



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada - Government

Zyra e Kryeministrit - Ured Premijera - Office of the Prime Minister

Zyra Ligjore - Zakonodavna Kancelarija - Legal Office

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SCOPE OF THE LEGAL OFFICE¹

1. Legal Office (LO) is an organizational unit within the Office of the Prime Minister which coordinate the process of legislation drafting and ensure quality and legislation drafting standards.
2. Legal Office coordinates and reviews all draft laws for submission to the Assembly by the Government, and in this regard:
 - 2.1. Guides and assist the initiators of the project on legislative drafting standards;
 - 2.2. Coordinates the process of drafting legislation;
 - 2.3. Monitors the ongoing procedural progress and controls the quality of legislation.
3. Also, the Legal Office has the following duties and responsibilities:
 - 3.1. Provide counseling services and expertise to the executive branch;
 - 3.2. Review concept papers to ensure whether the approval of laws or secondary legislation is required;
 - 3.3. Take part in the drafting of legislation from the scope of respective OPM units and upon Prime Minister's request as well as for legislation from the scope of respective ministries;
 - 3.4. Cooperate with other institutions of the central and local level in making the legal infrastructure from the scope of activity of the Government;
 - 3.5. Assists and coordinates, with the Ministry of European Integration, the process of compliance of the legislation of the Republic of Kosovo with the European Union legislation (EU Acqius);
 - 3.6. Ensure fulfillment of legal duties in implementation of laws and other provisions form the scope of activity of the OPM.

¹Initially known as Office of Legal Support Services (OLSS) - Legal Office within the Office of the Prime Minister - was established in 2001 by UNMIK Regulation no. 2001/19 on the Executive Branch of the Provisional Institutions of Self-Government in Kosovo. Upon with the Rules of Procedure of the Government of the Republic of Kosovo no. 09/2011, Regulation no. 16/2013 on the organizational structure of the Office of the Prime Minister, Regulation no. 13/2013 on the Government Legal Service and Administrative Instruction 03/2013 on drafting standards of normative acts, shall be defined duties and responsibilities of the Legal Office within the Office of the Prime Minister..

- 3.7. Coordinates the preparation process of the Government Legislation Program and monitors its implementation;
 - 3.8. Legal Office cooperates with the relevant legal departments of ministries for inclusion of relevant legislation in the Legislative Plan bylaws.
 - 3.9. Leads Board of Directors of legal departments of all ministries and serves as a mechanism to coordinate the progress of drafting and implementation of legislation;
 - 3.10. Maintains and updates the Government's secondary legislations record.
 - 3.11. LO perform other duties and responsibilities provided for by legislation in force and duties assigned by the Prime Minister and OPM General Secretary.
5. Number of employees in Legal Office is 11 (eleven) civil servants, as follows:
- 5.1. Director of Legal Office;
 - 5.2. Legal Office Coordinator;
 - 5.3. Eight (8) senior legal officers;
 - 5.4. Legal Office Manager;

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