



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

**REGULATION (OPM) NO. 13/2024 FOR THE INTERNAL
ORGANIZATION AND SYSTEMATIZATION OF WORKPLACES IN
THE CADASTRAL AGENCY OF KOSOVO**

Regulation (OPM) No. 13/2024 for the Internal Organization and Systematization of Workplaces in the Cadastral Agency of Kosovo, was
been approved by the Prime Minister, with Decision No. 140/2024, dated 05.08.2024.

Prime Minister of the Republic of Kosovo,

In compliance of Article 94, paragraph 3, of the Constitution of the Republic of Kosovo, Article 28, paragraph 3 of Law No. 06/L-113 on the Organization and Functioning of State Administration and Independent Agencies (Official Gazette No. 7, March 01, 2019), Article 4 of Law No. 04/L-013 for Cadaster (Official Gazette No. 13, September 1, 2011) Article 9, Paragraph 7 of Regulation (GRK) No. 01/2020 for internal organization standards, systematization of workplaces and cooperation of State Administration Institutions and Independent Agencies;

Approves:

**REGULATION (OPM) NO. 13/2024, FOR THE INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF WORKPLACES, IN THE CADASTRAL AGENCY OF
KOSOVO**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Regulation aims to determine the internal organization and systematization of workplaces in the Kosovo Cadastral Agency (in the following text KCA).

**Article 2
Scope**

1. This regulation applies to the Cadastral Agency of Kosovo.
2. The duties and responsibilities of the Executive Director are determined by the Law on the Organization and Functioning of State Administration and Independent Agencies, as well as by the relevant Law on Cadaster.
3. In the sense 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 Kosovo Cadastral Agency**

KCA's mission is to develop a safe, reliable, modern, transparent and open cadaster for citizens, within the framework of the legislation in force in the Republic of Kosovo, through which will be provided fast and accurate services. Administration, management, maintenance of registers and digital systems of cadastral information and administration of spatial information is another mission of this institution.

CHAPTER II
INTERNAL ORGANIZATION OF THE KOSOVO CADASTRAL AGENCY

Article 4
The organizational structure of the Kosovo Cadastral Agency

1. The organizational structure of KCA is as follows:

1.1. Office of the Executive Director;

1.2. Departments; and

1.3. Divisions.

2. The number of employees in KCA is sixty-two (62).

Article 5
Office of the Executive Director

1. The Office of the Executive Director at KCA consists of:

1.1. Executive Director and

1.2. Support personnel.

2. The duties and responsibilities of the Executive Director are determined by the relevant Law on the Organization and Functioning of State Administration and Independent Agencies, as well as by the relevant Law on Cadaster.

3 The duties and responsibilities of the Office of the Executive Director are determined by the legislation for public officials.

4. Professional and supporting civil servants within the Office of the Executive Director are as follows:

4.1. Senior executive officer;

4.2. Administrative officer.

5. Another position that reports directly to the Executive Director is:

5.1. Certifying officer.

6. The number of employees in the Office of the Executive Director is four (4).

Article 6
Departments and Divisions of the Cadastral Agency of Kosovo

The departments and divisions of the Kosovo Cadastral Agency are as follows:

1. Cadaster Department:

- 1.1. Division for the Registration of Real Property Rights;
- 1.2. Cadastral Map Division; and
- 1.3. Surveying and Geodetic Networks Division.

2. Department for Geo-information:

- 2.1. Division for National Spatial Information Infrastructure; and
- 2.2. Division for Cartography, Photogrammetry and Address.

3. Department for Information Technology and General Services:

- 3.1. Infrastructure Division for Information Technology;
- 3.2. Division for Information Systems and
- 3.3. General Services Division.

4. Law department:

- 4.1. Division of Drafting Legislation and Harmonization of; and
- 4.2. Surveillance Division of the Implementation of Legislation and Legal Support.

5. Department for Budget and Finances:

- 5.1. Budget and Finance Division;
- 5.2. Division for revenues from Cadastral Products.

6. Division of Human Resources and

7. The Division for Public Procurement.

Article 7

Cadaster Department

1. The mission of the Cadaster Department is administration, management, maintenance of digital and analog registers/systems of cadastral information and spatial information (SIKTK-T and SIKTK-HK) and inspection. The supervision and monitoring of the works and activities of the MCO, licensed surveyors and licensed geodesic companies, gives recommendations, and orders for the elimination of irregularities found during the supervision.
2. The duties and responsibilities of the Cadaster Department are as follows:
 - 2.1. To supervise the implementation of laws and other sub-legal acts during the maintenance of data by the Municipal Cadastral Office (in the following text MCO);
 - 2.2. Supervises the development and operation of SIKTK-T and SIKTK-HK;
 - 2.3. Trains MCO officials for cadastral work in SIKTK-T and SIKTK-HK, as well as other users, based on the agreements made by the MCO with other stakeholders;
 - 2.4. Supervise all activities carried out by MCO, Surveyors and licensed geodesic companies, as well as give recommendations and orders for the elimination of irregularities found during supervision;
 - 2.5. Implementation of various projects, including project management and quality control in their implementation;
 - 2.6. Proposes the specifications for advancements in the systems, with the aim of increasing the number of online cadastral services, engaging in the opening of data and taking as a basis the reports from the various surveys that are carried out with citizens;
 - 2.7. Proposes advancements in the current system for more effective work and better provision of cadastral services;
 - 2.8. Control the quality of the data in SIKTK-T and SIKTK-HK and make their improvement; and
 - 2.9. Analyzes the cadastral data of the responsible institutions and advises on their updating in SIKTK-T and SIKTK-HK, also advises institutions in the design of projects when they are related to final products that are registered in SIKTK-T and SIKTK-HK.
3. The Director of the Cadaster Department reports to the Executive Director.
4. The following Divisions are part of this Department:
 - 4.1. Division for Registration of Real Property Rights;

4.2. Division for Cadastral Mapping; and

4.3. Surveying and Geodetic Networks Division.

5. The number of employees in the Cadaster Department is ten (10).

Article 8
Division for Registration of Real Property Rights

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

1.1. Supervise the implementation of laws and other sub-legal acts during the maintenance of data from municipal cadastral offices;

1.2. Supervise the operation of SIKTK-T and conduct analysis and research for the necessary advancement;

1.3. Develops policies and standards for updating data in SIKTK-T;

1.4. Provides training for MCO officials and other interested parties for cadastral works in SIKTK-T;

1.5. Monitors the work of MCOs in SIKTK-T and takes measures to avoid irregularities identified by monitoring;

1.6. Proposes the advancement and changes in SIKTK-T for the best provision of cadastral services;

1.7. Checks, completes and corrects data in SIKTK-T and compiles a technical report based on findings and changes; and

1.8. It supports institutions in the design of projects when they are related to final products that are registered in SIKTK-T.

2. The Head of the RRPR Division reports to the Director of the Cadaster Department.

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

Article 9
Cadastral Mapping Division

1. The duties and responsibilities of the Cadastral Mapping Division are:

1.2. Develops and monitors the operation of SIKTK-HK;

1.3. Conducts research and analysis for the advancement of SIKTK-HK;

- 1.4. Proposes standards for updating data in SIKTK-HK;
 - 1.5. Conducts training of MCO operators, economic operators and operators of other interested parties for cadastral works in SIKTK-HK;
 - 1.6. Checks, completes and corrects the data in SIKTK-HK and compiles a technical report based on findings and changes;
 - 1.7. Checks the data in the application in SIKTK-HK and compiles technical reports based on the results of the control, as well as issues recommendations; and
 - 1.8. Proposes the technical specifications for the realization of the projects, as well as supervises their implementation for the most realistic presentation of the terrain state, in SIKTK-HK.
2. The Head of the Cadastral Mapping Division (SIKTK-HK) reports to the Director of the Cadaster Department.
 3. The number of employees in the Cadastral Mapping Division (SIKTK-HK) is three (3).

Article 10
Division of Geodetic Networks and Surveying

1. The duties and responsibilities of the Surveying and Geodetic Network Division are as following:
 - 1.1. Maintains the control center for the permanent stations of the global positioning system, in the territory of the Republic of Kosovo;
 - 1.2. Perform registration and administration of system users;
 - 1.3. Performed quality control for the 1st and 2nd order reference network;
 - 1.4. Analyzes the reference network and, as necessary, proposes its eventual repair and densification;
 - 1.5. Maintains other state networks such as the gravimetric network and the leveling reference network;
 - 1.6. It supports the users for the most adequate use of the services and products of the system, also they do the administration of the users;
 - 1.7. Drafts standards for geodetic and cadastral measurement; and

1.8. It cooperates with the institutions of neighboring countries in the field of global positioning systems, for the exchange of information and data.

2. The Head of the Division for Measurement and Geodetic Networks reports to the Director of the Cadaster Department.

3. The number of employees in the Division for Measurement and Geodetic Networks is three (3).

Article 11

Department for Geo-information

1. The mission of the Department for Geo-information is the management and maintenance of the NSII Geoportal, the CA Geoportal, the Register of Addresses through the Unified Address System (ARIS), the creation of cartographic data, as well as managed the National Spatial Information Infrastructure of Kosovo (in the following text NSII).

2. The duties and responsibilities of the Geo-Information Department are as following:

2.1. Monitors the implementation of the NSII strategy, the law and sub-legal acts, for the management, development and updating of the NSII in the Republic of Kosovo;

2.2. Coordinates activities for NSII with Public Authorities and Third Parties defined by law;

2.3. Develops, manages, updates and conducts research on the progress of NSII Geoportal, KCA Geoportal, ARIS, and KCA geospatial products;

2.4. Develops and distributes KCA spatial information to stakeholders, based on the legal framework in force;

2.5. Leads and administers the work in the compilation and maintenance of state maps, topographic maps 1:25 000 and other thematic maps, updating them with new data from the field and ortho-photos;

2.6. Make the harmonization and application of international standards, in the compilation and updating of maps;

2.7. Made the compilation of maps as well as the creation of GIS information for the maps;

2.8. Assists, advises and updates the geospatial data benefited from the projects developed by KCA;

2.9. Advises and seeks greater presentation of geospatial data online, engaging in data openness;

2.10. Supervise the connectivity between the address register and other systems in KCA, including SIKTK-T and SIKTK-HK;

2.11. Interacts with other institutions for geo-spatial data and advises and commits to their updating in NSII Geoportal and KCA Geoportal;

2.12. Recommends KCA in the compilation and implementation of projects, for the most realistic presentation of the terrain condition, on the cadastral map;

2.13. Follows the new technological developments, proposing advancements and changes in NSII Geoportal, KCA Geoportal and ARIS;

2.14. Cooperates, assists and advises Municipalities and Municipal Offices for the implementation, creation and maintenance of the address system;

2.15. Prepares technical requirements for the creation and maintenance of NSII Geoportal, KCA Geoportal and ARIS;

2.16. Organizes workshops, seminars, trainings for KCA, surveyors, licensed geodetic companies, as well as other interested parties;

2.17. Participates in monitoring of the professional work of KCA, surveyors, licensed geodetic companies and surveying technicians;

2.18. Maintains the control center for the permanent stations of the global positioning system in the territory of the Republic of Kosovo; and

2.19. Maintains other state networks, such as the gravimetric network and the leveling reference network.

3. The Director of the Geo-Information Department reports to the Executive Director.

4. The following Divisions are part of this Department:

4.1 Division for National Spatial Information Infrastructure; and

4.2. Cartography, Photogrammetry and Address Division.

5. The number of employees in the Department of Geo-information is ten (10).

Article 12

Division for National Spatial Information Infrastructure (NSII)

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

- 1.1 Supervises the implementation of Law No. 08/I-010 on NSII and sub-legal acts;
 - 1.2. Collects, processes and updates spatial information for each of the topics defined in annex 1, 2 and 3 of the NSII law, where the owner of the spatial information is KCA;
 - 1.3. Creates, collects and updates metadata for these data, in accordance with the law and sub-legal acts;
 - 1.4. Creates network services for the distribution of spatial information to the public, such as search, navigation, download, transformation and retrieval services;
 - 1.5. Support public authorities in the collection, processing and updating of spatial information, metadata and network services, in accordance with the legislation in force, as well as publish the same in the Geoportal of NSII;
 - 1.6. Controls the quality of spatial information, approves or rejects their inclusion in the NSII Geoportal;
 - 1.7. Coordinates activities for NSII with Public Authorities that produce and maintain spatial data in the Republic of Kosovo;
 - 1.8. Manages, updates, analyzes and conducts research on the progress of the NSII Geoportal and the KCA Geoportal;
 - 1.9. Prepare manuals and work guides according to international standards for the creation and maintenance of the NSII Geoportal and the KCA Geoportal, including proposals for its advancement; and
 - 1.10. Organizes workshops and seminars with Public Authorities and Third Parties for the preparation of spatial data.
2. The Head of the NSII Division reports to the Director of the Geo-Information Department.
 3. The number of employees in the NSII Division is five (5).

Article 13
Cartography, Photogrammetry and Address Division

1. The duties and responsibilities of the Cartography, Photogrammetry and Address Division are:
 - 1.1. Compiles topographic maps on a scale: 1:5 000, 25 000, 50 000, 100 000, 250 000, as well as creates GIS information for maps;
 - 1.2. Administers work on the compilation and maintenance of state maps, topographic maps and other thematic maps, updating them with new data from the field and ortho-photos;

- 1.3. Make the preparation of frameworks and manuals for the compilation of maps, according to cartographic standards;
 - 1.4. Perform maintenance and storage of data and documentation for maps;
 - 1.5. Analyzes and prepares Photogrammetric data (Orthophoto-digital terrain model);
 - 1.6. Defines standards and drafts instructions for the use of KCA's cartographic and photogrammetric products;
 - 1.7. Makes the preparation and standardization of the data of the institutions of Kosovo, to be presented on the state geoportal;
 - 1.8. Creates and administers the State Register of Addresses;
 - 1.9. Ensures the unique implementation of the address system in all Urban Planning Offices of the Republic of Kosovo;
 - 1.10. Examines the designations established by the Municipalities for public circulation areas, as well as notifies the municipalities in case of violation of the law;
 - 1.11. Performs quality control of address data, which are updated by municipalities in the Address Register;
 - 1.12. Cooperates with local and central level institutions, in the search of various GIS data for the maintenance of the Address Register;
 - 1.13. Cooperates, assists, trains and advises the municipalities and the responsible offices in the municipalities, for the implementation and maintenance of the Register of Addresses;
 - 1.14. Prepares manuals, guides, maps and other materials for the implementation and maintenance of the Address Register;
 - 1.15. Check and evaluate the quality of address data received from third parties, for the development of the address system; and
 - 1.16. Advises and requests submission and distribution of address data as much as possible, from public and private institutions.
2. The Head of the Cartography, Photogrammetry and Address Division reports to the Director of the Department.
 3. The number of employees in the Cartography, Photogrammetry and Address Division is four (4).

Article 14
Department of Information Technology and General Services

1. The mission of the Department for Information Technology and General Services is to provide stable and secure infrastructure of Information Technology (in the following text IT), including the First and Second Data Center, the administration of information systems, user accounts, databases and electronic services managed by KCA, as well as support from the Information Technology aspect for all users from KCA, MCOs and for authorized external users.

2. The duties and responsibilities of the Information Technology and General Services Department are:

2.1. Proposes/implements policies and strategies for IT, for Information Systems, for their security and for data copies, applying international standards;

2.2. Ensures stable and secure IT infrastructure. The IT infrastructure consists of the First and Second Data Centers, as well as other IT equipment and services;

2.3. Ensures uninterrupted and secure operation of Information Systems managed by KCA. Information system includes software \ applications, databases, electronic services and interoperability (interoperability);

2.4. Manages security and access levels of user accounts (User Account) in the IT infrastructure for all authorized users;

2.5. Provides backup copies of data (backup), archives media for their storage, by implementing the backup and security policy;

2.6. Ensures interoperability of Information Systems managed by KCA, with external information systems;

2.7. Ensures that the services and electronic products offered by KCA are accessible by the users;

2.8. Researches, analyzes and proposes advancement and new technological developments;

2.9. Specifies technically and financially the requirements for technology and information systems;

2.10. Provides support to KCA users, MCOs and other IT and Information Systems users;

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

2.12 Manages the inventory and warehouses of the Agency, the services according to the needs of goods and office equipment for work for the staff of the Agency, as well as the preparation for supplies of all the necessary items of logistics, such as the supply of various materials for the needs of the staff of KCA -'s; and

2.13. Manages all the vehicles that KCA has, their maintenance and servicing, undertakes periodic and daily controls in order to verify the implementation of the regulations and the Administrative Instruction on the use of vehicles, as well as the transport needs and vehicles of the ministry, as well as maintains the registration evidence of vehicles and insurance and also all other logistics issues related to transport.

2. The Director of the Department of Information Technology and General Services reports to the Executive Director.

3. The following Divisions are part of this Department:

3.1. Division for Information Technology Infrastructure;

3.2. Information Systems Division; and

3.3. Division for General Services.

4. The number of employees in the Department of Information Technology and General Services is sixteen (16).

Article 15

Division for Information Technology Infrastructure

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

1.1. Administers, manages, maintains, and monitors the IT infrastructure in the two Data Centers, the Primary and Secondary (DRC), including servers, network equipment, data storage equipment and other tracking equipment;

1.2. Creates the necessary technological infrastructure for the implementation of KCA's Information Systems, for production facilities, training facilities and testing facilities;

1.3. Administers and maintains backup copies of data, archives media for their storage, implementing backup and security policies;

1.4. Administers and controls user access (Users) and recommends\implements necessary access changes in accordance with security policies and procedures;

1.5. Researches, recommends, evaluates and implements security policies and protection against potential cyber threats;

1.6. Monitors technological innovations, contemporary solutions and systems and, depending on the need, proposes and implements them;

1.7. Support users of KCA, MCOs and other IT users; and

1.8. Analyzes, identifies and technically specifies the needs and requirements for equipment, systems and technological services.

2. The Head of the Information and Communication Technology Infrastructure Division reports to the Director of the Department for Information Technology and General Services.

3. The number of employees in the Information and Communication Technology Infrastructure Division is four (4).

Article 16

Division for Information Systems

1. The duties and responsibilities of the Information Systems Division are:

1.1. Administers, maintains and monitors KCA Information Systems, including databases, applications, web services (interoperability), their users, as well as the source codes of these systems;

1.2. Ensures data integrity, performance and system resources for database management, database backups, user access levels, so as to provide uninterrupted and secure operation of information systems;

1.3. Provides the necessary facilities for testing Information Systems, facilities for training users of Information Systems, and participates in system testing and user trainings;

1.4. Analyzes data integrity at the database level, reports on data quality and proposes technical solutions in coordination with cadastral and legal experts;

1.5. According to the requests, it creates reports and statistics with the required cadastral information, in support of the projects, activities of the KCA, MCO and other institutions;

1.6 Support in terms of IT the projects that are being implemented as well as those that are planned for development;

1.7 Administers and supports users of KCA, MCOs and external users of Information Systems; and

1.8 Administers and supports the process of interoperability of KCA's Information Systems with external Information Systems.

2. The Division Leader for Information Systems reports to the Director of the Department of Information Technology and General Services.

3. The number of employees in the Information Systems Division is four (4).

Article 17
Division for General Services

The duties and responsibilities of the General Services Division are as follows:

1.1. Manages the inventory and warehouse of the KCA, and provides services according to the needs, supplies all the necessary logistics items, such as the supply of various materials for the needs of the KCA staff;

1.2. Conducts the movement of wealth and provides appropriate information related to the movement of wealth, and prepares documentation for the movement of wealth-alienation;

1.3. Draws up the expenditure plan for the needs of the active maintenance of all logistics services, as well as organizes the provision of logistics services through warehouses and transport services;

1.4. Manages all the vehicles that KCA has, their maintenance and servicing;

1.5. Maintains the evidence of vehicle registration and insurance, as well as all other logistics issues related to transport;

1.6. Implements the procedures for the management and administration of documents, also oversees and ensures the system of receiving and archiving documentation;

1.7. It ensures that the archival units are marked with the symbols defined according to the rules;

1.8. 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;

1.9. Identifies the needs for supply and services and makes requests to the relevant institution for certain services; and

1.10. Supervise the provision of services through the reception.

2. The Head of the General Services Division reports to the Director of the Department of Information Technology and General Services.

3. The number of employees in the General Services Division is seven (7).

Article 18

Legal Department

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

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

2.1. The proposal in the Legislative Program of the Government for draft laws from the scope of the KCA, the proposal of sub-legal acts for the Legislative Plan for Sub-Legal Acts, as well as cooperation with the Legal Office of the Ministry for monitoring and reporting on the implementation of the Legislative Program, as well as for other activities that are related to the process of drafting legislation;

2.2. Coordinating, providing support and participating in the drafting of normative acts, including strategic documents, concept documents, laws, sub-legal acts from the field of activity of the KCA.;

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

2.4. Examine requests and settle complaints, as a second-level body in administrative procedures, as well as representing KCA in court disputes, namely administrative conflicts;

2.5. Provides legal advice, recommendations and required legal opinions, from the scope of the agency as requested;

2.6. Maintains and updates the register of complaints and requests;

2.7. Provides legal support in the drafting of proposal-decisions, proposal-agreements, proposal-memorandums and proposals of various materials requested by the Executive Director of the Agency;

2.8. Examines the legality of municipal acts from the scope for which the agency is responsible;

2.9. Ensures and monitors the fulfillment of legal duties in the implementation of the law and other provisions by the MCO and other institutions in the field of cadaster and geo-information; and

2.10. Coordinates activities for the implementation of legislation with the relevant units of the KCA, as well as with other ministries and the Government.

3. The Director of the Legal Department reports to the Executive Director.

4. The following Divisions are part of this Department:

4.1. Division for Drafting and Harmonization of Legislation; and

4.2. Division of Supervision, Enforcement of Legislation and Legal Support.

5. The number of employees in the Legal Department is eight (8).

Article 19

Division of Drafting and Harmonization of Legislation

The duties and responsibilities of the Division of Drafting and Harmonization of Legislation are as follows:

1.1. The proposal in the Legislative Program of the Government, for draft laws from the scope of the KCA, the proposal of sub-legal acts for the Legislative Plan for Sub-legal acts, as well as cooperation with the Legal Office of the Ministry for monitoring and reporting on the implementation of the Legislative Program and for other related activities with the process of drafting legislation;

1.2. Providing support, coordinating in close cooperation with the Office of the Executive Director, with Departments and other organizational units and participating in the drafting of draft normative acts, including strategic documents, concept documents, laws, sub-legal acts from the field of KCA activity;

1.3. In cooperation with the departments, units or persons responsible for the drafting of 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 KCA, with the legislation applicable in the Republic of Kosovo, as well as the legislation of the European Union *Acqius of the EU*;

1.4. Providing legal support in the drafting of proposal-decisions, and proposals of various materials requested by the Office of the Executive Director; and

1.5. Keeps the register of laws and sub-legal acts from the scope of the spatial information cadaster.

2. The Head of the Division for Drafting and Harmonization of Legislation, reports to the Director of the Legal Department.

3. The number of employees in the Division for Drafting and Harmonization of Legislation is four (4).

Article 20

Division of Supervision, Enforcement of Legislation and Legal Support

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

1.1. Reviewing the legality of municipal acts from the scope for which the KCA is responsible;

1.2. Examine requests and settle complaints, as a second-level body in administrative procedures, as well as representing KCA in court disputes, namely administrative conflicts;

1.3. Identification of problems of implementation of the normative acts and provision of legal support in the field of legislation;

1.4. Coordination of activities for the implementation of legislation with the relevant units of the KCA, as well as with other ministries and the Government; and

1.5. 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 Legislation Implementation and Legal Support, reports to the Director of the Legal Department.

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

Article 21

Department for Budget and Finance

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 Cadastral Agency, coordinating with the relevant units within the Agency, including the preparation of the Medium-Term Expenditure Framework (MEF), the draft annual budget of the budgetary organization, always reflecting the requirements fairly and in accordance with the planning documents;

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

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

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 Cadastral Agency with its budget units, in harmony with the Law on the Management of Public Finances;

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

2.6. Reconciliation of accounts for the realization of expenses and incomes between the Cadastral Agency and the Treasury;

2.7. The 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 requests for budget revision, based on the requests of requesting units for reallocation of funds from one economic category to another; and

2.8. It is responsible for recording, tracking and maintaining the general register of assets, with all the information required by laws and administrative instructions from MFLT.

3. The Director of the Budget and Finance Department reports to the Executive Director.

4. Within the Budget and Finance Department are the following divisions:

4.1. Budget and Finance Division; and

4.2. Division of Income from Cadastral Products and Property.

5. The number of employees in the Budget and Finance Department is eight (8).

Article 22

Budget and Finance Division

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

1.1. Coordinates and prepares the annual budget planning process for requesting units, in accordance with KCA objectives and budget circulars. including the process of reviewing

the budget or budget movements in accordance with the LPFMR (Law on Public Finance Management and Responsibilities);

1.2. Prepares and manages the cash flow plan for all KCA administrative units;

1.3. Consolidates the data in the SDBM program (System of Development and Budget Management) and in the PIP program (Public Investment Program) based on data from the requesting units of KCA;

1.4. It is ensured that the budget organization respects all budget circulars and administrative instructions related to the drafting and execution of the budget;

1.5. Realizes budget expenditures in harmony with KCA plans and in accordance with the Treasury rules that originate from the Law on Public Finance Management and Responsibilities;

1.6. Harmonizes budget expenditures with the Treasury, compiles periodic reports based on the data of the budget organization and data from the Treasury;

1.7. Manages the consistency of allocated, committed and spent funds during the fiscal year;

1.8. Registers all transactions in KFMIS (Kosovo Financial Management Information System);

1.9. Makes the registration of spending commitments in KFMIS, in accordance with the administrative instructions and ensures that commitment is properly registered according to the Accounting Register of the Treasury;

1.10. 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;

1.11. It is responsible for recording, monitoring and maintaining the general register of assets, with all the information required by laws and administrative instructions from the MFLT;

1.12. Makes payments (petty cash) with cash values;

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

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

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

3. The number of employees in the Budget and Finance Division is four (4).

Article 23

Division for income from Cadastral Products and Property

1. The duties and responsibilities of the Division for Cadastral Products are:

1.1. Implements the existing policies and procedures in accordance with the professional standards defined by the regulations of the MFLT and the Department of the Treasury;

1.2. Completes and issues standardized payment slips of the UNIREF form, for all services performed by the Agency;

1.3. Cares for the registration of all incomes in the Information System for Financial Management of Kosovo (KISFM);

1.4. Makes the monthly and quarterly comparison of revenues with the Treasury department and with the departments that generate revenues;

1.5. Supervises and processes the requests of natural and legal persons, so that the final product is delivered in the shortest possible time;

1.6. Manages and coordinates all activities related to the sale of cadastral and cartographic products and services of the Kosovo Cadastral Agency;

1.7. Verifies cadastral and cartographic products to ensure they meet quality standards and conform to standards and best practices;

1.8. Offers services and products according to contracts with local and international institutions, as well as follows the payment terms of these contracts;

1.9. Analyzes and identifies trends and needs for new cadastral products, as well as collaborates with specialists from other KCA departments for the production of new products and maps;

1.10. Keep accounting records of income from the sale of cadastral and cartographic products and services, as well as prepare reports on a weekly, monthly and annual basis;

1.11. Analyzes and plans annual revenues of KCA; and

1.12. Performs other duties defined by the relevant legislation.

2. The Head of the Division for Income from Cadastral Products reports to the Director of the Budget and Finance Department.

3. The number of employees in the Division for income from Cadastral Products is three (3).

Article 24
Division of Human Resources Management

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 employees, making the appropriate balance of the needs of the employees and the needs of the institution, and exercises the functions and powers in accordance with the laws and sub-legal acts in force, in the field of human resources.

2. The duties and responsibilities of the Division for Human Resource Management are as follows:

2.1. Providing advice to the highest administrative leader of KCA on human resource 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, and standard procedures for the institution in the field of human resources;

2.4. Preparation of the annual plan and the mid-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. 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;

2.7. Creation and administration of the personnel files of each workshop in the ministry (individual files) 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);

2.8. Salary administration, salary compensations, bonuses, employee salary increases, etc.;

2.9. Preparation of the annual report and work plan for human resources management; and

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

3. The Head of the Human Resources Division reports to the Executive Director.
4. The number of employees in the Human Resources Management Division is three (3).

Article 25
The Division for Public Procurement

1 The mission of the Procurement Division is to carry out all tender procedures arising from the requirements of the Kosovo Cadastral Agency, with the aim that such procedures are carried out in an efficient, transparent manner and ensure the fair use of public funds, public resources, in accordance with the criteria and rules of the law in force.

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

2.1. Preparation, coordination and implementation of the annual plan of the Kosovo Cadastral Agency 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 Kosovo Cadastral Agency;

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; and

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 Executive Director.
3. The number of employees in the Public Procurement Division is three (3).

Article 26
Audit Unit

The Internal Audit in the Cadastral Agency of Kosovo is carried out by the Audit Unit in the Ministry of Environment, Spatial Planning and Infrastructure.

**CHAPTER III
FINAL PROVISIONS**

**Article 27
Final Provisions**

1. The movement of personnel in accordance with the legislation for public officials 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 and/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 28
Annexes**

1. The integral parts of this Regulation are:
 - 1.1. Annex 1 - Organogram of the Cadastral Agency of Kosovo; and
 - 1.2. Annex 2 - Organizational units, positions, classes and number of positions.

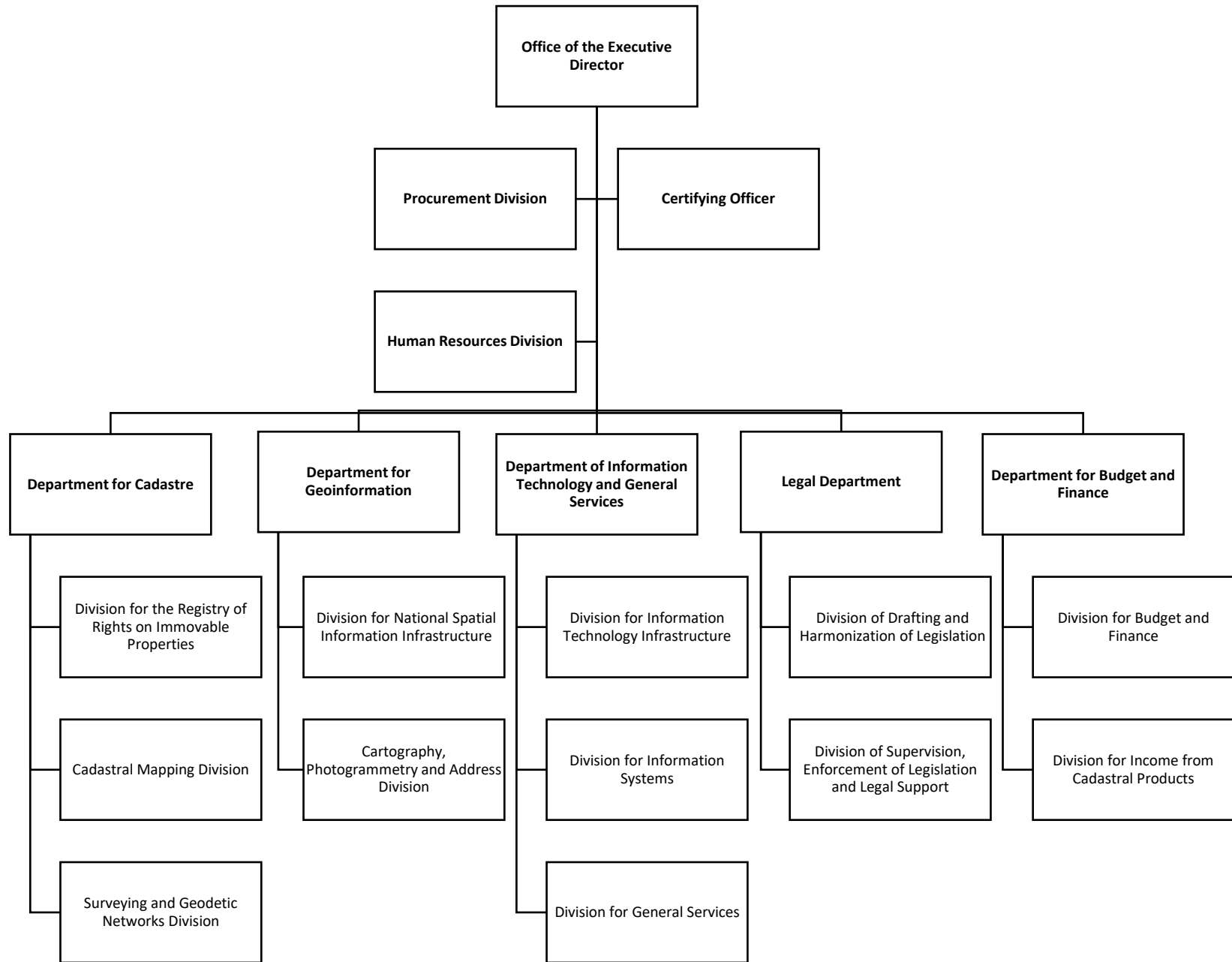
**Article 29
Entry into force**

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

Albin Kurti

Prime Minister of the Republic of Kosovo

05.August.2024



Organogram of the Kosovo Cadastral Agency (KCA)			
Position/Structure	Class	Group (general or special)	Number
1. Office of the Executive Director at KCA			Total: 4
- Executive Director	Senior leader		1
- Senior Executive Officer	Professional 1	12 Social Science Group	1
- Administrative Officer	Professional 2	12 Social Science Group	1
- Certifying Officer	Professional 1	2 Budget and finance group	1
2. Department for Cadaster			Total: 10
- The director of the department	Middle leader		1
2.1. Division for the Registry of Rights on Immovable Properties			Total: 3
- Head of the Division for the Registration of Real Property Rights	Low-level leader		1
- Senior Cadastral Officer	Specialist	42 Group of geodesy	1
- Senior Cadastral Officer	Professional 1	1 Legal group	1
2.2. Cadastral Mapping Division			Total: 3
- Head of the Cadastral Mapping Division	Low-level leader		1
- Senior Geodetic Officer	Specialist	42 Group of geodesy	1
- Senior Geodetic Officer	Specialist	42 Group of geodesy	1
2.3. Surveying and Geodetic Networks Division			Total: 3
- Head of the Surveying and Geodetic Networks Division	Low-level leader		1
- Senior Geodetic Officer	Professional 1	1 Legal group	1
- Senior Geodetic Officer	Specialist	42 Group of geodesy	1
3. Department for Geo-information			Total: 10
- Director of the Department	Middle leader		1
3.1. Division for National Spatial Information Infrastructure			Total: 5
- Head of the National Spatial Information Infrastructure Division	Low-level leader		1
- Senior Geodetic Officer	Specialist	42 Group of geodesy	3
- Senior Geodetic Officer	Professional 1	1 Legal group	1
3.2. Division for Cartography, Photogrammetry and Address			Total: 4
- Head of the Cartography, Photogrammetry and Address Division	Low-level leader		1
- Senior Cartography Officer	Specialist	43 Mapping and GIS group	2
- Senior Geodetic Officer	Specialist	42 Group of geodesy	1

4. Department for Information Technology and General Services			Total: 16
- Director of the Department	Middle leader		1
4.1. Division for Information Technology Infrastructure			Total: 4
- Head of the Information and Communication Technology Infrastructure Division	Low-level leader		1
- Senior IT Security Administrator	Professional 1	49 Group of information technology	2
- Senior IT Administrator for Systems	Professional 1	49 Group of information technology	1
4.2. Division for Information Systems			Total:4
- Head of the Information Systems Division	Low-level leader		1
- Senior IT Administrator for Software Systems	Professional 1	49 Group of information technology	1
- Senior IT Developer / Database Administrator	Professional 1	50 Group of data technology	1
- Senior IT Administrator for Databases	Professional 1	50 Group of data technology	1
4.3. Division for General Services			Total:7
- Head of the General Services Division	Low-level leader		1
- Senior Reception/Logistics Officer	Professional 1	3 Economy Group	1
- Archive Officer	Professional 2	7 The group of archive- documentation	2
- The official for Transport	Professional 2	64 General Administration	3
5. Legal Department			Total: 8
- Director of the Department	Middle leader		1
5.1. Division of Drafting and Harmonization of Legislation			Total:4
- Head of the Division for Drafting and Harmonization of Legislation	Low-level leader		1
- Senior Legal Officer	Professional 1	1 Legal group	3
5.2. Division of Supervision, Enforcement of Legislation and Legal Support			Total:3
- Head of the Division for Implementation Supervision of the Legislation and Legal Support	Low-level leader		1
- Senior Legal Officer	Professional 1	1 Legal group	2
6. Department for Budget and Finance			Total: 8
- Director of the Department	Middle leader		1

6.1. Division for Budget and Finance			Total: 4
- Head of the Budget and Finance Division	Low-level leader		1
- Senior Expenditure Officer	Professional 1	3 Economy Group	1
- Senior Wealth Officer	Professional 1	3 Economy Group	1
- Senior Budget and Finance Officer	Professional 1	2 Budget and finance group	1
6.2. Division for income from Cadastral Products			Total: 3
- Head of the Division for cadastral products	Low-level leader		1
- Senior Product Officer	Professional 1	12 Social Science Group	1
- Senior revenue official	Professional 1	3 Economy Group	1
7. Human Resources Division			3
- Head of the Human Resources Division	Low-level leader		1
- Senior Human Resources Officer	Professional 1	6 Group of human resources	2
8. Public Procurement Division			3
- Head of the Public Procurement Division	Low-level leader		
- Public Procurement Officer	Professional 1	4 The public procurement group	2
The total number:			62