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Ministria e Punëve të Brendshme / Ministarstvo Unutrasnjih Poslova / Ministry of Internal Affairs

CONCEPT DOCUMENT ON DWELLING AND EMPLACEMENT

Prishtina, 2023

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Concept Document Summary

General information	
Title	Concept Document on Dwelling and Emplacement
Implementing Ministry	Ministry of Internal Affairs
Contact person	Ahmet Jashari, Acting Head of the Central Civil Status Registry Sector, Civil Status Directorate
SOP	SOP 2021: 2.4.10. The drafting of the Concept Document on Dwelling and Emplacement.
Strategic priority	2. Increasing and maintaining public safety: Specific Objective 2.4. Expanding and modernizing services in the Civil Registration Agency.

Decision	
The key issue	Improving the legal framework, in order to eliminate the identified problems.
Summary of consultations	<p>The preliminary consultation process for the Concept Document took place in the period from 30 March to 15 April 2022. The comments received during this stage of consultations have been reviewed by the working group and such comments considered relevant have been incorporated into the Concept Document. It is acknowledged that there have been no significant disagreements regarding the substance of the Concept Document with other line ministries and other relevant stakeholders.</p> <p>Public consultations through the electronic platform of the Concept Document were conducted from 17 July to 17 August 2023. No comments were received during this consultation process.</p>
Proposed option	Option 3 – Drafting of the new Law on Dwelling and Emplacement

Key expected impacts	
Budgetary impacts.	No additional budgetary impacts are expected. It will be implemented within the current budget limits.
Economic impacts.	The implementation of this Law provides accurate data on the location of the population of the Republic of Kosovo, both within and outside the country. From an economic perspective, this will provide conditions for planning education, utility services, security, etc., enabling the conduct of economic activities based on accurate data regarding the dwelling and emplacement of citizens and other civil status information (age, marital status, etc.).
Social impacts.	The amendment of the Law on Dwelling and Emplacement brings security in the social aspect as well. It provides the possibility for families and individuals to settle where they find the most suitable interests for living, such as employment,

	services for the education and upbringing of their children, public services provided by public institutions, appropriate atmospheric conditions, etc.
Environmental impacts.	The possibility to secure a dwelling or emplacement, according to the citizen's desires and needs, also has an impact on the environment and the specific surroundings where they live. This can be related to their contribution, whether by taking action or by paying legal contributions for a clean and healthy environment where they are settled to live. On the other hand, service enterprises will plan quality services in landscaping, waste management, water quality, etc.
Cross-sectoral impacts.	Impacts are anticipated in several sectors, such as security, labour market, environment, education, public utility services, etc.
Administrative charges for companies	Not applicable.
SME test.	The SME test has not been applied.

Next steps	
Short-term.	Drafting and adopting the amended and supplemented Law No. 02/L-121 on Dwelling and Emplacement.
Mid-term.	Updating and completing the Dwelling and Emplacement Register of the Republic of Kosovo with accurate data on citizens of Kosovo, linking it with other registers, such as the address register, the fundamental civil status registers, etc.

Introduction

Figure 1: Table with general information on the Concept Document

Title.	Concept Document on Dwelling and Emplacement
Implementing Ministry.	Ministry of Internal Affairs
Contact person.	Ahmet Jashari, Acting Head of the Central Civil Status Registry Sector, Civil Status Directorate
SOP.	SOP 2021, 2.4.10. The drafting of the Concept Document on Dwelling and Emplacement.
Strategic priority.	2. Increasing and maintaining public safety. Specific Objective 2.4. Expanding and modernizing services in the Civil Registration Agency.
Working Group	Ahmet Jashari, ARC/MIB, Chairman of the Working Group Marigona Ramaj - EIPCD/MIA, Deputy Chairperson Erdon Arifaj - CRA/MIA

Drita Xheladini - DBF/MIA Dafina Myrtaj - PIO/MIB Venera Dibra - HRMU/MIA Fitore Metbala - Office of the Minister/MIA Genc Hamzaj - CRA/MIA Jeton Sadriu - CRA/MIA Shkodran Manaj - CRA/MIA Remzi Fetahu - CRA/MIA Liridon Neziri - DCAM/MIA Drita Hasani- DFGS/MIA Çlirim Hajdini - KP/MIA Arife Gashi - GCS/OPM Habit Hajredini - OGG/OPM Labinote Kashtanjeva - OPM Arta Maxhuni - MoF Ilir Bytyqi - MFAD Xhemajl Gashi -MoH Idriz Shala - KAS MFLT representative MoJ representative ACA representative Drita Perezic - ICITAP Isa Maloku - ICITAP Milanka Bazdar - UNHCR Mentor Seferi - CRPK/UNHCR Valbona Boshtrakaj - EU Office Fernando Barreiro Cacho - EU Office Vena Neivergelt - EU Office

Chapter 1: Problem definition

Law No. 02/L-121 on Dwelling and Emplacement defines the conditions for the registration and deregistration of the dwelling and emplacement of citizens, the registration and deregistration of guests, the change of residential address, the competencies, and the methods for maintaining the relevant records.

This Law, starting from Article 2 does not provide clear and comprehensive definitions for the concepts of dwelling and emplacement from a substantive, logical and linguistic perspective. According to the definition in this Law, “dwelling” is a place in which a resident is situated in order to live there permanently, while “emplacement” is a place in which the resident is situated temporarily because of work, education, or other reasons, but does not have an intention to live there permanently.

With the new Law, “dwelling” is a place and address in the Republic of Kosovo in which the person is situated permanently in order to exercise his/her rights and obligations, in relation to life interests such as family, economic, social, cultural and other interests. Whereas, “emplacement” is a place and address in the Republic of Kosovo in which the person resides temporarily, but he/she has not decided to reside permanently at this address”.

The new Law on Dwelling and Emplacement addresses the registration and deregistration of dwelling and emplacement in a generalized manner, lacking specific laws and bylaws to regulate the issue of addresses and public spaces.

Until now, the Central Civil Status Registry has not registered dwelling/emplacement based on addresses determined by the competent institution (Kosovo Cadastral Agency), because Law No. 04/L-071 on the Address System, which provides for the establishment of the Municipal Address Register and the State Address Register, has been implemented with a significant delay, much later than the Law on Dwelling and Emplacement (27 September 2007). Therefore, there has been a lack of a comprehensive address registry from which citizens’ data on dwelling/emplacement in the Central Civil Status Registry can be derived.

The deficiency in updating the address system within the Dwelling and Emplacement Register under the Central Civil Status Registry has long caused difficulties in providing quality, accurate, up-to-date, and expeditious services to citizens, as well as to the institutions of the Republic of Kosovo, which have legal access to such data.

The Dwelling and Emplacement Register, available within the Central Civil Status Registry (a unique document), is served with address data from the Municipal Address Register and the State Address Register.

According to the Kosovo Cadastral Agency’s Manual, the directorate responsible for urban planning in each municipality will determine a unique address for each addressed building.

According to the Law on Address System, the decision on the names of public circulation areas is made by the Municipal Assembly under the jurisdiction of which they are located.

The establishment of a state address system in the Republic of Kosovo is very important because it constitutes a significant part of the data infrastructure. The dwelling and emplacement of citizens should

be precise and determined by competent state institutions. Therefore, dwelling and emplacement are closely connected to the address, which is legally determined by the competent institution and should be registered in the Central Civil Status Registry.

A comprehensive address system and the availability of accurate data provide the following benefits:

- The Government will benefit as it will use the addresses for connecting various administrative information resources related to a location via addresses, such as linking with buildings, cadastral parcels, public transportation, administrative units, etc.
- Businesses - Addresses serve for the fast use of location-based services where they are used as a key attribute of geographic information. This is important for marketing, insurance, property sectors, banks and any significant sector of the economy.
- Citizens - Addresses are used as a simple and clear means of spatial context in communication.

The current address register does not cover the entire country; however, official source addresses and street names should be used.

Public and private companies managing various information systems and registers are creating their own "Address Registers" instead of using data from the Address Register.

Public and private enterprises do not comply with the current Law on Dwelling and Emplacement, so amendments have therefore been proposed to simplify this issue and ensure that addresses are referred to the Address System and incorporated into the Central Civil Status Registry as the first and second steps in the Population Census.

Another issue with the Law on Dwelling and Emplacement relates to the citizens of the Republic of Kosovo who live in the diaspora, as well as citizens who leave for a specific period outside the territory of the Republic of Kosovo for certain needs. In both cases, accurate data for their dwelling and emplacement are necessary, which makes the Dwelling and Emplacement Register incomplete and non-functional for use.

The new Law on Dwelling and Emplacement aims to enable the provision of accurate data on the location of the citizens of the Republic of Kosovo, both within and outside the country. From an economic perspective, it will provide conditions for planning, education, utility services, etc. It will also enable economic entities to carry out their economic activities with accurate data on the dwelling and

emplacement of citizens and other data from civil status records while respecting the protecting the personal data.

The new Law on Dwelling and Emplacement aims to provide security in the social aspect as well. The new Law on Dwelling and Emplacement aims to provide families and individuals with the opportunity to choose the most suitable place to live, taking into account their best interests, such as employment, education services, childcare, healthcare services, public services, a good ecological environment, and a suitable geographical location.

1.2 Relevant international standards

For the purpose of drafting this Concept Document, a variety of international instruments and standards have been consulted.

After analyzing the matter in relation to European Union (EU) legislation, it is noted that the declaration of residence falls within the competencies of the EU member states, where each state determines the relevant conditions and procedures for declaring residence unless it concerns EU citizens and their families, as regulated by Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the member states (Amending Regulations (EEC) No. 1612 and repealing Directives 64/221/EEC, 68/360/EEC, 72/194/EEC, 73/148/EEC, 75/34/EEC, 75/35/EEC, 90/364/EEC, 90/365/EEC, and 93/96/EEC). More specifically, based on the draft prepared by the EU expert, it potentially could have an impact on Article 5. Complementary assessment of current policy.

The current Law on Dwelling and Emplacement and the existing bylaws do not meet contemporary standards for fulfilling citizens' rights and obligations and do not ensure a complete, accurate and updated dwelling and emplacement registration.

Another issue is the alignment of the sanction provisions of the current Law on Dwelling and Emplacement with the provisions of the laws of the EU member states.

1.3 Experience from other countries

When we talk about European Union countries, the Netherlands and Lithuania have good experience and a well-developed legal framework for managing data related to addresses and residence declaration. Common residence of a person means the place where they usually or predominantly reside and consider

this place as their place of personal, social and economic interest. Residence declaration implies notifying the address of residence and other data as provided for by the law. Processing of residence declaration data implies the collection, registration, accumulation, handling, grouping, storage, provision, use, compilation, modification (addition or correction), publication, retrieval, distribution, removal/arithmetic operation, or any other action or series of actions mentioned thereof.

Some EU member states like Croatia and Slovenia apply in their legislation residence and domicile as two addresses where a citizen temporarily or permanently resides. According to their definitions, “a residence is a place and address where a person is permanently situated to exercise his/her rights and obligations in relation to vital interests, such as family, economic, social, cultural and other interests”. “Domicile is a place and address where a person temporarily resides, but this address is not intended for permanent residence”. Additionally, the concept of “location” has been defined and implemented, which, according to this legislation, is the city or municipality and the neighbourhood within the city or municipality. The concept of “address” is also included, which is the street, building, or square and the house numbers registered in the register of the municipal urban planning directorate.

1.4 Kosovo policy and legislation framework

The institutional framework of the Republic of Kosovo for dwelling and emplacement consists of the following institutions:

- Civil Status Offices;
- Civil Status Service in diplomatic and consular missions;
- Civil Registration Agency;
- Kosovo Cadastral Agency;
- Kosovo Agency of Statistics.

Civil Status Offices

Civil Status Offices are municipal services responsible for updating the Central Civil Status Registry. These offices issue various civil status documents, including birth certificates, extracts from the central civil status registry, citizenship certificates, marriage certificates, death certificates, residence certificates, marital status certificates, family cohabitation declarations, parentage acknowledgement process, burial

permits, death certificates, archive certificates, and residence declaration certificates. They perform civil status service procedures in accordance with the provisions of the applicable law and bylaws. Only the authorized Civil Status Service Officer has the rights and responsibilities for carrying out actions in the civil status registries, as stipulated by the law. For diplomatic and consular representations, only officers trained for this purpose enjoy such rights and responsibilities. To work in the civil status service, one must pass a professional examination for a civil status officer. The conditions and procedures for taking this examination are defined by a bylaw issued by the Minister.

Civil Status Service in diplomatic and consular missions

Consular service officers in diplomatic and consular representations cover civil status matters in Kosovo's diplomatic and consular representations and meet the criteria defined by the applicable law. These officers are civil status officers and have passed the professional examination according to the Law on Civil Status. They manage documentation and carry out actions in the Civil Status Registry for Kosovo citizens with permanent residence outside Kosovo, according to the provisions set in this Law and other legal provisions.

Civil Registration Agency (CRA)

It is an executive agency established by Law No. 04/- L-160 on the Civil Registration Agency

The CRA's duties and responsibilities are related to the application, personalization and issuance of documents for the citizens of the Republic of Kosovo and foreign citizens, vehicle registration, and driving license issuance, administration and maintenance of the central civil status registry database. It cooperates with foreign state authorities on matters related to its scope, proposes and initiates the issuance, amendment or supplementation of laws and bylaws within its scope, and provides professional and efficient services to all citizens. It also performs other tasks and duties within the Agency's jurisdiction.

Kosovo Cadastral Agency

It operates under the Ministry of Infrastructure, responsible for cadastre, and has the authority to issue guidelines for all cadastral activities. It is responsible for the administration of the state computer system that collects, processes and disseminates cadastral data. It is responsible for certifying individuals in

Municipal Cadastral Offices to perform cadastral surveying and individuals for the approval of registrations in the cadastre in accordance with Article 13 of the Law on Cadastre. It is responsible for licensing surveying companies and surveyors for cadastral surveys. Licenses may cover all cadastral surveys or specific ones. It is responsible for monitoring all activities carried out in accordance with the provisions of the Law on Cadastre, including licensed surveying companies and surveyors. The Agency, based on its oversight, may issue an order to eliminate irregularities found during the inspection, issue an order to cease activities that do not fulfil obligations according to the Law on Cadastre, cancel the license for a licensed surveying company or surveyor, cancel the certification for cadastral activities of Municipal Cadastral Offices.

Kosovo Agency of Statistics

It operates under the Office of the Prime Minister, which is responsible for the overall production of official statistics and matters stipulated in the Official Statistics Program. The Agency is tasked with preparing the Annual Plan and Draft Program for official statistics, in consultation with the Council of the Statistical Agency of Kosovo, preparing and organizing the fulfillment of specific official activities as per the Program, establishing and developing statistical methodology, classifications, and standards for the production of official statistics, collecting necessary statistical data, analyzing, publishing, and disseminating statistical outcomes, providing professional assistance and technical explanations of results to prevent incorrect interpretation of the data provided by official statistics, conducting studies and research for the further development of statistical methodology and technology, monitoring the implementation of statistical tasks assigned by other authorities through the Statistical Program, presenting, through the Prime Minister, a report on the implementation of the program and the utilization of budgetary funds for approval by the Government and the Assembly. The Agency aims to enhance the statistical skills and knowledge of its staff in the area of official statistics. It cooperates with universities to promote statistical knowledge and partners with relevant local and international organizations for official statistics to facilitate comparisons of official statistics with statistics produced in other statistical systems.

During the execution of its duties, the Agency is entitled to request statistical reporting units to provide data on the fulfilment of tasks specified in the Program, request administrative and statistical data from

ministries or other institutions, and undertake any other activities to fulfil the responsibilities and duties as stipulated in the Law on Official Statistics of the Republic of Kosovo.

The applicable legal framework in the area of dwelling and emplacement:

Figure 2: Relevant policy documents, laws and bylaws

Policy document, law or bylaw	Link to the policy or planning document via the internet or with legal acts in the Official Gazette	State institution(s) responsible for implementation	Role and duties of the institution(s)
LAW NO. 02/L-121 ON DWELLING AND EMPLACEMENT.	https://gzk.rks-gov.net/ActDetail.aspx?ActID=2589	MIA	This Law uniquely regulates the registration and deregistration of the dwelling and emplacement of citizens, the registration and deregistration of guests, the change of residential address, the competencies, and the methods for maintaining the relevant records.
LAW NO. 04/L-003 ON CIVIL STATUS	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2743	MIA/CSO-Municipality	This Law regulates the definition and components of the civil status of citizens of Kosovo, foreign citizens and stateless persons, with temporary or permanent residence in the Republic of Kosovo. It also determines the rules for creating, maintaining and changing civil status records, as

			well as organizing and operating the civil status service in the Republic of Kosovo.
LAW NO. 02/L-118 ON PERSONAL NAME	https://gzk.rks-gov.net/ActDetail.aspx?ActID=2570	MIA/CSO- Municipality	This law regulates the meaning, composition, procedure, and manner of determination and use of personal names, as well as the conditions for changing and correcting them for citizens of Kosovo.
LAW NO. 2004/32 FAMILY LAW OF KOSOVO	https://gzk.rks-gov.net/ActDetail.aspx?ActID=2410	MIA/MFLT.	This law regulates engagement, marriage, relationships between parents and children, adoption, guardianship, protection of children without parental care, family property relations, and special court procedures related to family matters.
LAW NO. 04/L-071 ON ADDRESS SYSTEM	https://gzk.rks-gov.net/ActDetail.aspx?ActID=2792	MIA/Municipality	The purpose of this Law is to establish and regulate the manner of creating and administering the Address System, determining the

			criteria and identifying each building, object, and cadastral parcel within the territory of the Republic of Kosovo.
LAW NO. 05/L-015 ON IDENTITY CARDS	https://gzk.rks-gov.net/ActDetail.aspx?ActID=11278	MIA	This Law defines the conditions, procedures and the competent body for issuing and using identity cards by citizens of the Republic of Kosovo.
LAW NO. 03/L-037 ON TRAVEL DOCUMENTS	https://gzk.rks-gov.net/ActDetail.aspx?ActID=2522	MIA/MFAD	This Law establishes the legal rules, meanings, content, procedures, and the manner of applying for the issuance of travel documents, types of travel documents, and their validity for the citizens of the Republic of Kosovo.
LAW NO. 04/L-219 ON FOREIGNERS	https://gzk.rks-gov.net/ActDetail.aspx?ActID=8876	MIA	This Law regulates the conditions for entry, movement, residence and employment of foreigners in the territory of the Republic of Kosovo.
LAW NO. 04/L-215 ON CITIZENSHIP	https://gzk.rks-gov.net/ActDetail.aspx?ActID=8873 .	MIA/Municipality	This Law establishes the

			ways of acquisition, loss and reacquisition of the citizenship of the Republic of Kosovo and regulates other related issues concerning the citizenship of the Republic of Kosovo.
LAW NO. 05/L-132 ON VEHICLES	https://gzk.rks-gov.net/ActDetail.aspx?ActID=14671	MIA/MESPI	The purpose of this Law is to determine the basic conditions of equipment and installations vehicle should have, dimensions, greater measures allowed and vehicle axle load, as well as the standards vehicles must fulfil in traffic, conditions for importation, type of vehicle homologation, components, independent technical unit, technical control of vehicles, roadside inspection, vehicle registration, end of life vehicle and other related issues
LAW NO. 03/L-040 ON LOCAL SELF-GOVERNMENT	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2530	MIA/MLGA.	This Law establishes the legal basis for a sustainable system of local self-government

LAW NO. 04/L-013 ON CADASTRE	https://gzk.rks-gov.net/ActDetail.aspx?ActID=2757	MLGA/MIA.	in the Republic of Kosovo. This Law regulates the cadastre of immovable property cadastre, national and cadastral surveys, geodesic and cadastral works as well as the acquisition, registration, keeping, maintenance and use of cadastral data.
Law No. 04/L-036 on Official Statistics of the Republic of Kosovo.	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2782	MIA, MoF	The Law on Official Statistics aims to define the fundamental principles and establish a legal framework for the organization, production and publication of official statistics of Kosovo. The purpose of official statistics is the collection, processing and dissemination of data for statistical purposes to economic activities, and social and general conditions in Kosovo, as well as to ensure Kosovo the fulfilment of international

			<p>obligations in producing and publishing official statistics. Article 27 of this Law stipulates that the Kosovo Agency of Statistics is responsible for creating, storing and keeping the following statistical registers, such as the register of population, the register of households, the register of flats and buildings, the businesses register, the register of units spatial, the register of agricultural holdings and other registers in compliance with the plans and decisions.</p>
<p>Law No. 04/L-096 on Amending and Supplementing Law No. 2003/15 on the Social Assistance Scheme in Kosovo;</p>	<p>https://gzk.rks-gov.net/ActDetail.aspx?</p>	<p>MIA/MLSW</p>	<p>Law No. 04/L-096 on Amending and Supplementing Law No. 2003/15 on the Social Assistance Scheme in Kosovo under Article 5, paragraph 2. Paragraph 5.5 of Article 5 of the Basic Law shall be amended as follows: 5.5. Incalculable goods in kind</p>

			<p>include, but not limited to: savings pensions of family members in mandatory individual accounts, in accordance with applicable laws, property used as the main place of residence of the family, the motor vehicle used by disabled family members, who are taken care by another individual (24 hours), as decided by the Caretaking Body, land in an amount not larger than zero point five (0.5) hectares.</p>
<p>Law No. 06/L-026 on Asylum</p>	<p>https://gzk.rks.gov.net/ActDetail.aspx?ActID=16389</p>	<p>MIA</p>	<p>1. This Law regulates the conditions and procedures for granting the status of refugee, subsidiary protection, and temporary protection, status, as well as the rights and obligations of applicants, the persons with refugee status and persons who are granted</p>

			<p>subsidiary protection and temporary protection.</p> <p>Article 3, paragraph 1, subparagraph 1.24 defines the country of origin - the country of the citizenship of a foreign national or the country in which a stateless person last resided, also, in paragraph 68, paragraph 3 specifies that subparagraphs 1.5. and 1.6. of paragraph 1 of this Article shall not apply to a refugee who can present compelling reasons arising from previous persecution for the refusal of obtaining or maintaining his or her citizenship or due to being a stateless person at his or her previous residence.</p>
<p>ADMINISTRATIVE INSTRUCTION (MIA) NO. 03/2015 ON PROCEDURES FOR REGISTRATION AND DEREGISTRATION</p>	<p>https://gzk.rks.gov.net/ActDetail.aspx?ActID=10645</p>	<p>MIA</p>	<p>This Administrative Instruction aims to establish procedures for registration and deregistration of the dwelling or</p>

<p>N OF DWELLING OR EMBLEMMENT</p>			<p>emplacement of citizens and foreigners.</p>
<p>ADMINISTRATIVE INSTRUCTION (MIB) NO. 24/2015 ON THE LATE REGISTRATION IN THE CIVIL STATUS REGISTERS</p>	<p>https://gzk.rks.gov.net/ActDetail.aspx?ActID=11321.</p>	<p>MIA/Municipalities</p>	<p>This Administrative Instruction determines and regulates the criteria, forms and procedures for the late registration of births and deaths for the citizens of the Republic of Kosovo and foreign citizens having a temporary or permanent residence in the Republic of Kosovo, that have occurred inside and outside the territory of the Republic of Kosovo and that have not been registered in the civil status registers within the legal deadline.</p>
<p>ADMINISTRATIVE INSTRUCTION (MIA) NO. 17/2015 ON THE GENERAL REGISTRATION PROCEDURES OF THE FACT OF BIRTH, MARRIAGE AND DEATH</p>	<p>https://gzk.rks.gov.net/ActDetail.aspx?ActID=11020</p>	<p>MIA/Municipalities</p>	<p>This Administrative Instruction shall define the general registration procedures of birth, marriage and death, for the citizens of the Republic of Kosovo that have occurred in the Republic of Kosovo and</p>

			abroad, foreign citizens and stateless persons who acquire citizenship of the Republic of Kosovo or foreign persons having temporary and permanent stays who realize the right to civil status services in the Republic of Kosovo.
ADMINISTRATIVE INSTRUCTION (MIA) NO.11/2017 ON CENTRAL CIVIL STATUS REGISTRY	https://gzk.rks.gov.net/ActDetail.aspx?ActID=15648	MIA	The purpose of this Administrative Instruction is to define the manner of establishment, administration, content, registration and update of civil status data, and the rules for the use of the information technology that will be used in the Central Civil Status Registry.
ADMINISTRATIVE INSTRUCTION (MIA) No.25/2013 ON CIVIL STATUS DOCUMENTS	https://gzk.rks.gov.net/ActDetail.aspx?ActID=10169	MIA/Municipalities	This administrative instruction defines types, forms, constituting elements, mode of keeping, time limit of using the documents which are kept and issued by the civil status service and rules of issuing these documents.

ADMINISTRATIVE INSTRUCTION NO. 03/2013 – MIA ON THE VERIFICATION STAMP	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=9880	MIA	This Administrative instruction determines the form and content of the verification stamp and regulates procedures of application and verification, on the Civil Status and Civil Registration documents, for the use abroad.
ADMINISTRATIVE INSTRUCTION (MIA) NO. 19/2015 ON THE CONDITIONS AND PROCEDURES FOR PERSONAL NAME CHANGE AND CORRECTION	https://gzk.rks-gov.net/ActDetail.aspx?ActID=11168 .	MIA/Municipalities	This Administrative Instruction defines and regulates criteria and procedures for personal name change and correction for citizens of the Republic of Kosovo.
ADMINISTRATIVE INSTRUCTION (MIA) NO. ON PROCEDURES FOR OBTAINING THE IDENTITY CARD	https://gzk.rks-gov.net/ActDetail.aspx?ActID=17662	MIA	The purpose of this Administrative Instruction is to define the procedures for obtaining an Identity Card in the Republic of Kosovo.
ADMINISTRATIVE INSTRUCTION (MIA) NO. 06/2018 ON PROCEDURES FOR OBTAINING A PASSPORT	https://gzk.rks-gov.net/ActDetail.aspx?ActID=17663	MIA	This Administrative Instruction defines the types of applications and procedures for obtaining a passport.
ADMINISTRATIVE INSTRUCTION (MIA) NO. 09/2019	https://gzk.rks-gov.net/ActDetail.aspx?ActID=23314	MIA	This administrative instruction

ON THE PROCEDURE AND CRITERIA FOR ISSUING RESIDENCE PERMITS FOR FOREIGNERS			regulates the procedure and criteria for applying, issuing, refusing and revoking residence permit for foreigners, short-term work permit for foreigners, temporary residence permit, permanent residence, and the form and content of the residence permit for foreigners.
REGULATION (GRK) NO. 09/2019 FOR THE INTEGRATION OF FOREIGNERS	https://gzk.rks-gov.net/ActDetail.aspx?ActID=21006	MIA	This Regulation defines the procedures, criteria and institutions responsible for the integration of foreigners into the social, economic and cultural life in the Republic of Kosovo.
ADMINISTRATIVE INSTRUCTION (MIA) NO. 06/2019 ON THE PROCEDURE OF LOSS OF KOSOVO CITIZENSHIP BY RELEASE AND DEPRIVATION	https://gzk.rks-gov.net/ActDetail.aspx?ActID=20689	MIA	The purpose of this Administrative Instruction is to determine the procedures of application for loss of citizenship of the Republic of Kosovo by release and deprivation.
ADMINISTRATIVE INSTRUCTION (MIA) NO. 05/2017 ON THE	https://gzk.rks-gov.net/ActDetail.aspx?ActID=14900	Municipalities	This Administrative order defines the criteria that

<p>CRITERIA THAT CONTAIN EVIDENCE ABOUT THE CITIZENSHIP OF FORMER FRY AND PERMANENT RESIDENCE IN THE TERRITORY OF KOSOVO ON 1 JANUARY 1998</p>			<p>contain evidence about the citizenship of the FRY and permanent residence in the territory of Kosovo on 1 January 1998 based on Article 32 of the Law on Citizenship of Kosovo.</p>
<p>ADMINISTRATIVE INSTRUCTION (MIA) NO. 05/2020 ON CRITERIA AND PROCEDURES FOR ACQUIRING THE CITIZENSHIP OF THE REPUBLIC OF KOSOVO</p>	<p>https://gzk.rks.gov.net/ActDetail.aspx?ActID=31136</p>	<p>MIA</p>	<p>The purpose of this Administrative Instruction is to define the criteria, procedures and modes of acquiring citizenship of the Republic of Kosovo. The provisions of this Administrative Instruction are binding on all responsible officials of DCAM/DC/CSO , as well as on all persons applying for acquisition of citizenship of the Republic of Kosovo.</p>
<p>ADMINISTRATIVE INSTRUCTION (MIA) NO. 06/2020 FOR THE PROCEDURE AND CRITERIA OF DETERMINING THE STATUS OF THE STATELESS PERSON, THE MANNER OF ACQUISITION OF</p>	<p>https://gzk.rks.gov.net/ActDetail.aspx?ActID=31137</p>	<p>MIA</p>	<p>The purpose of this Administrative Instruction is to establish the procedures and criteria for determining the status of the stateless person, rights of</p>

<p>THE CITIZENSHIP BY THE STATELESS PERSON AND THE PERSON WITH REFUGEE STATUS</p>			<p>stateless persons and the manner of citizenship acquisition by stateless persons and persons with refugee status in the Republic of Kosovo.</p>
<p>ADMINISTRATIVE INSTRUCTION (MIA) NO. 07/2019 ON VEHICLE REGISTRATION</p>	<p>https://gzk.rks-gov.net/ActDetail.aspx?ActID=20690</p>	<p>MIA</p>	<p>This Administrative Instruction aims to determine the rules and procedures of registration, types of registration and vehicle deregistration. Also, this Administrative Instruction determines the content and dimensions of the vehicle registration certificate, registration plates, manner of keeping the evidence for registered vehicles and content of the electronic system of vehicle registration.</p>
<p>ADMINISTRATIVE INSTRUCTION NO. 02/2019 ON THE ORGANIZATION, FUNCTIONING AND COOPERATION OF THE MUNICIPALITIES</p>	<p>https://gzk.rks-gov.net/ActDetail.aspx?ActID=21224</p>	<p>MLGA</p>	<p>This Administrative Instruction aims to regulate the organization, functioning and cooperation of the municipality with the villages, settlements and urban quarters,</p>

WITH VILLAGES, SETTLEMENTS AND URBAN QUARTERS			in the exercise of some activities that are under the responsibility and competence of the municipality.
ADMINISTRATIVE INSTRUCTION (MESP) NO. 14/2019 ON ASSIGNING THE NAMING AND NUMBERING OF ADDRESSES FOR PUBLIC CIRCULATION AREAS, BUILDINGS, HOUSES, OBJECTS AND FREE CADASTRAL PLOTS.	https://gzk.rks.gov.net/ActDetail.aspx?ActID=25865	MESP	The purpose of this Instruction is to guide the municipal directorate responsible for the physical placement of public circulation signs, address signs at the entrance to buildings, houses and apartments, offices, units.
ADMINISTRATIVE INSTRUCTION (MESP) NO. 14/2019 ON INSTALLATION OF PHYSICAL ADDRESS SIGNS IN PUBLIC CIRCULATION AREAS, BUILDINGS, HOUSES, OBJECTS AND FREE CADASTRAL PLOTS	https://gzk.rks.gov.net/ActDetail.aspx?ActID=25869	MESP	The purpose of this Instruction is to guide the municipal directorate responsible for the physical installation of public circulation signs, address signs at the entrance to buildings, houses and apartments, offices, units.
Regulation No.11/2013 on Implementation of Standards for Classification of Economic Activities in the Version of Nace-Rev.22	https://gzk.rks.gov.net/ActDetail.aspx?ActID=2782		This Regulation defines the Nomenclature of economic activities (hereinafter: the Nomenclature) as the unique

		<p>standard according to which the classification is made, respectively the alignment of business and other organizations in unique record as an automatic evidence for classification on the entire territory of the country. 2. Nomenclature of economic activities shall be implemented for the collection, classification and publication of official data. 3. The Nomenclature is a fundamental element of international integrated system of economic classification, which is based on the classification of the United Nations Statistical Commission, Eurostat and national classification; all strongly associated with each other, allowing comparability of economic</p>
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			statistics produced around the world by various institutions.
Administrative Instruction No. 11/2012 on Storing and Use of Statistical Material.	https://gzk.rks-gov.net/ActDetail.aspx?ActID=2782	MFLT	This Administrative Instruction shall regulate the modality of storing, timing, technique, organization of storing, and rules of the use of statistical material of the Kosovo Agency of Statistics and other providers of official statistics. Article 13 of this Administrative Instruction stipulates data collected by the Census of population, households and dwellings, in accordance with the provisions of Law No. 03/L-237 on the Population, Households and Dwellings shall be stored in accordance with Standards Established by EUROSTAT and International Standards.
Administrative Instruction (MESP) No. 06/2013 on Determining the Conditions and Criteria for the	https://gzk.rks-gov.net/ActDetail.aspx?ActID=10350	MIA/MLSW	This Administrative Instruction aims at regulating and defining the criteria and

Acquisition of Social Assistance to the Foreigners in the Republic of Kosovo;			procedures for the acquisition of the right to social assistance for foreigners residing in the Republic of Kosovo following the recognition of their status in accordance with applicable legislation.
Administrative Instruction (MESP) No. 12/2013 on Determination of Payment Procedures for Exceptional Needs;	https://gzk.rks-gov.net/ActDetail.aspx?ActID=10328	MIA/MLSW	This administrative instruction is intended to establish criteria and procedures for exercising the right to one-time social assistance in certain cases, when the Ministry may decide to meet the ad-hoc current special needs for families and individuals who are not provided for in Law No. 2003/15 on the Social Assistance Scheme in Kosovo, as well as Law No. 04/L096 on Amending and Supplementing Law No. 2003/15 on Social Assistance Scheme for Citizens of the Republic of

			<p>Kosovo. Beneficiaries of this assistance can also be foreign citizens who have a residence permit in Kosovo, persons in the capacity of asylum seekers, persons in the capacity of refugees and persons who enjoy temporary and supplementary protection.</p>
<p>Administrative Instruction No. 03/2013 on Procedures for Registration, Certification and Active Job Search for the Unemployed Applying for the Social Assistance Scheme;</p>	<p>https://gzk.rks-gov.net/ActDetail.aspx?ActID=10158</p>	<p>MIA/MLSW</p>	<p>This Administrative Instruction is intended to instruct the Centers for Social Work (CSW) in cooperation with the Employment Offices (EO) to make arrangements of procedures of registration, certification and active search for employment for the unemployed who apply for the second category of the social assistance scheme.</p>
<p>Administrative Instruction on 04/2013 on Procedures for Submitting Applications for Social Assistance</p>	<p>https://gzk.rks-gov.net/ActDetail.aspx?ActID=10204</p>	<p>MLSW</p>	<p>The purpose of this Administrative Instruction is to regulate and define the procedures for submitting</p>

			applications for social assistance.
Regulation (GRK) No. 09/2019 on the Integration of Foreigners	https://gzk.rks-gov.net/ActDetail.aspx?ActID=21006	MIA	This Regulation defines the procedures, criteria and institutions responsible for the integration of foreigners into the social, economic and cultural life in the Republic of Kosovo.
Administrative Instruction (MIA) No.01/2019 on Procedures and Standards of Reception and Initial Treatment of Applicant for International Protection	https://gzk.rks-gov.net/ActDetail.aspx?ActID=16389	MIA	This Administrative Instruction shall set out the procedures for admission and initial treatment of applicants for international protection.
Administrative Instruction (MIA) No. 02/2019 for the Procedures and Standards of Review and Ruling on Application for International Protection.	https://gzk.rks-gov.net/ActDetail.aspx?ActID=10113	MIA	This Administrative Instruction defines the procedures and standards for reviewing and ruling on applications for international protection.

1.5 Elaboration of the key problem

To better understand the current situation regarding the regulation of dwelling and emplacement, in accordance with the approved Government instructions on drafting the Concept Document, a problem tree has been developed. This problem tree presents the ‘key problem’, the ‘causes’ - the factors that lead to the key problem, and the ‘impacts’ that the key problem has on Kosovo’s society and individuals in particular.

Figure 3: The problem tree, which presents the key problem, its causes and impacts

Impacts	Impact on the planning of economic and service entities that provide services such as education, environmental services, etc.
	The lack of complete and accurate data on the dwelling and emplacement address for citizens harms the general interest.
	The lack of complete and accurate data on the dwelling and emplacement address for citizens may compromise public safety.
Key problem	Lack of information due to the absence of a complete registry of the place where citizens reside affects official communication on specific matters by institutions conducting certain administrative procedures, legal proceedings, and those providing other public services.
Causes	Lack of automatic system interconnections for data exchange between specific institutions related to citizens’ dwelling and emplacement, as well as entry to and exit from the Republic of Kosovo.
	Gaps in the current law for certain categories of citizens regarding the registration and deregistration of residence.
	Legal lack of an administrative procedure in cases of refusal to register dwelling or emplacement due to fictitious addresses or when they are not officially designated by the municipality.
	The possibility of extending the residence period when requested by the citizen for individual reasons, etc.

	The current law contains unclear explanations of concepts that do not have a logical interpretation of the notion, etc. For example, the concept of emplacement is not adequately explained, and there is no clear definition of the concept contained in the law.
	Lack of provisions providing deadlines for specific issues in the law for citizens and the civil status service. Cases of refusal to register dwelling and emplacement by the civil status service. Dual-level administrative procedures, etc.

1.6 Stakeholders

The figure below lists the stakeholders identified based on the problem definition. The figure also shows whether they are affected by causes, impacts or both. In addition, the last column in the summary shows how they are affected. Chapter 5 provides information on how these stakeholders were consulted.

Figure 4: Stakeholder overview based on problem definition

Name of stakeholder	The cause(s) and/or impact(s) to which the party is related	The manner in which the party is related to this cause(s) or impact(s)
Civil Registration Agency - Civil Status Directorate	Legal gaps for certain categories of citizens	The Civil Status Directorate is responsible for establishing, updating and completing the Dwelling and Emplacement Register for the citizens of the Republic of Kosovo. In the current Law on Dwelling and Emplacement, there are procedural legal gaps for certain categories of citizens regarding the notification and declaration of dwelling and emplacement. In particular, this concerns the citizens of the Republic of Kosovo who reside outside the country and have permanent residence there.
Civil Registration Agency -	Lack of legal procedures in cases of dissatisfaction.	The Civil Registration Agency - Civil Status Directorate is responsible for establishing, updating and completing the Dwelling and Emplacement Register for the citizens of the Republic of Kosovo.

Civil Status Directorate		<p>Civil status services in municipalities, according to the Law on Civil Status, are competent for registering residence and domicile in the fundamental civil status registry. These services are also competent for issuing the dwelling and emplacement certificate. Even citizens of the Republic of Kosovo who live abroad and hold dual citizenship register their emplacement in the Republic of Kosovo in the civil status service where they wish to temporarily reside, providing data on their residence in the country where they live. The Inspectorate of the Civil Registration Agency oversees the implementation of the Law on Dwelling and Emplacement.</p>
Civil Registration Agency - Civil Status Directorate	Lack of a legally well-defined procedure	<p>With the amendment and supplementation of the Law on Dwelling and Emplacement, the Dwelling and Emplacement Data Register is maintained at the central level within the Ministry of Internal Affairs. The data for addresses must be aligned with the provisions regulating the administrative borders of municipalities.</p> <p>The civil status service in the territory where a person has declared residence as a legal obligation will make a decision to deregister the person's residence if, during field inspections, it is found that the a person does not actually live at the declared address or if public institutions and other legal and natural persons have been notified of this.</p> <p>Individuals whose residence has been deregistered by the civil status service ex officio will have the right to appeal according to the provisions of LGAP.</p>

Chapter 2: Objectives

Purpose

The key objective is to establish the Dwelling and Emplacement Register with accurate addresses to determine the whereabouts of all citizens concerning their dwelling and emplacement.

The Dwelling and Emplacement Register aims to be comprehensive, electronic and accessible to all entities with the right to use them based on the Law.

Objectives

The objectives of the proposal are divided into key categories:

1. In the short term, establish a Dwelling and Emplacement Register that accurately reflects the real state of dwelling and emplacement;
2. The Dwelling and Emplacement Register should contain data on dwelling and emplacement, including address data for all citizens of the Republic of Kosovo;
3. Integrate the data from the Dwelling and Emplacement Register with the State Address Register;
4. Register;
5. Ensure that the Dwelling and Emplacement Register functions within the Central Civil Status Registry.
6. Establish principles for enhancing public safety and advancing electronic services for citizens and the public.

Figure 5: Relevant Government objectives

Relevant objectives	Name of relevant planning document (source)
<p>Purpose of the policy:</p> <p>The key objective is to establish the Dwelling and Emplacement Register with accurate addresses to determine the whereabouts of all citizens concerning their dwelling and emplacement;</p>	<p>Action Plan for the implementation of the Migration Strategy 2021-2023;</p> <p>Action Plan for Rule of Law Strategy 15.02.2022;</p> <p>Strategic Operational Plan 2020-2023 - Ministry of Internal Affairs;</p> <p>Communication Strategy and Action Plan of the Ministry of Internal Affairs.</p>
<p>Strategic Objective 2.4:</p>	<p>Program of the Government of the Republic of Kosovo 2021-2025</p>

Specific Objective: Advancing the legal framework in the area of civil status	According to this Concept Document.
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Chapter III OPTIONS

Based on the identification of problems, including causes and consequences, within this Concept Document, three options have been addressed to tackle the deficiencies identified in the analysis of the current situation related to dwelling and emplacement.

Chapter 3.1: Option without any amendments

Failing to amend the Law on Dwelling and Emplacement will maintain the status quo, so citizens and the public sector will not have the opportunity to possess their current address where they live, state registers will not provide the necessary information for the dwelling and emplacement address, and voting lists will remain incomplete and inaccurate.

If the existing legal framework retains provisions for the continuous use of paper-based technologies, there will be no possibility to fully align the legislative acts with the EU legislation.

Chapter 3.2: Option to improve implementation

The existing policy can be revised by amending the current Law. The amended Law will allow for significant improvement in the quality of address data, the creation of a link between the Central Civil Status Registry, the address register, and other registers to ensure the provision of accurate and complete address data for public authorities and government institutions, citizens and businesses.

It is recommended to be amended and supplemented with the definitions “Residence means a place where the citizen usually or mainly resides and considers it as a place of his/her personal, social and economic interests” and “Residence declaration means the registration of the residence address and other information provided by the Law”.

With the amendments in the current legal framework, the sentence “a person is obliged to register the residence address and the change of the residence address if he/she is permanently displaced from Kosovo” should be amended as follows: “a person residing in the Republic of Kosovo is required to declare his/her residence to the competent authority in the manner and according to the deadlines and conditions specified by Law, except for the exceptions provided by Law”.

Regarding the deadlines for registering the dwelling/emplacement, the amendments should reflect within 8 to 15 days. For example, a person is obliged within a period of 15 days from the day of return to the Republic of Kosovo to notify the competent civil status service in the territory in which they have registered their residence. This deadline applies to all cases of registration of dwelling/emplacement.

Regarding the emplacement with the new legal amendments, according to this Concept Document, citizens are obliged to present their emplacement at the address of the institution where they are settled, in accordance with the internal rules of these institutions, except for the category of persons listed below, who are not obliged to present their address at the Civil Status Office:

- Military personnel who live in barracks or other military institutions;
- Persons accommodated in facilities with specific purposes of the competent Ministry of Internal Affairs;
- Home for the elderly and sick;
- Home for pupils and students;
- Persons placed in penitentiaries, prisons, juvenile detention centres and educational institutions;
- Home for victims of domestic violence and shelters for victims of human trafficking.

The Civil Registration Agency and the Kosovo Cadastral Agency, in cooperation with the municipalities, will link the Civil Status Central Registry and the Address Register for the use and updating of address data. It must also be aligned with the Law on Civil Status.

Chapter 3.3: Third option: Drafting of the new Law on Dwelling and Emplacement

This option aims to provide sustainable solutions for the problems identified in this Concept Document, regarding the legal provisions in the current Law on Dwelling and Emplacement, as well as the bylaws deriving from this Law and the practical difficulties in its implementation.

The working group, along with other relevant stakeholders, has identified the problems and solutions and has recommended the drafting of a new Law which will address the findings according to this Concept Document.

The amended current Law will improve the quality of address data, by creating a link between the State Address Register and the Central Civil Status Registry, in order to ensure the provision of accurate and complete address data to state institutions, and public and private enterprises.

The provisions for the presentation of the registration of dwelling/emplacement will be regulated by the new Law and the subordinate acts that will derive from this Law.

The new Law will regulate the registration of emplacement at the address of the institution for all persons who are placed in those institutions, both state and non-state.

The Civil Registration Agency and the Kosovo Cadastral Agency, in cooperation with municipalities, will link the Central Civil Status Registry with the State Address Registry for the use and updating of address data. It also needs to be aligned with existing legislation related to the area of dwelling and emplacement.

Through this option, it aims to regulate the following issues:

- A person leaving Kosovo is obliged to notify the change of residence to the Republic of Kosovo.
- Through legal amendments, the determination and registration of dwelling/emplacement should be based on the State Address Register.
- It is also foreseen to complete the Dwelling and Emplacement Register with accurate data on the citizens of the Republic of Kosovo, foreign citizens, stateless persons, sheltered persons, refugees, and those who have sought asylum in Kosovo, as well as other categories related to dwelling and emplacement.

The Dwelling and Emplacement Register, when completed and updated, will provide accurate data to all legal users of this information, protecting privacy and human dignity based on the relevant applicable legislation.

- All citizens within the territory of the Republic of Kosovo will have only one permanent address of residence.
- Citizens of Kosovo who live outside the territory of the Republic of Kosovo may have a temporary address.
- Foreign citizens living within the territory of the Republic of Kosovo will register their address only after obtaining a residence permit from the relevant competent authority.
- The new Law will create the possibility for persons enjoying international protection status to notify and change their dwelling/emplacement in the Republic of Kosovo.

- Citizens who temporarily leave the territory of the Republic of Kosovo for health, employment or educational reasons are obliged to report their departure and return to the Republic of Kosovo.
- The new Law will determine competent mechanisms, criteria, deadlines, and the right to appeal, as well as procedures. Additionally, it will regulate the establishment of a Dwelling and Emplacement Register and inter-institutional communication.

Chapter 4: Identification and assessment of future impacts

The table below presents the most significant impacts that have been identified. Annexes 1 to 4 provide an assessment of all impacts in accordance with the tools for identifying economic, social, and environmental impacts, and impacts on fundamental rights. These tools are listed in the Manual for Drafting Concept Documents. The four annexes also indicate the assessment of the importance of different impacts and the preferred level of analysis.

This Concept Document will precede the amendment of the current legal framework. The new Law will create the possibility for individuals to register their dwelling and emplacement more quickly, accurately and timely, link the Central Civil Status Registry with the Address Register, promote the use of official address registry data, as well as modern technology in the development and provision of electronic services. In addition, during the review of the current Law, the provisions of this Law will be aligned with the national legislation and that of the European Union member states. The Ministry of Internal Affairs continues to be the authority overseeing through its relevant mechanisms.

After reviewing all options, as well as the potential negative consequences and benefits of the options, Option 3 is proposed as the final step to implement international standards in a timely manner for registering/deregistering the dwelling and emplacement according to the declaration (by drafting a new Law) as the most favourable option.

The Law on Dwelling and Emplacement has an impact on gender, age and environment, implying the rights of women, children and the environmental impact.

Figure 6: The most significant impacts identified under the impact category.

Impact categories	Relevant impacts identified
Economic impacts	The implementation of this Law provides accurate data on the location of the population of the Republic of Kosovo, both within and outside the country. From an economic perspective, this will provide conditions for planning education, utility services, security, etc., enabling a person to conduct economic activities based on accurate data regarding the dwelling and emplacement of citizens and other civil status, age, marital status, etc.
Social impacts	The amendment of the Law on Dwelling and Emplacement brings security in the social aspect as well. It provides the possibility for families and individuals to settle where they find the most suitable interests for living, such as employment, services for the education and upbringing of their children, public services provided by public institutions, appropriate atmospheric conditions, etc.
Environmental impacts	The possibility to secure a dwelling or emplacement, according to the citizen's desires and needs, also has an impact on the environment and the specific surroundings where they live. This can be related to their contribution, whether by taking action or by paying legal contributions for a clean and healthy environment where they are settled to live. On the other hand, service enterprises will plan quality services in landscaping, waste management, water quality, etc.
Impacts on fundamental rights	It will impact the right to regular and necessary information and communication with state institutions
Gender impact.	It will also impact the collection of more accurate data separated by gender in accordance with the Gender Equality Law.
Social equality impacts	Not applicable.
Impacts on young people	Not applicable.
Administrative workload impacts	Not applicable.
SMEs impact	Not applicable.

Chapter 4.1: Challenges in data collection

The working group, composed of various institutions and different stakeholders who have contributed to the data findings in drafting this Concept Document, should be considered. It should be noted that the group has encountered various obstacles in obtaining information to conduct an analysis of this document. However, as a conclusion, it has been achieved that this document contains all the necessary information to address current issues in the area of dwelling and emplacement.

Chapter 5: Communication and consultation

The communication and consultation plan for this Concept Document is presented in this chapter. The majority of internal stakeholders have been part of the working group and have drafted or been consulted during the document preparation. Regarding the public, activities in this direction have also been planned, as specified in the table below, so that this policy is communicated and consulted appropriately until its finalization.

Figure 7: Summary of communication and consultation activities performed for a Concept Document.

The consultation process aims at:						
<ul style="list-style-type: none"> - Obtaining opinions from stakeholders regarding the new policy in general, as well as specific measures and its other elements in particular (for more see Chapter 3 of this Document – Options). 						
The main goal	Targeted group	Activity	Communication/notification	Indicative deadlines	Necessary budget	Person in charge
Open meeting for all stakeholders	All stakeholders	Public meeting	Through e-mail		Administrative cost	
Public written consultation	All stakeholders	Publication of the consultation on the portal for public consultation	Through e-mail	30.03.2022 – 15.04.2022	Administrative cost	Ramadan Thaci, CRA
Consultation with external stakeholders	All stakeholders	Publication of the consultation on the portal for public consultation	Through the platform	17.07.2023 - 07.08.2023	Administrative cost	Ahmet Jashari, CRA

Chapter 6: Comparison of options

Within this chapter, plans for the implementation of options have been outlined, accompanied by a comparative analysis of the options. The goal is to justify the selection of the preferred option, which, in a more efficient manner, will address the key problem, causes and identified impacts.

COMPARISON OF OPTIONS

Key features	Option 1	Option 2	Option 3
Key features of the option.	The current situation does not provide opportunities and obligations for citizens to register their residence using the data from the Address Register and the Central Civil Status Registry. There is no connection established between the Central Civil Status Registry and the Address Registry.	By amending and supplementing the current Law, citizens will be provided with an opportunity, and they will be obliged to declare their residence using the data from the Address Register and the Central Civil Status Registry.	The proposal is to abandon the old understanding of dwelling and emplacement and to start using the EU practice regarding the declaration of residence and the registration of data in registries. It is advisable to draft a new formulation of the Law.
The targeted population/sector/region.	Citizens of the Republic of Kosovo register their addresses of residence or change when they move to a new residence or when the address changes.	Citizens will be provided with an opportunity to use and obtain official addresses from the Address Register, as well as update the data in the Central Civil Status Registry.	A new system for notifying changes in residence has been implemented.
Implementation features - who is responsible - a government department (which), the private sector, citizens.	The Ministry of Internal Affairs is responsible for implementation.	The Ministry of Internal Affairs is responsible for implementation.	The Ministry of Internal Affairs is responsible for implementation.

Administration or implementation of the program or service.	The Ministry of Internal Affairs is responsible for implementation.	The Ministry of Internal Affairs is responsible for implementation.	The Ministry of Internal Affairs is responsible for implementation.
Laws, bylaws, amendments and supplementation of existing laws, enforcement and penalties.	There are no changes.	Amending and supplementing Law 02L-121 on Identity Card and amending relevant bylaws.	New drafting of the Law.
Economic incentives or no economic incentives - subsidies or taxes.	Approved budget.	Approved budget.	Approved budget.
Areas of education and communication.	None.	Press conferences, seminars.	Press conferences, seminars.
Instructions and codes.	None	None	None
Timelines - when the option takes effect.	Ongoing	Q1 - 2023	Q4 - 2023

Chapter 6.1: Implementation plans for the various options

Figure 8: Implementation plan for Option 3.

Purpose of the Policy	The key objective is to establish the Dwelling and Emplacement Register with accurate addresses to determine the whereabouts of all citizens concerning their dwelling and emplacement;							Expected cost figure.
Strategic Objective:	The Dwelling and Emplacement Register aims to be comprehensive, electronic and accessible to all entities with the right to use them based on the Law.							
	Deliverables, activities, year and responsible organization/ department.							
Strategic Objective 1. Strengthening the control and supervision mechanism	Output 1.1: Clear legal provisions strengthening control, supervision and		Year 1	Year 2	Year 3	Year 4	Year 5	Responsible institution/ department

for implementing legal provisions of the Law on Dwelling and Emplacement.	accountability in the area of dwelling and emplacement.	Activity 1.1. 1 Drafting of the new Law on Dwelling and Emplacement.	X						CRA/MIA	
		Activity 1.1. 2 Consultation with civil society and stakeholders	X						CRA/MIA	
		Activity 1.1. 3 Adoption of Law on Dwelling and Emplacement	X						CRA/MIA	
	Output 1.2									
		Year 1	Year 2	Year 3	Year 4	Year 5	Responsible institution/department			
	Activity 1.2. 1 Development of the electronic register		X				CRA/MIA			

Specific Objective 2: Advancement and integration of databases and collection of completed data related to dwelling and emplacement.	Output 2.1: Decision-making based on standardized data and in real time.	Activity 2.2.1: Establishing a management system for dwelling and emplacement.		X				CRA/MIA	
		Activity 2.2.2: Developing procedures for the functioning of the system for the State Addresses Register.		X				CRA/MIA	
Specific Objective 3: Advancement of professional capacities for the implementation of legal provisions on dwelling and emplacement.	Output 3.1: Advanced capacities in the area of dwelling and emplacement management.	Activity 3.1.1: Needs assessment for enhancing the capacity of the officers involved in the implementation of the legislative		X				CRA/MIA	

		on on dwellin g and emplac ement.							
		Activit y 3.1.2: Develo pment of a capacit y buildin g progra m based on needs assessm ent.		X					CRA/MIA
		Activit y 3.1.3: Organiz ing speciali zed training for officers involve d in the implem entation of legislati on on dwellin g and emplac ement.							

Chapter 6.2: Comparison table with three options

Figure 9: Comparison of options.

Comparison method:									
Relevant positive impacts	Option 1: No change.			Option 2: Improving implementation and execution.			Option 3: Drafting of the new Law on Dwelling and Emplacement.		
Cost.	-			++			++		
Efficiency of the implementation of Law.	-			+			++		
Impact on socio-economic development.	+			+			++		
Alignment with EU legislation.	-			-			++		
Assessment of the expected budget impact (to be completed by the Budget and Finance Department, MIA).	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Conclusion	Not recommended			Not recommended			Recommended		

Chapter 7: Conclusion and next steps

Taking into consideration the definition of the problem causes and consequences, as well as based on the elaboration and comparative analysis of the options presented in this Concept Document, the Working Group recommended the drafting of the new Law on Dwelling and Emplacement. At the same time, this option does not exclude but complements the recommended implementing measures in Option 2. In this regard, the Implementation Plan for the preferred option includes activities that focus on amending the new Law on Dwelling and Emplacement, as well as some key activities aimed at building capacities, integrating different information technology systems, reviewing legal procedures and regulations that provide for control, monitoring and accountability in the area of dwelling and emplacement. In addition, the Working Group will ensure synergy and coherence between the proposed activities in this Plan and other planning documents of the Government and institutions responsible for implementing policies in the area of dwelling and emplacement.

Figure 10: Implementation plan of the preferred option.

Purpose of the Policy	The key objective is to establish the Dwelling and Emplacement Register with accurate addresses to determine the whereabouts of all citizens concerning their dwelling and emplacement;							Expected cost figure.
Strategic Objective:	The Dwelling and Emplacement Register aims to be comprehensive, electronic and accessible to all entities with the right to use them based on the Law.							
	Deliverables, activities, year and responsible organization/ department.							
Strategic Objective 1. Strengthening the control and supervision mechanism for implementing legal provisions of the Law on Dwelling and	Output 1.1: Clear legal provisions strengthening control, supervision and accountability in the area of dwelling and emplacement.		Year 1	Year 2	Year 3	Year 4	Year 5	Responsible institution/ department
		Activity 1.1.1 Drafting of the new Law on Dwelling and	X					CRA/MIA

Emplacement.		Emplacement.							
		Activity 1.1.2 Consultation with civil society and stakeholders.	X						CRA/MIA
		Activity 1.1.3 Adoption of Law on Dwelling and Emplacement	X						CRA/MIA
		Output 1.2							
		Year 1	Year 2	Year 3	Year 4	Year 5	Responsible institution/department.		
	Activity 1.2.1 Development of the electronic register.		X					CRA/MIA	
Specific Objective 2: Advancement and integration of databases and collection of completed	Output 2.1: Decision-making based on standardized data and in real-time.	Activity 2.2.1: Establishing a management system for dwellin		X				CRA/MIA	

data related to dwelling and emplacement.		g and emplacement.		X				CRA/MIA	
Specific Objective 3: Advancement of professional capacities for the implementation of legal provisions on dwelling and emplacement.	Output 3.1: Advanced capacities in the area of dwelling and emplacement management.	Activity 3.1.1: Needs assessment for enhancing the capacity of the officers involved in the implementation of the legislation on dwelling and emplacement.		X				CRA/MIA	
		Activity 3.1.2: Development		X				CRA/MIA	

		of a capacity building program based on needs assessment.							
		Activity 3.1.3: Organizing a specialized training for officers involved in the implementation of legislation on dwelling and emplacement.							

Chapter 7.1: Monitoring and evaluation provisions

The implementation of the recommended option according to the plan presented in this Concept Document will be done regularly and structured according to the Manual and Guidelines approved by the Government of the Republic of Kosovo. Whereas 5 years after drafting the Law on Dwelling and Emplacement, the ex-post evaluation of the Law on Dwelling and Emplacement will be done.

Annex 1: Economic impact assessment form.

Economic category impacts.	Key impact	Is this impact expected to occur?		Number of organizations, companies and/or individuals affected.	Expected benefit or impact cost.	Preferred level of analysis.
		Yes	No			
Job positions ¹	Will the current number of job positions increase?	X		U	U	U
	Will the current number of job positions decrease?	X		U	U	U
	Will it affect the level of payment?	X		U	U	U
	Will it have an impact on making it easier to find a job?	X		U	U	U
Doing business	Will it affect access to finance for business?	X		U	U	U
	Will certain products be removed from the market?	X		U	U	U
	Will certain products be allowed on the market?	X		U	U	U
	Will businesses be forced to wrap up?	X		U	U	U
	Will new businesses be established?	X		U	U	U
	Will businesses be forced to comply with the obligations of providing new information?	X		U	U	U
Administrative fee	Have the obligations to provide information to businesses been simplified?	X		U	U	U
	Are current import flows expected to change?	X		U	U	U

¹ When it affects jobs, there will also have social impacts.

	Are current export flows expected to change?				X	U	U	U
Transport	Will it have an impact on the mode of passenger and/or goods transport?				X	U	U	U
	Will there be any change in the time required to transport passengers and/or goods?				X	U	U	U
	Are companies expected to invest in new activities?				X	U	U	U
Investments	Are companies expected to cancel or postpone investments?				X	U	U	U
	Will investments from the diaspora increase?				X	U	U	U
	Will investments from the diaspora decrease?				X	U	U	U
	Will foreign direct investment increase?				X	U	U	U
	Will foreign direct investment decrease?				X	U	U	U
	Will the business price of products, such as electricity, increase?				X	U	U	U
Competitiveness	Will the price of business inputs, such as electricity, decrease?				X	U	U	U
	Are innovations and research likely to be promoted?				X	U	U	U
	Are innovations and research likely to be hampered?				X	U	U	U
	Are the companies affected mainly SMEs?				X	U	U	U
Prices and competition.	Will the number of goods and services available to the business or consumers increase?				X	U	U	U

	Will the number of goods and services available to the business or consumers decrease?	X	U	U	U
	Will prices for existing goods and services increase?	X	U	U	U
	Will the prices of existing goods and services decrease?	X	U	U	U
Regional economic impacts.	Will any particular business sector be affected?	X	U	U	U
	Is this sector concentrated in a certain region?	X	U	U	U
General economic development.	Will future economic growth be affected?	X	U	U	U
	Is it likely to have any impact on the inflation rate?	X	U	U	U

Annex 2: Social impact assessment form.

Social category impacts.	Key impact	Is this impact expected to occur?		Number of organizations, companies and/or individuals affected.	Expected benefit or impact cost.	Preferred level of analysis.
		Yes	No			
Job positions ² .	Will the current number of job positions increase?		X	High/low U	High/low U	U
	Will the current number of job positions decrease?		X	U	U	U
	Are jobs in a particular business sector affected?		X	U	U	U
	Will there be any impact on the level of payment?		X	U	U	U
	Will it have an impact on making it easier to find a job?		X	U	U	U
	Are social impacts concentrated in a particular region or city?		X	U	U	U
Work conditions	Are employees' rights affected?		X	U	U	U
	Are standards for working in hazardous conditions foreseen or repealed?		X	U	U	U
	Will it have an impact as to how social dialogue is developed between employees and employers?		X	U	U	U
	Will it have an impact on poverty?		X	U	U	U
Social inclusion	Is access to social protection schemes affected?		X	U	U	U
	Will the price of basic goods and services change?		X	U	U	U

² When it affects jobs, there will also economic impacts.

	Will it have an impact on the financing or organization of social protection schemes?		X	U	U	U	U
Education	Will it have an impact on primary education?		X	U	U	U	U
	Will it have an impact on secondary education?		X	U	U	U	U
	Will it have an impact on higher education?		X	U	U	U	U
	Will it have an impact on vocational training?		X	U	U	U	U
	Will it have an impact on employee training and lifelong learning?		X	U	U	U	U
	Will it have an impact on the organization or structure of the education system?		X	U	U	U	U
	Will it have an impact on academic freedom and self-government?		X	U	U	U	U
Culture	Does the option affect cultural diversity?		X	U	U	U	U
	Does the option affect the funding of cultural organizations?		X	U	U	U	U
	Does the option affect the opportunities for people to benefit from or participate in cultural activities?		X	U	U	U	U
	Does the option affect the preservation of cultural heritage?		X	U	U	U	U
Governance	Does the option affect the ability of citizens to participate in the democratic process?		X	U	U	U	U
	Is every person treated equally?	X		Medium	Medium	Medium	Medium
	Will the public be better informed of certain issues?	X		Medium	Medium	Medium	Medium

	Does the option affect the way political parties function?	X		Medium	Medium	Medium
Public health and safety. ³	Will it have any impact on civil society?	X		Medium	Medium	Medium
	Will it have any impact on people's lives, such as life expectancy or mortality rate?		X	U	U	U
	Will it have an impact on food quality?		X	U	U	U
	Will the health risk increase or decrease due to harmful substances?		X	U	U	U
	Will there be health impacts due to changes in noise levels or air, water and/or soil quality?		X	U	U	U
	Will there be health impacts due to changes in energy use?		X	U	U	U
	Will there be health impacts due to changes in waste disposal?		X	U	U	U
	Will it have an impact on people's lifestyles, such as levels of interest in sports, changes in nutrition, or changes in tobacco or alcohol use?		X	U	U	U
	Are there specific groups that face much higher risks than others (determined by factors, such as age, gender, disability, social group or region)?		X	U	U	U
	Does it affect the likelihood of catching criminals?		X	U	U	U
	Is the potential gain from the crime affected?		X	U	U	U
	Does it affect levels of corruption?		X	U	U	U
	Is law enforcement capacity affected?		X	U	U	U
Crime and security.						

³ When it has an impact on public health and safety, then it regularly has environmental impacts.

		X	U	U	U
	Is there any impact on the rights and safety of victims of crime?				

Annex 3: Environmental impact assessment form (NOT APPLICABLE).

Environment I category impacts.	Key impact	Is this impact expected to occur?		Number of organizations, companies and/or individuals affected.	Expected benefit or impact cost.	Preferred level of analysis.
		Yes	No			
Stable climate and environment.	Will it have an impact on greenhouse gas emissions (carbon dioxide, methane, etc.)?	X		U	U	U
	Will fuel consumption be affected?	X		U	U	U
	Will the variety of resources used for energy generation change?	X		U	U	U
	Will there be any price changes for environmentally friendly products?	X		U	U	U
	Will certain activities become less polluting?	X		U	U	U
Air quality	Will it have an impact on the emission of air pollutants?	X		U	U	U
Water quality	Does the option affect freshwater quality?	X		U	U	U
	Does the option affect groundwater quality?	X		U	U	U
	Does the option affect drinking water sources?	X		U	U	U
Soil quality and land use.	Will it have an impact on soil quality (in relation to acidification, pollution, use of pesticides or herbicides)?	X		U	U	U
	Will it have an impact on land erosion?	X		U	U	U
	Will land be lost (through construction, etc.)?	X		U	U	U
	Will land be acquired (through decontamination, etc.)?	X		U	U	U

	Will there be any change in land use (e.g. from forest use to agricultural or urban use)?	X	U	U	U
Waste and recycling.	Will the amount of waste generated change?	X	U	U	U
	Will the ways in which waste is treated change?	X	U	U	U
	Will it have an impact on waste recycling?	X	U	U	U
Use of resources.	Does the option affect the use of renewable sources (fish stocks, hydropower plants, solar energy, etc.)?	X	U	U	U
	Does the option affect the use of resources that are not renewable (groundwater, minerals, coal, etc.)?	X	U	U	U
The degree of environmental risks.	Will there be any impact on the likelihood of hazards, such as fires, explosions or accidents?	X	U	U	U
	Will it affect preparedness in case of natural disasters?	X	U	U	U
	Is the protection of society from natural disasters affected?	X	U	U	U
	Will it have an impact on protected or endangered species or the areas where they live?	X	U	U	U
Biodiversity, flora and fauna.	Will the size or connections between landscape areas be affected?	X	U	U	U
	Will there be any impact on the number of species in a given area?	X	U	U	U
Animal welfare	Will the animal treatment be affected?	X	U	U	U
	Will animal health be affected?	X	U	U	U

	Will the quality and safety of animal food be affected?		X	U	U	U
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Annex 4: Fundamental rights impact assessment form.

Fundamental rights category impacts.	Key impact	Is this impact expected to occur?		Number of organizations, companies and/or individuals affected.	Expected benefit or impact cost.	Preferred level of analysis.
		Yes	No			
Dignity	Does the option affect people's dignity, their right to life or a person's integrity?	X		L	High/low L	L
	Does the option affect the right to freedom of individuals?		X			
Freedom	Does the option affect a person's right to privacy?	X		L	L	L
	Does the option affect the right to marry or create a family?		X			
	Does the option affect the legal, economic or social protection of individuals or the family?	X		L	L	L
	Does the option affect freedom of thought, conscience or religion?		X			
	Does the option affect freedom of expression?		X			
	Does the option affect freedom of assembly or association?		X			
Personal data	Does the option include the processing of personal data?	X		L	L	
	Are the individual's rights of access, redress and objection guaranteed?	X		L	L	L
Asylum	Is the way in which personal data is processed clear and well-protected?	X		L	L	L
	Does this option affect the right to asylum?		X			
Property rights	Will property rights be affected?	X		L	L	L

	Does the option affect the freedom to do business?	X					
Equal treatment ⁴	Does the option protect the principle of equality before the law?	X		U		U	
	Are certain groups likely to be harmed, directly or indirectly Gender discrimination (e.g. discrimination on the basis of race, color, ethnicity, political or other opinion, age or sexual orientation)?	X					
	Does the option affect the rights of people with disabilities?	X		U		U	
Child rights	Does the option affect child rights?	X		U		U	
Good administration	Will administrative procedures become more complicated?	X					
	Is the way the administration makes decisions (transparency, processing time, right of access to the file, etc.) affected?	X		U		U	
	For criminal law and the punishments subject to statutory limitation: Are defendant's rights affected?	X					
	Is access to justice affected?	X		L		L	L

⁴ Gender equality is addressed in *Gender Impact Assessment*