



**Republika e Kosovës**  
**Republika Kosovo - Republic of Kosovo**  
*Kuvendi - Skupština - Assembly*

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**Law No. 04/L-221**

**ON KOSOVO INSTITUTE FOR PUBLIC ADMINISTRATION**

**Assembly of Republic of Kosovo,**

Based on Article 65 (1) of the Constitution of the Republic of Kosovo,

Approves

**LAW ON KOSOVO INSTITUTE FOR PUBLIC ADMINISTRATION**

**Article 1**  
**Purpose**

This law aims to regulate the organization, functioning and responsibilities of the Kosovo Institute for Public Administration (hereinafter: KIPA).

**Article 2**  
**Scope**

1. Kosovo Institute for Public Administration (KIPA) is responsible for implementation of policies and strategies for training, vocational training and capacity building in Civil Service.
2. KIPA, under paragraph 1. of this Article, shall provide services for all institutions of Civil Service in central and local level.

3. KIPA, under paragraph 1. of this Article, shall also provide services for natural and legal persons.

### **Article 3 Definitions**

1. Terms used in this law shall have the following meaning:

- 1.1. **Ministry** – responsible ministry for public administration;
- 1.2. **Minister** – Minister responsible for public administration;
- 1.3. **KIPA** – Kosovo Institute for Public Administration;
- 1.4. **Institutions of Civil Service** – all institutions defined under the Law No. 03/L-149 on the Civil Service of the Republic of Kosovo.

2. Other terms used in this Law shall have the same meaning as the definitions given under the Law No. 03/L-149 on the Civil Service of the Republic of Kosovo.

### **Article 4 Legal Status**

KIPA is a central body of state administration operating under the Ministry.

### **Article 5 Functions of KIPA**

1. KIPA is responsible:

- 1.1. to advise and support the Ministry in preparing the strategies for training civil servants and to implement these strategies upon their approval;
- 1.2. to periodically identify and evaluate the needs for training civil servants of Kosovo in central and local level;
- 1.3. to collect the training plans, after the annual work assessment and to integrate these plans in the annual training plan until March 30 of each year;
- 1.4. to develop proper training programs that meet the identified needs and to evaluate the results of training programs organized for this purpose;
- 1.5. to provide trainings for civil servants in central and local level;

- 1.6. to draft mid and long term plan of KIPA;
  - 1.7. to coordinate activities with institutions in local and central level and activities of donors in the area of training in civil service;
  - 1.8. to conduct researches, organize forums and discussions for training needs and development of civil servants;
  - 1.9. to keep records on trainings and programs implemented by KIPA.
2. KIPA shall cooperate with other institutions, creates and maintains access to local and international professional network that have the knowledge and experience in the area of implementation of training policies and strategies, vocational training and capacity building.

## **Article 6**

### **The organizational structure of KIPA**

1. The Organizational Structure of KIPA is composed of:
  - 1.1. The Office of Director General;
  - 1.2. Directorates; and
  - 1.3. Sectors.
2. Internal organization and systematization of jobs in KIPA shall be made in accordance to the Law no. 03/L-189 on State Administration.

## **Article 7**

### **Director General**

1. KIPA shall be chaired by the Director General, who shall be appointed in compliance with the Law on Civil Service of the Republic of Kosovo and responds directly to the Minister competent for public administration.
2. The Director General is competent:
  - 2.1. for general administration and management of KIPA;
  - 2.2. for accurate, impartial and professional instructions and advice related to the issues dealing with tasks and responsibilities of KIPA;
  - 2.3. for making decisions and guidelines related to the KIPA functioning;

- 2.4. for management of resources and implementation of a management quality system;
3. The Director general shall, no later than 1<sup>st</sup> of March of each calendar year, submit a detailed report to the Ministry on the achievements of results during the previous year.

### **Article 8** **Categories of training groups**

1. KIPA shall provide training programs for the following categories:
  - 1.1. carrier and non-carrier civil servants employed in central and local administration bodies;
  - 1.2. other categories according to the requests of natural and legal persons, which shall be regulated with sub-legal act proposed by the Ministry and approved by the Government.
2. For categories foreseen under sub-paragraph 1.2. of this Article, KIPA can provide trainings if there are sufficient financial means available.
3. Requests from the categories foreseen under sub-paragraph 1.2. of this Article shall be approved by the Director General of KIPA.

### **Article 9** **Training programs**

1. KIPA shall prepare and implement the following training programs:
  - 1.1. introductory training during the probation period;
  - 1.2. training for career development;
  - 1.3. training for professional adjustment in case of change of work requests;
  - 1.4. training with special character for performance of special tasks;
  - 1.5. training for development of professional knowledge;
  - 1.6. training for trainers;
  - 1.7. trainings for mandatory tests foreseen under the legislation in force.
2. For training programs under paragraph 1. of this Article, KIPA, after successful completion of training programs shall issue certificates.

3. For trainings and mandatory testing under sub-paragraph 1.7 of this Article, the issues of their organization, shall be defined with sub-legal act issued by the Government, based on a feasibility study for the application of mandatory training and testing in the Kosovo civil service.

4. KIPA, in accordance with legislation in force, enjoys all rights related to intellectual property for developed training programs.

### **Article 10** **Coordination of training programs**

1. KIPA shall coordinate training activities with institutions of central and local level and with donor organizations for training programs of civil servants, with particular focus on the training programs foreseen under Article 9, paragraph 1. of this Law.

2. KIPA shall create and maintain the data base for the training programs developed.

### **Article 11** **Trainers of KIPA**

1. In order to implement the training programs, KIPA shall engage trainers.

2. The payment of engaged trainers shall be made by the KIPA Budget.

3. The terms for engagement of trainers, categorization and the way of payment shall be regulated by sub-legal act proposed by the Ministry and approved by the Government.

### **Article 12** **Professional Training in KIPA**

1. In accordance with Article 10 of the Law no. 03/1-149 on the Civil Service of the Republic of Kosovo, KIPA shall organize professional training programs in the area of public administration.

2. To develop professional training programs, KIPA may enter to a partnership with higher education providers that are accredited and operating inside and outside the Republic of Kosovo.

**Article 13**  
**Budget**

1. KIPA shall be financed by:
  - 1.1. the budget of Kosovo;
  - 1.2. donor's contributions, which can be partial (co-financing) and full.
2. Management of donor's contributions shall be done by the memorandum of understanding between KIPA and donors.

**Article 14**  
**Self-incomes**

1. KIPA may create incomes from the services provided in accordance with the Law on Public Financial Management and Accountabilities and in accordance with this law.
2. In order to exercise its functions and responsibilities, KIPA, in accordance with applicable legislation, may contract services from other parties.
3. Types and amount of taxes and fees of these services shall be regulated with sub-legal act, proposed by the Minister and approved by the Government.
4. The expenditure of KIPA incomes is done in accordance with the Law on Public Financial Management and Accountabilities.

**Article 15**  
**Sub-legal acts**

Sub-legal acts for implementation of this law shall be issued within six (6) months from the date of entry into force of this law.

**Article 16**  
**Transitional provisions**

1. Entry into force of this law shall abrogate the UNMIK Administrative Direction no. 2003/25.
2. Until sub-legal acts deriving from this law are approved, the Administrative Instruction 2004/9 on payment of trainers engaged by the Kosovo Institute for Public Administration shall continue to be implemented.

**Article 17**  
**Entry into force**

This law shall enter into force fifteen (15) days after its publication in the Official Gazette of the Republic of Kosovo.

**Law No. 04/L-221**  
**20 March 2014**

**President of the Assembly of the Republic of Kosovo**

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**Jakup KRASNIQI**