

Annexes:

Summary of checks performed by relevant authorities on the steps for which funding is requested, including weaknesses identified and any corrective actions taken.

As part of the internal checks and verification process and procedures for this reform step, as required under the national legislation on public internal financial control and in line with the Reform Agenda of Kosovo and the requirements of the Commission Implementing Decision on it, all evidence has been thoroughly collected and reviewed. Such evidence supports the conclusion that this reform step has been achieved. Such evidence has been systematically documented in the checklist on internal checks and verification signed by the hierarchical chain in the Office of the Prime Minister as this institution that implemented this reform step. Same checks have been carried out by the Strategic Planning Office as well as the OPM Departments in charge of European Integration, in particular focusing on the quality of implementation and reporting, as well as compliance RGF rules.

The following checks have been made: the confirmation that all required documentation on reporting on the fulfilment of this reform steps have been provided, that this is in compliance with the descriptive part of the reform step, that the documentation provided as evidence unequivocally confirms the fulfilment of the reform step, and that they unequivocally confirm the period in which it has been fulfilled. Based on the internal checks and verification process and procedures, no findings or non-compliances were identified in relation to this reform step. The same checks have been regularly performed also during the automatic grace period for this step, mainly until 30 June 2026.

1) Fiche to be used for each step:

The step under review	100% of the new laws imposing an administrative burden are reviewed in the context of prevention of administrative burden according to the Administrative Burden Reduction methodology
Baseline	0%
Deadline of the step	June 2025
Actual results	The Office of the Prime Minister, through the Strategic Planning Office (OPM/SPO), has reviewed all (100%) draft-laws prior to their approval by the Government, during the reporting period, namely from the first Government session after , the adoption of the Reform Agenda (on 9 October 2024), held on 23 October 2024, until 30 June 2025. During this period the Government has approved 16 draft-laws in total. Of these, 15 were not relevant to Administrative Burden Reduction (ABR), while 1 was relevant (see Annex 4 of the ABR Programme Implementation Report 2022-2024, evidence no. 1). These 15 draft-laws are not relevant for ABR because they do not contain services for citizens or businesses such as licenses, permits, certifications, etc., and therefore do not fall within the scope of ABR. In the draft-law that has been reviewed, 7 comments were submitted, of which 3 were addressed by the responsible institution. This draft-law has not yet been adopted by the Assembly; however, once adopted, 2 services are foreseen to be simplified. It should be noted that on 9 October, on the day it adopted the RGF Reform Agenda the Government approved five draft-laws. These draft-laws are not included in this report, as they were approved on the same day as the RA was adopted, given that the assessment for this reform step began immediately at the first Government session following adoption of the RA. Nevertheless, of these five draft-laws, three were assessed as not

relevant in the context of ABR, while two were assessed as relevant. These latter two were not reviewed since their drafting and other procedures prior to Government approval had been carried out much earlier, as their drafting and consultation procedures had been completed well before the ABR prevention mechanisms began to operate in practice. These five draft-laws are also reported on in Annex 3 of the ABR Programme Implementation Report 2022–2024. Therefore, even if these five draft-laws were included in this report, the reform step would likewise result as fully achieved.

During 2026, **45 draft laws** have been approved in the Government till 30 June. From 45 draft laws approved in Government till July 2006, **43 were reviewed** before approval in Government in context of ABR (**95.55%**). Of 45 draft laws, **4 were relevant** for ABR. From these 4 draft laws, **2 were reviewed and commented**. n. This demonstrates that the prevention of administrative burden continued to be implemented systematically in 2026, with a high level of ABR screening of draft legislation.

In the draft laws that has been reviewed, **8 comments were submitted, of which 3 were addressed by the responsible institutions**. One draft law is approved in the Assembly (Law on Citizenship) and **12 services have been simplified**. The other draft law (Innovation and Entrepreneurship) has not been adopted by Assembly, however, once adopted, **2 service** is foreseen to be simplified.

Since the Report for 2025 and 2026, will be published at the end of 2026 or in the beginning of 2027, the **Detailed Report as Annex of this Fiche** provides more details. The list of approved draft laws in Government can be found on OPM web, as provided in the Primary Evidence, nr. 3 and 4.

In addition to these specific results achieved, other results achieved in this area demonstrate the commitment of the Government of Kosovo and other relevant institutions to the sustainability and reversibility of this reform step, as well as credible impact of this and related reforms implemented so far.

In this regard, all draft-laws have been reviewed and commented on in a way that at the very least **promotes digitalisation**, if not fully regulating it. For this purpose, the methodology integrated into the Administrative Burden Prevention and Reduction Programme 2022-2027 has been used, specifically sections *1.4. Elements* and *1.5 General Methodology for Preventing and Reducing the Administrative Burden*. This approach and methodology have been applied throughout the process.

In addition, this methodology has been updated and integrated, as Annex 2, into the ABR Programme 2025–2028 (see evidence no. 3). This list has combined the principles of general administrative procedure with those of electronic governance.

In another related result, OPM/SPO has reviewed **49 out of 51 draft-laws** prior to their approval by the Government in 2024 (see Annex 3 of the ABR Programme Implementation Report 2022-2024, evidence no. 1) and made efforts for systematic and comprehensive work. In addition, during this annual period the OPM/SPO has reviewed **170 draft-secondary legal acts** prior to their adoption by the Government, **57 of which were relevant** to ABR. This process that resulted in the simplification of **66 services at the central level** (see Annex 6 of the ABR Programme Implementation Report 2022-2024).

	Also, from July 2025 until June 2026, SPO reviewed 116 draft-secondary legal acts prior to their adoption by the Government, with above 30% relevant for ABR and therefore simplifying more than 30 services. It should be noted that no draft-laws were approved by the Government 2025. This was due to the fact that the Government was at the end of its term and refrained from approving draft-laws, as without plenary sessions of the Assembly all draft-laws would be returned to the Government in the event of a new Government. Additionally, as of March 2025 – pursuant to Article 31, paragraph 1.2, of the Law No. 08/L-117 on the Government of the Republic of Kosovo on restrictions of a caretaker Government – a caretaker Government shall not approve draft constitutional amendments, draft-laws, strategies and concept documents.
Evidence provided	Primary evidence: 1. Updated Detailed report (covering the period until June 2026) on application of the ABR methodology in the implementation of the following Reform Agenda reform step “100% of the new laws imposing administrative burden reviewed in the context of prevention of administrative burden according to the Administrative Burden Reduction methodology”; 2. Implementation Report of the Programme for the Prevention and Reduction of Administrative Burden 2022–2027 for the 2022-2024 period, https://kryeministri.rks-gov.net/wp-content/uploads/2025/07/Implementation-Report-of-the-Programme-for-the-Prevention-and-Reduction-of-Administrative-Burden-2022%E2%80%932027_period-2022-2024_eng.pdf. 3. Legal Drafting System Information for Draft Laws Approved in Government during 2026: https://lds.rks-gov.net/Statistics/NrOfApprovedDraftLaws?year=2026 4. OPM web page list of approved draft laws: https://kryeministri.rks-gov.net/en/documents/?document_category_filter=1068 Supporting evidence: 5. Administrative Burden Prevention and Reduction Programme 2022-2027, https://kryeministri.rks-gov.net/wp-content/uploads/2022/09/ZPS-shtator2022-PPZBA-2022-2027-dhe-PV-2022-2024-Shtojca-1-6-FINAL-ENG.pdf; 6. Administrative Burden Prevention and Reduction Programme 2025-2028, https://kryeministri.rks-gov.net/en/administrative-burden-prevention-and-reduction-programme-2025-2028-2/.
Checks performed in the verification of the step and related findings	During verification of the step, all evidence has been collected and reviewed (justifying the partial achievement of the reform). The evidence has been listed down in the checklist on the conducted verification, and all documents supporting the verification have been properly stored (in order to ensure audit trail). The following checks were conducted: • All necessary documentation, as specified in Annex 1 of RA (which are also provided as evidence to this report); • Compliance with the descriptive part of the reform step from the Commission Implementing Decision; • The evidence can unequivocally confirm the fulfilment of the reform step; • The evidence can unequivocally confirm the period in which the reform step has been fulfilled.

	No related findings have been identified.
Compliance with general principles and DNSH principle	This reform step has been implemented in compliance with general principles outlined in Article 4 and 11(4) of the RGF Regulation, including the ‘do no significant harm’ (DNSH) principle. In addition, its implementation does not contravene these principles. In particular, this reform step and the results achieved through its implementation are in line with the reform priorities agreed with the EU in the areas of public administration reform under the SAA reform dialogue, specifically on provision of public services. As such, this reform step and related reforms in the subarea of digitalisation of public services and infrastructures promote and contribute to efficiency and effectiveness of the provision of public services across the country, including outreach of all social groups and are also mainstreamed in terms of gender. On the other hand, this reform and related reforms in the subarea of digitalisation of public services and infrastructures also promotes and contribute to climate objectives by preventing excessive red tape and by simplifying administrative procedures, in particular through digitalisation enabling online provision of public services to citizens, businesses as well as to civil society organisations and other stakeholders. As such, this also reduces environmental impact and financial and other costs for both providers and users of public services mainly through digitalisation and the “only once” principle.
Double funding	The institution that OPM/SPO, has not benefited from any donor support in the implementation of this reform step. Therefore, there was no double funding and no risk for it.
Clear conclusion on the achievement of the step	This reform step has been fully achieved, within the regular deadline, and reported with all the updates at the end of automatic grace period, on 15 July 2026 reporting cycle (the first official reporting by Kosovo).

Detailed report on application of the ABR methodology in the implementation of the following Reform Agenda reform step “100% of the new laws imposing administrative burden reviewed in the context of prevention of administrative burden according to the Administrative Burden Reduction methodology”

Introduction

The Office of the Prime Minister, through the Strategic Planning Office (OPM/SPO), has reviewed all (100%) draft-laws prior to their approval by the Government, during the reporting period, namely from the first Government session – after the adoption of the Reform Agenda (on 9 October 2024), held on 23 October 2024, until 30 June 2025. During this period the Government has approved 16 draft-laws in total. Of these, 15 were not relevant to the Administrative Burden Reduction (ABR), while 1 was relevant (see Annex 4 of the ABR Programme Implementation Report 2022-2024, evidence no. 2).

Process

As emphasized in the RGF, the process of reviewing draft laws takes place over three different stages:

1. during the drafting of the draft law;
2. during preliminary consultations; and
3. during public consultations.

All draft laws reported have been reviewed during the preliminary consultations.

The review process has been, and continues to be, carried out in the following manner:

1. The SPO is included in the list of institutions required for preliminary consultation;
2. Upon receiving the draft law, the SPO assesses whether or not the draft law is relevant for the ABR;
3. If it is not relevant for the ABR, the SPO takes no further action, but only records it in the report;
4. If it is relevant for the ABR, the SPO then comments on the respective articles and sends them to the sponsoring ministry. If necessary, the SPO holds clarification meetings with the ministry;
5. After the draft law is approved, the SPO reviews it with regard to changes and the addressing of comments, in order to monitor the progress and trends of the process;
6. After approval in the Assembly, the SPO reviews the draft laws again, to monitor any potential changes;
7. Finally, following these steps, the SPO begins measuring the reduction in cost and time.

Relevance and review criteria

As highlighted in the RGF, the criteria for evaluation if draft laws are relevant in the context of preventing administrative burden, according to the administrative burden methodology, are as follows:

1. If the draft law contains services for citizens and businesses;
2. If the services involve permits, licenses, registrations, certifications, etc.

As highlighted in the ABPR Programme, the criteria for evaluation and review of draft laws relevant in the context of preventing administrative burden, are as follows:

1. If the service in general is legal;

2. If administrative fees for service procedures are not in line with principle of gratuity;
3. If documents required to complete the procedure are not necessary and constitute administrative burdens;
4. If the validity of service is as one of the main elements for reducing the administrative burden is not appropriate. The simplification of this element is accomplished when the validity of the mandatory information is extended and the frequency of application is reduced for the same mandatory information: for the extension of the validity of a mandatory information from 1 to 2 years, the administrative burden is reduced by 100%, for the extension from 2 to 3 years, the administrative burden is reduced by 50%, for the extension from 4 to 5 years, the administrative burden is reduced by 20%.
5. If waiting time for receiving the response is not appropriate.
6. If draft law constitutes potential barriers for digitalization of services or providing of services digitally.

Among 16 draft laws reviewed, only 1 was relevant for ABR. Below a detailed explanation is provided for application of methodology on Draft Law on the Production, Cultivation, Collection, Processing, Trade, and Control of Tobacco, Tobacco Products, and Related Products.

In line with the Prevention component of the Administrative Burden Reduction (ABR) program, SPO review focused on evaluating draft law to identify and prevent the creation of unnecessary administrative burden, while ensuring digital-friendliness and alignment with public administration capabilities. During the drafting phase, also through comments provided emphasize the importance of simplifying procedures and facilitating online or electronic communication channels wherever possible. For example, regarding the draft Law on the Production, Collection, Trade, and Control of Tobacco and Related Products, SPO recommended enabling subject registration and reporting through online systems or electronic means (e.g., email) to avoid physical presence requirements. SPO also highlighted the need to align procedural steps, such as licensing processes, with the principles of administrative burden reduction and existing legal frameworks, like the Law on General Administrative Procedure. Additionally, accessibility and ease of use of forms and declarations were stressed, advocating for fully digital, easy-to-complete, and submit forms.

SPO comments regarding the need to explicitly stipulate that the procedures for registering in the register will also be regulated through a sub-legal act have been taken into consideration. This clarification is important as it enhances legal certainty and aligns with the principle of legitimate and reasonable expectation according to the Law on General Administrative Procedure.

The nature of SPO comments was also clarification-based, meaning that, as the procedures set out in the draft law will be further specified through sub-legal acts, our recommendations aimed to provide clarity on how these procedures should be designed. Since the law regulates only the general principles, it is the sub-legal acts that hold the greater potential to create additional administrative burdens if not drafted with due consideration.

The comments reflect the guiding questions outlined in the ABR methodology, such as whether mandatory information and procedural steps are necessary, suitable, and can be delivered through less restrictive and more user-friendly methods, including electronic communication. The overarching aim is to streamline administrative processes, reduce redundant paperwork, and support the digital transformation of public services, thereby enhancing efficiency and citizen-centered service delivery.