

EVIDENTING MUNICIPAL PROPERTY

MUNICIPAL PROPERTY MANUAL



MANUAL ON EVIDENCING MUNICIPAL PROPERTY

July 2015

The drafting of the manual has been funded by the Decentralization and Municipal Support (DEMOS) project.



Schweizerische Eidgenossenschaft
Confédération suisse
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HELVETAS
Swiss Intercooperation

Acknowledgements

This manual was drafted by Merita Ajvazi.

We express our gratitude and appreciation for valuable cooperation and contribution of all Municipal Property Sector staff and members at Prishtina Municipality that contributed to this report.

Substantive support to the drafting of the manual was provided by Prishtina municipal staff: Mr. Shemsedin Thaqi, Head of Property Sector; Mr. Adnan Berisha, Senior Surveyor; and Mr. Durim Xhemajli, Lawyer.

The preparation of the manual was also supported by field enumerators engaged by Prishtina Municipality for delivering specific tasks.

RECURA Financials, contracted by DEMOS project, also assisted in preparation of this Manual.

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1. VISION

The aim of evidencing municipal real estate is to create accurate municipal property evidence and to improve property management, with the ultimate goal being to increase the value and use of municipal public property.

2. INTRODUCTION

The Finance and Property Department of Municipality of Prishtina, specifically the property sector, among others, is responsible for municipal property management. It keeps records on land and buildings owned or used by the municipality.

This department also develops the following procedures that benefit the public:

- Keeps records of municipally owned land and buildings;
- Conducts expropriation procedures of privately and socially owned land for parcels planned for public benefit in pursuance to municipal urban plans;
- Prepares expropriation decisions for natural and legal persons;
- Conducts administrative procedures for arbitrary usurpation of municipal land;
- Issues decisions to free arbitrarily occupied municipal property;
- Evaluates municipal property regulation applications;
- Develops administrative procedures, ex officio for protecting municipal property ;
- Responds to requests and conducts identification and geodetic measurements for municipal projects;
- Processes conclusions following the final decisions on administrative and legal property procedures;
- Prepares criminal charge fillings, together with the legal representative of Municipality, regarding municipal property arbitrary usurpations;
- Drafts necessary materials for the Board of Directors, Policy and Finance Committee and the Municipal Assembly;
- Forwards decisions related to expropriation to the Official Gazette of Republic of Kosovo, for publication;
- Invites and notifies stakeholders on expropriation decision issuance;
- Closely cooperates with the Department of Urbanism, Construction and Environmental Protection; and the Department of Cadastre, on geodesy and property data;
- Performs other duties in compliance with legal provisions;

Municipal property evidencing and record-keeping is an integral part of performance quality. Evidencing provides the public access to land register documents retained within municipal archives for different operations.

The proper municipal land register specifies the status of each property, which can either be:

- in use,
- free to use,
- or usurped.

The guidelines in this manual summarize and standardize administrative operations and specify the status for all municipally owned e “land/property” and buildings.

This manual uses real examples to illustrate the elements and materials needed for municipal officials to effectively and efficiently organize municipal property management by.

Due to the lack of records and inconsistent evidencing, strategic management of municipal property is very difficult.

During the evidencing process one must consider numerous external factors impacting the identification and state of play of these properties (such as. usurped or illegally used properties).

The same factors will be harmonized with existing municipal standards, transparency and legislation.

3. LEGAL FRAMEWORK

In order for the municipality of Prishtina to effectively and efficiently manage municipal property, it will apply all proper legal procedures in accordance to the legal provisions deriving from:

1. LAW No. 03/L-048 ON PUBLIC FINANCIAL MANAGEMENT AND ACCOUNTABILITY, AMENDED AND SUPPLEMENTED BY LAW NO.03/L-221 (and adopted amendments by Law No.04/L-116)
2. REGULATION -NO. 02/2013 MoF – ON MANAGEMENT OF NON-FINANCIAL ASSETS BY BUDGET ORGANIZATIONS

The Law on Public Financial Management and Accountability establishes the legal basis for public financial management and accountability. Regulation No.02/2013, issued by the Ministry of Finance, directly addresses the issues related to non-financial asset management (capital and non-capital movable and immovable assets of budget organizations). The Regulation describes municipal property registration requirements, including guidelines for inventory maintenance and document management.

Regulation 02/2013 stipulates that each budget organization shall put in place and update a register of non-financial assets under its management. The register must maintain each asset individually and in aggregate form.

The Regulation defines the overall classification of capital and non-capital non-financial assets. Capital assets in value over EUR 1,000, include the following categories:

1. Residential property ;
2. Non-Residential Property ;
3. Other structures;
4. Roads;
5. Hydro-sanitary installations;
6. Water supply;
7. Power supply, generation and transmission-KOSTT;
8. Information technology equipment;
9. Transport vehicles;
10. Machinery;
11. Other capital;
12. Land;
13. Intangible assets;
14. Ongoing Investments; and
15. Biological Assets.

Non-capital assets (furniture, inventory, and equipment) in amounts less than EUR 1,000 are classified below:

1. Furniture;
2. Landline telephones;
3. Mobile telephones;
4. Computers;
5. IT equipment;
6. Photocopy Machines;
7. Medical equipment;
8. Police equipment;
9. Traffic equipment; and
10. Other equipment.

The Regulation requires that each budget organization creates and maintains a register of non-financial assets under its management. Each asset must be managed both individually and in aggregate form, according to the categories listed in the accounting plan. Additionally, the regulation specifies that capital assets shall be registered in KFMIS, whereas non-capital assets should be registered as e-assets.

The Regulation explicitly requires the Chief Administrative Officer to introduce a non-financial asset accounting register which includes, in addition to information required by the Law on Public Financial Management and Accountability, the following elements:

1. The name of budget organization;
2. Asset designation;
3. Description;
4. Serial number;
5. Bar code number;
6. Date of receipt;
7. Location;
8. Category;
9. Source of funding;
10. Initial or assessed value;
11. Current and accumulated depreciation;
12. Book value;
13. Date of alienation; and
14. Reference number of admission document.

The Regulation also provides guidelines for cases where financial information is missing for donated non-financial assets. The budget organization will record assets in the asset's books according to the evaluation conducted by the Non-Financial Assets Evaluation Commission. The evaluation must be documented with respective evidence.

Regarding the non-financial assets control system, the Regulation also requires an inventory of non-financial assets to verify the accuracy, quality and factual situation of non-financial assets. This inventory is created in compliance with internal procedures approved by the Chief Administrative Officer. The Regulation requires budget organizations to verify the non-financial assets and assess the factual situation of non-financial assets at least once a year. The Non-Financial Assets Inventorying Commission will be a temporary body established by the Chief Administrative Officer of the budget organization, and at least three of its members must be officials of the budgetary organization.

The responsibilities of Non-Financial Assets Inventorying Commission are as follows:

- Create an inventory all non-financial assets owned and controlled by the budget organization;
- Perform physical and qualitative verification of the status of non-financial assets;
- Compare the inventory with the non-financial registers;
- Identify assets with non-transferred value;
- Identify damaged and decommissioned assets; and
- Prepare inventory reports;

The Regulation requires budget organizations to draft a general report based on the individual reports of the Non-Financial Assets Inventorying Commission prior to preparing annual financial statements.

The budget organization must evaluate the necessity of non-financial assets for the organization, their status, and their utility for other units of the organization. The Non-Financial Assets Evaluation Commission shall be a temporary body established by the Chief Administrative Officer of the budget organization, and at least three members shall be officials of the budgetary organization.

The responsibilities of Non-Financial Assets Evaluation Commission are as follows:

- Evaluate damaged assets;
- Evaluate requests for assets alienation;
- Present evidence on assets evaluation; and
- Produce a report on non-financial assets that must be decommissioned.

The Regulation also requires budget organizations to close assets registers and transfer the condition of capital and non-capital non-financial assets in asset registers at the end and beginning of each fiscal year.

4. OBJECTIVES

Successful registration of municipal property enables rational management of municipal lands and property, by using those lands and property for public benefit such as: construction of roads, squares, schools, kindergartens and other public infrastructure, such as transferring and using them for business development purposes, pursuant to legislation in place.

Municipal property evidencing has the following objectives:

- Evidencing the condition of municipal property in the municipality of Prishtina;
- Categorizing the status of municipal property (“free to use”, “in use” or “arbitrarily usurped”);
- Categorizing municipal property by status and geographic locations in the municipality of Prishtina;
- Proposing allocations for the use of certain municipal properties for public benefit (e.g. constructing buildings with a specific design);
- Freeing usurped property and proposing allocations for their use;
- Develop plans to recover usurped municipal property which cannot be used due to large number of inhabitants; and
- Developing proposals identifying municipal properties for co-building projects and facilities for municipal social projects.

■

5. METHODOLOGICAL APPROACH

In order to ensure effective municipal property evidencing, the following steps shall be taken during registration process:

- Analyze existing data in cadastral registry book (parcels);
- Conduct field property surveys and interview municipal property stakeholders;
- Enter data in electronic database; and
- Analyze collected data.

6. PROJECT TEAM

In order to ensure efficient project implementation, each member of the project team should have a good understanding of the profession, role and responsibilities of each team member. This efficiency is a result of the motivation and competence of each team member.

The team composition and responsibilities are as follows:

- Project manager (usually head of property sector): responsible for leading and coordinating activities with legal and technical directorate and enumerator staff, and appointing the project coordinator.
- Project coordinator: coordinates with enumerators on projects.
- Directorate staff (lawyers and surveyors within property sector): the number of staff is dependent on workload and project dynamics. Their role is to assist in specific cases).
- Field enumerators (their number is dependent on workload)
- Approximately 7 surveyors and 8 lawyers: responsible for identifying parcels and checking the documentation presented by the party.
- Data operators: responsible for entering all data in the register.
- Quality Inspectors/Property Tax sectors/: responsible for identifying irregularities while evidencing municipal property.

7. KEY PROJECT PHASES

The key phases of municipal property evidencing are below:

1. **Evidencing preparations**
 - (a) Preparation of all materials necessary for carrying out the entire project activity (list of properties, municipal property evidencing form, drawings, orthophotos, summons-convocation to parties, points: 1.1; 1.2; 1.3; and 1.4).
2. **Fieldwork**
 - (b) Fieldwork and oversight of workflow quality
 - (c) This is the process of direct contact with the party using the property (potential usurper) and requires accuracy and discretion.
3. **Data registration and analysis**
 - (d) Electronic data registration is the process of digitalizing the data obtained from the field including analysis, compilation, and addressing of municipal property.

7.1 Evidencing preparations

7.1.1 Extract the lists of municipal properties from cadastral registry books

The property sector, within the Finance and Property Department, requests the full list of registered municipal properties from the Cadastre Directorate.

Considering the fact that a number of cadastral data is in Serbia, the Cadastre Directorate provides the Property sector with all available municipal property data.

Providing free access to accurate information of “evidencing lists” and requiring all cadastral parcels to be evidenced is an element of good administration on the part of municipal real estates and creates the basis for a successful register.

7.1.2 Preparing sketches – (graphical division of evidenced parcels among surveyors)

The purpose of preparing sketches (a geometric figure) is to define parcel borders, which can be used by enumerators operating in field. These, The official person communicating with the party in question can use the graphical divisions in the sketches to explain and clarify the real borders evidenced in cadastral plan.

Figure 1: An example of defined parcel borders in a sketch



Source: Municipality of Prishtina

7.1.3 Using Orthophoto Images

Orthophotos are aerial images, and are used by surveyors to accurately document property.

Figure 2: Illustration of an Orthophoto image



Source: Municipality of Prishtina

7.1.4 Developing a Municipal Property Evidencing Form

In order to provide a comprehensive and accurate picture of municipally owned property in a municipality, the municipal property draft-evidencing form is developed in cooperation with the project manager (Head of Property Sector), Director of Property Department and surveyors from the property sector. Afterwards this draft is tested in the field as a pilot project, by selecting a municipal area to evidence a certain number of property users. Head of the Property sector (project manager) together with the Director of the Property Department are responsible to revise/modify and finalize draft-form in accordance to findings of the pilot project. Depending on the status of the parcel or property (free or in use), the “Municipal Property Evidencing Form” is filled out in the field, in cooperation with the party in question.

When completing the form we come across two situations:

- **1st Situation:** occurs when the form is completed for a free property. In this case, the parcel is evidenced as free and the parcel category is determined (arable, forestry, field, etc.);
- **2nd Situation** occurs when the form is completed for a used or usurped parcel. The enumerators inspect the parcel using an accurate parcel number, in a specific cadastral zone, followed by completing the form with data obtained while communicating with the party (if the party is present). In cases where the party is not present or where the party does not allow the inspection, an official summons is left for the user or usurper. When the area is evaluated using an orthophoto or property tax documents, the data must be filled out correctly and include the user name (legal entity or natural person) personal information, and parcel surface area. The party, subject to evidencing, shall be asked to present documentation in accordance with Section 9 of the Form. At this point it is important to evidence the activity taking place on the used or usurped parcel (Section 11 of the Form). Additionally, it is important to complete the user's (respectively usurper's) statement (Section 12 of the Form).

Finally, the accuracy of the Form¹ is verified by competent individuals (surveyors and project supervisors) followed by a final review by the project manager (head of project sector), who will confirm the property's status (usurped or free).

7.1.5 Delivery of summons

A summons² is written by a lawyer and is delivered to a party to compel them to appear in a directorate court to testify on their grounds for using the cadastral parcel. Half of the evidencing team could be composed of lawyers and the other half surveyors. The lawyers are hired by the municipality.

7.1.6 Training property evidencing enumerators and drafting the fieldwork plan

7.1.6.1 Property evidencing enumerators training

The municipality is responsible for hiring the director and head of the property sector, as well as enumerators. Enumerators enter into fixed-term contracts for property evidencing implementation.

After creating a vacancy posting for enumerators, officials in the property and finance department officials draft a competency test, which includes essay questions to assess the candidates' general knowledge on property issues. Once selected, the chosen candidates sign fixed-term contracts and participate in ethics and project specific trainings.

1 See Annex 1: Municipal Property Evidencing Form

2 See Annex 2: Summons to parties

Trainings is planned to be delivered from The director and head of the property division conduct these trainings, and cover the following topics:

- Project objectives;
- Methodology;
- Field operating procedures;
- Materials and instruments to be used; and
- Potential challenges.

The training is organised around the rapport of enumerators with parties in question, namely how to control or their reactions when learning that parties are using municipally owned property, in order to avoid negative scenarios.

The same team conducts computer programming trainings (AutoCad, RDPP a program for cadastre) for surveyors. The training lasts 3 to 4 hours and covers an orientation on field preparation and general skills.

The director and head of the property division trains lawyers on proper contact with the parties in question, document review,, and filing summons to compel the parties to submit these documents to the municipality.

After training employees on the evidencing process, the department drafts the Evidencing Form.

7.1.6.2 Categorizing properties by areas and neighbourhoods

A residential area refers to an urban area belonging to a neighbourhood which is composed of, among other things, many municipal public spaces.

Project supervisors - property division surveyors - categorize, by zones and neighbourhoods, municipal property based on a unique identifier (parcel). They categorize all municipal properties in each area and neighbourhood of the Municipality of Prishtina.

7.1.6.3 Fieldwork Preparation

■ Operational group

Fieldwork preparation begins in the municipality's property sector offices, with organizing the workload between the surveyors and lawyers, (which includes the written work plan, deadlines, teams etc.), in cooperation with geodesy officials and under the supervision of the head of sector (project manager). This team, uses the data on the parcels in question to determine the factual situation of that property: whether it is free, being used or usurped.

Figure 3 and 4: Illustration of work organization process



Source: Municipality of Prishtina

■ Certificate of ownership

The electronic cadastre program includes ownership certificates, which includes parcel numbers, data on whether the proper is municipally or privately owned. Enumerators are assigned to respective sites according to the information on these certificates.

Figure 5: Sample Ownership Certificate

[illegible]

Source: Municipality of Prishtina

■ Marking orthophotos

An orthophoto is a geometrically corrected aerial photograph so that the scale is uniform. It presents a graphically are marked division of parcels, where each parcel has its own number (parcel). It is from an aerial view which shows construction, forestry, fields, etc. Marking an orthophoto is a key part of the teams orientation, as it allows them to see the borders of certain parcel.

Figure 6: Marking illustration on an orthophoto



Source: Municipality of Prishtina

■ Parcel evidencing

If there is no physical division of the parcel, information is obtained from the KCLIS (Kosovo Cadastre and Land Information System) database, where owners' names are extracted. Data in this program is systemised in such a way that it can be filtered by the parcel number or certificate number. The evidencing teams use this data in the field.

Figure 7: Screen shot of the KCLIS database

The screenshot displays the KCLIS (Kosovo Cadastre and Land Information System) web application. The interface includes a header with the Kosovo coat of arms, the text 'Republika e Kosovës', and a search bar. Below the header, there is a section titled 'Kërkim i thjeshtë për njësinë kadastrale' (Simple search for cadastral unit). This section contains several input fields: 'Numri kadastral' (Cadastral number), 'Numri Kadastral Elektronik' (Electronic Cadastral number), 'RDPP Numri i Certifikatës Komuna' (RDPP Certificate number Municipality), 'Zona Kadastrale' (Cadastral zone), and 'Lloji i Njësitë Kadastrale' (Type of cadastral unit). There are also buttons for 'Kërkim' (Search) and 'Pastro' (Clear). Below the search fields, a table displays search results with columns: 'Rreth' (District), 'Aktiv' (Active), 'Numri Kadastral' (Cadastral number), 'Numri Kadastral Elektronik' (Electronic Cadastral number), 'RDPP Numri i Certifikatës Komuna' (RDPP Certificate number Municipality), 'Shteti i Njësitë Kadastrale' (State of cadastral unit), 'Emri i Komunës' (Municipality name), 'Zona Kadastrale' (Cadastral zone), 'Sipërfaqja' (Area), and 'Adresa' (Address). The table shows several rows of data for parcels in Prishtine, with areas ranging from 806 m² to 2627 m². The bottom of the screen shows a Windows taskbar with the Start button, an 'Untitled Page - Mozilla...' window, and a 'Prishtine' window.

Rreth	Aktiv	Numri Kadastral	Numri Kadastral Elektronik	RDPP Numri i Certifikatës Komuna	Shteti i Njësitë Kadastrale	Emri i Komunës	Zona Kadastrale	Sipërfaqja	Adresa
Zadeh	Aktiv	P.7191-4059-00001-1	86334	10407	parcel	Prishtine	PRISHTINE	806 m ²	KODRA E TRMAVE
Zadeh	Aktiv	P.7191-4059-00001-2	86335	10507	parcel	Prishtine	PRISHTINE	10186 m ²	KODRA E TRMAVE
Zadeh	Aktiv	P.7191-4059-00001-3	86336	11625	parcel	Prishtine	PRISHTINE	596 m ²	KODRA E TRMAVE
Zadeh	Aktiv	P.7191-4059-00001-4	86337	11791	parcel	Prishtine	PRISHTINE	358 m ²	KODRA E TRMAVE
Zadeh	Aktiv	P.7191-4059-00002-1	86338	10308	parcel	Prishtine	PRISHTINE	567 m ²	KODRA E TRMAVE
Zadeh	Aktiv	P.7191-4059-00002-2	86341	10408	parcel	Prishtine	PRISHTINE	1100 m ²	KODRA E TRMAVE
Zadeh	Aktiv	P.7191-4059-00002-3	86342	10508	parcel	Prishtine	PRISHTINE	10186 m ²	KODRA E TRMAVE
Zadeh	Aktiv	P.7191-4059-00002-4	86343	10608	parcel	Prishtine	PRISHTINE	2627 m ²	KODRA E TRMAVE

Source: Municipality of Prishtina

7.2 Fieldwork

7.2.1 Fieldwork, supervision and quality control

Once the fieldwork preparation is complete, the enumerators start their fieldwork equipped with cadastral plans and orthophotos to identify parcels that are municipal properties. The position and status of municipal real estate is determined by the enumerators, who are divided into groups (lawyers and surveyors), and each group is supervised by a property sector surveyor. The project supervisor creates the guidelines, and initially accompanies enumerators on their fieldwork.

Once trained, the enumerators work independently and are occasionally supervised to evidence all municipal properties according to information collected in the field. All evidence should be reported and submitted at the end of the day, according to work results. While

examining municipal properties, enumerators (lawyers/surveyors) may encounter different conclusions on the status of municipal real estate. Since all municipal cadastral parcels are not utilized uniformly, parcels are administrated in specific ways, depending on whether it is “free” or “in use.”

Three people conduct verification in the field:

- A surveyor, or professional enumerator, identifies the concerned parcel, carries out tasks following the guidelines set by the municipal administration (guidelines which define the project objectives and action plan for municipal property evidencing). A lawyer communicates with the occupying party and checks documentation (depending on parcel status).
- An official delivers summons for the party to present documentation related to the use of municipal property, if it is classified as usurped (the party presents proof of ownership).

Implementing these mechanisms has had positive results in data collection and updating municipal property registers.

Details of the photos below and “mobilization” of municipal officials represents various ways to determine the actual status of municipal property, as well as how to interact with natural and legal persons.

During one instance of field evidencing, municipal officials, efficiently examined 17 cases in one neighbourhood in Prishtina, in just two hours.

During this inspection, officials concluded that the properties had different statuses such as:

- Partly usurped;
- Fully usurped;
- In use; and
- Free.

7.2.2 Municipal Property Evidencing Case Study

■ Usurped municipal property in a Prishtina neighbourhood

The usurped parcel contained a solid construction (house). Officials failed to contact the party since the concerned persons were not present and the house was locked. In this situation, the party was convoked by a summons to present proof of property ownership (possession list and copy of the plan)

Figure 8: A photo of usurped municipal property



Source: Municipality of Prishtina

■ **Free parcel**

Officials conducted an inspection in one of the rural areas of the city. The photo shows the lawyer using the orthophoto to orient themselves in the field, which includes data on free property (arable land, field, mountain area, etc.).

Figure 9: Photo of the free parcel



Source: Municipality of Prishtina

■ Communication with the occupying party

In cases where the party is present, municipal officials ask for ownership documentation, which the party considers private property. If the legal or natural person fails to present the valid documentation, the officials complete the evidencing form with concrete data related to the party. If the party refuses access to the property, the case is registered and then treated as usurpation, according to the law on usurpation.

Figure 10: Photo of communication with the party



Source: Municipality of Prishtina

■ Convoking a party by summons

In cases where the party is not present, the enumerators fill out the summons and place it in the mailbox.

Figure 11: Photo of convoking the party by summon



Source: Municipality of Prishtina

In cases where the party is present and presents documentation claiming to be valid, the enumerators fill the summons and present it to the party, who is a natural or legal person. With this summons, the party goes to municipal offices on the given date and time.

Figure. 12 Photo of party present



FSource: Municipality of Prishtina

■ Appearance of the party at the department (Party filing the documentation)

Two lawyers within the municipal office staff are dedicated to the party. They receive the party and review the documentation verifying property ownership.

Following the review, one of the officials takes a copy of this documentation and attaches it to the concerned party's file. This file is then recorded in the property register and is used by the municipality for municipal rational land management, depending on the public benefit.

Following the procedures and clarifying with the party, the Finance and Property Department analyzes the data recorded in the field, and in certain cases makes decisions on the public benefit regarding the usurped property.

Decisions are made based on the Municipal Regulation No. 23/2013, which complies with the benefits of community around the property.

Figure 13: Photo of the concerned party at the department off



Source: Municipality of Prishtina

7.2.3 Quality control

Enumerators' performance quality is checked in two ways.

During the work process, the head of property sector, together with its permanent staff goes in the field and inspects the work of enumerators.

Fieldwork, is followed by quality control of the work of enumerators in cooperation of both sectors within the Finance and Property Department (the Property sector and property tax sector). In order to implement a more objective and impartial quality control of municipal property evidencing, a commission comprised of three members is assigned. One member should be from the team of interviewers in the property tax sector, since their expertise in the field will be valuable. The second member must be a permanent official within the property sector who has not been involved in the municipal property evidencing process. The third member is a surveyor who has been involved in this process, and can provide context during the quality evaluations.

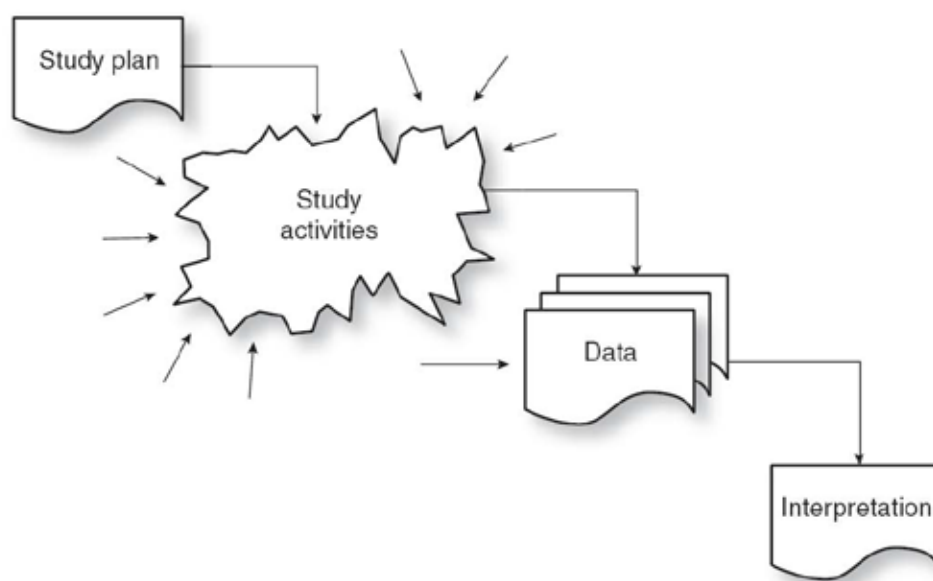
This professional verification is a holistic control of technical documents for 5% of total evidencing. The accuracy of information in these municipal registers and adherence to the municipal regulation is validated by the quality of enumerators' fieldwork.

7.3 Data registration and analysis

7.3.1 Data registration in an electronic database

Upon completion of the evidencing phase and various controls, all information collected in the field is processed and recorded in the MS Excel database. Data is registered according to evidencing form variables. Processing and analysis is conducted depending on the municipal property management requirements. These analyses may be: cases of usurpation in a given location, municipal properties allocated for use, or selection of locations for public benefit, etc. Available staff with MS excel knowledge perform the data registration and processing.

Figure 14: Data evidencing chart from the initial stage to interpretation



Source: Municipality of Prishtina

The database is a tool for data collection, storage, and reprocessing. It facilitates information exchange and ensures consistency.

7.3.2 Municipal property analysis and proposal drafting

Evidenced municipal properties are analyzed, and in consultation with the Mayor, municipal staff drafts proposals for their use, since the municipal assembly is legally entitled to allocate real estate for short and long term use to natural and legal persons. After the deadline for allocation for use expires, or an earlier agreement for use is terminated, the right of use is given back to the municipality. This process is part of additional policies and procedures for treating properties that are not subject to property evidencing manual procedures.

7.4 Project dynamics

The Municipality of Prishtina has a total of 42 cadastral zones, including the city of Prishtina. Once studies and municipal property evidencing is completed, the project team developed a two phased rreport:

- June – July 2014
- October 2014 – February 2015

The table below represents the first evidencing dynamic. This table represents the number of parcels evidenced within 6 months, their surface area, the number of properties with a parcel identification number, which were categorized as either free, in use or institutional property.

Table 1: Summary of municipal properties evidencing outcomes

	Parcels	Land surface (m2)	Evidenced	Free	In use
June-July 2014, October 2014 – February 2015 – Category, land	2,667	29,828,215	6,186	2,314	3,681

Source: Municipality of Prishtina

7.5 Challenges to be addressed before project implementation

Project management is a unique process that consists of an objective to be achieved through a set of coordinated and controlled activities, with a set start and completion dates. Time limits are affected by challenges that arise during project implementation.

The videncing process can include of a range of challenges or difficulties, which can be summarised as follows:

- Lack of graphic data (division of parcels), or general information from the cadastre .
- Obstacles encountered during fieldwork from property users and usurpers.
- Delay in submitting required documentation.
- Lack of vehicles and other equipment (surveying equipment, simple cameras, printers, plotters) for fieldwork.
- Difficulties in finding the sites due to inaccurate addresses.
- Inaccurate project duration forecast (example: the project duration has been extended from three to six months).
- No written property evidencing plan.

7.6 Lessons learned

- Initially, it is beneficial to envision the duration and planning of all visits and controls: when, by whom and how they should be conducted.
- Good logistical planning and use of existing municipal equipment when possible, is key.
- In addition to project planning, draft weekly written plans.
- Establish a tracking system and timelines for your property evidencing route, and factor in time for unexpected developments.
- Reconstruct cadastre data.



HELVETAS
Swiss Intercooperation



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

8. ANNEXES

8.1 Annex 1

	Republika e Kosovës Republika Kosova – Republic of Kosovo Komuna e Prishtinës Opština Priština –Municipality of Prishtina	
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Finance and Property Department

Form number _____

Property sector

MUNICIPAL PROPERTY EVIDENCING FORM

No.	Question	Feedback
1	Evidencing date	
2	Evidencing time	
3	Cadastral zone and parcel number	
4	Neighbourhood or village	
5	Street	
6	Is the municipal property free or used?	1. Free > END 2. In use > CONTINUE
7	Is the user a natural or legal person?	1. Natural person 2. Legal person
8a	Name of the natural person or business entity currently using the property	
8b	The approximate surface area of the property being used (in square meter)	
9	Does the user possess a contract for use of municipal property? IF YES: Ask for a copy of the contract and attach to the form!	1. Yes 2. No
10	How is the municipal property being used? (circle all valid answers)	1. For agricultural works 2. There are temporary facilities with light material (wood, aluminium, etc.) 3. There are facilities with solid construction 4. Property (or a part of it) is surrounded by bars 5. Parcel (or part of it) is paved with solid material (concrete, asphalt, gravel, etc.)

No.	Question	Feedback
11	Enumerator notes	
12	Enumerator statement	

Name and surname of the enumerator

Enumerator signature

Name and surname of the supervisor (surveyor)

Supervisor signature

Completed by project manager:

No.	Question	Feedback
13	Determination of factual situation of municipal property	1. Free 2. In use 3. Partly usurped 4. Fully usurped

Project manager

Name and Surname

Signature

8.1 Annex 2

KOMUNA E PRISHTINËS
DREJTORIA PËR FINANCA DHE PRONË

10 Nr. Zyrëtare
Data 10.10.2014
Prishtinë

THIRRJE PËR PALEN
(N. 81 - 86. LAA)

Ap - 1
f.1
2003-4

Abdullahu (Bashir) Fazliu
(emri e mbiemri ose titulli)

Vjeç: Kocra e Trimave - Njohja Bashkia
nr. 24

Shërbet që të vijë personallisht ose ta dërgojë përfaqësuesin e vet zyrtar apo të autorizuarin për
17. 11, 2014 në Komunen e yjetit në orën 10:30

Udhëzuesi Kati III
detyrimi nr. 306

derzimin e deklarimit me pronën në
VEREJTJE: respektiv

Si një përgjegjës, të arsyeshme për të bërë të detajuar të gjithë kushtet që të cilat përbëjnë kushtet për të
të për të bërë të sigurtë dhe të bërë të sigurtë

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Drejtori i Drejtorisë



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