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Klokot-Vrbovac/
Kllokot-Vërbovc

LOCAL WASTE MANAGEMENT PLAN 2016-2021

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This plan has been prepared by the working group of the Municipality of Kllokot/Klokot, in close co-operation with the coordination group and with the support of professional consultants and DEMOS Project officers.

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LWMP	Local Waste Management Plan
RWC	Regional Waste Company
RAE	Roma, Ashkali and Egyptian communities
WM	Waste Management
PC	Public Company
MA	Municipal Assembly
SEA	Strategic Environmental Assessment
KAS	Kosovo Agency of Statistics
PE	Public Enterprise

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Introduction

Solid municipal waste is a frequent topic of complaints that is addressed by Kosovo citizens and the solution of this problem remains a priority for municipalities of Kosovo. Much of the waste is thrown in an uncontrollable manner. In addition, the amount of waste is increasing and municipalities are under great pressure to provide qualitative services to citizens. Delays in undertaking appropriate measures enable these problems to grow even further, thus endangering the public health.

Local Waste Management Plan of Municipality of Kllokot/Klokot is a strategic document. This strategy is one of the basic documents that provides the conditions for rational and sustainable waste management and is supported by implementing plans for managing specific flows of waste. LWMP is a document that defines the objectives and proposes the necessary policies, programs and infrastructure needed for waste management in line with national priorities. This is the first plan for waste management in the Municipality of Kllokot/Klokot.

The Waste Management Strategy in the Local Waste Management Plan defines the:

- basic orientation of waste management for the period 2017-2022, and in line with EU policy in this field as well as the strategic orientations of this policy;
- direction of activities in aligning the legislation during the process of legal approximation with European Union;
- objectives for waste management for the short and long term period;
- measures and activities for achieving defined goals.

The Waste Management Plan covers the territory of the Municipality of Kllokot/Klokot, addresses only the municipal non-hazardous waste, and has the component of waste recycling. This plan is in full compliance with the Law No. 04/L-060 on Waste and includes cooperation with other authorities responsible for economy, finance, environmental protection, urban planning, and representatives of companies, associations, professional institutions, non-governmental organizations and other organizations, including the customer organizations.

Based on the last census of 2011, Municipality of Kllokot/Klokot has in total 2.556 inhabitants, whereas based on the Municipal database of Property Tax and in the database of Ekohigjiena there are 5,050 inhabitants. Population in municipality is placed more in a rural than in urban area, with 1,540 inhabitants in the urban area (30,4%) and 3,510 inhabitants (69,6%) in rural areas.

The implementation of the Waste Management Plan for the period 2017-2022 is based on two phases: the establishment of a sound waste management system (2017-2019 / Phase 1) and the establishment of a new waste collection and management system by analysing the current situation of human resources and equipment (2019-2022 / Phase 2).

The Waste Management Plan 2017-2022 foresees:

- Complete coverage of the territory of the Municipality of Kllokot/Klokot with waste collection service, increased level of collection from customers, reduction of illegal waste disposal, reduction of the level of final disposal, increased level of recycling;
- Establishment of the Waste Management Unit within the Department of Public Services;
- Zoning of the territory of the Municipality of Kllokot/Klokot;
- Financial investments in the waste management field;
- Pilot projects, such as:
    - minimizing waste through composting;
    - minimizing waste through classification of waste in schools;
    - minimizing construction waste by building the inert waste landfill;
    - minimizing waste by increasing the capacity of bins throughout the municipal territory.

Direct benefits from implementing the LWMP are as follows:

- Citizens will live in a cleaner, healthier and safer environment;
- Businesses will increase the number of economic activities as a result of increasing the number of tourists who are attracted by the clean and well-managed city;
- Recycling businesses will have greater access to reusable materials;
- Municipal staff will benefit from the vision, goals and objectives that are clearly set, as well as the action plan which will be a guide for the next five years, for improvement of waste management services;
- Municipal authorities will benefit from increased reputation as a result of the growing number of inhabitants who are more satisfied with waste management services.

1. BRIEF HISTORY OF MUNICIPALITY

Kllokot/Klokot, officially known as Kllokot-Vërbovcë/Klokot-Vrbovac, is a town and municipality in the Gjilan/Gnjilane region of Kosovo. Municipality of Kllokot/Klokot is one of the newest municipalities in Kosovo, established on 8 January 2010, when it was held the first founding meeting. The centre of this municipality is located in the town of Kllokot/Klokot. Before 2010, Municipality of Kllokot/Klokot was part of Municipality of Viti/Vitina.

The municipality of Kllokot-Vërbovcë/Klokot-Verbovac is located in the south-eastern part of Kosovo, with an area of 23.4 km2. Its geographical position is suitable and accessible to all other cities and the region around Kosovo. The municipality of Kllokot-Vërbovcë/Klokot-Verbovac is surrounded with the Municipality of Gjilan/Gnjilane, Ferizaj/Uroševac, Partesh/Partes and Municipality of Viti/Vitina as its parent municipality. This municipality consists of the following cadastral zones: Kllokot/Klokot, Mogillë/Mogila, Vërboc/Vrbovac and Gërnçar/Grncar.

1.1. Current situation

Structure of population

Based on the last census of 2011, Municipality of Kllokot/Klokot has in total 2.556 inhabitants, whereas based on the Municipal database of Property Tax and in the database of Ekohigjiena there are 5,050 inhabitants.

If it is conducted a deeper analysis of the population structure in Municipality of Klokot-Vërboc/Klokot-Vrbovac, it can be seen that the population is almost equally spread in all areas. A greater spreading of the inhabitants (69.6%) can be observed in the rural part of the municipality, specifically in distances from 3-9 km. The explanation about the spreading is also given in the table below.

Table 1: Number of population by groups:

Population	0-3 km	3-6 km	6-11 km	Total	In %
Urban	1.540	-	-	1.540	30,4%
Pre-urban	-	1.850	-	1.850	36,6%
Rural	-	-	1.660	1.660	33%
Total	1.540	1.850	1.660	5.050	100%

Coverage with waste management services

The municipality was formerly part of Municipality of Viti/Vitina, which means that waste treatment has been carried out in the regional level, and belonged to the region managed by Ekohigjiena company in Gjilan/Gnjilane. However, due to the separation from the Municipality of Viti/Vitina due to the process of creating a new municipality, the Municipality of Kllokot-Vërboc/Klokot-Vrbovac remained without any percentage of shares in the unit of Ekohigjiena and as a result has had on-going problems with this regional company in terms of waste collection in its territory.

As a result of the mismanagement by the Regional Company "Ekohigjiena", the Municipality of Kllokot-Vërboc/Klokot-Vrbovac took the initiative to establish a unit composed of municipal employees, and this unit manages the municipal waste, whereas the equipment was donated to the municipality by the USAID, namely through DEMI programme. Now, this municipality collects and transports the waste on its territory, and that waste is sent to the sanitary landfill in Gjilan/Gnjilane for the final treatment. It was also obtained a permit from the Kosovo Landfill Management Company (KLMC).

The primary activity of this unit is the collection and transportation of municipal waste as well as the provision of secondary services such as: management and maintenance of public spaces, road cleaning, snow clearing and maintenance of public green spaces.

Coverage of municipal territory with waste collection services is estimated to be around 100%, while the percentage of coverage of customer service obligations currently is about 43% (with regard to collection by the municipality[1]).

Quantity and types of waste

The amount of waste that is accumulated in the municipal territory on a monthly basis is 100 tonnes3, which includes all types of waste:

- organic, plastic, carton waste - there is currently no accurate data on the quantity based on the customer, whether it comes to households, institutions or private businesses;
- animal residues - not collected by operators and there is no place for their disposal. This kind of waste still remains a problem and requires solution by the central level;
- residue from construction and demolition of buildings - construction waste that is formed during construction work, land excavation and road works is deposited in several locations that are not legal landfills. The municipality does occasionally utilizes the usable material, while the rest is levelled and regulated;
- residue from electronic devices that is formed during the disposal of old electronic equipment and white goods are not collected and there is no location for disposal;
- hazardous waste - no collection service is provided, as there is no location for disposal;

1 According to the data of the Municipality of Kllokot/Klokot

Existing Waste Management System

The Municipal Waste Management Unit serves to three categories of clients, namely: households, businesses and institutions. Households are divided according to the form they receive the service, those who receive door-to-door service, and container-equipped clients. Businesses are divided into small and medium-sized businesses that receive service without contracts, and large businesses with special service contracts. In small and medium-sized businesses, some of them are served with door-to-door service and the rest is equipped with special containers. Contracted businesses are equipped with special containers. Institutions are the third category of clients, who are usually with special contracts and are served with special containers.

The waste collection period is usually from 08:00 to 16:00.

In terms of procedure and methodology of setting the tariffs, the unit has continued to apply the tariffs that were in accordance with the WWRO model (2006), amended and approved by the Board of Directors in June 2012, which are still in force. Currently, the collection mechanism for households and small businesses is done through bill collectors and the cash register, but there are also cases that it is done through the customer's current account. Whereas for large businesses and institutions, collection is conducted through the cash register and current accounts.

The total number of customers served in this municipality for 2015 and based on the latest updates in September 2016 was around 792, and this has changed from month to month by collections.

The zone coverage of households and businesses (clients) that are included in the waste management service are:

- Urban area: which belongs only to Kllokot/Klokot as a town - 322 clients
- Rural area: the remaining areas in the vicinity - 470 clients

The Municipal Waste Management Unit has a staff of 5 persons, 2 collectors and 3 workers.

Waste collected from customers is sent for final disposal at the Sanitary Landfill in Gjilan/Gnjilane, which is managed by the Kosovo Landfill Management Company (KLMC) - Prishtina/Pristina. Payment for permanent disposal is done at the Sanitary Landfill in Gjilan/Gnjilane, where appropriate measurement is undertaken.

The waste storage capacity with the existing containers is about 7-8 tonnes. The Municipal Waste Management Unit has 1 5-tonne truck and 1 tank truck.

1.2. Roles and responsibilities regarding waste management

The roles and responsibilities of municipal bodies regarding waste management are reflected in the framework below:

Department of Public Services (DPS) - *is responsible for the management of all works in public and municipal property, supervising the work of companies that deal with maintenance and cleaning of roads and other municipal spaces and helps in the preparation of local regulations for waste and residue control in the territory of the municipality.*

Department of Finance - *is responsible for setting the amount of compensation for service and the payment method.*

Department of Urbanism - *among other things, is responsible for planning the spatial and urban development of the municipality, and also provides support in the development of projects for environmental maintenance and preservation.*

Inspectorate of Environmental Protection and Inspectorate of Public Services - *are responsible for supervising and implementing the laws and provisions of municipal regulations in the field of Inspectorate for Protection of the Living Environment, Agriculture and Forestry.*

1.3. Waste management

The amount of waste that is accumulated within one day ranges from about 3-4 tonnes, and according to the reports of the unit operating in the Municipality of Klokot-Vërboc/Klokot-Vrbovac, the waste collection service takes place in all settlements of the municipality. Despite the 100% coverage, illegal landfills and uncontrolled waste disposal are still encountered. However, it should be noted that the presence of these landfills is low compared to other municipalities.

The main reasons for inefficient waste service are various, such as:

- Low level of awareness among residents;
- The limited capacities of the Public Enterprise for waste management;
- Non-payment of a part of service recipients;
- Non-resolution of the issue of construction waste (demolitions);
- The unresolved problem of waste management from animal residue;
- Low and informal division and recycling rate.

Currently, the only operator, as mentioned above, is the municipal unit, which according to the data, provides primary waste collection service for 100% of the total population.

Despite the progress made, some categories of waste pose a serious challenge for the municipality, in particular the construction/demolition waste, animal residue etc.

As a result of the lack of adequate landfill for this category of waste, waste from construction materials and demolitions are thrown everywhere, worsening the environmental and aesthetic aspect. Often, the uncontrolled disposal of this waste causes the creation of illegal landfills. In addition, there is no link between issuing building permits and the waste disposal supervising system. Regarding solid waste, the municipality is in the process of selecting the appropriate location for depositing this type of waste.

The management of animal residue in the Municipality of Kllokot/Klokot is not in accordance with the provisions in force, primarily because of the lack of animal residue processing plant. In the municipality, there is no entity that deals with meat production, processing and conservation, whereas meat and meat products can be found in all retail outlets. Therefore, the management of this kind of waste is a bit easier compared to other municipalities; however, awareness among citizens should be raised not to throw this waste like other municipal waste but separately.

The Waste Management Strategy and Plan of the Republic of Kosovo foresees the funding of the Animal Residue processing plant, which would foresee the regulation of waste management of this nature at Kosovo level, including the Municipality of Kllokot/Klokot. The implementation of these projects that is expected to be implemented during the projecting period will contribute to the sustainable management of municipal waste.

1.4. Challenges of waste management that are not under the direct competence of the municipality

In addition to the usual waste from households and businesses that are under the authority of the municipality, there is also an important category of waste disposed in the territory of the municipality, which does not fall into direct municipal competence.

Chemical-industrial waste: According to the report on “Hotspots”, published by the Kosovo Environmental Protection Agency, Municipality of Kllokot-Vërboc/Klokot-Verboc does not have any landfills in its territory identified as “industrial-chemical waste landfills” with the amount deposited exceeding 5 tonnes per landfill.

Medical waste: There are 2 Family Medicine Centres (one in Kllokot/Klokot and one in Mogilla/Mogila village), and 2 ambulances/clinics in rehabilitation centres (“Banja e Kllokotit” and “Nëna Naile”) in Municipality of Kllokot-Vërboc/Klokot-Vrbovac. These centres should normally treat medical waste separately, taking into account the adverse environmental and health effects. This waste should be treated through incinerators installed in regional hospitals, where the nearest point of Municipality of Kllokot-Vërboc/Klokot-Vrbovac regarding the treatment of this residue is the Regional Hospital of Gjilan/Gnjilane, but the incinerator is not currently working, causing this residue to be disposed in municipal containers, by further contaminating the municipal waste. On the other hand, according to the interviews with the medical staff of these centres, it is said that the generation of hazardous medical waste is minor, given that the numerous cases that require hospital treatment are sent to regional hospitals such as the one in Gjilan/Gnjilane or Prishtina/Pristina.

Electronic waste: Although this does not fall within the competence of Municipality of Kllokot-Vërboc/Klokot-Vrbovac, there is no special treatment of such waste, as in the entire territory of Kosovo.

1.5. Planned projects for the period 2017-2022

Civic awareness (2017-2022))

Civic awareness is done through awareness-raising campaigns, based on activities for cleaning and maintaining the environment. On annual basis are conducted actions to clean the settlements, by organizing these activities with elementary school pupils, and in some way has directly impacted citizens' awareness. The tradition of organizing cleaning activities twice a year during the spring and summer seasons is planned to continue. The awareness campaigns will be organized with modest financial means with awareness-raising campaigns through local media, municipal bulletins, leaflets and posters.

The awareness leaflets should be accompanied by lectures on the importance of maintaining a clean environment with elementary school pupils. Lectures can be held by municipal officials throughout the year in each school at all levels.

The project for establishing an own Municipal Public Enterprise (MPE)

The municipality will establish a Waste Management Unit as part of the Department for Public Services, it will determine the method of collecting the funds and setting the tariffs, it will consider the option of creating a recycling centre. In order to implement the WM plan, Municipality of Kllokot-Vërboc/Klokot-Vrbovac shall empower the Waste Management Unit established within the Department of Public Services, which will have these responsibilities:

- It will work in cooperation with relevant stakeholders to implement the Waste Management Plan,
- It will draft, in cooperation with relevant stakeholders, operational plans for collection and treatment of waste, by designating and reviewing operating areas,
- It will draft, in cooperation with relevant stakeholders, the Plan for Collection of Financial Means,
- In cooperation with relevant stakeholders, it will set special conditions and criteria for the operators involved in the collection, transport and treatment of waste, and will organize the monitoring and evaluation of these companies,
- In cooperation with the relevant stakeholders, it will develop procedures and activities to monitor activities that reduce the amount of illegal dumping, it will develop and manage plans for elimination of illegal landfill sites,
- In cooperation with relevant stakeholders, it will develop pilot-projects aimed at improving municipal performance in the field of waste management,
- During 2017-2018, the municipality will look over the possibilities to select the operator for collection and treatment of waste through the bidding process in the areas defined by the municipality.

The company will be 100% owned by the founder, namely the Municipality of Kllokot/Klokot with the possibility of ownership transformation in accordance with the law and relevant decisions of the organs of the MPE.

The company's initial costs will be significantly higher due to investments such as: purchase of equipment, construction of garages and purchase of other necessary tools to start the work of company. Later on, there will be a trend of lowering and normalizing the costs.

The planned expenditures for the purchase of basic tools for work in the beginning are:

Table 2: Planned expenditures for purchasing equipment/tools for WM

The necessary equipment	Amount	Price
Truck	2	80.000,00 €
Tanker for road cleaning	1	45.000,00 €
Tipper truck	1	65.000,00 €
Loaders-Excavators	1	68.000,00 €
Loading truck	1	70.000,00 €
Total investment		**328.000,00 €**

Investment in new bins (2017-2020)

Investments in household equipment with 743 waste bins, planned in the period 2017-2020, and in four settlements:

- Kllokot/Klokot: 185 bins in 2017
- Mogillë/Mogila: 185 bins in 2018
- Vërboc/Vrbovac: 185 bins in 2019
- Gërnçar/Grncare: 188 bins in 2020

Construction of garage (2017)

Construction of garage is planned to commence in 2017. Planned investments are from the joint project between the Office for Communities and Return within the Office of the Prime Minister and USAID. The total amount is around EUR 20.000. It is impossible to specify the correct value for the sector of WM as garages are foreseen to be constructed together with the facility of fire-fighters. The total amount of all facilities is EUR 120.000, where EUR 90.000 are funded by USAID, whereas investments in the value of EUR 30.000 are funded by Office for Communities and Return within the Office of Prime Minister.

Construction of inert waste landfill (2017)

The determination of the location of inert waste landfill is planned in cooperation with the Municipality of Viti/Vitina, which is part of negotiations for drafting the project between two municipalities. The Municipality of Viti/Vitina has the opportunity for investments in inert waste landfill, given that there is no property of Municipality of Kllokot/Klokot for this investment.

Pilot-project: Recycling - plastic separation (2017)

Plastic recycling, starting from public institutions, and then it will be considered the option of inclusion of all settlements in plastic recycling. Recycling will be performed by a company licensed for plastic recycling. It is foreseen to commence the pilot-project for recycling plastic in village of Mogille/Mogila within 2017, then it will continue in other settlements, based on analyses. Given that the aim is to invite a private company dealing with recycling, one can say that there will be impacts on the municipal budget; therefore, no special budget is foreseen in this plan for this activity.

1.6. National legal framework and policy

Waste management in the Republic of Kosovo is governed through the legal framework that is harmonized with European legislation, namely Directives and Regulations of European Union that govern the waste sector. The main purpose of the legal framework for waste management is to elude and reduce as much as possible generation of waste, reuse of used components from waste, prevention of negative effects of the waste in environment and in human health, final disposal of waste in acceptable environmental manner.

Legal framework consists of laws and bylaws governing the waste management. The main law governing in details the waste management is the Law No. 04/L-060 on Waste. This law sets forth and governs waste planning and management and conditions of waste collection, transport, treatment, processing, storage and final disposal, waste type and classification, responsibilities of natural and legal persons, conditions and procedures of licenses and permits for waste management, punishments for failure to observe legal provisions, as well as other issues related to waste. Article 14 and 15 of the Law No. 04/L-060 on Waste determines the responsibilities of central and local level institutions for waste management. Pursuant to the Law No. 04/L-060 on Waste, the municipality assumes additional responsibilities in relation to waste management and administration.

In addition to the abovementioned laws, the legal framework for waste management contains a significant number of other sectorial laws which indirectly govern the waste management, as: Law No. 03/L-025 on Environmental Protection, Law No. 03/L-040 on Local-Self Government, Law No. 03/L-087 on Publicly-Owned Enterprises, Law No. 04/L-174 on Spatial Planning, Law No. 04/L-045 on Public- Private Partnership, etc.

Article 17 of the Law No. 03/L-040 on Local Self-Government determines waste management as full and exclusive power of municipalities. Based on this competence, municipalities have legal authorization to establish structures, mechanisms, as well as to foresee a special budget for the better and most efficient management of waste sector.

Law No. 03/L-087 on Publicly-Owned Enterprise determines and governs the ownership of publicly-owned enterprises for waste management, and management of their corporate in compliance with the international principles and standards. Article 6 of the Law No. 04/L-111 on Publicly-Owned Enterprises enables the establishment of local publicly-owned enterprises from municipalities. Articles 4, 5 and 6 of the Regulation No. 02/2013 determine the criteria and procedures for establishing publicly-owned enterprises for waste management. Pursuant to the Article 5.2 of this law, the right of the municipality as a shareholder is exercised by the Municipal Shareholder Committee, which is

composed of a member appointed by the mayor and two other members appointed by the Municipal Assembly. Municipal Shareholder Committee acts on behalf of the municipality, in compliance with the Law on Business Organizations.

Local legal framework

Pursuant to the Law No. 03/L-040 on Local Self-Government, Law No. 04/L-060 on Waste, Law No. 03/L-087 on Publicly-Owned Enterprises and other sectorial laws, the municipality is obliged to develop the local legal framework for the purpose of efficient management of waste in its territory. Local framework consists of municipal regulations, instruction, policies, various regulators and the decisions governing waste management sector.

Within the legal framework, the municipality has adopted:

- Regulation No. 05/2011 on Waste Management within the territory of Municipality of Kllokot – Vërboc/Klokot –Verbovac, dated 26.10.2011, which defines the rules and conditions for waste administration in the territory of municipality. However, considering recent changes, this Regulation needs to be updated and be more comprehensive.

2. WASTE MANAGEMENT PLANNING

2.1. Scope of the plan

Local Waste Management Plan is the document whereby the waste management process is organized at the municipal level. It defines directions and priorities, as well as the dynamics and the method of solving the problems in line with the positive national and EU legislation in the aspect of waste management and environmental protection in general. LWMP, in addition to being a legal obligation, aims at finding and applying best alternatives for waste management.

The plan aims to establish a long-term sustainable system in waste management at the municipal level in order to improve life quality and protect the living environment, as well as to ensure rational use of sources and observing modern principles in waste management, with a coordinated participation of all waste management acts.

In the framework of LWMP, the existing capacities for waste treatment and waste management will be analysed and then the need for further developments will be considered. Another important aim of the LWMP is to address many open issues which determine the establishment of totally new waste management system, which is based on the suggestions provided in the National Waste Management Strategy of the Republic of Kosovo, Law on Waste, European Standards, and legal measures affecting this field.

2.2. General objectives of LWMP

LWMP is the basic document whereby waste management process is organized at the municipal level. Municipality of Kllokot – Vërboc/Klokot – Verbovac is determined to improve the state of waste management and therefore has provided specific objectives that are integral part of this plan. They include the extension of services, prevention, minimization and recycling of waste, as well as elimination of waste disposal at hotspots or illegal landfills, and disposing them at the determined place. Objectives are divided into two stages, namely in periods of 2017-2019 and 2019-2022.

With the Local Waste Management Plan, the municipality aims at:

- Ensuring clean settlements and healthy environments for residents,
- Promoting and supporting waste treatment activities,
- Including in collection the entire area through an affordable tariff,
- Increasing the collection,
- Determining waste management targets at the municipal level, in line with the national legislature,
- Determining an optimal system for waste management,
- Determining general financial investments and investments in priority parts of the plan, which should be implemented immediately.

Objectives

1. *Establishing an institutional waste management system,*
2. *Establishing WM financial system,*
3. *Establishing contracting process for waste collection services,*
4. *Promoting waste minimization, including closure of illegal landfills,*
5. *Supporting for re-organization of community,*
6. *Implementing pilot-projects for the purpose of realization of 3R concept (Recycling, Reduction and Reuse).*

Aims:
The plan aims to manage household (households and businesses) and municipality waste.

- Level of coverage of waste collection service means the population served compared to the general population;
- Level of waste collection means the disposed quantity compared to generated waste;
- Level of illegal waste dumps means the illegal dumps, including the inappropriate dumps within the areas with no service, compared to the generated waste quantity;
- Level of final storage means the waste stored in licensed and unlicensed landfills (illegal dumps) compared to the overall quantity of generated waste;
- Level of waste recycling means the quantity of recycled waste compared to the general generated quantity.

2.3. Plan implementation stages 2017-2022

The abovementioned vision will be achieved step by step. The targeted time period of the Local Waste Management Plan in the Municipality of Kllokot – Vërboc/Klokot-Verbovac is from 2017 to 2022. This period is divided into two stages, as follows.

Implementation of Local Waste Management Plan 2017-2022 is based on two stages:

- **1st stage: 2017–2019** – Establishment of a healthy waste management system, meaning that waste management sector will be established within this time period, in order to create the database that would serve for an efficient waste management and would also provide the opportunity to realize and improve the collection of waste tariff in the municipality.
- **2nd stage: 2019–2022** – Establishment of a new collection system, meaning that new waste collection system is aimed to be achieved during this period by analysing and assessing the current state of human resources and equipment because service level will be increased and thus increase the tariff collection level as well.

Based on objectives for these two stages, the five-year WM plan may be modified by the end of 2018, based on the progress in the first stage.

Based on the objectives of these two stages, the LWMP may be **revised by the end of 2019**, and based on the performance results in the first stage, if it is deemed necessary, it may be modified.

Fulfilment of local legal framework

For the purpose of fulfilling the local legal framework and its improving in terms of waste management, Regulation on Waste Management should be drafted and adopted, where it will be defined: organizational scheme, structure and quantity of waste collection services in all settlements, neighbourhoods, public areas or spaces, order and dynamics of waste collection, manner and scheme of organization of collection, billing method, fines, etc.

2.4. Establishing the Waste Management Unit

In order to implement the LWMP, Municipality of Kllokot–Vërboc/ Kllokot – Verbovac should establish the Waste Management Unit, which will be part of the Department for Public Services and will have the following responsibility:

- Commits to the implementation of the Local Waste Management Plan;
- Drafts operational plans for waste collection and treatment, by designating the operational areas;
- Drafts the plan for financial means collection;
- Defines special conditions and criteria for operators that will collect, transport and treat waste, as well as monitors and assesses the work of operators;
- Develops procedures and activities for monitoring activities that reduce the quantity of illegal dumps;

- Develops and manages the plans for elimination of other points/places of illegal landfills;
- Develops pilot projects that aim the improvement of municipality performance in the field of waste management.

2.5. Service areas

Zoning of the territory of the Municipality of Kllokot-Vërboc/Klokot-Verbovac for the purposes of waste management.

It is created the system for zoning of the territory for the purpose of organizing waste management. Zoning of the territory is based on the following criteria:

- Proportional distribution of zones of directions and operation lines of waste management;
- Distribution based on the number of residents;
- Distribution based on the number of households;
- Distribution based on the number of facilities.

Fig. 1. Cadastral division of the Municipality of Kllokot-Vërboc/Klokot-Verbovac

The zone targeted in the Local Waste Management Plan is the whole administrative zone of the Municipality of Kllokot-Verboc/Klokot-Verbovac. Based on the discussion with the working group, it was decided to divide the territory of municipality into two zones with regard to waste management, such as: Kllokot/Klokot and Vërboc/Verbovac as zone 1, whereas Mogillë/Mogila and Gërnçar/Grncar as zone 2.

Find below an explanation to support this decision, where are described 4 localities according to several parameters:

Municipality of Kllokot/Klokot is divided into four cadastral zones, and waste collection points have been divided based on this matter. Kllokot/Klokot is the centre and three other settlements of the Municipality of Kllokot/Klokot (Vërboc/Verbovac, Mogillë/Mogila and Gërnçar/Grncar). The total annual weight is 950 ton, or 78 ton per month.

Location 1. Rural area Mogillë/Mogila is a village, whose cadastral zone is bordered with a part of municipal centre of Kllokot/Klokot in the north. It contains arable lands, namely there are conditions for agricultural production because this village is characterized by this activity. This settlement has 1.850 residents. It is mainly considered as agricultural area. Wastes are collected on weekly bases, but even more often if necessary. Wastes are collected in household containers and bags, and at a certain day, residents of this settlement place the waste in front of their doors and waste collection service employees collect these wastes.

Location 2. The rural area Vërboc/Vrbovac is a village located in the south of Morava e Binçës River, and it was later added as a cadastral zone to the Municipality of Kllokot/Klokot. It is a village with high fertility land. The village of Vërboc/Vrbovac has 931 inhabitants and is 8 km away from the centre. The inhabitants of this area are mainly engaged in agriculture. The waste is collected in household bins and plastic bags. In the given day, inhabitants of this settlement place the waste in front of their house for service workers to take it.

Location 3. The rural area Gërnçar/Grncar is a village in the territory of the Municipality of Kllokot/Klokot, which features a hilly terrain surrounded by forests, meadows and pastures. There are two quarries in this village. The hilly landscape, called Kalaja by the inhabitants, has now become an interesting area of archaeological research. The rural area Gërnçar/Grnčar has 729 inhabitants and is 11 km away from the centre. The inhabitants of this part are mainly engaged in agriculture and livestock farming. The waste is collected in household bins and plastic bags. In the given day, inhabitants of this settlement place the waste in front of their house for service workers to take it.

Location 4. City area that includes individual homes, Health House, Municipality building, kindergarten, Police Station, two rehabilitation centres. There are 1,540 inhabitants who are mainly engaged in agriculture and business. The waste collection takes place twice a week, as this area is more frequented, but also a tourist area. During the summer, if necessary, waste is collected three times a week. In this settlement, the collection is done through containers. For all public institutions and social cases the service is provided free of charge, which should be reviewed as it is obligatory for all institutions, regardless of whether they are state-owned or not, to pay for the service they receive, whereas in relation to social cases a solution must be found with the Ministry of Labour and Social Welfare.

There are over 90 private businesses for which waste management is performed. For businesses, waste management is carried out through containers. Waste collection is conducted one day for individual homes and one day for businesses. Businesses are mainly located in the cadastral zone of Kllokot/Klokot.

2.6. Improvement of the waste collection system

The Municipality of Kllokot-Vërboc/Klokot-Verbovac plans to manage municipal/solid waste within the period 2017-2022 in accordance with the Law on Waste, therefore, during this period, the Municipality of Kllokot-Vërboc/Klokot-Verbovac will provide the necessary budget through a waste tax that will be collected from inhabitants and small businesses that discharge their waste along with household waste, and if it deems it reasonable, the municipality will rightly entrust this company with the collection and transportation of municipal waste, licensed by the Ministry of Environment and

Spatial Planning. Such waste management, through collection from inhabitants, is currently being conducted by the municipality, as it has been granted with a special code by the Ministry of Finance, unlike other municipalities, but at present the problem remains the lack of complete collection of this tariff, which is around 43%.

Therefore, the Municipality of Kllokot-Vërboc/Klokot-Verbovac is looking for a way to abolish the current waste collection system, by planning to contract the operators based on areas, so that the entire territory of the municipality is covered by waste collection services, including road cleaning and maintenance of green area.

The division of areas will be done by aiming an equal division among the operators. The municipality, together with the waste management companies, would then agree that waste collection in the municipality to be divided into two areas, and this will be elaborated in more detail in the next chapters.

The table below shows the actual performance of the municipal waste management unit. In the table it can be noted that currently, due to unsatisfactory collection, this unit is operating at loss and the only reason why it is still operating is because the municipality continues to subsidize it.

Table 3: Current performance of the municipal unit for WM

Activity	Explanation	Amount (euro)/ year
Staff	Two fee-collection workers and three cleaning workers	15.074
Petroleum	Fuel expenses for truck per year: 3900 litters x 0.91 (euro)	3.549
Maintenance	Annual maintenance of truck	1.000
Landfill	Waste disposal fee: 950 tons x 5.80 (euro/ton)	5.510
Staff uniforms	Clothing for cleaning workers	200
	Total	19.823
	Collection	11.373
	Difference	- 8.450

2.7. Establishment of the financial waste management system

In order to have a satisfactory level of revenues from waste tariffs, it is very important to establish a proper waste management system, which was planned to be presented by the end of 2016. Therefore, the Municipality of Kllokot-Vërboc/Klokot-Vrbovac should make budgetary planning activities. These plans will include the establishment of the budget line for the realization of the revenues from tax and fees of waste collection service, as well as the budget lines for the realization of contracting the waste management service if needed. On the other hand, management of the collected tax is very important, through which an easily operated financial system would be established in cooperation with the Department of Finance. For the establishment of a financial system, the municipality should be equipped with software that will be installed in the Department of Public Services, but also it will be interconnected to the Department of Finance.

3. FINANCIAL PLAN 2017-2022

3.1. Main assumptions in the Financial Plan

The financial plan for the period 2017-2022 is based on the current state of the environment, the current organization of the social situation impact and factors of financial opportunities related to waste management in the Municipality of Kllokot-Vërboc/Klokot-Vrbovac.
For the purpose of drafting the Financial Plan 2017-2022, were used the sources of information of the Municipal Waste Management Unit.

In order to identify the characteristics of the area, were used the data from the last population census, which contributed to the identification of the area and the distribution of households. Based on processed information, it was created a system for calculating waste, distribution of population and density of population.

Based on the measurements of the households distance and extent, a methodology was developed for assessment of population covered with waste management services on one hand, and waste calculation based on categories of settlements on the other hand. Waste generation is based on the types of localities that generate different waste, both in quantity and content, which also have the financial effects of waste management depending on the estimated distances that are expressed in the financial costs of waste management. For the purpose of drafting the LWMP, the localities are divided into the following four categories of settlements.

- Urban
- Pre-urban
- Rural

Projection of the amount of waste generated is based on the waste calculation model, based on the daily generated waste for one person depending on the type of settlements:

- Urban 0,62[2]kg
- Rural 0,50 kg

In order to develop the Financial Plan for Waste Management, a number of assumptions are required based on the observed situation in the waste management sector and the financial outcomes 2015/2016. Assumptions are based on the objectives of the Municipality of Kllokot-Vërboc/Klokot-Vrbovac providing quality services to citizens and businesses by not considering the new potential forms of participation of other economic operators in waste management.

2 Calculation of generation of daily waste is based on the WM National Strategy, approved by MESP, adapted depending on the types of settlements (urban, pre-urban, rural)

The main assumptions of the Financial Plan include:

- The municipal unit for the business years 2014-2016 has a negative business, as it covers only 40% of waste management costs;
- Investments will be made based on short-term needs and capital investments aimed at achieving the objectives set by the Municipality of Kllokot-Vërboc/Klokot-Vrbovac;
- Financing of investments will be done by revenue generation, municipal budget, central government and donors. Investment support resources are supposed to be achievable on the basis of planned investments;
- Waste management costs will be reduced as a result of new investments, modernization of equipment, planning of schedules and routes, and modern approach in the waste management sector;
- The collection rate is planned to increase in all categories of customers (households, small businesses, large businesses and institutions) at reasonable rates;
- The level of generated waste collection is expected to increase during the planning period.

3.2. Investments for the planning period 2017-2022

Investments planned for the planning period are based on five (5) investment categories:

i. Citizens awareness

ii. Investments in bins

iii. Capital Investments of Public Enterprise for WM

iv. Completion of construction of garage

v. Inert waste landfill

The total investment amount for the planning period is €515,770, investments which are based on the needs of the WM sector to increase the quality of service delivery and overall coverage of the territory of the municipality. Planned investments are tailored to the funding opportunities from applicable financial resources in Kosovo.

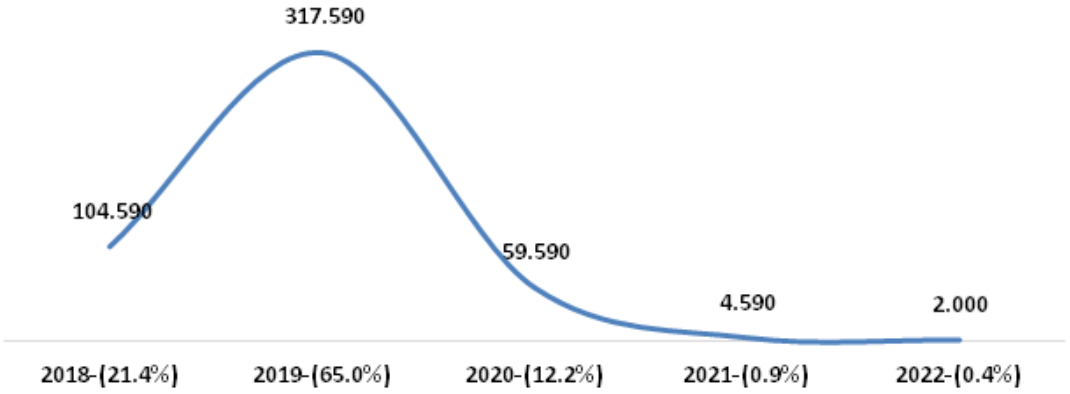
Table 4: Investment structure for the period 2017-2022

No.	Category	2018	2019	2020	2021	2022	Total	In %
i.	Citizens awareness	2.000	2.000	2.000	2.000	2.000	10.000	2%
ii.	Investments in bins	2.590	2.590	2.590	2.590	-	10.360	2,1%
iii.	Capital Investments of Public Enterprise for WM	80.000	203.000	45.000	-	-	328.000	67,2%
iv.	Completion of construction of garage	20.000	100.000	-	-	-	120.000	24,6%
v.	Inert waste landfill	-	10.000	10.000	-	-	20.000	4,1%
	Total	104.590	317.590	59.590	4.590	2.000	488.360	100%
	In %	21,4%	65,0%	12,2%	0,9%	0,4%	100%	

*This amount is foreseen to be invested in cooperation with the Municipality of Viti/Vitina

- ***Short-term investments planned for the period 2018/2020*** amount to € 481,770.00, or 98.6% of the total investment amount.
- ***Long-term investments planned for the period 2021/2022*** amount to € 6,590.00, or 1.4% of the total investment amount.

Planned investments for the planning period 2018-2022



i. Public awareness project for WM at the local level

No.	Category	Year	Unit	Price	Investment value	2018	2019	2020	2021	2022	Total
1	Citizens awareness	2018	1	600	2.000	2.000	-	-	-	-	2.000
2	Citizens awareness	2019	1	600	2.000	-	2.000	-	-	-	2.000
3	Citizens awareness	2020	1	600	2.000	-	-	2.000	-	-	2.000
4	Citizens awareness	2021	1	600	2.000	-	-	-	2.000	-	2.000
5	Citizens awareness	2022	1	600	2.000	-	-	-	-	2.000	2.000
	Total				10,000	2.000	2.000	2.000	2.000	2.000	10.000

ii. Investments in bins

No.	Category	Year	Unit	Price	Investment value	2018	2019	2020	2021	2022	Total
1	Bins	2018	185	14	2.590	2.590	-	-	-	-	2.590
2	Bins	2019	185	14	2.590	-	2.590	-	-	-	2.590
3	Bins	2020	185	14	2.590	-	-	2.590	-	-	2.590
4	Bins	2021	185	14	2.590	-	-	-	2.590	-	2.590
	Total		740		10.360	2.590	2.590	2.590	2.590	-	10.360

iii. Capital Investments of Public Enterprise for WM

No.	Category	Year	Unit	Price	Investment Value	2018	2019	2020	2021	2022	Total
1	Truck	2018	2	40.000	80.000	80.000	-	-	-	-	80.000
2	Ipper Truck	2019	1	65.000	65.000	-	65.000	-	-	-	65.000
3	Loader	2019	1	68.000	68.000	-	68.000	-	-	-	68.000
4	Truck (loader)	2019	1	70.000	70.000	-	70.000	-	-	-	70.000
5	Road sweeper truck	2020	1	45.000	45.000	-	-	45.000	-	-	45.000
	Total				328.000	80.000	203.000	45.000	-	-	328.000

iv. Completion of construction of garage

No.	Category	Year	Unit	Price	Investment Value	2018	2019	2020	2021	2022	Total
1	Completion of construction of garage - construction part	2018	1	20.000	20.000	20.000	-	-	-	-	20.000
2	Completion of construction of garage - equipment	2019	1	70.000	70.000	-	70.000	-	-	-	70.000
3	Completion of construction of garage - others	2019	1	30.000	30.000	-	30.000	-	-	-	30.000
	Total				120.000	20.000	100.000	-	-	-	120.000

v. Inert waste landfill

No.	Category	Year	Unit	Price	Investment value	2018	2019	2020	2021	2022	Total
1	Investment in landfill	2019	1	10.000	10.000	-	10.000	-	-	-	10.000
2	Investment in landfill	2020	1	10.000	10.000	-	-	10.000	-	-	10.000
	Total	20.000	-	10.000	10.000	-	-	20.000	-	-	30.000

vi. Pilot-project: Recycling – separation of plastics

This pilot project is not expected to have financial impact for the municipality as it will be implemented in cooperation with private companies. Plastic recycling will take place starting from public institutions, and then reviewing the inclusion of all settlements in recycling plastics. Recycling will be done with any licensed plastic recycling company. A pilot project for plastic recycling in the village of Mogillë/Mogila is anticipated to operate within 2017, then based on the analysis, will be continued with other settlements. Since it is intended to invite a private recycling company, it can be said that it will not have any impact on the municipal budget, therefore no special budget for this activity is foreseen in this plan.

3.3. The funding sources of planned investment for the planning period 2017-2022

The planned investments for the period 2017-2022 are based on the needs of municipality in order to achieve the planned results for the planning period. The funds for investment are based on three sources:

- Municipality – budget dedicated to WM
- Foreign/donations – through donations and grants from international organizations that are present in Kosovo
- Budgetary/donations - grants and donations from the budget of the competent Ministries
- Private companies

The funding structure is planned on the basis of the known sources for capital investments

Budget allocated for WM – are allocated funds for the WM sector, planned for investment to WM. The value of financing the investment from the municipal budget, planned for the planning period is 50.354 Euro out of the total of investment with participation of 9,8%

External donors – are sources of funding for the WM sector based on the projects identified for the planning period. The value of donor-supported investments for the planning period is 243,200 euros, out of the total investment with participation of 47.2%.
The municipality has indications that this segment can be covered through donor support from which there is positive signals to support initiatives in the field of WM (e.g. REC organization in the last 3 years has been actively cooperating and is expected to continue with this cooperation in the upcoming years)

Budget donations – are funding sources for the WM sector from the grants and donations of the central level and the respective ministries. The value of investments supported by the central level for the planning period is 222,216 Euros, out of the total investment with participation of 43.1%.
At the beginning of 2017, the central level (Ministry of Finance) has been actively engaged in financing waste management projects in municipalities.

Table 5: Funding sources based on main investment categories and funding sources for the planning period 2017-2022

No.	Category	Municipal budgets for WM	External donors	Budgetary donations	Total	in %
i.	Citizens awareness	10.000	-	-	10.000	2,0%
ii.	Investment in bins	2.072	-	8.288	10.360	2,1%
iii.	Capital investment of public enterprise for WM	32.800	131.200	164.000	328.000	67,2%
iv.	Completion of construction of garage	-	90.000	30.000	120.000	24,6%
v.	Inert waste landfill	4.000	8.000	8.000	20.000	4,1%
	Total	48.872	229.200	210.288	488.360	100%
	Pecentage	10%	46,9%	43,1%	100%	

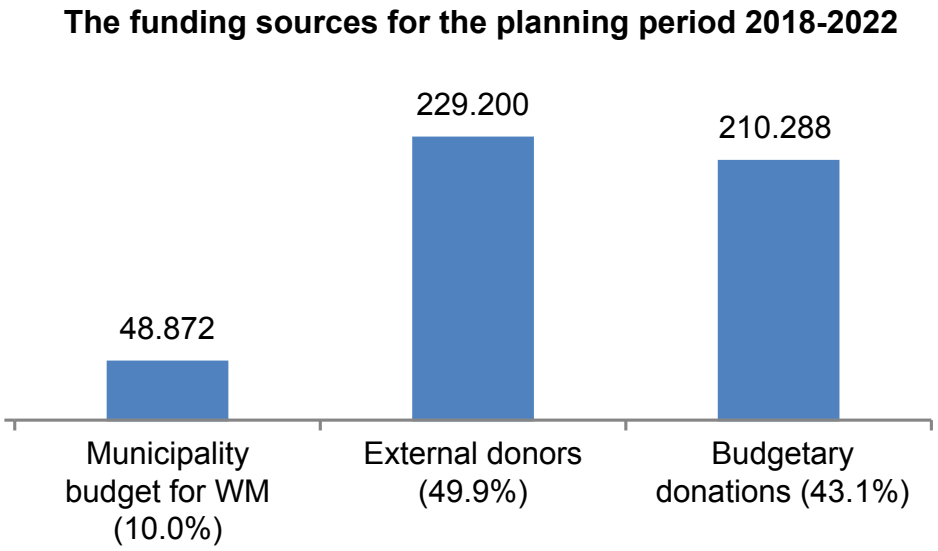
Table 6: Funding sources for the planning period 2017-2022

Category	2018	2019	2020	2021	2022	Total	In %
Municipal budgets for WM	10.518	24.818	9.018	2.518	2.000	48.872	10%
External donors	47.000	160.200	22.000	-	-	229.200	46,9%
Budgetary donations	47.072	132.572	28.572	2.072	-	210.288	43,1%
Total	104.590	317.590	59.590	4.590	2.000	488.360	100%

The cash flow of planned investment for the planning period is calculated based on the economic-financial analysis of the applicable funding sources in Kosovo.

Sources of funding the investment for the planning period:

- Municipal budgets for WM in amount of 48,872 Euros (10%)
- Budgetary donations in amount of 229,200 Euros (46,1%)
- External donors in amount of 210,288 Euros (43,1%)



4. STRATEGIC ENVIRONMENTAL ASSESSMENT

Strategic Environmental Assessment (SEA) is a systematic process for evaluating the environmental consequences of proposed policy, plan or program initiatives in order to ensure they are fully included and appropriately addressed at the earliest appropriate stage of decision-making on the same level as economic and social considerations.[3]

The main goal of SEA is to ensure a high level of environmental protection and to contribute to the promotion of sustainable development. SEA aims to improve the plan or program, suggesting new objectives or strategies, reviewing proposed strategies and suggesting those that may be better in terms of environmental protection, as well as, minimization and prevention of impacts and risks in the environment. SEA, as a process, should start in the initial stages of the preparation of planning process and should be developed in parallel with the planning and be fully integrated into it.

The basic principles on which SEA is based are:

- **Sustainable development principle,** which means the review and inclusion of essential environmental aspects in the preparation and approval of certain plans and programs and the confirmation of the conditions for preservation of the goods, values of culture and nature, spaces, biodiversity, wild plant and animal species and autochthonous ecosystems, respectively rational use of natural resources, contributing to sustainable development.
- **Principle of integrity,** which requires the implementation of environmental protection policies that are implemented through the adoption of plans and programs based on the inclusion of environmental protection conditions, namely the sustainable preservation and use of natural resources and biodiversity in cross-cutting plans and programs.
- **Principle of care,** which means that any activity should be implemented in such a way as to prevent or reduce the adverse impacts of certain plans and programs on the environment prior to adoption, to ensure rational use of natural resources and to reduce the risk to human health and goods.
- **Principle of hierarchy and coordination,** which determines that the impact assessment of plans and programs is carried out at the central level for plans or programs drafted at the central and local level and that in the SEA procedure of plans or programs, increase of the degree of transparency in decision-making is ensured in mutual co-ordination of the bodies and organizations that are competent in the procedure of granting the consent for SEA, through consultations, respectively notification and giving opinions on those plans or programs.
- **Principle of public information,** which is implemented for the purpose of informing the public of certain plans or programs and their potential impact on the environment and to ensure full transparency during the preparation, drafting and approval of plans or programs, prior to the issuance of the decision, as well as, after the approval of plans or programs. The public must have access to information in relation to those plans or programs and their modification.

3 Sadler and Verheem, 1996

In Kosovo, the SEA is regulated by Law No. 03/L-230 on Strategic Environmental Assessment, which determines the conditions, form and procedures for the assessment of the SEA. This law complies with the requirements of the European Union Strategic Environmental Assessment Directive 2001/42/EC).

The Law on Strategic Environmental Assessment specifies that the SEA procedure shall be comprised of:

- Preparation of a SEA report in relation to the considerable impact of the draft plan or program (PP) in case that plan/program, after scanning in accordance with the criteria set under the law, has negative impact to environment;
- Consultation of relevant bodies and the general public on the draft of the Plan or Program and the SEA accompanying report;
- Taking into account the SEA report and the results of consultation in decision-making;
- Communicating the SEA results and incorporating the same results into the relevant Plan or Program.

Pursuant to the Law No. 03/230, more concretely pursuant to Article 3, SEA is obligatory for plans and programs as follows:

- Plans and programs prepared for spatial planning, city planning field, on land use, agriculture, forestry, fishery, hunting, energy, industry, mines, traffic, **waste management,** water management, telecommunication, tourism, which give a frame for future development projects, which undergoes environmental impact assessment pursuant to the law on EIA;

On the other hand, considering the objectives this plan seeks to achieve, it may be concluded that no SEA report on the Local Waste Management Plan (LWMP) should be prepared for the Kllokot-Vërboc/Klokot-Vrbovac municipality and this is in accordance with aforementioned Article. Paragraph 2 of this Article states that **"... SEA is obligatory for plans in the field of ... waste management ..."**; but, the second part of the same paragraph continues **"...which provide the framework for the future development of projects that are subject to environmental impact assessment for compliance with the law..."**

Whereas Article 5 stipulates:

Article 5 Determination of need for SEA,

1. The responsible authority shall determine, in a case-by-case examination, in accordance with the criteria in Annex I, whether the plans or programmes referred to in Article 3 paragraph 3 and 4 of this law that are likely to have significant environmental effects and therefore to require SEA.

The working group for the preparation of LWMP, referring to the aforementioned provision, reviewed the LWMP and compared it with the criteria of annex 1 of the Law on SEA, and from which it was also found that LWMP is not expected to have major environmental impacts and as such is not subject to the SEA procedure.

Local Waste Management Plan includes:

- Purchase of waste management equipment
- Means of transport /garage
- Public awareness
- Waste separation

Local Waste Management Plan does not include:

- Major engineering projects and interventions that affect the environment
- Construction of landfills
- Construction of accompanying infrastructure, such as waste transfer stations or waste treatment plants
- Other projects for which, under the law, environmental impact assessment would be required;

COMPARATIVE ANALYSIS ACCORDING TO CRITERIA OF ANNEX 1 OF LAW No. 03/L-230 ON SEA, AS WELL AS ACTIVITIES OF MP OF MUNICIPALITY OF KLLOKOT-VËRBOC/KLOKOT-VRBOVAC

Assessment criteria according to the Annex 1 of Law on SEA	The Effects of the Local Waste Management Plan (LWMP) in the Municipality of Kllokot-Vërboc/Klokot-Vrbovac
1. The characteristics of plans and programs, having regard in particular	
1.1. the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources,	LWMP has not envisaged development of projects (infrastructure, additional facilities on waste management, etc.) which would be subject to the procedure under the law on EIA. The main goal will be a larger coverage of the municipal territory with the waste collection service.
1.2. the degree to which the plan or programme influences other plans and programmes, including those in a hierarchy	This plan is consistent with the Municipal Development Plan, the SEA of which was also made and does not influence other existing plans, either municipal or national.
1.3. the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development,	In general, the plan is in line with the principles of sustainable development, thus proposing measures for a larger coverage of clients, increasing service quality, as well as, promoting separation of wastes in the source.
1.4. environmental problems relevant to the plan or programme,	The objectives set out under the Local Waste Management Plan for the Municipality of Kllokot-Vërboc/Klokot-Vrbovac, it has not been encountered in any potential environmental problems that could arise as a result of the achievement of the objectives mentioned above.
1.5. the relevance of the plan or programme for the implementation of European Community legislation on the environment (e.g. plans and programmes linked to waste-management or water protection).	Stating that the plan is required under legislations, either environmental or local self-government, and it aims at promoting sustainable development, improving the quality of life and environment etc. Among other things, it is worth mentioning that this plan and all the objectives included in this plan are in full harmony with the Municipal Development Plan, which has gone through SEA process.

2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to;	
2.1. the probability, duration, frequency and reversibility of the effects,	LWMP includes a 5-year period (2017-2022). During these years is expected an increase of positive effects (See point 1.3)
2.2. the cumulative nature of the effects,	The plan does not foresee impacts in the cumulative context that would result with environmental consequences. On the contrary, with increasing the coverage of waste collection there will be reduction of uncontrolled (illegal) waste disposal, which directly contributes to the enhancement of environmental quality in the municipality
2.3. the trans-boundary nature of the effects, 2.4. the risks to human health on the environment (e.g. due to accidents),	There will be no adverse trans-boundary effects. Local Waste Management Plan is of local character. Positive impacts are expected and they will be direct.
2.5. the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),	Positive environmental impacts of the plan by the end of 2021 will affect 100% of the territory and 5.050 inhabitants in the municipality of Kllokot-Vërboc/Klokot-Vrbovac.
2.6. the value and vulnerability of the area likely to be affected due to:	
2.6.1. special natural characteristics or cultural heritage,	Being that LWMP does not foresee physical intervention, construction of buildings, infrastructure, forest cutting, land occupancy, excavations, etc., there will be no damage/degradation of natural or cultural heritage sites
2.6.2. exceeded environmental quality standards or limit values,	LWMP does not foresee projects that would result in emissions in the air or water, which will be subject to review in the context of exceeding standards or limit values.
2.6.3. intensive land-use.	LWMP foresees no occupancy or use of land, all actions according to objectives will be made in the existing condition.
2.7. The effects on areas or landscapes which have a recognized national, European Community or international protection status.	The Municipality of Kllokot-Vërboc/Klokot-Vrbovac lies in the Southeast of Kosovo. It borders only with the Municipality of Viti/Vitina. The territory of the municipality of Kllokot-Vërboc/Klokot-Vrbovac is mainly rural and forest area, whereas LWMP is expected to have only positive impact.

5. RAISING PUBLIC AWARENESS

All stakeholders need to have clear LWMP objectives. Awareness is created by creating a strong identity of the plan and by communicating this in consistent and uniform manner.

The support from public sector is essential to the community in order to identify why it is important to change the behaviour towards waste management and thus to accept the need for waste disposal as it should be, therefore, to accept that even the community itself is part of the chain of municipal waste management.

The following section explains the public awareness about the implementation of LWMP for the Municipality of Kllokot-Vërboc/Klokot-Verbovac.

5.1. Public awareness and information strategy

The awareness strategy will be a strategy in itself, as it will enable the implementation of LWMP with the involvement of as many stakeholders as possible. It is important that this strategy is also in harmony with local policies, and as such would be 4 points:

- Targets - the main objectives / targets under the legislation in force
- Main issues - focus on main local issues
- Strategy and Implementation - messages directed to the general public, ways of communication and techniques to achieve these objectives
- Delivery of messages - this would include the development of key messages, raising awareness and educating the involved parties.

The public awareness campaign will create a foundation based on the objectives of the plan to be achieved, which, for example, could include:

a. explaining new lines and the essence of territorial coverage with waste management service

b. increasing public participation in recycling activities, but also as noted in the document, to start the initiative for waste separation at source.

c. further improvement of the waste management infrastructure.

Targets

The context for this communication strategy will be placed on a number of interrelated levels, which are:

- **EU policies**

As it is well known, EU waste management policies provide specific targets on where each state that aims membership should and which needs to be met.
Among other things, these include landfill directives, waste management directives, measures that need to be taken by the local level in waste management etc. These targets listed in the directives are often challenging and require a change of approach so far, more frequent and more interactive participation of the public is required.

- **National Waste Management Policies**

In Kosovo there is a Law on Waste Management, as well as the Strategy and Plan of the Republic of Kosovo for Waste Management, which as documents can serve as good guides and further assist municipalities in the implementation of LWMP. Soon, another waste study will be prepared which is supported by GIZ and implemented with the help of MESP.

To achieve these targets it is required a more active cooperation of stakeholders from across the region. All stakeholders need to be able to identify as to why should take place this change of approach in the aspect of waste management.

Some of the proposals for direct access to the public and for message delivery can be the following:

- Environmental education in the schools of municipality through the creation of environmental clubs in schools
- Organization of study visits at waste landfills to see their management closely and the importance of reducing waste versus occupation of green space
- Joint activities between the municipality and school institutions for cleaning waste in public spaces
- Competition among schools in painting, with subject the waste
- Competition between schools to build/design out of recycled waste
- Awards for private companies for their achievements and contributions to improve waste management in the municipality
- Composting at home (the possibility of obtaining composters through grants)
- Promoting recycling in schools
- Annual organization of any event, concert/half-marathon against waste.

If implemented, all these proposals would contribute to raising civic awareness, starting from primary school pupils and by being transmitted in their homes. This public awareness strategy normally it is in harmony with the prepared LWMP and will also help in:

- reducing the amount of waste produced
- raising awareness about waste separation at source

Key issues

There will be four main central areas in the initial public information and awareness strategy for the Municipality of Kllokot-Vërboc/Klokot-Verbovac and they are:

The task is urgent - The campaign will determine the degree of the duty in local level and will make the link between it and the need for everyone to participate in local initiatives organized in the municipality of Kllokot-Vërboc/Klokot-Verbovac.

The municipality is ready - The campaign will clearly illustrate that authorities in the municipality are ready to meet this challenge.
With expressions such as "**This is what you need/can do**" - clear and simple messages will be transmitted to stakeholders (households, schools, businesses and agriculture, community leaders, etc.) regarding simple tasks day activities that they can accomplish to help achieve the objectives. This would include clear messages on the prevention and minimization of waste that would be related to the event "**Running competition/waste competition**"

Strategy and implementation

The strategy will include a number of interrelated, some temporary and some permanent elements. Temporary aspects will be mainly related to raising awareness, while permanent ones with the aspects of education.

Message Delivery

The main campaign will include four broad stages:

- **Development** - Identification of main messages and images and development of communication (tools and materials). A flexible approach is essential during the implementation of the communication and education campaign as the situation on the ground may change according to the issues that arise.
- **Awareness** - should be of high-profile profile with a broad impact, in order to involve and entice them to act even the highest stakeholders.
- **Education** – such program as the above mentioned that is repeated continuously to keep the issue of waste in people's minds and at the same time to provide advice and information on what to do or how to act in order to participate; a continuous information will help in maintaining awareness levels.
- **Evaluation** - while applied, the plan should at the same time be measured in order to identify where the necessary massages can reappear and also where success can be observed, to be recorded to help preserve the motivation.

6. ACTION PLAN

6.1. Clarification of the responsibilities of citizens, businesses and local government

Municipality of Kllokot-Vërboc/Klokot-Verbovac, is primarily responsible for the management and maintenance of the waste system in its administrative boundaries, on the other hand the residents and business by taking active role, as noted above in the " Awareness " chapter, they should together build a proper WM system, by each and all together taking the responsibility:

Residents
Residents are obliged to pay the tax within the deadlines set by the Municipality of Kllokot-Vërboc/ Klokot-Verbovac.

Respecting the rules of disposal
One of the main links of the proper functioning of the Local Waste Management Plan is that the resident should first respect and obey the ways of discharge set by the municipality. Residents living in those parts of the city where the special collection of cardboards and metals is made, the recyclable items should be separated accordingly and in accordance with the instructions given by the municipality.

Active co-operation in the plan
Residents actively cooperate related to the measures taken by the government for the implementation of the Local Waste Management Plan. In most cases, the municipality does its utmost to keep control of pollution from waste, but it is impossible to achieve this in most cases, so citizens are required to ensure that the surrounding sites are clean, i.e. to be involved in cleaning the spaces around them.

Businesses
The principle "polluter pays"

Businesses pay within the deadlines set by the municipality.

High-level businesses should individually contract for the collection and transportation service with the service provider, licensed by the Ministry of Environment and Spatial Planning.

Therefore, high-level businesses, by contracting waste collection services, must report annually to the municipality on the amount of waste discharged. This will enable the municipality to keep track of the type and amount of waste generated by large businesses in the municipality and to evidence and identify if for any reason their waste is thrown somewhere else, e.g. illegal landfills.

Calling upon the principle "polluter pays", the municipality then with these evidenced facts will have it easier to fine the polluter.
On the other hand, the municipality should not have the role of a "guardian", but through various initiatives must include the businesses as well in the waste management chain, as well as the busi-

nesses will need to actively participate in activities for reduction, recycling and reuse, being carriers or supporters of specific activities.

Local Governance

Proper disposal of waste

The municipality makes efforts to create a sound collection and transportation service, taking into account efficiency, the environment and hygiene. The municipality tries to minimize the waste through 3R activities, along with residents and businesses, according to the activities presented in the "Awareness" chapter.

Implementation

DPS is responsible for implementing the plan. The Municipality, according to the Law on Waste, will update the Regulation on Waste Management, in which, after having taken over the collection of waste fees, it should also review the tariffs and can also foresee mechanisms to improve the collection, including conditioning of providing certain municipal services with the payment of waste tax.

DPS reports on the implementation of this LWMP in the Municipal Assembly each year, based on the Annual Plan of the Municipal Assembly. DPS also reports to the Public Services Committee at least once a year or at the request of the Committee.

Also, the Department of Inspection, in cooperation with law enforcement agencies, will take measures to enforce the provisions of the Administrative Instruction on mandatory penalties as well as other relevant legislation for the prevention and punishment of violations that mainly relate to illegal disposal of waste.

6.2. Summary of the Implementation Plan 2017-2022

No.	Measures	Investment purpose	Actions, leading agency	Timeframe (Quarterly)	2017	2018	2019	2020	2021
1	O1 M1	Completion of LWMP	Working group / DEMOS	Q1 2017					
2	O1 M2	Public discussion	Working group / DEMOS	Q1 2017					
3	O1 M3	Approval at the Municipal Assembly	Working group	Q1 2017					
4	O1 M4	Reviewing of LWMP	Working group	Q2 2019					
5	O2 M1	The municipality should prepare the internal regulation of operation for the enterprise which deals with cleaning/ greening by zones, in particular for the cleaning service, where the tasks and the rights of personnel will be determined	Municipality	Q2 2017					

6	O2 M2	Establishment and strengthening of the waste management unit	Municipality	TM 3 2017					
7	O2 M3	Improvement of collection service by the unit in the transitional period. Provision of waste collection service by private operators or establishment of public enterprise in cooperation with Municipality of Viti/Vitina	Municipality / WM operators/ private sector/ NGOs/residents	2017-2021					
8	O3 M1	Reduction of illegal landfills and transforming part of them into areas suitable for residents	Municipality / WM operators/ private sector/ NGOs/residents	2017-2021					
9	O3 M2	Determination of fee	Municipality	2017					
10	O3 M3	Increase of fee collection for waste collection	Municipality	2017-2021					
11	O3 M4	Creation of a central database and information on the state of wastez management	Municipality	2016-2017					
12	O4 M1	Ensuring the purchase of necessary machinery for waste collection	Municipality / WM company	2017-2018					
13	O4 M2	Transport vehicles/garage	WM company	2017					
15	O4 M3	Public awareness	Municipality / WM operators/ private sector/ NGOs/residents /municipal education system	2017-2021					
16	O4 M4	Initiation of waste separation and recycling, pilot projects	Municipality / WM company	2018-2021					
17	O4 M5	Determining the location and obtaining approvals for landfill of construction waste	Municipality	TM 2 2017					
18	O4 M6	Activation of the landfill of construction waste	Municipality	TM 3,4 2017					

7. MONITORING AND REVIEWING

Within the function as 'client', Municipality of Kllokot-Vërboc/Klokot-Verbovac must ensure that services are provided according to the required standards, that they meet the residents' expectations and that they are in compliance with the environmental principles. The implementation of the control function will require monitoring and control of the quality and quantity of services, contracts or other agreements, and will guarantee the fulfilment of the standards and conditions by the service provider as well as the measures provided for in this plan. On the other hand, monitoring the services and other waste activities will enable the Municipality of Kllokot-Vërboc/Klokot-Verbovac to know the costs, human resources and usability of the equipment, to adapt and improve the system according to the real needs, and to make progress (in terms of quality and efficiency) and plan the necessary equipment for the future organization of waste services and activities.

It is important to monitor the progress and effectiveness of the undertaken measures.
Monitoring of implementation can be considered as inclusion of the four elements:

- Efficiency of implementation - performance monitoring,
- Effectiveness of these actions – compliance monitoring,
- Identification of new needs – reaction to changes,
- Reviewing of the action plan.

Only by analysing the abovementioned elements will be possible to find the right way.
Local governments for the implementation of the Local Waste Management Plan should be supported by both regional authorities and central institutions, including the Ministry of Environment and Spatial Planning, the Ministry of Economic Development, the Environmental Protection Agency, the Forest Agency and various non-governmental organizations.

The general coordinator for the implementation of LWMP will be the DPS - Waste Management Sector (WMS) - which currently does not exist, but is strongly recommended to be established as soon as possible. At the same time, the Waste Management Sector will be the main authority to monitor the results of the implementation of this LWMP, which is only related to waste management in the Municipality of Kllokot-Vërboc/Klokot-Verbovac.

A team (Environment Working Group - EWG[4]), as part of the Waste Management Sector staff, will have the responsibility to monitor the process. The EWG, which operates within the Department of Inspection, shall start immediately to work with the Department of Public Services as soon as the implementation of this LWMP begins. People in charge of this task should have official competence/ authority and knowledge of this field, in order to carry out the monitoring functions. Also, there must be a sufficient number of people to ensure that all monitoring indicators are processed, that the data are processed and conclusions are reached in the end.

4 The Environment Working Group will be established by the Mayor, and it will include the relevant departments.

One of the most important tasks of the Waste Management Sector will be drafting of the Monitoring Plan, which should be in compliance with the following indicators:

1. Which indicators will be monitored?
2. How will these indicators be monitored?
3. When and how often these indicators be monitored?
4. Who is the person responsible for monitoring the specific indicators?
5. Who is the person responsible for analysing the data?
6. When will the monitoring of these specific indicators begin?
7. Which are the basic (initial) data for each of the indicators to be monitored?
8. What will be the monitoring cost?

Monitoring will be undertaken by using a range of indicators. A key set containing the following types of indicators will be reported continuously:

- Environmental Infrastructure Performance Indicators
- Financial indicators
- Administrative indicators (no. of regulations, fines, reports, etc.)

For the purpose of facilitating the monitoring process related to this LWMP, the table below provides clear indicators that need to be taken into account for measurements, such as:
Indicators of success, outcomes aimed to be achieved, responsible authority and predicted impact.

7.1. Determining the performance indicators and sources of verification

Goals	Activities	Responsible authorities	Success indicators	Impact/effects
1.Waste Management Planning	Submitting of LWMP to the Municipal Assembly for approval; Review and update of the LWMP in accordance with the updated Operating Plan, including the Monitoring Plan	Municipality of Kllokot-Vërboc/ Klokot-Verbovac, Department of Public Services; Waste Management Sector	Approval of the LWMP by the Assembly.	Entry into force and implementation of the LWMP; Improvement of the WM services and cleaner environment.
2. Increasing of the percentage of fee collection from waste collection	Identification of households that do not pay the waste fee at all and of households who do not pay this fee on a regular basis and making of them public; imposing of fines and punitive measures to households that do not pay the waste fee and raising the awareness of non-paying households.	Waste Management Sector; residents; NGOs; Inspectorate Department and Environment Working Group.	Number of public announcements; Number of fines imposed on households who do not pay the fees.	Increase of transparency; Increase of revenues from the WM fees and increase of citizen awareness.
3.Establishment of a Special Waste Management Sector in the Municipality of Kllokot-Vërboc/Klokot-Verbovac	Establishment of WM sector in the organizational structure of the Municipality of Kllokot - Vërboc/Klokot-Verbovac and equipping of the directorate offices with the relevant staff (at least 3 employees should be hired).	Directorate of Public Services.	Waste Management Sector exists in the organisational structure of the Municipality of Kllokot -Vërboc/Klokot-Verbovac and is fully functional, as well as the number of staff.	Update of credible data. Better WM services; more likely to attract relevant investment.
4. Inclusion of recycling businesses	Recycling businesses make advertisements in print or electronic media. (Advertisements should focus on the benefits that recycling brings to the environment and society); Signing of a Memorandum of Understanding between recycling businesses and municipality / central institutions for waste separation at source, at all public administration offices.	Recycling businesses. Recycling businesses; Municipality of Kllokot-Vërboc/ Klokot-Verbovac; central institutions.	Number of advertisements made; Number of publishing in the media; Number of signed Memorandums of Understanding.	Increase of public awareness on recycling; Increase in the amount of recyclable materials; Reduction of the amount of waste transported to the landfill; Increase of employment in the recycling industry.
5.Establishment of a joint municipal enterprise	Coordination of steps to be taken with the Municipality of Viti/Vitina for the establishment of this enterprise.	Municipal Assembly of Kllokot-Vërboc/ Klokot-Verbovac; Municipal Assembly of Viti/Vitina.	Establishment of the enterprise.	Inclusive and quality service across the territory of two partner municipalities.
6.Public awareness	Holding of activities listed in the "Public Awareness" chapter.	Municipality of Kllokot-Vërboc/ Klokot-Verbovac; environment clubs in schools; businesses and residents.	Number of organized activities.	Public awareness; creation of a habit for better waste management; Assistance in implementing the LWMP;A cleaner city.

Annex I: DPS sample reporting

Municipality of Kllokot/Klokot
Department of Public Services

Report on the Implementation of the Local Waste Management Plan

This annual report is based on data from the Local Waste Management Plan 2017-2022 as well as on the data from the field.

The report serves to inform about the fulfilment of the targets according to the aforementioned plan and is drafted by the Department of Public Services.

According to the plan, during 2017, the following actions are scheduled to be undertaken:

1) xxx

It is foreseen xxx. Municipality has undertaken xxx

2) xxx

It is foreseen xxx. Municipality has undertaken xxx

3) xxx

It is foreseen xxx. Municipality has undertaken xxx

Similarly, during the last year, xxx has been done.
(Additional information – some in cooperation with the Department of Inspection):

In cooperation with the Department of Inspection and with law enforcement agencies, measures have been taken in order to implement the provisions of the Administrative Instruction for mandatory fines as well as other respective legislation for the prevention and punishment of violations that deal mainly with illegal waste disposal.

During last year, we have conducted the following actions in order to provide a better implementation of the plan.

- Number of inspections,
- Number of fines,
- Citizen satisfaction (if any survey was conducted),
- Number of citizen complaints (if there are data) etc. If there are data for two years, their comparison would be possible

Table of measuring indicators for the Sector of Waste Management in the Municipality;

Area	Objective	Indicator	Base	Target
Waste collection	Waste collection and management for all the citizens of the municipality	% of collected waste		
		% of coverage		
		% of new clients that entered into the system		
Billing and collection	Raising the financial performance in the WM sector	% of collection		
		% of the payment of old debt		
		% of WM cost coverage from the income		
Public awareness	Raising citizen's awareness	No. of activities held		
		% of allocated budget for this purpose		
		Number of citizen complaints		
Inspections	Inspections as a means of achieving the perfection of the WM system	No. of inspections of municipal inspectorate		
		No. of inspections of companies from their own staff		
		No. of fines		
Waste disposal	Proper waste disposal helps to prevent the creation of new illegal landfills and to reduce the negative impact on the environment.	Quantity of waste disposed		
		Elimination of illegal landfills		
		The amount of solid waste deposited in the solid waste landfill		

Generally, the actions that have been taken have affected xxx (e.g. better environment quality, reduction of illegal landfills and creation of green spaces, etc.).

For 2017 are planned these actions, for which the budget has been allocated in the amount of xxx Euros. The focus will be on xxx

Annex: Monitoring table, evidence (before and after photos, monitoring reports by specific municipal officers, citizens' survey reports)

No.	Objective 1	Actions/measures	Timeframe foreseen in the plan	Indicator	Status
	xxx	e.g. appointment of an officer responsible for implementing the plan	xx	Decision on the appointment of an officer	
No.	**Objective 2**	**Actions/measures**	**Timeframe foreseen in the plan**	**Indicator**	**Status**
	xxx				
No.	**Objective 3**	**Actions**	**Timeframe foreseen in the plan**	**Indicator**	**Status**
	xxx				
No.	**Objective 4**	**Actions**	**Timeframe foreseen in the plan**	**Indicator**	**Status**
	xxx				

Local Waste Management plan 2016-2021

HELVETAS
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