



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

**REGULATION (PMO) NO. 21/ 2024 FOR INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF JOBS OF THE INDUSTRIAL PROPERTY AGENCY¹**

¹ Regulation (PMO) - No. 21/2024 for Internal Organization and Systematization of Jobs of the Industrial Property Agency, with Decision No. 190/2024, dated 20.11.2024.

Prime Minister of the Republic of Kosovo,

Pursuant to Article 94 (paragraph 3) of the Constitution of the Republic of Kosovo, Article 28 paragraph 3 of the Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies of the Republic of Kosovo, Article 9 paragraph 1 of the Regulation (GRK) No. 07/2024 on Rules of Procedure of the Government of the Republic of Kosovo and Article 9, paragraph 7 of Regulation No. 01/2020 on Standards for Internal Organization, Systematization of Jobs and Co-operation in State Administration Institutions and Independent Agencies,

Approves:

**REGULATION (OPM) NO. 21/ 2024 FOR INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF JOBS OF THE INDUSTRIAL PROPERTY AGENCY**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Regulation aims to determine the internal organization of Industrial Property Agency, in the Ministry of Industry Entrepreneurships and Trade, (hereinafter "the Agency").

**Article 2
Scope**

This Regulation applies to Industrial Property Agency, general competencies and the degree of its independence are determined under the on Patents, and respective applicable legislation.

**CHAPTER II
INTERNAL ORGANIZATION OF MINISTERIAL OF AGENCY**

**Article 3
Mission of the Agency**

The Agency for Industrial Property is a central administrative body of the Ministry of Industry, Entrepreneurship and Trade established by law, and is responsible for legal protection of inventions, trademarks, industrial designs, designations of origin, geographical indications and topographies of integrated circuits, as well as other issues arising from international agreements of which the Republic of Kosovo is a signatory.

Article 4
Organizational Structure of the Industrial Property Agency

1. The organizational structure of the Agency is as follows:
 - 1.1 Executive Director;
 - 1.2 Divisions.
2. The duties and responsibilities of the Executive Director are defined by the relevant Law on Organization and Functioning of State Administration and Independent Agencies, and the relevant patent law.
3. Duties and responsibilities of the civil servant, of the Office of the Executive Director, are defined by the relevant Law on Public Officials.
4. The number of employees in the Industrial Property Agency is twenty-five (25).

Article 5
Office of the Executive Director;

1. The Office of the Executive Director of the Industrial Property Agency consists of:
 - 1.1. Executive Director;
 - 1.2. One (1) Administrative Assistant.
2. The number of employees in the Office of the Executive Director is two (2).

Article 6
Divisions of the Industrial Property Agency

1. Division of the Industrial Property Agency are:
 - 1.1. Patent Division
 - 1.2. Trademark, Industrial Design and Geographical Indicators Division;
 - 1.3. Division for Administrative Affairs of Industrial Property;
 - 1.4. Division for International Affairs and Promotion of Industrial Property

Article 7

Patent Division

1. The mission of the Patents Division is the legal protection of patents, topographies of semi-permanent counties; and updating legislation to support innovators and industry. This Division's mission is to commit to maintaining patent registries and databases in order to ensure easy and accurate access to information, as well as to promote and protect innovations supported by patents.

2. Duties and responsibilities of the Patent Division are:

2.1. Examines the requests for recognition of the patent until the final decision according to the legislation in force;

2.2. Issue notices, decisions and other documents in accordance with applicable patent legislation;

2.3. Provides protection of integrated circuit semiconductors;

2.4. Proposes, drafts and ensures the implementation of legislation in the field of patents;

2.5. Maintains the register of requests for recognition of patents and the register of patents;

2.6. Prepares certificates of priority right and certificates of patent registration;

2.7. Issue a decision on the registration of Additional Patent Protection Certificates;

2.8. Issue information on patent records;

2.9. Maintains patent database;

2.10. Prepares promotional materials for the protection of patent products.

3. The Head of the Patent Division reports to the Director of the Agenci.

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

Article 8

Trademark, Industrial Design and Geographical Indicators Division

1. The mission of the Trademarks, Industrial Designs and Geographical Indications Division is the legal protection of trademarks, industrial designs and geographical indications. This Division has the mission of registering and maintaining registers and databases of these industrial property objects in order to ensure easy and accurate access to information, as well as to promote the protection of trademarks, industrial designs and geographical indications.

2. Duties and responsibilities of Trademarks, Industrial Design and Geographical Indicators Division are:

2.1 examines and handles requests related to the registration, change in the register, and continuation of trademarks, industrial designs, geographical indications, and designations of origin, including all procedures ranging from the initial application to the final decision, in accordance with the legislation in power.

2.2. maintains the register of applications and registers of registrations of trademarks, industrial designs and geographical indications;

2.3. prepares registration certificates, priority right certificates, relevant documentation according to trademark, industrial design and geographical indication requirements;

2.4. maintains the database for trademarks, industrial design and geographical indications;

2.5. proposes, drafts and ensures the implementation of legislation in the field of trademarks, industrial design, geographical indications;

2.6. issues information and registry extracts for trademark, industrial design and geographical indications;

2.7. Prepares materials and promotes the protection of trademark rights, industrial design and geographical indications.

3. The Head of the Division for Trademarks, Industrial Design and Geographical Indicators reports to the Director of the Agency.

4. The number of employees in the Division for Trademarks, Industrial Design and Geographical Indicators is eight (8).

Article 9

Division for Administrative Affairs of Industrial Property

1. The mission of the Division for Administrative Affairs of industrial property is to provide professional support for industrial property to ensure the implementation of industrial property laws, the administration of the acceptance of applications, and the organization of the licensing of authorized representatives in the field of industrial property.

2. The duties and responsibilities of the Division for Administrative Affairs of Industrial Property are:

2.1. provides professional administrative and legal support for industrial property

2.2. Proposes, drafts and publishes the Official Bulletin of the Agency for Industrial Property;

2.3. is responsible for the administration and maintenance of the office for accepting requests for the registration of industrial property objects in the Agency;

- 2.4. is responsible for the administration of the acceptance of applications for industrial property objects
 - 2.5. is responsible for reviewing requests for opposition to trademarks, cancellations and revocations of trademarks and requests for invalidity and other complaints for objects of industrial property according to the legislation in force;
 - 2.6. is responsible for administering the appeals procedure against Agency decisions;
 - 2.7. prepares documentation and information for the Appeals Commission against API decisions;
 - 2.8. monitors the IPAS (Industrial Property Automation System) system and in cooperation with the Ministry proposes policies for the advancement of information technology;
 - 2.9. provides information on industrial property facilities, maintains the Agency's website and social media profiles;
 - 2.10. in cooperation with the Ministry prepares the plan of the annual budget of the Agency and proposes the trainings for the officials;
 - 2.11. organizes the licensing of authorized representatives and maintains their register;
 - 2.12. issues statistics for industrial property objects;
 - 2.13. prepares statistics for incoming and outgoing requests for industrial property objects, specifically for trademarks, patents, industrial designs, geographical indications and other statistical data for the efficiency of Agency officials;
3. The Head of the Industrial Property Administrative Affairs Division reports to the Executive Director of the Industrial Property Agency.
 4. The number of employees in Administrative Affairs of industrial property is eight (8).

Article 10

Division of International Relations and Promotion of Industrial Property

1. Missions and the Division of Industrial Ownership Promotion is to coordinate and promote the efficiency and integrity of the property system through the coordination of cooperation with international organizations and local institutions, as well as through the proposal and implementation of international agreements in the field of industrial property. Through promotional and training activities, the Division promotes public and interest group awareness of the importance of industrial property protection.
2. The duties and responsibilities of the Division for International Relations and Promotion of Industrial Property are:

- 2.1. coordinates the cooperation between the Agency, counterpart offices and international organizations where the Republic of Kosovo is a member;
 - 2.2. proposes the ratification of international agreements in the field of industrial property and ensures the fulfilment of obligations in their implementation;
 - 2.3. serves as a source of contact between the Agency and international industrial property organizations such as WIPO, EPO, EUIPO, as well as national industrial property offices in other countries, according to international agreements to which the Republic of Kosovo is a party;
 - 2.4. serves as a point of contact between the Agency and the institutions involved in the industrial property protection system, as well as all other institutions or organizations in the country;
 - 2.5. serves as a point of contact with the projects engaged for technical assistance of the Agency;
 - 2.6. draws up annual plans of promotion activities and promotes the protection of industrial property;
 - 2.7. organizes promotional and training activities in the field of industrial property;;
 - 2.8. designs materials for the promotion of industrial property and distributes them to interest groups;
 - 2.9. promotes the importance of protecting industrial property, with the aim of raising awareness among the public and interest groups about the importance of protecting products with industrial property;
 - 2.10. prepare training programs for institutions, universities, high schools and for all other groups designated for training in the field of industrial property according to the legal mandate of the Agency
 - 2.11 designs training curricula that are specified for the needs of training organization;
 - 2.12. designs and coordinates projects that promote the development of the industrial property system in the country ;
3. The Head of the Division of International Relations and Promotion of Industrial Property reports to the Executive Director of the Industrial Property Agency.
 4. The number of employees in the Division of International Relations and Promotion of Industrial Property is three (3).

**CHAPTER III
FINAL AND REPEALING PROVISIONS**

**Article 11
Final provisions**

1. Increase or decrease of the number of employees in compliance with the Annual Budget Law does not create the need for supplementing/amending this Regulation, except in cases when organizational structures are established or abolished.
2. In compliance with paragraph 1 of this Article, the provisions of the Annual Budget Law are an integral part of this Regulation.

**Article 12
General Services**

The Ministry of Industry, Entrepreneurship and Trade is obliged to perform general services for the Agency for Industrial Property according to the legislation in force.

**Article 13
Repeal**

Upon the entry into force of this Regulation, articles 72 to 78 of Regulation No. 29/2012 on the Internal Organization and Systematization of Jobs of the Ministry of Trade and Industry, shall be repealed.

**Article 14
Entry into Force**

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

Albin Kurti

Prime Minister of the Republic of Kosovo

20/11/2024

Annex 1

Organogram of the Industrial Property Agency				
Position/Structure	Class	(general or specific) group	Number	Total
1. Office of the Executive Director				2
Executive Director	Senior Management		1	
Administrative Assistant	Professional 3	64 Gr. of General Administration		
2. Patent Division				3
Head of Division	Lower Management		1	
Senior Patent Examining Officer	Specialist	16. Gr. General engineering group	1	
Senior Examiner for Semiconductor Patents and Topographies	Specialist	16. Gr. General engineering group	1	
3. Trademark, Industrial Design and Geographical Indicators Division				9
Head of Division	Lower Management		1	
Senior Trademark Examining Officer	Professional 1	12 Gr. of social sciences	6	
Senior officer for Industrial Design examination	Professional 1	12 Gr. of social sciences	1	
Senior Official for the Examination of Geographical Indications and Appellations of Origin	Professional 1	12 Gr. of social sciences	1	
4. Division for Administrative				8

Affairs of Industrial Property				
Head of Division	Lower Management		1	
Senior Trademark Opposition Officer	Professional 1	1 Gr. Legal group	2	
Senior Industrial Property Abolitions, Revocations and Appeals Officer	Professional 1	1 Gr. Legal group	1	
Administrative affairs officer for industrial property	Professional 2	63 Gr. of General Administration	2	
Documentation Indexing Officer for industrial property	Professional 2	7 Gr. of archive - documentation	2	
5. Division for International Relations and Promotion of Industrial Property				3
Head of Division	Lower Management		1	
Senior Industrial Property Promotion Officer	Professional 1	12 Gr. of social sciences	1	
Senior officer for international relations and promotion of industrial property	Professional 1	12 Gr. of social sciences	1	
			total	25

Industrial Property Agency

