



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



**REGULATION (P) NO. 01/2021 ON THE PROCEDURES FOR
THE ACCEPTANCE OF THE DUTY BY THE PRESIDENT OF
THE REPUBLIC OF KOSOVO**

Prishtina, March 18th 2021



REPUBLIKA E KOSOVËS -PRESIDENTI
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REPUBLIKA KOSOVO - PRESEDNIK



The Acting President of the Republic of Kosovo,
Pursuant to Article 84 (4) and Article 90 of the Constitution of the Republic of Kosovo, Article 6 of Law No. 03/L-094 on the President of the Republic of Kosovo (OG No. 47, 25 January 2009), and Article 3 (4) of Regulation (P) No. 02/2016 on the organizational structure of the Presidency (08.09.2016), as well as taking into account Article 21.4 of Law No. 03/L-132 on the State Protocol of the Republic of Kosovo (OG No. 53, 01 June 2009), amended and supplemented by Law No. 03/L-235 (OG No. 89, 30 November 2010), approves the following:

**REGULATION (P) NO. 01/2021 ON THE PROCEDURES FOR THE
ACCEPTANCE OF THE DUTY BY THE PRESIDENT OF THE REPUBLIC
OF KOSOVO**

CHAPTER I - GENERAL PROVISIONS

Article 1
Aim

This Regulation defines the procedures for the organization of the acceptance ceremony of the President of the Republic of Kosovo, as well as other protocol, ceremonial and administrative-related procedures.

Article 2
Scope

This Regulation is implemented by the relevant units at the Presidency, in cooperation with the State Protocol and other participants, at the acceptance ceremony of the President of the Republic of Kosovo and in other protocol, ceremonial and administrative-related procedures.

Article 3 Definitions

1. The terms used in this Regulation have the following meaning:
 - 1.1. **Ceremony** - means the ceremony of acceptance of the duties of the President;
 - 1.2. **Department** – the Protocol Department of the President;
 - 1.3. **Constitution** - The Constitution of the Republic of Kosovo;
 - 1.4. **Cabinet Representative** - representative of the Cabinet of the President of the Republic of Kosovo whose mandate is ending, appointed by the President whose mandate ends to coordinate and cooperate on the acceptance of the duty of the President;
 - 1.5. **Representative of the President** - a representative of the President appointed by the President for coordination and cooperation of the acceptance of the duty of the President;
 - 1.6. **Presidency** - the seat of the official activity of the President, which includes the Cabinet of the President, the Office of the President, and other related institutions/units;
 - 1.7. **President** - The President of the Republic of Kosovo who has sworn the oath before the Assembly of Kosovo;
 - 1.8. **President whose mandate ends** - The President of the Republic of Kosovo whose mandate for which he was elected ends;
 - 1.9. **State Protocol** - the competent office that determines and handles the official protocol and official ceremonial, which performs duties and responsibilities in accordance with Law No. 03/L-132 on the state protocol of the Republic of Kosovo (OG No. 53, 01 June 2009) amended and supplemented by Law No. 03/L- (OG No. 89, 30 November 2010);
 - 1.10. **Secretary** – The Secretary of the Office of the President;
 - 1.11. **The venue of the ceremony** - The Cabinet or any other place where the ceremony shall take place.
2. Words of one gender include the other gender as well.

CHAPTER II -

PREPARATION OF THE CEREMONY

Article 4

Agenda and scenario preparation

1. The preparations for the acceptance of the office of the President are made in advance by the Department in cooperation with the State Protocol, the representative of the Cabinet and the representative of the President.
2. During the discussions, according to paragraph one (1) of this article, between the representative of the Cabinet and the representative of the President, an agreement is made on the manner of transfer of sensitive/classified materials and the transfer of security codes.
3. In the course of the preliminary activities, the Department, in cooperation with the State Protocol and with the Secretary shall prepare the agenda and scenario of the ceremony, in accordance with this Regulation and the best protocol and ceremonial practices.
4. The President and the President whose term ends, are informed by their representatives regarding the agenda and scenario of the ceremony.
5. The Department in cooperation with the State Protocol shall hold a preliminary rehearsal at least one day before the inauguration ceremony.

Article 5

The venue and the participants at the ceremony

1. The Secretary and the Department, in cooperation with the State Protocol, as per the agreement between the representative of the Cabinet and the representative of the President, shall decide on the venue, the participants as well as the moderator of the ceremony.
2. In accordance with paragraph one (1) of this Article, the media may also be invited to participate at the ceremony.

Article 6

Preliminary preparation of the ceremony

1. The Department, in cooperation with the State Protocol, in accordance with the agenda and scenario of the ceremony, is tasked with:
 - 1.1. the preparation of the participant's list;
 - 1.2. the site preparation;

- 1.3. the plan for the reception and accommodation of guests, according to protocol rules;
- 1.4. the notification of the participants of the appearance and dress code, and
- 1.5. other protocol and ceremonial issues.

Article 7
Invitation of the participants to the ceremony

The Department invites the participants to the ceremony, according to the list prepared in accordance with Article 6 of this Regulation, and also notifies the guests of the venue, date, time and dress code at the ceremony.

Article 8
Reception ceremony

The reception ceremony is scheduled in advance in accordance with Article 4 and Article 5 of this Regulation.

Article 9
Ceremonial Guard of the Kosovo Security Force

The scenario of the ceremony with the participation of the Ceremonial Guard of the Kosovo Security Force, respectively of the Ceremonial Squad and of the Wind Orchestra, is determined in advance, in accordance with Article 4 and Article 5 of this Regulation.

Article 10
Notification of the President

After finalizing the agenda, scenario, and confirmation of the participants, the Department notifies the President and the President whose mandate ends, of the venue, date, time, and participants of the ceremony.

CHAPTER III - THE CEREMONY

Article 11 Ceremonial Agenda and Scenario

The ceremony takes place according to the agenda and scenario of the ceremony, prepared in accordance with Article 4 and Article 5 of this Regulation.

Article 12 Messages to the President

1. The President whose term ends, may give a message during the ceremony or leave a written message to the President.
2. The President whose term ends, may decide that the written message be made public.

Article 13 Reception and accommodation of guests at the ceremony

The participants at the ceremony are welcomed and escorted by protocol staff to their seats, in order of priority.

Article 14 Reception of the President

1. The President whose term ends together with his/her spouse receives the President and the First Lady/Sir at the entrance of the venue of the ceremony and accompanies him/her to the respective place.
2. At the moment of the arrival of the President, all those present stand up.
3. The President whose term ends guides the President to his/her respective seat.
4. After the President whose term end and the President have taken their seats, all other attendees sit down.

Article 15 The theme of the ceremony

The President and his/her team can select a theme that will follow all the activities throughout the ceremony.

Article 16
Symbolic handover of the office of the President

The symbolic handover of the duty of the President is done according to the agenda and scenario of the ceremony, prepared in accordance with Article 4 and Article 5 of this Regulation.

Article 17
Information

The Presidency informs the public about the ceremony of handing over and accepting the office of the President, through the official website of the Presidency or other forms and requests from the relevant Ministry of Foreign Affairs to notify the diplomatic missions and other entities in accordance with applicable law.

CHAPTER IV - ADMINISTRATIVE PROCEDURES

Article 18
Works that are in the process of political level and policies

The Secretary in cooperation with the representative of the Cabinet and the representative of the President, agree on the manner of transfer and or notification of the works that are in progress.

Article 19
Transition of the Cabinet staff

1. The Secretary in cooperation with the representative of the Cabinet and the representative of the President, agree on the time of freeing the offices of the staff of the President whose term ends, the hand-over of the assets of the Presidency they have been charged with and the time of the settling of the appointed staff by the President in the offices, as well as on the manner of accepting the respective duties that are in process.
2. The President may temporarily inherit advisers to ensure the transfer of the institutional memory of the Cabinet.

Article 20
Procedures for accepting the office of the President by the Acting President

In cases when the acceptance of the office of the President is done by the Acting President, the provisions of this Regulation shall apply accordingly.

Article 21
The inability of the presence of the President whose term ends at the ceremony

1. In cases when the presence of the President whose term ends is impossible, the provisions of this Regulation shall apply accordingly.
2. In accordance with paragraph one of this Article, the Department in cooperation with the State Protocol, in agreement with the representatives or delegates of the President, decide on the scenario of the ceremony, which includes but is not limited to the agenda, venue and participants at the ceremony.

Article 22
The Acting President

In cases when the office of the President is accepted by the Acting President, in accordance with Article 90 of the Constitution, the ceremony, as defined in this Regulation, shall not apply. In these cases, the Secretary, in cooperation with the representative of the Cabinet and the representative of the President, agrees on the manner of transfer and/or notification of the work in progress.

CHAPTER V- FINAL PROVISIONS

Article 23
Budget planning

1. The relevant unit for budget and finance in the Presidency, must make in advance the relevant budget planning for the year when the term of the President expires.
2. In case the budget planning cannot be done in advance because the position of the President remains vacant before the 5-year term, then the means for the ceremony are separated from the other budget codes.

Article 24
Entry into force

This Regulation shall enter into force on the day of its approval by Decree by the President.

Vjosa Osmani - Sadriu

Acting President of the Republic of Kosovo

Prishtina, March 18, 2021.

**Approved by Decree No. 59/2021, date 18.03.2021,
by the Acting President of the Republic of Kosovo Vjosa Osmani – Sadriu**