



UNMIK/DIR/2004/7  
22 April 2004

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**ADMINISTRATIVE DIRECTION NO. 2004/7**

**IMPLEMENTING UNMIK REGULATION NO. 2001/19  
ON THE EXECUTIVE BRANCH OF THE PROVISIONAL  
INSTITUTIONS OF SELF-GOVERNMENT**

The Special Representative of the Secretary-General,

Pursuant to the authority given to him under section 8 of United Nations Interim Administration Mission in Kosovo (UNMIK) Regulation No. 2001/19 of 13 September 2001, as amended, on the Executive Branch of the Provisional Institutions of Self-Government,

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

Taking into account sections 5.6, 8.1(m), (n) and (o), and 9.2.4 (a) of the Constitutional Framework for Provisional Self-Government and section 2.1 of UNMIK Regulation No. 2001/19, as amended,

Recalling the Guidelines on Agreements of the Provisional Institutions of Self-Government in the area of International Cooperation approved by the Special Representative of the Secretary-General on 30 May 2002,

Acting at the request of the Government, and based on the proposal of the Prime Minister contained in his communication dated 29 February 2004,

For the purpose of establishing an Office for Coordination of International Cooperation and Regional Dialogue within the Office of the Prime Minister, in the context of the agreed restructuring of the Office of the Prime Minister and pending the development of a comprehensive regulatory framework therefor,

Hereby issues the following Administrative Direction:

Section 1  
Office for Coordination of International Cooperation  
and Regional Dialogue

An Office for Coordination of International Cooperation and Regional Dialogue (hereinafter “the Office”) within the Office of the Prime Minister is hereby established. The Office shall operate under the authority and political guidance of the Prime Minister. Activities of the Office shall be closely coordinated with the Special Representative of the Secretary-General, and, as appropriate, with the President of Kosovo.

Section 2  
Responsibilities and Functions

2.1 The Office shall be responsible for the facilitation and coordination of international cooperation activities of the Government, as well as individual Ministries and agencies of the Government. This shall not extend to the development of external relations policy matters and responsibility for sectoral mandates of Ministries.

2.2 The Office shall:

(a) Act as a focal point, maintain a database and coordinate protocol arrangements for foreign delegations visiting the Office of the Prime Minister and other Ministries;

(b) Maintain a database of travel outside Kosovo by the Prime Minister and Ministers and advise the Prime Minister and Ministers on objectives of the travel;

(c) Coordinate and prepare a briefing package for Prime Minister’s travel and for travel of Ministers and other officials of the Government as appropriate and required;

(d) Coordinate preparation of Agreements involving the Government and individual Ministries in the area of international cooperation, in accordance with the established Guidelines approved for this purpose by the SRSG;

(e) Maintain a database and track external contacts and activities of individual Ministries and provide advice to the Prime Minister and Ministers on international cooperation activities and programmes in line with the duly coordinated overall Government policy direction and objectives;

(f) Track institutional and *ad hoc* regional co-operation in the areas of activity within the competence of the Government, in particular in relation to the economy of Kosovo;

(g) Maintain a database and an archive for all Agreements, Protocols, Memoranda of Understanding, etc. entered into by UNMIK for the benefit or on behalf of the PISG for the Government or parts thereof, and provide information and advice to the Prime Minister and Ministers accordingly; and

(h) Develop proposals on technical issues for dialogue with regional partners and provide information and advice to the Prime Minister and Ministers accordingly.

### Section 3 The Office Structure and Staffing

3.1 The Office shall consist of three units which will be responsible respectively for:

(a) Overall coordination of the Government's international cooperation activities;

(b) Regional Technical Dialogue; and

(c) Protocol Matters related to the Office.

3.2 The Office shall be staffed at all levels, within available budgetary resources, with civil servants who shall be under the administrative authority of the Permanent Secretary of the Office of the Prime Minister.

### Section 4 Entry into Force

The present Administrative Direction shall enter into force on 22 April 2004.

Harri Holkeri  
Special Representative of the Secretary-General