functional area programme



PROJECT 3

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



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 formanulas; Personnel training and testing. Project Maturity There are no initial studies. Preliminary studies from other local government units. Funding resources: The Regional Development Fund Unconditional transfers Donors Decentralization Support Fund Project Cost Forther Municipalities, Mat, Klos and all units to be amalgamated) Project Cost If or the Municipalities, Mat, Klos and all units to be amalgamated) Purchase of equipment, servers and use licenses, photocopy machines with integrated scance; Study and adaction of the concept Study and adaction of the concept and benefits of integrated archives Study and adaction of the concept and benefits of integrated archives Study and adaction of the concept and benefits of integrated archives Study and adaction of premises, equipment against fire and moist Purchase of equipment, servers and use licenses, photocopy machines with integrated scanener, Sot			
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