



Urban Research Institute

**Development of the Manual and training delivery for
Inventory and Ownership Transfer of Public Properties to
Local Government Units**



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Development of the Manual and training delivery for Inventory and Ownership Transfer of Public Properties to Local Government Units. A manual and a training module for local government units in inventory and transfer of public properties is prepared and currently in use by several local government units. Within the context of Local Government Assistance Program in Albania, a USAID financed project, the Urban Institute has prepared this Manual for the identification and inventory of Local Government Public Properties in Albania.

The purpose of this Manual is to assist local government units in the process of identification, inventory and transfer of public properties, through the procedures described below. The Manual does not tend to deal with the activities after the transfer process, because the registration process that follows the transfer of public properties to LG will be developed through the law and the respective regulations that cover this activity.

This Manual also aims at providing brief explanations on some crucial points of public property laws and their transfer to Local Governments. The manual can be used as a material which will make known to local government decision-making and administrative structures the need for an efficient organization and a huge volume of work that these units should perform so that the property transfer process can be performed completely and in proper time.

The Manual provides through a block scheme, an idea on the way that how the identification and inventory process of public properties can be performed, and a description of each step to be taken according to this block of scheme. The Manual was supplemented with forms, through which the Local Government Units would be able to identify the public properties.

The Manual was tested within a short period of time, by being tested in several pilot local government units.