



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria –Vlada-Government

**REGULATION (GRK) - NO.17/2024 ON RULES OF PROCEDURE OF
THE GOVERNMENT OF THE REPUBLIC OF KOSOVO¹**

¹ Regulation (GRK) - No. 17 /2024 on Rules and Procedure of the Government of the Republic of Kosovo, has been approved in the 206th Meeting of the Government of the Republic of Kosovo, with the Decision No. 04/206, dated 21.05.2024.

The Government of the Republic of Kosovo,

Pursuant to Article 93 paragraph 4, and Article 99 of the Constitution of the Republic of Kosovo, and based on Article 16 (8), Article 17 (6), Article 18 (7), Article 19 paragraph 7, Article 21 (3) and Article 32 (1.1) of the Law No. 08/L-117 on Government of the Republic of Kosovo,

Issues:

REGULATION (GRK) - NO. 17/2024 ON RULES OF PROCEDURE OF THE GOVERNMENT OF THE REPUBLIC OF KOSOVO

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

1. The purpose of this Regulation is to:
 - 1.1. regulate the conduct of work and the decision-making procedures of the Government of the Republic of Kosovo (hereinafter: Government);
 - 1.2. define rules and procedures for the preparation of planning documents, strategic documents, the drafting of legislation by the Government; their monitoring, reporting and communication with the public.
2. Issues that are not regulated by this Regulation shall be defined Government's decision, in accordance with the Constitution of the Republic of Kosovo and the respective legislation.

Article 2 Scope

1. The provisions of this Regulation shall apply to the following:
 - 1.1. the Prime Minister, deputy prime ministers, ministers, deputy ministers and their appointees;
 - 1.2. Office of the Prime Minister;
 - 1.3. Ministries;
 - 1.4. Executive agencies;
 - 1.5. Regulatory agencies under the Government;

1.6. Administration of public services;

1.7. Government bodies;

1.8. Public officials of the state administration;

1.9. All other persons who in any way are involved in the process of giving comments or recommendations for the proposals for which decision-making is required by the Government pursuant to Article 1 of this Regulation; and the

1.10. Media representatives.

Article 3

Definitions

1. For the purposes of this Regulation, the following terms shall have the following meaning:

1.1. **“Proposal”** – is the material submitted by the proposing body to the Office of the Prime Minister for consideration and inclusion in the agenda of the Government meeting;

1.2. **“Proposing body”** – is the body that prepares and submits a proposal for consideration and inclusion in the agenda of the Government meeting and which shall be responsible for implementation of the proposal drafting procedure, in accordance with this Regulation and other legislation in force;

1.3. **“Preparation of strategic documents”** – is the process of undertaking activities related to preparation of strategic documents and policies by the Government;

1.4. **“Strategic document”** – is a document that summarizes the objectives of the Government and the course of actions to be taken for achieving them, related to a specific problem, period or policy area, regardless of the type of document;

1.5. **“Concept document”** – is a tool of better regulation aiming to enable the Government to consider different solutions for achieving the objectives, including solutions that do not involve regulatory measures, or to set key policy directions before drafting a general legal act;

1.6. **“Legislation drafting”** – is the process of transforming the government policies into general legal acts.

1.7. **“Ex-post evaluation of legal acts”** – is a tool of better regulation aimed at determining the level of achievement of the objectives of a general legal act, the appearance of any side effects and the need for any other supplementary measure;

1.8. **“Table of Concordance and Statement of Concordance”** – are documents that reflect the degree of concordance of a general legal act with EU *Acquis*;

1.9. **“Government Bodies”** - are the bodies established by the Government for reviewing certain issues and preparing proposals for Government’s decision-making which are related to the area of administrative responsibility of two or more ministries;

1.10. **“General legal act”** – is the abstract and normative legal act, which contains general rules for the regulation of certain fields. For the purpose of this regulation, the general draft legal act means the draft law and the draft sub-legal act;

1.11. **“General external legal act”** – is the sub-legal act as a normative and abstract act, which contains general rules for a certain field and it is binding for all individuals, legal entities and/or institutions;

1.12. **“General internal legal act”** – is the abstract and normative legal act that contains general rules for a certain field and is binding to state institutions only;

1.13. **“Special legal act”** – is an individual and specific legal act, which is approved only on the basis and within the scope of the general legal act and which is valid for a certain number of subjects or for a specific case.;

1.14. **“Sub-legal act”** – is the general, normative and abstract legal act which is issued by the competent authority, for the implementation of the law and on the basis of legal authorization. The sub-legal act can be of external or internal effect.

2. Expressions used in the sense of planning documents may be subject to change by the Government.

CHAPTER II PLANNING OF GOVERNMENT WORK

Subchapter I- Work planning in the Government

Article 4 Program of the Government

The Government shall define the basic focus of government policies during its mandate through approval of the Program of the Government.

Article 5

Statement of the Government's Medium-Term Priorities

1. The Statement of Government's Medium-Term Priorities shall serve as a policy basis for the preparation of the Medium-Term Expenditure Framework, the Budget of the Republic of Kosovo, the Government's work plan and the work plans of the ministries.
2. The Statement of Government's Medium-Term Priorities shall be prepared by the Office of the Prime Minister.
3. The Government approves the Statement of Government's Medium-Term Priorities, before the start of the process of preparing the work plan, the medium-term expenditure framework, the program of draft laws.
4. The Declaration of Medium-Term Priorities is based on the national strategy for development, is harmonized with, and contains objectives and concrete actions arising from the Government Program, the National Program for European Integration or any other equivalent strategic planning document for integration in the European Union, as well as any other agreement or mechanism relevant for integration in the European Union, cooperation with the European Union, donors and international financial institutions.

Article 6

Work Plan of the Government

1. The Work Plan of the Government shall be approved in order to fulfil the medium-term priorities of the Government as determined by the Program of the Government, the Statement of Government's Medium-Term Priorities as well as strategic documents, The Work Plan of the Government shall contain the objectives, specific actions and performance indicators for priority areas with specified deadlines and budget. The Work Plan of the Government shall contain actions that are part of strategic documents for which the approval of the Government is required.
2. The Government's work plan, including the Program of Draft Laws, shall be harmonized with the National Program for European Integration or any other equivalent strategic planning document, including that for European integration, as well as any other relevant agreement or mechanism for integration in the European Union, cooperation with the Union European, donors and international financial institutions.
3. The Work Plan of the Government shall be approved at the first meeting in January of each year, for the current year and the following two years, as an orientation planning.
4. In case of election of the new Government, the new work plan for the remaining period of the year shall be approved.

5. If so requested, during the last quarter of the year, the General Secretary in the OPM forwards the integrated planning circular and asks the relevant units in the Prime Minister's Office and the ministries to send their proposals for the Government's Work Plan.
6. The annual planning documents shall be harmonized with the Government's Work Plan.
7. To facilitate monitoring and reporting of implementation, all actions in the Government Work Plan can be categorized according to their nature.

Article 7

Monitoring and reporting on the implementation of the work plan

1. Before March 1 of each year, the Government authorizes the publication of its annual report.
2. The annual report is prepared by the relevant unit in the OPM in coordination with the Prime Minister's cabinet and contains data on the government's implementation progress. The implementation report provides an overall assessment of the implementation and detailed information regarding:
 - 2.1. Achievements of against objectives through established indicators (if applicable, but at least every two years);
 - 2.2. The time frame of the actions undertaken;
 - 2.3. The use of financial resources;
 - 2.4. Main obstacles to implementation;
 - 2.5. Any new factors affecting implementation;
 - 2.6. Suggested remedial measures, including provision of missing funds.
3. The Government's Annual Work Plan is published on the official website of the Prime Minister's Office and the ministries.

Subchapter II – The Ministry's work plan

Article 8

The Ministry's work plan

1. The Ministry's Work Plan is the main operational document of the relevant ministry that contains the objectives, concrete actions and performance indicators with defined deadlines and budget, which will be implemented to achieve the medium-term priorities of the Government in the relevant sectors within the scope of the ministry.

2. The Ministry's Work Plan is approved by the Minister in the first week of January of each year, for the current year and the following two years as an orientation plan.
3. The Ministry's Work Plan is prepared during the last quarter of each year, at the same time as the Government's Work Plan is being prepared, by the department responsible for policy coordination, in cooperation with the relevant unit in the OPM.
4. The Work Plan of the Ministry contains the objectives and actions that fall only under the scope of the ministry and the executive agencies within the responsibility of the ministry. The Work Plan of the Ministry also includes the actions that are part of the action plans of the strategic documents, for which no Government approval is required.
5. To facilitate monitoring and reporting of implementation, all actions in the Ministry's Work Plan are categorized according to their nature.
6. The provisions of this article also apply to the Work Plan of the Prime Minister's Office.

Article 9 **Initiative to issue sub-legal acts**

1. The Prime Minister issues sub-legal acts necessary for the implementation of laws based on legal authorization.
2. The Minister by decision issues sub-legal acts necessary for the implementation of the laws based on the legal authorization, which fall under the administrative responsibility of the Ministry.
3. The Minister notifies the Prime Minister about the issued sub-legal act, and on the day of signing the sub-legal act from paragraph 2 of this article, the unit responsible for legal issues through the general secretary of the ministry, sends an electronic copy of the sub-legal act to the unit responsible for legal issues in OPM.

Article 10 **The plan of sub-legal acts of the Ministry**

1. The line ministries, in order to plan and coordinate the fulfilment of the obligations regarding the issuance of sub-legal acts, which the ministers must issue, prepare the Plan of sub-legal acts of the respective Ministry.
2. The plan of sub-legal acts of the relevant ministry shall contain:
 - 2.1. Name of the sub-legal act;

- 2.2. The name of the law from which the right and obligation to issue the sub-legal act derives;
 - 2.3. The name of the relevant unit within the Ministry, responsible for the drafting of sub-legal acts;
 - 2.4. The authority that issues or approves the sub-legal act;
 - 2.5. The deadline when the relevant ministry must approve the relevant act.
3. In order to align the legislation of Kosovo with the *Acquis* of the European Union, according to the measures foreseen in the National Program for European Integration or any other equivalent strategic planning document for integration in the European Union, the plan also contains sub-legal acts which aim to align the legislation of Kosovo with the *Acquis* of the European Union.
 4. The Ministry's sub-legal act plan is approved by the minister of the relevant ministry.
 5. Depending on the needs and requirements of the relevant ministries, the Ministry's sub-legal act plan can be amended and supplemented during the calendar year.
 6. The Ministry's sub-legal act plan, after approval or updating is sent to the unit responsible for legal issues in the OPM through the LDS.

Article 11

Rules for the drafting of sub-legal acts

The preparation of the sub-legal acts foreseen in this chapter is carried out in accordance with the rules and procedures defined in Article 24 to Article 41 of this regulation.

CHAPTER III

STRATEGIC DOCUMENTS

Subchapter I

General rules for strategic documents

Article 12

Strategic Planning Framework

1. Strategic documents must be in accordance with the Government Program, comprehensive strategies such as the National Strategy for Development, Medium-Term Expenditure Framework, Program for Economic Reforms, National Program for European Integration or any other equivalent strategic planning document for integration in the European Union.

2. The National Development Strategy is the main long-term strategic document, which defines the main vision and goals for the sustainable development of the country. All other strategic documents refer to the implementation and achievement of the objectives of the National Development Strategy, as far as it is appropriate.

3. The sectoral strategy is a medium-term strategic document that defines the vision and relevant development actions for the relevant sector.

4. Sectoral strategies are accompanied by action plans, where concrete and measurable actions are planned for the implementation of the strategy. In cases where the sectoral strategy is not accompanied by an action plan, it contains the agenda of its implementation process, as well as determines the development of one or more programs for achieving the aims and objectives of the sectoral strategy.

5. The sectoral program is a short-term strategic document that contains relevant actions for a sub-sector. The program is accompanied by an action plan, in which concrete actions are planned for the implementation of the program.

6. The Action Plans of sectorial strategies and programs contain the precise budget planning of the foreseen actions.

Article 13

National Program for European Integration

The National Program for European Integration is the main strategic document for the planning and implementation of the reforms of the Republic of Kosovo in order to fulfil the obligations of membership in the European Union.

Article 14

Other documents

1. The Prime Minister's Office and the ministries draft strategic documents for the priorities defined by the law, in the National Development Strategy and other documents in which the relevant priorities are defined.

2. The relevant unit responsible for European integration gives recommendations to proposing bodies for the drafting of types of strategic documents and gives proposals for their drafting.

3. The Government examines and changes the strategic documents in order to harmonize them with the Government Program or other relevant documents.

Article 15
Documents approved by the Government

1. Except when such a thing is foreseen by law, strategic documents are approved by the Government if at least one of the following conditions is met:

- 1.1. If the strategic document affects more than one ministry or public institution;
- 1.2. If the strategic document contributes directly to the achievement of one or more Government priorities;
- 1.3. If the implementation of the strategic document requires additional funding compared to what is found in the MTEF or if the strategic document may contain significant financial obligations.

Subchapter II
Rules for the preparation of documents

Article 16
Initiative for the drafting of strategic documents

- 1. Before starting the planning process of drafting strategic documents, the relevant unit in OPM issues a circular detailing the process of proposing these documents for the next year.
- 2. Each ministry or institution within the Government as well as the Office of the Prime Minister has the right to propose the drafting of strategic documents within the scope of their administrative responsibility.
- 3. In cases where the implementation of the Government's priority or any previous decision of the government level is not addressed by any other proposal, initiative or existing document, the relevant unit in the OPM in consultation with the ministries can propose the drafting of strategic documents covering that priority.
- 4. The ministries submit to the relevant unit in the OPM their proposals for the drafting of strategic documents which they plan to draft during the next calendar year, before the preparation of the Government's Work Plan. In this proposal, the ministries announce their preliminary plans for drafting strategic documents at least in the next two years.

Article 17

Compilation of the annual plan for the drafting of strategic documents

1. The relevant unit in OPM, after receiving the proposals from the ministries, applies the proposals for the drafting of strategic documents in accordance with the criteria defined in this Regulation and the relevant manual. In accordance with the deadline for the preparation of the Government's Work Plan, the relevant unit in the OPM compiles the Annual Plan of Strategic Documents for the following year as part of the Government's Work Plan.
2. The relevant unit in OPM ensures that the strategic document proposed in the annual plan:
 - 2.1 Addresses one or more Government priorities and is consistent with them;
 - 2.2 It does not conflict with or repeat existing or proposed strategic documents from other ministries;
 - 2.3 Examines the interconnection of the proposals of the ministries as well as analyses the general implications.

Article 18

Establishment of the working group for the drafting of the strategic document

1. After the approval of the Government's Work Plan, including the Annual Plan for the drafting of Strategic Documents, the head of the institution or the general secretary of the proposing body appoints the working group for the drafting of the said document.
2. Depending on the field that the strategic document aims to regulate as well as the capacities of the relevant units, the working group defined in paragraph 1 of this article is led by the political advisor of the cabinet of the proposing body or by the representative of the relevant unit for European integration and coordination of policies of the proposing body and has as its composition representatives from other responsible units of the proposing body of the Prime Minister's Office and ministries, the Prime Minister's cabinet or the cabinets of responsible ministers or other institutions, when related to the field of their administrative responsibility.
3. Working groups can also be led by experts, according to the decision of the head of the proposing institution.
4. As necessary, other local or foreign experts, representatives of other institutions, civil society and other entities are invited to participate in the meetings of the working group.

5. The proposing body, before the establishment of the working group, undertakes actions to identify the interest of representatives of civil society to be included in the working group through open and transparent processes, in accordance with the instructions defined in the relevant manual for public consultation and involvement of civil society.

6. The leader of the working group administers the process of preliminary consultation and public consultation in accordance with the standards and procedures defined by this Regulation and the relevant manual.

Article 19

Special rules for drafting National Program for European Integration

1. The National Program for European Integration ("NPEI") is prepared by the working group established by the decision of the Government, which defines the institutional responsibilities, work methodology and deadlines for its preparation. The working group is led by the Office of the Prime Minister or the main coordinating institution for the integration process in the European Union and consists of representatives of the ministries responsible for each chapter. The working group also invites representatives from independent institutions responsible for specific fields within the National Program for European Integration or any other equivalent strategic planning document for integration in the European Union.

2. The working group according to paragraph 1 of this article, as necessary, establishes working subgroups for each separate chapter of the *Acquis*. Responsible for coordination at the ministerial level are the units responsible for European integration and policy coordination. Representatives from the relevant legal units of the OPM and ministries, as well as other structures of institutions responsible for policies in the relevant fields, also participate in the working sub-group.

3. Working sub-groups identify the priority areas of the European Union *Acquis* according to the provisions of the Stabilization-Association Agreement and other relevant documents for the European integration process. According to the identified priority areas, the working sub-groups identify the legal acts (*acquis*) of the European Union, taking into account their possible financial, economic and social effects of the approximation of these acts, for which the table of concordance is drawn up.

4. The table of concordance is drawn up for each legal act of the European Union, determined according to paragraph 3 of this article, and identifies the shortcomings or contradictions of Kosovo's legislation with the legal act of the European Union.

5. For draft laws or sub-legal acts identified within a certain field, a concept document is prepared, in accordance with the rules defined in the relevant manual for the drafting of concept documents in cases of approximation of the European Union *Acquis*.

6. A certain legislative measure in the National Program for European Integration is proposed based on the findings of the concept document, or other relevant documents for the integration process in the European Union, their applicability and in particular the available capacities, the time needed, and their cost, as well as the correlation of these measures with other strategic documents.

Article 20

Review of the draft by the relevant unit in OPM

1. After the completion of the consultation process and the finalization of the draft of the strategic document by the working group, the leader of the relevant unit, through the General Secretary of the responsible ministry and the minister, forwards the draft with all accompanying letters to the relevant unit in OPM.

2. The relevant unit in the OPM, after receiving opinions from other units responsible for reviewing the strategic document, within 15 working days from the day of acceptance of the draft, gives a written opinion on whether the document can be processed for approval at the Government meeting.

3. The relevant unit through the Secretary General at the OPM, might return the document to the ministry with concrete recommendations.

4. The proposing ministry is obliged to analyse the recommendations and to respond to the relevant unit in regard to its standing in relation to the comments.

Article 21

Accompanying documents

1. The strategic documents approved by the Government are accompanied by accompanying documents, as follows:

1.1. The official recommendation signed by the relevant unit of the proposing body, through the minister and the general secretary, which briefly describes the action recommended to be taken by the Government;

1.2. Declaration of Compliance with the provisions of this Regulation.

1.3. The Opinion on the Budgetary Impact Assessment, issued by the Ministry responsible for Finance;

1.4. Evaluation of the relevant unit in OPM for compliance with the Government's Strategic Priorities, in terms of formal requirements, processes and quality;

1.5 The opinion of the main coordinating institution for integration in the European Union within the Government, on the priorities and requirements arising from the planning documents and other mechanisms for integration in the European Union;

1.6 The declaration for proofreading and language harmonization, drawn up according to Article 29 of this regulation;

1.7 The final report of the public consultation process, drawn up in accordance with Article 52 of this regulation.

2. Strategic documents cannot be processed for approval without all the accompanying documents defined in paragraph 1 of this article. There can be an exception to this only when the Government so decides based on the proposal of the Prime Minister and based on an extraordinary need related to the implementation of its constitutional mandate.

Article 22

Monitoring, reporting and evaluation on implementation of strategic documents

1. The strategic documents must have inter-ministerial and inter-institutional coordination structures in place to ensure regular monitoring of the implementation of the strategic documents.

2. The competent ministry is responsible for the continuous monitoring of the implementation of the approved strategic document and, as necessary, for undertaking actions to ensure the timely and effective performance of the activities defined in the Action Plan.

3. The responsible ministry shall prepare an annual report on the implementation progress of the strategic document. The implementation report should provide a comprehensive evaluation of implementation and detailed information on the following:

3.1. achievements compared to objectives through the established indicators (if applicable, but at least for the two last years);

3.2. timeline of actions undertaken;

3.3. use of financial resources;

3.4. main implementation obstacles;

3.5.any new factor affecting implementation;

3.6.suggested corrective measures, including the securing of the missing funds.

4. Based on the implementation reports of the strategic documents, and based on the monitoring system, the review or intermediate evaluation of the action plans shall be carried out as needed. The procedures for drafting and approving revised plans shall undergo the same procedures for new initiatives as stipulated in this Regulation.

5. Within three (3) months after the completion of the full implementation of the strategic document, the responsible Ministry presents a final report to the Committee for Strategic Planning, containing the information required in sub-paragraphs 3.1 to 3.6 of paragraph 3 of this article, the assessment if the objectives of the strategic document have been met through the implemented actions, as well as the proposals for the next steps.

Article 23

Manual for strategic documents

With the proposal of the relevant unit for strategic planning, the Government assesses the Manual for the preparation, planning, monitoring and reporting of the implementation of the strategic documents.

CHAPTER IV

LEGISLATIVE PROCESS WITHIN THE GOVERNMENT

Subchapter I

General rules on drafting legislation

Article 24

Initiative for the preparation of draft general legal acts

1. The government, in accordance with the Constitution and the relevant law on legislative initiatives, has the right of legislative initiative.
2. The Prime Minister and the ministers shall, in exercising their right for legislative initiatives, propose to the Government the approval of the draft laws and the issuance of the draft sub-legal acts necessary for the implementation of the laws, based on the legal authorization.
3. The minister exercises the right for legislative initiatives in accordance with the area of administrative responsibility of the ministry he leads.

Article 25
Principles, standards and drafting techniques of general legal draft acts

Proposing bodies when preparing draft general legal acts, as well as other persons who participate in their review, at every stage of drafting ensure that their text is in accordance with the principles, standards and techniques of drafting legislation, established by the Government and that the text of the versions in the official languages be unified and harmonized.

Article 26
Program of Draft Laws of the Government

1. In the framework of the Government's work planning process, according to the area of administrative responsibility, the ministers propose that the Draft Laws Program include the draft laws that they plan to prepare and proceed for approval by the Government in the next three years.

2. The proposal of draft laws from paragraph 1 of this article is sent to the relevant unit for legal issues in OPM in physical form and through the Legislation Drafting System ("LDS").

3. In order to align the legislation of Kosovo with the *Acquis* of the European Union, according to the measures provided in the National Program for European Integration or any other equivalent strategic planning document for integration in the European Union, the Program of Draft Laws also contains the draft laws which aim the alignment of Kosovo's legislation with the *Acquis* of the European Union.

4. Within the framework of the Government's work planning process, the relevant unit for legal issues in the OPM, based on the proposals of the Prime Minister's Office and the ministries, coordinates and prepares the Program of Draft Laws, as an appendix to the work plan, for approval by side of the Government.

5. The Program of Draft Laws contains:

5.1. The name of the body proposing the draft law;

5.2. The name of the draft law;

5.3. The planned time limit for the approval of the draft law in the Government;

5.4. The connection of the draft law with the Government's program and relevant strategic documents;

6 Draft laws that are evaluated by the proposing bodies that in principle have a significant economic, social, environmental or other impact, may not be included in the Legislative Program without the prior approval of the Concept Document by the Government for that specific area. The Prime Minister decides on this issue.

7. After the approval of the Government's Work Plan, the Program of Draft Laws is sent to the Assembly of Kosovo and published on the website of the Prime Minister's Office.

8. The Program of Draft Laws can be revised depending on the needs and requirements of the proposing bodies, in accordance with the criteria defined by this Regulation.

9. Draft laws for the ratification of international agreements are not subject to the requirements for changing the Program of Draft Laws. With the approval of these draft laws by the Government, the relevant unit for legal issues in the OPM includes them in the Program of Draft Laws.

Article 27

The role of OPM in the drafting of legislation

1. OPM, through the relevant unit for legal issues, leads and coordinates the process of preparation of draft general legal acts with other proposing bodies, and in this regard:

1.1. Prepares and supervises the implementation of the Program of Draft Laws, the Program of Ex-post Evaluation of legislation;

1.2. Supervises the plans of the sub-legal acts realized by the ministries approved by the ministers;

1.3. Supervises, guides and assists the ministries during the preparation of draft general legal acts for their harmonization with the Constitution, the legislation in force, the EU *Acquis*, as well as the implementation of the standards and techniques of drafting the legislation;

1.4. Supervise the procedural progress of the process of preparation of draft general legal acts;

1.5. Maintains the electronic system for drafting legislation (LDS).

2. The relevant unit for legal issues in the Prime Minister's Office cooperates closely with the Prime Minister's advisers on legal issues.

Article 28

The use of the electronic system for the drafting of legislation

1. The Electronic System for the Drafting of Legislation ("LDS"), serves as an electronic platform in which the entire legislative procedure takes place in the Government and in each ministry, provided for in this chapter and in chapter V of this regulation.

2. The relevant unit for legal issues in OPM maintains and develops the electronic system for the drafting of legislation as well as the manual for its use and provides the necessary training for its use by the relevant officials who participate in the process of drafting legislation.

3. The unit responsible for legal issues in OPM in cooperation with the units responsible for legal issues of the ministries update the LDS with continuous data.

Article 29

Providing legal opinions, advice and clarifications

1. Depending on the field of administrative responsibility, the relevant units for legal issues in the Office of the Prime Minister and ministries offer opinions, advice and necessary legal clarifications with the effect of clarifying the legal provisions in force.

2. Legal offices cannot give legal opinions on institutions, organizations or bodies that do not function and operate within the Prime Minister's Office and ministries.

Article 30

Manual for the drafting of legislation and manual for the approximation of legislation

With the proposal of the relevant unit for legal issues in the OPM, the Government approves the Manual for the drafting of legislation and the Manual for the approximation of legislation with the *EU Acquis*.

Subchapter II

Special rules and procedures on drafting the legislation

Article 31

Preparation of initial version of the draft general legal act

1. The head of the institution or the General Secretary of the proposing body, based on the Program of Draft Laws of the Government and the plan of the sub-legal acts of the ministry and the deadlines defined therein, designates the working group for the preparation of the initial version of the draft general legal act.

2. Depending on the field that the general legal act intends to regulate as well as the capacities of the relevant units, the working group defined in paragraph 1 of this article is led by the proposer's political advisor, the representative of the unit responsible for legal issues of the proposing body, the unit responsible for European integration and policy coordination, or the other unit responsible for policies in that field, or the expert, by decision of the head of the institution. The working group

is composed of representatives from the relevant units of the proposing body, the Prime Minister's Office, the main institution coordinator responsible for integration into the European Union and other ministries or institutions, when related to the field of their administrative responsibility, including members from the Prime Minister's cabinet and/or the cabinets of responsible ministers.

3. Other local or foreign experts, representatives of other institutions, NGOs and other entities are invited to participate in the meetings of the working group.

4. The proposing body shall, before the establishment of the working group, undertake actions to identify the interest of civil society representatives to be included in the working group through open and transparent processes, in accordance with the instructions defined in the relevant manual for public consultation and inclusion of civil society.

5. In the case where the proposing body is the ministry, the director of the unit responsible for legal issues of the ministry notifies the relevant unit for legal issues in the OPM through the LDS regarding the establishment of the working group.

6. For the draft laws which constitute a priority of the Government defined in the Government Program and include areas of administrative responsibility of several ministries, the head of the sponsoring institution proposes the formation of the government body in accordance with Article 62 of this Regulation, which exercises authorizations analogous to those of the working group defined by paragraph 7 of this article.

7. The working group has the following responsibilities:

7.1. Develops the drafting process of the initial version of the draft general legal act;

7.2. Ensures that the draft general legal act is drafted in accordance with the Constitution, the legislation in force, the EU *Acquis* and the standards and techniques of drafting the legislation;

7.3. As necessary, coordinates the process with all other units within the proposing body and with other units of the state administration, which are obliged to provide assistance according to its requests;

7.4. It ensures that all the procedures and principles defined by this regulation and other legislation in force are implemented.

8. The leader of the working group in cooperation with the relevant unit of the proposing body with the area of responsibility of which the draft legal act falls, administers the process of preliminary consultation and public consultation in accordance with the standards and procedures defined by this Regulation and the legislation in force.

9. The above paragraphs of this article, with the exception of paragraph 5, do not apply to draft laws that ratify international agreements.

10. Internal general legal acts are not subject to the procedures defined in this article, unless the General Secretary of the proposing body decides otherwise.

Article 32

Concordance of the draft general legal act with EU legislation

1. Draft general legal acts provided for in the National Program for European Integration or any other equivalent strategic planning document for integration in the European Union, are accompanied by the Table of Concordance, prepared according to Article 19 of this Regulation. During the drafting of the draft general legal act, the working group addresses the deficiencies according to the findings in the Table of Concordance.

2. After the completion of the consultations, the proposing body prepares the Declaration of Concordance for the draft general legal act and updates or completes the Table of Concordance for the legal act of the European Union, prepared during the drafting of the National Program for European Integration or any other equivalent planning document strategic for integration in the European Union, according to Article 19 of this Regulation. The Declaration shows the degree of concordance of the draft general legal act with the corresponding legal act of the European Union *Acquis*.

Article 33

Explanatory Memoranda

1. The draft general legal act is accompanied by an explanatory memorandum. The explanatory memorandum includes and defines:

1.1. The purpose of the draft act, the objectives that are intended to be achieved as well as its connection with the Government's program, as well as the strategic documents;

1.2. The preliminary assessment of the constitutionality, legality and concordance with the EU *Acquis* and with the norms of international law binding for the Republic of Kosovo, the harmonization of the form and content of the act with the standards and techniques of drafting legislation;

1.3. The summary of the content of the draft act as well as the explanation of its main provisions;

1.4. Analysis of the impacts of the proposed draft act;

1.5. The final report of the consultation process, the main issues raised and the parties involved, the main comments received and their treatment;

- 1.6. The summary of activities necessary for the implementation of the draft act, including, in the case of draft laws, also the sub-legal acts that must be approved or amended;
 - 1.7. The way of communicating the new policy to the public;
 - 1.8. Draft decision of the Government;
 - 1.9. Other analytical data necessary for decision-making.
2. The draft general internal legal act which is proposed to the Government for examination, is processed with a simplified explanatory memorandum that contains only the issues defined in paragraph 1.1, 1.2, 1.3 and, as the case may be, paragraph 1.5 of this article.
 3. The proposal from paragraph 2. of this article is prepared by the proposing body and sent to the responsible unit in the OPM, for inclusion in the agenda of the Government meeting.

Article 34

Budget Impact Assessment

1. Together with the relevant proposal, the relevant budget and finance unit of the proposing body submits to the relevant Ministry of Finance the budget impact assessment form of the proposal. In case the proposing body foresees financing through grants from development partners, this is reflected in the form.
2. The budget impact assessment form from the relevant unit for budget and finance of the proposing body is attached to the proposal during the preliminary and public consultation process defined in this regulation.
3. The Budget Impact Assessment Opinion is issued by the relevant unit for budget and finance of the Ministry responsible for Finance, within a period of 15 days from the acceptance of the request by the proposing body.
4. The request from paragraph 3 of this article shall be accompanied by the final proposal and budget impact assessment form from the relevant budget and finance unit of the proposing body.

Article 35

Statement on proofreading and language harmonization

1. General legal acts, including laws and sub-legal acts, are accompanied by the Declaration for proofreading and language harmonization, before proceeding for approval in the Government.

2. The declaration on proofreading and language harmonization accompanies the laws submitted to the Assembly of Kosovo in accordance with the relevant requirements of the Rules of Procedure of the Assembly of Kosovo.
3. The declaration on proofreading and language harmonization must prove the uniformity of the format, content, context and accuracy of both versions in the official languages of the general legal acts.
4. The declaration on language proofreading and harmonization is issued by the relevant unit for linguistic control and harmonization in the Prime Minister's Office.
5. The format of the Declaration on proofreading and language harmonization is determined by the relevant unit for linguistic control and harmonization in the Prime Minister's Office.

Article 36

Preliminary consultations

1. The proposing body is responsible for ensuring that the Office of the Prime Minister, all ministries, independent agencies as well as other relevant bodies whose work is affected by the relevant proposal, have the opportunity to comment on the proposal.
2. In particular, the proposing body must consult with:
 - 2.1. The relevant units in the OPM or the main coordinating institution for integration in the European Union, to ensure that:
 - 2.1.1. the proposal is in accordance with the Constitution, with the existing legal framework and with the norms of international law binding on the Republic of Kosovo, as well as to ensure that all general legal acts necessary for the implementation of the relevant policy are clearly identified in proposal as well as controls the quality and standards of drafting legislation;
 - 2.1.2 that the proposal is in accordance with human rights and freedoms and the principles of good governance;
 - 2.1.3. the procedures defined in this regulation have been respected and that the materials are clear and comprehensive in order to provide answers to the eventual questions of the ministers;
 - 2.1.4 the proposal should be in line with the priorities of the integration reforms in the European Union and with the EU *Acquis*;

- 2.1.5. the proposal is in line with the Government's priorities;
- 2.1.6. the proposal is in line with the EU integration priorities with the EU *Acquis*;
- 2.1.7 the proposal has linguistic concordance;
- 2.2. The relevant Ministry of Finance, in order to fully examine the direct or indirect impacts of the proposal on public spending or the economy;
- 2.3. The relevant Ministry of Justice, to ensure that the proposal contains recommendations for the creation or change of punitive or criminal provisions, when they are considered necessary based on the content of the proposal;
- 2.4. The relevant ministry for public administration, if the proposal affects the compensation or management of the civil service and the organization of the state administration;
- 2.5. The relevant Ministry for local self-government, if the proposal affects local government and the territorial organization of municipalities as defined in the Constitution of the Republic of Kosovo;
- 2.6. The Consultative Council for Communities as defined in article 60, paragraph 3, point 2, of the Constitution;
- 2.7 The Ombudsman, the relevant Agency for Gender Equality if the proposal is related to human rights and freedoms, including gender equality.
- 3. The proposing body also consults other actors regarding issues that have an impact on their respective competences.
- 4. The bodies from paragraph 1 and 2 of this Article have fifteen (15) working days to comment on the proposal.
- 5. Exceptionally from paragraph 4 of this article:
 - 5.1. The proposing body may set a longer deadline if this is justified by the nature of the proposal;
 - 5.2. If the proposing body assesses that, due to unforeseen reasons that are beyond its control, it can submit to the General Secretary of the OPM a written request for shortening the

deadline together with the relevant reasons. The General Secretary of the OPM decides to shorten the term;

5.3. If the consulted body fails to correctly respect the consultation deadline, it may ask the proposing body to extend the deadline for a reasonable time, in order to send comments.

Article 37

Public Consultation

1. The working group of the proposing body, after preparing the initial version of the general external legal act, conducts the public consultation process, in accordance with Chapter VII of this regulation.
2. Exceptionally, draft laws that ratify international agreements do not pass the public consultation procedures, defined in Chapter VI of this regulation.
3. Internal general legal acts pass the public consultation procedures defined in Chapter VI of this regulation only if the General Secretary of the proposing body decides to do so.

Article 38

The procedure after the completion of the initial version of the general legal act, within the proposing body

1. After the work of the working group for drafting the draft general legal act is completed, including the completion of the public consultation process, and the review and inclusion of received comments to the draft, unless the chair of the working group is the director of the respective unit for legal matters of the proposing body, the chair of the working group shall send the draft general legal act to the director of the respective unit for legal matters of the respective Ministry.
2. As necessary, the unit for legal issues of the proposing body, in cooperation with the head of the working group, harmonizes the draft general legal act with the provisions of the Constitution, legislation in force, in concordance with the EU *Acquis* and the norms of international law binding for the Republic of Kosovo, as well as ensures the harmonization of the form and content of the act with the standards and techniques of drafting legislation.
3. After the review, the minister when the proposing body is the ministry, or the Prime Minister when the proposing body is the Prime Minister's Office, gives consent for further proceedings of the draft general legal act or, when deemed necessary, requests completion, amendment or reworking thereof.

Article 39

Opinion on the Concordance of the draft general legal act with the EU *Acquis*, Opinion on the Budgetary Impact Assessment and Statement on the language proofreading and harmonization

1. After the minister of the proposing ministry gives his consent for further proceedings of the general legal act, the director of the unit responsible for legal matters of the ministry, through the Secretary General, sends the request for obtaining opinions or statements to:

1.1. The relevant unit for legal issues in OPM - for obtaining the Opinion on compliance with the EU *Acquis*. The request is accompanied by the general legal act, the explanatory memorandum, the tables of concordance and the compliance statement, drawn up according to Article 32 of this regulation;

1.2. The Ministry responsible for Finance - for receiving the Opinion on the assessment of the budget impact. The request is accompanied by the general legal act, the explanatory memorandum and the preliminary budget impact assessment prepared by the proposing body; and

1.3. The unit responsible for proofreading and language harmonization in the OPM - for receiving the declaration for proofreading and language harmonization, drawn up according to Article 35 of this regulation.

2. The relevant unit for legal issues, the relevant unit for proofreading and language harmonization in OPM and the Ministry responsible for Finance within a period of fifteen (15) days issue opinions from the field of their administrative responsibility in accordance with paragraph 1 of this article.

3. This article applies accordingly to the legal initiatives of the Office of the Prime Minister.

Article 40

Delivery of the package of documents of the general legal act

1. After receiving the Opinion on the Budgetary Impact Assessment, the Opinion on Concordance with the EU *Acquis* and the Declaration on language proofreading and harmonization, the package of documents is prepared. The unit responsible for legal issues sends the draft general legal act together with other accompanying documents through the General Secretary for approval to the relevant Minister.

2. The draft general legal act after the completion of all procedures, by the Director of the unit responsible for legal issues of the ministry through the Secretary General and the minister of the responsible ministry, is processed to the Unit responsible for legal issues in OPM.

3. The draft general legal act together with the package of documents according to paragraph 4 of this article must be drawn up in the following languages: Albanian, Serbian and English and submitted on paper and in electronic form.

4. The proposing body submits the package of documents as follows:

4.1. Official cover letter sent by the director of the unit responsible for legal issues of the proposing body, approved by the minister and the general secretary;

4.2. The final version of the draft general legal act;

4.3. Concept of the approved document, in cases where it is required according to this regulation;

4.4. The ex-post evaluation report of the draft general legal act if such an evaluation has been made;

4.5. Declaration of Conformity with the EU *Acquis*;

4.6. Tables of concordance with the EU *Acquis*, compiled by the working group of the proposing body, in English only;

4.7. Opinion of Compatibility with the EU *Acquis*;

4.8. Opinion on Budgetary Impact Assessment;

4.9. Declaration for reading and language harmonization; and

4.10 Reports, opinions or other documents that the proposing body considers should be attached to the general draft legal act, or that is determined by other legislation in force.

Article 41

Review of the draft general legal act by OPM

After the acceptance of the draft general legal act by the proposing body, the unit responsible for legal issues in the OPM examines the proposal and acts in accordance with Article 57 of this regulation.

CHAPTER V

BEST REGULATORY TOOLS DURING THE POLICY-MAKING CYCLE

Article 42

Concept document

1. The concept document can be prepared before the drafting of draft laws that have significant social, economic or other impact, or when aligning the *Acquis* of the European Union and if an ex post assessment has been made for them. With the proposal of the proposing body, the Government approves the list of concept documents to be prepared during a year. As a rule, the need to prepare a concept document is identified during the preparation of the National Program for European Integration or the Government's work plan.
2. In cases where a general legal act is drafted, for which the Government has decided not to prepare a concept document, the proposing body drafts the draft law, which in the explanatory memorandum contains some of the relevant elements of the concept document determined by the relevant Manual.
3. In case the concept document has been proposed for the amendment and completion of the relevant draft law, for which an ex-post evaluation has been made, then the concept document or the explanatory memorandum reflects its results.
4. The concept document is subject to the process of preliminary consultation and public consultation together with the proposal prepared by the proposing body in accordance with this Regulation.
5. The final concept document, as defined by paragraphs 1 and 2 of this Article, is approved by the Government and the same is processed to the Assembly of the Republic of Kosovo, together with the package of draft law documents.

Article 43

Ex-post evaluation of the legal act

1. The *ex-post* assessment is made of a general legal act or a part of it, which has a significant economic, social, environmental, budgetary or other significant impact. With the proposal of the proposing body, the Government approves the Program of ex-post evaluations of the legislation that will be carried out during one year. As a rule, the need to prepare an ex-post evaluation of the legislation is identified during the preparation of the general legal act or at a later time, during the preparation of the Government's work plan.
2. The ex-post evaluation of a general legal act or part of it is submitted for final consideration to the relevant unit for legal issues in the OPM and is approved by the Government in accordance

with the relevant Manual for the ex-post evaluation of legal acts.

Article 44
Manual of concept documents and Manual of ex-post evaluation of legal acts

1. With the proposal of the relevant unit for concept documents and the relevant unit for legal issues in OPM, the Government approves the Manual for Concept Documents.
2. With the proposal of the relevant unit for legal issues in OPM, the Government approves the Manual for the ex post evaluation of legal acts.

CHAPTER VI
PUBLIC CONSULTATION

Subchapter I
General rules

Article 45
General principles

1. Proposing bodies conduct public consultations with interested parties and the public in a transparent manner, by:
 - 1.1. ensuring equal opportunities for non-discriminatory participation of interested parties and the public in the public consultation process;
 - 1.2. informing the public and interested parties, in the official languages of the Republic of Kosovo, regarding the initiative for making policies and legislation;
 - 1.3. providing all the necessary information in an understandable form so that the public and interested parties understand the content and expected impact of the project proposal;
 - 1.4. enabling public representatives and interested parties to freely present and defend their positions, as well as to inform the entities they represent;
 - 1.5. not limiting participation in public consultation, working groups or working groups because of alternative ways of advocacy or views different from those of the proposing body;
 - 1.6. not excluding representatives of the public or interested parties from effective participation in public consultation for logistical reasons or other technical reasons.

2. Proposing bodies publish the project proposal on the public consultation platform and use other forms of informing interested parties and the public.
3. Proposing bodies allow the public and interested parties to comment from the early stages of the decision-making process.
4. Proposing bodies undertake all necessary actions to ensure active partnership between the parties during the public consultation process.

Article 46

Documents for public consultation according to minimum standards

1. The documents that are subject to the public consultation process based on this Regulation are:
 - 1.1. Project concept documents;
 - 1.2. Draft general legal acts;
 - 1.3. Project strategic documents; and
 - 1.4. All other documents for which public consultation is required.

Article 47

Forms and techniques of public consultations

1. Forms and techniques of public consultation include:
 - 1.1. Consultations in writing / electronically;
 - 1.2. Publication on the public consultation platform;
 - 1.3. Public meetings;
 - 1.4. Conferences;
 - 1.5. Meetings with interest groups;
 - 1.6. Workshops;
 - 1.7. Face-to-face interviews/meetings;
 - 1.8. Opinion research;

1.9. Panels with citizens;

1.10. Other forms deemed appropriate by the proposing body.

Article 48

Public consultation platform

1. The public consultation platform is an official website, which serves as a central point of consultation. Through this platform, a process of communication between public bodies, interested parties and the public is ensured, for a comprehensive participation in the process of policy-making and decision-making in the public interest, as well as increasing the transparency and responsibility of public bodies towards interested parties and the public.

2. The public consultation platform is administered by the relevant unit for good governance in OPM and is updated in cooperation with line ministries.

Subchapter II

Public consultation process

Article 49

Development of public consultation

1. To enable the participation of the public and interested parties during the decision-making process, the responsible official undertakes the following steps:

1.1. The development of one or more initial public meetings and the preparation of reports from the meetings held;

1.2. Preparation of the document for public consultation regarding the project proposal;

1.3. The development of written consultation regarding the relevant project proposal;

1.4. The development of one or more closing public meetings and the preparation of reports from the meetings held;

1.5. Collecting received comments and leading the process of discussion and treatment of received comments;

1.6. As necessary, the holding of additional public meetings during the process of drafting the relevant document or the holding of other forms of public consultation.

2. During the preparation of the draft work plan for the following year, the proposing body enables

the public and interested parties to be included in the work planning for the following year, undertaking at least the following actions:

2.1. Holding a public meeting with the parties that have expressed their interest in inclusion, to discuss the proposals that are planned in the work plan, including at least the discussion of the annual programs of strategic documents, draft laws and by-laws for the following year.

2.2. Publication of the final annual work plan, as well as any changes to this plan.

3. During the drafting phase of the project proposal, the proposing body enables the public and interested parties to be involved in the drafting of the relevant project proposal by undertaking at least, but not limited to, the following actions:

3.1. Before starting the drafting of the draft proposal, holding an initial public meeting with the parties that have expressed their interest in being included in the drafting of the relevant draft proposal. In this meeting, the main elements that are planned to be included in the project proposal are discussed, together with the relevant reasons, asking the participants to give their initial opinions on the proposals of the proposing body;

3.2. After the completion of the initial project proposal and after the completion of the preliminary consultation with other state administration bodies, organize a wide written consultation to request comments on the content of the project proposal.

3.3. After the end of the written consultation, but before handling the collected comments, holding a final public meeting with the parties who have sent comments, the parties who have expressed their interest in being included in the drafting of the relevant project proposal and other members of the public. In this meeting, the main comments collected from the written consultation are presented and discussed, and other members of the public who have not sent written comments are given the opportunity to give their opinion about the project proposal and the collected comments.

Article 50

Public meetings

1. The proposing body, whenever it organizes public meetings, gives the public and interested parties sufficient time to prepare for the public meeting. In any case, they are informed no less than 7 (seven) calendar days before the meeting.

2. In the invitation to the public meeting, the proposing body includes at least:

2.1. Project proposal, which should be discussed, if one exists;

2.2. Information on the project proposal to enable the guests to understand the issues that will be discussed;

- 2.3. The place and time of holding the public meeting;
- 2.4. Information on the contact person for the public meeting.
- 3. Representatives of the proposing body lead the meeting and keep notes on the course of the meeting.
- 4. No later than 7 (seven) calendar days after the end of the meeting, the proposing body prepares a summary of the meeting, which reflects the main discussions and conclusions from the public meeting and distributes the summary to all participants via e-mail.

Article 51

Written consultations

- 1. The written consultation includes the publication of the project proposal and accompanying documents on the public consultation platform and on the official website of the proposing body, as well as sending the same by email to the parties who have expressed interest in being included in the public consultation process.
- 2. The proposing body, whenever it organizes written consultations, allows the public and interested parties sufficient time to send their comments to the proposing body, but in any case:
 - 2.1. Not less than 15 (fifteen) working days, from the date of notification for the opening of the written consultation;
 - 2.2. For particularly complex or important acts, the deadline for sending comments can be extended up to 30 calendar days.
- 3. In the invitation for written consultation, the proposing body includes at least:
 - 3.1. Project proposal for which comments are requested;
 - 3.2. The document for consultation;
 - 3.3. The correct electronic address where the comments should be sent;
 - 3.4. Deadline for sending comments;
 - 3.5. Information on the contact person for the public consultation process.
 - 3.6. When available, other documents related to the project proposal, including the concept document and/or the ex-post evaluation report, the initial version of the explanatory memorandum, the preliminary budget impact assessments, the initial version of the EU *Acquis* Table of Concordance, as well as any other appropriate document.

4. The document for consultation contains at least a brief explanation of the content of the project proposal, a brief description of the problem that the project proposal addresses, the purpose of the consultation process, as well as a list of the main issues that are part of the project proposal and that are open for consultation.

Article 52

Extension of the deadline and repetition of the public consultation

1. The proposing body may extend the deadline for sending comments during the written consultation or may repeat the public consultation, in those cases, when:

1.1. the proposing body assesses that the nature of the material requires longer time to be consulted;

1.2. the proposing body has not accepted or is not satisfied with the quality of the received comments;

1.3. comments and recommendations raise important new issues that were not part of the initial consultation.

Article 53

Collecting comments and addressing them

1. Comments received during the public consultation process are collected by the responsible official in a structured and transparent manner.

2. The review of the comments is done by the proposing body of the project proposal. The proposing body decides on the acceptance or rejection of the recommendations received from the interested parties.

3. The responsible official has, among other things, the following responsibilities:

3.1. after receiving the comments from the interested parties, carry out their initial review.

3.2. coordinates the process of addressing the received comments within the proposing body, including the working group when one exists, and updates the project proposal, based on the decision of the proposing body regarding the received comments.

3.3. Publishes the updated draft proposal as well as the final report of the public consultation on the public consultation platform.

4. The final report of the consultation contains the data from the consultation process, the collected

comments and their address. The report is prepared no later than ten (10) days after the end of the written public consultation process, in the form defined by this Regulation.

5. In any case, the final report of the public consultation is published no later than three (3) working days before the draft proposal is sent for approval by the relevant body.

Article 54

Exemption from the obligation for public notification and consultation

1. When a situation, which due to extraordinary circumstances imposes the approval of the necessary acts, the corresponding draft acts are subject to approval according to an accelerated procedure, without consulting the interested parties. This provision applies only in cases of:

- 1.1. emergency and in order to take measures, according to Article 84 of this Regulation;
- 1.2. other exceptional situations defined only by law.

Article 55

Restrictions

1. The provisions of this Chapter do not apply during the decision-making process related to:

- 1.1. non-public documents according to the relevant Law on Information classification and Security verification;
- 1.2. bilateral and multilateral international agreements;
- 1.3. special legal acts, except when a special law provides otherwise.

Article 56

Reporting and Manual for public consultation

- 1. The relevant unit in OPM collects from the proposing bodies the complete reports about the public consultation process and prepares the annual report.
- 2. With the proposal of the relevant unit for public consultation and the relevant unit for legal issues in OPM, the Government approves the Manual for Public Consultation.

CHAPTER VII
SUBMISSION OF FINAL PROPOSALS AND THEIR EXAMINATION BY THE
OFFICE OF THE PRIME MINISTER

Article 57
Final review of proposals by OPM

1. The relevant units in the Prime Minister's Office, in coordination with the Prime Minister's cabinet, are responsible for reviewing the final proposals before they are processed for approval at the Government meeting in accordance with the rules defined in this regulation as well as their mandate.
2. After examining the final proposal of the proposing body, when the proposing body is the Ministry, the relevant units in the OPM examine the proposals in accordance with their competences, and decide, through the General Secretary in the OPM:
 - 2.1. to process the proposal for approval in the Government, in cases where it meets the conditions defined by this regulation;
 - 2.2. in coordination and according to the instructions of the Prime Minister's cabinet, to amend the proposal and proceed with the agenda for approval, the amended proposal.

Article 58
Review and submission of materials to the Government meeting

1. Except for the cases provided for in Article 21 and Article 40 of this regulation, for any other proposal, during the submission for review at the Government meeting, the proposing body submits the following documents to the relevant unit of the OPM:
 - 1.1 The official recommendation signed by the minister of the proposing body, which describes the measures recommended to be taken by the Government;
 - 1.2 concept document, when applicable;
 - 1.3 assessment of the financial impact, when necessary;
 - 1.4 declaration of compliance with the provisions of this regulation, in the form determined by the General Secretary in the OPM;
 - 1.5 proposal of the Government's decision.

Article 59

Submission of other materials for consideration at the Government meeting

1. In the cases defined in Article 58 of this regulation, the proposal together with its package of documents are submitted for inclusion in the agenda of the Government meeting at least fifteen (15) working days before the date of the meeting in which they are considered.
2. The relevant unit in the OPM, after receiving the proposal together with its package of documents, according to paragraph 1 of this article, and after consulting with the General Secretary of the OPM, sends the proposal to the members of the Government and the Prime Minister's Cabinet for review.
3. The proposal together with the package of their documents is sent to the subjects from paragraph 2 of this article no later than five (5) working days before the Government Meeting in which these documents are reviewed.
4. The material which has not been proposed by the ministries is sent by the General Secretary to the OPM to the relevant ministries before it is examined by the Government. The respective Ministries prepare a recommendation for the procedure in the Government based on the opinion of the Ministry regarding these materials.
5. If the proposal, together with its package of documents, which is sent to the Government for approval, has been prepared in accordance with the provisions of this regulation, the General Secretary in the OPM will process it for review at the Government meeting.

CHAPTER VIII

GOVERNMENT ASSEMBLY SUPPORT STRUCTURES

Subchapter I

Permanent structures

Article 60

Council of General Secretaries

1. The Council of General Secretaries is chaired by the General Secretary in the OPM and consists of the General Secretaries of all ministries, as well as the Directors of the Legal Office, the Coordinating Government Secretariat and the Office for Strategic Planning.
2. As a rule, the Council meets once a week to consider important issues related to work coordination.
3. The Council examines regular reports on the implementation of the Government Plan and strategic documents of the Government and the ministries, as well as other relevant reports within the scope of the Government and the ministries.

4. The function of the secretariat of the Council is exercised by the Coordinating Secretariat of the Government.
5. The General Secretary of the OPM, as needed, may invite other senior civil servants to attend Council meetings.
6. The General Secretaries of all ministries are obliged to participate in the meetings of the Council designated by the General Secretary of the OPM.
7. The General Secretary of the OPM also invites the executive directors and positions equivalent to the general secretaries at least one (1) time in three (3) months to participate in the joint meetings of the Council of General Secretaries.

Article 61 **Council of Directors of Legal Departments**

1. The Council of Directors of Legal Departments, as a coordination mechanism of the governmental legal service, is chaired by the Director of the Legal Office in the OPM and consists of the directors of the legal departments of the ministries.
2. The council from paragraph 1 of this article serves as a mechanism for:
 - 2.1 Coordinating and ensuring the successful implementation of the Program of Draft Laws, the plans of the by-laws of the ministries and the Program of ex-post evaluation of legal acts;
 - 2.2 Review and evaluation of aspects related to important legal reforms including legal harmonization and the *EU Acquis*;
 - 2.3 Coordinating the process of preparation of general legal acts and ensuring the implementation of techniques and standards for the drafting of legislation;
 - 2.4. Providing the necessary legal opinions, advice and clarifications about the aspects related to the uniform implementation of the legislation.
3. The council meets at least once a month.
4. The Director of the Legal Office and the directors of the legal departments may propose various legal issues for discussion by the Council.
5. The Director of the Legal Office may, as necessary, invite other civil servants to attend Council meetings.
6. The directors of the legal departments of the ministries are obliged to participate in the meetings

of the Council.

7. The Legal Office in the OPM serves as the secretariat of the Council.

Subchapter II **Temporary structures**

Article 62 **Government bodies**

1. The Government may establish Ministerial Committees, Expert Committees and Inter-institutional Groups.
2. The Ministerial Committees consist of Ministers. With the agreement of the Chairman, the Deputy Minister can replace the Minister with the right to vote. With the approval of the Chairman, other officials or external experts may participate in the meetings of the Committee, but without the right to vote. The Ministerial Committees decide on the examination of issues and the preparation of proposals for decision-making by the Government.
3. Expert Committees consist of civil servants, public functionaries and/or political advisors, external political advisors or external experts. Expert committees manage the implementation of Government decisions or examine certain issues and advise the Government on possible solutions.
4. Inter-institutional groups can be created to provide specialized advice to the Government or the preparation of draft laws or strategic documents which constitute important inter-institutional reform. Inter-institutional groups consist of civil servants of the state administration, cabinet members. If necessary, representatives of independent institutions, external experts and representatives from civil society can also be invited to the meetings of the inter-institutional group.
5. In the decision to establish the government body, the Government determines the composition, mandate, work rules, as well as the relevant unit in the Office of the Prime Minister or in the designated ministry, which serves as its administrative secretariat.
6. The Government establishes the unit for expertise, as a permanent body composed of experts who support the Government in the performance of its duties. This body is directly supervised by the Prime Minister, and it is established and operates on the basis of the Law on the Budget as well as other legislation in force.
7. The unit for expertise consists of experts, non-permanent members who are selected as needed.
8. The selection of experts within the Expertise Unit is coordinated by the Prime Minister's cabinet.

CHAPTER IX GOVERNMENT DECISION-MAKING PROCEDURES

Article 63 Government meeting with physical presence

1. The Government in its meetings examines, debates and decides on the proposals, which have been prepared in accordance with this Regulation.
2. The Government Meeting is convened and chaired by the Prime Minister, or in his absence, by the First Deputy Prime Minister, another Deputy Prime Minister or the minister authorized in writing by the Prime Minister.
3. Ministers are obliged to participate in Government meetings and Ministerial Commissions.

Article 64 The government's electronic meeting

In special situations or cases when it is not possible to hold the meeting with the physical presence of the members of the Government, at the request of the Prime Minister or in his absence, by the First Deputy Prime Minister, another Deputy Prime Minister or the Minister authorized in writing by the Prime Minister, if proper electronic infrastructure exists, the Government can hold electronic meetings. In such cases, the Government examines and decides on certain issues through electronic communication platforms.

Article 65 Electronic-corresponding meeting

1. In special situations or cases when it is not possible to hold the meeting with the physical presence of the members of the Government according to Article 63 or electronically according to Article 64 of this Regulation, the Government can decide on any matter in an electronic-correspondence meeting.
2. The responsible office for organizing the Government Meeting, with the authorization of the Secretary General of the OPM, after the approval of the agenda by the Prime Minister, sends the Proposals for voting in electronic-correspondence meetings to all members of the Government.
3. The deadline within which the members of the Government vote on the Proposal cannot be less than four (4) hours from the receipt of the proposal.
4. The Proposal at the electronic-correspondence meeting of the Government shall be approved if the members of the Government have voted for it according to Article 78 of this Regulation.
5. If the proposal is not approved at the electronic-correspondence meeting, the proposer may request that the Government debate the proposal at its next meeting.

Article 66

Extraordinary meetings

1. Extraordinary meetings of the Government are organized to review and decide on issues of an urgent nature.
2. The meeting from paragraph 1 of this article shall be convened by the Prime Minister, or in his absence, by the First Deputy Prime Minister, or another Deputy Prime Minister or Minister authorized in writing by the Prime Minister, within the same day, or at any other time appointed by the Prime Minister.
3. Extraordinary meetings can be held with the physical presence of members of the Government, or when it is not possible, in electronic-correspondence form.
4. The office responsible for organizing the Government Meeting with the authorization of the General Secretary of the OPM, after the approval of the agenda by the Prime Minister, sends the proposals for voting in the extraordinary meeting to all members of the Government.
5. The proposal in an extraordinary meeting of the Government shall be approved if the members of the Government have voted for it according to Article 78 of this regulation.
6. In the case when the extraordinary meeting is held in electronic-correspondence form, the deadline within which the members of the Government vote on the proposal cannot be less than four (4) hours from the acceptance of the proposal.
7. The proposal in the electronic-correspondence Meeting of the Government is approved if the members of the Government have voted for it according to Article 78 of this Regulation.
8. If the proposal is not approved at the extraordinary meeting, the proposer may request that the Government debate the proposal at its next meeting.

Article 67

Approval of the agenda

1. The unit responsible for organizing the Government meeting maintains a list of the items to be processed at the Government meeting. This list is regularly sent to all ministries.
2. The proposed agenda for the meeting is set by the Prime Minister.

Article 68

Invitations to a Government Meeting

1. In the invitation to participate in the meeting, the General Secretary of the OPM informs the members of the Government about the date, place, time of the meeting, the proposed agenda and

the materials.

2. The invitation to participate in the meeting, together with the relevant materials, is sent to the members of the Government, no later than three (3) days before the day when the Government meeting is held.

3. When the government has to debate or decide on any matter which cannot be postponed, the Prime Minister may convene a meeting of the Government even within a period shorter than the deadline set out in Paragraph 2 of this article.

4. The invitation to participate in the meeting, together with the relevant materials, is also sent to the Cabinet of the Prime Minister, the Spokesman of the Prime Minister, the Director of the unit responsible for coordination, the Director of the unit responsible for legal issues, the Head of the unit responsible for communication with the public, the Director of the unit responsible for strategic planning and the Director of the unit responsible for good governance in the Prime Minister's Office. In the absence of Directors, senior officials in these units appointed by their directors attend in Government meetings.

Article 69

Participation of ministers and deputy ministers in Government meetings

1. The members of the Government are obliged to participate in the meetings of the Government and in the Ministerial Commissions which are formed by the Government.

2. When the deputy minister participates in a Government meeting, in case the minister's position remains vacant, in accordance with Article 12 paragraph 4 of the Law on the Government, he creates the quorum and has the right to speak and the right to vote.

3. Exceptionally from paragraph 2 of this Article, when the deputy minister participates in Government Meetings, in accordance with Article 12, paragraph 5, subparagraph 5.1, of the Law on Government, he has the right to speak, but does not create a quorum and does not have the right to vote.

Article 70

Participation of officials and experts in Government meetings

1. After the proposal of the minister and with the approval of the General Secretary of the OPM after consultation with the Prime Minister, the director or the relevant official of the Ministry responsible for the preparation of the material, the representatives of other bodies and institutions, scientific workers, external experts and representatives from civil society, may participate in Government Meetings, together with the Minister or deputy minister, but only in those matters in which their participation is necessary.

2. Ministers who plan to invite other persons to the Government Meeting must inform the Secretary General of the OPM at least one day before the meeting.

3. The General Secretary of the OPM appoints the officials of the Prime Minister's Office, who perform certain tasks related to the work of the Government, to participate in Government meetings.

Article 71

Quorum for Government meetings

1. The Government has a quorum if the majority of members of the Government are present at the meeting.
2. If the Government has an even number of members, it is considered to have a quorum if half of the members of the Government are present, provided that the Prime Minister is also present.
3. Any member of the government may request to be ascertained whether there is a quorum for the meeting of the Government.

Article 72

The beginning of the Government Meeting

1. The meeting of the Government begins with the determination of the agenda.
2. The basis of the debate on the agenda of the Government meeting is the proposed agenda.
3. The members of the Government have the right to make comments in the meeting, either in writing or orally, on the minutes and the transcript. The Government makes a decision regarding the comments on the minutes and the transcript.
4. The Prime Minister gives the floor for discussion to the members in the order of their presentation and may set limits for discussion.
5. If there is no representative of the proposer of any matter proposed for the agenda, that issue is postponed, unless the Government decides to debate the material.
6. In cases where the government discusses issues which according to the relevant law on classification of information are classified, the Government Meeting is closed to the public and the proposal and decision of the government or certain parts of them are classified.

Article 73

Withdrawal of the proposal from the agenda

The proposer may withdraw the proposal from the agenda until before the beginning of consideration and voting by members of the Government.

Article 74

Review of the material

1. At the beginning of the review of any issue the proposer gives a brief explanation of the material.
2. Draft laws and bylaws, as well as other materials, are first debated in principle, and later are debated special provisions or parts of it, if necessary including the review of reports or proposals of ministerial commissions submitted with materials.
3. The member of the Government can propose amendments or additions to the materials, only if for reasonable grounds he was unable to do so at the meeting of the Ministerial Commission. The member of the Government formulates in writing his/her recommendations for amendments or additions to the materials. If this recommendation relates to draft law, it is returned to the relevant Ministry for review.
4. The proposer of the material has the right to make a statement about the recommendations, amendments or additions to the material.

Article 75

Resolution of conflicting issues

1. After the proposal by the proposing body, government body or the General Secretary of the OPM, the Prime Minister, before reviewing the material at the meeting, may summon the responsible ministers or those interested for discussion, in order to resolve conflicting issues.
2. The Prime Minister in consultation with the General Secretary in the OPM or the head of the relevant government body may postpone the examination of a case to allow the holding of consultations and discussions according to article 36 or article 37 of this regulation.

Article 76

Further coordination

The Prime Minister may interrupt the meeting temporarily if further coordination is required, or if it is necessary to receive new opinions or data, which are required for making the decision.

Article 77

Government decision making

1. In exercising its executive power defined in the Constitution, the Government exercises the responsibilities provided for in the Constitution, in the Law on Government and other relevant legislation.
2. The government also debates on other issues that it considers important within its competences for the unity of its political and administrative direction and may issue instructions and statements on these issues.

Article 78

Making decisions

1. The Government approves decisions prepared in accordance with this Regulation.
2. Decisions at Government meetings are made by the majority of votes of the members present at the meeting.
3. If the Government has an even number of members, the decision is approved if at least half of the members of the Government voted for it and if the Prime Minister also voted for it.
4. Voting at the Government meeting is open.
5. The result of the vote is certified by the Prime Minister.
6. After the review is completed, the Government:
 - 6.1. makes a decision on the material and, if necessary, instructs the relevant units in the OPM to make additions in accordance with the positions and decisions adopted at the meeting;
 - 6.2. approves draft laws that are proposed to the Assembly, by-laws and other measures within its powers;
 - 6.3. postpones the approval of the decision if it decides that additions to the decision should be made and reconsidered;
 - 6.4. appoints a special working group or relevant unit to complete the material taking into account the position taken during the review, sets a deadline for completing the material and decides whether the Government will discuss the material again after completion;
 - 6.5. rejects the material.

Article 79

Minutes and transcript

1. Minutes and transcripts are kept at Government meetings.
2. The minutes and transcript of the Government meeting are open documents. Except, the minutes and the transcript are closed documents, when there are points in them for which the government has decided to close them due to the exposure of information that is classified based on the relevant law on the classification of information.
3. The preservation and maintenance of minutes is done by the Coordinating Secretariat of the Government, under the supervision of the General Secretary of the OPM.

4. All minutes of the year are placed in the cover and kept.
5. The transcript contains an accurate word-for-word record of the work done at the Government meeting, in the form of shorthand recording or electronic recording.
6. In the minutes of the meetings of the Government, the decisions of the Government, the necessary actions for the implementation of these decisions, the institutions responsible for the implementation of the decision and the relevant time limits are clearly noted. The General Secretary of the OPM, as necessary, issues guidelines regarding the form and content of minutes.
7. The draft minutes and the transcript of the Government meeting after the end of the meeting, from the responsible unit in the OPM, within 5 (five) working days, is sent to the members of the Government, the General Secretary of the OPM and all the General Secretaries of the ministries as and the cabinet of the Prime Minister, the Spokesman of the Prime Minister, the Directors of: the unit responsible for governmental coordination, the unit responsible for legal issues, the unit responsible for communication with the public and the unit responsible for strategic planning.
8. The General Secretary in the OPM must be notified regarding any issue related to the accuracy of the minutes, within 2 working days of its receipt.

Article 80

Mandatory instructions from the Prime Minister for the performance of duties

The Prime Minister may issue binding instructions for the performance of duties arising from Government policies for all ministers, or individual ministers in Government meetings. In the meeting of the responsible ministers, or in direct discussions with the responsible ministers, the Prime Minister can issue binding instructions in writing.

Article 81

Reports to the Prime Minister

1. The Prime Minister asks each of the ministers to report in writing on his work and to the ministry he heads, to provide him with information and reports from his field of work as well as other information important for the smooth running of the work of the Government.
2. The Prime Minister can summon any of the ministers to report verbally on the work from the field of relevant administrative responsibility.
3. The Minister may request that the Prime Minister discuss with him issues from the Ministry's field of work, which are important for the work of the Government or for the work of the Minister.
4. Ministers inform the Prime Minister and the Government in advance about visits abroad and report in writing no later than five (5) days after their completion, as well as notify the Prime Minister and the Government in advance of any initiative of the ministries for international or

internal agreements, organizations of important and similar events and report in writing, not later than five (5) days after their end.

Article 82

Suspension, repeal or annulment of the decision or by-law of the Government

1. If the Prime Minister assesses that the decision taken by the Government may have harmful consequences, he may suspend it and ask the Government to change, repeal or cancel such decision at the next meeting.
2. If the Prime Minister assesses that the sub-legal act issued by the Government is illegal or is not authorized by the legislation in force, he may suspend it and request that the Government, at the next meeting, amend, repeal or cancel the by-law act.

Article 83

Suspension, repeal or annulment of the decision or sub-legal act of the deputy prime minister or minister

1. When the Prime Minister considers that the decision taken by the Deputy Prime Minister or the Minister may have harmful consequences, he requests that the Deputy Prime Minister or the Minister change, repeal or cancel the decision within ten (10) working days. The implementation of this decision is suspended by the Prime Minister until the Deputy Prime Minister or the Minister decides on the said decision.
2. When the Prime Minister considers that the general legal act issued by the minister is not authorized by the legislation in force, he requests the minister to amend, repeal or cancel the sub-legal act within ten (10) working days. The implementation of this sub-legal act is suspended by the Prime Minister until the minister decides on the sub-legal act in question.
3. When the Deputy Prime Minister or the Minister does not act in accordance with paragraph 1 and 2 of this Article, the Prime Minister requests that the Government take a decision on the matter in question.

Article 84

Derogation from procedures

1. In exceptional cases when an urgent public need appears, such as an emergency or the avoidance of danger to the public, a proposing body may request that a matter be dealt with urgently, without applying the rules specified in this regulation for prior consultation and public consultation. In such cases, if it is practical, the Minister or the most senior leader of the proposing body should submit to the Prime Minister a written request clarifying the nature of the emergency.
2. The request is reviewed and decided by the Prime Minister.

3. The proposals must have the relevant reasoning and must not contradict the Constitution and the legislation in force.

CHAPTER X PUBLICITY OF GOVERNMENT'S WORK

Subchapter I General Principles

Article 85 Publicity of the Government's meetings

1. The Government shall inform the public and media about its work and decisions.
2. The principles of governmental communication with the public are:
 - 2.1 Open communication with the public;
 - 2.2 Objective and impartial communication;
 - 2.2 clear, responsive and timely communication;
 - 2.4 comprehensive communication;
 - 2.5 active communication; and
 - 2.6 coherent communication.
3. To effectively communicate Government policies and activities to citizens, various communication methods shall be used, including the media, official websites, advertising, local presentations, literature and other methods appropriate for reaching ethnic communities.
4. The meetings of the Government shall be public unless the Government decides to hold all or part of a meeting behind closed doors. Public sessions of the Government shall be open to journalists and other representatives of public opinion.
5. The government shall ensure the live broadcasting of public meetings in the official languages.
6. In accordance with the relevant law on the classification of information, it may be determined that certain data or materials and certain decisions be classified.

Article 86

Ensuring public information

1. The Prime Minister and Deputy Prime Ministers shall be responsible for ensuring that the public is informed about the work and decisions of the Government. The Spokesperson of the Government and the respective unit for public communication in OPM shall assist them in exercising these responsibilities.
2. Each Minister shall be responsible for ensuring that the public is informed about the work and decisions of the Ministry. The respective units for public communication in the ministry shall support the Minister in exercising these responsibilities in cooperation with the Advisors of the Minister.

Article 87

Publicity of public acts

Public acts and any products of government activity, implemented with public or donor funds, may be used for publicity and government advertisements.

Article 88

Interviews and speeches

The content, time of media statements, speeches, and press releases on matters that are deemed as priorities for the Government and not specific to a field of a certain Ministry shall be coordinated with the Spokesperson of the Government.

Article 89

Official Web Page

1. The web pages of the OPM and the ministerial system are means of communication used by the Government to proactively publish the documents produced, received, kept or controlled, in electronic form, through publication on the official web pages of public institutions, regardless of the person's request for access.
2. The web pages shall contain, at least, information about the mission and functions of the Ministry, including those of subordinate units, the organisational chart and its official contacts, the basic legislation for organisation and operation, daily data on the public activity of the institution, legal acts, strategies and other approved documents and those that are open for public consultation, and the detailed list of services that the institution offers to the public.
3. Each Ministry shall have an official e-mail address, especially for communication with the public, and shall assign one (1) person to regularly check the data received. The same person may be responsible for refreshing, ensuring access to and reliability of information on the websites of the ministries.

4. The Government of Kosovo, as necessary, shall determine, by decision, the additional content for the websites of public institutions.

Article 90

Social Networks

1. The government institutions of both central and local level shall use social networks for communication with the public in accordance with the Manual for the Government Public Communication Service.
2. The Prime Minister, Deputy Prime Ministers and Ministers may have their own personal accounts on social networks, which shall be managed personally by them or by political cabinets.
3. The Office of the Prime Minister and Ministries shall have official accounts on social networks, managed by the relevant units for public communication.
4. The official accounts of the institution on social networks shall be used to communicate with the public during the process of drafting and implementing policies and legislation, in particular, the government program, public meetings, online consultations and to foster dialogue between institutions and the public.

Article 91

Publication of legal acts of the Government in the Official Gazette

1. The sub-legal acts of the Government, the Prime Minister and the Ministers are published in the Official Gazette of the Republic of Kosovo by the Office for Publication of the Official Gazette in compliance with the relevant Law on the Official Gazette and other legal acts in force.
2. The regulations and administrative instructions shall enter into force after their publication in the Official Gazette, unless otherwise stipulated by the act itself.
3. The decisions and orders shall enter into force on the day of their publication in the Official Gazette, unless otherwise stipulated by the act itself.
4. The resolutions issued by the Government shall be published in the Official Gazette.
5. The Office for Publication of the Official Gazette shall hold the register of sub-legal acts issued by the Government, the Prime Minister and the ministers.

Article 92

Consolidation of legal acts

1. Consolidation of the legal act shall be carried out by the proposing body of the respective legal

act after the legal act has entered into force.

2. The proposing body shall consolidate the legal act through the relevant unit for legal matters within the institution and the consolidated text shall be sent for publication to the relevant unit for the publication of the Official Gazette.

3. With the proposal of the relevant unit for the Publication of the Official Gazette and the relevant unit for legal matters in the OPM, the Government shall approve the manual for the consolidation of legal acts.

Article 93

Correction of legal acts issued by the Government and ministers

1. The government and the ministers, according to their official duties, shall correct the legal acts adopted by them, in cases where errors or linguistic inconsistencies as well as other technical errors have been identified after publication in the Official Gazette.

2. The correction of the technical error shall be done through the follow-up decision for correction issued by the General Secretary.

3. In cases where in the legal acts adopted by other institutions and published in the Official Gazette, language errors or inconsistencies as well as other technical errors have been identified, the unit responsible for the publication in the official gazette within the OPM shall notify the approving institution regarding the errors and shall request the submission of the corrected version for re-publication in the Official Gazette.

Article 94

Publication on the website of the OPM

1. The acts provided for in Article 91 of this regulation, after publication in the Official Gazette, shall also be published on the official website of the Office of the Prime Minister.

2. Draft laws, concept documents, *ex-post* evaluation reports, strategic documents, Government opinions on legislative initiatives of the Assembly and other documents approved by the Government shall be published on the official website of the Office of the Prime Minister.

Subchapter II

Structures responsible for communication

Article 95

Spokesperson of the Government

1. The Spokesperson of the Government shall be appointed by the Prime Minister and shall serve as the main professional advisor on issues of communication for the Prime Minister, Deputy Prime

Ministers and the Government in general.

2. The duties of the Spokesperson of the Government shall be as follows:

- 2.1. Ensures media coverage of official activities of the Office of the Prime Minister and the Government, domestically and abroad;
- 2.2. Takes part in the preparation of statements and speeches of the Prime Minister and of the Government;
- 2.3. Together with the Head of the Unit responsible for Public Communication within the OPM, shall ensure that ministries provide their contribution for the general presentation of government policies and activities;
- 2.4. Assists in the presentation of ministerial policies and activities professionally and effectively.
- 2.5. Performs other duties assigned by the Prime Minister.

3. The Office for Communication with the Public within the Office of the Prime Minister is to coordinate their work with the Government Spokesperson.

Article 96 **Spokesperson of the Ministry**

1. The Spokesperson of the Ministry shall be appointed by the Minister and shall serve as the main professional advisor on communication issues for the Minister and the Ministry.

2. The duties of the Spokesperson of the ministry shall be as follows:

- 2.1. Ensures media coverage of official activities of the Minister and the ministry, domestically and abroad;
- 2.2. Takes part in the preparation of statements and speeches of the Minister and of the ministry;
- 2.3. Ensures that the ministry provides the necessary support for the general presentation of government policies together with the Head of the respective Unit for Public Communication of the Ministry and the Spokesperson of the Government, when appropriate, and
- 2.4. Performs other duties assigned by the Prime Minister.

3.The spokesperson of the Ministry shall work together with the respective Unit for Public Communication within the Ministry and the spokesperson or responsible officer of the subordinate agency for effective government communication with the public.

4.The Office for Public Communication shall coordinate the work with the spokesperson of the ministry.

Article 97

Respective units for public communication in OPM and ministries

1. The respective units for public communication shall be responsible for:

1.1.communication with the media and media monitoring;

1.2.policy planning, coordination and communication; and

1.3.management of the official electronic account for communication with the public.

2. The respective units for public communication also receive and do the initial sifting of requests for access to public documents as well as for open data.

Article 98

Government Coordination Body for Public Communication

1. The Government Coordination Body shall consist of:

1.1. The head of the respective unit for public communication in the OPM - Chair,

1.2. Heads of the respective units for public communication from all Ministries.

2. The meetings of the Government Coordination Body shall be chaired by the Government Spokesperson, while the spokesperson of the ministries also participates.

3.The Government Coordination Body shall be responsible for the following:

3.1. Coordinating governmental communication activities with the public, based on Government priorities;

3.2. Establishing a network of communication officers, who cooperate and communicate with the public in crisis situations;

3.3. Coordinating the implementation of the Government's annual communication plan;

3.4. Providing recommendations on training of public communication officers;

3.5. Reviewing other issues relevant to the Government, if it considers that they are necessary

for a smooth running of public communication.

4. Professional and administrative works for the Government Coordination Body shall be carried out by the Public Communication Office within the Office of the Prime Minister.
5. The Government Coordination Body shall meet at least once per month.

Subchapter III Media Access to the Government Institutions

Article 99 Accreditation of Media Representatives

1. The respective unit for public communication in the OPM shall accredit media representatives.
2. Types of accreditation are:
 - 2.1. regular – which means two-year accreditation;
 - 2.2. event specific – which means accreditation for special events.

Article 100 Regular Accreditation

1. The request for accreditation shall be made by the editor-in-chief or media editor, while for independent journalists by themselves.
2. Accreditation of media representatives by the relevant Unit for communication with the public in the OPM shall apply to all ministries and executive agencies.

Article 101 Event Accreditation

1. Accreditation of media representatives for certain events is granted directly by the respective unit for public communication within governmental institutions, under whose auspices the event is organized.
2. For event accreditation, the editor-in-chief or media editor shall confirm at the respective unit for public communication of the respective institution only the name, surname and contact of the media representative who will cover the event.
3. Event-specific accreditation shall be valid for that event only.

Article 102
Accreditation of International Media

Accreditation of international media shall be done by the respective Ministry of Foreign Affairs.

Article 103
Rights and Responsibilities of Accredited Media Representatives

1. The government institutions of both central and local levels shall create appropriate space and conditions for accredited media to cover their activities.
2. The accredited media representatives may be equipped with video recordings of government meetings upon the request submitted to the respective unit in the OPM.
3. The Public Communication Service of the Government shall regularly notify the accredited media representatives for activities open to the public.
4. If there is no formal activity development in the Government, the accredited media representatives may use the premises dedicated to them at the government building during administrative working hours.
5. The accredited media representatives may be present outside of regular working hours and at weekends only upon prior consent from the respective unit for public communication in the OPM.
6. Media shall obtain prior consent from the respective unit for public communication in the OPM for access to administrative offices of government institutions.
7. Media representatives may record or photograph outside the designated reporting areas only upon prior consent from the respective unit in OPM.
8. Editorial offices of accredited media shall notify in writing the respective unit in the OPM of any changes in the status of its representatives.
9. Accredited media representatives shall hand over the accreditation card if they change the editorial office or terminate the employment relationship.
10. In case of non-compliance with the provisions of this Regulation, the respective unit in OPM may temporarily suspend or, in cases of serious violations, withdraw the accreditation of the media representative.

Article 104
Manual for the Government Public Communication Service

Upon proposal of the respective unit for public communication and the respective unit for legal matters within the OPM, the Government shall approve the Manual for the Government Public

Communication Service.

CHAPTER XI GOVERNMENT'S RELATIONS WITH OTHER BODIES

Article 105 Submission of material to the Assembly

1. The Secretary-General in the OPM shall send the material approved by the Government to the Assembly.
2. The Government shall inform the Assembly or its working committees as to which political advisers, leading officials, or other officials of the ministry and the Office of the Prime Minister shall participate in their work in order to provide professional clarifications and information.
3. The respective unit in the OPM shall ensure that all material sent to the Assembly is prepared in accordance with this Regulation and the Rules of Procedure of the Assembly.

Article 106 Submission of Assembly's decisions

The Secretary-General in the OPM shall send the decisions of the Assembly, instructing the Government to carry out specific tasks or prepare material, to the responsible ministries and set a deadline for the preparation of the material.

Article 107 Writing of the draft laws requested by the Assembly

When requested by the Assembly, the relevant ministry, in accordance with its area of administrative responsibility, shall be obliged to prepare the draft law on behalf of the Government, which is processed in the Assembly in accordance with the conditions and procedures determined by this regulation and the legislation in force, based on the deadline set by the Assembly.

Article 108 Provision of Government opinions on draft laws not drafted by the Government

1. The respective Ministry, in accordance with its area of administrative responsibility, is obliged to draw up comments on draft laws that have been proposed by the President, the Assembly or ten thousand (10,000) citizens and for which the opinion of the Government is sought.
2. The Secretary General of the OPM, shall appoint the relevant ministry and other ministries whose scope is related to the draft law, proposed by paragraph 1 of this Article, to prepare their opinions.

3. The consolidated Draft-Opinion of the Government is prepared by the unit responsible for legal matters in the OPM, which, through the General Secretary, shall be forwarded to the Government Assembly for review and approval.

Article 109

Cooperation of the Government with the President of the Republic of Kosovo

The Prime Minister shall, on behalf of the Government, cooperate with the President of Kosovo on matters within his competence.

Article 110

Cooperation of the Government with the Consultative Council for Communities and Ombudsperson

1. The Government shall closely cooperate with the Consultative Council for Communities in accordance with Article 60 of the Constitution and other applicable legislation.
2. The Government shall closely cooperate with the Ombudsperson in accordance with Articles 132 and 135 of the Constitution and other applicable legislation.

Article 111

Cooperation of the Government with the partners

The Government shall cooperate with local and international partners. As needed, the Government shall invite their representatives to participate in the working bodies of the Government and shall organize other forms of cooperation.

Article 112

Cooperation of the Government with the civil society

1. The Government shall cooperate with associations, professional associations, NGOs, communities and other entities through the Office of the Prime Minister or through the relevant ministries. All forms of cooperation of the Government with these entities shall be made public.
2. The Government, when necessary, shall invite their representatives to participate in the working bodies of the Government and shall organize other forms of cooperation.
3. The Government shall ensure that the cooperation according to this Article does not interfere with the independence of action of external entities.
4. The Office of the Prime Minister, through the relevant unit for governance, shall coordinates

the process of cooperation between the Government and civil society.

Article 113

Responses to questions, initiatives and proposals addressed to the Government

1. The Government shall respond to all questions, initiatives and proposals addressed to it through the ministries and the Office of the Prime Minister.
2. The Office of the Prime Minister shall respond to petitions and complaints addressed to the Prime Minister and Deputy Prime Minister, in cooperation with the responsible ministries.
3. Responses under Paragraphs 1 and 2 of this Article shall be provided within thirty (30) days of their receipt.

CHAPTER XII

TRANSITIONAL AND FINAL PROVISIONS

Article 114

Transitional provision for approximation of legislation with EU *Acquis*

1. Until the entry into force of paragraphs 3, 4 and 5 of article 19, the approximation of the legislation of the Republic of Kosovo with the EU *acquis* is done according to the rules of this article.
2. In the case when draft general legal acts are proposed for the implementation of the National Program for European Integration or any other equivalent strategic planning document for integration in the European Union, they shall be accompanied by the Table of Concordance, which shall enable the working group and the unit responsible for the approximation of the draft law or draft sub-legal act with the EU *Acquis* within the relevant ministries and in the OPM to identify the degree of concordance between Kosovo's legislation and the EU *Acquis*. The Table of Concordance shall be completed before the start of the drafting process. During the drafting of the draft legal act, the working group shall address the shortcomings according to the findings in the Table of Concordance.
3. The preparation of the table of concordance before the drafting process of the draft general legal act shall be done even when the draft legal act is not planned under the National Program for European Integration or by any other equivalent strategic planning document for integration in the European Union.
4. The proposing body shall prepare the Statement of Concordance and in case the scope of the general legal act is regulated by the EU *Acquis* it also prepares the Table of Concordance which shows the transposition of the EU *Acquis* to the general legal act.

Article 115
Procedural competencies of the relevant units in the OPM

The competence of the relevant units in the OPM for the exercise of the procedural actions foreseen by this regulation, shall be defined in the relevant Regulation on internal organization and systematization of work positions in the OPM.

Article 116
Implementation

1. The respective unit for organizing the government meetings and the support of government bodies in the OPM shall provide administrative and analytical support for the meetings of the Government and Government Committees and shall coordinate the work of ministries related to the preparation and planning of the work of the Government and the implementation of its decisions.
2. The Secretary General of the OPM shall be responsible for the implementation of the provisions of this Regulation.

Article 117
Repeal

1. Upon the entry into force of this Regulation, the following are repealed:
 - 1.1. Regulation No. 09/2011 of Rules and Procedure of the Government;
 - 1.2. Regulation No. 13/2013 on Government Legal Service;
 - 1.3. Regulation (GRK) No. 05/2016 on Minimum Standards for Public Consultation Process;
 - 1.4. Administrative Instruction (GRK) No. 07/2018 on Planning and Drafting Strategic Documents and Action Plans;
 - 1.5. Regulation (GRK) No. 27/2018 on the Government Public Communication Service.

Article 118
Adoption of Manuals

1. The manuals for implementation of this Regulation shall be issued within six (6) months after the entry into force of this regulation.
2. Until the manuals are issued, the current manual shall continue to be applied, provided that

they are not in contradiction with this Regulation.

Article 119
Entry into force

This Regulation shall enter into force seven (7) days after its publication in the Official Gazette of the Republic of Kosovo, with the exception of paragraphs 3, 4 and 5 of Article 19, which shall enter into force upon the approval of the National Program for European Integration of 2027.

Albin KURTI

Prime Minister of the Republic of Kosovo

18 June 2024