



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Kuvendi - Skupština – Assembly



**NATIONAL
DEMOCRATIC
INSTITUTE**

Memorandum of understanding between National Democratic Institute (NDI) and Administration of the Assembly of Republic of Kosovo

Article 1 Purpose

The Memorandum of Understanding aims to define the cooperation between the Administration of the Assembly of the Republic of Kosovo and the National Democratic Institute (NDI) for the implementation of the Professional Training Program for Data Visualization and Social Media Management, which is dedicated to officials of the Assembly Administration.

Article 2 Scope

As we live in the age of digitalization, where social platforms are a primary source of information for many people, parliaments have also begun to adapt and design information as readable as possible to the reader, including the use of infographics, posters and informational videos. These, in addition to being attractive, offer the public the opportunity to get all the data, statistics and messages in a short time, without having to browse large amounts of information. Furthermore, this form of communication directly contributes to the advancement of parliamentary transparency, and consequently increases the credibility of citizens in the country's institutions.

In this regard, to respond to the demands and needs for increasing the knowledge and skills of the professional staff of the Assembly administration, NDI has designed a professional training program, and engaged the local company "Innovation Center Kosovo " (ICK) to provide professional training for officials of the administration of the Assembly of Kosovo, in order to build capacity in the design of infographics, data visualization, digital skills and video editing.

Article 3
Training program modules

1. The professional training program includes two modules:
 - 1.1. Infographic Design and
 - 1.2. Digital Skills.
2. The duration of the program is 50 hours, 25 hours for each module, 2 times a week, 3 hours.
3. The first module starts on June 21st, 2021 and ends on July 21st, 2021.
4. The second module starts on September 1st, 2021 and ends on September 30th, 2021.
5. Participants in the training are: Officials from the Directorate for Research, Library and Archives (DHBA), the Directorate for Public Relations and Media, as well as the Directorate for Committee Support.

Article 4
Obligations for the parties of the memorandum of understanding

1. The obligations of the National Democratic Institute (NDI) are as follows:
 - 1.1. Finalize the training program in accordance with the needs and requirements of the Assembly;
 - 1.2. Finalization of the agreement with ICK company for the development of the training program;
 - 1.3. Overseeing the progress of training, the quality provided and the participation of officials;
 - 1.4. Participants are certified by ICK, while the certification ceremony is organized by NDI and the Secretary General of the Assembly;
 - 1.5. Monitor training results, if the beneficiary officers will use the skills gained from the training.
2. The obligations of the Assembly are as follows:
 - 2.1. Ensure the participation of officials in the training;
 - 2.2. In case of unreasonable absence in training and negligence in participation by the official, the Assembly is obliged to cover the costs of the program for that official;
 - 2.3. The Assembly ensures that officials use the skills acquired in the training for the day-to-day work of the Assembly;
 - 2.4. The Assembly, upon completion of the program, will provide access to the appropriate software (programs or applications online or with subscription) that enables officials who have attended the program to apply their knowledge to the benefit of the Assembly.

Article 5

Certification

At the end of the Program, NDI in cooperation with the Assembly and ICK certifies the participants for the successful completion of the program and professional achievements. The certification ceremony will be organized depending on the circumstances with the COVID19 pandemic.

Article 6

Annexes

The annexes to the memorandum of understanding are:

1. List of officials who will attend the training program;
2. Training program schedule (which will be finalized in coordination with the participants).

Article 7

Entry in to force

This memorandum of understanding enters into force on the day of signing by the parties.

For the Administration of the
Assembly of the Republic of Kosovo

For National Democratic Institute

Ismet Krasniqi

Valon Kurhasani

Secretary General
Kosovo Assembly of the Republic of Kosovo

Deputy Director
National Democratic Institute (NDI)

Pristina, 15 June 2021