



UNMIK/DIR/2008/3  
26 March 2008

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**ADMINISTRATIVE DIRECTION NO. 2008/3**

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

The Special Representative of the Secretary-General,

Pursuant to the authority given to him under section 8 of the 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 Kosovo,

Taking into account sections 3 and 5 of UNMIK Regulation No. 2001/19 and UNMIK Regulation No. 2001/36 of 22 December 2001, as amended, on the Kosovo Civil Service,

Having consulted with the Government and obtained its concurrence,

For the purpose of establishing a Kosovo Center for Public Safety Education and Development in order to enhance the conditions for the training of Kosovo civil servants employed in areas related to public safety in conformity with professional standards and best practices,

Hereby issues the following Administrative Direction:

Section 1

Kosovo Center for Public Safety Education and Development

1.1 The Kosovo Center for Public Safety Education and Development (hereinafter: “KCPSED”) is hereby established as an Executive Agency within the Ministry of Internal Affairs (hereinafter: “the Ministry”).

1.2 KCPSED shall be the primary institution responsible for the provision of mandatory training of Kosovo civil servants employed in areas related to public safety, *inter alia*, police service, corrections service, customs service and emergency services including fire services. It shall perform its functions on the basis of legality, efficiency, accountability and impartiality.

1.3 The budget of KCPSED shall be provided by the Ministry and may be supplemented by donor funds, as appropriate.

## Section 2 Functions and Responsibilities

2.1 The functions and responsibilities of KCPSED shall include the following:

- (a) Provide and maintain technical education, curriculum development and support services for public safety training;
- (b) Provide and maintain facilities that are adequate to meet mandatory public safety training and educational standards;
- (c) Coordinate mandatory public safety training and educational activities in cooperation with relevant Ministries and Municipalities;
- (d) Develop a mid and long term strategic plan for the effective and efficient administration of KCPSED;
- (e) Provide secretariat and other related support services to the Kosovo Board on Public Safety Standards and Education; and
- (f) Act as a research institution for the development of public safety training and education in Kosovo in compliance with professional standards and best practices;
- (g) Develop and maintain a database of all students and the types of training and education that they have received;

- (h) Coordination of donor programmes for public safety training, education and development.

### Section 3

#### Appointment and Responsibilities of the Chief Executive Officer

- 3.1 KCPSED shall be managed by a Chief Executive Officer, who shall be a civil servant within the meaning of Section 1(j), (ii) of UNMIK Regulation No. 2001/36, as amended, and appointed by the Senior Public Appointments Committee in accordance with the applicable law.
- 3.2 The Chief Executive Officer shall be accountable to the Minister of Internal Affairs.
- 3.3 The Chief Executive Officer shall be responsible for:
  - (a) Ensuring that the functions entrusted to KCPSED are properly implemented;
  - (b) Organizing KCPSED and issuing decisions and administrative instructions on any matter pertaining to its functions and responsibilities;
  - (c) The effective and efficient management of resources provided to KCPSED;
  - (d) Implementing non-discriminatory personnel policies at KCPSED including equitable representation, in all areas and levels, and ensuring that the composition of the staff reflects the multi-ethnic character of Kosovo;
  - (e) Staffing of KCPSED and ensuring that the recruitment of staff is based on professional qualifications, competences and merit and is undertaken through fair and open competition in accordance with the applicable law;
  - (f) Preparing an annual report on the work of KCPSED that shall be provided to the Minister of Internal Affairs and to the Kosovo Board on Public Safety Standards and Education.

- 3.4 The Chief Executive Officer shall designate a financial authorizing officer for KCPSSED. Acting under the authority of the Chief Executive Officer, the financial authorizing officer shall be responsible for compliance with decisions, administrative instructions and financial rules issued by the Ministry of Finance and Economy or other appropriate authorities.

Section 4  
Entry into Force

The present Administrative Direction shall enter into force on 26 March 2008.

Joachim Rücker  
Special Representative of the Secretary-General