

**Republika e Kosovës**

**Republika Kosova-Republic of Kosovo**

 Qeveria - Vlada - Government

*Ministria e Pushtetit Lokal*

*Ministarstvo Lokalne Samouprave*

*Ministry of Local Government*

 *Prishtina, 23 October* 2020

**HANDBOOK**

**FOR THE RESPONSIBILITIES OF MUNICIPALITIES DERIVING FROM LEGAL ACTS ADOPTED BY THE ASSEMBLY OF THE REPUBLIC OF KOSOVO AND SUB-LEGAL ACTS ADOPTED BY THE GOVERNMENT OF THE REPUBLIC OF KOSOVO AND SECTORIAL MINISTRIES**

**Introduction**

In order for municipalities to easily identify their responsibilities and obligations deriving from legal acts adopted by the Assembly of the Republic of Kosovo and sub-legal acts adopted by the Government of the Republic of Kosovo and Sectorial Ministries, the Ministry of Local Government drafts every year the HANDBOOK for the responsibilities of municipalities deriving from legal acts adopted by the Assembly of the Republic of Kosovo and sub-legal acts adopted by the Government of the Republic of Kosovo and Sectorial Ministries.

The Ministry of Local Government, during 2020, has identified that out of eleven (11) legal acts adopted so far by the Assembly of the Republic of Kosovo and published in the Official Gazette (List of Laws), three (3) acts fall into areas for which municipalities also have responsibilities. Whereas, regarding the sub-legal acts adopted and published in the Official Gazette (List of Sub-legal acts of the Government and Ministries), out of eighty-six (86) acts adopted so far, thirty-one (31) sub-legal acts adopted by the Government of the Republic of Kosovo and the Sectorial Ministries fall into areas for which the municipalities also have responsibilities.



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| Law on Public Officials | **No. 06/L 114** |
| Date of signing |  |
| Date of publication in the official gazette |  |
| Date of Guideline in the Handbook |  |

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| Relevant institution | Ministry of Internal Affairs |

**Article 1**

**Purpose**

1. The purpose of this Law is to establish the legal basis for employment of public officials in the institutions of the Republic of Kosovo based on merits, moral integrity, impartiality and sustainability.

**Article 2**

**Scope of application**

1. This Law regulates the legal relationship between the state and public officials.

2. Public officials are:

2.1. Civil Service employee (hereinafter referred to as civil servant);

2.2. Public Service employee;

2.3. Cabinet employee; and

2.4. Administrative and support staff.

3. Civil servant - public official within the Civil Service who performs the duty in a position starting from professional officer to the position of general secretary in the administration of the President, in the administration of the Assembly, in the Office of Prime Minister, Ministry, executive agency, in Agencies and in one of their local branches, in the administration of justice system institutions, in an independent institution, independent agency, municipal administration and any employee defined directly with a special Law.

4. Public Service Employee - the staff of senior managerial level, managerial, professional and internal services in administrations of public services, part of state administration or in administrations of public services, part of the municipality providing directly public services for citizens in the field of education, culture, art and other similar public services.

5. Cabinet Employee - the public official performing the duty in the Cabinet of the President, Speaker of the Assembly, President of the Constitutional Court, Prime Minister, Deputy Prime Minister, Minister, or head of the independent constitutional institution and Mayor of the Municipality. The status of the cabinet employee is also assigned to the officials performing duties for Vice Presidents of the Assembly of Kosovo and for parliamentary group.

6. Administrative/technical and support staff - the public official that performs activities of support, maintenance, security, driving and other similar activities in institutions of public administration.

**Article 9**

**Representation of communities**

In central public institutions, at least 10% of job positions in all categories of public officials should be filled in by members of non-majority communities in Kosovo and who meet admission criteria, while at the municipal level, fulfilment of number of job positions for members of communities will be in accordance with percentage of population in that municipality.

**Article 22**

**Political rights**

1. Public official has the right to participate in political activities only outside official working hours and outside public institution facilities.

2. Public service employee and administrative and support staff may be members of political parties and member of steering bodies of a political party, with the exception of public service employees of senior management level, who may be members of political parties but may not be members of managing bodies (central and municipal) of a political party.

3. Civil servants, with the exception of employees of senior management category, may be members of political parties but may not members of (central or municipal) managing bodies of a political party.

4. Public official is entitled to run and be elected in elections for the Assembly of the Republic of Kosovo or municipal bodies, unless provided otherwise in the Law.

5. Public officials who run in the central or local elections should suspend their job position seven (7) days prior to the start of the official campaign. Suspension ends five (5) days after the official closing of campaign.

6. In case of election in the Assembly of the Republic of Kosovo, public official accepting the mandate, suspends employment relationship from the date of certification of candidate`s election until the end of that respective mandate in the equivalent position.

7. In case of election in municipal bodies, municipal civil servants where he works and who accepts the mandate, suspends employment relationship from the date of certification of candidate election until the end of that respective mandate.

8. After the end of mandate for which he/she was elected, public official is guaranteed employment relationship in the institution where he/she was employed according to his/her professional qualification.

9. Employees of cabinet of mayors of municipalities may not be at the same time members of respective municipal assemblies.

**Article 65**

**Employer and its representative**

Unless otherwise provided in the Law, employer for public service employees in administrations of public services which is organized as unit, under the competence of state administration is the responsible ministry for that service, whereas for public service employees of administration of public service in the municipality is the municipality itself. Employer of public service employee for public services administrations when this is organized as public service institution is the institution itself.

 

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| Law on the Budget Appropriations of the Republic of Kosovo for Year 2020 | No. 07/L-001 |
| Date of signing | 15.03.2020 |
| Date of publication in the official gazette | 19.03.2020 |
| Date of Guideline in the Handbook |  |

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| Relevant institution | Ministry of Finance |

**Article 1**

**Purpose**

The purpose of this Law is the definition of the budget appropriations of the Republic of Kosovo for year 2020.

**Article 6**

**Municipal budget appropriation**

1. Notwithstanding Article 5 of this Law, Budget Appropriations in Table 4.1 that are based on the Municipal Own Source Revenues, are authorized for expenditure only after such revenues are deposited in the Kosovo Fund and duly recorded in the KFMIS.

2. In cases when during the fiscal year, the amount of a municipality own source revenue, which have been deposited into the Kosovo Fund and recorded in KFMIS, exceed the amounts of revenue appropriated in Table 4.1 of that municipality, Kosovo Treasury reports these funds as available balances of the respective municipalities. These balances shall be available to fund new or existing projects in current or future years approved in accordance with procedures set out in the LPFMA.

3. Municipal own source revenues from education shall be recorded separately and such revenues shall only be authorized and used by the municipality for education purposes only.

4. Municipal own source revenues from primary health care co-payments shall be recorded separately, and such revenues shall be authorized and used by the municipality for primary health care purposes only.

5. The municipal own source revenues which according to the legal authorization are collected by budget organizations at central level such as traffic tickets, court fines, and others, are allocated in the respective municipalities, every quarter.

6. Municipal budget reserves, by Minister’s decision might be carried over to the category of wages and allowances, depending on the entry into force of the Law No. 06/L-111 on Wages in Public Sector. In case when this is not necessary, such budget reserve, by Minister’s decision, is carried forward to the category of capital expenditure, according to the requirement and decision of Municipality. These budget transfers are not subject of restrictions of transfers included in Article 30 of LMPFA or Article 15 of this Law.

**Article 9**

**Appropriation and re-appropriation of carried forward fund as well as the outstanding liabilities from previous year**

4. Unspent balances of own source revenues of Municipalities from fiscal year 2019 and previous years, deposited in the Kosovo Fund and recorded in KFMIS as budget appropriation to a municipality, shall be appropriated for the fiscal year 2020 pursuant to LPMFA authorizations and approved by a decision issued from Municipal Assembly.

5. Unspent balances from the Development Trust Fund from the fiscal year 2019 and previous years, deposited in the Kosovo Trust Fund and registered in KFMIS as budget appropriations for a municipality, with a request from Mayor of respective municipality not changing the amounts and projects, are appropriated for the fiscal year 2020. These funds shall be recorded in KFMIS, as an unspent balance and municipalities shall be notified by the Minister.

**Article 11**

**Other budget appropriations**

2. All public money collected from goods imported from businesses registered in North Mitrovica, Zubin Potok, Leposaviq or Zveçan, which are intended for consumption in these municipalities documented through relevant documents, at the moment of entry into Kosovo through customs points in Jarinje (point 1) or Brnjak (point 31) should be sent to the Kosovo Fund by being specifically identified and recorded in KFMIS, and allocated to the DTF created by the European Union Special Representative in Kosovo at the Commercial Bank which is licensed by the Central Bank of Kosovo.

3. Unspent balance from previous years at Development Trust Fund are allocated for fiscal year 2020 and transferred to beneficiary municipalities after approval of specific projects, excluding expenditure category of wages and salaries, by Management Board of this Fund. Regardless defined provisions stipulated in Article 30 of LPFMA, budget funds in Treasury for the Development Trust Fund for 2020, are transferred to beneficiary municipalities by Minister, based on approval of specific amounts by Managing Board of this fund, excluding expenditure category of wages and allowances, and changes are reflected in respective tables.

**Article 12**

**Limits on pledges and expenditures**

2. Notwithstanding paragraph 1. of this Article, provided that the total number of employees and the allowed budget amount within the organization does not change, the number of employees and budgetary appropriations to subprograms in Tables 3.1, 3.1.A and 4.1 may be adjusted by Minister’s decision with appropriate justification by the budget organization. In regard to local level budget organisations a decision of the Municipal Assembly is required in advance. All changes approved related to the staff are submitted to the Minister for updating of Tables 3.1, 3.1.A and Table 4.1.

3. Notwithstanding Article 1, in case of reorganization of budget organization, as a result of new Government structure, number of employees in budget organizations in table 3.1. might be adjusted by Minister’s decision, after a justification provided by the responsible unit of human resources and approved by CAO of the budget organization, under the condition that the total allowed number of employees in budget level shouldn’t be exceeded. In case of local level budget organization preliminary decision from Municipal Assembly is required. All changes approved in relation to the personnel shall be submitted to the Minister for adjournment of tables 3.1., 3.1.A., and 4.1.

**Article 14**

**Unforeseen expenses and reserves**

3. Funds allocated to the Ministry of Education, Science, Technology and Innovation to the sub-programs: “Central Administration” and the sub-program: “Capital Investments in Pre-University Education (Source of Funding Education Reform Project Borrowing, Component 1.3)” are transferred to the respective municipalities following the decision of the Minister of Education, Science, Technology and Innovation. Such decisions are approved by the Minister and are reflected in the respective tables. This transfer is made in accordance with the criteria reached by the municipalities set by the Ministry of Education, Science, Technology and Innovation based on a Memorandum of Understanding signed by the Minister of Education, Science, Technology, and Innovation and the Mayor of the relevant municipality. Such transfers shall not be subject to the restrictions of transfers included in Article 30 of the LPFMA or Article 15 of this Law.

4. Funds from health borrowing related to the “The Capital Payment Scheme based on Performance”, budgeted at the Ministry of Health for year 2020, may be transferred from the Ministry of Health to the municipalities in accordance with the Performance Agreements signed by the Minister of Health and the Mayor of the respective municipality during 2019. Such transfers shall not be subject to the restrictions of transfers included in Article 30 of the LPFMA or Article 15 of this Law.

5. Funds allocated to the Ministry of Local Government Administration for the project: “Co-financing with donors for the grant scheme based on municipal performance “, are reallocated to capital projects after government approval in accordance with the Memorandum of Understanding signed between the Minister of Local Government Administration, the Mayor of the respective municipality and the donor. The restrictions provided for in paragraphs 1., 2., 3. and 5. of Article 16 of this Law shall not apply to this paragraph.

**Article 15**

**Transfer of budgetary appropriation amounts**

6. The transfer of budgetary appropriations within the category of wages and allowances can be made between the sub-programs of the same budgetary organization with the approval of the Minister. Such transfers to the municipalities require a prior approval by the Municipal Assembly. Such transfers shall not be subject to the budgetary transfers’ restrictions of any paragraph or subparagraph limiting such transfers.

**Article 16**

**Changes in the amounts allocated to capital projects within the subprograms**

8.5 for every new capital project added to table 4.2., requires prior approval from the Municipal Assembly.

10. Changes in appropriations for existing projects or replacement of municipal capital projects, presented in Table 4.2, including also the Own Source Revenues carried forward and recorded in KFMIS, must be approved in advance by the Municipal Assembly, whereas in the case of the Development Trust Fund, changes to the appropriations must be approved by the DTF Board. The amendments provided for in this article shall be recorded in the KFMIS by the Minister.

**Article 17**

**Budget execution**

6. Every budgetary organization of the central level that finances or co-finances local-level projects on regular municipal financing must apply clear, fair, and transparent criteria, previously approved by the Government. The central budget organization and the beneficiary municipality will sign a cooperation agreement that regulates the obligations of the two parties regarding the process of procurement, project execution and supervision, settlement of obligations, completion and technical acceptance of the project, as well as asset registration.

**Article 25**

**Expiration of the Budget of the Republic of Kosovo**

All budgetary appropriations for fiscal year 2020 shall expire at midnight of 31st of December 2020, with the exception of unspent budgetary appropriations from municipal own source revenues, or any other budgetary organization permitted by this law, which are carried over to the following year.



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| Law on Preventing and Combating Covid-19 Pandemics in the Territory of the Republic of Kosovo | **No. 07/L-006** |
| Date of signing | 14.08.2020 |
| Date of publication in the official gazette | 25.08.2020 |
| Date of Guideline in the Handbook |  |

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| Relevant institution | Ministry of Health |

**Article 9**

**Notification and reporting for COVID-19**

6. NIPHK is obligated to report in official communication positive cases with COVID-19 with other institutions of central and local level. The list of tested and diagnosed cases is sent every 24 hours to the municipalities and employee organizations where the suspect or positive person with COVID-19 exercises its activity, as well as cured cases.

**Article 15**

**Cooperation with municipality level**

1. Ministry of Health and NIHPK are obliged to regularly inform the municipal level on preventive measures and situation with COVID-19 pandemics.

2. Each municipality of the Republic of Kosovo is informed of the strategy, preventive measures approved by NIHPK and MoH, as well as for tested persons, negative and positive cases, suspected cases, contact cases and recovered persons in the territory of the defined municipality according to the law on local self-government.

3. Local level is obliged to apply strategy, measures for prevention, management and control of the COVID-19 pandemics, and to support the central level, health institutions and health workers for implementation of measures to prevent and fight the COVID-19 pandemics.

4. Government of Kosovo by decision establishes the Committee for coordination and assessment of situation with the COVID-19 pandemics and obliges municipalities to establish municipal sub-committees in order to prevent and combat the pandemics.

5. The Government of Kosovo is obliged to support municipalities with protective measures and financial means in the combat against the COVID-19 pandemics.

6. Based on the strategy, approved protocols for prevention, management and control of the COVID-19 pandemic, Kosovo municipalities are obliged to prepare action-plan for identification and treatment of patients with COVID-19, by providing medicaments and necessary material basis.

**Article 19**

**Security measures for protection of citizens from COVID-19**

9. Municipal health bodies have the duty to send to the Ministry of Health reports related to the implementation of this law and the provisions adopted based on it, as well as data related to the occurrence and measures taken for prevention, management and control of COVID-19 pandemic.

10. The municipality has the duty to send work reports and data related to the measures taken for the prevention, management and control of contagious diseases to the Health and Sanitary Inspectorate of Kosovo.

**Article 23**

**Competent bodies for imposing punitive measures**

1. Punitive measures defined by this law are imposed by the Kosovo Police, Health Inspectorate, Pharmaceutical Inspectorate, Sanitary Inspectorate and municipal inspectorates



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| Administrative Instruction (MES) No.119/2020 on school-based teachers’ professional development  | **No.119/2020** |
| Date of signing | 07.10.2020 |
| Date of publication in the official gazette | 09.10.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution  | Ministry of Education and Science |
| Legal basis | Law No. 03/L-068 on Education in the Municipalities of the Republic of KosovoLaw No. 04/L-032 on Pre-University Education in the Republic of Kosovo |

**Article 1**

**Purpose**

This Administrative Instruction defines and regulates the School-Based Teachers’ Professional Development (hereinafter referred as SBTPD), the internal and external procedures for identifying needs, implementing activities, supervision, monitoring, certification and evaluation of teachers.

**Article 2**

**Scope**

This Administrative Instruction applies to the entire pre-university education sector in the Republic of Kosovo.



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| Administrative Instruction (MEE) No. 07/2020 on general conditions for cost benefit analysis for heating and cooling relating to measures to promote energy efficiency in heating and cooling | **No.07/2020** |
| Date of signing | 05.10.2020 |
| Date of publication in the official gazette | 07.10.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Environment and Economy |
| Legal basis | Law No. 06/L-079 on Energy Efficiency |

**Article 1**

**Purpose**

This Administrative Instruction determines the general principles on cost-benefit analysis relating the application of energy efficiency measures for heating and cooling.

**Article 2**

**Scope**

Thus Administrative Instruction is applicable to all public authorities, thermal energy enterprises and the private sector, including service providers relating to cost-benefit analysis, as defined by Law No. 06/L-079 on Energy Efficiency and related legislation in force.



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| Regulation No. 21/2020 on the procedure for the civil servants’ and public service employees’ performance appraisal | **No.21/2020** |
| Date of signing | 21.09.2020 |
| Date of publication in the official gazette | 06.10.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant Institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/l-114 on public officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

This Regulation shall determine the rules, criteria, methodology and procedure civil servants’ and public service employees’ performance appraisal.

**Article 2**

**Scope**

1. This Regulation shall apply for the positions of civil servants and public service employees of the professional category, of the middle and lower level management in the public administration institutions and other public institutions.

2. This regulation shall not apply to the Kosovo Judicial Council, Kosovo Prosecutorial Council, the Constitutional Court, the Ombudsman Institution, the Auditor General of Kosovo, the Central Election Commission, the Central Bank of Kosovo, the Independent Media Commission.



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| Administrative Instruction (MLG) No. 03/2020 on the transparency in municipalities  | **No.03/2020** |
| Date of signing | 25.09.2020 |
| Date of publication in the official gazette | 06.10.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant Institution | Ministry of Local Government |
| Legal basis | Law No. 03/L-040 on Local Self-Government |

**Article 1**

**Purpose**

The purpose of this Administrative Instruction is to strengthen the transparency of municipal bodies, by informing; and publishing normative acts, decisions and documents issued by municipal bodies, which are an interest of citizens and other stakeholders as well as to increase of the participation of citizens in decision-making processes.

**Article 2**

**Scope**

This Administrative Instruction is applied and obliges the municipal authorities to make all decisions, activities and documents transparent and accessible to the certain legal deadlines, with the exception of confidential documents and the implementation of mechanics for involving citizens in decision-making processes.



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| Administrative Instruction (MLG) No. 04/2020 for the secretariat of the municipal assemblies  | **No.04/2020** |
| Date of signing | 30.09.2020 |
| Date of publication in the official gazette | 06.10.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Local Government |
| Legal basis | Law No. 03/L-040 on Local Self-Government |

**Article 1**

**Purpose**

The purpose of this Administrative Instruction is to regulate the Secretariats of the Municipal Assemblies of the Republic of Kosovo.

**Article 2**

**Scope**

The provisions of this Administrative Instruction are implemented by the Mayor, and the Municipal Assembly.



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| Administrative Instruction (MLG) No.02/2020 for the procedure of appointing deputy mayors in municipalities | **No.02/2020** |
| Date of signing | 21.09.2020 |
| Date of publication in the official gazette | 01.10.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant Institution | Ministry of Local Government |
| Legal basis | Law No. 03/L-040 on Local Self-Government |

**Article 1**

**Purpose**

The purpose of this Administrative Instruction is to set the procedure of appointment, responsibilities and discharge of deputy mayors.

**Article 2**

**Scope**

The provisions of this Administrative Instruction shall be applied by the mayor, the deputy mayor and the municipal assembly.



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| Regulation (GRK) No. 20/2020 on responsible authorities of monitoring, auditing, and procedures for fines and complaints of social enterprises | **No.20/2020** |
| Date of signing | 09.09.2020 |
| Date of publication in the official gazette | 18.09.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant Institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-022 on Socially Owned Enterprises |

**Article 1**

**Purpose**

This regulation defines the responsible authorities of monitoring and control, also sanctions, the procedure of fines, complaints and filing claims including: the method of evidencing minor offences, fine collection mechanism, deadlines and other minor offense related issues.

**Article 2**

**Scope**

This Regulation shall apply to central and local level institutions that are responsible and mandated by the Government of the Republic of Kosovo for the enforcement of Law on Social Enterprises, Law on Minor Offences, Law on Business Organizations, Law on Freedom of Association in Non-Governmental Organisations, Law on Farmer's Cooperatives, and other relevant applicable legislation related to the entities acquiring the status of Social Enterprise.



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| Regulation (GRK) No. 19/2020 of procedures for obtaining, rejection and forfeiture of social enterprise status as well as the composition of commission | **No.19/2020** |
| Date of signing | 09.09.2020 |
| Date of publication in the official gazette | 18.09.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant Institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-022 on Socially Owned Enterprises |

**Article 1**

**Purpose**

This Regulation regulates the procedure, conditions and criteria to be met by legal entities for obtaining the status of the Social Enterprise and the organization, composition and functions of the Commissions that decide for obtaining, rejection, forfeiture of the status, evaluation of the remaining property and review of complaints for social enterprises.

**Article 2**

**Scope**

1. This Regulation shall apply to central and local level institutions that are responsible and mandated by the Government of the Republic of Kosovo for the implementation of the Law on Social Enterprises, the Law on Business Organisations, the Law on the Freedom of Association in Non-Governmental Organizations, the Law on Farmer's Cooperatives and other relevant legislation in force regarding the entities obtaining the status of Social Enterprises.

2. The provisions of this Regulation shall apply to any legal person who submits a request for obtaining the status of a social enterprise.



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| Regulation (GRK) No.17/2020 on the registration procedures of social enterprises | **No.17/2020** |
| Date of signing | 09.09.2020 |
| Date of publication in the official gazette | 18.09.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-022 on Socially Owned Enterprises |

**Article 1**

**Purpose**

This Regulation sets out the procedure, condition and criteria to be met by legal entities, in order to be registered through any of the legal forms to exercise the activity of a social enterprise.

**Article 2**

 **Scope**

1. This Regulation shall apply to central and local level institutions that are responsible and mandated by the Government of Kosovo for the implementation of the Law on Social Enterprises, the Law on Freedom of Association in Non-Governmental Organizations, the Law on Business Organizations, the Law On Farmer’s Cooperatives and other relevant legislation in force, as regards the entities acquiring the status of Social Enterprise.

2. The provisions of this Regulation shall apply to subjects applying for registration as legal persons and intending to acquire and exercise the status of the Social Enterprise in any of the forms of organization of legal persons, as provided for by the Law on Social Enterprises.



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| Administrative Instruction (MES) No. 85/2020 for school year calendar 2020/2021 | **No.85/2020** |
| Date of signing |  |
| Date of publication in the official gazette | 17.09.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Education and Science |
| Legal basis |  |

**Article 1**

**Purpose**

This Administrative Instruction aims to determine the beginning and end of the school year, respectively the academic year, according to levels, winter break, spring break, public holidays for primary school students, pre-primary classes, lower secondary schools, higher secondary schools, preschool institutions and resource centres for teaching and counselling.



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| Administrative Instruction (MIA) No. 05/2020 on criteria and procedures for acquiring the citizenship of the Republic of Kosovo | **No.05/2020** |
| Date of signing | 04.09.2020 |
| Date of publication in the official gazette | 08.09.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Internal Affairs |
| Legal basis | Law No. 04/L-215 on Citizenship of Kosovo |

**Article 1**

**Purpose**

The purpose of this Administrative Instruction is to define the criteria, procedures and modes of acquiring the citizenship of the Republic of Kosovo.

**Article 2**

**Scope**

The provisions of this Administrative Instruction shall be binding on all responsible officials of DCAM/DC/CSO, as well as on all persons applying for acquisition of citizenship of the Republic of Kosovo.



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| Regulation (GRK) No. 16/2020 on admission and career in the civil service of the Republic of Kosovo | **No.16/2020** |
| Date of signing | 21.08.2020 |
| Date of publication in the official gazette | 27.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis |  Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court)  |

**Article 1**

**Purpose**

This Regulation aims to build a sustainable and professional system on admission and career advancement of civil servants in accordance with the basic principles of the Civil Service set out in Law No. 06/L-114 on Public Officials (hereinafter LPO).

**Article 2**

**Scope**

1. This Regulation shall apply to the entire civil service in the Republic of Kosovo; it shall lay down the procedures for the admission, transfer within the category and promotion of the civil servant.

2. This Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsperson Institution, Auditor General of Kosovo, Central Election Commission, Central Bank of Kosovo, Independent Media Commission.



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| Regulation No.15/2020 on the admission, evaluation and discipline of senior management employees | **No.15/2020** |
| Date of signing | 21.08.2020 |
| Date of publication in the official gazette | 27.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

1. This regulation shall lay down the rules, criteria and procedures for admission, appointment, performance appraisal and discipline for senior management positions in state administration institutions and other state institutions.

2. This Regulation shall also lay down the rules on the functioning and decision-making of Commissions, the criteria and procedure for selection of members of commissions and remuneration for members of commissions.

**Article 2**

**Scope**

1. This regulation shall apply to all senior management positions in state administration institutions and other state institutions, as defined in the Regulation on Classification of Jobs.

2. Notwithstanding paragraph 1 of this article of this Regulation, this Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsperson Institution, Auditor General of Kosovo, Central Election Commission, Central Bank of Kosovo and the Independent Media Commission.



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| Regulation (GRK) No. 14/2020 on the transfer of civil servants | **No.14/2020** |
| Date of signing | 21.08.2020 |
| Date of publication in the official gazette | 27.08.2020 |
| Date Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

This regulation shall set out the rules and procedures for temporary, permanent transfer and transfer in case of closure or restructuring.

**Article 2**

**Scope**

1. The provisions of this Regulation shall apply to all state administration institutions and other state institutions when transferring civil servants.

2. Notwithstanding paragraph 1 of this article of this Regulation, this Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsperson Institution, Auditor General of Kosovo, Central Election Commission, Central Bank of Kosovo and the Independent Media Commission.



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| Regulation (GRK) No. 13/2020 on dismissal and early retirement from civil service | **No.13/2020** |
| Date of signing | 21.08.2020 |
| Date of publication in the official gazette | 27.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

This regulation shall lay down rules and procedures for the dismissal and early retirement from the civil service.

**Article 2**

**Scope**

1. This regulation shall apply to all categories of civil servants in state administration institutions and other state institutions. 2. Notwithstanding paragraph 1 of this article of this Regulation, this Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsperson Institution, Auditor General of Kosovo, Central Election Commission, Central Bank of Kosovo and the Independent Media Commission.



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| Regulation (GRK) No.12/2020 on working hours and leave of public officials | **No.12/2020** |
| Date of signing | 21.08.2020 |
| Date of publication in the official gazette | 27.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

1. This Regulation shall define:

1.1. conditions of working hours

1.2. types of leave and procedures for the use of leave.

**Article 2**

**Scope**

1. The provisions of this Regulation shall apply to all public officials in the institutions of the Republic of Kosovo.

2. Notwithstanding paragraph 1 of this article of this Regulation, this Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsperson Institution, Auditor General of Kosovo, Central Election Commission, Central Bank of Kosovo and the Independent Media Commission.



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| Regulation (GRK) No. 11/2020 on the discipline and complaints of public officials | **No.11/2020** |
| Date of signing | 21.08.2020 |
| Date of publication in the official gazette | 27.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

This regulation shall define the disciplinary procedures and measures for civil servants, the establishment, composition and selection of Disciplinary Committee members, as well as complaints of civil servants when disciplinary measures are imposed against, in accordance with Law No. 06/L-114 on Public Officials (hereinafter: the Law).

**Article 2**

**Scope**

1. The provisions of this Regulation shall apply to all institutions of the Republic of Kosovo where civil servants are employed.

2. The provisions of this Regulation shall also apply to public service employees and administrative and support staff, unless otherwise provided by the Law and this Regulation.

3. Exceptionally to provisions this Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsman Institution, Kosovo Auditor General, Central Election Commission, Central Bank of Kosovo and the Independent Media Commission.



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| Regulation (GRK) No. 10/20120 on declaration of the status of public officials | **No.10/2020** |
| Date of signing | 21.08.2020 |
| Date of publication in the official gazette | 27.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

The purpose of this Regulation is aimed at defining the rules and procedures for officials of public institutions of the Republic of Kosovo whose employment relationship status changes according to Law No. 06/L-114 on Public Officials (hereinafter: the Law).

**Article 2**

**Scope**

1. This regulation shall be implemented by all public institutions that have public officials employed. 2. Notwithstanding paragraph 1 of this article of this Regulation, this Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsperson Institution, Auditor General of Kosovo, Central Election Commission, Central Bank of Kosovo and the Independent Media Commission.



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| Regulation (MIA) No. 01/2020 on the contents, administration and use of the personnel file and human resource management information system | **No.01/2020** |
| Date of signing | 11.08.2020 |
| Date of publication in the official gazette | 19.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

This Regulation defines the contents, administration and use of the personnel file and the Human Resource Management Information System (HRMIS).

**Article 2**

**Scope**

1. The provisions of this Regulation shall apply to all institutions of the Republic of Kosovo.

2. Notwithstanding paragraph 1 of this article of this Regulation, this Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsperson Institution, Auditor General of Kosovo, Central Election Commission, Central Bank of Kosovo and the Independent Media Commission.



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| Regulation (MIA) No. 02/2020 on personnel planning | **No.02/2020** |
| Date of signing | 11.08.2020 |
| Date of publication in the official gazette | 19.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-114 on Public Officials (Judgment No. ko203/19, Constitutional Court) |

**Article 1**

**Purpose**

1. This regulation sets out the detailed procedures for staff planning, approval of plans, the content of plans and their publication, as well as the responsibilities of institution.

 2. The purpose of Personnel Planning is to ensure adequate staff, with knowledge, skills and qualities required and necessary for the continued operation of the institution and the provision of high quality services.

**Article 2**

**Scope**

1. Provisions of this regulation shall apply to all institutions of the Republic of Kosovo. 2. Notwithstanding paragraph 1 of this article of this Regulation, this Regulation shall not apply to: Kosovo Judicial Council, Kosovo Prosecutorial Council, Constitutional Court, Ombudsperson Institution, Auditor General of Kosovo, Central Election Commission, Central Bank of Kosovo and the Independent Media Commission.



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| Administrative Instruction (MEE) No. 04/2020 on the heating and cooling efficiency potential | **No.04/2020** |
| Date of signing |  |
| Date of publication in the official gazette | 14.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Economy and Environment |
| Legal basis |  |

**Article 1**

**Purpose**

This Administrative Instruction sets out a comprehensive assessment of the of the energy efficiency potential in heating and cooling.

**Article 2**

**Scope**

This Administrative Instruction shall be implemented by all public authorities and the private sector, including service providers in terms of heating and cooling efficiency.



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| Regulation (GRK) No. 09/2020 on the determination of procedures on the allocation for use and exchange of the municipal immovable property | **No.09/2020** |
| Date of signing | 30.07.2020 |
| Date of publication in the official gazette | 01.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Government of the Republic of Kosovo |
| Legal basis | Law No. 06/L-092 on Allocation for Use and Exchange of Municipal Immovable Property   |

**Article 1**

**Purpose**

This Regulation aims to determine the procedures and criteria on the allocation for use and exchange of municipal immovable property for the public interest, as well as the transfer to municipal ownership of immovable property administered by central institutions.

**Article 2**

**Scope**

The provisions of this Regulation apply to central institutions, municipal institutions, natural and legal persons.



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| Administrative Instruction (MEE) No.01/2020 on waste management containing asbestos | **No.01/2020** |
| Date of signing |  |
| Date of publication in the official gazette | 07.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Economy and Environment |
| Legal basis | Law No. 04/L-060 on Waste - Annex |

**Article 1**

**Purpose**

1. This Administrative Instruction sets out the measures needed to manage the prevention and reduction of the negative impact of asbestos-containing waste.

2. This Administrative Instruction on waste management containing asbestos is partly in accordance with (Council Directive) 87/217/EEC of 19 March 1987 on the prevention and reduction of environmental pollution with asbestos.

**Article 2**

**Scope**

The provisions of this Administrative Instruction are binding on all persons dealing with management of asbestos-containing waste including collection, packaging, gathering, storage, transportation, processing, treatment and disposal of asbestos-containing waste.



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| Regulation No. 01/2020 on municipal performance management system and municipal performance grant scheme  | **No.01/2020** |
| Date of signing |  |
| Date of publication in the official gazette | 04.08.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Local Government |
| Legal basis | Law No. 03/L-040 on Local Self-Government  |

**Article 1**

**Purpose**

1.1. The aim of this Regulation is to establish principles, rules, procedures and standards for municipal performance system and functioning of municipal performance grant scheme.

1.2. This Regulation shall determine:

1.2.1. The establishment and functioning of the municipal performance management system;

1.2.2. Steps for planning, coordination, reporting, verification and publication of municipal performance results;

1.2.3. Responsible structures at the local and central level for managing municipal performance data;

1.2.4. Reference guidelines in professional documents of the municipal performance management system;

1.2.5. Content of the quality system and methodology for the municipal performance data verification process;

1.2.6. Development and functioning of the municipal performance grant scheme;

1.2.7. Setting procedures for the change of MPMS.

**Article 2**

**Scope**

This Regulation shall apply to the measurement of municipality's performance in the exercise of their own competencies under the Municipal Performance Management System, which is implemented by the local level institutions and ministry responsible for local self government and for the functioning of the Municipal Performance Grant Scheme.



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| Administrative Instruction (MAFRD) - No. 03/2020 on direct payments in agriculture for 2020 | **No.03/2020** |
| Date of signing | 17.07.2020 |
| Date of publication in the official gazette | 20.07.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Agriculture, Forestry and Rural Development |
| Legal basis |  |

**Article 1**

**Purpose**

This Administrative Instruction defines rules, eligibility criteria, and support procedures for applicant farmers and implementation of direct payments in agriculture for 2020.

**Article 2**

**Scope**

The provisions of this administrative instruction are obligatory for the Agriculture Development Agency, relevant Municipal Directorates for Agriculture and the beneficiary farmers for direct payments in agriculture.



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| Administrative Instruction (MAFRD) No. 02/2020 on the measures and criteria of support in agriculture and rural development for 2020-2021 | **No.02/2020** |
| Date of signing | 17.07.2020 |
| Date of publication in the official gazette | 20.07.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Agriculture, Forestry and Rural Development |
| Legal basis |  |

**Article 1**

**Purpose**

This Administrative Instruction shall define principles, conditions, procedures, as well as eligibility and selection criteria for the implementation of the Rural Development Program 2020-21.

**Article 2**

**Scope**

1. The provisions of this Administrative Instruction shall be binding on the Ministry of Agriculture, Forestry and Rural Development and applicants and beneficiaries of the rural development measure.

2. This Administrative Instruction shall define support for measures and submeasures of the Rural Development Program (RDP) 2020-21.



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| Administrative Instruction (MTI) No. 03/2020 on the manner and procedure for registration and amendment of data of business organisations in the Kosovo Business Registration Agency | **No.03/2020** |
| Date of signing | 07.07.2020 |
| Date of publication in the official gazette | 08.07.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Ministry of Trade and Industry |
| Legal basis | [Law No. 06/L-016 on Business Organisations](https://gzk.rks-gov.net/ActDetail.aspx?ActID=16426) |

**Article 1**

**Purpose**

The purpose of this Administrative Instruction is to regulate the manner and procedure of the registration and amendment of eventual data of Business Organisations at the Kosovo Business Registration Agency (hereinafter: KBRA).

**Article 2**

**Scope**

1. This Administrative Instruction applies to the registration and changing of data by KBRA for all Business Organisations and other organisations determined in Article 23 of the Law No. 06/L-016 on Business Organisations.

2. Manner and procedure of deregistration of Business Organisations in KBRA is regulated with special bylaw.



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| Administrative Instruction (MTI) No. 03/2020 on the manner and procedure for registration and amendment of data of business organisations in the Kosovo Business Registration Agency | **No.03/2020** |
| Date of signing | 25.06.2020 |
| Date of publication in the official gazette | 30.06.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Relevant institution | Law No. 06/L-016 on Business Organisations |
| Legal basis | Ministry of Trade and Industry |

**Article 1**

**Purpose**

The purpose of this Administrative Instruction is to define the procedures for registration, use, protection and deregistration of Official and Trade Names of the business organisations.

**Article 2**

**Scope**

This Administrative Instruction applies to the registration of the Official and Trade Name by the Kosovo Business Registration Agency for all business organisations and other entities determined in Law No. 06/L-016 on Business Organisations.



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| Administrative Instruction (MIA) No.01/2020 on technical norms for protection of electricity infrastructure and equipment against fire | **No.01/2020** |
| Date of signing | 25.06.2020 |
| Date of publication in the official gazette | 23.06.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Legal basis | [Law No. 04/L-012 for Fire Protection](https://gzk.rks-gov.net/ActDetail.aspx?ActID=2750)  |
| Relevant institution  | Ministry of Internal Affairs |

**Article 1**

**Purpose**

This Administrative Instruction determines the technical norms for protection of electricity infrastructure and equipment against fire, as well as protection against the spreading of fire to surrounding facilities.

**Article 2**

**Scope**

The provisions of this Administrative Instruction are binding to all relevant institutions, organizations and units in the Republic of Kosovo that participate in the design, construction, use and maintenance of electricity infrastructure and equipment for generation, transmission and distribution of electricity.



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| Administrative Instruction (GRK) No. 02/2020 on amending and supplementing Administrative Instruction (GRK) No. 03/2016 on special measures for registration of joint immovable property on behalf of both spouses | **No.02/2020** |
| Date of signing | 21.04.2020 |
| Date of publication in the official gazette | 23.04.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Legal basis |  |
| Relevant institution  | Government of the Republic of Kosovo |

**Article 1**

**Purpose**

This Administrative Instruction aims to amend and supplement Administrative Instruction (GRK) No. 03/2016 on special measures for registration of joint immovable property on behalf of both spouses.



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| Administrative Instruction (MAFRD) - No. 01/2020 on the amendment and supplement of the Administrative Instruction No. 10/2010 on amendment and supplement of the Administrative Instruction No. 41/2006 for changing the destination of agricultural land | **No.01/2020** |
| Date of signing | 11.06.2020 |
| Date of publication in the official gazette | 11.06.2020 |
| Date of Guideline in the Handbook | 23.10.2020 |

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| Legal basis |  |
| Relevant institution  | Ministry of Agriculture, Forestry and Rural Development |

**Article 1**

**Purpose**

The present Administrative Instruction shall aim to amend and supplement the Administrative Instruction No. 10/2010 on amendment and supplement of the Administrative Instruction No. 41/2006 for changing the destination of agricultural land.