



**REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT**  
**REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT**  
**REPUBLIKA KOSOVO - URED PREDSEDNIKA**

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**ADMINISTRATIVE INSTRUCTION (SOP) NO. 03/2017**  
**ON THE LEGAL SERVICES OF THE PRESIDENCY**

Prishtina, 01.08.2017



**REPUBLIKA E KOSOVËS – ZYRA E PRESIDENTIT**  
**REPUBLIC OF KOSOVO – OFFICE OF THE PRESIDENT**  
**REPUBLIKA KOSOVO – URED PREDSEDNIKA**

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The Secretary of the Office of the President,

Pursuant to Article 17 (2.7) of the Law No. 03/L-094 on the President of the Republic of Kosovo (Official Gazette, No. 47, January 25, 2009), based on Article 18 of the Regulation (P) no. 02/2016, on the Organizational Structure of the Presidency (08.09.2016), issues the following:

**ADMINISTRATIVE INSTRUCTION (SOP) NO. 03/2017**  
**ON THE LEGAL SERVICES OF THE PRESIDENCY**

**CHAPTER I- GENERAL PROVISIONS**

**Article 1**  
**Purpose**

1. The purpose of this Administrative Instruction is to determine the procedures on legal services in the Presidency regarding, but not limited to, the following:

- 1.1. Initiative and procedure for drafting and adopting draft-normative acts;
- 1.2. Promulgation of the approved law, return adopted law for review and not render a decision on promulgation or return for review;
- 1.3. Proposing amendments to the Constitution;
- 1.4. Referring constitutional issues to the Constitutional Court;
- 1.5. Procedure for appointment, reappointment and dismissal by the President with regard to positions defined under the constitutions and laws, and
- 1.6. Providing legal opinions from the scope of the Presidency.

**Article 2**  
**Scope**

This Administrative Instruction is implemented by the Department on Legal Issues and International Relations and other units of the Presidency.

**Article 3**  
**Definitions**

1. The expressions used in this administrative instruction have the following meaning:

- 1.1. **Legal normative act** – Laws, sub-legal acts, decrees, decisions and other legal acts;
- 1.2. **Department** – The Department of Legal Affairs and International Relations in the Presidency;
- 1.3. **Cabinet** – is a unit of the Presidency which consists of the President’s advisors and other supporting staff;
- 1.4. **Constitution** – The Constitution of the Republic of Kosovo;
- 1.5. **Assembly** – The Assembly of the Republic of Kosovo;
- 1.6. **Presidency** – headquarters for the official activities of the President, which includes the Cabinet of the President, the Office of the President and the other related institutions/units;
- 1.7. **President** – The President of the Republic of Kosovo;
- 1.8. **Government** – The Government of the Republic of Kosovo;
- 1.9. **Secretary** – The Secretary of the Office of the President;
- 1.10. **Standards for drafting normative acts** – standards for drafting of normative acts by the institutions of the Republic of Kosovo, defined under the Administrative Instruction no. 03/2013 on the standards for drafting normative acts of the Government of the Republic of Kosovo, issued in accordance with Article 4, paragraph 3, and Article 22 of Law No. 04/L-025 on legislative initiatives (OG, No. 23, 26.10.2011), taking into consideration relevant specifics of the Presidency, as determined under this Administrative Instruction.
- 1.11. **Official** – means the employees of the Presidency;
- 1.12. **Department official** – means the employee of the Department.

## **CHAPTER II - INITIATIVE AND PROCEDURE FOR DRAFTING AND ADOPTING THE DRAFT-NORMATIVE ACT**

### **Article 4**

#### **Legislative initiative by the President**

In accordance with Article 79 of the Constitution, the President may take the Initiative of proposing laws under his/her scope of authority, as stipulated under Law No. 04/L-025 on Legislative Initiatives (OG, No. 23/ October 26, 2011).

### **Article 5**

#### **Proposal for the drafting of the draft-normative act in the Presidency**

1. The Chief of Staff, the Deputy Chief of Staff, the Secretary, the Directors of the Departments of the Presidency and the Secretary of the Consultative Council for Communities, have the right to propose the commencement of the procedure for drafting the draft-normative act.
2. The proposal for commencing the drafting procedure of the draft normative act, along with respective reasoning, shall be initially sent to the Department.
3. The Department reviews the received proposal for the drafting of the draft-normative

act and send the proposal that fulfils the conditions for approval to the President or the Secretary.

4. The procedure for the drafting of the draft-law commences following the approval of the proposal by the President.
5. Unless the President decides otherwise, the procedure for the drafting of the draft normative act shall commence following the approval of the proposal by the Secretary.
6. All legislative initiatives shall adhere to standards for drafting normative acts.

## **Article 6**

### **Responsible official**

1. The Secretary, unless the President decides otherwise, pursuant to the proposal of the Director of the Department, shall appoint the official responsible for the preparation of the initial version of the draft-normative act.
2. The responsible official heads the process of the drafting of the draft normative act and ensures that procedures and standards for drafting the applicable legislation are applied.
3. During the process of drafting the draft-normative act, the responsible official shall cooperate with all units of the Presidency, which are obliged to provide assistance as requested by him.
4. The Department shall, during the legislative process, serve as the advisory body of the responsible official.

## **Article 7**

### **Responsible team**

1. In the initial drafting process, as needed and subject to the proposal by the responsible official, the team for drafting the draft normative act shall be appointed.
2. According to the recommendation of the Director of the Department, the Secretary shall appoint the team responsible for drafting normative acts, unless the President decides otherwise.
3. The responsible official is the leader of the team, which may include at least one of the following: An official from the Department, an official for Budget and Finances, as well as an official and expert in other relevant fields and institutions.

## **Article 8**

### **Consultation process**

During the development of the consultation process, the best methods and ways to achieve the appropriate consultation effect and have all stakeholder involved in the process of drafting the legislation shall be used.

**Article 9**  
**Finalization**

1. Following the finalization of the drafting of the draft normative act, the responsible official shall send the draft-normative act to the Director of the Department.
2. The Director of the Department, in cooperation with the President's Cabinet, can make amendments and supplementations to the draft normative act.
3. Should the draft normative act fail to meet the standards for the drafting of the normative acts, the Director of the Department may request its readjustment or engage department officials who, in cooperation with the responsible officer, will harmonize the draft normative act with constitutional and legal provisions aiming to adjust the quality and ensure compliance with the standards for drafting normative acts.
4. The Director of the Department, after ascertaining that the standards for drafting of normative acts have been met, shall submit the draft normative act for review and approval to the President or the Secretary.

**Article 10**  
**Approval of draft-law proceeding**

1. The President approves the further proceeding of the draft law, or requests its amendment and supplementation, namely its re-drafting.
2. After the President has approved the further proceeding of the draft law, the responsible official shall prepare the draft law, along with the accompanying documents, which are sent to the President by the Director of the Department.
3. The President shall submit the draft law, along with accompanying documents required by the Rules of Procedure of the Assembly, to the Presidency of the Assembly.

**Article 11**  
**Issuing of sub-legal acts**

1. The responsible official shall, with regard to the sub-legal act issued by the President, prepare the final version, which shall be sent to the Director of the Department in paper and electronically.
2. The Director of the Department shall prepare the final version, which is forwarded to the President for signature.
3. With regard to the sub-legal act issued by the Secretary, the responsible official prepares the final version, which shall be sent to the Director of Department on paper and electronically.
4. The Director of the Department shall prepare the final version, which is sent to the Secretary for signature.

**Article 12**  
**Title of the Draft normative act**

A normative act shall, prior to its signing by the President, be given the abbreviation (P) for acts issued by the President, and the abbreviation (SOP) for acts issued by the Secretary, as well as the ordinal number and the respective year of its approval.

**Article 13**  
**Publication of sub-legal acts**

1. The sub-legal act, after signature, shall be published on the website of the Presidency and/or in the Official Gazette.
2. The Department shall ensure that the sub-legal act sent for publication is the final version, signed by the President or by the Secretary.

**Article 14**  
**Registry of sub-legal acts in power**

1. The Department shall keep the Registry of sub-legal acts in power of the Presidency.
2. The Director of the Department shall appoint the official of the department responsible for keeping and updating the Registry.

**CHAPTER III – PROMULGATION OR RETURN OF THE APPROVED LAW  
BY THE ASSEMBLY AND NON-RENDERING OF A DECISION**

**Article 15**  
**Promulgation or return of the approved law by the Assembly and non-rendering of a  
decision**

1. As defined under Article 80 (2,3 and 5) and Article 84 (5 and 6) of the Constitution, the President shall:
  - 1.1. promulgate the approved laws by the Assembly,
  - 1.2. be entitled to return approved laws for review,
  - 1.3. not issue a decision on promulgation or return of such act.

**Article 16**  
**Receipt of laws**

Laws approved by the Assembly, upon receipt by the Presidency shall, on that very same day, be sent to the Director of the Department and Cabinet of the President.

**Article 17**  
**Review of laws**

1. The Director of the Department shall appoint an official of the Department who will

draft a legal opinion regarding the respective law.

2. The legal opinion may, in addition to the overall review of the law, contain also recommendations for the promulgation of the law by the President, return the later for review to the Assembly under Article 80 (3) and Article 84 (6) of the Constitution, or if deemed that the law contains certain specific elements, it can recommend not to take any decision on the promulgation or the return of the law.
3. The legal opinion shall be submitted to the Director of the Department, not later than five (5) days following the receipt of the law by the Office of the President. This time limit may be shortened by the Director of the Department, when so required due to the urgency of action.
4. The legal opinion by the Official of the Department, through the Director of the Department, shall be sent to the Cabinet.
5. The following shall be attached to the legal opinion:
  - 5.1. Draft-Decree on the Promulgation of the Law (Annex 2);
  - 5.2. Draft-Decision for returning the law to the Assembly, in cases when such action is required (Annex 3);
  - 5.3. Cover letter for notification to the President of the Assembly (Annex 4).
6. All actions related to the promulgation or return of the Law for review to the Assembly shall take place no later than on the seventh (7) day following the receipt of the Law by the Presidency. The eighth (8) day is the deadline for constitutional legal actions regarding the promulgation or return of the law to the Assembly.

## **Article 18**

### **Complaints regarding the Law**

1. Prior to the promulgation of the Law by the President, the Department, during the process of assessing the Law, shall also take into consideration the complaints or concerns submitted by institutions, citizens, civil society organizations and non-governmental organizations regarding the content of the Law which represents a potential violation of legitimate interests of the Republic of Kosovo or one or more communities.
2. The complaints or concerns referred to in paragraph one (1) of this Article should be submitted in writing, evidencing the specific violations and must be filed within the due deadline, taking into account the eight (8) day constitutional time-limit for promulgation and return of the law to the Assembly.
3. For the best possible implementation of paragraph one (1) of this Article, the Director of the Department may conclude memorandums of cooperation with non-governmental institutions and organisations.

## **Article 19**

### **Promulgation of the Law**

1. The President promulgates the Law by means of a Decree.
2. The Decree on the Promulgation of the Law contains, but is not limited to the use of the abbreviation “DL”, the ordinal number, the date and the year of issue.
3. The form of the Decree on the Promulgation of the Law is given as Annex 2 of this

Administrative Instruction.

4. Following the signature of the Decree on the Promulgation of the Law by the President, the same is forwarded to the Assembly for notification purposes and to the Official Gazette for publication.

#### **Article 20**

##### **Return of laws for review**

1. The President by means of a Decision returns the Law for review in the Assembly.
2. The form of the decision to return the Law for review in the Assembly is provided in Annex no. 3 of this Administrative Instruction.

#### **Article 21**

##### **Silence in law promulgation**

If the President, within eight (8) days after the receipt of the law by the President of the Assembly, does not take any decision its return as defined under Article 80 (5) of the Constitution, the law is considered promulgated without the signature of the President and is published in the Official Gazette.

#### **Article 22**

##### **Registry of laws**

1. The Department, maintains a Registry of Decrees on the Promulgation of Laws, Decisions on the return of laws and Laws that enter into force tacitly.
2. The Director of the Department appoints an official of the Department who will be responsible for maintaining and updating the Registry.

### **CHAPTER IV - PROPOSAL OF AMENDMENTS IN THE CONSTITUTION AND REFERRAL OF CONSTITUTIONAL MATTERS TO THE CONSTITUTIONAL COURT**

#### **Article 23**

##### **Proposing amendments to the Constitution**

1. As defined in Article 84 (8) of the Constitution, the President may propose amendments to the Constitution.
2. The President addresses the amendment of the Constitution to the President of the Assembly.
3. The procedures set out in Chapter II of this Administrative Instruction shall also apply to constitutional amendments accordingly.



**Article 24**  
**Referral of Constitutional Matters**

1. As defined in Article 84 (9) of the Constitution, the President may refer Constitutional issues to the Constitutional Court.
2. For the purpose of this Administrative Instruction, the referral to constitutional matters, shall mean any submission that the President may address to the Constitutional Court including matters falling under the regular jurisdiction of the Constitutional Court as defined under Article 113, paragraphs 2 and 3 of the Constitution.
3. Referral of constitutional matters to the Constitutional Court is done in accordance with the provisions determined in the Constitution and Law No. 03/L-121 on the Constitutional Court of the Republic of Kosovo (Official Gazette, No. 46, January 15, 2009).
4. The procedures set forth in Chapter II of this Administrative Instruction shall also apply to the referral of constitutional issues accordingly.

**CHAPTER V - APPOINTMENT, RE-APPOINTMENT AND DISMISSAL**

**Article 25**  
**Receipt of requests**

1. Proposals by relevant institutions for the appointment, reappointment and/or dismissal of officials are received by the Presidency and are forwarded to the Cabinet and the Director of the Department.
2. The signed proposal is submitted by the head of the respective institution, which contains data about the proposed candidate and explanations about the developed procedures.

**Article 26**  
**Review of proposals**

1. The Director of the Department appoints an official of the department to review the respective proposal.
2. Should the respective proposal be incomplete, the Department requests for the proposal to be supplemented.
3. If the proposal is complete, a legal opinion is drafted.
4. The legal opinion shall be sent to the Cabinet by the official of the Department through the Director of the Department.
5. The following are attached to the legal opinion:
  - 5.1 Relevant Draft-Decree, and
  - 5.2 Cover letter to notify the title holder.

**Article 27**  
**Communication**

1. The Presidency shall not be involved in any type of communication with candidates,

individuals or institutions as to protect or provide information in favour or against a candidate.

2. The candidates whose proposals for nomination have been approved, and were assigned by applicable legislation to take the oath, shall do so in front of the President prior to taking office.
3. The Department cooperates with the Protocol Department for organising the respective oath taking ceremony.
4. The text of the oath, attached to Annex XX, shall be adapted as necessary based on the relevant positions, if not defined otherwise by the other legislation.
5. Following a decision by the President, the Presidency informs the public about appointments or reappointments via the official website of the Presidency or other forms.

### **Article 28** **Confidentiality**

1. The official of the Presidency, during the performance of tasks related to processing of data with regard to the appointment process, shall preserve the confidentiality of data.
2. Failure to respect confidentiality shall be a cause for initiating relevant procedures pursuant to legislation in force.

### **Article 29** **Registeries of Decrees for the Appointment, Re-Appointment and Dismissal of relevant positions**

1. The Department maintains Registers of Decrees for appointment, re-appointment and dismissal of relevant positions.
2. The Director of the Department shall appoint the department official/s who will be responsible for maintaining and updating relevant Registry.

## **CHAPTER VI – PROVISION OF LEGISLATIVE OPINIONS FROM THE PRESIDENCY’S SCOPE OF AUTHORITY**

### **Article 30** **Legal opinions**

1. In order to ensure the best implementation of legislation, the Department provides advice, recommendations, instructions and legal opinions (hereinafter: Legal Opinions).
2. The Legal Opinions defined under paragraph 1 (1) of this Article shall be provided by the department’s own initiative or upon request by the Presidency’s units and officials.

### **Article 31** **Reviewing the requests for opinion**

1. Requests for legal opinions from the units and officials of the Presidency shall be forwarded to the Director of the Department.

2. Officials have the right to make requests for legal opinions in the department.
3. If the request for legal opinion is outside the scope of the Presidency, the department requests from the units of other institutions for a relevant legal opinion.
4. The Director of the Department appoints the department's official who will review the relevant request.
5. If the request is unclear, the department official requests the completion or clarification of the request.
6. If the request is clear, a legal opinion is prepared.
7. The legal opinion shall be sent to the person or unit that requested such opinion from the official in the department, through the Director of the Department.
8. Only legal opinions that have been signed by the official and the department director are official opinions.

## **CHAPTER VII - FINAL PROVISIONS**

### **Article 32 Abrogation**

1. Upon the entry into force of this Administrative Instruction, the following sub-legal acts shall be abrogated:
  - 1.1. Regulation No. 005/2016 on the procedure for the promulgation of laws by the President of the Republic of Kosovo (Prot. No. 220, 24.03.2016);
  - 1.2. Regulation on the appointment/re-appointment procedure of proposed candidates for prosecutors (Prot. No. 836, 23.08.2011), and
  - 1.3. Regulation on the appointment/re-appointment procedure of proposed candidates for judges (Prot. No. 794, 03.08.2011).

### **Article 33 Annexes**

1. The annexes attached to this administrative instruction are an integral part of it:
  - 1.1. Annex 1. Form of the Opinion letter on the (Non) Decreeing of the Law;
  - 1.2. Annex 2. Form of Decree on Promulgation of Law;
  - 1.3. Annex 3. Form of the Decision for the Return of the Law for review to the Assembly;
  - 1.4. Annex 4. Form of the cover letter to the President of the Assembly;
  - 1.5. Annex 5. Form of the cover letter of the Decree to the Official Gazette;
  - 1.6. Annex 6: Front page and Title for the Draft Law;
  - 1.7. Annex 7. Front page and Title for the approved Regulation by the President;
  - 1.8. Annex 8: Preamble for sub-legal act;
  - 1.9. Annex 9: Preamble for the sub-legal act of the Secretary of the Office of the President;
  - 1.10. Annex 10: Orientation form of the Oath.

2. The Department shall, in special cases and upon approval by the Director, use the attached annexes and the annexes of the Standards for the drafting of normative acts, by adapting them to the specifics of the Presidency.

#### **Article 34 Implementation**

1. Officials of the Presidency are responsible for implementing this Administrative Instruction.
2. The implementation of this Administrative Instruction is supervised by the Director of the Department.
3. The Director of the Department, as needed and required, may issue an instruction on legal matters to the Office of the Presidency.

#### **Article 35 Entry into force**

This Administrative Instruction shall enter into force on September 1<sup>st</sup>, 2017.

Fehmi Mehmeti,

\_\_\_\_\_  
Acting Secretary of the Office of the President

Prishtina, 01.08.2017

**Annex 1: Form of the Opinion letter on the (Non) Decreeing of the Law**



**REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT**

**REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT**

**REPUBLIKA KOSOVO - URED PREDSEDNIKA**

**DEPARTAMENTI PËR ÇËSHITJE JURIDIKE DHE MARRËDHËNIE NDËRKOMBËTARE**

**ODELJENJE ZA PRAVNA PITANJA I MEËUNARODNE ODNOSE**

**DEPARTMENT OF LEGAL ISSUES AND INTERNATIONAL RELATIONS**

<b>DATE:</b>	date.month.year
<b>REFERENCE:</b>	
<b>PËR/ZA/TO:</b>	Mr./Ms. Name SURNAME – Advisor of the President
<b>CC:</b>	Mr./Ms. Name SURNAME – Secretary of the Office of the President
<b>PËRMES/PREKO/THROUGH:</b>	Mr./Ms. Name SURNAME – Director of the Department for Legal Issues and International Relations
<b>NGA/OD/FROM:</b>	Name SURNAME – The official of the Department who prepares the Legal Opinion
<b>TEMA/SUBJEKAT/SUBJECT:</b>	Opinion on the (Non) Decreeing of the Law no. ... (name of Law)

Honoured Mr./Ms. *Name of the Advisor*,

The Department for Legal Affairs and International Relations (Department), at the Office of the President of the Republic of Kosovo, has reviewed Law No. *XX / L-XXX* of (name of the law is mentioned), approved by the Assembly of the Republic of Kosovo on *day, month, year*, and accepted by the Office of the President on *day, month, year*, (Case Prot.No. *XX*).

**The Opinion of the Department is as follows:**

Article 80 (paragraphs 2, 3, 4 and 5), Article 84 (5 and 6) of the Constitution of the Republic of Kosovo as well as Administrative Instruction (SOP) No. 03/2017 on Legal Services in the Presidency, determine the procedures for acceptance of the Law from the Assembly, the reviewing of the Law, the promulgating of the Law by the President, the return of the law to the Assembly by the President or the promulgating of the law without the President.s signature.

After reviewing the law in the language (*the language in which it is analysed is mentioned*), the Department estimates that Law No. *XX/L-XXX*...:

- does not or foresees any additional competencies for the President of the Republic of Kosovo (to mention cases when additional competencies are foreseen);
- is not/is in accordance with the Constitution of the Republic of Kosovo; (to specify by which provision it is not in accordance with the Constitution);
- is not considered/is considered to be detrimental to the legitimate interests of the Republic of Kosovo or to one or more of its communities (to mention the reasons why it is considered to be detrimental to the legitimate interests of the Republic of Kosovo or to one or more of its communities and by which provision it is not in accordance with the Constitution); and
- does not affect/affects the constitutional functioning of the Institutions of the Republic of Kosovo.

**Recommendation:**

We recommend that this law to be promulgated by decree from the President of the Republic of Kosovo, to be returned for review with a Decision by the President of the Republic of Kosovo or that no decision should be taken by the President.

*Respectfully!*

**Attached:**

**Note:** In cases where the recommendation relates to the promulgation, a Draft Decree for the promulgation of the law is attached. Whereas in cases when the recommendation is for not promulgating the law but to return it for review, then the Draft Decision on return to review of the law to the Assembly is attached.

**Annex 2: Form of Decree on Promulgation of Law**



**REPUBLIKA E KOSOVËS - PRESIDENTI**  
**REPUBLIC OF KOSOVO - THE PRESIDENT**  
**REPUBLIKA KOSOVO - PRESEDNIK**

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**DECREE ON PROMULGATION OF LAW**

**Decree No.: DL-(number) – (year).**

The President of the Republic of Kosovo,  
Pursuant to Article 80 (2) and Article 84 (4 and 5) of the Constitution of the Republic of Kosovo:

**DECREES**

1. The promulgation of Law no. XX/L-XXX, (name of the Law), approved by the Assembly of the Republic of Kosovo, on (date.month.year), and received by the Office of the President of the Republic of Kosovo, on (date.month.year).
2. This Decree enters into force on the date of signature.

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The President of the Republic of Kosovo

Prishtina, on \_\_\_\_\_. \_\_\_\_\_. \_\_\_\_\_  
(date.month.year)

## Annex 3: Form of the Decision for the Return of the Law for review to the Assembly



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

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The President of the Republic of Kosovo,  
Pursuant to Article 80 (3) and Article 84 (6) of the Constitution of the Republic of Kosovo,  
takes the following:

### **DECISION**

For the return of Law no. XX/L-XXX for review, for *title of the Law*, approved by the Assembly of the Republic of Kosovo, on *date.month.year*, and received by the Office of the President of the Republic of Kosovo, on *date.month.year*.

### **JUSTIFICATION**

In this part of the decision the specific objections to the law are presented. During the drafting of this the following issues should be taken into account:

- Identify the special provisions of the law that are contradictory to the Constitution;
- If the entire law is contradictory, specify this;
- Indicate the specific basis for objection under the authority of the President;
- Indicate in as much details as possible how the law, as written, violates the legitimate interests of the Republic of Kosovo or of one or more of its communities;
- Indicate in general how the law can be written to avoid the problem;
- To avoid legislative formulations, but to offer details as to enable the MPs of the Assembly to understand the problem and find a possible solution to it. (See Judgment of the Constitutional Court of the Republic of Kosovo (Ref.No. AGJ297/12 of September 20, 2012)

### **PROPOSAL FOR REVIEW**

This is the part in which, in general terms, the President gives the Assembly his/her recommendation, which should be such as to enable the MPs to discuss, guided by the abovementioned justification. These recommendations should resemble to one of the recommendations as follows:



- It is recommended that the Assembly reviews the specific provisions, taking into account the concerns expressed in the Justification section, or
- It is recommended that the Assembly to review the entire Law, taking into account the general objection raised in the Justification section.

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The President of the Republic of Kosovo

Prishtina, on date, month, year.

**Annex 4: Form of the cover letter to the President of the Assembly**



**REPUBLIKA E KOSOVËS - PRESIDENTI**  
**REPUBLIC OF KOSOVO - THE PRESIDENT**  
**REPUBLIKA KOSOVO - PREDSEDNIK**

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Prishtina, on \_\_\_\_\_.\_\_\_\_.2017.

\_\_\_\_\_,  
President of the Assembly of the Republic of Kosovo

Honoured Mr./Ms. .....,

Please find attached Decree DL – 0xx – 20xx, on:

The promulgation of Law No. xx/L–xxx on ----, approved by the Assembly of the Republic of Kosovo on xx.xx.20xx, and received by the Office of the President on xx.xx.20xx.

Respectfully!

\_\_\_\_\_  
**The President of the Republic of Kosovo**

**Annex 5: Form of the cover letter of the Decree to the Official Gazette**



**REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT**  
**REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT**  
**REPUBLIKA KOSOVO - URED PRESEDNIKA**

DEPARTAMENTI PËR ÇËSHITJE JURIDIKE DHE MARRËDHËNIE NDËRKOMBËTARE  
ODELJENJE ZA PRAVNA PITANJA I MEËDUNARODNE ODNOSI  
DEPARTMENT OF LEGAL ISSUES AND INTERNATIONAL RELATIONS

<b>DATE:</b>	DAY.MONTH.YEAR
<b>REFERENCE:</b>	
<b>PËR/ZA/TO:</b>	Mr./Ms. Name and SURNAME, Director of the Office for Publication of the Official Gazette of the Republic of Kosovo
<b>CC:</b>	Mr./Ms. Name and SURNAME, Secretary of the Office of the President
<b>NGA/OD/FROM:</b>	Name and SURNAME Director of the Department for Legal Affairs and International Relations
<b>TEMA/SUBJEKAT/SUBJECT:</b>	Cover Letter for Decree No. DL – XX - XXXX

Honoured Mr./Ms. ....,

Please find attached Decree No. DL – XX – XXXX, of the President of the Republic of Kosovo, on the promulgation of Law No. XX/L – XXX on (name of the promulgated Law), approved by the Assembly of the republic of Kosovo on date, month, year, and received by the Office of the President of Kosovo on date, month, year.

We kindly ask from you to publish the Law promulgated by this Decree in the next issue of the Official Gazette of the Republic of Kosovo.

Respectfully!

**Annex 6: Front page and title of the Draft Law**



**REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT**  
**REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT**  
**REPUBLIKA KOSOVO - URED PREDSEDNIKA**

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**DRAFT LAW ON...**

**Annex 7: Front page and title on the Regulation approved by the President**



**REPUBLIKA E KOSOVËS – PRESIDENTI**  
**REPUBLIC OF KOSOVO – THE PRESIDENT**  
**REPUBLIKA KOSOVO – PRESEDNIK**

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**REGULATION (P) - No. XX/20XX ...**

**Prishtina, XX.XX.20XX.**

**Annex 8: Preamble to sub-legal act approved by the President**



**REPUBLIKA E KOSOVËS - PRESIDENTI**

**REPUBLIC OF KOSOVO - THE PRESIDENT**

**REPUBLIKA KOSOVO - PRESEDNIK**

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The President of the Republic of Kosovo,  
pursuant to Article 84 of the Constitution of the Republic of Kosovo, Article 6 of Law No. 03/L-094 on the President of the Republic of Kosovo (Official Gazette, No. 47, January 25, 2009), in accordance with Article X of Law no. XX (official Gazette No.XX, dtd.XX), and with Article 3 (4) of Regulation (P) No. 02/2016 on the Organizational Structure of the Presidency (08.09.2016),

Approves:

**REGULATION (P) NO. XX/20XX**

**Annex 9: Preamble to sub-legal act of the Secretary of the Office of the President**



**REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT  
REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT  
REPUBLIKA KOSOVO - URED PREDSEDNIKA**

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The Secretary of the Office of the President,  
Pursuant to Article 17 of Law No. 03/L-094 on the President of the Republic of Kosovo (Official Gazette, No. 47, January 25, 2009), and Article 18 of Regulation (P) No. 02/2016, on the Organizational Structure of the Presidency (08.09.2016), issues the following:

**ADMINISTRATIVE INSTRUCTION (SOP) NO. XX/20XX**

**Annex 10: Orientation form of the Oath**



**REPUBLIKA E KOSOVËS – PRESIDENTI**  
**REPUBLIC OF KOSOVO – THE PRESIDENT**  
**REPUBLIKA KOSOVO – PREDSIEDNIK**

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*“I solemnly swear that while performing the assignment as \_\_\_\_\_ I will remain faithful to the Constitution of the Republic of Kosovo and perform the function of \_\_\_\_\_ -- with honour, responsibility and impartiality, respecting the rules of professional ethics”.*

**Note:** The text of the oath is adapted depending on the respective positions and or as defined by the applicable law and relevant practices.

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

\_\_\_\_\_  
Signature

**Prishtina, xx ----- 20XX**