

ANNEX A: MODEL FOR THE REQUEST FOR THE RELEASE OF FUNDS

Annexes:

Summary of checks performed by relevant authorities on the steps for which funding is requested, including weaknesses identified and any corrective actions taken.

Fiche to be used for each step:

The step under review	<i>1.1.2.1. 70% of automation of payment of salaries for civil service by linking HRMIS with Kosovo Financial management information system.</i>
Baseline	<i>0% (2024)</i>
Deadline of the step	<i>December 2025</i> <i>31 December 2026 (Grace period)</i>
Actual results	The interconnection of HRMIS with the Treasury system, specifically the Payroll module is foreseen by Article 8 the Regulation No. 05/2024 on the Individual Case File and the Human Resource Management Information System. This legal basis provides the framework for ensuring that the exchange of data between HRMIS and payroll mechanisms is institutionalised, secure, and aligned with the broader digitalisation agenda of public administration. The interconnection of the systems is planned to be implemented in four steps which are explained in detail below. • Establishment of the legal basis through Regulation No. 05/2024. • Development of technical modules in both systems to enable the exchange of institutional data. • Harmonisation of data across the two systems to ensure consistency and accuracy. • Testing and operational linking of the systems in practice. After the establishment of the legal basis, the module on interconnection has been developed on HRMIS. The module is designed to ensure consistency, accuracy, and interoperability of core HR processes, including appointments, terminations, and changes in employment status. The harmonisation process is currently ongoing and represents one of the most technically demanding components of the automation process. The main challenges and delays encountered are primarily related to the large number and diversity of organisations involved. A key issue has been the discrepancy between institutions registered in HRMIS and those classified as budgetary organisations within the payroll system, stemming from the provisions of the annual Budget Law. This misalignment requires a careful cross-mapping of institutions, verification of data structures, and reconciliation of organisational codes before full automation can be operationalised. In August 2025, DMPO, together with the Treasury and the EU Office in Kosovo, held a meeting during which the

	next steps for advancing the system interconnection process were discussed and agreed upon. Furthermore, the ongoing work between the technical teams focuses on ensuring that all HR actions, such as recruitment, appointment, leave, suspension, and termination are captured correctly in HRMIS and then transferred seamlessly to the payroll system. This level of integration requires developing secure data-transfer mechanisms, testing interoperability, and ensuring that all variations in employment relationships across institutions are reflected correctly in both systems. Once the interconnection is fully implemented, HRM units will register all employment-related information directly in HRMIS. The system will then automatically transfer the required data to the payroll system, thereby eliminating the need for manual communication or duplication of processes by payroll officials. This automation will significantly reduce bureaucratic workload, minimise human error, and ensure that the data recorded in HRMIS is complete, accurate, and fully aligned with payroll records. The interconnection will not be implemented partially; once operational, it will cover 100% of salaries simultaneously. Although the automation has not yet been finalised, the preparatory work is well advanced and the remaining steps are contingent on completing the harmonisation of organisation structures and ensuring full interoperability across systems. Given the complexity and the cross-institutional nature of the task, the gradual pace is justified and necessary to guarantee a sustainable and functional integration. According to the decision Nr. 590/2026 of the Office of General Secretary - Ministry of Digitalization and Public Administration regarding the establishment of a working group composed of six officials, 2 of them are part of DMPO. The working group have been meeting regularly on a weekly basis since the establishment on 03 April 2026. Regarding the technical implementation, three API endpoints will be developed to enable the interconnection of the systems. As of June 2026, the module for the classification of officials in HRMIS is being developed, and the process of synchronization is expected to be finished by July 2026. The interlinking is expected to reduce the documentation sent to the Payroll system from above 10 pages to only 3 pages of documents, always on electronic communication, thus contributing to administrative burden reduction. This process will cover new appointments, transfers, and removals of civil servants.
Evidence provided	4.1 Decision No. 590/2026 on the establishment of the working group, and records of ongoing data harmonisation and technical activities. 4.2 Working Group Meeting on the Interconnection of HRMIS and the Payroll System 17.04.2026

	4.3 Working Group Meeting on the Interconnection of HRMIS and the Payroll System 22.04.2026 4.4 Working Group Meeting on the Interconnection of HRMIS and the Payroll System 08.05.2026 4.5 Working Group Meeting on the Interconnection of HRMIS and the Payroll System 22.05.2026 4.6 Regulation (MIA) No. 05/2024 on the Individual Case File and the Human Resource Management Information System.
Checks performed in the verification of the step and related findings	During verification of the step, all available and possible evidence has been collected and reviewed. The evidence has been listed down in the checklist on the conducted verification, and all documents supporting the verification have been properly stored (in order to ensure audit trail). The following checks were conducted: All available documentation in line with the level of the achievement (as attached to this report) has been reviewed to verify the current stage of the reform step; Compliance with the descriptive part of the reform step from the Commission Implementing Decision has been verified to the maximum possible extent and scope (as evidenced by the documentation available); The attached documentation can confirm non-fulfilment of the reform step, as presented in this report; The results of the checks indicate that the reform step has not been fulfilled by the end of the reporting period (31 December 2025). As soon as the information is received by the Implementing units on the complete achievement and fulfilment of the reform step, the checks will be re-performed and repeated to verify the underlying completion / fulfilment
Compliance with general principles and DNSH principle	<i>The implementation of the steps does not contravene the general principles outlined in Article 4 and 11(4) of Regulation (EU) 2024/1449 and Article 3 of the Facility Agreement.</i> <i>The implementation of the steps does not contravene the 'Do No Significant Harm' principle (DNSH).</i>
Double funding	<i>Contributions from third parties were not reported in support of the achievement of this step.</i>

**Clear conclusion
on the
achievement of
the step**

The implementation is postponed to the additional period (the grace period).



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria - Vlada - Government
Ministria e Digjitalizimit dhe Administratës Publike
Ministarstvo digitalizacije i javne uprave - Ministry of Digitalization and Public Administration

Zyra e Sekretarit të Përgjithshëm - Kancelarija generalnog sekretara - Office of the Secretary General

Nr: 590/2026

Data: 03 . 04 .2026

u.d .Sekretarja e Përgjithshme e Ministrisë së Digjitalizimit dhe Administratës Publike, në mbështetje të Nenit 18 të Ligjit Nr. 06/L-113 për Organizimin dhe Funksonimin e Administratës Shtetërore dhe të Agjencive të Pavarura (Gazeta Zyrtare Nr. 7/01 mars 2019), nxjerr këtë:

V E N D I M

1. Themelohet Grupi Punues për avancimin teknik dhe ndërlidhjen e Sistemit Informativ për Menaxhimin e Burimeve Njerëzore (SIMBNj) me Sistemin e Pagave, bazuar në Agjendën e Reformave të Kosovës.
2. Grupi Punues nga pika 1. e këtij Vendimi përbëhet nga:
 - 2.1. Dition Kuklecaj, DMZP/MDAP - Kryesues;
 - 2.2. Selim Lulaj, ASHI/MDAP - anëtar;
 - 2.3. Muhamet Behrami, DMZP/MDAP- anëtar;
 - 2.4. Bekim Hamiti, MFPT- anëtar;
 - 2.5. Arben Kovaçi, MFPT- anëtar;
 - 2.6. Agon Dervishaj, MFPT- anëtar
3. Grupi punues nga pika 1 e këtij vendimi bën analizimin e gjendjes aktuale dhe do të mbikëqyrë procesin e ndërlidhjes së SIMBNJ-së me Sistemin e Pagave, identifikoj sfidat dhe të propozojë zgjidhje eventuale për tejkalim të tyre.
4. Vendimi hyn në fuqi në ditën e nënshkrimit.

Flurije Durmishi - Gu

U.d. Sekretare e Përgjithshme
Ministria e Digjitalizimit dhe
Administratës Publike

Vendimi iu dërgohet:

- Kabinetit të Ministrit të MDAP-së;
- Anëtareve të Grupit Punues;
- Arkivit të MDAP-së.





Republika e Kosovës
Republika Kosova / Republic of Kosovo
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Ministria e Digjitalizimit dhe Administratës Publike /Ministarstvo Digitalizacije i Javne
Uprave / Ministry of Digitalization and Public Administration

Zyra e Sekretarit të Përgjithshëm – Kancelarija generalnog sekretara – Office of the Secretary General

Nr: 590/2026

Date: 03.04.2026

Pursuant to Article 18 of Law No. 06/L-113 on the Organization and Functioning of State Administration and Independent Agencies (Official Gazette No. 7/01, March 2019), the Acting Secretary General of the Ministry of Digitalization and Public Administration issues the following:

D E C I S I O N

1. A Working Group is established for the technical advancement and interconnection of the Human Resource Management Information System (HRMIS) with the Payroll System, based on the Kosovo Reform Agenda.
2. The Working Group referred to in point 1 of this Decision shall consist of:
 - 2.1. Dition Kuklecaj, DMPO/MDPA – Chairperson;
 - 2.2. Selim Lulaj, ASHI/MDPA – Member;
 - 2.3. Muhamet Behrami, DMPO/MDPA – Member;
 - 2.4. Bekim Hamiti, MFPT – Member;
 - 2.5. Arben Kovaçi, MFPT – Member;
 - 2.6. Agon Dervishaj, MFPT – Member.
3. The Working Group referred to in point 1 of this Decision shall analyse the current situation and oversee the process of interconnecting the HRMIS with the Payroll System, identify challenges, and propose possible solutions to overcome them.
4. This Decision shall enter into force on the date of its signature.

Flurije Durmishi – Guri

Acting Secretary General

Ministry of Digitalization and Public Administration

To be sent to:

Cabinet of the Minister of MDPA;

Members of the Working Group;

MDPA Archive.



Dition Kuklecaj

Takimi i parë i Grupit Punues – Ndërlidhja e SIMBNj dhe Sistemit të Pagave

To Bekim Hamiti; Arben Kovaci; Agon Dervishaj; Muhamet Behrami; Selim Lulaj

Cc Bjondina Rexha; Flurije Durmishi; Nysret Koca

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Të nderuar,

Bazuar në vendimin për themelimin e Grupit Punues për ndërlidhjen e SIMBNj dhe Sistemit të Pagave, si takim të parë propozoj datën 17.04.2026 (e premte), nga ora 10:00.

Takimi mund të mbahet në zyrat tona ose në zyrat tuaja, sipas përshtatshmërisë. Në këtë takim do të diskutojmë mbi gjendjen aktuale të të dy sistemeve, si dhe hapat që do të ndërmerren deri në përmbushjen e zotimit për ndërlidhjen e tyre.

Ju lutemi të konfirmoni pjesëmarrjen dhe vendin e mbajtjes së takimit.

Me respekt,

Dition Kuklecaj

Zyrtar i Lartë Ekzekutiv / Senior Executive Officer



Zyra e Sekretarit të Përgjithshëm / Office of the General Secretary
Ministria e Digjitalizimit dhe Administratës Publike / Ministry of Digitalisation
and Public Administration

 **PHONE**

+383 38 200 60 156

EMAIL

dition.kuklecaj@rks-gov.net

Adresa: Ndërtesa e Ish-Rilindjes, Luan Haradinaj, Prishtinë, Kati 4

Translation of email:

Subject: First Meeting of the Working Group – Interconnection of the Human Resource Management Information System (HRMIS) and the Payroll System

Dear all,

Based on the Decision establishing the Working Group for the Interconnection of the Human Resource Management Information System (HRMIS) and the Payroll System, I would like to propose 17 April 2026 (Friday) at 10:00 a.m. as the date and time for our first meeting.

The meeting can be held either at our offices or at your premises, depending on your convenience. During this meeting, we will discuss the current status of both systems, as well as the steps that will be taken to fulfil the commitment to their interconnection.

Please confirm your participation and indicate the preferred venue for the meeting.

Kind regards,

Dition Kuklecaj
Senior Official for Career Development

Department for Management of Public Officials
Ministry of Digitalisation and Public Administration

Phone: +383 38 200 60 156

Email: dition.kuklecaj@rks-gov.net

Address: Government Building, Luan Haradinaj Street, Prishtina, Floor 1.



Mon 4/20/2026 1:55 PM

Dition Kuklecaj

Takimi i rradhës i Grupit Punues

To Bekim Hamiti; Agon Dervishaj; Arben Kovaci

Cc Flurije Durmishi; Bjondina Rexha; Muhamet Behrami; Selim Lulaj; migjen@interadria-ks.com

 This is the most recent version, but you made changes to another copy. [Click here to see the other versions.](#)

Të nderuar,

Sipas diskutimit javën e kaluar, u dakorduar që me datë 22 Prill, e mërkurë, në ora 10:00 të mbahet takimi i rradhës (i dytë) i Grupit Punues lidhur me ndërlidhjen e SIMBNj-së dhe Sistemit të Pagave në zyret tuaja.

Propozoj që në takim të marrë pjesë edhe operatori ekonomik, kështuqë nga ana jonë përfaqësues i operatorit do të jetë z. Migjen Belegu, ndërsa ju lutem që edhe ju të kërkonj pjesëmarrjen e përfaqësuesit të operatorit për Sistemin e Pagave.

Ju lutem më konfirmoni nëse jeni të disponueshëm në këtë orar.

Me respekt,

Dition Kuklecaj

Zyrtar i Lartë Ekzekutiv / Senior Executive Officer



Zyra e Sekretarit të Përgjithshëm / Office of the General Secretary

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dition.kuklecaj@rks-gov.net

Adresa: Ndërtesa e Ish-Rilindjes, Luan Haradinaj, Prishtinë, Kati 4.

Translation of email:

Subject: Next Meeting of the Working Group

Dear all,

As discussed last week, we agreed that the next (second) meeting of the Working Group on the interconnection of the Human Resource Management Information System (HRMIS) and the Payroll System will be held on Wednesday, 22 April, at 10:00 a.m. at your offices.

I would also propose that the economic operator participate in the meeting. On our side, the operator will be represented by Mr. Migjen Belegu. I kindly ask that you also arrange for the participation of the representative of the economic operator responsible for the Payroll System.

Please confirm whether you are available at this time.

Kind regards,

Dition Kuklecaj
Senior Official for Career Development

Department for Management of Public Officials
Ministry of Digitalisation and Public Administration

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Address: Government Building, Luan Haradinaj Street, Prishtina, Floor 1.

Wed 5/6/2026 2:25 PM



Dition Kuklecaj

Takimi i rradhës(i tretë) i Grupit Punues

To Bekim Hamiti; Arben Kovaci; Agon Dervishaj; Muhamet Behrami; Selim Lulaj; 'migjen@interadria-ks.com'; 'labinot@interadria-ks.com'

Cc Flurije Durmishi; Bjondina Rexha; Yllke Pacarizi

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Të nderuar,

Bazuar në takimin e kaluar, u dakorduam që takimi i rradhës të mbahet të premten, datë 8 Maj, me fillim nga ora 9:00 në zyret tona. Sugjeroj që të vazhdojë pjesëmarrja e përfaqësuesëve nga operatori ekonomik në takimet e Grupit Punues, poashtu besoj që do të prezantojnë opsionet më të përshtatshme sa i përket bazës teknike, siç edhe diskutuam në takimin e kaluar.

Ju lutem më konfirmoni nëse jeni të disponueshëm në këtë orar.

Me respekt,

Dition Kuklecaj

Zyrtar i Lartë për Zhvillim të Karrierës / Senior Official for Career Development



Departamenti për Menaxhimin e Zyrtarëve Publikë / Department for Management of Public Officials

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Adresa: Ndërtesa e Ish-Rilindjes, Luan Haradinaj, Prishtinë, Kati 1.

Translation of email:

Subject: Third Meeting of the Working Group

Dear all,

Based on the previous meeting, we agreed that the next meeting would be held on Friday, 8 May, starting at 09:00 a.m. at our offices.

I suggest that representatives of the economic operator continue to participate in the Working Group meetings. I also believe they will present the most suitable options regarding the technical database, as discussed during the previous meeting.

Please confirm whether you are available at this time.

Kind regards,

Dition Kuklecaj
Senior Official for Career Development

Department for Management of Public Officials
Ministry of Digitalisation and Public Administration

Phone: +383 38 200 60 156

Email: dition.kuklecaj@rks-gov.net

Address: Government Building, Luan Haradinaj Street, Prishtina, Floor 1.

Wed 5/20/2026 3:12 PM



Dition Kuklecaj

Takimi i rradhës i Grupit Punues

To Bekim Hamiti; Arben Kovaci; Agon Dervishaj; Muhamet Behrami; Selim Lulaj; 'migjen@interadria-ks.com'; 'labinot@interadria-ks.com'; Burim Kryeziu; Tahir Tahiri

Cc Bjondina Rexha; Flurije Durmishi; Yllke Pacarizi

 This is the most recent version, but you made changes to another copy. [Click here to see the other versions.](#)

Të nderuar,

Sipas diskutimeve që kemi pasur, propozoj që të premten, me datë 22 Maj, në ora 10:00 të mbahet takimi i rradhës (i katërt) i Grupit Punues lidhur me ndërlidhjen e SIMBNj-së dhe Sistemit të Pagave në zyrat tona.

Pjesë e takimit kësaj rradhe përveç përfaqësuesëve të operatorit ekonomik, do të jenë edhe dy Menaxherë të NjMBNj-ve: z. Burim Kryeziu nga Komuna e Gjilanit dhe z.Tahir Tahiri nga MDAP, të cilët I falenderoj për gatishmërinë për të dhënë kontributin e tyre në këtë proces.

Ju lutem më konfirmoni nëse jeni të disponueshëm në këtë orar.

Me respekt,

Dition Kuklecaj

Zyrtar i Lartë për Zhvillim të Karrierës / Senior Official for Career Development



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Adresa: Ndërtesa e Ish-Rilindjes, Luan Haradinaj, Prishtinë, Kati 1.

Translation of email:

Subject: Next Meeting of the Working Group

Dear all,

Following our previous discussions, I would like to propose that the next (fourth) meeting of the Working Group on the interconnection of the Human Resource Management Information System (HRMIS) and the Payroll System be held on Friday, 22 May, at 10:00 a.m. at our offices.

In addition to the representatives of the economic operators, this meeting will also be attended by two HRM Unit Managers: Mr. Burim Kryeziu from the Municipality of Gjilan and Mr. Tahir Tahiri from the Ministry of Digitalization and Public Administration (MDPA). I would like to thank them for their willingness to contribute to this process.

Please confirm whether you are available at this time.

Kind regards,

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Republika e Kosovës
Republika Kosova – Republic of Kosovo
Qeveria – Vlada – Government
**Ministria e Punëve të Brendshme - Ministarstvo unutrašnjih poslova- Ministry of
Internal Affairs**

**REGULATION (MIA) NO. 05/2024 ON THE INDIVIDUAL CASE FILE
AND THE HUMAN RESOURCE MANAGEMENT INFORMATION
SYSTEM¹**

¹ Regulation (MIA) No. 05/2024 on the Individual Case File and the Human Resource Management Information System is approved by Decision No.0534/2024 dated 08.10.2024 of the Minister of the Ministry of Internal Affairs.

The Minister of the Ministry of Internal Affairs, pursuant to Article 18, paragraph 4 and Article 19 paragraph 7, of Law No. 08/L-197 on Public Officials, Article 11, paragraph 1, sub- paragraph 1.5 of Law No. 08/L-117 on Government of the Republic of Kosovo and in accordance with Article 9, paragraph 2 of Regulation (GRK) No. 17/2024 on Rules of Procedure of the Government of the Republic of Kosovo,

Issues:

REGULATION (MIA) NO. 05/2024 ON THE INDIVIDUAL CASE FILE AND THE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM

Article 1 Purpose

This Regulation defines the rules on the content, administration, management, use of the individual file and the Human Resources Management Information System.

Article 2 Scope

1. The provisions of this regulation apply to all institutions of the Republic of Kosovo.
2. The Presidency of the Republic of Kosovo, the Constitutional Court of the Republic of Kosovo, the Justice System, the Assembly of the Republic of Kosovo, and the independent constitutional institutions, use HRMIS, but administer it themselves with the modules that are created for their institutions.

Article 3 Definitions

1. The terms, expressions and abbreviations used in the present Regulation have the following meaning:
 - 1.1. **LPO** – means Law No. 08/L-197 on Public Officials;
 - 1.2. **DMPO** – means the Department for Management of Public Officials;
 - 1.3. **HRMIS** – means the Human Resource Management Information System;
 - 1.4. **HRMU** – means the Human Resources Management Unit;
 - 1.5. **KIPA** – means the Kosovo Institute for Public Administration;
 - 1.6. **AIS** – means the Agency for Information Society.
2. Other expressions, terms and abbreviations used in this Regulation have the same meaning as in the LPO.

3. The use of the noun in one gender implies the other gender as well.

Article 4

Content of the individual file

1. All institutions that employ public officials create and administer an individual file for each employee in their institution.
2. The individual file of a public official is created from the date of employment and it contains the following data:
 - 2.1. copies of education diplomas;
 - 2.2. copies of certificates on professional skills and training;
 - 2.3. evidence on language and computer skills (when these skills are necessary for employment);
 - 2.4. evaluation documents during the recruitment procedure (from the online HRMIS system);
 - 2.5. act of appointment;
 - 2.6. job description;
 - 2.7. confirmation of the probation period;
 - 2.8. original medical certificate (when required for employment);
 - 2.9. copy of the identity card;
 - 2.10. proof of the criminal record;
 - 2.11. evidence on work experience;
 - 2.12. performance appraisal forms;
 - 2.13. data on disciplinary measures;
 - 2.14. salary data;
 - 2.15. evidence on the change of employment relationship;
 - 2.16. health data;
 - 2.17. data related to security clearance (if applicable);

- 2.18. declarations of the official, such as those related to conflict of interest;
 - 2.19. data related to the recruitment of the official;
 - 2.20. recognitions for the official;
 - 2.21. data regarding the official's job position;
 - 2.22. data related to leave and attendance at work;
 - 2.23. other data related to the official's employment relationship.
- 3. The data in the individual file of each public official are administered in accordance with the relevant law on protection of personal data and with Article 5 of the present regulation.
 - 4. The individual file is stored in HRMIS in physical and electronic form and is updated by each institution whenever there are changes.

Article 5 **Access to individual file**

- 1. The individual file of the public official is confidential and access to it is restricted.
- 2. With the exception of paragraph 1 of this Article, the public officials who are entitled to full access to individual files are:
 - 2.1. the Head of the HRMU of the respective institution. Other HRMU officials have access in accordance with the role and responsibilities of the official; and;
 - 2.2. the responsible officer of DMPO who administers the HRMIS.
- 3. HRMU may grant access to individual files of public officials upon a justified request to the disciplinary commission, the Independent Oversight Board for the Civil Service, the competent security and justice bodies, and any other body authorized by law.
- 4. In the event of the death of the public official, or former public official, immediate family members, according to the relevant law on family, shall have the right to full access to the official's file, in accordance with the deadlines specified in Article 7 of this Regulation.

Article 6 **Responsibilities and rights for creating and updating the individual file**

- 1. The HRMU of every institution is responsible for creating and updating the individual file and has the obligation to notify the public official every time it makes changes to his/her individual file.

2. The public official is obliged to, upon request, send the data specified under paragraph 2 of Article 4 of this regulation to the HRMU of the institution where he/she is employed, as well as notify and request changes to these data including the addition of data to the file.
3. Access to the individual physical file of the official upon request shall be granted in the presence of the institution's HRMU.
4. The public official must be provided with access to the individual electronic file, according to the assigned privileges.

Article 7

Transfer and storage of individual files

1. In cases of the transfer of the public official to another institution, the individual physical file of the public official is transferred to the HRMU of the new institution, while a copy of this file shall remain with the previous HRMU.
2. The electronic and physical file of employees shall be maintained throughout the entire period of employment. The file must be updated, reviewed and reassessed regularly in accordance with the purposes for which the data is kept. Disciplinary measures imposed on the official must be removed from the file after the expiration of the relevant period as provided by the LPO.
3. After the termination of employment with the respective institution, the individual physical and electronic file of the public official shall be kept for a duration of six (6) years from the date of termination. After the six-year period, the institution shall retain only the data regarding the duration of the official's employment and the functions the official has performed.
4. The file of candidates in recruitment procedures who have not been declared as successful candidates shall be kept in the HRMIS for a period of twelve (12) months from the date of application. If the recruitment procedure is not completed within the twelve-month period, the file shall be retained until the completion of the procedure.
5. The history of actions in the HRMIS (logs) shall be kept for a period of twelve (12) months.

Article 8

Content of HRMIS

1. The HRMIS is a central electronic system that serves for the management of human resources for all public institutions of the Republic of Kosovo.
2. HRMIS also contains information on the structure and organization of all public institutions.
3. HRMIS includes:
 - 3.1. the unique database of personal and professional data, as well as other data on the employment relationship for every employee in the public institution, including their employment record;

- 3.2. application modules for human resource management; and
- 3.3. the unique website of competition and appointment procedures for civil servants, public service civil employees, art and culture creators and performers, and technical and support staff.
4. For the effect of executing salaries, remunerations and rewards, every institution is obliged to use the HRMIS for all employees who are paid from the state budget.
5. HRMIS interacts with the following systems:
 - 5.1. civil status;
 - 5.2. salary system;
 - 5.3. work attendance system;
 - 5.4. KIPA training system.
6. HRMIS can interact with other systems when deemed necessary, based on a cooperation agreement.

Article 9

Administration of HRMIS

1. DMPO creates, maintains and administers HRMIS and is responsible for the structure of the database and its operation.
2. HRMIS servers shall be maintained at AIS, which shall be responsible for their maintenance.
3. As the administrator of HRMIS, DMPO has the following responsibilities and functions:
 - 3.1. creates and updates the organizational structure of the institution;
 - 3.2. creates, changes, and manages roles and privileges;
 - 3.3. records the actions of all users in the HRMIS and retains them for a period of five (5) years;
 - 3.4. ensures the continuity of HRMIS operation;
 - 3.5. defines the structure of the HRMIS database, its architecture and design;
 - 3.6. generates reports from HRMIS data.
4. The HRMIS must provide backup alternatives for business continuity, which shall be disconnected and independent for the full operation of the HRMIS.

5. The HRMIS shall have the obligation to regularly create backups of the records and the HRMIS system. At least two copies must be made, with one copy stored in a separate and independent environment.
6. The retention of backup copies of the records should include: a copy for the last thirty (30) days, a copy from the first day of the month for the last twelve (12) months, and a copy from the first day of the year for each year.
7. The retention of copies of the HRMIS system should include: monthly copies for the last twelve (12) months, a copy before each system update, and an annual copy for the last five (5) years.
8. The HRMIS shall prepare guidelines for updating the HRMIS.
9. The HRMIS must ensure that it is audited at least once every two years to ensure compliance with standards, data accuracy, operational efficiency, and consistency with other data sources.

Article 10

HRMIS Users

1. Public officials have access to HRMIS in accordance with the roles and privileges assigned to the respective roles.
2. Public institution users are responsible for their actions in HRMIS based on their roles.
3. The user has the following rights and obligations:
 - 3.1. is responsible for all actions carried out in HRMIS with his/her privileges and for any damages that may be caused;
 - 3.2. is responsible for the authenticity of the data entered by him/her in HRMIS;
 - 3.3. must report any inaccuracies observed in the data in the HRMIS.
4. In each public institution, there shall be the role of the HRMU, which shall have the following rights and obligations towards the officials of the institution:
 - 4.1. is responsible for all actions carried out in HRMIS with his/her privileges and for any damages that may be caused;
 - 4.2. is responsible for the authenticity of the data entered by him/her in HRMIS;
 - 4.3. is responsible for the authenticity of the correct reflection in HRMIS of the data in the personnel files of public officials;

- 4.4. is responsible for updating the data in HRMIS on the officials of the institution;
- 4.5. approves further actions with the entered data or actions performed by other public officials that are users of HRMIS;
- 4.6. is responsible for carrying out in HRMIS all other actions defined in the legislation in force.
5. All users in public institutions have the obligation to take care of the storage and confidentiality of data in HRMIS in accordance with their privileges and bear direct individual responsibility in cases of violation of rules, carelessness, or misuse of information.

Article 11

Access and privileges

1. The HRMIS shall define the rights and limitations of operation within the electronic database of the HRMIS by applying hierarchically grouped roles with specific privileges, ensuring that access to data is based on the principle of personal information protection, and that access is granted only based on legitimate and official needs, restricted solely to those authorized officials who can demonstrate such a need.
2. The determination of privileges for each role shall be done by the DMPO.

Article 12

Repeal

With the entry into force of this Regulation, Regulation (MIA) No. 01/2020 on the Contents, Administration and Use of the Personnel File and Human Resource Management Information System shall be repealed.

Article 13

Entry into force

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

Xhelal SVEÇLA

Minister
Ministry of Internal Affairs
Date:08.10.2024