



Pursuant to article 64.5 item (b) of Law No. 03/L-073 on General Elections as well Work Regulation of Central Election Commission, article 17 item (d), Central Election Commission on date 21.12.2015 issues this:

**ADMINISTRATIVE INSTRUCTION NO. 01/2015
ON THE USE OF TELEPHONY IN CENTRAL ELECTION COMMISSION**

I. GENERAL PROVISIONS

**Article 1
Purpose**

- 1.1. This Administrative Instruction aims to regulate the procedures for using the services of landline and mobile telephony for the members of the Commission and officials of the Secretariat (hereinafter: users), as well as procedures for the allocation and use of landline telephones, allocation and the use of mobile telephones and SIM card, and the amount allowed for the purpose of carrying out the tasks and duties within their responsibilities.
- 1.2. This Administrative Instruction determines the efficient use of landline and mobile phones, as well as regulating individual and collective responsibilities regarding official use landlines and mobile phones.

**Article 2
Scope**

The provisions of this administrative instruction are mandatory for all users within the Commission.

**Article 3
The right on official mobile phone of Commission and SIM cards**

1. The mobile phone, SIM card and coverage of expenses, are provided for the sole purpose of enabling users to perform of their official duties.
2. Members of the Commission have the right for mobile phones.
3. The right for mobile phones have the Chief Executive Officer, deputy Chief Executive Officer, Director of OPPRC, directors of departments and in specific cases other officers, based on the evaluation of the CEO.
4. The right for SIM cards and coverage of expenses of the mobile phones have: members of the Commission and staff of Secretariat.

Article 4

The use of official mobile phones and SIM cards

1. Department of Administration and Support of the Secretariat delivers to users the mobile phones and SIM cards, and covers the expenses. These cannot be transferred to other users.
2. Users who receive mobile phones and SIM cards credits, signed the acceptance document, which stated: serial number of the mobile phone and SIM card credit value. The user, through its signature, accepts full responsibility for the mobile phone and SIM card and credits taken. He/she will be responsible in case of mobile phone loss or damage.
3. To return or not of the mobile phone device and SIM card, after termination of employment shall be established, for members of the Commission, by decision of the Commission, and for the staff of the Secretariat, with a CEO decision.
4. Department of Administration and Support of the Secretariat will keep a record of users whom have received mobile phone devices and SIM cards.

Article 5

The right of use of landline

5. All members of the Commission and Secretariat staff have right in landline telephony.
6. Commission President and Chief Executive Officer of the Secretariat, have unlimited access, including international access from their fixed lines.
7. Commission members have access from their landline in mobile telephony lines also.
8. OPPRC's director, directors of departments of the Secretariat, Commission spokesman, Assistant of the President of Commission and Assistant of CEO of the Secretariat, have access from landline to and mobile telephony lines.

9. Other staff of the Secretariat has access from their landlines to centrix lines and other landlines.
10. In order to fulfill the electoral operations, with the CEO's decision new temporary international access may be allowed within the Secretariat.

Article 6
Installation and maintenance

1. Department of Information Technology ("DIT") in the Commission is responsible for the maintenance of the landline telephone network.
2. Any officer, who needs official landline telephony, must fill the form for telephone equipment and telephone line, to seek approval from the supervisor and must submit a request for approval to the Chief Executive.
3. In the case of the problem of failure of landline telephony, the respective officer shall notify DIT

Article 7
Monthly expenses for landline and mobile telephony

1. Coverage and amount of allowed monthly expenses for landlines for all employees in the Commission, it is presented in the table, as Annex I of this Instruction.
2. The allowed monthly expenses for the service of mobile telephony for all employees of the Commission, is presented in the table as: Annex II of this Instruction.
3. All employees in the Commission, whenever possible, should be included in the joint package will be able to communicate free.

Article 8
The responsibility for the use of official telephone

4. All users of landline telephony in the Commission, where there is a possibility of communication with CENTREX and LANDLINE are obliged to use these numbers when communicating with all institutions and stakeholders involved in this system.
5. Unjustified expenses, which exceed the amounts specified in the instruction, are compensated by the officer for the exceeded amount.

Article 9
Supervising expenses

According to reports received the Department of Administration and Support, supervise the spending of landline and mobile telephony every month and reports their eventual exceeding as defined by this administrative instruction, to the Chief Executive Officer, at the latest by the 15th of the following month.

Article 10
Additional expenses based on nature and type of work

6. In election periods, where there is the need of the additional expenses, which by the nature and type of work, that exceed the monthly amount determined by this administrative instruction, needs special approval by the Commission.
7. In special cases, when the amounts of defined expenses with this instruction are exceeded, for the purpose of performing official duties, officials may submit a request to cover the exceeded costs.
8. The written justified request under paragraph 10.2, after evaluation by the supervisor, is submitted for approval to the Director of the concerned Department, to the Chief Executive Officer.

Article 11
Accumulation of landline expenses

Amounts of expenses of landline telephony cannot be transferred to the following month.

Article 12
Planning of telephone expenses

Telephone expenses should be planned in the annual budget of the Commission.

II. FINAL PROVISIONS

Article 13
Changes

The Commission may amend this Administrative Instruction.

Article 14
Abrogation

With the entry into force of this Administrative Instruction, the Administrative Instruction no. 03/2010 "On the use of landline and official mobile telephones, and SIM card by the members of the Commission and officials of the Secretariat", dated 25. 06. 2009 is abrogated.

Article 15
Entry into force

This Administrative Instruction enters into force on the date of approval.

Prishtina, on 21.12.2015

President of Central Election Commission

Valdete Daka

Shtojca I- Lartësia e lejuar e shpenzimeve të telefonisë fikse

Nr.	PËRSHKRIMI I POZITAVE	NIVELI I QASJES	SHUMA
1	Kryetar i KQZ-së	Centrix, fiks, mobil, ndërkombëtare	Pa kufizim
2	Anëtar i KQZ-së	Centrix, fiks, mobil	Pa kufizim
3	Kryeshef Ekzekutiv i SKQZ-së	Centrix, fiks, mobil, ndërkombëtare	Pa kufizim
4	Zëvendës Kryeshef i SKQZ-së	Centrix, fiks, mobil	40
5	Drejtor i ZRPPC	Centrix, fiks, mobil	40
6	Drejtor i Auditimit	Centrix, fiks, mobil	30
7	Drejtor i DAP-it	Centrix, fiks, mobil	30
8	Drejtor i DOZ-it	Centrix, fiks, mobil	30
9	Drejtor i Prokurimit	Centrix, fiks, mobil	30
10	Drejtor i Departamentit për Çështje Ligjore	Centrix, fiks, mobil	30
11	Drejtor i Departamentit për Teknologji Informative	Centrix, fiks, mobil	30
12	Zëdhënës i KQZ-së	Centrix, fiks, mobil	20
13	Koordinator i ZLKZ-ve	Centrix, fiks, mobil	10
14	Koordinator i QNR-së	Centrix, fiks, mobil	10
15	Udhëheqës i Divizionit për Logjistik dhe Transport	Centrix, fiks, mobil	10
16	Koordinator i Trajnimit	Centrix, fiks, mobil	10
17	Udhëheqës i Divizionit për Buxhet dhe Financa	Centrix, fiks, mobil	10
18	Udhëheqës i Divizionit për Personel dhe Shërbime të Përbashkëta	Centrix, fiks, mobil	10
19	Udhëheqës i Divizionit për Informim dhe Komunikim me Publikun	Centrix, fiks, mobil	10
20	Udhëheqës i Divizionit për Shërbimin Votues	Centrix, fiks, mobil	10
21	Zyrtar i Lartë Komunal i Zgjedhjeve	Centrix, fiks	5
22	Zyrtar i Lartë për Komunikim me Mediat dhe Publikun	Centrix, fiks	5
23	Zyrtar i Lartë Certifikues	Centrix, fiks	5
24	Zyrtar i Lartë për Buxhet dhe Financa	Centrix, fiks	5
25	Zyrtar i Lartë për Financa	Centrix, fiks	5
26	Zyrtar i Lartë për Fondin e Subjekteve Politike	Centrix, fiks	5
27	Zyrtar i Lartë Ligjor	Centrix, fiks	5
28	Zyrtar i Lartë për Informim dhe Edukim të Votuesve	Centrix, fiks	5
29	Zyrtar i Lartë për përkthim anglisht-shqip	Centrix, fiks	5
30	Zyrtar i Lartë për përkthim shqip-serbisht	Centrix, fiks	5
31	Zyrtar i Lartë për përkthim anglisht-serbisht	Centrix, fiks	5
32	Zyrtar i Lartë i Listës Votuese	Centrix, fiks	5
33	Zyrtar i Lartë për Teknologji Informative	Centrix, fiks	5
34	Zyrtar i Lartë për Dizajn	Centrix, fiks	5
35	Zyrtar i Lartë i Bazës së të dhënave	Centrix, fiks	5
36	Zyrtar i Lartë për Regjistrim dhe Certifikim të Partive Politike	Centrix, fiks	5
37	Zyrtar i Lartë për Financa të Partive Politike	Centrix, fiks	5
38	Zyrtar i Lartë Ligjor	Centrix, fiks	5
39	Asistente e Kryeshefit Ekzekutiv	Centrix, fiks, mobil	20
40	Asistente e Kryetares së KQZ-së	Centrix, fiks, mobil	20
41	Zyrtar i Arkivit	Centrix, fiks	5
42	Zyrtar i Transportit	Centrix, fiks	5
43	Vozitës	Centrix, fiks	5

Shtojca II - Lartësia e lejuar e shpenzimeve të telefonisë mobile

Nr.	PËRSHKRIMI I POZITAVE	SHUMA
1	Kryetar i KQZ-së	50
2	Anëtar i KQZ-së	50
3	Kryeshef Ekzekutiv i SKQZ-së	50
4	Zëvendës Kryeshef i SKQZ-së	40
5	Drejtor i ZRPPC	40
6	Drejtor i Auditimit	40
7	Drejtor i DAP-it	40
8	Drejtor i DOZ-it	40
9	Drejtor i Prokurimit	40
10	Drejtor i Departamentit për çështje ligjore	40
11	Drejtor i Departamentit për Teknologji Informative	40
12	Zëdhënës i KQZ-së	30
13	Koordinator i ZLKZ-ve	30
14	Koordinator i QNR-së	30
15	Udhëheqës i Divizionit për Logjistik dhe Transport	20
16	Koordinator i Trajnimit	20
17	Udhëheqës i Divizionit për Buxhet dhe Financa	20
18	Udhëheqës i Divizionit për Personel dhe Shërbime te Përbashkëta	20
19	Udhëheqës i Divizionit për Informim dhe Komunikim me Publikun	20
20	Udhëheqës i Divizionit për Shërbimin Votues	20
21	Zyrtar i Lartë Komunal i Zgjedhjeve	15
22	Zyrtar i Lartë për Komunikim me Mediat dhe Publikun	20
23	Zyrtar i Lartë Certifikues	10
24	Zyrtar i Larte për Buxhet dhe Financa	10
25	Zyrtar i Larte për Financa	10
26	Zyrtar i Larte për Fondin e Subjekteve Politike	10
27	Zyrtar i Lartë Ligjor	10
28	Zyrtar i Lartë për Informim dhe Edukim te Votuesve	10
29	Zyrtar i Lartë për përkthim anglisht-shqip	10
30	Zyrtar i Lartë për përkthim shqip-serbisht	10
31	Zyrtar i Lartë për përkthim anglisht-serbisht	10
32	Zyrtar i Lartë i Listës Votuese	10
33	Zyrtar i Lartë për Teknologji Informative	10
34	Zyrtar i Larte për Dizajn	10
35	Zyrtar i Lartë i Bazës së të dhënave	10
36	Zyrtar i Lartë për Regjistrim dhe Certifikim te Partive Politike	10
37	Zyrtar i Lartë për Financa te Partive Politike	10
38	Zyrtar i Larte Ligjor	10
39	Asistente e Kryeshefit Ekzekutiv	20
40	Asistente e Kryetares së KQZ-së	20
41	Zyrtar i Arkivit	10
42	Zyrtar i Transportit	15
43	Vozitës	15