



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

Ministria e Drejtësisë –Ministarstvo Pravde –Ministry of Justice

ADMINISTRATIVE INSTRUCTION MoJ-No. 14/2023¹
FOR THE OPERATION OF THE ECONOMIC UNIT

¹ Administrative Instruction MD-No. 14/2023 for the operation of the economic unit, signed by the Minister of Justice on 14.11.2023

Minister of the Ministry of Justice,

Pursuant to Article 16, paragraph 8 of Law No. 08/L-131 on the Kosovo Correctional Service, based on Article 11 (paragraph 1, sub-paragraph 1.5) of Law No. 08/L-117 on the Government of the Republic of Kosovo and Annex 1 (item 3) of the Regulation (GRK) - No. 14/2023 on the Areas of Administrative Responsibility of the Office of Prime Minister and Ministries, as well as in accordance with Article 38 (paragraph 6) of the Regulation No. 09/2011 of Rules and Procedure of the Government of the Republic of Kosovo,

Issues:

**ADMINISTRATIVE INSTRUCTION MoJ-NO. 14 /2023 ON THE
FUNCTIONALIZATION OF THE ECONOMIC UNIT**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Administrative Instruction regulates the functionalization of the Economic Unit through the development of economic activities, the generation of income, the possibility of employment for prisoners with the aim of re-socializing and reintegrating them into society.

**Article 2
Scope**

This Administrative Instruction is applied by all correctional institutions within the Kosovo Correctional Service (hereinafter: KCS), public institutions and various economic operators in accordance with the legislation in force.

**Article 3
Definitions**

1. For the purposes of this Administrative Instruction, the following expressions will have these meanings:

- 1.1. **Plant** – workshops for the employment of prisoners;

1.2. **Economic activity** – means any activity on producing and selling products and providing services by the employees of the economic entity;

1.3. **Employment** – engaging prisoners to work within the Correctional Institution.

CHAPTER II FUNCTIONALIZATION OF THE ECONOMIC UNIT

Article 4 Functions of the Economic Unit

1. The Economic Unit develops economic, productive activities, provides services, employs prisoners based on the individual punishment plan for the purpose of resocialization and reintegration, creates income for the needs of prisoners and KCS.

2. The Economic Unit produces and processes agricultural and industrial products from its workshops for the needs of KCS, and sells the surplus products on the market.

3. Based on its capacity, the Economic Unit can produce and process industrial products and sell them on the market.

4. Based on the economic activity, the Unit creates revenues and uses them for the needs of the Kosovo Correctional Service.

5. The incomes realized from the economic activity will be spent in accordance with the relevant legislation in force.

6. The Economic Unit manages purchases and sales and prepares analyses of revenues from the relevant institutions based on the cultivation of various agricultural crops as well as production and service activities.

7. The Minister of Justice, upon the proposal of the Director General, may conclude agreements with various operators related to economic activities according to the relevant legislation in force.

Article 5 Economic activity

1. The Economic Unit develops activities through the following plants:

1.1. Agriculture with its sub-branches:

1.1.1. Livestock with its sub-branches;

1.1.2. Orchards;

1.1.3. Vegetable Production;

- 1.1.4. Farming and cultivation of agricultural crops.
- 1.2. Production and processing of products from:
 - 1.2.1. Metal;
 - 1.2.2. Wood;
 - 1.2.3. Plastics;
 - 1.2.4. Textile;
 - 1.2.5. Paper;
 - 1.2.6. Crafts, artistic activities, graphic design and printing.
- 1.3. Production and processing of dough products;
- 2. Other activities as needed.

Article 6 **Services provided**

- 1. Depending on the needs of the Correctional Institution, the Economic Unit offers the following services:
 - 1.1. Maintenance and renovation of facilities in the Correctional Institution;
 - 1.2. Maintenance of electro-technical equipment;
 - 1.3 Maintenance and servicing of motor vehicles and agricultural equipment.

Article 7 **Employment of prisoners**

- 1. The Economic Unit carries out and mediates the employment of prisoners in jobs inside and outside Correctional Institutions as determined by the relevant legislation in force.
- 2. The process of employing prisoners is carried out through the Economic Unit based on needs of the Correctional Institution in cooperation with the official responsible for work.
- 3. The Economic Unit determines the number of prisoners who will engage in work and requests through the official responsible for employment within the CI the identification of the prisoners in the relevant profiles.
- 4. The process of hiring prisoners engaged in work is carried out through the Economic Unit, which requires from the Correctional Institution, through the official responsible, the number of prisoners and the profiles that should be engaged in work.

5. The process of employing prisoners in jobs that are not part of Economic Unit's activities is done by the Correctional Institution itself.

6. The Economic Unit keeps a register for all employed prisoners.

Article 8

Development plan of the economic entity

1. The Economic Unit, in cooperation with the responsible officials in Correctional Institutions, draws up the annual plan of economic activities.

2. The annual plan from paragraph 1 of this Article is approved by the Director General of KCS.

3. The Economic Unit is responsible for the implementation of the annual plan of economic activities.

Article 9

Production and processing of products

1. The Economic Unit manages the production process and the processing of the products produced by this Unit.

2. The Economic Unit keeps a record of the manufactured products, manages the stocks and distributes them to the Correctional Institutions.

3. For the supply of products for the needs of the Correctional Institution, the request is submitted to the Economic Unit.

Article 10

Sale of products

KCS, through its Economic Unit, sells the products processed or produced in the plants of the Correctional Institutions.

Article 11

Price of products

1. The price of the products produced or processed in the plants of the Economic Unit is determined by the commission established by the Director General of KCS.

2. The determination of the price of the products from paragraph 1 of this Article is based on the wholesale market price.

3. Notwithstanding paragraph 2 of this Article, for special products, for which the price of the wholesale market cannot be ensured, the price is determined based on the general cost of production, processing or service.

4. The Commission submits the report on setting the price of the product to the Director General of KCS and the Head of the Economic Unit.

5. The Economic Unit, after receiving the report for setting the price, places the products that are considered surplus on the market in accordance with the relevant procurement procedures or through other forms in accordance with the legislation in force.

Article 12

Product donations

1. In addition to selling products, KCS may donate products to public institutions and other organizations that provide social care.

2. Excluding other products, the total value of donations of industrial products cannot be more than 10% of the previous year's turnover.

3. The decision on the donated donation is signed by the Director General.

Article 13

Income from the sale of products

1. For the collection of revenues from the sale of products, the Ministry of Justice – KCS will request from the Treasury the opening of a bank account at the CBK.

2. All revenues collected from the sale of products shall be transferred to the relevant account opened in the CBK, be registered in KFMIS (Kosovo Financial Management Information System) and allocated in accordance with the Law on annual budget allocations.

Article 14

Providing services to other budget organizations

1. The Economic Unit may offer services to other budgetary organizations.

2. The provision of services is made according to the agreement concluded between the Director General of KCS and the representative of the other budget organization.

3. The Economic Unit manages the service provision procedures.

Article 15

Plants

In order to enable prisoners to work, permission can be granted for the construction of plants within the correctional institutions, in accordance with the legislation in force.

Article 16
Budget of the Economic Unit

1. The budget of the Economic Unit is planned within KCS, namely MoJ, and is approved according to the law on budget allocations every fiscal year through the following funding sources:

1.1. Government Grant;

1.2. Own income, if KSC is allowed the use of revenues by the Law on Budget Allocation.

1.3. Donations.

Article 17
Entry into force

This Administrative Instruction enters into force seven (7) days after its publication in the Official Gazette.

Albulena Haxhiu

Minister of Justice

14/11/2023