

UNMIK/DIR/2004/5  
25 March 2004

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**ADMINISTRATIVE DIRECTION NO. 2004/5**

**IMPLEMENTING UNMIK REGULATION NO. 1999/23 ON  
THE ESTABLISHMENT OF THE HOUSING AND  
PROPERTY DIRECTORATE AND THE HOUSING  
AND PROPERTY CLAIMS COMMISSION**

The Special Representative of the Secretary-General (SRSG),

Pursuant to the authority given to him under UNMIK Regulation No. 1999/23 of 15 November 2000 on the Establishment of the Housing and Property Directorate and the Housing and Property Claims Commission,

In conformity with section 8.1 (t) of the Constitutional Framework for Provisional Self-Government in Kosovo (UNMIK Regulation No. 2001/9 of 15 May 2001),

Duly noting the Memorandum of Understanding of 2 July 2002 between United Nations Interim Administration Mission in Kosovo (UNMIK) and United Nations Human Settlements Programme (UN-HABITAT),

For the purpose of establishing the Advisory Board of the Housing and Property Directorate and Housing and Property Claims Commission, provided for under paragraph 4 Article 1 of the aforementioned Memorandum of Understanding,

Hereby issues the following Administrative Direction:

Section 1

Advisory Board of the Housing and Property Directorate  
and Housing and Property Claims Commission

The Advisory Board of the Housing and Property Directorate and Housing and Property Claims Commission (hereinafter "the Board") is hereby established as a body acting under the authority of the SRSG.

Section 2

Composition of the Board

2.1 The Board shall be composed of the following members:

- (a) The Deputy SRSG for Civil Administration (Chairperson);
- (b) A representative of UN-HABITAT;
- (c) One or more (not to exceed three) representatives of the Housing and Property Directorate and the Housing and Property Claims Commission donor community designated by the SRSG; and
- (d) The Executive Director of HPD.

2.2 The SRSG may, at his discretion or pursuant to a proposal by the Chairperson acting in consultation with other members of the Board, designate one or more persons to participate on an ad hoc basis in the work of the Board.

### Section 3 Terms of Reference

3.1 The Board shall be responsible for advising the SRSG on matters relating to the functioning of the Housing and Property Directorate and the Housing and Property Claims Commission (hereinafter “HPD/HPCC”), including the implementation of the HPD/HPCC respective mandates, development of policy initiatives and determinations, and administrative, operational and funding requirements and arrangements.

3.2 The Chairperson shall approve the draft agenda for each meeting of the Board.

3.3 Secretariat support services to the Board (hereinafter “the Secretariat”) shall be provided by the staff of HPD. Responsibilities of the Secretariat shall include organizing the Board’s meetings, preparing agendas for and minutes of the meetings, dissemination of relevant documents and information, and monitoring follow-up action in connection with advice provided by the Board.

3.4 Meetings of the Board shall be convened every three months. The Chairperson may, acting in consultation with other members of the Board, convene extraordinary meetings of the Board.

3.5 Notice of the meetings shall be communicated to members of the Board no later than two weeks prior to each meeting, except where circumstances warrant a shorter notification period in respect of extraordinary meetings. The draft agenda and any related documents and information shall be forwarded with the notice.

3.6 Minutes of each meeting shall be prepared and distributed for review to the members of the Board prior to a subsequent meeting.

3.7 Following the Board’s deliberations on matters under its consideration, the Chairperson may determine the relevant substance of such deliberations and any conclusion that may be drawn therefrom.

Section 4  
Entry into Force

The present Administrative Direction shall enter into force on 25 March 2004.

Harri Holkeri  
Special Representative of the Secretary-General