



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

REGULATION (GRK) NO. 24/2024
FOR COMPENSATION OF MEMBERS OF THE FOREIGN SERVICE OF THE
REPUBLIC OF KOSOVO ON DUTY ABROAD AND COMPENSATION OF
OPERATIONAL EXPENSES¹

¹ Regulation (GRK) - No. 24/2024 for Compensation of Members of the Foreign Service of the Republic of Kosovo on Duty Abroad and Compensation of Operational Expenses, was approved on the 218th meeting of the Republic of Kosovo, with the Decision No. 18/218 dated 28.08.2024.

Government of the Republic of Kosovo,

Based on Article 92, paragraph 4, and Article 93 (4) of the Constitution of the Republic of Kosovo, Article 8 of Law No. 08/L-117 on the Government of the Republic of Kosovo, Article 39, paragraphs 8 and 9 of Law No. 08/L-196 on Salaries in the Public Sector, in accordance with Article 78 of the Regulation No. 17/2024 on the Work of the Government of the Republic of Kosovo, the Government of the Republic of Kosovo, in the meeting held on 2024, adopts this:

Approves:

REGULATION (GRK) - NO. 24/2024 FOR COMPENSATION OF MEMBERS OF THE FOREIGN SERVICE OF THE REPUBLIC OF KOSOVO ON DUTY ABROAD AND COMPENSATION OF OPERATIONAL EXPENSES

I. GENERAL PROVISIONS

Article 1

The purpose

The purpose of this regulation is to determine the value, conditions, manner and procedure for benefiting from the cost of living and other compensations of members of the foreign service who exercise their duties abroad as well as the compensation and coverage of operational expenses.

Article 2

Scope

1. The scope of this regulation extends to the regulation of:

1.1. compensation of expenses for cost of living according to the place where the activity is carried out;

1.2. compensation or coverage of housing expenses, housing insurance and municipal services;

1.3. compensation or partial coverage for preschool, primary and secondary education expenses for the diplomat's children;

1.4. compensating or covering expenses for relocation of family belongings;

1.5. compensating or covering expenses for travel from the Republic of Kosovo to the receiving state and vice versa;

1.6. compensating or covering expenses for health insurance;

1.7. compensating or covering operational expenses.

Article 3 **Definitions**

1. The expressions used in this regulation have the following meanings:

1.1. "**Ministry**" - Ministry of Foreign Affairs and Diaspora;

1.2. "**Minister**" - Minister of the Ministry of Foreign Affairs and Diaspora;

1.3. "**Chief Administrative Officer**" - General Secretary of the Ministry;

1.4. "**Mission**" - diplomatic or consular mission or any other type of mission or presence in the receiving country established in accordance with the relevant law on foreign service;

1.5. "**Head of mission**" - the ambassador or any other person authorized by the institutions to exercise such duty;

1.6. "**Head of the consular post**" - the responsible person authorized to exercise that duty and, as the case may be, may be: the consul general, consul, vice consul or the head of the consular service in the diplomatic representation of the Republic of Kosovo;

1.7. "**Diplomatic representative**" - the head of the mission and members of the diplomatic staff of the mission;

1.8. "**Consular representative**" - the head of the consular post and officials of the consular mission;

1.9. "**Diplomat**" - general expression that, for the purpose of interpreting this regulation, includes the diplomatic representative and the consular representative;

1.10. "**Local personnel**" - means the persons recruited in technical administrative service and serving the mission;

1.11. "**Basic salary**" - the amount of the basic salary determined according to the relevant law on salaries in the public sector;

1.12. "**Monthly salary**" - means the monetary counter value that includes the basic salary, the cost of living and other compensations provided by article 4 to article 9 of this regulation;

- 1.13. **"Health Insurance Policy"** - means the health insurance packages that are purchased for foreign service members who serve in the mission and their immediate family members who accompany them during their service mandate;
- 1.14. **"Petty money"** - is a small fund of money kept in the care and control of missions and used to cover expenses of small value;
- 1.15. **"Children"** - children under the age of 18;
- 1.16. **"Close member of the family"** - spouse and children, unless otherwise determined by the provisions of this regulation;
- 1.17. **"ISFMK"** - Information System of Financial Management of Kosovo;
- 1.18. **"Mission Spending Officer"** – the official appointed by the Head of Mission/Head of the consular post to register transactions from the mission's bank account in ISFMK;
- 1.19. **"List of Supplies"** - means the list of needs for the exercise of the official function, such as and not limited to: paper for printing needs, computer supplies, laptop supplies, inventory supplies for the needs of the facility and staff, as well as other related supplies of this nature.

II. PERSONAL EXPENSES

A. Cost of living

Article 4

Definition of cost of living

The cost of living is the monetary value of the standard of living, calculated from official international financial sources, which in addition to the cost of daily expenses such as: expenses of the family basket, expenses of social activities, transportation expenses, other expenses of daily life activity, it also contains the additional criteria of mission complexity, dangerousness, climatic and health conditions and geographical distance.

Article 5

Cost of living index

The amount of compensation in the name of the expenses of the family basket, social activities, transportation and other expenses of daily life activity is the percentage of the basic salary, calculated on the basis of official international financial resources and determined by the decision of the Minister.

Article 6
Complexity, vulnerability and climate and health conditions

The amount of compensation in the name of complexity, dangerousness and climatic and health conditions for the assigned mission is the percentage of the basic salary, which is determined by the decision of the Minister, based on the internal evaluations of the Ministry and, in accordance with the budgetary possibilities of the Ministry, may be up to fifty percent (50%) of the diplomat's basic salary for one or more criteria together defined by this article.

Article 7
Geographical distance

The height of the compensation on behalf of the geographical distance is two (2) cents for each kilometer of air-line distance from the Republic of Kosovo to the receiving country.

Article 8
Compensation for additional living and family expenses

1. In case the diplomat is accompanied on a mission abroad by a member or close family members, in the name of additional expenses for the family basket, social activities expenses, transportation expenses, other expenses of daily life activities, he/she can be compensated according to the calculation, as follows:

1.1. For the first family member who accompanies the diplomat on a mission abroad, compensation of one hundred (100) Euros multiplied by the cost of living index for the host country is paid;

1.2. For the second member of the family who accompanies the diplomat on a mission abroad, compensation of seventy (70) Euros multiplied by the index of the cost of living for the host country is paid;

1.3. For each of the other family members who accompany the diplomat on a mission abroad, compensation of fifty (50) Euros multiplied by the index of the cost of living for the host country is paid.

Article 9
Calculating the cost of living

1. The decision of the Minister from Article 5 of this regulation can be reconsidered before the approval and/or revision of the budget and is based on data provided in accordance with paragraph 1 of this article or based on reliable data.

2. The Minister's decision from Article 6 of this regulation can be reviewed as necessary and in accordance with the Ministry's internal assessments.

3. The determination of the cost of living index (CLI) is made in accordance with the data provided and in accordance with the budget possibilities, which may dictate the reduction of percentages proportionally.
4. The calculation of the cost of living compensation is based on the formula defined in Appendix No. 1 of this regulation.
5. The Minister may determine the cost of living index that does not include the rent component (IKJPQ) and the rent index (IQ) separately, based on data provided in accordance with the provisions of this regulation.
6. If paragraph 5 of this article is applied, then the cost of living in Appendix No. 1 is calculated based on the KIJPQ, while the rent restrictions provided for in Appendix No. 2 are calculated based on the IQ determined by the decision of the Minister, who also it is possible to determine another basis of rent than that provided in Appendix No. 2, relying on reliable data of the rental market.

B. Living expenses

Article 10

Contracting by the Ministry/Mission

1. The Ministry or the Mission with the approval of the Ministry, in accordance with the legislation in force, may contract the lessee of real estate that is necessary for the accommodation of diplomats performing their duties abroad.
2. If a contract is concluded according to paragraph 1 of this article, the diplomat has the obligation to use the accommodation provided by the Ministry or the Mission.

Article 11

Contracting by the Mission/Diplomat

1. If Article 10 of this regulation is not applied, the Mission covers or compensates the living expenses for the diplomat, who after the appointment signs a declaration in which it is determined for one of the following possibilities:
 - 1.1. The mission covers or compensates housing expenses, according to the limitations set by Appendix No. 2 of this regulation, by paying the rent amount directly to the lessor's bank account or the diplomat's bank account according to the presented contract;
 - 1.2. The mission compensates the diplomat for housing expenses by transferring the maximum amount determined by Appendix No. 2 of this Regulation to the diplomat's bank

account, while the diplomat undertakes to cover all expenses related to housing, including municipal expenses;

1.3. In cases where the diplomat chooses the option from paragraph 1.1 of this article, the Head of Mission, immediately after being notified by the Ministry of the assignment of the diplomat to the mission, conducts market research and secures as many offers as possible to ensure housing for the diplomat and family members of him who accompany him on the mission;

1.4. In cases where the diplomat selects the option from paragraph 1.2 of this article, the diplomat undertakes housing insurance and all additional expenses that may result from transactions or additional payments related to payment and housing insurance;

1.5. The deposit required for the conclusion of the rental contract is allowed, taking into account the good practices in the receiving countries, while the diplomat is obliged to return the amount of the deposit to the mission within thirty (30) days from the end of the contract or within a specified period by the Chief Administrative Officer;

1.6. Prepayment of rent up to three (3) months is allowed;

1.7. With the exception of paragraph 5 of this article, with the approval of the Chief Administrative Officer, prepayment over three (3) months is allowed in cases where it is documented that the diplomat has no other choice but to prepay the rent in longer terms;

1.8. In the event that the diplomat enters into an individual contract, according to the provisions given in paragraph 1 of this article, and the same for the needs of the Ministry returns to the Ministry or is transferred to another mission, then the Ministry assumes the contractual obligations of the diplomat.

Article 12

Exceeding rental compensation limitations

With the exception of the limitations set out in Appendix no. 2, they can be exceeded by reasoned decision of the Minister only for the heads of missions up to twenty percent (20%).

Article 13

Provision of housing facilities and municipal expenses

1. The mission, when applicable, covers the costs for securing the residential facility as well as the costs for municipal services.

2. The expenses from paragraph 1 must be reasonable, in accordance with the market value, and documented to the Head of Mission or the Head of the consular post.

3. Municipal expenses, for the purpose of interpreting this regulation, are: expenses for water, energy, waste collection and maintenance of the facility.

Article 14 **Expenses for furnishing diplomats' apartments**

1. The diplomat is compensated for furnishing the apartment at the beginning of his term in the amount of:

1.1. Eight thousand (8,000) Euros, for the receiving countries of the first zone;

1.2. Seven thousand (7000) Euros, for the receiving countries of the second zone;

1.3. Over one thousand (6,000) Euros, for the receiving countries of the third zone;

1.4. The first zone includes receiving countries with a cost of living index higher than 3.0, the second zone includes receiving countries with a cost of living index from 2.0 to 3.0, while the third zone includes receiving countries with a cost index. vital below 2.0;

1.5. If the diplomat is accompanied on the mission by a child, he is compensated with ten percent (10%) more than the value defined in paragraph 1 of this article, while if he is accompanied by two or more children on the mission, he is compensated with twenty percent (20%) more than the value defined in paragraph 1 of this article;

1.6. The head of the mission is compensated with twice the value determined by paragraph 1 of this article, while the head of the consular post is compensated by fifty percent (50%) more than the value determined in paragraph 1 of this article;

1.7. The ownership of the purchased mobiles belongs to the diplomat because the compensation provided for in paragraph 1 of this article is made by the mission in the amount of the estimated depreciation of the mobiles;

1.8. If the diplomat's mandate ends prematurely due to his actions, then the diplomat is obliged to return the percentage of the remaining unamortized amount of the value of the mobiles which are fully depreciated within six (6) years;

1.9. The provisions of this article do not apply in cases where the apartments are furnished.

Article 15 **Harming**

1. The diplomat is responsible for compensating damages caused intentionally or by negligence.

2. The head of the mission, namely the head of the consular post, is responsible for implementing the provisions of this article.

Article 16
Current contract and new contracts

1. Residential rental contracts in force continue to apply even after the entry into force of this regulation until they are fulfilled.

2. The conclusion of new contracts or the renewal of contracts in force after expiration must be in accordance with the provisions of this regulation.

C. Education expenses

Article 17
Coverage of education expenses in the public sector

The mission covers the education expenses of diplomats' children in public schools, in countries where public education is paid, if these expenses are affordable for the mission's budget.

Article 18
Coverage of education expenses in the private sector

1. The mission partially covers the education costs of the diplomat's children in private schools, if:

1.1. in the receiving country, the regular public school system is not available in any of the official languages of the Republic of Kosovo or English; and

1.2. is affordable to the mission budget.

2. The expenses from paragraph 1 of this article are covered by the mission up to the amount of three hundred (300) euros per month. In cases where this monthly amount is exceeded, expenses up to seventy percent (70%) of the monthly cost of education are covered.

3. The head of the mission decides on the coverage of expenses from paragraph 1 of this article up to the amount of three hundred (300) euros per month.

4. The Chief Administrative Officer decides to cover the expenses from paragraph 1 of this article for the amount over three hundred (300) euros per month.

5. The diplomat's request for covering expenses from paragraph 1 of this article must be accompanied by relevant evidence for the cost of education and the details of the services provided.

Article 19
Levels of education

1. Children's education expenses according to this regulation are:

1.1. Pre-school education expenses;

1.2. Primary education expenses; and

1.3. Secondary education expenses.

D. Moving expenses

Article 20
Coverage and compensation of relocation expenses

1. The Ministry compensates the expenses for carrying the personal belongings of the diplomat and members of his immediate family to and from the mission.

2. The coverage of expenses from paragraph 1 of this article applies to the beginning and end of the mission for the diplomat and his family members who accompany him on the mission.

3. For the coverage of items defined by paragraph 1 and 2 of this article, the weight cannot be greater than one hundred kilograms (100 kg) per person.

4. In case the diplomat also carries household items, the ministry covers the costs of a 20 ft container or a barge for the diplomat's family in accordance with the market value.

5. In case the diplomat chooses the option defined in paragraph 4 of this article, the diplomat is not entitled to carry personal belongings according to paragraph 3.

6. The transport of personal belongings can also be done by own means with the permission of the Chief Administrative Officer.

7. The Ministry covers reasonable and documented expenses from paragraph 6 of this article only with the approval of the Chief Administrative Officer.

8. If the diplomat is assigned from one mission to another, then the Mission or Ministry covers the costs of moving from one mission to another.

9. If the diplomat's children turn eighteen (18) years old during the diplomat's mandate, the right to coverage or compensation of relocation expenses belongs to them until the end of the mandate.

E. Travel expenses

Article 21

Travel compensation to the host country and vice versa

1. The Ministry covers the travel expenses of diplomats and their immediate family who accompany the diplomat on the mission at the beginning and end of the mandate.
2. The Ministry, in addition to covering the expenses from paragraph 1 of this article, also covers the travel expenses of the diplomat and close family members who accompany the diplomat on the mission to the homeland and vice versa twice within the four-year mandate.
3. In addition to covering the expenses from paragraph 1, the ministry, due to the climatic and health conditions, dangerousness and geographical distance, covers the travel expenses of the diplomat and close family members, twice a year, for the second and third year of service. the diplomat, for the countries defined by appendix number 3 of this regulation.
4. For diplomats and close family members who benefit from the coverage of expenses according to paragraph 3, the provisions of paragraph 2 of this article do not apply.
5. Return tickets are economy class.
6. For the purposes of economization and implementation of the provisions of this article, the relevant Unit for human resources management, in coordination with the mission, at the beginning of the calendar year, draws up an annual travel plan for diplomats.
7. In accordance with the plan defined in paragraph 6, the Ministry reserves tickets for diplomats who have the right to cover travel expenses according to this article.
8. Eventual changes of travel dates by diplomats will not be compensated by the ministry, except in cases where diplomats have objective reasons related to their duties.

Article 22

Travel compensation in case of death

1. In case of the death of the diplomat's spouse, child, father, mother, sister or brother, the Ministry covers the return ticket for the diplomat and the members of the immediate family who accompany the diplomat on the mission.

2. In case of the death of the diplomat or the member of the close family accompanying the diplomat on the mission, the Ministry covers the costs of transportation to the homeland.

F. Medical expenses

Article 23

Health insurance beneficiaries

1. The right to health insurance coverage is available to:

1.1. The diplomat together with the close family members who accompany him on the mission;

1.2. The member of the administrative and technical staff of the Ministry who is sent on duty abroad together with the close family members who accompany him on the mission;

1.3. Local staff member employed at the mission, but not their family member.

2. Based on the proposal of the Head of Mission, the Chief Administrative Officer approves the essential list of services that must be covered by the health insurance policy. The list proposed by the Head of Mission must be translated into one of the official languages of the Republic of Kosovo or into English.

Article 24

Health insurance through contracting by the Ministry

The Ministry, in accordance with the legislation in force, can contract an economic operator for the provision of health insurance services for one or several states.

Article 25

Health insurance through contracting from the Mission

If the service defined by Article 24 of this regulation is not provided, the relevant embassy develops the procedure of contracting insurance policies, in accordance with the relevant law on public procurement, for all employees who serve under the supervision of the embassy.

Article 26

Reimbursement of medical expenses in the absence of an insurance policy

1. In countries where a health insurance policy cannot be contracted, the compensation of documented and reasonable health care expenses is allowed for the medical services that are defined in Appendix No. 4.

2. Documented expenses for medical services from paragraph 1 of this article are compensated with the approval of the Head of the mission or the Head of the consular post.

3. Documented expenses for medical services from paragraph 1 of this article, for the Head of Mission and the Head of the consular post, are approved by the Chief Administrative Officer.

III. OPERATING EXPENSES

Article 27

Expenditures for salaries of local personnel

1. The Minister issues a decision by which he determines the level of salary compensation of local personnel in accordance with the requirements of the labor market in the receiving countries as well as in accordance with the budgetary possibilities.

2. Until the decision from paragraph 1 of this article is issued, the level of compensation provided for in Administrative Instruction No. 05/2012 for the salaries of local personnel in the diplomatic and/or consular missions of the Republic of Kosovo shall apply, with the addition of the relevant changes.

3. Local staff salaries are operational expenses and are paid from the goods and services category.

Article 28

Representation expenses

1. Representation expenses include:

1.1. expenses for reception at the mission facility;

1.2. expenses for reception at the residence of the head of the mission and head of the consular post;

1.3. expenses for gifts in official meetings.

2. Limitations for expenses from paragraph 1 of this article are defined in Appendix No. 5.

3. The activities from paragraph 1.2 of this article are included in the regular report to the Chief Administrative Officer.

4. The limitations defined by Appendix No. 5 can be exceeded only with the prior approval of the Chief Administrative Officer.

Article 29
Expenses for official lunches and dinners

1. Expenses for official lunches and dinners are allowed up to the limits set by Appendix No. 6.
2. The expenses from paragraph 1 are allowed only for the purposes of the smooth running of the official work.
3. The expenses from paragraph 1 are not allowed to provide official lunches and dinners for the officials of the Republic of Kosovo, with the exception of the President, the Speaker of the Assembly, the Prime Minister, the President of the Constitutional Court, the former president and the Minister of Foreign Affairs and Diaspora.
4. With the exception of paragraph 3 of this article, an official lunch or dinner may be served for other officials of the Republic of Kosovo who visit the mission when the lunch or dinner is for the purpose of coordinating a joint activity.
5. The limitations defined by Appendix No. 6 can only be exceeded with the prior approval of the Chief Administrative Officer.
6. This article does not apply to expenses for lunches and dinners which are part of a planned and approved activity within the annual plan of the mission's budget and work.
7. The Chief Administrative Officer is the authority to determine whether the expenses from this article are consistent with the purposes of the smooth running of the official work.
8. If the Chief Administrative Officer finds that the expenses from this article were not made in accordance with the purpose of the smooth running of the official work, then he sends the written finding to the mission, instructing him that these expenses are not repeated in the future.
9. When the mission does not avoid the unreasonable expenses from paragraph 8 in the future, the Chief Administrative Officer can reduce the limits defined by Appendix No. 6 up to fifty percent (50%) of the value for the following three months. This measure does not prejudice the personal responsibility of the responsible person.

Article 30
Expenses for official travel

1. The mission covers the expenses of official travel outside the host country for the diplomat and local personnel in accordance with the relevant legislation for official travel.

2. The mission, with the prior approval of the head of mission or the head of the consular post, covers the expenses of official travel within the host country for diplomats and local personnel and includes expenses for:

2.1. accommodation;

2.2. food; and

2.3. public transport or other alternative.

3. The expenses from paragraph 2 are documented with relevant invoices.

Article 31 **Expenses for passage to VIP areas at airports**

Diplomatic and consular missions can cover the costs of passage to the VIP areas of the airports for the President of the Republic of Kosovo, the Speaker of the Assembly of the Republic of Kosovo, the Prime Minister of the Republic of Kosovo and the Minister for Foreign Affairs and Diaspora.

Article 32 **Telecommunications expenses**

1. The mission covers the costs of telephone, internet services and cable operator services which are necessary for the smooth running of the work in the mission. For these services, the mission contracts the providers of these services.

2. The mission compensates the diplomat on behalf of mobile phone expenses on a monthly basis in accordance with Appendix No. 8.

3. At the beginning of the mandate, the mission equips the head of the diplomatic mission and the head of the consular post with a telephone device.

Article 33 **Expenses for official vehicles**

1. The mission covers expenses for official vehicles, expenses for fuel and expenses for maintenance of vehicles in official use.

2. The head of the diplomatic mission and the head of the consular post have the right to use the official vehicle during twenty-four (24) hours.

3. All personnel of the diplomatic or consular mission have the right to use the official vehicle, within working hours and for official purposes, with the prior approval of the head of the mission or the head of the consular post.
4. The right to use the official vehicle, outside of working hours, for special occasions and for official purposes, is the right of all personnel of the diplomatic or consular mission, with the prior approval of the head of the diplomatic mission or the head of the consular post.
5. Expenditures for derivatives are limited according to Appendix No. 7, which can only be exceeded with the prior approval of the Chief Administrative Officer.
6. In case of establishing a new mission or changing circumstances in an existing mission, the Chief Administrative Officer makes a decision to determine which area from Appendix No. 7 the mission belongs to.
7. The mission maintains vehicles in official use only at authorized service centers for the respective vehicle brands. When this is impossible, maintenance in other services is allowed.
8. The mission keeps records of the maintenance, use and expenses of fuel for official vehicles, while reporting on an annual basis to the relevant department of the Ministry.
9. The Chief Administrative Officer issues guidelines on how to use official vehicles in the missions of the Republic of Kosovo.

Article 34 **Membership fees**

The mission covers the membership costs of missions and diplomats in diplomatic and/or consular associations, as well as other memberships for representing the interests of the Republic of Kosovo, after approval by the Chief Administrative Officer.

Article 35 **Physical security costs**

The mission may contract the physical security of the mission facility in accordance with the provisions applicable to public procurement.

Article 36 **Maintenance and cleaning costs**

1. The Mission may contract maintenance, repair and cleaning of work spaces in accordance with applicable public procurement procedures.

2. The mission covers the expenses for the return to the previous condition of the diplomats' residences which are created as a result of their usual use, except in the cases defined by Article 15 of this regulation.

Article 37 **Cost of supplies**

1. The Head of Mission / Head of the Consular Post is obliged to approve the list of supply needs for the staff and offices of the mission based on the approved budget at the beginning of each year.

2. The list of supplies can be supplemented/revised once a year and in cases where the number of diplomats and local personnel changes.

Article 38 **Petty money**

1. The mission can withdraw cash from the mission's bank account up to five hundred (500) euros to cover unforeseen expenses.

2. Petty money cannot be used for all expenses that can practically be incurred through the regular expenses process.

3. The Chief Administrative Officer, after the request of the Head of Mission, may decide to increase or decrease the amount of petty cash provided for in paragraph 1 of this article.

4. The head of the mission appoints the person responsible for keeping petty cash, processing payments from this fund, balancing and replenishing the fund.

5. The responsible person keeps the petty cash in the safe and spends it only with the authorization of the head of the mission or the head of the consular post. Every expense must be documented.

6. All petty cash expenses are recorded in a separate report and reported in accordance with Article 40 of this regulation.

7. Reconciliation and reporting of petty cash is done on a monthly basis according to the formats determined by the Chief Financial Officer of the organization.

8. At the end of the year, the missions are obliged to close the treasury (cash) no later than December 24.

9. Cash holdings under paragraph 8 may be changed only with the prior approval of the Chief Administrative Officer.

Article 39

Reimbursement of taxes by the authority of the receiving country

1. The Head of Mission/Director of the Consular Post is obliged, in accordance with the applicable rules, to request from the competent authority of the receiving country the reimbursement of the applicable tax related to the expenses of the mission.
2. Reimbursement reporting is done in three (3) monthly periods according to the format determined by the Chief Financial Officer.

Article 40

Funding of missions accounts and reporting

1. Funding of mission accounts is done two (2) times within a fiscal year according to approved budget planning.
2. Except from paragraph 1 of this article, in exceptional cases and when the budget dedicated to Embassies in the annual Budget Law does not meet the operational budget requirements, at the request of the mission and with the approval of the Chief Administrative Officer, financing can be done outside the deadlines defined.
3. In the missions where ISFMK is implemented, the registration of expenses is done on a daily basis and no further than five working days when the transaction is carried out from the bank account
4. Until the full implementation of the ISFMK, the Mission reports expenses and revenues, in the format and instructions determined by the Chief Financial Officer, no later than the fifteenth (15th) of each month, with the exception of the deadlines specified in the document of the end of the fiscal year.
5. The mission is obliged to return the revenues and reimbursements to the state budget account every quarter of the year, unless decided otherwise by the CFO and approved by the ZKA.
6. The Chief Financial Officer, in October of each fiscal year, determines the end of the fiscal year for the missions.
7. The reporting of expenses and incomes changes only in cases where the systematic side of reporting and recording expenses and incomes in diplomatic and consular missions changes.
8. The mission is obliged to, in cooperation with the Division for Budget and Finance, balance the bank account in three-month periods (quarterly) according to the format determined by the Chief Financial Officer.

9. The mission adheres to the administrative form for financial matters determined by the Chief Financial Officer.

Article 41
Registration of expenses in ISFMK

1. The Head of Mission/Director of the consular post, as authorized for the use of public money in missions, authorized the registration of transactions in ISFMK according to the Manual for Users of ISFMK in Diplomatic and Consular Missions - Expenditure Module .

2. Monitoring of expenses is done by the Head of Mission/Director of the consular post, Budget and Finance Division, Certifying Officer and Chief Administrative Officer.

3. Systematic and procedural changes from the Treasury are not limited to points 1 and 2 of this article.

Article 42
Expenses of Attachés

1. The expenses of the Attachés are planned in the mission's annual budget plan according to the Cooperation Agreement between the Ministry and other relevant institutions.

2. Heads of Missions are obliged to handle the expenses of attachés according to this regulation.

3. The salaries of Attachés are obligations of the respective institutions.

4. Systematic, procedural and administrative changes are not limited to points 1 and 2 of this article.

IV. TRANSITIONAL PROVISIONS

Article 43
Implementation of the Judgment of the Constitutional Court of the Republic of Kosovo
KO-79/23

Except for the provisions given in this regulation, if the monthly salary of the diplomat on mission abroad, calculated according to the coefficient determined by the relevant law on salaries in the public sector, and according to the definition of "monthly salary" given in this regulation in connection with articles 4 to 9 of this regulation, is less than the monthly salary that the diplomat received before the entry into force of Law 08/L-196 on Salaries in the Public Sector, then the diplomat is paid an additional monetary value that made his monthly salary his/her equivalent to what he/she received before the entry into force of Law 08/L-196 on Salaries in the Public Sector.

V. FINAL PROVISIONS

Article 44

Administrative measures

1. Non-implementation of the provisions of this regulation may be grounds for initiation of disciplinary proceedings and may be used as a basis for performance evaluation for the responsible person.
2. The relevant unit for budget and finance is obliged to report to the Chief Administrative Officer any irregularities when they are identified.

Article 45

Annexes

1. An integral part of this regulation are the appendices as follows:
 - 1.1. **Appendix No. 1** – Formula for determining the cost of living;
 - 1.2. **Appendix No. 2** – Limitation of residential rent compensation;
 - 1.3. **Appendix No. 3** – Reimbursement of travel expenses;
 - 1.4. **Appendix No. 4** – List of medical services;
 - 1.5. **Appendix No. 5** – Limitation of representation expenses;
 - 1.6. **Appendix No. 6** – Limitation of expenses for official lunches and dinners;
 - 1.7. **Appendix No. 7** – Limitation of expenses for derivatives;
 - 1.8. **Appendix No. 8** – Limitation of mobile phone expenses for diplomats;
 - 1.9. **Appendix No. 9** – Form for reporting expenses for derivatives.

Article 46

Repeal

1. The repeals defined by Article 12 of Regulation (QRK) No. 04/2023 remain in force.
2. Repealed:
 - 2.1. Regulation (GRK) No. 04/2023 on Compensation of Employees of Foreign Service of the Republic of Kosovo Exercising on Duty Abroad;

2.2. Administrative Instruction No. 02/2010 for the furnishing of private residences of diplomatic and consular representatives;

2.3. Administrative Instruction no. 03/2012 for personal and operational expenses in diplomatic and consular missions;

2.4. Administrative Instruction No. 05/2012 for the salaries of local personnel in the diplomatic and/or consular missions of the Republic of Kosovo, with the addition of the relevant changes, upon issuing the decision from paragraph 1 of Article 27 of this regulation;

2.5. Administrative Instruction 03/2018 for completing and amending the administrative instruction 03/2012 for personal and operational expenses in the diplomatic and consular missions of the Republic of Kosovo;

2.6. Any provision of by-laws that is inconsistent with the provisions of this regulation.

Article 47 Implementation

This regulation enters into force on the day of publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

**Prime Minister of the Republic of Kosovo
03 September 2024**

APPENDIX No. 1 - Formula for determining the cost of living

MISSION	Basic salary	IKJ or IKJPQ	Percent age of complexity	Percent age of dangerousness	Percent age of climatic and health conditions	Geographical distance	Compensation for additional living and family expenses	Monthly salary
	B=%*A	C=%*A	D=%*A	F=%*A				
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
X	According to the coefficient of the relevant Law on Wages	According to the Minister's decision based on cost of living data	According to the Minister's decision	According to the Minister's decision	According to the Minister's decision	2 cents * kilometers from the Republic of Kosovo to the receiving country	Member 1 = 100*IKJ/IKJPQ; Member 2 = 70*IKJ/IKJPQ; Other members = 50*IKJ/IKJPQ	(A)+(B)+ (C)+ (D)+(E)+ (F) + (G) = (H)

- (A) =Basic salary
 (B)+(C)+(D)+(E)+(F) =Cost of living
 (G) =Compensation for family members
 (A)+(B)+(C)+(D)+(E)+(F)+(G) = Monthly salary

APPENDIX No. 2 - Limitation of residential rent compensation

Base rent	
Ambassador / Head of Mission	1,100.00 Euros
Consul General	950.00 Euros
Head of the consular mission	900.00 Euros
Other diplomats	800.00 Euros

Rent calculation formula:

Base rent * IKJ or IQ = Maximum rent for the diplomat's residential facility

APPENDIX No. 3 – Reimbursement of travel expenses

Australia
Japan
Malaysia
Thailand
Goodbye Bangla
Senegal
Colombia
Panama

APPENDIX No. 4 - List of medical services

List of Allowed Services
Hospital services
<ol style="list-style-type: none">1. Hospital room2. Transport to the hospital3. Expenses for surgeons, doctors, specialists and anesthetists4. Expenses for materials and rent of the operating room5. Intensive care6. Physiotherapy7. Medicines recommended by the doctor and bandages8. Prostheses and similar medical devices
Services in case of non-hospitalization
<ol style="list-style-type: none">1. General practitioner expenses2. Expenses for the specialist doctor3. Preventive care4. Physiotherapy5. Day surgery6. Medicines recommended by the doctor
Other services
<ol style="list-style-type: none">1. Ambulance service on the road2. Expenses for normal pregnancy3. Complications of pregnancy and childbirth4. Other basic services according to the standards of the host countries
Health insurance during travel
<ol style="list-style-type: none">1. Emergency treatment2. Medical evacuation/emergency repatriation

APPENDIX No. 5 - Limitation of representation expenses

national team	Zone 1	Zone 2	Zone 3
Diplomatic missions	850.00 Euros	700.00 Euros	500.00 Euros
Consular missions	650.00 Euros	500.00 Euros	400.00 Euros

Zone 1	Zone 2	Zone 3
New York	Munich	Sofia
Washington	Frankfurt	Athens
London	Milan	Tirana
Canberra	Dusseldorf	Belgrade
Toronto	Prague	Skopje
Ottawa	Stuttgart	Podgorica
Berlin	Iowa	Struga
Hagen	Rome	
Brussels	Warsaw	
Riyadh	Lisbon	
Vienna	Hamburg	
Ankara	Strasbourg	
Bern	Ljubljana	
Paris	Bangkok	
Abu Dhabi	Dakar	
Stockholm	Zagreb	
Oslo	Budapest	
Tokyo	Dhaka	
Zurich	Istanbul	
Geneva	Jerusalem	
	Copenhagen	
	Doha	
	Panama City	

Gifts at official meetings	
Diplomatic missions	250.00 Euros
Consular missions	125.00 Euros

APPENDIX No. 6 - Limitation of expenses for lunches and dinners

Mission/Post:	Zone 1	Zone 2	Zone 3
Diplomatic missions	1,000.00 Euros	800.00 Euros	500.00 Euros
Consular missions	700.00 Euros	500.00 Euros	400.00 Euros

Zone 1:

New York
Washington
London
Canberra
Toronto
Ottawa
Berlin
The Hague
Brussels
Riyadh
Vienna
Ankara
Zurich

Zone 2:

Geneva
Bern
Paris
Oslo Sofia
Abu Dhabi
Munich
Tokyo
Frankfurt
Milan
Stockholm Struga
Dusseldorf
Prague
Stuttgart
Iowa
ROMA
Warsaw
Lisbon
Hamburg
STRASBOURG
LJUBLJANA
Bangkok
Dakar

Zone 3:

Jerusalem
Copenhagen
Doha
Panama City
Athens
Belgrade
Tirana
Skopje
Podgorica

Zagreb
 Budapest
 Dhaka
 Istanbul

APPENDIX No. 7 - Limitation of expenses for derivatives

Mission/Post:	Zone 1	Zone 2	Zone 3
embassies	800 liters/month	500 liters/month	400 liters/month
Consulate General	800 liters/month	500 liters/month	400 liters/month
Consulate	600 liters/month	500 liters/month	400 liters/month

Zone 1:

New York
 Washington
 London
 Canberra
 Toronto
 Ottawa
 Berlin
 The Hague
 Brussels
 Riyadh
 Vienna
 Ankara
 Zurich
 Geneva
 Bern
 ROMA
 Warsaw
 Lisbon
 Hamburg
 STRASBOURG
 LJUBLJANA
 Bangkok
 Dakar

Zone 2:

Paris
 Oslo Sofia
 Abu Dhabi
 Munich
 Tokyo
 Frankfurt
 Milan
 Stockholm Struga
 Dusseldorf
 Prague
 Stuttgart
 Iowa

Zone 3:

Jerusalem
 Copenhagen
 Doha
 Panama City
 Athens
 Belgrade
 Tirana
 Skopje
 Podgorica

Zagreb
Budapest
Dhaka
Istanbul

APPENDIX No. 8 - Amount of compensation for mobile phone expenses

Function:	Head of the diplomatic mission	The head of the consular post	Other diplomats
Monthly amount:	100.00 Euros	80.00 Euros	60.00 Euros

APPENDIX No. 9 - Form for reporting expenses for derivatives

MONTHLY REPORT FOR THE SUPPLY OF DERIVATIVES AND THE KILOMETERS OF THE OFFICIAL VEHICLE FOR MONTH _____, YEAR _____						
License plates	DATE OF SUPPLY	QUANTITY IN LITRES	AMOUNT IN EUROS	KM AT THE BEGINNING	KM IN COMPLETION	KM WITHIN THE MONTH

Head of mission / Head of consular post