



**Republika e Kosovës**  
**Republika Kosova - Republic of Kosovo**  
*Qeveria – Vlada – Government*

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**REGULATION (OPM) NO. 04/2024 ON INTERNAL ORGANISATION  
AND SYSTEMATISATION OF JOBS IN THE INSTITUTE OF CRIMES  
COMMITTED DURING THE WAR IN KOSOVO<sup>1</sup>**

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<sup>1</sup> Regulation (OPM) No. 04/2024 on Internal Organisation and Systematisation of Jobs in the Institute of Crimes Committed During the war in Kosovo, was been approved by the Prime Minister, with Decision No. 017/2024, dated 14.02.2024.

**Prime Minister of the Republic of Kosovo,**

Pursuant to Article 94 (paragraph 3) of the Constitution of the Republic of Kosovo, Article 28, paragraph 3 of Law No. 06/L-113 on the Organisation and Functioning of the State Administration and Independent Agencies, Article 4, paragraph 6 and Article 7 of Law No. 08/L-177 on the Institute of Crimes Committed During the War in Kosovo as well as Article 9, paragraph 7 of Regulation No. 01/2020 on Standards of Internal Organization, Systematisation of Jobs and Cooperation in Institutions of State Administration and Independent Agencies,

**Approves:**

**REGULATION (OPM) NO. 04/2024 ON INTERNAL ORGANISATION AND  
SYSTEMATISATION OF JOBS IN THE INSTITUTE OF CRIMES COMMITTED  
DURING THE WAR IN KOSOVO**

**CHAPTER I**

**GENERAL PROVISIONS**

**Article 1**

**Purpose**

The purpose of this Regulation shall be to determine the internal organisation and systematisation of jobs in the Institute of Crimes Committed During the War in Kosovo (hereinafter: ICCWK).

**Article 2**

**Scope**

This Regulation shall apply to the Institute of Crimes Committed during the War in Kosovo. The general powers of the Institute of Crimes Committed During the War in Kosovo shall be defined by Law No. 08/L-177 on the Institute of Crimes Committed During the War in Kosovo.

## **CHAPTER II**

### **THE INTERNAL ORGANISATION OF THE INSTITUTE OF CRIMES COMMITTED DURING THE WAR IN KOSOVO**

#### **Article 3**

##### **The mission of the Institute of Crimes Committed During the War in Kosovo**

The ICCWK mission shall be the documentation and investigation of crimes committed during the war from historical, military, economic, legal, ecological, cultural, psychological, forensic-medical and sociological perspectives, including other aspects relevant to the documentation and investigation of these crimes pursuant to Law No. 08/L-177 on the Institute of Crimes Committed during the War in Kosovo.

#### **Article 4**

##### **The organisational structure of the Institute of Crimes Committed During the War in Kosovo**

1. The ICCWK organisational structure shall be as follows:
  - 1.1. Office of the Executive Director;
  - 1.1. Departments;
  - 1.2. Divisions.
2. The number of employees in ICCWK shall be of seventy-four (74).

#### **Article 5**

##### **Office of the Executive Director**

1. The Office of the Executive Director of ICCWK shall consist of:
  - 1.1. Executive Director;
  - 1.2. One (1) Senior Executive Officer;
  - 1.3. One (1) Administrative Officer;
  - 1.4. One (1) Senior Certifying Officer;
  - 1.5. One (1) Internal Auditor;
  - 1.6. One (1) Senior Public Communication Officer;
  - 1.7. One (1) Senior Public Procurement Officer;
  - 1.8. One (1) Senior Human Resources Officer;

1.9. One (1) Senior Legal Officer.

2. The duties and responsibilities of the Executive Director of ICCWK shall be defined by the relevant Law on the Organisation and Functioning of State Administration and Independent Agencies, Law No. 08/L-177 on the Institute of Crimes Committed during the War in Kosovo and other applicable legislation.

3. The duties and responsibilities of the Administrative Officer and the Administrative Assistant of the Office of the Executive Director shall be defined according to the relevant legislation on public officials.

4. The duties and responsibilities of the Senior Certifying Officer, Internal Auditor, Senior Communication and Publication Officer, Senior Public Procurement Officer, Senior Human Resources Officer, Senior Legal Officer shall be defined according to the provisions of the relevant legislation on public officials and the special laws in the relevant areas and the bylaws issued for their implementation.

5. The number of employees in the Office of the Executive Director shall be nine (9).

#### **Article 6**

#### **Departments and Divisions within the Institute of Crimes Committed During the War in Kosovo**

1. The ICCWK Departments and Divisions shall be:

1.1. Documentation Department:

1.1.1. Collection Division;

1.1.2. Verification Division;

1.1.3. Processing and Archiving Division;

1.2. Research Department:

1.2.1 Customer Service Division;

1.2.2. Academic Research Division;

1.2.3. Division of Digitalisation of Research Materials;

1.2.4. Specialised Analysis Division;

1.3. Department of Administration and General Services:

1.3.1. Division for Logistics, Document Management and Archiving;

1.3.2. Information Technology Division.

1.4. Budget and Finance Division.

**Article 7**  
**Documentation Department**

1. The Documentation Department (DD) shall be an organisational unit within ICCWK mandated to collect, verify, process and archive data for the purpose of documenting crimes committed during the war in Kosovo.

2. The duties and responsibilities of Documentation Department shall be:

2.1. Identify and collect essential sources for documenting crimes committed during the war in Kosovo from historical, military, economic, legal, ecological, cultural, psychological, forensic-medical and sociological perspectives, including other relevant aspects for the analysis of these events;

2.2. Cumulate resources in the field and collect materials related to documenting human losses, physical and spiritual/psychological damages, economic/material damages, damages to the environment, cultural property, and other types of damages caused by crimes during the war in Kosovo, as well as the circumstances associated with the commission of such crimes;

2.3. Collect data, information and evidence for all types of crimes committed during the war in Kosovo, victims of the crime and damages caused by such crimes, including:

2.3.1. Determine, to the extent possible, the place and time of the commission of crimes;

2.3.2. Determine, to the extent possible, the circumstances under which the crimes were committed;

2.3.3. Identify, to the extent possible and for documentation and research purposes, the victims of the crimes ;

2.3.4. Identify, to the extent possible and for documentation and research purposes, the suspects responsible for committing the crimes;

2.3.5. Identify, to the extent possible and for documentation and research purposes, the witnesses to the crimes;

2.3.6. Categorise crimes according to violations of international humanitarian law and massive violations of human rights;

2.3.7. Documentation of damage caused to cultural, historical and religious monuments, as well as economic, public, and private facilities;

2.4. Acquire and borrow physical/digital copies for ICCWK and create the archival fund;

- 2.5. Collect, organise and publish the memoirs of survivors of crimes committed during the war;
- 2.6. Check and verify the origin of materials;
- 2.7. Verify of authenticity of materials;
- 2.8. Document the circumstances in which crimes were committed during the war, collecting, verifying, systematising and storing data;
- 2.9. Compare and verify the accuracy of the data collected;
- 2.10. Report verified results;
- 2.11. Organise, classify and catalogue the materials;
- 2.12. Process hard copy and digital documentation for crimes committed during the war;
- 2.13. Establishment of the the process for efficient data management;
- 2.14. Process and categorise the collected data;
- 2.15. Establish, manage and maintain the data, protocols, inventory books and other forms of records and notes on the crimes committed during the war in Kosovo and the damages caused by such crimes;
- 2.16. Prepare statistical data and other data on crimes committed during the war in Kosovo;
- 2.17. Ensure public access for victims and interested parties to the collected data, in accordance with the applicable legislation;
- 2.18. Develop and implement standard operating procedures for the receipt, classification, administration, arrangement and processing of archival material;
- 2.19. Collect, process and classify data and establish an archival fund;
- 2.20. Ensure conditions for preserving materials and documents in both hard copy and digital archives;
- 2.21. Prepare and implement plans for the conservation and restoration of damaged archival documents;
- 2.22. Develop and implement a plan for digitalisation of archival material;
- 2.23. Develop long-term materials conservation policies;
- 2.24. Develop and implement appropriate methodologies for collecting, verifying, processing and archiving various materials related to the Institutes scope;

2.25. Perform tasks and responsibilities with the aim of documenting and investigating crimes committed during the war in Kosovo, as well as the processing and archiving of materials.

3. This Department shall comprise the three (3) divisions:

3.1. Collection Division;

3.2. Verification Division;

3.3. Processing and Archiving Division;

4. The Director of the Documentation Department shall report to Executive Director of ICCWK.

5. The number of employees in the Documentation Department shall be thirty (30).

## **Article 8 Collection Division**

1. The Collection Division shall be an organisational unit within the Documentation Department.

2. The duties and responsibilities of the Collect Division shall be:

2.1. Identify and collect essential sources for documenting crimes committed during the war in Kosovo from historical, military, economic, legal, ecological, cultural, psychological, forensic-medical and sociological perspectives, including other relevant aspects for the analysis of these events;

2.2. Cumulate resources in the field and collect materials related to documenting human losses, physical and spiritual/psychological damages, economic/material damages, damages to the environment, cultural property, and other types of damages caused by crimes during the war in Kosovo, as well as the circumstances associated with the commission of such crimes. Responsible officers shall be engaged in all Kosovo regions for the implementation of competencies provided for under this subparagraph;

2.3. Collect data, information and evidence for all types of crimes committed during the war in Kosovo, victims of the crime and damages caused by such crimes, including:

2.3.1. Determine, to the extent possible, the place and time of the commission of crimes;

2.3.2. Determine, to the extent possible determination circumstances under which the crimes were committed;

2.3.3. Identify, to the extent possible and for documentation and research purposes, the victims of crimes;

- 2.3.4. Identify, to the extent possible and for documentation and research purposes, the suspects responsible for committing the crimes;
  - 2.3.5. Identify, to the extent possible and for documentation and research purposes, the witnesses to the crimes;
  - 2.3.6. Categorise crimes according to violations of international humanitarian law and massive violations of human rights;
  - 2.3.7. Evidence the damage caused to cultural property, as well as economic, public and private facilities;
  - 2.4. Donate, acquire and borrow physical/digital copies for ICCWK and create the archival fund;
  - 2.5. Collect, organise and publish the memoirs of survivors of crimes committed during the war;
  - 2.6. Carry out other tasks and responsibilities in order to collect data for the documentation of crimes committed during the war in Kosovo.
3. The Head of the Collection Division shall report to the Director of the Documentation Department.
  4. The number of employees in the Collection Division shall be fourteen (14).

## **Article 9 Verification Division**

1. The Verification Division shall be an organisational unit within the Documentation Department.
2. The duties and responsibilities of the Verification Division shall be:
  - 2.1. Check and verify the origin of materials;
  - 2.2. Verify of authenticity of materials;
  - 2.3. Document the circumstances in which crimes were committed during the war, collecting, verifying, systematising and storing data;
  - 2.4. Compare, complete and verify the accuracy of the data collected;
  - 2.5. Report verified results;
  - 2.6. Carry out other tasks and responsibilities in order to complete and verify the data collected for crimes committed during the war in Kosovo.



3. The Head of the Verification Division shall report to the Director of the Documentation Department.
4. The number of employees in the Verification Division shall be six (6).

**Article 10**  
**Processing and Archiving Division**

1. The Processing and Archiving Division shall be an organisational unit within the Documentation Department.
2. The duties and responsibilities of the Processing and Archiving Division shall be:
  - 2.1. Organise, classify and catalogue the materials;
  - 2.2. Process hard copy and digital documentation for crimes committed;
  - 2.3. Develop the archiving process for efficient management of physical and digital materials;
  - 2.4. Process and categorise the data collected in hard copy and electronically;
  - 2.5. Establish, manage and maintain the database, protocols, inventory books and other forms of records and notes on the crimes committed during the war in Kosovo and the damages caused by such crimes;
  - 2.6. Prepare statistical data and other data on crimes committed during the war in Kosovo;
  - 2.7. Ensure public access for victims and interested parties to the collected data, in accordance with the applicable legislation;
  - 2.8. Develop and implement standard operating procedures for the receipt, classification, administration, arrangement and processing of hard copy and digital archival material;
  - 2.9. Collect, process and classify data and establish a hard copy and digital archival fund;
  - 2.10. Ensure conditions for preserving materials and documents in both hard copy and digital archives (CD, DVD, Audio, etc.);
  - 2.11. Prepare and implement plans for the conservation and restoration of damaged archival documents;
  - 2.12. Develop and implement a plan for digitalisation of archival material;
  - 2.13. Develop long-term policies for the physical and digital preservation of materials;
  - 2.14. Carry out other tasks and responsibilities in order to process and archive the data and documents collected for crimes committed during the war in Kosovo.

3. The Head of the Processing and Archiving Division shall report to the Director of the Documentation Department.
4. The number of employees in the Processing and Archiving Division shall be nine (9).

## **Article 11**

### **Research Department**

1. The Research Department (RD) shall be an organisational unit within ICCWK mandated to plan and conduct professional and academic research to create and publish scientific data regarding crimes committed during the war in Kosovo, as well as the needs of victims and the damages caused by such crimes.
2. The duties and responsibilities of Research Department shall be:
  - 2.1. Develop standard and special procedures for providing access to and using the ICCWK materials for research purposes;
  - 2.2. Ensure preservation to prevent loss or damage to the ICCWK data and materials during their use for research purposes;
  - 2.3. Ensure that the use of the ICCWK data and materials is in accordance with applicable legislation;
  - 2.4. Provide briefing services through manual and electronic catalogues, as well as other forms;
  - 2.5. Provide orientation and reference services for finding information or materials and using information and communication technology;
  - 2.6. Circulate or move the data collections for users;
  - 2.7. Organise awareness and information campaigns on the data possessed by ICCWK and the possibilities for using them for research purposes, in accordance with the applicable legislation;
  - 2.8. Develop professional programs for researching crimes committed during the war;
  - 2.9. Draft and adopt questionnaires for field research operations;
  - 2.10. Plan, organise and conduct professional research in the field and scientific research to:
    - 2.10.1. Collect written evidence and other forms of evidence such as audio, video, photos or documentation, as well as interviewing witnesses or verifying and analysing data crucial for research;

- 2.10.2. Analyse historical, military, economic, ecological, cultural, psychological, forensic-medical and sociological aspects, including other important aspects for examining the circumstances of the commission and the damages caused by crimes committed during the war;
- 2.10.3. Assess human losses, physical and spiritual/psychological damages, economic/material damages, damages to environment, cultural property, and other types of damages caused by crimes committed during the war;
- 2.10.4. Publish memoirs of survivors of crimes committed during the war, in accordance with applicable legislation;
- 2.10.5. Draft special procedures for the investigation of cases of sexual violence committed during the war;
- 2.11. Cooperate with scientific and academic institutions in Kosovo and abroad for the purpose of conducting scientific research and publishing research results, in accordance with applicable legislation;
- 2.12. Organise and participate in local and international conferences to address various aspects of crimes committed during the war in Kosovo;
- 2.13. Present results from professional and scientific research on crimes committed during the war;
- 2.14. Publish documented data on crimes committed during the war through its website, books, brochures or similar publications;
- 2.15. Establish and enhance the physical and digital ICCWK library with literature and data at its disposal;
- 2.16. Conduct communication with the media, non-governmental organisations, and other entities to carry out research activities;
- 2.17. Analyse and visualise the ICCWK data;
- 2.18. Develop and publish video materials;
- 2.19. Develop and publish materials in website and social networks;
- 2.20. Digitization of Archives of physical documents with transformation into digital formats
- 2.21. Develop advanced search methods, utilising technologies such as artificial intelligence for generating initial narratives, as well as online search in deposited materials to facilitate the quick retrieval of specific documents/materials within ICCWK's archive;
- 2.22. Visualise data, using graphic and cartographic tools to visualise information, including maps of crimes committed during the war, the flow of events, and the connections between individuals/events;

2.23. Creation of a comprehensive data structure that links documents and various sources, facilitating the identification of individuals/events and patterns through archival data;

2.24. Designing interactive and educational platforms, as well as the placement of materials through which students, scholars, researchers, and the public can research and learn about the events of crimes committed during the war;

2.25. Engage in interdisciplinary cooperation, facilitating cooperation between historians, lawyers and experts from other fields through digital platforms that support the exchange of knowledge and data;

2.26. Plan and conduct specialised analyses for the needs of the Prime Minister and the Government in addressing psychosocial, emotional and institutional support needs for the surviving victims of crimes committed during the war in Kosovo;

2.27. Cooperate and coordinate activities with other institutions to develop and provide specialised analyses on various aspects related to crimes committed during the war in Kosovo and the damages caused thereof;

2.28. Conduct specialized analyses and providing assistance and support with professional expertise, on the data and documents that IKKLLK possesses, for justice institutions regarding crimes committed during the war and the damages caused by them.

2.29. Carry out tasks and other responsibilities with the aim of conducting scientific research on crimes committed during the war in Kosovo and the damages caused by them thereof.

3. This Department shall comprise the four (4) divisions:

3.1. Customer Service Division;

3.2. Academic Research Division;

3.3. Division of Digitalisation of Research Materials;

3.4. Specialised Analysis Division.

4. The Director of Research Department shall report to Executive Director of ICCWK.

5. The number of employees in the Research Department shall be twenty (20).

## **Article 12**

### **Customer Service Division**

1. The Customer Service Division shall be an organisational unit within the Research Department.

2. The duties and responsibilities of the Customer Service Division shall be:

- 2.1. Develop standard procedures for providing access to and using the ICCWK materials for research purposes;
  - 2.2. Ensure preservation to prevent loss or damage to the ICCWK data and materials during their use for research purposes;
  - 2.3. Ensure that the use of the ICCWK data and materials is in accordance with applicable legislation;
  - 2.4. Provide briefing services through manual and electronic catalogues;
  - 2.5. Provide orientation and reference services for finding information or materials and using information and communication technology;
  - 2.6. Circulate the data collections for users;
  - 2.7. Organise awareness and information campaigns on the data possessed by ICCWK and the possibilities for using them for research purposes;
  - 2.8. Performing tasks and other responsibilities to make available for use of the ICCWK data and materials for the purpose of conducting research on crimes committed during the war in Kosovo, in accordance with applicable legislation.
3. The Head of the Customer Service Division shall report to the Director of the Research Department.
  4. The number of employees in Customer Service Division shall be three (3).

### **Article 13**

#### **Academic Research Division**

1. The Academic Research Division shall be an organisational unit within the Research Department.
2. The duties and responsibilities of the Academic Research Division shall be:
  - 2.1. Develop professional programs for researching crimes committed during the war;
  - 2.2. Draft and adopt questionnaires for field research operations;
  - 2.3. Plan, organise and conduct professional research in the field and scientific research to:
    - 2.3.1 Collect written evidence and other forms of evidence such as audio, video, photos or documentation, as well as interviewing witnesses or verifying and analysing data crucial for research;
    - 2.3.2. Analyse historical, military, economic, ecological, cultural, psychological, forensic-medical and sociological aspects, including other important aspects for

- examining the circumstances of the commission and the damages caused by crimes committed during the war;
- 2.3.3. Assess human losses, physical and spiritual/psychological damages, economic/material damages, damages to environment, cultural property, and other types of damages caused by crimes committed during the war;
- 2.3.4. Publish memoirs of survivors of crimes committed during the war, in accordance with applicable legislation;
- 2.3.5. Draft special procedures for the investigation of cases of sexual violence committed during the war;
- 2.4. Cooperate with scientific and academic institutions in Kosovo and abroad for the purpose of conducting scientific research and publishing research results, in accordance with applicable legislation;
- 2.5. Organise and participate in local and international conferences to address various aspects of crimes committed during the war in Kosovo;
- 2.6. Present results from professional and scientific research on crimes committed during the war;
- 2.7. Publish documented data on crimes committed during the war through its website, books, brochures or similar publications;
- 2.8. Establish and enhance the physical and electronic ICCWK library with literature and data at its disposal;
- 2.9. Conduct communication with the media, non-governmental organisations, and other entities to carry out research activities;
- 2.10. Analyse and visualise the ICCWK data;
- 2.11. Carry out tasks and other responsibilities with the aim of conducting academic research and publishing its results regarding crimes committed during the war in Kosovo.
3. The Head of the Academic Research Division shall report to the Director of the Research Department.
4. The number of employees in the Academic Research Division shall be eight (8).

#### **Article 14**

#### **Division of Digitalisation of Research Materials**

1. The Division of Digitalisation of Research Materials shall be an organisational unit within the Research Department.

2. The duties and responsibilities of the Division of Digitalisation of Research Materials shall be:

2.1. Initiate interdisciplinary cooperation between ICCWK departments in the field of digital humanities;

2.2. Develop and finalize policies and activities for the advanced use of the ICCWK digital archives, through the transformation into digital formats of physical documents, pictures and audiovisual recordings;

2.3. Creation of materials for the digital museum;

2.4. Design advanced search methods, utilising technologies such as artificial intelligence for generating initial narratives, as well as online search in deposited materials to facilitate the quick retrieval of specific documents/materials within ICCWK's archive;

2.5. Develop audio-materials and visualise data, using graphic and cartographic tools to visualise information, including maps of crimes committed during the war, the flow of events, and the connections between individuals/events;

2.6. Creation of a comprehensive data structure that connects documents and various sources, thereby facilitating the identification of individuals/events and patterns through archival data;

2.7. Design interactive and educational platforms, as well as the placement of materials through which students, scholars, researchers, and the public can research and learn about the events of crimes committed during the war;

2.8. Engage in interdisciplinary cooperation, facilitating cooperation between historians, lawyers and experts from other fields through digital platforms that support the exchange of knowledge and data;

2.9. Carry out tasks and other responsibilities for the digitalisation of data with the aim of facilitating the conduct of research on crimes committed during the war in Kosovo.

3. The Head of the Division of Digitalisation of Research Materials shall report to the Director of the Research Department.

4. The number of employees in the Division of Digitalisation of Research Materials shall be four (4).

## **Article 15 Specialised Analysis Division**

1. The Specialised Analysis Division shall be an organisational unit within the Research Department.

2. The duties and responsibilities of the Specialised Analysis Division shall be:

- 2.1. Plan and conduct specialised analyses for the needs of public institutions, such as: the Prime Minister, the Government, the Assembly, and the President, to address the psycho-social, emotional needs and provide institutional support for the surviving victims of crimes committed during the war in Kosovo as well as assess the overall damage caused by the war;
  - 2.2. Cooperate and coordinate activities with other institutions to develop and provide specialised analyses on various aspects related to crimes committed during the war in Kosovo, assess the damages and consequences thereof;
  - 2.3. Conduct specialised analyses and provide assistance and expertise, based on the data and documents available to ICCWK, for the justice institutions regarding crimes committed during the war and the damages caused thereof;
  - 2.4. Carry out tasks and other responsibilities with the aim of providing specialised analyses as requested by the institutions of the Republic of Kosovo regarding the surviving victims of crimes committed during the war in Kosovo, including the assessment of economic, psychosocial, emotional damage, etc.
3. The Head of the Specialised Analysis Division shall report to the Director of the Research Department.
  4. The number of employees in the Specialised Analysis Division shall be four (4).

**Article 16**  
**Department of Administration and General Services**

1. The Department of Administration and General Services shall be an organisational unit within the ICCWK mandated to provide general services for the entire ICCWK staff, aiming to achieve organisational objectives.
2. The Department of Administration and General Services shall have the following duties and responsibilities:
  - 2.1. Manage, coordinate and provide administrative services to all ICCWK units and bodies;
  - 2.2. Provide common services to all ICCWK staff;
  - 2.3. Maintain equipment and provide information technology and telecommunications services;
  - 2.4. Preservation and protection of digital archives, as well as other digital materials against damage and loss. Use of best security practices for the preservation of digital data and the creation of procedures for backup/restore;
  - 2.5. Provide translation and proofreading services;
  - 2.6. Ensure the operation of logistics, transport, warehouse, stationary, documentation and infrastructure of ICCWK.



3. The Department of General Services shall carry out other tasks and responsibilities defined by the applicable legislation in force, as well as the tasks assigned by the Executive Director of ICCWK.

4. The Department of Administration and General Services shall consist of the following divisions:

4.1. Division for Logistics, Document Management and Archiving;

4.2. Information Technology Division.

5. The Department of Administration and General Services shall report to Executive Director of ICCWK.

6. The number of employees in the Department of General Services shall be fifteen (15).

### **Article 17**

#### **Division for Logistics, Document Management and Archiving**

1. The Division for Logistics, Document Management and Archiving has the following duties and responsibilities:

1.1. Providing logistical services to ICCWK;

1.2. Manage the ICCWK inventory and warehouses;

1.3. Prepare and supply, according to the needs of office, goods and equipment for work;

1.4. Maintain and protect the ICCWK offices, installations and equipment;

1.5. Provide transportation and maintenance services of ICCWK's vehicles;

1.6. Maintain and administer the ICCWK archive system;

1.7. Maintain and administer all ICCWK incoming and outgoing documents;

1.8. Ensures that the archival units are marked with the symbols defined according to the rules;

1.9. Ensures the timely archiving of materials, as well as prepares materials with permanent deadlines for submission to the Archive of the Republic of Kosovo, in accordance with legal provisions;

1.10. Monitor the archive system, systematise archival subjects, assist other units in classifying documents;

1.11. Perform disposal of archival materials according to the requests of the units that send expired materials according to the applicable laws;

1.12. Perform work on the basis of special books determined by the competent authority for recording and circulation of documents;

1.13. Keep documentation in separate safes according to the standards defined by the applicable legislation, and

1.14. Develop and implement rules on the internal distribution of documents.

2. The Head of Division for Logistics, Records Management and Archiving reports to the Director of the Department of Administration and General Services.

3. The number of employees in the Division for Logistics, Records Management and Archiving shall be seven (7).

## **Article 18**

### **Information Technology Division**

1. The Information Technology Division shall be an organisational unit within the ICCWK.

2. The Information Technology Division has the following duties and responsibilities:

2.1. Implement policies for support in the area of information technology and telecommunication for ICCWK officers;

2.2. Organization, creation of functional and non-functional requirements for software system development, their testing and usage for IKKLLK. Maintenance of documentation of the software system development cycle;

2.3. Manage the information technology projects;

2.4. Preservation and protection of digital archives, as well as other digital materials against damage and loss. Use of best security practices for the preservation of digital data and the creation of procedures for backup/restore;

2.5. Train the offices on the use of ICCWK software;

2.6. Prepare guides for the use of ICCWK software;

2.7. End-user support, communication management and supervision of external performers;

2.8. Organisation of security management information system;

2.9. Monitoring and analysis of security incidents and similar problems;

- 2.10. Preparation of security control reports;
  - 2.11. Assists officials in performing their duties through the use of information technology equipment;
  - 2.12. Maintain the information technology and telecommunication equipment;
  - 2.13. Perform the installation of various application and system software on the computers of ICCWK officers;
  - 2.14. Ensure the administration of ICCWK domain and servers;
  - 2.15. Take care of the operation of the network infrastructure and cooperate with other divisions to solve problems.
  - 2.16. Develop and maintain the web and social networks.
  - 2.17. Creation and administration of the digital archive system;
3. The Head of the Information Technology Division reports to the Director of the Department of Administration and General Services.
  4. The number of employees in the Information Technology Division is three (3).

**Article 19**  
**Budget and Finance Division**

1. The Budget and Finance Division shall be an organisational unit within the ICCWK mandated to plan and execute the budget in accordance with the relevant law on public finance management and other applicable legislation.
2. The Budget and Finance Division shall have the following duties and responsibilities:
  - 2.1. Plan the ICCWK budget in coordination with other organisational units;
  - 2.2. Prepare the Medium Term Expenditure Framework (MTEF) in line with the requirements presented by the ICCWK;
  - 2.3. Prepare the draft annual budget of the Institute in accordance with the planning documents;
  - 2.4. Create programs/subprograms based on the requirements of organisational units, in cooperation with the Budget Department within the ministry responsible for finance;
  - 2.5. Accounting for commitments and payments, as well as registration of all commitments and payments;

- 2.6. Coordinate the work with the ministry responsible for finance and banking institutions;
  - 2.7. Record the income and various donations as well as record of accounting data;
  - 2.8. Prepare budget analyses as well as periodical reports on budget spending and monitoring the implementation of projects that are related to the ICCWK budget;
  - 2.9. Establish a system for recognition of all amounts and for recording in the special book of debts;
  - 2.10. Compile periodic reports on the level of debt, based on the ICCWK data and the Treasury data.
3. The Head of Budget and Finance Division shall report to the Director of ICCWK.
  4. The number of employees in the Budget and Finance Division shall be four (4).

### **CHAPTER III TRANSITIONAL, FINAL AND REPEALING PROVISIONS**

#### **Article 20 Transitional provisions**

The increase or decrease in personnel numbers in accordance with the law on annual budget appropriations shall not necessitate the amendment and supplementation of this Regulation, except in cases where organisational structures are created and/or abolished.

#### **Article 21 Final provisions**

Annex I shall be an integral part of this Regulation, which contains the total number of all employees in the Agency and the special number for each unit, as well as Annex II, which contains the visual organisational chart.

#### **Article 22 Entry into force**

This Law shall enter into force seven (7) days following its publication in the Official Gazette of the Republic of Kosovo.

**Albin Kurti**

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Prime Minister of the Republic of Kosovo

Date: 14 February 2024

## ANNEX I:

<b>Organisational chart of the Institute of Crimes Committed During the War in Kosovo (ICCWK)</b>			
Position/Structure	Class	Group (generic or specific)	Number
<b>1. Office of the Executive Director at ICCWK</b>			<b>Total: 9</b>
- Executive Director	Senior Manager 2		1
- Senior Executive Officer	Professional 1	Gr. 58 General Administration Specialist	1
- Administrative Support Officer	Professional 2	Gr. 58 General Administration Specialist	1
- Senior Certifying Officer	Professional 1	Gr. 4 Economics Specialists	1
- Senior Legal Officer	Professional 1	Gr. 1 Legal Specialists	1
- Senior Public Communication Officer	Professional 1	Gr. 10 Public relations and information specialists	1
- Internal Auditor	Professional 1	Gr. 6 Internal Audit Specialists	1
- Senior Public Procurement Officer	Professional 1	Gr. 5 Public Procurement Specialists	1

- Senior Human Resources Officer	Professional 1	Gr. 7 Human Resources Specialists	1
<b>2. Documentation Department</b>			<b>Total: 30</b>
- Director of the Documentation Department	Middle-Level Manager	N/A	1
<b>2.1. Collection Division</b>			<b>Total: 14</b>
- Head of the Collection Division	Junior Manager	N/A	1
- Senior Resource Identification Officer	Professional 1	Gr. 14 Social Science Specialists	1
- Senior Regional Resource Identification and Collection Officer	Professional 1	Gr. 14 Social Science Specialists	7
- Senior Material Categorisation Officer	Professional 1	Gr. 9 Archive- Documentation Specialists	2
- Senior Collection Officer	Professional 1	Gr. 14 Social Science Specialists	3
<b>2.2. Verification Division</b>			<b>Total: 6</b>
- Head of the Verification Division	Junior Manager	N/A	1
- Senior Material Verification and Authenticity Officer	Professional 1	Gr. 9 Archive- Documentation Specialists	2
- Senior Accuracy Comparison and Confirmation Officer	Professional 1	Gr. 9 Archive- Documentation Specialists	2
- Senior Verified Results Reporting Officer	Professional 1	Gr. 14	1

		Social Science Specialists	
<b>2.3. Processing and Archiving Division</b>			<b>Total: 9</b>
- Head of the Processing and Archiving Division	Junior Manager	N/A	1
- Archival Material Arrangement Officer (organisation, classification and cataloguing)	Professional 2	Gr. 9 Archive-Documentation Specialists	3
- Senior Archival Material Administration and Digitalisation Officer	Professional 1	Gr. 9 Archive-Documentation Specialists	3
- Senior Physical Archive Management Officer	Professional 1	Gr. 9 Archive-Documentation Specialists	1
- Senior Database Management Officer	Professional 1	Gr. 51 Archives Specialists and Curators	1
<b>3. Research Department</b>			<b>Total: 20</b>
- Director of the Research Department	Middle-Level Manager	N/A	1
<b>3.1. Customer Service Division</b>			<b>Total: 3</b>
- Head of the Customer Service Division	Junior Manager	N/A	1
- Research Work Supervision and Administration Officer	Professional 2	Gr.14 Social Science Specialists	2
<b>3.2. Academic Research Division</b>			<b>Total: 8</b>
- Head of the Academic Research Division	Junior Manager	N/A	1
- Senior Economic Crime Research Officer	Professional 1	Gr. 8 General Specialists of Political Science	1

- Senior Officerfor Researching Crimes against Humanity	Professional 1	Gr. 1 Legal Specialists	1
- Senior Historical-Political Research Officer	Professional 1	Gr. 14 Social Science Specialists	1
- Senior Psychosocial Services Crime Research Officer	Professional 1	Gr. 14 Social Science Specialists	1
- Senior Military Crime Research Officer	Professional 1	Gr. 14 Social Science Specialists	1
- Senior Research Project Development Officer	Professional 1	Gr. 14 Social Science Specialists	2
<b>3.3. Division of Digitalisation of Research Materials</b>			<b>Total: 4</b>
- Head of the Division of Digitalisation of Research Materials	Junior Manager	N/A	1
- Senior Digitalisation and Interdisciplinary Cooperation Officer between ICCWK departments	Professional 1	Gr. 61 ICT systems specialists	1
- Senior Analysis and Visualisation Officer (videos/animations/infographics) of ICCWK data	Professional 1	Gr. 63 Cloud computing specialists	2
<b>3.3. Specialised Analysis Division</b>			<b>Total: 4</b>
- Head of the Specialised Analysis Division	Junior Manager	N/A	1
- Senior War Damage Assessment Officer	Professional 1	Gr. 14 Social Science Specialists	1
- Senior Victim Analysis Officer	Professional 1	Gr. 14 Social Science Specialists	1
- Senior Vocational Training and Counselling Officer	Professional 1	Gr. 12	1



		General Specialists of Social Services	
<b>4. Department of Administration and General Services</b>			<b>Total: 15</b>
- Director of the Department of Administration and General Services	Middle-Level Manager	N/A	1
<b>4.1. Division for Logistics, Document Management and Archiving</b>			<b>Total: 7</b>
- Head of the Division for Logistics, Document Management and Archiving	Junior Manager	N/A	1
- Archive Officer	Professional 2	Gr. 14 Social Science Specialists	1
- Logistics Officer	Professional 2	Gr. 58 General Administration Specialist	1
- Transport Officer	Professional 2	Gr. 58 General Administration Specialist	1
- Senior Translation Officer	Professional 1	Gr. 10 Public relations and information specialists	2
- Warehouse Officer	Professional 2	Gr. 58 General Administration Specialist	1
<b>4.2. IT Division</b>			<b>Total: 3</b>
- Head of the IT Division	Junior Manager	N/A	1
- Senior IT Officer	Professional 1	Gr. 19 Information Technology Specialists	2

<b>5. Budget and Finance Division</b>			<b>Total: 4</b>
- Head of the Budget and Finance Division	Junior Manager	N/A	1
- Senior Budget Officer	Professional 1	Gr. 4 Economics Specialists	1
- Senior Finance Officer	Professional 1	Gr. 4 Economics Specialists	1
- Finance Officer	Professional 2	Gr. 58 General Administration Specialist	1
<b>Total number of ICCWK employees</b>			<b>74</b>

ANNEX II

