GUIDANCE ON THE USE OF THE LINK FOR FILLING IN OF THE SELF-ASSESSMENT QUESTIONNAIRES

Ministry of Finance, taking into account the importance, challenges and results for implementation of Financial Management and Controls has been creating better conditions to facilitate managers to establish as efficient and effective Financial Management and Controls as possible.

December 2014
Introduction

Overall developments in the Ministry of Finance of Kosovo are focused on the creation of a more favourable user environment. Guidance has been drafted in order to accomplish the mission of CHU/FMC, “to enhance in maximum the accomplishment of obligations, thus giving complete focus to legislation, to provide professional, transparent and effective services to the community of Public Financial Managers, in order that they understand and meet their legal obligations.

This link has been created by the Central Harmonisation Department in cooperation with European Commission experts to facilitate managers the filling in of the self-assessment questionnaires.

Therefore, we are providing you, users of this link or webpage some important instructions.
Step one:

CLICK ON THE LINK OF THE MINISTRY OF FINANCE

http://mf.rks-gov.net

In the main part of the website of the Ministry of Finance you will find the “Self-assessment Questionnaire”

Step two:

Once you click on it, the following page will open which requires you to register or to provide the username if you are registered.

Write your username here (e.g.) Mislami

For access, write your password here

Click LOGIN here to continue further

If you are not registered, you have to register, and once you have clicked on this button, a new page will open in which you have to fill in the information required
After you have filled in this information required by the page, you have to press the button, register.

For access, write your password here or change it.
Step three:
The guidance on how to fill in the Self-Assessment Questionnaire has to be read, and then you press the questionnaire button.

After we have pressed this button on the computer screen, the following figure as below appears.

Press here to print the Questionnaire

Press here to select the year

Press this to fill in the questionnaire

After you have pressed here for filling in the questionnaire, the following page will open:
Step five:

Select the language you understand

Here from the figure above you have to go on below and see the information which you will fill in and save.

Here are all of the principles required for filling in and this button should be pressed to continue and then another following possibility appears on the screen in the figure below.

Here is where you select the component which you want to answer and click, and then the following possibility appears.
Step six:
After we have pressed e.g. component 1, we have to select the principle we are answering, as we know the FMC component has its own principles, therefore, in order to continue with the filling in, we have to click on the principles as per order, e.g. Principle 1.

After we click here on the screen, the questions to answer appear with points and comments, see the following figure.

Step seven: This is where you see self-assessment questionnaire questions, and in each of them you answer according to the principles and requests of CHU/FMC.

If we press answer on the screen, the possibility for scoring or comments appears as in the figure below.

These are the questions of principle 1.
Step eight: From the table above, this is where we have the possibility for answers

Step nine:

And so we go on step by step for each question until we have filled in all questions, for each Principle and Component.
**Step ten:** We are aware that sometimes unintentionally we fill in something wrongly or we forget to write something which is worth writing, therefore, you can do this by getting back to previous question and to continue with the comment or to change the points we have provided. This looks like the figure below.

This goes for each question and principle.

**Do not forget:** *You can fill in the questionnaire gradually (i.e. with interruptions), e.g. today principle 1, and tomorrow principle 2, and so on, but only within the foreseen deadline and not later. After the deadline, you will not be able to change nor to delete anything; you will be able to see what you have written only.*
Step eleven: this is the main table in which we see how many questions we have filled in and how many points we have for the answers provided, broken down in components. What is worth not to forget is the printing of a questionnaire that enables us to sign and send it to CHU/FMC.

After the questionnaire is printed, it has to be signed by CAO and to be sent to CHU/FMC by 15 February at 16:00 o’clock.
After we click on the link Recommendations, the following page appears:

It has to be filled in, and after it has been filled in, we have to click on (SAVE)

This is where you have to write measures undertaken for improvement

This is where your suggestions are written for the improvement of situation

This is where we save filling ins and amending
If you encounter any obstacle while filling in, please do not hesitate to contact CHU;

E-mails:
- Musa.Islami@mf-rks.org
- Bekim.Alickaj@mf-rks.org
- Albulena.Nahi@mf-rks.org
- Muharrem.Kosumi@mf-rks.org
- Neime.Binaku@mf-rks.org

Or these phone numbers:

038/200-34-617;
  34-661;
  34-660;
  34-630; and
  34-644.

This guidance goes for all those using this link.