

METHODOLOGY FOR RATING THE TRANSPARENCY OF CITIES

#TransparentCities

Transparency International Ukraine is a chapter of the international anti-corruption non-governmental organization Transparency International represented in more than 100 countries around the world.

The mission is to stop corruption and promote transparency, accountability and integrity in the state authorities and civil society.

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TRANSPARENCY AND OPENNESS IN UKRAINIAN CITIES: RESEARCH METHODOLOGY

Number and name of criteria to define a certain indicator.
Every indicator is different and clearly connected to 1 of 13 methodology sections.

Maximum number of points and assessment criteria:
0 point — minimum number of points;
2 points — maximum number of points.

This methodology provides a detailed analysis of indicators according to which the number of points can reach the maximum points or a failing score (0). The overall number of points is 100.

Method of assessment used to award a certain number of points:
A — analytical conclusion of the research team;
D — ensuring standards of compliance adopted by the resolution of The Cabinet of Ministers №835 from 21.10.2015 on open datasets;
W — website analysis. The research clearly indicates there is sufficient information on the official website or other Internet resources on the City Council;
I — response to letter of inquiry;
T — Internet data;
S — complaints of citizens, court decisions, articles in the reputable mass media, public documents from NGOs (Non-Governmental Organizations), and deputies of the City Council.

10 LGA PERFORMANCE INDICATORS (LOCAL GOVERNMENT AUTHORITIES) 				
#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16001	Are minutes of presidium meetings (board, conciliation board, etc.) published on the official website?	1	1 point — minutes are published or not published only in the case that those meetings were not held (not planned); 0.5 points — minutes are partially published; 0 points — minutes are not published, but those meetings are planned by the decision of the council session or take place.	W
A16002	Is there any information about the week/day work plan of the executive bodies of the council (mayor, executive committee, executive bodies etc.) published in detail on the official website?	1	1 point — all necessary information is published; 0.5 points — information is partially published (and include 50% of cases or more); 0 points — information is not published or partial, and include less than 50% of weeks/days.	W
A16003	Are the advertisements, announcements, and messages from the City Council, the executive committee, municipal enterprises, institutions and organizations posted on the website?	1	1 point — the site has a section for 2017 and includes information about the council, executive bodies and public enterprises, facilities, and organizations; 0.5 points — the section is filled only by the council and its executive bodies and no information is available about public enterprises, facilities, and organizations; 0 points — there is no such section on the official website.	W

#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16004	Is it possible to learn about advertisements, announcements, and notices from the council, executive committee, public enterprises, facilities, and organizations for the last two years on the website?	1	1 point — the information has been published for 2016-2017 and there were advertisements, announcements, and notices from the council, executive committees, public enterprises, facilities, and organizations; 0.5 points — the section includes information only about the council and its executive bodies but no information about public enterprises, facilities, and organizations is available; 0 points — there is no such archive on the site.	W
A16005	Is there any archive of plenary session minutes for at least the last two years on the site?	1	1 point — minutes have been published for 2016-2017; 0.5 points — some minutes are missing, but the overall number of published minutes is over 50% or more; 0 points — the number of published minutes is less than 50%.	W
A16006	Are there any draft decisions published within the last 20 working days prior to the considerations of the executive committee sessions?	2	2 points — ensure that publishing dates of draft proposals meet the established requirement of 20 working days and clearly indicate their dates of consideration for 2017; 1 point — ensure that publishing dates of draft proposals meet the established requirement of 20 working days and clearly indicate their dates of consideration for 2017, but their number is less than 50%); 0.5 points — in cases where draft proposals do not contain their date of publication in 50% of cases or more; 0 points — regulations of executive committee or other legal documents are published less than 20 working days prior to the meeting or 50% of cases or more were violated this term.	W + A
A16007	Is an archive of committee session minutes for the last two years available on the official website?	1	1 point — minutes have been published for 2016-2017; 0.5 points — some minutes are missing or the number of published minutes is 50% or more; 0 points — the number of published minutes is less than 50%.	W
A16008	Are names and contact information of the deputies available (1 — landline business number; 2 — cell phone (or in place of the phone — a reference to a social network), 3. e-mail address; 4 — receptionist (or instead of the usual address — Internet reception); 5 — names and surnames of assistants)?	1	1 point — there is full data on all types of contact information available; 0.8 points — there are 3 types of contact information; 0.6 points — there are 3 types of contact information; 0.4 points — there are 2 types of contact information; 0.2 points — one type of contact. If more than 50% of deputies have not published their contact information then points for this type of contact are not awarded.	W

#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
	(1— phone number, 2 — personal mobile number (or instead of telephone number there is a link to social network), 3 — e-mail, 4 — address of reception office (or instead of official address there is an internet-based reception office) and 5 — full names of advisors) accessible on the council's official website?			
A16009	Is there an archive of executive committee session minutes for the last two years on the official website?	1	1 point — minutes have been published for 2016-2017; 0.5 points — some minutes are missing but amount of published minutes is 50% or more; 0 point — amount of published minutes is less than 50%.	W

10 ACCESS TO INFORMATION AND PUBLIC PARTICIPATION



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16011	Can the public attend committee sessions of the council without deputy approval?	1	1 point — documents of the council do not have limitations and special procedures that prevent citizens from attending the meetings; 0.5 points — documents of the council do not have limitations and special procedures that prevent citizens from attending but it has been reported that citizens are prevented from attending and forced to get permission; 0 points — documents of the council have limitations that prevent citizens from attending freely (participation).	W+I+A+S
A16012	Can the public attend presidium meetings (board, reconciliation board, etc.) without deputy approval?	1	1 point — documents of the council do not have limitations that prevent citizens from attending the meetings; 0.5 points — documents of the council do not have limitations and special procedures that prevent citizens from attending but it has been reported that citizens are prevented from attending and forced to get permission; 0 points — documents of the council have limitations that prevent citizens from freely attending the meetings.	W+I+A+S
A16013	How often do citizens use the official website (portal)?	1	1 point — number of users per month is 50% or more of overall population; 0.1 points — for each 5% of overall population; 0 points — if number of users of the website is less than 5% of overall population. If there are several websites (of the council, executive committee, mayor, etc.) — the overall data must be counted.	T+I
A16014	Is the information about participatory budgeting (public budget, participatory budget) published on the website?	1	1 point — the information has been published or there is a separate website; 0.5 points — has been published, but to find information about “participatory budget and rules of involvement in it” 0 points — the information has not been published; 0 points - there is no participatory budget.	W+I
A16015	Are draft decisions of the council published 20 working days prior to its consideration at the plenary meeting?	2	2 points — monitoring of release date of draft proposals with their consideration dates at the council meetings for 2017 show compliance with the 20 working days requirement; 1 point — monitoring of release date of draft proposals with their consideration dates at the	W+A

#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
			council meetings for 2017 shows partial compliance with the 20 working days requirement (there are draft proposals that were published and considered at the council meetings violating the 20 working days requirement but their amount is less than 50%); 0.5 points — in case draft proposals do not contain their release date in 50% of cases or more; 0 points — regulations of executive committee or other legal documents demand less than 20 working days prior to a meeting or 50% of cases or more were considered in violation during the consideration term.	
A16016	Have the datasets been considered as open data information published on an e-data website?	1	1 point — the full list of data has been published; 0.5 points— the list of data has been published partially in compliance with resolution on open data of the Cabinet of Ministers of Ukraine; 0 points — the list of data has not been published at all.	W
A16017	Is a session's full agenda with a list of all draft decisions published 10 days prior to the first plenary meeting of the council's next session?	2	2 points — orders on the session starting for 2017 have been published 10 calendar days prior to the first plenary meeting and contain 100% of all questions (names of draft proposals) considered by deputies at first and future meetings; 1 point — orders on starting the session for 2017 have been published 10 calendar days in advance to the first plenary meeting, but do not contain 100% of all questions(names of draft proposals) considered by deputies at first and future meetings; 0.5 points — orders on starting the session for 2017 have been published with a violation of the 10 calendar days requirement before the first plenary meeting; 0 points — regulations of the council or other legal documents of the council presented less than 10 days in advance; 0 points — 50% or more draft proposals considered by deputies at first and future sessions were not mentioned in official documents at start of session.	W+A
A16018	Is it possible to send an online letter of enquiry or petition to the Council?	1	1 point — there is a special service on the official website; 0 points — there is no such service available on the website.	W



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16021	Is there any special public service or other official Internet resource on procurement, where you can freely review complaints, suggestions, appeals, and read responses to them as well as actions to be taken? (for example, www.dozorro.org)?	1	1 point — there is a corresponding electronic service where you can read the official responses and respond to appeals, complaints, and suggestions; 0.5 points — there is a service and the opportunity to read appeals, complaints, and suggestions, but you cannot read the answers and review measures being taken; 0 points — there is no such service available on the website.	W+I
A16022	Are there any regulations or other regulatory document on the below threshold purchases for all executive bodies of departments and subordinate municipal enterprises, institutions, and organizations?	1	1 point — there is a document and should be obligatorily used in below threshold purchases; 0.5 points — there is a document that is recommended for usage at below threshold purchases; 0 points — no approved document on below threshold purchases.	I
A16023	Information about purchases made by municipal authorities, all their subordinate institutions, and enterprises of up to 50 thousand UAH are available to all (buyer's registration number, buyer's name, registration number of the provider, provider's name, item purchased, and the amount of the contract).	1	1 point — the information is in machine-readable format; 0.5 points — information is available in text format; 0 points — if there is no information in an open source.	W+I
A16024	Is there any archive of purchases over the past 3 years, annual procurement plans are stored on the official website, or a link to the competent authority portal where this information is stored (tender.me.gov.ua up to 2016 and prozorro.gov.ua — after)?	1	1 point — there is a link from the official website to the relevant web sites; 0.5 points — there is accessible archive of procurement results; 0.5 points — for access to the annual procurement plan; 0 points — there is no information on the website.	W+I
A16025	Is there any information about actual purchases of the whole city available on the official portal (council, executive bodies, structure units, municipal companies, institutions, and organizations)?	1	1 point — there is relevant information on the website; 0 points — there is no such information.	W+I
A16026	Is there a list of all executive bodies, public institutions, enterprises, and organizations subordinate to the local council and carrying out biddings in	1	1 point — there is information in machine-readable format; 0.5 points — there is information available in text format;	W+I

#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
	machine-readable format available on the official website?		0 points — there is no information available in the public website.	
A16027	Is there aggregate information about the results of biddings for the previous three years (competitive / non-competitive, below threshold bidding/ above-threshold bidding, number, and amount of contracts, top buyers / winners) available on the official website?	1	0.25 — points for each subparagraph	W

7 HOUSING POLICY



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16031	Is there a system of electronic registration applications for housing and online indicators that allows applicants to track their status?	1	1 point — there is a system of registration and it is possible to track applications; 0.5 — there is a system of registration, but it is impossible to track applications; 0 points — no electronic system.	W+I
A16032	Is there any data available on the official website or other data site on dwellings owned by the community updated at least once every 6 months? (total number of dwellings, the number of leased-free premises, and rooms in dormitories)	1	0.25 points — each type of information is provided and updated every 6 months; 0,125 points — each type of information in the absence of information about updating once every 6 months	W+I
A16033	Is there any information available on the official website on methods and criteria for housing allocation?	1	1 point — information disclosed; 0.5 points — methods or criteria for allocation of housing are disclosed; 0 points — no information available.	W+I
A16034	Is there any information available on the official website or special messages (announcement) of upcoming public meetings of the Commission on Housing issues?	1	1 point — information is published 0.5 points — information is partially published (at least one announcement / message); 0 points — no information available.	W+I
A16035	Is there an online system of capital and current repairs of residential buildings?	2	2 points — there is an online system which provides information about the current and capital repairs; 1 point — there is information on one of the types of repairs; 0.5 points — there is a list of repairs, but no priority; 0 points — there is no information on required repairs of residential buildings not disclosed.	W+I
A16036	Is there any information available on the official website about special meeting minutes of the public commission on housing issues?	1	1 point — there are records for 2017 released; 0.5 points — there are protocols published in 2017 but only partially (at least one protocol); 0 points — no information available.	W



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16041	Is there any published information on the distribution of budget expenditures per object?	2	2 points — there is a special section on the official or specialized website where you can see all the funded objects related to the current annual budget and indicated the amount of funding; 1 — there is a separate section on the official website or a specialized website where you can see all the funded objects related to the current annual budget; 0 points — no specialized resources, information is published individually.	W+A
A16042	Is there any published amendments to the budget on the official website for 20 working days to allow the public to make suggestions, etc?	1	1 point — changes for 2017 are available; 0.5 points — the deadlines for 50% of the time are met; 0 points — the deadlines are not met.	W+A
A16043	Are there any available reports on the budget for the 2015-2016?	1	1 point — reports are available; 0.5 points — the report is only for 2015 or 2016; 0 points — no reports.	W
A16044	Is there any information available on the official website regarding the current estimate for the City Council and its agencies (part of the budget is spent on «governance»)?	1	1 point — the estimated indicative costs are published or corresponding budget request is available; 0.5 points — there is an information sheet; 0 points — no information available.	W
A16045	Is there any information available on the official website regarding the budgets for the last three years?	1	1 point — the budgets are available; 0.33 points — for each year; 0 points — there is no access to budgets.	W
A16046	Are there any budget hearings and are there any socio-demographic groups involved, such as women, persons with disabilities, etc.?	1	1 point — there is a hearing prior to the adoption of the 2017 budget year; 0.7 points — there is a hearing held, but no information available about the involvement of different groups or they are not involved at all; 0 points — there were no hearings.	W+I+A
A16047	Is there any regulatory budget adopted or other special document on the specifics of the order of consideration, approval of changes to the budget, and public participation in the budget process?	1	1 point — regulation or other document approved; 0 points — no documents available.	W+I

8 FINANCIAL AND MATERIAL AID, GRANTS



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16051	Is there any competition on the distribution of funds between civil society institutions?	1	1 point — there is competition for funding for projects and proposals of civil society; 0 points — no contests.	W+I
A16052	Is there any information available on the official website about rules dealing with potential conflicts of interest between the parties' contests, the allocation of funds, and the members of the decision-makers not employed at local governments?	1	1 point — the conflict of interest resolved; 0 points — no settlement.	W+I
A16053	Is there any possibility for the public to attend the meetings and take part in discussions on funding for individuals and legal entities?	1	1 point — the public can attend meetings when the discussions part take place regarding decisions to allocate funds for financial aid institutions of civil society, etc are accepted; 0.5 points — when the discussions take place or the decision to allocate funds for financial aid institutions of civil society, etc., members of the public are accepted only in some cases (competition for CSIs (Civil Society Institutions)); 0 points — no possibility to attend meetings.	W+S+I
A16054	Is there any information available on the official website regarding grant funding decisions?	1	1 point — there are documents on the allocation of funds for financial aid, institutions of civil society activities, LGA, etc. for 2017; 0.5 points — documents on financial aid funds to CSIs, LGA joint activities, etc. published only partially; 0 points — no documents available.	W
A16055	Is there any information available on the official website related to the decision on refusing funding?	1	1 point — there are documents to prove denial of funds for financial aid, institutions of civil society activities, LGA, etc. for 2017; 0.5 points — documents to refuse material aid, allocated funds to LGA allocated funds for joint activities of LGA partially released; 0 points — no documents.	W+A+I
A16056	Is there any released information about unsuccessful applicants for funding (proposal for joint action with the City, requests for financial assistance, projects, and proposals of initiative groups, etc.)?	1	1 point — there is information available; 0.5 points — there is partial disclosure of information; 0 points — no information available.	W+I

#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16057	Is there any information available on the official website about the evaluation (monitoring) of individual projects / activities, etc., which was provided with the financial support for each of the executive bodies?	1	1 point — there are instruments of evaluation / monitoring; 0.5 points — partly; 0 points — no documents available.	W
A16058	Is there any information stored on the official website which includes the archives of decisions on granting / refusing to allocate financial support for the past 2 years?	1	1 point — there are instruments of selection / rejection of funds for financial aid, institutions of civil society activities, LGA, etc. for 2015 and 2016; 0.5 points — documents about the financial aid funds to ICSs, LGA activities with others released by 2015 or 2016; 0 points — no documents available.	W

4 SOCIAL SERVICES



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16061	Is there any information on the list of the municipal social assistance institutions (rehabilitation centers, centers of social servicing, home attendance centers, etc.) and the types of assistance or services provided by these institutions are published on the official or specialized website? Are the categories of the applicants published on the official or specialized website? Do they contain references to websites or other contact details?	1	1 point — there is data with a published list of services and contacts; 0.5 points — there is a list missing information or type of services; 0 points — no online-service.	W
A16062	Is there an opportunity provided on the official or specialized website to file an online application for obtaining the location or services at the municipal social protection agencies (rehabilitation centers, centers of social servicing, home attendance centers). Is there an opportunity to track the application?	1	1 point — it is possible to obtain the location and service as well as to track the status of application; 0.5 points — it is possible to either obtain the location or service as well as to track the status of application 0 points — no online service.	W
A16063	Is the data regarding the vacancies in every social protection agency published on the official or specialized website? Are the announcements free from discrimination by age, gender, or disability?	1	1 point — all data is available; 0.5 points — the data regarding the vacancies is available, yet contains discriminatory issues; 0 points — no information available.	W+A
A16064	Is the data regarding the use of social services and institutions by the underserved population or categories of population (divided into groups by gender, social-demographic group, and age) published on the official or specialized website?	1	1 point — all data is available; 0.5 points — there is data regarding only part of the services or institutions; 0 points — no data available.	W



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16071	Are there any announcements on the procedures for selecting candidates to executive committees, including position descriptions and date of publishing the information about the vacancies available on the official website? Are they free from discrimination by age, gender, or disability?	1	1 point — all data is available; 0.5 points — the data is available; however, there is no publication date in more than half of the cases or there are discriminatory limitations 0 points — no data available.	W
A16072	Are there any protocols on the procedures used for selection of the candidates to the executive committees, including the initials of the selecting committees' members available on the official website? Are the committees gender balanced (30/70)?	1	1 point — data regarding the year of 2017 is available; 0.5 points — the data is available; however, there are no initials of the selecting commission members or the committee is not gender-balanced; 0 points — no data available.	W+A
A16073	Are there any final marks of the selecting committee, the protocols, and rates regarding the selected candidates during the last two years reflected on the official website?	1	1 point — the data regarding 2016 and 2017 years is available; 0,5 points — the data is available, but there are no final marks or rates or they are available for only one year; 0 points — no data available.	W
A16074	Is the biography of the city's mayor available on the official website? (including data about education, job experience, etc.)?	1	1 point — information is available; 0 points — no data available.	W
A16075	Does the biography of the city mayor published on the official website reflect his or her connections with commercial and non-commercial organizations before he or she took the office?	1	1 point — information is available; 0 points — no data available.	W



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16081	Is the code of deputy ethics adopted at the municipal level? Does it reflect the principles of non-discrimination and gender equality?	1	1 point — the code or similar document has been adopted; 0.5 points — there is a respective chapter in the city's charter, however, the regulations of the council or other similar document lack the principles; 0 point — no data regarding deputy ethics is available.	I+A
A16082	Is the code of ethics for public officials, employees of communal enterprises, organizations, and organizations created by the community members established at the municipal level? Is the code of ethics for employees of public institutions that are more than 50% financed by the state published at the municipal level? Does it reflect the principles regarding non-discrimination and gender equality?	1	1 point — the code or similar document has been adopted; 0.5 points — there is a respective chapter in the regulations of the executive committee, but the city's charter or other document concerns the official only, or the document lacks principles; 0 points — no data available.	I+A
A16083	Is there a specific instrument which can be used for reporting on unethical behavior, discrimination (gender-based or other), or the conflicts of interest of officials or deputies, the employees of the communal enterprises, organizations, organizations which are 50% or more financed by the state, or the organizations which are partly funded by the community (hot line, online application, authorized person)? If yes, please indicate the instrument.	1	1 point — there is a specific instrument; 0 points — no data available.	W+I
A16084	Is information about the results of consideration of reports from plaintiffs regarding conflicts of interest or unethical behavior of officials or deputies published? Is it possible to access the measures taken (by Commission, Executive Committee, a special agency) starting in April 2016?	1	1 point — data is published; 0 points — no data available.	W+I

#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16085	Are the political affiliations, fraction memberships, or political party memberships of deputies published on the official website?	1	0.33 points — per every data available.	W
A16086	Is there any adopted document which creates the mechanisms and regulates the procedure for identification, settling, and prevention of conflicts of interest?	1	1 point — the documents are adopted; 0.5 points — issues with details are foreseen by the schedule of the council; 0 point — no data available.	I



THE USE OF LANDS AND CONSTRUCTION POLICIES



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16091	Is the list regarding the unused land and offers for investors is published on the official or any other specialized website?	1	1 point — published; 0.7 points — the list is published, yet the open data format is not met; 0.5 points — only offers for the investors are published; 0 points — offers are not published.	W+D
A16092	Are there any documents that have to be submitted to register rent of the land, privatization of land, or any other operation published on the official or any other specialized website?	1	1 point — published; 0 points — not published.	W
A16093	Are there any zoning plans available on the official website?	1	1 point — zoning plans are available; 0 points — plans are not available or there is no public access to parts of the plans (text or graphic part).	W
A16095	Is there a system of electronic or online registration for permits to install temporary buildings, small architectural forms, terraces, etc.?	2	2 points — the system is launched; 1.7 points — the data regarding the complex schemes for locating temporary premises needed for entrepreneurial activity is published in the format not consistent with the open data format; 1 point — the system is applicable only to small architectural forms or terraces; 0 points — there is no system available.	W+D+I
A16096	Is there any data on the rates of payment for land and data regarding the established privileges as to the payment of land taxes for a given period published on official or other specialized website of the council?	1	1 point — the information is published in a separate section; 0 points — no information is available, only the decision of the council is published.	W+I
A16097	Is there any accurate list of the land issues and the names of the solution projects regarding land issues published in the agenda of the council (or instead, everything is limited to the land issues)?	1	1 point — the comprehensive accurate list of solution projects names is published; 0.5 points — not all of the list of solution projects names is published; yet, the number of published project solution names exceeds 50%; 0 points — not published.	W+A+I
A16098	Are there public tenders (auctions) for the disposal of land under public ownership?	1	1 point — at least one of auction or contest has been conducted since January 1, 2016; 0 point — no auctions/contests conducted.	W+I
A16099	Are there the detailed plans of territories published?	1	1 point — published; 0.7 points — published but not in an open data format; 0 points — not published.	W+D

#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16100	Is the general plan published?	1	1 point — published; 0.7 points— published but not in an open data format; 0 points — not published.	W+D

10 COMMUNAL ENTERPRISES (CE)



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16101	Are financial statements (balance sheet, profit and losses and gains) (income statement), statements of cash flows, statements about the use of funds made (authorized capital) by utility companies and companies in which 50% interest is owned by the city council?	1	1 point — all published reports of KP and partnerships for 2016; 0.7 points — released, but do not follow open data format; 0.5 points — published reports and more than 50% of all CE and partnerships for 2016; 0 points — the number of CE, which published reports, less than 50% by 2016.	W+D
A16102	Is information published on the official or other special website of the Council about all communal enterprises and other companies in which 50% or more interest is owned by the community available (LGA specifying % owned by the community and information about them — address, phone, e-mail, and information on the services they provide)?	1	1 point — the website published a list of all manuals and partnerships with these data (one type of information on the CE or the company may not be present); 0.7 points — released, but not following the open data format; 0.1 points (or 0.07 points) for every 10% of the CE on which the disclosure criteria specified in the data (one type of information on the CE or the company may not be present).	W+I+A+D
A16103	Are communal enterprises registered in the e-data system?	1	1 point — recorded all CE and Society; 0.1 points for every 10% of CE and partnerships registered.	W+I
A16104	Is there publication of LGA biographies of managers of communal companies and companies in which 50% or more interest is owned by the community on the websites?	1	1 point — the website published biographies of leaders of CE and societies; 0.1 points for every 10% of CE and companies that published biographies of leaders.	W
A16105	Are the local deputies and members of the public participating on supervisory boards of communal enterprises/companies in which 50% or more interest is owned by the community?	1	1 point — set up steering committees with the participation of deputies and members of the public and CE companies, which are natural monopolies and carry out economic activities; 0.5 points — created supervisory board or there is participation of deputies or members of the public and communal enterprises, which are natural monopolies and carry out economic activities; 0.1 points for every 10% of CE and companies in which a supervisory board with the participation of deputies and members of the public who actually carried out economic activities exists.	I+A
A16106	Are the structure, principles of formation, remuneration, administration and members of the Supervisory Board published?	1	1 point — published; 0.7 points — of the information published; 0.1 points for every 10% of CE and companies for which are published; 0 points — not published.	W+I

#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16107	Have annual reports of the supervisory board and management of the enterprise been published?	1	1 point — all published by CE and partnerships for 2016; 0.1 points for every 10% of CE and companies for which are published for the year 2016; 0 points — not published.	W
A16108	Are conducted external independent audits of consolidated financial statements of public companies (or business companies where the share of the City Council amounts to more than 50%) published?	1	1 point — the external independent audit of consolidated financial statements at least for one communal company (or business companies where the share of the City Council amounts to over 50%) in 2015 or 2016 is published 0 points — it is not held by any CE or community.	I
A16109	Is published report of the independent external audit of the consolidated financial statements at least one utility company (or a business partnership where the share of the City Council more than 50%)?	1	1 point — the published report of the audit least one CE or any other company for 2015 or 2016; 0 points — it is not published.	W+I
A16110	Is information on pricing and the procedure for forming the services provided by the company, the goods that it sells, and the work performed published?	1	1 point — it is published for all societies and CE; 0.1 points for every 10% of CE and companies for which it is published	W

8

MUNICIPAL PROPERTY



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16111	Was the municipality's system of electronic auctions for the sale or lease of property published at least once from 1 January 2016 to date?	1	1 point — information is published; 0 points — information is not published.	W+I
A16112	Are the phone, email, name of the head, and body structure, which deals with accounting, leasing, sales, and other transactions with municipal property published on an official website?	1	0.2 points for each piece of information.	W
A16113	Is information accessible on an official website about actual results and records regarding the sale or lease of property in the community?	1	1 point — published data for the year 2017; 0 points — not published for 2017.	W+I
A16114	Are results and reports regarding the open process of selling or leasing property community over the past three years available on an official website?	1	1 point — published data for 2015-2017. 0 points — no published information on the years 2015-2017.	W
A16115	Is a list of all sites and facilities of municipal property available on the website?	2	1 point — information is published; 0.7 points — released, but not following open data format; 0 points — information is not published.	W
A16116	Is there a list of property (objects and space) on the website that can be leased or used in another form?	1	1 point — there is a published list of communal property; 0.7 points — released, but not following open data format; 0 points — information is not published.	W+D
A16117	Is a list of community assets (facilities, facilities), which been either distributed or used in another form (data on the conditions of transfer of lease) published?	1	1 point — there is a published list of communal property; 0.7 points — released, but not following open data format 0 points — information is not published.	W+D+I

7 EDUCATION



#	Set of Criteria	Maximum points	Points Awarded	Method of Assessment
A16121	Is the system of placement on an open basis (free online tracking system, registration online, lottery, random selection, etc.) used as the main method to be admitted to kindergartens?	1	1 point — the system is used; 0 points — the system is not used.	W+I
A16122	Is there any information available on the official website on specialized rules for admission of children to kindergartens?	1	1 point — information is published; 0 points — information is not published.	W
A16123	Is there an official or special website which allows the opportunity to submit an online application for a placement in educational institutions (kindergartens, schools, etc.)?	2	2 points — it is possible to apply to school and kindergarten through the website; 1 point — it is possible to apply to one of the institutions only — to kindergarten or school; 0 points — no online submission form available.	W
A16124	Is there an official website or a specialized system of electronic tracking applications in educational institutions or other tool that allows applicants to track their status and check their status online?	1	1 point — it is possible to track information for kindergartens and schools; 0.5 points — it is possible to track applications for one of the institutions only — school or kindergarten; 0 points — no online system available.	W+I
A16125	Is there an official or special website which gives information about the location of out-of-school training facilities, music and art schools, and their schedules, etc., as well as opportunities to register a child online for such out of school training?	2	2 point — it is possible to register online through the website for all non-school institutions; 1 point — it is possible to obtain information on the location and types of groups without registration; 0 points — no information available.	W+A



PROJECT “BUILDING TRANSPARENT CITIES IN UKRAINE”

The problem this project aims to address is corruption in local governments and the low capacity for compliance with best practices in transparency and accountability. The ongoing decentralization reform in Ukraine results in more power and financial resources being delegated to the municipalities, thus strengthening local governance.

The project aims to increase the motivation and drive of Ukrainian cities to become more transparent, accountable and participatory.

This is a risk of increasing corruption at the local level. Therefore, it is very important at this stage to increase the transparency of cities, because without it, all the benefits of decentralization can be leveled.

You can find out more about the project and get acquainted with the rating of cities, made on this methodology, on the website transparentcities.in.ua

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