



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

REGULATION (PMO)-NO.02/2025
ON INTERNAL ORGANISATION AND SYSTEMATISATION OF JOBS IN
THE KOSOVO FOREST AGENCY¹

¹ Regulation (PMO)-no.02/2025 on Internal Organisation and Systematisation of Jobs in the Kosovo Forest Agency, with Decision No.227/2025, dated 05.03.2025

Prime Minister of the Republic of Kosovo,

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

Issues:

**REGULATION PMO - NO.02/2025 ON INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF JOBS IN KOSOVO FOREST AGENCY**

CHAPTER I GENERAL PROVISIONS

**Article 1
Purpose**

This Regulation aims to determine the internal organization and systematization of jobs in Kosovo Forest Agency.

**Article 2
Scope**

1. This regulation applies to the Kosovo Forest Agency.

1. The duties and responsibilities of the Kosovo Forest Agency as an executive agency of the ministerial system – Ministry of Agriculture, Forestry and Rural Development are defined by Law No. 08/L – 137 on Forests – Official Gazette of the Republic of Kosovo No. 9/3 April 2023 and other legislation into force.

**CHAPTER II
INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN KOSOVO
FOREST AGENCY**

**Article 3
The mission of Kosovo Forest Agency**

The Kosovo Forest Agency, based on Law No. 08/L–137 on Forests (Official Gazette of the Republic of Kosovo No.9/3 april 2023), has the mission the sustainable management of forests and public forest lands, including pastures and forests in national parks as resources with general interest, assets and other accompanying infrastructure as well as taking care of the assets of

former enterprises according to Article 3, sub paragraph 1.11 of this law, including buildings and other facilities that are part of the assets of these former social enterprises.

Article 4
Organizational structure in Kosovo Forest Agency

1. The organizational structure in Kosovo Forest Agency is as follows:
 - 1.1. Office of the Executive Director;
 - 1.2. Departments and
 - 1.3. Divisions.
2. The number of employees in Kosovo Forest Agency is four hundred and twelve (412)

Article 5
Office of the Executive Director under Kosovo Forest Agency

1. The Office of the Executive Director under Kosovo Forest Agency consists of the following:
 - 1.1. Executive Director;
 - 1.2. Professional staff and
 - 1.3. Supportive staff;
2. The duties and responsibilities of the Executive Director of the Kosovo Forest Agency are defined by relevant law for the organization and functioning of state administration and Independent Agencies, relevant Law for Public Officials, relevant Regulation for the areas of administrative responsibilities of the Office of Prime Minister and Ministries, as well as legislation into force.
3. The number of employees in the Office of the Executive Director is five (5).

Article 6
Departments and Divisions of the Kosovo Forest Agency

1. The Departments and Divisions of the Kosovo Forest Agency are:
 - 1. Department of Forest Management;**
 - 1.1. Division of Inventory and Management Plans, Forest Cadaster and Ownership;
 - 1.2. Division of Planning, Forest and Cultivation of Forests;

- 1.3. Division of Information Management and Statistical Data of Forestry;
- 2. Department of Management with Hunting Areas with Special Importance and Cultivation of WildLifes:**
 - 2.1. Division of Management with Hunting Areas with Special Importance,
 - 2.2. Division of Cultivation of Wildlifes.
- 3. KFA Regional Department in: Pristina:**
 - 3.1. Division of Forests Protection and Conservation;
 - 3.2. Division of Forests and Non-forests Products and other Functions in Forestry;
 - 3.3. Division of Regeneration, Afforestation, Pastures and Advices.
- 4. KFA Regional Department in: Mitrovica:**
 - 4.1. Division of Forests Protection and Conservation;
 - 4.2. Division of Forest and Non - Forests Products and other Functions of Forestry;
 - 4.3. Division of Regeneration, Afforestation, Pastures and Advices.
- 5. KFA Regional Department in: Peja:**
 - 5.1. Division of Forests Protection and Conservation;
 - 5.2. Division of Forest and Non - Forests Products and other Functions of Forestry;
 - 5.3. Division of Regeneration, Afforestation, Pastures and Advices.
- 6. KFA Regional Department in: Prizren:**
 - 6.1. Division of Protection and Conservation of Forests;
 - 6.2. Division of Forest and Non - Forests Products and other Functions of Forestry;
 - 6.3. Division of Regeneration, Afforestation, Pastures and Advices.
- 7. KFA Regional Department in: Ferizaj:**
 - 7.1. Division of Forests Protection and Conservation;

- 7.2. Division of Forest and Non - Forests Products and other Functions of Forestry;
- 7.3. Division of Regeneration, Afforestation, Pastures and Advices.

8. KFA Regional Department in: Gjilan:

- 8.1. Division of Forests Protection and Conservation;
- 8.2. Division of Forest and Non - Forests Products and other Functions of Forestry;
- 8.3. Division of Regeneration, Afforestation, Pastures and Advices.

9. Legal Department:

- 9.1. Division of Legal Support;
- 9.2. Division of Supervision of the Implementation of Legislation.

10. Department of Budget and Finance:

- 10.1. Division of Budget;
- 10.2. Division of Finance.

11. Department of General Services:

- 11.1. Division of Logistic and Services;
- 11.2. Division of Administration of Documents;
- 11.3. Division of Information Technology.

12. Human Resources Management Unit

13. Procurement Division and

14. Internal Audit Unit.

Article 7
Department of Forest Management

1. The mission of the Forest Management Department is the sustainable management of forests and forest lands, respecting ecological, economic and social principles. Forest management is carried

out in a sustainable manner, in accordance with the international criteria for sustainable forest management and with the legislation in force.

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

- 2.1. Drafts the annual forest management plan;
- 2.2. Sends the annual forest management plan for comments to the relevant municipalities in accordance with the provisions of the law on forests;
- 2.3. Drafts the plan for forest management or initiates the procedures for the development of projects through licensed entities;
- 2.4. Drafts the plan for sustainable and very purposeful forest management;
- 2.5. Examines the remarks and suggestions received from the public discussion and incorporates them into the forest management plan;
- 2.6. Monitors the implementation of the annual forest management plan;
- 2.7. In coordination with the Regional Departments of the KFA, makes the proposal of capital projects for the Budgetary requests and the Medium – term Expenditure Framework;
- 2.8. Organizes and ensures the implementation of policies for the sustainable use of forests and strategy for the development of forestry;
- 2.9. Coordinates the work with the Regional Departments of the KFA in the planning and implementation of forest activities;
- 2.10. After the proposal of the Forestry Institute initiates the procedure for taking measures against disease and pests in forests;
- 2.11. Makes proposals and recommendations to the Executive director of the KFA for drafting the performance plan and other plans for achieving the institution’s objectives;
- 2.12. Coordinates work with donors for projects in the forestry sector;
- 2.13. Exercises the requirements for the initiation of Project procedures planned according to the annual forest management plan;
- 2.14. prepares and drafts reports from forest activities for the institutions to which it has reporting responsibilities;
- 2.15. Drafts unique forms for activities in forests, forest lands and pastures.

3. The Director of the Forest Management Department reports to the Executive Director of the Kosovo Forest Agency.

4. Number of employees in the Department of Forests Management is twelve (12).

Article 8

Division of Inventory, Management Plans and Forest Cadaster

1. The duties and responsibilities of the Division of Inventory, Management Plans and Forest Cadaster are to:

- 1.1. Make the organization and preparation of all requirements, terms of reference and criteria for drawing up forest inventory and management plans;
- 1.2. Examine the compatibility of forest utilization plans with the basic capacities calculated from the Inventory and Management Plans;
- 1.3. Implement standards and procedures in planning and use of forests, forest lands and pastures;
- 1.4. Manage and maintain the forest cadaster as well as the use of these data for the regular activities of the KFA;
- 1.5. Records the forest roads in forest cadaster and update them;
- 1.6. In coordination with responsible institutions keeps records on all elements of forest cadaster, as well as maintain and update them;
- 1.7. Report on a regular basis for inventory and forest management plans;
- 1.8. Keep evidence of the implementation of works in forests as well as forest chronic.

2. Head of Division of Inventory, Management Plans, Forest Cadaster reports to the Director of the Forest Management Department.

3. The number of employees in the Division of Inventory, Management Plans and Forest Cadaster is three (3).

Article 9

Division of Forests Planning, Utilization and Cultivation

1. The duties and responsibilities of the Division of Forests Planning and Utilization are the following:

- 1.1. Prepares plans for the use of forests and non -forest timber products such as: forest fruits, medicinal and aromatic plants, fungi, seeds and other products, including national Parks;

- 1.2. Collects and analyzes the results of the implementation of plans in the relevant field;
 - 1.3. Implements standards and procedures in the planning and use of forests and forest lands as well as non – timber forest products;
 - 1.4. Determines the measures and standards in establishing the forest order;
 - 1.5. Makes planning, design and supervision of roads and other forest infrastructure;
 - 1.6. Drafts the plan at the country level for rehabilitation of damaged forests;
 - 1.7. Drafts plans for the prevention of forest fires;
 - 1.8. Determines areas and collection quotas on the basis of multi – purpose forest management plans, forest management plans within national parks, programs, projects for the use of natural resources.
 - 1.9. Preparation of annual plans for forest cultivation and the realization of the same related to clearing, thinning, cleaning, afforestation, reforestation etc.
 - 1.10. Plans and monitors cultivation activities and coordinates work with the Divisions of the Regional Departments;
 - 1.11. Organizes and offers advices to owners of private forests;
 - 1.12. Supervises and implements the plans for afforestation of bare surfaces and plans for re – cultivation, Works and forest services in the activities of afforestation, reforestation, replacement to ensure the fulfillment of professional standards;
 - 1.13. Drafts reports for all activities carried out in cultivation in both sectors (private and public);
 - 1.14. Makes plans for renewal and re - cultivation of forests according to relevant plans and programs;
2. Head of Division of Forests Planning, Utilization and Cultivation reports to the Director of the Forest Management Department.
3. The number of employees in the Division of Forests Planning, Utilization and Cultivation is five (5).

Article 10
Division of Information Management and Statistical Data in Forestry

1. The duties and responsibilities of the Division of Information Management and Statistical Data in Forestry are to:
 - 1.1. Prepare periodic and annual statistical reports and analyze in the forestry and pasture sector;
 - 1.2. Provide support in the drafting of the Annual Forest Management Plan;
 - 1.3. Provide support in the drafting of the strategy and other mid – term documents for forestry as well as in the management of information as a whole for the forestry sector;
 - 1.4. Update the database of the Information System of Forests in Kosovo (ISFK) regarding the professional part of forestry, other programs in the forestry sector, as well as manage the information related to these programs;
 - 1.5. Makes use of the National Forest Fire Information System (NFFIS);
 - 1.6. Maintains the database on forest fires and provides information in accordance with the European Information System for Forest Fires;
 - 1.7. Makes records of all Works performed in forests and forest lands and pastures according to legal deadlines.
2. Head of Division of Information Management and Statistical Data in Forestry reports to the Director of the Forest Management Department.
3. The number of employees in the Division of Information Management and Statistical Data in Forestry is three (3).

Article 11

DEPARTMENT OF HUNTING AREAS MANAGEMENT OF SPECIAL IMPORTANCE AND WILDLIFE CULTIVATION

1. The Department of Hunting Areas Management of Special Importance and Wildlife Cultivation has the mission to manage the Hunting Areas of Special Importance and Wildlife Cultivation.
2. The duties and responsibilities of the Department of Hunting Areas Management of Special Importance and Wildlife Cultivation are:
 - 2.1. Manages hunting areas of special importance;
 - 2.2. Drafts plans for the management of hunting areas of special importance;
 - 2.3. Makes an inventory of wildlife in the Hunting Areas of Special Importance;
 - 2.4. It does the farming of wildlife;

2.5. Collects, processes and stores data on wildlife and hunting for the MAFRD respectively the Government of the Republic of Kosovo;

2.6. Drafts plans for the cultivation of wildlife;

2.7. Sets the rules of the hunting areas that are reasonable and necessary for the protection of property, public health and safety, and that enable the fair use of the hunting areas for game;

2.8. Sets the conditions for allowing hunting, including the limitation of hunting for certain times, certain areas, in certain species, in animals of a certain size, age or sex, as well as to limit the use of certain tools and methods in the Hunting Areas of Special importance;

2.9. Sets the shooting fees for the person who are allowed to shoot in the Hunting Areas of Special Importance;

2.10. Sets the fees-prices for the use of buildings built for the purpose of hunting that are located in the Hunting Areas of Special Importance and the services therein;

2.11. Organizes hunting activities and offers other services to hunters in Hunting Areas with Special Importance;

2.12. Coordinates activities with all interested parties for the development of activities in the protection of wildlife in the field of hunting;

2.13. Drafts (prepares) standard form, provides support and gives instructions regarding the drafting of periodic and annual reports on wildlife and hunting;

2.14. Accepts requests in private forests, examines them, and issues permits for cutting within the Hunting Areas of special Importance;

2.15. Makes the regular annual registration of damages in public forests within the Hunting Areas of Special Importance.

3. The Director of Department of Hunting Areas Management of Special Importance and Wildlife Cultivation reports to the Executive Director of the Kosovo Forests Agency.

4. The number of employees in the Department of Hunting Areas Management of Special Importance and Wildlife Cultivation is twenty – nine (29).

Article 12

Division for the Management of Hunting Areas of Special Importance

1. The duties and responsibilities of the Division for the Management of Hunting Areas of Special Importance are to:

- 1.1. Coordinate activities at the national level with all stakeholders for the management of wildlife;
 - 1.2. Ensure the organization of the Forest and Wildlife Conservation Service within the Special Importance Hunting Area;
 - 1.3. Collect, process and store data on wild animals and hunting for the MAFRD, respectively the Government of the Republic of Kosovo;
 - 1.4. Propose forest plots for forest utilization for inclusion in the annual planning for forest management within the Hunting Areas of Special Importance;
 - 1.5. Propose plans for the sustainable management of forests and forest lands within the Hunting Areas of Special Importance;
 - 1.6. Accept periodic and annual reports from the managers of all hunting areas (Hunting Areas of Special Importance, Joint Hunting Areas and Private Hunting Areas), update the data in the Kosovo Forestry Information System (SIPK) at the national level;
 - 1.7. Draft long – term, annual and operational management plans for hunting areas of particular importance;
 - 1.8. Collect data on the number of wild life and other data on the condition and living conditions of wildlife;
 - 1.9. Take care of and maintains the infrastructure within the Hunting Areas of Special Importance;
 - 1.10. Manage pastures within the specially importance hunting areas.
2. The Head of the division for the Management of Hunting Areas of Special Importance reports to the Director of the Department of Management of Hunting Areas of special Importance and Cultivation of Wildlife.
 3. The number of employees in the Division of the Management of Hunting Areas of Special Importance is twenty – five (25).

Article 13
Division of the Cultivation of Wildlife

1. The duties and responsibilities of the Division for the Cultivation of Wildlife are:

- 1.1.It does the farming of wildlife;
- 1.2.Drafts plans for the cultivation of wildlife;
- 1.3.Provides and distributes supplemental food for wildlife in the Hunting Area with Special Importance;
- 1.4.Taking care of the health status of wildlife in the Hunting Areas of Special Importance;
- 1.5.Develops hunting procedures and activity within the Hunting Areas of Special Importance;
- 1.6.Collects, processes and stores data and information for the MAFRD, namely the Government of the Republic of Kosovo, and on their basis prepares reports and statistical analyzes for the cultivation of wildlife.

- 1. The head of the Division of Cultivation of Wildlife reports to the Director of the Department of Management of Hunting Areas of Special Importance and Cultivation of Wildlife.
- 2. The number of employees in the Division of Cultivation of Wildlife is three (3).

Article 14
KFA Regional Department in Prishtina

- 1.The Regional Department of the KFA in Prishtina is responsible for the organization of the service of conservation and protection of forests, forest lands, pastures, forest and non – forest products and other functions of the State – owned Forests to ensure implementation the standards of the use of sustainable management of forests, forest lands, pastures at the regional level in order to fulfill the economic, social and ecological functions today as well as to increase the productive, regenerative potential and validity in the future.
- 2. The duties and responsibilities of the Regional Department of KFA in Prishtina are to:
 - 2.1. Organizes the service of conservation and protection of forests, forest lands, state – owned pastures at the regional level;
 - 2.2. Implement plans for the management of forests and forest lands at the regional level;
 - 2.3. Apply general standards for the sustainable management of forest, non – forest products and wildlife;
 - 2.4. Propose plans for the development of activities in the cultivation, utilization, protection and conservation of forests, forest lands and pastures;
 - 2.5. Propose forests plots for forest utilization for inclusion in the annual planning for forest management;

- 2.6. Propose plans for the sustainable management of forests, forest lands and pastures;
 - 2.7. Make the drafting of operational plans at the parcel or sub – parcel level after the approval of the annual forest management plan;
 - 2.8. Perform the marking service in public forests after confirmation by DMP for plots and sub – plots proposed for the annual plan;
 - 2.9. Perform the service of professional – technical works in private forests and issue permit for cutting;
 - 2.10. Provide data on the implementation of plans at the regional level;
 - 2.11. Issue permit according to certain fees for the use of pastures and collect financial funds.
3. The Director of the Regional Department of KFA Pristina reports to the Executive Director of the Kosovo Forest Agency.
3. The number of employees in this Department is: (57).

Article 15

Division of Forests Protection and Conservation

1. The duties and responsibilities of the Division for Forests Protection and Conservation are:
 - 1.1. Plans, organizes and supervises the performance of works in the field of protection and conservation of forests from biotic and abiotic factors at the regional level;
 - 1.2. Implements measures to prevent and fight diseases and pests;
 - 1.3. Proposes forest protection plans from forest fires;
 - 1.4. Ensures the service for forest surveillance in forests which are classified as highly endangered by fire;
 - 1.5. Assesses the damages caused by fires and other pests in forests;
 - 1.6. Undertakes legal measures to protect forests, forest lands and pastures from illegal cutting hunting in forests as well as other illegal activities, including illegal hunting;
 - 1.7. Makes assessments – regular annual and extraordinary registrations of forest damage, damage to forest lands and pastures;
 - 1.8. Undertakes legal actions against physical and legal persons who commit illegal actions by seizing the timber, tools and equipment with which the crime was committed;

1.9. Ensures the organization of the Service for the protection of Forests, Forest Lands and Pastures;

1.10. Proposes the plan for rehabilitation of damaged forests;

1.11. Coordinates work with other sectors at the level of the Regional Department and the KFA in the Center.

2. The Head of the Division of Forest Protection and Conservation reports to the Director of the Regional Department of the KFA.

3. The number of employees in the Division of Forest Protection and Conservation is forty – five (45).

Article 16

Division of Forests, Non – Forests Products and other Forestry Functions

1. The duties and responsibilities of the Division of Forests, non – forests Products and other Forests Functions are;

1.1. Proposes plans for the utilization of forests;

1.2. Proposes annual plans and drafts operational plans at the level of plots, management units, municipalities and regions, including forests in national parks;

1.3. Applies the basic data obtained from the National Inventory of forests and forest cadaster;

1.4. Supervises the implementation of contracts in the field of utilization of forests and non – forest products, forest lands and pastures at the regional level;

1.5. Drafts reports in the sphere of responsibilities and reports to the requesting levels;

1.6. Coordinates works with other sectors at the level of the Regional Department and of the KFA in the Center;

1.7. Makes the proposal of collection areas for multi – purpose forest management plans for forest management plan within national parks for programs and projects for the use of FNFP.

2. The Head of the Division of Forest and Non – Forest Products and other Functions of Forestry reports to the Director of the Regional Department of KFA.

3. The number of employees in the Division of Forest and Non – Forests Products and other Functions is five (5).

Article 17
Division of Regeneration, Afforestation, Pastures and Advices

1. The duties and responsibilities of the Division of Regeneration, Afforestation, Pastures and Advices are:

- 1.1. Plans, organizes and supervises the performance of works in the field of Forest Cultivation;
- 1.2. Makes the selection and marking of trunks for cutting in public and private forests;
- 1.3. Proposes the development of activities from the field of forest cultivation, afforestation, maintenance of afforestation, care cutting, collection of forest seeds and seedlings for afforestation;
- 1.4. Makes a proposal for renewal and re- cultivation of forests;
- 1.5. Proposes plans for the improvement and use of pastures;
- 1.6. Supervises the implementation of project activities, plans and program in the field of forest cultivation;
- 1.7. Drafts reports in the field of responsibilities and reports to the requesting levels;
- 1.8. Coordinates works with other sectors at the level of the Regional Department of the KFA and KFA at the Center.

2. The Head of the Division of Regeneration, Afforestation, Pastures and Advices reports to the Director of the Regional Department of the KFA.

3. The number of employees in the Division of Regeneration, Afforestation, Pastures and Advices is six (6).

Article 18
KFA Regional Department in Mitrovica

1. The KFA Regional Department in Mitrovica is responsible for the organization of the service of conservation and protection of forests, forest lands, pastures, forests and non-forests products, as well as other functions of the state – owned Forests to ensure and implement the standards of the use of sustainable management of forests, forest lands, pastures at the regional level in order to fulfill the economic, social and ecological functions today as well as to increase the productive, regenerative potential and validity in the future.

2. The duties and responsibilities of the Regional Department of KFA in Mitrovica are:

- 2.1. Organizes the service of conservation and protection of forests, forest lands, state – owned pastures at the regional level;
 - 2.2. Implements plans for the management of forests and forest lands at the regional level;
 - 2.3. Applies general standards for the sustainable management of forests, non – forests products and wildlife;
 - 2.4. Proposes plans for the development of activities in the cultivation, utilization, protection and conservation of forests, forest lands and pastures;
 - 2.5. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management;
 - 2.6. Propose plans for the sustainable management of forests, forest lands and pastures;
 - 2.7. Makes the drafting of operational plans at the parcel or sub – parcel level after the approval of the annual forest management plan;
 - 2.8. Performs the marking service in public forests after confirmation by DMP for plots and sub – plots proposed for annual plan; management plan;
 - 2.9. Performs the service of professional – technical works in private forests and issues permits for cutting;
 - 2.10. Provides data on the implementation of plans at the regional level;
 - 2.11. Issues permits according to certain fees for the use of pastures and collects financial funds.
3. The Director of the Regional Department of KFA Mitrovica reports to the Executive Director of the Forestry Agency of Kosovo.
 4. The number of employees in the Department is: (57).

Article 19
Division of Forests Protection and Conservation

1. The duties and responsibilities of the Division for Forests Protection and Conservation are:
 - 1.1. Plans, organizes and supervises the performance of works in the field of protection and conservation of forests from biotic and abiotic factors at the regional level;
 - 1.2. Implements measures to prevent and fight diseases and pests;

- 1.3. Proposes forest protection plans from forest fires;
 - 1.4. Ensures the service for forest surveillance in forests which are classified as highly endangered by fire;
 - 1.5. Assesses the damages caused by fires and other pests in forests;
 - 1.6. Undertakes legal measures to protect forests, forest lands and pastures from illegal cutting hunting in forests as well as other illegal activities, including illegal hunting;
 - 1.7. Makes assessments – regular annual and extraordinary registrations of forest damage, damage to forest lands and pastures;
 - 1.8. Undertakes legal actions against physical and legal persons who commit illegal actions by seizing the timber, tools and equipment with which the crime was committed;
 - 1.9. Ensures the organization of the Service for the protection of Forests, Forest Lands and Pastures;
 - 1.10. Proposes the plan for rehabilitation of damaged forests;
 - 1.11. Coordinates work with other sectors at the level of the Regional Department and the KFA in the Center.
2. The Head of the Division of Forests Protection and Conservation reports to the Director of the Regional Department of the KFA.
 3. The number of employees in the Division of Forests Protection and Conservation is forty – five (45).

Article 20

Division of Forest, Non – Forest Products and other Functions of Forestry

1. The duties and responsibilities of the Division of Forest and Non – forest Products and other Functions of Forestry are:
 - 1.1. Proposes plans for the utilization of forests;
 - 1.2. Proposes annual plans and drafts operational plans at the level of parcel, management unit, municipality and region, including also forests in national parks;
 - 1.3. Applies the basic data obtained from the National Inventory of forests and forest cadaster;
 - 1.4. Supervises the implementation of contracts in the field of utilization of forests and non – forest products, forest lands and pastures at the regional level;

- 1.5. Drafts reports in the sphere of responsibilities and reports to the requesting levels;
 - 1.6. Coordinates work with other sectors at the level of the Regional Department and of the KFA in the Center;
 - 1.7. Makes the proposal of collection areas for multi – purpose forest management plans for forest management plans within national parks for programs and projects for the use of FNFP.
2. The Head of the Division of Forest and Non – Forest Products and other Functions of Forests reports to the Director of the Regional Department of KFA.
 3. The number of employees in the Division of Forests, non – forest Products and other Functions of Forestry is five (5).

Article 21
Division of Regeneration, Afforestation, Pastures and Advices

1. The duties and responsibilities of the Division of Regeneration, Afforestation, Pastures and Advices are:
 - 1.1. Plans, organizes and supervises the performance of works in the field of Forest Cultivation;
 - 1.2. Makes the selection and marking of trunks for cutting in public and private forests;
 - 1.3. Proposes the development of activities from the field of forest cultivation, afforestation, maintenance of afforestation, care cutting, collection of forest seeds and seedlings for afforestation;
 - 1.4. Makes a proposal for renewal and re - cultivation of forests;
 - 1.5. Proposes plans for the improvement and use of pastures;
 - 1.6. Supervises the implementation of project activities, plans and program in the field of forest cultivation;
 - 1.7. Drafts reports in the field of responsibilities and reports to the requesting levels;
 - 1.8. Coordinates works with other sectors at the level of the Regional Department of the KFA and KFA at the Center.
2. The Head of the Division of Regeneration, Afforestation, Pastures and Advices reports to the Director of the Regional Department of the KFA.

3. The number of employees in the Division of Regeneration, Afforestation, Pastures and Advices is six (6).

Article 22
KFA Regional Department in Peja

1. KFA Regional Department in Peja is responsible for the organization of the service of conservation and protection of forests, forest lands, pastures, forest and non – forest products, as well as other functions of the state – owned forest to ensure and implement the standards of sustainable use of forests, forest lands, pastures at the regional level in order to fulfill the economic, social and ecological functions today, as well as to increase the productive, regenerative potential and vitality in the future.

2. The duties and responsibilities of KFA Regional Department in Peja are:

- 2.1. Organizes the service of conservation and protection of forests, forest lands, state – owned pastures at the regional level;
- 2.2. Implements plans for the management of forests and forest lands at the regional level;
- 2.3. Applies general standards for the sustainable management of forest, non – forest products and wildlife;
- 2.4. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management;
- 2.5. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management;
- 2.6. Proposes plans for the sustainable management of forests, forest lands and pastures;
- 2.7. Makes the drafting of operational plans at the parcel or sub – parcel level after the approval of the annual forest management plan.
- 2.8. Performs the marking service in public forests after approval by DFM for plots and sub – plots proposed for the annual plan;
- 2.9. Performs the service of professional – technical works in private forests and issues permits for cutting;
- 2.10. Provides data on the implementation of plans at the regional level;
- 2.11. Issues permits according to certain fees for the use of pastures and collects financial funds.

3. The Director of the Regional Department of KFA in Peja reports to the Executive Director of the Kosovo Forest Agency.

4. The number of employees in this Department is: (53).

Article 23
Division of Forests Protection and Conservation

1. The duties and responsibilities of the Division of Forests Protection and Conservation are:

1.1. Plans, organizes and supervises the performance of works in the field of protection and conservation of forests from biotic and abiotic factors at the regional level;

1.2. Implements measures to prevent and fight diseases and pests;

1.3. Proposes forest protection plans from forest fires;

1.4. Ensures the service for forest surveillance in forests which are classified as highly endangered by fire;

1.5. Assesses the damage caused by fires and other pests in forests;

1.6. Undertakes legal measures to protect forests, forest lands and pastures from illegal cutting in forests as well as other illegal activities, including illegal hunting;

1.7. Makes assessments – regular annual and extraordinary registration of forest damage, damage to forest lands and pastures;

1.8. Undertakes legal actions against natural and legal persons who commit illegal actions by seizing the timber, tools and equipment with which the crime was committed;

1.9. Ensures the organization of the Service for the Protection of Forests, Forest Lands and Pastures;

1.10. Proposes the plan for rehabilitation of damaged forests;

1.11. Coordinates work with other sectors at the level of the Regional Department and the KFA in the Center.

2. The Head of the Forests Protection and Conservation Division reports to the Director of the Regional Department of the KFA.

3. The number of employees in the Forests Protection and Conservation Division is forty – one (41).

Article 24
Division of Forest, Non – Forest Products and other Functions of Forestry

1. The duties and responsibilities of the Division of Forest and Non – forest Products and other Functions of Forestry are:
 - 1.1. Proposes plans for the utilization of forests;
 - 1.2. Proposes annual plans and drafts operational plans at the level of parcel, management unit, municipality and region, including also forests in national parks;
 - 1.3. Applies the basic data obtained from the National Inventory of forests and forest cadaster;
 - 1.4. Supervises the implementation of contracts in the field of utilization of forests and non – forest products, forest lands and pastures at the regional level;
 - 1.5. Drafts reports in the field of responsibilities and reports to the requesting levels;
 - 1.6. Coordinates work with other sectors at the level of the Regional Department and of the KFA in the Center;
 - 1.7. Makes the proposal of collection areas for multi – purpose forest management plans for forest management plans within national parks for programs and projects for the use of FNFP.
2. The Head of the Division of Forest and Non – Forest Products and other Functions of Forests reports to the Director of Regional Department of KFA.
3. The number of employees in the Division of Forest, non – forest Products and other Functions of Forestry is five (5).

Article 25
Division of Regeneration, Afforestation, Pastures and Advices

1. The duties and responsibilities of the Division of Regeneration, Afforestation, Pastures and Advices are:
 - 1.1. Plans, organizes and supervises the performance of works in the field of Forest Cultivation;
 - 1.2. Makes the selection and marking of trunks for cutting in public and private forests;
 - 1.3. Proposes the development of activities from the field of forest cultivation, afforestation, maintenance of afforestation, care cutting, collection of forest seeds and seedlings for afforestation;
 - 1.4. Makes a proposal for renewal and re - cultivation of forests;
 - 1.5. Proposes plans for the improvement and use of pastures;

1.6. Supervises the implementation of project activities, plans and program in the field of forest cultivation;

1.7. Drafts reports in the field of responsibilities and reports to the requesting levels.

1.8. Coordinates works with other sectors at the level of the Regional Department of the KFA and KFA at the Center.

2. The Head of the Division of Regeneration, Afforestation, Pastures and Advices reports to the Director of the Regional Department of the KFA.

3. The number of employees in the Division of Regeneration, Afforestation, Pastures and Advices is six (6).

Article 26

KFA Regional Department in Ferizaj

1. KFA Regional Department in Ferizaj is responsible for the organization of the service of conservation and protection of forests, forest lands, pastures, forest and non – forest products, as well as other functions of the state – owned forest to ensure and implement the standards of sustainable use of forests, forest lands, pastures at the regional level in order to fulfill the economic, social and ecological functions today, as well as to increase the productive, regenerative potential and vitality in the future.

2. The duties and responsibilities of KFA Regional Department in Ferizaj are:

2.1. Organizes the service of conservation and protection of forests, forest lands, state – owned pastures at the regional level;

2.2. Implements plans for the management of forests and forest lands at the regional level;

2.3. Applies general standards for the sustainable management of forest, non – forest products and wildlife;

2.4. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management;

2.5. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management;

2.6. Proposes plans for the sustainable management of forests, forest lands and pastures;

- 2.7. Makes the drafting of operational plans at the parcel or sub – parcel level after the approval of the annual forest management plan.
- 2.8. Performs the marking service in public forests after approval by DFM for plots and sub – plots proposed for the annual plan;
- 2.9. Performs the service of professional – technical works in private forests and issues permits for cutting;
- 2.10. Provides data on the implementation of plans at the regional level;
- 2.11. Issues permits according to certain fees for the use of pastures and collects financial funds.

3. The Director of KFA Regional Department in Ferizaj reports to the Executive Director of the Kosovo Forest Agency.

4. The number of employees in this Department is: 53.

Article 27

Division of Forests Protection and Conservation

1. The duties and responsibilities of the Division of Forests Protection and Conservation are:

- 1.1. Plans, organizes and supervises the performance of works in the field of protection and conservation of forests from biotic and abiotic factors at the regional level;
- 1.2. Implements measures to prevent and fight diseases and pests;
- 1.3. Proposes forest protection plans from forest fires;
- 1.4. Ensures the service for forest surveillance in forests which are classified as highly endangered by fire;
- 1.5. Assesses the damage caused by fires and other pests in forests;
- 1.6. Undertakes legal measures to protect forests, forest lands and pastures from illegal cutting in forests as well as other illegal activities, including illegal hunting;
- 1.7. Makes assessments – regular annual and extraordinary registration of forest damage, damage to forest lands and pastures;
- 1.8. Undertakes legal actions against natural and legal persons who commit illegal actions by seizing the timber, tools and equipment with which the crime was committed;

1.9. Ensures the organization of the Service for the Protection of Forests, Forest Lands and Pastures;

1.10. Proposes the plan for rehabilitation of damaged forests;

1.11. Coordinates work with other sectors at the level of the Regional Department and the KFA in the Center.

2. The Head of the Forests Protection and Conservation Division reports to the Director of the KFA Regional Department.

3. The number of employees in the Forests Protection and Conservation Division is forty – one (41).

Article 28

Division of Forest, Non – Forest Products and other Functions of Forestry

1. The duties and responsibilities of the Division of Forest and Non – forest Products and other Functions of Forestry are:

1.1. Proposes plans for the utilization of forests;

1.2. Proposes annual plans and drafts operational plans at the level of parcel, management unit, municipality and region, including also forests in national parks;

1.3. Applies the basic data obtained from the National Inventory of forests and forest cadaster;

1.4. Supervises the implementation of contracts in the field of utilization of forests and non – forest products, forest lands and pastures at the regional level;

1.5. Drafts reports in the field of responsibilities and reports to the requesting levels;

1.6. Coordinates work with other sectors at the level of the Regional Department and of the KFA in the Center;

1.7. Makes the proposal of collection areas for multi – purpose forest management plans for forest management plans within national parks for programs and projects for the use of FNFP.

2. The Head of the Division of Forest and Non – Forest Products and other Functions of Forests reports to the Director of Regional Department of KFA.

3. The number of employees in the Division of Forest, non – forest Products and other Functions of Forestry is five (5).

Article 29
Division of Regeneration, Afforestation, Pastures and Advices

1. The duties and responsibilities of the Division of Regeneration, Afforestation, Pastures and Advices are:

- 1.1. Plans, organizes and supervises the performance of works in the field of Forest Cultivation;
- 1.2. Makes the selection and marking of trunks for cutting in public and private forests;
- 1.3. Proposes the development of activities from the field of forest cultivation, afforestation, maintenance of afforestation, care cutting, collection of forest seeds and seedlings for afforestation;
- 1.4. Makes a proposal for renewal and re-cultivation of forests;
- 1.5. Proposes plans for the improvement and use of pastures;
- 1.6. Supervises the implementation of project activities, plans and program in the field of forest cultivation;
- 1.7. Drafts reports in the field of responsibilities and reports to the requesting levels.
- 1.8. Coordinates works with other sectors at the level of the Regional Department of the KFA and KFA at the Center.

2. The Head of the Division of Regeneration, Afforestation, Pastures and Advices reports to the Director of the Regional Department of the KFA.

3. The number of employees in the Division of Regeneration, Afforestation, Pastures and Advices is six (6).

Article 30
KFA Regional Department in Prizren

1. The Regional Department of the KFA in Prizren is responsible for the organization of the service of conservation and protection of forests, forest lands, pastures, forest and non – forest products, as well as other functions of the state – owned forest to ensure and implement the standards of sustainable use of forests, forest lands, pastures at the regional level in order to fulfill the economic, social and ecological functions today, as well as to increase the productive, regenerative potential and vitality in the future.

2. The duties and responsibilities of the Regional Department of KFA in Prizren are:

- 2.1. Organizes the service of conservation and protection of forests, forest lands, state – owned pastures at the regional level;
 - 2.2. Implements plans for the management of forests and forest lands at the regional level;
 - 2.3. Applies general standards for the sustainable management of forest, non – forest products and wildlife;
 - 2.4. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management;
 - 2.5. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management
 - 2.6. Proposes plans for the sustainable management of forests, forest lands and pastures;
 - 2.7. Makes the drafting of operational plans at the parcel or sub – parcel level after the approval of the annual forest management plan.
 - 2.8. Performs the marking service in public forests after approval by DFM for plots and sub – plots proposed for the annual plan;
 - 2.9. Performs the service of professional – technical works in private forests and issues permits for cutting;
 - 2.10. Provides data on the implementation of plans at the regional level;
 - 2.11. Issues permits according to certain fees for the use of pastures and collects financial funds.
3. The Director of KFA Regional Department in Prizren reports to the Executive Director of the Kosovo Forest Agency.
 4. The number of employees in this Department is: (57).

Article 31
Division of Forests Protection and Conservation

1. The duties and responsibilities of the Division of Forests Protection and Conservation are:
 - 1.1. Plans, organizes and supervises the performance of works in the field of protection and conservation of forests from biotic and abiotic factors at the regional level;
 - 1.2. Implements measures to prevent and fight diseases and pests;

- 1.3. Proposes forest protection plans from forest fires;
 - 1.4. Ensures the service for forest surveillance in forests which are classified as highly endangered by fire;
 - 1.5. Assesses the damage caused by fires and other pests in forests;
 - 1.6. Undertakes legal measures to protect forests, forest lands and pastures from illegal cutting in forests as well as other illegal activities, including illegal hunting;
 - 1.7. Makes assessments – regular annual and extraordinary registration of forest damage, damage to forest lands and pastures;
 - 1.8. Undertakes legal actions against natural and legal persons who commit illegal actions by seizing the timber, tools and equipment with which the crime was committed;
 - 1.9. Ensures the organization of the Service for the Protection of Forests, Forest Lands and Pastures;
 - 1.10. Proposes the plan for rehabilitation of damaged forests;
 - 1.11. Coordinates work with other sectors at the level of the Regional Department and the KFA in the Center.
2. The Head of the Forest Protection and Conservation Division reports to the Director of the Regional Department of the KFA.
 3. The number of employees in the Forests Protection and Conservation Division is forty – five (45).

Article 32

Division of Forest, Non – Forest Products and other Functions of Forestry

1. The duties and responsibilities of the Division of Forest and Non – forest Products and other Functions of Forestry are:
 - 1.1. Proposes plans for the utilization of forests;
 - 1.2. Proposes annual plans and drafts operational plans at the level of parcel, management unit, municipality and region, including also forests in national parks;
 - 1.3. Applies the basic data obtained from the National Inventory of forests and forest cadaster;
 - 1.4. Supervises the implementation of contracts in the field of utilization of forests and non – forest products, forest lands and pastures at the regional level;

- 1.5. Drafts reports in the field of responsibilities and reports to the requesting levels;
 - 1.6. Coordinates work with other sectors at the level of the Regional Department and of the KFA in the Center;
 - 1.7. Makes the proposal of collection areas for multi – purpose forest management plans for forest management plans within national parks for programs and projects for the use of FNFP.
2. The Head of the Division of Forest and Non – Forest Products and other Functions of Forests reports to the Director of Regional Department of KFA.
 3. The number of employees in the Division of Forest, non – forest Products and other Functions of Forestry is five (5).

Article 33
Division of Regeneration, Afforestation, Pastures and Advices

1. The duties and responsibilities of the Division of Regeneration, Afforestation, Pastures and Advices are:
 - 1.1. Plans, organizes and supervises the performance of works in the field of Forest Cultivation;
 - 1.2. Makes the selection and marking of trunks for cutting in public and private forests;
 - 1.3. Proposes the development of activities from the field of forest cultivation, afforestation, maintenance of afforestation, care cutting, collection of forest seeds and seedlings for afforestation;
 - 1.4. Makes a proposal for renewal and re - cultivation of forests;
 - 1.5. Proposes plans for the improvement and use of pastures;
 - 1.6. Supervises the implementation of project activities, plans and program in the field of forest cultivation;
 - 1.7. Drafts reports in the field of responsibilities and reports to the requesting levels.
 - 1.8. Coordinates works with other sectors at the level of the Regional Department of the KFA and KFA at the Center.
2. The Head of the Division of Regeneration, Afforestation, Pastures and Advices reports to the Director of the Regional Department of the KFA.

3. The number of employees in the Division of Regeneration, Afforestation, Pastures and Advices is six (6).

Article 34
KFA Regional Department in Gjilan

1. KFA Regional Department in Gjilan is responsible for the organization of the service of conservation and protection of forests, forest lands, pastures, forest and non – forest products, as well as other functions of the state – owned forest to ensure and implement the standards of sustainable use of forests, forest lands, pastures at the regional level in order to fulfill the economic, social and ecological functions today, as well as to increase the productive, regenerative potential and vitality in the future.

2. The duties and responsibilities of KFA Regional Department in Prizren are:

- 2.1. Organizes the service of conservation and protection of forests, forest lands, state – owned pastures at the regional level;
- 2.2. Implements plans for the management of forests and forest lands at the regional level;
- 2.3. Applies general standards for the sustainable management of forest, non – forest products and wildlife;
- 2.4. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management;
- 2.5. Proposes forest plots for forest utilization for inclusion in the annual planning for forest management;
- 2.6. Proposes plans for the sustainable management of forests, forest lands and pastures;
- 2.7. Makes the drafting of operational plans at the parcel or sub – parcel level after the approval of the annual forest management plan.
- 2.8. Performs the marking service in public forests after approval by DFM for plots and sub – plots proposed for the annual plan;
- 2.9. Performs the service of professional – technical works in private forests and issues permits for cutting;
- 2.10. Provides data on the implementation of plans at the regional level;
- 2.11. Issues permits according to certain fees for the use of pastures and collects financial funds.

3. The Director of the Regional Department of KFA in Gjilan reports to the Executive Director of the Kosovo Forest Agency.

5. The number of employees in this Department is: (57).

Article 35
Division of Forests Protection and Conservation

1. The duties and responsibilities of the Division of Forests Protection and Conservation are:

1.1. Plans, organizes and supervises the performance of works in the field of protection and conservation of forests from biotic and abiotic factors at the regional level;

1.2. Implements measures to prevent and fight diseases and pests;

1.3. Proposes forest protection plans from forest fires;

1.4. Ensures the service for forest surveillance in forests which are classified as highly endangered by fire;

1.5. Assesses the damage caused by fires and other pests in forests;

1.6. Undertakes legal measures to protect forests, forest lands and pastures from illegal cutting in forests as well as other illegal activities, including illegal hunting;

1.7. Makes assessments – regular annual and extraordinary registration of forest damage, damage to forest lands and pastures;

1.8. Undertakes legal actions against natural and legal persons who commit illegal actions by seizing the timber, tools and equipment with which the crime was committed;

1.9. Ensures the organization of the Service for the Protection of Forests, Forest Lands and Pastures;

1.10. Proposes the plan for rehabilitation of damaged forests;

1.11. Coordinates work with other sectors at the level of the Regional Department and the KFA in the Center.

2. The Head of the Forest Protection and Conservation Division reports to the Director of the KFA Regional Department.

3. The number of employees in the Forests Protection and Conservation Division is forty – five (45).

Article 36
Division of Forest, Non – Forest Products and other Functions of Forestry

1. The duties and responsibilities of the Division of Forest and Non – forest Products and other Functions of Forestry are:

1.1. Proposes plans for the utilization of forests;

1.2. Proposes annual plans and drafts operational plans at the level of parcel, management unit, municipality and region, including also forests in national parks;

1.3. Applies the basic data obtained from the National Inventory of forests and forest cadaster;

1.4. Supervises the implementation of contracts in the field of utilization of forests and non – forest products, forest lands and pastures at the regional level;

1.5. Drafts reports in the field of responsibilities and reports to the requesting levels;

1.6. Coordinates work with other sectors at the level of the Regional Department and of the KFA in the Center;

1.7. Makes the proposal of collection areas for multi – purpose forest management plans for forest management plans within national parks for programs and projects for the use of FNFP.

2. The Head of the Division of Forest and Non – Forest Products and other Functions of Forests reports to the Director of Regional Department of KFA.

3. The number of employees in the Division of Forest, non – forest Products and other Functions of Forestry is five (5).

Article 37
Division of Regeneration, Afforestation, Pastures and Advices

1. The duties and responsibilities of the Division of Regeneration, Afforestation, Pastures and Advices are:

1.1. Plans, organizes and supervises the performance of works in the field of Forest Cultivation;

1.2. Makes the selection and marking of trunks for cutting in public and private forests;

1.3. Proposes the development of activities from the field of forest cultivation, afforestation, maintenance of afforestation, care cutting, collection of forest seeds and seedlings for afforestation;

1.4. Makes a proposal for renewal and re- cultivation of forests;

1.5. Proposes plans for the improvement and use of pastures;

1.6. Supervises the implementation of project activities, plans and program in the field of forest cultivation;

1.7. Drafts reports in the field of responsibilities and reports to the requesting levels.

1.8. Coordinates works with other sectors at the level of the Regional Department of the KFA and KFA at the Center.

2. The Head of the Division of Regeneration, Afforestation, Pastures and Advices reports to the Director of the Regional Department of the KFA.

3. The number of employees in the Division of Regeneration, Afforestation, Pastures and Advices is six (6).

Article 38 **Legal Department**

1. The Legal Department's mission is to support the activities in the field of the Agency's scope with all its organizational structures normative acts in accordance with the legal; and constitutional order, in the implementation of positive legislation as well as the representation of the interests of KFA.

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

1.1. Provide support in the drafting of strategic documents and the implementation of legislation;

1.2. Provide support for the drafting of procedures and standards related to the activities of the Kosovo Forest Agency;

1.3. Provide legal support upon request for all other activities of the Kosovo Forest Agency;

1.4. In cooperation with the departments, units or persons responsible for preparing the draft normative acts, ensure the compatibility of the proposed normative acts with the legislation of the European Union (acquis communitarian) as well as with the local legislation in force;

1.5. Cooperate with Legal Department of the Ministry of Agriculture, Forestry and Rural Development and Ministry of Justice in order to represent the Kosovo Forest Agency in judicial contests;

- 1.6. Draft legal documents such as: contracts, decisions, proposals of various materials as required by the KFA's Executive Director;
- 1.7. Give legal opinions required by the scope of the KFA;
2. The Director of Legal Department reports to the Executive Director of Kosovo Forest Agency;
3. The number of employees in Legal Department is thirtin (13).

Article 39
Division of Legal Support

1. The duties and responsibilities of the Division of Legal Support are:
 - 1.1. Compiles or provides legal support in drafting proposed decisions from the scope of the Agency;
 - 1.2. Compiles or provides legal support in drafting proposed decisions from the scope of the Agency;
 - 1.3. Compiles decisions, agreements, memorandum, contracts and other necessary documents;
 - 1.4. Provides professional support to the administrative units of the Agency ad Institutions abroad regarding the implementation of legislation from the scope of the Agency;
 - 1.5. Provides legal opinions, recommendations and advice from the scope of the Agency; and
 - 1.6. Maintains the register of legal acts and bylaws of the Agency;
2. The Head of the Division of Legal Support for his work reports to the Director of the Legal Department,
2. The number of employees in the Legal support Division is three (3).

Article 40
Division of Supervision of the Implementation of Legislation

1. The duties and responsibilities of the Division of Supervision of the Implementation of Legislation are:
 - 1.1. Coordinates activities with all organizational structures of the Kosovo Forest Agency for the implementation of legislation.
 - 1.2. Provides legal support in the field of implementation of legislation.

1.3. Identifies the problems of the implementation of normative acts and gives proposals for overcoming them,

1.4. Represents the interests of the Kosovo forest Agency and its organizational structures in court disputes,

1.5. Coordinates the activities of the Kosovo Forest Agency with the MAFRD and other relevant institutions,

2. The Head of the Division of Supervision of the Implementation of Legislation reports to the Director of the Legal Department for his work.

3. The number of employees in the Division of Supervision of the Implementation of Legislation is nine (9).

Article 41 **Department of Finance and General Services**

1. The Department of the Budgets and Finances has a mission to manage according to planning and execute the budget in accordance with the relevant Law on Public Finance Department are:

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

2.1. Manages the Agency's budget objectives;

2.2. Analyzes and evaluates internal processes and procedures and recommends changes in order to increase work efficiency;

2.3. Develops and supervises the implementation of standards procedures related to the Agency's budget;

2.4. Performs other duties in accordance with the legislation in force.

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

4. The number of employees in the Budget and Finance Department is twelve (12).

Article 42 **Division of Budget**

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

1.1. Agency budget planning:

1.2. Creation of programs and sub – programs based on the requirements of the agency's departments;

- 1.3. Preparation of budget analyzes and reports on budget spending;
 - 1.4. Budget planning in accordance with the agency's objectives;
 - 1.5. Prepare periodic reports related to the implementation of the budget.
2. The Head of the Budget Division reports to the Director of the Budget and Finance Department.
 3. The number of employees in the Budget and Planning Division is three (3).

Article 43
Division of Finance

1. The duties and responsibilities of the Finance Division are to:
 - 1.1. Realize budget expenditures in harmony with the agency's plans;
 - 1.2. Prepare financial analyzes as well as budget expenditure;
 - 1.3. Prepare reports of periodic and annual changes;
 - 1.4. Provides data for internal and external auditors in conducting audits.
2. The Head of the Finance Division reports to the Director of the Budget and Finance Department.
3. The number of employees in the Finance Division is eight (8).

Article 44
Department of General Services

1. Department of General Services is responsible to provide administrative and technical support per administrative units within the Agency.
2. Duties and responsibilities of the Department of General Services are the following:
 - 2.1. Manages and coordinates the offering of general services in accordance with the legislation into force;
 - 2.2. Manages the archive system and the Works of office;
 - 2.3. Provides the logistic services;

- 2.4. Provides and administers the offering of services of translations;
 - 2.5. Provides the management of assets, including also the stocks;
 - 2.6. Performs other duties in accordance with the legislation into force.
3. Director of the Department reports to the Executive Director.
4. The number of employees in the Department of General Services in total is fifteen (15).

Article 45
Division of Logistic and Services

1. Duties and responsibilities of the Division of Logistic and Services are:
 - 1.1. Provides works conditions and accommodation for the staff of the Agency;
 - 1.2. Manages inventory and storages of the Agency;
 - 1.3. Makes the acceptance, control of asset, management of stocks and preparation of relevant reports;
 - 1.4. Conducts the movement of asset and provides appropriate information related to the movement of asset and prepares documentation for the movement of asset – alienation;
 - 1.5. Provides services for the needs of the Agency for inventory, goods and other equipment's of the work office;
 - 1.6. Provides transport services and manages the vehicles of the Agency and those that are in its use;
 - 1.7. Provides logistic supportive assistance for the organization of meetings of the personnel of the Agency;
 - 1.8. Performs other duties as specified by the legislation into force.
 - 1.9. Provides services of translation in official languages, from official languages and vice versa and other necessary documentation for the Ministry;
 - 1.10. Provides simulant/consecutive translation in official languages, from official languages and vice versa of the needs of the Agency;
 - 1.11. Provides service of proofreading;
2. The Head of division of Logistic and Services reports to the Director of the Department.

3. The number of employees under the Division of Logistic is seven (7).

Article 46
Division of Administration of Documents

1. The duties and responsibilities of the division of Administration of Documents are:

- 1.1 Accept and controls incoming and outgoing documents;
- 1.2. make evidence for coming and outgoings documents in the relevant book of protocol;
- 1.3. In cooperation with the preparation units of he notes put the signs of classification, and the term of the saving of all documents;
- 1.4. Makes the stamp of the relevant documents;
- 1.5. Makes the final processing and put the notes in archive;
- 1.6. Provides support in the elimination of unnecessary documents and the submission of archive case after a certain legal term in the national Archive of Kosovo;
- 1.7. Sends documents, for further processing in physical and/or electronic form and organizes the distribution of the Ministry's documents to other institutions and interested parties;
- 1.8. Ensures the placement of documents in the registry;
- 1.9. Ensures the management of the Agency's archival spaces and archival material, including the development of procedures for storage and destruction according to the legislation in force;
- 1.10. Provides information to Agency officials on administrative procedures for storage and destruction according to the legislation in force;
- 1.11. Performs other duties defined by the legislation into force;

2. The Head of the Document Administration Division reports to the Director of the Department.

3. The number of employees within the Document Administration Division is four (4).

Article 47
Division of Information Technology

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

- 1.1. It manages and sets its objectives in accordance with the strategy of KFA and ASHI as well as prepares detailed annual work plans,
 - 1.2. Provides professional guidance in the use of IT equipment to ensure quality services;
 - 1.3. Performs the maintenance of information technology equipment and software;
 - 1.4. Coordinates activities in the field of IT with ASHI;
 - 1.5. Manages and administers the Government E- mail for KFA Management of the domain/official accounts gov.irk.rks, configuration, opening, transfer, continuation of official accounts of KFA;
 - 1.6. Manages licenses of Microsoft software programs and Antivirus for KFA;
 - 1.7. Plans, manages, monitors all processes related to IT in the implementation of Governance as a whole in KFA;
 - 1.8. In coordination with ASHI, it administers and maintains SIPK, the website of KFA and social networks;
 - 1.9. Prepares and processes request for IT equipment supply.
2. The head of the Information Technology Division reports to the Director of the General Services Department.
 3. The number of employees in the Division for the IT Division is three (3).

Article 48

Human Resources Management Unit

1. The Human Resources Management Unit is an organizational unit within the KFA, whose mission is to ensure the effective management of human resources through the development of procedures, programs and services that contribute to the achievement of the Institution's and employees' goals by the proper balancing of the needs of the employees and the needs of the institution;
2. The duties and responsibilities of the Human Resources Management Unit are to:
 - 2.1. Support and provide advice to the senior administrative chief of the institution in the field of human resources;
 - 2.2. Prepare the annual personnel plan, in accordance with the budget planning process of the institution;

2.3. Provide relevant units in the preparation of descriptions, classification and systematization of jobs;

2.4. Develop recruitments procedures for the category of public officials with technical and support staff status until the completion of jobs based on the legislation into force;

2.5. In cooperation with the Chief of the units, periodically identifies and evaluates the needs for the training of civil servants of the institution for the training and development of professional capacities through training for career development;

2.6. Management of Human Resources procedures related to the discipline of appointments, dismissals, transfers, suspensions, retirement and other activities in the sense of the relevant law for public officials as well as keeping the annual report on Human Resources Management;

2.7. Support the performance evaluation procedure, recommend the transfer of the civil servant, as well as manage the attendance of public officials in the institution;

2.8. Administer personnel plans and files (individual – physical file) as well as through the electronic platform – information System of Human Resources Management (SoHRM).

3. The Head of the Human Resources Management Unit reports to the Executive Director of the Kosovo Forest Agency.

4. The number of employees in the Human Resources Management Unit is three (3).

Article 49 **Division of Procurement**

1. The Public Procurement Division's mission is to develop procurement procedures to achieve value for money in accordance with the principles defined by the relevant law on public procurement.

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

2.1. Prepare, coordinate and implement the annual plan of Kosovo Forest Agency in the field of public procurement.

2.2. Ensure that the goods, services and works are purchased in the most economical, efficient and effective way.

2.3. Consult requesting units on relevant procurement methods and practices;

2.4. Organize and manage procurement activities. Define the tender procurement methodology and price evaluation procedures;

2.5. Accept/reject the proposed recommendation. Sign the contracts after reconfirming that the financial information has not changed substantially;

2.6. Provide support to management in making decisions related to contested issues that may arise in cases of contract execution;

2.7. Follow up the failures of contractors who have failed to fulfill their contractual obligations whenever informed by the Project Manager regarding the appropriate compensations, liquidation of damages and arrangement of cancellation of contracts;

2.8. Draft an annual report at the end of each fiscal year for signed contracts;

3. The Chief of the Procurement Division reports to the Executive Director of the Kosovo Forest Agency.

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

Article 50

Unit of Internal Audit

1. The Internal Audit Unit's mission is to provide independent, objective, assurance and advisory services designed to add value and improve the functioning of the Agency, helping them achieve their objectives and bringing a systematic approach and disciplined, to assess and improve the effectiveness of risk management, control and governance processes.

2. The duties and responsibilities of the internal audit unit are to:

2.1. Ensure adequate implementation and compliance with laws, rules, policies, instructions and manuals as specified by the legislation into force.

2.2. Ensure the timely preparation of the strategic and annual audit plan proposal based on the risk assessment.

2.3. Organize, perform and supervise all internal audit activities for the Kosovo Forest Agency and submit the audit results in accordance with the legislation into force.

2.4. Prepare and submit six – monthly and annual reports for all audit activities in an HCU/IA – Ministry of Finance.

2.5. Prepare and implement the quality assurance program for the internal and external assessment of the functioning of the internal audit.

2.6. Through internal audits, promote accountability, transparency and impartiality, aiming to improve performance, transparency and efficiency in fulfilling objectives and obligations in

the relevant sectors in KFA. UoIA reports immediately to senior management and the audit committee for any indicator of fraud or corruption activity, offers advice, proposals, recommendations for improving the situation and if senior management does not take appropriate actions, UoIA notifies other competent authorities.

2.7. The Unit of Internal Audit receives information without restrictions and without hindrance from the treasury, the central bank of Kosovo and any public, budgetary or private organization in relation to current or closed economic accounts or transactions that are included with the subject KFA under Audit.

3. The head of the Internal Audit Unit reports on the work from the functional side to the minister, while from the administrative side to the executive director.

4. The number of employees in the Internal Audit Unit is three (3).

CHAPTER IV TRANSITIONAL AND FINAL PROVISIONS

Article 51 Transitional Provisions

1. The increase or decrease in the number of personnel in accordance with the annual Budget Law does not create a need to complete the amendment of this Regulation, except in cases where organizational structures are created and/or extinguished;

2. Part of this Regulation is the Appendix - Organizational Structure of the Kosovo Forest Agency.

Article 52 Abrogation

The entry into force of this Regulation, shall abrogate the Regulation GRK – No. 16/2014 on the Internal Organization and Systematization of Jobs of the Kosovo Forest Agency.

Article 53 Entry into force

The present Regulation shall enter into force seven (7) days after its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

5 March 2025

ORGANOGRAM OF THE KOSOVO FOREST AGENCY

Position/Structure	Class	General or special group Name of group	Number
1. OFFICE OF THE EXECUTIVE DIRECTOR -KFA Executive Director; -Administrative Officer; -Driver; -Senior Certifying Officer; -Senior official for communication with the public;	Senior Manager Professional 2 Technical and support clerk Professional 1 Professional 1	63. General administration group 3. The economy group 8. Public relations group and information	Total: 5 1 1 1 1 1
2. DEPARTMENT OF FOREST MANAGEMENT -Director of the Department of Forest Management	Middle Manager		Total: 1 1
2.1. Division of Inventory, Management Plans and Forest Cadaster: -Head of Division of Inventory, Management Plans and Forest Cadaster; -Senior officer for Inventory and Management Plans -Senior officer for forest cadaster	Lower Manager Specialist Specialist Specialist	30. Agriculture, Forestry and Land Group 43. Map and GIS Group	Total: 3 1 1 1

2.2. Division of Planning, Utilization and Forest Cultivation; -Head of Division of Planning, Utilization and Forest Cultivation -Senior Officer for Planning, Utilization and Forest Cultivation - Senior Officer for Planning and the Utilization of Non – forest Products	Lower Manager Specialist Specialist	30. Agriculture, Forestry and Land Group 30. Agriculture, Forestry and Land Group	Total:5 1 2 2
2.3. Division of Management for Information and Statistical Data in Forestry; -Head of Division of Management of Information and Statistical Data in Forestry; - Senior Forest Information System Officer ; -Senior Officer for Information and Statistical data in Forestry.	Lower Manager Professional 1 Professional 1	49. Information technology group 27. Statistics group	Total: 3 1 1 1
3. DEPARTMENT OF MANAGEMENT WITH HUNTING AREAS OF SPECIAL IMPORTANCE AND CULTIVATION OF WILDLIFE -Director of the Department of Management with Hunting Areas of Special Importance and Cultivation of Wildlife	Middle Manager		Total: 1 1
3.1. Division of Management of Hunting Areas with Special Importance:			Total: 25

-Head of Division of Management with Hunting Areas of Special Importance	Lower Manager		1
-Senior Officer of Hunting in Hunting Areas of Special Importance	Specialist	11. Natural Science Group	2
- Assistant for Forests, Hunt and Fishery	Professional 3	64. General administration group	4
- Administrative officer	Professional 2	63. General administration group	1
- Forest guard, hunting and fishery	Technical and support clerk		17
3.2. Division of Cultivation of Wildlife:			Total:3
-Head of Division for Cultivation of Wildlife	Lower Manager		1
- Officer for Cultivation of Wildlife	Professional 2	11. Natural Science Group	2
7. KFA REGIONAL DEPARTMENT IN PRISHTINA			Total:1
-Director of KFA Regional Department	Middle Manager		1

<p>7.1.Division of Forest Protection and Conservation;</p> <p>-Head of Division for Forest Protection and Conservation</p> <p>-Senior Officer for Forest Protection and Conservation</p> <p>-Senior Officer for Forestry</p> <p>- Administrative Assistant</p> <p>-Assistant for Forest Protection</p> <p>-Assistant for Forest Conservation</p> <p>-Forestry Technician</p> <p>-Forest Guard</p> <p>-Security Guard</p>	<p>Lower Manager</p> <p>Professional 1</p> <p>Specialist</p> <p>Professional 3</p> <p>Professional 3</p> <p>Professional 3</p> <p>Technical and support clerk</p> <p>Technical and support clerk</p> <p>Technical and support clerk</p>	<p>63. General administration group</p> <p>30. Agriculture, Forestry and Land Group</p> <p>64. General administration group</p> <p>64. General administration group</p> <p>64. General administration group</p> 	<p>Total: 44</p> <p>1</p> <p>5</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>32</p> <p>1</p>
<p>4.2. Division of Forest and Non – Forest Products, and other Forestry Functions;</p> <p>-Head of Division for Forests and Non – Forest Products and other Functions in Forestry;</p> <p>-Senior Officer for Forestry</p> <p>- Forestry Assistant</p>	<p>Lower Manager</p> <p>Specialist</p> <p>Professional 3</p>	<p>30. Agriculture, Forestry and Land Group</p> <p>64. General administration group</p>	<p>Total:5</p> <p>1</p> <p>2</p> <p>2</p>

<p>4.3. Division of Regeneration, Afforestation, Pastures and Advices: -Head of Division for Regeneration, Afforestation, Pastures and Advices; -Senior Officer for Forestry -Senior Officer for Pastures - Forestry Assistant</p>	<p>Lower Manager Specialist Specialist Professional 3</p>	<p>30. Agriculture, Forestry and Land Group 30. Agriculture, Forestry and Land Group 64. General administration group</p>	<p>Total:5 1 1 1 2</p>
<p>5. KFA REGIONAL DEPARTMENT IN MITROVICA -Director of the KFA Regional Department</p>	<p>Middle Manager</p>		<p>Total:1 1</p>
<p>5.1. Division of Forest Protection and Conservation; -Head of Division for Forests Protection and Conservation -Senior Officer for Forests Protection and Conservation -Senior Officer for Forestry - Administrative Assistant -Assistant for Forest Protection -Assistant for Forest Conservation - Forestry Technician - Forest Guard - Security Guard</p>	<p>Lower Manager Professional 1 Specialist Professional 3 Professional 3 Professional 3 Technical and support clerk Technical and support clerk Technical and support clerk</p>	<p>63. General administration group 30. Agriculture, Forestry and Land Group 64. General administration group 64. General administration group 64. General administration group</p>	<p>Total: 45 1 6 1 1 1 1 1 32</p>

			1
5.2. Division of Forest and Non – forest Products and other Functions of Forestry; - Head of Division for Forest and Non – forest products and other Functions in Forestry; -Senior officer for Forestry - Forestry Assistant	Lower Manager Specialist Professional 3	30. Agriculture, Forestry and Land Group 64. General administration group	Total:5 1 2 2
5.3. Division for Regeneration, Afforestation, Pastures and Advices: -Head of Division for Regeneration, Afforestation, Pastures and Advices -Senior Officer for Forestry -Senior Officer for Pastures - Forestry Assistant	Lower Manager Specialist Specialist Professional 3	30. Agriculture, Forestry and Land Group 30. Agriculture, Forestry and Land Group 64. General administration group	Total: 5 1 1 1 2
6. KFA REGIONAL DEPARTMENT IN PEJA -Director of the KFA Regional Department	Middle Manager		Total:1 1
6.1. Division of Forests Protection and Conservation;	Lower Manager Professional 1		Total: 40 1

<ul style="list-style-type: none"> -Head of Division for Forests Protection and Conservation -Senior officer for forest protection and conservation -Senior officer for Forestry - Administrative Assistant -Assistant for Forests Protection -Assistant for Forests Conservation -Forestry Technician -Forestry Guard 	<ul style="list-style-type: none"> Specialist Professional 3 Professional 3 Professional 3 Technical and support clerk Technical and support clerk 	<ul style="list-style-type: none"> 63. General administration group 30. Agriculture, Forestry and Land Group 64. General administration group 64. General administration group 64. General administration group 	<ul style="list-style-type: none"> 6 1 1 1 1 1 28
<p>6.2. Division for Forests and Non – forests Products and other Forestry Functions;</p> <ul style="list-style-type: none"> -Head of Division for Forest and Non – Forest Products and other Functions of Forestry; -Senior Officer for Forestry - Forestry Assistant 	<ul style="list-style-type: none"> Lower Manager Specialist Professional 3 	<ul style="list-style-type: none"> 30. Agriculture, Forestry and Land Group 64. General administration group 	<p style="text-align: right;">Total:5</p> <ul style="list-style-type: none"> 1 2 2
<p>6.3. Division of Regeneration, Afforestation, Pastures and Advices:</p> <ul style="list-style-type: none"> -Head of Division for Regeneration, Afforestation, Pastures and Advices -Senior Officer for Forestry 	<ul style="list-style-type: none"> Lower Manager Specialist Specialist 	<ul style="list-style-type: none"> 30. Agriculture, Forestry and Land Group 	<p style="text-align: right;">Total: 5</p> <ul style="list-style-type: none"> 1 1

-Senior Officer for Pastures - Forestry Assistant	Professional 3	30. Agriculture, Forestry and Land Group 64. General administration group	1 2
7. KFA REGIONAL DEPARTMENT IN FERIZAJ			Total:1
-Director of the KFA Regional Department	Middle Manager		1
7.1. Division of Forest Protection and Conservation;			Total: 40
-Head of Division for Forest Protection and Conservation	Lower Manager		1
-Senior Officer for Forest Protection and Conservation	Professional 1	63. General administration group	5
-Senior Officer for Forestry	Specialist	30. Agriculture, Forestry and Land Group	1
- Administrative Assistant	Professional 3	64. General administration group	1
-Assistant for Forest Protection	Professional 3	64. General administration group	1
-Assistant for Forest Conservation	Professional 3	64. General administration group	1
-Forestry Technician	Technical and support clerk		1
-Forest Guard	Technical and support clerk		28
-Cleaning woman/man	Technical and support clerk		1
7.2. Division of Forest and Non – forest Products and other Functions of Forestry;			Total:5
	Lower Manager		1

<p>-Head of Division for Forest and Non – forest Products and other Functions of Forestry; -Senior Officer for Forestry - Forestry Assistant</p>	<p>Specialist Professional 3</p>	<p>30. Agriculture, Forestry and Land Group 64. General administration group</p>	<p>2 2</p>
<p>7.3. Division for Regeneration, Afforestation, Pastures and Advices: -Head of Division for Regeneration, Afforestation, Pastures and Advices -Senior Officer for Forestry -Senior Officer for Pastures - Forestry Assistant</p>	<p>Lower Manager Specialist Specialist Professional 3</p>	<p>30. Agriculture, Forestry and Land Group 30. Agriculture, Forestry and Land Group 64. General administration group</p>	<p>Total: 5 1 1 1 2</p>
<p>8. KFA REGIONAL DEPARTMENT IN PRIZREN -Director of the KFA Regional Department</p>	<p>Middle Manager</p>		<p>Total:1 1</p>
<p>8.1. Division of Forest Protection and Conservation; -Head of Division for Forest Protection and Conservation -Senior Officer for Forest Protection and Conservation -Senior Officer for Forestry - Administrative Assistant -Asisstant for Forest Protection -Assistant for Forest Conservation</p>	<p>Lower Manager Professional 1 Specialist Professional 3 Professional 3 Professional 3</p>	<p>63. General administration group 30. Agriculture, Forestry and Land Group 64. General administration group 64. General administration group 64. General administration group</p>	<p>Total: 45 1 5 1 1 1 1</p>

-Forestry Technician	Technical and support clerk		1
-Forest Guard	Technical and support clerk		32
-Security Guard	Technical and support clerk		1
-Cleaning woman/man	Technical and support clerk		1
8.2. Division for Forest and Non – forest Products and other Functions in Forestry; -Head of Division for Forest and Non - forest Products and other Functions in Forestry; -Senior Officer for Forestry - Forestry Assistant	Lower Manager Specialist Professional 3	30. Agriculture, Forestry and Land Group 64. General administration group	Total:5 1 2 2
8.3. Division of Regeneration, Afforestation, Pastures and Advices: -Head of Division for Regeneration, Afforestation, Pastures and Advices -Senior Officer for Forestry -Senior Officer for Pastures - Forestry Assistant	Lower Manager Specialist Specialist Professional 3	30. Agriculture, Forestry and Land Group 30. Agriculture, Forestry and Land Group 64. General administration group	Total: 5 1 1 2
9. KFA REGIONAL DEPARTMENT IN GJILAN Director of the KFA Regional Department	Middle Manager		Total:1 1

<p>9.1. Division of Forest Protection and Conservation;</p> <p>-Head of the Division for Forest Protection and Conservation</p> <p>-Senior Officer for Forest Protection and Conservation</p> <p>-Senior Officer for Forestry</p> <p>-Administrative Assistant</p> <p>- Assistant for Forest Protection</p> <p>- Assistant for Forest Conservation</p> <p>-Forestry Technician</p> <p>-Forestry Guard</p> <p>-Cleaning Woman/Man</p>	<p>Lower Manager</p> <p>Professional 1</p> <p>Specialist</p> <p>Professional 3</p> <p>Professional 3</p> <p>Professional 3</p> <p>Technical and support clerk</p> <p>Technical and support clerk</p> <p>Technical and support clerk</p>	<p>63. General administration group</p> <p>30. Agriculture, Forestry and Land Group</p> <p>64. General administration group</p> <p>64. General administration group</p> <p>64. General administration group</p>	<p>Total: 45</p> <p>1</p> <p>5</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>33</p> <p>1</p>
<p>9.2. Division for Forest and Non – forest Products and other Functions in Forestry;</p> <p>-Head of Division for Forest and Non - forest Products and other Functions in Forestry;</p> <p>-Senior Officer for Forestry</p> <p>- Forestry Assistant</p>	<p>Lower Manager</p> <p>Specialist</p> <p>Professional 3</p>	<p>30. Agriculture, Forestry and Land Group</p> <p>64. General administration group</p>	<p>Total: 5</p> <p>1</p> <p>2</p> <p>2</p>
<p>9.3. Division of Regeneration, Afforestation, Pastures and Advices:</p> <p>-Head of Division for Regeneration, Afforestation, Pastures and Advices</p>	<p>Lower Manager</p> <p>Specialist</p>	<p>30. Agriculture, Forestry and Land Group</p>	<p>Total: 5</p> <p>1</p> <p>1</p>

-Senior Officer for Forestry -Senior Officer for Pastures - Forestry Assistant	Specialist Professional 3	30. Agriculture, Forestry and Land Group 64. General administration group	1 2
10. LEGAL DEPARTMENT - Director of the Legal Department	Middle Manager		Total: 1 1
10.1. Division for Legal Support: -Head of Division for Legal Support -Senior Legal Officer	Lower Manager Professional 1	1. Legal Group	Total: 3 1 2
10.2. Division for Supervision of the Implementation of Legislation: -Head of Division for Supervision of the Implementation of Legislation -Senior Legal Officer -Administrative Officer	Lower Manager Professional 1 Professional 2	1. Legal Group 63. General administration group	Total: 9 1 7 1
11. DEPARTMENT FOR BUDGET AND FINANCE -Director of the Department for Budget and Finance	Middle Manager		Total: 1 1
11.1. Division of Budget: - Head of the Division for Budget -Senior Officer for Budget - Officer for Commitment of Budgetary Means	Lower Manager Professional 1 Professional 2	2. Budget and finance group 2. Budget and finance group	Total: 3 1 1 1
11.2. Division for Finance:			Total:8

-Head of Division for Finance	Lower Manager		1
-Senior Officer for Finance	Professional 1	2. Budget and Finance Group	1
-Senior Officer for Economic Matters	Professional 1	3. Economy Group	6
12. DEPARTMENT OF GENERAL SERVICES			Total: 1
-Director of the Department	Middle Manager		1
12.1. Division for Logistic and Services			Total: 8
-Head of Division for Logistic and Services	Lower Manager		1
- Officer for Logistic	Professional 2	63. General administration group	1
- Officer for Translation	Professional 2	59. Translation and interpretation group	1
- Officer for Asset	Professional 2	3. Economy Group	1
- Assistant for Warehouse	Professional 3	63. General administration group	1
-Truck Driver	Technical and support clerk		1
-Cleaning woman/man	Technical and support clerk		1
-Security Guard	Technical and support clerk		1
12.2. Division for Administration of Documents			Total: 4
-Head of Division for Administration of Documents	Lower Manager		1

-Officer for administration of documents -Officer for archive	Professional 2 Professional 2	7. Archive-documentation group 7. Archive-documentation group	1 2
12.3. Division for Information Technology Head of Division for Information Technology - Senior Officer for IT	Lower Manager Professional 1	49. Information technology group	Total: 3 1 2
13. UNIT FOR HUMAN RESOURCES MANAGMENT: - Head of the Human Resources Management Unit; - Senior Human Resources Officer	Lower Manager Professional 1	6. Human resources group	Total: 3 1 2
14.DIVISION OF PROCUREMENT: -Head of Procurement Division -Senior Officer for Procurement	Lower Manager Professional 1	4. Public procurement group	Total: 3 1 2
15. INTERNAL AUDIT UNIT: -Head of Internal Audit Unit -Internal Auditor	Lower Manager Professional 1	5. Internal audit group	Total: 3 1 2
General total number:			421

