.
 - j. Manage security controls, including organizing regular external controls.
 - k. Examine security breaches reported.

1. Report regularly (at least once every three months) to the relevant director of the security situation.

Article 282 Response to Incidents

1. A security incident is any event which might affect the integrity, availability and confidentiality of information.
2. Injuries due to security incidents and malfunctions are minimized and, whenever possible be prevented. Incidents affecting security should be evaluated seriously and reported immediately.

Article 283 Reporting of incidents or security weaknesses

1. For all cases of security-related events that follow a formal procedure for reporting incidents determined by the unit responsible for IT.
2. All employees, contractors and the staff of the external service providers should be aware (to know and implement) this procedure.
3. In addition, all personnel are encouraged to report any security vulnerabilities or any threat to put new procedures, systems and services.

CHAPTER III INFORMATION SYSTEMS MANAGEMENT

Article 284 of information technology operations

1. All procedures related to information technology are documented. These include, in particular, the procedures for opening and closing, backups and routine maintenance of all elements of the information technology environment of the region.

Article 285 Malicious Programs

1. All the information technology devices should be protected from malicious software (including computer viruses and any other type known and classified as threat Computer).
2. In order to fulfill its obligation, control systems to prevent malicious actions are installed.
3. In all PCs and servers Municipality installed and operated a licensed antivirus program. It should be automatically updated, constantly under the control of information technology workers. Uninstall or disable antivirus software is treated as a serious offense.

Article 286 Databases of municipality

1. The unit responsible for support services is responsible for ensuring that all sensitive data held on servers shall become the backup (copy) regularly in accordance with procedures established for each system (including file / print servers) .
2. Copies (backups) of data must be stored in places protected from fire and outside the premises where they are servers from which they were taken.
3. Copies (backup) data should be tested regularly to ensure that can be used when necessary.

Recreating procedures (restore) the data should be tested regularly to ensure that they are effective and that they can be executed within the time allowed.

Article 287 the access control

1. For each source of information Municipality, users are given access only in accordance with their functions and the performance of duties strictly controlled access to maintain the integrity and security of the event.
2. The first step is to identify control user access. This covers the procedures to ensure that any system is able to recognize the persons authorized to take all appropriate actions in cases of unauthorized efforts for accession.
3. Each user systems individually identified by a unique user account, which will be determined only through a written authorization from a senior leader of the Municipality and with the approval of the head unit support services. A unique user account provides not only the way of proof for legitimate users, but also ensures that the city will always be able to determine the responsibility of individuals for their activities in its systems.
4. The above rules are required to be applied to every user, regardless of their roles.
5. Distribution is strictly prohibited personal account to other persons as well as two or more simultaneous access to the same user account. Breaking this rule will be treated as a serious offense.
6. In all cases, follow documented procedures for: the registration of new users, change of status for an existing user (eg interruption of the User Account when he resigns or is absent for a long time or change the privileges of access his final closing of a user account. the nature of these procedures and their responsibilities for the administration may vary depending on the category of user.
7. The user account is deactivated if it has not been active for two months.

Article 288 Management of the activity continuity

1. Support services unit, in collaboration with other organizational units of the Municipality, develops and maintains plans for recreation of all critical processes and services activity, in cases of serious disruptions.
2. Such outages may be caused by natural causes, of accidents, defects in equipment, by deliberate action or by defective services.

Article 289 Continuity

1. Activity continuity plans include measures to reduce risk, to limit the consequences caused by a threat that can occur, and to guarantee a faster resumption of critical operations.
2. Activity continuity plans prepared for each activity in the municipality.
3. Continuity plans should enable continuous operation of activities in case of damages, defects or loss of services or equipment.
4. Continuity planning process should ensure activity, retention of critical processes and services of the Municipality.
5. At least one copy of any such plan must be kept in a safe place outside the building, to ensure its availability at any time.

Article 290 Recreation of Information in case of disaster

1. In order to reconstruct (rebuild) the primary computer systems and services in times of disaster, it is necessary to create and conservation plans for this purpose. Resumption of these systems should be done in a time interval as short as possible.
2. For each service system and create a reconstruction plan (recovery), which is held by a particular person. These include services provided by external providers.
3. Support services unit is responsible for establishing disaster procedures, manuals and plans for the replacement of lost data and continuity plans.

Article 291 Updating

1. All plans for the continuity of activity and recreation plans are reviewed and updated at least once a year.
2. Which they wear out quickly Planet, as a result of changes occurring within or outside the municipality continuously updated in order to protect the initial investment on the plan to ensure the effectiveness and continuity.
3. Each unit of the structure of the Municipality must have an authorized person, who will be responsible for the identification and application of changes in those plans. The need for specific changes can be reviewed every month.

TITLE XIV FINAL PROVISIONS

Article 292 Introduction to regulation

All municipal employees are obliged to familiarize themselves with the contents of this regulation. Copies of the regulations are available to all organizational units of the municipality.

Article 293 Disciplinary Responsibility

Disregard of the provisions of this regulation brings disciplinary action under the relevant legislation in force in the Republic of Albania.

Article 294 Entry into force

This regulation enters into force on

