



In accordance with Article 36, paragraph 1, subparagraph 1.4 of the Law on the Central Bank of the Republic of Kosovo, the Executive Board of the Central Bank of the Republic of Kosovo, on its meeting held on January 15, 2014, approved:

Policy on access to public documents of the CBK

Article 1

Introduction

Central Bank of Kosovo (the CBK) is committed to ensure that public documents held or drawn up by the CBK, in terms of access, are handled in accordance with the CBK Law and other applicable laws in the Republic of Kosovo. The Policy on access to public documents of the CBK (hereinafter "Policy") regulates public access to documents held or drawn up by the CBK.

Article 2

Scope and objectives

The purpose of this Policy is to establish general principles and main actions of access to public documents held or drawn up by the CBK.

The Policy objectives are as follows:

- Facilitate external parties access in public documents held or drawn up by the CBK;
- Increase of communication with external parties, and
- Develop transparency on the CBK activities.

Article 3

Applicability

Each organizational unit of the CBK should be aware of this Policy. This Policy is especially applicable to the Department for External Relations, which has primary responsibility for communication with external parties.

Article 4

General Principles

1. The CBK, a large number of documents, in terms of the information recorded in various different forms, publishes on its web site, and has an open approach regarding communication with the public.
2. CBK enables access to documents held or drawn up by itself, except when under the CBK Law or other laws the access to certain documents is prohibited.
3. Requests for access to public documents are handled equally and quickly.

Article 5

Responsibilities

1. The director of external relations, or in his absence, the most senior officer of the department replacing the director is responsible for coordinating duties regarding public access to documents held or drawn up by the CBK.
2. The person defined in article 5.1 is obliged to respond to the request for public access to documents held or drawn up by the CBK within the specified deadline. Depending on the content of the request, the person defined in article 5.1. within seven days of receiving the request can:
 - instruct applicant on how to access the required public document;
 - send a copy of the public document to the address of the applicant;
 - require the applicant to clarify his/her request;
 - forward the application to the institution, for which he knows that possesses the requested document and notify the applicant accordingly;
 - notify the applicant that the eight-day extension of deadline is needed, providing the appropriate justification; or
 - inform applicant in writing about the reasons why the request cannot be fulfilled and on the applicant's right to request the application review within fifteen days.

3. The request for review is handled by the Governor or a senior officer outside the Department of Foreign Relations, who is authorized by the Governor. The request for review shall be handled within seven days of its receipt.
4. Upon receiving a request for public access to documents held or drawn up by the CBK, if the person defined in section 5.1 cannot handle the request himself, addresses it to the supervisor of the relevant CBK organizational unit that is under the scope of responsibility regarding the request topic.
5. Head of the responsible organizational unit, to whom the person designated under section 5.1 addresses a specific request, is obliged to respond as soon as possible, but no later than three working days.
6. The person defined in section 5.1. will keep records on received requests and respective responses, and shall prepare an annual report, which on January of the following year, will be published and will be sent to the competent authorities specified by the Law on Access to Public Documents.

Article 6

Application form and Instruction

Integral part of this policy is the application form for access to public documents. Upon the approval of the Governor, Department of External Relations will immediately issue an Instruction on implementation of this Policy.

Bedri Hamza

Chairman of the Executive Board