



Director General of the Civil Aviation Authority of Kosovo,

Pursuant to Article 21.2 of Law No. 03/L-051 on Civil Aviation, hereafter “LCA” (“Official Gazette of the Republic of Kosovo, Year III, No. 28, date 4 June 2008),

In accordance with Article 23.1 and 26.1 of the Regulation on internal organization and functioning and systematization of working posts, dated 17 January 2011, (hereafter Internal Regulation),

With the aim to carry out public consultations and meaningful involvement of the interested parties whilst drafting secondary legislation by the Civil Aviation Authority of Kosovo,

Hereby issues:

**ADMINISTRATIVE INSTRUCTION No. 1/2012
ON PROCEDURES FOR PUBLIC CONSULTATION OF INTERESTED PARTIES**

**Article 1
Purpose**

The purpose of this Administrative Instruction is to describe procedures on public consultation of interested parties whilst drafting secondary legislation by the Civil Aviation Authority of Kosovo, which are foreseen by the provisions of the LCA and the Internal Regulation.

**Article 2
Scope of Application**

This Administrative Instruction shall be applied by the structures of the CAA which are involved in drafting the secondary legislation provided for in the Article 23.1 of the Internal Regulation.

Article 3

Definitions

Structures of CAA- means the definition provided for in Article 5 of the Internal Regulation.

Interested party - means any person, within the meaning of Article 4.1 of the LCA, whose activity entails offering of any service in the field of civil aviation in a direct or indirect manner.

Article 4

Obligation for consultation

4.1 Structures of CAA shall put in reasonable efforts to respect the procedure on public consultation created by this Administrative Instruction.

4.2 Any person who expresses an interest in taking part in the process of public consultation related to a sublegal act from paragraph 1 of this Article shall be given the opportunity to express the comments or objections related to the act which is under the procedure of public consultation.

Article 5

Procedure of public consultation

5.1 CAA shall apply transparent procedures on public consultation of the interested parties by :

- a) Method of receiving the comments and objections in writing by electronic means of communication (official e-mail) or delivery in person; and/or ;
- b) Organizing public meetings with interested parties.

5.2 CAA shall publish any draft foreseen in Article 23.1 of the Internal Regulation, by setting the deadline of at least 15 days for receipt of the comments and objections on it.

5.3 In case the method described forth in paragraph 1 (a) of this article is chosen, the CAA shall enable an appropriate application in official web page or it will determine an e-mail address where the comments and objections may be deposited, providing therein appropriate instructions to the interested parties.

5.4 Application of the method provided for in paragraph 1 point (b) of this Article shall be dependent on expression of interest of at least ten (10) participants during the

process of consultation and availability of logistical conditions for organization and conduct of such a meeting.

5.5 In any case, if the condition on the number of participants provided for in paragraph 4 is fulfilled, the CAA shall confirm the holding of the meeting, not more than two weeks after the expiration of the deadline provided for in paragraph 2 of this Article, thereby setting the venue and time when the meeting is to be held. Minutes of these meetings shall be taken.

5.6 In cases when comments and objections are received in accordance with paragraph 3 of this Article, the CAA shall provide a written answer, not more than two weeks after the expiration of the deadline provided for in paragraph 2 of this Article.

Article 6 Evidence of materials

6.1 All materials received by the interested parties during the process of public consultation either in written or recorded in the minutes of the meetings, shall be registered and be consulted during the final stage of drafting sublegal acts foreseen in Article 3.1 of this Administrative Instruction.

6.2 After the process of public consultation has come to an end, all materials received along with the answers provided shall be archived and stored in the archives of CAA in accordance with the law.

Article 7 Protection of intellectual property

CAA, shall treat all materials received during the process of public consultation in accordance with the applicable law on protection of intellectual property.

Article 8 Entry into force

This Administrative Instruction shall enter into force on 1 February 2012.

Dritan Gjonbalaj
Director General