



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

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**ADMINISTRATIVE INSTRUCTION (SOP) NO.02/2021 ON  
ACCREDITATION OF MEDIA REPRESENTATIVES AT THE  
PRESIDENCY**

**Prishtina, 30.06.2021.**



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

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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. 02/2021 ON ACCREDITATION OF MEDIA REPRESENTATIVES AT THE PRESIDENCY**

**CHAPTER I – GENERAL PROVISIONS**

**Article 1**

**Aim**

This Administrative Instruction sets out the rules for the accreditation of media representatives who follow the activities of the President and the Presidency

**Article 2**

**Scope**

1. This Administrative Instruction is implemented by:
  - 1.1. Relevant units at the Presidency;
  - 1.2. Media and freelance media workers applying for accreditation;
  - 1.3. Persons who are being accredited.

**Article 3**

**Definitions**

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

- 1.4. **Cabinet of the President** - The Presidency Unit which consists of the President's advisors and support staff;
- 1.5. **Secretary** - The Secretary of the Office of the President;
- 1.6. **Department** - Relevant Department of Information and Public Communication at the Office of the President;
- 1.7. **Media** - means audio-visual, print and electronic media;
- 1.8. **Media representatives** - any authorized media person or freelance media worker.

## **CHAPTER II – ACREDITATION**

### **Article 4**

#### **The right to apply for accreditation**

All media, domestic and foreign, as well as freelance media workers, have the right to apply for accreditation, according to the rules and procedures set out in this administrative instruction.

### **Article 5**

#### **Application for media accreditation**

1. Accreditation is performed based on the request of the media institution where the accredited persons are employed.
2. Application for accreditation:
  - 2.1. is submitted in writing;
  - 2.2. addresses the Department;
  - 2.3. contains a brief description of the media and the names of the persons seeking accreditation;
  - 2.4. contains media contacts;
  - 2.5. presented by the individual authorized by the media;
  - 2.6. is submitted :
    - i. directly to the Presidency;
    - ii. By mail, or
    - iii. Electronically;
  - 2.7. can be submitted during the whole year;
  - 2.8. can be withdrawn at any time.
3. The request for media accreditation can be made in accordance with Annex 1: The request form for media accreditation, of this administrative instruction.

### **Article 6**

#### **Application for accreditation of a freelance media worker**

1. Accreditation is performed at the request of the freelance media employee.
2. Application for accreditation:

- 2.1. Is submitted in writing;
  - 2.2. addresses the Department;
  - 2.3. contains the contacts of the freelance media employee;
  - 2.4. Is submitted:
    - i. directly to the Presidency;
    - ii. By mail, or
    - iii. Electronically;
  - 2.5. Can be submitted during the whole year;
  - 2.6. Can be withdrawn at any time.
3. The request for freelance media employee accreditation can be made in accordance with Annex 2: Application form for accreditation of a freelance media employee, of this administrative instruction.

### **Article 7**

#### **Accreditation documentation**

1. The media institution attaches the following documents to the application for accreditation:
  - 1.1. Registration certificate;
  - 1.2. The list of persons required to be accredited and who represent the media institution with the respective functions, which includes:
    - i. their contacts (contact phone number and e-mail address);
    - ii. Their full residential address;
    - iii. The period for which accreditation is requested;
    - iv. Copy of the identification document of the persons requesting accreditation;
    - v. photographs of persons being accredited.
2. The freelance media employee attaches the following documents to the accreditation application:
  - 2.1. Copy of identification document;
  - 2.2. Contacts (contact phone number and e-mail address);
  - 2.3. Residential address;
  - 2.4. The period for which accreditation is required;
  - 2.5. Journalist card issued by a journalists' association;
  - 2.6. Photograph of the person required to be accredited.

### **Article 8**

#### **Accreditation**

1. Accreditation is issued for:
  - 1.1. Journalists;
  - 1.2. Photographers;

- 1.3. Shooting crews:
  - i. technicians;
  - ii. Operators;
  - iii. Directors;
  - iv. Cameramen;
  - v. drivers.

## **Article 9**

### **Duration of the Accreditation**

1. The duration of accreditation can be:
  - 1.1. Daily;
  - 1.2. Weekly;
  - 1.3. Monthly;
  - 1.4. Annual (calendar year);
  - 1.5. for the entire Presidential term.

## **Article 10**

### **Review of the accreditation application**

1. The request for accreditation with the accompanying documentation is reviewed by the Department.
2. The Department, if the application and documentation are in order, prepares the proposal for accreditation of media representatives.
3. The Secretary, upon the proposal of the Department, approves the accreditation of media representatives.

## **Article 11**

### **Accreditation Cards**

1. The Department, after accrediting media representatives and freelance media employees, issues accreditation cards to them.
2. The accreditation card is issued in accordance with Annex No. 4: Types of accreditation cards of this administrative instruction and contains:
  - 2.1. The coat of arms of the Republic of Kosovo and the coat of arms of the Presidency;
  - 2.2. The inscription: Republic of Kosovo and the Presidency;
  - 2.3. The name of the media institution;
  - 2.4. Name and surname;
  - 2.5. The position he/she holds at the media institution;
  - 2.6. The photograph of the person being accredited;
  - 2.7. Card number.
  - 2.8. Accreditation period;

3. The accreditation card for freelance media employees contains:
  - 3.1. The coat of arms of the Republic of Kosovo and the coat of arms of the Presidency;
  - 3.2. The inscription: Republic of Kosovo and the Presidency;
  - 3.3. Name and surname;
  - 3.4. The position;
  - 3.5. The photograph of the person being accredited;
  - 3.6. Card number;
  - 3.7. Accreditation period;
4. Accredited persons during their stay in the Presidency must keep the accreditation card in a visible place.

## **Article 12**

### **Withdrawal of the accreditation**

1. The Secretary, upon the proposal of the Department and after the request made by the media institution or the freelance media employee in the free may withdraw the accreditation of the accredited persons.
2. The Secretary, upon the proposal of the Department, may withdraw the accreditation of the accredited person at any time and must provide a written justification for this.
3. In case of withdrawal of accreditation, persons are required to hand over the accreditation card.

## **CHAPTER III – ACCOMODATION AND ORIENTATION**

### **Article 13**

#### **Entrance checks**

1. Accredited persons are subject to the rules, for entry and exit within the premises of the Presidency.
2. The Department sends the list of accredited persons to the respective services entrusted to carry out the entry and exit points checks at the Presidency.

### **Article 14**

#### **Escorting**

The Department provides continuous escort for the accredited persons during their stay at the Presidency and within the environments where the activities of the Presidency take place.

**Article 15**  
**Accommodation**

The Department ensures that the persons accredited to the Presidency are accommodated in the spaces designated for them and helps to create the necessary conditions and equipment they might require to perform their duties.

**Article 16**  
**Communication with media representatives**

The Presidency ensures continuous communication with the accredited persons and informs them in a timely and transparent manner about the activities of the Presidency

**Article 17**  
**Organisation of interviews**

1. The organization of interviews with the President takes place upon the request of the media representative, submitted to the Department or to the Cabinet.
2. The request must contain:
  - 2.1. The specific issues for which the interview is requested;
  - 2.2. The date, time and place when the interview is scheduled to take place.
3. The Department, in cooperation with the Cabinet, reviews the request for an interview, and responds back.

**Article 18**  
**Organisation of press conferences**

1. Press conferences are organized by the Presidency at certain venues, where media representatives are invited in advance.
2. Accredited persons, at their request, may obtain copies of the statements issued at the conference.

**CHAPTER IV - CONDUCT**

**Article 19**  
**Maintaining of the order**

1. The Department Officer shall notify the accredited persons in advance of the manner of conduct and maintenance of order and peace, during the time they are within the premises of the Presidency.
2. Accredited persons, during the time they are within the premises of the Presidency are obligated to adhere to the order and rules of conduct in the Presidency.

3. If any of the accredited persons do not adhere to the order and rules of conduct at the Presidency, the Department, if it deems it necessary, may remove from the building the respective person found to be violating the rules.

**Article 20**  
**Appearance of accredited persons**

Persons accredited to the Presidency, during conferences, interviews or relevant events, appear in serious attire and should not use telephones.

**Article 21**  
**Measures**

1. In case of violation of the maintenance of the order by the accredited person, the Department withdraws the accreditation through a justification and takes back the accreditation card.
2. The Security Service at the Presidency and the respective media institution are notified of all actions carried out under point 1 of this Decision.

**CHAPTER V - CONCLUDING PROVISIONS**

**Article 22**  
**The register of the accredited persons**

1. The Department maintains and updates electronic register for accredited persons.
2. The register contains:
  - 2.1. accredited media, including data on:
    - 2.1.1. Their representatives;
    - 2.1.2. Accreditation period;
    - 2.1.3. Necessary contacts.
  - 2.2. Data on accredited freelance media workers:
    - 2.2.1. Accreditation period;
    - 2.2.2. Necessary contacts.
3. The Director of the Department appoints the official of the Department, who will be responsible for maintaining and updating the Register.

**Article 23**  
**Annexes**

1. The annexes attached to this administrative instruction are an integral part of it:
  - 1.1. Annex 1: Application form for media accreditation;
  - 1.2. Annex 2: Application form for accreditation of a freelance media employee;
  - 1.3. Annex 3: Format of the Register of Accredited Persons
  - 1.4. Annex 4: Format of accreditation cards.



**Article 24**  
**Entry into force**

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

**Fehmi MEHMETI**

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**Acting Secretary of the Office of the President**

Prishtina, 30.06.2021

*Annex 1: Request for media accreditation*



**REPUBLIKA E KOSOVËS - PRESIDENCA**  
**REPUBLIC OF KOSOVO - PRESIDENCY**  
**REPUBLIKA KOSOVO - PREDSEDNIŠTVO**

Media name	
Name and Surname of the authorised media person	
Media address	
Phone number:	
E-mail	
<b>ATTACHED DOCUMENTS:</b> <b>(Mark with an X the ones you do possess and attach them to the application)</b>	
<ul style="list-style-type: none"><li>➤ Copy of the ID of the authorised media person <input type="checkbox"/></li><li>➤ Brief media description <input type="checkbox"/></li><li>➤ Media registration certificate ; <input type="checkbox"/></li><li>➤ List or persons seeking accreditation and which represent the media institution, their positions, also including:<ul style="list-style-type: none"><li>• Their phone number and e-mail address ; <input type="checkbox"/></li><li>• Full residential address ; <input type="checkbox"/></li><li>• Duration of accreditation; <input type="checkbox"/></li><li>• Copies of ID of the persons seeking accreditation ; <input type="checkbox"/></li><li>• Photographs of the persons seeking accreditation. <input type="checkbox"/></li></ul></li></ul>	
<b>If you have additional documents in support of your statement please write it down and attach it:</b>	

**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: \_\_\_\_ . \_\_\_\_ . \_\_\_\_

*Annex 2: Request for freelance media employee*



**REPUBLIKA E KOSOVËS - PRESIDENCA  
REPUBLIC OF KOSOVO - PRESIDENCY  
REPUBLIKA KOSOVO - PREDSEDNIŠTVO**

Name and Surname of the freelance media employee	
Residential Address of the freelance media employee	
Phone Number:	
E-mail	
<b>ATTACHED DOCUMENTS: (Mark with an X the ones you do possess and attach them to the application)</b>	
<ul style="list-style-type: none"><li>➤ Copy of the ID of the Freelance media employee <input type="checkbox"/></li><li>➤ Duration of accreditation; <input type="checkbox"/></li><li>➤ Journalist ID issued by a legally recognised Journalist Association; <input type="checkbox"/></li><li>➤ Photograph of the person requesting accreditation <input type="checkbox"/></li></ul>	
<b>If you have additional documents in support of your statement please write it down and attach it:</b>	

**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: .....

Data: \_\_\_\_ . \_\_\_\_ . \_\_\_\_

*Annex 3: The Register of Accredited Persons*



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

DEPARTAMENTI I INFORMIMIT DHE KOMUNIKIMIT ME PUBLIKUN  
DEPARTMENT OF INFORMATION AND PUBLIC COMMUNICATION  
ODELJENJE ZA INFORMISANJE I KOMUNIKACIJU SA JAVNOŠÇU

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**THE REGISTER OF THE REPRESENTATIVES OF THE ACCREDITED MEDIA**

Updated on \_\_.\_\_.\_\_\_\_  
Updated by: \_\_\_\_\_



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




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<b>ACCREDITED MEDIA</b>				
<b>No.</b>	<b>Media Name</b>	<b>Media Representatives and their positions</b>	<b>Duration of Accreditation</b>	<b>Media and representative(s) contact details</b>
1.				
2.				
3.				
<b>FREELANCE MEDIA EMPLOYEES</b>				
<b>No.</b>	<b>Name and Surname of the Employee</b>	<b>Position</b>	<b>Duration of Accreditation</b>	<b>Employee contact details</b>
1.				
2.				
3.				

*Annex 4: Accreditation card formats*

*Card for authorised media employees*

	
Republic of Kosovo- Presidency	
<b>MEDIA NAME</b>	
NAME	
SURNAME	
Position	
ID No:	
Valid until:	
<b>ACCREDITATION</b>	

*Card for freelance authorised media employees*

	
Republic of Kosovo- Presidency	
NAME	
SURNAME	
Position	
ID No:	
Valid until:	
<b>ACCREDITATION</b>	