



Republika e Kosovës

Republika Kosova/Republic of Kosovo

Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

The Steering Council of the Academy of Justice,

Pursuant to Article 10, paragraph 1, subparagraph 1.1 of Law No. 05/L-095 on Academy of Justice, as well as Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing the Law No. 08/L-197 on Public Officials, at the meeting held on July 30 2026, hereby approves:

REGULATION No. 16/2026 ON THE USE OF FIXED AND MOBILE TELEPHONE SERVICES AT THE ACADEMY OF JUSTICE

Article 1 Purpose

This Regulation aims to determine the procedures for the use of fixed and mobile telephone services at the Academy of Justice, including the determination of the permitted amount of expenses for the use of fixed and mobile telephone services, for the purpose of effectively performing official duties and tasks within the responsibilities of the officials of the Academy.

Article 2 The right to postpaid mobile phone service

The Executive Director of the Academy shall have the right to use postpaid mobile phone service, in the amount of up to €50 per month.

Article 3 Right to mobile phone top-up

1. The following officials of the Academy shall have the right to a monthly mobile phone top-up:
 - 1.1. Executive Director – €50 per month;
 - 1.2. Director of Department – €20 per month;
 - 1.3. Head of Division – €20 per month;

1.4. Officials of the Academy – €10 per month.

Article 4
Right to fixed telephone service

1. The officials defined in Articles 2 and 3 of this Regulation, as well as any other official of the Academy, shall have the right to access fixed telephone service, as follows:

- 1.1. Executive Director – €30 per month;
- 1.2. Head of Department – €20 per month;
- 1.3. Head of Division – €15 per month;
- 1.4. All other officials – up to €10 per month.

Article 5
Right to provision of SIM Cards

The Executive Director of the Academy shall have the right to be provided with a SIM card.

Article 6
Procedure for provision of telephones

- 1. Each official of the Academy, in order to be provided with a fixed telephone, shall first complete the “Telephone Request” form (Annex 1), which shall be signed by his/her direct supervisor and approved by the Executive Director of the Academy.
- 2. Annex 1 shall be attached to this Regulation and shall be considered an integral part thereof.

Article 7
Installation and maintenance

- 1. The responsibility for the installation and initial configuration of the fixed telephone network at the Academy of Justice shall lie with the Information Society Agency (ISA).
- 2. The Information Technology Division of the Academy shall be responsible for the maintenance, monitoring and proper functioning of the fixed telephone network following its installation by ISA.

3. In the event of any defect in the fixed telephone network, the responsible officer of the Information Technology Division is obliged to take the necessary measures to eliminate the defect and restore the functionality of the network.

Article 8
Additional expenses due to the nature and type of work

1. For expenses which, due to the nature and type of work, exceed the monthly amount determined by this Regulation, prior approval of the Executive Director of the Academy shall be required.
2. The request for approval to exceed fixed telephone service expenses shall be accompanied by a justification demonstrating the connection between the position and the need for such expenses.

Article 9
Responsibility for telephone use

1. The official telephone of the Academy shall be used only for the performance of official duties, and its user shall be responsible for using it responsibly.
2. The official telephone may not be used for private conversations.
3. All expenses exceeding the amount determined by this Regulation shall be covered by the official who has exceeded the permitted amount.
4. Users of fixed telephone services, during conversations within the Academy and with other public institutions in Kosovo, shall be obliged to use Centrex numbers.

Article 10
Accumulation of telephone expenses

Telephone expenses may not be accumulated. The amount of monthly expenses shall be closed on the last day of each month.

Article 11
Planning of telephone expenses

The Academy of Justice shall plan and approve telephone expenses in the annual fiscal budget of the budget organization.

Article 12
Entry into force

This Regulation shall enter into force on the day of its signature.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice