



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria – Vlada-Government

**REGULATION (OPM) NO. 08/2024 ON INTERNAL ORGANIZATION
AND SYSTEMATIZATION OF THE WORKPLACES OF THE MINISTRY
OF ENVIRONMENT SPATIAL PLANNING AND INFRASTRUCTURE**

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1. Regulation (OPM) No. 08/2024 on Internal Organization and Systematization of the Workplaces of the Ministry of Environment Spatial Planning and Infrastructure, was been approved by the Prime Minister, with Decision No. 073/2024, dated 29.03.2024.

Prime Minister of the Republic of Kosovo,

In support of Article 94 paragraph 4 of the Constitution of the Republic of Kosovo, Article 28 paragraph 3 of Law No. 06/L-113 on Organization and Functioning of the State Administration and Independent Agencies (Official Gazette No. 7, March 01, 2019), Article 9 of Law on Government of the Republic of Kosovo, Article 9 paragraph 7 of Regulation (CRK) No. 01/2020 on Internal Organization Standards, Systematization of Workplaces and Cooperation in State Administration Institutions and Independent Agencies,

Adopts the following:

REGULATION (OPM) No.08/2024 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF THE WORKPLACES OF THE MINISTRY OF ENVIRONMENT, SPATIAL PLANNING AND INFRASTRUCTURE

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Regulation aims to determine the internal organization and systematization of jobs in the Ministry of Environment, Spatial Planning and Infrastructure.

**Article 2
Scope**

1. This Regulation applies to the Ministry of Environment, Spatial Planning and Infrastructure.
2. The area of responsibility of the Ministry of Environment, Spatial Planning and Infrastructure is defined in the relevant Regulations of the Government's work, the relevant Regulations for the areas of administrative responsibility of the Prime Minister's Office and Ministries as well as in other legislation in force.
3. With the exception of paragraph 1 of this article, this Regulation does not determine the internal organization and systematization of workplaces for the Kosovo Cadastral Agency, the Kosovo Environmental Protection Agency, the Civil Aviation Authority of Kosovo, the Agency for Civil Services Air Navigation.,
4. The internal organization and systematization of workplaces for the Cadastral Agency of Kosovo, the Environmental Protection Agency of Kosovo, the Civil Aviation Authority of Kosovo, the Agency for Air Navigation Services, are regulated by separate regulations.
5. In terms of this Regulation, names in the masculine gender also mean names in the feminine gender and vice versa without discrimination.

**Article 3
Mission of the Ministry of Environment, Spatial Planning and Infrastructure**

The mission of the Ministry of Environment, Spatial Planning and Infrastructure is the protection of the environment, the sustainable use of water resources, the sustainable regulation of space, the regulation and development of the general transport sector and the promotion of the development of a modern network of road infrastructure according to the concept of sustainable development.

CHAPTER II INTERNAL ORGANIZATION OF THE MINISTERIAL SYSTEM

Article 4 The organizational structure of the Ministry of Environment, Spatial Planning and Infrastructure

1. The organizational structure of the Ministry of Environment, Spatial Planning and Infrastructure is as follows:

- 1.1. The Cabinet The Minister;
- 1.2. office e the Secretary General;
- 1.3. Departments; and
- 1.4. Divisions.

2. The number of employees in the Ministry of Environment, Spatial Planning and Infrastructure is six hundred and seven (607).

Article 5 Cabinet of the Minister

1. The Cabinet of the Minister of the Ministry of Environment, Spatial Planning and Infrastructure consists of:

- 1.1. Minister;
- 1.2. Deputy Ministers;
- 1.3. Political advisors; and
- 1.4. Support staff.

2. The duties and responsibilities of the minister, deputy ministers, political advisers and support personnel are determined by the Constitution of the Republic of Kosovo, by special laws, the relevant Regulations of the Government's work, the relevant Regulations for the areas of administrative responsibility of the Office of the Prime Minister and ministries as well as with other legislation in force.

3. The number of employees in the Minister's Cabinet is twenty one (21).

Article 6
Office of the Secretary General

1. The Office of the Secretary General of the Ministry of Environment, Spatial Planning and Infrastructure consists of:
 - 1.1. General Secretary;
 - 1.2. Professional Staff; and
 - 1.3. Support Staff.
2. The professional and supporting civil servants within the Office of the Secretary General are:
 - 2.1. Senior executive officer;
 - 2.2. Executive officer; and
 - 2.3. Administrative officer.
3. Other positions that answer directly to the General Secretary:
 - 3.1. Certifying Officer.
4. The duties and responsibilities of the Secretary General are determined by the relevant Law on the organization and functioning of the state administration and independent agencies, the relevant law on public officials, the relevant regulation on the areas of administrative responsibility of the Prime Minister's Office and ministries, as well as other legislation in power.
5. The duties and responsibilities of the support personnel of the Office of the Secretary General are determined by the legislation on the civil service in force.
6. The number of employees in the General Secretary's Office is seven (7).

Article 7
Departments and Divisions of the Ministry of Environment, Spatial Planning and Infrastructure

1. The Departments and Divisions of the Ministry of Environment, Spatial Planning and Infrastructure are:
 - 1.1. Department of Environmental Protection;
 - 1.1.1. Chemicals and Biocides Management Division;
 - 1.1.2. Integrated Waste Management Division;

1.1.3. Division of Nature Protection and Biodiversity;

1.1.4. Air Pollution Protection Division;

1.1.5. Climate Change Division; and

1.1.6. Division of Environmental Permits and Licenses.

1.2. Department of Spatial Planning, Construction and Housing :

1.2.1. Spatial Planning Division;

1.2.2. Division i Housing;

1.2.3. Construction and Legalization Division;

1.2.4. Division of Energy Efficiency in Buildings; and

1.2.5. Cadastre Division.

1.3. Spatial Planning Institute:

1.3.1. Planning and Cooperation Division;

1.3.2. Research and Evaluation Division; and

1.3.3. Geographic Information System Division for Spatial Planning.

1.4. Authority of the Region of River Basins and Water Resources:

1.4.1. Water Resources Policy and Planning Division;

1.4.2. Division of Integrated Water Resources Management;

1.4.3. Dams and Water Infrastructure Management Division;

1.4.4. River Basin Management Division; and

1.4.5. Division of Water Acts and Finances.

1.5. Real Estate Expropriation Department:

1.5.1. Division of Juridical - Personal Affairs;

1.5.2. Division of Technical Issues - Geodetic; and

1.5.3. Compensation Division.

1.6. Department of Radiation Protection and Nuclear Safety;

1.6.1. Ionizing Radiation Protection and Nuclear Safety Division;

1.6.2. Division of Protection from Non-Ionizing Radiation; and

1.6.3. Division of Authorizations and Licenses.

1.7. Department of General Transport:

1.7.1. Road Transport Division;

1.7.2. Rail Transport Division;

1.7.3. Air Transport Division;

1.7.4. Water Transport Division; and

1.7.5. Transportation Permits and Licenses Division.

1.8. Road Management Department:

1.8.1. Road Maintenance Division;

1.8.2. Road Construction Division; and

1.8.3. Division of Property Management, Locks and Installations; and

1.8.4. Road Safety Division.

1.9. Department of Driver's License and Vehicles:

1.9.1. Driver's License Division;

1.9.2. Theoretical and Practical Testing Division;

1.9.3. Division of Driving School and Technical Control;

1.9.4. Program Planning and Development Division;

1.9.5. Division of Permits and Licenses.

- 1.10. Department of Road and Railway Infrastructure:
 - 1.10.1. Road and Rail Network Development Division; and
 - 1.10.2. Road and Railway Projects Division;
- 1.11. Department of European Integration and Policy Coordination:
 - 1.11.1. Division of European Integrations; and
 - 1.11.2. Policy Coordination Division.
- 1.12. Department Legal:
 - 1.12.1. Division for Drafting and Harmonization of Legislation;
 - 1.12.2. Division of Supervision of Implementation of Legislation and Legal Support; and
 - 1.12.3. Division of Inter-institutional Cooperation in the Field of Judicial Representations and Coordination of Agreements.
- 1.13. Budget and Finance Department:
 - 1.13.1. Budget Division;
 - 1.13.2. Division;
 - 1.13.3. Reporting and Accounting Division; and
 - 1.13.4. Division of Revenue and Property.
- 1.14. Department of Services General and Information Technology:
 - 1.14.1. Division of Information Technology and Digitization;
 - 1.14.2. Logistics and Maintenance Division;
 - 1.14.3. Division of Translations and Reading; and
 - 1.14.4. Archives Division.
- 1.15. Inspection Department:
 - 1.15.1. Environmental, Nature and Water Protection Inspection Division;
 - 1.15.2. Construction Inspection and Spatial Planning Division;

1.15.3. Nuclear Radiation Protection Inspection Division.

1.15.4. Road Infrastructure Inspection Division;

1.15.5. Technical Controls Inspection Division;

1.15.6. Road Transport Inspection Division;

1.15.7. Driving Schools Inspection Division.

1.16. Internal Audit Unit

1.17. Division of Projects for Sustainable Development;

1.18. Public Communication Division;

1.19. Division of Human Rights and Gender Equality;

1.20. Procurement Division; and

1.21. Resources Division Human.

Article 8 **Department of Environmental Protection**

1. The mission of the Department of Environmental Protection is to create an integrated system for environmental protection as well as to reduce the risk of environmental pollution, life and human health according to the concept of sustainable development.

2. Duties and Accountability of the Department of Environmental Protection, are:

2.1. Proposes, drafts and develops policies in the field of environmental protection, which field includes: protection of nature, air protection from pollution, climate change, biodiversity, administration of chemicals, biocidal products and waste;

2.2. Proposes the initiation of procedures for the drafting of legislation in the field of environmental protection, drafts the legislation in question, in accordance with EU legislation and international standards;

2.3. Identifies and proposes investment and financing needs in the field of environmental protection;

2.4. Provides support for issues related to membership in international organizations from the field of environmental protection;

2.5. Cooperates with local and international institutions whose activities are related to environmental protection;

- 2.6. Accepts, examines, supervises and reports on the examination of requests for equipment with consents, permits and licenses in the field of environment;
 - 2.7. Drafts periodic reports and according to the requirements from the field of environmental protection activity;
 - 2.8. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to the protection of the environment;
 - 2.9. All other duties defined in the legislation in force covering the field of environmental protection.
3. The Director of the Environmental Protection Department reports to the General Secretary.
 4. This Department includes the following Divisions:
 - 4.1. Chemicals and Biocides Management Division;
 - 4.2. Integrated Waste Management Division;
 - 4.3. Nature Protection and Biodiversity Division;
 - 4.4. Air Pollution Protection Division; and
 - 4.5. Climate Change Division;
 - 4.6. Environmental Permits and Licenses Division;
 5. The number of employees in the Environmental Protection Department is thirty one (31).

Article 9
Chemicals and Biocides Management Division

1. The duties and responsibilities of the Chemicals and Biocides Management Division are:
 - 1.1. Proposes, designs and develops policies in the field of administration of chemicals and biocidal products;
 - 1.2. Proposes the initiation of procedures for the drafting of legislation in the field of administration of chemicals and biocidal products, drafts the legislation in question, in accordance with EU legislation and international standards;
 - 1.3. Provides support for issues related to membership in international organizations in the field of chemicals and biocidal products administration;
 - 1.4. Cooperates with local and international institutions, whose activity is related to the administration of chemicals and biocidal products;
 - 1.5. Identifies and proposes the needs for investments and financing in the field of administration

of chemicals and biocidal products;

1.6. Drafts periodic reports and according to requirements, in the field of administration of chemicals and biocidal products;

1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that deal with the administration of chemicals and biocidal products.

1.8. All other duties defined in the legislation in force covering the field of administration of chemicals and biocidal products

2. The Head of the Chemicals and Biocides Management Division reports to the Director of the Department.

3. The number of employees in the Chemicals and Biocides Management Division is five (5).

Article 10 **Integrated Waste Management Division**

1. The duties and responsibilities of the Division for Integrated Waste Management are:

1.1. Proposes, designs and develops policies in the field of waste management;

1.2. Proposes the initiation of procedures for the drafting of legislation in the field of waste management, drafts the legislation in question, in accordance with EU legislation and international standards;

1.3. Provides support for issues related to membership in international organizations from the field of waste management;

1.4. Cooperates with local and international institutions, whose activity is related to the administration of waste;

1.5. Identifies and proposes investment and financing needs in the field of waste management;

1.6. Prepares periodic reports and according to requests, in the field of waste management;

1.7. It evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the administration of waste;

1.8. All other duties defined in the legislation in force covering the field of waste management.

2. The Head of the Integrated Waste Management Division reports to the Director of the Department.

3. The number of employees in the Integrated Waste Management Division is six (6).

Article 11
Nature and Biodiversity Protection Division

1. The duties and responsibilities of the of Nature and Biodiversity Protection Division are:
 - 1.1. Proposes, designs and develops policies in the field of nature protection and biodiversity;
 - 1.2. Proposes the initiation of procedures for the drafting of legislation in the field of nature protection and biodiversity, drafts said legislation, in accordance with EU legislation and international standards, and ensures its implementation;
 - 1.3. Provides support for issues related to membership in international organizations in the field of nature protection and biodiversity;
 - 1.4. Cooperates with local and international institutions, whose activity is related to the protection of nature and biodiversity;
 - 1.5. Identifies and proposes investment and financing needs in the field of protection of nature and biodiversity;
 - 1.6. Drafts periodic reports and according to requirements, in the field of protection of nature and biodiversity;
 - 1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the protection of nature and biodiversity;
 - 1.8. Coordinates and leads activities for the declaration of protected nature areas based on the study drawn up by professional institutions;
 - 1.9. All other duties defined in the legislation in force covering the field of nature protection and biodiversity.
2. The Head of the Nature Protection and Biodiversity Division reports to the Director of the Department.
3. The number of employees in the Division of Nature Protection and Biodiversity is four (4).

Article 12
Air Pollution Protection Division

1. The duties and responsibilities of the Air Pollution Protection Division are:
 - 1.1. Proposes, designs and develops policies in the field of protection of the air from pollution which includes pollution industrial, air quality management, environmental impact assessment (EIA), strategic environmental assessment (SEA), noise and planning of measures in case of environmental accidents;

- 1.2. Proposes the initiation of procedures for the drafting of legislation in the field of for the protection of air from pollution, drafts the legislation in question, in accordance with EU legislation and international standards, and ensures its implementation;
 - 1.3. Provides support for issues related to membership in international organizations in the field of air pollution protection;
 - 1.4. Cooperates with local and international institutions, whose activity is related to the protection of air from pollution;
 - 1.5. Identifies and proposes investment and financing needs in the field of protection of air from pollution;
 - 1.6. Prepares periodic reports and according to requests, in the field of protection of air from pollution;
 - 1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that deal with the protection of air from pollution;
 - 1.8. Proposes measures for the rehabilitation and control of hotspots;
 - 1.9. All other duties defined in the legislation in force covering the field of air pollution protection.
2. The Head of the Air Pollution Protection Division reports to the Director of the Department.
 3. Number The number of employees in the Air Pollution Protection Division is four (4).

Article 13 Climate Change Division

1. The duties and responsibilities of the Climate Change Division are:
 - 1.1. Proposes, drafts and ensures the implementation of policies, plans and strategic documents in the field of mitigation and adaptation to climate change and the protection of the ozone layer that derive from the legislation in force on climate change;
 - 1.2. Monitors the implementation of rights and obligations arising from international agreements and reports on a regular basis;
 - 1.3. Drafts regular periodic reports on the activities developed in the field of climate change;
 - 1.4. Defines the methodologies and instructions related to the monitoring, reporting and verification of greenhouse gas emissions in accordance with the legislation in force;
 - 1.5. Coordinates inter-institutional, international and bilateral cooperation in the field of climate change adaptation and mitigation and protection of the ozone layer;

- 1.6. Initiates and implements projects in order to realize the measures foreseen in the Action Plan;
 - 1.7. Cooperates with relevant actors for the development of other activities related to climate change;
 - 1.8. Heads the Technical Secretariat of the National Council for Climate Change and reports to the National Council for Climate Change;
2. The Head of the Climate Change Division reports to the Director of the Department.
 3. The number of employees in the Climate Change Division is four (4).

Article 14
Environmental Permits and Licenses Division

1. The duties and responsibilities of the Environmental Permits and Licenses Division are:
 - 1.1. Cooperates with local and international institutions, whose activity is related to environmental permits and licenses;
 - 1.2. Accepts and examines requests for environmental permits and licenses;
 - 1.3. Drafts periodic reports and according to requests, in the field of environmental permits and licenses;
 - 1.4. Assists Commissions in administrative work regarding the review of requests for environmental permits and licenses;
 - 1.5. All other duties defined in the legislation in force covering the field of environmental permits and licenses.
2. The Head of the Environmental Permits and Licenses Division reports to the Director of the Department.
3. The number of employees in the Division of Environmental Permits and Licenses is seven (7).

Article 15
Department of Spatial Planning Construction and Housing

1. Mission of the Spatial Planning Department, Construction and Housing is the sustainable regulation of space, as a prerequisite for balanced social and economic development, ensuring equal treatment, free movement and adequate access to public services for citizens.
2. Duties and responsibilities of the Spatial Planning Department Construction and Housing are:
 - 2.1. Proposes, designs and develops policies in the field of spatial planning, construction, housing,

cadastre and energy efficiency;

2.2. Proposes the initiation of procedures for the drafting of legislation in the field of spatial planning, construction, housing, cadastre and energy efficiency , drafts said legislation, in accordance with EU legislation and international standards, and ensures its implementation;

2.3. Identifies and proposes investment and financing needs in the field of spatial planning, construction, housing, cadastre and energy efficiency;

2.4 Examines and evaluates spatial planning documents at the municipal level in terms of compliance with legal procedures and gives Consent for documents after their professional confirmation by the ISP;

2.5. Provides support for issues related to membership in international organizations in the field of spatial planning, construction, housing, cadastre and energy efficiency;

2. 6. Cooperates with local and international institutions, whose activity is related to the field of spatial planning, construction, housing, cadastre and energy efficiency;

2.7. Examines the requirements for construction conditions, construction permits, demolition permits and certificates of use for third category constructions;

2.8. Accepts and examines requests for legalization for constructions of the third category;

2.9. Prepares periodic reports and according to requirements from the scope of spatial planning, construction, housing, cadastre and energy efficiency;

2.10. Evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the field of spatial planning, construction, housing, cadastre and energy efficiency;

2.11. All other tasks defined in the legislation in force covering the field of spatial planning, construction, housing, cadastre and energy efficiency.

3. Director of the Spatial Planning Department Construction and Housing reports to the General Secretary.

4. The following Divisions are part of this Department:

4.1. Spatial Planning Division;

4.2. Housing Division;

4.3. Division of Construction and Handling of Unauthorized Constructions;

4.4. Division of Energy Performance of Buildings; and

4.5. Cadastre Division.

5. Number of employees in the Department of Spatial Planning, Construction and Housing is twenty-six (26).

Article 16 Spatial Planning Division

1. The duties and responsibilities of the Spatial Planning Division are;

1.1. Proposes, designs and develops policies in the field of spatial planning, including special protected areas;

1.2. Proposes the initiation of procedures for the drafting of legislation in the field of spatial planning , drafts the legislation in question, in accordance with EU legislation and international standards;

1.3. Provides support for issues related to membership in international organizations from the field of spatial planning;

1.4 Examines and evaluates spatial planning documents at the municipal level in terms of compliance with legal procedures and gives Consent for documents after their professional confirmation by the ISP;

1.5. Cooperates with local and international institutions, whose activity is related to spatial planning;

1.6. Identifies and proposes the needs for investments and financing in the field of spatial planning;

1.7. Drafts periodic reports and according to requests, in the field of spatial planning;

1.8. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to spatial planning;

1.9. All other tasks defined in the legislation in force covering the field of spatial planning.

2. The Head of the Spatial Planning Division reports to the Director of the Department.

3. The number of employees in the Spatial Planning Division is seven (7).

Article 17 Housing Division

1. Duties and responsibilities of the Division of Housing, are:

- 1.1. Proposes, designs and develops policies in the field of housing;
 - 1.2. Proposes the initiation of procedures for the drafting of legislation in the field of housing , drafts the legislation in question, in accordance with EU legislation and international standards;
 - 1.3. Provides support for issues related to membership in international organizations from the field of housing;
 - 1.4. Cooperates with local and international institutions, whose activity is related to housing;
 - 1.5. Identifies and proposes the needs for investments and financing in the field of housing;
 - 1.6. Drafts periodic reports and according to requests, in the field of housing;
 - 1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to the field of housing;
 - 1.8. All other duties defined in the legislation in force covering the field of housing.
2. The Head of the Housing Division reports to the Director of the Department.
 3. The number of employees in the Housing Division is five (5).

Article 18
Division of Construction and Handling Unauthorized constructions

1. The duties and responsibilities of the Division of Construction and Handling of Unauthorized Constructions are:
 - 1.1. Proposes, designs and develops policies in the field of construction and in the process of dealing with illegal constructions at the country level;
 - 1.2. Proposes the initiation of procedures for drafting legislation in the field of construction and in the process of dealing with constructions without permission, drafts the legislation in question, in accordance with EU legislation and international standards;
 - 1.3. Creates policies for the regulation of the Architect and Engineer profession in the field of construction;
 - 1.4. Continuously supports and supervises the work of Chambers as well as the licensing process of professionals in the field of construction;
 - 1.5. Provides support for issues related to membership in international organizations from the field of construction and in the process of dealing with illegal constructions;
 - 1.6. Cooperates with local and international institutions, whose activity is related to construction and the process of dealing with illegal constructions;
 - 1.7. Identifies and proposes the needs for investments and financing in the field of construction and

in the process of dealing with unauthorized constructions;

1.8. Prepares periodic reports and according to requirements, in the field of construction and in the process of dealing with constructions without permission;

1.9. Evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the field of construction and the process of dealing with constructions without permission;

1.10. Examines the requirements for construction conditions, construction permits, demolition permits and certificates of use for third category constructions;

1.11. Accepts and examines requests for legalization for constructions of the third category;

1.12. All other duties defined in the legislation in force covering the field of construction and in the process of dealing with unauthorized constructions.

2. The Head of the Division of Construction and Handling of Unauthorized Constructions reports to the Director of the Department.

3. The number of employees in the Division of Construction and Handling of Unauthorized Constructions is seven (7).

Article 19

Division of Energy Performance in Buildings

1. The duties and responsibilities of the Energy Performance in Buildings Division are:

1.1. Proposes, designs and develops policies in the field of energy efficiency in buildings;

1.2. Proposes the initiation of procedures for the drafting of legislation in the field of energy efficiency in buildings , drafts the legislation in question, in accordance with EU legislation and international standards;

1.3. Provides support for issues related to membership in international organizations in the field of energy efficiency in buildings;

1.4. Cooperates with local and international institutions whose activity is related to energy efficiency in buildings;

1.5. Identifies and proposes investment and financing needs in the field of energy efficiency in buildings;

1.6. Prepares periodic reports and according to requirements, in the field of energy efficiency in buildings;

1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to the field of energy efficiency in buildings;

1.8. Administers the process of energy certification in buildings and manages the national register for energy performance in buildings, also maintains the information system necessary for obtaining data for energy certification and independent inspections;

1.9. All other tasks defined in the legislation in force covering the field of energy efficiency in buildings.

2. The Head of the Energy Efficiency Division in Buildings reports to the Director of the Department.

3. The number of employees in the Building Energy Performance Division is three (3).

Article 20 Cadastre Division

1. The duties and responsibilities of the Cadastre Division are:

1.1. Proposes, designs and develops policies in the field of cadastre;

1.2. Proposes the initiation of procedures for the drafting of legislation in the field of cadastre, drafts the legislation in question, in accordance with EU legislation and international standards;

1.3. Provides support for issues related to membership in international organizations from the field of cadastre;

1.4. Cooperates with local and international institutions whose activity is related to cadastre;

1.5. Identifies and proposes the needs for investments and financing in the field of cadastre;

1.6. Prepares periodic reports and according to requirements, in the field of cadastre;

1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to the field of cadastre;

1.8. Cooperates with the Cadastral Agency of Kosovo for the purpose of implementing laws in the field of cadastre;

1.9. All other duties defined in the legislation in force covering the field of cadastre

2. The Head of the Cadastre Division reports to the Director of the Department.

3. The number of employees in the Cadastre Division is three (3).

Article 21 Spatial Planning Institute

1. The mission of the Institute for Spatial Planning is the qualitative drafting of spatial planning documents to ensure balanced social and economic development, ensuring equal treatment, free movement and adequate access to public services for citizens.

2. The duties and responsibilities of the Spatial Planning Institute are:

2.1. Drafts the Spatial Plan of Kosovo; Zonal Map of Kosovo; and Spatial Plans for Special Areas, including other documents that relate to and help the spatial planning sector;

2.2. Offers advice and professional and technical assistance to municipalities, in the drafting of municipal spatial planning documents;

2.3. Administers, manages and maintains the central database for spatial planning and the SPAK system as a whole;

2.4. Accepts spatial and urban planning documents from the municipal level for further review and evaluation;

2.5. Deals with the review and evaluation of the content of municipal spatial planning documents in terms of fulfilling professional requirements and their compatibility with the Kosovo Spatial Plan, technical norms and other relevant central level documents;

2.6. For educational needs, the Institute serves as a centre for practical training, for students and other interested parties, in the field of spatial planning and urban management;

2.7. Cooperates with municipalities, local and international organizations in order to advance and harmonize activities in the field of spatial planning in Kosovo with international norms and developments.

2.8. Identifies and proposes the needs for investments and financing in the field of drafting planning documents;

2.9. Prepares periodic reports on the applicability of spatial planning documents;

2.10. It also carries out thematic research as well as other professional work in accordance with the legislation in force

3. The Director of the Spatial Planning Institute reports to the General Secretary.

4. The following Divisions are part of the Spatial Planning Institute:

4.1. Planning and Cooperation Division;

- 4.2. Research and Evaluation Division; and
- 4.3. Geographic Information System Division for Spatial Planning.
5. This organizational unit is equivalent to the Department.
6. The number of employees in the Spatial Planning Institute is seventeen (17).

Article 22
Division of Planning and Cooperation

1. The duties and responsibilities of the Planning and Cooperation Division are:
 - 1.1. In cooperation with other divisions of the ISP, designs and coordinates relevant spatial plans at the central level;
 - 1.2. Acquires the analyses and findings of the research division and other sources and transforms them into data for relevant spatial projects and plans;
 - 1.3. Assists in reviewing and evaluating the content of municipal spatial planning documents in terms of fulfilling professional requirements and their compatibility with the Kosovo Spatial Plan, technical norms and other relevant central level documents;
 - 1.4. Cooperates with all governmental and non-governmental sectors, including expert groups and other groups relevant to the field of spatial planning;
 - 1.5. Continuously follows the trend of international developments in the field of planning and cooperation, and their application in the projects of the Institute;
 - 1.6. Support the professional staff of spatial and urban planning at the local level;
 - 1.7. Builds cooperation reports with all governmental and non-governmental sectors, including expert groups and other groups relevant to the field.
2. Head of the Planning and Cooperation Division reports to the Director of the Institute.
3. The number of employees in the Division Planning and Cooperation is seven (7).

Article 23
Research and Evaluation Division

1. The duties and responsibilities of the Research and Evaluation Division are:

- 1.1. Analyses and evaluates the current situation and development trends in the field of spatial and urban development;
 - 1.2. Researches, analyses and evaluates developments in various fields, necessary for the most clear presentation of the current situation for a territory, a topic or a certain issue;
 - 1.3. Continuously monitor development trends and standards for Sustainable Urban and Rural Development in Kosovo;
 - 1.4. Drafts reports on the current situation, policies and orientation strategies for Sustainable Urban and Rural Development, Urban Resilience and Smart Growth;
 - 1.5. In cooperation with the Municipalities, it initiates the design of projects and strategies that ensure Sustainable Urban and Rural Development, Urban Resilience and Smart Growth;
 - 1.6. Support the local level for the development of policies, strategies and projects in the field of Sustainable Urban and Rural Development, Urban Resilience and Smart Growth;
 - 1.7. It also carries out thematic research as well as other professional work in accordance with the legislation in force;
 - 1.8. Assists in the drafting of Spatial Planning documents of the central level, provided for by the Law on Spatial Planning;
 - 1.9. It deals with the review and evaluation of the content of municipal spatial planning documents in terms of fulfilling legal requirements and their compatibility with the Kosovo Spatial Plan and other relevant central level documents;
2. The Head of the Research and Evaluation Division reports to the Director of the Institute.
 3. The number of employees in the Research and Evaluation Division is five (5).

Article 24
Geographic Information System Division for Spatial Planning

1. Duties and responsibilities of the Division of the Geographical Information System for Spatial Planning are:
 - 1.1. Builds, organizes, manages and maintains the spatial planning database, including all approved documents at the central and local level and the SPAK system as a whole;
 - 1.2. Provides information and technical and professional assistance for the central and local level in the field of spatial planning;
 - 1.3. Prepare spatial analyses necessary for the drafting of spatial planning documents;

1.4. Stores, classifies and archives the documentation, which will be at the service not only of internal requirements, but also of all parties in need;

1.5. Collaborates horizontally and vertically with all relevant structures in order to develop joint projects, exchange data necessary for the consolidation of the central spatial data base;

1.6. Harmonizes and implements the ISPIRE directive in the field of spatial planning;

1.7. Assists in the drafting of Spatial Planning documents of the central level, provided for by the Law on Spatial Planning; and

1.8. It helps in reviewing and evaluating the content of municipal spatial planning documents in terms of fulfilling legal requirements and their compatibility with the Kosovo Spatial Plan and other relevant central level documents.

2. The Head of the Division of the Geographical Information System for Spatial Planning reports to the Director of the Institute.

3. The number of employees in the Geographic Information System Division for Spatial Planning Division is five (5).

Article 25

Authority of the Region of River Basins and Water Resources

1. The mission of the River Basins and Water Resources Region Authority is to ensure the sustainable development and use of water resources, which are essential for public health, environmental protection and social-economic development of the Republic of Kosovo.

2. Duties and responsibilities of the Authority of the Region of River Basins and Water Resources, are:

2.1. Proposes, designs and develops policies in the field of water;

2.2. Proposes the initiation of procedures for drafting legislation in the field of water, drafts said legislation, in accordance with EU legislation and international standards, and ensures its implementation;

2.3. Identifies and proposes the needs for investments and financing in the field of water;

2.4. Provides support for issues related to membership in international water organizations;

2.5. Cooperates with local and international institutions, whose activity is related to the field of water;

2.6. Drafts periodic reports and according to requests from the water field;

- 2.7. It evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the field of water;
 - 2.8. Draws up plans for the management of river basins and leads the procedures until the approval of the plan, including control of implementation and updating of the plan;
 - 2.9. Accepts and examines water acts, as well as prepares proposals for preserving and protecting water from pollution;
 - 2.10. All other tasks defined in the legislation in force covering the field of water.
3. Director of the Authority of the River Basins and Water Resources Region reports to the Minister in the operational aspect and to the General Secretary in the administrative aspect.
 4. The following Divisions are part of the Authority of the River Basins and Water Resources Region:
 - 4.1. Water Resources Policy and Planning Division;
 - 4.2. Division of Integrated Water Resources Management;
 - 4.3. Dams and Water Infrastructure Management Division;
 - 4.4. River Basin Management Division; and
 - 4.5. Division of Water Acts and Finances.
 5. This organizational unit is equivalent to the Department.
 6. The number of employees in the River Basins and Water Resources Region Authority is thirty-five (35).

Article 26
Division of Water Resources Policy and Planning

1. The duties and responsibilities of the Water Resources Policy and Planning Division are:
 - 1.1. Proposes, designs and develops policies in the field of waters;
 - 1.2. Proposes the initiation of procedures for the drafting of legislation in the field of waters, drafts the legislation in question, in accordance with EU legislation and international standards, and ensures its implementation;
 - 1.3. Provides support for issues related to membership in international water organizations;
 - 1.4. Cooperates with local and international institutions whose activities are related to water;

- 1.5. Prepares plans for the management of river basins and the program of measures;
 - 1.6. Prepares the flood risk management plan and the drought management plan at the level of the river basin region;
 - 1.7. Prepares economic instruments and medium-term spending frameworks for the water sector;
 - 1.8. Identifies and proposes investment and financing needs in the field of waters;
 - 1.9. Prepares periodic reports and according to requests, in the field of waters;
 - 1.10. It evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to the field of water.
 - 1.11. All other duties defined in the legislation in force covering the field of water.
2. The leader The Division of Water reports to the Director of Authority.
 3. The number of employees in the Division for Water Resources Policy and Planning is seven (7).

Article 27
Division of Integrated Water Resources Management

1. The duties and responsibilities of the Division of Integrated Water Resources Management are:
 - 1.1. Collects and processes the necessary data for water resources in terms of quality and quantity from the various sources that are available and undertakes necessary measures for the integrated management of water resources;
 - 1.2. It ensures the protection of river beds and banks, canals and accumulations within the river basin;
 - 1.3. Undertake necessary measures for the conservation of water resources;
 - 1.4. Performs the characterization and classification of all surface and underground water bodies for each river basin as well as the assessment of pressures based on the applicable legislation;
 - 1.5. Proposes the expropriation of the land on which the water resources are located, as necessary;
 - 1.6. Affirms technical methods for water conservation;
 - 1.7. Implements the regulation of watercourses and water resources;
 - 1.8. Performs the preliminary assessment of flood protection and prepares maps with flood risk areas within the river basin;
 - 1.9. Defines erosive areas within the river basin;

1.10. Implements regulatory and protective measures to protect against the harmful actions of water that may result from flooding and erosion;

1.11. Manages facilities for protection from the harmful actions of water;

1.12. It ensures the protection of river beds and banks, canals and accumulations within the river basin;

1.13. Monitors water phenomena based on the data provided by the relevant institutions, which it processes and takes appropriate actions in accordance with the responsibilities that ARPL has according to the applicable legislation and in accordance with the relevant national plans (such as the plan for flood management, the plan for drought management, emergency management plan as a result of water pollution, etc.);

1.14. Manages with inert in accordance with the provisions of the Law on Waters of Kosovo;

1.15. Cooperates with other divisions of the regional authority of river basins regarding the progress of the work.

1.16. All other tasks defined in the legislation in force covering the field of integrated management of water resources.

2. The Head of the Division of Integrated Water Resources Management reports to the Director of the Authority.

3. The number of employees in the Division of Integrated Water Resources Management is five (5)

Article 28

Dams and Infrastructure Management Division

1. The duties and responsibilities of the Dams and Infrastructure Management Division are:

1.1. Manages the high and low dams of Kosovo;

1.2. Collaborates with Operators (RWC) of High Dams;

1.3. Carry out dam safety monitoring;

1.4. Cooperates with high dam committees in other countries (COLD);

1.5. Implement emergency plans for dams at country level;

1.6. Coordinates and cooperates in international projects for planning and construction of dams;

1.7. Monitors and monitors the water infrastructure, hydrotechnical facilities and their accompanying elements;

- 1.8. All other duties defined in the legislation in force covering the field of dams and infrastructure management.
2. The Head of the Division for Dams and Infrastructure Management reports to the Director of the Authority;
3. The number of employees in the Water Resources Planning Division is five (5).

Article 29
Division of River Basin Management

1. The duties and responsibilities of the Division for River Basin Management are:
 - 1.1. Implements river basin management plans and program of measures and affirms technical methods for water conservation
 - 1.2. Implements the flood risk management plan and the drought management plan at the level of the river basin region;
 - 1.3. Use flood hazard and risk maps;
 - 1.4. Advises and supports the local government administration in drafting action plans for flood protection;
 - 1.5. Implements regulatory and protective measures to protect against the harmful actions of water that may result from flooding and erosion;
 - 1.6. Prepares, maintains and updates the register of protected water areas, the register of water permits, the register of pollutants at the river basin level, the register of water facilities and equipment at the basin level, maintains and updates the water cadastre and the water protocol;
 - 1.7. Defines erosive areas within the river basin;
 - 1.8. Take part in the process of harmonization of the spatial plan of Kosovo, strategies and other sectoral plans and their harmonization with the plan of river basins;
 - 1.9. Prepares programs for raising human capacities within river basins;
 - 1.10. Cooperates with other institutions responsible for the drafting of primary and secondary legislation for the field of water;
 - 1.11. Prepares programs for awareness and ensures public participation in the process of drafting documents and in public debates in accordance with the law;

- 1.12. All other tasks defined in the legislation in force covering the field of river basin management;
2. The Head of the River Basin Management Division reports to the Director of the Authority;
3. The number of employees in the Water Resources Planning Division is seven (7).

Article 30
Division of Water Acts and Finances

1. The duties and responsibilities of the Division of Water Acts and Finances are:
 - 1.1. Implements the procedure for granting water deeds;
 - 1.2. Examines the requests for water acts and proposes the decision regarding the water acts;
 - 1.3. Performs administrative-financial work at the level of the river basin region;
 - 1.4. Ensures the collection of financial resources from payments for the use of water, discharge of water and for the use of inert;
 - 1.5. Prepares the process of calculating water payments and charging operators based on the water permit;
 - 1.6. Prepares the income and expenditure plan for the river basin region;
 - 1.7. Prepares economic analysis related to the use of water and inert resources at the level of the river basin;
 - 1.8. Examines requests related to the use of water property and cooperates with other levels in the process of resolving complaints and requests for water property;
 - 1.9. Identifies, evaluates and prioritizes special projects based on the state water strategy, the river basin management plan, the program of measures, the flood risk management plan, etc.;
 - 1.10. All other duties defined in the legislation in force covering the field of water acts and payments.
2. The Head of the Water Acts and Finances Division reports to the Director of the Authority.
3. The number of employees in the Division of Water Acts and Finances is ten (10).

Article 31
Real Estate Expropriation Department

1. The mission of the Department of Expropriation of Immovable Property is the realization of the process of expropriation of property rights or other rights in immovable property of a person based on the observance of legal rights.

2. The duties and responsibilities of the Real Estate Expropriation Department are:

2.1. Proposes, designs and develops policies in the field of expropriation;

2.2. Proposes the initiation of procedures for the drafting of legislation in the field of expropriation, drafts the legislation in question, in accordance with EU legislation and international standards;

2.3. Accepts, handles and examines requests for expropriation from requesting entities, according to the Law on Expropriation of Real Estate and appropriately drafts the relevant proposal-decisions;

2.4. Plans, prepares, monitors and analyses the budget of the Department as well as oversees the flow of expenses according to the periodic plan for the field of expropriation and displacement according to the requirements for the realization of national projects as well as other needs;

2.5. Provides compensation for expropriated properties according to the final decisions of the Government of the Republic of Kosovo;

2.6. Approves and monitors action plans for the relocation of residents of villages declared of national interest, according to the document "Relocation Policy Framework for the New Mining Field";

2.7. Provides advice and guidance on expropriation procedures upon request;

2.8. Coordinates activities with relevant actors and cooperates for the development of activities;

2.9. Ensures the execution of the payment of the Court's Omnipotent Judicial Decisions, which are related to the expropriation process.

2.10. All other duties defined in the legislation in force covering the field of expropriation.

3. The Director of the Real Estate Expropriation Department reports to the General Secretary.

4. The following Divisions are part of this Department:

4.1. Division of Juridical - Personal Affairs;

4.2. Division of Technical Issues - Geodetic; and

4.3. Compensation Division.

5. The number of employees in the Real Estate Expropriation Department is twelve (12).

Article 32
Division of Legal - Property Affairs

1. Duties and responsibilities of the Division for Legal - Property Affairs are:

1.1. Accepts and handles requests for expropriation according to the legislation in force, as well as appropriately prepares proposals - relevant decisions and relevant documents for further proceedings;

1.2. Organizes public hearings for accepted requests for expropriation, according to Government decisions;

1.3. Provides advice and guidance regarding the expropriation process, and compensation upon request;

1.4. Accepts lawsuits from owners for disputed property cases and their evidence in order to stop payments until the final decision by the Court;

1.5. Receives and examines complaints and demands of expropriated or displaced owners and prepares responses to the reviewed complaints and demands;

1.6. Accepts, examines and prepares for proceedings in the Finance Division, authoritative court decisions and requests for voluntary execution of authoritative court decisions;

1.7. Collaborates and coordinates activities with the State Bar in relation to providing answers to lawsuits, complaints against the amount of compensation, filing proposals for enforcement;

1.8. Prepare contingent liabilities according to complaints/requests, lawsuits accepted by owners and claimants of expropriated property and court decisions.

1.9. All other duties defined in the legislation in force covering the field of legal- property issues of expropriation.

2. The Head of the Division of Legal - Property Affairs reports to Director of the Department.

3. The number of employees in the Legal - Property Affairs Division is five (5).

Article 33
Division of Technical - Geodetic Matters

1. Duties and Accountability e The Division of Technical - Geodetic Issues are:

1.1. Examines requests, elaborates e expropriation in the technical aspect of immovable properties by providing detailed data and analysis that support the decision-making process for their approval or rejection;

1.2. Ensures communication inside and outside the Department and the institution in order to

collect or exchange information with the actors relevant such as the requesting entities, the evaluating entity, the Kosovo Cadastral Agency , Municipalities, etc.) in order to develop activities and in accordance with the objectives and responsibilities of the Department;

1.3. Ensures and coordinates communications and activities with the Kosovo Cadastral Agency, Municipal Cadastral Directorates and requesting entities for the registration and transfer of expropriated properties on behalf of the Expropriating Body;

1.4. Accepts, examines, delegates the requests, complaints of the parties in the technical aspect;

1.5. Provides support in organizing public hearings for accepted requests for expropriation, according to Government decisions;

1.6. Contributes to the approval and monitoring of Action Plans for the Relocation of residents of villages declared of national interest, according to the document “Relocation Policy Framework for the new mining area”;

1.7. Closely cooperates with the Division for Legal - Property Affairs and the Division for Compensations and coordinates the activities during the handling of the documentation and provides/receives assistance and information in the field of expropriation, evaluation and compensation of properties and other issues in terms of appeals to the courts;

1.8. All other tasks defined in the legislation in force covering the field of technical geodetic issues of expropriation.

2. The leader The Division of Technical - Geodetic Issues reports to the Director of the Department.

3. The number of employees in the Division of Technical - Geodetic Issues is three (3).

Article 34 **Division of Compensations**

1. The duties and responsibilities of the Compensation Division are:

1.1. Receives documentation for compensation from owners of properties that have been expropriated according to the Final Decisions on Expropriation, approved by the Government of the Republic of Kosovo;

1.2. Handles the documentation for compensation received from the owners and appropriately prepares the necessary documentation for the execution of payments in order to implement the Final Decisions on Expropriation, approved by the Government of the Republic of Kosovo;

1.3. Plans, prepares, requests, monitors and analyses the budget of the Department as well as supervises the flow of expenses according to the periodic plan for the field of expropriation and displacement according to the requirements for the realization of national projects as well as other

needs for the Department of Expropriation;

1.4. Prepares and sends for property evaluation to the real estate evaluation office at the Ministry of Finance, the expropriation documents of real estate proposed/approved by the Expropriating Body;

1.5. Accepts from the office for the assessment of immovable properties of the Ministry of Finance, the assessment acts of the assessed properties according to the request;

1.6. Contributes to the approval and monitoring of Action Plans for the Relocation of residents of villages declared of national interest, according to the document “Relocation Policy Framework for the new mining area”;

1.7. Collaborates closely with the Division for Legal-Property Issues and the Division for Technical-Geodesic Issues and coordinates activities during the processing of documentation for execution of payments and offers/receives assistance and information in the field of expropriation, evaluation, compensation of properties and other issues in terms of complaints in courts;

1.8. All other duties defined in the legislation in force covering the field of expropriation compensation.

2. The Head of the Compensation Division reports to the Director of the Department.

3. The number of employees in the Compensation Division is three (3).

Article 35

Department of Radiation Protection and Nuclear Safety

1. The mission of the Department of Radiation Protection and Nuclear Safety is to protect the health of individuals subject to professional, medical, public and environmental exposure from the harmful effects of ionizing and non-ionizing radiation, as well as to ensure a high level of nuclear safety in this field.

2. The duties and responsibilities of the Department of Radiation Protection and Nuclear Safety are:

2.1. Proposes, drafts and ensures the implementation of strategic documents, policies for the field of Radiation Protection and Nuclear Safety;

2.2. Proposes the initiation of procedures for the drafting of legislation in the field of Radiation Protection and Nuclear Safety, drafts said legislation, in accordance with EU legislation and international standards, and ensures its implementation;

2.3. Drafts reports in coordination with local and international institutions for nuclear safety and radiation protection;

2.4. It ensures that the process of issuing Permits, Licenses, Authorizations, Recognitions, Registrations is as transparent, fair, and in accordance with the requirements of laws and by-laws, in order to apply the conditions and criteria of the Authorizations and create conditions for reducing the number of entities operating without authorization in the territory of the Republic of Kosovo;

2.5. Recommends approval, continuation, amendment, suspension and refusal of Permits, Licenses, Authorizations for Nuclear Safety and Radiation Protection.

2.6. Proposes measures for the implementation of international agreements and acts related to radiation protection and nuclear safety;

2.7. It is committed to cooperation in the processes initiated by the International Atomic Energy Agency (IAEA), the EU and in monitoring scientific activities in the field of radiation protection and nuclear safety;

2.8. Initiates, designs and promotes programs for radiation risk reduction and radioactive waste management;

2.9. All other duties defined in the legislation in force covering the field of radiation protection and nuclear safety.

3. The Director of the Department of Radiation Protection and Nuclear Safety reports to the Secretary General;

4. The following Divisions are part of this Department :

4.1. Ionizing Radiation Protection and Nuclear Safety Division;

4.2. Division of Non-Ionizing Radiation Protection;

4.3. Division of Authorizations and Licenses.

5. The number of employees in the Department of Radiation Protection and Nuclear Safety is eleven (11).

Article 36

Division of Radiation Protection and Nuclear Safety

1. The duties and responsibilities of the Radiation Protection and Nuclear Safety Division are:

1.1. Provides professional support for radioactive waste management, waste transport, high-activity radioactive sources, nuclear materials and radiological and nuclear emergencies, the aspect of implementation, assessment, advice and improvement of legislation in the field of protection from ionizing radiation, and nuclear security.

1.2. It ensures that the legislation in force in the field of radiation and nuclear safety is updated and improved when necessary taking into account the implementation experience, knowledge gained from the practices carried out, safety and security analyses for the operation of nuclear installations, technology developments and the results of security-related research;

1.3. Creates policies for reducing the risk of ionizing radiation and aspects of nuclear safety in order to meet the standards set by the EU and the International Atomic Energy Agency (IAEA);

1.4. Promotes awareness of issues of protection from ionizing radiation, nuclear safety and possible effects

1.5. In cases of radiological or nuclear incidents and accidents which may have an impact on the territory of the Republic of Kosovo, informs and advises the Director with the results obtained from the radioactivity monitoring stations in the environment and with the decisions to be taken.

1.6. Proposes the drafting of strategic documents and plans for their implementation;

1.7. All other duties defined in the legislation in force covering the field of radiation protection and nuclear safety.

2. The head of the Radiation Protection and Nuclear Safety Division reports to the Director of the Department.

3. The number of employees in the Division for Radiation Protection and Nuclear Safety is four (4).

Article 37

Division of Non-Ionizing Radiation Protection

1. The duties and responsibilities of the Division of Non-Ionizing Radiation Protection are:

1.1. Provides professional support in terms of implementation, analysis, advice and improvement of legislation in the field of non-ionizing radiation protection;

1.2. Makes recommendations and proposals for improving the legislation in force in the field of protection from non-ionizing radiation;

1.3. Promotes awareness of non-ionizing radiation protection issues and possible effects;

1.4. All other duties defined in the legislation in force covering the field of Radiation Protection and Nuclear Safety.

2. The head of the Division of Protection from Non-Ionizing Radiation reports to the Director of the Department.

3. The number of employees in the Non-Ionizing Radiation Protection Division is three (3).

Article 38
Division of Authorizations and Licenses

1. The duties and responsibilities of the Authorizations and Licenses Division are:

1.1. Performs administrative procedures for: issuing, amending, suspending or revoking licenses, registrations, permits, consents, restrictions and conditions for practices and activities involving radiation and nuclear safety;

1.2. Leads, plans, coordinates, proposes, designs and ensures the implementation of policies in the field of authorization of practices with ionizing and non-ionizing radiation;

1.3. Performs administrative procedures for the recognition of experts for protection from ionizing radiation, experts for protection from non-ionizing radiation, experts in medical physics, professional technical services, occupational medicine services and dosimetry services;

1.4. Evaluates practices with ionizing radiation and practices with non-ionizing radiation in order to verify compliance with applicable legislation, terms and conditions of licenses, authorizations, permits and consents.

1.5. All other duties defined in the legislation in force covering the field of radiation protection and nuclear safety.

2. The head of the Authorizations and Licenses Division reports to the Director of the Department.

3. The number of employees in the Division of Authorizations and Licenses is three (3).

Article 39
Department of General Transport

1. The mission of the Department of General Transport is to regulate and develop the sector of road, water rail and air transport of passengers and goods with open and non-discriminatory access by providing services in road, water rail and air transport of passengers and goods.

2. The duties and responsibilities of the General Transport Department are:

2.1. Proposes, drafts and develops policies in the field of transport, which field includes: road, water rail and air transport of passengers and goods;

2.2. Proposes the initiation of procedures for the drafting of legislation in the field of transport, drafts the legislation in question, in accordance with EU legislation and international standards;

2.3. Drafts reports in coordination with local and international institutions for nuclear safety and radiation protection;

2.4. Provides support for issues related to membership in international organizations from the field

of transport;

2.5. Cooperates with local and international institutions whose activity is related to transport;

2.6. Accepts, examines, supervises and reports on the examination of requests for equipment with consents, permits and licenses in the field of transport;

2.7. Prepares periodic reports and according to the requirements from the field of transport activity;

2.8. Evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to transport;

2.9. All other duties defined in the legislation in force covering the field of transport.

3. The Director of the General Transport Department reports to the General Secretary.

4. The following Divisions are part of this Department:

4.1. Road Transport Division;

4.2. Rail Transport Division;

4.3. Air Transport Division;

4.4. Water Transport Division; and

4.5. Transportation Permits and Licenses Division.

5. The number of employees in the Department of General Transport is twenty-eight (28).

Article 40 **Road Transport Division**

1. The duties and responsibilities of the Road Transport Division are:

1.1. Proposes, designs and develops policies in the field of road transport which includes the transport of passengers, goods and dangerous goods both in international and domestic transport;

1.2. Proposes the initiation of procedures for the drafting of legislation in the field of road transport, drafts the legislation in question, in accordance with EU legislation and international standards, and ensures its implementation;

1.3. Provides support for issues related to membership in international organizations from the field of road transport;

1.4. Cooperates with local and international institutions, whose activity is related to road transport;

- 1.5. Identifies and proposes investment and financing needs in the field of road transport;
 - 1.6. Drafts periodic reports and according to requirements, in the field of road transport;
 - 1.7. Evaluates and provides comments about the legislation of other sectors as well as municipal acts that are related to road transport;
 - 1.8. Designs the network of interurban lines and operations in the international transport of passengers;
 - 1.9. All other tasks defined in the legislation in force covering the field of road transport.
2. The Head of the Road Transport Division reports to the Director of the Department.
 3. The number of employees in the Road Transport Division is seven (7).

Article 41
Rail Transport Division

1. The duties and responsibilities of the Division for Railway Transport are:
 - 1.1. Proposes, designs and develops policies in the field of rail transport which includes the transport of passengers, goods and dangerous goods both in international and domestic transport;
 - 1.2. Proposes the initiation of procedures for the drafting of legislation in the field of railway transport , drafts said legislation, in accordance with EU legislation and international standards, and ensures its implementation;
 - 1.3. Provides support for issues related to membership in international organizations from the field of rail transport;
 - 1.4. Cooperates with local and international institutions, whose activity is related to railway transport;
 - 1.5. Identifies and proposes investment and financing needs in the field of rail transport;
 - 1.6. Drafts periodic reports and according to requirements, in the field of railway transport;
 - 1.7. It evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to railway transport;
 - 1.8. Liaise with the railway regulatory authority, railway infrastructure managers and train operators;
 - 1.9. All other duties defined in the legislation in force covering the field of rail transport.

2. The Head of the Railway Transport Division reports to the Director of the Department.
3. The number of employees in the Railway Transport Division is three (3).

Article 42
Air Transport Division

1. The duties and responsibilities of the Air Transport Division are:
 - 1.1. Proposes, designs and develops policies in the field of air transport;
 - 1.2. Proposes the initiation of procedures for drafting legislation in the field of air transport, drafts said legislation, in accordance with EU legislation and international standards, and ensures its implementation;
 - 1.3. Provides support for issues related to membership in international organizations from the field of rail transport;
 - 1.4. Cooperates with local and international institutions whose activity is related to air transport;
 - 1.5. Identifies and proposes investment and financing needs in the field of air transport;
 - 1.6. Drafts periodic reports and according to requirements, in the field of air transport;
 - 1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to air transport;
 - 1.8. All other duties defined in the legislation in force covering the field of air transport.
2. The Head of the Air Transport Division reports to the Director of the Department.
3. The number of employees in the Air Transport Division is four (4).

Article 43
Water Transport Division

1. The duties and responsibilities of the Water Transport Division are:
 - 1.1. Proposes, designs and develops policies in the field of water transport;
 - 1.2. Proposes the initiation of procedures for the drafting of legislation in the field of water transport, drafts the legislation in question, in accordance with EU legislation and international standards, and ensures its implementation;
 - 1.3. Provides support for issues related to membership in international organizations from the field

of water transport;

- 1.4. Cooperates with local and international institutions whose activity is related to water transport;
 - 1.5. Identifies and proposes investment and financing needs in the field of water transport;
 - 1.6. Drafts periodic reports and according to requirements, in the field of water transport;
 - 1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to water transport;
 - 1.8. All other duties defined in the legislation in force covering the field of water transport.
2. The Head of the Water Transport Division reports to the Director of the Department.
 3. The number of employees in the Water Transport Division is three (3).

Article 44
Transportation Permits and Licenses Division.

1. Duties and responsibilities of The Division of Transportation Permits and Licenses are:
 - 1.1. Cooperates with local and international institutions, whose activity is related to transport permits and licenses;
 - 1.2. Accepts and examines requests for transport permits and licenses;
 - 1.3. Identifies and proposes the needs for investments and financing in the field of transport permits and licenses;
 - 1.4. Drafts periodic reports and according to requests, in the field of transportation permits and licenses;
 - 1.5. It evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to transport permits and licenses.
 - 1.6. All other duties defined in the legislation in force covering the field of transport permits and licenses.
2. The Head of the Transportation Permits and Licenses Division reports to the Director of the Department.
3. The number of employees in the Transportation Permits and Licenses Division is ten (10).

Article 45
Road Management Department

1. The mission of the Department of Road Management is to promote the development of a modern road network in Kosovo, ensuring that the content of the rules that affect the construction of roads,

their protection, maintenance, and supervision are developed and implemented in compliance complete with legislation and technical norms.

2. The duties and responsibilities of the Road Management Department are:

2.1. Proposes technical-professional, development and organizational solutions for the maintenance, construction, reconstruction and safety of the highway, national and regional roads;

2.2. Conducts research and supervision of roads and bridges, maintains and protects the road strip;

2.3. Proposes and implements the annual winter and summer maintenance plan for highways, national and regional roads;

2.4. Proposes measures in the field of supervision, maintenance, signalling and other issues from the scope of the department;

2.5. Proposes the initiation of procedures for the drafting of legislation in the field of supervision, maintenance, signalling and other issues from the scope of the department;

2.6. Track and supervise the execution and report on the budget related to the projects, works and tasks from the scope of the department;

2.7. Manages and supervises works based on trusted maintenance and construction contracts for highways, national and regional roads;

2.8. Prepares the periodic report of the Ministry on the financial and technical progress of the projects entrusted to its supervision/management;

2.9. Provides advice to Municipalities on the maintenance, management and construction of local roads;

2.10. Proposes the categorization of existing public roads as national or regional roads;

2.11. Controls the axle loads of heavy vehicles that circulate on the roads of Kosovo;

2.12. Recommends the Ministry for the granting of a permit related to the consent for the construction of facilities near the main and regional roads and for access to these roads;

2.13. Proposes measures in the field of the Intelligent Transport System (ITS) including electronic fee collection systems (e- tolling);

2.14. Manages and maintains the road database in the Geographical Information System (GIS), including the Road Asset Management System (RAMS).

2.15. All other duties defined in the legislation in force covering road management.

3. The Director of the Road Management Department reports to the General Secretary.

4. The following Divisions are part of this Department:

- 4.1. Road Maintenance Division;
 - 4.2. Road Construction Division;
 - 4.3. Division of Property Management, Locks and Installations; and
 - 4.4. Road Safety Division.
5. The number of employees in the Road Management Department is sixty-three (63).

Article 46
Road Maintenance Division

1. The duties and responsibilities of the Road Maintenance Division are:
 - 1.1. Make periodic studies of the structures and the condition of the roads in relation to their maintenance;
 - 1.2. Draws up annual and long-term maintenance work plans and the calculation of their expenses;
 - 1.3. Examines technical designs for summer and winter maintenance of the highway, national and regional roads;
 - 1.4. Monitors and maintains all documents on highway, national and regional road maintenance works;
 - 1.5. Manages summer and winter maintenance contracts and their supervision;
 - 1.6. Collects, processes and updates information on the existing condition of roads and structures, the necessary maintenance works, the cost of these works;
 - 1.7. Coordinates visual maintenance checks of roads and their structures;
 - 1.8. Coordinates and supervises summer and winter maintenance projects and works on highways, national and regional roads;
 - 1.9. Coordinates and supervises emergency work and minor maintenance work;
 - 1.10. All other duties defined in the legislation in force covering road maintenance.
2. The Head of the Road Maintenance Division reports to the Director of the Department.
3. The number of employees in the Road Maintenance Division is twenty -three (23).

Article 47
Road Construction Division

1. The duties and responsibilities of the Road Construction Division are:

1.1. Make periodic studies of the structures and condition of the roads and examine the technical designs for the construction and/or reconstruction of the highway, national and regional roads;

1.2. Monitors and maintains all documents on the construction or reconstruction works of the highway, national and regional roads;

1.3. Manages construction contracts and their supervision and coordinates visual inspections of roads and completed structures;

1.4. Collects, processes and updates information on the existing condition of roads and structures, the necessary reconstruction works, the cost of these works;

1.5. It orders the control and testing of the materials with which works are carried out in the construction of roads and structures and monitors tests in workplaces during the execution of works;

1.6. Controls field work during geo-mechanical inspections, concrete inspections and asphalt inspections as well as controls, monitors, reports and collects notes for all tests performed on all road and structure works;

1.7. Checks and ensures the compatibility of geodetic points (trigonometric, polygonal, benchmarks , etc.) with existing records, assigns coordinates in the state coordinate system of the main points and stations of the road route with accompanying objects;

1.8. Verifies the realization of geodetic works according to the projects drawn up according to the realization and controls and evaluates the degree of damage to the structures (bridges) and determines the priority for interventions;

1.9. Carry out periodic studies on the state of the elements on the highway, national and regional roads;

1.10. Coordinates and supervises emergency works and small works of construction and reconstruction projects of national and regional roads;

1.11. All other tasks defined in the legislation in force covering the field of road construction.

2. The Head of the Road Construction Division reports to the Director of the Department.

3. The number of employees in the Road Construction Division is eight (8).

Article 48

Division of Property Management, Locks and Installations

Locks and Installations Management Division are:

- 1.1. Manages the properties and contracts for the use of the road strip as well as their supervision;
 - 1.2. Initiates procedures for entities that do not fulfil their contractual duties for the use of road land;
 - 1.3. Collects, processes and updates information on the existing condition of the use of the road strip;
 - 1.4. Monitors and maintains all documents for the use of the road strip;
 - 1.5. Recommends the Ministry for granting the use of the road strip;
 - 1.6. All other duties defined in the legislation in force covering the field of property management, connections and installations.
2. Locks and Installations Management Division reports to the Director of the Department.
 3. The number of employees in the Property Management Division is nine (9).

Article 49
Road Safety Division

1. Duties and responsibilities of the Road Safety Division are:
 - 1.1. Coordinates and supervises the implementation of the decisions of the Council for Safety in Communication;
 - 1.2. Plans the program and measures the indicators of the coordinated annual performance of road safety;
 - 1.3. Make periodic studies of the structures and the state of the roads in relation to road safety and report on the state of road safety;
 - 1.4. Examines technical and signalling designs for road safety for the highway, national and regional roads;
 - 1.5. Manages contracts related to road safety;
 - 1.6. Controls the weighing of heavy vehicles on highways, regional roads and highways;

- 1.7. Makes the identification of “black spots” on the road;
 - 1.8. Controls and identifies lighting defects on highways, national and regional roads, as well as checking electric poles, traffic light portals, their damage and repairs;
 - 1.9. It orders the control and testing of the materials with which work is carried out in signalling as well as public lighting on national, regional and highway roads;
 - 1.10. Cooperates with the Kosovo Police, KSF, KEDS, Customs, Municipalities as well as other relevant factors that affect the increase in road safety;
 - 1.11. All other duties defined in the legislation in force covering the field of road traffic safety.
2. The Head of the Road Safety Division reports to the Director of the Department.
 3. The number of employees in The Road Safety Division is twenty-two (22).

Article 50

Department of Driver's License and Vehicles

1. The mission of the Department of Driver's License and Vehicles is to determine the conditions and criteria for obtaining a driver's license, for licensing/authorization of entities that provide services in the field of driver's license and vehicles, licensing of professional personnel who exercise the activity of them in the field of driver's license and vehicles, as well as to define rules so that vehicles in road traffic meet the technical conditions from the aspect of safety for participation in road traffic.
2. Duties and responsibilities of the Driver and Vehicle License Department are:
 - 2.1. Proposes, designs and develops policies in the field of driver's license and vehicles, which includes driving schools, technical controls, homologation , professional personnel in the field of driver's license (professional lecturer in driving school, driving instructor, theoretical and practical questioner, and trainer) and vehicles (Personnel of technical and mobile control centres) as well as issues related to them;
 - 2.2. Proposes the initiation of procedures for the drafting of legislation in the field of driver's license and vehicles, drafts the legislation of these fields, in accordance with EU legislation and international standards, and ensures its implementation;
 - 2.3. Identifies and proposes investment and financing needs in the field of Driver's License and vehicles;
 - 2.4. Provides support for issues related to membership in international organizations in the field of Driver's License and vehicles;

- 2.5. Cooperates with local and international institutions, whose activity is related to the field of Driver's License and vehicles;
 - 2.6. Drafts periodic reports and according to requirements from the field of Driver's License and vehicles;
 - 2.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the field of Driver's License and vehicles;
 - 2.8. Performs the licensing of entities that provide services in the field of driver's license and vehicles, as well as professional personnel who exercise activity in these two fields;
 - 2.9. It is responsible for planning, organizing and holding the exam in the field of driver's license of all categories from the theoretical and practical part and in the field of vehicles;
 - 2.10. It is responsible for planning, organizing and holding trainings/seminars in the field of driver's license and vehicles;
 - 2.11. Supervise the operation, management and advancement of the electronic testing system “e-testing and other related issues;
 - 2.11. All other duties defined in the legislation in force covering the field of Driver's License and vehicles.
3. The Director of the Department for Driver's License and Vehicles reports to the General Secretary.
 4. The following Divisions are part of the Department;
 - 4.1. Driver's License Division;
 - 4.2. Theoretical and Practical Testing Division;
 - 4.3. Division of Driving Schools and Technical Controls;
 - 4.4. Program Planning and Development Division; and
 - 4.5. Division of Permits and Licenses.
 5. The number of employees in the Department of Driver's License and Vehicles is one hundred and thirty-five (135).

Article 51
Driver's License Division

1. The duties and responsibilities of the Driver's License Division are:

- 1.1. Proposes the initiation of procedures for drafting legislation in the field of driver's license, drafts said legislation, in accordance with EU legislation and international standards, and ensures its implementation;
 - 1.2. Identifies and proposes investment and financing needs in the field of driver's license;
 - 1.3. Provides support for issues related to membership in international organizations in the field of driver's license;
 - 1.4. Cooperates with local and international institutions, whose activity is related to the field of driver's license;
 - 1.5. Prepares periodic reports and according to the requirements from the field of driver's license activity;
 - 1.6. It evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the field of driver's license;
 - 1.7. Organizes the holding of the driver's license exam from the theoretical and practical part for all categories of driver's license;
 - 1.8. Follows the realization of the income from holding the driver's license exams and reporting to the finance department;
 - 1.9. Issues the certificate on passing the driver's license exam;
 - 1.10. Prepares reports from theoretical and practical testing for all categories of driver's license;
 - 1.11. All other duties defined in the legislation in force covering the field of driver's license.
 - 1.12. It is responsible for the administration of the Regional Driver's License Offices.
2. The head of the Driver's License Division reports to the Director of the Department.
 3. The number of employees in the Driver's License Division is forty-seven (47).

Article 52
Theoretical and Practical Exam Division

1. The duties and responsibilities of the Theoretical and Practical Exam Division are:
 - 1.1. Responsible for the management and engagement of driver's license applicants from the theoretical and practical part for the relevant categories in the driver's license units;
 - 1.2. Responsible for assigning and coordinating the work of interviewers;
 - 1.3. Responsible for the management of the electronic testing system in the scope of the questioners;

1.4. Responsible for the preparation of theoretical and practical test reports for all driver's license categories;

1.5 Forwards the results of the theoretical and practical testing based on which it recommends actions to improve and raise the quality of the test evaluation, which are forwarded to the Department;

1.6 Coordinates work with other divisions as well as other issues related to the scope of driver's license inquiries;

1.7. Plans and organizes trainings/seminars in the field of driver's license and vehicles;

1.8 Prepare reports of the rules in the testing process in the field of driver's license;

1.9. Responsible for implementing the recommendations of relevant international institutions issued in support of best practices in the evaluation of driver candidates;

1.10. All other tasks defined in the legislation in force covering the field of theoretical and practical estimation.

2. The Head of the Theoretical and Practical Exam Division reports to the Director of the Department for Driver's License and Vehicles.

3. The number of employees in the Division of Driver's License and Questioners is sixty-five (65).

Article 53 **Division of Technical Controls and Driving Schools**

1. The duties and responsibilities of the Division of Technical Controls and Driving School are:

1.1. Proposes, designs and develops policies in the field of technical inspections and driving schools;

1.2. Proposes the initiation of procedures for the drafting of legislation in the field of technical checkpoints and driving schools, drafts the legislation in question, in accordance with EU legislation and international standards, and ensures its implementation;

1.3. Identifies and proposes investment and financing needs in the field of technical inspections and driving schools;

1.4. Provides support for issues related to membership in international organizations in the field of technical inspections and driving schools;

1.5. Cooperates with local and international institutions, whose activity is related to the field of technical inspections and driving schools;

- 1.6. Prepares periodic reports and according to the requirements from the field of activity of technical inspections and driving schools;
 - 1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts that are related to the field of technical inspections and driving schools;
 - 1.8. Defines the procedures for carrying out the technical control of all vehicles that are in circulation;
 - 1.9. Proposes measures for improving the quality of technical control and proposes procedures for preserving the environment and increasing the safety of vehicles that participate in road traffic;
 - 1.10. Determines the conditions for the import of motor vehicles in compliance with European and international standards;
 - 1.11. Pass the homologation type;
 - 1.12. All other tasks defined in the legislation in force covering the field of technical inspections and driving schools.
2. The head of the Division of Technical Controls and Driving Schools reports to the Director of the Department for Driver's License and Vehicles.
 3. The number of employees in the Division of Technical Controls and Driving Schools is eight (8).

Article 54
Program Planning and Development Division

1. The duties and responsibilities of the Division of Planning and Development of Programs are:
 - 1.1. Plans and prepares programs and questions for candidates for drivers, and for professional personnel in the field of driver's license and vehicles;
 - 1.2. Determines and compiles questions for testing candidates for the driver's license exam for the respective categories;
 - 1.3. Completes and changes the questions in the electronic testing system of candidates for driver's license and for professional personnel in these fields;
 - 1.4. Responsible for maintaining appropriate confidentiality regarding the questions of candidates for driver's license and for professional personnel in these fields;
 - 1.5. Responsible for the development of cooperation with relevant Divisions for issues related to the field of driver's license and vehicles related to testing in relevant fields;
 - 1.6. Prepares periodic reports and according to requests;
 - 1.7. All other duties defined in the legislation in force covering this field.

2. The Head of the Division for the planning and development of the program in the field of driver's license and vehicles reports to the Director of the Department.
3. The number of employees in the Division of Planning and Development of Programs is ten (10).

Article 55
Division of Permits and Licenses

1. The duties and responsibilities of the Division of Permits and Licenses are:
 - 1.1. Cooperates with local and international institutions, whose activity is related to permits and licenses in the field of driver's license and vehicles;
 - 1.2. Accepts and examines requests for permits and licenses from the field of driver's license and vehicles, which includes driving schools, driving instructors, professional lecturers, technical inspections, interviewers, technical inspectors, etc.;
 - 1.3. Identifies and proposes the needs for investment and financing in the field of permits and licenses, in the field of driver's license and vehicles;
 - 1.4. Drafts periodic reports and according to requests, in the field of permits and licenses and in the field of driver's license and vehicles;
 - 1.5. It evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to permits and licenses in the field of driver's license and vehicles.
 - 1.6. All other duties defined in the legislation in force covering permits and licensing in the field of driver's license and vehicles.
2. The head of the Division of Permits and Licenses reports to the Director of the Department.
3. The number of employees in the Division of Permits and Licenses is four (4).

Article 56
Department of Road and Railway Infrastructure

1. The mission of the Department of Road and Railway Infrastructure is to promote and develop a modern network of roads and railways in Kosovo, ensuring that the construction of roads and railways as well as their maintenance and protection are developed and implemented in accordance with the best experiences. international goods.
2. The duties and responsibilities of the Department of Road and Railway Infrastructure are:
 - 2.1. Proposes, designs and develops policies in the field of road and railway infrastructure development;
 - 2.2. Identifies the needs and initiates the procedures for the drafting of legislation in the field of road and railway infrastructure development, drafts the legislation in question, in accordance with EU legislation and international standards, and ensures its implementation;

2.3. Draws up the annual programs for the construction, reconstruction and maintenance of highways, national and regional roads as well as railways. Identifies and designs investment and financing needs in the field of road and railway infrastructure development;

2.4. Provides support for issues related to membership in international organizations in the field of road and railway infrastructure development;

2.5. Cooperates with local and international institutions whose activities are related to the development of road and railway infrastructure;

2.6. Prepares periodic reports and according to the requirements from the field of activity and development of road and railway infrastructure;

2.7. Evaluates and offers comments about the legislation of other sectors as well as the municipal acts that are related to the field and development of road and railway infrastructure;

2.8. Keep the base of notes for: Highway, national and regional roads as well as railways of Kosovo and their structural facilities;

2.9. Designs road protection programs from excessive traffic and road damage and environmental protection programs during the construction and use of Kosovo's road network;

2.10. Prepare feasibility studies, design tasks, technical specifications for capital projects related to road and railway infrastructure, road and railway maintenance : Maintenance of: Highways, national roads, regional roads and railways;

2.11. Manages the funds allocated from the budget for capital investments and maintenance in the road and railway infrastructure, within its competences;

2.12. Coordinates reconstruction projects with various Ministries, municipalities and agencies;

2.13 Draws up environmental protection programs during the construction and use of Kosovo's road and railway network;

2.14 Coordinates traffic safety activities and initiates programs to improve traffic safety on Kosovo's roads and railways;

2.15 Coordinates work during the drafting of various projects and studies for the network of roads and railways and traffic safety on the roads and railways of Kosovo;

2.16. All other tasks defined in the legislation in force covering the field of road and railway infrastructure.

3. The Director of the Road and Railway Infrastructure Department reports to the General Secretary.

4. The following Divisions are part of this Department:

4.1. Road and Rail Network Development Division; and

4.2. Road and Railway Projects Division.

5. The number of employees in the Department of Road and Railway Infrastructure is twenty-seven (27).

Article 57
Road and Rail Network Development Division

1. The duties and responsibilities of the Road and Railway Network Development Division are:

1.1. Proposes, designs and develops policies in the field of road and railway network development. Proposes and designs the strategy (short-term, medium-term and long-term) of the development of the road and railway infrastructure network;

1.2. Proposes the initiation of procedures for the drafting of legislation in the field of development of the road and railway network , drafts the legislation in question, in accordance with EU legislation and international standards, and ensures its implementation;

1.3. Identifies and proposes investment and financing needs in the field of road and railway network development;

1.4. Provides support for issues related to membership in international organizations in the field of road and rail network development;

1.5. Cooperates with local and international institutions, whose activity is related to the field of road and railway network development;

1.6. Prepares periodic reports and according to the requirements from the field of activity and development of the road and railway network;

1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the field and development of the road and railway network;

1.8. Prepare economic assessments for projects in coordination with local and international financial institutions;

1.9. Proposes measures for the protection of roads and the road strip (maintenance of the lower layer of the road, removal of water, maintenance of the circulating layer, maintenance of bridges, maintenance of tunnels, maintenance of retaining walls, protection and maintenance of vegetation, maintenance of road signalling etc.);

1.10. Supervise the implementation of environmental protection laws and administrative instructions during the implementation of road and railway infrastructure projects;

- 1.11. Prepare annual reports and analyses for the implementation of road and rail traffic safety programs;
 - 1.12. Proposes solutions for improving road and rail traffic safety including road safety audit and road safety inspection of the road and rail network;
 - 1.13 Follows and implements technical standards in the field of road and railway infrastructure;
 - 1.14. All other tasks defined in the legislation in force covering the field of development of the road and railway network.
2. The Head of the Road and Railway Network Development Division reports to the Director of the Department.
 3. The number of employees in the Road Network Development Division is eleven (11).

Article 58 **Road and Rail Projects Division**

1. The duties and responsibilities of the Road and Railway Projects Division are:
 - 1.1 Proposes, designs and develops policies in the field of designing road and railway projects as well as their maintenance. Proposes the programs and priority of construction, rehabilitation, reconstruction and maintenance of roads and facilities of highways , national roads, regional roads and railways;
 - 1.2. Proposes the initiation of procedures for the drafting of legislation in the field of drafting road and railway projects , drafts said legislation, in accordance with EU legislation and international standards, and ensures its implementation;
 - 1.3. Identifies and proposes investment and financing needs in the field of road and railway project design;
 - 1.4. Provides support for issues related to membership in international organizations in the field of road and railway project design;
 - 1.5. Cooperates with local and international institutions, whose activity is related to the field of road and railway project design;
 - 1.6. Prepares periodic reports and according to the requirements from the field of road and railway project drafting activity;
 - 1.7. Evaluates and offers comments about the legislation of other sectors as well as municipal acts which are related to the field of drafting road and railway projects;

- 1.8. Prepare feasibility studies, design tasks and technical specifications for the design of projects, construction, rehabilitation, reconstruction and maintenance of roads and railways;
 - 1.9. Analyses the condition of the road and railway network and keeps records of the condition of railway roads and road and railway facilities;
 - 1.10. Leads the implementation of projects of maintenance, rehabilitation, construction and reconstruction of roads contracted and financed by the Ministry.
 - 1.11. Monitors and keeps records of the progress of projects contracted by the Ministry in the field of road and railway infrastructure;
 - 1.12. Prepare reports on the state of the road network and the realization of Road infrastructure programs and projects;
 - 1.13. Participates in the technical professional commissions assigned within the Ministry, as needed;
 - 1.14. Conveys the achievements of the design and management of road infrastructure projects;
 - 1.15. Cooperates with other ministers within the inter-ministerial technical commissions;
 - 1.16. It maintains a unique database for highways , national roads, regional roads and railways.
 - 1.17. All other tasks defined in the legislation in force covering the field of road and railway project design.
2. The Head of the Road and Railway Projects Division reports to the Director of the Department.
 3. The number of employees in the Road and Railway Projects Division is fifteen (15).

Article 59

Department of European Integration and Policy Coordination

1. The mission of the Department of European Integration and Policy Coordination is the coordination of processes for the implementation of reforms for EU integration as well as the coordination of planning and monitoring of Government policies within the Ministry.
2. The duties and responsibilities of the Department of European Integration and Policy Coordination are:
 - 2.1. Ensures the compliance of the Ministry's policies, strategies and plans with EU standards;
 - 2.2. Coordinates activities within the scope of the Ministry in the drafting of the main national documents for the implementation of reforms for EU integration;

2.3. Coordinates activities for the preparation of the National Development Plan (NDP) within the Ministry's responsibilities, ensuring its harmonization with strategic and programmatic documents;

2.4. Monitors the implementation of the reforms planned with the main national documents for the implementation of the reforms for EU integration as well as the implementation of measures in the KPDP, which are under the responsibility of the Ministry;

2.5. Coordinates the activities within the scope of the Ministry related to the reform dialogue with the EU through the respective joint institutional structures and monitoring the implementation of the reforms agreed through them;

2.6. Coordinates activities within the scope of the Ministry related to national inter-institutional coordinating structures for European integration;

2.7. Coordinates development assistance from the EU and other development partners within the scope of the Ministry, in harmony with the framework and priorities of EU integration;

2.8. Cooperates with the relevant units of the Ministry to ensure the connection of policy reforms with the process of aligning national legislation with the *acquis* relevant and informs about the process of European integration within the scope of the Ministry;

2.9. All other duties defined in the legislation in force covering this field.

3. The Director of the Department of European Integration and Policy Coordination reports to the Secretary General.

4. The following Divisions are part of this Department:

4.1. European Integration Division;

4.2. Policy Coordination Division;

5. The number of employees in the Department of European Integration and Policy Coordination is ten (10).

Article 60 **European Integration Division**

1. The duties and responsibilities of the European Integration Division are:

1.1. Coordinates the process of preparation and revision of the National Program for European Integration, within the responsibilities of the Ministry, as well as ensures its harmonization with strategic and programmatic documents;

1.2. Coordinates the process of preparing the report on the implementation of the measures planned in the National Program for European Integration (NEP) as well as coordinates the reporting process in other structures for European Integration;

- 1.3. Coordinates the process of preparing the first and second contribution/ input for the EC Report on Kosovo, within the Ministry's responsibilities;
 - 1.4. Coordinates the process of preparing the report for the Subcommittee for Transport, Environment, Energy and Regional Development (INFRA), within the Ministry's responsibilities;
 - 1.5. Coordinates the process of preparing the Priority List of “Environmental” Projects;
 - 1.6. Coordinates the process of preparing the Priority List of “Transport” Projects;
 - 1.7. Coordinates the process of development assistance from the EU and other development partners within the scope of the Ministry, in harmony with the framework and priorities of EU integration;
 - 1.8. It contributes to the process of preparing primary and secondary legislation as well as strategic and planning documents.
2. The Head of the Division for European Integration reports to the Director of the Department.
 3. The number of employees in the European Integration Division is five (5).

Article 61
Policy Coordination Division

1. The duties and responsibilities of the Policy Coordination Division are:
 - 1.1. Coordinates the process of preparing and revising the National Development Plan (NDP) within the Ministry's responsibilities, ensuring its harmonization with strategic and programmatic documents;
 - 1.2. Coordinates the input process on the implementation of actions planned in the National Development Plan (NDP);
 - 1.3. Coordinates the process of preparing measures in the Program for Economic Reforms (PRE), within the Ministry's responsibilities, and reports on their implementation;
 - 1.4. Provides support in the development of the strategic documents of the Ministry, ensuring that they are in accordance with the policies of the Government;
 - 1.5. Provides assistance to the organizational structures of the Ministry in the preparation of concept documents, ensuring compliance with the guideline for drafting concept documents;
 - 1.6. It contributes to the process of preparing primary and secondary legislation.
2. The Head of the Policy Coordination Division reports to the Director of the Department.
3. The number of employees in the Policy Coordination Division is four (4).

Article 62
Legal Department

1. The mission of the Legal Department is to coordinate the process of drafting legislation from the scope of the Ministry, ensuring compliance with the techniques and standards for the drafting of legislation, to ensure the alignment of the legislation of the Ministry with the legislation of the European Union, to offer professional support, advice legal and recommendations for other structures within the Ministry.

2. The duties and responsibilities of the Legal Department are:

2.1. Preparation of the Legislative Program of the Government (part of the Ministry), the Legislative Plan for Bylaws and the Program for Ex -Post Evaluation of Legislation as well as cooperation with the Legal Office of the Prime Minister's Office for monitoring and reporting on the implementation of the Legislative Program and for other activities that are related to the process of drafting legislation;

2.2. Providing support, coordinating in close cooperation with the Minister's Cabinet with Departments and other organizational units and participating in the drafting of normative acts, including strategic documents, concept documents, laws, by-laws and Ex -Post evaluations from the field of activity of Ministry;

2.3. In cooperation with the departments, units or persons responsible for the drafting of draft normative acts, ensures the respect of the techniques and standards of the drafting of the legislation, the compatibility of the normative acts proposed by the relevant ministry with the legislation applicable in the Republic of Kosovo as well as the legislation of the European Union Acqius of the EU;

2.4. The finalization of the draft normative acts according to the procedures provided in the legislation in force and sends them to the Minister's Cabinet and the Legal Office of the Prime Minister's Office for approval;

2.5. Keeping and updating the register of by-laws of the ministry as well as publishing the by-laws of the Ministry in the Official Gazette of the Republic of Kosovo;

2.6. Providing advice legal, recommendations and legal opinions required, from the scope of the ministry according to request;

2.7. Cooperates with the Ministry of Justice for the representation of the ministry in the Court;

2.8. Examines the legality of municipal acts from the field of activity for which the Ministry is responsible;

2.9. Identifies the problems of the implementation of normative acts and the coordination of activities for the implementation of legislation with the relevant units of the ministry as well as with other ministries and the Government;

2.10. Provides legal support in the drafting of proposal-decisions, proposal-agreements, proposal-memorandums and proposal-contracts and proposals of various materials requested by the General Secretary and the Minister;

3. The Director of the Legal Department reports to the General Secretary.
4. The following Divisions are part of this Department:
 - 4.1. Division of Drafting and Harmonization of Legislation;
 - 4.2. Division of Oversight of the Implementation of Legislation and Legal Support; and
 - 4.3. Division of Inter-institutional Cooperation in the Field of Judicial Representations and Coordination of Agreements.
4. The number of employees in the Legal Department is twenty (20).

Article 63
Division of Drafting and Harmonization of Legislation

1. The duties and responsibilities of the Division of Drafting and Harmonization of Legislation are:
 - 1.1. Providing assistance in the preparation of the Legislative Program of the Government (part of the Ministry), the Legislative Plan for Bylaws and the Program for the Ex -Post Evaluation of Legislation and the monitoring and reporting of the Legislative Program and for other activities related to the process of drafting legislation;
 - 1.2. Coordinating, providing support and participating in the drafting of normative acts including strategic documents, concept documents, laws, by-laws and Ex -post evaluations from the scope of the Ministry;
 - 1.3. In cooperation with the departments, units or persons responsible for the drafting of draft normative acts, ensures the respect of the techniques and standards of the drafting of the legislation, the compatibility of the normative acts proposed by the relevant ministry with the legislation applicable in the Republic of Kosovo as well as the legislation of the European Union Acquis of the EU;
 - 1.4. The finalization of the draft normative acts according to the procedures provided in the legislation in force and sends them to the Minister's Cabinet and the Legal Office of the Prime Minister's Office for approval;
 - 1.5. Keeping and updating the register of by-laws of the ministry as well as publishing the by-laws of the Ministry in the Official Gazette of the Republic of Kosovo;
 - 1.6. Providing advice legal, recommendations and legal opinions required, from the scope of the ministry according to request;
 - 1.7. Providing legal support in the drafting of proposal-decisions, and proposals of various materials requested by the Secretary General and the Minister;
2. The head of the Division of Drafting and Harmonization of Legislation reports to the Director of the Department.

3. The number of employees in the Division of Drafting and Harmonization of Legislation is seven (7).

Article 64

Division of Oversight of the Implementation of Legislation and Legal Support

1. The duties and responsibilities of the Division of Oversight of the Implementation of Legislation and Legal Support are:

1.1. Review of the legality of municipal acts from the scope for which the Ministry is responsible;

1.2. Identification of the problems of the implementation of normative acts and their implementation support legal in the field of legislation;

1.3. Coordination of activities for the implementation of legislation with the relevant units of the ministry as well as with other ministries and the Government;

1.4. Coordinating the Ex -Post Evaluation process of the Ministry's Legislation;

1.5. Providing legal support in the drafting of proposal-decisions, and proposals of various materials requested by the Secretary General and the Minister;

1.6. Providing legal advice, recommendations and legal opinions required, from the scope of the ministry as requested;

2. The Head of the Division of Supervision of the Implementation of Legislation and Legal Support reports to the Director of the Department.

3. The number of employees in the Division of Supervision of the Implementation of Legislation and Legal Support is six (6).

Article 65

Division of Inter-institutional Cooperation in the Field of Judicial Representations and Coordination of Agreements

1. The duties and responsibilities of the Division of Inter-institutional Cooperation in the Field of Judicial Representations and Coordination of Agreements are:

1.1. Cooperation with the Ministry of Justice - the State Bar for the representation of the Ministry in Court;

1.2. Cooperation with the Ministry of Foreign Affairs and other Institutions regarding the procedures of the Agreements;

1.3. Acceptance, registration and delegation to the relevant Departments of requests from the State Bar - Ministry of Justice;

1.4. After completing the documents according to the response of the relevant Departments,

sending them to the State Bar;

1.5. Providing legal support in the drafting of proposal-decisions, proposal-agreements, proposal-memorandums, proposals and proposal-contracts and proposals of various materials requested by the General Secretary and the Minister;

1.6. Providing legal advice, recommendations and legal opinions required, from the scope of the ministry as requested.

2. The Head of the Division of Inter-institutional Cooperation in the Field of Judicial Representations and Coordination of Agreements reports to the Director of the Department.

3. The number of employees in the Division of Inter-institutional Cooperation in the Field of Judicial Representations and Coordination of Agreements is six (6).

Article 66

Budget and Finance Department

1. The mission of the Budget and Finance Department is to plan and execute the budget in accordance with the Law on Public Finance Management and other legislation in force.

2. The duties and responsibilities of the Budget and Finance Department are:

2.1. Planning the budget of the Ministry by coordinating with the relevant units within the Ministry, including the preparation of the Medium-Term Expenditure Framework (MEF), the draft annual budget of the budgetary organization, always reflecting the requirements in a fair way and in accordance with the planning documents;

2.2. Realization of the budget expenditure in harmony with the plans of the Ministry and in accordance with the rules of the Treasury originating from the Law on the Management of Public Finances;

2.3. Drafting of the Financial Statements of the Ministry together with the budget units within the Ministry;

2.4. Undertaking the necessary actions on the budget savings that come out as recommendations from the Government or the Ministry of Finance, as well as the harmonization of the budget and the regulation of the budget allocations of the Ministry with its budget units in accordance with the Law on Public Finance Management;

2.5. Drawing up the cash flow plan in accordance with the recommendations and rules set by the Treasury;

2.6. Preparation of various periodic and annual reports based on various requirements, including the requirements from the Law on access to public documents;

2.7. Preparation of budget impact assessment for draft laws, draft by-laws, draft concept documents and draft strategic documents from the scope of the Ministry;

- 2.8. Reconciliation of accounts for the realization of expenses and revenues between the Ministry and the Treasury;
 - 2.9. Development and supervision of the implementation of standard policies and procedures related to the Ministry's budget and finances, as well as the drafting of budget review requests based on the requests of requesting units for reallocation of funds from one economic category to another;
 - 2.10. Performs other duties defined by the relevant legislation.
3. The Director of the Budget and Finance Department reports to the General Secretary.
 4. The following Divisions are part of the Department of Budget and Finance:
 - 4.1. Budget Division;
 - 4.2. Finance Division;
 - 4.3. Reporting and Accounting Division; and
 - 4.4. Division of Revenue and Property.
 5. The number of employees in the Budget and Finance Department is twenty-two (22).

Article 67
Budget Division

1. The duties and responsibilities of the Budget Division are:
 - 1.1. Planning the budget of the Ministry by coordinating with the relevant units within the Ministry, including the preparation of the Medium-Term Expenditure Framework (MEF), the draft annual budget of the budgetary organization, always reflecting the requirements in a fair way and in accordance with the planning documents;
 - 1.2. Preparation of budget impact assessment for draft laws, draft by-laws, draft concept documents and draft strategic documents from the scope of the Ministry;
 - 1.3. Registration of budget requests in the BDMS system - Development System for Budget Management and PIP (Public Investment Program);
 - 1.4. Drafting requests for budget revision based on the requests of requesting units for reallocation of funds from one economic category to another;
 - 1.5. Drawing up the cash flow plan in accordance with the recommendations and rules set by the Treasury;

1.6. Assists the leader in evaluating internal processes and procedures and recommends changes/improvements in order to increase work efficiency;

1.7. Manages with the staff of the division and in cooperation with the leader, organizes the work through the division of tasks among his subordinates, provides instructions and monitors the work of the staff to ensure quality products and services;

1.8. All other duties defined in the legislation in force covering this field.

2. The Head of the Budget Division reports to the Director of the Department.

3. The number of employees in the Budget Division is five (5).

Article 68 Finance Division

1. The duties and responsibilities of the Finance Division are:

1.1. Leads the overall work of the finance division and assists the supervisor in setting objectives and drafting the work plan for the fulfilment of these objectives;

1.2. Registration of spending commitments in SIMFK in accordance with administrative instructions;

1.3. to ensure that that commitment is properly recorded according to the Accounting Register of the Treasury;

1.4. Delivery of the commitment and payment order and relevant documentation to the procurement officer of the budget organization;

1.5. Making payments (petty cash) cash values;

1.6. Withdrawal of Advances for official trips as well as their closure;

1.7. Verifies depositions and signatures by the relevant authorized officials;

1.8. Checks the economic code of the expenditure based on the accompanying documentation as well as checks the name of the beneficiary and the bank account in the system, or the SWIFT code in the case of international payments based on the accompanying documentation as well as the registration of the expenditure coupon in SIMFK;

1.9. All other duties defined in the legislation in force covering this field.

2. The Head of the Finance and Accounting Division reports to the Director of the Department.

3. The number of employees in the Finance Division is six (6).

Article 69

Reporting and Accounting Division

1. The duties and responsibilities of the Reporting and Accounting Division are:
 - 1.1. Software registration budget transactions;
 - 1.2. Monitoring and reconciliation of budget funds at the level of the Ministry, departments and smaller units within the Ministry;
 - 1.3. Preparation of annual financial statements for the Minister;
 - 1.4. Equalization of expenses with the Minister of Finance and equalization of revenues between Departments and Agencies of the Ministry and the Ministry of Finance;
 - 1.5. Registration of all assets in the asset register and in the accounting registers based on the invoice and speaks of the acceptance of the assets;
 - 1.6 Prepares reports and provides all management levels with relevant information from the scope of the budget and finances;
 - 1.7. Daily, weekly and monthly reports to the Department Director and budget holders.
 - 1.8. Reporting unpaid invoices, obligations and eliminating debts;
 - 1.9. Archiving of all financial items and recording
 - 1.10. All other duties defined in the legislation in force covering this field.
2. The Head of the Reporting and Accounting Division reports to the Director of the Department.
3. The number of employees in the Reporting and Accounting Division is five (5).

Article 70

Division of Revenue and Property

1. The duties and responsibilities of the Revenue and Property Division are:
 - 1.1. Implements the existing policies and procedures in accordance with the professional standards defined by the regulations of the MFTL and the Treasury Department;
 - 1.2. Complete and issue standardized payment slips of the UNIREF form, for all services performed by the ministry;
 - 1.3. Care for the registration of all incomes in the Information System for Financial Management of Kosovo (SIMFK);

- 1.4. The monthly and quarterly equalization of revenues with the Treasury department and with the departments that develop Revenues;
 - 1.5. Makes the planning, management, realization, equalization and reporting of the revenues of the Ministry, according to the departments, units and subordinate agencies;
 - 1.6. It is responsible for recording, tracking and maintaining the general register of assets with all the information required by laws and administrative instructions from MFTP;
 - 1.7. Makes the registration of assets over €1,000 in SIMFK, in the accounting register based on the invoice and talks about the acceptance of assets;
 - 1.8. The property registration must be regularly updated, monitoring and maintenance of the general property register with all the information required by laws and administrative instructions; in addition to being used for asset management, it will also be used to support the data reported in the financial statements;
 - 1.9. Performs other duties defined by the relevant legislation.
2. The Head of the Division of Income and Assets reports to the Director of the Department.
 3. The number of employees in the Revenue and Property Division is five (5).

Article 71
Department of Services General and Information Technology

1. The mission of the Department of General Services and Information Technology is to provide support for general services including but not limited to the provision of information technology services, logistics as well as document archiving for all organizational units of the Ministry.
2. The duties and responsibilities of the Department of General Services and Information Technology are :
 - 2.1. Leads and implements strategies for Information Technology at the general level of the ministry, including subordinate Agencies in the implementation of e-Government;
 - 2.2. Manages and plans the operation with licenses of Microsoft software programs, Antivirus (Sophos), Database, Routers , Chat , in coordination with ASHI as well as manages and administers Electronic Systems such as; Smvp , Smaed , Simbnj , e-Archive, e-Treasure;
 - 2.3. Administers the Government E- Mail for the Ministry, management of the official domain/accounts gov.irk.rks, configuration, opening, transfer, continuation of official accounts and takes care of the protection, security and maintenance of software programs, applications, in cooperation with the relevant institutions , in accordance with the legislation in force;
 - 2.4. Analyses and recommends appropriate solutions for communication security and information security as well as provides hosting and technical maintenance of the Ministry's website, in coordination with ASI/DMIS;

2.5. Supports and monitors the deployment and configuration processes related to the Internet Network Infrastructure and the VoIP Telephony Network in cooperation with ASI, as well as takes care of all issues related to the provision of equipment for Telecommunications and various Conferences;

2.6. According to the needs of the ministry, they identified and prepared technical specifications for electronic systems and other IT-related devices, as well as their installation and configuration;

2.7. Manages and maintains the archive system, incoming and outgoing letters of the Ministry, as well as monitors the archive system , the systematization of archival materials, the timing and disposal of archival materials according to legal deadlines;

2.8. Manages the inventory and warehouses of the ministry, the services according to the needs for goods and office equipment for work for the staff of the ministry as well as the preparation for supplies with all the necessary logistics items, such as the supply of various materials for the needs of the staff of the Ministry;

2.9. Manages all the vehicles that the Ministry has, their maintenance and servicing , undertakes periodic and daily checks in order to verify the implementation of the regulations and Administrative Instructions on the use of vehicles as well as transport needs and vehicles of the ministry as well as maintains the evidence of vehicle registration and insurance as well as all other logistics issues related to transport;

2.10. All other duties defined in the legislation in force covering this field.

3. The Director of the Department of General Services and Information Technology reports to the Secretary General.

4. The following Divisions are part of the Department of General Services and Information Technology :

4.1. Division of Information Technology and Digitization;

4.2. Logistics and Maintenance Division;

4.3. Division of Translations and Reading; and

4.4. Archives Division.

4. The number of employees in Department of General Services and Information Technology is thirty-eight (38).

Article 72 **Division of Information Technology and Digitization**

1. The duties and responsibilities of the Division of Information Technology and Digitization are

1.1. Leads and implements strategies for Information Technology at the general level of the ministry, including subordinate Agencies in the implementation of e-Government;

1.2. Manages and plans the operation with licenses of Microsoft software programs, Antivirus (Sophos), Database, Routers , Chat , in coordination with ASI;

1.3. Administers the Government E-Mail for the Ministry, management of the domain/official accounts gov.irk.rks, configuration, opening, transfer, continuation of official accounts;

1.4. Cares for the protection, security and maintenance of software programs, applications, in cooperation with the relevant institutions, in accordance with the legislation in force;

1.5. Analyses and recommends appropriate solutions for communication security and information security with Electronic Systems such as; Smvp, Smaed, Simbnj, e-Archive, e-Treasure;

1.6. Ensures the hosting and technical maintenance of the Ministry's website, in coordination with ASI/DMIS, as well as supports and monitors the deployment and configuration processes related to the Internet Network Infrastructure and VoIP Telephony Network in cooperation with ASI;

1.7. Takes care of all issues related to the provision of equipment for Telecommunications and various Conferences;

1.8. According to the needs of the ministry, they identified and prepared technical specifications for electronic systems and other IT-related devices, as well as their installation and configuration;

1.9. Provides Help-Desk services for Ministry and Agency officials;

1.10. All other duties defined in the legislation in force covering this field.

2. The Head of the Information Technology and Digitization Division reports to the Head of the Department.

3. The number of employees in the Information Technology and Digitization Division is eleven (11).

Article 73 **Logistics and Maintenance Division**

1. Duties and responsibilities of the Logistics and Maintenance Division:

1.1. Manages the Ministry's inventory and warehouses, and provides services according to needs with the supply of all necessary logistics items, such as the supply of various materials for the needs of the Ministry's staff;

1.2. Coordinates and supervises services and Physical Security in cooperation with the Ministry of Interior;

- 1.3. Supervise the work of physical security of objects of special importance such as the Ministry and Agencies with private companies contracted by the Ministry;
 - 1.4. Manages all the vehicles available to the Ministry, their maintenance and servicing;
 - 1.5. It undertakes periodic and daily checks in order to verify the implementation of regulations and Administrative Instructions on the use of vehicles;
 - 1.6. Manages the transportation needs and vehicles of the ministry;
 - 1.7. Maintains the evidence of vehicle registration and insurance as well as all other logistics issues related to transport;
 - 1.8. All other duties defined in the legislation in force covering this field.
2. The leader of the Logistics and Maintenance Division reports to the Director of the Department.
 3. The number of employees in the Logistics and Maintenance Division is ten (10).

Article 74
Division of Translations and Reading

1. The duties and responsibilities of the Division of Translations and Reading are:
 - 1.1. Translation of documents into official languages and English at the request of the relevant Departments of the Ministry;
 - 1.2. Stimulant translations upon request;
 - 1.3. Reading documents according to the request of the relevant Departments as well as draft legal, strategic acts, etc.;
 - 1.4. Drafts periodic reports and according to requests;
 - 1.5. All other tasks defined in the legislation in force covering the field of translations and proofreading.
2. The head of the Division of Translations and Reading reports to the Director of the Department.
3. The number of employees in the Translation and Reading Division is eight (8).

Article 75
Archives Division

1. The duties and responsibilities of the Archiving Division are:
 - 1.1. Maintains and administers the archive system of the Ministry;

- 1.2. Maintains and administers all incoming and outgoing letters of the Ministry;
 - 1.3. Ensures that archival units are marked with the signs defined according to the rules;
 - 1.4. Takes care of the filing deadlines of the cases, as well as prepares the cases with a permanent deadline for submission to the Archives of the Republic of Kosovo, according to the legal provisions;
 - 1.5. Classification of subjects according to the classification criteria of top secret, secret, confidential information;
 - 1.6. Monitoring of the archive system, systematization of archival materials, scheduling and disposal of archival materials according to legal deadlines;
 - 1.7. To work on the basis of special books that are determined by the competent authority KIA, for recording and circulation of documents;
 - 1.8. Store documentation in separate safes according to established standards;
 - 1.9. Systematize and inventory the classified information, before submission to the Ministry Archive;
 - 1.10. All other duties defined in the legislation in force covering this field.
2. The head of the Archiving Division reports to the Director of the Department.
 3. The number of employees in the Archiving Division is eight (8).

Article 76
Inspection Department

1. The mission of the Inspection Department is the inspection supervision of the implementation of legislation in the field of Environment, Water Nature, Construction and Spatial Planning, Nuclear Radiation, Road Transport, Technical Control, Driving Schools and Road Infrastructure.
2. The duties and responsibilities of the Inspection Department are:
 - 2.1. Coordinates the inspection according to the annual plan of the Inspectorate for the field of environmental and nature protection, water, construction and spatial planning, nuclear radiation, road transport, technical control, driving schools and road infrastructure according to the laws in force and pronounces adequate measures according to the situation on the ground;
 - 2.2. Performs inspection supervision based on citizens' requests and complaints in the above-mentioned areas;
 - 2.3. Conveys and completes the database of operators, pronounces measures based on the legal provisions in force, as well as records the inspections carried out;

- 2.4. Coordinates the work of inspectors of the relevant division;
 - 2.5. Draws up and completes the basic data related to the operators according to the relevant fields;
 - 2.6. Participates in national and international activities that deal with the issues of Environmental Protection, Nature, Water, Planning and Construction, Nuclear Radiation, Road Transport, Technical Control, Driving Schools and Road Infrastructure.
 - 2.7. Coordinates the work with the MESP Departments, regarding the acceptance of comments and suggestions related to the implementation of the legislation;
 - 2.8. Coordinates work in relevant fields with municipal level inspectorates;
 - 2.9. Accepts complaints and complaints from various associations and citizens related to the relevant field, and examines them in accordance with the laws in force.
3. The Head of the Department for Inspection reports to the Minister in the operational aspect, while to the General Secretary in the administrative aspect.
4. The following Divisions are part of this Department:
- 4.1. Division for Inspection of Environment, Nature and Water Protection;
 - 4.2. Division for Inspection of Spatial Planning and Construction;
 - 4.3. Nuclear Radiation Protection Inspection Division
 - 4.4. Inspection Division for Road Transport;
 - 4.5. Inspection Division for Technical Controls;
 - 4.6. Inspection Division for Driving Schools;
 - 4.7. Inspection Division for Road Infrastructure.
5. The number of employees in the Department for Inspection of the Environment, Water Nature, Construction and Planning is fifty-three (53).

Article 77

Division for Inspection of Environment, Nature and Water Protection

1. The duties and responsibilities of the Division for Inspection of Environment, Nature and Water Protection are:
 - 1.1. Prepare the annual work plan;
 - 1.2. Supervises the application of legal provisions and other bylaws related to environmental protection;

1.3. Supervises the activities that cause general disorders in the environment and identifies the responsible party that causes this disorder;

1.4. Supervises the quality and quality of air, water, soil, nature, emission and general ecological conditions, in accordance with the legal provisions in force;

1.5. Supervises the management and exploitation of natural resources from the aspect of environmental protection;

1.6. Supervises the measures taken for the protection of the environment;

1.7. Supervises the management and protection of nature conservation areas and natural values; and

1.8. Supervises the management and exploitation of water resources;

1.9. Draws up and completes the basic data related to water users and users;

1.10. Controls and monitors all other activities related to the utilization and use of water in accordance with legal provisions.

2. The Head of the Division for Inspection of Environment, Nature and Water Protection reports to the Head of the Inspectorate - the Chief Inspector.

3. The number of employees in the Division for Inspection of the Protection of the Environment, Nature and Water is eighteen (18).

Article 78

Division for Inspection of Construction and Spatial Planning

1. The duties and responsibilities of the Construction and Spatial Planning Inspection Division are:

1.1. Prepare the annual work plan;

1.2. Supervises the application of legal provisions and other bylaws related to construction and spatial planning;

1.3. Controls and monitors all activities in construction and planning in accordance with the legal provisions in force.

2. The Head of the Construction and Spatial Planning Inspection Division reports to the Head of the Inspectorate - the Chief Inspector.

3. The number of employees in the Construction and Spatial Planning Inspection Division is nine (9).

Article 79

Nuclear Radiation Protection Inspection Division

1. The duties and responsibilities of the Nuclear Radiation Protection Inspection Division are:
 - 1.1. Prepare the annual work plan;
 - 1.2. Supervises the application of legal provisions and other by-laws related to Nuclear Radiation Protection;
 - 1.3. Controls and monitors all activities in Nuclear Radiation Protection in accordance with the legal provisions in force.
2. The Head of the Nuclear Radiation Protection Inspection Division reports to the Head of the Inspectorate - the Chief Inspector.
3. The number of employees in the Nuclear Radiation Protection Inspection Division is three (3).

Article 80 Road Transport Inspection Division

1. The duties and responsibilities of the Road Transport Inspection Division are:
 - 1.1. Inspects and controls road transport operators of passengers, goods, bus stations and freight terminals if they are exercising their activity in accordance with the provisions of the relevant legal acts;
 - 1.2. Inspects and controls the vehicles and crew of the road transport of passengers and goods, facilities, documentation and evidence pertaining to road transport;
 - 1.3. Temporarily stop the provision of station services, if the bus station or freight terminal does not fulfil the conditions defined by legal acts;
 - 1.4. Temporarily stop the transport for local and foreign transport operators if they do not carry out the transport in accordance with the legislation in force and international agreements;
 - 1.5. Initiates the procedure for revoking the license, permit, travel order, vehicle certificate , driver's certificate (CPC) and manager's certificate (CPC);
 - 1.6. Initiates the procedures in accordance with the legislation in force in the court with relevant competence.
2. The Head of the Road Transport Inspection Division reports to the Director of the Department.

3. The number of employees in the Road Transport Inspection Division is seven (7).

Article 81
Inspection Division for Technical Controls

1. The duties and responsibilities of the Inspection Division for Technical Controls are:

1.1. Supervise the vehicle control work at the Technical Control Centres;

1.2. Controls the quality of performing technical control and regularity of vehicles in technical control centres;

1.3. Controls the technical control centres and the equipment with which the technical control of vehicles is carried out, the records and administrative documentation, which must be kept during the performance of daily work in the technical control centres of vehicles;

1.4. Proposes the interruption of the work of the technical control centres which perform the works contrary to the provisions of the applicable law and the by-laws which regulate this sector;

1.5. Initiates the procedure for revoking the technical control license in case it does not continue to comply with the conditions foreseen for licensing;

1.6. Issue decisions for the elimination of irregularities/shortcomings with a certain time limit for the Centres in which irregularities/shortcomings were found during the inspection with minutes;

1.7. Initiates procedures in accordance with the legislation in force in the courts with relevant competence.

2. The Head of the Inspection Division for Technical Controls reports to the Director of the Department.

3. The number of employees in the Inspection Division for Technical Controls is three (3).

Article 82
Inspection Division for Driving School

1. The duties and responsibilities of the Driving School Inspection Division are:

1.1. Inspects and ascertains the current state of the licensed driving schools and whether they are adhering to the curriculum provided by legal acts;

1.2. Recommends and instructs driving schools for the improvement and elimination of defects observed during the inspection;

1.3. Inspects the premises, equipment, vehicles, instructors in the field and keeping records and administrative documentation which must be kept during the daily work in the driving school;

- 1.4. Stopped the work of the driving schools that act contrary to the provisions of the law in force and the by-laws that regulate this sector;
 - 1.5. Initiates the procedure for revoking the license of the driving school in case it does not continue to comply with the conditions foreseen for licensing;
 - 1.6. Initiates procedures in accordance with the legislation in force in the court with relevant competence.
2. The Head of the Inspection Division for Driving School reports to the Director of the Department.
 3. The number of employees in the Driving School Inspection Division is three (3).

Article 83

Road Infrastructure Inspection Division

1. The duties and responsibilities of the Road Infrastructure Inspection Division are:
 - 1.1. Controls the condition of public roads and the protective belt of public roads, works in the maintenance of public roads, and technical documentation related to the maintenance of public roads;
 - 1.2. Supervise the implementation of plans, programs, contracts and other documentation related to the maintenance and protection of public roads;
 - 1.3. Orders the temporary cessation of works carried out on roads and their protective belt in violation of the provisions of the Law on Roads and other by-laws that regulate road infrastructure;
 - 1.4. Orders the removal of defects on public roads, which harm the safety of traffic on them;
 - 1.5. Proposes a temporary ban on the development of traffic on public roads or on a part of them if they find that traffic cannot be carried out safely on them;
 - 1.6. Interrupt traffic with road vehicles that, due to their technical qualities or the way they transport, may cause damage to the public road or a part of it, when their traffic on the road is contrary to the rules in force;
 - 1.7. Prohibits the further movement of vehicles on the public road, when they find that the empty vehicle or together with the load has a greater mass or axial thrust than allowed or dimensions greater than those defined, until the cause for which it is pronounced is not removed stop.

2. The Head of the Inspection Division for Road Infrastructure reports to the Director of the Department.
3. The number of employees in the Road Infrastructure Inspection Division is seven (7).

Article 84 **Internal Audit Unit**

1. Mission of the Unit Internal Audit , is the strengthening of financial management, internal control, as well as increasing the value of public institutions, improving governance and protecting the interests of taxpayers through the control of the development of the planned activity of the Ministry, giving relative guarantees for efficiency, the effectiveness and economization of resource management, for internal control systems and risk management by implementing the laws in force, other rules in the field of audit procedures, following contemporary best practices and strengthening professional audit capacities.
2. The duties and responsibilities of the Internal Audit Unit are:
 - 2.1. Undertake regular and systematic audits in the MESPI and in the Executive Agencies of the MESPI, which do not have established internal audit capacities in accordance with the Law on Internal Control of Public Finances;
 - 2.2. Performs the audit by evaluating the economy, efficiency and effectiveness of the management and control systems of the audited entity;
 - 2.3. Cooperates with the National Audit Office, the Internal Audit Committee of MESPI and the Central Harmonizing Department of the Ministry of Finance, Labour and Transfers;
 - 2.4. Identifies substantial deficiencies in the MMPHI management and control system and offers recommendations for their improvement;
 - 2.5. Offers recommendations for improvement in raising the economy, efficiency and effectiveness of MESPI activities;
 - 2.6. Evaluates financial and operational procedures for the adequacy of internal control and provides control advice and guidance on new policies, systems, processes and procedures;
 - 2.7. Drafting and submission of the Strategic Plan and the Annual Internal Audit Plan for review and approval to the head of the Public Sector Entity and the Audit Committee;
 - 2.8. Drafting and submission of six (6) monthly and annual internal audit reports;
 - 2.9. All other duties defined in the legislation in force covering this field.

3. The Director of the Internal Audit Unit reports operationally to the Minister, while administratively to the Secretary General.
4. The number of employees in the Internal Audit Department is eight (8).

Article 85
Division of Sustainable Development Projects

1. The mission of the Division for Sustainable Development Projects is to ensure the most efficient, transparent and fair way of using sustainable development projects with the exception of projects for road, railway and water infrastructure in accordance with the legislation in force and international best practices.
2. The duties and responsibilities of the Division for Sustainable Development Projects are:
 - 2.1. Identifying funding sources for projects, identifying regional projects, drafting project proposals for projects in different ways for funding and assisting all departments when it comes to applying for projects;
 - 2.2. Preparation of project proposals and technical- investment documentation for sustainable development projects, including capital projects, donations and external investments;
 - 2.3. Coordinating the implementation of projects up to contracting by the Ministry and monitoring the progress of contracted projects;
 - 2.4. Drafting of periodic reports and reports on the progress of sustainable development projects for informing the management levels of the Ministry;
 - 2.5. Cooperation with senior management for meetings with donors and investors interested in financing sustainable development projects;
 - 2.6. Coordination with project managers for supervision and reporting on sustainable development projects;
 - 2.7. Implementation of other duties defined in the laws in force for sustainable development projects.
3. The Division for Sustainable Development Projects also has a special focus on projects that promote and improve the state of the environment and the quality of life through the main pillars of the Green Agenda. These projects, known as “Green Agenda Projects,” include initiatives and activities that are, among others;
 - 3.1. Projects to reduce greenhouse gas emissions, through clean energy, energy efficiency , carbon capture and storage;

- 3.2. Projects for the preservation of biodiversity and the protection of ecosystems;
 - 3.3. Projects for integrated waste management and circular economy;
 - 3.4. Smart and green mobility and transport projects;
 - 3.5. Projects for fair and green transition in all sectors of the green agenda;
 - 3.6. Spatial planning projects;
 - 3.7. Projects for adaptation to climate change and increasing resistance to climate change;
 - 3.9. All other duties defined in the legislation in force covering this field.
4. The Head of the Division for Sustainable Development Projects reports to the Secretary General.
 5. The number of employees in the Division for Sustainable Development Projects is eleven (11).

Article 86
Division of Public Communication

1. The Public Communication Division's mission is to undertake actions for the presentation of ministerial policies, through communication at the right time, so that the public is informed about ministerial policies about their rights and responsibilities towards the institutions, but also to express his views by communicating with decision makers.
2. The duties and responsibilities of the Public Communication Division are:
 - 2.1. Provides professional support in accordance with the competences for the ministry and the cabinet of the minister in the field of communication and information;
 - 2.2. Proposes, designs and ensures the implementation of the Ministry's communication plans in harmony with the Government's Communication Strategy;
 - 2.3. Organizes media conferences and prepares press releases, communiqués, statements, reports and other media publications;
 - 2.4. Takes care of the Ministry's official website as well as Social Networks;
 - 2.5. Updates, ensures access and credibility of information on the official website of the ministry;
 - 2.6. Do 24/7 media monitoring;
 - 2.7. Active participation in working groups as well as in other activities of the ministry;
 - 2.8. Coordinates requests for access to public documents, prepares responses according to requests in coordination with the highest administrative superior and prepares reports on the implementation of the Law on Access to Public Documents;

- 2.9. Provides for OPM the weekly calendar and other reports;
 - 2.10. Prepares, distributes and archives photographs and audio- visual materials of the main activities of the ministry;
 - 2.11. Participates in the process of drafting policies and legislation, through the development and presentation of communication plans, as well as the communication of public meetings and online consultations with the public.;
 - 2.12. Performs other duties defined by the relevant legislation
3. The Head of the Public Communication Division reports to the General Secretary.
 4. The number of employees in the Public Communication Division is five (5).

Article 87
Division of Human Rights and Gender Equality

1. The mission of the Division of Human Rights and Gender Equality is to ensure that the executive functions of the Ministry are in compliance with laws, conventions, programs, strategies, plans of human rights and gender equality at national and international levels.
2. The duties and responsibilities of the Human Rights and Gender Equality Division are:
 - 2.1. Supervises, advises, guides and makes recommendations to decision-makers within the Ministry regarding respect for human rights and gender equality;
 - 2.2. Provides support in the drafting and implementation of policies, strategies and legislation of the ministry for the promotion of human rights and gender equality;
 - 2.3. Supports and promotes good practices to prevent and combat discrimination and promote gender equality and proposes affirmative measures in order to guarantee equal rights and promote gender equality in specific areas of social life;
 - 2.4. Cooperates and advises the relevant Human Resources Office, regarding the criteria for equal opportunities and treatment which must be respected and implemented during the recruitment process according to the legislation in force;
 - 2.5. Collaborates and supports the Agency for Gender Equality and the Office for Good Governance in drafting relevant policies, strategies and action plans for human rights, gender equality and protection from discrimination;
 - 2.6. Prepares periodic reports for the Agency for Gender Equality and the Office for Good Governance in the Office of the Prime Minister for the implementation of policies, strategies, plans for human rights and gender equality;

2.7. Monitors the implementation of the Ombudsman's recommendations and cooperates with the Institution of the Ombudsman, NGOs and other potential local and international partners for the coordination of activities and the implementation of public policies to increase institutional capacities;

2.8. Collect statistical data in accordance with human rights laws, programs, guidelines, plans for gender equality;

2.9. Performs all responsibilities in accordance with the legislation in force, the Law on Gender Equality, the Law on Protection from Discrimination, the Kosovo Program for Gender Equality and the international instruments that apply in the Republic of Kosovo.

2.10. Performs other duties defined by the relevant legislation

3. The Division of Human Rights and Gender Equality reports to the Secretary General.

4. The number of employees in the Human Rights and Gender Equality Division is five (5).

Article 88 Procurement Division

1. The mission of the Procurement Division is to carry out all tender procedures arising from the Ministry's requirements, in order for such procedures to be carried out in an efficient, transparent manner and to ensure the fair use of public funds, public resources as well as all funds and other resources of the authorities on whose behalf it carries out activities, adhering to the criteria and rules of the law in force.

2. The duties and responsibilities of the Procurement Division are:

2.1. Preparation, coordination and implementation of the annual plan of the ministry in the field of public procurement, in accordance with the legislation in force;

2.2. Development and implementation of procurement procedures for goods, works and services and ensuring that all procurement procedures are developed in accordance with the provisions of the Law on Public Procurement of Kosovo and other legislation in force, according to the request and needs of the Ministry;

2.3 Ensuring that all procurement requests are prepared in accordance with procurement rules and procedures;

2.4. Determination of procurement methodology for tender and price evaluation procedures;

2.5. Providing advice and assistance to management in making decisions regarding contentious issues that may arise in cases of contract execution;

2.6. Performs other duties and responsibilities defined by the relevant Law on Public Procurement and legislation in force.

2. The head of the Procurement Division reports to the General Secretary.
3. The number of employees in the Procurement Division is twelve (12).

Article 89
Human Resource Management Division

1. The mission of the Human Resources Management Division is to ensure the effective management of human resources through the development of procedures, programs and services that contribute to the achievement of the goals of the institution and the employees by balancing the needs of the employees and the needs of the institution, and exercises the functions and powers in accordance with the laws and by-laws in force in the field of human resources.
2. The duties and responsibilities of the Human Resources Management Division are:
 - 2.1. Providing advice to the highest administrative leader of the ministry on human resources management;
 - 2.2. Leadership, planning, supervision and coordination of work for all activities related to the management of human resources and ensures their efficient operation;
 - 2.3. Ensuring and exercising powers in accordance with authorizations and responsibilities in the function of implementing legislation, documents, requirements, standard procedures for the institution in the field of human resources;
 - 2.4. Preparation of the annual plan and the medium-term personnel plan, in accordance with the budget planning process of the ministry;
 - 2.5. Assists relevant units in preparing job descriptions, job classification and job systematization;
 - 2.6. Development of procedures for movement within the category and promotion for civil servants until the place of work is filled based on the legislation in force;
 - 2.7. Ensuring the implementation of procedures for evaluating results at work, vacations, training, continuity at work, disciplinary procedures, suspension of the employment relationship, termination of the employment relationship - release from civil service, early retirement, certifications, employee statistics etc. based on legal acts in force;
 - 2.8. Creation and administration of the personnel files of each workshop in the ministry (individual file) and the establishment of all processes, actions and procedures related to the management of human resources through the Information System for the Management of Human Resources (SIMBNJ);
 - 2.9. Salary administration, salary compensations, bonuses, employee salary increases, etc.;
 - 2.10. Manages and administers with Electronic Systems such as; SIMBNJ, SMVP and SMAED;

- 2.11. Preparation of the annual report and work plan for human resources management;
 - 2.12. All other duties defined in the legislation in force covering this field.
3. The Head of the Human Resources Management and Development Division reports to the Secretary General.
 4. The number of employees in The Division of Human Resources Management is ten (10).

CHAPTER III
INTERNAL ORGANIZATION OF THE EXECUTIVE AND REGULATORY AGENCIES
OF THE MINISTRY OF ENVIRONMENT, SPATIAL PLANNING AND
INFRASTRUCTURE

Article 90
Executive and Regulatory Agencies of the Ministry of Environment, Spatial Planning and
Infrastructure

1. The Executive and Regulatory Agencies of the Ministry of Environment, Spatial Planning and Infrastructure are:
 - 1.1. Cadastral Agency of Kosovo;
 - 1.2. Environmental Protection Agency of Kosovo;
 - 1.3. Air Navigation Services Agency;
 - 1.4. Civil Aviation Authority;
2. The organizational structure of the Executive and Regulatory Agencies of the Ministry of Environment, Spatial Planning and Infrastructure is regulated by special regulations.

CHAPTER IV
FINAL PROVISIONS

Article 91
Final provisions

1. The mobility of personnel in accordance with the legislation on civil service within the institution is allowed, if it is considered necessary for the smooth running of the work..
2. The increase or decrease in the number of personnel in accordance with the annual budget law does not create a need to supplement-change this Regulation, except in cases where organizational structures are created or extinguished.
3. In accordance with paragraph 2 of this article, the provisions of the annual budget law are an integral part of this Regulation.

Article 92
Withdrawal

With the entry into force of this Regulation, it is hereby revoked the Regulation No. 05/2017 on Internal Organization and Systematization of Workplaces of the Ministry of Environment and Spatial Planning, and Regulation No. 16/2015 on Internal Organization and Systematization of Workplaces of the Ministry of Infrastructure.

Article 93
Annexes

1. Constituent parts of this Regulation are:

- 1.1. Appendix 1 – Organogram of the Ministry of Environment, Spatial Planning and Infrastructure; and
- 1.2. Appendix 2 - Organizational units, positions, classes and number of positions.

Article 94
Entry into force

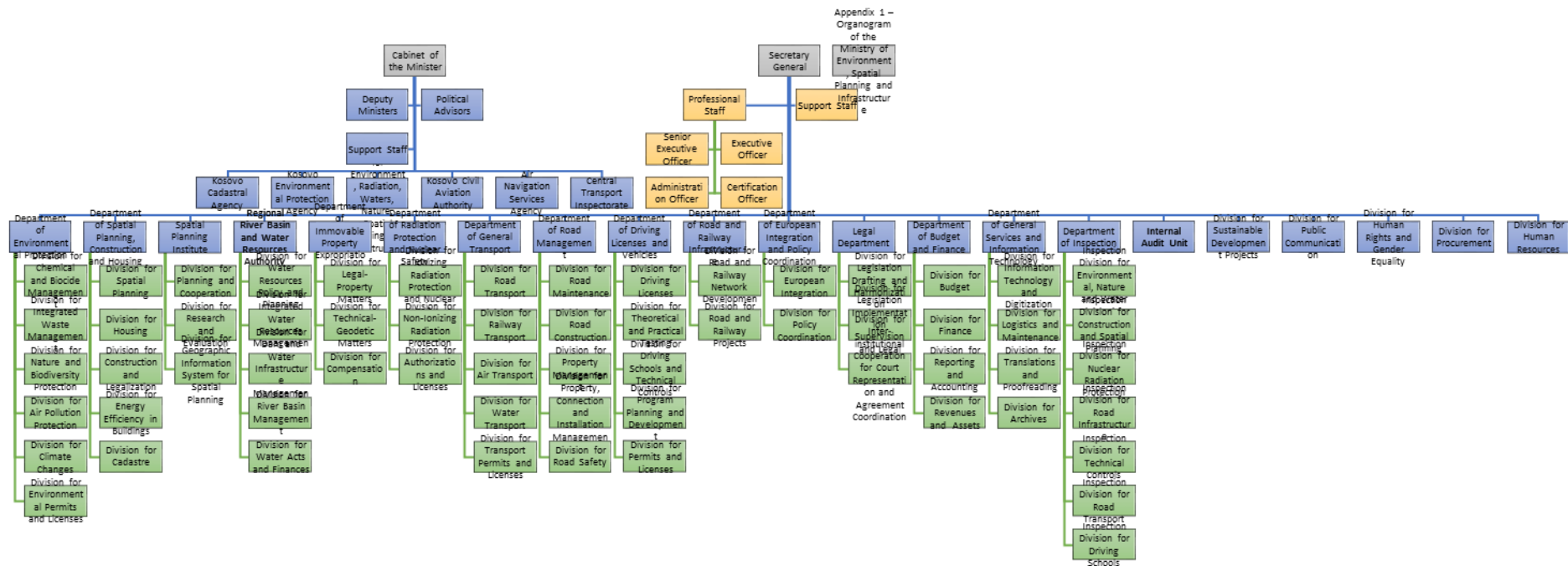
This Regulation enters into force seven (7) days after publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

Date: 29 March 2024

APPENDIX 1 – ORGANOGRAM OF THE MINISTRY OF ENVIRONMENT, SPATIAL PLANNING AND INFRASTRUCTURE



ANNEX 2

ORGANIZATIONAL UNITS, JOB POSITIONS, CLASSES AND NUMBER OF JOB POSITIONS

ORGANIZATIONAL UNITS, JOB POSITIONS, CLASSES AND NUMBER OF JOB POSITIONS			
Structure	Class	Group	Number
1.MINISTER'S CABINET			Total 21
– The Minister	n/a	n/a	1
– Deputy Minister			2
– Senior/First Political Adviser (Chief of Staff)			1
– Political Advisor 2			9
– Cabinet’s Employee 1			4
– Cabinet’s Employee 2			4
2.OFFICE OF THE GENERAL SECRETARY			Total 7
- Secretary general	- Senior-Level Manager	n/a	1
- Senior Executive Officer	- Professional 1	58. Gr. General Administration Specialist	1
- Executive Officer	- Professional 2	58. Gr. General Administration Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1

- Certifying Officer	- Professional 1	3. Gr. Budget Specialist	3
3.DEPARTMENT OF ENVIRONMENTAL PROTECTION			Total 31
- Director of the Department of Environmental Protection	- Middle-Level Manager 1	n/a	1
3.1. Division for Management of Chemicals and Biocides			Total 5
- Head of the Division for Management of Chemicals and Biocides	- Lower-Level Manager	n/a	1
- Senior Officer for Chemicals	- Specialist	32. Gr. General Environmental Specialist	2
- Senior Officer for Biocides	- Specialist	32. Gr. General Environmental Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
3.2. Integrated Waste Management Division			Total 6
- Head of the Integrated Waste Management Division	- Lower-Level Manager	n/a	1
- Senior Officer for the Treatment of Waste from Extractive Industries and Mining Waste	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Hazardous Waste Treatment	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Landfills and Municipal Waste	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Regional Economy	- Specialist	32. Gr. General Environmental Specialist	2
3.3. Nature and Biodiversity Protection Division			Total 4

- Head of the Nature and Biodiversity Protection Division	- Lower-Level Manager	n/a	1
- Senior Officer of the Nature and Biodiversity Protection Division	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Sustainable Use of Natural Resources	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Natura 2000	- Specialist	32. Gr. General Environmental Specialist	1
3.4. Air Pollution Protection Division			Total 4
- Head of the Air Pollution Protection Division	- Lower-Level Manager	n/a	1
- Senior Air and Noise Quality Officer	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Air Protection from Stationary Sources	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Air Protection from Mobile Sources	- Specialist	32. Gr. General Environmental Specialist	1
3.5. Climate Change Division			Total 4
- Head of the Climate Change Division	- Lower-Level Manager	n/a	1
- Senior Officer for Mitigation of Climate Change Effects	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Climate Change Adaptation	- Specialist	32. Gr. General Environmental Specialist	1

- Senior Policy Officers	- Specialist	32. Gr. General Environmental Specialist	1
3.6.Environmental Permits and Licenses Division			Total 7
- Head of the Environmental Permits and Licenses Division	- Lower-Level Manager	n/a	1
- Senior Officer for Flora and Fauna Permits	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Environmental Impact Assessment/Strategic Environmental Assessment	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Environmental Permits/Integrated Environmental Permits	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Chemicals	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Biocides	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Waste Officer	- Specialist	32. Gr. General Environmental Specialist	1
4.DEPARTMENT OF SPATIAL PLANNING, CONSTRUCTION, HOUSING AND CADASTRE			Total 26
- Head of the Department of Spatial Planning, Construction and Housing	- Middle-Level Manager	n/a	1
4.1. Division for Spatial Planning			Total 7
- Head of the Division for Spatial Planning	- Lower-Level Manager	n/a	1

- Senior Officer in the Field of Spatial Planning	- Specialist	42. Gr. Urban Planning and Architecture Specialist	5
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
4.2. Division for Construction and Treatment of Constructions without Permit			Total 7
- Head of the Division for Construction and Treatment of Constructions without Permit	- Lower-Level Manager	n/a	1
- Senior Officer in the Field of Construction	- Specialist	35. Gr. Construction Engineering Specialist	3
- Senior Officer in the Field of Architecture	- Specialist	42. Gr. Urban Architecture Specialist	3
4.3. Housing Division			Total 5
- Head of the Housing Division	- Lower-Level Manager	n/a	1
- Senior Officer in the Field of Architecture and Housing	- Specialist	42. Gr. Urban Architecture Specialist	3
- Senior Professional Housing Officer	- Professional 1	58. Gr. General Administration Specialist	1
4.4. Division of Energy Performance of Buildings			Total 3
- Head of the Division of Energy Performance in Buildings	- Lower-Level Manager	n/a	1
- Senior Officials in the Construction Field	- Specialist	35. Gr. Construction Engineering Specialist	2
4.5. Cadastre Division			Total 3

- Head of the Cadastre Division	- Lower-Level Manager	n/a	1
- Senior Geodesy Officer	- Specialist	43. Gr. Geodesy Specialist	1
- Senior Officer for Cadastral Legal Affairs	- Professional 1	1. Gr. Legal Specialist	1
5.INSTITUTE FOR SPATIAL PLANNING			Total 17
- Director of the Institute for Spatial Planning	- Middle-Level Manager	n/a	1
5.1. Planning and Cooperation Division			Total 7
- Head of the Planning and Cooperation Division	- Lower-Level Manager	n/a	1
- Senior Officer for Spatial Planning	- Specialist	42. Gr. Urban Architecture Specialist	5
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
5.2. Research and Evaluation Division			Total 5
- Head of the Research and Evaluation Division	- Lower-Level Manager	n/a	1
- Senior Spatial Planning Officer	- Specialist	42. Gr. Urban Architecture Specialist	4
5.3. Geographic Information System Division for Spatial Planning			Total 5
- Head of the GIS Division for Spatial Planning	- Lower-Level Manager	n/a	1
- Senior Cartography and GIS Officer	- Specialist	44. Gr. Geography Specialist	4
6.REGIONAL RIVER BASINS AND WATER RESOURCES AUTHORITY			Total 35

- Director of the Regional River Basins Authority	- Middle-Level Manager	n/a	1
6.1. Division for Water Resources Policies and Planning			Total 7
- Head of the Division for Water Resources Policies and Planning	- Lower-Level Manager	n/a	1
- Senior Officer for Water Resources Planning	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Water Policies	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for Legal Affairs in the field of Waters	- Professional 1	1. Gr. Legal Specialist	1
- Senior Directive and Reporting Officer	- Professional 1	1. Gr. Legal Specialist	1
- Senior Officer for Economic Instruments	- Professional 1	2. Gr. Financial Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
6.2. Division of Integrated Water Resources Management			Total 5
- Head of the Division for Integrated Water Resources Management	- Lower-Level Manager	n/a	1
- Senior Officer for Water Quantity	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Officer for Surface and Underground Water Quality	- Specialist	23. Gr. Chemistry Specialist	1

- Senior Officer for Classification of Waters	- Specialist	25. Gr. Hydrology Specialist	1
- Senior Officer for Ecologically Acceptable Flow	- Specialist	32. Gr. General Environmental Specialist	1
6.3. Dams and Infrastructure Management Division			Total 5
- Head of the Dams and Infrastructure Management Division	- Lower-Level Manager	n/a	1
- Senior Officer for Operation of Dams	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Officer for Infrastructure	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Dam Safety Officer	- Specialist	24. Gr. Geology and Geophysics Specialist	1
- Senior Officer for Monitoring of Dams	- Specialist	25. Gr. Hydrology Specialist	1
6.4. Division for River Basin Management			Total 7
- Head of the Division for River Basin Management	- Lower-Level Manager	n/a	1
- Senior Officer for Water Information System	- Professional 1	51. Gr. Database Specialist	1
- Senior Erosion and Sediments Officer	- Specialist	31. Gr. Agriculture, Forestry and Land Specialist	1
- Senior Flood and Drought Officer	- Specialist	24. Gr. Geology and Geophysics Specialist	1
- Senior Officer for the Drini i Bardhë River Basin (Peja/Gjakova Unit)	- Specialist	32. Gr. General Environmental Specialist	1

- Senior Officer for the Ibër River Basin (Mitrovica Unit)	- Specialist	32. Gr. General Environmental Specialist	1
- Senior Officer for the Morava e Binçës and Lepenc River Basin (Ferizaj/Gjilan Unit)	- Specialist	32. Gr. General Environmental Specialist	1
6.5.Division of Water Acts and Finances			Total 10
- Head of the Division for Water Acts and Finances	- Lower-Level Manager	n/a	1
- Senior Officer for Water Permits and Water Use	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Officer for Water Permits and Water Discharge	- Specialist	23. Gr. Chemistry Specialist	1
- Senior Officer for Inert Water Permits	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Officer for Concessions	- Professional 1	14. Gr. Social Sciences Specialist	1
- Senior Payments Officer	- Professional 1	14. Gr. Social Sciences Specialist	1
- Senior Property Officer	- Professional 1	14. Gr. Social Sciences Specialist	1
- Senior Project Officer	- Professional 1	14. Gr. Social Sciences Specialist	1
- Senior Economic Analyses Officer	- Professional 1	14. Gr. Social Sciences Specialist	1
- Senior Project Coordination Officer	- Professional 1	14. Gr. Social Sciences Specialist	1
7.DEPARTMENT FOR EXPROPRIATION OF IMMOVABLE PROPERTY			Total 12
- Director of the Department for Expropriation of		n/a	1

Immovable Property	- Middle-Level Manager		
7.1. Division of Legal-Property Affairs			Total 5
- Head of the Division of Legal-Property Affairs	- Lower-Level Manager	n/a	1
- Senior Expropriation Officer	- Professional 1	1. Gr. Legal Specialist	2
- Senior Officer for Financial Expropriations Affairs	- Professional 1	2. Gr. Financial Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
7.2. Division of Technical - Geodetic Affairs			Total 3
- Head of the Division of Technical – Geodetic Affairs	- Lower-Level Manager 1	n/a	1
- Senior Geodetic Officer	- Specialist	43. Gr. Geodesy Specialist	1
- Senior Officer for Agriculture	- Specialist	31. Gr. Agriculture, Forestry and Land Specialist	1
7.3. Compensation Division			Total 3
- Head of the Compensation Division	- Lower-Level Manager	n/a	1
- Senior Officer for Financial Compensations Affairs	- Professional 1	2.Gr. Financial Specialist	2
8.DEPARTMENT FOR RADIATION PROTECTION AND NUCLEAR SAFETY			Total 11
- Director of the Department for Radiation		n/a	1

Protection and Nuclear Safety	- Middle-Level Manager		
8.1.Division for Radiation Protection and Nuclear Safety			Total 4
- Head of the Division for Radiation Protection and Nuclear Safety	- Lower-Level Manager	n/a	1
- Senior Officer for Radiation Protection and Nuclear Safety Systems	- Professional 1	58. Gr. General Administration Specialist	1
- Senior Officer for Ionizing Radiation Protection and Transport of Nuclear Radioactive Resources and Waste	- Specialist	21. Gr. Physics Specialist	1
- Senior Officer for Nuclear Safety and Management of Radioactive-Nuclear Waste	- Specialist	23. Gr. Chemistry Specialist	1
8.2.Division for Non-Ionizing Radiation Protection			Total 3
- Head of the Division for Non-Ionizing Radiation Protection	- Lower-Manager	n/a	1
- Senior Officer for Non-Ionizing Radiation Protection	- Specialist	40. Gr. Telecommunication Engineering Specialist	1
- Non-Ionizing Radiation Monitoring Officer	- Specialist	40. Gr. Telecommunication Engineering Specialist	1

8.3.Division for Authorizations and Licenses			Total 3
- Head of the Division for Authorizations and Licenses	- Lower-Level Manager	n/a	1
- Senior Authorizations and Licenses Officer	- Professional 1	14. Gr. Social Sciences Specialist	2
9.GENERAL TRANSPORT DEPARTMENT			Total 28
- Director of the General Transport Department	- Middle-Level Manager	n/a	1
9.1.Road Transport Division			Total 7
- Head of the Road Transport Division	- Lower-Level Manager	n/a	1
- Senior Road Transport Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Officer for Transport of Goods	- Professional 1	58. Gr. General Administration Specialist	1
- Officer for Transport of Goods	- Professional 2	58. Gr. General Administration Specialist	1
- Senior Officer for Analyses and Statistics	- Professional 1	28. Gr. Statistics Specialist	1
- Senior Officer for International Transport	- Professional 1	58. Gr. General Administration Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
9.2.Railway Transport Division			Total 3
- Head of the Railway Transport Division	- Lower-Level Manager	n/a	1

- Senior Officer for Transport of Goods	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Land Transport Officer	- Professional 1	58. Gr. General Administration Specialist	1
9.3.Air Transport Division			Total 4
- Head of the Air Transport Division	- Lower-Level Manager	n/a	1
- Senior Officer for Economic Regulation	- Professional 1	58. Gr. General Administration Specialist	1
- Senior Development Policies Officer	- Professional 1	58. Gr. General Administration Specialist	1
- Senior Passenger Rights Officer	- Professional 1	58. Gr. General Administration Specialist	1
9.4.Water Transport Division			Total 3
- Head of the Water Transport Division	- Lower-Level Manager	n/a	1
- Senior Water Transport Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro-technology)	1
- Senior Water Transport Officer	- Professional 1	58. Gr. General Administration Specialist	1
9.5.Transportation Permits and Licenses Division			Total 10
- Head of the Transportation Permits and Licenses Division	- Lower-Level Manager	n/a	1
- Senior Permits and Licensing Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	6
- Road Traffic Assistant	- Professional 2	58. Gr. General Administration Specialist	2

- Administrative Assistant	- Professional 3	58. Gr. General Administration Specialist	1
10.ROAD MANAGEMENT DEPARTMENT			Total 63
- Director of the Road Management Department	- Middle-Level Manager	n/a	1
10.1.Road Maintenance Division			Total 23
- Head of the Road Maintenance Division	- Lower-Level Manager	n/a	1
- Senior Regional Road Maintenance Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	7
- Senior Road Maintenance Officer	- Specialist	35. Gr. Construction Engineering Specialist	3
- Senior Road Maintenance Officer	- Specialist	24. Gr. Geology and Geophysics Specialist	1
- Senior Road Maintenance Officer	- Specialist	38. Gr. Electrical Engineering Specialist	2
- Senior GIS Officer	- Specialist	Gr. Cartography and GIS Specialist Cartography, GIS and Geography.	1
- Senior Database Maintenance Officer	- Professional 1	51. Gr. Database Specialist	1
- Senior Road Maintenance Officer	- Professional 1	58. Gr. General Administration Specialist	1
- Senior Road Maintenance Officer	- Specialist 1	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Financial Officer	- Professional 1	4. Gr. Economics Specialist	1

- Road Maintenance Officer	- Professional 2	58. Gr. General Administration Specialist	1
- Administrative Officer	- Professional 2	58. Gr. General Administration Specialist	1
- Maintenance Officer	- Professional 3	58. Gr. General Administration Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
10.2.Road Construction Division			Total 8
- Head of the Road Construction Division	- Lower-Level Manager	n/a	1
- Senior Construction Officer	- Specialist	35. Gr. Construction Engineering Specialist	2
- Senior Construction Officer,	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Data Maintenance and Management Officer	- Specialist	51. Gr. Database Specialist	1
- Senior Geodesy Officer	- Specialist	43. Gr. Geodesy Specialist	1
- Senior Construction Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	2
10.3.Division of Property Management, Connections and Installations			Total 9
- Head of the Division of Property, Connections and Installations	- Lower-Level Manager	n/a	1
- Senior Officer for Road Management Legal Affairs	- Professional 1	1. Gr. Legal Specialist	1

- Senior Officer for Connections and Installations	- Specialist	17. Gr. Specialist in Electrical Engineering Technology Sciences	4
- Senior Revenue and Tariff Officer	- Professional 1	4. Gr. Economics Specialist	1
- Administrative Officer	- Professional 2	58. General Administration Specialist	2
10.4.Road Safety Division			Total 22
- Head of the Road Safety Division	- Lower Manager	n/a	1
- Senior Road Safety Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	5
- Senior Road Safety Officer	- Specialist	17. Gr. Specialist in Electrical Engineering Technology Sciences	3
- Senior Officer for Extraordinary Transport	- Professional 1	4. Gr. Economics Specialist	2
- Road Safety Officer	- Professional 2	58. Gr. General Administration Specialist	4
- Extraordinary Transport Officer,	- Professional 2	58. Gr. General Administration Specialist	2
- Scales and Facility Security Officer	- Professional 3	58. Gr. General Administration Specialist	5
11.DEPARTMENT FOR DRIVER'S LICENSES AND VEHICLES			Total 135
- Director of the Department for Driver's Licenses and Vehicles	- Middle-Level Manager	n/a	1

11.1.Division for Driver's Licenses			Total 47
- Head of the Division for Driver's Licenses	- Lower-Level Manager	n/a	1
- Senior Information Technology Officer	- Specialist	61. Gr. ICT Systems Specialist	2
- Senior Officer for Organization of Driver's License Exams	- Professional 1	58. Gr. General Administration Specialist	2
- Data Administration Officer	- Professional 2	Gr.58 General Administration Specialist	30
- Administrative Officer	- Professional 3	Gr. 58 General Administration Specialist	10
- Administrative Officer	- Professional 3	Gr.58 General Administration Specialist	1
11.2.Division for Theoretical and Practical Testing			Total 65
- Head of the Division for Theoretical and Practical Testing	- Lower-Level Manager	n/a	1
- Senior Officer for Professional Oversight in the Field of Driver's Licenses	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	5
- Senior Officer for Assessing Driver Candidates	- Professional 1	58. Gr. General Administration Specialist	50
- Senior Officer for Monitoring the Candidate's Testing Process	- Professional 1	58. Gr. General Administration Specialist	7
- Administrative Officer	- Professional 3	58 . Gr. General Administration Specialist	2
11.3.Division of Technical Controls and Driving Schools			Total 8

- Head of the Division of Technical Controls and Driving Schools	- Lower-Level Manager	n/a	1
- Senior Officer for Technical Control and Vehicles	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Licensing Officer	- Professional 1	58. Gr. General Administration Specialist	4
- Applications Officer	- Professional 2	58. Gr. General Administration Specialist	1
- Administrative Officer	- Professional 3	58. Gr . General Administration Specialist	1
11.4.Program Planning and Development Division			Total 10
- Head of the Program Planning and Development Division	- Lower-Level Manager	n/a	1
- Senior Program Development Officer in the field of Driver's Licenses	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	5
- Senior Officer for Development and Maintenance of E-testing Application	- Professional 1	58. Gr. General Administration Specialist	2
- Data Entry Officer for E-testing Application	- Professional 2	Gr.58. General Administration Specialist	2
11.5.Division of Permits and Licenses			Total 4
- Head of the Division of Permits and Licenses	- Lower-Level Manager	n/a	1
- Senior Licensing Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1

- Senior Data Management Officer	- Professional 1	58. Gr. General Administration Specialist	1
- Applications Officer	- Professional 2	58. Gr. General Administration Specialist	1
12.DEPARTMENT OF ROAD AND RAILWAY INFRASTRUCTURE			Total 27
- Director of the Department of Road and Railway Infrastructure	- Middle Manager	n/a	1
12.1.Division of Road and Railway Network Development			Total 11
- Head of the Division of Road and Railway Network Development	- Lower-Level Manager	n/a	1
- Senior Project Officer for Roads and Bridges	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Railway Projects Officer	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Road Traffic Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Railway Traffic Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Environmental Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Financial Officer	- Professional 1	3. Gr. Budget Specialist	1
- Senior Legal Officer for Road and Rail Network Development	- Professional 1	1. Gr. Legal Specialist	1

- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	2
12.2.Division of Road and Railway Projects			Total 15
- Head of the Division for Roads and Railways	- Lower-Level Manager	n/a	1
- Senior Road and Bridge Projects Officer	- Specialist	35. Gr. Construction Engineering Specialist	3
- Senior Official for Railway Projects	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Hydrotechnical Officer	- Specialist	35. Gr. Construction Engineering Specialist	1
- Senior Road Traffic Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Railway Traffic Officer	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Geodetic Officer	- Specialist	43. Gr. Geodesy Specialist.	2
- Senior Environmental Officer	- Specialist	16.Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Electrical Engineering Officer	- Specialist	17. Gr. Specialist in Electrical Engineering Technology Sciences	1
- Senior Geomechanics Officer-Geologist	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Senior Legal Officer for Infrastructure	- Professional 1	1. Gr. Legal Specialist	1

- Senior Construction Official	- Specialist	16. Gr. General Engineering Specialist (excluding electro technology)	1
13. DEPARTMENT FOR EUROPEAN INTEGRATION AND POLICY COORDINATION			Total 10
- Director of the Department for European Integration and Policy Coordination	- Middle-Level Manager	n/a	1
13.1. Division for European Integration			Total 5
- Head of the Division for European Integration	- Lower-Level Manager	n/a	1
- Senior Official for European Integration	- Professional 1	Gr.58 General Administration Specialist	2
- European Integration Officer	- Professional 2	Gr.58 General Administration Specialist	2
13.2. Division for Policy Coordination			Total 4
- Head of the Division for Policy Coordination	- Lower-Level Manager	n/a	1
- Senior Officer for Policy Coordination	- Professional 1	Gr.58 General Administration Specialist	2
- Policy Coordination Officer	- Professional 2	Gr.58 General Administration Specialist	1
14. LEGAL DEPARTMENT			Total 20
- Director of the Legal Department	- Middle-Level Manager	n/a	1
14.1. Division for Drafting and Harmonization of Legislation			Total 7

- Head of the Division for Drafting and Harmonization of Legislation	- Lower-Level Manager	n/a	1
- Senior Legal Officer	- Professional 1	1. Gr. Legal Specialist	4
- Legal Officer	- Professional 2	1. Gr. Legal Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
14.2. Division for Monitoring of Law Implementation and Legal Support			Total 6
- Head of the Division for Monitoring of Law Implementation and Legal Support	- Lower-Level Manager	n/a	1
- Senior Legal Officer	- Professional 1	1. Gr. Legal Specialist	4
- Legal Officer	- Professional 2	1. Gr. Legal Specialist	1
14.3. Division for Inter-institutional Cooperation in the Field of Judicial Representations and Coordination of Agreements			Total 6
- Head of the Division for Inter-institutional Cooperation in the field e Judicial Representations and Coordination of Agreements	- Lower-Level Manager	n/a	1
- Senior Legal Officer	- Professional 1	1. Gr. Legal Specialist	4
- Legal Officer	- Professional 2	1. Gr. Legal Specialist	1
15. DEPARTMENT OF BUDGET AND FINANCE			Total 22
- Director of the Department of Budget and Finance	- Middle-Level Manager	n/a	1

15.1. Budget Division			Total 5
- Head of the Budget Division	- Lower-Level Manager	n/a	1
- Senior Budget Analyst	- Professional 1	2.Gr Financial Specialist	3
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
15.2. Finance Division			Total 6
- Head of the Finance Division	- Lower-Level Manager	n/a	1
- Senior Expenditure Officer	- Professional 1	2.Gr Financial Specialist	2
- Senior Commitments Officer	- Professional 1	2.Gr Financial Specialist	2
- Senior Petty Cash and Advances Officer	- Professional 1	2.Gr Financial Specialist	1
15.3. Reporting and Accounting Division			Total 5
- Head of the Reporting and Accounting Division	- Lower-Level Manager	n/a	1
- Senior Accounting Officer	- Professional 1	2.Gr Financial Specialist	2
- Case Filing Officer	- Professional 3	58. Gr. General administration specialist	2
15.4. Revenue and Property Division			Total 5
- Head of the Revenue and Property Division	- Lower-Level Manager	n/a	1
- Senior Financial Revenue Officer	- Professional 1	2.Gr Financial Specialist	2

- Property Officer	- Professional 2	2.Gr Financial Specialist	2
16.DEPARTMENT FOR GENERAL SERVICES AND INFORMATION TECHNOLOGY			Total 38
- Director of the Department for General Services and Information Technology	- Middle-Level Manager	n/a	1
16.1. Division for Information Technology and Digitalization			Total 11
- Head of the Division for Information Technology and Digitalization	- Lower-Level Manager	n/a	1
- Senior IT Officer	- Professional 1	62. Gr. Computer Network Specialist	2
- IT Officer	- Professional 2	62. Gr. Computer Network Specialist	6
- Senior Website Officer	- Professional 1	58. Gr. General Administration Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
16.2. Logistics and Maintenance Division			Total 10
- Head of the Logistics and Maintenance Division	- Lower-Level Manager	n/a	1
- Senior Warehouse Management Officer	- Professional 1	58. Gr. General Administration specialist	1
- Senior Logistics Officer	- Professional 1	58. Gr. General Administration Specialist	1
- Transport Officer	- Professional 2	58. Gr. General Administration Specialist	2

- Logistics Assistant	- Professional 3	58. Gr. General Administration Specialist	5
16.3. Translations and Proofreading Division			Total 8
- Head of the Translations and Proofreading Division	- Lower-Level Manager	n/a	1
- Senior Lecturer Officer	- Professional 1	58. Gr. General Administration Specialist	2
- Translation Officer	- Professional 1	57. Gr. Translation and Interpretation Specialist	5
16.4. Archives Division			Total 8
- Head of the Archives Division	- Lower-Level Manager	n/a	1
- Senior Archives Officer	- Professional 1	9. Gr. Archive - Documentation Specialist	2
- Archives Officer	- Professional 2	9. Gr. Archive-Documentation Specialist	5
17. DEPARTMENT OF INSPECTION			Total 53
- Director of the Department of Inspection	- Middle-Level Manager	n/a	1
17.1. Division for Inspection of Environment, Nature, and Waters			Total 18
- Head of the Division for Inspection of Environment, Nature and Waters	- Lower-Level Manager	n/a	1
- Inspector	- Professional 1	32. General Environmental Specialist,	2
- Inspector	- Professional 1	23. Gr. Chemistry Specialist,	1

- Inspector	- Professional 1	35. GR. Construction Engineering Specialist,	1
- Inspector	- Professional 1	65. Gr. Public Safety Specialist	2
- Inspector	- Professional 1	4. Gr. Economics Specialist	1
- Inspector	- Professional 1	16. Gr. General Engineering Specialist	1
- Inspector	- Professional 1	58. Gr. General Administration Specialist.	8
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
17.2. Division for Inspection of Construction and Spatial Planning			Total 9
- Head of the Division for Inspection of Construction and Spatial Planning	- Lower-Level Manager	n/a	1
- Inspector	- Professional 1	41. Gr. Architectural Engineering Specialist	3
- Inspector	- Professional 1	58. Gr. General Administration Specialist	4
17.3. Division for Inspection of Nuclear Radiation Protection			Total 3
- Head of the Division for Radiation Protection	- Lower-Level Manager	n/a	1
- Inspector	- Professional 1	21. Gr. Physics Specialist	2
17.4. Division for Inspection of Road Infrastructure			Total 8
		n/a	1

- Head of the Division for Inspection of Road Infrastructure	- Lower-Level Manager		3
- Inspector	- Professional 1	35. Gr. Construction Engineering Specialist	2
- Inspector	- Professional 1	58. Gr. General Administration Specialist.	1
- Inspector	- Professional 1	38. Gr. Electrical Engineering Specialist	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
17.5. Division for Inspection of Technical Controls			Total 3
- Head of the Division for Inspection of Technical Controls	- Lower-Level Manager	n/a	1
- Inspector	- Professional 1	16. Gr. General Engineering Specialist (excluding electro technology)	1
- Inspector	- Professional 1	58. Gr. General Administration Specialist.	1
17.6. Road Transport Inspection Division			Total 6
- Head of the Road Transport Inspection Division	- Lower-Level Manager	n/a	1
- Inspector	- Professional 1	16. Gr. General Engineering Specialist (excluding electro technology)	3
- Inspector	- Professional 1	58. Gr. General Administration Specialist	2
18. INTERNAL AUDIT UNIT			Total 8

- Director of the Internal Audit Unit	- Lower-Level Manager	n/a	1
- Administrative Officer	- Professional 3	58. Gr. General Administration Specialist	1
- Internal Auditor	- Professional 1	6. Gr. Internal Audit Specialist	6
19. DIVISION FOR SUSTAINABLE DEVELOPMENT PROJECTS			Total 11
- Head of the Division for Sustainable Development Projects	- Lower-Level Manager	n/a	1
- Senior Project Officer	- Professional 1	Gr.14 Social Sciences Specialist	7
- Senior Finance Officer	- Professional 1	Gr.2 Financial Specialist	2
- Senior Legal Affairs Officer for Projects	- Professional 1	Gr.1 Legal Specialist	1
20. PUBLIC COMMUNICATION DIVISION			Total 5
- Head of the Public Communication Division	- Lower-Level Manager	n/a	1
- Senior Public Relations Officer	- Professional 1	10. Gr. Public Relations and Information Specialist	2
- Public Relations Officer	- Professional 2	10. Gr. Public Relations and Information Specialist	2
21. DIVISION FOR HUMAN RIGHTS AND GENDER EQUALITY			Total 5

- Head of the Division for Human Rights and Gender Equality	- Lower-Level Manager	n/a	1
- Senior Human Rights Officer	- Professional 1	58. Gr. General Administration Specialist	1
- Senior Officer for Gender Equality	- Professional 1	58. Gr. General Administration Specialist	2
- Senior Officer for Protection from Discrimination	- Professional 1	58. Gr. General Administration Specialist	1
22. PROCUREMENT DIVISION			Total 12
- Head of the Procurement Division	- Lower-Level Manager	n/a	1
- Senior Procurement Officer	- Professional 1	5. Gr. Public Procurement Specialist	8
- Senior Contracts Officer	- Professional 1	1. Gr. Legal Specialist	3
23. HUMAN RESOURCES MANAGEMENT DIVISION			Total 10
- Head of the Human Resources Management Division	- Lower-Level Manager	n/a	1
- Senior Human Resources Officer	- Professional 1	7. Gr. Human Resources Specialist	5
- Human Resources Officer	- Professional 2	7. Gr. Human Resources Specialist	4