



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

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**REGULATION (OPM) NO. 19/2024 ON THE INTERNAL  
ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE KOSOVO  
STANDARDIZATION AGENCY<sup>1</sup>**

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<sup>1</sup> Regulation (ZKM) - No. 19/2024 on Internal Organization and Systematization of Jobs in the Kosovo Standardization Agency, was been approved by the Prime Minister, with Decision No. 187/2024, dated 15.11.2024.

**Prime Minister of the Republic of Kosovo,**

Pursuant to Article 94 (paragraph 3) of the Constitution of the Republic Kosovo, Article 28, paragraph 3 of Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies, Article 9, paragraph 1 of Regulation No. 17/2024 on Rules of Procedure of the Government of the Republic of Kosovo and Article 9, paragraph 7 of Regulation No. 01/2020 on Standards of Internal Organization and Systematization of Jobs and Cooperation in Institutions of State Administration and Independent Agencies, issues the following:

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**REGULATION (OPM) NO. 19/2024 ON THE INTERNAL ORGANIZATION AND  
SYSTEMATIZATION OF JOBS IN THE KOSOVO STANDARDIZATION AGENCY**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Purpose**

The purpose of this Regulation shall be to define the internal organization and systematization of jobs in the Kosovo Standardization Agency within the Ministry of Industry, Entrepreneurship and Trade (hereinafter “the Agency”).

**Article 2  
Scope**

This Regulation shall apply to the Kosovo Standardization Agency, with general competencies in the area of standardization define dunder the relevant Law on Standardization and the relevant applicable legislation.

**CHAPTER II**  
**INTERNAL ORGANIZATION IN THE KOSOVO STANDARDIZATION AGENCY**

**Article 3**  
**Mission of the Kosovo Standardization Agency**

The mission of the Kosovo Standardization Agency shall be the development, adoption and approval of standards and the strong stimulation of economic development by creating a basis for competition in the region and beyond. It shall be one of the key components of the quality infrastructure, providing a platform for the development of standardization, supporting the safety and quality of products, processes and services through standards.

**Article 4**  
**Organizational Structure of the**  
**Kosovo Standardization Agency**

1. The organizational structure of the Kosovo Standardization Agency shall be as follows:
  - 1.1. Executive Director;
  - 1.2. Divisions.
2. The number of employees in the Kosovo Standardization Agency shall be twenty (20).
3. General services shall be performed by the relevant departments of the Ministry of Industry, Entrepreneurship and Trade.

**Article 5**  
**Office of the Executive Director**

1. The Office of the Executive Director in the Kosovo Standardization Agency shall consist of:
  - 1.1. Executive Director;
  - 1.2. One (1) Administrative Assistant.
2. The duties and responsibilities of the Executive Director shall be defined by the relevant Law on the Organization and Functioning of the State Administration and Independent Agencies, the relevant Law on Standardization and other applicable legislation.
3. The duties and responsibilities of the Administrative Assistant of the Office of the Executive Director shall be defined under the relevant legislation on public officials.

4. The number of employees in the Office of the Executive Director shall be two (2).

**Article 6**  
**Divisions within the**  
**Kosovo Standardization Agency**

1. The Agency shall consist of the following divisions:

- 1.1. Standards Division;
- 1.2. Division for Promotion of Standards and Integration into Standardization Organizations;
- 1.3. Standards Training and Certification Division.

**Article 7**  
**Standards Division**

1. The mission of the Standards Division shall be to develop, adopt and approve the Kosovo standards that meet the needs of manufacturing and service enterprises, regardless of their form and size, businesses, government and consumers, ensuring they have access to standards that fulfill their requirements for quality and greater competitive ability. It shall support the work of the professional standardization council and the technical committees in implementing standardization policies and procedures, and it shall support the notification of standards to European and international standardization organizations as well as other organizations related to standards.

2. The duties and responsibilities of the Standards Division shall be:

- 2.1. Implementing legal and sub-legal acts in the field of standardization;
- 2.2. Managing activities for the adoption of standards and enhancing their qualitative and technical levels;
- 2.3. Drafting, adopting and approving national, European and international standards as Kosovo standards, prioritizing those standards most needed by Kosovo's industry and economy that help eliminate technical barriers to the free movement of goods, processes and services;
- 2.4. Organizing, updating, repealing and administering standards;
- 2.5. Identifying standards based on the stakeholders' requests;
- 2.6. Maintaining and periodically confirming the status of standards;
- 2.7. Managing other activities related to standards as defined by the relevant law on standardization;
- 2.8. Notifying standards to European and international standardization organizations as well as other organizations related to standards;

2.9.Coordinating work between the Kosovo Technical Committees with their European and international counterpart Technical Committees.

3. The Head of the Standards Division shall report to the Executive Director of KSA.
4. The number of employees in the Standards Division shall be eight (8).

## **Article 8**

### **Division for Promotion of Standards and Integration into Standardization Organizations**

1. The mission of the Division for Promotion of Standards and Integration into Standardization Organizations shall be to implement legal and by law in the area of standardization, coordinate and promote the efficiency of standardization through the coordination of cooperation with manufacturing and service enterprises and local institutions, establish contacts with international organizations to enhance cooperation in the area of standards, digitalize standardization, etc. Through promotional activities, the Division shall raise public awareness and interest groups on the importance of applying standards, which help harmonize the technical specifications of products and services, making the industry more efficient, improving safety, and increasing quality. These are the fundamental tools for reducing barriers in international trade and spreading knowledge through standards to all stakeholders.
2. The duties and responsibilities of the Division for Promotion of Standards and Integration into Standardization Organizations shall be:
  - 2.1. Organizing promotional campaigns for standards and standardization in regional centers and beyond to raise awareness of the importance of standards;
  - 2.2. Selling and marketing standards, as well as providing services to stakeholders;
  - 2.3. Supporting the work of technical committees with relevant institutions;
  - 2.4. Making functional and administering standards in databases and archiving them;
  - 2.5. Maintaining the information center for standards;
  - 2.6. Initiating studies, publications, research work experiences, and other activities related to standardization;
  - 2.7. Publishing the bulletin, annual catalog with Kosovar standards, and other promotional materials for standardization;
  - 2.8. Overseeing and assisting in the development of the database system for standards in relation to the databases from CEN, CLC, ISO, IEC and ETSI, as well as advancing technology in line with standardization requirements, digitalizing standardization services and archiving them (SMIS database (Standard Information Management Systems); e-Kosova (standard sales service); website; social networks; etc.);

- 2.9. Managing other activities related to the promotion of standards and standardization and integration into Standardization Organizations as defined by the relevant law standardization;
  - 2.10. Coordinating and ensuring the implementation of activities, monitoring, and reporting on the implementation of obligations arising from agreements and international obligations regarding standardization, the process of enhancing cooperation, data protection and other legal issues.
3. The Head of the Division for Promotion of Standards and Integration into Standardization Organizations shall report to the Executive Director of KSA.
  4. The number of employees in the Division for Promotion of Standards and Integration into Standardization Organizations shall be five (5).

## **Article 9**

### **Standards Training and Certification Division**

1. The mission of the Standards Training and Certification Division shall be to conduct training with and for European and international standards, to carry out comprehensive and independent certification and registration assessments for manufacturing and service organizations, providing clients with evidence of compliance with standards. In the context of fair trade, certification bodies assess whether a product or a company adheres to fair trade standards, which include environmental, social, and economic criteria.
2. The duties and responsibilities of the Standards Training and Certification Division shall be defined according to the provisions of the Law on Public Officials and European and International Standards.
  - 2.1. Drafting and reviewing specifications for products or processes;
  - 2.2. Establishing certification criteria and processes to comply with the rules and requirements of standards;
  - 2.3. Ensuring adherence to health and safety guidelines and legal obligations;
  - 2.4. Conducting technical oversight, personnel supervision and providing guidance and advice;
  - 2.5. Overseeing all development procedures of the enterprise to identify deviations from quality standards;
  - 2.6. Applying standards and maintaining the quality manual system in KSA;
  - 2.7. Analyzing client needs and requirements to develop effective quality management processes;
  - 2.8. Providing training services on European and international standards, particularly standards for quality management systems.

3. The Head of the Standards Training and Certification Division shall report to the Executive Director of KSA.
4. The number of employees in the Standards Training and Certification Division shall be five (5).

### **CHAPTER III**

#### **FINAL AND REPEALING PROVISIONS**

#### **Article 10**

##### **Transitional provisions**

1. The increase or decrease in personnel numbers in accordance with the law on annual budget appropriations shall not necessitate the amendment and supplementation of this Regulation, except in cases where organizational structures are created and/or abolished.
2. Pursuant to paragraph 1 of this Article, the provisions of the law on annual budget appropriations shall be an integral part of this Regulation.

#### **Article 11**

##### **Applicable law**

With the entry into force of this Regulation, Articles 60 to 64 of Regulation No. 29/2012 on the Internal Organization and Systematization of Jobs in the Ministry of Trade and Industry shall be repealed.

#### **Article 12**

##### **Entry into force**

This Regulation shall enter into force seven (7) days following its signing by the Prime Minister of the Republic of Kosovo.

**Albin Kurti**

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**Prime Minister of the Republic of Kosovo**

**Pri15/11/2024**

<b>Organizational Chart of the Ministry of Industry, Entrepreneurship and Trade Kosovo Standardization Agency (KSA)</b>			
<b>Position/Structure</b>	<b>Class</b>	<b>Group (general or specific)</b>	<b>Number</b>
<b>1. Executive Director</b>	<b>Senior-Level Manager</b>		1
• Administrative Assistant	Professional 3	64. General administration group	1
<b>- Head of the Standards Division</b>	<b>Junior Manager</b>		1
• Senior Standards Officer	Professional 1	3. Economy group	6
• Senior Standards Notification Officer	Professional 1	3. Economy group	1
<b>- Head of the Division for Promotion of Standards and Integration into Standardization Organizations</b>	<b>Junior Manager</b>		1
• Senior Standards Promotion and Information Officer	Professional 1	8. Public relations and information group	1
• Senior Officer for Membership in Standardization Organizations	Professional 1	1. Legal group	1
• Senior Information Technology Officer for Standards	Professional 1	50. Data technology group	1
• Senior Standards Sales Officer	Professional 1	3. Economy group	1
<b>Head of the Standards Training and Certification Division</b>	<b>Junior Manager</b>		1
• Senior Industrial Standards Training and Certification Officer	Specialist/	33. Industrial engineering group	2
• Senior Construction Standards Training and Certification Officer	Specialist	34. Construction engineering group	2
			<b>Total: 20</b>



