



Republika e Kosovës
Republika Kosova – Republic of Kosovo
Këshilli Prokurorial i Kosovës -Tužilački Savet Kosova – Kosovo Prosecutorial Council

The Kosovo Prosecutorial Council based on Article 7, paragraph 1, subsection 1.21 and 1.31 of Law no. 06/L-056 on Kosovo Prosecutorial Council and based on Law no. 08/L-197 on Public Officials, at the meeting held on June 18, 2024 approved:

REGULATION No. 04/2024
FOR PERSONNEL PLANNING

Article 1
Purpose

1. This Regulation aims to establish detailed procedures for personnel planning, the content of personnel plans, the approval of the plan and its publication.
2. In accordance with paragraph 1 of this Article, this Regulation also defines the responsibilities of the institution for the drafting and implementation of the Staff Plan.
3. Personnel planning is done in order to provide sufficient personnel for the continuous functioning of the institution and the provision of high quality services.
4. Personnel planning consists of the analytical and predictive part for providing personnel to meet current needs and for placing them within the institution to achieve the objectives of institutional programs in accordance with the approved budget.

Article 2
Scope

The provisions of this Regulation shall apply throughout the prosecutorial system of the Republic of Kosovo, according to the legislation in force.

Article 3
Abbreviations and definitions

1. The terms, expressions and abbreviations used in this regulation have the following meaning:

- 1.1 KPC – Kosovo Prosecutorial Council;
- 1.2 SKPC – Secretariat of Kosovo Prosecutorial Council;
- 1.3 CAO – Chief Administrative Officer and
- 1.4 DHR – Department of Human Resources.

Article 4 Personnel plan

1. The annual personnel plan is drafted by the Human Resources Department in coordination with CAO.
2. The CAO notifies the Committee on Budget, Finance and Personnel on the Personnel Plan.

Article 5 Procedures for drafting, approving and implementing the Personnel Plan

1. The heads of administration from all units of the prosecutorial system are obliged to analyze the current situation of public officials within their institutions by September and send their requests to the DHR for forecasting the necessary staff.
2. The DHR will prepare the draft Staff Plan, analyzing the data received from all organizational units of the prosecutorial system.
3. The DHR shall prepare the draft annual Staff Plan at the time of preparation of the Medium Term Expenditure Framework (MESF), in order for this plan to be in line with this framework.
4. The DHR, in cooperation with CAO, shall, no later than ten (10) working days after the adoption of the Law on Budget, harmonize the draft Annual Staff Plan with the approved budget.
5. The CAO approves the Personnel Plan and notifies the Council thereof;
6. After the staffing plan is approved, it is published on the state portal of the Information System for Human Resource Management (SIMBNJ).

Article 6 Contents of the Personnel Plan.

1. The personnel plan is drafted for all administrative staff in the prosecutorial system and contains the following elements:
 - 1.1. planning of personnel needs, which means the analysis of the needs of the institution for the future, including the comparison of the objectives of the institution with its current capacities, including the priorities of the institution;

- 1.2. staff recruitment planning, which means concrete planning for filling vacancies (existing and created), movement within the category, promotion and deadlines for filling them;
 - 1.3. planning the development of personnel, which means planning the professional development and raising the further skills of personnel;
 - 1.4. personnel expenditure planning, which means the precise planning of the budget for the needs of the personnel (both for the existing personnel and for the personnel planned to be recruited).
2. In determining the vacancies for which vacancies will be announced for each group, category and class, the periods of their completion, as part of the Annual Personnel Plan, the DHR shall take into account:
 - 2.1. reaching the retirement age of the administrative staff;
 - 2.2. forecasting new positions and
 - 2.3. creation of vacancies for other reasons, not provided for in sub-paragraphs 2.1 and 2.2.

Article 7
Completing and Changing the Personnel Plan

1. Personnel planning may change during the year to adapt to certain situations according to the needs of the respective institution.
2. In any case of need to change the Personnel Plan, the relevant amendments shall be approved by the CAO.

Article 8
Annex

Annex 1 Contents of the Personnel Plan (Annex to the Personnel Planning Regulation).

Article 9
Entry into Force

This Regulation shall enter into force on the day of its adoption by the Kosovo Prosecutorial Council.

Ardian Hajdaraj

Pristina on: 18/06/2024

Chairman of Kosovo Prosecutorial Council