



REPUBLIKA E KOSOVËS - PRESIDENTI
REPUBLIC OF KOSOVO - THE PRESIDENT
REPUBLIKA KOSOVA - PREDSIEDNIK

EKIPI PËRGATITOR PËR THEMELIMIN E KOMISIONIT PËR TË VËRTETËN DHE PAJTIMIN
PRIPREMNI TIM ZA OSNIVANJE KOMISIJE ZA ISTINU I POMIRENJE
PREPARATORY TEAM FOR THE ESTABLISHMENT OF THE TRUTH AND RECONCILIATION COMMISSION

**DUTIES AND RESPONSIBILITIES OF THE
SECRETARIAT IN SUPPORT OF THE WORK OF
THE PREPARATORY TEAM FOR THE
ESTABLISHMENT OF THE TRUTH AND
RECONCILIATION COMMISSION**

Prishtina, August 9, 2018



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Preparatory team for the establishment of the Truth and reconciliation Commission.

In compliance with section 10 of the Decision Nr. 61/2018 of the President on the nomination of the Preparatory Team for the establishment of the Truth and Reconciliation Commission (protocol number 595-27.04.2018) and Articles 21 and 22 of the Rules and Regulation of the work of the Preparatory Team for the establishment of the Truth and Reconciliation Commission (July 12th 2018), at the meeting held on August 9, 2018, determines the following:

**DUTIES AND RESPONSIBILITIES OF THE SECRETARIAT IN
SUPPORT OF THE WORK OF THE PREPARATORY TEAM FOR THE
ESTABLISHMENT OF THE TRUTH AND RECONCILIATION
COMMISSION**

I. Secretariat, in support of the work of the preparatory team for the establishment of the truth and reconciliation commission (in the following text: Secretariat), conducts its activities as part of the Office of the President and is accountable to the Chairperson of the Preparatory Team for the Establishment of the Truth and Reconciliation Commission (in the following text: The Team);

II. Secretariat conducts its duties and responsibilities as determined with Article 22 (1) of the Rules and Regulation of the work of the Preparatory Team for the establishment of the Truth and Reconciliation Commission (July 12th 2018) (In *the following text: The Rules and Regulation of The Team*), as following:

2.1. offers research, administrative and logistic support to the Team's activities;

- 2.2. collects and preserves the information and documentation drafted and received by the Team;
- 2.3. supports the proceedings and coordinates Team's activities;
- 2.4. in cooperation with the Team Chairperson, prepares the agenda, invitations and other materials for Team meetings and submits them to Team members and relevant individuals;
- 2.5. offers support in preparation of documentation for Team's activities, inclusive of reports and public announcements;
- 2.6. helps in the process of public consultation in conformity with the Methodology and Work Plan;
- 2.7. Conducts other important tasks in offering of support to Team activities.

III. Secretariat consists of (Appendix 1- Organogram):

- 3.1. Secretariat Coordinator;
- 3.2. Two Secretariat Officers;
- 3.3. Officials from the Office of the President in support of the team and the Secretariat.

IV. Coordinator and the Secretariat Officers, including if and when needed, the Officials from the Office of the President appointed in support of the Team and the Secretariat, led by their own personal integrity and honesty, undertake the following duties and responsibilities:

- 4.1. Ensure the proper proceedings of the Team's activities;
- 4.2. Offer research support in accordance with Team's requirements;
- 4.3. Draft documentation which Team may consider necessary for its duties and responsibilities;
- 4.4. Attend the team meetings and in task implementations;
- 4.5. Help in drafting of relevant normative act on establishment of the Truth and Reconciliation Commission (in following text, Commission);
- 4.6. Helps in drafting of relevant documentation which regulate its internal functioning, decision making and administration of the Commission;
- 4.7. Help in drafting the relevant Draft Procedural Acts, including guideline drafts, draft handbooks and other implementation Acts required by the Team;
- 4.8. Assist in the preparation of the Draft budget plan and planning for fundraising from both local and international sources;
- 4.9. Assist in drafting of the draft plan for the Commissions informational campaign;

- 4.10. Ensure and make sure that the Team documentation¹ is treated in accordance with the legislation in force for classified documentation and for protection of personal data;
- 4.11. Are obligated to safeguard the documentation¹ and not make public information and team documentation as well as documentation or information obtained from third parties;
- 4.12. Ensure that all team members are invited to the Team meetings and inform the Team members on the date, place and time of the meeting, proposed agenda and with the relevant materials;
- 4.13. Ensure, with the approval of the Chairperson, that the invitation to attend the meeting, together with the materials, when the Team decides on such a matter, is sent to observes or other individuals;
- 4.14. Verifies that the Team is in quorum for the meetings;
- 4.15. Holds and archives the meeting minutes (in both paper and electronic format), for each team meeting, as prescribed by the Rules;
- 4.16. Ensures that, when needed, with Team's approval, for the purpose of minute drafting, voice record the meeting;
- 4.17. Ensures holdings of public and all-encompassing consultations, with all relevant shareholders in accordance with the Methodology and Plan for public consultations, drafted and approved by the Team;
- 4.18. Ensure that each document is archived in a separate archival fund, which is handled and managed in accordance with the relevant legislation in force and after the ending of the activity of the Team, is submitted to the Commission;
- 4.19. Ensure and cooperate with, under the leadership of the Chairperson or other Team members, with external and internal consultants, as well as the representatives of the institutions and representatives of local and international organisations;
- 4.20. Ensure and cooperate with, under the leadership of the Chairperson, with the Working Groups;
- 4.21. Attend to the financial requirements for proper proceedings of the Team's activities (financial planning and execution);

¹ **Documentation:** Documentation, in the essence of the work of the Secretariat, and of the Team, includes but is not limited to, all registered information, irrespective of its physical form or its characteristics, its written or printed text, maps, schemes, photographs, drawings, outlines, working materials, sound recordings, voice, magnetic or electronic, optical recordings or video recordings in any form as well as the transferring equipment for automatic data processing with installed or mobile memory for archiving of the data in a digital form, drafted, received and kept by the Secretariat, the Team and the authorised officials for the receipt of documentation which serves to evidence or prove an issue during the working activities of the Team.

² **Protection of the documentation:** includes but is not limited to all physical and technical measures undertaken towards the protection of documentation and of the equipment from being accessed by unauthorized personnel.

- 4.22. Prepare quarterly draft reports of the Team's activities as prescribed by the Rules and Procedure;
- 4.23. Prepare the final (narrative and financial) draft report, which must be submitted to the President, together with the relevant drafted documents in compliance with the Decision of the President, after the termination of the Team activities;
- 4.24. Undertakes other duties assigned by the team chairperson and other Team members;
- 4.25. Sign the Declaration Under Oath, in accordance with Appendix 2 of the Rules and Procedure of the Team.

V. Secretary of the Office of the President, as prescribed by the Decision of the President Nr. 61/2018 , on the nomination of the Preparatory Team for the establishment of the Truth and Reconciliation Commission (Protocol Nr: 595-27.04.2018), announces the public advertisement for the posts of the Coordinator and the two Secretariat Officers, taking into consideration the job description as described above and appoints the Officials from the Office of the President in support of the Team and Secretariat.

Prishtina, August 9, 2018

Appendix 1: Organogram of the Secretariat in support of the Preparatory Team for the Establishment of the Truth and Reconciliation Commission

