



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

ADMINISTRATIVE INSTRUCTION (SZP) No. 02/2017
ON THE USAGE OF FIXED AND MOBILE TELEPHONY IN
THE PRESIDENCY

Prishtina, 21.06. 2017



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The Secretary of the Office of the President,
Pursuant to Article 17 (2.7) of Law no. 03/L-094 on the President of the Republic of Kosovo (Official Gazette, no. 47, January 25, 2009), based on Article 18 of Regulation (P) no. 02/2016, on the Organizational Structure of the Presidency (08.09.2016), issues the following:

**ADMINISTRATIVE INSTRUCTION (SZP) No. 02/2017
ON THE USAGE OF FIXED AND MOBILE TELEPHONY IN THE
PRESIDENCY**

CHAPTER I – GENERAL PROVISIONS

**Article 1
Aim**

The purpose of this Administrative Instruction is to determine the rules for the usage of fixed and mobile telephony in the Presidency.

**Article 2
Scope**

The provisions of this Administrative Instruction are mandatory for all the employees in the Presidency.

**Article 3
Definitions**

1. The expressions used in this Administrative Instruction have the following meaning
 - 1.1. **President** – The President of the Republic of Kosovo;
 - 1.2. **Presidency** – The headquarters of the President’s official activity, which includes the Cabinet of the President, the Office of the President and other related institutions/units;
 - 1.3. **The employees in the Cabinet** – The Chief of Staff, the Deputy Chief of Staff,

the Advisor to the President, supporting staff, security officers and technical employees;

- 1.4. **Former-President** - The President who has passed the mandate, who enjoys the privileges according to Law no. 03/L-94 on the President of the Republic of Kosovo;
- 1.5. **Secretary** – The Secretary of the Office of the President;
- 1.6. **Director** - Directors of Professional and Supporting Departments;
- 1.7. **The CCC Secretariat** - Secretariat of the Consultative Council for Communities;
- 1.8. **Official** - All the employees in the Presidency, according to the Kosovo Civil Service Law;
- 1.9. **Fixed telephone** - Static telephone device located in the office;
- 1.10. **Mobile telephone** – Mobile telephone device;
- 1.11. **Mobile telephony account refill** – The refilling of the phone account through a scratch card or electronically.

CHAPTER II – FIXED TELEPHONY

Article 4

The right on fixed telephone

All the employees in the Presidency have the right to be equipped with fixed telephone devices.

Article 5

Monthly fees of expenses for fixed telephony

1. Monthly fees of expenses for fixed telephony, for calls out of fixed telephony, and for international calls are set out in Annex no. 1 of this Administrative Instruction.
2. Fixed telephony expenses set out in Annex no. 1 of this Administrative Instruction can not be accumulated and the amount of the expenses is closed on the last day of the month.

Article 6

Additional expenses for fixed telephony

1. For expenses, which by the nature of work exceed the monthly amount specified in Annex no. 1 of this Administrative Instruction, the approval of the Secretary is needed.
2. The request for special approval of fixed telephony expenses should be accompanied with a justification for the validity or relevance of the work position and the need for these costs.
3. The request according to paragraph 2 of this Article, for civil servants, is forwarded to the Secretary through the Director of the Department, whereas for the employees in the Cabinet it is forwarded to the Secretary through the Chief of Staff or the Deputy Chief of Staff.

Article 7
The excess of fixed telephony expenses

1. All the expenses that exceed the amount specified in Annex no. 1 of this Administrative Instruction, and which do not have the approval of the Secretary, are covered by the employee, who has exceeded the determined amount.
2. In the case of the disapproval of the additional expenses, the Secretary shall issue a decision according to the proposal of the Chief Financial Officer, that from the employee, who has exceeded the allowed amount, the exceeded amount shall be withheld from the salary.
3. The Personnel Division is obliged to implement the decision from paragraph two (2) of this Article.

CHAPTER III – MOBILE TELEPHONY

Article 8
The right on mobile phone

1. The right to be equipped with a mobile phone have:
 - 1.1. The President;
 - 1.2. The Chief of Staff;
 - 1.3. The Deputy Chief of Staff.

Article 9
Monthly mobile phone contract packages

1. The right to be provided with monthly mobile phone contract packages have:
 - 1.1. The President;
 - 1.2. The Chief of Staff;
 - 1.3. The Deputy Chief of Staff;
 - 1.4. The Political Advisors;
 - 1.5. The Secretary;
 - 1.6. The Directors of the Departments;
 - 1.7. The Secretary of the CCC;
 - 1.8. Other staff supporting the Cabinet during activities abroad, after approval by the Secretary.

Article 10
Refill of the mobile phone account

1. All the employees in the Presidency have the right to be provided with the refill of the mobile phone account.
2. The refill of the mobile phone accounts can be used by all employees in the Presidency, except for those who are users of a monthly mobile phone contract package.

3. The Secretary may, by decision, approve the refill of a mobile phone account for fixed-term employees as well as any other category of persons engaged in the Presidency.

Article 11

Monthly fees of expenses of mobile phone account

1. Monthly fees of expenses for the refill of the mobile phone account are set out in Annex no. 2 of this Administrative Instruction.

2. The expenses for mobile phone monthly contract packages and the expenses for the refill of mobile phone account are set out in Annex no. 2 of this Administrative Instruction can not be accumulated and the value of expenses is closed on the last day of the month.

Article 12

Additional expenses of mobile telephony

1. For expenses, which by the nature of work exceed the monthly amount specified in Annex no. 2 of this Administrative Instruction, the approval of the Secretary is needed

2. The request for special approval of the expenses for mobile phone monthly contract packages and the expenses for the refill of mobile phone account should be accompanied with a justification for the validity or relevance of the work position and the need for these costs.

3. The request according to paragraph 2 of this Article, for civil servants, is forwarded to the Secretary through the Director of the Department, whereas for the employees in the Cabinet it is forwarded to the Secretary through the Chief of Staff or the Deputy Chief of Staff.

Article 13

The excess of mobile telephony expenses

1. All the expenses that exceed the amount specified in Annex no. 2 of this Administrative Instruction, and which do not have the approval of the Secretary, are covered by the employee, who has exceeded the determined amount

2. In the case of the disapproval of the additional expenses, the Secretary shall issue a decision according to the proposal of the Chief Financial Officer, that from the employee, who has exceeded the allowed amount, the exceeded amount shall be withheld from the salary.

3. The Personnel Division is obliged to implement the decision from paragraph two (2) of this Article.

CHAPTER IV – FINAL DISPOSITIONS

Article 14

Reporting the expenses

The Budget and Finance Division keeps record of each fixed and mobile number according to the number user and reports to the Secretary on a monthly basis about the expenses and the

exceeding of the tariffs.

Article 15
Maintenance

The Information Technology Division is responsible for maintaining the fixed telephony network in the Presidency.

Article 16
Planning of the expenses

The Budget and Finance Division should plan the expenses of fixed and mobile telephony, according to the number of employees and tariffs according to Annexes 1 and 2 of this Administrative Instruction.

Article 17
Abrogation

1. After entry into force of this Administrative Direction, the following will be abrogated:
 - 1.1. The Internal Administrative Instruction with prot.no. 835, dated 03.08.2015;
 - 1.2. Decision on Defining the Amount of Expenses for Telephone and Buffet Services, dated 01.06.2006.

Article 18
Entry into force

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

Fehmi Mehmeti,
Acting Secretary of the Office of the President

Prishtina, 21.06. 2017