



**UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"**

Steering Council

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**REGULATION  
COMMISSION FOR THE SUPERVISION OF IMPLEMENTATION OF THE STRATEGIC PLAN OF  
THE UNIVERSITY "Haxhi Zeka"**

Peja, 2020

## THE STEERING COUNCIL

Based on Article 17th and Article 23 point 1.3 of the Statute of University "Haxhi Zeka", the Steering Council approves the following:

### REGULATION

#### COMMISSION FOR THE SUPERVISION OF IMPLEMENTATION OF THE STRATEGIC PLAN OF THE UNIVERSITY "Haxhi Zeka"

##### ARTICLE 1

###### Scope

This regulation determined organization and working manner of the Commission for the observation of implementation (hereinafter: the Commission) of plan strategic of UHZ, (hereinafter Plan strategic) including: tasks and responsibilities, meetings call, leadership, the election procedure, re-election and replacement of the chairman or members, ways of taking over the decisions, compensation and report to the Steering Council of the University.

##### ARTICLE 2

###### Election and Composition of the Commission

2.1 election of the chairman and Membership of Commission for supervision of implementation of plan strategic is done by the Steering Council of the University, which consists of:

2.1.1. A member of the Steering Council -Chairman;

2.1.2. A member from Rectorate- Rector;

2.1.3. Deans of academic units;

2.1.4. A student representative;

2.1.5. A representative from the non-majority community (Bosniak language);

2.2. Election of the Chairman and Memberships of this commission done with a 5 year mandate according to the Strategic Plan .

##### ARTICLE 3

###### Completion of the mandate, dismissal and re-election of the members of the Commission

3.1. Competition of mandate of Memberships of commission done in cases as following:

3.1.1. If the mandate of a member of the Commission end or is dismissed from the position held outside the commission, he/she automatically loses the position in the Commission's job.

3.1.2. If they submit a resignation to the Council Steering;

3.1.3. If dismissed for negligence of work at Commission;

3.2. In case of mandate completion of any member of Commission, their replacement is done according to article 2 of this Regulation.

3.3. Replacement of him/her is to be done from the holder of the task, or from the chosen who passes his/her place in the relevant position which was held by the dismissed member.

3.4. In case that Head of Commission for various reasons cannot temporarily hold his task, then the Advisory Council appoints a temporary chairman from ranks of actual Commission membership.

#### **ARTICLE 4**

##### **Commission Duties**

- 4.1. Commission duties include activities as the following, but not limited to:
  - 4.1.1. Drafting annual implementation plans;
  - 4.1.2. Drafting financial annual expenses of implementing activities according to budgetary limitations strategically foreseen and midterm framework of expenditures (KASH);
  - 4.1.3. Following and supervising projects that result from the strategic plan;
  - 4.1.4. Collection of information for every foreseen project for implementation.
  - 4.1.5. Requirement for project performance reports and appropriate steps;
  - 4.1.6. Review and precautionary measures to ensure the implementation of the plan strategic;
  - 4.1.7. Drafting requests and projects directed to donors for providing funds relevant to the implementation of strategy;
  - 4.1.8. Proposal for obtaining adequate measures in case of subjective responsibility for eventual failure of the projects and programs strategically foreseen.

#### **ARTICLE 5**

##### **Avoiding conflict of interest**

- 5.1. Members of Commission while exercising their duties in the commission, should of avoid conflicts of interest. They should not participate in any procedure in which they have personal interests, or if any circumstance / situation which can affect in their impartiality;
- 5.2. Head of the Commission must decide, in case of any doubt related with section 1. of this article, according to provisions of law No. 04 / L-051 for prevention of conflict interest in exercising public function.

#### **ARTICLE 6**

##### **Committee meetings**

- 6.1. Head of Commission is required to call the constitutive meeting of the Commission three days after the entry into force of this regulation;
- 6.2. Regular meetings of Commission are called by the Head of Commission;
- 6.3. The commission is required to meet at least (1) time per month in a regular meeting;
- 6.4. The Chairman of the Commission may call for exceptional meetings;
  - 6.4.1. If the tasks are not completed by deadline;
  - 6.4.2. At the request of the Council Steering;
  - 6.4.3. With the request of 1/3 of Commission members.

## **ARTICLE 7**

### **Reporting to the Steering Council**

- 7.1. Commission through the Chairman reports every three (3) months prior to the Governing Council or tasks completed work on the implementation of the Strategic Plan;
- 7.2. The Chairman is obliged to send the relevant documentation (report) electronically to the Steering Council, at least three (3) day before the Advisory Council meeting is held;
- 7.3. For fulfilling duties regarding implementation of plan strategic, Commission submits to the Steering Council a detailed annual report.

## **ARTICLE 8**

### **Duties and Responsibilities of the Chairman**

- 8.1. The Chair of the Commission has the following responsibilities:
  - 8.1.1. Directs the work of the Commission;
  - 8.1.2. Calls and leads all meetings of the Commission;
  - 8.1.3. Assigns and separates tasks for members of the Commission;
  - 8.1.4. Supervises the Commission's members work;
  - 8.1.5. Reviews and signs the minutes of the Commission meetings;
  - 8.1.6. Signs other Commission documents (reports, posts on decisions, recommendations issued etc.);
  - 8.1.7. Ensures that the Commission job is carried in accordance with legal provisions and statute of UHZ;
  - 8.1.8. Ensures that the activity of the commission is within the timeframe of certain;
  - 8.1.9. Provides interconnection between the Commission and management bodies of University, academic units, administration and other institutions included in implementation of this strategic plan.
  - 8.1.10. Is obliged to notify the Steering Council if the members of the Commission do not apply or violate this Regulation. Notice is done in writing by including proposal with concrete provisions;
  - 8.1.11. Head of Commission answers to the Council Steering for his work.

## **ARTICLE 9**

### **Duties and responsibilities of members of the Commission**

- 9.1. The members of the Commission have responsibilities as in the following:
  - 9.1.1. Fulfillment of the Commission's obligations regarding the oversight of the implementation of the Strategic Plan and the Steering Council's decisions;
  - 9.1.2. Managing implementation of work duties through relevant units that they represent and report on them at the Commission;
  - 9.1.3. Participate in approval of all supervisory actions and secure that all deadlines are met;
  - 9.1.4. Perform any other task assigned by the Chairman of the Commission, or if requested by the Council Steering.

## **ARTICLE 10**

### **Calling and holding the committee meetings**

- 10.1. The Chairman in consultation with members of the Commission assigns the meeting date, and the content of each Commission meeting;
- 10.2. Head of the Commission is required to inform the members of the Commission at least 5 days prior to the meeting;
- 10.3. Members who cannot attend the meeting for various reasons, must of inform Chairman as least two (2) day before the meeting in a written report;
- 10.4. Commission holds closed meetings, if not decided otherwise based on the Commission decision;
- 10.5. In necessary cases help can be required and only persons asked by the Commission for assistance can participate, or to serve as documents interpreter.
- 10.6. In cases of inadequate language during the meeting, the Chairman takes informative precautions from the Steering Council and warns the members, based on recordings made during the meetings. In case the chairman does not do so, each member may raise the matter to the Advisory Council with evidence of recordings , and Council take adequate precautions towards the Chairman;
- 10.7. The Commission during its activity is supported by the University's administration.

## **ARTICLE 11**

### **Review of the material by the Commission**

- 11.1 The Commission reviews may be made ad-hoc or via electronic means. Chairman of the Commission decided on the manner;
- 11.2. In cases when reviews of Commission are done in way electronic, the basis for decision and self-decision should be correctly recorded electronically as well as should reflect individual review of each member of Commission;
- 11.3. These information should also serve as records of the Commission, which must be approved in the upcoming meeting from each member and be signed from the Chairman.

## **ARTICLE 12**

### **Quorum and decision-making in the Commission**

- 12.1. Meetings of the Commission are of available if more than half of Commission members participate;
- 12.2. Decisions are taken by the majority in presence of more than half of the Commission members;
- 12.3. Decisions should be taken openly and without a secret vote;
- 12.4. Each member should have one (1) vote and can express the affirmative or negative vote in adopting the reviewed report or decision-making report;
- 12.5. In case of equal votes, the chairman's vote is decisive;

12.6. Members thought that have keep a negative attitude in any case should be noted in the record summary of the commission's and is attached to the thought of majority. Disagreement by any member should be justified;

12.7. For each meeting of the Committee, a record of the meeting is kept.

### **ARTICLE 13**

#### **Cooperation within the Institution**

13.1. The Commission should cooperate with the UHZ Management (Steering Council, Rector, Vice-Rectors, units academic, Secretary department of Administration) in order to seek advice and assistance for all relevant information and documents related to prior discussion for decision-making;

13.2 All bodies and structures of UHZ's, owe of offer support required by the Commission on Implementation of the Strategic Plan.

### **ARTICLE 14**

#### **Content of Commission acts**

14.1. Commission will be notified for of all facts and information necessary for obtaining a decision, as well as will use all potential means for research and verification of evidence in accordance with strategic plan and statute of the University;

14.2. Each act of the Commission (notification, recommendation decision report) will contain information as in the following:

14.2.1. The name of the act, the reference number, and the issued date;

14.2.2. The legal basis on which the act is based;

14.2.3. The name of the subject that the act addresses;

14.2.4. A summary of factual findings provided during the supervisory process;

14.2.5. Legal Reasons and the facts that form the act foundation;

14.2.6. Instruction and notification of the legal tool for the complainant for his / her right to seek discussion against the act notification of the Commission, through Council Steering;

14.2.7. Signature of the Commission Chairman.

### **ARTICLE 15**

#### **Material Compensation**

15.1. The members of the Commission for their work in this commission are entitled to compensation. Compensation will be regulated by a special act issued by the Steering Council.

### **ARTICLE 16**

#### **Implementation of the Regulation and other acts**

16.1. Commission except for this regulation, bases its activity in the suitability and dispositions of the statute of UHZ's, Law for High Education and Law for general administrative Procedures;

16.2. in case of conflict between provisions of this regulation and provisions of acts of mentioned in paragraph 15.1. the latter dominate.

#### **ARTICLE 17**

##### **Entry into force**

17.1. Regulation enters into force 15 days after the approval by the University Steering Council.

Chairman  
Gazmend Shabaj

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Explanation: This regulation is translated in English but signed and protocolled in Albanian.