



REPUBLIKA E KOSOVËS - PRESIDENTI
REPUBLIC OF KOSOVO - THE PRESIDENT
REPUBLIKA KOSOVO - PRESEDNIK

REGULATION (P) NO. 02/2016
ON THE
ORGANIZATIONAL STRUCTURE
OF
THE PRESIDENCY¹

Pristina, 08.09.2016

¹ *The Article 30 of the Regulation (P) no. 02/2016 on the organizational structure of the Presidency, was amended with Article 45 of the Statute of the Consultative Council for Communities (06.12. 2017) and these amendments are included in the Regulation.*



REPUBLIKA E KOSOVËS - PRESIDENTI
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The President of the Republic of Kosovo,
pursuant to Article 84 of the Constitution of the Republic of Kosovo, Article 6 and Article 14 (7) of Law No. 03/L-094, on the President of the Republic of Kosovo (Official Gazette no. 47, January 25, 2009), and taking into consideration the proposal of the Secretary of the Office of the President of the Republic of Kosovo, approves:

REGULATION (P) NO. 02/2016
ON THE ORGANIZATIONAL STRUCTURE OF THE PRESIDENCY

I. GENERAL DISPOSITIONS

Article 1
Purpose and Scope

1. This regulation aims to define the organizational structure of the Presidency.
2. Also with this regulation the functions and the responsibilities of the organizational units of the Presidency are defined.
3. This regulation shall be applied by all units of the Presidency.

Article 2
Definitions

1. The expressions used in this regulation have the following meaning:
 - 1.1. **President** – The President of the Republic of Kosovo;
 - 1.2. **Presidency** – headquarters for the official activities of the President, which includes the Cabinet of the President, the Office of the President and the other related institutions/units;
 - 1.3. **Cabinet of the President** – is a unit of the Presidency which consists of the President's advisors and other supporting staff;
 - 1.4. **Office of the President** - is a special unit of the Presidency and an institution within the Kosovo Civil Service;
 - 1.5. **Secretary** – The Secretary of the Office of the President;
 - 1.6. **Constitution** - Constitution of the Republic of Kosovo;
 - 1.7. **Law on the President** - Law No. 03/L-094, on the President of the Republic of Kosovo (Official Gazette, no. 47, January 25, 2009);
 - 1.8. **Law on the protection and promotion of the rights of communities** - Law no. 03/L-047 on the protection and promotion of the rights of communities

and their members in the Republic of Kosovo (Official Gazette no. 28, June 04, 2008), Law no. 04/L-115 on the amendment and supplementation of the laws dealing with the conclusion of international supervision of the independence of Kosovo (Official Gazette no. 25, September 07, 2012) (Article 15 Amendments and supplements to Law No. 03/L-047 on the Protection and Promotion of the Rights of Communities and their Members in Kosovo) and the Law no. 04/L-020 on the amendment and supplementation of Law no. 03/L-047 on the protection and promotion of the rights of communities and their members in the Republic of the Kosovo (Official Gazette no. 29, December 27, 2011).

2. Other terms used in this Regulation shall have the same meaning as in the definitions of Law No. 03/L-094 on the President of the Republic of Kosovo, Article 23 (1) of Law no. 03/L-132 on the State Protocol of the Republic of Kosovo (Official Gazette no. 53, June 01, 2009) and Law no. 03/L-235 on the amendment and supplementation of Law no. 03/L-132 on the State Protocol of the Republic of Kosovo (Official Gazette no. 89, November 30, 2010) and Law. 03/L-149 on Civil Service.

II. ORGANIZATIONAL STRUCTURE OF THE PRESIDENCY

Article 3 The President

1. The President heads the Presidency and exercises his competencies in accordance with the Constitution and other legislation in force.
2. The President has these powers defined in Article 84 of the Constitution:
 - 2.1. represents the Republic of Kosovo, internally and externally;
 - 2.2. guarantees the constitutional functioning of the institutions set forth by this Constitution;
 - 2.3. announces elections for the Assembly of Kosovo and convenes its first meeting;
 - 2.4. issues decrees in accordance with this Constitution;
 - 2.5. promulgates laws approved by the Assembly of the Republic of Kosovo;
 - 2.6. has the right to return adopted laws for re-consideration, when he/she considers them to be harmful to the legitimate interests of the Republic of Kosovo or one or more Communities. This right can be exercised only once per law;
 - 2.7. signs international agreements in accordance with this Constitution;
 - 2.8. proposes amendments to this Constitution;
 - 2.9. may refer constitutional questions to the Constitutional Court;
 - 2.10. leads the foreign policy of the country;
 - 2.11. receives credentials of heads of diplomatic missions accredited to the Republic of Kosovo;
 - 2.12. is the Commander-in-Chief of the Kosovo Security Force;
 - 2.13. leads the Consultative Council for Communities;
 - 2.14. appoints the candidate for Prime Minister for the establishment of the Government after proposal by the political party or coalition holding the majority in the Assembly;
 - 2.15. appoints and dismisses the President of the Supreme Court of the Republic of Kosovo upon the proposal of the Kosovo Judicial Council;

- 2.16. appoints and dismisses judges of the Republic of Kosovo upon the proposal of the Kosovo Judicial Council;
 - 2.17. appoints and dismisses the Chief Prosecutor of the Republic of Kosovo upon the proposal of the Kosovo Prosecutorial Council;
 - 2.18. appoints and dismisses prosecutors of the Republic of Kosovo upon the proposal of the Kosovo Prosecutorial Council;
 - 2.19. appoints judges to the Constitutional Court upon the proposal of the Assembly;
 - 2.20. appoints the Commander of the Kosovo Security Force upon recommendation of the Government;
 - 2.21. with the Prime Minister, jointly appoints the Director, Deputy Director and Inspector General of the Kosovo Intelligence Agency;
 - 2.22. decides to declare a State of Emergency in consultation with the Prime Minister;
 - 2.23. may request meetings of the Kosovo Security Council and chairs them during a State of Emergency;
 - 2.24. decides on the establishment of diplomatic and consular missions of the Republic of Kosovo in consultation with the Prime Minister;
 - 2.25. appoints and dismisses heads of diplomatic missions of the Republic of Kosovo upon the proposal of the Government;
 - 2.26. appoints the Chair of the Central Election Commission;
 - 2.27. appoints the Governor of the Central Bank of the Republic of Kosovo who will also act as its Managing Director, and appoints the other members of the Bank's Board;
 - 2.28. grants medals, titles of gratitude, and awards in accordance with the law;
 - 2.29. grants individual pardons in accordance with the law;
 - 2.30. addresses the Assembly of Kosovo at least once a year in regard to her/his scope of authority.
3. The President also exercises other competencies defined by other legislation in force.
 4. The President, in implementation of his/her constitutional and legal powers, can issue decrees, decisions, orders, regulations, authorizations and conclude memorandums of understanding/cooperation.

Article 4

The organizational structure of the Presidency

1. To efficiently carry out the competencies, responsibilities, authorizations and duties assigned to the President by the Constitution and the legislation in force, the Presidency is led by the President and is composed of the following structures:
 - 1.1. The Cabinet of the President;
 - 1.2. The Office of the President, and
 - 1.3. Other related institutions/units.
2. All organizational structures, within the Presidency, serve to support the President in carrying out the functions and responsibilities defined by the Constitution, laws, and other legislation in force.
3. Relations between the organizational structures of the Presidency should be cooperative/interaction relations.
4. While performing their duty subordinates must obey and report responsibly on the tasks assigned to the supervisor in accordance with the legal provisions in force.

Article 5

The budget

1. The Presidency is financed by the budget of the Republic of Kosovo and has its independent budget code.
2. The Office of the President prepares the proposal of its annual budget and it is sent for approval in accordance with the legislation in force
3. The Presidency independently manages its own budget and is subject to internal audit by the internal auditor and external audit by the Auditor General of the Republic of Kosovo
4. Certain activities of the Presidency may be funded also by foreign donations, in accordance with legal rules and procedures in force.

III. CABINET OF THE PRESIDENT

Article 6

The Cabinet of the President

1. The Cabinet of the President is composed of:
 - 1.1. Advisors of the President,
 - 1.2. Special commissioners of the President, and
 - 1.3. Supporting staff employed in the Cabinet.
2. The President appoints his supporting staff, advisors and special commissioners of the President.
3. The President can authorize one of the Advisors, that in consultation with the President to appoint the supporting staff of the Cabinet.
4. The employees in the Cabinet of the President are not civil servants and their labor relationship is regulated by the Labor Law, the Collective Agreement and the internal legal acts of the Presidency.
5. The number of employees in the Cabinet is made according to Annex one (1) of this Regulation.
6. The tasks and responsibilities of the employees in the Cabinet of the President, are determined by the President, upon their appointment and with the relevant legislation in force.
7. The mandate of the labor of the employees in the Cabinet of the President ceases upon the termination of the mandate of the President, if this labor relationship is not terminated earlier by the President.
8. The basic salary, allowances and compensations, for the employees in the Cabinet of the President, are defined in conformity with the legislation in force and the internal legal acts of the Presidency.
9. The President of the Republic of Kosovo, whose mandate has ended, in accordance with paragraph 1 of Article 18 of the Law on the President, has the right, for a period of five years after completion of his/her mandate, to have office space, office equipment and professional office staff who can not be more than three (3) persons. The professional staff, have the same rights of labor relationship as the employees in the Cabinet of the President of the Republic of Kosovo, and shall be appointed by the President whose mandate has ended and will respond to him/her.

Article 7
The Advisors of the President

1. The Advisors of the President, including the Chief of Staff and Deputy Chief of Staff of the Cabinet, are a special category of employees in the Cabinet of the President, who:
 - 1.1. are appointed directly by the President, and their mandate expires with the completion of the mandate of the President, if this labor relationship is not terminated earlier;
 - 1.2. for their actions respond to their superior;
 - 1.3. are obliged to demonstrate personal loyalty and professional commitment to the President.
2. The Advisors the President do not carry out managerial powers or other administrative powers in the Presidency.

Article 8
Powers and Responsiveness of the Advisors of the President

1. The Advisors support the President in exercising his/her responsibilities and contribute in terms of politics in:
 - 1.1. the formulation and development of policies;
 - 1.2. the implementation of policies;
 - 1.3. the presentation of policies;
 - 1.4. assessing the effectiveness of policies and
 - 1.5. their implementation and presentation.

Article 9
Behavior of the Advisors

1. The Advisors are not allowed to exercise:
 - 1.1. any constitutional and legal authority, for the exercising of which the President is responsible;
 - 1.2. any other function, that is related to the management of civil service.
2. The Advisors are not subject to disciplinary proceedings.

Article 10
Chief of Staff

1. The President appoints one of the Advisors as Chief of Staff of the President's Cabinet.
2. The Chief of Staff will be responsible to provide assistance to the President in coordinating the work with the Advisors of the President.
3. The Chief of Staff coordinates the work with all the Advisors of the President and shall hold regular meetings with them at least once a month.

Article 11
The Deputy Chief of Staff

1. The President appoints one of the Advisors as Deputy Chief of Staff of the President's Cabinet.

2. The Deputy Chief of Staff of the President's Cabinet coordinates the work with the Secretary and the Directors of the Departments of the Office of the President and shall hold regular meetings with them at least once a month.

Article 12

The Spokesperson of the President

1. The President may appoint one of the Advisors Spokesperson of the President.
2. The Spokesperson of the President performs the duties and responsibilities assigned by the Decision on his/her appointment.

Article 13

The special commissioners of the President

1. The special commissioners of the President are a special category in the Cabinet of the President, who are appointed by a Decision of the President, for a certain period and for certain specific issues.
2. The behavior, competences and responsibilities of the special commissioners of the President is similar to the behavior, competences and responsibilities of the Advisors.

Article 14

External Advisors of the President

1. External Advisors are appointed with a Decision by the President and their mandate expires with the completion of the mandate of the President, if this mandate is not terminated earlier.
2. External Advisor of the President are not paid from the budget of the Republic of Kosovo.
3. The behavior, competences and responsibilities of the external Advisors is similar to the behavior, competences and responsibilities of the Advisors of the President.

Article 15

Supporting staff employed in the Cabinet

1. With the aim of providing technical, administrative and security assistance supporting staff are employed in the Cabinet.
2. All employees employed in the Cabinet are not civil servants and their mandate expires with the termination of the mandate of the President if this labor relationship is not terminated earlier.

Article 16

Complaints

1. Every citizen and civil servant has the right to complain about the actions of an Advisor of the President.
2. The citizens must address complaints to the Chief of Staff, while in cases where the complaint is about the Chief of Staff it should be addressed to the President.
3. The civil servants of the Presidency should address the complaints to the Deputy Chief of Staff, while in cases where the complaint is about the Deputy Chief of Staff or the Chief of Staff, it should be addressed to the President.

4. The Chief of Staff and the Deputy Chief of Staff ensure that complaints are dealt with in a detailed and independent manner and a response to be given within fifteen days.
5. The Chief of Staff and the Deputy Chief of Staff inform the President about the resolution of the relevant complaints.

IV. THE OFFICE OF THE PRESIDENT

Article 17 Office of the President

1. The Office of the President is a special institution within the Kosovo Civil Service.
2. The Office of the President supports the activity of the President and is responsible for ensuring the implementation of the legislation, policies and for the exercising of other powers and functions defined by the legislation in force of the President, including, but not limited to:
 - 2.1. ensuring professional and supportive services related to the successful organization and development of activities and functions of the President;
 - 2.2. planning and budget expenses, carrying out the procedures to ensure services, supplying work equipment, and the execution of payments for services and supplies made in accordance with legal procedures;
 - 2.3. services related to planning, recruitment and human resources management;
 - 2.4. providing other administrative and supportive services.
3. The civil staff of the Office of the President is selected in accordance with the applicable laws on Civil Service, and the responsibility of the administration of the civil staff is responsibility of the Secretary of the Office of the President.
4. The Civil Service of the Office of the President is composed of civil servants, impartial, professional, responsible and reflecting multi-ethnicity and gender equality.
5. The Civil Service of the Office of the President governed by the legislation on the Civil Service.
6. The basic salary, allowances and compensation for civil servants in the Office of the President, are determined in accordance with the legislation in force and the internal legal acts of the Presidency.

Article 18 The Secretary of the Office of the President

1. The Secretary is the principal administrative officer and the head of civil staff of the Office of the President of Kosovo
2. The Secretary shall respond directly to the President and shall performs his/her duties in close cooperation with the President.
3. The Secretary has these powers set out in Article 17 of the Law on the President:
 - 3.1. the overall administration and management of the Office and ensuring that the functions entrusted to it are implemented;
 - 3.2. providing the proper guidance and impartial and professional advice to the President;
 - 3.3. staffing and organizing the Office and issuing administrative directives on any matters pertaining to its functions;
 - 3.4. the effective and efficient management of resources provided to the Office;

- 3.5. implementing non-discriminatory personnel policies in the Office, including equitable gender representation, in all areas and levels and ensuring that the composition of the personnel reflects the multi-ethnic character of Kosovo and
 - 3.6. ensuring that the recruitment of the staff for the Office is based on professional qualifications, competence and merits and is undertaken through fair and open competition.
 - 3.7. issuing internal secondary legislation for the purpose of accomplishment of the functions of the President of the Republic as defined by the Constitution and laws.
4. The Secretary heads the departments and relevant units of the Office of the President in accordance with the Law on the President, Law no. 03 / L-149 on the Civil Service of the Republic of Kosovo and other legal acts and subordinate legal acts regarding the Secretary.
5. The Secretary shall ensure that the decisions, policies and other measures of the Office of the President are implemented efficiently and effectively and also exercises other powers determined by other legislation in force.

Article 19 **Office of the Secretary**

1. The Office of the Secretary functions for the progress of works and responsibilities of the Secretary.
2. Within the Office of the Secretary are the relevant positions that report directly to the Secretary:
 - 2.1. Executive Assistant to the Secretary;
 - 2.2. Financial Certifying Officer;
 - 2.3. Other relevant positions that report directly to the Secretary.

Article 20 **Unit for Internal Audit**

The tasks of the Internal Audit Unit shall be exercised by the Director of the Internal Audit Unit, in accordance with Law no. 03/L-128 on Internal Audit (Official Gazette no. 59, October 29, 2009) and the relevant legislation in force that deals with internal auditing.

V. DEPARTMENTS OF THE OFFICE OF THE PRESIDENT

Article 21 **Departments of the Office of the President**

1. To efficiently carry out the work responsibilities, powers and tasks assigned to it, the Office of the President consists of the following departments:
 - 1.1. The professional departments, where the directors of these departments respond and report about professional matters directly to the President, and about administrative issues report and respond to the Secretary;
 - 1.2. Supporting departments where the directors of these departments respond and report on professional and administrative issues to the Secretary.
2. The departments are divided into divisions which are headed by the Heads of Divisions.
3. The tasks of the Division are divided into the responsibilities of the divisions of the departments.

4. The division of Departments into Divisions and the number of employees in these Departments is done according to Annex one (1) of this Regulation.

Article 22

Professional Departments

1. The Professional Departments, within the Office of the President, serve to support the President in carrying out the functions and responsibilities defined by the Constitution and the relevant laws as well as by other legislation in force.
2. The Directors of the Professional Departments, are civil servants and are appointed and discharged in accordance with the legislation on the civil service and the Law on the President.
3. The Professional Departments are:
 - 3.1. Department of Legal Affairs and International Relations (DLAIR);
 - 3.2. Department of the Protocol of the President (DPP);
 - 3.3. Department of Information and Public Communication (DIPC).

Article 23

Supporting Departments

1. The Supporting Departments, within the Office of the President, operate depending on the Secretary and serve to support the relevant units within the Office of the President to perform administrative tasks and other tasks determined by the legislation in force
2. The Directors of the Supporting Departments, are civil servants and are appointed and discharged in accordance with the legislation on the civil service.
3. The Supporting Departments are:
 - 3.1. Department of Administration and Budget (DAB) and
 - 3.2. Department of Procurement (DP).

Article 24

Department of Legal Affairs and International Relations (DLAIR)

1. The Department of Legal Affairs and International Relations (DLAIR), through the treatment and reviewing of requests and complaints and the provision of legal opinions and impartial professional advice, holds responsibility of facilitating the decision-making and the exercising of the constitutional and legal functions of the President, including but not limited to certain areas and fields as follows:
 - 1.1. the representation of the Republic of Kosovo internally and externally;
 - 1.2. in guaranteeing the constitutional functioning of the institutions set forth in the Constitution;
 - 1.3. issuing decrees in accordance with the Constitution;
 - 1.4. promulgating laws approved by the Assembly;
 - 1.5. proposing to return adopted laws for re-consideration, when it considers them to be harmful to the legitimate interests of the Republic of Kosovo or one or more of its Communities;
 - 1.6. the signing of international agreements in accordance with the Constitution;
 - 1.7. proposing amendments of the Constitution;
 - 1.8. referral of constitutional issues to the Constitutional Court;
 - 1.9. appointment and dismissal of the positions determined by the Constitution and the laws in force;

- 1.10. granting medals, recognitions and prizes, in accordance with Law no. 04/L-070 on the Granting of Decorations by the President of the Republic of Kosovo (Official Gazette no. 02, January 20, 2012);
 - 1.11. granting of individual pardons in accordance with Law no. 03/L-101 on Pardon (Official Gazette no. 46, January 15, 2009);
 - 1.12. international relations in relation to the leadership of the country's foreign policy.
2. DLAIR, also, has the responsibilities as follows:
- 2.1. coordinates and participates in the drafting of normative acts in close cooperation with the Cabinet of the President, with the Departments and other organizational units of the scope of activity of the President and is responsible for the finalization the normative draft act;
 - 2.2. is responsible for providing legal advice, recommendations, instructions and opinions requested by the units and officials of the Presidency;
 - 2.3. compiles draft decisions, proposals of different materials requested by the President and the Secretary;
 - 2.4. coordinates the activities for the implementation of the legislation with the relevant units of the Presidency;
 - 2.5. maintains and updates the register of subordinate legal act of the Presidency and other relevant registers determined by the legislation in force;
 - 2.6. ensures the fulfillment of the legal obligations in law enforcement and other provisions from the scope of the Presidency;
 - 2.7. performs other tasks and responsibilities defined by the legislation in force and tasks assigned by the President and the Secretary.

Article 25

Department of the Protocol of the President (DPP)

1. The DPP is responsible for the performance of tasks and responsibilities defined in Law no. 03/L-132 on the State Protocol of the Republic of Kosovo (Official Gazette no. 53, June 1, 2009) and Law no. 03/L-235 on the Amendment and Supplementation of Law no. 03/L-132 on the State Protocol of the Republic of Kosovo (Official Gazette no. 89, November 30, 2010) and the relevant legislation in force that is related to the Protocol. The DPP must cooperate and coordinate the activity of protocol with the Office of State Protocol, which is established in the Ministry of Foreign Affairs and is responsible for the organization and realization of all protocol engagements of the President, for all the activities of the President inside and outside the country as well as the coordination and implementation of the program of the visits of high level foreign delegations. The DPP, to carry out these tasks, defined by the legislation in force, has the following responsibilities:

- 1.1. in cooperation with the Cabinet of the President, the Secretary, the Office of the State Protocol, the KSF Ceremonial Guard and with the Unit for the monitoring of personalities of the Police Directorate of Kosovo, coordinates and follows the ceremonies of Reception and Escorting of foreign delegations of the rank: President, President of the Assembly, Prime Minister and Minister of Foreign Affairs, who visit the Republic of Kosovo and are welcomed by the President;
- 1.2. in cooperation with the Cabinet of the President, the Secretary and the Office of State Protocol drafts the program of visits of personalities and activities taking place by invitation or under the auspices of the President and responds for its implementation;

- 1.3. in cooperation with the Cabinet of the President, the Secretary and the Office of State Protocol, prepares the protocol part for official visits abroad of the President;
- 1.4. coordinates, in cooperation with the Cabinet of the President and the State Protocol, the meetings of the President of the Republic, with diplomatic accredited representatives in the Republic of Kosovo.
- 1.5. coordinates with the State Protocol and the respective Embassy the activities related to the date, time and place and the ceremony of the presentation of credentials to the President of the Republic by the new Ambassador;
- 1.6. coordinates and assists the State Protocol, to conduct a farewell meeting with the President of the Republic when the head of a mission leaves from the Republic of Kosovo;
- 1.7. takes care and is responsible for the daily agenda and the meetings taking place at the Office of the President, the movements and activities within the territory of Kosovo;
- 1.8. informs the State Protocol in advance for every move of the President abroad, to ensure coordination;
- 1.9. prepares and undertakes all activities and actions related to organized events under the patronage of the President;
- 1.10. takes care to respect the presence of the Kosovo institutions and the accredited Ambassadors in Prishtina, at the organized activities by the President;
- 1.11. coordinates and exchanges information and with the Presidential Security Team regarding all activities related to the field of security of the President including the timely informing regarding the activities inside and outside the office;
- 1.12. takes care and ensures the protocol activity of the First Lady of the Republic of Kosovo and the family of the President in accordance with the Law on the State Protocol of the Republic of Kosovo;
- 1.13. ensures that the workspaces of the President to be always maintained and that the necessary work equipment to be always functional;
- 1.14. takes care of maintaining accurate records of the exchanged gifts and presenting them according to the law;
- 1.15. in consultation with the President and the Cabinet prepares the overall plan and manual of the functioning of all protocol activities according to diplomatic Protocol standards and in compliance with the Law on the State Protocol and is responsible for its full implementation;
- 1.16. performs other tasks and responsibilities defined by the legislation in force and the tasks assigned by the President and the Secretary.

Article 26

Department of Information and Public Communication (DIPC)

1. The Department of Information and Public Communication (DIPC) has the following tasks and responsibilities:
 - 1.1. offers professional support to the President, by offering advice for effective presentation of opinions and attitudes of the President;
 - 1.2. ensures that the Spokesperson of the President is informed about issues and key activities of the Presidency;

- 1.3. prepares, maintains and implements the communication plan according to the work plan of the Presidency, by implementing effective communication techniques;
- 1.4. compiles and issues press releases, statements, reports and other publications for the public;
- 1.5. informs the public about the work and decisions of the President, through the development of relations with the media, and by organizing press conferences, briefings and media interviews;
- 1.6. is responsible for the updating, ensuring access and credibility of information on the official website of the Presidency and manages the e-mail address for communication with the public;
- 1.7. establishes and develops regular work relations with the printed and electronic media;
- 1.8. monitors the activities of the President in the Office, in the country and abroad, to provide timely information on the activities developed by the President;
- 1.9. publishes the activities of the President on the website, accompanied with text, photos and recordings;
- 1.10. prepares and archives audio, video and photographic materials from the activities of the President and the Presidency in general;
- 1.11. publishes various brochures, to provide the fullest possible and qualitative information of the activities of the Presidency;
- 1.12. arranges press conferences and explanatory briefings, to ensure the timely informing of the public opinion about the work and decisions of the Presidency;
- 1.13. ensures timely and accurate placement of relevant information in the Presidency;
- 1.14. ensures accessibility and transparency of the work of the Presidency by providing information and documents to the public opinion and the media;
- 1.15. coordinates liaison with local and international press regarding matters related to the Presidency;
- 1.16. reviews initial requests for access to official documents, prepares a comprehensive report on the implementation of the Law on Access to Public documents and carries out all responsibilities specified in Law no. 03/L-215 on access to public documents (Official Gazette no. 88, November 25, 2010);
- 1.17. performs other duties and responsibilities defined by the legislation in force and duties assigned by the President and Secretary.

Article 27

Department of Administration and Budget (DAB)

1. The Department of Administration (DAB) has the following responsibilities:
 - 1.1. coordinates, manages and offers administrative services to all units and bodies within the Presidency;
 - 1.2. develops and implements administrative policies of the Presidency and provides administrative and logistical support for the efficient functioning of the Presidency, in accordance with the prescribed legal and regulatory framework;
 - 1.3. is responsible for the support of the Cabinet of the President and all organizational units of the Presidency during the implementation of their functions;

- 1.4. ensures the planning and management of human resources in accordance with the Law on Civil Service and other legislation in force dealing with human resources management;
 - 1.5. ensures the maintenance of equipment and the offering of information technology and telecommunication services;
 - 1.6. ensures to provide translation and proofreading services;
 - 1.7. ensures the functioning of logistics, transportation, warehouses, office materials, documentation and infrastructure of the Presidency.
2. The DAB is responsible for the planning and execution of the budget of the Presidency in accordance with the relevant legislation in force.
 3. The DAB provides general assistance of the administration of all units within the Presidency. It is responsible in terms of providing administrative services in the field of personnel, respectively manages the staff of the Presidency.
 4. The DAB offers logistical support and other supporting functions, including transport, warehouse, archive, post, inventory and general management of services on the assets of the Presidency.

Article 28

Department of Procurement (DP)

1. The DP has the functions and responsibilities that are defined by the Law in force on Public Procurement in the Republic of Kosovo.
2. The DP develops and implements procurement procedures of goods, works and services and is responsible to ensure that all procurement procedures are developed in accordance with the provisions of the Law on Public Procurement in Kosovo.
3. The DP develops and implements procurement procedures of goods for the Presidency after the approval from the Cabinet of the President and the Secretary.
4. The DP is responsible for the implementation of the Plan of supplies for the needs of the Presidency through the implementation of legal provisions, regulations and public procurement procedures.

VI. OTHER RELATED INSTITUTIONS/UNITS

Article 29

Consultative Council for Communities

1. In accordance with Article 60 of the Constitution, the Consultative Council for Communities acts under the authority of the President of the Republic of Kosovo, through which all communities are represented.
2. The Consultative Council for Communities has the duties and responsibilities defined by Article 60 of the Constitution, by Article 12 of the Law on the protection and promotion of the rights of the communities and also by the Statute of the Council.

Article 30

The Secretariat of the Consultative Council for Communities

1. *The Consultative Council for Communities is supported by the Secretariat, located at the Office of the President of the Republic of Kosovo.*

2. *The Secretariat is chaired by the Secretary of the Council, who responds and reports directly to the President for the area covered by this Secretariat, while for administrative matters responds to the Secretary of the Office of the President.*
3. *The Secretary of the Council and the other employees in the Secretariat are selected, appointed and dismissed in accordance with the legal provisions on civil servants.*
4. *The duties and responsibilities of the Secretariat are as follows:*
 - 4.1. *supports and promotes the activities of the Council;*
 - 4.2. *supports the Council and its working groups, including the organization of meetings, the preparation of the agenda and keeping minutes of their meetings;*
 - 4.3. *assists the Council to fulfill its obligations according to the Law, pursuant to this Statute and pursuant to the relevant legislation in force;*
 - 4.4. *is responsible for planning and managing the Council's budget;*
 - 4.5. *assists the Council in delivering opinions on draft legislation and draft policy documents prepared by the Government and the Assembly. To realize this, the Secretariat also cooperates with the Department;*
 - 4.6. *receives and forwards all other official documents and communications to all the members of the Council;*
 - 4.7. *publishes the activities of the Council, carries out public information work, and answers to requests on information regarding the work of the Council*
 - 4.8. *represents the Presidency in the implementation of the nomination procedures contained in the Law and this Statute;*
 - 4.9. *engages in the development of community studies and research and, as appropriate, requires advice from external experts*
 - 4.10. *supports the performance of any other function of the Council in accordance with the Law, this Statute and the relevant legislation in force.*
5. *The Secretariat will be allocated a budget to enable its efficient functioning and, among other things, the engagement in the development of studies and research, to seek advice from external experts, to increase the capacities of the Council members and the employees in the Secretariat, as well as to publish its activities.*

Article 31

The working bodies

1. The President and/or Secretary can establish Councils, permanent or temporary working groups, for the development of activities that exceed the scope of the ordinary work and that are complex for the separate organizational unit of the Presidency, to ensure the fulfillment of mandates, the implementation of projects, the Presidency's work program and the coordination and monitoring mechanisms.
2. These groups can be Councils, internal committees, working groups, expert teams and other bodies, which, depending on the topics and issues it addresses, and they can be composed of employees of the Presidency and outside it.
3. Based on the normative act of the President, the Secretary is responsible to ensure working conditions for these working bodies and to create conditions for their operation.

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 32

Systematization of job positions in the Presidency

1. For the performance of the tasks and responsibilities in competency of the Presidency the systematizations is done according to Annex one (1) of this Regulation.
2. The Secretary issues the relevant administrative instructions for the work description and process in the Departments of the Presidency and the division of tasks and responsibilities of the respective Divisions, according to the proposals of the directors of departments and in accordance with the rules and procedures in force.

Article 33

Tasks and responsibilities of the civil servants in the Presidency

1. The employees in the Presidency, systematized in the workplaces in the Civil Service, according to Annex 1 (one) of this Regulation are part of the civil service.
2. The tasks and responsibilities of the civil servants in the Presidency are determined by the Civil Service legislation in force and the specific legislation issued in accordance with the Law on the President and the relevant legislation in force.
3. The specific terms of employment, working hours, allowances and compensations as well as the code of conduct can be regulated with special acts considering the Law on the President and the relevant legislation in force.
4. The Manager of the personnel, in collaboration with the Directors of the relevant Departments and units, within three months after the entry into force of this Regulation prepares the Manual where the tasks and responsibilities for each position of the civil servants in the Presidency are prescribed in accordance with the tasks defined by this Regulation and the legislation in force.
5. The manual will be distributed to all civil servants.
6. The manual shall be updated by the Manager of the personnel.

Article 34

The transformation of existing organizational units

The existing organizational units of the Presidency, which are established by the previous regulation on the Internal Organization of the Office of the President of the Republic of Kosovo and which are not in accordance with the provisions-typology of this Regulation shall be transformed and/or restructured within three (3) months after the entry into force of this Regulation.

Article 35

Responsibility and controlling the implementation of the Regulation

Responsible for the implementation of this Regulation are all organizational units of the Presidency, while the controlling of its implementation and of other subordinate legal acts issued for the implementation of this Regulation, shall be exercised by the Secretary of the Office of the President.

Article 36

Repeal

1. With the entry into force of this Regulation the following shall be repealed:
 - 1.1 Regulation on the internal organization and systematization of job positions in the Office of the President of the Republic of Kosovo, dated December 18, 2012, with Prot. no.: 1425, and
 - 1.2 Regulation on the amendment and supplementation of the Regulation on the internal organization and systematization of job positions in the Office of the President of the Republic of Kosovo, dated April 12, 2016 with Prot. no.: 281.

Article 37

Subordinate legal acts

Other relevant subordinate legal acts foreseen by this Regulation shall be approved at the latest within six (6) months after the entry into force of this Regulation.

Article 38

Applicable acts until the approval of new normative acts

Until the issuance of normative acts for the implementation of this Regulation by the President and/or the Secretary, the normative acts which are in force and dealing with the conditions of work, the work process and procedures of the units of the Presidency, working hours, extra payments, compensations, rules of conduct and other normative acts, continue to be implemented.

Article 39

Implementation

1. The President, the Head and Deputy Head of Staff, the Secretary, the Directors of Departments and the heads of the respective units, ensure that all the activities of the Presidency to be carried out in full compliance with this Regulation and the legislation in force.
2. According to the needs and requirements for work, the Secretary in coordination and cooperation with the Directors of the Departments can assign civil servants from one Department or unit to another Department or unit.

Article 40

Entrance into force

This Regulation enters into force on the day of signature.

Hashim THAÇI
President of the Republic of Kosovo

Pristina, 08.09.2016