



Pursuant to article 64.2 item (b) of Law No. 03/L-073 on General Elections, Law No. 04/L-184, on Administration of Work in the Office, as well Regulation of Work of Central Election Commission, article 17 item (d), Central Election Commission, on date 21.12.2015, issues this:

**ADMINISTRATIVE INSTRUCTION NO. 03/2015
FOR FUNCTION, COMMUNICATION AND REPORTING WITHIN THE
SECRETARIAT OF CEC**

I. GENERAL PROVISIONS

**Article 1
Purpose**

The purpose of this administrative instruction is to regulate the functioning of the internal communication and reporting of the Secretariat.

**Article 2
Scope**

This Administrative Instruction defines the way of formal communication within units, between units and in relation with the Commission in carrying out tasks within their competence.

**Article 3
Definitions**

“Act (document)”- It is an official document which supplements, modifies, terminates or completes any official action of the institution or the internal organizational unit. Act (document) reflects an institutional action and certifies that a particular action is formally completed.

“Information” - all information recorded in any form, drafted, accepted and stored by departments and offices of the Secretariat.

“Official communication” – communication that takes place between entities defined by Article 2 of the Instruction, within their activities.

“Access to documents” - taking, possession and use of official documents by the Secretariat for the purpose of planning, designing, analyzing and monitoring the process of implementing the decisions of the Commission and Secretariat.

“Official document” – every document drafted by the Secretariat units, including audio-visual materials. Newspapers, brochures or incomplete material, are not considered official documents.

Article 4 General Principles

Principles, on the basis of which the duties of the Secretariat units are carried out, are:

- a) Legality,
- b) Independence and impartiality,
- c) Transparency and accountability,
- d) Professionalism and dedication,
- e) Efficiency and Effectiveness,
- f) Confidentiality,
- g) Integrity and
- h) Credibility.

Article 5 Communication

1. Every unit, is obliged to do the communication based on the organizational structure-hierarchy (officer ↔ senior officer ↔ head of division ↔ director ↔ Chief Executive Officer ↔ Commission),
2. Chief Executive Officer reports and informs Commission regarding the issues related to Secretariat,
3. Executive Director of OPPRC reports and informs Commission regarding the issues related to the Office.

Article 6 Method of communication

1. Internal communication involves communication between internal units of the same institution to accomplish tasks and responsibilities related to the mandate of the institution.
2. Communication is performed in verbal and written form (paper and electronic).

3. All documents, which are for communication shall contain the following information: the name of the title, the name of the unit, unique number based on protocol (written communication), reference number, classification mark (subject-subject) , for whom it is addressed, the text of the act (document), number of pages, number of annexes attached to the case, the date of the document, signature of the official person(written communication).

Article 7
Language of communication

1. Any official communication in the units must be carried out in accordance with rules on the use of official languages as defined by legislation in force.
2. All official documents drafted by the units should contain clear language, simple and consistent with the rules of ethics of civil service.

Article 8
The duties and responsibilities of officers and units

1. The Chief Executive Officer is responsible for preparing the meetings of the Committee.
2. Department of Legal Affairs, in cooperation with the Chief Executive Officer prepares a draft agenda and makes other necessary preparations for the meeting of the Committee (prepares all materials, documents, legal interpretations, draft decisions, based on the agenda of the meeting) and the same is sent electronically to members of the Commission, in accordance with the Rules of Procedure of the Commission. DLA is also responsible for preparing the meetings of the Council for Legal Affairs.
3. Election Operations Department prepares the minutes from previous meetings of the Commission, preparation of meetings of the Committee on Foreign Relations and Election Operations Committee (preparing the agenda and other meeting materials), which is sent to members of the Commission.
4. Administration and Support Department prepares materials for meetings of the Budget and Finances Committee and Personnel Committee.
5. The Office for Registration of Political Parties, in cooperation with the Chief Executive, prepare materials for the meeting of the Commission and Committees on issues related to Office.
6. Department of Information Technology records electronically all meetings of the Commission and the Committees. After the meetings, makes a copy of the audio recording, stores it in the archive of the Commission and a copy on CD is delivered to the officer who prepares the minutes of the meeting.
7. Any department that will present material for review and approval to meetings of the Commission and Committee is required to send copies of those materials electronically

and translated, to the officer in charge who sends a notice and agenda to Commission members.

8. All documents reviewed at meetings of the Commission and Committees must be in the official languages. Each unit which presents the material for review to the Chief Executive Officer (management), and then to Committees and the Commission should ensure that the material is in both official languages.
9. Each material should be sent for translation at least 48 hours (within work days) before the material is sent for review.,

Article 9

Notice of delay in implementation

1. Responsible officers and departments, as direct implementers of the duties and responsibilities that arise from this instruction are obliged to report directly to their supervisor, including here eventual delays that could be encountered during implementation.
2. In case of identification of delays, supervisors are responsible to analyze and propose concrete measures for overcoming obstacles and implementation of tasks.

Article 10

The flow of information and data

1. The units, during the drafting of official documents are obliged to respect the hierarchy defined with the normative act on the internal organization of the Secretariat.
2. Units are obliged to coordinate plans and activities weekly, monthly and yearly, through of regular meetings and sending information, with the aim of coordinating activities within the responsibilities of the Secretariat.
3. Each unit in the Commission is obliged to provide reports on issues that are within the competence of that organizational unit, if required by the Commission and the Secretariat, which will serve for the drafting of various reports of the Commission and Secretariat.
4. Departments, divisions and units that are asked for professional opinion regarding their competence, are obliged to respond to mutual communication.

Article 11

Deadlines

1. Each unit of the Secretariat is obliged to respond to every letter they receive within three (3) days.

2. Where it is not possible to respect the terms under paragraph 1 of this Article, for objective reasons, the persons responsible must notify the direct supervisor for the delay in response.

Article 12
Confidentiality

1. Units and officials within the Secretariat are responsible for maintaining the confidentiality, if the presentation of the information would harm the interest of the Commission.
2. Civil servants and officers of the organizational units within the Secretariat are obliged to behave in public communication under the provisions of the Code of Conduct for Civil Servants, acts and legislation in force.

Article 13
Entry into force

This Administrative Instruction enters into force on the day of signing.

Prishtina, on 21.12.2015

President of Central Election Commission

Valdete Daka