



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

**REGULATION (PMO) NO.01/2025 ON THE INTERNAL
ORGANIZATION AND SYSTEMATISATION OF JOBS IN
THE MINISTRY OF AGRICULTURE, FORESTRY AND
RURAL DEVELOPMENT¹**

¹ Regulation (OPM) no.01/2025 on the Internal Organization and Systematisation of Jobs in the Ministry of Agriculture, Forestry and Rural Development, with Decision No.226/2025, dated 05.03.2025

Prime Minister of the Republic of Kosovo,

In support of Article 94 (10) of the Constitution of the Republic of Kosovo, based on article 9 of the Law No. 08/L – 117 on the Government of the Republic of Kosovo, in accordance with Article 15 (1) and 28 (3) of Law No. 06/L-113 on the Organization and Functioning of the State Administration and Independent Agencies, (Official Gazette of the Republic of Kosovo No. 7/01 March 2019) as well as Article 2 (1), Article 9 (7) of the Regulation (GRK) No. 01/2020 on Internal Organization Standards, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies,

Issues:

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SYSTEMATISATION OF JOBS IN THE MINISTRY OF AGRICULTURE,
FORESTRY AND RURAL DEVELOPMENT**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This regulation aims to establish rules, standards, and procedures governing the internal organization and job systematization within the Ministry of Agriculture, Forestry, and Rural Development.

**Article 2
Scope**

1. This regulation applies to the Ministry of Agriculture, Forestry and Rural Development.
2. The field of responsibility of the Ministry of Agriculture, Forestry and Rural Development is determined according to the Regulation of the Government by the legislation on the areas of administrative responsibility of the Prime Minister's Office and Ministries, as well as by relevant legislation for agriculture field.
3. Excluded from paragraph 1 of this article, this Regulation shall not be applied for the subordinate executive agencies of the state administration under supervision of the Ministry of Agriculture, Forestry and Rural Development.

**CHAPTER II
INTERNAL ORGANIZATION OF THE MINISTERIAL SYSTEM**

Article 3
Mission of the Ministry of Agriculture, Forestry and Rural Development

Prepare and implement policies and legal acts for the development and protection of the agricultural sector, including organic farming, livestock, plant production and protection, forestry, hunting and fishing, irrigation, and the sustainable use of agricultural land. Aims to protect land from unplanned construction and to promote sustainable rural development.

Article 4
Organizational Structure of the Ministry of Agriculture, Forestry and Rural Development

1. The organizational structure of the Ministry of Agriculture, Forestry and Rural Development is as follows:

- 1.1. Cabinet of the Minister;
- 1.2. Office of the Secretary General;
- 1.3. Departments;
- 1.4. Divisions.

2. The number of employees in the Ministry of Agriculture, Forestry and Rural Development is one hundred and eighty- four (184).

Article 5
Cabinet of the Minister

1. The Cabinet of the Minister consists of:

- 1.1. Minister;
- 1.2. Deputy Ministers;
- 1.3. Political Advisors; and
- 1.4. Support staff.

2. The duties and responsibilities of the Minister, Deputy Ministers, Political Advisors and Support Personnel are determined by the Constitution of the Republic of Kosovo, by special laws, relevant Government work regulations, relevant regulation for the areas of administrative responsibility of the Prime Minister's Office and ministries as well as with other legislation in force.

3. The number of employees in the Minister's Cabinet is seventeen (17).

Article 6
Office of the Secretary General

1. Office of the Secretary General consists of:
 - 1.1. Secretary General;
 - 1.2. Senior Professional Officer;
 - 1.3. Senior Certifying Officer;
 - 1.4. Administrative Assistant.
2. The duties and responsibilities of the Secretary General are determined by the relevant law on the organization and functioning of the state administration and independent agencies, the relevant law on public officials, the relevant regulation on the areas of administrative responsibility of the Prime Minister's Office and ministries, as well as other legislation in force.
3. The duties and responsibilities of the support staff of the Secretary General's Office are determined by the relevant legislation for public officials.
4. The number of employees in the Office of the Secretary General is four (4).

Article 7
Departments and Divisions of the Ministry of Agriculture, Forestry and Rural Development

1. The Departments and Divisions of the Ministry of Agriculture, Forestry and Rural Development, are:
2. Department of Rural Development Policies which consists of the following:
 - 2.1. Division for Programming, Monitoring, Assessment and Reporting of the Rural Development Program;
 - 2.2. Division for Competitiveness performing and Rural Diversification;
 - 2.3. Division for Agri – Environmental, Measures and Less Favored Areas;
 - 2.4. Division for Technical Assistance, of the communication and i paplicity the Rural Development Program.
3. The Department for Agricultural Policy consists of:
 - 3.1. Division for Direct Payments and Agriculture Trade Policies;
 - 3.2. Division for Plant Production and Irrigation;
 - 3.3. Division of Plant Protection and Plant Health;
 - 3.4. Division for Sustainable Use of Agricultural Land.

4. Department of Livestock consists of:
 - 4.1. Division for Livestock Production;
 - 4.2. Division for Policy Breeding of Animals, Poultry, Bees and Fisheries;
 - 4.3. Animal Breeding Center.
5. The Department of Forestry consists of:
 - 5.1. Forest Policy Division;
 - 5.2. Wildlife, Non-Timber Products and Forest Lands Management Policy Division.
6. The Department of Food Safety includes:
 - 6.1. Division of Food Safety Policy and
 - 6.2. Division of veterinary and animal welfare policies.
7. The Department of Advisory and Technical Services consists of:
 - 7.1. Division of Advisory, Technical, Monitoring and Training Services;
 - 7.2. Division for Field Services Extension.
8. The Department for Economic Analysis and Agricultural Statistics consists of:
 - 8.1. Economic Analysis Division;
 - 8.2. Division of Agricultural Statistics;
 - 8.3. Farm Data and Accounting Network Division.
9. The Department for Vineyards and Wine consists of:
 - 9.1. Division of Vineyards;
 - 9.2. Division of Wine;
 - 9.3. Division of the Laboratory for Chemical Analysis of Wine and Spirit Drinks.
10. The Department for European Integration and Policy Coordination consists of:
 - 10.1. Division for European Integrations;

10.2. Policy Coordination Division.

11. The Legal Department consists of:

11.1. Division for Drafting and Harmonization of Legislation;

11.2. Division for Supervision of Implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation.

12. The Department of General Services consists of:

12.1. Division of Logistics and Archive;

12.2. Division of Information Technology.

13. The below divisions and units operate within the Ministry and the same divisions and units report directly to the Secretary General.

14. Division for Budget and Finance.

15. Internal Audit Unit

16. Unit for Human Resources Management.

17. Public Communication Division.

18. Procurement Division.

19. Unit for Protection from Discrimination and Human Rights, and

20. Forestry Institute for Scientific Research.

Article 8 **Department of Rural Development Policies**

1. The Department of Rural Development Policies supports the Ministry of Agriculture, Forestry and Rural Development in drafting policies and strategies for rural development, through the selection of measures and their publicity, coordination, programming, monitoring and evaluation of the implementation of development policies. rural in the entire territory of the Republic of Kosovo.

2. The duties and responsibilities of the Department of Rural Development Policies are the following:

- 2.1. Drafting of policies and strategies for Agriculture and Rural Development, which includes the preparation, modification, measures, their publicity and coordination. Programming, , monitoring and evaluating the implementation of development policies;
 - 2.2. Preparation of technical measures for: competitiveness, agro-environment, rural diversification, LEADER and other measures within the Rural Development Program;
 - 2.3. Selection of measures for calls for applications, budget planning and drafting of by-laws for the implementation of the annual program;
 - 2.4. Alignment of legislation in the fields of rural development:
 - 2.5. General coordination of actors for the management and implementation of the program, through instructions and provision of relevant information and documents;
 - 2.6. Organization of the information and publicity campaign for measures and rural development;
 - 2.7. Monitoring/Assessment and Reporting of the effectiveness and quality of the implementation of the annual program for rural development through physical, environmental and financial indicators.
3. The Director of the Department of Rural Development Policies reports to the Secretary General.
 4. The following divisions are part of this department:
 - 4.1. Division for Programming, Monitoring, Assessment and Reporting of the Rural Development Program;
 - 4.2. Division for Competitiveness and Rural Diversification;
 - 4.3. Division for agro-environment and Less Favored Areas/LAF;
 - 4.4. Division for technical assistance and publicity of the Rural Development Program.
 5. The number of employees in the Department of Rural Development Policies (14).

Article 9

Division for Programming, Monitoring, Assessment and Reporting of the Rural Development Program

1. The duties and responsibilities of the Division for Programming, Monitoring, Assessment and Reporting of the Rural Development Program are:
 - 1.1. Drafting of the Strategy and Program for Agriculture and Rural Development through close coordination with public players and the private sector;

- 1.2. Establishment and coordination of the national network of rural development;
 - 1.3. Leadership and Coordination of activities regarding the preparation of measures for investments in farms, groups of producers, and other measures;
 - 1.4. Leadership and coordination of consultative groups for the drafting of Rural Development Program;
 - 1.5. It supports the drafting of legislation for the implementation of measures and supports the harmonization of legislation in the field of rural development;
 - 1.6. Creation of the monitoring and assessment framework, establishing efficiency and effectiveness indicators;
 - 1.7. Coordination of activities related to the preparation and refreshing (updating) of sectoral studies;
 - 1.8. Preparation of the independent assessment plan - ex ante, mid-term and ex post;
 - 1.9. Preparation of agreements for providing data from relevant national institutions;
 - 1.10. Acts as the secretary for the Monitoring Committee/MK;
 - 1.11. Preparation of the annual monitoring report and periodic reports.
2. The Head of the Division for Programming, Monitoring, Assessment and Reporting reports to the Director of the Department of Rural Development Policies.
 3. The number of employees of the Division for Programming, Monitoring, Assessment and Reporting is four (4).

Article 10

Division for Agro-Environmental Measures and Less favorite Areas

1. The duties and responsibilities of the Division for Agro-Environmental Measures and less Favorite Areas are the following:
 - 1.1. Drafting of the Strategy and Program for Agriculture and Rural Development through close coordination with public stakeholders and the private sector;
 - 1.2. Support for the sectoral analysis for the Agriculture and Rural Development Program;
 - 1.3. Management and Coordination of activities regarding the preparation of Agro – environmental measures and less favorite arwas;
 - 1.4. Management and coordination of thematic groups for the drafting of the measures of the Rural Development Program under the responsibility of the division;

1.5. Support the drafting of legal acts for the implementation of the agro-environmental measure and support the harmonization of legislation in the field of rural development.

2. The Head of the Division for Agro – environmental Measures and Less favorite Areas, reports to the Director of the Department of Rural Development Policies.

3. The number of employees in the Division for Agro – Environmental Measures and Less Favorite Area is three (3).

Article 11

Division for Competitiveness performing and Rural Diversification

1. The duties and responsibilities of the Division for Competitiveness and Rural Diversification are the following:

1.1. Participates in preparation of the Strategy and Program for Agriculture and Rural Development;

1.2. Manages and coordinates the activities related to the preparation of technical measures for competitiveness within Investments in agroprocessing and other measures and rural diversification and LEADER the Rural Development Program under the responsibility of the Division;

1.3. Supports sectorial analysis for the Agriculture and Rural Development Program;

1.4. Supports the preparation of legal acts for the implementation of Rural Development Program measures under the responsibility of the division and supports the harmonization of legislation in the field of rural development;

1.5. Manages and coordinates thematic groups for the drafting of Rural Development Program measures under the responsibility of this division;

1.6 Discussions with social and economic partners, NGOs representing the rural population, farmers' associations, other ministries related to the Rural Development sector, with the aim of identifying the needs of the rural population;

1.7. In cooperation with Agriculture Development Agency, prepares guides for farmers for the relevant measures.

2. The Head of the Division for Competitiveness and Rural Diversification reports to the Director of the Department of Rural Development Policies.

3. The number of employees in the Division for Competitiveness and Rural Diversification is three (3).

Article 12

Division for Technical Assistance, communication and publicity of the Rural Development Program

1. Duties and responsibilities of the Division for Technical Assistance and communication and publicity of the Rural Development Program, are the following:

1.1. Participates in preparing the Strategy and Program for Agriculture and Rural Development;

1.2. Manages and coordinates activities related to the preparation of technical measures for technical assistance, advisory services, training and innovation within the Rural Development Program under the responsibility of the Division;

1.3. Supports the preparation of legal acts on the implementation of Rural Development Program measures under the responsibility of the division and supports the harmonization of legislation in the field of rural development;

1.4. Manages and coordinates thematic groups for the drafting of Rural Development Program measures under the responsibility of the division;

1.5. In cooperation with Agriculture Development Agency, prepares guides for farmers for the relevant measures;

1.6. Preparing the strategy for information and publicity of the Program for Agriculture and Rural Development;

1.7. Organization of the information and publicity campaign for the RDP and the call for applications, on an annual level.

2. The Head of the Division for Technical Assistance of the Rural Development Program reports to the Director of the Department of Rural Development Policies.

3. The number of employees in the Division for Technical Assistance of the Rural Development Program is three (3).

Article 13 **Department of Agricultural Policies**

1. The Department of Agricultural Policies supports the Ministry of Agriculture, Forestry and Rural Development in the drafting of agricultural policies of plant production and irrigation policies; policies for the sustainable use of agricultural land and livestock policies and direct payments

2. The duties and responsibilities of the Department of Agricultural Policies are the following:

2.1. Proposes and designs policies for the development of agriculture;

2.2. Prepares and ensures the implementation of forms of support through direct payments - subsidies in agriculture;

- 2.3. Proposes and participates in the preparation and implementation of legislation in the field of agriculture, plant protection, food safety and the use, consolidation and leasing of agricultural land;
 - 2.4. Ensures the implementation of plant protection standards and prevention of the spread of plant diseases and quarantine pests;
 - 2.5. Provides support in monitoring the production, import and trade of planting material - seeds and seedlings, plant protection products and artificial fertilizers and their quality;
 - 2.6. Preparation of measure/scheme for agricultural insurance.
3. The Director of the Department for Agricultural Policies reports to the Secretary General.
 4. The Department for Agricultural Policies, includes the following:
 - 4.1. Division for Direct Payments and Agriculture Trade Policies;
 - 4.2. Division for Plant Production and Irrigation;
 - 4.3. Division of Plant Protection and Plant Health;
 - 4.4. Division for Sustainable Use of Agricultural Land.
 5. The number of employees in the Department for Agricultural Policy is eighteen (18).

Article 14
Division of Direct Payments and Agriculture Trade Policies

1. The duties and responsibilities of the Division for Direct Payments and Agriculture Trade Policies are the following:
 - 1.1. Prepares and monitors the implementation of forms of direct support- subsidies in agriculture;
 - 1.2. Proposes and designs support schemes for the organization of agricultural products;
 - 1.3. Provides support in drafting and ensuring the implementation of market product quality standards for agricultural and food products;
 - 1.4. Monitors and evaluates the implementation of the Annual Program of Direct Payments;
 - 1.5. Prepares and monitors the implementation of market support measures for agricultural products.

2. The Head of the Division for Direct Payments reports to the Director of the Department for Agricultural Policy.

3. The number of employees in the Direct Payments Division is four (4).

Article 15

Division for Plant Production and Irrigation

1. The duties and responsibilities of the Division for Plant Production and Irrigation are:

1.1. Prepares, ensures and implements the national policies in the field of plant production;

1.2. Drafts and ensures the implementation of irrigation policies in accordance with standards for irrigation systems;

1.3. Provides support in monitoring the production, import and trade of planting vegetation material - seeds and seedlings.

2. The Head of the Division of Plant Production and Irrigation reports to the Director of the Department for Agricultural Policies.

3. The number of employees in the Plant Production and Irrigation Division is five (5).

Article 16

Division of Plant Protection and Plant Health

1. The duties and responsibilities of the Division for plant protection and plant health are the following:

1.1. Prepares and ensures the implementation of national policies in the field of plant protection and plant health;

1.2. Proposes and drafts standards in plant protection and prevention of the spread of plant diseases and quarantine pests;

1.3. Provides support in monitoring the production, import, trade and use of plant protection products and artificial and organic fertilizers and their quality.

2. The Head of the Division of Plant Protection and Plant Health reports to the Director of the Department for Agricultural Policies.

3. The number of employees in the Division of Plant Protection and Plant Health is four (4).

Article 17
Division for Sustainable Use of Agricultural Land

1. The duties and responsibilities of the Division for Sustainable Use of Agricultural Land are:
 - 1.1. Proposes, drafts and ensures the implementation of legislation, policy/strategy documents in the field of protection, utilization, consolidation and leasing of agricultural land;
 - 1.2. Coordinates activities with the responsible institutions at the central and local level with the aim of protecting agricultural land from unauthorized conversion to non-agricultural land, the realization of unfinished consolidation projects and voluntary consolidation of agricultural land, land use planning agricultural with the purpose of its sustainable use;
 - 1.3. Manages the information that is the result of the activities carried out through the Geographical Information System Program.
2. The Head of the Division for Sustainable Use of Agricultural Land reports to the Director of the Department for Agricultural Policy.
3. The number of employees in the Division for Sustainable Use of Agricultural Land is four (4).

Article 18
Department of Livestock

1. The Department of Livestock supports the Ministry of Agriculture, Forestry and Rural Development in the drafting of livestock production policies, breeding of farm animals, poultry, beekeeping and fisheries.
2. The duties and responsibilities of the Livestock Department are the following:
 - 2.1. Proposes and drafts policies, legislation and strategic documents in the field of animal husbandry;
 - 2.2. Prepares analyzes on livestock production and animal breeding;
 - 2.3. Creates and maintains systems and databases for genetic resources of animals and livestock products;
 - 2.4. Harmonizes and proposes the standards of products of animal origin which must be according to the standards for geographical indicators;
 - 2.5. Promotes technologies and biotechnologies in livestock production and animal breeding.
3. The Director of the Livestock Department reports to the Secretary General.
4. The Livestock Department consists of:

- 4.1. Division for Livestock Production;
 - 4.2. Animal Husbandry, Poultry, Beekeeping and Fisheries Division;
 - 4.3. Animal breeding center.
5. The Livestock Department also administers the work of the Animal Breeding Center; whose status is equivalent to the Division.
6. The number of employees in the Livestock Department twelve (12).

Article 19
Division for Livestock Production

1. The duties and responsibilities of the Livestock Production Division are:
 - 1.1. Drafts policies and strategic documents on the development of livestock production;
 - 1.2. Proposes and drafts legislation for livestock production;
 - 1.3. Creates and maintains the system and database for livestock products;
 - 1.4. Represents and engages in the membership of livestock production sectors in regional and international organizations and forums.
2. The Head of the Division of Livestock Production reports to the Director of the Livestock Department.
3. The number of employees in the Livestock Production Division is three (3).

Article 20
Division of politic Animal Breeding, Poultry, Bees and Fishery

1. The duties and responsibilities of the Division for Animal Breeding, Poultry, Bees and Fishery are the following:
 - 1.1. Drafting of development policies in the field of poultry breeding, bees and fisheries;
 - 1.2. Proposes and drafts legislation for animal breeding sectors; poultry, bees and fisheries;
 - 1.3. Analyzes and researches livestock production and genetic resources of farm animals, poultry, bees and fisheries;
 - 1.4. Creates and maintains system and database for animal breeding, poultry, beekeeping and fisheries.

2. The Head of the Animal Breeding, Poultry, Bees and Fishery Division reports to the Director of the Livestock Department.

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

Article 21 **Animal breeding Center**

1. Duties and responsibilities of the Animal Breeding Center are the following:

1.1. Implementation of policies for breeds improvement and preservation of indigenous breeds;

1.2. Applies evaluation standards and expertise in the implementation of programs in the field of animal breeding: Programs for breeds improvement, Evaluation of the genetic value of reproductive animals and the creation and maintenance of the database;

1.3. Supports the Ministry to identify, track and protect indigenous endangered breeds in Kosovo;

1.4. Creates the national database and registry from the field of breeding, maintains and publishes them according to the legislation in force;

1.5. Controls the quality of domestic and imported biological material for reproduction;

1.6. Professional capacities building of artificial inseminators.

2. The Head of the Animal Breeding Center reports to the Director of the Livestock Department.

3. Animal Breeding Center is equivalent with the Division.

4. The number of employees in the Animal Breeding Center is five (5).

Article 22 **Department of Forestry**

1. The Forestry Department drafts forestry policies and its mission is to propose the forestry policies.

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

2.1. Proposes policies, strategies and development programs in the field of forestry;

2.2. Proposes needed legislative changes in the field of forestry;

2.3. Collects data on forest health state.

3. The Director of the Forestry Department reports to the Secretary General.
4. The Department of Forestry consists of:
 - 4.1. Division of Forest Policy;
 - 4.2. Division of Management Policies of Wild fauna, Non-Timber Products and Forest Lands.
5. The number of employees in the Department of Forestry is seven (7).

Article 23
Division of Forest Policy

1. The duties and responsibilities of the Division of Forest Policy are the following:
 - 1.1. Proposes, policies and strategies, legislation and development programs for forests;
 - 1.2. Provides support in designing programs for education in forestry and research;
 - 1.3. Supervises the implementation of annual forest and management plans, as well as the use of natural resources.
2. The Head of the Division of Forestry Policy reports to the Director of the Department of Forestry.
3. The number of employees in the Division for Forestry Policy is three (3).

Article 24
Division of Management Policies of Wild - fauna, Non-Timber Products and Forest Lands

1. The duties and responsibilities of the Division for Management Policies of Wild fauna, Non-Timber Products and Forest Lands are the following:
 - 1.1. Proposes policies, development programs for wild fauna, non-timber forest products and forest lands;
 - 1.2. Proposes various projects for the sustainable management of wild fauna, non-timber forest products and lands;
 - 1.3. Processes, system and maintenance of statistics for fauna, hunting, forest products. In carrying out this activity, it is coordinated with the Department of Statistics and Economic Analysis;
 - 1.4. Supervises and evaluates the implementation of relevant policies and legislation related to this field.

2. The Head of the Division of Wild fauna, Non-Timber Products and Forest Lands reports to the Director of the Forestry Department.

3. The number of employees in the Division for Management Policies of Wildlife, Non-Timber Products and Forest Lands is three (3).

Article 25
Department of Food Safety

1. The Department of Food Safety supports the Ministry of Agriculture, Forestry and Rural Development in the drafting of Food Safety policies and strategies, preparing the implementation of the program through instructions, information and relevant documents for Food Safety.

2. The duties and responsibilities of the Department of Food Safety are the following:

2.1. Drafts policies for food safety in the Republic of Kosovo;

2.2. Drafts the national program for the improvement of enterprises for products and by-products of animal and plant origin;

2.3. Proposes supporting measures for the development of the food safety sector;

2.4. Monitors the implementation of policies and strategies and the realization of objectives for the field of food safety of animal and plant.

2.5. Cooperates in addressing the recommendations proposed by the audit missions of the Food and Veterinary Office at the European Commission.

3. Director of the Department of Food Safety reports to the Secretary General.

4. Number of employees in the Department of Food Safety and Public Health is seven (7).

5. The Department of Food Safety includes:

5.1. Division of Public Food Safety Policies and

5.2. Division of Veterinary and Animal Welfare Policies.

Article 26
Division of Public Health

1. The duties and responsibilities of the Division for Public Health and Food Safety Policies are the following:

1.1. Participates in the preparation of food safety policies;

- 1.2. Draws up the national program for the improvement of enterprises for products and by-products of animal and plant origin;
 - 1.3. Participates in the drafting of legislation in the food safety;
 - 1.4. Monitors the implementation of policies and legislation in the field of food safety;
 - 1.5. Administers the process of regulating business activity in the field of trade and breeding of live animals, medical veterinary products and products of animal origin, these products not for human consumption.
2. The Head of the Division for Public Health and Food Safety Policy reports to the Director of the Department of Food Safety.
 3. The number of employees in the Division for Public Food Safety Policy is three (3).

Article 27
Division of Veterinary and Animal Welfare Policies

1. The duties and responsibilities of the Division for Veterinary and Animal Welfare Policies are the following:
 - 1.1. Participates in the preparation of policies and legislation in the field of veterinary and animal welfare;
 - 1.2. Carry out epidemiological research, studies and surveillance programs and health evidence research related to infectious, zoonotic diseases, diseases with environmental predisposition, bio-hazards and animal health problems in general;
 - 1.3. Prepares veterinary prophylaxis programs for the health and well-being of animals, in relation to the control, eradication of zoonotic and infectious diseases in animals through measures of vaccination, tracking, elimination and veterinary surveillance;
 - 1.4. Monitors the presentation of infectious diseases, demographic distribution, laboratory results, to identify foci, the tendency of spread and possible sources of animal diseases;
 - 1.5. Drafts reports on epidemiological investigations, the disease situation in the region and in the country, the progress of prophylaxis, the implementation of strategies and provides informational support on limiting the spread of infectious diseases;
 - 1.6. Assists in the improvement of the veterinary information system and conducts training of veterinary personnel in relation to the livestock information system, the implementation of surveillance protocols and work procedures for the control and eradication of diseases in animals;

- 1.7. Draws up training plans for official veterinarians in implementation of legal and by-laws in force.
2. The Head of the Division of Veterinary and Animal Welfare Policy reports to the Director of the Department of Food Safety and Public Health.
- 3 The number of employees in the Division of Veterinary and Animal Welfare Policy is three (3).

Article 28
Advisory and Technical Services Department

1. The Department of Advisory and Technical Services supports the Ministry of Agriculture, Forestry and Rural Development in the drafting of policies and the Strategy of Advisory Services in Agriculture and Rural Development.
2. The duties and responsibilities of the Advisory and Technical Services Department are the following:
 - 2.1. Proposes and prepares policy documents in the field of advisory services for agricultural producers;
 - 2.2. Plans, coordinates and monitors the work of municipal offices for agricultural advices;
 - 2.3. Proposes and participates in the preparation of legislation in the field of advisory services for agricultural producers;
 - 2.4. Prepares regular training needs analysis for advisory services and maintains the system for regular training for farmers in the application process.
3. The Director of the Department of Advisory and Technical Services reports to the Secretary General.
4. The number of employees in the Department of Advisory and Technical Services is sixteen (16).
5. The Department of Advisory and Technical Services includes the following:
 - 5.1. Division of Technical, Advisory, Monitoring and Training Services;
 - 5.2. Division of Extension Field Services.

Article 29
Advisory, Technical, Monitoring and Training Services Division

1. The duties and responsibilities of the Technical, Monitoring and Training Services Division are the following:

- 1.1. Provides support in organizing trainings for advisors in the field of agriculture and farmers;
 - 1.2. Provides support in planning support schemes for farmers;
 - 1.3. Provides support in the preparation of normative acts and guidelines for support schemes for farmers;
 - 1.4. Proposes and designs training programs for advisors in the field of agriculture and farmers;
 - 1.5. Prepares informative materials about new legislation in the fields of agriculture;
 - 1.6. Prepares advisory documents of an economic and financial nature for farmers;
 - 1.7. Coordinates and prepares annual program for the municipal officers for advisory services;
 - 1.8. Prepares and assesses the reports and needs for training for central advisors, municipal advisors and farmers according to the production/or regions;
 - 1.9. Establishes the monitoring framework and evaluates the activities of the advisory service;
 - 1.10. Prepares weekly, monthly and annual reports on the activity of advisory services and monitoring documents.
2. The Head of the Technical, Monitoring and Training Services Division reports to the Director of the Advisory and Technical Services Department.
 3. The number of employees in the Technical, Monitoring and Training Services Division is six (6).

Article 30
Division of Extension Field Services

1. The duties and responsibilities of the Extension Field Services Division are the following:
 - 1.1. Supervises, Coordinates and Collaborates with Regional offices as operational centers for experts to provide localized technical advice and support;
 - 1.2. Did the supervision of the extension services advisors in the municipal information and advisory centers, notification and counseling with guides, brochures, leaflets and other materials for farmers applying for the supporting schemes of the Ministry;
 - 1.3. Provides support in planning support schemes for farmers;
 - 1.4. Provides support in the organization of trainings for farmers and from municipal centers and the preparation of materials for information about legislation and interpretations of legislation;

1.5. Provides advices on support programs for agriculture as well as subsistence, semi-commercial and commercial farms;

1.6. Advises on the possibility of access to the laboratories of the Agricultural Institute of Kosovo in Peja and other laboratories for various analyses, approach of inspectors and preparation of advice for young farmers and farmers from deep rural areas;

1.7. Collaborates closely with the municipal directorates of agriculture to harmonize activities and ensure effective coordination at the local level;

1.8. Conduct field visits, training sessions and awareness campaigns to address specific regional agricultural needs and challenges;

1.9. Answers for the drafting of annual work plans, training plans, for municipal advisory officers in the fields of plant production, livestock, agro-processing and rural development.

2. The Head of the Extension Field Services Division reports to the Director of the Advisory and Technical Services Department.

3. The number of employees in the Extension Field Services Division is ten (10).

Article 31

Department of Economic Analysis and Agricultural Statistics

1. The Department for Economic Analysis and Agricultural Statistics supports the Ministry of Agriculture, Forestry and Rural Development in the drafting of agricultural policies through statistical data and various analyses, including economic ones.

2. The duties and responsibilities of the Department for Economic Analysis and Agricultural Statistics are the following:

2.1. Drafting of various analyzes related to the market of agricultural products, the cost of production and investment, the socio-economic situation in the agricultural sector, farm and consumer prices for agricultural products, commercial exchange data as well as support through public funds;

2.2. Preparation of the Green Report on an annual basis;

2.3. Forecasting the scenarios / perspective of the development of the agro-rural sector as well as the drafting of sectoral analyzes and analyzes on the value of the supply chain;

2.4. Design, organization and preparation of the analytical systems needed for the work of the Ministry to fulfill the requirements in accordance with the Common Agricultural Policies and other EU standards and procedures;

- 2.5. Management of Farm Accounting Data Network databases, Market Information System, Export-import and other databases included in the Integrated Agricultural Information System,
3. The Director of the Department for Economic Analysis and Agricultural Statistics reports to the Secretary General.
4. The Department for Economic Analysis and Agricultural Statistics includes the following:
 - 4.1. Division of Economic Analysis;
 - 4.2. Division of Agricultural Statistics,
 - 4.3. Division for Farm Accounting Data Network.
5. The number of employees in the Department for Economic Analysis and Agricultural Statistics is ten (10).

Article 32
Division of Economic Analysis

1. The duties and responsibilities of the Economic Analysis Division are the following:
 - 1.1. Preparation of production cost and investment cost for agricultural crops and livestock, based on which the Economic Catalog for Agricultural Products is prepared on an annual basis;
 - 1.2. Preparation of sectoral analyzes for the agro-rural sector;
 - 1.3. Preparation of market analyzes for various agricultural products as well as analysis of developments in trade with other countries;
 - 1.4. Preparation of forecasts for developments in agriculture as well as scenarios for different situations depending on market developments;
 - 1.5. Organization of meetings with farmers for the collection of data related to the cost of production and meetings of working groups for the discussion and validation of the data collected.
2. The Head of the Division for Economic Analysis reports to the Director of the Department for Economic Analysis and Agricultural Statistics.
3. The number of employees in the Economic Analysis Division is three (3).

Article 33
Division of Agricultural Statistics

1. The duties and responsibilities of the Division for Agricultural Statistics are the following:

- 1.1. Establishment and management of the Integrated Agricultural Information System;
 - 1.2. Coordination with the Statistics Agency of Kosovo;
 - 1.3. Review, analysis and publication of statistical data;
 - 1.4. Database management and preparation of export-import reports for chapters 01-24 agricultural products;
 - 1.5 Management of the price database Market Information System.
2. The Head of the Division for Agricultural Statistics reports to the Director of the Department for Economic Analysis and Agricultural Statistics.
 3. The number of employees in the Division for Agricultural Statistics is three (3).

Article 34
Farm Accounting Data Network Division

1. The duties and responsibilities of the Farm Accounting Data Network Division are the following:
 - 1.1. Collection of the necessary data for the calculation of the Output Standard and the design of the sample plan;
 - 1.2. Calculation of Standard Output coefficients in cooperation with the Statistics Agency of Kosovo;
 - 1.3. Analysis of the field of observation and design of the sample plan based on the field of observation;
 - 1.4. Organization, management and updating of the survey - Farm Book of Farm Accounting Data Network in accordance with EU regulations;
 - 1.5. Verification, testing and validation of collected data;
 - 1.6. Preparation of reports on the economic condition of farms and assessment of the impact of support on the structure and performance of farms;
 - 1.7. Examination of requests for access to Farm Accounting Data Network for external parties and preparation of data according to approved requests;
 - 1.8. Reporting the data and results of the Farm Accounting Data Network before various national and international commissions and the approximation of the relevant legislation;

1.9. Exercising the role of the liaison office with the European Commission for the reporting of Farm Accounting Data Network data;

1.10. Preparation of reports with farm data and financial analysis at the farm level.

2. The Head of Division for the Farm Accounting Data Network reports to the Director of the Department for Economic Analysis and Agricultural Statistics.

3. The number of employees in the Farm Accounting Data Network Division - is three (3).

Article 35 **Department of Vineyards and Wine**

1. The Department for Vineyards and Wine drafts the agricultural policies for the field of vineyards and wine by preparing and researching relevant data from the field of viticulture, information, coordination, management and annual reporting.

2. The duties and responsibilities of the Department of Vineyards and Wine are the following:

2.1. Proposes and prepares development policies and strategies in vineyards and wine;

2.2. Proposes and drafts legislation in the field of vineyards and wine;

2.3. Proposes, prepares and ensures the implementation of procedures for the production of grapes, wine and other products from grapes and wine and spirit drinks as well as quality standards for grape products, wine and other products from grapes and wine, in accordance with the relevant legislation in force;

2.4. Provides support in the field of education, training as well as providing knowledge to grape growers and wine producers on technological, economic, ecological issues and other important areas for the development of vineyards and wine production;

2.5. Creates and maintains the cadaster of vineyards and the wine industry, management of the system of production and circulation of grapes, wine, other products from grapes and wine, fruit wines, and spirit drinks.

3. The Director of the Department for Vineyards and Wine reports to the Secretary General.

4. The number of employees in the Department of Vineyards and Wine is eleven (11).

5. Within the Department of Vineyards and Wine are the following:

5.1. Division of Vineyards;

5.2. Division of Wine;

5.3. Division of the Laboratory for Chemical Analysis of Wine and Spirit drinks.

Article 36
Division of Vineyards

1. The duties and responsibilities of the Vineyards Division are the following:
 - 1.1. Proposes, drafts and ensures the implementation of documents for policy and development strategy in vineyards;
 - 1.2. Examines the requirements for the identification number of winegrowers;
 - 1.3. Maintains and updates the Cadaster of Vineyards;
 - 1.4. Records uprooting, planting and re-planting;
 - 1.5. Accepts control reports from the field;
 - 1.6. Prepares strategic plans for the development of viticulture;
 - 1.7. Creates conditions for training and application of advisory services in vineyards;
 - 1.8. Prepares and distributes reports from the vineyard to stakeholders;
 - 1.9. Defines the recommended varieties and recommends the limitation of the yield according to the varieties and destination of the grapes;
 - 1.10. Monitors the ripening of grapes and recommends harvesting based on laboratory parameters.
2. The Head of the Vineyards Division reports to the Director of the Department for Vineyards and Wine.
3. The number of employees in the Vineyards Division is four (4).

Article 37
Division of Wine

1. The duties and responsibilities of the Wine Division are the following:
 - 1.1. Proposes, drafts and ensures the implementation of policy documents and development strategy in Wine;
 - 1.2. Prepares the strategic plan for the development of the Wine;
 - 1.3. Manages requests for the security number;

- 1.4. Creates conditions for training and raising human capacities in the analytical and organoleptic assessment of wine;
 - 1.5. Issuing documents about wine quality control;
 - 1.6. Manages and organizes the organoleptic evaluation process of wine;
 - 1.7. Checks the data reports declared by the manufacturing companies for the annual production and stocks;
 - 1.8. Draws up procedures for the formation of professional commissions related to wine quality control.
2. The Head of the Wine Division reports to the Director of the Department for Vineyards and Wine.
 3. The number of employees in the Wine Division is three (3).

Article 38

Division of the Laboratory for Chemical Analysis of Wine and Spirit Drinks

1. The duties and responsibilities of the Laboratory Division for Physical-chemical Analyzes of Wine and Spirit Drinks are the following:
 - 1.1. Prepares the strategic plan for the development of the Oenology Laboratory;
 - 1.2. Prepares and distributes reports on physical-chemical analyzes for the Division of Winery and for other interested parties;
 - 1.3. Creates conditions for training and building human capacities for the analytical evaluation of wine;
 - 1.4. Creates specific networks for training and education on issues related to the use of laboratory equipment;
 - 1.5. Cooperates with local and regional laboratories that deal with the determination of physical-chemical parameters in wine;
 - 1.6. In carrying out its duties, this division also cooperates closely with the Food and Veterinary Agency.
2. The Head of the Laboratory Division for Physical-chemical Analyzes in Wine reports to the Director of the Department for Vineyards and Wine.
3. The number of employees in the Division of Laboratory for Physical-chemical Analyzes of Wine and Spirit drinks is three (3).

Article 39
Department for European Integration and Policy Coordination

1. The mission of the Department for European Integration and Policy Coordination is the coordination of the European integration process within the Ministry.
2. The duties and responsibilities of the Department for European Integration and Policy Coordination are the following:
 - 2.1. Organizes and manages regular meetings of the Stabilization Association process;
 - 2.2. Assists and advises in defining and establishing the Ministry's priorities, taking into account the obligations arising from the European Integration process;
 - 2.3. Monitors and reports on the implementation of the recommendations of the European Commission;
 - 2.4. Monitors National Program for European Integration and Development National Plan and reports to the relevant institutions, with special emphasis on the Office of the Prime Minister and the relevant institutions for integration;
 - 2.5. Provides support in harmonizing the ministry's legislation with the *acquis communautaire*
 - 2.6. Manages the coordination of the Instrument of Pre – accession Assistance and bilateral and multilateral external assistance;
 - 2.7. Ensures that external aid is related and contributes to the implementation of the priorities and plans of the Government and the Ministry, as well as related to the budget planning process of the Ministry;
 - 2.8. Assists departments and other structures of the ministry in terms of methodological support for preparation procedures and project management;
 - 2.9. Contributes to the exchange of information in the function of the European Integration process, for the field of activity of the ministry;
 - 2.10. Cooperates and assists the communication office in the ministry for communication and information issues related to European integration.
3. The Director of the Department for European Integration and Policy Coordination reports to the Secretary General.
4. The following Divisions are part of this Department:
 - 4.1. Division of European Integration;

4.2. Division of Policy Coordination.

5. The number of employees in the Department of European Integration and Policy Coordination is seven (7).

Article 40
Division of European Integrations

1. The duties and responsibilities of the Division of European Integration are the following:

1.1. Provides information for the drafting of the National Program for European Integration and ensures its harmonization with the Medium-Term Expenditure Framework and other strategic documents;

1.2. Monitors the implementation of National Program for European Integration and reports to the relevant institutions;

1.3. Coordinates external assistance of the Instrument for Pre – accession assistance, TAIEX, Twinning bilateral and multilateral for the activities of the ministry and ensures that it is related to the priorities of the ministry;

1.4. Ensures the compliance of policies, plans and strategies with EU standards;

1.5. Provides support for the organizational structures of the ministry during the preparation and management of projects;

1.6. Provides support to the organizational structure responsible for legal issues at the ministry regarding the inclusion of EU policies in local legislation during harmonization with the EU *acquis*, as well as ensures that the legislation envisaged by the National Program for European Integration is integrated into the Legislative Program of the Government;

1.7. Provides support and organizes regular meetings for the Stabilization Association process, for issues related to the ministry's field of activity.

2. The Head of the Division for European Integration reports to the Director of the Department for European Integration and Policy Coordination.

3. The number of employees in the Division for European Integration is three (3).

Article 41
Division of Policy Coordination

1. The duties and responsibilities of the Division of Policy Coordination are the following:

1.1. Provides support in the drafting of strategic documents of the ministry, ensuring compatibility between them and with other government documents;

1.2. Assists and advises in defining and establishing the Ministry's strategic priorities in accordance with the Government's priorities;

1.3. Assists to the organizational structures of the ministry in the preparation of concept documents for legislation;

1.4. Coordinates the work with the development of the main strategic documents, which are prepared by the structures of the Ministry, ensuring that these documents are in accordance with the policies and priorities of the Government, as well as ensuring consistency between them;

1.5. Provides data/information for the drafting of the annual work plan, ensuring their harmonization with the Medium-Term Expenditure Framework and other strategic documents, as well as reports on its implementation to the relevant institutions;

1.6. Provides support for monitoring and reporting the implementation of the National Plan for Development;

1.7. Assists other structures of the Ministry from a methodological point of view in drafting strategic and policy documents.

2. The Head of Division of the Policy Coordination reports to the Director of the Department for European Integration and Policy Coordination.

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

Article 42 **Legal Department**

1. The mission of the Legal Department of the Ministry of Agriculture, Forestry and Rural Development is to coordinate the process of drafting legislation and international agreements from the scope of the Ministry, ensuring compliance with the techniques and standards for the drafting of legislation, to ensure the approximation of the legislation of the Ministry with the legislation of the European Union, to provide professional support, legal advices and recommendations for other structures within the Ministry.

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

2.1. Provides legal support in the drafting of strategic and legislative documents from the scope of the Ministry;

2.2. Assists in the drafting of primary and secondary legislation from the scope of the Ministry;

2.3. Cooperates with other departments in the process of preparing the Legislative Program of the Ministry, the Legislative Plan for Bylaws and the program for Ex-Post Evaluation of legislation, as well as updating and monitoring their implementation;

- 2.4. Ensures compliance with the techniques and standards of drafting legislation from the scope of the ministry;
 - 2.5. Ensures the alignment of the legislation of the ministry with the legislation of the European Union - *EU acquis* as well as with the laws applicable in Kosovo;
 - 2.6. Provides legal advices, opinions, clarifications, legal recommendations from the scope of the ministry as requested;
 - 2.7. Cooperates with the Ministry of Justice – National Attorney for the representation of the ministry in court disputes.
3. The Director of the Legal Department reports to the Secretary General.
 4. The Legal Department includes the following:
 - 4.1. Division for Drafting and Harmonization of Legislation;
 - 4.2. Division for Supervision of Implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation.
 5. The number of employees in the Legal Department is seven (7).

Article 43
Division of Drafting and Harmonization of Legislation

1. The duties and responsibilities of the Division of Drafting and Harmonization of Legislation are the following:
 - 1.1. Assists in the drafting of legislation and ensures compliance with the applicable law in Kosovo;
 - 1.2. Assists to the organizational structures of the ministry in identifying issues that need to be regulated;
 - 1.3. Provides legal advices and recommendations as required by the scope of the ministry;
 - 1.4. Ensures the harmonization of the ministry's legislation with the *acquis EU* and with the laws applicable in Kosovo;
 - 1.5. Ensures compliance with the techniques and standards of drafting legislation from the scope of the ministry;
 - 1.6. Cooperates with the Ministry of Justice - National Attorney for the representation of the ministry in court disputes.

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

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

Article 44

Division of Supervision of Implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation

1. The duties and responsibilities of the Division of Supervision of Implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation are the following:

1.1. Coordinates activities with all organizational structures of the ministry for the implementation of legislation;

1.2. Provides legal support in the field of legislation;

1.3. Identifies the problems of implementing normative acts;

1.4. Provides legal support in the drafting of proposal-decisions, proposal-agreements, proposal-memorandums;

1.5. Coordinates the legislative activities of the ministry with the relevant institutions;

1.6. Keeping and updating the registration of the by-laws of the ministry;

1.7. Cooperates with the Supervisory Group for the Ex-Post evaluation of the Legislation.

2. The Head of the Division of Supervision of Implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation reports to the Director of the Legal Department.

3. The number of employees in the Division of Supervision of Implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation is three (3).

Article 45

Department of General Services

1. The mission of the Department of General Services is to provide administrative support to the administrative units within the Ministry.

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

2.1. Manages and coordinates the provision of general services for the entire ministerial system, in accordance with the legislation in force;

- 2.2. Manages the archiving system and office works;
- 2.3. Provides logistical services;
- 2.4. Provides and administers offering of Translation services;
- 2.5. Provides asset management, including stocks;
- 2.6. Performs other tasks in accordance with the legislation in force;
3. The Director of the Department reports to the Secretary General.
4. The following divisions are part of the Department:
 - 4.1. Division of Logistics and Archive;
 - 4.2. Division of Information Technology.
5. The number of employees in the Department of General Services is eighteen (18)

Article 46
Division of Logistics and Archive

1. The duties and responsibilities of the Division of Logistics and Archive are the following:
 - 1.1. Provides working and accommodation conditions for the staff of Ministry;
 - 1.2. Manages the inventory and warehouses of the ministry;
 - 1.3. Accepts, checks assets, manages stocks and prepares relevant reports;
 - 1.4. Conducts the movement of property and provides appropriate information related to the movement of property and prepares documentation for the movement of property - alienation;
 - 1.5. Provides services according to needs of the Ministry for inventory, goods and other office equipment for work;
 - 1.6. Ensures the provision of transport services and manages the vehicles of the Ministry and those that are in its use;
 - 1.7. Provides logistical support for the organization of Ministry staff meetings;
 - 1.8. Accepts and checks incoming and outgoing documents;
 - 1.9. Records incoming and outgoing documents in the relevant protocol book;

- 1.10. In cooperation with the document drafting units, sets the classification marks and the storage term of all documents;
 - 1.11. Stamps relevant documents;
 - 1.12. Makes the final processing and places the documents in the archive;
 - 1.13. Provides support in the destruction of unnecessary documents and the delivery of archival material after a certain legal deadline to the National Archive of Kosovo;
 - 1.14. 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;
 - 1.15. Ensures the placement of documents in the registry;
 - 1.16. Ensures the management of the archival spaces of the Ministry and archival material, including the development of procedures for storage and destruction according to the legislation in force;
 - 1.17. Provides information to Ministry officials on administrative procedures, acceptance, recording, distribution of official documents for their classification and storage;
 - 1.18. Ensures the provision of translation services in official languages, from official languages to other languages and vice versa of official documents and other documents necessary for the Ministry;
 - 1.19. Provides simultaneous / consecutive translation in official languages, from official languages to other languages and vice versa for the needs of the Ministry;
 - 1.20. Provides the service of proofreading;
 - 1.21. Provides other services related to translation management and language support; and
 - 1.22. Performs other tasks assigned by the Ministry according to the relevant legislation in force.
2. The Head of the Logistics and Archive Services Division reports to the Director of the General Services Department.
 3. The number of employees within the Logistics and Archive Division is fourteen (14).

Article 47
Division of Information Technology

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

1.1. Manages the Information Technology Division, sets its objectives in accordance with the strategy of Ministry and Information State Agency, and prepares detailed annual work plans;

1.2. Manages with the staff of the division and distributes tasks to his subordinates, provides instructions and monitors the work of the staff to ensure quality products and services;

1.3. Drafting of policies for the advancement of the division, both in terms of staff preparation, and in the advancement of the Information Technology Division with modern information technology equipment and software;

1.4. Coordinator in the field of Information Technology and responsible for the implementation of Governance in coordination with Information State Agency-

1.5. Manager/Administrator of Government E-Mail for Ministry. Management of the official domain/accounts *gov.irk.rks*, configuration, opening, transfer, continuation of the official accounts of the Ministry;

1.6. Responsible for managing licenses of Microsoft software programs and Antivirus for Ministry;

1.7 Plans, manages, monitors all processes related to Information Technology in the implementation of the Governance as a whole in the Ministry, supporting the Agencies in the realization of various projects.

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 of the Information Technology is three (3).

Article 48

The below divisions and units operate within the Ministry and the same divisions and units report directly to the Secretary General.

Article 49

Division of Budget and Finance

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

1.1. Manages the division, staff, budget and finances of the Ministry, sets objectives in accordance with the strategy and objectives of the Ministry and the Government, as well as prepares the work plan of the departments for the fulfillment of the objectives;

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

1.3. Develops and supervises the implementation of standard procedures related to the ministry's budget;

- 1.4. Evaluates the requests of departments for budget allocations and prepares proposals for the budget of the Republic of Kosovo;
 - 1.5. Cooperates with the departments in the preparation of the Medium-Term Expenditure Framework and finalizes the document for the Mid - Term Expenditure Framework;
 - 1.6. Monitors and reports on the budget execution, ensures that financial expenses are made in accordance with budget rules and procedures;
 - 1.7. Manages cash reserves and ensures that internal financial control is based on the principles of accountability;
 - 1.8. Manages with the cash in the Ministry, the realization of advances for official trips to Kosovo Financial Management Information System.
2. The Head of the Division of Budget and Finance reports to the Secretary General.
 3. The number of employees in the Division of Budget and Finance is ten (10).

Article 50
Internal Audit Unit

1. The duties and responsibilities of the Internal Audit Unit are:
 - 1.1. Ensures adequate implementation and compliance with laws, rules, policies, instructions and manuals defined by the legislation in force;
 - 1.2. Ensures the timely preparation of the strategic audit plan proposal based on the risk assessment;
 - 1.3. Organizes, performs and supervises all internal audit activities for the ministry and submits the audit results, in accordance with the legislation in force;
 - 1.4. Cooperates with the Central Harmonizing Unit and external audit institutions;
 - 1.5. Sending six (6) monthly and annual reports to the Central Harmonizing Unit no later than July fifteenth of the year, respectively until January fifteenth of the following year;
 - 1.6. Reports to the Secretary and the Audit Committee, for any indicator of fraud or corruption activity, offers proposals for improving the situation, and if senior management does not take appropriate actions, notifies other competent authorities.
2. The Head of the Internal Audit Unit reports to the Minister.
3. The number of employees in the Internal Audit Unit is four (4).

Article 51
Human Resource Management Unit

1. The mission of Human Resources Management Unit is to ensure the effective management of human resources processes in an efficient manner, including recruitment, capacity building, performance evaluation, their compensation and exercise the functions and powers in accordance with laws and sub legal acts in force in the field of human resources;
2. The duties and responsibilities of the Human Resources Management Unit are the following:
 - 2.1. The Human Resources Management Unit coordinates the organization and planning of human resources;
 - 2.2. Determines the objectives and prepares the work plan for their fulfillment;
 - 2.3. Ensures the implementation of policies, legislation and procedures for the employment and development of human resources;
 - 2.4. Manages the process of planning, recruitment, evaluation, and manages and maintains the information system for the management of human resources;
 - 2.5. Ensures the identification of training needs, the education of human resources, the assessment of the impact of training and the providing the adequate training;
 - 2.6. Advices and supports the chief of the institution's organizational units regarding adequate job descriptions and employee evaluation;
 - 2.7. Ensures the implementation of legal procedures for the management and development of human resources in the institution, related to discipline, the handling of requests and complaints as well as vacations of employees;
 - 2.8. Manages and administers the salaries of employees in the institution.
3. The Head of the Human Resources Management Unit reports to the Secretary General;
4. The number of employees in the Human Resources Management Unit is three (3).

Article 52
Division of Public Communication

1. The duties and responsibilities of the Division of Public Communication are the following:
 - 1.1. Provides professional support for the ministry in the field of communication and information;

- 1.2. Proposes, prepares and ensures the implementation of the ministry's communication plans - including all departments;
 - 1.3. Organizes media conferences and prepares press releases, statements, reports and other media publications;
 - 1.4. Maintains the official website of the ministry;
 - 1.5. Coordinates requests for access to public documents and prepares reports on the implementation of the Law on Access to Public Documents.
2. The Head of the Public Communication Division reports to the Secretary General.
 3. The number of employees in the Public Communication Division is three (3).

Article 53
Division of Procurement

1. The duties and responsibilities of the Division of Procurement are the following:
 - 1.1. Prepares, coordinates and implements the annual plan of the ministry in the field of public procurement, in accordance with the legislation in force;
 - 1.2. Ensures that all procurement requests are prepared in accordance with procurement rules and procedures;
 - 1.3. Defines the tender procurement methodology and price evaluation procedures;
 - 1.4. Provides advices and assists management in making decisions regarding contentious issues that may arise in cases of contract execution.
2. The Head of the Procurement Division reports to the Secretary General.
3. The number of employees in the Procurement Division is three (3).

Article 54
Unit for Protection from Discrimination and Human Rights

1. The duties and responsibilities of the Unit for Protection from Discrimination and Human Rights are the following:
 - 1.1. Provides support in the design and implementation of policies and strategies of the ministry for the promotion of human rights and protection from discrimination;
 - 1.2. Supports and promotes good practices to prevent and combat discrimination and promote equality;

1.3. Informs and instructs about the right to protection from discrimination and about the legal means available for this protection for all employees and persons who claim that they are discriminated;

1.4. Develops regular dialogue with non-governmental institutions and organizations and sensitive groups regarding issues of discrimination;

1.5. Monitors the implementation of the recommendations of the Ombudsman;

1.6. Collaborates and supports the Office for Good Governance in drafting relevant action plans on protection against discrimination and equality, presents a report every year, to the Office for Good Governance, on the implementation of the Law at the ministerial level according to the format determined by the Office for Good Governance, as well as prepares special reports on its implementation;

1.7. Collects statistical data in accordance with Article 10 (1.5) of the Law regarding the protection from discrimination on the basis defined in Article one (1) of the Law as well as other data, at the ministerial level and reports to the Office for Good Governance according to the format prepared by the Office for Good Governance;

1.8. In close coordination with other organizational structures operating within the Ministry, promotes human rights, the integration of equality and protection from discrimination in all policies, programs and practices/functions of the relevant ministry.

2. The Head of the Unit for Protection from Discrimination and Human Rights reports to the Secretary General.

3. Unit for Protection from Discrimination and the Human Rights is equivalent with the Division.

4. The number of employees in the Unit for Protection from Discrimination and Human Rights is four (4).

Article 55

Forestry Institute for Scientific Research

1. The duties and responsibilities of the Forestry Institute for Scientific Research are the following:

1.1. research, educational activities and advancement of human resources and drafting of plans, projects, programs and studies in the field of forestry and hunting;

1.2. professional monitoring of forest damage, including monitoring of International Corporation Program;

1.3. guiding, reporting, and diagnostic activities for protection of forests;

1.4. determination of recommended professional standards for forest works;

- 1.5. research of forest diseases and pests including recommendation of measures;
 - 1.6. issuance of certificates for forestry seeds and seedlings;
 - 1.7. Phyto-sanitary controls of seeds, seedlings and forests;
 - 1.8. managing forest stands and seed stands, and production of forest seeds;
 - 1.9. standardization and production of forest seedlings;
 - 1.10. preservation of genetic resources of forest species;
 - 1.11. performs other duties in accordance with the legislation into force.
2. The Head of the Forestry Institute for Scientific Researches reports to the Secretary General.
 3. The Forestry Institute for Scientific Researches is equivalent to the Division.
 3. The number of employees in the Forestry Institute for Scientific Researches is nine (9).

CHAPTER III
INTERNAL ORGANIZATION OF THE EXECUTIVE AGENCIES OF THE MINISTRY OF
AGRICULTURE, FORESTRY AND RURAL DEVELOPMENT

Article 56

Executive Agencies of the Ministry of Agriculture, Forestry and Rural Development

1. The executive agencies of the Ministry of Agriculture, Forestry and Rural Development are the following:
 - 1.1. Kosovo Forest Agency;
 - 1.2. Agriculture Development Agency,
 - 1.3. Food and Veterinary Agency and
 - 1.4. The Agency of the General Inspectorate of Agriculture.
2. The organizational structure of the Executive Agencies under the Ministry of Agriculture, Forestry and Rural Development is regulated by special regulations.

CHAPTER I IV
FINAL AND REPEAL PROVISIONS

Article 57

Final Provisions

1. Personnel mobility in accordance with the legislation for public officials within the institution is allowed, if it is considered necessary for management of work.
2. The increase or decrease in the number of personnel in accordance with the annual budget law does not create a need to supplement-amend this Regulation, except in cases where organizational structures are created and/or extinguished.
3. In accordance with paragraph 2 of this article, the provisions of the old budget law are an integral part of this Regulation.
4. Part of this Regulation is Appendix 1, which contains the total number of all employees in the Ministry of Agriculture, Forestry and Rural Development and the specific number in each unit.

Article 58 Repeal

With the entry into force of this Regulation, the Regulation GRK No. 37/2013 on the Internal Organization and Systematization of Jobs of the Ministry of Agriculture, Forestry and Rural Development shall be repealed (Official Gazette No. 12/05 February 2014).

Article 59 Entry into force

This regulation shall enter into force seven (7) days after 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 Ministry of Agriculture, Forestry and Rural Development

Position/Structure	Class	General or special group	Number
1.CABINET OF MINISTER			Total: 17
- Minister			1
- Deputy Minister			2
- Senior Political Advisor			1
- Political Advisor/Chief of Cabinet			1
- Political Advisor			4
- Executive Assistant of Minister			1
- Administrative Assistant of Minister			3
- Administrative Assistant of Deputy Minister			1
- Body Guard of Minister			1
- Personal Driver of Minister			2
- Personal Driver of Deputy Minister			
2.OFFICE OF THE SECRETARY GENERAL			Total: 4
-Secretary General	Senior Manager		1
-Senior professional Officer	Professional 1	63.General Administration Group	1
-Senior Certifying Officer	Professional 1	2.Budget and Finance Group	1
-Administrative Officer	Professional 3	64. General Administration Group	1
3. DEPARTMENT OF RURAL DEVELOPMENT POLICIES			Total: 14
-Director of Department	Middle Manager		1
3.1. Division of Programming, Monitoring, Evaluacion and Reporting of Rural Development Program			Total: 4
- Head of Division	Lower Manager		1
-Senior Programming Officer	Specialist	11. Natural Science Group	1
Senior Monitoring, Evaluation and Reporting Officer	Specialist	11. Natural Science Group	1
-Senior official for Farm Investments	Specialist	11. Natural Science Group	1
3.2. Division of Competitiveness Measures and Rural Diversification			Total: 3

- Head of Division of Competitiveness Measures and Rural Diversification	Lower Manager		1
- Senior Officer for rural diversification	Professional 1/Specialist	12. Social Science Group	1
-Senior Official for Investments in the Agro-processing Industry	Professional 1/Specialist	30. Agriculture, Forestry and Land Group	1
3.3. Division of Technical Assistance communication and publicity for the Rural Development Program			Total: 3
- Head of Division of Technical Assistance communication and publicity for the Rural Development Program.	Lower Manager		1
- Senior Officer for Technical Assistance	Professional 1	12. Social Science Group	1
-Senior of the Division for Technical Assistance, communication and publicity	Professional 1	12. Social Science Group	1
3.4. Division for Agro - Environmental Measures and Less Favorite Areas			Total: 3
Head of Division of Agro - Environmental Measures and Less - Favorite Areas	Lower Manager		1
- Senior official for Agro-environment	Professional 1/Specialist	12. Social Science Group	1
- Senior Officer for Less Favored Areas	Professional	3. Economy Group	1
4. DEPARTMENT OF AGRICULTURAL POLICY			Total: 18
- Director of the Department	Middle Manager		1
4.1. Division of Direct Payments and Agricultural Trade Policy			Total: 4
- Head of Division for Direct Payments and Agricultural Trade Policy	Lower Manager		1
- Senior Officer for Agricultural Policy and Trade	Specialist	30. Agriculture, Forestry and Land Group	2
- Officer for Direct Support	Professional 2	11. Natural Science Group	1

4.2. Division of Plant Production and Irrigation;			Total: 5
-Head of Division of Plant Production and Irrigation	Lower Manager		1
- Senior Officer for protection of agricultural crops and varieties	Specialist	30. Agriculture, Forestry and Land Group	1
- Senior Officer for horticulture and organic farming	Specialist	30. Agriculture, Forestry and Land Group	1
- Senior Officer for seeds, industrial crops and agricultural machinery	Specialist	30. Agriculture, Forestry and 30. Agriculture, Forestry and	1
- Senior Officer for irrigation and drainage.	Specialist	30. Agriculture, Forestry and Land Group	1
4.3. Division of Plant Protection and Plant Health			Total: 4
- Head of Division of plant protection	Lower Manager		1
- Senior Officer for plant protection	Specialist	30. Agriculture, Forestry and Land Group	1
- Senior Officer for artificial fertilizers	Specialist	11. Natural Science Group	1
- Senior Officer for pesticide	Specialist	11. Natural Science Group	1
4.4. Division of sustainable use of agricultural land			Total: 4
- Head of Division for Land Use	Lower Manager		1
-Senior Officer for GIS	Specialist	43. Map and GIS Group	1
-Senior Officer for land regulation	Specialist	30. Agriculture, Forestry and Land Group	1

-Senior Officer for cooperation and coordination for land settlement.	Professional 1	63.General administration group	1
5. DEPARTMENT OF LIVESTOCK - Director of Livestock Department	Middle Manager		Total:12 1
5.1. Division for Livestock Production			Total:3
- Head of Division for livestock production	Lower Manager		1
- Senior Officer for meat and dairy products	Professional 1	11. Natural Science Group	1
- Senior Livestock Officer	Professional 1	11. Natural Science Group	1
5.2. Division of livestock, poultry, bees and fisheries breeding			Total:3
- Head of Division for livestock, poultry, bees and fisheries breeding	Lower Manager		1
- Senior Officer for breeding and feeding animals	Specialist	30.Agriculture, Forestry and Land Group	1
- Senior Officer for poultry, beekeeping and fishing	Specialist	30. Agriculture, Forestry and Land Group	1
5.3. Animal breeding center			Total:5
- Head of Animal breeding center	Lower Manager		1
- Senior Officer of the for control of quality of biological material for reproduction	Professional 1	11. Natural Science Group	1
- Senior Officer for breeds standards and zootechnical	Professional 1	11. Natural Science Group	1
- Senior Officer for Registration of performance and data base	Professional 1	11. Natural Science Group	1

- Veterinary Assistant	Professional 3	6.4. General Administration Group	1
6. DEPARTMENT OF FORESTRY - Director of Department	Middle Manager		Total: 7 1
6.1. Division of Forest Policy			Total: 3
- Head of Division for Forestry Policy	Lower Manager		1
- Senior Officer for forestry policy	Specialist	30. Agriculture, Forestry and Land Group	1
- Officer for Forestry Policy	Professional 2	11. Natural Science Group	1
6.2 Division of Wildfauna, Non-Timber Products and Forest Land Management Policy			Total: 3
- Head of Division for Management of Fauna	Lower Manager		1
- Senior Officer for Wildfauna , Non-Timber Products and Forest Land Management Policy	Professional 1	11. Natural Science Group	1
- Senior Officer for Wild Fauna	Professional 1	11. Natural Science Group	1
7. DEPARTMENT OF FOOD SAFETY -Director	Middle Manager		Total: 7 1
7.1. Division of Food Safety Policy			Total: 3
- Head of Division of Public Health and Food Safety Policy	Lower Manager		1
- Senior Officer for Food Safety Policies/Animal	Professional 1	11. Natural Science Group	1
- Senior Officer for Food Safety Policies/Plant	Professional 2	63.General administration group	1

7.2. Division of Veterinary and Animal Welfare Policy -			Total: 3
Head of Division for Veterinary and Animal Welfare Policy	Lower Manager		1
- Senior Officer for Veterinary	Professional 1	11. Natural Science Group	1
- Officer for Animal Welfare	Professional 2	63.General administration group	1
8. DEPARTMENT OF ADVISORY AND TECHNICAL SERVICES DEVELOPMENT -Director of Department	Middle Manager		Total: 16
8.1. Division of Advisory, Technical, Monitoring and Reporting Services			Total: 5
- Head of Division of Advisory, Technical, Monitoring and Reporting Services	Lower Manager		1
- Senior Officer for Advisory Services in Agriculture	Specialist	30. Agriculture, Forestry and Land Group	1
- Senior Officer for Information and Cooperation	Professional 1	11. Natural Science Group	1
- Senior Officer for Monitoring and Evaluation for Agriculture and Rural Development	Specialist	30. Agriculture, Forestry and Land Group	1
- Senior Officer for Training in Agriculture	Professional 1	63. General administration Group	1
8.2. Division of Field Extension Services			Total: 10
- Head of Division of Field Extension Services	Lower Manager		1
- Officer for Advices in Agriculture	Professional 3	64. General administration group	9

9. DEPARTMENT OF ECONOMIC ANALYSIS AND AGRICULTURAL STATISTICS -Director of Department	Middle Manager		Total: 10 1
9.1 Division of Economic Analysis			Total: 3
- Head of Division of Economic Analysis	Lower Manager		1
- Senior Officer for Agro-economic analysis	Specialist	30. Agriculture, Forestry and Land Group	1
- Senior Officer for Market analysis of agricultural products	Professional 1	3.Ekonomic Group	1
9.2 Division for Agricultural Statistics - Head of Division for Agricultural Statistics	Lower Manager		Total: 3 1
- Senior Officer for Data Base	Professional 1	50. Data technology group	1
- Senior Officer for Prices of Agricultural Products and Agro - credit.	Professional 1	3. Economy Group	1
9.3 Division for Farm Accounting Data Network			Total: 3
- Head of Division	Lowe Manager		1
- Senior Officer for Farm Accounting Data Network	Professional 1	3.Economy Group	1
- Senior Officer for Processing, Validation and Reporting of Agricultural Data	Professional 1	11. Natural Science Group	1
10. DEPARTMENT OF VINEYARDS AND WINE - Director of Department	Middle Manager		Total:11 1
10.1. Division of Vineyards			Total: 4
- Head of Division for Vineyards	Lower Manager		1
- Senior Officer for Vineyards	Professional 1	11. Natural Science Group	1
- Senior Officer for Prevention of Pests and Diseases of Grape vine	Professional 1	11. Natural Science Group	1
- Security Guard	Technical and support clerk 3		1
10.2. Division of Wine			Total: 3
- Head of Division for Wine	Lower Manager		1

- Senior Officer for Wine Policie	Professional 1	11. Natural Science Group	1
- Senior Officer for Wine	Professional 1	11. Natural Science Group	1
10.3 Division of Laboratory for Chemical Analysis of Wine and Spirit Drinks			Total: 3
- Head of Division of Laboratory for Chemical Analysis of Wine and Spirit Drinks	Lower Manager		1
- Laboratory Analysis Officer	Professional 2	63.General administration group	1
- Receptionist	Professional 3	64. General administration group	1
11. DEPARTMENT OF EUROPEAN INTEGRATION AND POLICY COORDINATION			Total: 7
- Director of Department	Middle Manager		1
11.1 Division of European Integration			Total: 3
- Head of Division for European Integration	Lower Manager		1
- Senior Officer for European Integration	Professional 1	12.Social Science Group	1
- Officer for European Integration	Professional 2	12.Social Science Group	1
11.2. Division of Policy Coordination			Total: 3
- Head of Division for the Policy Coordination	Lower Manager		1
- Senior Officer for Policy Coordination	Professional 1	12.Social Science Group	1
- Officer for Policy Coordination	Professional 2	12.Social Science Group	1
12. LEGAL DEPARTMENT			Total: 7
- Director of Department	Middle Manager		1
12.1 Division for Drafting and Harmonization of Legislation			Total: 3
- Head of Division for Drafting and Harmonization of Legislation	Lower Manager		1
- Senior Legal Officer	Professional 1	1.Legal Group	1
- Legal Officer	Professional 2	1.Legal Group	1

12.2. Division for Supervision of Implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation			Total:3
-Head of the Division for Supervision of Implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation	Lower Manager		1
-Senior legal officer for supervision of implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation	Professional 1	1.Legal Group	1
-Legal Officer for supervision of implementation, Legal Support and Inter-institutional Cooperation in the Field of Legislation	Professional 2	1.Legal Group	1
13. DEPARTMENT OF GENERAL SERVICES - Director of Department	Middle Manager		Total: 18 1
13.1. Division of Logistics and Archive			Total: 14
- Head of Division for Logistics and Services	Lower Manager	3.Economy Group	1
Officer for Logistic	Professional 1		2
- Officer for Acceptance	Professional 2	3.Economy Group	1
- Warehouse Officer	Professional 3	64.General administration group	1
- Officer for Archive	Professional 2	12.Social Science Group	5
- Senior Officer for Translation	Professional 1	59.Translation and interpretation group	2
- Senior Officer for Lecturer	Professional 1	63. General administration group	1
- Administrative Officer	Professional 2	63. General administration group	1
13.2. Division of Information Technology			Total:3
- Head of IT division	Lower Manager		1

- Senior Officer for Information Technology	Professional 1	49.Information technology group	1
- Officer for Information Technology	Professional 2	49.Information technology group	1
14 DIVISION OF BUDGET AND FINANCE			Total: 10
- Head of Division for Budget and Finance /ZKF	Lower Manager		1
- Senior Financial Officer	Professional 1	3.Economy Group	4
- Senior Officer for Budget	Professional 1	2.Budget and finance group	3
- Senior officer for aset supervision	Professional 2	2.Budget and finance group	1
-Finance officer	Professional 2	2.Budget and finance group	1
15. INTERNAL AUDIT UNIT			Total: 4
- Head of the Internal Audit Unit	Middle Manager		1
- Internal Auditor	Professional 1	5.Internal audit group	3
16. HUMAN RESOURCES MANAGEMENT UNIT			Total: 3
- Head of Human Resources Management Unit	Lower Manager		1
- Personnel Senior Officer	Professional 1	6.Human resources group	2
17. DIVISION OF PUBLIC COMMUNICATIONS			Total: 3
-Head of Communications Division	Lower Manager		1
-Senior Officer for Public Communication	Professional 1	8. Public relations and information group	1
- Officer for Multimedia	Professional 2	12.Social Science Group	1
18. DIVISION OF PROCUREMENT			Total: 3
-Head of Procurement Division	Lower Manager		1

-Senior Procurement Officer	Professional 1	4.Public procurement group	1
-Procurement Officer	Professional 2	4.Public procurement group	1
19. DIVISION OF PROTECTION AGAINST DISCRIMINATION AND HUMAN RIGHTS			Total: 4
- Head of Division for Protection and Human Rights	Lower Manager		1
- Senior Officer for Equal Opportunities, Children's rights and protection against discrimination	Professional 1	12.Social Science Group	1
- Senior Officer for Gender Equity	Professional 1	12.Social Science Group	1
- Officer for Human Rights	Professional 2	12.Social Science Group	1
20. FORESTRY INSTITUTE FOR SCIENTIFIC RESEARCH			Total: 9
- Head of Division for Scientific Research			1
- Senior Officer for Entomology, Phytopathology and Laboratory	Specialist	30. Agriculture, Forestry and Land	1
- Senior Officer for seedling material in forests	Specialist	30. Agriculture, Forestry and Land Group	1
- Senior officer for Research, Projection in Forests	Specialist	30. Agriculture, Forestry and Land Group	1
- Senior Officer for Silviculture	Specialist	30. Agriculture, Forestry and Land Group	2
- Administrative Officer	Professional 2	63. General administration group	2
-Nursery asistant	Professional 3	64. General administration group	1
Total number:			184

**Organogram of
Ministry of Agriculture, Forestry and Rural Development**

