



REPUBLIKA E KOSOVËS
REPUBLIKA KOSOVA | REPUBLIC OF KOSOVO
AGJENCIA PËR PARANDALIMIN E KORRUPSIONIT
AGENCIJA ZA SPRJEČAVANJE KORUPCIJE
THE AGENCY FOR PREVENTION OF CORRUPTION



AGENCY FOR PREVENTION OF CORRUPTION

ANNUAL PERFORMANCE PLAN 2024

Prishtina, November 2023

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EXECUTIVE SUMMARY

This performance plan reflects the transformation of the Agency for Prevention of Corruption according to the legislation in force.

The Agency's performance plan for 2024 aims to satisfactorily achieve the five main objectives, as follows:

- a) Review and completion of secondary legislation,
- b) Strengthening and raising the professional capacities of the Agency according to the legal mandate,
- c) Advancement and digitization of processes and services,
- d) Improving communication with external partners and stakeholders and participation in regional and global initiatives, and
- e) Providing administrative, financial and logistical conditions for the Agency.

The plan also contains the chapter with the regular activities of the Agency.

During the first half of 2024, the Agency plans to review and supplement the secondary legislation. These documents will be drawn up with the support of donors and other partners of the Agency.

With the entry into force of the new legislation, there is a need to make a needs assessment regarding the Agency's mandate and functions so that the structure and personnel respond to the new requirements. This process will be developed in full compliance with Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies as well as Regulation (GRK) No. 01/2020 on Internal Organization Standards, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies.

The agency aims to continue the positive trend of improving services as well as the application of information technology. In addition to increasing the speed in handling cases within its mandate, the Agency also aims to improve the quality of services, communicating with other institutions. The Agency, within the year 2024, will continue the positive improvement trend by advancing and digitizing services, as well as implementing four new modules of the Agency's data management system. During this year, the development and implementation of the Agency's new website and corruption reporting platform - "Portal for Kosovo without Corruption", based on the model of South Korea's 'Clean Portal', is expected.

The current staff, as well as the staff expected to be recruited, are planned to be mentored through the exchange of experiences wherever applicable and to be trained in order to enable them to fully implement the mandate of the Agency.

The agency also aims to work strongly in the field of external communication within 2024 with two main goals:

- a) Educating and informing citizens about the mandate of the Agency and their legal obligations, but also
- b) Continuation of the positive trend of presence and contribution in regional and global initiatives and forums, promoting also the legal subjectivity of Kosovo.

DUTIES, RESPONSIBILITIES AND EXISTING STRUCTURE OF THE AGENCY

Pursuant to Law No. 08/L-017 on the Agency for the Prevention of Corruption, the Agency is defined as an independent and specialized body in the prevention of corruption in Kosovo. The agency was founded in July 2006, while it was operationalized on February 12, 2007.

The scope of the Agency is focused on 8 groups of main functions:

- a) Functions related to the declaration, origin and control of assets and gifts;
- b) Functions related to the prevention of conflict of interest;
- c) Functions related to the protection of whistleblowers;
- d) Functions related to integrity plans;
- e) Strategic functions;
- f) Functions for assessing the risk of corruption and evaluating legal acts against corruption;
- g) Functions related to reporting and statistics; AND
- h) Support functions.

The agency currently employs 43 officials, while the next year's budget allowed 15 more positions.

The organizational structure of the Agency is divided into these departments and divisions:

A. Department for Prevention of Corruption is responsible for overseeing the assets and overseeing gifts to senior officials and public officials, as well as preventing corruption in public procurement and corruption as a whole. This Department is composed of: 1. Division for Declaration of Assets and Gifts and 2. Division for Prevention of Corruption in Public Procurement.

B. Department for Combating Corruption is responsible for analyzing statistical data and other data on the state of corruption in Kosovo, monitoring the implementation of the Anti-Corruption Strategy and Action Plan, the protection of whistleblowers according to the law on the protection of whistleblowers, as well as reporting on the implementation of the Agency's tasks determined by other strategic documents. This Department is composed of: 1. Division for Analysis, 2. Division for Strategy, and 3. Division for Protection of Whistleblowers. Within this Department, the legal responsibilities related to the drafting of integrity plans, the assessment of the risk of corruption and the assessment of anti-corruption legal acts have been delegated.

C. Department for the Prevention of Conflict of Interest is responsible for preventing the conflict of interest of senior public officials during the exercise of their public function, cooperates with the Responsible Authorities, deals with the analysis and treatment of cases of conflict of interest, receives the annual reports from the Responsible Authorities, provides professional assistance and advice to other institutions in the field of prevention of conflict of interest. This Department is composed of: 1. Division for the Prevention of Conflict of Interest

for Senior Officials and Responsible Authorities, and 2. Division for the Prevention of Conflict of Interest for Responsible Authorities and Official Persons.

D. Department for Finance and General Affairs is responsible for the management and care of material resources, the provision of administrative services, the management of finances and the budget as well as the logistics of the Agency. This Department is composed of the Division for General Services, Budget and Finance.

E. Office for Support and Cooperation provides professional legal and representational support, design, implementation, management and administration of digital information technology systems, and archiving of official documents.

F. Office for Communication with the public organizes, coordinates, directs and aligns the activities related to informing the public and the media regarding the work, activities and affairs of the Agency,

G. Personnel Manager is responsible for the recruitment procedures, and

H. Procurement Manager is responsible for managing procurement activities.

LEGAL FRAMEWORK OF THE AGENCY

Currently, the Agency is mandated to implement the anti-corruption legal framework, as follows:

- I. Law No. 08/L-017 on Agency for the Prevention of Corruption;
- II. Law No. 08/L-108 on Declaration, Origin and Control of Assets and Gifts;
- III. Law No. 06/L-011 on the Prevention of Conflict of Interest in the Exercise of Public Function;
- IV. Law No. 06/L-085 on the Protection of Whistleblowers.

Meanwhile, the operationalization of the Agency's work, currently, is done through the Rules of Procedure of the Agency.

WORK PLAN DESIGN PROCESS - METHODOLOGY

The Agency's management has held a series of work meetings where all the Agency's units have reviewed the legal requirements for the Agency, reported on the fulfillment of the Annual Work Plan for 2023, and identified the objectives and activities that will contribute to the implementation of the objectives identified for 2024.

The performance plan contains sixty-three (63) relevant activities that will contribute to the realization of the Agency's objectives and therefore also its mandate. Each activity has the title, a brief description of the activity, the unit responsible for implementation, the implementation timeframe, including reporting periods, performance indicators and an approximate estimate of resources (cost and budget source) where it may apply.

The agency is currently supported by two projects: a) the Council of Europe Project against Economic Crime in Kosovo (PECK III) and b) the UNDP Project for Support to Anti-Corruption Efforts in Kosovo (SAEK III), as well as by many embassies and diplomatic missions.

OBJECTIVE 1. REVIEW AND COMPLETION OF SECONDARY LEGISLATION

With the entry into force of Law No. 08/L-017 on Agency for the Prevention of Corruption (hereinafter the Agency) in August 2023, the Agency's mandate in the field of corruption prevention was expanded, strengthened and specified. In order to operationalize the primary legislation, it is necessary to review and complete the secondary legislation in the following year as well. These documents will be drafted by the staff of the Agency as well as with the support of donors and other partners of the Agency.

1	REVIEW AND COMPLETION OF SECONDARY LEGISLATION																		
No.	Activity	Description of activity	Responsible unit	Timeframe												Reporting	Performance indicators	Resource estimation	
				I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII			Cost	Source
1.1	Rules of Procedure of the Agency	Since Law No. 08/L-017 on Agency for the Prevention of Corruption is already in force, the Agency drafts and approves Regulations that define the way of work, the rules for the organization and operation of work in the Agency. The draft regulation is drawn up by the Working Group appointed by the Director of the Agency	Director's Office and Working Group													Q1	1. Establishment of the Working Group. 2. Draft Regulation 3. Regulation approved	No additional cost	APC budget
1.2	Regulation on the procedure of administrative investigations	Within its activities, the Agency also conducts administrative investigations which are implemented based on the Regulation approved by the Director of the Agency. The draft regulation is drawn up by the Working Group appointed by the Director of the Agency.	Director's Office and Working Group													Q1, Q2,	1. Establishment of the Working Group. 2. Draft Regulation 3. Regulation approved		APC budget and Donors PECK 3 UNDP
1.3	Methodology for controlling and identifying cases of conflict of interest	The Agency is obliged to control and identify cases of conflict of interest through a Methodology approved by the Director of the Agency.	DPCI, Working Group													Q1	1. Establishment of the Working Group. 2. Proposed Draft Methodology 3. Methodology approved		APC budget and Donors PECK 3
1.4	Drafting and approval of standard procedures for handling cases to be adopted with the new system of Clean Portal - Portal for Kosovo without Corruption	In order to standardize the handling of cases and promote the transparency of the Agency's work, the Agency designs and publishes standard procedures that are designed by the Working Group appointed by the Director of the Agency	Director's Office and Working Group													Q1, Q2	1. Establishment of the Working Group. 2. Draft procedures 3. Procedures approved		APC budget and Donors UNDP

1.5	Corruption risk mapping methodology or guidelines	The agency is responsible for assessing the risk of corruption. With the support of the EC PECK Project, it will adopt the methodology or guide for the Kosovo context.	Director's Office and Working Group														Q1	<ol style="list-style-type: none"> 1. Establishment of the Working Group. 2. Draft Methodology or Draft Guidelines 3. Methodology or guidelines approved 		APC budget and Donors PECK 3
1.6	Methodology for monitoring the implementation of the Anti-corruption Strategy and AP	The Agency is responsible for monitoring the implementation of the Anti-Corruption Strategy and AP after approval by the Government of the Republic of Kosovo. Through the Methodology, APC monitors the implementation status of the actions that emerge from these two policy documents. The draft regulation is drawn up by the Working Group appointed by the Director of the Agency.	Director's Office and Working Group														Q1	<ol style="list-style-type: none"> 1. Establishment of the Working Group. 2. Draft Methodology 3. Methodology approved 		APC budget and Donors UNDP
1.7	Guidelines for Monitoring the implementation of Integrity Plans of public institutions	The agency is responsible for monitoring the implementation of integrity plans approved by public institutions. The draft guideline is drawn up by the Working Group appointed by the Director of the Agency and approved by the Director.	Director's Office and Working Group														Q1	<ol style="list-style-type: none"> 1. Establishment of the Working Group. 2. Draft Methodology 3. Methodology approved 		APC budget and Donors UNDP
1.8	Drafting of the Regulation on Management of non-financial assets	APC according to MF Regulation No. 02/2013 on Management of non-financial assets in budgetary organizations	Director's Office and Working Group														Q1, Q2	<ol style="list-style-type: none"> 1. Establishment of the Working Group 2. Regulation drafted 3. Regulation approved 		APC budget and Donors

OBJECTIVE 2. STRENGTHENING AND RAISING THE PROFESSIONAL CAPACITIES OF THE AGENCY ACCORDING TO THE LEGAL MANDATE

With the entry into force of the new legislation, there is a need to assess the needs related to the Agency's mandate and functions so that the structure and personnel respond to the new requirements. This process will be developed in full compliance with Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies, and Regulation (GRK) No. 01/2020 on Internal Organization Standards, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies. The recruited staff will undergo orientation training on the structure of the Agency and their duties.

Also, the current staff of the Agency, but also the staff that is expected to be recruited, are planned to be mentored through the exchange of experiences wherever applicable and to be trained in order to enable them to fully implement the mandate. The agency designs and implements its own capacity building plan based on the self-assessment process.

2 STRENGTHENING AND RAISING THE PROFESSIONAL CAPACITIES OF THE AGENCY ACCORDING TO THE LEGAL MANDATE																			
No.	Activity	Description of activity	Responsible unit	Timeframe												Reporting	Performance indicators	Resource estimation	
				I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII			Cost	Source
2.1	Drawing up job descriptions	Based on the Regulation on the internal organization and systematization of jobs, job descriptions are drawn up and approved in accordance with the legislation in force.	Personnel Manager and Working Group													Q1	1. Establishment of the Working Group. 2. Draft job descriptions 3. Job descriptions approved	No additional cost	UNDP and APC Budget
2.2	Internal restructuring of APC and recruitment of new staff	Based on the Regulation on internal organization and systematization of jobs of the APC, the internal transfer of officials as well as the recruitment of staff is done to fill the positions.	Personnel Manager													Q1 , Q2	1. Establishment of the commission for the transfer 2. Establishment of the commission for		APC budget

																	admission procedures		
2.3	Analysis of personnel needs	Assessment of the needs for competent and quality personnel in achieving the mission and objectives of the Institution.	Personnel Manager and Director's Office														Q1, Q2, Q3, Q4	1. Achieving the Institution's Objectives	APC budget
2.4	Initial staff training	New staff recruited at the Agency attend the orientation course prepared by the Agency	Personnel Manager and Working Group														Q2, Q3, Q4	1. Orientation program drawn up. 2. Orientation program implemented.	APC budget and PECK III
2.5	Advancing and raising the professional capacities of the Agency's staff through training	Advancing and raising the existing professional capacities through training, professional development and other aspects of the advancement of Agency officials in dealing with cases of conflict of interest, whistleblowing, declaration of assets and acceptance of gifts. Creating capacities of new staff.	DO, Personnel Manager														Q1, Q2, Q3, Q4	1. Training plan 2. Number of trainings	APC budget and Donors OSCE
2.6	Advancing and raising the professional capacities of the Agency's staff through mentoring	Advancing and raising existing professional capacities through mentoring with a mentor within the Agency and if there is support from donors, also with a mentor outside the Agency from counterpart institutions.	DO, Personnel Manager														Q1, Q2	1. Mentoring plan 2. Number of mentorships	APC budget and PECK 3

OBJECTIVE 3. ADVANCEMENT AND DIGITALIZATION OF PROCESSES AND SERVICES

The Agency aims to continue the positive improvement trend by advancing and digitizing services. The Agency aims to implement four new modules of the Agency's data management system within 2024. During this year, the development and implementation of the Agency's new website and corruption reporting platform - "Portal for Kosovo without Corruption" is expected, based on the model of South Korea's 'Clean Portal'.

3 ADVANCEMENT AND DIGITALIZATION OF PROCESSES AND SERVICES																			
No.	Activity	Description of activity	Responsible unit	Timeframe												Reporting	Performance indicators	Resource estimation	
				I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII			Cost	Source
3.1	Advancement of the electronic DMSA system	Development and implementation of conflict-of-interest case management, integrity plans and whistleblower modules in the DMSA electronic system.	IT, APC													Q1, Q2, Q3, Q4	1. Drafting of requirements 2. Development and testing 3. Implementation		APC, SAEK III
3.2	Implementation of the electronic platform for corruption reporting "Portal for Kosovo without Corruption".	Development and Implementation of the platform for online reporting of corruption through the web and over the phone.	IT, APC													Q1, Q2, Q3	1. Drafting of requirements 2. Establishment of the Working Group 3. Development and testing 4. Implementation		APC, SAEK III
3.3	Fixing the Agency's server room and hardware development	The arrangement and development of the Agency's server room according to the standards set by the IT rules, as well as hardware advancement.	IT, APC													Q1, Q2, Q3, Q4	1. Drafting of technical specifications 2. Development of procedures 3. Implementation	94.000 Euros	APC budget

3.4	Supply of Information Technology equipment	Drafting of technical specifications, initiation of procurement procedures and acceptance of Information Technology equipment.	IT, Procurement Manager															Q1, Q2, Q3, Q4	1. Drafting of technical specifications 2. Development of procedures 3. Implementation		APC budget
3.5	Project "Electronic Archive of APC"	During 2024, the Agency will digitize the Archive. This enables fast communication both internally and in external exchanges of documents.	Director's Office, Archive, IT, APC.															Q1, Q2, Q3, Q4	1. Provision of hardware devices 2. Provision of software 3. Implementation		Donor
3.6	Management and administration of IT systems	Ongoing management, administration and maintenance of the DMSA system, SDRP, and IT infrastructure for the operation of the Agency's electronic services 24/7.	IT															Q1, Q2, Q3, Q4	1. Management and administration 2. Maintenance 3. Advancement of techniques and technologies		APC

OBJECTIVE 4. IMPROVING COMMUNICATION WITH EXTERNAL PARTNERS AND STAKEHOLDERS AND PARTICIPATION IN REGIONAL AND GLOBAL INITIATIVES

The Agency also aims to work strongly in the field of external communication within the year 2024 with two specific main objectives: a) promoting the mandate of the Agency in the prevention of corruption and informing the public about successes and challenges, but also b) strengthening further the presence of the Agency in regional and global organizations and events, including the initiation of membership processes in new regional/global structures. The realization of this objective should be carried out in accordance with the communication strategy to be approved within the year 2023. Strategic communication will positively affect the trust of citizens in the work of the Agency and the correct implementation of the legal obligations of public officials. Establishment of internal capacities for the creation of news, events and adequate presentation will create a distinct profile of the Agency. Strengthening the presence in regional and global initiatives enables the Agency to develop capacities through the exchange of experiences, but also promotes the work and existence of the Agency and Kosovo as an important and reliable actor.

4	IMPROVING COMMUNICATION WITH EXTERNAL PARTNERS AND STAKEHOLDERS AND PARTICIPATION IN REGIONAL AND GLOBAL INITIATIVES																		
No.	Activity	Description of activity	Responsible unit	Timeframe												Reporting	Performance indicators	Resource estimation	
				I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII			Cost	Source

4.1	Creation of capacities at the unit level for the presentation of the Agency's activities	The agency, with the support of potential donors, creates responsible points/officials at the division level to draft standard descriptions of the activities carried out. These responsible points will be trained for standardized and quality work	Communication / DO														Q1, Q2, Q3, Q4	1. Appointment by decision of responsible points 2. Photo training 3. Training for content design (for web, social networks, etc.) 4. Production of content and photos for each activity	1000 euros for technical-technological equipment	Training EU
4.2	Creation of capacities for maintenance of the web and social networks	The agency under the coordination of the Director/Coordinator for communication creates responsible points/officials at the departmental level to update in real time, as needed, information on the web and social networks	Communication / DO														Q1	1. Appointment by decision of responsible points 2. Training 3. Functionalization of points	1000 euros for training in SMME	APC
4.3	Holding regular meetings with civil society organizations	The agency under the coordination of the Director/Coordinator for communication organizes regular meetings, at least every three months, with civil society organizations working in the field of corruption prevention	Communication / DO														Q1, Q2, Q3, Q4	1. Meeting schedule and topics 2. Holding meetings 3. Reporting	1000 euros (about 250 EUR per meeting)	APC
4.4	Holding regular meetings with organizations representing the media (Association, PCK, etc.)	The agency under the coordination of the Director/Coordinator for communication organizes regular meetings, at least every six months, with the organizations representing the media	Communication / DO														Q2, Q4	1. Meeting schedule and topics 2. Holding meetings 3. Reporting	500 EUR (about 250 EUR per meeting)	APC
4.5	Information campaign about the mandate of the Agency	The agency continues in 2024 the multidimensional information campaign started at the end of 2023. The campaign also consists of short videos that are broadcast in traditional and new media, meetings, speeches, etc.	APC														Q1, Q2, Q3, Q4	1. Drawing up the plan for 2024 2. Number of tables 3. Number of interviews 4. Number of written responses		APC budget and Donors
4.6	Information and capacity building for Responsible Authorities	Empowerment with experience and practice of the authorities responsible for the prevention of conflict of interest in public institutions: through meetings with them and dialogue.	APC DPCI														Q1, Q2, Q3, Q4	1. Drawing up the plan for 2024 2. Number of tables (at least 5)		APC budget and Donors OSCE
4.7	Information and capacity building for Officials Responsible for Whistleblowing	Empowerment with experience and practice of Officials Responsible for Whistleblowing in public institutions: through meetings with them and dialogue.	APC DPC														Q1, Q2, Q3, Q4	1. Drawing up the plan for 2024 2. Number of tables (at least 5)		APC budget and Donors OSCE

4.8	Informing and raising the capacities of officials responsible for the implementation and monitoring of Integrity Plans	Empowerment with experience and practice of Officials Responsible for managing the preparation and implementation of the integrity plan in public institutions: through meetings with them and dialogue.	APC DPC														Q1, Q2, Q3, Q4	1. Drawing up the plan for 2024 2. Number of tables (at least 5)		APC budget and Donors OSCE UNDP
4.9	Information and capacity building for contact officers for the declaration of assets and gifts	Empowerment with experience and practice of contact officials for the declaration of assets and gifts in public institutions: through meetings with them and dialogue.	APC/DPC														Q1, Q2, Q3, Q4	1. Drawing up the plan for 2024 2. Number of tables (at least 5)		APC budget and Donors PECK 3 UNDP
4.10	Training for use of the electronic system	Training, counseling on the use of the electronic asset declaration system for contact officers and declaring entities. According to the needs and requests that may come from contact officials and declaring entities.	APC/DPC														Q1, Q2, Q3, Q4	1. Number of meetings 2. Number of participants		APC budget and Donors UNDP
4.11	Information and capacity building for the officials responsible for the implementation of the Anti-Corruption Strategy and AP	Empowering with experience and practice the officials responsible for the implementation of the Anti-Corruption Strategy and AP through meetings with them and dialogue.	APC/DPC														Q1, Q2, Q3, Q4	1. Drawing up the plan for 2024 2. Number of tables (at least 5)		APC budget and Donors OSCE UNDP
4.12	Participation and representation of the Agency in regional and international/global initiatives	The agency will participate in organized regional and international activities on anti-corruption topics. The agency will deepen cooperation with the counterpart anti-corruption offices. Likewise, the Agency will be involved in regional initiatives such as RAI, CE, OECD, etc. The Agency will also participate in regional and international events.	APC Director														Q1, Q2, Q3, Q4	1. Drawing up the plan for 2024 2. Number of tables 3. Number of meetings (at least 6)	5000 EUR	APC budget and Donors

OBJECTIVE 5. IMPLEMENTATION OF REGULAR ACTIVITIES OF THE AGENCY

The agency, during 2024, will also continue to work on the implementation of its mandate in accordance with the legal powers with 22 activities.

5.1 DECLARATION, REGISTRATION AND CONTROL OF THE ASSETS OF SENIOR PUBLIC OFFICIALS																				
No.	Activity	Description of activity	Responsible unit		Timeframe												Reporting	Performance indicators	Resource estimation	
					I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII			Cost	Source
1	Maintenance of the list of reporting entities	In this activity, the Agency will unify the asset declaration lists.	DPC, KM													Q1,Q2, Q3, Q4	1.List prepared	No additional cost		
2	Acceptance and electronic confirmation of asset declaration forms	The acceptance and electronic confirmation of the asset declaration forms is done by the DMSA system throughout the year according to types.	DPC													Q1, Q2, Q3, Q4	1. Number of forms received 2. Number of forms confirmed 3. Number of forms rejected	No additional cost		
3	Updating the list with declaratory functions	The APC, through the by-law, updates the list of declaratory functions as necessary	DPC, KM													Q1, Q2, Q3, Q4	1.List updated	No additional cost		
4	Full control of the declaration of assets	Full control of the declaration of assets according to the lot, according to the official duty and according to the received reports, of the data from the asset declaration forms	DPC													Q1,Q2, Q3, Q4	1. Number of cases from the lot 2. Number of cases according to official duty 3. Number of cases according to reports	No additional cost		
5	Imposing of fines and other measures	The agency initially identifies the reporting entities and public officials who do not comply with the legal requirements and imposes punitive measures, which include fines and other sanctions according to the law.	DPC/APC													Q1,Q2, Q3, Q4	1. Number of fines imposed 2. Number of other measures imposed	No additional cost		

6	Oversight of gifts	Inspection and audit of the registry for maintenance and acceptance of gifts from institutions	DPC															Q1,Q2, Q3, Q4	1. Number of institutions inspected/audited	No additional cost	
7	Gift Catalogue Registration	Maintenance of the data register related to the declared gifts which have been reported by the various public institutions to the official responsible for the list of gifts.	DPC															Q1, Q2	1. Gift catalogue list 2. Maintenance of Gift Catalogue Registry 3. Publication of the Gift Catalogue List	No additional cost	

5.2 REVIEW OF CONFLICT OF INTEREST CASES																				
No.	Activity	Description of activity	Responsible unit		Timeframe												Reporting	Performance indicators	Resource estimation	
					I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII			Cost	Source
1	Acceptance, Registration and handling of cases of conflict of interest from established legal sources	Initiating and conducting the procedure for dealing with cases of conflict of interest ex officio and according to the request or notification from third parties.	DPCI													Q1, Q2, Q3, Q4	1. Number of cases received 2. Number of cases treated 3. Number of cases completed 4. Number of Opinions prepared 5. Number of Decisions prepared 6. Number of responses provided	No additional cost		
2	Identification of cases of potential conflict of interest from asset declarations	Checking the asset declaration forms to identify possible cases of conflict of interest	DPCI													Q2, Q3, Q4	1. Number of cases assessed 2. Number of cases identified 3. Number of cases treated	No additional cost		
3	Drafting of the annual work report of the responsible authorities.	Summary of the reports sent by the Institutions for the activity carried out in implementation of this law, including cases of conflict of interests, the methods followed for their prevention or treatment, the results achieved, as well as the status of their treatment. Data in summarized form are presented in the APC annual report.	DPCI													Q1	1. Number of cases submitted from the reports of the Responsible Authorities	No additional cost		
4	Monitoring of the Authorities responsible for the prevention of Conflict of interest	The Agency responsible Division in the DPCI, based on a concrete proposal of the schedule, then approved through the Director of the	DPCI													Q1	1. Comments with concrete recommendations 2. Number of cases 3. Quality in treatment	No additional cost		

																		4. Number of Opinions prepared and sent to AK,		
2	Monitoring the drafting and implementation of Integrity Plans	First, the APC, according to its responsibility, accepts and records the drafting and approval of Integrity Plans and then the electronic reports on their implementation by public institutions (responsible person)															Q1, Q2, Q3, Q4	1. Number of plans 2. Number of Reports	No additional cost	Donor OSCE UNDP
3	Monitoring of the implementation of the Anti-Corruption Strategy and AP	On the occasion of the drafting and approval of the Strategy by the Government of the Republic of Kosovo, the APC, according to its responsibility, accepts the electronic reports on the status of the implementation of the actions arising from these two policy documents.															Q1, Q2, Q3, Q4	1. Number of reports received 2. Summary report	No additional cost	Donor OSCE UNDP
4	Ongoing meetings with officials responsible for the design and implementation of integrity plans	Public institutions are obliged to draft and approve their Integrity Plans by January 26. In order to monitor their implementation, APC drafts special Guidelines with which the responsible officials of the institutions will be notified in these meetings.															Q1, Q2, Q3, Q4	1. Number of meetings		APC budget and Donors OSCE UNDP
5	Evaluation of anti-corruption legal acts	According to the approved plan, opinions are offered regarding the risk and loopholes that can increase corruption in the legislation and their alignment with international anti-corruption standards.	DCC/APC														Q1,Q2,Q3 ,Q4	1. Number of legal acts 2. Number of opinions		APC budget and Donors PECK UNDP
6	Corruption risk assessment	APC, according to its responsibility, assesses the risks of corruption in different fields or sectors.	DCC/APC														Q1, Q2, Q3, Q4	1. Number of the identified sector 2. Number of reports		APC budget and Donors PECK 3
7	Development of corruption risk	APC, with expert support from the EC PECK Project,	APC														Q1, Q2, Q3, Q4	1.Establishment of the Working Group		APC budget

	mapping according to the approved methodology.	adapts the unique methodology and implements the mapping process.																2. Collection of information 3. Scoring or rating of subjects 4. Final report		and Donors PECK 3
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OBJECTIVE 6. PROVIDING ADMINISTRATIVE, FINANCIAL AND LOGISTICS CONDITIONS FOR THE AGENCY

6	PROVIDING ADMINISTRATIVE, FINANCIAL AND LOGISTICS CONDITIONS FOR THE AGENCY																			
No.	Activity	Description of activity	Responsible unit		Timeframe												Reporting	Performance indicators	Resource estimation	
					I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII			Cost	Source
6.1	Preparation of financial plans	The starting of the fiscal year is done according to the rules of the Treasury for the allocation of funds and planning for the allocation of budget funds (commitment plan and expenditure plan) as well as the eventual requests for the transfer of funds.	DFGS														Q1, Q2, Q3, Q4	1. Commitment plan 2. Expenditure plan Eventual plan revisions	No additional cost	
6.2	Preparation of Financial Reports	The agency drafts the report for monthly reconciliation with the Treasury, the report on the financial statements and the financial report for the Assembly. Increasing control, accountability and transparency of the institution's budget and expenses.	DFGS														Q1, Q2, Q3, Q4	1. Compliance report with accounting records and confirmation on a monthly basis with SIMFK data on expenses and income. 2. Annual financial statements	No additional cost	
6.3	Planning Budgetary requests	Budgetary requests from APC units are collected, which after approval are presented as requests at MTEF. Then in June, after the acceptance of the budget circular, the allocation of the proposed budget is made and the new requests are added, if any. New requests and the defense of existing requests are made in the budget hearings organized by the Ministry of Finance. The same process as the	DFGS and other units														Q1, Q2, Q3, Q4	1. MTEF document 2. Budget requests according to the first circular 3. Budget requests according to the second circular	No additional cost	

		first circular takes place also after the acceptance of the second budget circular, which is accepted in the fourth quarter.																	
6.4	Reporting on outstanding and contractual obligations	Pursuant to Article 27 and Article 39 of the LPFMA and Article 5 of the Financial Rule of MF-No.02/2013, all budgetary organizations are obliged to report their outstanding obligations and contractual obligations to the Treasury. Reporting is done in the Treasury through monthly reports.	DFGS													Q1, Q2, Q3, Q4	1. Monthly report of financial obligations	No additional cost	
6.5	Inventory of non-financial assets, their evaluation and disposal as needed	APC is obliged to make an inventory of non-financial assets, their assessment and alienation according to the rules of the Treasury.	DFGS/APC													Q1, Q4	1. Establishing of commissions 2. Registration of non-financial assets 3. Preparation of the inventory report 4. Alienation of non-financial assets	No additional cost	
6.6	General services	The responsible units according to their work plan ensure: Archiving of documentation Facility maintenance Vehicle management and maintenance. Translation into official language.	DFGS													Q1, Q2, Q3, Q4	1. Number of received and recorded documents 2. Number of outgoing documents 3. Vehicles serviced 4. Number of translated pages	No additional cost	
6.7	Drafting and approval of the Public Procurement Plan	CPA is responsible for organizing public procurement activities. However, the Agency will plan for its needs the activities which will then be guided by the CPA.	Procurement Manager													Q4	1. Public Procurement Plan drawn up and approved	No additional cost	
6.8	Drafting of the Agency's Performance Plan and Work Plan	Drafting of the Agency's Performance Plan according to the Law on State Administration.	APC													Q4	1. Performance Plan for the next year prepared and approved	No additional cost	
6.9	Drafting of the Work Plan for organizational units of the Agency	Based on the Agency's Performance Plan, each organizational unit draws up a detailed Work Plan.	Organizational units, APC													Q1, Q4	1. Work Plan of the organizational units for the next year prepared and approved	No additional cost	

6.10	Preparation and submission of the Annual Work Report for 2023	Every year, the Agency prepares the annual work report for the previous year. This is done according to the Law on Agency for the Prevention of Corruption. This report is submitted to the Assembly no later than March 31.	APC														Q1	1. APC Annual Work Report for 2023 submitted to the Assembly	No additional cost	
6.11	Drafting of the Risk Management Plan	APC, through the Risk Management plan, identifies risks related to the organizational and financial aspects of the institution, analyzes and evaluates the risks, as well as manages the measures to reduce the risks	APC														Q1	1. Management Plan document signed	No additional cost	