



Project Title

Se up of Archive Office and database for the Municipality of Mat and Klos

Project Type

Public Services

Project Location

Municipality of Mat and Klos

Total Pre-Estimated Budget

4,000,000 lekë

Project Background and Analysis

Because of the merge and amalgamation of the local government units into bigger ones, a new situation will emerge and the effective public service provision is expected to be one of the main aimed consequences. Keeping the same standard in providing the current services and further improvement are the tendencies that should go in parallel. No matter the way public services are provided, the support information (population registry, assets, taxpayers, businesses, etc.) should be integrated. This implies integration of physical archives in new units that will be created and creation of physical and electronic integrated database for both the municipality units of Mat and Klos. This also implies the installation of an internal information system to be used for maintenance and access in these data by the service units.

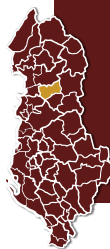
Specific Objectives of the Project

Development of an integrated physical and electronic database for the units of the Municipality of Klos and Mat.

Expected Results and Project Indicators

- The development of physical and electronic database for the municipality units of Mat and Klos (the offices of the central and local archives, the system of classification and paper forms, electronic and photographic ones, folders and shelves, lightening and preserving the registers, the manual of access and transfer of data)
- The concept of architecture and scheme of data use by the service units (central units, local servers, migration time of the data and format)
- Selection of software and licenses for use of data by the service units (open source or simple database system Access, or My SQL)
- Training of personnel and development of manuals for the data use (with a training course for the merged units and a joint training manual)

PROJECT 3



functional area programme
fap

Project Activities

- Presentation of the concept and benefits from integrated archives;
- Study and selection of the concept;
- Tendering and selection of implementation company;
- Renovation and adaptation of premises, installation of equipment against fire and moist;
- Purchase of equipment, servers and use licenses, photocopy machines with integrated scanners;
- folders, shelves, ventilation equipment for the archives;
- Installment of programme for use of data and internal use system;
- Development of manuals;
- Personnel training and testing.

Project Maturity

There are no initial studies. Preliminary studies from other local government units should be adapted and assistance should be required from more advanced local government units.

Financial Resources and Implementation Partners

Funding resources:

- The Regional Development Fund
- Unconditional transfers
- Donors
- Decentralization Support Fund

Partners:

- Municipality of Mat
- Central Government and Council of Qark
- NAA
- Donors: UNDP, OSBE, EU

Project Cost

(for the Municipalities, Mat, Klos and all units to be amalgamated)

• Presentation of the concept and benefits of integrated archives	500,000
• Study and selection of the concept	
• Tendering and selection of the implementing company	
• Renovation and adaptation of premises, equipment against fire and moist	3,000,000
• Purchase of equipment, servers and use licenses, photocopy machines with integrated scanners, folders, shelves, ventilation equipment for the archives	
• Installation of programme for use of data and system of internal use	500,000
• Development of Guiding Manuals	
Personnel recruitment, training and testing	Included in the previous line
Total:	4,000,000 lekë