

MuSPP TOOLBOX: MY COMPANION TOWARDS SELF-SUFFICIENCY

A NOTE FOR USERS

What is the MuSPP Toolbox?

The MuSPP Toolbox is a collection of instruments based on the Programme's established years of experience within the Kosovo context, containing handbooks, guidelines associated with best practices case studies, project management tools and terms of reference (ToRs). It should be viewed and used as a resource by the competent institutions in undertaking spatial and environmental planning and management processes as well as in applying participatory and inclusive planning approaches in addressing a variety of issues. In addition, the Toolbox serves as a unique source for smart and innovative spatial planning solutions based on local context experiences.

What is the purpose of the Toolbox?

As part of MuSPP legacy, the Toolbox intends to enable municipal planners to undertake at some level of spatial planning, activities through an in-house approach, utilizing modern spatial planning techniques and participatory planning processes. The Toolbox also provides community groups and stakeholders with better understanding of their role and level of contribution expected during the planning process.

The Toolbox further serves as a mean for MuSPP knowledge transfer in order to consolidate the institutional capacities and strengthen institutional coordination, mainstream gender and public participation in spatial planning and ultimately, raise the awareness on the importance of spatial planning and the roles of respective stakeholders in the process.

Who is the Toolbox For?

The Toolbox is meant to benefit to a wide range of stakeholders, including governmental institutions at the central and local level, both political leadership and technical staff, non-governmental organizations, universities, private sector (small and medium enterprises), professional associations, civil society and hard-to-reach groups i.e. persons with special needs, minority groups and young people.

What is in the Toolbox?

The MuSPP Toolbox is grouped into five focus areas listed below, each including a number of tools associated with related contents. The toolbox will also be uploaded on UN-Habitat Kosovo website <http://www.unhabitat-kosovo.org>. However some of the content below might periodically be updated or revised to keep up with emerging trends and legislative changes that might occur.

A. PARTICIPATORY AND INCLUSIVE APPROACHES IN SPATIAL PLANNING

1. Handbook on Visioning

The handbook provides a good understanding of the role and process of visioning as a participatory planning tool. The handbook also explores in-depth the notion of 'community-visioning' based on a set of principles, instruments and guidelines, mainly triggered from international literature and best-practices. It describes different ways and steps to set-up a visioning exercise or workshop, including cutting edge methods and techniques with proven results. The document also presents the practice of visioning in Kosovo i.e. examples exploring (in)direct implications for planning authorities and beneficiaries, and most importantly highlighting lessons to be learned in terms of the 'why, how, and the what for?'.

2. Guidelines for Gender Mainstreaming in Spatial Planning

The guidelines promote a gender mainstreaming approach in spatial planning practice in the form of 'a step-by-step approach for municipalities'. In a flexible and non-prescriptive manner, the guidelines describe and illustrate the different ways and stages to incorporate gender perspective in planning processes in terms of policy and operational perspectives. The guidelines also present examples with case studies from Kosovo municipalities, and depict some lessons learned, based on which a set of recommendations for gender mainstreaming are outlined. The guidelines demonstrate practically why and how to involve women and girls, men and boys for further inclusiveness, local democracy and transparency as a key for responsive policy and project making. The guidelines are supported by a checklist for gender project and policy documents as well as forms for evaluation and analysis.

3. Guidelines for Public Participation in Spatial Planning

The guidelines on the involvement of civil society in the spatial planning process are intended primarily for central and local level institutions and other governmental bodies that are directly involved in the process of drafting spatial planning documents in a participatory, inclusive, and gender-sensitive manner. They are also intended to enhance the knowledge and capacities of those working in the field of urban governance and city planning by improving and helping to institutionalise such participatory approaches.

The guidelines can also serve as a source of information for other stakeholders. They make part of a broader document which deals with legal requirements of the spatial planning documents as stipulated in the Law on Spatial Planning and accompanying by-laws. The intention is to make these guidelines as practical as possible, but also to present some background theory which may be useful for those who have not had an earlier opportunity to work on public participation issues.

B. SPATIAL PLANNING AND MANAGEMENT

1. Guidelines for drafting Municipal Development Plans

The guidelines provide guidance on drafting, implementing and monitoring Municipal Development Plans (MDPs) in the light of the new Law on Spatial Planning. They were developed as an orientation for Kosovo municipalities, based on MuSPP's support and experience with partner municipalities and their specific contexts. The document sets in detail the methodology for drafting MDPs in Kosovo, and a number of recommendations and ideas on how MDPs should reflect on all the sectors and cross-cutting issues.

MDPs are essential documents for shaping the future development and management of Kosovo territories. As such, the guidelines will go a long way in providing the much needed direction for the drafting of all MDP phases, including implementation, monitoring & evaluation and assessment.

2. Implementation Assessment Report- Municipal Development Plan

The Case of Municipality of Junik

The report provides an example of a conventional approach towards the implementation assessment of the Municipal Development Plan (MDP).

The assessment methodology is based on the Action Plan for the implementation of the MDP, and it is particularly useful in the absence of regular annual monitoring and evaluation reports, but it also can be used in cases where a regular reporting on the MDP implementation progress is in place, by all municipalities throughout Kosovo.

3. A Guide to Managing Development

The Case of Municipality of Mamushë/ Mamuša

The guide translates into a step-by-step approach the procedures for issuing terms of construction, construction permits, occupancy certificates and legalization of the buildings without permit. It is drafted for the Municipality of Mamushë/ Mamuša, but the content of the document is partly applicable to wider Kosovo municipalities. The purpose of the guideline is to serve as an orienting document which will facilitate the work of the local institutions in the implementation of the Law on Construction and Law on Treatment of Buildings without Permit. Besides, from the local perspective, the guide sets general criteria for development for each settlement area in Mamushë/ Mamuša in line with provisions made in the Municipal Development Plan.

The guide is supported by a leaflet, drafted for the Municipality of Mamushë/ Mamuša, as in the case of guide, but focuses on communities and planning institutions at local level throughout Kosovo. The leaflet intends to promote procedures for submission and review of planning applications, terms of construction and construction permits, deriving from the Administrative Instruction n°.10/2013 for the implementation of the Law on Construction n°.04/L-110.

C. SECTORAL PLANNING- HOUSING

1. Municipal Housing Profile

The Case of Municipality of Gjilan/ Gnjilane

The Municipal Housing Profile for the Municipality of Gjilan/ Gnjilane represents a practical example of the first step towards housing policy development at local level. The profile consists of comprehensive data and analysis of the municipal housing trends, which outline municipal housing characteristics (typology, stock, tenure, land, infrastructure) and related demand and supply, and relevant issues to Kosovo municipalities, incl. housing stock development, renovation and affordability.

2. Guidance note on drafting Municipal Housing Profile

The guidance note provides clear and concise directions to municipal authorities on the drafting process for Municipal Housing Profiles, incl. content, stakeholders' analysis, data collection and analysis and participatory methodologies to enrich and validate the profile. The guidance note sets the baseline for the further development of housing policies (housing strategies) and short and long-term targeted programmes (e.g. social housing programmes) at municipal level in Kosovo.

D. ENVIRONMENTAL PLANNING AND MANAGEMENT

1. Strategic Environmental Assessment

Terms of Reference for Consultancy

Given that the Strategic Environmental Assessment (SEA) is a new technical field with gaps in terms of environmental professionals to conduct SEA's in Kosovo, the purpose of the Terms of Reference (ToR) is to provide municipalities with a framework for hiring qualified professionals and/or monitoring their work, by clearly defining the assignments, key tasks and deliverables for spatial plans and zoning maps, as well as ensuring that the environmental concerns are appropriately integrated into the municipal spatial planning strategy, implementation measures and monitoring processes. The ToR for the SEA consultancy is ultimately intended to support the work of the local and central level institutions in drafting the SEA's for spatial plans.

2. Guidelines for drafting Strategic Environmental Assessment

These guidelines are resulting from MuSPP's experience in supporting spatial and environmental planning processes in Kosovo. They aim to assist central and local governments by providing recommendations for the implementation of Strategic Environmental Assessment (SEA) in Kosovo, following the adoption of the 2001 SEA European Union Directive into Kosovo's legislation, and in particular regarding spatial planning processes.

This guidance is arranged in a way that will encourage users to consider the environmental impacts of plans and programmes in specific spatial planning contexts. Findings from the first SEA processes in Kosovo have set the basis for the guidelines which offer lessons relevant to other communities, both in Kosovo and the Balkan region, as they consider different options for environmental planning and integrated development planning. Further to the plan evaluation, the environmental assessment in the context of Kosovo offers opportunities to raise awareness to environmental considerations in planning. It also encompasses a range of monitoring and mitigation measures to be further developed by the municipalities when implementing their local development plans as part of an integrated approach to effective sustainable development planning. To support these guidelines the following examples of SEA's reports are also included:

SEA Report for MDP of Mamushë/Mamuša

SEA Report for MDP of Partesh/Parteš

SEA Report for MDP of Prizren/Prizreni

3. Local Solid Waste Management Plan

The Case of Municipality of Hani i Elezit/ Elez Han

Local Solid Waste Management Plan (LSWMP) represents another compulsory planning document deriving from the Law on Waste N°. 04/L-060 and to be aligned with the National Strategy on Waste Management (2012-2021) and related Action Plan for the period 2013-2017. As result the Municipality of Hani i Elezit/ Elez Han with support from MuSPP revised their LSWMP to conform with the requirements of the new legislation. Therefore, this LSWMP provides an approach that would serve as an example for Kosovo municipalities in drafting and revising their respective plans. The plan analyzes the current situation, sets the objectives and defines improvement and support measures for waste collection, management and treatment (incl. recycling and composting), funding options (incl. cost recovery plan) and ultimately sets some regulation guidelines and respective enforcement. In such way it also serves as a guide for reducing, handling, and disposing of waste during construction, renovation, or land-clearing projects.

4. Report on the Tree Survey and Green Management

In relation to Capital Investment Projects

The report examines a number of Capital Investment Project case studies, in terms of conservation, enhancement and management of green infrastructure, and as a result it provides a number of follow-up tasks and recommendations, which in the future shall serve as guidance for increased green infrastructure in urban areas throughout Kosovo and related management.

E. CAPITAL INVESTMENTS PROJECT'S(CIPs)

1. A Guide to Managing Capital Investment Projects

Lessons learned from MuSPP

CIPs are an important area of MuSPP support, i.e. a tangible asset resulting from the spatial planning processes. Notably, a lot has been done in terms of place-making. This guide is based on MuSPP's lessons learned and aims to provide a set of practical advices for the CIP cycle.

CIPs identification, design, implementation and maintenance are complex processes involving not only the municipal staff but also the business community, other governmental and non-governmental organizations, as well as civil society.

This step-by-step guide contains useful and practical information on roles and responsibilities of all the stakeholders during the process on methodological tools and chronological tasks as well as related check-lists to make the CIP happen from A to Z. Some case studies in MuSPP partner municipalities bring an additional perspective in demonstrating the success of such a process.

2. Turning Spaces into Places Handbook

As a complement to 'A Guide to Managing Capital Investment Projects', this handbook outlines key underlying design characteristics of 'good public places', by introducing some global concepts and local examples. It also certainly aims to stimulate discussion, generate ideas, collective thinking and raise awareness amongst decision-makers about place-making vs. space-maintaining.

The handbook clearly explains what place-making is, and above all how place-making impacts people's lives and how it can be achieved. The handbook develops some design principles and techniques and contains vibrant and inspiring examples triggered from CIPs implemented in partner MuSPP municipalities.

Note: Please visit the website periodically to update your Toolbox.