



REPUBLIKA E KOSOVËS REPUBLIC OF KOSOVA - REPUBLIC OF KOSOVA AKADEMIA E DREJTËSISË AKADEMIJA PRAVDE - ACADEMY OF JUSTICE			
Njësia, Org. Org. Jedin. Org. Unit	01	Nr. Prot. Br. Prot. Prot. No.	147
Nr. Faqeve Br. Stranica No. Pages	1	Data Datum Date	07.06.2017
Prishtinë / a			



**Republika e Kosovës**  
**Republika Kosova/Republic of Kosovo**  
*Akademia e Drejtësisë/Akademija Pravde/Academy of Justice*

---

No. 01/147/2017  
Date: 01/06/2017

Managing Board of the Academy of Justice, pursuant to the Article 10 paragraph, subparagraph 1.1 and Article 11 paragraph 4 of the Law No. 05/L-095 on the Academy of Justice, in its third meeting of the first constituency, held on 01 June 2017, brought the following:

**DECISION**

1. Approval of the Regulation No. 02/2017 on the work of the Managing Board of the Academy of Justice.
2. The decision enters into force upon its signature.

Aleksandër Lumezi

---

Chairman of the Managing Board  
Academy of Justice

Decision sent to:

Members of the Academy's Managing Board  
Executive Director of the Academy of Justice  
Archive of the Academy of Justice



**Republika e Kosovës**  
**Republika Kosova/Republic of Kosovo**  
*Akademia e Drejtësisë / Akademiya Pravde / Academy of Justice*

---

Managing Board of the Academy of Justice,

Pursuant to Article 10 paragraph 1, sub-paragraph 1, and pursuant to Article 11 paragraph 6 of the Law No. 05/L-095 on the Academy of Justice, in the meeting held on 01.06.2017,

Approved:

**REGULATION No. 02/2017**  
**ON THE WORK OF THE MANAGING BOARD OF THE**  
**ACADEMY OF JUSTICE**

**GENERAL PROVISIONS**

**Article 1**  
**Purpose**

This Regulation determine the way, organization of work and functioning of the Academy of Justice Managing Board (hereafter: Managing Board).

**Article 2**  
**Scope**

This Regulation applies to the Academy of Justice/Board according to the purposes set forth in this Regulation.

### **Article 3 Definition**

1. In order to implement this Regulation, expressions used in this Regulation have the following meaning:

- 1.1 “Academy” means Academy of Justice;
- 1.2 “Board” means Managing Board of the Academy of Justice;
- 1.3 “Director” means the Executive Director of the Academy of Justice;
- 1.4 “Chairperson” means the Chairperson of the Managing Board of the Academy of Justice;
- 1.5 “Vice Chairperson” means the Vice Chairperson of the Managing Board of the Academy of Justice;

### **Article 4 Basic principles of the Work of the Managing Board**

Managing Board performs its work based on the principle of independency, professionalism and transparency.

### **Article 5 Working Language**

The language of the Managing Board is Albanian language and Serbian language.

### **Article 6 Managing Board Competencies**

1. Managing Board competencies are determined by Article 10 of the Law No.05/L – 095 on Academy of Justice, as follows:

- 1.1. Approval of bylaws determined by this law;
- 1.2. Approval of draft budget of the Academy;
- 1.3. Approval of developing strategies, Academy’s working plan and training programs;
- 1.4. Approval of the list of trainers and mentors;
- 1.5. Supervision of the Academy’s work;
- 1.6. Determining priorities for providing training in cooperation with KJC and KPC;
- 1.7. Selection and dismissal of the Executive Director;
- 1.8. Appointment and dismissal of members of the Program Council;
- 1.9. Performing other work as determined by the law and bylaws.



**Article 7**  
**Managing Board Composition**

1. Managing Board composition is determined by Article 8 of the Law on the Academy.

**Article 8**  
**Chairperson of the Board**

1. Chairperson of the Board is appointed by the Board members in accordance with the Law on the Academy of Justice and has the following competencies:
  - 1.1. Represent the Board before public and national and international institutions;
  - 1.2. Takes care for organization and manages the work of the Board;
  - 1.3. Summons chairs the Board meetings;
  - 1.4. Proposes (determines) the agenda in cooperation with the Director;
  - 1.5. Chairs the work of the Board;
  - 1.6. Together with the Executive Director, takes care of application of the bylaws approved by the Board;
  - 1.7. Signs the bylaws on behalf of the Board;
  - 1.8. Supervise the work of Committees established by the Board;
  - 1.9. Chairperson conducts other duties and work determined by law, this regulation and other legal provisions.

**Article 9**  
**Vice Chairperson of the Managing Board**

Vice Chairperson of the Board replaces the Chairperson in his absence and assist the Chairperson in performing his duties and responsibilities.

**Article 10**  
**Appointment of Chairperson and Vice Chairperson**

1. Appointment of Chairperson and Vice Chairperson is preferably conducted in the first establishing meeting of the Board;
  - 1.1 After expiration of the mandate;
  - 1.2 After dismissal ; or
  - 1.3 Other circumstance which makes impossible to exercise the function of the Chairperson and/or Vice Chairperson ;
2. The procedure for appointment of the Chairperson and Vice Chairperson from paragraph 1, subparagraph 1.2 of this Article should be initiated at least 30 days before expiration of the regular mandate, whereas in other cases, as soon as possible.
3. The voting manner for appointment of the Chairperson and Vice Chairperson is determined by the decision of the Board.
4. If the appointment of the candidate for Chairperson or Vice Chairperson fails, he cannot be proposed more than twice to be voted.

5. The oldest member of the Board shall chair the meeting for appointment of the Chairperson and Vice Chairperson, in the absence of the Chairperson and Vice Chairperson.

**Article 11**  
**Rights and obligations of the Board members**

1. The board members have the following rights and obligations:
  - 1.1. Participate in the Board meetings, except in cases of justified absence, where they are obliged to notify the Board Chairman in advance;
  - 1.2. Participate in the work of committees and groups established by the Board;
  - 1.3. Participate in the review of the agenda topics, and vote as per their opinions for every matter that is reviewed at the Board meetings;
  - 1.4. Maintain the confidentiality and not disclose information about their work in compliance with provisions of relevant legislation on classification of information and security clearance.
  - 1.5. Avoid partiality, conflict of interest or discrimination on any kind of basis during their decision-making;
  - 1.6. Perform other duties as assigned by the Board.

**Article 12**  
**Establishment of committees**

1. The Board may, on needs basis, establish special committees that would help in practicing respective competencies.
2. The Board, with a decision, sets the committee structure, brief description of its duties, the rights and the working method. The Chair in these special committees is a Board Member.
3. The work of special committees is attended also by a representative of the Academy of Justice.
4. The Committee members, except the Board Members, are entitled to financial compensation at the amount determined by the Board.

**Article 13**  
**Administrative technical support**

Administrative staff of the Academy of Justice, provide the administrative and technical support to the Board, and to special committees established by the Board.

**Article 14**  
**Meetings of the Board**

1. The Board performs the work under its competence in the meetings.
2. Regular meetings of the Board take place at least four (4) times a year, every quarter, provided that more than half of the total number of Board members are present.
3. Extraordinary meetings of the Board are summoned by the Chairman, except in cases when this is requested in writing by at least 1/3 of the Board members, or with a justified written proposal of the Director.



**Article 15**  
**Notification for Board meetings**

1. The Board meetings are summoned by the Chairman on his/her initiative or upon proposal of at least 1/3 of the Board members, or with a justified written proposal of the Director.
2. Notification for regular meetings is sent via electronic mail (email) or letters sent through the Directors Office, at least five (5) working days before the meeting takes place.
3. In cases of extraordinary meetings, the Board may be notified by phone, email or any other form at latest 24 hours before the meeting is supposed to take place.

**Article 16**  
**The Board meeting flow**

1. The Chairman opens the meeting, ascertaining if the necessary majority of five members (the quorum) is present, and informs if there are members who have duly informed and justified their absence.
2. If majority of the members is not present, the Board may, in another meeting summoned at least fifteen (15) days later, issue decisions with the majority of the present members vote, but only provided that the meeting agenda was sent to all members of the Board.
3. After the Chairman opens the meeting, the agenda is confirmed. Every member of the Board may require changes or supplements to the agenda, but that proposal shall be justified. The Chairman puts the changed or supplemented agenda to the vote.
4. The agenda is approved with the majority of the votes of the present members.

**Article 17**  
**Decision making**

1. The Board, brings decisions only on matters that are included in the meeting agenda.
2. Decisions of the Board are taken with majority of the present members' votes from the general number of the members.
3. All matters on which the Board decides are included in minutes of the meeting, which is approved in the following meeting of the Board, and is signed by the Chairman.
4. Decisions of the Board are published in the official page of the Academy, except for decisions that classify as confidential.

**Article 18**  
**Minutes of the meeting**

1. Minutes are taken for the Board's work at the meeting.

2. Minutes of the meeting are kept by the competent official assigned by the Director.
3. Minutes of the meeting contain the basic data, like: the day and venue where the meeting took place, participants, other persons that presented at the meeting, name of the chair, the set agenda, names of presenters and participants into discussions, and decisions taken as per topics of the agenda, and other important issues.
4. The meetings may be audio-recorded by the competent official.
5. Minutes of the meeting are sent to all the members for comments before being finalized.
6. Minutes of the meeting are saved in the archive of the academy.

### **Article 19 Reporting**

The Board presents to the Republic of Kosovo's Parliament its annual working report not later than 31<sup>st</sup> of March of the following year.

## **TRANSITIONAL PROVISIONS**

### **Article 20 Abolition**

Upon entrance into force of this Regulation, all other provisions of the bylaws that regulate the work and functioning of the Board are abolished.

### **Article 21 Amendments and supplement to the Regulation**

This Regulation may be amended and supplemented by the manner of its issuance.

### **Article 22 Entrance into force**

This Regulation enters into force on the day of approval by the Board.

Prishtina, 01.06.2017

Aleksandër Lumezi

---

Chairman of the Managing Board  
Academy of Justice