

## **Istog Municipality Action Plan**

Following the situation analysis and consultation rounds with local stakeholders, the Municipality has set its primary objectives, upon which a respective Action Plan is drafted. On the basis of the situation analysis, and rounds of consultation, we have collected information on areas in which intervention is required, and then adjusted it within the National Action Plan for Prevention of Abandonment, in order to draw objectives in accordance with Education Strategic Plan of Kosovo. Objectives are set using a systematic approach, and were generated based on the specific areas where municipal officials deemed it important, urgent and viable. With a view to achieve sustainable results, the objective is to focus in two or three main areas of serious intervention, although based on the situation analysis, there were identified also other issues that have to be addressed.

### **Municipal Priority objectives:**

1. Identification and integration of out of school children through identification with the cooperation of relevant offices, through school teams for prevention and response towards abandonment and non-enrolment in schools and communities in the vicinity of the school and parents
2. Make school teams become operational by drafting plans, and manage and report identified cases as well as report - address to respective institutions such as MED
3. Inclusion of children with disabilities through improvement of school environment, classrooms and providing them with proper and sufficient staff members

<b><u>OBJECTIVE – 1</u></b>	Identification and integration of out of school children through identification with the cooperation of relevant offices, through school teams for prevention and response towards abandonment and non-enrolment in schools and communities in the vicinity of the school and parents.					
<b><u>Outcome indicators</u></b>	<b>Number of identified out of school children</b> <b>Number of integrated out of school children</b>					
Activities	Responsible	Supporting parties	Timeline	Cost	Financial source	Indicators
1.1 Creating a system for providing data on out of school children by institutions- relevant offices	MED – Education Officer	PRTAN, MCRO, CSW, RC, NGO, DHSW, Police, Schools	1Q14	0		System for data recording on identified out of school children,  Names of institutions providing data
1.2 Establishment of referral mechanisms, sharing responsibility and key responsibilities for each phase.	MED – Education Officer	PRTAN, MCRO, CSW, RC, NGO, School, Police, DHSW	1Q14	0		Referral system and the names of key persons,  Number of distributed brochures

1.3 Appointment of Municipal Officer (Education Officers) in charge of enrolment of children not attending school	MED	CSW, MCRO, Directorate of Health, Handikos	1Q14	0	MED, School, or relevant offices	Officer's name
1.4 Development of reporting responsibility along the hierarchy of stakeholders and relevant offices	MED	Municipal Team, Schools, Police, MCRO, Handikos, CSW, PRTAN	1Q14	0		Established hierarchy
1.5 Publishing the name, and other contact details of a person/Municipal Officer in charge of all the institutional stakeholders, NGOs and donors	MED	MED	1Q14	0		Name and names of notified institutions
1.6 Drafting a form for registration of cases of out of school children and ensuring them that their data will be protected/will be kept confidential	MED	NGO, PRTAN, CSW, MCRO, RC, Schools	2Q14	0		Drafted recording form

1.7 Identification of causes and solution of specific issues of out of school children and addressing these issues at central level	MED	CSW, MCRO, Health Directorate, Handikos	2Q14-4Q15	0	MED – School or potential donors	Causes and undertaken measures for problem solving
1.8 Field visits on identifying out of school children	Teachers, PRTAN, School	MED	1Q14-4Q15	20 Euro	MED	Number of field visits  Number of identified children
1.9 Annual review of the system in learning improvement practices of undertaken activities to date, and defining the needs and opportunities to come.	MED	NGO, CSW, MCRO, HD, Schools	4Q14	12Euro	MED	Report of the meeting

OBJECTIVE 1:	MED	32 EURO
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<b><u>OBJECTIVE – 2</u></b>	Making school teams become operational by drafting Action Plans and managing identified, and reporting - addressing to respective institutions such as MED.
<b><u>Outcome indicators</u></b>	<b>Number of managed cases</b>

	Number of integrated children					
Activities	Responsible	Supporting parties	Timeline	Cost	Financial source	Indicators
2.1 Drafting action plan for school prevention and response towards abandonment and non-registration of children	School PRTAN	MED, NGO, CSW, MCRO, Schools	1Q14	0		Sample of Action Plan and verification by other stakeholders
2.2 To establish tools (operational structure of reporting forms, operation regulations, etc) on responsibility and reporting to prevention teams.	Municipal PRTAN	MED, Schools, MEST	2Q14	0		Copies of operational structure of reporting forms, operation regulations
2.3 To draft specific instructions at school level with aim to identify, prevent and manage cases of drop out	MED, Municipal PRTAN	Schools, MEST, School PRTAN	2Q14	0		Instruction and management copies
2.4 Professional development/trainings for prevention teams in order to manage and address the cases of drop out, response towards drop out and non –enrolment	ECMI	MED, MEST	2Q14	0	Donors - MEST	Number of provided trainings
2.5 Organising regular meetings of school teams as necessary	School PRTAN	NGO, CSW, MCRO, MED	1Q14-4Q15	0		Number of held meetings

						Reports
2.6 To undertake specific initiatives at school level in order to undertake awareness activities and other actions for children drop outs and at risk of dropping out	School	MED, MCRO, Schools	2Q14 – 4Q15	0		Number of completed activities
2.7 Meeting with drop outs and at risk of drop out in relation to prevention and their return to school	School	MED, NGO, MCRO, Schools	2Q14 – 4Q15	0		Number of meetings with children and their parents
2.8 Reporting to Municipal PRTAN once a month or as necessary	School	MED, NGO, MCRO, Schools	2Q14 – 4Q15	0		Report of the meetings

<b><u>OBJECTIVE – 3</u></b>	Inclusion of children with disabilities through improvement of school environment, classrooms and providing them with proper and sufficient staff members
<b><u>Outcome indicators</u></b>	<b>Increase of the number of children in regular classes</b> <b>Increase of the number of children in catch up classes</b>

Activities	Responsible	Supporting parties	Timeline	Cost	Financial source	Indicators
3.1 Identification of out of school children with disability and their integration in school	MED	Schools, MCRO, CSW, NGO	1Q14-4Q15	0		Number of identified children, number of integrated children
3.2 Establishment of evaluation team	MED		1Q14	0		Names of persons in evaluation team
3.3 Piloting of inclusion of children with disability in regular classes	MED	MEST	1Q14-4Q15	0		Number of integrated children in regular classes
3.4 Training of teachers working with children with disabilities	MEST	MED, ECMI	2Q14 – 4Q14	300 EURO	MEST	Number of trainings, number of teachers trainers
3.5 Equipping classrooms with adequate elements for children with disabilities in catch up classes and providing appropriate infrastructure	MED	MEST, School	2Q14 – 4Q15	2000 EURO	MED – MEST – potential donors	Purchased equipment
3.6 Inclusion awareness of parents, teachers and directors	MED	NGO, CSW, MCRO, Schools	2Q14 – 4Q15	0		Number of organised campaigns

3.7 Organising sport events between students of catch up classes and regular students	School	MED	2Q14 – 4Q15	0		Number of organised events
3.8 Increase of the number of inclusive teachers based on their needs	MED	MEST	2Q14 – 4Q15	0		Number of teachers

OBJECTIVE 3:	MED/ MEST/ Donor	2300 EURO
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Total	MED/MEST/ Donor	2332 EURO
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