



UNMIK/DIR/2004/18
16 July 2004

ADMINISTRATIVE DIRECTION NO. 2004/18

**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, 5.7 and 8.1(m), (n) and (o) of the Constitutional Framework for Provisional Self-Government and section 2.1 of UNMIK Regulation No. 2001/19, as amended,

Acting at the request of the Government, and based on the proposal of the Prime Minister contained in his communication dated 20 May 2004,

For the purpose of establishing an Office for European Integration Processes 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 European Integration Processes

An Office for European Integration Processes (hereinafter “the Office”) is hereby established within the Office of the Prime Minister. The Office shall operate under the authority of the Prime Minister.

Section 2
Responsibilities and Functions

2.1 The Office shall be responsible for coordination of Government action in aligning practices and legislative activities with relevant European Union (EU) norms and standards in the context of the EU Stabilisation and Association Process (SAP), with a view to facilitating economic, social and other reforms and capacity building to support the involvement in European integration processes. This shall not affect responsibilities and sectoral mandates of individual Ministries.

2.2 The Office shall:

(a) Coordinate Government activities related to EU approximation and participation in the SAP with UNMIK;

(b) Formulate proposals for upgrading the Government's activities for approximation to EU norms and standards and promotion of better understanding of the EU policies and decisions and practical effects thereof;

(c) Coordinate preparation and timely provision of the Government's inputs related to the SAP Tracking Mechanism (STM) for Kosovo;

(d) Coordinate and oversee the development and implementation of a general Government programme for approximation to relevant EU norms and standards;

(e) Follow up on the recommendations within the Standards for Kosovo and STM processes through coordination with the competent Ministries and, as appropriate, with UNMIK;

(f) Maintain a database and track contacts of individual Ministries on SAP related matters in line with the duly coordinated Government policy direction and objectives;

(g) Facilitate, in coordination with relevant officials and the competent Ministries, the process of implementation of Standards for Kosovo with a view to achieving the goal of compatibility with EU standards;

(h) Monitor the development of EU legislation and policies of relevance for the participation in the SAP and implementation of Standards for Kosovo and advise the Prime Minister and the Government accordingly;

(i) Formulate proposals for the development of Government capacities for legislative harmonization and compatibility checks with the *acquis communautaire*, including proposals on priority areas for legislative harmonization;

(j) Review PISG draft legislation for consistency with relevant EU norms and standards;

(k) Conduct research in the area of EU policies and developments and maintain contacts with interested institutions and experts on related substantive studies and analysis;

(l) Collect and distribute relevant EU information within the Government and organize information campaigns on EU related matters;

(m) Prepare briefing packages for and advise the Prime Minister and the Government on the SAP and EU developments;

(n) Organize and conduct, in coordination with the Ministry of Public Services, training programmes on the SAP for staff of the Office and other civil servants;

(o) Organize and coordinate translation of relevant EU legislation and documents, and coordinate review of translation of PISG legislation and documents for consistency with EU standard terminology and vocabulary of the *acquis communautaire*;

(p) Liaise, in coordination with the Ministry of Finance and Economy, with donors on financial, practical and expert support for development and implementation of assistance programmes relevant to EU approximation matters; and

(q) Establish and maintain, in coordination with the Ministry of Economy and Finance, a database of assistance programmes relevant to EU approximation matters.

Section 3

Office Structure and Staffing

3.1 The Office shall consist of seven (7) units which will be responsible respectively for:

(a) Office administration matters;

- (b) Implementation of EU related elements of the Standards for Kosovo;
- (c) STM management;
- (d) Legislative harmonization with EU norms and standards;
- (e) Planning and coordination of policy development;
- (f) Information, training and translation services; and
- (g) Assistance programmes.

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 16 July 2004.

Charles Brayshaw
Acting Special Representative of the Secretary-General