



---

**INSTITUCIONET E PËRKOESHME TË VETËQEVERISJES  
PROVISIONAL INSTITUTIONS OF SELF-GOVERNMENT  
PRIVREMENE INSTITUCIJE SAMOUPRAVLANJA**

**QEVERIA E KOSOVËS - GOVERNMENT OF KOSOVO - VLADA KOSOVA**

**MINISTRIA E PUNËS DHE MIRËQENIES SOCIALE  
MINISTRY OF LABOUR AND SOCIAL WELFARE  
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE**

---

In accordance with Article 1, indent 1.3, Paragraph (ç), indent 1.7, Paragraph (d) of Regulation 2001/19 on Executive Branch of Provisional Self-Government Institutions in Kosovo.

Based on the Article 4, indent 3 of the Law on Social and Family Services.

Having into consideration the scope of activities of the Ministry of Labour and Social Welfare related to action policies for development of human resources from the field of social welfare.

With a purpose of regulation and advancement of professional, research and monitoring work of Social Policy Institute on ensuring qualitative and efficient social and family services, **Minister of Ministry of Labour and Social Welfare issues:**

**ADMINISTRATIVE INSTRUCTION No 03/2006  
ON  
ESTABLISHMENT AND SCOPE OF ACTIVITIES OF THE STEERING  
COUNCIL OF SOCIAL POLICY INSTITUTE DEPARTMENT**

**Article 1**

Purpose

The present Administrative Instruction aims to establish and determine rules and procedures on establishment and scope of activities of Social Policy Institute Steering Council (hereinafter referred to as SPI Council) through which the direction, monitoring of research and advisory activities, and professional services in the field of social and family services of Social Policy Institute shall be conducted.

## **Article 2**

### **SPID Council**

The Council as a mechanism established by the Law on Social and Family Services shall be responsible for offering professional assistance for research work in professional monitoring of Social Policy Institute and institutions that offer social services in accordance with international standards and applicable laws in our country.

## **Article 3**

### **Duties and competencies of SPID Council**

Duties and competencies of the Steering Council of Social Policy Institute shall consist in:

- Offering and ensuring professional assistance from the field of social and family services to the Social Policy Institute.
- Examination and consent for all research and study documents prepared from Social Policy Institute.
- Offering help professional on using financial means, related to realization of research and study projects of SPI.
- Proposal of important issues for research in the field of social and family services,
- Examination of the by-laws on development and advancement of SPI scope of work,
- Providing with advices in the field of social and family services for the director and professional staff of Institute.
- Offering helps of determination standards in the field of social and family services,
- Discussion and determination of financial priorities on realization of duties determined by the Law on Social and Family Services,
- Discussion and consent for Annual Business Plan of Social Policy Institute,
- Discussion and approval of different proposals and recommendations made by Institute's Director related to the duties and responsibilities and other competencies within the scope of Institute's work.

## **Article 4**

### **Establishment of SPID Council**

**(1)** In the first mandate, in duration of three years, members of the Council are appointed by the Minister of MLSW, with the right to be re-elected. Also, in the first mandate Minister will appoint the President who will lead the Council. Minister's cabinet will established a Council of five members entitled to perform a selection.

(2) In accordance with provisions of the Law on Social and Family Services and rules of present Administrative Instruction, Minister of MLSW authorizes the Department of Social Policy Institute to undertake initiative for establishment of Council on behalf of MLSW.

(3) Social Policy Institute Department of MLSW shall perform preparatory technical, administrative and professional work related to establishment and constitution of Council.

## **Article 5**

### Conditions and criteria for selection of members of Council

Conditions and criteria for selection of the members of Council shall be:

- 1) Evidence on work experience in similar field of social and family services, minimum three years of work experience,
- 2) Different publications in the field of social and family services,
- 3) Possesses of social respect, moral and confidentiality,
- 4) Be graduated in the fields of: Social Work, Psychology, Sociology, Justice and Pedagogy.
- 5) Preference shall be given to the candidate who possesses scientific degree in above mentioned fields.

## **Article 6**

### Numerical composition and institutional inclusion in Council

(1) Council shall have seven (7) members, who for the first three years are appointed from Minister, ensuring that composition of the Council includes a broad spectrum of professionals and these subject representations:

1. Ministry of Labour and Social Welfare 1 (one) member;
2. Association of Kosova Municipalities, 1 (one) member,
3. Prishtina University, 1 (one) member
4. Nongovernmental organizations
5. Assembly Council on Health and Social Welfare, 1 (one) member,
6. Beneficiaries of social services , 1 (one) member,
7. Director of Social Policy Institute

(2) After three years of its work, Council shall have the function of its organization, and it will select the director and deputy director of the Council.

## **Article 7**

### Council operation

- (1) Members of Council can not have a position that is not in accordance with their function in Council.
- (2) Members of Council, during their activity in Council shall be independent and unbiased, shall not be influenced by any group of interest in exercising their function.
- (3) The director of Social Policy Institute Department shall ensure proper operating activities and efficiency of the Council.
- (4) Council's work is developed in meetings and other forms that can be determined in Council Work Regulation.

## **Article 8**

### Rules on Council Work

The Council for its operation and other issues determined on the bases of competencies and responsibilities may issue Work Regulations and other by-laws which shall not be in contradiction with provisions of the Law on Social and Family services and with this Administrative Instruction.

## **Article 9**

### Mandate of Council members

- (1) Mandate of service for Council members shall be three (3) years with possibility to be reselected for another three (3) years. None of Council members can carry out this function for more than six (6) years (two mandates).
- (2) MLSW or the Council itself can refer to the Supreme Court in case of failure of any member of the Council carrying out works deriving from Council rules, while after examination of evidences towards a member that has violated rules, can take measures of exclusion from Council.
- (3) In all cases of employment relationship termination of a Council member, Ministry of MLSW appoints a new member that will serve for the time remained of the mandate of replaced member.

## **Article 10**

### Responsible institutions on creating conditions for Council operation

- (1) Ministry of Labour and Social Welfare, respectively Social Policy Institute Department ensures operating conditions, for realization of Council duties in an appropriate and efficient way.
- (2) Members will receive a payment fee for their engagement in Council, which will be determined from Ministry of Economy and Finance on the request of MLSW.
- (3) MLSW budget shall cover for financing of Council's operation.

## **Article 11**

### Entry into force

Present Administrative Instruction enters into force on the day of the signature from the Minister of Ministry of Labour and Social Welfare, whereas the implementation shall commence from the day of Council's foundation.

**Prishtina, April 2006**

**Minister i MLSW  
Ibrahim Selmanaj**

---