



# ANNUAL WORK PLAN 2022

KOSOVO PROSECUTORIAL COUNCIL







Republika e Kosovës  
Republika Kosova  
Republic of Kosovo



Këshilli Prokurorial i Kosovës  
Tužilački Savet Kosova  
Kosovo Prosecutorial Council

# **ANNUAL WORK PLAN 2022**

## **KOSOVO PROSECUTORIAL COUNCIL**

February 2022

*Published by the Kosovo Prosecutorial Council. All rights reserved.  
The content of this material may not be reprinted, duplicated or  
transmitted in any other electronic, mechanical form, photocopied or  
recorded without the written approval of the Kosovo Prosecutorial  
Council.*

## Table of Contents

<b>Mission</b> .....	5
<b>Vision</b> .....	5
<b>Composition, tasks and competencies of the Council</b> .....	5
 <b>1. Objectives of the Kosovo Prosecutorial Council</b> .....	11
1.1. Main objectives.....	12
i. Strengthening the sub-legal framework and organizational structure of the prosecutorial system .....	12
ii. Advancing the status and role of prosecutors and administrative staff.....	16
iii. Advancing the prosecution recruitment system.....	17
iv. Strengthening the capacity for handling cases in the State Prosecutor .....	18
v. Strengthening the administration of the prosecutorial system and mechanisms of accountability and permanent control of work.....	21
vi. Risk assessment and work continuity planning.....	23
vii. Strengthening the integrity of prosecutors.....	24
viii. Advancing the institutional role in budget and financial processes .....	26
ix. Transparency and communication with the public and the media.....	27
x. Cooperation with local institutions, partners and donors .....	29
xi. Advancing the digitalization of the work of the prosecution (e-prosecution).....	31
xii. Advancing the physical infrastructure and the level of security in the prosecutorial system.....	33
xiii. Building the professional capacity and practical skills of prosecutors and staff.....	34

<b>1.2. Secretariat of the Kosovo Prosecutorial Council .....</b>	<b>36</b>
i. Advancement of services for the management of the prosecutorial system.....	36
ii. Increase efficiency in budget planning, insurance, management and spending.....	38
iii. Advancing services and infrastructure as well as increasing the level of security in the prosecutorial system.....	40
iv. Strengthening human resources in the planning and implementation of work processes.....	41
v. Development and advancement of information technology....	42
 <b>1.3. Prosecution Performance Review Unit .....</b>	 <b>44</b>
i. Advancing internal work processes.....	44
ii. Analysis of the work of prosecutors and prosecution offices..	46
iii. Monitoring the application of electronic systems for statistical reporting.....	48
iv. Supporting professional capacity building processes in the prosecutorial system.....	49

## Mission

Provide an independent, impartial, professional and effective system of investigation and prosecution by prosecutors recruited on the basis of merit, evaluated on the basis of results at work and supervised according to high standards, which ensures the implementation of the law in fairly and without discrimination, creating equal access to justice including the meritorious treatment of victims of crime.

## Vision

To enable the delivery of justice in an efficient, effective, transparent, accountable and professional manner, which ensures the trust of the public.

## Composition, tasks and competencies of the Council

The Council was established by Law no. 03 / L-224 on the Kosovo Prosecutorial Council, which entered into force on 1 January 2011 and currently functions based on Law no. 06 / L-056 on the Kosovo Prosecutorial Council.

The Council consists of thirteen (13) members, ten (10) of whom are prosecutors, while three (3) non-prosecutors.

Based on Article 9 of the Law on the Kosovo Prosecutorial Council, the composition of the members of the Council is as follows:

Ten (10) members, from the ranks of prosecutors and that:

- ❖ Chief State Prosecutor;
- ❖ seven (7) members, prosecutors from the basic prosecution offices, represented by one (1) member, elected by the prosecutors of that prosecution office;
- ❖ one (1) member, a prosecutor from the Appellate Prosecution,

- elected by the prosecutors of that Prosecution;
- ❖ one (1) member, prosecutor from the Special Prosecution, elected by the prosecutors of that Prosecution;

Three (3) non-prosecutor members, as follows:

- ❖ one (1) member lawyer from the Kosovo Chamber of Advocates;
- ❖ one (1) member, university professor of law;
- ❖ One (1) member, representative from civil society.

The Council is chaired by the Chairman, who is elected from among the prosecutorial members of the Council, for a three-year term.

The Chairman of the Council submits annual public reports at least once a year on the performance, actions, costs and budgetary needs of the prosecutorial system, as well as organizes the procedure for electing the members of the standing committees according to this law, enabling the Council a transparent process and responsible for proposals and their appointment.

The council carries out its mandate through the work of standing committees established by law. These committees are as follows:

- ❖ Committee on Normative Issues;
- ❖ Committee for Evaluation of Prosecutors' Performance;
- ❖ Committee on Budget Finance and Personnel;
- ❖ Committee for the Administration of Prosecutions.

Discipline of prosecutors is carried out through panels established by the Council, based on the Law on Disciplinary Responsibility of Judges and Prosecutors (Law No. 06 / L-057) and bylaws established for this purpose.

The council may also establish ad hoc committees, as needed.

Administrative support for the prosecutorial system, the Council



carries out its mandate through the Secretariat when it comes to budget, Finance, procurement, human resources, logistics, infrastructure, information technology, while analytical, statistical, professional development of prosecutors and staff through the Prosecution Performance Review Unit.

The main responsibilities of the Council are as follows:

- decides on the organization, management, administration and supervision of the functioning of prosecutions according to law;
- proposes to the President the appointment, reappointment and dismissal of prosecutors, as well as ensures that all proposed candidates meet the criteria set by law, according to the relevant legal procedures;
- proposes to the President the appointment and dismissal of the Chief State Prosecutor, ensures that the proposed candidate meets the criteria set by law and the relevant procedures are developed;
- decides on the appointment of Chief Prosecutors of the Basic Prosecutions, Special Prosecution and Appellate Prosecution, in accordance with the Law on State Prosecution and the Law on Special Prosecution of the Republic of Kosovo;
- ensures the implementation and supervision of the criteria for admission to the prosecution, which must be done in accordance with the principles of merit, equal opportunities, gender equality, non-discrimination and equal representation, based on public competition and after verifying the eligibility of candidates;
- announces a public competition for prosecutors;
- decides on the organization of the examination for candidates for prosecutors according to the regulation approved by the Council, determining the number of prosecutors for each prosecutor's office;
- decides and supervises the implementation of the criteria

for the ethnic composition of the territorial jurisdiction of the respective prosecution and for the filling of vacancies, guaranteed for members of non-majority communities in Kosovo;

- decides on the number of prosecutors in each Prosecutor's Office;
- prepares, sends and supervises the budget of the State Prosecutor and the Prosecutorial Council;
- decides on the promotion, transfer and discipline of prosecutors;
- sets the criteria for the evaluation of prosecutors, for the case load of prosecutors and for the efficient functioning of prosecutors and controls and guarantees the evaluation process and reviews the complaints of prosecutors for their evaluation;
- establishes and oversees the criteria for setting policies, standards and guidelines regarding the training of prosecutors and other staff and overseeing the implementation of the training and professional development of prosecutors by the Academy or other training associations or organizations;
- adopts the Code of Professional Ethics for Council members, the violation of which is the basis for sanctions, including dismissal by the Council;
- approves the Code of Professional Ethics for prosecutors, the violation of which is a basis for sanctions, including dismissal;
- approves the Code of Professional Ethics for the administrative staff, the imposition of disciplinary measures defined by the relevant Law on Civil Service of the Republic of Kosovo, the violation of which is a basis for sanctions;
- ensures that prosecutors act independently, professionally and impartially in the performance of all prosecutorial functions;
- in cooperation with the Office of the Chief State Prosecutor develops prosecutorial policies and strategies for the effective fight against crime;

- preparing an annual report on the activities and expenditures of the State Prosecutor and the Council;
- oversees and administers the prosecution and its staff;
- overseeing the Secretariat, the Prosecution Performance Review Unit and issuing rules and regulations in accordance with its competencies;
- determines the procedures for the hearings and the conduct of the disciplinary hearings;
- cooperates with the prosecutorial councils of other states and relevant local and international organizations, provided that it does not affect the independence of its work;
- promulgates rules and regulations in accordance with the laws on public information regarding the management and disclosure of information held by the State Prosecutor;
- establishes commissions which the Council deems necessary;
- approves the rules of procedure for the functioning of the Council and its committees and for the election of those members of the Council who are elected by their colleagues, rules that are available to the public;
- issue regulations on the procedure for the selection of the Chief State Prosecutor and the appointment of Chief Prosecutors of the Prosecution Offices;
- issue regulations on the internal organization of the State Prosecutor;
- guarantees an open and accountable system for administering the decisions of the Council and the State Prosecutor;
- reports to the public on the implementation of its objectives set specifically and based on a measurable indicator;
- adopts bylaws in order to implement its duties and responsibilities, in accordance with applicable law;
- Performs other duties defined by law.

In order to fulfill the mandate of the Council, the Law on the Kosovo Prosecutorial Council established administrative bodies such as: the Council Secretariat and the Prosecution Performance Review Unit, which assist prosecutors in fulfilling their constitutional mandate.

1. **Secretariat of the Council** exercises the following duties and responsibilities:
  - 1.1. Assists the Council in implementing the rules, regulations and policies of the Council regarding the management, budget and administration of the state prosecutor;
  - 1.2. According to the instructions of the Council or on its own initiative proposes policies and bylaws, which are necessary for the exercise of the functions of the Council and the implementation of this law. The proposals and initiatives of the Secretariat are prepared and submitted to the Council for approval;
  - 1.3. according to the instructions of the Council, prepares a consolidated budget proposal for the Council and the State Prosecutor;
  - 1.4. Administers the approved budget;
  - 1.5. manages the administrative and support staff of the state prosecutor, based on the workload, maintenance of personnel records, establishment of a performance appraisal system, ensuring proper discipline of state prosecutor employees and protection of their rights of employment;
  - 1.6. ensures that the state prosecutor has a proper and timely supply of materials necessary for the efficient and effective functioning of prosecutions;
  - 1.7. Provides administrative support to the Council and Council committees and undertakes other tasks and authorities as directed by the Council.

The Council adopts regulations on the organizational structure and functioning of the Secretariat

## **2. Prosecution Performance Review Unit:**

2.1. According to the Council's instruction, the Prosecution Performance Review Unit reports on the work of the prosecution offices.

2.2. The Council develops and approves regulations related to the organizational structure and functioning of the Prosecution Performance Review Unit.

## **1. Objectives of the Kosovo Prosecutorial Council**

Kosovo Prosecutorial Council, in order to implement the Strategic Plan 2022 - 2024 and in order to exercise its mandate, drafts the Annual Work Plan for 2022. This plan contains objectives where concrete activities and deadlines have been set for their implementation.

In order to increase the work dynamics, the Council, in addition to the objectives that will be achieved in the future and based on its constitutional and legal competencies, will develop the work plan for 2021 through the prioritization of certain processes defined as priority objectives.

The following will reflect the objectives and activities of the Kosovo Prosecutorial Council:

## 1.1. Main objectives

i. Strengthening the sub-legal framework and organizational structure of the prosecutorial system

### ACTIVITIES

a) Approval of the Strategic Plan of the prosecutorial system 2022 - 2024 (January - February)

Indicators  
- Approved strategic plan  
Responsible unit  
- KPC

b) Establishment of a Working Group to monitor the implementation of the Strategic Plan of the prosecutorial system 2022-2024 (January February)

Indicators  
- Established working group  
Responsible unit  
- KPC

c) Establishment of a working group for the analysis and implementation of the War Crimes Strategy 2019-2021 (January-December)

Indicators  
- Established working group  
Responsible unit  
- KPC

d) Analysis of the implementation of bylaws (January-December)

Indicators  
- Drafted analysis  
Responsible unit  
- Committee on Normative Issues

e) Harmonization of bylaws as well as adaptation to possible new legal and structural changes (March - December)

Indicators  
- Bylaws drafted  
Responsible unit  
- KPC  
- Committee on Normative Issues

f) Approval of the Regulation on the Election and Termination of the Mandate of the General Director of the Secretariat of the Kosovo Prosecutorial Council and the Director of the Prosecution Performance Review Unit (January-March)

Indicators

- Approved regulation

Responsible unit

- KPC

- Committee on Normative Issues

g) Amendment of Regulation 05/2019 on disciplinary responsibility of prosecutors (January-December)

Indicators

- Approved regulation

Responsible unit

- KPC

- Committee on Normative Issues

h) Approval of the Regulation on Activity, Internal Organization and Systematization of Jobs in the Secretariat of the KPC (January-June)

Indicators

- Approved regulation

Responsible unit

- KPC

- Committee on Normative Issues

i) Approval of the Regulation on Internal Organization and Functioning of the State Prosecutor (January - December)

Indicators

- Approved regulation

Responsible unit

- KPC

- Committee on Normative Issues

j) Drafting the Regulation for the Recruitment of Senior Officials for Professional Associates (January-December)

Indicators

- Drafted Regulation

Responsible unit

- KPC

- Committee on Normative Issues

k) Drafting the Regulation for the Engagement of Interns (January-December)

Indicators

- Drafted Regulation

Responsible unit

- KPC

- Committee on Normative Issues

l) Drafting the Regulation on Administration and Archiving of Documents in the State Prosecutor's Institution (January-December)

Indicators

- Drafted Regulation

Responsible unit

- KPC

- Committee on Normative Issues

m) Drafting of Administrative Instruction on the Use of Symbols in the Prosecutorial System of the Republic of Kosovo (January-December)

Indicators

- Drafted administrative instruction

Responsible unit

-KPC

- Committee on Normative Issues

n) Drafting the guide for unification of expertise prices for the entire prosecutorial system provided by Regulation 15/2015 on the appointment of judicial experts (January-December)

Indicators

- Drafted guide

Responsible unit

- KPC

- Committee on Normative Issues

o) Designing a new administrative structure of the prosecutorial system (January-December)

Indicators

- New structure of the prosecutorial system administration developed

Responsible unit

- KPC

- Committee on Normative Issues

- KPCS



p) Systematization of the administration of the prosecutorial system (January-December)

*Indicators*

- Administration of the prosecutorial system systematized

*Responsible unit*

- KPC
- Committee on Normative Issues
- KPCS

q) Advancing the processes of recruitment, classification, transfer, evaluation, promotion and discipline of civil servants within the prosecutorial system (January-December)

*Indicators*

- Bylaws Drafted

*Responsible unit*

- KPC
- Committee on Normative Issues
- KPCS

r) Drafting the Guideline for the implementation of Regulation 02/2021 on the transfer and promotion of prosecutors (January-December)

*Indicators*

- Drafted guide

*Responsible unit*

- KPC
- Committee on Normative Issues

## ii. Advancing the status and role of prosecutors and administrative staff

### ACTIVITIES

a) Priority treatment of cases of threats against prosecutors and denigration of prosecutors' personality (January-December)

Indicators  
- Actions taken  
Responsible unit  
- KPC

b) Commitment to the concept paper for administration (January-December)

Indicators  
*Active participation and contribution in working groups*  
Responsible unit  
- KPC  
- Committee on Normative Issues  
- KPCS

c) Contribution to the drafting of relevant laws on the status of prosecutors and staff (January-December)

Indicators  
- Initiatives taken  
Responsible unit  
- KPC  
- Committee on Normative Issues

d) Commitment for the realization of health insurance for prosecutors and administrative staff (January-December)

Indicators  
*Initiatives taken*  
Responsible unit  
- KPC

### iii. Advancing the prosecution recruitment system

#### ACTIVITIES

a) Analysis of the needs for recruitment of prosecutors (January-December)

Indicators  
Analyze drafted  
Responsible unit  
- KPC  
- PPRU

b) Review of the sub-legal act (March--December)

Indicators  
Revised sub-legal act  
Responsible unit  
- KPC  
- Committee on Normative Issues

c) Implementation of electronic system for application procedure and qualification testing in the process of recruiting prosecutors (January-December)

Indicators  
Electronic system implemented  
Responsible unit  
- KPC  
- Commission for recruitment of prosecutors

d) Recruitment of new prosecutors (January-December)

Indicators  
- Prosecutors recruited  
Responsible unit  
- KPC  
- Commission for recruitment of prosecutors

## iv. Strengthening the capacity for handling cases in the State Prosecutor

## ACTIVITIES

a) Based on the workload of prosecutors with cases to analyze the need for temporary and permanent transfers of prosecutors (January-December)

**Indicators**  
 - Needs analysis  
 - Report on transfers of prosecutors  
**Responsible unit**  
 - KPC  
 - Commission for the Administration of Prosecutions  
 - PPRU

b) Analysis of the need of prosecutions for promotion of prosecutors (March-December)

**Indicators**  
 - Needs analysis  
 - Report on the promotion of Prosecutors  
**Responsible unit**  
 - KPC  
 - Commission for the Administration of Prosecutions  
 - PPRU

c) Development of transfer and promotion procedures based on the needs presented by the prosecutions and based on evaluations and analyzes (January-December)

**Indicators**  
 - Number of processes developed  
 - Number of prosecutors transferred and promoted  
**Responsible unit**  
 - KPC  
 - Commission for Transfer and Promotion of Prosecutors

d) Standardization of policies in handling PPP cases as well as other registers (January-December)

**Indicators**

- Standardized policies

**Responsible unit**

- KPC

- Commission for the

Administration of Prosecutions

e) Unification of forms of prosecutors' documents (January-December)

**Indicators**

- Unified forms

**Responsible unit**

- KPC

- Commission for the

Administration of Prosecutions

f) Strengthening the Unit for Corruption and Economic Crimes in BPO Prishtina (January-December)

**Indicators**

- Necessary resources provided

**Responsible unit**

- KPC

- Commission for the

Administration of Prosecutions

g) Strengthening the War Crimes Department (January-December)

**Indicators**

- Increase of number of prosecutors

- Assigned or recruited staff

- Necessary resources provided

**Responsible unit**

- KPC

- SPRK

h) Regular monitoring and reporting by the Oversight Committee on corruption and economic crime cases (January-December)

**Indicators**

- Reports drafted

**Responsible unit**

- KPC

- Oversight Committee for

Corruption and Economic Crimes

i) Recruitment of mediation officers in the Basic Prosecution Offices (January-December)

*Indicators*  
- Recruited officials  
*Responsible unit*  
- KPC  
- KPCS

j) Appointment of officials responsible for signaling in all prosecution offices of Kosovo in accordance with legal acts (January-March)

*Indicators*  
- Appointed officials  
*Responsible unit*  
- KPC

k) Strengthening the VAAO in protecting the rights of victims of crime (January-December)

*Indicators*  
- Recruited staff  
- Resources provided  
*Responsible unit*  
- KPC

## v. Strengthening the administration of the prosecutorial system and mechanisms of accountability and permanent control of work

### ACTIVITIES

a) Appointment of the Chief State Prosecutor (January-April)

Indicators  
- Appointed Chief State Prosecutor  
Responsible unit  
- KPC

b) Selection of the General Director of the Secretariat of the Kosovo Prosecutorial Council (January-June)

Indicators  
- Selected director  
Responsible unit  
- KPC

c) Selection of the Director of the Prosecution Performance Review Unit (January-June)

Indicators  
- Selected director  
Responsible unit  
- KPC

d) Regular reporting of Chief Prosecutors on issues of administration and efficiency in handling cases (January-December)

Indicators  
- Reports drafted  
Responsible unit  
- KPC  
- Commission for the Administration of Prosecutions

e) Regular reporting of the Standing and ad hoc committees of the Council (January-December)

Indicators  
- Reports drafted  
Responsible unit  
- KPC  
- KPS Commissions

f) Establish a mechanism for issued of ethics of prosecutors (January-December)

*Indicators*  
- *Established mechanism*  
*Responsible unit*  
- KPC

g) Annual assessment of the gender issue and overall inclusion (January-December)

*Indicators*  
- *Assessment performed*  
*Responsible unit*  
- KPC



## vi. Risk assessment and work continuity planning

## ACTIVITIES

a) Evaluate the implementation of the Action Plan for the management of work in accordance with the circumstances created by Covid 19 (January-December)

Indicators

- Critical and essential processes identified
- Communication and coordination (regular information of staff, partners and the public)

Responsible unit

- KPC
- Commission for the Administration of Prosecutions

b) Ongoing risk assessment for each critical work process

Indicators

- Monitoring and evaluation reports

Responsible unit

- KPC
- Commission for the Administration of Prosecutions

## vii. Strengthening the integrity of prosecutors

ACTIVITIES	
a) Strengthening the existing unit for verification (January-December)	<u>Indicators</u> - Recruited staff <u>Responsible unit</u> - KPC
b) Information and guidance activities for the implementation of the code of ethics (January-December)	<u>Indicators</u> - Realized activities - Reports drafted <u>Responsible unit</u> - KPC
c) Implementation of the Basic Referral Guide for pre-investigative and disciplinary bodies (January-December)	<u>Indicators</u> - Implemented guide <u>Responsible unit</u> - KPC - Investigative panels
d) Professional support for investigative panels in disciplinary cases (January-December)	<u>Indicators</u> - Reports drafted <u>Responsible unit</u> - KPCS
e) Efficient handling of disciplinary cases against prosecutors by the Council (January-December)	<u>Indicators</u> - Cases placed in the Council - Reports drafted <u>Responsible unit</u> - KPC - Investigative panels

f) Functionalization of the database for disciplinary cases against prosecutors (January-December)

Indicators

- Functional database

Responsible unit

- KPC

- KPCS

g) Annual evaluation of the performance of prosecutors by the superior (January-March)

Indicators

- Annual evaluation forms drafted by the superior

Responsible unit

- Chief Prosecutors of Prosecution Offices

- KPC

- CPPE

h) Implementation of processes for evaluating the performance of prosecutors according to the Work Plan of the CPPE approved in KPC (January - December)

Indicators

- Reports on the evaluation of the performance of prosecutors

Responsible unit

- KPC

- CPPE

i) Strengthening communication between the CVPP and the Academy of Justice (January-December)

Indicators

- Implemented protocols

Responsible unit

- KPC

- CPPE

## viii. Advancing the institutional role in budget and financial processes

## ACTIVITIES

a) Budget planning consultations with all prosecutions (January-March)

Indicators

- Report drafted

Responsible unit

- KPC

- Committee on Budget, Finance and Personnel  
- KPCS

b) Budget planning based on strategic needs and orientations (January-March)

Indicators

- Drafted plan

Responsible unit

- KPC

- Committee on Budget, Finance and Personnel  
- KPCS

c) Ensure the consistency of the oversight and control process (January-December)

Indicators

- Internal audit report

- External audit report

Responsible unit

- KPC

- Committee on Budget, Finance and Personnel  
- KPCS

d) Commitment to setting salaries equally with other powers, for professional and administrative staff (January-December)

Indicators

- Active participation in working groups

- Initiatives taken

Responsible unit

- KPC

- KPCS

## ix. Transparency and communication with the public and the media

## AKTIVNOSTI

a) Unification of communication standards in the prosecutorial system (January-December)

Indicators

- Drafted protocol

Responsible unit

- KPC

- KPCS

- Office for Public Communication

b) Provide real-time access to statistics and public documents (January-December)

Indicators

- Statistical reports and public documents provided

Responsible unit

- KPC

- KPCS

- Office for Public Communication

c) Continuous redesign and strengthening of the prosecutorial system web portal (January-September)

Indicators

- Updated web portal

Responsible unit

- KPC

- KPCS

- Office for Public Communication

d) Holding regular meetings with citizens and the media  
- developing a meeting plan (January-December)

IndicatorsRealized activities

- Responsible unit

- KPC

- KPCS

- Office for Public Communication

e) Organizing information campaigns - developing a campaign plan (January-December)

*Indicators*

- *Realized activities*

*Responsible unit*

- KPC

- KPCS

- *Office for Public Communication*

f) Presence of the prosecutorial system in social networks (March-December)

*Indicators*

- *Opening social networks*

*Responsible unit*

- KPC

- KPCS

- *Office for Public Communication*

g) Live broadcast of KPC meetings on the web portal of the prosecutorial system (July-December)

*Indicators*

- *Broadcast meetings*

*Responsible unit*

- KPC

- KPCS

- *Office for Public Communication*

## x. Cooperation with local institutions, partners and donors

### ACTIVITIES

a) Holding various roundtables and meetings with the non-governmental sector (January-December)

Indicators  
 - Realized activities  
 - Reports drafted  
Responsible unit  
 - KPC  
 - KPCS

b) Holding coordination meetings with donors (January-December)

Indicators  
 - Realized activities  
Responsible unit  
 - KPC  
 - KPCS

c) Concluding agreements with institutions and forums which exercise the same mandate (January-December)

Indicators  
 - Realized activities  
Responsible unit  
 - KPC

d) Setting priorities for the European integration process (January-December)

Indicators  
 - Project proposals drafted  
Responsible unit  
 - KPC  
 - KPCS

e) Assessment of donor support needs (January-December)

**Indicators**

- Needs assessment realized

**Responsible unit**

- KPC

- KPCS

f) Cooperation agreement between KPC, KJC and donor regarding the ICT / CMIS project (January-March)

**Indicators**

- Agreement signed

**Responsible unit**

- KPC

g) Advancing cooperation with institutions that perform expertise (January-December)

**Indicators**

- Meetings held with the Institute of Forensic Medicine and other institutions

**Responsible unit**

- KPC

- KPCS

h) Strengthening cooperation with the Association of Journalists of Kosovo (January-December)

**Indicators**

- Meetings held

- Agreements realized

**Responsible unit**

- KPC

- KPCS

- Office for Public Communication

i) Cooperation agreement for electronic exchange between KPC and Customs regarding ICT / CMIS (January-December)

**Indicators**

- Agreement signed

**Responsible unit**

- KPC



## xi. Advancing the digitalization of the work of the prosecution (e-prosecution)

### ACTIVITIES

a) Advancing the hardware infrastructure with modern IT equipment (January-December)

#### Indicators

- Equipment provided

#### Responsible unit

- KPC

- KPCS

b) Development and implementation of an electronic system for managing documents and Council meetings (e-council) (March-December)

#### Indicators

- System developed and implemented

#### Responsible unit

- KPC

- KPCS

c) Monitoring the implementation of CMIS (January-December)

#### Indicators

- Monitoring reports drafted

#### Responsible unit

- KPC

- Commission for the Administration of Prosecutions

- KPSC

d) Improving data quality in CMIS (January-December)

#### Indicators

- Working group reports

#### Responsible unit

- KPC

- Commission for the Administration of Prosecutions

- Working Group

e) Development of advanced statistical reports (March-October)

*Indicators*

- *Advanced reports*

*Responsible unit*

- KPC

- *Commission for the*

*Administration of Prosecutions*

- KPCS

- PPRU

f) Removing physical registers (March-October)

*Indicators*

- *Prepare a plan for the removal of registers*

*Responsible unit*

- KPC

- *Commission for the*

*Administration of Prosecutions*

- KPCS

## xii. Advancing the physical infrastructure and the level of security in the prosecutorial system

### ACTIVITIES

a) Assessment of the needs for adequate working conditions in all prosecutions, KPC and subordinate units (January-December)

#### Indicators

- Report drafted

#### Responsible unit

- KPC

- Commission for the

Administration of Prosecutions

- KPCS

b) Assessment of the level of security in the premises of the prosecutorial system (January-June)

#### Indicators

- Evaluation report drafted

#### Responsible unit

- KPC

- Commission for the

Administration of Prosecutions

- KPCS

c) Taking steps to advance the security system of the facilities of the prosecutorial system (July-December)

#### Indicators

- Activities undertaken

#### Responsible unit

- KPC

- Commission for the

Administration of Prosecutions

- KPCS

### xiii. Building the professional capacity and practical skills of prosecutors and staff

#### ACTIVITIES

a) Training needs assessment and effects (July-December)

*Indicators*  
- Evaluation report  
*Responsible unit*  
- KPC  
- PPRU

b) Preparation of training policy document (October-December)

*Indicators*  
- Document approved  
*Responsible unit*  
- KPC  
- PPRU

c) Coordination with the Academy of Justice and partners for organizing trainings and ensuring the participation of prosecutors (January-December)

*Indicators*  
- Training reports  
- Registration of participation in EFMS  
*Responsible unit*  
- KPC  
- KPCS  
- PPRU

d) Ongoing evaluation of the implementation of the requirements arising from the regulation for professional development (January-December)

*Indicators*  
- Evaluation reports  
*Responsible unit*  
- KPC  
- KPCS  
- PPRU

e) Capacity building for the implementation of Regulation 02/2021 on the transfer and promotion of prosecutors (January-December)

*Indicators*

- Trainings held  
*Responsible unit*  
- KPC  
- KPCS  
- PPRU

f) Advancing training for prosecutors and victims' advocates (January-December)

*Indicators*

- Advanced training programs  
*Responsible unit*  
- KPC  
- KPCS  
- PPRU

g) Provide mandatory training on gender issues and inclusion for all prosecutors and staff, including those in leadership positions (January-December)

*Indicators*

- Trainings held  
*Responsible unit*  
- KPC  
- KPCS  
- PPRU

h) Ongoing staff training on the use of CMIS and EFMS systems (January-December)

*Indicators*

- Trainings held  
*Responsible unit*  
- KPC  
- KPCS  
- PPRU

## 1.2. Secretariat of the Kosovo Prosecutorial Council

### i. Advancement of services for the management of the prosecutorial system

#### ACTIVITIES

a) Support in providing services according to the needs of KPC, OCSF and their subordinate bodies (January-December)

Indicators  
- Work reports  
Responsible unit  
- KPCS

b) Support in providing sub-legal infrastructure (January-December)

Indicators  
- Draft acts drafted  
Responsible unit  
- KPCS  
- Legal Office

c) Administration of procurement processes, finance, general services, administration and personnel (January-December)

Indicators  
- Work reports  
- Audit reports  
Responsible unit  
- KPCS  
- Director's office

d) Drafting the procurement plan based on the analysis and the need for the prosecutorial system (January-March)

Indicators  
- Drafted plan  
Responsible unit  
- KPCS  
- Procurement Division

e) Continuous monitoring of the implementation of the procurement plan (January-December)

Indicators  
- Reports drafted  
Responsible unit  
- KPCS  
- Procurement Division

f) Implementation of internal and external audit recommendations (January-December)

Indicators  
- Reports drafted  
Responsible unit  
- KPCS

g) Strengthening internal communication (January-December)

Indicators  
- Trainings held  
Responsible unit  
- KPCS

h) Support the Council and the State Prosecutor in the realization of cooperation with local and international institutions (January-December)

Indicators  
- Realized meetings  
Responsible unit  
- KPCS

i) Cooperation with MIA and KJC for the implementation of the project for opening windows in the Palace of Justice (January-June)

Indicators  
- Implemented project  
Responsible unit  
- KPCS

## ii. Increase efficiency in budget planning, insurance, management and spending

### ACTIVITIES

a) Evaluation of necessary projects and budget planning for 2023 and forecasts for 2024-2025 (January-December)

*Indicators*  
- Draft analysis  
*Responsible unit*  
- KPCS  
- DBFGS

b) Preparation of the draft MTEF and budget for 2023-2025, based on the needs, legislation and strategies of the prosecutorial system (January-March)

*Indicators*  
- Draft analysis  
- Drafts of drafted documents  
*Responsible unit*  
- KPCS  
- DBFGS

c) Budget review for 2022 that reflects the needs and eventual changes of the system (May-June)

*Indicators*  
- Request prepared and sent to the Ministry of Finance  
*Responsible unit*  
- KPCS  
- DBFGS

d) Ensuring timely payment of financial obligations and closing the fiscal year without liabilities through reallocations or transfers within the Council budget (January-December)

*Indicators*  
- Regular reports  
*Responsible unit*  
- KPCS  
- DBFGS

e) Implementation of capital projects according to plans and needs (January-December)

*Indicators*  
- Regular reports  
*Responsible unit*  
- KPCS  
- DBFGS



f) Risk management in budget execution and related processes (January-December)

*Indicators*  
- Regular reporting  
*Responsible unit*  
- KPCS  
- DBFGS

g) Good asset management of the prosecutorial system (January-December)

*Indicators*  
- Regular reporting  
*Responsible unit*  
- KPCS  
- DBFGS

h) Preparation of self-assessment report and questionnaire according to the law on management and control and regular financial reporting (January-December)

*Indicators*  
- Report drafted  
- Regular reporting  
*Responsible unit*  
- KPCS  
- DBFGS

### iii. Advancing services and infrastructure as well as increasing the level of security in the prosecutorial system

#### ACTIVITIES

a) Management and maintenance of the infrastructure of the prosecutorial system (January-December)

*Indicators*  
- Reports drafted  
*Responsible unit*  
- KPCS  
- DBFGS

b) Increasing the efficiency of transport and security services (January-December)

*Indicators*  
- Reports drafted  
*Responsible unit*  
- KPCS  
- DBFGS

c) Finalization and implementation of adequate safety plan in all work facilities (January-December)

*Indicators*  
- Regular reports  
- Security plan drafted / implemented  
*Responsible unit*  
- KPCS  
- Commission for the Administration of Prosecutions  
- DBFGS

d) Provision of equipment for security issues according to budget plans (January-December)

*Indicators*  
- Equipment provided  
- Recruited officials  
*Responsible unit*  
- KPCS  
- DBFGS

e) Improvement of working spaces (facilities) for KPC, OCSP, SPRK, BP Mitrovica and BP Prizren (January-December)

*Indicators*  
- Facilities provided and improved  
*Responsible unit*  
- KPCS  
- DBFGS

#### iv. Strengthening human resources in the planning and implementation of work processes

##### ACTIVITIES

a) Assessing and identifying human resource needs and drafting a new staffing plan (January-June)

##### Indicators

- Needs assessment realized
- Staff plan drafted

##### Responsible unit

- KPCS
- DHRPA

b) Development of recruitment procedures according to the new planning and legislation (January-December)

##### Indicators

- Recruitment procedures realized

##### Responsible unit

- KPCS
- DHRPA

c) Development of professional capacities of staff (January-December)

##### Indicators

- Coordination of participation in trainings
- Training participation reports

##### Responsible unit

- KPCS
- DHRPA

d) Management of the process for the realization of salaries and allowances (January-December)

##### Indicators

- Reports drafted

##### Responsible unit

- KPCS
- DHRPA

e) Review and leveling of positions according to evaluation, need and requirements (January-December)

##### Indicators

- Decisions taken

##### Responsible unit

- KPCS
- DHRPA

## v. Development and advancement of information technology

ACTIVITIES	
a) Advancing the electronic system for managing prosecutors' files (January-December)	<p><u>Indicators</u></p> <ul style="list-style-type: none"> <li>- Advanced system</li> </ul> <p><u>Responsible unit</u></p> <ul style="list-style-type: none"> <li>- KPCS</li> <li>- DIT</li> </ul>
b) Construction of Recovery Center in BP Gjakova (January-December)	<p><u>Indicators</u></p> <ul style="list-style-type: none"> <li>- Recovery center built</li> </ul> <p><u>Responsible unit</u></p> <ul style="list-style-type: none"> <li>- KPCS</li> <li>- DIT</li> </ul>
c) Advancing the electronic exchange of data with the courts (January-December)	<p><u>Indicators</u></p> <ul style="list-style-type: none"> <li>- Advanced system</li> </ul> <p><u>Responsible unit</u></p> <ul style="list-style-type: none"> <li>- KPCS</li> <li>- DIT</li> </ul>
d) Development and implementation of electronic system for financial management (March-December)	<p><u>Indicators</u></p> <ul style="list-style-type: none"> <li>- Developed system</li> </ul> <p><u>Responsible unit</u></p> <ul style="list-style-type: none"> <li>- KPCS</li> <li>- DIT</li> <li>- DBFGS</li> </ul>
e) Electronic data exchange between CMIS and TAK (January-December)	<p><u>Indicators</u></p> <ul style="list-style-type: none"> <li>- Reports drafted</li> <li>- Data exchanged</li> </ul> <p><u>Responsible unit</u></p> <ul style="list-style-type: none"> <li>- KPCS</li> <li>- DIT</li> </ul>

f) Dashboard implementation in CMIS (January-June)

*Indicators*  
- Dashboard implemented  
*Responsible unit*  
- KPCS  
- DIT

g) Supply with equipment for KPC hall (January-December)

*Indicators*  
- Equipment provided  
*Responsible unit*  
- KPCS  
- DIT

### 1.3. Prosecution Performance Review Unit

#### i. Advancing internal work processes

##### ACTIVITIES

a) Review of the organizational and functional framework of the PPRU (January-December)

*Indicators*  
- Concept drafted  
*Responsible unit*  
- KPC  
- KPCS  
- PPRU

b) CMIS application for collection, processing and reporting of statistical data (as long as CMIS is functional) (January - December)

*Indicators*  
- Processed data  
- Drafted reports  
*Responsible unit*  
- PPRU  
- Office for Statistics

c) Support in the administration of the process of evaluating the performance of prosecutors according to the annual plan for evaluating the performance of prosecutors and the requirements of the Commission (January-December)

*Indicators*  
- Regular reports  
*Responsible unit*  
- PPRU

d) Support in the administration of the process of recruitment, transfer and promotion of prosecutors (January-December)

*Indicators*  
- Reports drafted  
*Responsible unit*  
- PPRU

e) Monitoring quantitative trends in handling cases against organized crime, corruption, money laundering, economic crimes, human trafficking and cybercrime (January-December)

*Indicators*  
- Reports drafted  
*Responsible unit*  
- PPRU  
- Office for Supervision, Analysis and Prosecutorial Verification

f) Support to KPC and ZKPSH to monitor the work of prosecution offices and prosecutors upon request (January-December)

*Indicators*  
- Regular reports  
*Responsible unit*  
- PPRU

g) Support for the drafting and implementation of prosecutorial system strategies (January-December)

*Indicators*  
- Regular reports  
*Responsible unit*  
- PPRU

h) Support for the implementation of the work plan of the Commission for the Administration of Prosecutions (January-December)

*Indicators*  
- Regular reports  
*Responsible unit*  
- PPRU

i) Support for the drafting and implementation of work plans of KPC and State Prosecutor (January-December)

*Indicators*  
- Draft work plans drafted  
*Responsible unit*  
- PPRU

j) Organizing visits to the prosecutor's office to supervise the maintenance of registers and archiving cases (January-December)

*Indicators*  
- Regular reports  
*Responsible unit*  
- PPRU

k) Participation in visits to the prosecutor's office for monitoring and support in the implementation of CMIS related to statistics (January - December)

*Indicators*  
- Realized visits  
*Responsible unit*  
- PPRU

## ii. Analysis of the work of prosecutors and prosecution offices

### ACTIVITIES

a) Collection and processing of statistical data and reporting on the actions, workload and efficiency of the work of prosecution offices and prosecutors (January-December)

#### Indicators

- Reports drafted

#### Responsible unit

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office

b) Collection and processing of statistical data on the actions, workload and efficiency of the work of prosecution offices for characteristic criminal offenses (January-December)

#### Indicators

- Reports drafted

#### Responsible unit

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office

c) Collection and processing of statistical data on the operations, workload and efficiency of the work of prosecution offices for the European integration processes (January-December)

#### Indicators

- Reports drafted

#### Responsible unit

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office

d) Collection and processing of statistical data on the actions, workload and efficiency of the work of prosecution offices for all requests for strategic processes and according to the work plans (January-December)

#### Indicators

- Reports drafted

#### Responsible unit

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office



e) Drafting periodic and annual reports (January-December)

*Indicators*

- Reports drafted

*Responsible unit*

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office

f) Evaluation of trends in new cases (January-December)

*Indicators*

- Evaluation reports drafted

*Responsible unit*

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office

g) Compilation of various analytical reports on the performance of the work of prosecution offices and prosecutors (January-December)

*Indicators*

- Analytical reports drafted

*Responsible unit*

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office

### iii. Monitoring the application of electronic systems for statistical reporting

#### AKTIVNOSTI

a) Monitoring the functioning of CMIS related to statistical reporting (January-December)

##### Indicators

- Reports drafted

##### Responsible unit

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office

b) Designing statistical report forms generated by CMIS (January-December)

##### Indicators

- Designed reports

##### Responsible unit

- PPRU

- Office for Supervision, Analytical and Prosecutorial Verification

- Statistics Office

c) Maintenance of records in the database "NORMA" (January-December)

##### Indicators

- Updated database

##### Responsible unit

- PPRU

- Statistics Office

d) Maintenance of records in the database "KrimKorr" (January-December)

##### Indicators

- Updated database

##### Responsible unit

- PPRU

- Statistics Office

#### iv. Supporting professional capacity building processes in the prosecutorial system

##### ACTIVITIES

a) Monitoring, collection, storage and processing of data for participation in trainings (January-December)

Indicators  
- Reports of realized trainings  
Responsible unit  
- PPRU  
- Office for Training

b) Drafting a training impact assessment report (pilot version) (January-December)

Indicators  
- Report drafted  
Responsible unit  
- PPRU  
- Office for Training





