



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 30 July 2026, hereby approves:

REGULATION No. 08/2026
ON PERSONNEL PLANNING

Article 1
Purpose

This Regulation aims to establish the procedures for personnel planning, the content, approval and publication of the personnel plan, as well as the responsibilities for the drafting and implementation of the personnel plan.

Article 2
Scope

The provisions of this Regulation shall apply to civil servants of the Academy of Justice.

Article 3
Definitions

1. The expressions, terms and abbreviations used in this Regulation shall have the following meanings:

- 1.1. **AoJ** – means the Academy of Justice;
- 1.2. **Responsible Officer** – means the Senior Human Resources Officer;
- 1.3. **HRMIS** – means the Human Resources Management Information System;

- 1.4. **CAO** – means the Chief Administrative Officer;
- 1.5. **MTEF** – means the Medium-Term Expenditure Framework.
2. Any reference to one gender shall include the other gender.

Article 4 **Personnel plan**

1. The annual personnel plan shall be prepared by the Responsible Officer of the Academy of Justice, in accordance with the institution's budget planning process.
2. The annual personnel plan shall contain the institution's needs for competent and qualified personnel in achieving its mission and objectives.
3. The personnel plan shall be approved by the Executive Director.
4. The personnel plan shall be entered into the HRMIS by the Responsible Officer.

Article 5 **Content of the personnel plan**

1. The annual personnel plan shall be prepared for all categories of civil servants of the Academy of Justice and shall contain the following elements:
 - 1.1. Personnel needs planning, which means the analysis of the institution's future personnel needs, including the comparison of the institution's objectives with its current capacities, including the institution's priorities;
 - 1.2. Personnel recruitment planning, which means concrete planning for filling existing and newly created vacant positions, as well as the deadlines for filling them;
 - 1.3. Personnel development planning, which means planning of professional development and further enhancement of civil servants' skills;
 - 1.4. Personnel expenditure planning, which means accurate budget planning for personnel needs, both for existing civil servants and for civil servants planned to be recruited.

Article 6 **Procedure for drafting, approval and implementation of the personnel plan**

1. The Responsible Officer shall prepare the draft annual personnel plan in accordance with the Medium-Term Expenditure Framework (MTEF).
2. For the determination of vacant positions for which recruitment procedures shall be announced for each group, category and class, as well as the periods for their filling, as part of the annual personnel plan, the Responsible Officer shall take into consideration:
 - 2.1. staff reaching the retirement age;

- 2.2. the projection of new positions; and
 - 2.3. the creation of vacant positions for other reasons not foreseen in subparagraphs 2.1 and 2.2 of this Article.
3. Personnel plans approved pursuant to the provisions of this Regulation shall be entered into the HRMIS no later than the end of December of each year for the following year.

Article 7

Amendment and supplement of the personnel plan

1. Personnel planning may be amended during the year in order to adapt to certain situations according to the needs of the institution.
2. In every case where amendments to the personnel plan are required, the respective amendments shall be approved by the Executive Director.

Article 8

Transitional provisions

Until the HRMIS becomes operational, personnel planning shall be developed in physical form.

Article 9

Entry into force

This Regulation shall enter into force on the date of its approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice