



REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTES
REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT
REPUBLIKA KOSOVO - KANCELARIJA PREDSEDNICE

ADMINISTRATIVE INSTRUCTION (SOP) NO. 01/2021
ON THE CONDUCT OF ORGANIZED VISITS AT THE
PRESIDENCY

Prishtina, 30.06.2021.



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Secretary of the Office of the President,

Pursuant to Article 17 of Law no. 03 / L-094 on the President of the Republic of Kosovo (OG No. 47, 25 January 2009) and Article 18 of Regulation (P) No. 02/2016 on the Organizational Structure of the Presidency (08.09.2016), issues the following:

**ADMINISTRATIVE INSTRUCTION (SOP) NO. 01/021
ON THE CONDUCT OF ORGANIZED VISITS AT THE
PRESIDENCY**

CHAPTER I – GENERAL PROVISIONS

Article 1

Aim

This Administrative Instruction sets out the rules for the conduct of organized visits at the Presidency.

Article 2

Scope

1. This Administrative Instruction is implemented by:
 - 1.1. Presidency staff, and
 - 1.2. Visitors at the Presidency.

Article 3

Definitions

1. The terms used in this Administrative Instruction have the following meaning:
 - 1.1. **President** - the President of the Republic of Kosovo;
 - 1.2. **Presidency** - the seat of official activity of the President, which includes the Cabinet of the President, the Office of the President and other inter-related institutions/units;
 - 1.3. **Office of the President** - is a unit of the Presidency and a special institution within the Kosovo Civil Service Kosovo;

- 1.4. **Secretary** - The Secretary of the Office of the President;
- 1.5. **Presidency staff** - advisers to the President, civil servants at the Presidency and support staff at the Cabinet of the President;
- 1.6. **Department** - Relevant Department of information and public communication at the Presidency;
- 1.7. **Visitors** - means persons who are on the premises of the Presidency for the purpose of participation in organized visits;
- 1.8. **President's events** - events or activities organized by or under the direct or indirect auspice of the President.

CHAPTER II – THE CONDUCT OF ORGANIZED VISITS AT THE PRESIDENCY

Article 4 Visits at the Presidency

1. The request for a visit to the Presidency is submitted at least five (5) days before the date of the visit and contains:
 - 1.1. The name and contacts of the visitor or the representative of the organized group;
 - 1.2. The proposed date and time of the visit;
 - 1.3. Number and names of visitors; and
 - 1.4. The purpose of the visit.
2. The request, according to paragraph 1 of this article is forwarded to the Department, which reviews the request and submits it to the Secretary for approval.
3. Upon notification and justification of the Department official, the visit is approved by the Secretary.
4. The Department Officer, upon approval of the visit by the Secretary, notifies the representative of the organized group of the date and time of the visit, as well as the code of conduct.
5. The secretary, for security reasons may postpone the visit or interrupt the visit if he deems it necessary.
6. The request for a visit to the Presidency can be made according to Annex 1 of this Administrative Instruction.

Article 5 Participation at President's events

1. Visitors can observe and/or participate at various President's events after public notification or prior invitation.
2. The request and approval for participation at these events are made appropriately according to the procedures set out in Article 4 of this Administrative Instruction.

Article 6

Reception

Visitors upon arrival at the Presidency, are received by the Department official (s) / subjected to security control, in accordance with the relevant legislation on protection, security and access to state facilities.

Article 7

Accommodation

1. Visitors are accommodated in spaces designated for them.
2. The Presidency provides visitors with the appropriate facilities and equipment necessary to conduct the visit according to the defined purpose.

Article 8

Accompaniment

Department Officer provides continuous accompaniment for visitors during their stay at the Presidency.

Article 9

Maintaining of the order

1. The Department Officer informs the visitors in advance about the manner of conduct and maintenance of order and peace during the visit to the Presidency.
2. Visitors, during the time they are within the premises of the Presidency, are obligated to adhere to the order and rules of conduct at the Presidency.
3. In principle, filming and photographing are not allowed at the premises of the Presidency, except for filming and photographing in certain spaces, it can be done only with the prior consent of the Department.
4. During the activity, any action that interferes with the work is prohibited, such as speaking loudly, use of mobile phones, photographing and anything else that conflicts with the order of the event and which hinders and makes it difficult to implement the activity.
5. If any of the participants does not adhere to the order and rules of conduct at the Presidency, the Department, if it deems it necessary, may interrupt the visit during the implementation or may remove from the building the relevant person who commits the violation.

Article 10
Escorting

The Department Officer looks after and ensures that the visitors are accompanied to the exit after the end of the event they participated in at the Presidency.

CHAPTER III - CONCLUDING PROVISIONS

Article 11
Entry into force

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

Fehmi MEHMETI

Acting Secretary of the Office of the President

Prishtina, 30.06.2021.

Annex I: Request for an organised visit to the Presidency



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Name and Surname of the visitor / of the representative of the organised group	
Phone Number: E-mail:	
Proposed date and time of the visit	
Number and names of the visitors	
Purpose of the visit:	

PERSONAL STATEMENT

I, (name, surname) _____

STATE THAT: all the information provided and attached are true

➤ **WARNING:** False statement, data and evidence is punishable in accordance with the laws in force!

Signature:

Date: ____ . ____ . ____