



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

REGULATION (P) NO. 02/2022
ON THE ORGANIZATION AND FUNCTIONING OF THE
PRESIDENCY

Prishtina, 30.12.2022



REPUBLIKA E KOSOVËS – PRESIDENTJA
REPUBLIC OF KOSOVO – THE PRESIDENT
REPUBLIKA KOSOVO – PRESDENICA

The President of the Republic of Kosovo,

Pursuant to Article 84 of the Constitution of the Republic of Kosovo, Article 6 and Article 14 (7) of Law No. 03/L-094 on the President of the Republic of Kosovo (OG No. 47, January 25, 2009), amended and supplemented by Law No. 06/L-004 (OG No. 4, April 23, 2018), as well as taking into account the proposal of the Secretary of the Office of the President of the Republic of Kosovo, approves:

REGULATION (P) NO. 02/2022
ON THE ORGANIZATION AND FUNCTIONING OF THE PRESIDENCY

I. GENERAL PROVISIONS

Article 1
Aim

This Regulation aims to define the organization and functioning of the Presidency, as well as the functions and responsibilities of the organizational units of the Presidency

Article 2
Scope

This Regulation is implemented by all organizational units of the Presidency.

Article 3
Definitions

1. The expressions used in this Regulation have the following meaning:
 - 1.1. **President** – the President of the Republic of Kosovo;
 - 1.2. **Presidency** – the seat of the President's official activity, which includes the President's Cabinet, the Office of the President and other related institutions/units;
 - 1.3. **Cabinet** – the President's Cabinet, which is part of the Presidency and consists of the President's Advisors and Cabinet officers;
 - 1.4. **Office** – Office of the President which is an organizational unit of the Presidency and a separate institution within the Civil Service of Kosovo;
 - 1.5. **Secretary** – Secretary of the Office of the President;
 - 1.6. **Constitution** – Constitution of the Republic of Kosovo;
 - 1.7. **Law on the President** - Law No. 03/L-094 for the President of the Republic of Kosovo (OG No. 47, January 25, 2009), amended and supplemented by Law no. 06/L-004 (OG No. 4, April 23, 2018);

- 1.8. **Law on the protection and promotion of the rights of communities** - Law no. 03/L-047 on the protection and promotion of the rights of communities and their members in the Republic of Kosovo (OG No. 28, June 4, 2008), amended and supplemented by Law no. 04/L-115 (OG No. 25, September 7, 2012) and Law No. 04/L-020 (OG No. 29, December 27, 2011);
 - 1.9. **Law on public officials** - Law no. 06/L – 114 on public officials (OG No. 8, March 11, 2019);
 - 1.10. **Public officials**, pursuant to this Regulation, are:
 - i. Civil Service employee (civil servant);
 - ii. Cabinet employee and,
 - iii. Administrative and support staff.
 - 1.11. **Civil servant** - is a public official within the Civil Service, who exercises the duty in a position, starting from professional officer to the position of the Secretary of the Office of the President, and any official defined directly by a special law.
 - 1.12. **Cabinet Employee**– is the the public official performing the duty in the Cabinet of the President, which means the President's support staff;
 - 1.13. **Administrative employee** - technical and support - the public official that performs activities of support, maintenance, security, driving and other similar activities in the Presidency;
 - 1.14. **Public officials** – officials appointed by the President;
 - 1.15. **DMPO** – Department for the Management of Public Officials, within the ministry responsible for public administration;
 - 1.16. **DMHR** – Division for the management of Human Resources, within the Office of the President.
2. Other terms used in this Regulation have the same meaning as in the definitions of Law No. 03/L-094 on the President of the Republic of Kosovo, Article 23 (1) of Law no. 03/L-132 on the state protocol of the Republic of Kosovo (OG No. 53, June 1, 2009), amended and supplemented by Law No. 03/L-235 (OG No. 89, November 30, 2010), as well as in Law no. 06/L – 114 on public officials (OG No. 8, March 11, 2019).
3. All terms referring to positions in this Regulation denotes equal application for both sexes.

II. ORGANISATION AND FUNCTIONING OF THE PRESIDENCY

Article 4 The President

1. The President leads the Presidency and exercises powers in accordance with the Constitution and other legislation in force.
2. The President has the following powers defined in Article 84 of the Constitution:
 - 1.1. represents the Republic of Kosovo, internally and externally;
 - 1.2. guarantees the constitutional functioning of the institutions set forth by the Constitution;
 - 1.3. announces the elections for the Assembly of Kosovo and convenes its first meeting;
 - 1.4. Issues Decrees in accordance with this Constitution;
 - 1.5. promulgates laws approved by the Assembly of the Republic of Kosovo;
 - 1.6. has the right to return adopted laws for re-consideration, when he/she considers them to be harmful to the legitimate interests of the Republic of Kosovo or one or more Communities. This right can be exercised only once per law;
 - 1.7. Signs international agreements in accordance with the Constitution;
 - 1.8. proposes amendments to the Constitution;
 - 1.9. May refer constitutional questions to the Constitutional Court;
 - 1.10. leads the foreign policy of the country;
 - 1.11. receives credentials of heads of diplomatic missions accredited to the Republic of Kosovo;
 - 1.12. is the Commander-in-Chief of the Kosovo Security Force;

- 1.13. leads the Consultative Council for Communities;
- 1.14. Appoints the candidate for Prime Minister for the establishment of the Government after a proposal by the political party or coalition holding the majority in the Assembly;
- 1.15. Appoints and dismisses the President of the Supreme Court of Kosovo upon the proposal of the Judicial Council of Kosovo;
- 1.16. Appoints and dismisses the judges of the Republic of Kosovo upon the proposal of the Judicial Council of Kosovo;
- 1.17. Appoints and dismisses the Chief Prosecutor of the State of the Republic of Kosovo upon the proposal of the Kosovo Prosecutorial Council;
- 1.18. Appoints and dismisses the prosecutors of the Republic of Kosovo upon the proposal of the Kosovo Prosecutorial Council;
- 1.19. appoints judges for the Constitutional Court upon the proposal of the Assembly;
- 1.20. appoints the Commander of the Kosovo Security Force upon the recommendation of the Prime Minister;
- 1.21. with the Prime Minister, jointly appoints the Director, Deputy Director and Inspector General of the Kosovo Intelligence Agency;
- 1.22. decides to declare a State of Emergency in consultation with the Prime Minister;
- 1.23. may request meetings of the Kosovo Security Council and chairs them during a State of Emergency;
- 1.24. decides on the establishment of diplomatic and consular missions of the Republic of Kosovo in consultation with the Prime Minister;
- 1.25. Appoints and dismisses the heads of diplomatic missions of the Republic of Kosovo upon the proposal of the Government;
- 1.26. Appoints the Chairman of the Central Election Commission;
- 1.27. Appoints the Governor of the Central Bank of the Republic of Kosovo who will also act as its Managing Director, and appoints the other members of the Bank's Board;
- 1.28. Grants medals, titles of gratitude, and awards in accordance with the law;
- 1.29. grants individual pardons in accordance with the law.
- 1.30. Addresses the Assembly of Kosovo at least once a year in regard to her/his scope of authority.
3. The President also exercises other powers defined by other legislation in force.
4. The President, in the application of its constitutional and legal powers, can issue decrees, decisions, orders, regulations, authorizations, sign understanding/cooperation agreements and other necessary acts.

Article 5

Organisational Structure of the Presidency

1. The presidency consists of:
 - 1.1. Cabinet of the President;
 - 1.2. Office of the President, and
 - 1.3. Other related institutions/units.
2. All organizational structures within the Presidency serve to support the President in performing the functions and responsibilities defined by the Constitution, laws, as well as other relevant legislation in force.
3. Relations between the organizational structures of the Presidency should be relations of cooperation and interaction.
4. During the exercise of the duty, the subordinates implement, cooperate, obey and report responsibly on the tasks assigned by the direct supervisors in accordance with the legal provisions in force.

Article 6

The Seat and the Symbols of the Presidency

1. The seat of the Presidency is in Pristina.
2. The Presidency has its own symbols which are used alongside the Symbols of the Republic of Kosovo, in accordance with the Law on the President of the Republic of Kosovo.

3. The presidency has its own flag and coat of arms. The Flag and Coat of Arms of the Presidency are approved by the President of the Republic of Kosovo.

4. The flag and coat of arms of the Presidency are placed in the internal and external spaces of the Presidency, in official documents and acts, in the communications of the Presidency with third parties, in publications and in activities organized by the Presidency.

III. PRESIDENTIAL CABINET

Article 7 The Cabinet

1. The Cabinet of the President consists of:

- 1.1. Chief of Staff of the President;
- 1.2. Deputy Chief of Staff of the President;
- 1.3. Principal Advisors to the President;
- 1.4. Advisors to the President;
- 1.5. Advisors sent by other institutions;
- 1.6. President's special envoys;
- 1.7. External advisers of the President; and
- 1.8. Cabinet employees.

2. The president appoints advisors, special envoys and cabinet employees.

3. The President may authorize one of the Advisors to appoint the Cabinet employees in consultation with the President.

4. The duties and responsibilities of the employees in the Cabinet are determined by the decision of the President or her authorized representative upon their appointment, as well as by the relevant legislation in force.

5. The mandate of the Cabinet employee terminates with the end of the President's mandate, unless this employment relationship is terminated earlier by the President or his/ her authorized representative or unless otherwise prescribed by their act of appointment.

6. The basic salary, allowances and compensations for the Cabinet employees are set in accordance with the legislation in force as well as the internal legal acts of the Presidency.

7. The number of Cabinet employees is according to Appendix one (1) of this Regulation.

8. The number of external advisors and special envoys of the President is according to Appendix one (1) of this Regulation.

9. The President of the Republic of Kosovo whose mandate has ended, in accordance with the Law on the President, has the right to office space, office equipment and professional office personnel that cannot be more than three (3) people after the end of her/ his mandate. The professional personnel exercises employment rights in the same manner as the employees of the Cabinet of the President of the Republic of Kosovo, and they are appointed by the President whose mandate has ended and are responsible to her/him.

Article 8 Advisors to the President

1. Advisors to the President, which include the Chief of Staff, Deputy Chief of Staff, chief advisors on specific fields, and advisors to the President, are a special category of employees in the President's Cabinet who:

- 1.1. are appointed directly by the President, and their mandate is terminated upon the end of the President's mandate unless this employment relationship is terminated earlier;
- 1.2. they answer to their superiors for their own actions;
- 1.3. are obliged to demonstrate personal loyalty, as well as dedication and professional integrity to the President.

2. The President's advisers do not exercise leadership or other administrative powers in the Presidency.

Article 9
Powers and responsibilities of the President's Advisors

1. Advisors support the President in exercising her powers and contribute to:
 - 1.1. policy formulation, development and implementation;
 - 1.2. the supervision of the implementation of policies;
 - 1.3. policy presentation and communication s;
 - 1.4. communication and coordination with local and international institutions; and
 - 1.4. policy effectiveness evaluation.
2. The duties and responsibilities and specific areas of the advisors are determined by a decision issued by the President.

Article 10
Behaviour of the Advisors

1. Advisors are not allowed to exercise:
 - 1.1. any constitutional and legal power, for the exercise of which the President is empowered;
 - 1.2. any other function related to the management of the civil service.
2. Advisors are not subject to disciplinary procedures which are applied in the case of civil servants. Advisors are obliged to respect the highest standards of professionalism and ethical code of conduct.
3. The Code of Ethics for the behavior of advisors in the Presidency is regulated by a separate act.

Article 11
Chief of Staff

1. The President appoints one of the advisors as Chief of Staff of the President's Cabinet.
2. The Chief of Staff will be responsible for providing assistance to the President in the coordination of work and interactivity with the chief advisors and other advisors of the President.
3. The Chief of Staff coordinates the work with the chief advisers for specific areas and other advisers of the President, including advisors sent by other institutions and external advisers, and holds regular meetings with them at least once a month.

Article 12
Deputy Chief of Staff

1. The President appoints one of the Advisors as Deputy Chief of Staff of the President's Cabinet.
2. The Deputy Chief of Staff of the President's Cabinet coordinates the work with the Secretary and the Directors of the Departments and shall hold regular meetings with them at least once a month.
3. The Deputy Chief of Staff, in cooperation with the Chief of Staff, coordinates the work with Cabinet employees. Moreover, he holds regular meetings with them.
4. In the absence of the Chief of Staff, the Deputy Chief of Staff coordinates the work with the main advisors and other advisors of the President.

Article 13
Chief advisors on specific field

1. The President appoints some of the advisers as chief advisors on specific fields.
2. The main advisers will be responsible for providing assistance to the President that contributes to the fulfillment of her obligations.
3. The chief advisors, in coordination with the Chief of Staff, coordinate the work with the advisors on the relevant field they cover.
4. The chief advisors hold regular meetings with the advisors who cover the relevant field and coordinate their work with the Chief of Staff.

Article 14
The Spokesperson of the President

1. The President may appoint one of the Advisors Spokesperson of the President..
2. The Spokesperson of the President performs the duties and responsibilities assigned by the Decision on his/her appointment

Article 15
Advisors sent by other institutions

1. Upon the request of the President and after prior agreement with the Kosovo Security Force, the Kosovo Security Force sends a member of military personnel to serve as Military Advisor to the President.
2. At the request of the President and after prior agreement with the Ministry of Foreign Affairs and Diaspora, the Ministry of Foreign Affairs and Diaspora sends a member of the Foreign Service to serve as Diplomatic Advisor to the President.
3. As and if needed, other institutions of the Republic of Kosovo send their personnel to serve in the President's Cabinet, after the request of the President and prior agreement with the relevant institution.
5. The President may authorize the Chief of Staff to request the dispatch of members of their staff to serve in the President's Cabinet.
6. The external advisers of the President are paid from the budget of the sending institution

Article 16
President's special envoys

1. The President's special envoys are a special category of employees in the Cabinet of the President, appointed by a Decision of the President, for a certain period and for certain specific issues.
2. The behavior, competences and responsibilities of the special envoys of the President is equal to the behavior, competences and responsibilities of the Advisors.
3. The compensation of the President's special envoy is equivalent to the one of Chief Advisors of the President.

Article 17
External advisors of the President

1. The President can appoint external advisors with a Decision and their mandate expires with the completion of the mandate of the President, if this mandate is not terminated earlier.
2. External Advisor of the President are not paid from the budget of the Republic of Kosovo.
3. The behavior, powers and responsibilities of the external advisors is equal to the behavior, competences and responsibilities of the Advisors of the President.

Article 18
Cabinet employees

1. In order to provide technical, administrative and security assistance, cabinet employees are employed in the Cabinet and are considered as support staff of the President.
2. Cabinet officials are appointed in accordance with the relevant legislation in force and this Regulation.
3. The Deputy Chief of Staff, in cooperation with the Chief of Staff, coordinates the work with Cabinet employees and holds regular meetings with them.

Article 19 Complaints

1. Every citizen and public official in the Presidency has the right to complain about the actions of an adviser to the President or a Cabinet employee.
2. Citizens should direct their complaints to the Chief of Staff, and in cases when the complaint concerns the Chief of Staff or the Deputy Chief of Staff, it is addressed to the President.
3. The public officers of the Presidency should direct their complaints to the Deputy Chief of Staff, and in cases when the complaint concerns the Chief of Staff or the Deputy Chief of Staff, it is addressed to the President.
4. The Chief of Staff and Deputy Chief of Staff shall ensure that complaints are thoroughly and independently investigated and that a response is provided within fifteen (15) days.
5. The Chief of Staff and the Deputy Chief of Staff must notify the President with the resolution of the respective complaints.
6. Sanctions related to the actions of Advisors and Cabinet employees are regulated with the Code of Ethics and legislation in force.

IV. OFFICE OF THE PRESIDENT

Article 20 Office of the President

1. The Office of the President is part of the Presidency and a special institution within the Kosovo Civil Service.
2. The Office of the President supports the President in exercising of constitutional and legal powers in force and is responsible for ensuring the implementation of the legislation, policies and for the exercising of other powers and functions including, but not limited to:
 - 2.1. ensuring professional and support services related to the successful organization and development of activities and functions of the President;
 - 2.2. planning and budgetary expenses, carrying out procedures in obtaining services, supply of work equipment, and the execution of payments for services and supplies made in accordance with legal procedures;
 - 2.3. services related to planning, recruitment and human resources management;
 - 2.4. providing other administrative and supportive services.
3. The Civil Service of the Office of the President consists of impartial, professional and responsible Civil Servants and it reflects Kosovo's multiethnic nature and principles of gender equality.
4. The basic salary, allowances, compensations, daily expenses for public officers in the Office of the President, are determined in accordance with the legislation in force, the available budget planned for this category, as well as the internal legal acts of the Presidency, issued based on the nature and specific conditions of the work of the Presidency, as an independent constitutional institution.

Article 21 Organisational units of the Office

1. The office consists of the following organizational units:
 - 1.1. Office of the Secretary of the President.
 - 1.2. Professional departments of the Office of the President;
 - 1.3. Supportin departments of the Office of the President.
2. The number of employees in the organizational units of the Office is according to Appendix one (1) of this Regulation.

V. OFFICE OF THE SECRETARY OF THE PRESIDENT

Article 22 Office of the Secretary of the President

1. Secretary's Office functions for the proper proceedings of the Secretary's work and responsibilities.
2. The Office of the Secretary contains the following units:
 - 2.1. Department for the Management of Human Resources (DMHR);
 - 2.2. Relevant positions that answer directly to the Secretary, according to Appendix 1 of this Regulation.
3. The Division and respective positions from paragraph 2 of this article exercise their duties and responsibilities in accordance with the relevant legislation in force and this Regulation.

Article 23 Secretary of the Office of the President

The Secretary is the chief administrative officer and exercises his powers in accordance with the Law on the President and other relevant legislation in force.

VI. DEPARTMENTS OF THE OFFICE OF THE PRESIDENT

Article 24 Departments of the Office of the President

1. For the efficient performance of the responsibilities, authorizations and tasks assigned to it, the Office of the President consists of the following departments:
 - 1.1. Professional departments where the directors of these departments answer and report on professional issues directly to the President, while on administrative issues they answer and report to the Secretary;
 - 1.2. Support departments where the directors of these departments answer and report on professional and administrative issues to the Secretary.
2. Departments consist of specific divisions, and their tasks are divided into the responsibilities of departmental divisions.
3. Departments, the divisions within the departments and the number of employees in these departments are done according to Appendix (1) of this Regulation.

Article 25 Professional Departments

1. The professional departments within the Office, serve to support the President in performing the functions and responsibilities defined by the Constitution and respective laws, as well as other relevant legislation in force.
2. Directors of professional departments are civil servants, appointed and dismissed by the President in cooperation with the Secretary, in accordance with the legislation on civil service and the Law on the President.
3. The professional departments in the Office of the President are:
 - 3.1. Legal Department (LG);
 - 3.2. Department for International Relations and Security Policy (DIRSP);
 - 3.3. Protocol Department (PD);
 - 3.4. Department of Information and Communication with the Public (DICP)

Article 26

Legal Department (LD)

1. The Legal Department, through handling and reviewing of requests and submissions, as well as provision of legal opinions and impartial professional advice, bears the responsibility of facilitating the decision-making and exercising of the constitutional and legal functions of the President, including but not limited to, in the fields and areas specified as follows:

- 1.1. the representation of the Republic of Kosovo within the country;
- 1.2. in guaranteeing the constitutional functioning of the institutions defined by the Constitution;
- 1.3. issuing decrees in accordance with the Constitution;
- 1.4. the proclamation of the laws approved by the Assembly;
- 1.5. the proposal for return for reconsideration of the approved laws, if she /he considers that they are harmful to the legitimate interests of the Republic of Kosovo or of one or more of its communities;
- 1.6. the proposing and drafting of a legislative initiative from the operational scope of the President;
- 1.7. proposing and drafting amendments to the Constitution;
- 1.8. the referral of constitutional issues to the Constitutional Court;
- 1.9. the appointment and dismissal of the positions defined by the Constitution and the laws in force;
- 1.10. grants medals, titles of gratitude, and awards in accordance with the Law no. 04/L-070 on the awarding of decorations by the President of the Republic of Kosovo (OG No. 02, January 20, 2012);
- 1.11. the announcement of individual pardons, in accordance with Law No. 03/L-101 on Pardon (OG No. 46 / January 15, 2009);

2. Departamenti Ligjor, po ashtu, ka përgjegjësitë për kryerjen e të gjitha veprimeve të ndërlidhura në lëmitë dhe fushat e caktuara si në vijim:

- 2.1. coordinates and participates in the drafting of normative acts in close cooperation with the Cabinet, Departments and other organizational units from the field of activity of the President and relevant units of the Presidency and is responsible for finalizing the draft normative act;
- 2.2. is responsible for providing legal advice, recommendations, instructions and opinions requested by units and officials of the Presidency;
- 2.3. drafts draft decrees, draft decisions and proposals of other drafts requested by the President, the Cabinet and the Secretary;
- 2.4. maintains and updates the register of by-laws of the Presidency and other relevant registers determined by the legislation in force;
- 2.5. performs other duties and responsibilities determined by the legislation in force and the duties assigned by the President and the Secretary.

Article 27

Department for International Relations and Security Policies (DIRSP)

1. The Department for International Relations and Security and Defense Policy, through the coordination of activities, handling and review of international agreements, various analyses, as well as the provision of impartial professional opinions and advice, in the field of foreign and security policy carries the responsibility of facilitating decision-making and the exercise of the constitutional and legal functions of the President, including but not limited to the following fields and areas:

- 1.1. to sign international agreements and instruments of accession to international conventions on behalf of the Republic of Kosovo;
- 1.2. for the ratification of international agreements;
- 1.3. for the authorization of the conclusion of international agreements of the Republic of Kosovo;

- 1.4. the drafting of draft acts in the scope of the department and the proposal of policies for the implementation of foreign and security policy;
 - 1.5. drafting and proposing decisions, drafting of various materials requested by the President and the Secretary, in the field of foreign policy and security;
 - 1.6. coordinates and participates in the drafting of treaties and international agreements in close cooperation with the Cabinet, Departments and other organizational units from the President's field of activity and is responsible for their finalization;
 - 1.7. is responsible for providing advice, recommendations, instructions and opinions requested by the units and officials of the Presidency, for issues related to agreements and international relations as well as in the field of security policies;
 - 1.8. providing various analyzes related to the country or the organization hosting the President;
 - 1.9. providing various analyzes related to the state or organization received by the President;
 - 1.10. for the appointment, dismissal, revocation and discharge from duty of Ambassadors, Consuls General, Heads of Missions and charge d'affairs;
 - 1.11. for opening, reorganisation and closing of diplomatic and consular missions of the Republic of Kosovo in other countries or international organizations, or relevant offices for the purpose of representing the Republic of Kosovo;
 - 1.12. for the approval of the diplomatic rank of ambassador;
 - 1.13. maintains and updates relevant registers in the field of foreign and security policy.
2. DIRSP is also responsible for carrying out all related actions in the fields and areas specified as follows:
- 2.1. closely cooperates with state institutions and other relevant mechanisms to draft a comprehensive report on security issues and informs the President of the progress;
 - 2.2. identifying opportunities for the signing of international agreements in accordance with the Constitution and legislation in force;
 - 2.3. the appointment, promotion, dismissal and release from duty for the positions defined by the Constitution and the laws in force in the Kosovo Security Force, the Kosovo Intelligence Agency;
 - 2.4. for the review of the operational plans for the state of emergency, which are proposed by the KSF Commander;
 - 2.5. in consultation with the Cabinet prepares the necessary materials for the proposal to declare a State of Emergency, when there is a need for emergency protection measures; when there is an internal risk to constitutional order or public safety; as well as when there is a natural disaster, which affects the entire territory of the Republic of Kosovo or a part of it;
 - 2.6. cooperates with the Kosovo Security Council on the performance of the President's duties and responsibilities related to the Kosovo Security Council;
 - 2.7. identifies and creates close working relationships with all relevant entities in Kosovo that are active in the specific issues cited above;
 - 2.8. prepares the necessary proposals for the approval of the appearance of the coat of arms of the KSF, the appearance of the emblems of the units, and of the KSF ranks and uniforms;
 - 2.9. conducts research and analysis on issues related to international relations and security policies.
 - 2.10. prepares the necessary proposals for the authorization of sending of KSF to international peace operations, international humanitarian operations, the extension of the KSF mission abroad and the withdrawal of KSF personnel in accordance with the legislation in force;
 - 2.11. creates an archive for classified information and, upon request, assists in procedural matters related to projects or equipment for the protection of information and electronic communication, devices as well as, upon request, assists and facilitates communication with relevant institutions in security verification processes or information classification, as well as
 - 2.12. performs other duties and responsibilities defined by the legislation in force and the duties assigned by the President and the Secretary.

Article 28
Protocol Department (PD)

1. The Protocol Department is responsible and takes care of:
 - 1.1. President's protocolar issues both within and outside of the office;
 - 1.2. Communication and coordination with the State Protocol.
2. PD also has the following responsibilities:
 - 2.1. in cooperation with the Cabinet, the Secretary, the Office of the State Protocol, the KSF Ceremonial Guard and the Unit for escorting of dignitaries of the Kosovo Police Directorate, coordinates, leads and follows the reception and escort ceremonies of foreign delegations of the following rank: The President, Speaker of the Assembly, Prime Minister and Minister of Foreign Affairs as well as other high-level international personalities visiting the Republic of Kosovo and are received by the President;
 - 2.2. handles the official activities of the President, daily agendas of a formal nature, including internal and external activities, visits, inaugurations, receptions, meetings, etc.
 - 2.3. Prepares, leads and implements the event organisation plans and activities that are organized under the patronage of the President;
 - 2.4. in cooperation with the Cabinet, the Secretary and the State Protocol drafts the Dignitaries visit program and the activities that take place at the invitation or under the patronage of the President and is responsible for its implementation;
 - 2.5. in cooperation with the Cabinet, the Secretary and the State Protocol Office, prepares the protocolar part for the President's official visits abroad;
 - 2.6. coordinates in cooperation with the Cabinet and the State Protocol President's meetings with the accredited diplomatic representatives to the Republic of Kosovo.
 - 2.7. coordinates and assists the State Protocol in organizing the ceremony of presentation of Credential Letters to the President;
 - 2.8. conducts farewell meetings with the President in cases where the head of a representative office ends its mission in the Republic of Kosovo;
 - 2.9. the accreditation of foreign ambassadors as representatives of their Head of State and the acceptance of credentials of heads of diplomatic missions accredited to the Republic of Kosovo;
 - 2.10. the opening of a new foreign diplomatic representation;
 - 2.11. updates the presentation log of the submission of Credentials;
 - 2.12. takes care of and is responsible for the agenda and daily meetings held at the Office of the President, movements and activities within the territory of Kosovo;
 - 2.13. notifies the State Protocol in advance of any movement of the President abroad, to ensure coordination;
 - 2.14. prepare and undertake the appropriate actions related to the events organized under the patronage of the President;
 - 2.15. ensures the due care and respect for the presence of the institutions of the Republic of Kosovo and ambassadors accredited to the Republic of Kosovo, at the activities organized by the President;
 - 2.16. coordinates and exchanges information and harmonises with the President's Security Team regarding the President's agenda in all activities related to the President's security, including timely information regarding activities inside and outside of the office;
 - 2.17. takes care of the implementation of the protocol activity of the First Gentleman of the Republic of Kosovo and the family of the President in accordance with the Law on State Protocol of the Republic of Kosovo;
 - 2.18. takes care that the state flags, the flags of the Presidency and the flags of friendly countries are well maintained and placed in harmony with the Law on State Protocol as well as with the international protocol rules and practices.
 - 2.19. ensures that the inauguration ceremony of the President's assumption of office is carried out according to the Presidential Regulation;

- 2.20. ensures accurate keeping of records of received gifts and their presentation in accordance with the law;
- 2.21. performs other duties and responsibilities determined by the legislation in force and the duties assigned by the President and the Secretary.

Article 29

Department of information and Public Communication (DIPC)

1. The Department of Information and Public Communication is responsible for and ensures:
 - 1.1. maintenance of a positive profile of the President and of the Presidency, through fair and objective information on the activities of the President and the Presidency;
 - 1.2. professional communication with the public.
2. DIPC has the following responsibilities as well:
 - 2.1. provides professional support to the President, offering advice on the effectiveness of the presentation of the President's opinions and positions;
 - 2.2. ensures that the Cabinet is informed on the main issues and activities of the Presidency;
 - 2.3. prepares, maintains and implements the communication plan based on the work plan of the Presidency implementing effective communication techniques;
 - 2.4. compiles and issues press releases, statements, reports and other publications to the public;
 - 2.5. informs the public about the work and decisions of the President, through the development of relations with the media, as well as the organization of press conferences, announcements and interviews in the media;
 - 2.6. is responsible for updating, ensuring access and credibility of information on the official website of the Presidency and manages the e-mail address for communication with the public;
 - 2.7. establish and develop regular working relationships with print and electronic media;
 - 2.8. monitors the activity of the President in the Office, inside and outside the country, to ensure timely information on the activities carried out by the President;
 - 2.9. publishes President's activities on the website, follows by text, photographs and video;
 - 2.10. prepares and archives audio, video and photographic materials from the activities of the President and of the Presidency in general;
 - 2.11. publishes various brochures, to ensure the most complete and qualitative information about the activities of the Presidency;
 - 2.12. organizes press conferences and explanatory briefings, to ensure timely information of the public opinion on the activities and decisions of the Presidency;
 - 2.13. ensures timely and accurate distribution of relevant information to the Presidency;
 - 2.14. ensures accessibility and transparency of the work of the Presidency through the provision of information and documents to the general public and to the media;
 - 2.15. coordinates liaisons with the local and international press regarding issues related to the Presidency;
 - 2.16. reviews initial requests for access to official documents prepares a comprehensive report on the implementation of the current Law on Access to Public Documents;
 - 2.17. accredits media representatives, who follow the activities of the President and the Presidency, in accordance with the relevant legislation in force;
 - 2.18. is responsible for the Presidential Library "Dr. Ibrahim Rugova", as will be prescribed by the Regulation for the Presidential Library "Dr. Ibrahim Rugova";
 - 2.19. performs other duties and responsibilities determined by the legislation in force and the duties assigned by the President and the Secretary.

Article 30
Support Departments

1. The support departments within the Office of the President operate under the Secretary and serve to support the relevant units within the Office of the President for the performance of administrative tasks and other tasks prescribed by the legislation in force.
2. Directors of Support Departments are civil servants, appointed and discharged in accordance with the legislation on civil service.
3. The support departments at the Office of the President are as follows:
 - 3.1. Department of Joint Services (DJP);
 - 3.2. Procurement Department (PPD);
 - 3.3. Department for Budget and Finance (DBF)

Article 31
Department of Joint Services (DJS)

1. DJS is responsible for:
 - 1.1. provision of administrative support;
 - 1.2. provision of logistical support;
 - 1.3. provision of transport services;
 - 1.4. provision of linguistic services, and
 - 1.5. provision of information technology services;
 - 1.6. provision of services for document and archive management.
2. DJP has the following responsibilities as well:
 - 2.1. coordinates, manages and provides administrative services for all organizational units of the Presidency during the implementation of their functions;
 - 2.2. develops and implements administrative policies of the Presidency, as well as provides administrative and logistical support for the efficient functioning of the Presidency, Councils and special bodies, in compliance with the defined legal and regulatory framework;
 - 2.3. is responsible for the support to the Cabinet and all organizational units of the Presidency during the implementation of their functions;
 - 2.4. ensures the operation of logistics, managing the warehouse, supplying official material, coordinating all activities related to accommodation within the building and recording the inventory;
 - 2.5. provides transportation services, ensuring the maintenance of official vehicles and planning and managing all services related to transportation;
 - 2.6. plans and manages the provision of linguistic, translation and proofreading services;
 - 2.7. ensures the maintenance of information technology equipment, provides IT services for all staff of the Presidency;
 - 2.8. plans and implements the general aspects of document management and their archiving according to the relevant legislation in force;
 - 2.9. performs other duties and responsibilities determined by the legislation in force and the duties assigned by the Secretary.

Article 32
Procurement Department (PPD)

1. The Procurement Department exercises its functions and responsibilities in accordance with the relevant legislation in force on public procurement.
2. PD develops and implements procurement procedures for goods, labour and services and is responsible for ensuring that all procurement procedures are carried out in accordance with the provisions of the Law on Public Procurement in Kosovo.

3. PD has the responsibility of implementing the Supply Plan for the requirements of the Presidency through the implementation of legal provisions, rules and procedures of Public Procurement:
 - 3.1. provides advice and assists the management in decision-making related to contentious issues that may arise in cases of contract execution;
 - 3.2. performs other duties and responsibilities determined by the legislation in force and the duties assigned by the Secretary.
4. The PD Director is at the same time the Responsible Procurement Officer at the Office of the President and carries out duties and responsibilities defined by the relevant legislation in force for the management of public finances and responsibilities.

Article 33
Department for Budget and Finance (DBF)

1. DBF exercises its functions and responsibilities in accordance with the relevant legislation in force for the management of public finances and responsibilities.
2. The duties and responsibilities of the DBF are as follows:
 - 2.1. prepare and plan the general budget proposals of the Presidency;
 - 2.2. coordinates budgetary issues for all organizational units of the Presidency;
 - 2.3. monitor the accounting and reconciliation process with the relevant ministry on finances and issues of financial reports on the execution of the budget;
 - 2.4. ensures that financial transactions are made in accordance with the budgetary rules and procedures defined by the legislation in force;
 - 2.5. prepare the annual financial statements of the Presidency;
 - 2.6. prepare and implement the cash flow plan;
 - 2.7. ensures that the internal financial control is based on the principles of accountability;
 - 2.8. ensures close cooperation with the internal and external auditor in matters related to the sphere of budget and finance;
 - 2.9. performs other duties and responsibilities determined by the legislation in force and the duties assigned by the Secretary.
3. The Director of the DBF is at the same time the Chief Financial Officer and has duties and responsibilities that are defined by the relevant legislation in force for the management of public finances and responsibilities.

VII. OTHER INTERRELATED INSTITUTIONS / UNITS

Article 34
Other interrelated institutions / units

1. Other interrelated institutions/units are:
 - 1.1. Consultative Council for Communities;
 - 1.1.1. Secretariat of the Consultative Council for Communities.
 - 1.2. Internal Audit Unit;
 - 1.3. Presidents whose mandate has terminated;
 - 1.4. The working bodies.

Article 35
Consultative Council for Communities

1. The Consultative Council for Communities, in accordance with Article 60 of the Constitution, acts under the authority of the President, in which all the communities are represented.
2. The mandate of the Consultative Council for Communities is prescribed by Article 60 of the Constitution, Article 12 of the Law on the Protection and Promotion of the Rights of Communities, the Statute of the Council as well as by the relevant legislation in force.

Article 36
Secretariat of the Consultative Council on Communities

1. The Consultative Council for Communities is supported by the Secretariat located in the Presidency.
2. The Secretariat is led by the Secretary of the Council, who reports directly to the President for the field covered by this Secretariat, while for administrative matters reports to the Secretary of the Office of the President.
3. The Secretary of the Council and other employees of the Secretariat are selected, appointed, and dismissed in accordance with the legal provisions for public officials.
4. The duties and responsibilities of the Secretariat of the Consultative Council for Communities are defined by the Statute of the Consultative Council for Communities.
5. The Secretariat will be allocated a budget that will enable it to operate efficiently and, among other things, engage in the undertaking studies and research, seek advice from external experts, increase the capacities of Council members and employees of the Secretariat, as well as publish its activities.

Article 37
Internal Audit Unit

1. The duties of the Internal Audit Unit are exercised by the Director of the Internal Audit Unit, in accordance with the relevant legislation in force related to internal control.
2. The Director of the Internal Audit Unit reports directly to the President.

Article 38
Presidents whose mandate has ended

1. After the end of their mandate, the Presidents and their families enjoy the rights defined by the Law on the President.
2. The President whose mandate has ended, in accordance with Article 20 of the Law on the President, has the right after the end of the mandate to professional office staff that cannot exceed three (3) people.
3. Appointment of professional staff is free and based on their relationship with the President whose mandate has ended.
4. The Secretary and the Chief of Staff take care of the realization of the rights of the Presidents whose mandate has ended, in accordance with the legislation in force.
5. Other issues related to the rights of the Presidents after the end of the mandate are regulated by a separate by-law.

Article 39
Working groups

1. The President and/or the Secretary may create Councils, Commissions and permanent or temporary working groups, for the undertaking of activities that exceed the scope of ordinary work and that are complex for the specific organizational unit of the Presidency, to ensure the fulfillment of mandates, the realization of projects, the work program of the Presidency as well as the coordination and monitoring mechanisms.
2. These groups can be Councils, internal committees, working groups, teams of experts and other bodies which, depending on the topics and issues it deals with, can consist of employees of the Presidency and outsiders. The composition, mandate, procedures and authorization are defined in the decision on their establishment.
3. Based on the normative act of the President, the Secretary is responsible for:
 - 3.1. ensuring working conditions for the operation of the working bodies, as well as
 - 3.2. the compensation of the leaders and members of these working bodies for the commitments that create additional obligations and exceed the regular duties of the workplace, both for the employees of the Presidency and outsiders.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 40 The Budget of the Presidency

1. The Presidency is financed by the Budget of the Republic of Kosovo and has its own independent budgetary code.
2. The Office prepares its annual budget proposal and sends it for approval in accordance with the legislation in force.
3. The Presidency independently manages its budget and is subject to internal audit by the internal auditor and external audit by the Auditor General of the Republic of Kosovo.
4. Certain activities of the Presidency can also be financed by external donations, in accordance with the rules and legal procedures in force.

Article 41 General principles and requirements for admission and management of public officials at the Presidency

1. The admission of civil servants and administrative technical and support staff at the Presidency is based on the principles of equal opportunities, merit and integrity, non-discrimination and fair and proportional representation of genders and communities.
2. Admission, according to paragraph 1 of this article, is carried out through a professional selection process, transparent and fair, which guarantees equal opportunities for equal conditions and the selection of the most qualified candidates for the performance of the relevant tasks, guaranteeing minimum representation of communities and genders.
3. The selection process, according to paragraph 2 of this article, is based on the evaluation of the knowledge, skills and professional qualities of the candidates, through a general public competition, which includes a written and oral test, as well as any other appropriate type of evaluation.
4. The general principles of the management of public officials, the general requirements for the admission of public officials and the representation of communities at the Presidency are in accordance with the Law on public officials and the Law on the President.

Article 42 Systematization of posts at the Presidency

1. For the performance of duties and responsibilities within the competence of the Presidency, systematization is done according to Appendix one (1) of this Regulation.
2. Public officers and employees at the Presidency are organized according to Appendix 1 (one) of this Regulation.
3. Public officers and other employees at the Presidency are systemized in the newly created, restructured or remaining positions as a result of the restructuring in accordance with the relevant legislation in force and this Regulation.
4. The existing organizational units of the Presidency, which were established by Regulation (P) No. 02/2016 for the organizational structure of the Presidency (08.09.2016) and which are not in accordance with the provisions of this regulation, will be restructured, according to Appendix one (1) of this Regulation, within (6) months after the entry into force of this regulation.

Article 43 Disciplinary responsibility of civil servants

The disciplinary procedure commences, proceeds and concludes in accordance with the provisions of the relevant Law on the general administrative procedure, the relevant Law on Public Officials, the relevant Regulation on the discipline of public officials and other relevant legislation in force.

Article 44
The manual of duties and responsibilities for each civil servant position

1. DMHR, in cooperation with the directors of the Departments, Divisions within the Office of the Secretary and other relevant units, prepares and proposes to the Secretary for approval, the Manual where the duties and responsibilities are prescribed for each position of public officers at the Presidency in accordance with the duties defined by this regulation and the relevant legislation in force.
2. The manual after the approval by the Secretary is distributed to all civil servants.

Article 45
Implementation

The Chief of Staff, Deputy Chief of Staff, Secretary, Directors of Departments and leaders of relevant units ensure that all activities of the Presidency are carried out in full compliance with this Regulation and the relevant legislation in force.

Article 46
Revocation

With the entry into force of this regulation, Regulation (P) No. 02/2016 for the organizational structure of the Presidency (09.08.2016) is revoked

Article 47
Bylaws

The relevant by-laws provided for in this regulation shall be approved at the latest within one (1) year after the entry into force of this regulation.

Article 48
Acts applicable until the approval of new normative acts

1. Until the issuance of the normative acts for the implementation of this regulation by the President and/or the Secretary, the normative acts that are in force and that relate to the working conditions, the work process and procedures of the Presidency units, the working hours, allowances, compensations, rules of etiquette and other normative acts continue to apply.
2. For issues related to procedures that are not regulated by this Regulation, the legal provisions that regulate the relevant procedures are taken into account, taking into consideration the legal nature of the issue.

Article 49
Entry into force

This Regulation enters into force on the day of its approval via a decree by the President.

Vjosa Osmani Sadriu
President of the Republic of Kosovo

Prishtina, 30.12.2022

Approved by Decree No. 361/2022,
date 30.12.2022 by the President of the Republic of Kosovo Vjosa Osmani - Sadriu