



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

Law No. 03/L-132

FOR THE STATE PROTOCOL OF THE REPUBLIC OF KOSOVO

Assembly of Republic of Kosovo,

Pursuant to article 65 (1) of the Constitution of the Republic of Kosovo,

With the aim to set up legal rules for State Protocol of the Republic of Kosovo,

Approves

LAW FOR THE STATE PROTOCOL OF THE REPUBLIC OF KOSOVO

Article 1

1. By this law in the Ministry of Foreign Affairs is established the Office of State Protocol, Which is obliged for:

1.1. organization and realization of all protocol engagements of the President of the Republic, President of the Assembly, Prime Minister and Minister of Foreign Affairs for all their activities inside and outside the country;

1.2. coordination of protocol activity of the Government and titles of the high central institutions;

1.3. coordination and implementation of the Visit Programs of foreign delegations of higher level. The activity of the Office of State Protocol is regulated by special legal and sub-legal acts”.

2. Activity of the State Protocol's Office shall be regulated by special legal acts or sub-legal acts.

CHAPTER I

Article 2 STATE PROTOCOL

1. The State Protocol represents the institutional summary of the criteria which regulate every aspect of formal and informal nature of official relations. The State Protocol is competent for the implementation of these criteria. The State Protocol is the competent office which determines and treats the protocol and State Protocol in the Republic of Kosovo.

2. The State Protocol fulfils the duty of State Protocol and protocol activity of the President of the Republic, President of the Assembly, Prime Minister and Minister of Foreign Affairs for their activities inside and outside the country.

Article 3 The competences of State Protocol

1. The State Protocol fulfils these functions:

1.1. Implements with exactness the range of precedence of official positions of the Republic of Kosovo, Diplomatic Missions and also determines it in special cases which are unforeseen in this law. The basic criterion of the functioning of this structure is the respecting of official positions.

1.2. Organizes and attends the ceremonials of expectancy and accompany of foreign delegations such as: President, Prime Minister, President of Assembly and Minister of Foreign Affairs; in cooperation with cabinets of President, Prime Minister, President of the Assembly and Minister of Foreign Affairs drafts the program of their visit and responds for its implementation.

1.3. Prepares the protocol part for the official visits outside the country of the President, President of the Assembly, Prime Minister and Minister of Foreign Affairs of Republic of Kosovo. The state protocol, in cooperation with Kosovo Diplomatic Legation and with the homologue institution of hosting state, develops the program of visit of abovementioned statesmen.

1.4. Is responsible for the organizing of ceremonials for the official holidays, memorials, national and local, in cases when they are commemorative and for organizing of which is established by the decision of the Government of the Republic of Kosovo a state commission, where participates also the State Protocol.

1.5. Defines the use of state symbols, flag, anthem, coat of arms and other state signs according to the Law on use of state symbols of Republic of Kosovo.

1.6. Coordinate the meetings of the President of the Republic, Prime Minister, President of the Assembly and Minister of Foreign Affairs and other ministers with diplomatic representatives accredited in the Republic of Kosovo.

2. Central or local institutions, also diplomatic representations of the Republic of Kosovo are obliged to offer to the State Protocol the required information when it is linked directly or indirectly with its activity, with normative of State Protocol, of Vienna Conventions “For diplomatic relations” and “For consular relations”, also for the implementation of the reciprocity.

Article 4 **Other protocol offices**

1. Central and local institutions have their own specifics and characteristics in implementation of official protocol. Respective protocol offices function to handle directly the protocol and ceremonial practices of other officials.

2. Office of state protocol keeps close contacts with protocol offices of central and local institutions, communicates the protocol practices, exchanges information, organizes consultative meetings and serves as central structure for unification of protocol practices in the Republic of Kosovo.

3. Respective offices beside state institutions are responsible for the official activity of respective officials, their daily life with formal or informal character, movements inside the territory of Kosovo, inaugurations, welcomes and visits, meetings and different public events.

4. The Assembly Protocol is responsible for the implementation of the internal ceremonial of this institution, parliamentary activity and regulation of different aspects of relations with diplomatic body, public relations of the institution and meetings of the members of parliament with foreign delegations.

5. The protocol of Ministry of Security Force has the competency of organizing respective military ceremonials within this institution and military department, in accordance with basic norms of Protocol of the Republic of Kosovo and military regulation into force.

CHAPTER II

Article 5 DIPLOMATIC CEREMONIAL

1. Diplomatic ceremonial defines:

1.1. the protocol relations between the Republic of Kosovo and other states;

1.2. rules, administrative practices and advantages that are granted to diplomatic legations in Kosovo, in accordance with the Law on Status, immunity and privileges of diplomatic missions and in accordance with Vienna Conventions “For diplomatic relations” and “For counselor relations”;

1.3. the bilateral and multilateral agreements on the reciprocity base.

2. Diplomatic ceremonial collects the formalities that are respected for the arrival and departure from Kosovo of diplomatic authorities, the characteristics of their status, immunities, the privileges of diplomatic body, the modalities of their security. It is an exclusive duty of State Protocol to lead and to respect these important procedures.

Article 6 Presentation of Credentials to President of Republic

1. State Protocol informs the respective embassy for the date, time and place of presenting the credentials to President of Republic from the side of new ambassador.

2. He accompanies the ambassador in a special receiving room, where the ambassador signs the Guests Book and stay for a while for a brief conversation. Later on the Protocol Director leads him in a main room of ceremony.

Article 7 Connections between Ministry of Foreign Affairs and Central Institution

1. Diplomatic representations make connections with state administration of Republic of Kosovo through Ministry of Foreign Affairs. For the meetings that they want to hold with state administration and that are related to bilateral relations or issues with common interest, shall inform State Protocol and respective directorate within the Ministry of Foreign Affairs in advance.

2. Diplomats, specialists and foreign experts can communicate directly with their Kosovar homologues in state administration, when it is about social relations, courtesy or special problems between experts.

3. Diplomatic representations accredited in Republic of Kosovo, for official expectancies in case of official holiday and memorials and for any other festive, political, scientific and social activity that are organized, invitations directed to President of Republic, Head of the Assembly, Prime Minister, Minister of Foreign Affairs should be delivered to State Protocol. It is an institution that is responsible for their delivery to the destination. State Protocol suggests the level of representation. Ministers, in principle, do not participate in hosting without informing the State Protocol.

Article 8

Opening of a New Diplomatic Legation

Foreign Officer that comes in Kosovo to open a diplomatic representation can be its diplomat or another diplomat charged by this duty. In order to arrive, he meets in Ministry of Foreign Affairs with respective directory and State Protocol, whom he informs about the purposes of his mission.

Article 9

Support for Diplomats

1. State Protocol supports the Diplomatic Mission for different issues. Within the allowed frame, it supports diplomats and their families from the arrival day until the day of their leave.
2. Respective Office of Protocol informs the diplomats for the most suitable places for accommodation, for market, language learning, artistic activities, health service, schools and education of children and other recommendations according to their requirements.
3. State Protocol serves as a support for issues that foreign representations have with other Republic of Kosovo institutions, public or private institutions and with particular individuals.

Article 10

Participation in Official Ceremonials and Memorials

1. The chief of representation is informed from the beginning of his / her arrival with a verbal note, where are presented official holidays and memorials of Kosovo and the timetable of the offices of public administration.
2. Diplomatic Mission is invited to participate in main official ceremony and memorials that are determined by the law on official holidays of the Republic of Kosovo.

Article 11
Expiration of Duty and Leave of the Chief from the Mission

1. When the chief of one representation leaves finally from the Republic of Kosovo, in advance he/she informs with a verbal note the Ministry of Foreign Affairs for his leave, and for the name of the diplomat that is going to replace in a mission as charged with duty.
2. State Protocol gives the necessary support to realize the valedictory meetings with the President of Republic, Prime Minister, Minister of Foreign Affairs, Deputy Minister and other figures that he might want to meet.

Article 12
Decease of a Diplomat

1. As soon as Ministry of Foreign Affairs is informed from the diplomatic representation for the decease of the chief of representation or of another diplomat offers the support and its cooperation in the form of assistance and orientation.
2. Respective directorate prepares a letter of condolence that Minister of Foreign Affairs shall send to the family of the late diplomat and the telegram of condolence that shall be sent to Minister of Foreign Affairs of the state of the late diplomat.
3. In the case of death of a Republic of Kosovo diplomat in charge, his/her coffin shall be received in the airport by the State Protocol and other representatives of Ministry of Foreign Affairs. The funeral departs from Ministry of Foreign Affairs and the expenses are covered by the institution.

Article 13
State Flag in Diplomatic Legation

1. Foreign diplomatic representation accredited in Kosovo can hold unfurled the state flag in the residency building or territory.
2. They should raise the Kosovo state flag next to their flag only in the case of when there goes for a visit the President of Republic of Kosovo. The flag stands there until the leave of head of state.

CHAPTER III

Article 14 THE SYMBOLS OF THE REPUBLIC

Main representative symbols of the Republic of Kosovo are state flag, state anthem and the coat of arms of Republic of Kosovo. The use of symbols in Kosovo is regulated according to the law for the use of Republic of Kosovo state symbols.

Article 15 State Flag

1. Unfurling the state flag is a universal right in the Republic of Kosovo. Its dimensions are orientated and are fixed in the scale 1:1,4 . When the flag is unfurled in height above 10m from the land, it is recommended the sizes not higher 350cm x 490cm. In cases when is unfurled in balcony or till 10m high, is suggested the size 200cm x 280cm. In closed environments (rooms, offices) is recommended the size 1.07 x 1.50 or 150cm x 210cm in one flagpole 2.5m long, depending on the space of environment. The flag of the table should have the sizes 16 x 23cm.

2. In outdoor environments the state flag stands raised on or next to the central and local governmental institutions, in border points and in diplomatic representation of the Republic of Kosovo, twenty four (24) hours per day and lighted during the night. In cases of official holidays and memorials the flag is raised also in other places with the authorization of Prime Minister, for state events or Major of Municipality for local events.

Article 16 The Ceremony of Raising and Lowering of the Flag

1. During the lowering and raising the flag ceremony or marching, all the people present stand at attention by following with eyes the movement of the flag.

2. Soldiery honor militarily directed to the flag. When the flag is not seen, the stand at attention is kept from the band. The foreigners present stand at attention. This ceremony is not implemented only in cases when is transmitted in television or radio.

Article 17 State Anthem

State anthem is intoned anytime in the presence of state flag. Intonation of anthem in official ceremonials and memorials shall be defined by the Law on use of State Symbols of Kosovo.

Article 18
The Coat of Arms of the Republic

1. The usage of the coat of arms of the Republic is an exclusive right of state bodies. The dimensions of the Republic emblem are oriented and are formulated by the scale 1:1,5.
2. Officially are recognized also the emblems of different levels of local governance, of public organs, distinctive signs of different weapons of military, of police and universities approved by the Protocol of State in the name of the Government.
3. The use and set up of the coat of arms of the Republic of Kosovo shall be defined by the Law on Use of Kosovo State Symbols.

CHAPTER IV
OFFICIAL CEREMONIAL OF THE HIGHEST STATE AUTHORITIES

Article 19
General Rules

1. The ranks of the President of the Republic, The President of the Assembly, The Prime Minister, and Foreign Affairs Minister because of their functions they have, are distinguished in the rank of ceremonial advantages and privileges.
2. The ceremonies where these authorities participate are organized according to the specifics of activities by the State Protocol, their internal protocol office, various institutions, ministries or municipal institutions.
3. The preparation of activities is done in advance. The organizers' task is to announce the State Protocol when foreign figures participate in the ceremony, at least 1-2 weeks before the due date. They are obliged to inform for the aim, the entire program of the activity, the way of organizing, undertaken measures, the list of the invited, the arranged time and place.
4. The state protocol is preliminarily informed for any movement, of the major figures, President, President of the Assembly and Prime-Minister abroad. Visits are coordinated in order not to be the three of them abroad at the same time.
5. The President of the Republic, the President of the Assembly, The Prime Minister accomplishes high- level visits abroad. The State Protocol deals with the official procedures of organizing the visits, from the preparation phase until the end of the visit. In the function of this program it cooperates with certain cabinets.
6. The hosting ceremony of a foreign counterpart is done at the airport or at the headquarters of a high personality. This is preliminarily arranged through talks of the State protocol with the foreign party protocol. The ceremony is accomplished in accordance with the schemes approved by the State protocol of the Republic.

Article 20

The President of the Republic

1. The President of the Republic represents the authority of the highest level of the state of Kosovo, which is the expressing of the unity of people. The exercise of his entire mandate is conducted by a special ceremonial for all the official and unofficial aspects of his life and activities.
2. In various hosting and state holidays given by the diplomatic representatives accredited in Kosovo, the President of the republic participates only on the occasions when his presence is considered reasonable and important. The participation of the State President is signaled by the State Protocol.
3. All the institutions of the Republic of Kosovo are obliged to put the picture of the President in their environments. The minimal sizes should be 40 – 60 cm.

Article 21

The Ceremony of Starting the Duty of the President of Republic

1. The ceremony of starting the duty of the President of Republic is held as a whole and is divided in two major moments, in the Assembly hall and at the President's Residency.
2. The assigned day for the Kosovo Assembly session, except the assembly members, others invited can participate as well. The Assembly protocol conducts the ceremony in the Assembly hall.
3. Kosovo State anthem shall be intonated. The President of the assembly invites the President to take the salutation speech before the assembly members.
4. After the Kosovo assembly, the presidential ceremony is followed at President's Residency.

Article 22

The First Lady

1. The spouse of the President of the Republic is granted the status of the First Lady of the country.
2. Grown up members of President's family that are living with him are granted a protocol status equal to the president's counselor. This status is valid only when they participate as invited in formal activities, together with the President. In other cases, and the close juvenile, are not granted the protocol status.
3. In the ceremonies where the president participates alone, the First Lady stands on his right side. In honor ceremonies, where the state anthems are executed, she stands together with the first lady counterpart, three steps behind the presidents. In a formal

host setting, on the occasion where there are invited guests of honor, the President walks first together with the spouse of the guests of honor, whereas the First Lady accompanies the invited guest of honor and enters second after the President.

4. If the president is not married, none of his family members cannot represent or be in the role of the First Lady. In official activities, the President of the Republic appears unaccompanied. In celebrative ceremonies when he travels outside the capital city or abroad, the President of the Republic may be accompanied by any other family member by will, but not in the level of the first lady. The President's accompanier is granted a special protocol on all occasions.

Article 23

The Presidency

1. The Presidency is the headquarters for the official activities of the President of the Republic of Kosovo. Two guards of honor stand at the entrance of the Presidency in the honor by wearing ceremonial uniforms.

2. When the President passes by, those present; be they invited or co-operators raise and respond to his salutation. Even those who know the President in person, they should not stop and salute him first. Everyone approaches him with "Mr. President". The President's spouse is directed to with Mrs. (her surname follows).

3. The president of the Republic has the right to keep a distinguished flag as a special sign which identifies the rank of his hierarchy and authority lead and command. At the office of the President, a flag stands behind his chair: the state flag on the right and the distinguished President's flag on the left.

4. The internal protocol of the Presidency is led by the head of President's protocol. He is responsible for the daily meetings which take place at the President's office, the activities and movements within the Kosovo in accordance with the State Protocol.

5. If the accompaniment of the president of the Republic by the Ministers is required, this shall be accomplished after a request had been presented by the President to the Cabinet of the Prime Minister.

6. A red carpet is laid down at the entrance of the Very Important Persons hall, at the airport or at the airplane's entrance to host and accompany the President of the Republic. The Protocol of the Presidency accomplishes all the formalities of documents necessary before his departure and arrival.

Article 24

The Hosting in the Presidency

1. On the occasions of the visit of a state President, Prime minister or any other high-level visitor, The President of the Republic hosts him at the Presidency headquarters or at any other government headquarters.

2. The President of the Republic hosts friends of the highest level in other environments such as the President's Residency. The same ceremony of honor can take place there as well. The president, on occasion hosts his counterpart with courtesy, lunch or state dinner.

3. In cases, when the President of the Republic meets his visitors of the level of Prime Minister, the hosting takes place in the President's hall, whereas for the minister, state secretary or other authorities of the same rank, the hosting takes place in the meeting hall.

Article 25

The Ceremony of the Assembly

1. The assembly is a legislative institution of the Republic of Kosovo. As such it has the right of a special ceremonial in its official activity. The office of the Assembly protocol has the competences for treatment and implementation of this ceremonial within the Assembly territory.

2. The Assembly Protocol leads the ceremonial of the Assembly. Its duties are foreseen in the internal regulation of the Assembly.

3. The Assembly Protocol organizes, attends and programs the hosting and accompaniment ceremonies as well as all other protocol practices during the visits of foreign delegations of parliamentary interstate institution.

4. The State Protocol in cooperation with the Assembly Protocol coordinates meetings of the President of the Assembly with the delegations in the level of President, The Prime Minister and the Minister of Foreign Affairs who visit our country and the delegations of young ambassadors who present their credentials has the duty of organizing, accomplishing the activities of the protocol of the Assembly President and his activities in the country and abroad. The meetings of heads of parliamentary groups and deputies are coordinated by the Assembly protocol.

5. The Assembly Protocol compiles invitations and official telegrams of the President of the Assembly for counterparts and officials of different interstate organizations and institutions and then submits these to the State Protocol.

6. Attends consular practices with the diplomatic legations accredited in the republic of Kosovo for the visits of the Assembly delegations, for sending the invitations and telegram compliments and compiles the list of participants in official meetings and hosting of the President of Assembly.

Article 26
The President of the Assembly

1. The president of the Assembly is the second authority in the rank of priority of the Republic of Kosovo. President of the Assembly has the right of a special ceremonial of their official and life activities. Two guards of honor stand in the entrance of the Office of the President of the Assembly. Everyone is directed to him/her with “Mr. President of the Assembly”.
2. The spouse of the President of the Assembly is granted a protocol status during the hosting of activities where he/she is invited together with her/his spouse, within the state or abroad or alone, when organizing various social, humanitarian activities as well as Diplomatic Mission. The spouse of the President of the Assembly, everyone is directed to him/her as Mrs. (her own name).
3. When the President of the Assembly participates in public activities together with the President of the Republic, stands on his right side, except in cases decided otherwise.

Article 27
The Prime Minister

1. The Prime Minister as the highest rank of the executive power of Kosovo has the right of a special ceremonial in all official and unofficial aspects of his life and activities. Everyone approaches him with “Mr. Prime Minister”.
2. The Prime Minister’s spouse is a public figure and has the right of hosting and organizing various social, humanitarian activities even with the representatives of the Diplomatic Mission. The Prime Minister’s spouse is directed with Mrs. (followed by surname).
3. In cases when the President of the Republic is not married or a widow, the Prime minister’s spouse has the privileges of the First Lady of the country until a change occurs to the President’s marital status, but her denomination is of a First Lady.
4. The Prime Minister’s spouse accompanies his spouse in his visits, and on occasion participates, in activities and ceremonials which are held, but does not participate in official meetings. During these activities, he is granted the right of a special protocol program.
5. The Prime Minister’s mature children living with him are equal with the Prime Minister’s advisors’ rank when they participate as invited in various formal ceremonies. In other cases, if they are small children, they are granted a protocol status.

Article 28

Government's Oath

1. The ceremony of the new Government's oath is held in the Republic of Kosovo Assembly. Except members of the parliament invited to attend are from the main state institutions, diplomatic corps accredited in Kosovo, a prominent representative of science, culture and art, heads of religious communities: Muslim, Catholic and Orthodox and other prominent representative of the society in the Republic of Kosovo
2. The Government members led by the Prime Minister is seated at a certain place according to the rank on Government's list. The ceremony is opened by the President of the Assembly. The president of the Republic enters and takes the certain seat. All present rise. State anthem is intoned.
3. After the oath, the new Government holds a meeting in the headquarters of the Prime Minister in the first entrance meeting the Prime Minister greets every minister wishing them success in their duty.
4. On the occasion of starting the duty, the Prime Minister organizes a hosting for the Diplomatic Mission in one of the Government headquarters. All heads of legations accredited in Kosovo as well as other figures are invited. The list is compiled from the Office of the Prime Minister. This activity is organized by the State Protocol.

Article 29

The Prime Ministry

1. At the entrance of the Prime Ministry, two uniformed guards of honor wearing various ceremonial uniforms of the Presidency.
2. The rank of the Prime Minister has the right to hold distinguished flags as a special sign which identifies the scale of his hierarchy and authority for this rank to lead and command. At the Prime Minister office, two flags stand behind his chair: the state flag on the right and the distinguished flag of the Prime Minister on the left.
3. The Prime Minister has the right to participate in various hosting given by the Diplomatic Mission accredited in Kosovo. If the Prime Minister is not able to participate in such events, he sends one of his main representatives for these activities.
4. The protocol of the Office of the Prime Minister is lead by the Head of Prime Minister's protocol. He/she is responsible for the hosting and the accompaniment accomplished at the office of the Prime Minister, the movements and the activities done within the Kosovo territory in accordance with the State Protocol.

Article 30
The Hosting at the Prime Ministry

1. In his headquarters the Prime Minister of the Republic of Kosovo hosts and accompanies visitors according to a preliminarily approved program. He/she welcomes and accompanies the head of a foreign state to his/her car, whereas his/her counterpart accompanies him/her up to the headquarters entrance. Official ceremonies with foreign visitors are directed by the state protocol.
2. Two hours before the arrival, the flag of the guest state is raised at a certain place, on the left side of Kosovo flag. The flags of both countries are placed in the meeting hall, small measure flags are put on the table of official talks.
3. Honor ceremony is developed in official visits. It can be held at the airport, at the Prime Minister's headquarters or any other government headquarter according to the certain scheme.
4. Honor ceremony is not held in unofficial visits. The Prime minister hosts his guest visitor at the Prime Minister's headquarters. On occasion, together with the Prime Minister, 2-3 official accompaniers, persons in charge of the protocol, the press and the translator.
5. The Prime Minister of the Republic of Kosovo hosts high- level guests such as a foreign state President and Prime Minister in the setting of the Residency of the President as well as in other Government headquarters. The same hosting ceremony can take place there as well. On occasion the Prime Minister offers official lunch or dinner for friends.
6. On occasions when the Prime Minister meets foreign visitors in the minister level, state secretary or authorities of the same level, their hosting takes place in the meeting hall.

Article 31
The Hosting in the Ministry of Foreign Affairs

1. The Ministry of Foreign Affairs and the Diplomatic Missions organize various hosting, by the opportunity including the Republic of Kosovo's statesmen from political and public life.
2. Because of the duty, their leaders participate in many hosting, state, official and private activities where organizing authorities are invited and where the representatives of Diplomatic Missions or foreign delegations participate when they visit Kosovo.
3. The Minister of Foreign Affairs, together with his spouse, has the right to organize hosting and diplomatic activities, by the moment and the gals set to achieve through them. This is determined in accordance with the political intentions which he has approved himself.
4. The first welcome of the Foreign Affairs Minister is done as soon as he starts his official duty. The hosting is given within the official schedule, only for the heads of

diplomatic missions or out of the official schedule, if they are invited together with their spouses.

CHAPTER V

Article 32 VISITS AND MEETINGS

1. The ceremonial of the Republic of Kosovo foresees the following visits:
 - 1.1. State (only by a state President);
 - 1.2. Official;
 - 1.3. Work;
 - 1.4. Courtesies, private.
2. Inter-state visits and meetings of the President, The President of the Assembly, The Prime Minister and the Minister of Foreign Affairs of the Republic of Kosovo, are organized through diplomatic channels, and assisted by the State Protocol.
3. The invitations shall be made by the President of the Republic, the President of the Assembly, the Prime Minister, and the Minister of Foreign Affairs to their foreign counterparts during the meetings they may have with them or officially, through diplomatic representatives.
4. The invitations are sent through State Protocol.
5. Parties agree through diplomatic channels for the time of the visit, as well as its duration.
6. When the head of the delegation is the State President, The President of the Assembly, The Prime Minister and the Minister of Foreign Affairs a short biography of life and activities is given to the press accompanied to a short summary of history of relationships amid the two countries.
7. A few days before the scheduled date of the arrival of delegations, the final draft program of the visit is composed. The manner of welcoming and conduct, the composition of delegations, the development and format of talks, agreements, if any, meetings with local and foreign personalities, visits in various cultural- historic sites the information about the place and its climate etc are foreseen in the program.
8. The drafting of the program shall be done in close cooperation with diplomatic representatives of the country from which the delegation comes. Diplomatic representation of the country the delegation is coming. A copy of the final program is given to the diplomatic representation a few days before the arrival of the delegation.

Article 33
The Hosting in of Foreign Delegation of the Highest Level

1. In cases of any state and official visit a full ceremony of hosting takes place, with guards of honor and the execution of the national anthems.
2. Foreign delegation in the level of State President, The President of the Assembly, The Prime Minister, UN- Secretary General, NATO, EC- President or any delegation of the same rank and with an appropriate ceremony is hosted at the Pristine Airport or in the headquarter of the authority who has made the invitation. This is emphasized in the program of the visit which is preliminary approved by the Kosovo hosting authority.
3. Kosovo authorities are presented by the Kosovo authority, whereas the diplomatic authority is presented by the appropriate embassy.
4. When the delegation is led by the Minister of Defense, the ceremony takes place in the indoors of the Ministry of the Kosovo Security Force or by the army unit preliminary specified according to the program.
5. When the head of the delegation is the Prime Minister and Meets the President, this last one is accompanied by the Foreign Affairs Minister and in his absence, by the Deputy Foreign Minister.
6. In all visits of the delegations in the level of State President, The Prime Minister, Foreign Affairs Minister, the accredited Ambassador of Republic of Kosovo is called by the country where the delegation is from. He is ranked second on the list of the Republic of Kosovo delegation, except when two of the above authorities participate in it.
7. During the time of the guest's stay in Kosovo, his state flag is raised in the headquarters, which remains unfolded until the guest leaves.
8. Foreign delegation, the visits made to other towns of Kosovo is accompanied by a high authority preliminary determined by the State Protocol. In this occasion, the delegation welcomes the Head of Municipality and other authorities of the local government. The accompaniment of the delegation is accomplished in the same way, by the same host persons.

Article 34
The Usage of the Very Important Persons` Airport Hall

1. The Very Important Persons Pristine Airport hall is composed of the two or more environments. The usage of the airport hall (for Very Important Persons) is regulated with special sub-legal act by the Ministry of Foreign Affairs.
2. The usage of the Very Important Persons halls is made without ignoring the security checking of luggage and persons. The exception to this security check is only made for

the rank of the President, The Prime Minister, and The president of the Assembly, Foreign Affairs Minister and their foreign counterparts. Every other person who uses the Very Important Persons hall or any delegation in general, undergoes checking procedures.

Article 35

Talks

1. Official talks between the two delegations are held at the table of talks, which is preliminary prepared. The delegations take their seats in front of each other according to the rank. The head of the delegation remains in the central position. Small state flags are put on the table. The hosts take their seats with their backs turned by the window or in front of the entrance, whereas the guests are in front of them. Large state flags can be placed as well.
2. If the meeting is of an official character or courtesy meeting and of not equal rank, it is held at a host room.
3. Homogeneous bilateral meetings are held on straight- angled tables, triple meetings are held in U shaped tables with the host delegation at the centre and if there are four delegations, a square table is used.
4. If there are five or more delegations, oval or straight- angle tables are used, where the hosting delegation stands in its close part. In the cases when it is necessary to evident a formal equality of the participants and to avoid the hierarchic positions of the head of the meeting, then the square or circular table is used.
5. In all kinds of talks the initial participation of the media is allowed and the official photos of the delegations or their presidents are allowed. Stenography secretaries are allowed.

Article 36

The Signing of the Agreements

1. The signing of the bilateral or multilateral agreements is a solemn moment, which requires a careful and special protocol. The ceremony should respect the following basic rules:
 - 1.1. The signing table should be of a suitable size in accordance with the number of signatories, who all sit on the same side.
 - 1.2. The host authority places his guest on his right side. If they are more than two, the host stands in the middle.
 - 1.3. Files of the agreement and pens are placed on the table in advance
 - 1.4. After the signatories, state and representation flags are put, which should be of the same size. It is possible that apart from big flags to put small flags on the table.

- 1.5. At least two persons help the signatories during the signing procedure.
- 1.6. The media is systemized in front of the table of signatures, not less than 2-3 meters distance.
- 1.7. Certain delegations take their seats beside their president or after him.
- 1.8. If the agreement is not signed by the highest authorities presenting in the ceremony, the latter take their seats after the signatories or sit on the table between them.

Article 37

The Exchange of Presents

1. In case of visits, meetings and in general during the exercise of the state duty, high level authorities are given presents by the people and institutions. State President, The Prime Minister, The President of the assembly, Foreign Affairs Minister, exchange presents in sign of courtesy.
2. The value of the present should not exceed the limits of courtesy, rules or legal limits that may have been put by certain countries, as well the reciprocity. Certain descriptive documents are drafted for each present given. The institutions are recommended to present their gifts.
3. Major authorities do not exchange presents themselves in official meetings, except in cases preliminary agreed. In any other case, the presents are exchanged through certain protocols.

Article 38

The Hosting of the Delegations of the Lower Level

1. When foreign delegations coming in the Republic of Kosovo are led by the authorities in the minister level or below, are hosted or accompanied by the Republic of Kosovo representatives of the same rank.
2. These delegations are hosted without any official ceremony or flag rise. The flags of both countries are raised in certain ministries only when the delegation is led by the Foreign Affairs Minister or Minister of Defense.
3. Foreign delegations led by the rank of a minister may be hosted in special meetings by the President of the Republic and the Prime Minister based on their request to the State Protocol. Legislative delegations of the same rank are hosted by the President of the Assembly. In any case, a preliminary opinion is required by the certain directorate of the Ministry for Foreign Affairs
4. In all visits in the rank of minister or equal to it, Kosovo Police is informed about the

program of the visit not less than forty eight (48) hours before the arrival of the foreign authority.

5. The host ceremony of a Defense Minister or a senior military, when taking place in the Ministry of the Security Force or at any army barrack, is held in the presence of the army guard of honor and is lead by the protocol of the Security Force Ministry.

Article 39

The Accompaniment of the High- Level Kosovo Delegations

1. When the President of the Republic, The President of the Assembly, The Prime Minister, Foreign Affairs Minister, travel abroad for an official or state visit, it is possible for the protocol employee of a certain institution or the state Protocol to travel to the host country 1 day earlier, who is informed about the preparations, place and the program of the visit or this activity is accomplished by the accredited diplomatic representation of the Republic of Kosovo in that particular country.

2. High- level delegation is accompanied at the airport by the Director of the State Protocol, or his deputy. In the accompaniment of the President of Republic as a rule The Secretary of the Presidency or the Head of the Cabinet and his staff members participate as well. The ambassador of the certain country also participates.

3. In the accompaniment of the Prime Minister the Permanent Secretary of the Prime Ministry, Head of the Cabinet of the Prime Minister and Director of the State Protocol or his deputy.

4. In the accompaniment of the Foreign Affairs Minister, Head of the Cabinet and Director of the State Protocol or his deputy participate. On the occasion of official visits assists even the ambassador of the particular country.

5. The above mentioned authorities come to the airport only a few moments before the take- off of the airplane. Other delegation members accomplish all the formalities before the arrival of the authority and emplane first. The person in charge with the protocol of the authority accomplishes all formalities before his arrival to the airport.

Article 40

The Hosting of the Important Authorities without an Official Rank

1. If the special authorities without any official rank, but important and of the high- rank in their own countries such as: a non- heir prince to the throne, leader of important funds, great art representatives, culture representatives, big world families or others equal to this level come for a visit to Republic of Kosovo or are invited form the high- rank authorities and special protocol is applied towards them.

2. If their arrival has been negotiated through diplomatic means, they are welcomed by the State Protocol officials, representatives of the Foreign Affairs Ministry and are treated as visitors with a diplomatic status. The level of hosting is determined by the State Protocol.

CHAPTER VI

Article 41

The Order of Advantage of Official Ranks

1. In the Republic of Kosovo, the order of advantage of official ranks is divided into three main groups:

1.1. **Group I:** President, President of the Assembly, the Prime Minister, Chairman of the Constitutional Court and former presidents.

1.2. **Group II:** Assembly deputies, Deputy Prime Ministers, Ministers of the Government according to the list of decree, Foreign Ambassadors, Heads of Parliamentary Groups, Chairmen of Parliamentary Committees, MPs, Ambassadors of the Republic of Kosovo in office, members of the Constitutional Court, President of the Supreme Court, Chairman of the Capital, the Ombudsperson, the President of the Academy of Sciences and Arts of Kosovo, Central Bank Governor, Attorney General of the Republic of Kosovo, Commander General of the Kosovo Security Force, Director Kosovo Police, AIK Director, Heads of religious communities: Islamic, Catholic and Orthodox, the charge d'affaires in the Republic of Kosovo, Major of Municipality, the first Political advisers to President and Prime Minister, Rector of the Public University, Military with the rank of General, Permanent Secretary of the Presidency, Assembly and the Office of the Prime Minister and First advisers of the Ministers.

1.3. **Group III:** Chairperson of the Municipal Assemblies, the Permanent Secretaries of Ministries, Directors of Institutes and agencies at the country level, Mayors of the District Court, District Public Prosecutors, the Director of the Museum, Archive Director, Chairman of the Organization of War Veterans, President of the Economic Chamber, Directors of Directorates in the Municipal Assemblies, Presidents of non-parliamentary parties, Advisers of the Municipal Assemblies and Leaders of Non Governmental Organizations.

Article 42

The Advantage in the Republic of Kosovo

1. Among the qualified of the same rank, the eldest on duty has the advantage of official ranking and so fourth up to the eldest.

2. Among the qualified of the equal rank, a foreigner has the priority.

3. All heads of States have the equal rank, be they presidents or kings, therefore the advantage is given based on age: the eldest on duty has the advantage and so fourth.

4. "Ex" and retired persons are ranked below compared to those who have filled their positions of duty.

5. On the occasions of ceremonies of a specific nature related to the issues and manifestations of a determined character, it may occur that they may make exceptions in the order of advantages of ranks. In these cases it is the nature of the ceremony which determines the putting the authorities in a different order. This is accomplished within the certain limits and according to a program approved beforehand. For instance, in an arms manifestation of the State Police, the place of the general director of the police should be beside the Interior Affairs Minister. In the inauguration of objects or local feasts, a certain leading rank stands beside the highest authority present. In work meetings, various functionaries, permanent secretary of the Presidency, the Government, the Assembly, are placed behind their authorities.

6. In public manifestation, indicating the official holidays, memorials, local celebrations, commemorations, commemorative ceremonies ranking is done in conformity with priority of the official ranks of this Law.

Article 43

The Advantage of the Local Government Authorities

In order to determine the order of advantages of the local government authorities, it is decided by the State Protocol in consultation with the Ministry of the Local Governance.

Article 44

The Elements of the Official Ceremonies

1. The official walking is organized by respecting its first rank, which, as a rule should be an odd number. The place of honor is in between according to the order 4-2-1-3-5. When a certain number of persons in the first order is span, the order of honor is on the right side: 1-2-3-4.

2. When the authorities depart to take a place in the tribune, they walk in this way: 2-1-3 and in the end the authorities are to fill their certain places assigned by the protocol.

3. The right side is considered as the place of honor if there are two places, the middle is also considered a place of honor if there are three. The second place of importance is the right side of the middle position; the third is the one on the left and so fourth. If there are two authorities of the same rank, then both of them are placed in between, having an equal number of accompaniers on both sides.

4. The assignment of the places in halls follows the pattern of advantage of the participants' ranks. The middle armchair is the point of reference in the first rank or the first armchair on the right of the thoroughfare where the most important person is seated.

5. In order to respect the ceremonial, a clear map should be compiled for the manner of sharing the places according to the names of the participants in the ceremony and which is distributed to them attached to the invitation.

Article 45

Inauguration Ceremony

If the highest authorities of the state participate in the inauguration of objects, deeds, new products, this makes a special ceremony, which is organized with special care. The guests are accompanied in the same way as welcomed.

Article 46

The Appointment Ceremony

1. Every institution has a moral obligation to recognize the officials who start working in it. For this, a simple ceremony takes place, during which the person is introduced, his abilities and activities are introduced, and then the oath is made. If the object is a group of new appointees, the presentation may be accomplished by the titular of the institution.
2. The Ministry of Foreign Affairs holds ceremonies accompanied by the accredited ambassadors to the diplomatic representations of the Republic of Kosovo in other countries. Apart from the officials of the institution, the ambassadors of certain countries are also invited to participate in the ceremony.

CHAPTER VII

MAJOR OFFICIAL CEREMONIES

Article 47

Official and Public Holidays

1. Official celebrations, memorials and their ceremonies in the Republic of Kosovo are determined by law and by the Republican Commissions for determining the memorial and marked celebrations.
2. Method of marking the official holidays and memorials are regulated by sub-legal act of the government.

Article 48

State Mourning

1. Mourning is a solemn ceremony of the state and citizen respect which is developed in the spirit of the highest human values and universal principles of human rights, democracy and freedom determined with the constitution.
2. State mourning is held for:
 - 2.1. high state and public authorities

- 2.2. distinguished personalities of the state community with a Kosovar origin.
 - 2.3. the people who sacrifice their own lives while performing their duty
 - 2.4. hard human fatalities which deeply touch collective conscience.
3. State mourning is announced by a decision of the President and is communicated to the Diplomatic Mission through State Protocol.
4. The extensibility of the mourning is determined by the President.

Article 49

Mortal Ceremony

1. There shall be established a special committee for organizing the ceremony mortal according to the case
2. Mortal ceremonies of the Republic of Kosovo are state, official, army and not fully official or military ceremonies. All kinds of ceremonies are important, which are programmed to minuteness to preserve the solemnities and manifest merited respect. Military ceremonies are organized by the protocol of the Security Force Ministry.
3. The ranks which deserve a state funeral are:
- 3.1. the President of the Republic in power
 - 3.2. the former Presidents
 - 3.3. the President of the Assembly in power
 - 3.4. the Prime Minister
 - 3.5. any other figure assigned by a Government's decision
4. On the occasion of a mortal ceremony organized by a President, president of the Assembly or Prime Minister, the coffin is placed in the bed of the couch and is covered with a state flag or accompanied by a guard of honor of the Republic.
5. The placing of the coffin into the grave is accompanied with shooting by the guard of honor. All the official figures participating in the ceremony should put a black ribbon on the left arm. The soldiers stand at attention. The honor by shooting is reserved to the following:
- 5.1. the President of the Republic 21 shootings
 - 5.2. the President of the Assembly 19 shootings
 - 5.3. the Prime Minister 19 shootings

5.4. the Ministers	15 shootings
5.5. the Commander of KSF	15 shootings

Article 50 **State Mortal Ceremony**

1. When the Government decides to accomplish a state mortal ceremony and the family of the defunct agrees on this kind of funeral, a committee shall be established, including the State Protocol as well.
2. State Protocol coordinates the work with other institutions.
3. A special place is created in front of the coffin for the family and relatives who agree on this kind of funeral, a commission is raised, where the State Protocol participates.
4. The coffin is placed on a special holder. The guard of honor stands at attention “arms in honor” while moving the coffin. The assigned figure does the occasional salutation (3 min). The flag is removed from the coffin by unfurling it and the coffin is placed in front of the grave.
5. The placing of the coffin into the grave is preceded by the shootings of honor. The squadron is made of (five) 5 to (seven) 7 soldiers and is commanded by a guard officer. Weapons are held (forty five) 45 degrees horizontal, directed to the over the grave. The shootings are commanded by the officer of the personal guard. After the shootings, the squadron stands at attention “be honored”.
6. The figures present express their condolences to the family of the defunct and leave. The expenses of the state funeral are covered by the Government.

Article 51 **Official Mortal Ceremony**

1. Homage ceremony is organized with the permission of the family, of the certain institution where the coffin is placed and the Book of Condolences. At certain times, the funeral cortege departs towards the cemeteries escorted only by police petrol.
2. The organization of the ceremony and the expenses of the funeral are covered by the certain institution.

Article 52 **The Decease of a Foreign Authority**

If a State President, Prime Minister, a Foreign Affairs Minister or a high figure deceases, the counterparts from Republic of Kosovo visits the certain ambassador in person. The

counterpart from Kosovo expresses the condolences in person and signs in the Book of Condolences. Other authorities may send a representative by will.

Article 53
Final Provisions

Ministry on Foreign Affairs issues sub-legal acts for implementation of this law.

Article 54
The entering into force

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

Law No. 03/L-132
16 April 2009

President of the Assembly of Republic of Kosovo

Jakup KRASNIQI