



TWINNING PROJECT
KS 12 IB ST 01

Support to Statistics

Kosovo

MISSION GUIDE
to Prishtina

November 2013



BEFORE THE MISSION

Terms of Reference (ToR) and preparation

A good starting point for a successful mission are the ToR, which contain information on the background and purpose of the mission, type of activities, related project benchmarks, and the expected outcome. The ToR should also contain information on your counterparts, date and venue of the mission and reporting requirements.

The working method is based on dialogue with the local experts. You are therefore not expected to fill a whole week with presentations and lectures. You are in Kosovo to advise on ways to solve the problems the beneficiary is facing and introduce them to the methods of the EU.

Check-list before departure

Before leaving for the mission make sure that:

- The ToR for the mission are agreed upon;
- You have the report from the previous mission
- The time and place of the first meeting is clear to you;
- You have saved presentations and other documents on your computer and a USB-stick;
- You have your flight ticket and a hotel is booked;
- You have your passport (valid at least 6 months after the mission), credit cards, some cash and a portable computer.

DURING THE MISSION

Entry to Kosovo

There is no visa requirement for EU citizens to enter Kosovo.

Arriving in Pristina:

The airport is located 12 km from the city centre. You will be picked up at the airport by a car/shuttle, organized from the hotel you will be staying at. Therefore, we need to know your arrival time in advance so we can organize your transport with the hotel.

Money

There are ATMs around Pristina. The currency is Euro (€) (1 € = 7,45 DKK).

Accommodation

A hotel room will be booked by the RTA to ensure the discount. The room will be booked at Hotel Sirius, a 5 minute walk away from the Statistical Agency of Kosovo and the city centre.

Working in Kosovo

The dress code is like most offices around the world: reasonably formal at least the first day.

The first meeting should include a short presentation of yourself, your area of expertise and a discussion of the ToR and agenda in order to assure a common understanding of the purpose of the mission and the expected activities and results.

It is always a good idea to confirm and agree on findings and positions with the beneficiary. This should happen throughout your mission, e.g. every morning you can present the issues discussed the previous day but especially during the last day when you present the conclusions of the mission. Remember to take the limited knowledge of English into consideration.

Code of conduct

- Respect your counterpart.
- Diplomacy works better than open criticism.
- Remember that Twinning means cooperation between equal partners.

After work

- **Pristina:** Prishtina is the capital and the largest city in Kosovo. Prishtina's climate is characterized by warm summers and relatively cold, often snowy, winters. There are many restaurants, small cafes and shops located at the

city centre, the so called Mother Theresa square, a few minutes walk from hotel Sirius. English has become a very popular language in Prishtina and many people will be able to communicate in basic English. Some of the restaurants located at the city centre include Tiffany's, a traditional restaurant known for local meals mostly, located in Fehmi Agani Street, telephone 038 244 040, and Rings, located in Mother Theresa square, telephone 049 24 79 99.

AFTER THE MISSION

Mission report

For the last day of the mission, experts need to prepare a summarized mission report that all participants should read through, discuss and sign before you go.

The recommendations and conclusions that you agreed with the beneficiary (in your summarized mission report) on the last day of your mission are to be included in the final mission report. Submit this report to the RTA a maximum of 15 days after your mission. The mission report template can be obtained from the RTA or from the International Consulting Division in Statistics Denmark.

Documentation

- **Danish experts:** Hand in all your travel documents (flight invoice, boarding passes, hotel invoice and other costs) to Kenneth Thomsen in International Consulting

- **Other experts:** You should send original boarding passes and flight invoice to the financial officer in Statistics Denmark (Kenneth Thomsen).

- **All experts:** Sign mission certificate and time sheet during the mission (RTA to send originals to Kenneth Thomsen in International Consulting)

HOME PAGE

Mission reports will be uploaded to the project website: www.dst.dk/kosovo

IMPORTANT ADDRESSES and CONTACTS

- **KAS** – Kosovo Agency of Statistics, Zenel Salihu nr.4, 10 000 Pristina, Phone: +38 1 200 31 104, esk.rks-gov.net/eng
- Hotel Sirius address in Pristina: Agim Ramadani Street, Prishtine, Kosovo + 381(0)38 22 22 80 +377(0)44 11 11 11
- Royal Norwegian Embassy in Prishtina: Rr. Sejdiu Kryeziu, nr 6, Prishtina, Republic of Kosovo, telephone ,+ 381 38 23211100, email embpri@mfa.no (Danish Embassy is located in Tirana, Albania and the Norwegian Embassy in Prishtina will cover Danish citizens in Kosovo)

Police: 192

Fire: 193

Emergency: 194

BC Project Leader

KAS

Mr. Ilir T. Berisha

Phone: +381 200 31 104

Email: Ilir.T.Berisha@rks-gov.net

BC RTA Counterpart

KAS

Ms. Teuta Zyberi

Phone: +381 38 200 31 104

Email: Teuta.Zyberi@rks-gov.net

MS Project Leader

Statistics Denmark

Mr. Lars Thygesen

Phone: +45 3917 3941

Email: lth@dst.dk

MS Deputy Project Leader

Statistics Denmark

Ms. Jesper Ellemose Jensen

Phone: +45 3917 3244

Email: jej@dst.dk

MS Financial Administration

Statistics Denmark

Mr. Kenneth Thomsen

Phone: +45 3917 3922

Email: kht@dst.dk

RTA

Mr. Per Knudsen

Mobile: +386(0)49 819 307

Email: pkn@dst.dk

Statistical Office of the Republic of Slovenia

Ms. Andreja Hocevar

Phone: +386 1 2416 414

Email: Andreja.Hocevar@gov.si

Statistics Finland

Ms. Marika Pohjola

Phone: +358 9 1734 2563

Email: Marika.Pohjola@stat.fi

Statistics Lithuania

Ms. Raimonda Simiene

Phone: +370 5 2364849

Email: Raimonda.Simiene@stat.gov.lt

NI-CO

Ms. Claire Brazil

Phone: +44 28 90 347779

Email: cbrazil@nico.org.uk

Istat

Mr. Salvatore Favazza

Phone: +39 064673 3363

Email: favazza@istat.it

RTA Assistant

Ms.Nora Zogaj

Phone: + 377 (0)44 248 199

Email: nzogaj@yahoo.com