



СТАЛНА КОНФЕРЕНЦИЈА ГРАДОВА И ОПШТИНА  
САВЕЗ ГРАДОВА И ОПШТИНА СРБИЈЕ

Бр. 79/1

31. 01. 20 18 год.  
БЕОГРАД

**Annual Work Plan (Cover Page)**

**Country: Serbia**

**UNDAF Outcome(s):**

By 2020, governance institutions at all levels have enhanced accountability and representation to provide better quality services to people and the economy

**Expected Output(s):**

*(Those that will result from the project and extracted from the CPAP)*

Management of public funds is improved at all levels

**Implementing Partner:**

Output 4.1: Standing Conference of Towns and Municipalities (SCTM)

**Other Partners ( i.e. Responsible Parties):**

SCTM/UNDP



## Narrative

Standing Conference of Towns and Municipalities (SCTM) focused on following activities during 2016 and 2017:

1. **10 pilot cities/municipalities** were selected with the aim to be supported in the process of the implementation of the public budget portals (PBP) during 2016-2018: Subotica, Krusevac, Pirot, Zrenjanin, Nova Varos, Veliko Gradiste, Bela Palanka, Blace, Raska, Ljubovija. Selection process was implemented in October 2016, and Memorandums of Understanding were signed between SCTM, and pilot LSGs during November 2016.
2. **Analysis of the existing systems (including IT) for budget preparation and execution within 10 municipalities** were developed during October-December 2016, but the second part of Analysis which is related to the IT solution used by municipalities for this purposes, was additionally improved during January 2017, and translated into English. The first part of the analysis contains elaboration of the financial part of the system used for budget preparation and execution, and the second part contains analysis of IT solution used by municipalities for this purposes. Three financial experts were engaged for this purpose, two of them for development of the analyses, and one for advisory services. IT Company was engaged for development of analyses of the IT solution used by pilot LSGs during budget cycle. IT Company was engaged in the line with the SCTM standard procurement procedures. This activity included field visits to all pilot LSGs, identification of current systems for budget preparation and execution, as well as IT solutions, consultations with the LSG representatives, and finally preparation of reports separately per all pilot LSGs with detailed description of current systems. Analyses were used as baseline for preparation of **Project Task** and other administrative documents (Terms of References, etc.) according to SCTM standard procedures, for financial consultants and IT Company, during February. Since Serbian municipalities face the similar challenges during budget cycle process, **Recommendations for improvement of the budget preparation and execution process** were developed according to the Analysis results. Recommendations were presented to the members of SCTM Local Finance Network on 14 February 2017.
1. **Set of documents (financial reports)** which were integrated into PBPs as a base of data presentation, was developed during first part of 2017.
2. **Proposal for system design and procedures for transfer of financial data on budget revenues and expenditures from existing systems to new portals was developed during Q2.** IT Company has been engaged in the line with standard SCTM procedures. Procurement process has been implemented during April-May, and open call for proposals was published in daily newspaper Politika on 28 April 2017, and on SCTM website for ten days starting from 28 April. During that period 2 proposals were submitted and reviewed in details by Commission established for purpose of proposals evaluation. Commission members were five SCTM representatives and one UNDP representative. IT Company Institut Mihajlo Pupin proposed price of 5.750.000 RSD for implementation of tasks described in document Project task on implementation of PBPs, which was published within open call on SCTM website, and IT Company Belit proposed price of 6.009.710 RSD for that service. Since both IT companies were rated with best marks according to requests described within Project task, price was decisive element for final selection of IT Company. In the line with that, contract with IT Company Institut Mihajlo Pupin was signed on 12 May 2017. According to AWP for 2017 and deadlines described in Contract and Project task, IT Company implemented Activity 2 and prepared proposal for system design and procedures for transfer of financial data on budget revenues and expenditures from existing systems to new portals, as well as proposal for user interface for PBPs.
3. Project activities were promoted at several meetings:
  - SCTM Local Finance Network meeting, held on 14 February 2017 (162 participants)
  - UNDP Parliamentary project and RELOF project workshop held in 11-12 May 2017, which was organized for representatives of local assemblies from 6 municipalities supported by RELOF project
  - SCTM Committee on Finance and Public Property meeting, held on 21 November 2017
  - Brief info letters on project activities was distributed during SCTM General Assembly meeting held on 12.12.2017
4. **β version of software for portals developed** (including pre-defined template reports to be generated and presented) and piloted – developed by the end of Q3 2017. IT Company engaged for implementation of PBPs prepared proposal for β version of portals in the line with approved proposal on system design and procedures for transfer of financial data on budget revenues and expenditures from existing systems to new portals, as well as proposal for user interface for PBPs. Presentation of β version of portals was held during September for UNDP and SCTM employees.
5. **Final version of PBPs** was developed and tested during Q4.
6. **Development of Guidelines for users of PBPs.** Guidelines for administrators of PBPs has been developed during Q3, and Guidelines for members of Local Parliament during Q4.
7. Hardware and related equipment purchased during Q4 and installed in 10 municipalities by the end of 2017
8. Trainings of SCTM Municipal finance department staff and other LSGs representatives in using the system and data it generates started in Q4 2017 and will be continued during 2018.

Standing Conference of Towns and Municipalities (SCTM) will focus on following activity in 2018:

- Additional improvement of PBPs and installation of hardware in 10 pilot municipalities during Q1
- Training of SCTM Municipal Finance Department staff during Q1
- Presentation of the whole process to other municipalities, using lessons learnt and best practices from the first phase via SCTM Network on Local Finance and SCTM Committee on Finance and Public Property meetings
- SCTM Municipal Finance Department staff providing support in using and maintaining budget portals
- The focus will be on trainings of SCTM Municipal finance department staff and other LSGs representatives in using the system and data it generates. The process of trainings started in 2017 and will be continued during 2018



Programme Period:	2016-2018
Programme Component	SCTM
Intervention Title:	Accelerating
Accountability Mechanisms in Public Finances	
Award number:	90562
Duration:	01/2018-07/2018

Estimated Annualized budget:	USD
87.722,1036	
Total allocated resources:	USD 250,000
• Government	
• Regular	_____
• Other:	
○ Donor	USD 250,000
○ Donor	_____
○ Donor	_____
Unfunded budget:	

Agreed by: Ivan Milivojevic, SCTM

(Implementing partner)



Agreed by UNDP:



# I. ANNUAL WORK PLAN

Year: 2018

EXPECTED OUTPUTS <i>And indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME		RESPONSIBLE PARTY		Budget Description	PLANNED BUDGET			Amount
		Q1	Q2		Source of Funds		IQ	IIQ		
<b>Output 4.1:</b> Development of public budget portals in at least 10 municipalities.  <b>Baseline (2015):</b> No municipal assembly in Serbia currently has direct electronic access to public finance data.  <b>Indicator:</b> Number of municipal assemblies with electronic access to public finance data.  <b>Target for 2018:</b> 10 municipal assemblies have electronic access to public finance data.	1. Hardware and related equipment installed in 10 municipalities by the end of Q1 2018 2. Trainings of SCTM Municipal finance department staff in using the system and data it generates - conducted by the end of Q1 2018 3. SCTM Municipal finance department staff provide support to 10 municipalities in using and maintaining budget portals - by	X	X	SCTM	SIDA	71300-National consultants	7,000	10,000	17,000	
		X	X	SCTM	SIDA	71800-Contractual Service Individual	8,779	8,779.01	17,558.01	
		X	X	SCTM	SIDA	71600-Travel	1,500	1,824.51	3,324.51	
		X	X	SCTM	SIDA	72100-Company contracts	0	6,050.25	6,050.25	
				SCTM	SIDA	72400-Communication&Media	0	0	0	
				SCTM	SIDA	72600-Grants	0	0	0	
				SCTM	SIDA	72800-Equipment	0	2,113.47	2,113.47	
				UNDP	SIDA	74100-Evaluation&Audit	0	2,500	2,500	
				SCTM	SIDA	74200-Printing&Translation	3,498.32	4,000	7,498.32	
				UNDP	SIDA	74500-Miscellaneous	0	1071	1071	
				SCTM	SIDA	74500-Miscellaneous	0	1,608.61	1,608.61	





