CODE OF TRANSPARENCY AT THE LOCAL LEVEL

September 2022

INTRODUCTION

The Code of Transparency at the Local Level contains minimum standards for proactive informing of the public regarding the operations of municipal bodies, services provided by the municipality through public offices, as well as other information that the municipality creates or has at its disposal.

The standards for minimum transparency at local level are created based on the legal obligations arising from the Law on Local Self-Government, the Law on Free Access to Public Information, the Law on Utilization of Public Sector Data and the Law on Personal Data Protection, as well as from the obligations of municipalities derived from their jurisdiction over keeping registers and records, and statistical data that refer to the territory of the municipality.

At the same time, the interest of the citizens/civic organizations in obtaining certain information and data that are important to them for ensuring transparency and accountability and for their inclusion in the processes of policy making at local level is taken into consideration, as well as the information that the citizens believe will facilitate their access to public services. In addition to this, information/data for which the business community has shown interest are included, especially for their publication in an open format, in order to use them for creating applications which are useful for the citizens and for the development of the local community.

The goal is to ensure, through the application of these standards, a uniform access to information in all municipalities in a predictable manner, meeting minimum standards at technical level as well.

According to the Law on Free Access to Public Information, the municipal website is the basic tool to inform the public, where all public information should be published. At the same time, care should be taken to ensure web accessibility in the easiest and fastest way, visibility of information categories on the main menu, with access to all categories of information within a second click. The data should be regularly updated, providing individual approach depending on the specifics of each piece of information and the need for its updating on a daily basis, or as soon as the need arises.

It is also recommended to meet the AA level for web accessibility in order to ensure adequate access for people with disabilities who use assistive technologies to work with computers and the Internet[1]. The published information and data should be disintegrated by gender, where ever possible.

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[1] https://www.w3.org/WAI/intro/wcag

Pursuant to Article 8 of the Law on Local Self-Government and Article 10 of the Law on Free Access to Public Information, as well as the Law on Utilization of Public Sector Data and the Law on Personal Data Protection, the following has been prepared:

CODE OF TRANSPARENCY AT LOCAL LEVEL

Subject matter

Article 1

This Code describes the minimum standards for transparency of local self-government units regarding publishing data and information on municipal websites.

"Data" refers to objective, factual data, which local government decisions are established on and which are the basis for evaluation of public services, or which are collected or generated during the delivery of public services. This data is the basis for publishing information regarding the performance of functions and competences of the local government.

Objective

Article 2

The purpose of this Code is to improve the transparency and accountability of local self-government units by determining the main source of information, as well as the structure of the information that should be published.

Principles

Article 3

Key principles for the availability of data/information subject to this Code are:

- **Driven by demand -** the municipality understands the data it owns, it recognizes the value of the data it owns, it acknowledges the needs of the local community and publishes the data in a way that will allow the public to use it without any obstacles. Citizens expect that the development of new technologies and the publication of data will increase the transparency and accountability in municipal operations;

- **Openness –** providing public data is an integral part of the local government's work with citizens and it encourages accountability and responsibility towards them. The public is informed about the availability of data and knows how to access the data and how to use it;

- **Timeliness -** publishing public data in a timely manner is of vital importance. Data is only useful if it is well-timed, so it should be published as soon as possible after it has occurred, even if it is not accompanied by detailed analysis.

Public operations

Article 4

The bodies of the municipality (mayor and council), council commissions and public services established by the municipality are obliged to inform the citizens about their work, as well as about the plans and programs that are important for the development of the municipality, in a manner which has been determined with the statute.

Article 5

The municipality is obliged to provide citizens with access to basic information about the services it provides.

Active transparency

Article 6

The municipal website is the basic tool for informing the public, where all public information should be published.

Each municipality should have its own functional website that meets the basic technical standards.

The municipality is obliged to inform the public through its website.

Article 7

The municipality is obliged to provide free access to the information published on the website.

Article 8

The municipality publishes all information in Macedonian and in other languages which are officially used in the municipality, in an identical manner.

The municipality also publishes the information in English, if it has the possibility.

Structure and organization of public information

Article 9

The public information that are created by and are available to the municipality is published on the municipal website in accordance with the Law on Free Access to Public Information.

Article 10

The information published on the website is organized into categories and subcategories[2].

Article 11

The following categories and subcategories of information shall be published on the website as a minimum:

1. The category "**About the municipality**" represents the profile of the municipality, it presents the symbols of the municipality (municipal coat of arms, flag, days of the municipality, etc.), the geographical position of the municipality, including the planning region and other municipalities that belong to that planning region, the demographic characteristics of the municipality, the significant cultural and historical landmarks and the natural specifics. This category also offers information about the vision for municipal development, emphasizing its natural, economic, social and other preconditions that determine its growth and development. Statistical data on business entities, including characteristics and information that can present the attractiveness of the municipality such as restaurants, museums, cultural facilities, etc. are also presented in this category. This category can also contain two subcategories:
    - **Municipal coat of arms and flag;** and
    - **Local and urban communities on the territory of the municipality** that display the names of the local or urban communities, their competences and members, contact information and forms for submitting initiatives from citizens of the local or urban communities.
2. The category "**Municipal bodies**" consists of the most important information about the mayor and the municipal council, including competences that arise from the Law on Local Self-Government.
    - The subcategory "**Mayor**" includes a short biography with information related to the date of assuming office, political affiliation, personal data, degree of education, professional experience, skills, photograph, telephone and e-mail address, information regarding the form of communication with citizens (reception day, electronic tool, etc.), with a mandatory link to the questionnaire published on the website of the State Commission for Prevention of Corruption and Conflict of Interest, net salary, competences.
    - The subcategory "**Council of the municipality**" includes information about the members of the council for each member individually, first and last name, photograph, phone number and e-mail address, political affiliation, level of education, professional status (employed-

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[2] Categories are marked in bold, with numbers: 1, 2, 3, ………...Subcategories are marked with dots

unemployed, where if employed), as well as information related to the operation of the council in terms of council's competencies, calendar announcing council's sessions, agenda of the announced council's session, minutes of the sessions, etc.

- The subcategory "**Commissions/bodies of municipal council**" includes information on the name of the commission, commission members, rules of procedure and documentation related to their work.

3. The category "**Commissions/bodies of the municipality**" contains information and documentation related to the work of all commissions and bodies which are not bodies of the council, but are formed in accordance with the law and function within the municipality, marked in subcategories:

- **Commission for relations between communities (if the municipality is obliged by law to form such a commission),** where information about commission members is published (name and surname with e-mail address, telephone), annual work program, current activities, annual report about commission's work, minutes of meetings, submission form for initiatives from citizens or civil society organizations.
- **Consumers' protection council**, where information about the members of the council is published (name and surname with e-mail address, telephone), annual work program, current activities, annual report, minutes of meetings, submission form for initiatives from citizens or civil society organizations.
- **Consultative body in the field of urban planning**
- **Other commissions/bodies of the municipality**

4. The category "**Administration**" contains information about:

- **Organization and structure of the administration** by publishing the rulebook on internal organization and the rulebook on systematization of work positions, the organizational chart of the municipality and the structure of employees by position, ethnicity and by gender, presented in a table;
- **Secretary of the municipality**, with their professional biography, contact telephone number and e-mail address;
- **List of employees**, organized by sectors and departments with contact telephone numbers and e-mail addresses;
- **List of temporary hired persons**, with first and last name, period for which they have been hired, their tasks and remuneration;
- **Employments** by publishing the annual employment plan, vacancies announcements, selection decisions after the published vacancies announcements.

5. The category "**Official municipal newsletter**" contains all the official newsletters of the municipality that can be searched by number, date or act's name.

6. The category "**Documents**" contains all municipal strategic and program documents, annual and quarterly reports, rulebooks, regulations, instructions, programs, conclusions, decisions and other important acts, which can be organized in subcategories by areas. The budget and the

statute, being the most important documents of the municipality, are available and visible maximum within a second click.

- The subcategory "**Statute of the municipality**" contains a consolidated text of the document.
- The subcategory "**Budget of the municipality**" contains the municipal budget calendar, budget circular, budget programs and information on budget implementation. The municipal proposed budget, municipal budget which has been adopted by the council of the municipality, as well as all changes and additions to the municipal budget (rebalance) are published with a separate statement, containing information about the total value of planned revenues and expenses, their comparison with past period, value of revenues and expenses according to budget programs, accounts and items, justification of any possible increase or decrease and the position it relates to, expected benefits for citizens, included initiatives from citizens, etc. It is recommended that the municipal budget is published in a format that is easily understandable for the general public, that is, in the form of a civil budget. Information related to the realization of municipal budget is published as interim financial reports, i.e. monthly or quarterly financial reports, including reports on municipal expenditures and debts, as well as annual reports on realization of municipal budget, i.e. the year-end accounts of the municipality and municipal budget users and annual (consolidated) account of the municipal budget, together with the annual report on the operation of the municipality. If possible, the budget realization reports are published graphically processed as well, according to the good practice of their publishing on the website of the Ministry of Finance (banner "Financial indicator" - https://indikatori.opstinskisoveti.mk/).
- All strategic documents (strategies, programs, plans, etc.) are published in the subcategory "**Strategic and program documents**", such as local economic development strategy, education strategy, youth strategy, urban mobility plan, protection and rescue plan, program for commemorating significant events and distinguished persons with memorials or monuments for a 5 year period, local environmental action plan, annual programs by areas and other strategic and action plans created by the municipality.
- If the municipality has declared financial instability, according to the Law on Financing Local Self-Government Units, the plan with measures to overcome financial instability and all acts related to it are published in a special subcategory "**Plan with measures to overcome financial instability**".
- All reports of the State Audit Office (SAO) are published in a special subcategory "**Audit reports**", containing municipal reports on acting on SAO recommendations, as well as the audit reports prepared by external independent audit companies.
- Quarterly reports on inspection supervision conducted on the territory of the municipality by municipal inspection services are published in the subcategory "**Inspection supervision**".
- Other municipal acts and documents that are not included in any of the above-mentioned subcategories and are subject to sharing with the general public are published in the subcategory "**Other documents**", such as documentation related to concessions, information, contracts and reports on public-private partnerships, etc.

7. The category "**Services**" contains all the information about the services provided by the municipality in accordance with its competences and jurisdictions, as well as the way in which citizens can obtain the service, with precise publishing of all forms and contacts of the municipal employee responsible for providing the service. The category can be organized into two subcategories:
   - **Catalogue of services** which contains all services provided by the municipality for citizens, responsible sector/department, responsible person, contact details of responsible person, manner of providing the service (necessary documents and manner of their submission), forms, providing links to the service if it is available electronically; as well as
   - **E-services** with precise description of the service, as well as the manner of providing it.
8. The category "**Local taxes and fees**" contains information on all local taxes and fees that the municipality has by publishing the acts that determine the amount of the tax/fee, the methodology for calculating the tax/fee, the method of payment, the complaint form and other documents. The calendar of tax activities, as well as various notices, campaigns, leaflets, announcements, etc. in connection with the activities undertaken by the municipality for administration of local taxes and fees are also published in this section.
9. The category "**Public procurement and public calls**" can be organized into two subcategories:
   - **Public procurements** contains all the information on all municipal public procurements with complete documentation, published on the Single electronic portal for public procurement of the Public Procurement Bureau, publishing the link that leads directly to the public procurement procedures of the municipality on the municipal website. In this subcategory, the annual public procurement plan and all changes are also disclosed, as well as the annual report on the implementation of the public procurement plan;
   - **Public calls** contains all public calls announced by the municipality.
10. The category "**Projects on municipal territory**" contains information about all current projects that are implemented in the municipality, regardless of whether they are financed with funds from municipal budget, state budget or with donor funds. In order to provide greater visibility, the information can be organized into several subcategories:
    - **Projects financed by the municipality** with information on project start date, estimated completion date, project value, possible co-financing, contractor, brief project description and benefits for the population (supported by data), information on the municipal employee responsible for project monitoring (contact telephone number and e-mail address), as well as contact information for reporting possible problems and complaints connected to project implementation;
    - **Projects financed by the state** with information on project start date, estimated completion date, project value, possible co-financing, contractor, brief project description and benefits for the population (supported by data), information on the municipal employee responsible for project monitoring (contact telephone number and e-mail address), as well as contact information for reporting possible problems and complaints connected to project implementation;

- **Projects financed by donors** with information on project start date, estimated completion date, project value, possible co-financing, contractor, brief project description and benefits for the population (supported by data), information on the municipal employee responsible for project monitoring (contact telephone number and e-mail address), as well as contact information for reporting possible problems and complaints connected to project implementation.

11. The category "**Urbanism**" contains information about urban planning and project documentation of the municipality, such as: general urban plan, detailed urban plans, local urban documentation for villages etc., with a clear indication of the status of the document, i.e. whether it is adopted or a proposal, link to the consultative body for urban planning, annual report on issued construction permits, annual report on submitted applications for legalization and legalized buildings, excerpt from the register of managers of residential buildings on municipal territory with contact information, as well as a form to report citizens' dissatisfaction with managers' work, register of buildings with a certificate for buildings' energy characteristics, electronic records of names of streets, squares, bridges and other infrastructure facilities, numbering of buildings and facilities, etc. The information can be organized into several subcategories, based on its connectivity.

12. The category "**Local economic development**" contains information about legal entities on municipal territory that have an impact on local economic development, and for which the municipality, according to the law, is obliged to keep a register, as well as other data that directly or indirectly reflect the development potential of the municipality and can increase interest in investments in the municipality or in attracting visitors and tourists. In this regard, the following information is disclosed: register of small-scale commercial activities, register of small-scale catering activities, register of small-scale tourist activities, services in rural, ethno and ecological tourism, industrial and economic areas, movable and immovable assets owned by the municipality, information about initiatives of the municipality to support the business sector, as well as information about the established way of active public-private cooperation, e.g. local economic council, advisory board, business council or similar. The information can be organized into several subcategories, based on its connectivity.

13. The category "**Environment**" contains information and acts under municipal jurisdiction in the field of the environment, such as environmental protection plans, register of pollutants on municipal territory, issued B-integrated environmental permits, collection centers for electric waste, issued licenses for removal of damaged vehicles from local roads, landfills on municipal territory /the City of Skopje. The information can be organized into several subcategories, based on its connectivity.

14. The category "**Culture and sports**" contains basic information about all facilities in the field of culture on the territory of the municipality/the City of Skopje, regardless of the fact whether the management of the facilities is under local jurisdiction, with working hours, ticket prices and contact information, extract from the register of monuments on municipal territory, as well as basic information on all sports facilities on municipal territory with services they provide,

prices for services and contact information. The information can be organized into several subcategories, based on its connectivity.

15. The category "**Social protection**" contains information on the conditions under which the right to social assistance for different categories of citizens is provided by the municipality, such as requirements for receiving one-time financial support for socially endangered categories of citizens, in the event of natural disasters, for a newborn and other services, forms for submitting a request for one-time financial support, etc. Information about public nursing homes for the elderly (with name of the facility, contact information, capacity, vacancies), shelter centers (contact information where violence can be reported), day care centers for persons with disabilities, as well as contacts and link to the Social protection center that carries out activities on the territory of the municipality are also published in this category. The information can be organized into several subcategories, based on its connectivity.

16. The category "**Education and child protection**" contains information about all primary and secondary schools on municipal territory, as well as public kindergartens providing information on the name of the institution, address, contact, director, total number of students/gender-disaggregated, number of classes by grade, number of children/students - gender-disaggregated, number of employees (teachers and others), teaching languages, information on children/students enrollment, including a tool for electronic enrollment/ description of procedure, as well as current information for students and parents. The information in this category should preferably be grouped into three subcategories, namely: **child protection; primary education; and secondary education**.

17. The category "**Public enterprises**" contains information on all public enterprises established by the municipality providing name of the public enterprise, activity it performs, services it delivers, director of the public enterprise with contact information, members of the management and supervisory board, annual work program of the public enterprise, annual report on financial performance of the public enterprise, as well as a link to the website of the public enterprise. If the public enterprise does not have its own website, the prices for services provided by the enterprise, as well as the form for reporting a problem by citizens are published on the municipal website.

18. The category "**Municipality and citizens**" contains information on the way the municipality communicates with its citizens with electronic tools that enable direct electronic communication between citizens and the municipality, information on active civil society organizations that operate on the territory of the municipality and in the planning region, the procedure of the municipality for cooperation/financing projects of civil society organizations, current projects implemented by the municipality in cooperation with civil society organizations, annual reports on consultations carried out, achieved cooperation and completed and started projects with civil society organizations that have financial implications, as well as submission form for initiatives coming from citizens or civil society organizations to the municipality. In this regard, the information in this category can be divided into two

subcategories, "**Consultation with citizens**" and "**Civil organizations**", which include the following information and tools:

- Manner of consultation with citizens and electronic tool for consultation with processing procedure;
- Acts and procedures for providing financial support to projects from civil society organizations;
- Register of active civil society organizations in the municipality and the planning region and their scope of work;
- Projects that the municipality implements in partnership with civil society organizations;
- Form for submission of initiatives and similar activities.

19. The category "**Free access to public information**" is visible on the front page of the website, marked with a banner and contains information about the official municipal employee (name and surname, e-mail address, telephone number, number of office), list of public information in accordance with Article 10 of the Law on Free Access to Public Information and the Code of Transparency at the local level. The list contains all the information that is published on the website, with a link to the information or at least to a category of information and provides the easiest and fastest access to the requested information. A form for submitting a request, as well as a link to the Agency for Protection of the Right to Free Access to Public Information https://aspi.mk/ must be published.

    In order to provide easier access to the information and services provided by the municipality, information about the **municipal employee responsible for support of persons with disabilities** can be published in this category (name and surname, e-mail address, telephone number, office number), the **municipal employee responsible for personal data protection** (name and surname, e-mail address, telephone number, office number), the **youth officer** (name and surname, e-mail address, telephone number, office number) and other similar specific officials in the municipality.

20. The category "**Integrity Policy**" contains all the information that ensures greater transparency and accountability in the operation of municipal bodies and the municipal administration in accordance with the Law on Prevention of Corruption and Conflict of Interest and the internal documents created by the municipality in order to ensure integrity in the operation of municipal bodies and the municipal administration. In this regard, this category publishes information about the municipal employee responsible for integrity, the responsible (authorized) person that receives internal reports, the code of ethics for local officials, the code for administrative employees, the integrity policy of the municipality, the annual plan for treatment of identified corruption risks and conflict of interest, the evaluation report on plan implementation, the form used for reporting corruption and conflict of interest, the municipal act on receiving and dealing with gifts for the mayor, council members and municipal administration according to the Law on Public Sector Employees (Article 39) and the Code for elected persons in LSGUs, the form to report a received gift, the act for recording of gifts received, links to public procurements, public

calls and vacancy announcement, as well as to the questionnaires for public office holders published on the website of the State Commission for Prevention of Corruption.

21. The category "**Public relations**" contains all the information that the municipality shares with citizens on a daily basis (announcement of events, promotion of projects, strategic documents, notices, appeals, etc.). The content emphasizes the benefits for the local population and the financial implications on the municipal budget. They are visible on the website homepage. In order to provide greater visibility, the information can be organized into several subcategories such as **"News", "Contact information on persons responsible for public relations"** etc.

22. The category "**Service information**" contains information that facilitates the use of some services provided by the municipality and improves efficiency such as information on the usage of public transportation (transport routes, bus stops, time of departure, cost, licensed carriers and motor vehicles registered for transport of passengers and goods in road traffic), green markets on the territory of the municipality/the City of Skopje, car parks on the territory of the municipality/the City of Skopje (location, with charges, free-of-charge, marked disabled parking spaces, service prices), fire department, police station, ambulance, health care facilities on municipal territory, regional offices of the Employment Agency and similar municipal services. This category may also contain contact information of other institutions and offices which are important for the citizens, such as mobile municipal offices, youth office, clubs for pensioners, regional offices of ministries on municipal territory, animals shelters and other useful information.

Information about commercial entities regarded to be of public interest or information about events organized by other public entities held on municipal territory can also be published on the website.

23. The category "**Open data**" contains links to all data on the municipal website which are published in an open format in accordance with the Law on Utilization of Public Sector Data.

24. The category "**Contact the municipality**" contains contact information on the municipality, such as address, telephone number and the official telephone number of the municipal secretary, official e-mail addresses of the municipality and the municipal secretary and a form for direct electronic communication with the municipality.

25. The category "**Useful links**" contains all the links that would be useful for the municipality such as links to the Center for Development of the Planning Region, the Ministry of Local Self-Government, Bureau for Regional Development, the State Inspectorate for Local Self-Government and others links.

Manner of publication of data and information

Article 12

Data and information are published in a way that will ensure visibility and web accessibility in the easiest and fastest way.

Categories of information are visible on the main menu or in banners on the website homepage.

Subcategories are accessible at a second click.

Access to all other information is provided up to a third click.

It is recommended to meet AA level for web accessibility in order to ensure adequate access for people with disabilities who use assistive technologies to work with computers and the Internet[3].

Data published on the website is gender-disaggregated, wherever possible.

Article 13

The data that is published on the website is published in a computer-processable, open format (at least in Excel table) whenever possible, in accordance with the Law on Utilization of Public Sector Data.

The data and documents that are published on the website in a WORD format should at least be with the possibility of copying.

"Public sector data" is the data that public sector bodies and institutions, including municipalities create in the course of operations, in accordance with their legal competences.

"Computer-processable format" means a document format structured in a way that software applications can easily identify, recognize and extract specific data from it, including separate parts of data and their internal structure, and it enables its automatic processing.

"Open format" means data that is platform independent and available to the public without any restrictions that would hinder data usage.

Timeliness and errors

Article 14

Data should be published immediately after its creation.

Data should be as accurate as possible when first published.

Although errors may occur, the release of information should not be unduly delayed in order to correct the errors. This applies to errors related to data accuracy, especially if it applies to large data with non-essential errors, for example decimals, etc.

Where data errors are discovered or files are changed for other reasons (such as omissions), revised information should be published, with clear explanation of where and how the change was made.

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[3] https://www.w3.org/WAI/intro/wcag

Personal data protection

Article 15

When publishing information and data on the website, personal data protection is taken into consideration in accordance with the law.

"Personal data" is any information related to an identified natural person or natural person that can be identified.

A natural person that can be identified is a person whose identity can be determined directly or indirectly, especially on the basis of citizen's personal identification number or on the basis of one or more features specific to their physical, physiological, mental, economic, cultural or social identity.

Processed personal data can be published on the website.

"Processing of personal data", among other things, means publishing of or personal data otherwise made available (covering the identity number or other specific data) under the following conditions:

After previously having obtained consent for the personal data from the person; For execution of a contract in which the personal data subject is a contracting party or at the request of the personal data subject, prior to contract signing; To fulfill the controller's legal obligation; To protect the life or essential interests of the personal data subject; To carry out matters of public interest or on the official authority of the controller or a third party to whom the data has been disclosed or to fulfill the legitimate interests of the controller, a third party or a person to whom the data has been disclosed, unless the freedoms and rights of the personal data subject do not prevail over such interests.

Responsible person for information management

Article 16

The official responsible person that ensures the right of free access to public information or another person appointed by the mayor of the municipality (hereinafter – person in charge) is responsible for providing active transparency of the municipality and for the application of the Code of Transparency at the local level.

Article 17

The official responsible person that ensures the right of free access to public information /person in charge ensures that the information from the List of public information[4] is promptly published and updated on the municipal website.

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[4] Annex 1

Information update

Article 18

Website information in the category news is published on a daily basis, information in the category public procurement, public calls and vacancy announcement is published on the same day as their announcement, which also applies to official newsletters, council meetings agendas and other information.

Documents are published immediately after their adoption and are updated immediately after a change is made.

Article 19

The municipal secretary and heads of departments are obliged to notify the official responsible person that ensures the right of free access to public information/person in charge about any new information, document or change that has occurred and submit the information or document to be disclosed in an appropriate format.

Article 20

The website is evaluated twice a year to ensure that all information and documents from the list are published and that they are all updated in a timely manner.

The evaluation is carried out by the official responsible person that ensures the right of free access to public information/person in charge in cooperation with the municipal secretary and the heads of departments, who are obliged to provide all the information related to their scope of work.

ANNEX 1: List of public information that should be published on the municipal website

<table>
<tr><td colspan="6" align="center">List of public information that should be published on the municipal website</td></tr>
<tr>
<th></th>
<th>Category</th>
<th>Subcategory</th>
<th>Information content</th>
<th>Information visibility</th>
<th>Update recommendation</th>
<th>Legal basis</th>
</tr>
<tr>
<td rowspan="4">1</td>
<td rowspan="4">About the municipality</td>
<td>Profile of the municipality</td>
<td>• Geographical position (including the planning region and other municipalities that belong to that planning region)
• Demographic characteristics (total number of population, ethnic structure, age structure of population)
• Cultural and historical landmarks
• Natural specifics that determine municipal development
• Statistical data on business entities including basic characteristics (large, small and medium-sized enterprises, prevailing activities)
• Vision for municipal development
• Other information that can represent the attractiveness of the municipality with contacts and links to attractive locations (restaurants, museums, cultural facilities, etc.)</td>
<td rowspan="4">Main menu on the website → About the municipality</td>
<td rowspan="4">With every change / semi-annually</td>
<td rowspan="4">Law on Local Self-Government
Law on Free Access to Public Information</td>
</tr>
<tr>
<td>Municipal coat of arms and flag</td>
<td>• Information of basic symbols of the municipality (municipal coat of arms and flag)</td>
</tr>
<tr>
<td>Local communities</td>
<td>• List of names of local communities
• Competencies
• Office (street and number, telephone number)
• President – contact information, members (gender disaggregated data)</td>
</tr>
<tr>
<td>Urban communities</td>
<td>• List of names of urban communities
• Competencies
• Office (street and number, telephone)
• President – contact information, members (gender disaggregated data)</td>
</tr>
<tr>
<td rowspan="3">2</td>
<td rowspan="3">Municipal bodies</td>
<td>Mayor</td>
<td>• Date of assuming office
• Political affiliation
• Personal data
• Education
• Experience
• Skills
• Photograph
• Telephone number and contact e-mail address
• Form of communication with citizens (reception day, web-application etc.)
• Link to the questionnaire published by the State Commission for Prevention of Corruption and Conflict of Interest
• Net salary
• Mayor's competencies</td>
<td rowspan="3">Main menu on the website → Municipal bodies</td>
<td rowspan="3">With every change / semi-annually</td>
<td rowspan="3">Law on Local Self-Government
Law on Free Access to Public Information</td>
</tr>
<tr>
<td>Council of the municipality</td>
<td>• Name and surname of councilors, photograph, contact telephone number and e-mail address, political affiliation, level of education, professional status (employed-unemployed, where if employed), gender disaggregated data
• Council's competencies
• Calendar with announcement of council sessions
• Agenda of the sessions
• Minutes with decisions made during the sessions</td>
</tr>
<tr>
<td>Commissions/bodies of municipal council</td>
<td>• Name of commission
• Members of commission
• Program and operational plan
• Minutes of meetings of commissions/bodies</td>
</tr>
</table>

	Category	Subcategory	Information content	Information visibility	Update recommendation	Legal basis
3	Commissions/bodies of the municipality	Commission for relations between communities	• Members of commission with contact information (e-mail address, telephone number) • Annual work program • Current activities • Agenda and minutes of meetings • Annual report about commission's work • Submission form for initiatives from citizens or civil society organizations	Main menu on the website → Commissions/bodies of the municipality	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information
		Consumer protection council	• Members of council with contact information (e-mail address, telephone number) • Contact telephone number and e-mail address • Problem reporting form from citizens-consumers (citizens, users of public services under the jurisdiction of the municipality) • Documents related to the council's work (agenda, minutes of meetings, decisions, etc.)			
		Consultative body in the field of urban planning	• Members of the body and contact information • Work program and plan • Other documents related to the body's work (agenda, minutes of meetings, decisions, etc.)			
		Other commissions/bodies of the municipality	• Members, contacts, work program and documents related to the work of the individual commission/body (agenda, minutes of meetings, decisions, etc.)			
4	Administration	Organization and structure	• Rulebook on internal organization and rulebook on systematization of work positions • Organizational chart • Structure of employees by position, ethnicity and by gender, presented in a table	Main menu on the website → Administration	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information
		Secretary of the municipality	• Professional biography, contact telephone number and e-mail address			
		List of employees	• The list is organized by sectors and departments and contains: first and last name, contact telephone number and e-mail address, office number, working hours with citizens			
		List of temporary hired persons	• Name and surname, description of activities for which the person is engaged, time period, etc.			
		Employments	• Annual employment plan • Vacancies announcements (published on the website in a visible place on the same day as the announcement) • Selection decision after the published vacancy announcement			
5	Official municipal newsletter	Ordered by year of issue	• Official newsletters are published in a way that will allow searching by number, date or name of the act	Main menu on the website /under separate banner→ Official newsletters	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information
6	Services	Catalogue	• Catalogue of all services provided by the municipality for citizens, denoting the responsible sector/department, responsible person, contact details of responsible person, manner of providing the service, necessary documents, submission forms etc.	Main menu on the website → Services or banner "E-services"	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information
		E-services	• Description of the service that is provided electronically • Manner of its provision • Electronic access to the service			

	Category	Subcategory	Information content	Information visibility	Update recommendation	Legal basis
7	Documents	Statute of the municipality	• Statute of the municipality	Main menu on the website → Documents → Statute of the municipality	With every change	Law on Local Self-Government Law on Free Access to Public Information Law on Budgets Law on Financing Local Self-Government Units Law on Accountancy of the Budget and Budget Beneficiaries
		Budget of the municipality	• Municipal proposed budget (proposed budget together with explanation that contains information about: total budget value, values per budget programs, analysis and comparison with previous year, expected benefits for citizens, etc.)	Main menu on the website → Documents → Budget of the municipality and proposed budget in a banner – DOCUMENTS IN PREPARATION	The proposed budget is published immediately after it has been submitted to the council	
			• Budget calendar • Budget circular for municipal budget users • Budget of the municipality together with explanation, as well as all changes and additions to the municipal budget (rebalance) • Civil budget of the municipality • Interim financial reports on budget realization (quarterly). If the reports are not adopted, reasons why are elaborated • Annual account of the municipal budget and annual report on realization of the municipal budget	Main menu on the website → Documents → Budget of the municipality	After adoption by the council Annually After adoption by the council Annually Within five days of the adoption/ non-adoption by the municipal council Annually/immediately after adoption by the municipal council	
		Strategic and program documents	• Strategy for local economic development • Strategy for education • Strategy for the youth • Strategy for risk management • Urban mobility plan • Protection and rescue plan • Program for commemorating significant events and distinguished persons with monuments for a 5 year period • Annual programs by areas • All other strategic, planning and program documents of the municipality	Main menu on the website → Documents → Strategic and program documents	With every change / at least annually	
		Financial instability of the municipality (if the municipality is in a state of financial instability)	• Plan with measures to overcome municipal financial instability • Report on implementation of the plan with measures to overcome municipal financial instability	Main menu on the website → Documents → Financial instability of the municipality	At the moment of occurrence of financial instability	
		Audit reports	• Reports on performed audits of the municipality by the SAO or a link to the reports published by the SAO • Report on processing the recommendations issued by SAO • Independent auditor's report of the municipality	Main menu on the website → Documents → Audit reports	Immediately after their publication on the website of SAO or after the submission of the final reports / at least semi-annually	
		Inspection supervision	• Quarterly reports for conducted inspection supervision	Main menu on the website → Documents → Inspection supervision	Quarterly	
		Other documents	• Documents that are not included in the abovementioned subcategories and are subject to sharing with the general public, such as documentation related to concessions, public-private partnership, intermunicipal cooperation, cooperation with partner municipalities etc.	Main menu on the website → Documents → Other documents	With every change / semi-annually	

	Category	Subcategory	Information content	Information visibility	Update recommendation	Legal basis
8	**Taxes and fees**	**Local taxes**	• Local taxes • Methodology for calculating local taxes • Tax calendar • Other documents	Main menu on the website → Taxes and fees or a separate banner	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Property Tax Law on Communal Tax Law on Financing Local Self-Government Units Law on Construction Land
		Local fees and other charges	• Local fees • Method of calculation and collection of local fees • Other documents			
9	**Public procurement and public calls**	**Public procurement**	• Public procurement plan • Link to the public procurement of the municipality published on the Electronic portal for public procurement https://www.e-nabavki.gov.mk/PublicAccess/Home.aspx#/home The link leads directly to: - Announced public procurement; - Concluded contract agreement; - Contract annexes. • Annual report on the implementation of the public procurement plan	Main menu on the website → Public procurement or a separate banner for public procurement and public calls	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Public Procurement
		Public calls	• Public call • Documentation related to the call			
10	**Projects on municipal territory**	**Financed by municipality**	• Project description, start date, estimated completion date, value, possible co-financing, contractor, benefits for the population (supported by data), contact information on person in charge from the municipality	Main menu on the website → Projects on municipal territory	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information
		Financed by state	• Project description, start date, estimated completion date, value, municipal co-financing, contractor, benefits for the population (supported by data), contact information on person in charge from the municipality			
		Financed by donors	• Project description, start date, estimated completion date, value, possible co-financing, contractor, benefits for the population (supported by data), contact information on person in charge from the municipality			
11	**Urbanism**	**Adopted documentation and proposed urban documentation**	• GUP (status - adopted/proposed) • DUPs (status - adopted/proposed) • Local urban documentation for villages (status - adopted/proposed) • Link to the Consultative body for urban planning • Annual report on issued construction permits • Annual report on submitted applications for legalization and legalized buildings • Excerpt from the register of managers of residential buildings on municipal territory with contact information • Form to report citizens remarks on managers' work	Main menu on the website → Urbanism	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Spatial and Urban Planning Law on Determining Names of Streets, Squares, Bridges and Other Infrastructure Facilities Law on Housing
		Infrastructure directory	• Electronic records of names of streets, squares, bridges and other infrastructure facilities, numbering of buildings and facilities			

	Category	Subcategory	Information content	Information visibility	Update recommendation	Legal basis
12	Local economic development	Registers	• Register of small-scale commercial activities • Register of small-scale catering activities • Register of small-scale tourist activities • Services in rural, ethno and ecology tourism (location, description of service, contact information)	Main menu on the website → Local economic development	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Tourist Activity Law on Catering Activity Law on Industrial – Green Zones Law on Property Tax
		Industrial areas	• Name and location, characteristics, contact, link to website			
		Immovable assets owned by the municipality	• Register of immovable assets owned by the municipality with property description, estimated market value, location, purpose, property physical condition etc.			
		Movable assets owned by the municipality	• Register of movable assets owned by the municipality with type of official vehicle, purpose, license plates, year of manufacture • Procedure for usage of official vehicles • Register of other movable assets of greater value that belong to the municipality			
		Local public-private dialogue	• Information about established forms of active local cooperation with the business community, private dialogue (information from meetings of the mayor with the business community, advisory board, local economic council, local chambers, etc.)			
13	Environment	Registers and licenses	• Register of pollutants on municipal territory • Register of facilities with certificate for energy characteristics of the building • Issued licenses for removal of damaged vehicles from municipal and local roads • Issued B-integrated environmental permits	Main menu on the website → Environment	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Environment Law on Noise Protection
		Landfills and waste collection centers	• Collection centers for electrical, electronic and other waste (location, telephone number and service prices) • Landfills on the territory of the municipality/the City of Skopje			
		Documents and projects in the field of environmental protection	• Strategic and planning documents for environmental protection • Activities, initiatives and environmental protection projects • List of pollutants			
14	Culture and sports	Culture	• Extract from the Register of monuments on municipal territory • Facilities in the field of culture on the territory of the municipality/the City of Skopje (cultural centers, museums, multimedia facilities) with contact telephone number, working hours, service prices) • Calendar of cultural events	Main menu on the website → Culture and sports	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Culture Law on Memorials and Monuments Law on Sports
		Sports	• Sports facilities on the territory of the municipality/the City of Skopje (name of facility, purpose, services it provides, service prices, address and contact information) • Sports events plan			
15	Social protection	Social help and support	• Requirements for receiving one-time financial support (submission form) • Requirements for receiving one-time financial support for a newborn (submission form) • Other services	Main menu on the website → Social protection	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Social Protection Law on Prevention of Violence Against Women and Protection Against Domestic Violence
		Nursing homes for the elderly	• Public nursing homes for the elderly (contact information, capacity, vacancies, preconditions, etc.) • Private nursing homes for the elderly (contact information)			
		Shelter centers	• Contact number and information for help in case of violence			
		Day care centers for persons with disabilities,	• Contact information, location, services			
		Social protection center	• Contact information, location, services			

	Category	Subcategory	Information content	Information visibility	Update recommendation	Legal basis
16	Education and child protection	Primary education	• List of elementary schools on municipal territory (public, private) - name of school, address, contact information, director, link to website, number of classes by grade, number of students (gender-disaggregated), number of employees (teachers and others), teaching languages, etc. • Electronic enrollment of students, description of procedure, access to service • Current information for students and parents	Main menu on the website → Education and child protection	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Primary Education Law on Secondary Education Law on Children Protection
		Secondary education	• List of secondary schools on municipal territory (municipal, the City of Skopje, public, private) – (name of school, address, contact information, director, link to website, number of classes by grade, number of students (gender-disaggregated), number of employees (teachers and others), teaching languages, etc.) • Electronic enrollment of students, description of procedure, access to service • Current information for students and parents			
		Kindergartens on municipal territory	• List of kindergartens and centers for early childhood development on municipal territory (public, private) - name of kindergarten, address, contact information, director, link to website, capacity, number of employees, etc. • Electronic enrollment of children, description of procedure, access to service • Current information for parents			
17	Public enterprises	Ordered by PE activity or PE name	• Name of the public enterprise established by the municipality with contact information • Activity, mission and vision of the PE • Services it delivers and prices per service • Director with contact information • Management board (members (gender disaggregated information), selection method, mandate, scope of work etc.) • Supervisory board (members (gender disaggregated information), selection method, mandate, scope of work etc.) • Annual work program • Annual report on financial performance of the PE • Link to the PE's website • Information and news on the work of the PE • If the PE does not have its own website, the prices for services provided by the PE, as well as the form for reporting a problem by citizens should be published on the municipal website	Main menu on the website → Public enterprises	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Separate department laws for respective communal activity of the PE
18	Municipality and citizens	Consultation with citizens	• Act/procedure for consultation with citizens in the municipality • Consultation calendar • Report on conducted consultations providing explanation which proposals were accepted and which were not, stating the reasons • Electronic tool for consultation with description of procedure	Website homepage under a separate banner → Municipality and citizens	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Referendum and Other Forms of Direct Citizens' Declaration (provisions relating to LGUs)
		Civil organizations	• List of active civil society organizations that operate on the territory of the municipality/the planning region (name of organization, executive director, organization statute (scope of activity, goals and tasks), date of establishment, significant projects completed, e-mail address, telephone number, address, website, etc.) • Tool for electronic self-registration of civil society organizations after a previously announced public call • Act/procedure for financial support for projects from civil society organizations • Projects implemented in partnership with civil society organizations • Annual report on consultations carried out, achieved cooperation and completed and started projects with civil society organizations that have financial implications • Submission form for initiatives to the municipality			

	Category	Subcategory	Information content	Information visibility	Update recommendation	Legal basis
19	**Free access to public information**	**Public information**	• Municipal employee responsible for public data management (name and surname, contact information, e-mail address, telephone number, number of office,) • List of public information in accordance with Article 10 of the Law on Free Access to Public Information and the Code of Transparency at the local level with link to the published information or information category • Submission form for requesting access to public information • Link to the website of the Agency for Protection of the Right to Free Access to Public Information (https://aspi.mk/) • Municipal employee responsible for support of persons with disabilities (name and surname, contact information, e-mail address, telephone number, office number) • Municipal employee responsible for personal data protection (name and surname, contact information, e-mail address, telephone number, office number) • Youth officer (name and surname, contact information, e-mail address, telephone number, office number)	Banner on the website homepage	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information
20	**Integrity Policy**	**Integrity Policy**	• Municipal employee responsible for integrity (name and surname, contact information, e-mail address, telephone number) • Code of ethics for local officials • Code for administrative employees • Integrity policy • Annual plan for treatment of identified corruption risks and conflict of interest (the plan contains identified risks, degree of risk - high, medium, low, defined measures, time frame, responsible person for each measure, results) • Report on conducted Plan evaluation • Form - Statement on conflict of interest for a member of the council • Act/procedure on receiving and dealing with gifts for the mayor, council members and municipal administration according to the Law on Public Sector Employees, Article 39 and the Code for elected persons in LSGUs • Form – Report on received gift (the form contains: description of the gift, highest estimated market value, donor, recipient, etc.) • Record of gifts received in the municipality (the Record act contains recipient, description of the gift, estimated highest market value, donor, dealing with the gift in accordance with the law, code and decree) • Link to the website of the State Commission for Prevention of Corruption • Rulebook/procedure on protected internal reporting in public sector institutions	Separate banner "Integrity" on the website homepage	With every change / semi-annually	Law on Local Self-Government Law on Prevention of Corruption and Conflict of Interest Law on Free Access to Public Information Law on Public Sector Employees
		Report corruption	• Form for reporting corruption • Responsible (authorized) person that receives internal reports (name and surname, contact information, e-mail address, telephone number) • Display of all public calls, public procurements and vacancy announcements in a visible place			
21	**Public relations**	**News**	• Information that the municipality shares with citizens on a daily basis such as announcement of events, promotion of projects or strategic documents, notices, appeals, etc. In the contents, the emphasis is on the benefits for the local population and the financial implications on the municipal budget.	Website homepage	Daily/ continuously	Law on Local Self-Government Law on Free Access to Public Information
		Contact information	• Person responsible for public relations (telephone number and e-mail address)		With every change	

	Category	Subcategory	Information content	Information visibility	Update recommendation	Legal basis
22	Service information	Public transportation	• Public transportation/routes, bus stops, time of departure, cost • Licensed carriers and motor vehicles registered for transport of passengers and goods in road traffic	At an easily visible and recognizable position under a separate banner → Service information	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information
		Green markets on the territory of the municipality	• Green markets on the territory of the municipality / the City of Skopje according to type of products sold, working hours, location			
		Public car parks	• List of public car parks and parking zones on the territory of the municipality/the City of Skopje, usage of parking service (with charges, free of charge), car park operator, working hours, location, marked disabled parking spaces, etc.			
		Municipal directory	• Youth office – address, telephone number, e-mail address • Club for pensioners - address, telephone number, e-mail address • Mobile municipal offices - address, telephone number, e-mail address • Regional branch offices of ministries on municipal territory - address, telephone number, e-mail address • Animals shelters - address, telephone number, e-mail address • Health care facilities on municipal territory • Other contact information • Information about commercial entities regarded to be of public interest or information about events organized by other public entities held on municipal territory can also be published on the website			
		Report a problem	• Electronic tool for problem reporting with description of report processing procedure and contact telephone number • Notifications			
23	Open data	Open data	• Links to all documents and data which are published in an open format (at least in Excel table)	Main menu on the website → Open data	With every change / semi-annually	Law on Local Self-Government Law on Free Access to Public Information Law on Utilization of Public Sector Data
24	Contact the municipality		• Address • Municipal telephone • Official municipal e-mail address • Telephone number of municipal secretary's office • Official e-mail address of municipal secretary	Main menu on the website → Contact the municipality	With every change / semi-annually	
25	Useful links		• Link to the Ministry of Local Self-Government	The last two links are displayed on a visible place on the homepage	With every change	