



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

ADMINISTRATIVE INSTRUCTION (SOP) NO. 03/2021
ON IDENTIFICATION CARDS IN THE PRESIDENCY

Prishtina, 30.06.2021.



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

The 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, January 25, 2009), and Article 18 of Regulation (P) No. 02/2016 on the Organizational Structure of the Presidency (08.09.2016),
issues:

ADMINISTRATIVE INSTRUCTION (SOP) NO. 03/2021
ON IDENTIFICATION CARDS IN THE PRESIDENCY

CHAPTER I – GENERAL PROVISIONS

Article 1

Aim

This Administrative Instruction defines the types, content, procedures for the production, provision and use of identification cards for officials of the Presidency, and for visitors to the Presidency.

Article 2

Scope

1. This Administrative Instruction is implemented by:
 - 1.1. The officials of the Presidency, and
 - 1.2. Visitors to the Presidency.

Article 3

Definitions

1. The expressions used in this Administrative Instruction shall have the following meaning:
 - 1.1. **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;
 - 1.2. **Office of the President** - is a unit of the Presidency and a special institution within the Kosovo Civil Service;

- 1.3. **Officials of the Presidency** – the staff of the Presidency, the engaged persons in the Presidency and the contracted persons by the Presidency.
- 1.4. **Staff of the Presidency** - advisors to the President, civil servants in the Presidency and supporting staff in the President’s Cabinet
- 1.5. **Secretary** – The Secretary of the Office of the President;
- 1.6. **Appointees by the President** – are all persons appointed by the President to certain positions;
- 1.7. **The engaged persons in the Presidency** - members appointed by the President or the Secretary of the working bodies, which include, but are not limited to councils, committees, working groups, expert teams and other bodies;
- 1.8. **The contracted persons by the Presidency** - persons contracted by the Presidency, based on public procurement procedures or through other forms.

CHAPTER II – TYPES OF IDENTIFICATION CARDS

Article 4

Types of identification cards

1. The Informative Technology Department produces and issues these types of identification cards:
 - 1.1. the identification card for the staff of the Presidency;
 - 1.2. the VIP identification card;
 - 1.3. the identification card for the engaged persons in the Presidency;
 - 1.4. the identification card for the contracted persons by the Presidency; and
 - 1.5. identification card for visitors.
2. All the identification cards should have the same format, with special specifications, depending on the type of identification card, as defined in this Administrative Instruction.

Article 5

The identification card for the staff of the Presidency

1. The identification card for the staff of the Presidency contains:
 - 1.1. the emblem of the Republic of Kosovo and the emblem of the Presidency;
 - 1.2. the inscription: Republic of Kosovo and the Presidency;
 - 1.3. the photograph of the person to whom the card is issued;
 - 1.4. the name, surname and position of the person to whom the card is issued;
 - 1.5. the number of the identification card, and
 - 1.6. the date of expiry of the identification card.
2. The identification card for the staff of the Presidency is produced and issued in accordance with Annex No. 1 of this Administrative Instruction.

Article 6
VIP identification cards

1. The provision of the VIP identification cards is done for a special and important category of the staff of the Presidency.
2. The officials of the Presidency who have the right to be provided with VIP identification cards, are:
 - 2.1. The Advisors of the President;
 - 2.2. The Secretary;
 - 2.3. The Secretary of the Consultative Council for Communities;
 - 2.4. The Directors of the Professional Departments in the Office of the President, and
 - 2.5. The Presidency officials, after written approval by the Chief of Staff of the President's Cabinet.
3. The content of the VIP identification card is similar to the content of the card for the Presidency staff, except that it is in red color and at the bottom of the card on the right is written in capital letters VIP.
4. The VIP identification card is produced and issued in accordance with Annex No. 2 of this Administrative Instruction.

Article 7
The identification card for the engaged person in the Presidency

1. The identification card for the engaged person in the Presidency, contains the following data:
 - 1.1. the emblem of the Republic of Kosovo and the emblem of the Presidency;
 - 1.2. the inscription: Republic of Kosovo and the Presidency;
 - 1.3. the photograph of the person;
 - 1.4. the name, surname and position of the engaged person to whom the card is issued;
 - 1.5. the number of the identification card, and
 - 1.6. the date of expiry of the identification card.
2. The engaged person, for a time period of less than one month, receives the visitor's card for the duration of his/her stay in the Presidency.
3. The identification card for the engaged persons in the Presidency is produced and issued in accordance with Annex No. 3 of this Administrative Instruction.

Article 8
The identification card for the contracted person by the Presidency

1. The identification card for the contracted person by the Presidency, contains the following data:

- 1.1. the emblem of the Republic of Kosovo and the emblem of the Presidency;
 - 1.2. the inscription: Republic of Kosovo and the Presidency;
 - 1.3. the photograph of the person;
 - 1.4. the name, surname and position of the contracted person to whom the card is issued;
 - 1.5. the number of the contract;
 - 1.6. the date of expiry of the identification card;
 - 1.7. the building to which entry is allowed.
2. The contracted person with a short-term contract, for less than one month, receives a visitor's card for the duration of his/her stay in the Presidency.
 3. The identification card for the contracted person in the Presidency is produced and issued in accordance with Annex No. 4 of this Administrative Instruction.

Article 9

Identification card for visitors

1. The visitor to the Presidency is provided with a visitor identification card, which contains the following data:
 - 1.1. the emblem of the Republic of Kosovo and the emblem of the Presidency;
 - 1.2. the inscription: Republic of Kosovo and the Presidency;
 - 1.3. the name of the building;
 - 1.4. the card number.
2. The ID card for the visitor is valid only for the movements inside the building mentioned in the card.
3. The visitor is provided with a visitor card and is allowed to enter the building, only after he/she has submitted a valid (personal) identification document with photo at the reception.
4. The visitor identification card is produced and issued in accordance with Annex No. 5 of this Administrative Instruction.

CHAPTER III - THE PRODUCTION AND EVIDENCE OF THE IDENTIFICATION CARDS

Article 10

Production of the identification cards

1. The Information Technology Division produces and issues the identification cards, in accordance with this Administrative Instruction.
2. Only the identification cards produced and issued by the Information Technology Division are valid and can be used by Presidency officials and Presidency visitors.
3. The Information Technology Division may also produce other cards according to the requirements and needs of the Presidency, if such a thing is provided by a special normative act.

Article 11
Evidence for identification cards

1. The Information Technology Division keeps records for the produced identification cards, which contains:
 - 1.1. name and surname of the person who is supplied with identification card;
 - 1.2. date of the issuance of the card;
 - 1.3. date of expiry of the card;
 - 1.4. eventual replacement of the identification card;
 - 1.5. eventual loss of the identification card and supply with a new card, and
 - 1.6. data on invalidity, in cases when it is declared invalid.

CHAPTER IV - PROVISION OF THE IDENTIFICATION CARD

Article 12
Provision of the identification card

1. The request for the provision of the identification card for the staff of the Presidency is made by the Personnel Division which submits it to the Information Technology Division.
2. The request for the provision of the identification card for the employees in the Presidency, is made by the respective unit, related to the engaged person, through the Personnel Division and is submitted to the Information Technology Division.
3. The request for the provision of an identification card for the contracted persons is made by the manager of the respective project, through the Personnel Division and is submitted to the Information Technology Division.
4. The Presidency is obliged to provide visitors with identification cards during the time they are in the Presidency building.
5. The Personnel Division in cooperation with the Information Technology Division takes care to have sufficient identification cards for visitors
6. The request for the provision of the identification card is made in accordance with Annex no. 6 of this Administrative Instruction.

Article 13
Validity of the identification card

1. The identification cards are valid:
 - 1.1. five (5) years for the civil servants of the Presidency;
 - 1.2. for the nominees for the mandate for which they have been appointed or for the time for which they have been engaged or contracted;
 - 1.3. insofar as their working relationship with the Presidency is valid;

2. The VIP identification card is valid for the time of exercising the function for which the card was given.

Article 14

Replacement of the identification card

1. In case of change of position, damage of the identification card or expiry of the identification card, the Personnel Division makes a request for identification card, in accordance with this Administrative Instruction.
2. In case of the appointment of an official for a certain time in another position, and the same is required to be provided with an identification card for that position, the Personnel Division makes a request for a temporary identification card for that position, while the official submits the position identification card he/she holds to the Information Technology Division. Upon return to the previous position, the official returns the card of the temporary position to the Information Technology Division, while the Information Technology Division hands over the card of the position the official holds.

Article 15

Loss of the identification card

1. In case of loss of the identification card, the Personnel Division is notified through a letter regarding the place and day of loss of identification card.
2. The Personnel Division makes a request for the issuance of a new identification card.

Article 16

Validity of the identification card

1. The identification card of the official of the Presidency is invalid as follows:
 - 1.1. when his/her employment or engagement in the Presidency ends;
 - 1.2. expiration of the identification card;
 - 1.3. in case of loss, theft or damage, and
 - 1.4. in case of changing the identification card.
2. The Information Technology Division keeps data on the invalidity of the issued identification cards.

Article 17

Responsibilities of the identification card holder

1. All the official of the Presidency must be provided with identification cards.
2. All the officials of the Presidency must carry the identification card with them in a visible place during working hours, as well as during the entrances to the buildings of the institutions of the Republic of Kosovo.

3. All visitors to the Presidency must have a visitor card and carry it with them in a visible place during the visit to the institution building.
4. Giving the identification card to another person is a serious violation of work duties and is punishable in accordance with the applicable law for the abuse of official position and falsification of documents.
5. The use of invalid identification card is punishable in accordance with the applicable law for unauthorized use of documents

CHAPTER V – FINAL PROVISIONS

Article 18

Return or declaration of identification cards as invalid

1. In cases when the official of the Presidency terminates his/her employment or the mandate or time for which he/she has been appointed, engaged or contracted, the official is obliged to submit the identification card to the Personnel Division, and the latter submits the same to the Information Technology Division.
2. Exceptionally from paragraph 1 of this Article, when the official wants to keep the identification card, he/she notifies the Personnel Division. The Personnel Division informs the Information Technology Division that such a card becomes invalid and is recorded in the relevant records.
3. Failure to take actions from paragraphs 1 and 2 of this Article, is a violation of work rules and unauthorized transfer of official documents, which is sanctioned in accordance with the applicable law.

Article 19

The issuance of new identification cards

The Personnel Division and the Information Technology Division must prepare and issue new cards no later than three (3) months after the entry into force of this Administrative Instruction in accordance with this Administrative Instruction.

Article 20

Annexes

1. Part of this Administrative Instruction are the following annexes:
 - 1.1. Annex No. 1: The form of the Identification Card for the staff of the Presidency;
 - 1.2. Annex No. 2: The form of the VIP Identification Card;
 - 1.3. Annex No. 3: The form of the Identification Card for the engaged
 - 1.4. persons at the Presidency;
 - 1.5. Annex No. 4: The form of the Identification Card for the contracted
 - 1.6. persons by the Presidency;

- 1.7. Annex No. 5: The form of the Identification Card for visitors;
1.8. Annex No. 6: Application form for the issuance of the ID Card.

Article 21
Entry into force



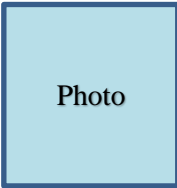
This Administrative Instruction enters into force on the date of signature.

Fehmi MEHMETI




Acting Secretary of the Office of the President

Prishtina, 30.06.2021.



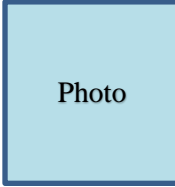
Annex No. 1: The form of the Identification Card for the staff of the Presidency

 
Republic of Kosovo - Presidency
 Photo
Name and surname: Position:
ID.No.: Date of expiry:



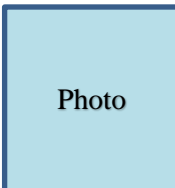
Annex No. 2: The form of the VIP Identification Card

 
Republic of Kosovo - Presidency
 Photo
Name and surname: Position:
ID No.: Date of expiry:
VIP



Annex No. 3: The form of the Identification Card for the engaged persons at the Presidency

 
Republic of Kosovo - Presidency
 Photo
Name and surname: Position: <i>(appointed or engaged)</i>
ID No.: <u>Date of issuance:</u>

Annex No. 4: The form of the Identification Card for the contracted persons by the Presidency

 
Republic of Kosovo - Presidency
 Photo
Name and surname: Position: Contract No.: The building to which access is allowed:
ID No.: Date of issuance:

Annex No. 5: The form of the Identification Card for visitors

 
Republic of Kosovo - Presidency
Name of the building:
ID No.:
VISITOR

Annex No. 6: Application form for the issuance of the Identification Card



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FIRST PART: TO BE FILLED IN BY THE PERSONNEL DIVISION			
FILL THE SPACES CLEARLY AND IN CAPITAL LETTERS			
NAME AND SURNAME	DATE AND COMMENCEMENT OF THE CONTRACT	TYPE OF CONTRACT	
POSITION:	DATE OF TERMINATION OF THE CONTRACT	<input type="checkbox"/> NEW CARD <input type="checkbox"/> RENEWAL <input type="checkbox"/> SUBSTITUTION <input type="checkbox"/> CONTRACTED/ENGAGED	
UNIT/DEPARTMENT	DATE OF APPLICATION E-MAIL AND TEL NO.	SIGNATURE OF THE PERSONNEL MANAGER	
SECOND PART: TO BE FILLED IN BY THE SUPERVISOR			
NAME AND SURNAME	POSITION	SIGNATURE	TELEPHONE NO.
THIRD PART: TO BE FILLED IN BY THE ITD			
NAME OF THE RESPONSIBLE PERSON IN THE ITD WHO ISSUES THE IDENTIFICATION CARDS	POSITION	SIGNATURE	DATE