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**REGULATION (PMO) NO.02/2026 ON THE INTERNAL
ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE
AGRICULTURE DEVELOPMENT AGENCY**

¹ Regulation (OPM) no.02/2026 on the Internal Organization and Systematisation of Jobs in the Agriculture Development Agency, with Decision No.347/2026, dated 26/01/2026

Prime Minister of Kosovo,

Pursuant to article 94 paragraph (3) of the Constitution of Kosovo, based on Article 9 (1.3) of Law No. 08/L-117 on the Government of the Republic of Kosovo, in accordance with article 28 paragraph 3 of the Law No. 06/L – 113 on the Organization and Functioning of the State Administration and the Independent Agencies, (Official Gazette No. 7/01 March 2019), and article 9 of the Regulation (GRK) No. 01/2020 on the Standards of the Internal Organization, Systematization of Jobs and Cooperation in the Institutions of the State Administration and Independent Agencies,

Issues:

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ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE
AGRICULTURE DEVELOPMENT AGENCY**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Regulation aims to define the internal organization and systematization of jobs in the Agriculture Development Agency.

**Article 2
Scope**

1. This Regulation is implemented by the Agency.
2. Duties and Responsibilities of the Agency are defined by the Law No. 08/L-072 on Agriculture and Rural Development (Official Gazette No.8/29 March 2023) and other legislation into force.

**CHAPTER II
THE INTERNAL ORGANIZATION AND SYSTEMATIZATION
OF JOBS**

**Article 3
Mission of the Agency**

Based on Article of the Law No. 08/L – 072 on Agriculture and Rural Development (Official Gazette No. 8/29 March 2023), whose mission of the Agency is an agricultural and rural development in the Republic of Kosovo through the implementation of support programs, financed by the Budget of the Republic of Kosovo, in accordance with legal rules and procedures, financed by EU and other donors according to the IPARD criteria's and standards, which include application, administrative control and field control, approval and execution of payments to the beneficiary, as well as support schemes through direct payments.

Article 4

Organizational Structures of the Agency

1. The Organizational Structure of the Agency is based on Article 10 (1) Clausal 6b of the Law No. 08/L – 148 “On Ratification of the Partnership Agreement on the Financial Framework between the Republic of Kosovo and the European Commission for the Agreement for the Implementation of the Union Financial Assistance to Kosovo under the Instrument for Pre - Accession (IPA III)” and the national laws of the field that regulate the following administrative structures:

1.1. Office of the Executive Director;

1.2. Departments, and

1.3. Divisions.

2. Number of the employees in the Agency is one hundred and forty – one (141)

Article 5

Office of the Executive Director

1. The Office of the Executive Director shall consist of:

1.1. Executive Director;

1.2. Senior Certifying Officer;

1.3. Senior Executive Officer.

2. The duties and responsibilities of the Executive Director of the Agriculture Development Agency shall be determined by the relevant Law on the Organization and Functioning of the State Administration and Independent Agencies, relevant Law on Public Officials, relevant Regulation on the Areas of the Administrative Responsibilities of the Office of the Prime Minister and the Ministries, as well as other legislation into force.

3. The number of employees in the Office of the Executive Director shall be three (3).

Article 6

Departments and Divisions under the Agency

1. Departments and Divisions under the Agency consist of the following:

1.1. Department of Selection and Approval of the Projects;

1.1.1 Division of Selection and Approval of the National Measures and

1.1.2 Division of Selection and Approval of the IPARD's Measures

1.2. Department of the Projects' Authorization

- 1.2.1. Division of Authorization of the National Projects;
- 1.2.2. Division of Authorization of the IPARD's Projects;
- 1.2.3. Division of Assessment of EX POST's Reports.
- 1.3. Department of Direct Payments for Agriculture;
 - 1.3.1. Division of Coupled Direct Payments;
 - 1.3.2. Division of Direct Payments for Agro – Environmental Measures and Less Favored Areas.
- 1.4. Department of Control in the Field;
 - 1.4.1. Division of Control in the Field for the National Measures.
 - 1.4.2. Division of Controls in the Field for the IPARD measures and Ex – Post Control;
 - 1.4.3. Division of Control in the Field for Direct Payments.
- 1.5. Department of Regional Coordination of Measures for Agriculture and Rural Development
 - 1.5.1 Division of Regional Coordination for National Measures;
 - 1.5.2 Division of Regional Coordination for the IPARD's Measures.
- 1.6. Department of Budget and Finance;
 - 1.6.1. Division of Finance.
 - 1.6.2. Division of Budget and Debt Management and IPARD.
- 1.7. Department of Administration and General Services;
 - 1.7.1. Division for Logistic;
 - 1.7.2. Division of Administration of Documents and Archive.
 - 1.7.3. Division of Information Technology.
- 1.8. Division of Legal Issues;
- 1.9. Internal Audit Unit;
- 1.5. Division of Public Procurement;
- 1.6. Human Resources Management Unit;

Article 7
Department of Selection and Approval of the Projects

1. The Department of Selection and Approval of the Projects whose mission is to select and approve projects of the rural development program according to the budget of the Republic of Kosovo, the IPARD program and other programs supported by donors.
2. The duties and responsibilities of the Department of Selection and Approval of the Project are the following:
 - 2.1.Preparation and review of application forms, checklists and other documentation;
 - 2.2.Selection and approval of projects of support measures of the rural development program for national measures and the IPARD measures;
 - 2.3.Supporting and propose the drafting of sub – legal acts for support for the rural development program for the Ministry of Agriculture in coordination with the Legal Division of the Agency;
 - 2.4.Coordinating the application process;
 - 2.5.Support the Managing Authority in preparation and distribution of the information and publicity materials for potential beneficiaries;
 - 2.6. Drafts reports on the approval process.
3. The Department of the Selection and Approval of the Projects is managed by the Director of the Department who reports to the Executive Director of ADA.
4. The Department of Selection and Approval of the Projects includes the following:
 - 4.1. Division of Selection and Approval of National Measures and
 - 4.2. Division of Selection and Approval of IPARD's Measures
- 5.The number of employees in the Department of Selection and Approval of the Projects is thirteen (13) officials.

Article 8
Division of Selection and Approval of the National Measures

1. Duties and responsibilities of the Division of Selection and Approval of the National Measures are the following:
 - 1.1. Implementation of procedures established according to the legislation into force;
 - 1.2. Administrative control of application (completeness and compliance with criteria);

- 1.3. Checking the eligibility of investments submitted for project's approval;
 - 1.4. Preparation of the first checklist in the field;
 - 1.5. Evaluation of the reports of the first check in the field;
 - 1.6. Drafting the information letters for approval or non – approval of projects;
 - 1.7. Preparation of regular reports for monitoring the activities and performance of the Division;
 - 1.8. Preparation of contracts between the ADA and applicants;
 - 1.9. Drafting reports on the approval process;
 - 1.10. Preparation of files and lists for the complaints commission.
2. The Head of the Division of Selection and Approval of the National Measures reports to the Director of the Department for Selection and Approval of Projects
3. Number of the employees in the Division of Selection and Approval of National Measures is nine (9).

Article 9

Division of Selection and Approval of the IPARD Measures

1. Duties and responsibilities of the Division of Selection and Approval of the IPARD's Measures are the following:
 - 1.1. Implementation of procedures established according to the IPARD;
 - 1.2. Administrative control of application (completeness and compliance with criteria);
 - 1.3. Checking the eligibility of investments submitted for project's approval;
 - 1.4. Preparation of the lists for the projects of the first check in the field;
 - 1.5. Evaluation of the reports of the first check in the field;
 - 1.6. Drafting the information letters for approval or non – approval of projects;
 - 1.7. Preparation of regular reports for monitoring the activities and performance of the Division;

- 1.8. Preparation of contracts between the ADA and applicants;
 - 1.9. Drafting reports on the approval process;
 - 1.10. Preparation of files and lists for the complaints commission.
2. Chief of Division of Selection and Approval of the IPARD's Measures reports to the Director of the Department of Selection and Approval of Projects.
 3. Number of the employees in the Division of Selection and Approval of IPARD's Measures is three (3).

Article 10

Department of Payment Authorization

1. The Department of Payment Authorization whose mission is to authorize payments for contracted projects in accordance with the rules and procedures established by law for national measures and IPARD.
2. The duties and responsibilities of the Department of Payment Authorization are the following:
 - 2.1. Authorization of Payments for the Projects of Rural Development;
 - 2.2. Administrative Control of Payment Requests;
 - 2.3. Evaluation of Second Field Control reports according to standards (IPA & National);
 - 2.4. Analysis and calculation of payments based on the conditions and criteria set out in the administrative instruction and contracts;
 - 2.5. Proposal for the expertise in special cases for regularity during the evaluation of control's reports;
 - 2.6. Cooperation with the ADA Departments;
 - 2.7. Preparation of reports for the authorization of payments for the program of the respective year;
3. The Department of the Payments' Authorization is managed by the Director of the Department who reports to the Executive Director of ADA.
4. The following are part of the Department of the Payments Authorization:
 - 4.1. Division of Authorization of National Projects;
 - 4.2. Division of Authorization for IPARD's projects;
 - 4.3. Division of the Evaluation of EX POST's Reports.

5. The number of employees in the Department of Payment Authorization is fourteen (14).

Article 11
Division of Authorization of National Projects

1. Duties and responsibilities of the Division of Authorization of National Projects are the following:

1.1 Assistance to the Department of Regional Coordination for preparation and updating payment application forms for projects from the national measures;

1.2 Provision of information and instructions regarding the applications and the implementation procedure;

1.3 Receiving payment applications from the Department of Regional Coordination from relevant Regions – National Measures;

1.4 Evaluation of payments package for their compliance with the established criteria for payments authorization;

1.5 Request for the second control in the field in order to verify the implementation of projects and evaluation of these reports;

1.6 Calculation of payments according to the reports of the second control in the field, pricelist and other documentation as required;

1.7 Implementation of rules, procedures for authorization of payments for the National measures;

1.8 Preparation of decisions and notifications for the approval or rejection of payment applications;

1.9 Request for additional controls in the field, if there is any information related to the violation of obligations;

1.10 Preparation of requests for reimbursement of funds, prevention and detection of irregularities and fraud;

1.11 Preparation of requests for execution of payments;

1.12 Preparation of the regular reports for the monitoring of performance of the Division;

2. The Head of the Division of Authorization of National Projects reports to the Director of Department of Authorization of Projects.

3. The number of employees in the Division of Authorization of National Projects is seven (7).

Article 12
Division of Authorization for IPARD's Projects

- 1 Duties and responsibilities of Division of Authorization for IPARD's Projects:
 - 1.1 Assistance to the Department of Regional Coordination for the preparation and updating of payment application forms for projects from IPARD's measures;
 - 1.2 Provision of information and instructions regarding requests for payments and the implementation procedure;
 - 1.3 Receiving payment requests from the Department of Regional Coordination from the relevant Regions - IPARD;
 - 1.4 Evaluates the package of payment related to the eligibility of criteria established for authorization of payments – IPARD;
 - 1.5 Request for the second control in the field in order to verify the implementation of the projects and evaluation of these reports;
 - 1.6 Calculation of payments according to the reports of the second control in the field and the other documentation as required;
 - 1.7 Implementation of rules, procedures and documents for the authorization of payment for IPARD's measures;
 - 1.8 Preparation of decisions and notifications for the approval or rejection of payment requests;
 - 1.9 Requests for additional field checks in case of information on violation of obligations;
 - 1.10 Preparation of requests for reimbursement of funds, prevention and detection of irregularities and frauds;
 - 1.11 Preparation of requests for execution of payments for the Department of Finance;
 - 1.12 Preparation of regular reports for monitoring the Division's performance;
2. Chief of Division of Authorization for IPARD's Projects reports to the Director of Department of Authorization of Projects.
3. The number of employees in the Division of Authorization of IPARD's Projects is three (3).

Article 13
Division of Evaluation of EX – POST 's Reports

1. Duties and responsibilities of the Division of Evaluation of Ex – Post's Reports are the following:

- 1.1 Proceeding the request for ex – post control;
 - 1.2 Review and evaluation for ex – post control reports regarding support programs;
 - 1.3 Drafting minutes after review of reports;
 - 1.4 Preparation of the decision for return of public support funds;
 - 1.5 Cooperation with the Finance Department and the Division of Legal Issues;
 - 1.6 Processing ex – post cases to the ADA’s Division of Legal Issues, in case of non – return of funds by beneficiaries.
2. Chief of Division of the Evaluation of Ex – Post’s Reports shall report to the Director of the Department of Projects Authorization.
 3. The number of employees in the Division of Evaluation of Ex – Post’s Reports is three (3).

Article 14

Department of Direct Payments for Agriculture

1. The Department of Direct Payments for Agriculture, whose mission is to support farmers through subsidies, for the implementation of the Direct Payments Program, and in accordance with the established legal rules and procedures.
2. The duties and responsibilities of the Direct Payments Department are the following:
 - 2.1 Implementation of the Annual Program for Direct Payments according to the A/I;
 - 2.2. Evaluation of farmers’ applications for direct payments;
 - 2.3. Authorization for the payment the List of beneficiaries for direct payments;
 - 2.4. Support and proposal for the preparation of the administrative instructions and rules in coordination with the Division of Legal Issues of the Agency under the MAFRD;
 - 2.5. Preparation of the information guides for farmers in coordination with the Ministry of Agriculture;
 - 2.6. Makes a risk analysis, selection of samples for field control for direct payments;
 - 2.7. Participation in information campaigns for direct payments;
 - 2.8. Implementation of the legislation for direct payments into force;
 - 2.9. Preparation of the reports on the results from the program of direct payments.
3. The Department of Direct Payments for Agriculture includes the following;

3.1 Division of Coupled Direct Payments;

3.2 Division of Direct Payments for Agri – Environmental Measures and Less Favored Areas.

4. The Department of Direct Payments for Agriculture is managed by the Director of the Department who reports to the Executive Director of the ADA,

5. The number of employees in the Department of Direct Payments in Agriculture is eighteen (18).

Article 15

Division of Coupled Direct Payments

1. The duties and responsibilities of the Division of Coupled Direct Payments are the following:

1.1. Preparation of the forms and applications for being coupled;

1.2. Preparation of the procedures and implementation documents of the supportive measures for being coupled;

1.3. Preparation of the call for completion of the applications for being coupled;

1.4. Administrative review of applications – documentation and evaluates the compliance with the criteria;

1.5. Authorization for payment the List of beneficiaries for coupled direct payment;

1.6. Preparing procedures and supporting documents for work in this division;

1.7. Evaluating reports on control and entering data in the program for coupled direct payments;

1.8. Implementing legislation into force on coupled direct payments.

2. Chief of Division of the Coupled Direct Payments reports to the Director of Department of Direct Payments.

3. The number of employees in the Division of Coupled Direct Payments is fourteen (14).

Article 16

Division of Direct Payments for Agri-Environmental Measures and Less Favored Areas

1. Duties and responsibilities of the Division for Direct Payments for Agri – Environmental Measures and Less Favored Areas are the following:

1.1. Preparation of forms and applications for Direct Payments for Agri-Environmental Measures and Less Favored Areas;

1.2. Preparation of procedures and documents for the implementation of supportive measures for the Direct Payments for Agri-Environmental Measures and Less Favored Areas;

- 1.3. Preparation of the call for completion of the Direct Payments for Agri-Environmental Measures and Less Favored Areas 's applications;
 - 1.4. Acceptance and review administratively the applications (required documentation and compliance with the established criteria) for Direct Payments for Agri-Environmental Measures and Less Favored Areas;
 - 1.5. Authorization of payments for the List of beneficiaries for the Direct Payments for Agri-Environmental Measures and Less Favored Areas;
 - 1.6. Evaluation of reports for control and entry data into program for direct payments for the Direct Payments for Agri-Environmental Measures and Less Favored Areas;
 - 1.7. Making calculations of payments for Direct Payments for Agri-Environmental Measures and Less Favored Areas;
 - 1.8. Reports to the Direct Payments for Agri-Environmental Measures and Less Favored Areas.
- 2.Chief of Division of Direct Payments for Agri – Environmental Measures and Less Favored Areas reports to the Director of the Department of Direct Payments.
 3. The number of employees in the Division of Direct Payments for Agri – Environmental Measures and Less Favored Area is three (3).

Article 17

Department of Control in the Field

1. The Department of Control in the Field, whose mission is to carry out field controls, ascertaining the factual situation based on the national laws of the relevant field for national measures for rural development, direct payments and legal procedures established for IPARD measures.
2. The Department of Control in the Field has the following duties and responsibilities:
 - 2.1. Planning, organizing and managing field controls for all national measures and IPARD measures;
 - 2.2. Coordination with other units of the Agency for the implementation of field controls and for all supporting measures;
 - 2.3. Reporting on the results of controls implemented in the field and for all supporting measures;
 - 2.4 Drafting control plans and supervising their implementation;
 - 2.5 Organizing Re – Control, Ex – Post Controls and Super – Controls for IPARD's measures;
 - 2.6 Preparation of guidelines, manuals and written procedures regarding the implementation of field control for the inspectors;

- 2.7 Cooperation with all organizational units of the Agency.
3. The following divisions are part of the Department of Control in the Field;
- 3.1. Division of Control in the Field for National Measures of the Projects;
 - 3.2. Division of Control in the Field for IPARD's Project Measures and Ex – post Control;
 - 3.3 Division of Control in the Field for Direct Payments.
4. The Department of Control in the Field is managed by the Director of the Department who reports to the Executive Director of ADA.
5. The number of employees in the Department of Control in the Field is thirty – six (36).

Article 18
Division of Control in the Field for the Projects' National Measures

1. Duties and responsibilities of the Division of Control in the Field for the Projects' National Measures are the following:
- 1.1. Organization and coordination of work for the acceptance and preparation of materials for the control in the field according to the criteria as specified by the laws and sub legal acts into force;
 - 1.2 Preparation and implementation of the controls in the field of the applications;
 - 1.3. Carrying out the control in the field for the measures which have submitted the request for payment;
 - 1.4. Preliminary notification of the parties for the control in the field and notification with the report on the results of verification in the field and any special control;
 - 1.5. Reports on the results of control in the field for rural development projects;
 - 1.6. Applying the rules, procedures and documents for the control in the field;
 - 17. Updating data base, regarding the control of the projects;
2. Chief of Division of Control in the Field of the Projects' National Measures reports to the Director of the Department of Control in the Field.
2. Number of employees in the Division of Control in the Field for the Projects' National Measures is seventeen (17).

Article 19

Division of the Field Controls for IPARD's Measures and Ex – Post Control

1. Duties and responsibilities of the Division of Field Controls for IPARD's Measures and Ex – Post Control are the following;
 - 1.1. Organizing and coordinating the work for the acceptance and preparation of cases for field control according to the required IPARD criteria and standards;
 - 1.2. Preparing and implementing the field controls for the IPARD's applications;
 - 1.3. Preparing and implementing the field controls based on the risks for IPARD beneficiaries up to 5 years after the final payment;
 - 1.4. Preparing and implementing super field controls for the IPARD applications;
 - 1.5. Controlling the applications in the field for IPARD measures that have submitted a request for payment;
 - 1.6. Applying the rules, procedures and documents for field control for IPARD's measures;
 - 1.7. Preparation and implementation of the plan for Ex – Post control for the monitoring period for IPARD and National measures.
2. Chief of the Division for the Controls in the Field for IPARD Measures and Ex – Post Control reports to the Director of the Department of Control in the Field.
2. The number of employees in the Division of Controls in the Field for the IPARD's measures and Ex – Post control is three (3).

Article 20

Division of Control in the Field for Direct Payments

1. Duties and responsibilities of the Division of Control in the Field for Direct Payments, are the following;
 - 1.1 Organization and coordination of work for acceptance and preparation of the materials for the control in the field according to the criteria as specified by the laws and sub legal acts into force;
 - 1.2 Planning, preparation and updating procedures in written and guidance for the implementation of the control in the field for direct payments;
 - 1.3 Coordinates the initiation of field controls for direct payments with other units within the Agency;
 - 1.4 Realization and control in the field of the applicants for direct payments prior the authorization of payments;

- 1.5 Controlling the facts based on the applications and requests as well as verification of evidences for their compliance with the rules and criteria of direct payments;
 - 1.6 Controlling the field regarding the identification of any irregularity for direct payments;
 - 1.7 Applying the rules, procedures and documents for the control in the field;
 - 1.8 Preparation of the lists for controls in the field for the inspectors and final reports for ascertainties;
 - 1.9 Reporting the results of the control in the field for direct payments.
2. Chief of Division of Control in the Field for Direct Payments reports to the Director of the Department of Control in the Field.
 3. Number of employees in the Division in the Field for Direct Payments is fifteen (15).

Article 21
Department for Regional Coordination of Measures for Agriculture and Rural Development

1. The Department for Regional Coordination of Measures for Agriculture and Rural Development has the mission of receiving the payment package, checking and processing it in the electronic system according to the criteria for Agriculture and Rural Development for National Measures, IPARD Programs, as well as other donor-supported programs.
2. The duties and responsibilities of the Department for Regional Coordination of Measures for Agriculture and Rural Development are:
 - 2.1. Coordinates and represents the ARDA (Agricultural and Rural Development Agency) within the scope of Regional Administrative coverage for the purpose of implementing rural development projects;
 - 2.2. Prepares payment request forms and the document checklist according to the criteria of the Administrative Instruction, in coordination with the relevant units in ARDA;
 - 2.3. Coordinates the processing of payment requests from the Regions to the Departments in ARDA;
 - 2.4. Receives the payment package from the seven (7) Regions, based on the criteria of the National Measures and the standards of the IPARD Measures;
 - 2.5. Coordinates, through Regional Officers, the receipt of documentation from farmers for the implementation procedure of Agriculture and Rural Development Measures, including requests, complaints, and other letters;
 - 2.6. Coordinates with the Municipal Directorates of Agriculture to support and facilitate the application process for farmers in the support Measures;

- 2.7. Oversees the procedure for receiving the payment package for the seven (7) Regions, including the Regions of Pristina, Prizren, Gjakova, Mitrovica, Peja, Ferizaj, and Gjilan;
- 2.8. Prepares regular periodic reports on the fulfillment of the Department's duties in accordance with legislation, the criteria of the Administrative Instruction, Manuals, National Programs, and IPARD Programs.
3. The Department for Regional Coordination of Measures for Agriculture and Rural Development is led by the Head of Department, who reports to the Executive Director of the Agency.
4. Within the Department for Regional Coordination of Measures for Agriculture and Rural Development, the following divisions are included:
- 4.1. Division for Regional Coordination of National Measures;
- 4.2. Division for Regional Coordination of IPARD Measures;
5. The number of employees in the Department for Regional Coordination of Measures for Agriculture and Rural Development is twelve (12).

Article 22
Division for Regional Coordination of National Measures

1. The duties and responsibilities of the Division for Regional Coordination of National Measures are:
- 1.1. Proposes and prepares the payment request form for National Measures in cooperation with the Department for Project Authorization, ensuring the implementation of the applicable legislation;
- 1.2. Receives the payment package for National Measures after the implementation of projects;
- 1.3. Verifies the completeness of the documentation of the payment package according to the checklist in the respective regions;
- 1.4. Manages payment requests by entering data into the electronic system for managing rural development projects;
- 1.5. The original file of the payment package is submitted to the Department for Project Authorization, while a copy is retained in the Division for Regional Coordination of National Measures;
- 1.6. Cooperates/coordinates with other departments of ARDA regarding the submission and receipt of documentation for National Measures;
- 1.7. Prepares regular periodic reports on the fulfillment of the Division's duties.

3. The Head of the Division for Regional Coordination of National Measures reports to the Director of the Department for Regional Coordination of Measures for Agriculture and Rural Development.
4. The number of employees in the Division for Regional Coordination of National Measures is eight (8).

Article 23

Division for Regional Coordination of IPARD Measures

1. The duties and responsibilities of the Division for Regional Coordination of IPARD Measures are:
 - 1.1. Proposes and prepares the payment request form for IPARD Measures in cooperation with the Department for Project Authorization, ensuring the implementation of standards according to IPARD;
 - 1.2. Receives the payment package for IPARD Measures after the implementation of projects;
 - 1.3. Verifies the completeness of the documentation of the payment package according to the checklist and in compliance with IPARD standards, in the respective regions;
 - 1.4. Manages payment requests by entering data into the electronic system for managing IPARD Measures projects;
 - 1.5. The original file of the payment package is submitted to the Department for Project Authorization, while a copy is retained in the Division for Regional Coordination of IPARD Measures;
 - 1.6. Cooperates/coordinates with other departments of ARDA regarding the submission and receipt of documentation for IPARD Measures;
 - 1.7. Prepares regular periodic reports on the fulfillment of the Division's duties.
2. The Head of the Division for Regional Coordination of IPARD Measures reports to the Director of the Department for Regional Coordination of Measures for Agriculture and Rural Development.
3. The number of employees in the Division for Regional Coordination of IPARD Measures is three (3).

Article 24

Department of Budget and Finance

1. The Department of Budget and Finance whose mission is to plan and execute the budget in accordance with the relevant law on public finance management and other legislation in force.
2. The duties and responsibilities of the Department of Budget and Finance are the following:

- 2.1. Establishing and operating the accounting system for national support schemes and IPARD;
 - 2.2. Preparing financial procedures for the entire national payment schemes, IPARD and other donors;
 - 2.3. Implementing the rules, procedures and manuals, criteria for the operation of the Financial Sector based on national law and IPARD's rules;
 - 2.4. Preparing and submitting the Payment's orders for the beneficiaries to the Ministry of Finance;
 - 2.5. Using the MEF's program for performing the duties of liquidity of the expenditures;
 - 2.6. Planning the obligations arising from financially assessed orders and programs;
 - 2.7. Executing the payments through decisions and controls the execution of payments;
 - 2.8. Planning the Agency's budget;
 - 2.9. Reporting on financial aspects throughout the year to the Ministry of Agriculture, Forestry and Rural Development and in the Ministry of Finance, as well as reports to the European Commission and to other donors in cases where funding for support is provided by them;
 - 2.10. Coordinating the work of the Agency with the Ministry of Finance.
3. The Department of the Budget and Finance is managed by the Director of the Department who reports to the Executive Director of ADA.
4. The Finance Department includes the following:
- 4.1. Division of Finance;
 - 4.2. Division of Budget, Debt Management and IPARD.
5. The number of employees in the Department of Finance is nine (9) officials.

Article 25

Division of Finance

1. The duties and responsibilities of the Division of Finance (DF) are the following:
 - 1.1. Preparing the Mid Term Expenditures Framework, in accordance with the requirements presented by the Agency;
 - 1.2. Planning, preparing, monitoring and analyzing the budget of the Division as well as other activities of the Division and ensures their fulfillment according to plan;

- 1.3. Creating programs/sub – programs based on the requirements of organizational units, in cooperation with the Department of Budget in the Ministry responsible for Finance National Measures and IPARD;
- 1.4. Implementing accounting standards on maintaining of accounting records for the National Measures and IPARD;
- 1.5. Coordinating work with the Ministry responsible for Finance and banking institutions;
- 1.6. Preparing budget analyses and periodic reports on budget expenditures of the Agency;
2. Chief of Division of Finance reports to the Director of the Department of Budget and Finance.
3. The number of employees in the Division of Finance is five (5).

Article 26
Division of Budget, Debt Management and IPARD

1. The duties and responsibilities of the Division of Budget, Debt Management and IPARD are the following:
 - 1.1. In agreement with the supervisor, it drafts the work plans for the implementation of the tasks determined based on the objectives of the division and provide recommendations regarding the objectives of the unit;
 - 1.2. Establishing a system or recognizing all amounts and recording them in a special debt book;
 - 1.3. Inspecting the debt book and planning activities for the collection of overdue debts;
 - 1.4. Undertaking actions for the return of funds;
 - 1.5. Accepting decisions for returning the funds by the Payment Authorization Department and the Finance Division;
 - 1.6. Agreed related to the debts between the Payment Authorization Department and the Finance Division;
 - 1.7. Preparation of periodic reports on the level of debts, based on the Agency's data and data from the Treasury;
 - 1.8. Cooperation with the Finance Division, the Treasury and other relevant Institutions to ensure the return of funds, as necessary.
2. Chief of Division of the Budget and Debt Management and IPARD reports to the Director of Finance Department.
3. The number of employees in Division of Budget and Debt Management and IPARD is three (3).

Article 27
Department of Administration and General Services

1. The Department of Administration and General Services whose mission is to provide administrative support and general services to other organizational units, to ensure the regular functioning of the Agency.
2. The Department of Administration and General Services has the following duties and responsibilities:
 - 2.1. Managing and coordinating the offering the general services in accordance with the legislation into force;
 - 2.2. Managing the archive system and work office;
 - 2.3. Providing the logistic services;
 - 2.4. Ensuring the management of asset, including the stocks;
 - 2.5. Performing other duties in accordance with the legislation into force.
 - 2.6. Providing the functioning the logistics, transport, warehouses, work materials, documentation, maintenance of the regional offices and infrastructures of the Agency;
 - 2.7. Providing the IT services;
3. The following divisions are part of the Department of Administration and General Services;
 - 3.1. Division of Logistic;
 - 3.2. Division of Administration of Documents and Archive;
 - 3.3. Division of Information Technology;
4. The Director of Department of Administration and General Services reports to the Executive Director of the Agency.
5. The number of employees in the Department of Administration and General Services is twenty (20).

Article 28
Division for Logistic

1. The duties and responsibilities of Division of Logistics are:
 - 1.1. Ensuring the work conditions and accommodation for the Agency's staff;

- 1.2. Managing the Agency's inventory and warehouses;
- 1.3 Performing the acceptance, asset control, stock management and preparation of relevant reports;
- 1.4. Tracking the movement of assets and provides appropriate information regarding the movement of assets, and prepares documentation for the movement of assets – alienation;
- 1.5. Providing the services for the necessities of the Agency such as for the inventory, goods and other work office;
- 1.6. Ensuring the provision of transport services and manages the Agency's vehicles and those in the use;
- 1.7. Providing logistical support for the organization of meetings of the Agency's personnel;
- 1.8. Providing logistical services for the personnel and needs of the institution;
2. Chief of Division of Logistic reports to the Director of the Department of Administration and General Services.
3. The number of employees in Division for Logistic is nine (9).

Article 29
Division of Archive and Management of Documents

1. Duties and responsibilities of the Division of Archive and Management of Documents are:
 - 1.1 Developing the archiving procedure in accordance with the IPARD II criteria.
 - 1.2. Receiving and checking incoming and outgoing documents;
 - 1.3. Recording incoming and outgoing documents in the relevant protocol book;
 - 1.4. In cooperation with the documents drafting units, sets the classification marks and the retention period of all documents;
 - 1.5. Making the relevant documents stamped;
 - 1.6. Making the final processing and places the documents in the archive;
 - 1.7. Providing support in the destruction of unnecessary documents and delivery of archive material after a certain deadline to the State Archives of Kosovo;
 - 1.8. Submitting the documents for further processing in physical and/or electronic form and organizes the distribution of Ministry documents to other institutions and interested parties;
 - 1.9. Ensuring the placement of documents in the registry;

- 1.10. Ensuring the management of the Agency's archive spaces and archive material, including the development of procedures for preservation and destruction according to applicable legislation;
 - 1.11. Ensuring the information of Agency officials on administrative procedures receipt, recording, distribution of official documents for their classification and preservation;
 - 1.12. Managing, coordinates and provides administrative services, including information technology, for all units and bodies within the Agency.
2. Chief of Division of Archive and Management of Documents reports to the Director of Department of Administration and General Services.
 3. The number of employees in Division of Archives and Management of Documents is four (4).

Article 30

Division of Information Technology

1. Division of Information Technology has the following duties and responsibilities:
 - 1.1. Administration and management of all systems of the Agency and data base;
 - 1.2. Administration and maintenance of the information technology infrastructure and the electronic communication;
 - 1.3. Defining the rules and methods of using software and supporting the final users;
 - 1.4. Preparing guides and providing training on the use of software;
 - 1.5. Maintaining equipment and providing training on the use of software;
 - 1.6. Organizing and supervising the development of the Agency's software;
 - 1.7. Testing the Agency's developed software;
 - 1.8. Determining the rules and methods for recording data for all applicable measures;
 - 1.9. Opening application campaigns through the Agency's systems;
 - 1.10. Monitoring and analyzing security incidents and similar problems;
 - 1.11. Preparing security control reports;
 - 1.12. Planning and managing Access to data;
 - 1.13. Risk management and ongoing planning;
 - 1.14. Administering the Access of Agency users;

- 1.15. Administering the functioning of the network infrastructure and cooperating with other directors to solve problems;
- 1.16. Supporting officials in performing their duties, through the use of information technology equipment;
- 1.17. Data storage and recovery.
2. Division of Information Technology reports to the Director of the Department of Administration and General Services.
3. The number of employees in Division of Information Technology is six (6).

Article 31 **Division of Legal Issues**

1. The Division of Legal Issues which has as its mission to ensure that the Agency's duties and responsibilities are exercised in accordance with the applicable legislation during their planning and implementation.
2. The Division of Legal Issues has the following duties and responsibilities:
 - 2.1. Providing legal advice and opinions, clarifications, reports and legal analyses for the Agency;
 - 2.2. Providing support for the drafting of decisions, contracts, other legal acts, as well as forms, guidelines and samples for the needs of the Agency;
 - 2.3. Legal assessment of documents prepared by other units of the Agency, prior to their approval by the Executive Director;
 - 2.4. Representing the Agency in legal proceedings in relation to external parties;
 - 2.5. Monitoring legal changes that affect the functioning of the Agency;
 - 2.6. Participating in the drafting of legislation related to the work of the Agency;
 - 2.7. Supporting, updating and monitoring the risk management process and register;
3. Chief of Division of Legal Issues reports to the Executive Director of the Agency.
4. The number of employees in Division of Legal Issues is four (4).

Article 32 **Internal Audit Unit**

1. The Internal Audit Unit performs independent, objective and advisory activities in providing assurance aimed at adding value and improving the functioning of the Agricultural Development

Agency, which helps to meet objectives, by providing a systematic, disciplined approach to assess and improve the effectiveness of risk management, control and governance processes.

2. The duties and responsibilities of the Internal Audit Unit are:

2.1. Ensuring adequate implementation and compliance with laws, rules, policies, instructions and manuals defined by the legislation in force;

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

2.3. Organizing, conducting and supervising all internal audit activities for the ministry and submits the audit results, in accordance with the legislation into force;

2.4. Preparing and submitting periodic and annual reports for all audit activities;

2.5. Preparing and implementing the quality assurance program for the internal and external assessment of the internal audit function;

2.6. Reporting immediately to senior management 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 action, notifies other competent authorities;

2.7. Cooperating, coordinating and developing the objectives and activities with all institutional organization structures;

2.8. Reporting and cooperating with the Internal Audit Committee, the Central Harmonization Unit of the Ministry responsible for Finance and the National Audit Office.

3. Chief of the Internal Audit Unit reports to the Minister of Agriculture, Forestry and Rural Development from the functional side, and to the Executive Director of the Agricultural Development Agency from the administrative side.

4. The Internal Audit Unit is an organizational unit equivalent to a division.

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

Article 33

Division of Public Procurement

1. The Division of Public Procurement whose mission is to carry out all public procurement procedures for the needs of the Agency in an efficient and transparent manner, ensuring the fair use of public funds, public resources and all other funds and other resources of the Agency, adhering to the criteria and rules of the legislation in force.

2. The Public Procurement Division has the following duties and responsibilities:

2.1. Preparation, coordination and implementation of the Agency's annual plan in the field of public procurement;

- 2.2. Development and implementation of procurement procedures for goods, works and services;
 - 2.3. Ensuring that all requests are prepared and procurement procedures are carried out in accordance with the legal provisions in force;
 - 2.4. Providing advice and assisting the Executive Director and other units in making decisions regarding procurement procedures, and
 - 2.5. Preparing procurement reports according to the legislation in force.
- 3. Chief of Division of Public Procurement reports to the Executive Director of the Agency.
 - 4. The number of employees in the Division is three (3).

Article 34

Human Resources Management Unit

- 1. The mission of the Human Resources Management Unit is to provide an effective management for the human resources through the development of procedures, programs and services that contribute in achievement of goals of the institution and employees making the proper balance of the needs of the employees and the institutional needs, as well as it exercises the functions of the competences in accordance with the laws and sub legal acts into force in the field of human resources.
- 2. The Human Resources Management Unit has the following duties and responsibilities:
 - 2.1. Supporting and providing advice to the Senior Administrative Chief of the institution on Human Resources field;
 - 2.2. Preparation of the personnel's annual plan in accordance with the process of budgetary planning of the institution;
 - 2.3. Providing aid to the relevant units in preparing job descriptions, job classification and job systematization;
 - 2.4. Developing recruitment procedures for public officials until the position is filled based on the legislation in force;
 - 2.5. In coordination with the Chiefs of units, identifying and periodically assessing the needs for training of the institution's civil servants as well as developing professional capacities through career development training and promotion;
 - 2.6. Managing disciplinary procedures of the Human Resources that are related to the discipline, appointments, dismissals, transfers, suspensions, retirement, and other activities for public officials as well as keeping annual report of the Human resources management;

2.7. Supporting the performance evaluation procedure, recommends the transfer of civil servants and manages the attendance of public officials in the institutions;

2.8. Administering the personnel plans and files (individual – physical files), as well as through the electronic platform – Human Resources Management Information System (HRMIS).

3. Chief of Human Resources Management Unit reports to the Executive Director.

4. The Human Resources Management Unit is an equivalent organizational unit with the division.

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

Article 35 **Division of Public Communication**

1. The mission of Division of Public Communication is to increase the transparency of the work of the Agency through open communication with the public, objective and impartial, clear responsible and timely communication.

2. Division of Public Communication has the following duties and responsibilities:

2.1. Providing professional support to the Executive Director, offering advice on the effectiveness of policy presentation;

2.2. Preparing and distributing the press release, declarations and other notification of the Agency for public;

2.3. Coordination with the Office of Public Communication of the Ministry of Agriculture, Forestry and the Rural Development and the Government too, for the effective communication with the public;

2.4. Preparing, distributing and archiving the photos and audio – visual materials of the main activities of the Agency;

2.5. Preparing the reports of the public communication according to the legislation into force;

2.6. Updating, providing the access and credibility of information in the official website of the Agency and social networks in cooperation with the IT,

2.7. Managing the official electronic account for communication with the public.

3. Chief of Division of Public Communication reports to the Executive Director of the Agency.

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

CHAPTER III FINAL PROVISIONS

Article 36 Final provisions

1. Personnel mobility in accordance with the legislation for public officials within the institution is permitted, if deemed necessary for the progress of work.
2. The increase or decrease in the number of personnel in accordance with the annual Budget Law does not create the need to supplement – amend this Regulation, except in cases where organizational structures are created and/or abolished.
3. Component part of this Regulation is the Annex 1 which shall contain the general number of all employees in the Agency and the special number for each unit, as well as Annex II which shall contain a visual organogram.

Article 37 Repeal

With the entry into force of this Regulation, the Regulation No. 07/2023 on the Duties, Responsibilities, Competencies and Organizational Structure of the Agriculture Development Agency is repealed.

Article 38 Entry into force

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

Albin KURTI

Acting Prime Minister of the Republic of Kosovo

26/January/2026

ANNEX I

An Organizational Chart of the Agriculture Development Agency

Structure/Position	Category	Name of the Group	No.
1. Office of Executive Director			3
Executive Director	Senior Manager 2	N/A	1
Senior Certifying Officer	Professional 1	3. Group of Economy	1
Senior Executive Officer	Professional 1	63. General Administration Group	1
2. Department of Selection and Approval of the Projects			13
Director of the Department for Selection and Approval of the Projects	Middle Manager	N/A	1
2.1. Division of the Selection and Approval of the National Measures			
Chief of Division for Selection and Approval of the National Measures	Lower Manager	N/A	1
Senior Officer for Selection and Apporval of the Projects	Specialist	30. Group of Agriculture, Forests and Land	5
Senior Officer for Management of the Projects	Professional 1	63. General Administration Group	3
2.2. Division of Selection and Approval of the IPARD's Measures			
Chief of Division for Selection and Approval of the IPARD's Measures	Lower Manager	N/A	1
Senior Officer for Selection and Approval of the Projects	Specialist	30. Group of Agriculture, Forests and Land	1
Senior Officer for Management of the Projects	Professional 1	63. General Administration Group	1
3. Department of Projects Authorization			14
Director of the Department for the Authorization of Projects	Middle Manager	N/A	1
3.1. Division of the Authorization of National Projects			

Chief of the Division for the Authorization of the National Projects	Lower Manager	N/A	1
Senior Officer for Development and Monitoring the Implementation of the Projects	Professional 1	63. General Administration Group	6
3.2. Division of IPARD's Projects Authorization			
Chief of the Division for the Authorization of the IPARD's Projects	Lower Manager	N/A	1
Senior Officer of the Authorization of IPARD'S Projects	Specialist	30. Group of Agriculture, Forests and Land	2
3.3. Division of Review and Evaluation of Reports from EX - POST Control			
Chief of Division for Review and Evaluation of the Reports from EX POST Control	Lower Manager	N/A	1
Senior Officer for Review and Evaluation of the Reports from EX POST Control	Specialist	30. Group of Agriculture, Forests and Land	1
Senior Officer for Analysis and Evaluation	Professional 1	12. Social Sciences Group	1
4. Department of Direct Payments			18
Director of the Department for Direct Payments	Middle Manager	N/A	1
4.1. Division of the Coupled Direct Payments			
Chief of the Division for Direct Payments for Evaluation and Monitoring	Lower Manager	N/A	1
Senior Officer for Direct Payments	Specialist	30. Group of Agriculture, Forests and Land	5
Senior Officer for Monitoring and Evaluation	Professional 1	63. General Administration Group	8
4.2. Division of Direct Payments for Agro - Environmental Measures and Less Favored Areas			
Chief of Division for Direct Payments for Agro - Environmental Measures	Lower Manager	N/A	1
Senior Officer for Direct Payments	Specialist	30. Group of Agriculture, Forests and Land	2

5. Department of Field Control			36
Director of Department of Field Control	Middle Manager	N/A	1
5.1. Division of Control in the Field for National Measures of the Rural Development Projects			
Chief of Division for the Control in the Field for the National Measures	Lower Manager	N/A	1
Senior Officer for the Control	Specialist	30. Group of Agriculture, Forests and Land	14
Senior Officer for the Construction	Specialist	34. Construction Engineering Group	1
Senior Officer of the Machinery	Specialist	35. Mechanical Engineering Group	1
5.1. Division of Control in the Field for IPARD's , Measures and Ex- Post Control			
Chief of Division for the Control in the Field IPARD	Lower Manager	N/A	1
Senior Officer for the Control	Specialist	30. Group of Agriculture, Forests and Land	2
6.3. Division of Field Control for Direct Payments			
Chief of the Division for the Control for Direct Payments	Lower Manager	N/A	1
Senior Officer for the Control	Specialist	30. Group of Agriculture, Forests and Land	14
6. Department of Regional Coordination of Measures for Agriculture and Rural Development			12
Director of Department of Regional Coordination of Measures for Agriculture and Rural Development	Middle Manager	N/A	1
6.1. Division of Regional Coordination for National Measures			
Chief of Division of Regional Coordination for National Measures	Lower Manager	N/A	1
Senior Officer for Regional Coordination	Specialist	30. Group of Agriculture, Forests and Land	2
Senior Officer for Coordination	Professional 1	63. General Administration Group	5

6.2. Division of Regional Coordination for the IPARD's Measures			
Chief of the Division of Regional Coordination for the IPARD's Measures	Lower Manager	N/A	1
Senior Officer for Coordination	Professional 1	63. General Administration Group	2
7. Department of Budget and Finance			9
Director of the Department of Budget and Finance	Middle Manager	N/A	1
7.1 Division of Finance			
Chief of Division of Finance	Lower Manager	N/A	1
Senior Officer for Budget and Finance	Professional 1	2. Budget and Finance Group	1
Senior Officer for Expenditures	Professional 1	2. Budget and Finance Group	1
Senior Officer for Commitment of Budget Funds	Professional 1	2. Budget and Finance Group	1
Senior Officer for Asset	Professional 1	3. Group of Economy	1
7.2. Division of Reporting, Management of the Debt and IPARD			
Chief of Division for Reporting, Management of the Debt and IPARD	Lower Manager	N/A	1
Senior Officer for Management of the Debt	Professional 1	3. Group of Economy	2
8. Department of Administration and General Services			20
Director of Department for Administration and General Services	Middle Manager	N/A	1

8.1. Division of Administration of Documents and Archive			
Chief of Division of Administration of Documents and Archive	Lower Manager	N/A	1
Senior Officer for Archive	Professional 1	7. Group of Archive - Documentation	1
Officer for Archive	Professional 2	7. Group of Archive - Documentation	2
8.2. Division for Logistic			
Chief of Division for Logistic	Lower Manager	N/A	1
Senior Officer for Logistic	Professional 1	63. Group of General Administration	2
Officer for Acceptance	Professional 2	63. Group of General Administration	1
Receptionist	Professional 3	64. Group of General Administration	1
Driver	NTM-2	63. Group of General Administration	1
Cleaner	NTM-3	63. Group of General Administration	3
8.3 Division of Information Technology			
Chief of Division for Information Technology	Lower Manager	N/A	1
Senior Officer for IT Systems	Professional 1	49. Information Technology Group	2
Senior Officer for IT and Support	Professional 1	49. Information Technology Group	2
Senior Officer for Data Base Management	Professional 1	50. Information Technology Group	1
9. Division of Legal Issues			4

Chief of Division for Legal Issues	Lower Manager	N/A	1
Senior Legal Officer	Professional 1	1. Legal Group	3
10. Unit of Internal Audit			3
Chief of Unit for Internal Audit	Lower Manager	N/A	1
Internal Auditor	Professional 1	5. Internal Audit Group	2
11. Division of Public Procurement			3
Chief of Division for Public Procurement	Lower Manager	N/A	1
Senior Officer for Procurement	Professional 1	4. Public Procurement Group	1
Officer for Procurement	Professional 2	4. Public Procurement Group	1
12. Unit of Human Resources Management			3
Chief of Unit for Human Resources Management	Lower Manager	N/A	1
Senior Officer for Human Resources	Professional 1	6. Human Resources Group	2
13. Division of Communication with the Public			3
Chief of Division for Communication with the Public	Lower Manager	N/A	1
Senior Officer for Information	Professional 1	8. Group of the Information and Public Relationships	1
Officer for Information	Professional 2	8. Group of the Information and Public Relationships	1
Total number of the employees			141

