



Standard Operating Procedure for the institutional structures of the Rule of Law Strategy¹

Article 1 Purpose

1. These Standard Operating Procedures shall regulate the functioning of the three bodies, envisaged under the Rule of Law Strategy, in light of proper implementation of the latter Strategy and establishment for necessary and proper coordination and communication in this regard.
2. Those organs established through the Rule of Law Strategy shall be used for coordinative purposes in regard and in light to any or every other topic that might not be subject to Rule of Law Strategy, but shall be deemed important for further planning and implementation of activities under the rule of law field.

Article 2 Scope

1. These Standard Operating Procedures shall be applicable to the functioning of the Steering Committee and the Inter Institutional Coordination Organ (“Organ”).
2. Standard Operating Procedure apply to the Department for European Integration and Policy Coordination of the Ministry of Justice (“Secretariat”), only to the extent related to its role in implementation of the Rule of Law Strategy.

Article 3 Steering Committee composition and role

1. The Steering Committee shall be comprised out of the heads of the institutions as set out in the Strategy on Rule of Law.
2. Exceptionally, the Steering Committee meeting shall be conducted in the presence of the representative of the certain institution, as delegated by the head of that institution. The representative has to maintain a higher management position.
3. The representative from Civil Society will be appointed after an open call by the Ministry of

¹ This document was approved by the Steering Committee of the Strategy at the meeting held on 04.04.2023.



Justice, and voted by the Steering Committee.

4. In accordance with its role set out in the Strategy, the Steering Committee shall be the highest body in the hierarchy, deciding on the matters received by the Organ, discussing and approving documents related to the implementation of the Rule of Law Strategy.

Article 4

Steering committee meetings

1. The Steering Committee (SC) shall meet at least twice a year, to discuss the level of implementation of the Rule of Law Strategy.
2. The Steering Committee may also discuss other matters related to the priorities within the rule of law during their meetings.
3. The Steering Committee meetings shall be chaired based on rotation among Ministry of Justice, Kosovo Judicial Council and Kosovo Prosecutorial Council.
4. At the meetings, each member of the Steering Committee might be accompanied by one or more advisors/officers of the institution.
5. Steering Committee members may delegate participation in the meeting by proxy, upon prior notification to the Secretariat.
6. Steering Committee members shall decide, through a joint decision, whether or not the observers to their meetings shall be allowed.
7. The Agenda of the meeting is sent at least 2 weeks before the date of the meeting. Suggestions and correctives may be sent at least 1 week before the date, while the Secretariat sends the final version at least 1 week before the date of the SC meeting. Each agenda shall include those items required by each institution and the Organ. Additional items may be submitted by individual Steering Committee members.
8. In urgent circumstances, new items may be included in the agenda during the meeting subject to the agreements of the Co-Chairs of the Committee.
9. Minutes of the meetings are taken by the Secretariat. Minutes of the meetings of the Steering Committee shall be sent to all members within 10 days after a meeting. The minutes shall be



considered as accepted if no member objects to them within 5 working days from transmittal of the minutes. Minutes of the meeting are approved in the next Steering Committee meeting.

10. The Steering Committee shall meet not later than three weeks after the last meeting of the Organ.

11. Steering Committee meetings shall be open for public, if so decided by the Steering Committee.

12. The decisions adopted by the Steering Committee shall be published via official web sites of the respective institutions.

13. The joint release by the members to the Steering Committee shall be published after every meeting of the Steering Committee.

Article 5

Steering Committee decision-making and quorum

1. The Steering Committee takes decisions by a simple majority of votes of all representatives present in the meeting.

2. To make a quorum, at least half of Steering Committees' co-chair members are to be present at a meeting. Steering Committee Members may not delegate their votes for participation in a Steering Committee meeting in absentia.

Article 6

Inter-institutional coordination organ composition and role

1. The Organ shall be comprised out of technical level representatives of the institutions as set out in the Strategy on Rule of Law.

2. Representatives of the Organ may be replaced by other representatives of the respective institutions, with prior notification to the Secretariat.

3. The Organ shall be responsible for analysing data received in regard to the implementation of the Rule of Law Strategy. The data analysed shall be sent to the Steering Committee, followed by the Report produced by the Secretariat with relevant recommendations if needed and based on



the State of Play.

4. The Organ shall be responsible for the agenda of the Steering Committee, the first draft of which shall be prepared by the Secretariat.

Article 7 **Inter-institutional coordination organ meetings**

1. The Organ shall meet at least twice a year.
2. The Organ takes decisions by a simple majority of votes of representatives present in the meeting.
3. To make a quorum, at least half of Organ's members are to be present at a meeting.
4. Minutes of the meetings are taken by the Secretariat. Minutes of the meetings of the Organ shall be sent to all members within 10 days after a meeting. The minutes shall be considered as accepted if no member objects within 5 working days from transmittal of the minutes. Minutes of the meeting are approved in the next meeting of the Organ.
5. Members of the Organ shall decide, through a joint decision, whether or not the observers to their meetings shall be allowed.

Article 8 **The Secretariat**

1. The Secretariat's role is exercised by the Department for European Integration and Policy Coordination of the Ministry of Justice.
2. The Secretariat shall be responsible for all the draft reports, draft agendas and minutes of the the meetings of the Organ and the Steering Committee.
3. The Secretariat shall be present through its representatives to the meetings of the Organ and the Steering Committee.
4. The Secretariat shall keep the minutes of the meeting to the Organ and the Steering Committee, through a designated representative.



5. The Secretariat shall maintain responsibility for producing the six-month, annual report and other relevant reports, as well as conduct relevant analysis, required on the implementation of the Strategy.
6. After receiving the reports from institutions on the state of play of the Rule of Law Strategy, the Secretariat shall meet individually with each institution to discuss the report.
7. The Secretariat shall be responsible for providing templates to the minutes of the meeting and the draft decisions adopted in the Steering Committee meeting.
8. The Secretariat shall keep the list of attendees to the meetings of the Organ and the Steering Committee.
9. The Secretariat shall conduct the necessary follow up on the decisions taken by the Steering Committee, in order to ensure implementation.

Article 9 **Reporting process**

1. Gathering of data, from all the relevant institutions, on the implementation of the Strategy shall be conducted by the Secretariat.
2. The requests for gathering of data from paragraph 1, should be sent in written to all the members of the Inter-Institutional Coordination Body and at least two weeks period should be provided to all the members to send the relevant data to the Secretariat.
3. All the reported data from implementing institutions of the Strategy shall be substantiated by evidence, such as legal acts, reports, web-page links and other documents.
4. The Secretariat shall draw the reports based on the gathered data.
5. The Secretariat shall send draft reports to all the implementing institutions for their inputs and comments, with the timeline of at least 1 week to comment.
6. The Organ will meet to discuss the report before it is sent for approval to the Steering Committee.

Article 10 **Approval of the reports**



1. At the end of every meeting, Steering Committee members approve the report/s submitted for approval in the meeting.
2. Approved reports and decisions adopted shall be signed by the Chair of the respective meeting.
3. Approved reports shall be published on the web-pages of all implementing institutions.

Article 11

Public Consultation

Draft reports of the Strategy shall be published for public consultations before their approval by the Steering Committee.

Article 12

Final provisions

1. Rules of Procedure shall enter into force once adopted by the Steering Committee.
2. Based on practical experience with their application, the Secretariat may propose amendments to these Rules of Procedure as it deems useful or necessary. Where a member of the Steering Committee or Organ wishes to propose such an amendment, it shall consult first with the Secretariat.
3. Any eventual amendments to the Rules of Procedure must be executed in writing and approved by the Steering Committee.