



Instituti i Kosovës për Drejtësi
Kosovo Law Institute
Kosovski Institut Pravde

HANDBOOK

LEGISLATIVE INITIATIVES OF CITIZENS



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Prishtinë, 15th of September 2023

MANUAL

LEGISLATIVE INITIATIVES OF CITIZENS

*Your guide to see step-by-step how citizens'
legislative initiatives are processed.*

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About KLI

KLI, Kosovo Law Institute, is a non-governmental and non-profit public policy organization, and think tank specialized in the justice sector.

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ABBREVIATIONS

RLI	Representative of the Legislative Initiative
UPSAK	Unit for Proposals and Submissions in the Assembly of Kosovo
ARK	Assembly of the Republic of Kosovo
SA	Speaker of the Assembly
SA	Secretary of the Assembly
CEC	Central Election Commission
RPARK	Rule of Procedure of the Assembly of the Republic of Kosova
LLI	Law on Legislative Initiatives
FIA	Financial Impact Assessment
FRC	Functional Reporting Committee
PC	Parliamentary Commission
PMO	Prime Minister's Office

LIST OF FORMS

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Introduction

Petition is a right and procedure guaranteed by the Constitution and by international acts, such as the International Covenant on Civil and Political Rights [Article 25 (a)]. Acting as an individual, the citizen can only realize his personal right, by joining with others. They exercise the right to propose the adoption of a new law or the amendment of an existing law.

The Constitution of Kosovo guarantees mechanisms that, in addition to the central institutions such as the Government, the President, and the Assembly, citizens also have the opportunity to initiate policies for the benefit of the country. This democratic and important mechanism ensures citizen engagement in politics.

This mechanism has been used very little in Kosovo. Such initiatives are few for many reasons. The lack of explanation and public information about the procedure, approach, and method that must be followed to guarantee the direct participation of citizens in policy-making is one of them. Through this handbook by elaborating the law and practices, it is intended to make the possibility of legislative initiatives of citizens clearer and easier to apply.

This Handbook explains in a practical way all the steps for developing a petition. In addition to describing step by step the procedure for the submission of legislative initiatives, the forms of the documents will be attached to it, which will make it easier and will greatly help the proposer in the future. As such, the same will be useful to citizens and various interest groups. It will be easier for them to engage and be involved in decision-making by using the constitutional mechanism of various legislative initiatives through petitions.

*Empowerment of citizens, inclusiveness,
development and support of mechanisms to
increase participation and democratic
engagement of citizens and non-governmental
organizations in the **Republic of Kosovo**.*

1. The right of legislative initiative

The Constitution of the Republic of Kosovo, in article 79 ["Legislative Initiative"], provides for the right of legislative initiative. This right is reserved to: (a) the President of the Republic of Kosovo from the field of his activity, (b) the Government, (c) deputies, (d) at least ten thousand (10,000) citizens according to the law. The exercise of this right is further regulated by Law No. 04/L-025 on Legislative Initiatives dedicating a special chapter to legislative initiatives by citizens.

Always according to this law, every citizen enjoys equal rights to initiate legislative initiatives.

According to Law No. 04/-L-025 on Legislative Initiatives, [Articles 10-19], there are a total of three phases for the realization of a legislative initiative, where each of them consists of the steps that must be taken: Actions for the initiation of the legislative initiative, the development of the initiative legislative and actions after the end of sending the legislative initiative to the Assembly of Kosovo.[1]

The first phase

1. Creation of the initiator group;
2. Determination of the form of the legislative initiative proposal;
3. Drafting of the draft law by the proposer;
4. Drafting of the draft law by the Assembly;
5. Appointment of the representative of the legislative initiative;
6. Preparation of the signature collection sheet;
7. Notification to the Assembly of Kosovo about the beginning of the legislative initiative;
8. Verification of the acceptance of the notification for the legislative initiative by the Assembly of Kosovo.

[1] "Article 20, paragraph 1, Law No. 04/-L-025 for Legislative Initiatives", 2010, Assembly of Kosovo. (See link <https://gzk.rks-gov.net/ActDetail.aspx?ActID=2776>). (Last accessed 12 January 2023)..

The second phase

- 1.The beginning of the collection of signatures;
- 2.Notification to the Assembly of Kosovo on the way of financing the legislative initiative;
- 3.Submission of the Legislative Initiative to the Assembly of Kosovo;
- 4.Rejection of legislative initiatives;
- 5.Verification of the list of signatures by the Central Election Commission.

The third phase

- 1.Review of the Draft Law in the Assembly;
- 2.Participation of the representative of the initiative in the meetings of the assembly bodies.

2. Actions before the development of a legislative initiative

2.1. Creating the initiator group

For the initiation of a legislative initiative, it is required to have a team that will implement the requirements set forth in the Law on Legislative Initiatives. Therefore, the initiators must establish their own informal group which will follow all the procedures foreseen by the constitution and by law. The initiative group is also formed with the aim of representing the legislative initiative to both citizens and institutions (See form no. 1).

The initiator group must be clearly identifiable with the legislative initiative. They must have their first and last name, personal number, and contact address in the founding document. The number of the initiator group is not limited as long as the need for their registration is not necessary, because it is considered an informal group and only for carrying out logistical work.

2.2 Determination of the form of the legislative initiative proposal

Citizens have the opportunity to submit a petition by:

- Drafted the draft law themselves or;
- Proposing to the Assembly the drafting of the draft law.

2.3 Drafting of the draft law by the proposer

The drafting of the draft law requires professional knowledge and connection of the compilation of links as well as of its issues. In the case when the proposer drafts the draft law, he must write the two main documents:

- 1) Explanatory Memorandum (See form no. 2) and,
- 2) The draft law (See form no. 3).

2.4 Drafting of the draft law by the Assembly

In the case when the proposer is not able to write the draft law, he asks the assembly to draft it. In this case, the proposer submits to the Assembly of Kosovo only the concept document for the issue for which the draft law is requested (See form no. 4 and form no. 5).

2.5 Appointment of the representative of the legislative initiative

The initiator group designates one of its members as representative of the legislative initiative. He is authorized and the point of contact with and for the relevant institutions.

The representative of the initiative is considered the individual who, on behalf of the initiative, addresses the official letter to the Assembly for the registration of the initiative. He is authorized to conduct all procedures until the approval or rejection of the legislative initiative.

The representative of the initiative should also be clearly identifiable with the legislative initiative. He must have the first and last name, personal number, and contact address in the authorization of the initiating group (See form no. 6).

2.6 Preparation of the signature collection sheet

One of the important tasks of the initiator group/representative of the initiative is to draft and approve the list of signatures according to the formal and technical criteria provided by the Law on Legislative Initiative (See form no. 7). Failure to include mandatory elements in the list of signatures may result in the invalidity of the signatures collected during the development of a legislative initiative.

The list of signatures must contain:

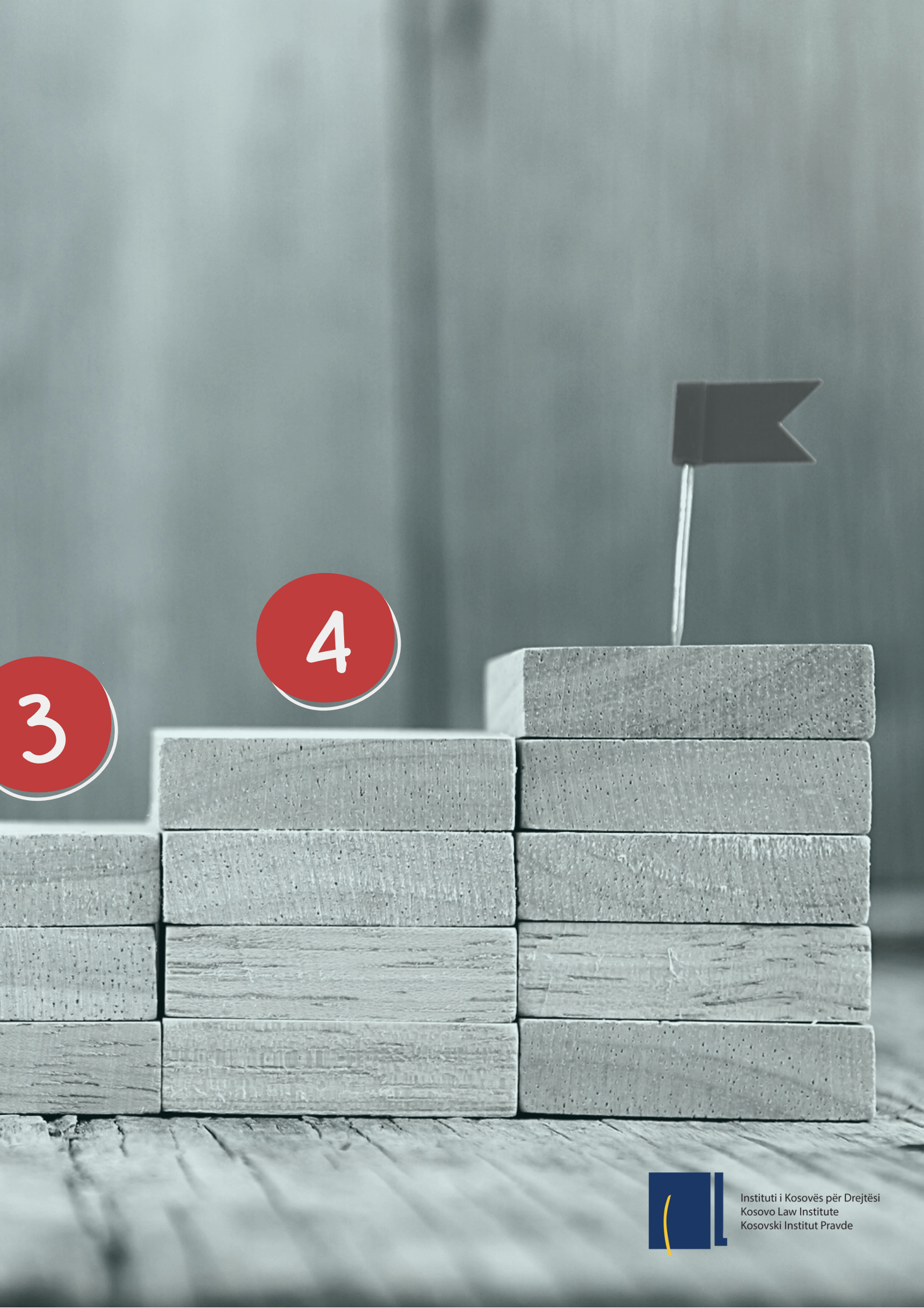
1. The form of the legislative initiative and its name;
2. Name and surname of the signatory;
3. Personal number;
4. Municipality of birth;
5. Signature and date of signature.

2.7 Notifying the Assembly of the beginning of the legislative initiative

The authorized representative of the legislative initiative notifies the Assembly about the start of the legislative initiative, namely the process of collecting signatures.

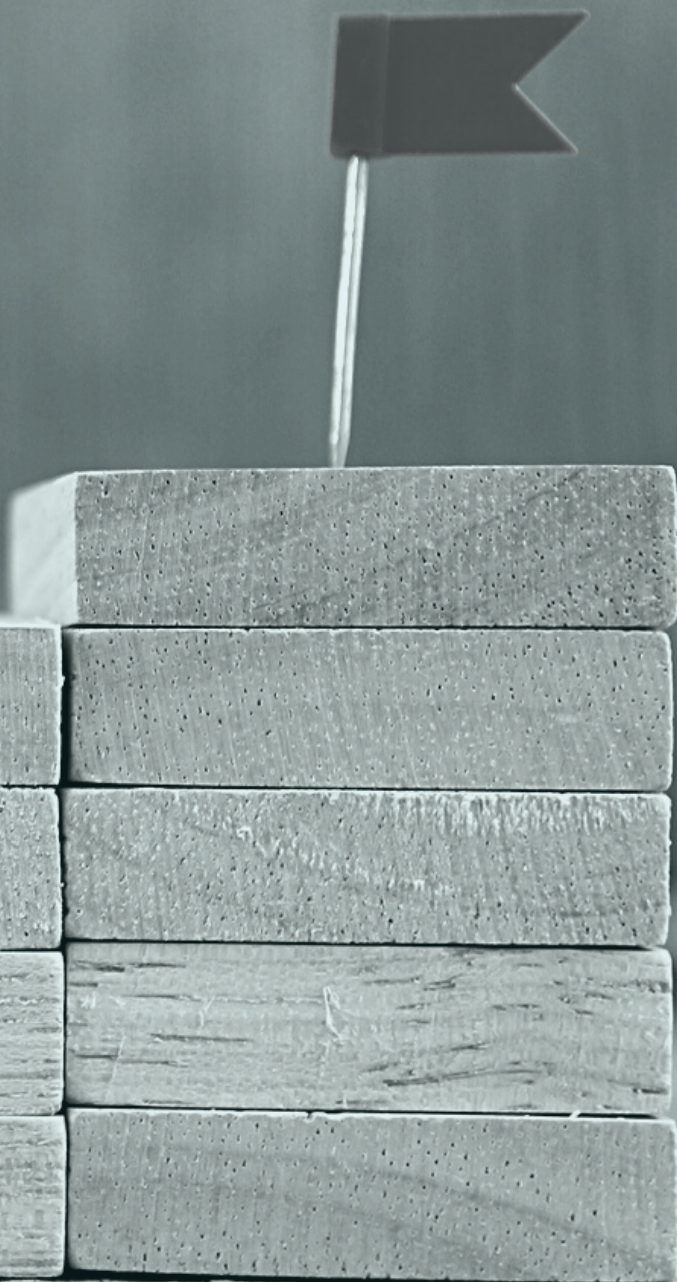
The representative of the Initiative in the notification letter (See form no. 8) must specify/correct the form of the proposal: Drafting of the Draft Law by the representative of the initiative or drafting of the Draft Law by the Assembly. In the second case, the proposer, in the notification letter, provides explanations of the objectives that the initiative aims to achieve.

The letter is submitted to the Unit for Proposals and Submissions in the Assembly of Kosovo, which verifies the receipt of the notification for the legislative initiative, submitted to the representative of the initiative in written form. The Proposals and Submissions Unit may return the notice for necessary improvements.



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3. Development of the Legislative initiative

After the completion of the above steps, i.e. the completion of the first phase, the development phase of the legislative initiative begins, which consists of five steps.

3.1 The beginning of the signatures collection

The representative of the legislative initiative has up to six (6) months, from the day when the Assembly is notified, to collect and submit the collected signatures.

The representative of the initiative makes sure that the citizens sign the list only once and that it contains all the required data.

The representative of the initiative, for reasons of efficiency, can organize his work in smaller groups that go out in field to collect signatures. Members of the initiator group must assist the signatory during the signing process.

Signatures can be collected in several ways, such that the members of the initiator group:

- Set a designated place to collect signatures from citizens;
- Signatures can also be obtained from persons deprived of their liberty.

To collect signatures from the same, the representative of the initiating group must submit a request to the relevant correctional institution (See form 9).

3.2 Protection of personal data

In accordance with the Law on legislative initiatives, the list of signatures includes personal data such as first and last name, personal number, municipality of birth, and signature. These personal data fall within the framework of the protection of the law on personal data, which clearly defines "... identifiers based on a name, an identification number, location data...", as information in relation to a natural person.

In the context of personal data protection and privacy, the representative of the legislative initiative is responsible (as a personal data controller) for determining the purpose and manner of personal data processing. In this aspect, data processing means any action such as: "collection, registration, organization, storage, use, publication, deletion or disposal..."[2] Therefore, personal data under the signature list is collected only for the purposes specified under this initiative and may not be processed further, contrary to the clear and legitimate predetermined purpose.

In such a situation, the representative of the legislative initiative must act in accordance with the principles of processing personal data and their legal processing, according to articles 4 and 5 of the Law on the protection of personal data. In this regard, upon the fulfillment of the purpose, the personal data from the list must be destroyed, deleted, blocked or made anonymous, unless otherwise provided. Otherwise, the representative of the legislative initiative will be subject to sanctions by the Information and Privacy Agency.[3]

3.3 Notifying the Assembly of Kosovo on the way of financing the legislative initiative

All expenses for the legislative initiative are covered by the representative of the initiative.[4] He must notify the Assembly:

- 1) The method of financing
- 2) Sources of financing
- 3) Funding amount (See form no. 10 and form no. 11).

This data must be transparent.

The representative of the legislative initiative must ensure that all expenses are made in accordance with the laws in force. The representative of the legislative initiative, and any person acting on his behalf, must take care that

[2] Article 3 par. 1.2 of Law no. 06/L-082 for the protection of personal data.

[3] Decision no. 23 of the Agency for Information and Privacy for PSD, https://aip.rks-gov.net/download/vendim_nr_23_psd_lista-me-peticione/?ëpdmdl=3048&refresh=648c52551dbc11686917717, last accessed on June 16, 2023.

[4] "Article 15, Law No. 04/-L-025 for Legislative Initiatives", 2010, Kuvendi i Kosovës. (Shih linkun <https://gzk.rks-gov.net/ActDetail.aspx?ActID=2776>). (Last accessed 12 January 2023).

the funding for a legislative initiative does not conflict with any law, such as the Criminal Code, the Law on the Prevention of Money Laundering and Combating the Financing of Terrorism, etc.

3.4 Submission of the Legislative Initiative to the Assembly of Kosovo

After at least ten thousand signatures are collected, the Representative of the Legislative Initiative solemnly submits the legislative initiative [Draft Law and/or Explanatory Memorandum], together with the collected signatures, to the Assembly of Kosovo – to the Speaker of the Assembly or to the Unit for Proposals and Submissions. (See form no. 12). The Office of Proposals and Submissions verifies the receipt of notice of legislative initiative.

3.5 Rejection of legislative initiatives

The Assembly has the right to reject the legislative initiative in cases where:

- The legislative initiative is contrary to the basic constitutional principles;
- Legislative initiative does not have the terms and conditions defined in the Law on Legislative Initiatives

In case of rejection of the legislative initiative, the representative is allowed to appeal to the Basic Court in Pristina – Department for Administrative Affairs.

3.6 Verification of the list of signatures by the Central Election Commission

The Assembly of Kosovo, through a letter to which the collected signatures are attached, requests the Central Election Commission to verify the signatures, which verification must be done within 15 days. In cases where there are any deficiencies, the representative is notified by the CEC to improve the list of signatures within 30 days from the moment the CEC issues the notification (see form no. 13).

When CEC finds that the initiative is in accordance with the conditions defined by this law, within three (3) days it notifies the representative of the legislative initiative and the Speaker of the Assembly.

In case of delays, the representative of the legislative initiative can request information from the Speaker of the Assembly. (see form no. 14).

4. Actions after the end of the legislative initiative

4.1 Review of the Draft Law in the Assembly

The confirmation of the signatures by the CEC paves the way for the proceeding of the draft law in the parliamentary procedure.

The confirmation letter from CEC for the confirmation of at least ten thousand signatures is sent to the Speaker of the Assembly, who sends the proposed Draft Law to the Government for consideration.

According to the Rules of Procedure of the Assembly[5], the government presents its opinion in writing within one month from the day of acceptance of the draft law. After the response from the Government or the passing of the response deadline, the draft law is processed in the Assembly for review. After that, the review of the draft law begins according to the procedures defined by the Rules of Procedure of the Assembly. In this way, the Presidency of the Assembly charges the Functional Committee to review the given initiative in principle and present the report with recommendations to the Assembly of Kosovo.

4.2 Participation of the representative of the initiative in the meetings of the assembly bodies

The representative of the legislative initiative is invited to participate in the work of the relevant committees of the Assembly at all times [6].

The Presidency of the Assembly can allow the representative to present the initiative in the plenary session or appoint a deputy with the proposal of the representative to present the initiative in the plenary session.

[5] "Article 70, paragraph 2, Rules of the Procedure of the Assembly of Kosovo", 2022, Kosovo Assembly. (See link https://www.kuvendikosoves.org/Uploads/Data/Files/6/2022_08_09_RregulloreeKuvenditteRepublikesseKosoves_LP5sAC4XSV.pdf). (Last accessed January 12, 2023).

[6] "Article 20, paragraph 4, Law No. 04/-L-025 for Legislative Initiatives", 2010, Assembly of Kosovo. (See link <https://gzk.rks-gov.net/ActDetail.aspx?ActID=2776>). (Last accessed January 12, 2023).

The representative of the legislative initiative, through a letter sent to the Speaker of the Assembly and the Presidency, can express the interest to be present in the plenary session and present the draft law himself. (see form no. 15).

The estimated time for the presentation of the draft law is up to 10 minutes. After the presentation, the representative sits in the place designated by the Secretary of the Assembly in cooperation with the Speaker of the Assembly. The representative of the legislative initiative is not allowed to participate in the debate between MPs and government representatives.

5. Is it allowed to change the legislative initiative during the examination in the bodies of the assembly?

The rules for the review of the legislative initiative by citizens are the same as for the cases where the proposer of the law is the Government, the President or the Assembly. In all these cases, the amendment is made without the permission of the proposer, while the voting or not of the amendments is a matter of the free vote of the deputies.

If the initial initiative undergoes radical changes in the Assembly, the initiators can distance themselves from their proposal, making it clear that there is no question of the materialization of their initiative.

6. What happens if the citizens' initiative fails?

In case the Assembly does not approve the draft law in principle [the first review], the legislative initiative is considered rejected. The same legal initiative can be repeated, according to the same rules, after at least 3 months.[7]

[7] Article 74, paragraph 5, *Rules of the procedure of the Assembly of the Republic of Kosovo*, 2022, Assembly of Kosovo. (See link https://www.kuvendikosoves.org/Uploads/Data/Files/6/2022_08_09_RregulloreeKuvenditeRepublikeKosoves_LP5sAC4XSV.pdf). (Last accessed January 12, 2023).

6. ANNEXES



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Form 1, CREATION OF THE INITIATIVE GROUP

Pristina, _ _ . _ _ . _ _ _ _

We, the undersigned citizens of the Republic of Kosova, of our own free will create the Initiative Group, an informal group for the Legislative Initiative entitled:

Draft law _____.

The Initiator Group (non-formal) will take care of the running of the affairs and support the representative of the legislative initiative.

He will initiate and take care of the progress of the legislative initiative process, coordinate and communicate with the institutions, fully respect the citizens' right to be informed, and present the draft law to the Assembly of Kosovo.

CREATORS OF THE INITIATIVE GROUP:

Name and surname	Personal number	Address	E-mail:	Tel.	Signature

Form 2, EXPLANATORY MEMORANDUM

MEMORANDUM SHPJEGUES I PROJEKTLIGJIT

EXPLANATORY MEMORANDUM FOR THE DRAFT LAW

MEMORADUM OBJAŠNJENJA O NACRT ZAKONA

MEMORANDUM SHPJEGUES I PROJEKTLIGJIT	EXPLANATORY MEMORANDUM FOR THE DRAFT LAW	MEMORADUM OBJAŠNJENJA O NACRT ZAKONA
<p>1. Çështjet kryesore të trajtuara.</p> <p>2. Objektivat dhe ndërlidhja e propozimit me prioritetet e grupit nismëtar.</p> <p>3. Opsioni i Rekomanduar.</p> <p>4. Arsytimi i propozimit.</p> <p>5. Elementet kryesore të politikës së propozuara (përmbajtja, instrumentet e politikave, kostoja, procedurat administrative).</p> <p>6. Vlerësimi i ndikimit financiar të variantit të propozuar (nëse mund të bëhet nga propozuesi).</p> <p>7. Konsultimi (kush është konsultuar dhe përmbledhje të shkurtra të përgjigjeve).</p>	<p>1. Main issues addressed.</p> <p>2. Objectives and correlation of the proposal with the priorities of the initiator group.</p> <p>3. Recommended option</p> <p>4. Justification of the proposal.</p> <p>5. Main elements of the proposed policy (content, policy instruments, cost, administrative procedures)</p> <p>6. Evaluation of the financial impact of the proposed variant (if it can be done by the proposer).</p> <p>7. Consultation (who was consulted and brief summaries of responses).</p>	

Form 3, DRAFT LAW

PROJEKTLIGJ PËR

DRAFT LAW

NACRT ZAKONA

Kuvendi i Republikës së Kosovës,

Në mbështetje të Nenit 65 (1) të Kushtetutës së Republikës së Kosovës,

Miraton:

LIGJ PËR

Neni 1

Neni 40 ndryshohet si vijon:

Neni 2 Hyrja në fuqi

Ky ligj hyn në fuqi pesëmbëdhjetë (15) ditë pas publikimit në Gazetën Zyrtare të Republikës së Kosovës.

Kryetar i Kuvendit të Republikës së Kosovës

The Assembly of the Republic of Kosovo,

In support of Article 65 (1) of the Constitution of the Republic of Kosovo,

Approves:

LAW FOR

Article 1

Article 40 shall be amended as follows:

Article 2 Entry into force

This law enters into force fifteen (15) days after publication in the Official Gazette of the Republic of Kosovo.

The President of the Assembly of the Republic of Kosovo

Skupština Republike Kosovo,

Na osnovu Člana 65 (1) Ustava Republike Kosovo,

Usvaja:

IZAKON O

Član 1

U članu 40 menja se kao što sledi:

Član 2 Stupanje na snagu

Ovaj zakon stupa na snagu petnaest (15) dana posle objavljivanja u Službenom Listu Republike Kosovo.

Predsednik Skupštine Republike Kosovo

FORM 4, REQUEST FOR THE WRITING OF THE DRAFT LAW FROM THE ASSEMBLY

Date: _ _ . _ _ . _ _ _ _

For: The Unit for Proposals and Submissions
Assembly of Kosovo

Through: Mr/Ms. _____
Secretary of the Assembly of Kosovo

Through: Mr/Ms. _____
Representative of the Legislative Initiative

Subject: REQUEST FOR THE WRITING OF THE DRAFT LAW FROM THE ASSEMBLY

Dear Mr/Ms. _____

In accordance with paragraph 2 of Article 12 of Law No. 04/-L-025 for Legislative Initiatives, through this letter I request the Assembly of Kosovo to draft the Draft Law entitled:

_____.

Also, along with this letter, please find attached a brief concept of the purpose and objectives that are intended to be achieved by this draft law.

For any ambiguity please do not hesitate to contact me.

Respectfully,

(Name and Surname of the representative) _____

Contact:

E-mail: _____

Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Pristina, Republic of Kosovo

LEGISLATIVE INITIATIVE BY CITIZENS TO AMEND AND SUPPLEMENT THE LAW ON THE MANAGEMENT OF PUBLIC FINANCES AND RESPONSIBILITIES

The Legislative Initiative by the citizens aims to amend and supplement the Law on Public Finance Management and Accountability, which is in accordance with Article 79 of the Constitution of Kosovo and the Law on Legislative Initiatives.

Through this initiative, it is intended to amend Article 69 of the Law on Public Finance Management and Accountability to allow compensation of non-economic damages for victims of human rights violations.

The amendment of this law will be in accordance with the constitutional and international obligations of Kosovo, providing citizens with effective legal remedies when their fundamental rights, the right to life and the right to freedom from torture, are violated.

Changing this law would increase the responsibility of public officials for violating the rights of citizens.

This initiative aims to correct an error in the basic law in order to improve the protection of human rights in Kosovo and increase the responsibility of public officials.

Note: *The short concept document in this form is the model applied by a legislative initiative by the citizens implemented in 2014. This initiative was processed in the Assembly of Kosovo in the form of a draft law and was also voted in the second reading by the Assembly of Kosovo. The change already entered into force can be seen at this link: <https://gzk.rks-gov.net/ActDetail.aspx?ActID=12387>.*

FORM 6, GENERAL AUTHORIZATION OF THE INITIATIVE GROUP

We, the Initiative Group for the Legislative Initiative, Draft Law _____
_____ in order to facilitate procedures and
communication with public institutions, we issue this:

AUTHORISATION

With which Mr/Ms. _____ born with _ _ . _ _ . _ _ _ _ in Pristina, with
personal no. _____, issued by the Ministry of Internal Affairs of the Republic of
Kosovo, with a permanent address in Pristina, str. " _____", without no. is
authorized on behalf of the initiator group, in this authorization to undertake all procedural actions
and communication with public institutions regarding the Legislative Initiative entitled Draft Law
_____.

The same, according to the Law on Legislative Initiatives, has the authority to undertake procedural
actions and represent the interests of the signatory citizens for the aforementioned legislative
initiative.

This authorization includes, but is not limited to: making decisions, signing documents, accessing
and communicating with institutions as well as representation and cooperation regarding the
aforementioned legislative initiative.

This authorization entered into force on (_____) and continues until the completion of the
aforementioned legislative initiative or its revocation by the initiator group.

Prishtina, _ _ . _ _ . _ _ _ _

FORM 7, LIST OF SIGNATURES

LIST OF SIGNATURES OF THE LEGISLATIVE INITIATIVE SUPPORTERS:

LEGISLATIVE INITIATIVE DRAFT LAW _____.

We, the citizens of the Republic of Kosovo, signatories of this legislative initiative, exercise our right, in accordance with Article 79 of the Constitution of the Republic of Kosovo and Article 10 of Law No. 04/L-025 on Legislative Initiatives, asking the Assembly of Kosovo to approve as soon as possible, the Draft Law _____.

We, the citizens of the Republic of Kosovo, signatories of this initiative, support the purpose of this initiative, through which _____

_____.

No.	Name and Surname	Personal number	Place of birth	Signature	Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

FORM 8, NOTIFICATION LETTER FOR THE BEGINNING OF THE LEGISLATIVE INITIATIVE

Date: _ _ . _ _ . _ _ _ _ _

For: The Unit for Proposals and Submissions
 Assembly of Kosova

Through: Mr/Ms. _____
 Secretary of the Assembly of Kosova

From: _____
 Representative of the Legislative Initiative

Subject: NOTICE to the Assembly - the beginning of the legislative initiative

Dear Mr/Ms. _____

In accordance with Article 13 of Law No. 04/-L-025 for Legislative Initiatives, through this letter, I inform you about the beginning of the legislative initiative:

DRAFT LAW _____.

In accordance with Article 11 of Law No. 04/-L-025 for Legislative Initiatives: me, _____, born on _____ in Prishtina, from Municipality of Prishtina, identify certifies on the basis of id no. _____ issued by the Ministry of Internal Affairs of the Government of the Republic of Kosovo, as a representative of this initiative, I inform you that this initiative will be an initiative to submit the proposal in the form of a Draft Law.

In accordance with Article 12, par. 1. Subparagraph 1.1, we will write the draft law ourselves, for which we will start collecting the appropriate signatures and then proceed to the Assembly of the Republic of Kosovo in a solemn manner. We will also provide the citizens, and then the Assembly, with detailed explanations of the objectives that this draft law aims to achieve.

I, and the supporters of this initiative, will adhere strictly to the provisions of Law No. 04/- L-025 for Legislative Initiatives.

With respect,

(Name and Surname of the representative) _____

Contact:

E-mail: _____

Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Prishtina, Republic of Kosova

FORM 9, APPLICATION TO THE CORRESPONDING CORRECTIONAL INSTITUTION

Date: _ _ . _ _ . _ _ _ _
For: Correctional Service of Kosovo
Cc: Ministry of Justice of Kosovo
From: _____
 Representative of the Legislative Initiative
Subject: Request/prayer

Dear Mr/Ms. _____,

By date _____, as a representative of the Legislative Initiative for _____, I notified the Assembly of Kosovo about the start of the collection of signatures, proof of which you can find attached to this letter.

As a representative of the Legislative Initiative, I will ensure that all citizens of Kosovo, without any distinction or discrimination, are offered the opportunity to consent to this initiative through their signature.

In this regard, I ask you to give the citizens of Kosovo, prisoners, and detainees, first the opportunity to see the proposals of this initiative and then sign.

I consider that giving prisoners and detainees the opportunity to sign the list of signatures for this legislative initiative is equal to the right to vote, the guaranteed right of every citizen of the Republic of Kosovo.

We are at your disposal for anything unclear that you may encounter while addressing this request.

Waiting for your response.

Respectfully,

(Name and Surname of the representative) _____

Contact:
E-mail: _____
Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Pristina, Republic of Kosova

FORM 10, NOTIFYING OF THE ASSEMBLY ON THE METHOD OF FINANCING

Date: _ _ . _ _ . _ _ _ _

For: Mr/Ms. _____
Speaker of the Assembly of the Republic of Kosovo

Throug: Mr/Ms. _____
Secretary of the Assembly of the Republic of Kosovo
Mr/Ms. _____
Head of the Cabinet of the Speaker of the Assembly

From: _____
Representative of the Legislative Initiative

Subject: Notice on the method of financing the Legislative Initiative

Dear Mr/Ms _____

On May 14, as a representative of the Legislative Initiative, I officially notified in writing, the Office for Proposals and Submissions in the Assembly of the Republic of Kosovo, about the beginning of the collection of signatures for the legislative initiative as follows:

DRAFT LAW _____.

Through this letter, in accordance with Article 15 of the Law on Legislative Initiatives, I inform you about the method of financing the aforementioned legislative initiative.

The financing of the activities will be done initially by the initiators, donors who will donate materials and help to carry out logistical expenses, such as oil derivatives, food, drinks and printing materials.

After collecting the required signatures according to Article 5 of Law No. 04/-L-025 For Legislative Initiatives, we will notify the Assembly in detail about the amount collected and the amount spent for this initiative.

Respectfully,

(Name and Surname of the representative) _____









Contact:
E-mail: _____
Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Pristina, Republic of Kosova

FORM 11, EXPENDITURE REPORTING

THE BUDGET SPENT INITIATIVE GROUP FOR THE LEGISLATIVE INITIATIVE

DRAFT LAW _____

REPORTING PERIOD		MARCH - SEPTEMBER 2023	
CATEGORY	UNIT COST	NUMBER OF UNITS	TOTAL EXPENSES
			
			
			
			
			
			
			
			
TOTAL EXPENSES			

(Name and Surname of the representative) _____

Contact:

E-mail: _____

Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Pristina, Republic of Kosova

FORM 12, COVER LETTER FOR THE SOLEMN SUBMISSION OF THE DRAFT LAW AND SIGNATURES

Date: _ _ . _ _ . _ _ _ _

For: Mr/Ms. _____
Speaker of the Assembly of the Republic of Kosovo

Mr/Ms. _____
Secretary of the Assembly of the Republic of Kosovo

Mr/Ms. _____
Head of the Cabinet of the Speaker of the Assembly

From: _____
Representative of the Legislative Initiative

Subject: Notice of the SOLEMN DELIVERY of the Petition – for the Legislative Initiative

Dear Mr/Ms. _____

On May 14, as a representative of the Legislative Initiative, I officially notified in writing, the Office for Proposals and Submissions in the Assembly of the Republic of Kosovo, about the beginning of the collection of signatures for the legislative initiative as follows:

DRAFT LAW _____.

Me _ _ . _ _ . _ _ _ _ , we have started collecting signatures in all the municipalities of Kosovo and as a result of the great work of the activists, by the time we are writing to you, they have been collected to the maximum _____ (_____) signatures.

In this regard, I would like to inform you that based on Article 18 of Law No. 04/L-025 for Legislative Initiatives, the aforementioned draft law, together with the explanatory letter/Memorandum, the concept document as well and the petition with the signatures of the citizens of Kosovo, we plan to solemnly submit to them, dated. _ _ . _ _ . _ _ _ _ . For the time of solemn delivery, we can consult via email and phone.

(Name and Surname of the representative) _____

Contact:
E-mail: _____
Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Pristina, Republic of Kosova

FORM 13, IMPROVING THE LIST OF SIGNATURES

Date: _ _ . _ _ . _ _ _ _

For: Mr/Ms. _____
Speaker of the Assembly of the Republic of Kosova

Cc: Mr/Ms. _____
Central Election Commission, Republic of Kosovo

Mr/Ms. _____
Secretary of the Assembly of the Republic of Kosovo

From: _____
Representative of the Legislative Initiative

Subject: Improving the List of Signatures

Respected Speaker of the Assembly, Mr/Ms. _____

Respected Secretary, Mr/Ms. _____

By _ _ . _ _ . _ _ _ _ , as a representative of the Legislative Initiative, I have been officially notified by the Assembly of Kosovo for a letter to the Central Election Commission, through which it is indicated for the verification of the list of signatures in relation to the Legislative Initiative entitled:

Draft law _____.

In response to this letter, we have fulfilled the requirements stemming from Law No. 04/L-025 for Legislative Initiatives, respectively Article 15, paragraph 2, improving the list of signatures, i.e. the collection of other _____ signatures necessary to fulfill the essential criteria for this legislative initiative to proceed further.

Attached: List of signatures

Respectfully,

(Name and Surname of the representative) _____

Contact:

E-mail: _____

Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Pristina, Republic of Kosova

FORM 14, REQUEST TO BE INFORMED ABOUT THE SIGNATURE VERIFICATION PROCESS

Date: _ _ . _ _ . _ _ _ _

For: Central Election Commission (CEC)
 Republic of Kosovo

Cc: Mr/Ms. _____
 Speaker of the Assembly of Kosovo

 Mr/Ms. _____
 Secretary of the Assembly of the Republic of Kosovo

From: Mr/Ms. _____
 Representative of the Legislative Initiative

Subject: Request/prayer

Dear Chairman of the CEC, Mr/Ms. _____

By _ _ . _ _ . _ _ _ _ , as a representative of the Legislative Initiative, I have officially submitted to the Assembly of Kosovo the Legislative Initiative entitled: Draft Law _____.
To the same documentation, in accordance with the Law on Legislative Initiatives, I submitted the petition signed by more than 10,000.00 citizens of Kosovo.

By _ _ . _ _ . _ _ _ _ , we have been informed by the Assembly of Kosovo that the list of signatures has been sent for verification to the CEC dated _ _ . _ _ . _ _ _ _ . As a representative of the Legislative Initiative, I have taken care that all the necessary steps are taken so that the petition is completed according to legal requirements. But, this is not compatible with the institution you lead. Based on Law No. 04/L-025 for Legislative Initiatives, the verification of the list by the CEC is done within fifteen (15) days from the moment of delivery by the Assembly of Kosovo. Since this submission, it has been (note the number) days, and I, as a representative of the initiative, have not yet received an official response regarding this matter.

Therefore, through this letter, I request and ask you to provide me with the appropriate information on which stage of the process/verification the list of signatures is in, despite the fact that the legal deadline has already passed.

Respectfully,

(Name and Surname of the representative) _____

Contact:

E-mail: _____

Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Pristina, Republic of Kosovo

FORM 15, REQUEST FOR PERMISSION TO PRESENT THE DRAFT LAW IN THE PLENARY SESSION

Date: _ _ . _ _ . _ _ _ _

For: Mr/Ms. _____

Speaker of the Assembly of Kosovo

Mr/Ms. _____

Secretary of the Assembly of the Republic of Kosovo

From: Mr/Ms. _____

Representative of the Legislative Initiative

Subject: Request for permission to present the Draft Law in the Plenary Session

Respected Speaker of the Assembly of Kosovo,

Vice president,

By _ _ . _ _ . _ _ _ _ , at the invitation of the Commission for _____, I presented the draft law _____. On this occasion, the Commission made a decision that without/with its support, this draft law will be forwarded to the deputies for consideration in the first reading.

By means of this letter, as a representative of the aforementioned Legislative Initiative supported by citizens, in accordance with Article 20, paragraph 5 of Law No. 04/-L-025 for Legislative Initiatives, I request permission to present this initiative in the plenary session, whenever it is designated by You.

Waiting for your response.

Respectfully,

(Name and Surname of the representative) _____

Contact:

E-mail: _____

Tel: + 383 _ _ _____

Address: Neighborhood _____, 10000, Pristina, Republic of Kosova



Instituti i Kosovës për Drejtësi
Kosovo Law Institute
Kosovski Institut Pravde

HANDBOOK

LEGISLATIVE INITIATIVES OF CITIZENS



The publication of the Handbook was made in the framework of marking the International Day of Democracy in cooperation with the Forum for Parliamentary Transparency of the Assembly of Kosovo.

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