



Republika e Kosovës
Republika Kosovo - Republic of Kosova
Kuvendi-Skupština-Assembly

Manual

ORGANIZATION OF WORK IN PARLIAMENTARY COMMITTEES



Prishtina, May 2010



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Prishtina, May 2010



First edition

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Introduction

The manual on “Organization and Functioning of Parliamentary Committees” provides an overview of best practices of organization of work in the committees of the Assembly of Kosovo. Through this manual, the Legal Department of the Assembly aims to standardize, unify and advance the current procedures and practices that would increase the efficiency of work in committees.

The manual is primarily designated to be used by the staff responsible for supporting the work of committees, but also members of the Assembly, particularly the chairpersons who have a key role in efficient management of the workload in committees. However, the manual can be very useful for other state institutions, organizations that support the Assembly, civil society and citizens to better understand the role and the way in which Assembly committees operate.

The manual has been prepared by a working group comprised of the staff of Division for Support to Committees which operates under the Legal Department and representatives of the National Democratic Institute (NDI). During the preparation stage, members of the working group were mainly focused on current best practice for organization of work in Assembly committees, while various elements from best practices of advanced legislatures were also consulted.

While mainly referring to the Constitution and the Rules of Procedures of the Assembly in the six chapters of the manual, the working group managed to summarize the most important aspects of organization of work in committees. Attached to the manual you may also find a number of standardized forms developed by the Legal Department in order to standardize and unify procedures and practices of work in committees.

The Legal Department aims at developing a series of similar manuals that cover other aspects of committee work, in order to increase the efficiency for management of the workload they face. We thank working group members for their commitment and express our gratitude to NDI and USAID for supporting the preparation and publication of the manual.

Daut Beqiri
Director of Legal Department
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1. PURPOSE OF COMMITTEES

Committees are the lifeblood of parliamentary life, allowing the legislature to perform, simultaneously, numerous important functions. A parliamentary committee comprises a small group of members, representing all parliamentary groups, whose primary role is to act as a facilitator and adviser to the Assembly. The Assembly establishes committees as a practical way of managing its workload, but also for providing a focused working environment that cannot be offered by the entire chamber. Committees review all matters referred to them by the Assembly and based on deep analysis and discussions prepare and present recommendations and opinions. Committees are central to the operations of the Assembly for at least four basic reasons:

- They allow for the detailed examination of specific legislation and other complex matters referred to them by the Assembly
- They offer an opportunity for Members of the Assembly to consult the general public, civil society and experts community on legislation and other matters under discussion
- They provide a means for the Assembly to efficiently oversee policy, programs and budgets of the government ministries and independent institutions under their jurisdiction
- They review annual reports of independent agencies and institutions established by the Assembly
- They review any other issues that are related to the legislation and institutions under their jurisdiction

Members of the Assembly devote a great deal of time and energy to committees. Committee proceedings operate under less formal rules, enabling members to discuss issues informally and to develop relationships with committee colleagues who represent other parties. Committees are considered authorities on matters within their jurisdiction, and are acknowledged as such by their legislative colleagues, the press and the public. At times, the committee system also allows members of the public to have direct input into the parliamentary process by making written submissions and attending public hearings.

1.1 Types of parliamentary committees

Based on the Constitution and the Rules of Procedures, the Assembly establishes standing committees, main committees and ad hoc committees. Main and Standing committees are established for the duration of the legislature. In the third Legislature, the Assembly established 16 functional committees. Four (4) of them are recognized as main committees. They are specialized by subject matter and often parallel executive branch ministries and other agencies. The standing

committees have broad authority to adopt amendments and determine the decisions that shape a draft law and any other matter under their jurisdiction before they are considered by the Assembly.

The Constitution of the Republic of Kosovo
Article 77

1. *The Assembly of Kosovo appoints permanent committees, operational committees and ad hoc committees reflecting the political composition of the Assembly*
2. *On the request of one third (1/3) of all of the deputies, the Assembly appoints committees for specific matters, including investigative matters*
3. *Competencies and procedures of the committees are defined in the Rules of Procedure of the Assembly.*

The Budget and Finance Committee, the Committee on Legislation and Judiciary, the Committee for Rights and Interests of Communities and for Return, plus the Committee on EU Integrations are considered the main committees of the Assembly. Every draft law submitted in the Assembly is considered by these committees and their opinion is attached to the final report of the standing committee to whom the draft law has been referred, before the second reading takes place. Main committees are obliged to provide opinions on the draft laws, with regard to budgetary implications, compliance with Constitution and other legal acts, and any eventual violation of rights and interests of communities and compliance with *acqui communitaire*.

Upon the request of 40 members, the Assembly can also establish ad-hoc committees with all the powers of a standing committee to investigate a specific issue. The Law on Parliamentary Inquiry provides the legal framework for the organization and functioning of investigative committees.

1.2 Mandate and Powers

The Assembly committees receive their mandates under the Constitution, Rules of Procedures and by an order of reference. Committees are bound by their mandate specified in the Rules of Procedures and may not conduct business or make recommendations that would exceed the scope of those mandates. Under the Rules of Procedures, standing committees are empowered to do the following:

- examine, review and amend legislation
- examine reports, requests or any other matter that the House may refer to them



- initiate and draft legislation
- summon ministers and government representatives to defend the legislation, but also report on policies and other matters of interest
- organize legislative and public hearings
- monitor implementation of laws
- review annual reports of independent agencies and institutions established by the Assembly
- Reviewing proposals for appointment of senior officials in independent agencies and institutions established by the Assembly
- delegate powers to subcommittees and working groups except for the power to report directly to the House
- retain the services of external short term experts in accordance with procedural guidelines issued by the Presidency of the Assembly

The Rules of Procedures of the Assembly of Republic of Kosovo

Article 62: Function of committees

Paragraph 1. The committees shall be obliged to process the matters referred to them without delay. The committees shall recommend to the Assembly final decisions that may relate only to items of business referred to them or to questions directly connected therewith. Committees may also handle other issues within their scope of activity.

In order to efficiently fulfill their duties and responsibilities, the Assembly ensures that committees have the necessary professional and administrative support. Standing committees are free to initiate any studies in the exercise of their mandate and may conduct their proceedings as they see fit, provided that they do not exceed the authority vested in them by the Assembly.

1.3 Subcommittees and working groups

The workload in committees is often managed through the establishment of subcommittees or working groups assigned to examine a specific issue. Subcommittees can be established with the support of 2/3 of committee members. Subcommittees exercise their powers within the jurisdiction of the committee and the mandate given by the committee. Subcommittees report to the committees and do not have the power to directly report to the House. The Presidency of the Assembly should always be informed upon the establishment of subcommittees.

The Rules of Procedures of the Assembly of Republic of Kosovo

Article 70: Subcommittees

- 1. To facilitate its work, each committee may, from among its members, set up committees for specific tasks. The decision for the creation of the subcommittee together with the list of its members shall be communicated to the Presidency.*
- 2. The establishment of the subcommittee requires the support of two thirds of committee members.*
- 3. Two or more permanent committees shall be entitled to request the establishment of a joint subcommittee on items of common interests. Creation of the joint subcommittee requires the support of the Presidency.*
- 4. A subcommittee shall carry out the activities under the competence of the committee and within the scope of tasks for which it has been established, pursuant to the authorizations of the committee.*
- 5. The subcommittee shall report to the committee about its work.*

In order to avoid formalities upon the establishment of subcommittees, committees also establish working groups to examine specific pieces of legislation. The working group also reports their findings and consultations in the committee. Usually one of the working group members is appointed as the rapporteur, responsible for coordinating the activities and presenting the results of the working group in the committee. In conducting their work, subcommittees and working groups are supported by the committee staff.



2. MEMBERSHIP

Standing committees are composed of members representing all parliamentary groups. Party representation in committees is roughly proportional to the party standings in the Assembly. The large number of members required to support the committee system means that many members participate in the work of more than one committee. Membership of committees is determined by the Assembly, based on the proposals of caucus leaders previously submitted in the Presidency of the Assembly. Independent members are appointed to committees by the President of the Assembly (Speaker), but they do not have the right to vote or move motions.

The Rules of Procedures of the Assembly of Republic of Kosovo

Article 69: Main and Functional Committees

Paragraph 7. The President of the Assembly may appoint non-attached Members of the Assembly as committee members, but without having the right to vote.

Members of the Assembly who have a particular interest in the work of a Committee, but have not been appointed to that Committee, may choose to attend meetings as observers. With the permission of the Committee, these members may attend the meeting and debate, but they are not permitted to vote. Once appointed as ministers or deputy ministers, members of the Assembly lose the status of committee member.

2.1 Committee Chairperson- Powers and responsibilities

The Presidency requests that each parliamentary group represented in the Assembly nominate chairpersons and vice-chairpersons of committees, in accordance with the agreement reached in the Presidency for the distribution of posts for chairpersons.

The list of the nominated members for chairpersons, deputy chairpersons and members of the standing committees is submitted for review and approval by the Assembly. The list is considered approved with the majority of votes of members present.

The Rules of Procedures of the Assembly of Republic of Kosovo

Article 63: Appointment of Chairpersons and Vice Chairpersons of Committees

Paragraph 4. The parliamentary groups shall nominate the chairpersons for various committees in accordance with the agreement reached in the Presidency. In reaching the agreement for the distribution of posts for Chairpersons of the committees among parliamentary groups, the Presidency shall consider the proportion of the power (representation) of the parliamentary groups.

Paragraph 5: For the post the Chairperson of the Committee on rights and interests of Communities, the nomination shall be made by the parliamentary group representative of a community other than the majority community.

Chairpersons serve as the presiding officer of the committee through whom all matters are channeled. The Chair has the power to maintain order and decorum and to decide all questions of procedure in consultation with the Clerk. The Chair presides over the discussions, recognizing speakers and ensuring that the discussions adhere to established practices and rules. The Chairpersons' rulings are not debatable, but may be appealed to the Committee for Mandates, Immunities and Rules of Procedures. The following are the powers and responsibilities of the Chairperson:

- In consultation with the committee vice-chairs, prepare the agenda and call the meetings
- Preside over the meetings and maintain order
- Ensure that the committee work proceeds smoothly in conjunction with the committee's annual work plan
- Manage the workload and delegate tasks to subcommittees and working groups
- Sign committee reports and present them to the House
- Address the Assembly, media and the public on behalf of the committee
- Ensures efficient management and utilization of the committee budget
- Coordinates all activities with the committee staff



2.2 Deputy Chairpersons- Powers and responsibilities

In accordance with the agreement reached in the Presidency for the distribution of posts for chairpersons, parliamentary groups also nominate candidates for the positions of deputy chairpersons of the committees. Every committee has two vice- chairs chosen from a caucus other than the chairperson's caucus. At least one vice- chair of a committee should be of a community different from the community of the chair. When the chairperson is a member of the governing party, the first deputy chairperson often is elected among opposition parties.

The Constitution of the Republic of Kosovo Article 77

Paragraph 3. At least one vice chair of each parliamentary committee shall be from the deputies of a community different from the community of the chair.

In the absence of the committee chairperson, one of the deputy chairpersons takes over all responsibilities and competencies. The deputy chairpersons shall carry over all tasks and matters related to the committee work as long as that is necessary. Deputy chairpersons also represent the committee in Assembly proceedings, during visits abroad as well as other activities under the jurisdiction of the committee.

3. ROLES AND RESPONSIBILITIES OF THE COMMITTEE STAFF

Within the Legal Department of the Assembly there is a special division responsible for providing support to committees. Every committee is entitled to at least one senior legal officer who serves as the clerk and the leader of the staff responsible for supporting committee operations and one senior officer/field analyst. Depending on the jurisdiction as well as the workload, committees are also supported by two senior officers/field analysts and one administrative officer. Staff members support all activities of the committee by planning, organizing and implementing various tasks. The staff is also responsible for providing professional procedural and legal advice as well as efficient administrative services.

The Rules of Procedures of the Assembly of Republic of Kosovo

Article 80: The Administration of the Assembly

Paragraph 1: The administration of the Assembly shall provide professional, administrative and technical support for the needs of the Assembly, the Presidency, committees, parliamentary groups and members of the Assembly.

The committee staff is responsible for organizing committee meetings, public hearings, field visits, preparation of work plan, preparation and proceeding of committee reports as well as other activities under the jurisdiction of the committee. The staff supports the information-gathering activities of committees by providing well informed and balanced legal and analytical services and effective administrative support. After serving for a number of years in certain committees, the staff gains a considerable respect and authority on matters within the jurisdiction of the committee. The committee staff members are all civil servants and should demonstrate commitment, impartiality and professionalism.

3.1 Committee Clerk (coordinator)

The clerk of the committee is the main officer responsible for guiding the team of staff responsible for providing professional and administrative support for the committee. The clerk performs his or her duties and responsibilities under the direction of the committee and the chair. The clerk is the coordinator, organizer and liaison officer for the committee.



The clerk to each committee provides impartial procedural and organizational advice to the committee and oversees the work of staff. The committee clerk has the authority and is responsible for:

- planning, managing, supervising the work of officers that support the work of the parliamentary committee,
- preparation of annual work plans
- preparation of draft agenda and distribution of related materials to members
- providing legal and procedural support on matters under the jurisdiction of the committee
- providing direct assistance in reviewing legislation and preparation of reports with recommendations for proposed legislation and issues considered,
- preparation of the preliminary report for draft laws, in cooperation with the division for standardization and harmonization of law,
- preparing the meeting scenario for the Chairperson
- preparing and overseeing the reports with recommendations for proposed legislation, reports on monitoring implementation of laws, performance reports for independent institutions and annual work plans
- oversees setting of the amendments in the draft law for proceedings in the second reading / with synopsis in three columns ,
- transferring relevant information within the procedural deadlines for the draft laws between functional and permanent committees,
- managing the committee budget in cooperation with the committee chairperson and other members
- Establishing and maintaining relations with legal offices of government departments under the jurisdiction of the committee
- publication of documents related to the committee in the web site of the Assembly, through the unit for maintenance, updating and publication of Assembly documents
- performing other work duties under the scope of the committee

3.2 Senior Officer (Analyst)

The senior officer (analyst) has an important role in overall organization of work in the committee and is engaged in ensuring informed decision making by members of the committee. The senior officer (analyst) works under the supervision of the committee clerk and has responsibility and authority for:

- supporting the committee by providing advice as well as legal and procedural analysis for the committee, including preparation of reports with recommendations for proposed legislation and other matters under consideration
- providing support in preparation of legal and procedural advice on legal and procedural issues for the work of the committee ,
- providing direct assistance in reviewing the proposed legislation and amendments set forth in the draft law,
- providing support for preparation of the meeting scenario for the Chairperson
- providing support in preparing the preliminary draft report, in cooperation with the division for standardization and harmonization of legislation,
- setting amendments in the draft law for proceedings in the second reading with synopsis in three columns,
- providing support in preparing the draft agenda and distribution of materials to members
- providing support in preparation of the committee annual work plan
- providing professional and technical advice for the Chairperson during the committee meeting
- preparing meeting minutes, reports with recommendations for proposed legislation, reports on monitoring implementation of laws, performance reports for independent institutions and annual work plans
- provides support for publication of documents for parliamentary committee in the web site of the Assembly, through the unit for maintenance, updating and publication Assembly
- performs other work duties under the scope of the committee

3.3 Administrative Officer

The administrative officer has an important role in the overall organization of work in the committee by providing the necessary administrative support. The administrative officer works under the supervision of the committee clerk and is responsible for:

- arranges meeting rooms and ensures necessary equipment
- photocopying meeting materials and delivering it to members
- supports the clerk and analyst in preparing the first draft of the meeting minutes
- ensures proceeding of materials for translation
- maintaining committee files , decisions and records
- preparation of documents and reports upon the request of the clerk and analyst
- coordinating activities with the Assembly department in order to ensure the necessary administrative and operational support
- performs other work duties under the scope of the committee



4. COMMITTEE MEETINGS

Meetings of the committee are convened by the Chairperson of the Committee or one of the authorized Deputy Chairpersons. Meetings of the committee are also convened upon the request of 1/3 of committee members. A committee can convene as many meetings as necessary to properly manage its workload. The frequency of meetings varies among committees depending on their jurisdiction, and the volume of legislation submitted for review, as well as number of matters referred to them by the Assembly. Committees can also convene joint meetings with other committees to exchange and review information or documents of common interest. Under normal circumstances committees do not meet during the plenary session days.

The Rules of Procedures of the Assembly of Republic of Kosovo Article 64: Meetings of the Committee

- 1. Meetings of Committees shall be convened by Chairpersons of Committees as outlined in the schedule approved by the Presidency*
- 2. In the absence of the Chairperson of the Committee, the meetings shall be convened by first or second Deputy Chairperson, respectively*
- 3. The Chairperson or one of the Deputy Chairpersons shall convene a meeting on another possible date, if one third (1/3) of the committee members so demand.*
- 4. The date and the agenda shall be determined by the Chairperson or one authorized Deputy Chairpersons unless the committee has taken a prior decision thereon. The agenda shall be communicated to the committee members at least four working days before the meeting takes place. The agenda may be modified by the decision of the committee.*

4.1 Setting the agenda

The date and the agenda of the Committee meeting is determined by the chairperson or one of the authorized deputy chairpersons unless the committee has taken a prior decision thereon. The Chairperson of the committee in cooperation with the Committee clerk should develop the draft agenda for committee meetings. A number of items on the draft agenda could be carried over from the previous meetings upon the decision of the committee membership. The content of the agenda is greatly influenced by the number of draft laws referred to the committee by the Assembly, and requests for opinions and recommendations on reports related to the work of ministries and agencies, as well as other matters that fall under the committee jurisdiction. The agenda is approved in the beginning of every meeting, while members may propose additional items.

4.2 Notice of a meeting

Committee members are notified about a meeting by means of a notice. A notice is sent via mail and e-mail to every member of the committee as well as the member's staff at least four (4) working days prior to the meeting. Notice of a meeting is also made available to the media and public and posted on the official web site of the Assembly under the calendar of activities. The notice outlines the purpose, location, time of the meeting, as well as the draft-agenda and related materials.

When applicable, the notice explains if the meeting is public or in camera and the names of any scheduled witnesses. Whenever an item of the agenda of the meeting pertains to a Ministry or any government agency, the Chairperson should also ensure that the relevant Ministry receives notice of the meeting, unless the Committee has decided otherwise

4.3 Committee rooms-seating arrangement

Committee meetings are usually held in one of the designated committee rooms that are located throughout the Assembly building. These rooms, which are outfitted for the purpose of committee meetings, vary in size, seating capacity and the type of the equipment for recording the committee proceedings. There are facilities in each room to provide a sound system and simultaneous translation. Meeting rooms provide tables and seating for members, staff, witnesses, government representatives, and limited seats for representatives of the CSO's monitoring committee proceedings, as well as the media.

The name tag of each Committee member is displayed in front of their seat along with their position. Individuals that appear before the Committee also have a card with their name, position and the institution they represent before them at their table or at the witness stand. Though there are not strict rules on seating arrangement the committees often rely on the best practices of advanced legislatures. Two deputy chairpersons sit close to the chairperson on the left and the rights side, followed by other members of the committee. The Clerk of the committee sits at the table to the right side of the Chairperson, while the senior officer/field analyst and the administrative assistant sit at separate tables on two back sides of the chairperson. Here is an example of a typical committee room setup.

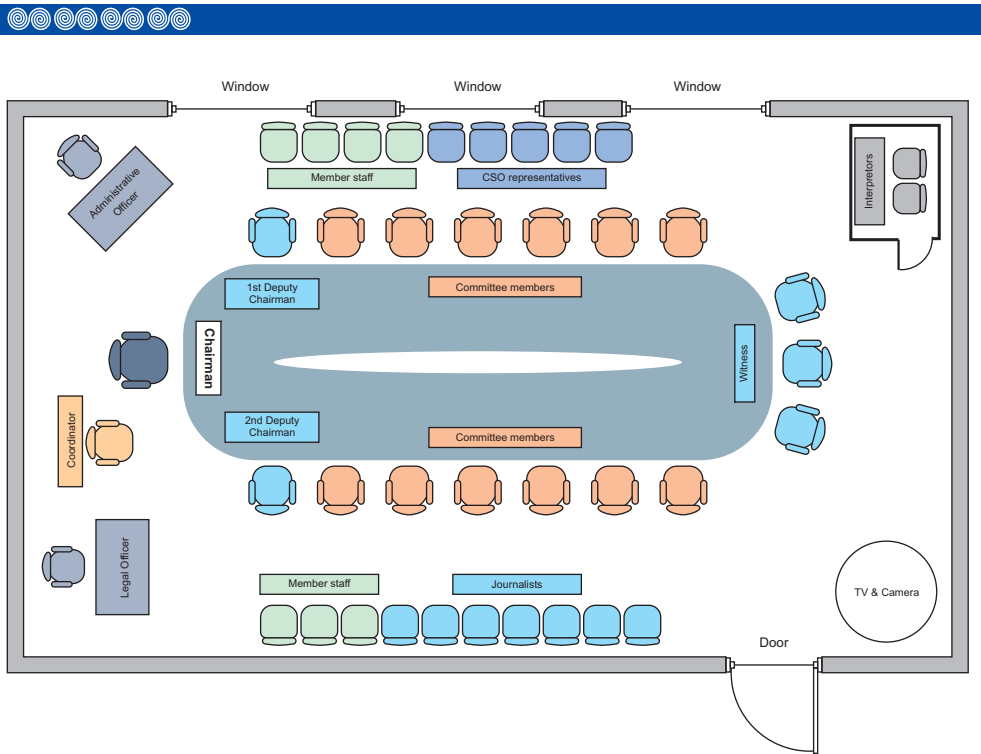


Fig 1.

When members are supported by their personal assistants and staff, the latter sit behind their members. Media and CSO representatives also sit behind members in both sides of the room. During the meeting, the interpreters are set in the translation booths located at the back of the room. The committee may decide to summon ministers, representatives of other state institutions or invite CSO representatives to report or clarify issues under committee consideration. In this case, the invitees usually sit opposite the chairperson.

4.4 Committee meeting management

The Chairperson calls a meeting to order once a quorum (a majority of members) is present. In the absence of a quorum, the Chairperson is empowered to convene the meeting with a reduced quorum, but the committee is not permitted to vote or adopt motions. A committee usually begins its meeting by approving the draft agenda, which is sent to all members in advance, but also by considering members' proposals to add new items to the agenda. Afterwards the committee approves the minutes from the previous meeting and addresses eventual remarks of members.

*The Rules of Procedures of the Assembly of Republic of Kosovo
Article 65: Additional Provisions on Committees*

Paragraph 6. Provisions for the authority of the President of the Assembly apply for the Chairperson of the committee accordingly.

Members of the Committee and staff, as well as any witnesses, are allowed to speak in the official language of their choice as simultaneous interpretation is available. The Chairperson maintains a constant overview of how much time is given to certain items of business and reminds members whenever the program needs to be adjusted in an effort to ensure that reporting deadlines are met. The Chair may, at his or her discretion, interrupt a member whose remarks or questions are repetitious, or not relevant to the matter before the Committee. If a member's comments continue to be repetitious and/or irrelevant, the Chair may recognize another member. If the offending member refuses to yield the floor and continues speaking, the Chair may suspend or adjourn the meeting.

4.5 In camera meetings

Though most meetings are open to the public, a committee may decide to meet in camera (in private) to deal with subject matters requiring confidentiality. The committee may also decide to hold a part of the meeting in camera to review specific items on the agenda. The decision for convening an in camera meeting can be made only by the majority of committee members. At an in camera meeting, neither the public nor the media is permitted to attend and there is no broadcasting of any kind. The Committee decides on a case by case basis, or as a matter of general policy, whether a transcript of in camera proceedings is to be kept. Transcripts of in camera meetings are kept by the Clerk of the Committee and archived at the end of the mandate. In certain occasions during an in camera meeting the committee may decide to ask the staff to also leave the room.

4.6 Quorum and voting

The quorum is the number of committee members required to be present in order to conduct a meeting. The majority of the members of a Committee constitute a quorum. The presence of a quorum is required whenever a vote, resolution or other decision is taken by the Committee. The Chair has the authority to hold meetings and/or to receive evidence when a quorum is not present, provided that at least one third of members are present. If a quorum is not present within half an hour of



the time appointed for the meeting, the meeting is to stand adjourned until the following week.

At the conclusion of debate on a debatable motion or when a non-debatable motion has been moved, the Chair reads the motion and then asks if the Committee agrees to it. Decisions in Committee are made following the adoption of motions by a majority of the vote. Most motions may be adopted without the formal reading of the motion by the Chair or taking of a vote, but when there is evident disagreement among the Committee members on a motion, the Chair will call for a vote.

Members vote by raising their hands, and the number of those voting on each side of the question is recorded in the Minutes. If any member of the Committee requests a recorded vote, the Clerk of the Committee shall read out the names of the membership in alphabetical order, each member replying in turn "for" or "against". The results of the vote are announced by the Clerk of the Committee and the Chair declares the motion carried or defeated, as the case may be. When the number of votes "for" and "against" is even, the motion is considered defeated.

4.7 Minutes of proceedings

Committees develop and publish a record of their proceedings for the use of members, their staff, and the general public. The Minutes of Proceedings are a summary of the discussions and decisions of the committee for each meeting. The committee clerk signs off on the minutes to attest to their accuracy and authenticity and then forwards it to committee members. The minutes would normally include the following:

- The day, date, place and number of the meeting and the time of commencement
- Agenda approved at the beginning of the meeting
- A note whether the meeting was held in public or in camera
- The names of members, staff and the presiding officer
- The names of witnesses and their affiliated organization/institution
- Overview of discussions concerning decisions made at the meeting
- Details of every piece of legislation/motion reviewed by members and whether it was passed
- Conclusions, decisions and recommendations
- The date and time for the next meeting, if this is determined during the meeting



The minutes of the previous meeting are approved by members at the beginning of every meeting. If there are no objections to the minutes, the minutes are deemed to be approved. Only Members who have specific remarks about editing or clarifying their expressed opinions have the right to speak about the minutes. The original copies of all minutes are kept by the Clerk of the Committee. Minutes are available in electronic form and posted on the Assembly Website. At the end of each season, the minutes, along with other committee documents, are filed in the Assembly archives and made available to the public pursuant to the law.



5. REPORTS OF THE COMMITTEE

Presenting a report to the Assembly is the way a Committee makes public its findings and recommendations on legislation or other matters referred to them. After considering all the submissions, the evidence and its own research, the committee produces a report. The clerk of the committee assumes a major role in guiding the report drafting process and ensuring proper procedural flow.

The Rules of Procedures of the Assembly of Republic of Kosovo Article 67: Committee Reports

- 1. Committee reports to the Assembly shall be made in writing. The reports of the Lead - Reporting Committee may be supplemented orally by the Chairperson of the Lead – Reporting Committee or a member that is reporter.*
- 2. The reports shall contain the recommendations of the committee together with the relevant reason.*

Reports can only be presented to the Assembly after they have been carefully reviewed and adopted by the committee. Reports are approved by majority vote of committee members present. Upon the request of any member and with the agreement of the committee, dissenting or supplementary opinions may be attached to subject-matter reports. The committee's formal involvement in an issue effectively ends with the tabling of its report.

5.1 Types of reports

The work of committees is reflected in the various types of reports they produce within their jurisdiction. The reports with amendments on the legislation comprise the majority of reports developed by the committee. Committees often establish working groups or assign one of the members as a reporter for a certain draft law referred to the committee, responsible for drafting the report. Reports on legislation with proposed amendments are reviewed and approved by the committee before submission to the Assembly.

As part of their oversight function committees produce reports on implementation of laws and other actions undertaken by the committee. The committee may also come up with reports that are derive from regular oversight actions focused on the policies and programs of ministries under its jurisdiction. Committees also review and table reports with recommendations after reviewing the annual reports and the performance of independent institutions and agencies. Committees develop and submit reports for any other matter referred to them by the Assembly. Committees develop reports on their own activities on annual bases and at the end of the mandate.

5.2 Tabling of reports

Once approved by the committee membership and signed off by the Chairperson, a committee report is sent for translation into the official languages. Afterwards it is tabled and registered in the Table Office and forwarded to the Presidency of the Assembly. The Presidency reviews the report procedurally and lines it up in the agenda for the upcoming plenary session. The tabling of a report provides an opportunity for all members of the Assembly to debate the findings.

The Rules of Procedures of the Assembly of Republic of Kosovo
Article 79: Language of the documents

Paragraph 1. All official documents of the Assembly shall be printed in the standard Albanian and the Serbian languages.

The Chair of the committee presents the report to the Assembly during the plenary sessions. If the Chair is unavailable, any member of the committee may present the report. The report is debated during the plenary session and then put to a vote. If the report on oversight actions contains recommendations for the government or independent agencies, the latter must respond within six months on implementation of recommendations or reasons why some or all of them were not carried out. Committee reports are public documents, and therefore the clerk should make sure that are widely distributed. The report is also posted in the official web site of the Assembly



5.3 Annual report

At the end of every year, the clerk of the committee, in consultation with the Chairperson, prepares and introduces to members a comprehensive annual report on the activities of the committee. The annual report highlights key activities, major challenges and future goals. The annual report provides detailed information on the number of meetings, number of draft laws reviewed, number of public hearings, number of field hearing and visits, number of oversight actions undertaken by the committee study visits as well as any other activity within the jurisdiction of the committee. The main difficulties and obstacles faced by the Committee in performing its work and meeting their responsibilities should be highlighted as well.

The annual report is reviewed by the committee membership and then put to a vote. At the end of the mandate, reports of each year are brought together and a final mandate report is prepared, approved and filed in the archives of the Assembly. The main purpose of these reports is to contribute to the creation of an institutional memory and to offer guidance for the committees of the upcoming mandate.

6. ORGANIZATION OF WORK IN COMMITTEES

Detailed studying of legislation, consultations with the general public and the experts' community, efficient oversight of the executive branch, cooperation with independent agencies and other state institutions, as well as other activities undertaken by committees require a lot of organization and coordination efforts. The chairperson and the clerk assume a major role in planning, organizing and coordinating the overall work in the committee. Annual work plans, committee budgets, media and public relations as well as official travel of the committee members have a great impact in the overall organization of work in committees.

6.1 Annual work plan of the committee

At the beginning of every year, committees develop and approve their annual work plans. Good planning is an essential precondition for efficient management of the workload in committees. Work plans enable members of the committee and staff to specify goals, strategies and timelines of all activities. Annual work plans are developed by the committee clerks and approved by the committee membership at the beginning of every year.

The work plan is mainly based on the legislative strategy of the government, which outlines the number of draft laws and timelines for submission in the Assembly. Work plans reflect the chronological order of the draft laws to be reviewed by the committees, timeliness for public hearings, field visits for monitoring implementation of laws, summoning of ministers and other government officials as well as other activities under the jurisdiction of the committee. Work plans are reviewed by the committee membership every three months to assess the implementation and to make necessary changes or additions depending on the circumstances or eventual delays of legislation that may occur.

6.2 Internal Rules of Procedures

In order to address specific matters that are not covered by the Rules of Procedures of the Assembly, committees may decide to develop and approve internal Rules of Procedures. The initial draft of the internal Rules of Procedures is developed by the committee clerk in cooperation with the chairperson and then submitted for review in the committee.



Once the remarks and suggestions of all members are addressed the internal Rules of Procedures are put to a vote and approved by majority vote of those members present. The internal Rules of Procedures must be in compliance with the Rules of Procedures of the Assembly.

***The Rules of Procedures of the Assembly of Republic of Kosovo
Rule 62: Function of committees***

Paragraph 2. Committees may develop and approve their own Rules of Procedure, in accordance with the Rules of Procedure of the Assembly.

The internal Rules of Procedures define matters related to the overall organization and functioning of the committee. It defines the rights and obligations of members and staff, procedures for organizing meetings, agenda, quorum, debates, voting, hearings procedures, review of legislation and submission of reports with amendments, reporting procedures, subcommittees and any other matter that is considered important by members. The internal Rules of Procedures can be revised and supplemented upon the request of 1/3 of members and approval of the majority of members.

6.3 Management and efficient utilization of the committee budget

As some committee activities such as field visits include budgetary implications, all Assembly committees are entitled to an annual budget. The budget is allocated to committees with the aim of assisting them in efficiently exercising their mandate. Proper budgetary planning has a great impact in the organization of work in committees. Therefore, in their annual work plans developed in the beginning of the year committees envisage key activities that have budgetary implications. The budgetary requests of the committee are submitted to the Budget Division of the Assembly on a quarterly basis.

***The Rules of Procedures of the Assembly of Republic of Kosovo
Rule 62: Function of committees***

Paragraph 3. Committees shall have a special budgetary line for their functions, within the budget of the Assembly.

The budget allocated to the committees can be used for a number of purposes: hiring short term external experts, organizing field public hearings, organizing site visits, co-financing research projects related to committee work, developing publications related to committee work, organizing social events with the key stakeholders under the jurisdiction of the committee and other activities directly related to the work of the committee.

The committee budget is managed by the chairperson in close cooperation with the clerk of the committee. Decisions for any expenditure are taken by the committee membership, after reviewing the proposal of the chairperson or any of the members. The clerk of the committee is authorized by the committee to conduct all procedural aspects of expenditures in cooperation with the Budget Division of the Assembly.

6.4 Official travel

From time to time, committees travel outside the country for study visits, consultations, seminars or conferences organized by the parliaments of other countries or regional and international institutions. Invitations addressed to the committees are reviewed by the committee membership to assess the scope and the importance of the visit. The delegation representing the committee should be comprised of members from the governing coalition and opposition caucuses. Quorum must be maintained at all times and either the chairperson or one of the vice chairpersons should be present.

All official invitations for members and Assembly bodies are initially sent to the Assembly Protocol Service. To attend regional and international events, committees must obtain the authorization of the Presidency of the Assembly, which releases the travel funds. The requests of the committee submitted to the Presidency should include the official invitation, the program agenda and the explanatory letter signed off by the Chairperson. Once approved by the Presidency, the Assembly Department for International Relations takes over the organization of the visit, issues visas, and conducts coordination with embassies, logistics, financial matters and interpretation.



*The Rules of Procedures of the Assembly of Republic of Kosovo
Article 75. Information on Official Travels Abroad*

- 1. A delegation of the Assembly, traveling officially out of the country shall present a written report to the Assembly within two weeks upon its return.*
- 2. The information shall include: description of the visit, composition of the delegation and amount of money spent.*
- 3. The information shall be sent to the Presidency of the Assembly and to the members of the Assembly, for the purpose of information.*

The committee clerk is responsible for the facilitation of all committee travel. For every visit abroad, the Committee appoints one of its members as the head of the delegation. When possible one staff member should accompany the delegation, take notes and prepares the visit report which is later signed off by the head of the delegation. Within seven days after the return, a report providing the details about the study trip, the outcome, and follow up plans is submitted to the committee for approval and later forwarded to the Presidency.

6.5 Public & Media Relations

Transparent, public information is essential to a democratic parliament, therefore citizens, media and civil society representatives should be informed about the work of the committee and decisions on matters subject to discussion. The clerk of the committee assumes a major role in utilization of proper mechanisms and tools that ensure efficient public and media relations. In this regard he should coordinate all activities with the Assembly Division for Public Relations.

Notice of a meeting, the agenda, press releases and other relevant materials should be regularly distributed to accredited journalists that cover the work of the Assembly through the Division for Public Relations. In case the committee is reviewing an important piece of legislation, or any other matter referred by the Assembly, a press release and press conference should be prepared. Press conferences take place at the media corner of the Assembly, which provides the space and technical equipment needed.

Committees also develop a variety of publications such as brochures, pamphlets and calendars that aim at educating the public on the role and activities of the committee. Periodically, committees develop information bulletins that contain information related to the activities of the committees that cover the jurisdiction of the committee, regular meetings, public hearings, oversight activities, field visits, study trips and process of reviewing draft laws. Bulletins are widely distributed and posted on the web site of the Assembly.

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Annex



Republika e Kosovës
 Republika Kosovo - Republic of Kosovo
 Kuvendi - Skupština – Assembly

Committee for [add name of the committee]

Day/date/month/year
 Room number/time
 Nr. _____.

CHECKLIST FOR ORGANIZING AND CONDUCTING COMMITTEE MEETINGS

Progress		Activity	Comments
√	U/T		
		BEFORE THE MEETING	
		1. Setting the date, time and place of the meeting	
		2. Setting the agenda of the meeting	
		3. Preparation and delivery of invitations for committee members	
		4. Preparation and delivery of invitations for government representatives, government agencies, CSO and other invitees	
		5. Notifying the Division for Public and Media Relations	
		6. Posting notice of the meeting in the web site of the Assembly	
		7. Preparations of materials related to the items in the agenda	
		8. Conducting consultations with the Committee Chairperson prior to the meeting	
		9. Confirming participation or absence of members for the meeting	
		10. Preparation of the meeting room, setting the name tags and meeting materials on the table	
		11. Ordering coffee and water	
		[Add new items as needed]	

		DURING THE MEETING :	
		1. Following the flow of the meeting	
		2. Providing legal and procedural advice, suggestions, professional advice and clarifications as needed	
		3. Keeping notes for preparation of meeting minutes	
		[Add new items as needed]	
		AFTER THE MEETING:	
		1. Preparations in case of a press conference	
		2. Receiving eventual suggestions for members	
		3. Preparation of reports with recommendations and other reports	
		4. Preparation of meeting minutes	
		[Add new items as needed]	

√ - Completed tasks A

U/T – Uncompleted tasks



Republika e Kosovës
 Republika Kosovo-Republic of Kosovo
 Kuvendi - Skupština - Assembly

PËR/ZA/TO	Anëtarët e Komisionit . . . Članove Komisije . . . Members of the Committee . . .	DATE DATUM DATE	[Data/muaji/viti] [Datum/mesece/godina] [Date/month/year]
		Reference	MK – 000 [nr. i mbledhjeve] [br. sednice] [no. of meetings]
NGA/OD/FROM	NN . . . [emri dhe mbiemri/ ime i prezime /name and surname] Kryetar i komisionit / Predsedavajuci komisije / Chairperson of the Committee		
SUBJEKTI PREDMET SUBJECT	Mbledhja e komisionit / Sednica Komisije / Committee meeting		

Mbledhja e komisionit do të mbahet

Të [dita], më [data/muaji/viti], në orën [koha], në sallën [nr. ____], ndërtesa e Kuvendit.

Ftohen anëtarët e komisionit.

Ftesës i bashkëngjitet propozimi i rendit të ditës.

Sednica komisije održaće se

U [dana], [datum/mesece/godina], u [mesto] časova, u sali [br. ____], zgrada Skupštine.

Pozivaju se članovi komisije.

Predlog dnevnog reda je u prilogu.

The meeting of the Committee will take place on

[day], [date/month/year] at [time] , room [no. ____], Assembly building.

Members of the Committee are invited to attend.

The proposal of the agenda is attached.

Rendi i ditës:*[Shqip]*

1. Miratimi i rendit të ditës;
2. Miratimi i Procesverbalit të mbledhjes së komisionit, të mbajtur më ... [data/muaji/viti];
3. Shqyrtimi i ... [shëno çështjen e vendosur për rendin e ditës];
4. Shqyrtimi i ... [shëno çështjen e vendosur për rendin e ditës];
5. Të ndryshme.

Dnevni red:*[Srbski]*

1. Usvajanje dnevnog reda;
2. Usvajanje zapisnika sa prošlog sastanka ... [datum/mesece/godina];
3. Razmatranje ...;
4. Razmatranje ...;
5. Razno.

Agenda:*[English]*

1. Approval of the agenda;
2. Approval of the minutes from the previous meeting ... [date/month/year];
3. Review of ... [check issue to the agenda set];
4. Review of ... [check issue to the agenda set];
5. Others.



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To: Mr/ Ms/ Mrs [name and surname], [write the position title and institution that represents]
From: Committee on ... [write the full name of the committee]
Subject: Invitation for . . . [write the invitation subject]
Date: [Date/ month/ year]

Dear . . . **Mr/ Ms/ Mrs** [name and surname],

We would like to inform you that Committee on ...[write the name of the committee] during the next meeting ... [date/ month/ year], will review the issue ... [write the issue that will be reviewed].

You are invited to attend the meeting of the Committee on ... [Date/ month/ year] at ...[write the time], room ...[write the number of the room], Kosovo Assembly.

In the meantime, we expect from you as [write his/ her position title], to provide additional documents (materials), regarding the issue that will be discussed.

Please, confirm your participation.

For additional information contact the committee staff on the following addresses:

[name and surname of contact person]
[write position title of contact person]
Tel.: 038/
E-mail:@assembly-ks.org.

Sincerely ,

NN ... [name and surname]
Chairperson

[Signature]



Republika e Kosovës
Republika Kosovo - Republic of Kosovo
Kuvendi - Skupština - Assembly

LEGISLATURE III

Session... [write the session].

Committee on ... [write the name of the committee].

Meeting nr. ____ [write the number].

Pristina, ... [date/month / year and time].

Assembly building, room...[write the number of the room].

MINUTES OF THE MEETING OF COMMITTEE ON ...

Present during the meeting: ...[names of the committee members].

Absent: ...[names of the committee members].

Names of other invited guests and witnesses: ... [list follow].

Names of the supporting staff of committee: ... [list follow].

Meeting was chaired by ... [name of the chairperson, vice chairperson].

Agenda proposed for this meeting:

1. Approval of agenda,
2. Approval of minutes of meeting of ... [write the date/ month/ year and number].
3. Review of Draft Law on [write the full name].
4. Review of ... [write the issue that will be reviewed by committee].
5. Other.

Chairperson stated that conditions were fulfilled to start the work and opened the meeting with the first motion of the agenda:

1. Approval of the Agenda

Agenda was approved with/ without changes...[write below necessary explanations].

2. Approval of the minutes of meeting held on ... [write the date/ month/ year and number].

[write the names of committee members and remarks that they have submitted].

Chairperson stated that Committee on ...[write the name of committee] approved Minutes of meeting held on[write the date/ month/ year and number] with/ without remarks.



3. Review of Draft Law on ... [write the full name].

Chairperson [describe the essence of discussion] ...

NN ... [name and surname of debater], [describe the essence of discussion] ...

NN ... [name and surname of debater], [claimed that]...
...

Chairperson stated that Committee on ... [write the name of committee] with ... [write the number of votes] ____ votes “for” and [write the number of votes] ____votes “against”, came with this conclusion:

CONCLUSION

**It is approved the Report with amendments of the reporter...(write the name and surname).
It is recommended to Kosovo Assembly the approval of Draft Law on ...**

[write the full name] **with proposed amendments by Committee on...** [write the name of the Committee].

[Write the amendments].

4. Review of . . . [write the issue that will be reviewed by Committee].

Chairperson . . . [describe the essence of discussion] ...

...

NN. . . [name and surname of debater], [claimed that]...

...

Chairperson stated that Committee on... [write the name of committee] with ... [write the number of votes] ____ votes “for” and [write the number of votes] ____votes “against”, came with this conclusion:

CONCLUSION/ RECOMMENDATION

[write conclusion/ recommendation clearly]. . .

Meeting ended at ... [write the time of end of meeting].

Prepared by:

Division for Support of Committees

Chairperson

NN ... [write name and surname]

[Signature]



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Kuvendi - Skupština - Assembly

Committee on . . . [write the full name of the committee]

Work Plan for . . . [write the year]

[Date/ month/ year]
[write the place]

Chairperson

NN... [name and surname]





Introduction

Based on the Assembly Rules of Procedure and best practices for committee operations, Committee on ... [write the full name of the committee] has drafted the plan of activities for the year ... [write the year]. The work plan may be amended upon the committee needs and activities.

Committee on ... [write the full name of the committee] during the year ... [write the year] will be focused on reviewing and amending legislation, overseeing implementation of laws, monitoring the executive branch and other state institutions that are within the jurisdiction of the committee. Committee will cooperate with all relevant local and international institutions, will engage external experts and will work closely with local and international non-governmental institutions in the field of ... [write the field].

Committee Members:

1. [Write name, surname and position title]
Tel.: [write the phone number]
Email: [write the e-mail]
2. [Write name, surname and position title]
Tel.: [write the phone number]
Email: [write the e-mail]
3. ... [List other members information]

Supporting Staff:

1. [Write name, surname and position title]
Tel.: [write the phone number]
Email: [write the e-mail]
2. ... [List other supporting staff information]



Objectives:

... [List other objectives that committee aims at achieving within a year]

Rules for internal organization

... [Below are listed general rules of for internal organization of committees. Depending on committee needs, rules may be added].

- Committee is established and functions according the Kosovo Assembly Rules of Procedure;
- Provisions that regulate presiding of the plenary are the basis for committee chairmanship as well.
- Committee has one Chairman and two deputy chairpersons;
- Committee is entitled to professional staff;
- Committee, by two-thirds of votes, can create one or two sub- committees;
- Committee can establish working groups to better manage the workload
- Sub- committees and working groups report to the committee;
- Committee can assign its members as reporters for any issue or field of work;
- Committee meetings are convened and chaired by the chairperson, or in his/her absence, the deputy chairperson;
- Committee meetings can be convened also by one- third of committee members.
- Committee makes decision with consensus or by majority of votes;
- The MP that doesn't agree with position of majority has the right to attach his opinion to the final report;
- Committee meetings are open, except in cases when committee decides otherwise;
- The committee may decide to invite government representatives, representatives of local and international institutions and associations;
- The committee may also hire short term experts/advisors, in accordance with procedural and financial directives of the Presidency
- Committee can use the help of international experts, institutions and associations.

Internal organization

Chairperson:

- Directs and coordinates the overall work of the committee, in cooperation with deputy chairpersons;
- Represents the committee on his own, or together with the committee members, depending on the event
- Reports to the Assembly for the committee work and expresses the position of the committee;
- For certain issues can authorize vice chairpersons or reporting members to present the position of the committee.

Deputy Chairpersons:

- Assist the chairperson and replace him/ her in case of absence;
- In agreement with the Chairperson, oversees the work of working groups
- In accordance with the Chairperson, they express the views of the committee before the Assembly.

Reporters:

- Members of committee can be engaged in reporting a specific issue, or to cover and research any certain field and report their findings in the committee
- With the consent of committee and chairperson, the reporter can present the views of committee before the Assembly.

Agenda of the Committee on monthly basis

Month	Committee agenda	Committee tasks
[write the month]	<i>[Write the planned activities for each month].</i>	<i>[Write the duties and obligations that committee should carry out in compliance with the activities of the respective month].</i>

Prepared by:
Committee Support Staff

[Date/ Month/ Year] . . .

[Place] . . .

Kryetari

NN....(name and surname)

(Signature)



Republika e Kosovës
Republika Kosovo - Republic of Kosovo
Kuvendi - Skupština – Assembly

LEGISLATURE- III

Session... [write the session]. **REPORT WITH RECOMMENDATIONS**

TO: Members of the Assembly of Kosovo Nr. ____ [write the number]
CC: Assembly Presidency
FROM: Committee on ... [write the full name of the committee]
SUBJECT: Report with recommendations for the Draft Law on ... [write the name of the draft law]
DATE: [Date/ month/ year]

Committee on ... [write the name of the committee], in accordance with rules 35.4, 36 and 46 of the Rules and Procedure of Kosovo Assembly, on the meetings that were held on ... [write date/ month/ year], has reviewed Draft Law on ... [write the name of draft law], proposed by Government, and decided to present to Assembly this :

REPORT ON THE DRAFT LAW FOR ... [write the name of draft law]

A. Introduction – Purpose

....

B. Solution

....

C. Budgetary Impact

....

D. Implementation

....

Recommendations

Committee considers that Draft Law on ... [write the name of draft law] has legal base on Constitution of Republic of Kosovo.

Committee unanimously recommends the Assembly to approve the Draft Law with the following proposed amendments:



DRAFT LAW . . . [write the name of the draft law]	Proposed amendments by Functional Committee	Draft Law with proposed changes
<p align="center">Article 1 Purpose of the Law</p> <p>This law determines [continues]</p>	<p align="center">Amendment 1 Article 1</p> <p>On the second row, after the word: “[replaced by word],” words are erased: “[replaced by words]” and text continues as in law.</p>	<p align="center">Article 1 Purpose of Law</p> <p>This law determines [continues]</p>
<p align="center">Text of Article 2 Text of article</p>	<p align="center">Article 2 – without changes</p>	<p align="center">Article 2 Text of article</p>
<p><i>Text of article.....</i></p>	<p><i>Text of amendment</i></p>	<p align="center">Article Text of article</p>
<p><i>Text of article</i></p>	<p><i>Text of amendment</i></p>	<p align="center">Article Text of article</p>

1. Reporters

. . . . [write the name and surname of reporters]

2. Justification- Reporting

. . . .

3. The key aspects of the draft law

. . . .

4. Opinions provided by other committees

. . . .

5. Debate in the committee

. . . .

6. Reasoning for each amendment

Amendment 1, [Justification] . . .

Amendment 2, [Justification] . . .

. . . [continues to the last amendment reasoning]

**7. The reasoning regarding this report is presented by member . . . [write the name and surname],
Chairperson of the Reporting Committee.**

[Place/ Date/ Month/ Year] . . .

Chairperson

NN . . . [write name and surname]

[Signature]



Republika e Kosovës
Republika Kosovo - Republic of Kosovo
Kuvendi - Skupština – Assembly

LEGISLATURE III

Session... [write the session].

REPORT WITH RECOMMENDATIONS

TO:	Members of the Assembly of Kosovo	Nr. ____ [write the number]
CC:	Assembly Presidency	
FROM:	Committee on ... [write the full name of the committee]	
SUBJECT:	Report with recommendations to the Draft Law for amending and supplementing the Law on ... [write the name of the draft law]	
DATE:	[Date/ month/ year]	

Committee on ... [write the name of the committee], in accordance with rules 35.4, 36 and 46 of the Rules and Procedure of Kosovo Assembly, on the meetings that were held on ... [write date/ month/ year], has reviewed Draft Law on ... [write the name of draft law], proposed by Government, and decided to present to Assembly this :

REPORT ON THE DRAFT LAW FOR AMENDING AND SUPPLEMENTING THE LAW ON

...
 [write the name of draft law]

A. Introduction – Purpose

B. SolutionS

....

C. Budgetary Impact

....

D. Implementation

....

Recommendation

Committee considers that the Draft Law on ... [write the name of draft law] has legal base on Constitution of Republic of Kosovo.

Committee unanimously recommends the Assembly to approve the Draft Law with the following proposed amendments:

Law on . . . [write the name of the draft law]	Draft Law on Changing and Supplementing the Law on	Amendments proposed by functional committee
<p style="text-align: center;">Acceptance of... Article 30</p> <p>(1) When a person is ... [continues]</p>	<p style="text-align: center;">Article 1</p> <p>Article 30, paragraph 1 of this law will be changed and supplemented as following:</p> <p>The last word "replaced with word" is deleted and instead , are added words : "[replaced by words]"</p>	<p style="text-align: center;">Amendment 1</p> <p>Article 1 is changed as following: Article 30, paragraph 1 is changed and supplemented as following: After the last word: "[replaced with word]" are added words : "[replaced by words]"</p> <p style="text-align: center;">(Functional committee)</p>
<p style="text-align: center;">. . . [to be replaced by text] Article 38</p> <p>(1) . . . [to be replaced by text]</p> <p>(2) . . . [to be replaced by text]</p>	<p style="text-align: center;">Article 3</p> <p>Article 38, paragraph 3 and 4 are supplemented as following:</p> <p style="text-align: center;">. . . [to be replaced by text]</p>	<p style="text-align: center;">Amendment 2</p> <p style="text-align: center;">Article 3</p> <p>To be deleted word: . . . [to be replaced by text]</p> <p style="text-align: center;">(Functional committee)</p>

1. Reporters

. . . [Write the name and surname of reporters]

2. Justification- Reporting

. . . .

3. The main content of the draft law

. . . .

4. Opinions provided by other committees

. . . .

5. Debate in the Committee

. . . .

6. Justifications for each amendment

Amendment 1, [Justification] . . .

Amendamenti 2, [Justification] . . .

. . . [Continues]

7. The report is introduced by: . . . [write the name and surname], Chairperson of reporting Committee.

[Place/ Date/ Month/ Year] . . .

Chairperson

NN . . . [write name and surname]

[Signature]



Republika e Kosovës
Republika Kosovo-Republic of Kosovo
Kuvendi - Skupština - Assembly

Legislature III

Session ... [write the session]

Committee on. . . [write the full name of the committee]

ANNUAL REPORT FOR. . .
[Write the year]

[Month/ year]

Table of contents

Committee composition and structure

- I. Introduction
- II. Scope of the committee
- III. Activities of the committee
 - a. Committee meetings
 - b. Review of draft laws
 1. *Review of draft laws as main committee* . . . [optional]
 2. *Review of draft laws as functional committee*
 - c. Review of annual reports of the reporting institutions . . . [if there are such]
 - d. Review of motions (requirements) of the public and private institutions . . . [if there are such]
 - e. Public hearings
 - f. Monitoring implementation of laws
 - g. Committee visits within the country and abroad
 - h. Hosting foreign parliamentary delegations (counterpart) . . . [optional]
 - i. Individual meetings of the chairperson and other committee members ... [optional]



IV. Resume of committee work

Table A – Measurable indicators of the work of the committee presented on the table.

Nr.	Indicators	Results
1	Number of the meetings	
2	Number of the agenda motions	
3	Compiled minutes of meetings	
4	Reviewed legislation	
5	Number of the established working groups	
6	Number of the working groups meetings	
7	Number of the reviewed amendments	
8	Number of the compiled reports on draft laws	
9	Opinions provided to other committees	
10	Review of reporting institutions annual reports	
11	Review of the public and private institutions motions/requirements	
12	Number of decisions made by committee	
13	Visits abroad	
14	Visits within the country	
15	Public hearings	
16	Monitoring of laws	
17	<i>[add if necessary]</i>	

V. Committee evaluation

Committee on the meeting held on ...[date/ month/ year] reviewed and approved Work Report for ... (write the year).

**Report prepared by:
Division for Support to Committees**

[date/ month/ year]
[location]

Committee Chairperson
NN... [Name and surname]

[Signature]



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Kuvendi - Skupština - Assembly

Legislature III

Committee for . . . *[Write the name of the committee]*

Registration list for committee members present during the meeting convened (date/month/year)
 at (write the time and room number)

Number	Name	Signature	Note
The Chairperson			
First deputy Chairperson			
Second Deputy Chairperson			
Member 1.			
Member 2.			
Member 3.			
Member 4.			
Member 5.			
Member 6.			
Member 7.			
Member 8.			
Member 9.			

The list was prepared and submitted
 by the Committee Legal Officer

Accepted by
 Payment Officer/Budget Department
 Istret Azemi



Republika e Kosovës
Republika Kosovo-Republic of Kosovo
Kuvendi - Skupština - Assembly

Committee on . . . *[write the name of the committee]*

To: Media and Public
[write the date]

PRESS RELEASE

Nr. *[write the number of press release]*

COMMITTEE MEETING/ PUBLIC HEARING

Committee on . . . *[write the full name of the committee]* held . . . *[write the activity of the committee]* on following topic:

[add details from the topic of committee activity]

During ... *[write the activity of the committee]* participated *[write the number of witnesses or reporters]* representatives of government or other organizations. A report of meeting will be presented to committee members on the meeting that will be held on . . . *[write the dates,time and place]*.

“ . . . [Main part of press release: write the main statement and position of the committee regarding this issue].”

For detailed information of committee activities please contact the committee officer on . . . *[write the full name of the committee]* :

Tel.: *[write the phone number]*

Fax: *[write fax number]*

E-mail: *[write the official email address]*

Respectfully,

NN ... *[name and surname]*
Chairperson

[Signature]

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for International Affairs (NDI).*

