



REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT  
REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT  
REPUBLIKA KOSOVO - KANCELARIJA PREDSEDNIKA

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**ADMINISTRATIVE INSTRUCTION (SOP) NR. 01/2019  
ON THE ACTIVITIES UNDERTAKEN AT THE PRESIDENCY  
RELATED TO THE MISSIONS OF THE REPUBLIC OF  
KOSOVO ABROAD<sup>1</sup>**

Prishtina, 28.01.2019

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<sup>1</sup> *The Article 11 of the Administrative Instruction (SOP) nr. 01/2019 on the activities undertaken at the Presidency related to the missions of the Republic of Kosovo abroad (28.01.2019), was amended with Article 2 of the Administrative Instruction (SOP) nr. 03/2019 on the amendment and supplementation of Administrative Instruction (SOP) no. 01/2019 on the activities undertaken at the Presidency related to the missions of the Republic of Kosovo abroad (30.09.2019) and these amendments are included in the Administrative Instruction.*



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Secretary of the Office of the President,

Pursuant to the Article 17 (2.7) of the Law No. 03/L-094 on the President of the Republic of Kosovo (OG, No. 47, January 25<sup>th</sup> 2009) and Article 18 of the Regulation (R) No. 02/2016 of the Organisative Structure of the Presidency (08.09.2016), issues the following:

**ADMINISTRATIVE INSTRUCTION NR. 01/2019**  
**ON THE ACTIVITIES UNDERTAKEN AT THE PRESIDENCY**  
**RELATED TO THE MISSIONS OF THE REPUBLIC OF KOSOVO**  
**ABROAD**

**CHAPTER I - GENERAL PROVISIONS**

**Article 1**

**Aim**

1. This Administrative Instruction determines the procedures undertaken at the Presidency on:
  - 1.1. opening, reorganisation and closure of the missions of the Republic of Kosovo abroad;
  - 1.2. Appointment, dismissal, revocation and release from duty, of the heads of diplomatic missions and of Consul Generals;
  - 1.3. Accreditation and revocation of Ambassadors.

**Article 2**

**Scope**

1. This Administrative Instruction is implemented by the Department of Legal Issues and International Relations within the Office of The President, and other relevant units at the Presidency, on all activities which must be undertaken at the Presidency on:
  - 1.1. opening, reorganisation and closure of the missions of the Republic of Kosovo;
  - 1.2. proposals for the appointment, dismissal, revocation, and release from duty, of the heads of diplomatic missions and of Consul Generals;
  - 1.3. Accreditation and revocation of Ambassadors, inclusive of issuing of accreditation and revocation letters.

### **Article 3** **Definitions**

1. Expression used at this Administrative Instruction have the following meaning:
  - 1.1. **President** – President of the Republic of Kosovo;
  - 1.2. **Government** – Government of the Republic of Kosovo;
  - 1.3. **Prime Minister** – Prime Minister of the Republic of Kosovo;
  - 1.4. **Ministry (MFA)** – Ministry of Foreign Affairs;
  - 1.5. **Minister** – Minister of the Ministry of Foreign Affairs;
  - 1.6. **Mission** – Diplomatic and Consular Missions of the republic of Kosovo abroad;
  - 1.7. **Department** – Department of Legal Issues and International Relations within the Office of The President;
  - 1.8. **Constitution** – Constitution of the Republic of Kosovo;
  - 1.9. **Law** – Law No. 03/L-044 on the Ministry of Foreign Affairs and Diplomatic Service of the Republic of Kosovo (OG, Nr. 26, June 2<sup>nd</sup> 2008) and Law No. 03/L-207 on Changing and Amending of the Law No. 03/L-044 on the Ministry of Foreign Affairs and Diplomatic Service of the Republic of Kosovo (OG, Nr. 76, August 10<sup>th</sup> 2010);
  - 1.10. **Law on Foreign Service**– Law No. 03/L-122 on the Foreign Service of the Republic of Kosovo (OG, No. 46, January 15<sup>th</sup> 2009).
2. Other expression used on this Administrative Instruction have the same meaning as in the Constitution, the definitions of the Law and the Law on Foreign Service.

## **CHAPTER II – OPENING, REORGANISATION AND THE CLOSURE OF THE MISSIONS**

### **Article 4** **Opening, reorganisation and the closure of the missions**

1. As defined by Article 84 (24) of the Constitution, the President decides on the establishment of the missions, based on consultations with the Prime Minister.
2. The President, on a self-initiative or through a proposal from the Prime Minister, may undertake activities for the opening, reorganisation and closure of the missions.
3. The President, prior to the reaching of a decision to open, reorganise or close a mission, may ask for an analysis or relevant justification.
4. The proposal of the Minister for the opening, reorganisation or closure of the mission, must be accompanied by an analysis or relevant justification.
5. Missions are opened, reorganised and closed by a Presidential Decree.

## **CHAPTER III – APPOINTMENT, DISMISSAL OR RELEASE FROM DUTY OF THE AMBASSADOR, CHARGE D’AFFAIRS AND THE CONSUL GENERAL**

### **Article 5**

#### **Appointment of Ambassadors from the ranks of the serving members of the Foreign Service**

1. The Department ensures that the proposal submitted to the President for the appointment of an Ambassador from the ranks of the serving members of Foreign Service, must be accompanied by the following documents:
  - 1.1. the letter through which the President is assured that, in compliance with the Constitution and the Law, all necessary procedures in relation to the candidate nominated for the Ambassadorial position have been completed;
  - 1.2. Curriculum Vitae of the candidate nominated for the Ambassadorial post.
  - 1.3. Copy of a valid photo ID, of clear visibility ( copy of the passport of the identification card);
  - 1.4. Any other document which might be considered relevant.
2. Appointment of the Ambassador, from the ranks of the serving members of Foreign Service is done via a Presidential Decree.

### **Article 6**

#### **Appointment of Ambassadors outside of ranks of the serving members of Foreign Service**

1. President receives the report from the Foreign Affairs Committee of the Parliament of the Republic of Kosovo, on the appointment of an Ambassador outside the ranks of the serving members of the Foreign Service.
2. As stipulated by Article 7 of the Law, the report of the Foreign Affairs Committee of the Parliament of the Republic of Kosovo is consultative and does not obligate the President.
3. If the President decides for the appointment of the Ambassador, the Department shall after the receipt of the report, ensure the receipt of the following documents:
  - 3.1. Curriculum Vitae of the candidate for whom the Ambassadorial appointment is being asked for, in case it is not already included in the report;
  - 3.2. Copy of a valid photo ID, of clear visibility ( copy of the passport of the identification card); and,
  - 3.3. Any other document which might be considered relevant.
4. Appointment of the Ambassador, from outside the ranks of the serving members of Foreign Service is done via a Presidential Decree.

### **Article 7**

#### **Appointment of the Charge d’Affairs**

1. Department ensures that, the proposal submitted to the President, on the appointment of the charge d’affaires of a mission, also contains the following documents;
  - 1.1. The letter through which the President is assured that, in compliance with the Constitution and the Law, all necessary procedures in relation to the candidate nominated for the position of the Charge d’Affairs have been completed.
  - 1.2. Curriculum Vitae of the candidate nominated for the post of the Charge d’Affairs;

- 1.3. Copy of a valid photo ID, of clear visibility ( copy of the passport of the identification card) and,
- 1.4. Any other document which might be considered relevant.
2. Appointment of the Charge d’Affairs of a mission is done via a Presidential Decree.

**Article 8**  
**Appointment of a non-residential Ambassador**

1. Department ensures that, the proposal submitted to the President, on the appointment of the non-residential Ambassador, also contains the following documents:
  - 1.1. The letter through which the President is assured that, in compliance with the Constitution and the Law, all necessary procedures in relation to the candidate nominated for the position of the non-residential Ambassador have been completed;
  - 1.2. Curriculum Vitae of the candidate nominated for the post of the non-residential Ambassador;
  - 1.3 Copy of a valid photo ID, of clear visibility (copy of the passport of the identification card) and,
  - 1.4 Any other document which might be considered relevant.
2. Appointment of the non-residential Ambassador is done via a Presidential Decree.

**Article 9**  
**Appointment of the Consul General**

1. Department ensures that, the proposal submitted to the President, on the appointment of the Consul General , also contains the following documents:
  - 1.1. The letter through which the President is assured that, in compliance with the Constitution and the Law, all necessary procedures within the MFA - in relation to the candidate nominated for the position of the Consul General have been completed;
  - 1.2. Curriculum Vitae of the candidate nominated for the post of the Consul General;
  - 1.3 Copy of a valid photo ID, of clear visibility (copy of the passport of the identification card) and,
  - 1.4 Any other document which might be considered relevant.
2. Appointment of the Consul General is done via a Presidential Decree.

**Article 10**  
**Dismissal of the Ambassador, of the Charge D’Affairs or of the Consul General**

1. Department ensures that, the proposal submitted to the President, on the dismissal of the Ambassador, of the Charge D’Affairs or of the Consul General, also contains the following documents:
  - 1.1. The letter through which the President is assured that, in compliance with the Constitution, the Law and the Law on Foreign Service, all necessary procedures within the Government on the dismissal of the Ambassador, of the Charge D’Affairs or of the Consul General have been completed;
  - 1.2. Relevant justification.
2. Dismissal of the Ambassador, of the Charge D’Affairs or of the Consul General is done via a Presidential Decree.

## **Article 11**

### **Revocation of the Ambassador, of the Charge D'affaires or of the Consul General**

1. The President of the Republic of Kosovo shall by Decree order the revocation of the Ambassador, the Charge D'affaires or Consul General from the Mission, before the expiry of the appointed period, for the reasons set forth in Article 23 (1) of the Law on Foreign Service.
2. The Department shall prepare the draft Decree and/or shall review the relevant documents and reports.

## **Article 12**

### **Release from duty of the Ambassador, of the Charge D'affaires or of the Consul General**

1. Department ensures that, the proposal submitted to the President, on the release from duty of the Ambassador, of the Charge D'Affairs or of the Consul General, also contains the following documents:
  - 1.1. The letter through which the President is assured that, in compliance with the Constitution, the Law and the Law on Foreign Service, all necessary procedures within the Ministry, and that the release from duty of the Ambassador, of the Charge D'Affairs or of the Consul General may be carried out;
  - 1.2. Information that the tenure of the Ambassador, Charge D'Affairs or Consul General proposed for release from duty has ended.
2. The President, via a decree, releases from duty the Ambassador, Charge D'Affairs or the Consul General.

## **CHAPTER IV – ACCREDITATION AND REVOCATION OF THE AMBASSADOR**

### **Article 13**

#### **Accreditation of the Ambassador**

1. Department ensures that, the proposal submitted to the President, on the accreditation, respectively on issuing of the letters of credence, for the candidate appointed as an Ambassador to the receiving country, also contains the following documents:
  - 1.1. The letter through which the President is assured that, in compliance with the Constitution, the Law, the Law on Foreign Service and the Convention on Diplomatic Relations (1961), that the agreement has been received from the receiving state and issuing of the Letters of Credence can proceed;
  - 1.2. Agreement of the receiving state;
  - 1.3. Specification of the details to whom the letters of credence are to be addressed to, inclusive of the correct title of the post of the addressee in the receiving state.
2. The President issues the Letters of Credence for the accreditation of the candidate appointed as an Ambassador to the receiving state.

**Article 14**  
**Revocation of the Ambassador**

1. Department ensures that, the proposal submitted to the President, on the issuing of the revocation letters for the dismissed, revoked prior to the termination of the tenure, or release from duty of the Ambassador, also contains the following documents :
  - 1.1. The letter through which the President is assured that, in compliance with the Constitution, the Law, the Law on Foreign Service, issuing of the revocation letters may go ahead;
  - 1.2. Information related to the Ambassador, for whom the letter of revocation has been requested for;
  - 1.3. Specification of the details to whom the letter of revocation is to be addressed to, inclusive of the correct title of the post of the addressee in the receiving state.
2. The President issues the letter for the revocation of the Ambassador from the mission.

**CHAPTER V - FINAL PROVISIONS**

**Article 15**  
**Abrogation**

By entering into force of this Administrative Instruction, the Regulation No. 006/2016 on Rules of the Procedure on the process of the appointment of the Ambassadors and Heads of Diplomatic Missions (24.03.2016) is abrogated.

**Article 16**  
**Entry into force**

This Administrative Instruction enters into force on the date of signature.

**Driton GASHI**

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**Secretary of the Office of the President**

Prishtina, 28.01.2019