



MANUAL OF PROCEDURES FOR PROJECTS OF ENERGY COMMUNITY INTEREST – KOSOVO

EU Regulation 347/2013 on guidelines for trans-
European energy infrastructure

Energy Community Secretariat

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I. INTRODUCTION

1.1 Regulation No. 347/2013 and Administrative Instruction No. 01/2017

This Manual of Procedures for projects of Energy Community interest in Kosovo has been drafted using Regulation No. 347/2013 of the European Parliament and of the Council of 17 April 2013 on guidelines for trans-European energy infrastructure as a primary reference. This Regulation was adapted and adopted by Ministerial Council Decision D/2015/09/MC-EnC (hereinafter referred to as: the Regulation) in order to help Contracting Parties facilitate the implementation of projects of Energy Community Interest. Regulation with the incorporated Decision D/2015/09/MC-EnC can be downloaded [here](#).

The purpose of this Manual of Procedures is to provide an in-depth elaboration of procedures which need to be followed by the Competent Authority and other relevant authorities, by the Project Promoter and by any other party involved in any form during the implementation of a project of Energy Community interest. This Manual of Procedures is designated to serve as a guiding tool and shall be used in connection to a series of other legal documents, namely primary and secondary legislation.

The Ministry of Economic Development of Kosovo, as the responsible authority for the energy sector in the country, adopted the Administrative Instruction No. 01/2017 on the Promotion of Joint Regional Investments in the Energy Sector (hereinafter referred to as: the Administrative Instruction) enabling Kosovo to be one of the first Contracting Parties to make concrete progress in the legal transposition of the requirements deriving from the Regulation. The Administrative Instruction can be downloaded [here](#). In July of 2017, the Ministry of Economic Development (MED) made the decision to appoint the Competent Authority, which has currently been set to be the Division for Standards and Technical Rules within the Energy Department of the Ministry of Economic Development, as the responsible body for coordinating all permit-granting activities related to the projects of Energy Community interest. Essentially, the Competent Authority serves as a One Stop Shop for coordinating activities in the process of issuing permits for projects of Energy Community interest.

1.2 Regulation Aims

While it is generally acknowledged that there are a number of infrastructure projects that are crucial both, for the EU as well as for the Contracting Parties to reach their goals toward establishing the Internal Energy Market and the Energy Community Market, and in particular, toward improving the security of energy supply, yet, investments are being delayed or abandoned overall in practically all Contracting Parties due to the difficult permitting procedures, regulatory barriers or financial-related issues.

Given the above, in order to facilitate the implementation of priority investments, the EU adopted the Regulation and respectively, by virtue of Decision D/2015/09/MC-EnC, the Energy Community Ministerial Council also adopted the Regulation (EU) 347/2013 with certain adaptations.

One of the main purposes of the Regulation is to streamline the permitting procedures and facilitate investments in the energy infrastructure in order for the Energy Community to achieve its energy and environmental policy objectives.

The Regulation as adapted for the Energy Community establishes rules for identifying projects of Energy Community significance, called Projects of Energy Community Interest (PECIs), once they have proven to be mature enough. Pursuant to the Regulation, the identification of PECIs is to follow within the categories of electricity, and respectively gas and oil infrastructure, as well as within the thematic area known as 'smart grid deployment'.

These projects will benefit from streamlined permitting procedures within Contracting Parties, and where applicable, from cross-border cost allocation. While three models for streamlined permitting procedures are described within the Regulation, national legislators and authorities will have to choose one and implement it through national legislation and procedures.

Projects that obtain a *Projects of Energy Community Interest (PECI)* and *Projects of Mutual Interest (PMI)* status aims at identifying and recognizing the cross-border importance of a project, and as such these projects may be granted with special benefits. Having a PECI status paves also the path for potential financing of studies and works through the grants from the Instrument for Pre-Accession Assistance (IPA), respectively from the Neighbourhood Investment Facility (NIF) of the European Union technical and financial assistance.

The key benefits for a project having PECI status are:

- accelerated planning and permit-granting procedures (capped at 3.5 years),
- a single national competent authority which will act as a one-stop-shop for permit-granting procedures,
- fewer administrative costs for the Project Promoters and authorities due to a more streamlined environmental assessment procedure, whilst respecting following the requirements of the EnC law,
- increased transparency and improved public participation,
- increased visibility and attractiveness for investors as a result of an enhanced regulatory framework where costs are allocated to those countries benefiting most from a completed project, and
- potential financial support through the IPA and NIF funding.

Projects of Energy Community Interest (PECI) and Projects of Mutual Interest (PMI) status aims at identifying and recognizing the cross-border importance of a project, and as such these projects may be granted with special benefits. Having a PECI status paves also the path for potential financing of studies and works through the grants and thus may grant special benefits for these projects. It also opens the possibility for grant financing for studies and works, from Instrument for Pre-Accession Assistance (IPA), respectively from the Neighbourhood Investment Facility (NIF) of the European Union technical and financial assistance from the Instrument for Pre-Accession Assistance (IPA), respectively from the Neighbourhood Investment Facility (NIF).

Investment grants can only be made available in the events of a proven financing gap that cannot be covered through network tariffs.

In a nutshell, the main benefits of the Regulation (MC Decision 2015/09) for the Projects of Energy Community Interest and Projects of Mutual Interest are presented in the chart below:



1.3 One Stop Shop as Competent Authority in Kosovo

Regulation aims to facilitate the permit-granting process for PEI/PMIs by requiring the Contracting Parties to appoint a Competent Authority responsible for making or coordinating activities that lead to the Comprehensive Decision, and ensuring that this is made within the time limits specified in the Regulation. The transposition of Regulation related to the appointment of the Competent Authority is provided by the Administrative Instruction. Accordingly, the Division for Standards and Technical Rules, operating within the Energy Department (the One Stop Shop), has been designated as the Competent Authority in Kosovo as of July 26, 2017.

Article 4 of Administrative Instruction specifies the procedure for the appointment of the Competent Authority in Kosovo by the Minister responsible for the energy sector with the mandate to coordinate activities of the permit-granting for projects of Energy Community interest. Article 5 of this Administrative Instruction sets duties and responsibilities of the Competent Authority. Furthermore, the duties and responsibilities of the Competent Authority are stipulated in the Minister's (the Ministry for Economic Development) Decision No. 1502 dated July 26, 2017 whereby the Division for Standards and Technical Rules within the Energy Department of the Ministry responsible for the energy sector is appointed as the Competent Authority. As per the said Decision, the appointed Competent Authority shall act as a One Stop Shop for the projects of Energy Community interest. The One Stop Shop is appointed, among others, to coordinate activities for issuing permits for projects of Energy Community interest.

Administrative Instruction also provides provisions for defining measures for harmonizing procedures for the projects of Energy Community interest between the Ministry responsible for the energy sector, Ministry for Environment and Spatial Planning and other relevant authorities. Such harmonization measures are intended to harmonize and streamline environmental assessment procedures.

1.4 Competencies of the One Stop Shop

The duties and responsibilities of the One Stop Shop as a Competent Authority are elaborated within Administrative Instruction and the Decision of appointment issued by the Minister responsible for energy.

The responsibilities of the One Stop Shop, as stipulated in the Minister's Decision include:

- Facilitating and coordinating the permit-granting process for projects of Energy Community interest;

- Cooperating with other competent authorities and other contracting parties of the Energy Community to prepare common plans with the purpose of coordinating deadlines;
- Publishing and updating, when necessary, the Manual of Procedures as needed in cooperation with other relevant permitting authorities;
- Modifying the public participation concept, in cooperation with the relevant authorities, submitted by the Project Promoter;
- Preparing detailed schedule time limits for the permit-granting process, in consultation with the Project Promoters and other authorities concerned;
- Preparing reports on the progress achieved in developing projects of Energy Community interest and, as needed, submit such reports to the Energy Community Secretariat; and,
- Other issues defined by the legislation in force.

II. Background to the Permit-Granting Process

2.1 The Collaborative Scheme

Kosovo has chosen the 'collaborative scheme' as leading to the Comprehensive Decision as the mechanism to implement the permit-granting process.

Based on the chosen option (i.e. the collaborative scheme), the Competent Authority has the following competences:

- facilitate and coordinate of the permit-granting process for projects of Energy Community interest. The competent authority shall, in consultation with the other authorities concerned, (...), establish on a case by-case basis a reasonable time limit within which the individual decisions shall be issued. The One Stop Shop shall monitor compliance with the time limits by the authorities concerned. If an individual decision by an authority concerned is not expected to be delivered within the time limit, that authority shall inform the competent authority without delay and include a justification for the delay;
- coordinate of the issuance of the Comprehensive Decision;
- publish and update, when necessary, the Procedural Manual in cooperation with other relevant permitting authorities;
- approve or request for modification of the public participation concept, as submitted by the Project Promoter, in cooperation with the relevant authorities, , within three (3) months for its submission;
- prepare a detailed schedule for the permit-granting process, in consultation with the Project Promoter and other authorities concerned;
- cooperate with the competent authorities of Member States and other Energy Community Contracting Parties in preparing joint plans in an effort to coordinate deadlines;
- submit the Annual Report to the relevant Group on the progress or delays in the implementation of the project in terms of permit-granting processes.

The One Stop Shop as the Competent Authority shall coordinate the process leading to the issuance of the Comprehensive Decision. The Comprehensive Decision means the set of individual decisions necessary to be obtained by the Project Promoter. These individual decisions are issued by relevant authorities based on the competences provided by different laws.

The Competent Authority shall, in consultation with the other authorities concerned, and without prejudice to time limits set, establish on a case-by-case basis a reasonable time limit within which the individual decisions shall be issued. It shall moreover monitor compliance with the time limits by the authorities concerned.

2.2 Role of the One Stop Shop

The role of a One Stop Shop, as the Competent Authority in the permit-granting process for Projects of Energy Community Interest and Projects of Mutual Interest, is to coordinate the permitting process of all related consents and decisions required from all relevant authorities, and to monitor compliance with time limits by the concerned authorities in accordance with the Collaborative Scheme. In addition, as stipulated under the Article 5.6 of the Regulation and [Article 14¹](#) of the Administrative Instruction, the One Stop Shop is in charge of reporting, on an annual basis, on the progress and, where relevant, on the delays in the implementation of Projects of Energy Community Interest and Projects of Mutual Interest located in the territory of Kosovo with regard to the permit-granting processes, and on the reasons for delays, if and when such delays occur.

One Stop Shop's statutory/[permit](#) planning role in determining any application lodged with it continues to be one of the independent assessors in the entire process. Its duties under the Regulation and under Administrative Instruction shall not affect its impartial assessment of planning applications and neither interferes to the competencies of other institutions as provided by the relevant law.

2.3 Role of permitting authorities

The Collaborative Scheme, as transposed under [Article 5.1 paragraph 1.1](#), provides that where an individual authority is expected not to deliver a decision on a consent within the specified time limit, the same authority must immediately notify the One Stop Shop as the Competent Authority and this notification must include a justification for the delay. Such a monitoring role for One Stop Shop (Competent Authority) extends only to the time-limit element and the coordination function and should be seen in the context of the schedule for the individual project which is to be drawn up in close cooperation with the other authorities and the Project Promoter.

The role of permitting authorities remains the same as already defined by primary and secondary legislation. This Manual of Procedures does not interfere in any competences of any authority.

2.4 Obligations and Requirements

Regulation and Administrative Instruction 01/2017 place obligations and requirements on the One Stop Shop as the Competent Authority, on the permitting authorities involved in the process as well as on the Project Promoters. A number of such obligations and requirements are listed below:

One Stop Shop as Competent Authority

¹ The text displayed [in blue](#) corresponds as a reference to the provisions of the Administrative Instruction No. 01/2017, whilst the reference to the Regulation No. 347/2013 is provided with black colour.

- Establish on a case-by-case basis, a detailed scheme for the permit-granting process. This shall be done in consultation with the Project Promoter and with the other authorities. [Article 10.4(b) – Article 5.1 – 1.1].
- Monitor compliance with time limits. [Article 8.3(c) - Article 5.1 – 1.1].
- Reset individual time limits, where the original time limits are not met. [Article 8.3 - Article 5.1 – 1.1].
- Modify or approve the public participation concept submitted by the Project Promoter. [Article 9.3 - Article 5.1 – 1.4].
- Submit an annual report to the respective Group on progress or delays in the implementation of PECE/PMI with regard to the permit-granting processes. [Article 5.6 - Article 5.1 – 1.7].
- Liaise closely with Competent Authorities in other Contracting Parties or Member States, and prepare joint schedules endeavouring to align timetables. [Article 10.4(b) - Article 5.1 – 1.6].
- Update Manual of Procedures as necessary. [Article 9.1 - Article 5.1 – 1.3].

Permitting Authorities

- Collaborate with One Stop Shop (Competent Authority) in coming to an assessment of the reasonably detailed outline of the project submitted by the Project Promoter for the purpose of acknowledging the notification and establishing the start of the permit-granting process. [Article 10.1(a) – Article 10.1 – 1.1].
- Collaborate with One Stop Shop (Competent Authority) in the setting of time limits for their decisions. [Article 10.4(b) – Article 5.1 – 1.1].
- Inform One Stop Shop (Competent Authority) where a decision is not expected to be met and provide a justification for the delay. [Article 8.3(c) – Article 5.1 – 1.1].
- Inform and copy its decision to One Stop Shop (Competent Authority) at the same time as notifying the Project Promoter of the decision. [Article 8.3(c) - Article 5.1 – 1.1].

Project Promoters

- Draw up an implementation plan for the Project. [Article 5.1 - Article 8.1].
- Provide a reasonably detailed outline of the project when the PECE/PMI process is being initiated. [Article 10.1(a) – Article 10.1 – 1.1].
- Have regard to the principles underlying public participation in the process. [Annex VI(3) – Annex 2].
- Draw up and submit a concept for public participation to One Stop Shop (Competent Authority). [Article 9.3 – Article 9.2].
- Prepare a report summarising the results of activities related to the participation of the public prior to the submission of the application file, including those activities that took place before the start of the permit-granting process [Article 9 (4) – Article 9.6].
- Ensure the completeness and adequate quality of the application file. [Article 10.5].
- Ensure that all required information is made available promptly to the relevant authorities to ensure that the time limits set can be met. [Article 10.5 Article 10.8??].
- Establish, maintain and update a project website. [Article 9.7 – Article 9.7].
- Prepare any environmental reports to be prepared by the Project Promoters during the pre-application stage. [Article 10.1 (a) – Article 10.1 – 1.1].

- Co-operate fully with One Stop Shop (Competent Authority) to meet deadlines and comply with the detailed schedule for the permit-granting process. [Article 10.5].
- Submit an annual report for the project to One Stop Shop (Competent Authority). [Article 5.4 – [Article 8.3](#)].

III. MANUAL OF PROCEDURES

This Manual of Procedures is designated to serve as a guiding tool to be used primarily by the Project Promoters and One Stop Shop. Therefore, this Manual of Procedures is publicly disclosed on the website of the Ministry responsible for energy, ensuring thus transparency is provided at any stage of implementation of the project of Energy Community interest. The Competent Authority is a responsible authority for publishing and updating the Manual of Procedures whenever necessary.

In summary this Manual of Procedures should be used as a framework planning tool during the implementation of any project of Energy of Community interest and therefore shall be updated as necessary.

This Manual of Procedures for projects of Energy Community interest in Kosovo is not a legally bidding document.

Article 9 of Regulation, which addresses the Transparency and Public Participation issues, provides that each Contracting Party or Competent Authority shall, where applicable and in collaboration with other authorities concerned, publish a manual of procedures for the permit-granting process applicable to Projects of Energy Community Interest. In this context, Kosovo through the Administrative Instruction at its [Article 9](#) determined the December 31st, 2017 as the date to publish the Manual of Procedures for permit-granting process that applies to projects of Energy Community interest.

The Manual of Procedures includes the information specified in Annex VI.I of the Regulation and [paragraph 1 of Annex 2](#) of the Administrative Instruction. For ease of reference, Annex VI (1) is included below:

Annex VI (1) – Paragraph 1 of Annex 2

- The manual of procedures referred to in Article 9(1) shall at least specify:
 - a) the relevant law upon which decisions and opinions are based for the different types of relevant Projects of Energy Community Interest, including environmental law;
 - b) the relevant decisions and opinions to be obtained;
 - c) the names and contact details of the Competent Authority , other authorities and major stakeholders concerned;
 - d) the work flow, outlining each stage in the process, including an indicative timeframe and a concise overview of the decision-making process;
 - e) information about the scope, structure and level of detail of documents to be submitted with the application for decisions, including a checklist;
 - f) the stages and means for the general public to participate in the process.

The Project Promoter holds at least one public consultation before submitting the complete application file to the One Stop Shop, during which the Project Promoter informs interested parties about the project. Since at this phase the project is not advanced the Project Promoter uses this public consultation process in to account for stakeholder concerns. The Project Promoter shall extensively inform and consult the relevant national and local authorities, landowners and citizens living in the vicinity of the project, the general public and their associations, organization

or groups. The One Stop Shop, if relevant, actively supports the activities undertaken by the Project Promoter. This public consultation, due to its early maintenance, serves the Project Promoter to find the most appropriate location or route, because it is being held at an early stage of the process. The minimum requirements to this public consultation include:

- a) Publication of information leaflet of no more than 15 pages giving, in a clear and concise manner; an overview of the purpose and preliminary timetable; of the project, the national grid development plan; alternative routes considered; expected impacts, including of cross-border nature; and possible mitigation measures, including also the web addresses of the Energy Community Secretariat transparency platform as well as of the manual of procedures;
- b) Information of all stakeholders affected by the project;
- c) Invitation in written form of the affected stakeholders to a dedicated meetings.

The Project Promoter prepares a report summarizing the result of activities related to public consultations held prior to the application. This report is submitted to the One Stop Shop at the time the application file for the project is submitted.

The Project Promoter drafts and submits a concept for public participation to the Competent Authority within an indicative period of three (3) months from the beginning of the permit-granting process. The Project Promoter is encouraged to inform on any form of public participation and consultation used prior to the permit-granting process which shall be taken into consideration by the One Stop Shop, as long as it has fulfilled requirements for the public participation and transparency. It is up to Project Promoter to provide information on the details of previous public participation. The concept for public participation can be modified during the implementation phase should after the submission of the concept for public participation the Project Promoter consider that the concept needs significant changes. Such changes are shared with the One Stop Shop in order for modifications to be allowed. It is a sole discretion of the One Stop Shop to conclude whether the changes to the concept for public participation are significant or not. The One Stop Shop shall evaluate the proposed modifications, understand the rationale for the modification and consult individually relevant institutions.

The Project Promoter establishes and regularly maintains a website with the information related to the concerned project of Energy Community interest. This website is simultaneously linked to the website of the Energy Community. The website shall meet the following requirements:

- a) the information leaflet;
- b) a non-technical and regularly updated summary of no more than 50 pages reflecting the current status of the project and clearly indicating, in case of updates, changes to previous versions;
- c) the project and public consultation planning, clearly indicating dates and locations for public consultations and hearings and the envisaged subject matters relevant for those hearings;
- d) contact details in view of obtaining the full set of application documents;
- e) contact details in view of conveying comments and objections during public consultations.

The Project Promoter publishes the relevant information in the relevant means of information to which the public has open access, such as TV, Radio, newspaper, etc.

IV. The Permit-Granting Process

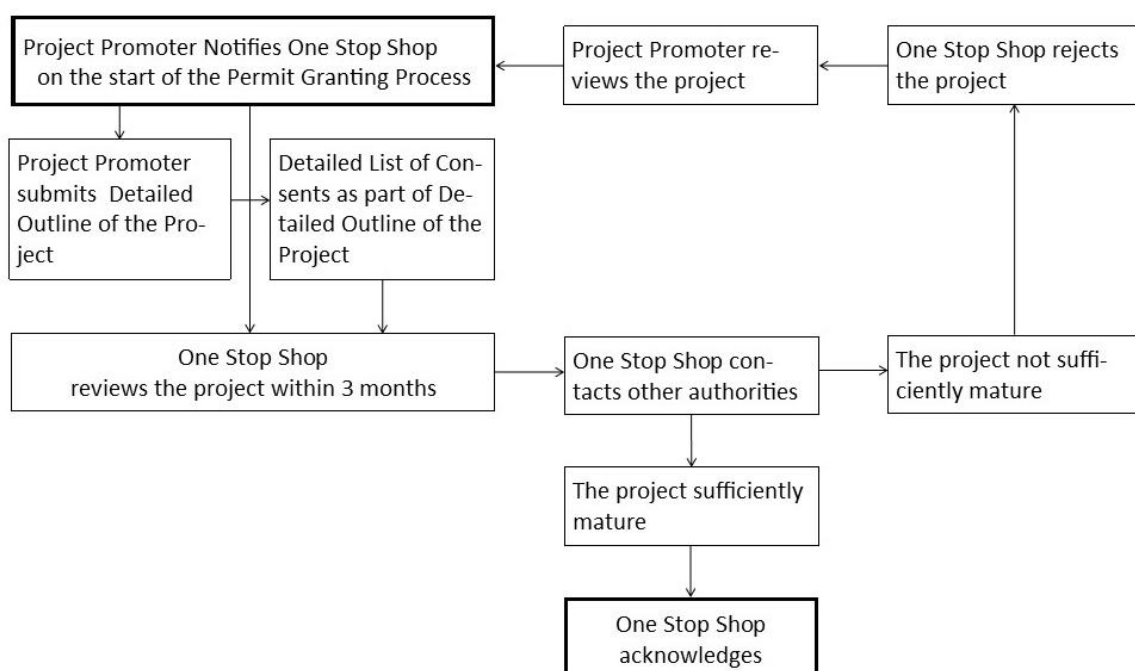
The permit-granting process consists of two procedures: (a) the pre-application procedure and (b) the statutory/legal permit-granting procedure.

4.1 Notification Stage

For the purpose of establishing the start of the permit-granting process, the Project Promoter must notify the One Stop Shop (Competent Authority). During the 3 month period available to acknowledge or reject the notification, One Stop Shop (Competent Authority) will contact all the relevant authorities for their assessment on whether or not the project is sufficiently mature to enter the permit-granting process. It is, therefore, essential that the Project Promoter gives details of the consents that will be required at this stage. In the event that any required consent is not identified, this may lead to delays in the project.

Following notification of the project from the Project Promoters, One Stop Shop (Competent Authority) has 3 months to acknowledge or reject the notification (on behalf of the relevant authorities). As part of the notification of the commencement of the permit-granting process, the Project Promoter is required to submit a reasonably detailed outline of the project to One Stop Shop (Competent Authority). As part of the reasonably detailed outline of the project, One Stop Shop (Competent Authority) will expect that the Project Promoter details the extent of the project and lists all the consents that, in the opinion of the Project Promoter, are required. The pre-application procedure commences when One Stop Shop (Competent Authority) gives an acknowledgement of the notification submitted by the Project Promoter under Article 10.1(a) of the Regulation and [Article 10.1 \(1.1\)](#) of the Administrative Instruction.

Diagram 1: Notification stage for start of the Permit-granting Process:



4.2 The Pre-Application Procedure

The pre-application procedure covers the period between the start of the permit-granting process and the acceptance of the submitted application file by One Stop Shop (Competent Authority). This period is to take place within an indicative period of 2 years. Article 10.2 of the Regulation and [Article 10.2](#) of the Administrative Instruction does provide for an extension of the time period by a maximum of 9 months (for both procedures combined).

All other reports, including the Environmental Impact Assessment report necessary for environmental consent and other consents and permits, required to be prepared by the Project Promoter should be prepared in the pre-application stage, following acknowledgement by One Stop Shop (Competent Authority) of the notification of the start of the permit-granting process, under Article 10.1(a) of the Regulation and [Article 10.1 \(1.1\)](#) of the Administrative Instruction.

One Stop Shop, as Competent Authority will also draw up a detailed schedule for the permit-granting process. The schedule will be drawn up in close co-operation with the Project Promoter and other authorities concerned. It should be noted that this Schedule would need to include any administrative appeal processes contained within the different authority consent granting procedures that may be applicable to the project. For the purposes of clear guidance when preparing the detailed schedule for permit-granting process, the Competent Authority assumes 30 days for any administrative appeal in front of any administrative authority. This might include any administrative appeal against a decision made by any administrative authority mandated for issuance of any consent granting procedures. It would not, however, include legal challenges in front of courts. Annex VI (2) of the Regulation and [Annex 2, paragraph 2](#) of the Administrative Instruction sets out the guidelines for the schedule. The guidelines that are the minimum required are:

- a) the decisions and opinions to be obtained;
- b) the authorities, stakeholders, and the public likely to be concerned;
- c) the individual stages of the procedure and their duration;
- d) major milestones to be accomplished and their deadlines in view of the Comprehensive Decision to be taken;
- e) the resources planned by the authorities and possible additional resource needs.

This stage of the process also includes public consultation and participation to be carried out by the Project Promoter (and relevant parties, if appropriate), further detailed at section 5.2. The Project Promoter has an indicative period of 3 months from the start of the permit-granting process to submit a public participation concept to One Stop Shop (Competent Authority). One Stop Shop (Competent Authority) must either modify or approve the concept within 3 months, following consultation with the other relevant authorities, as considered appropriate. Details are provided at section 5.4.

Before the submission of the complete application to the One Stop Shop the Project Promoter holds at least one public consultation, further detailed at section 5.3. During the public consultation at an early stage and before the submission of the proposal, the Project Promoter informs the interested parties, in relation to the project. The One Stop Shop, if relevant, actively supports the activities undertaken by the Project Promoter. The minimum requirements to this public consultation include:

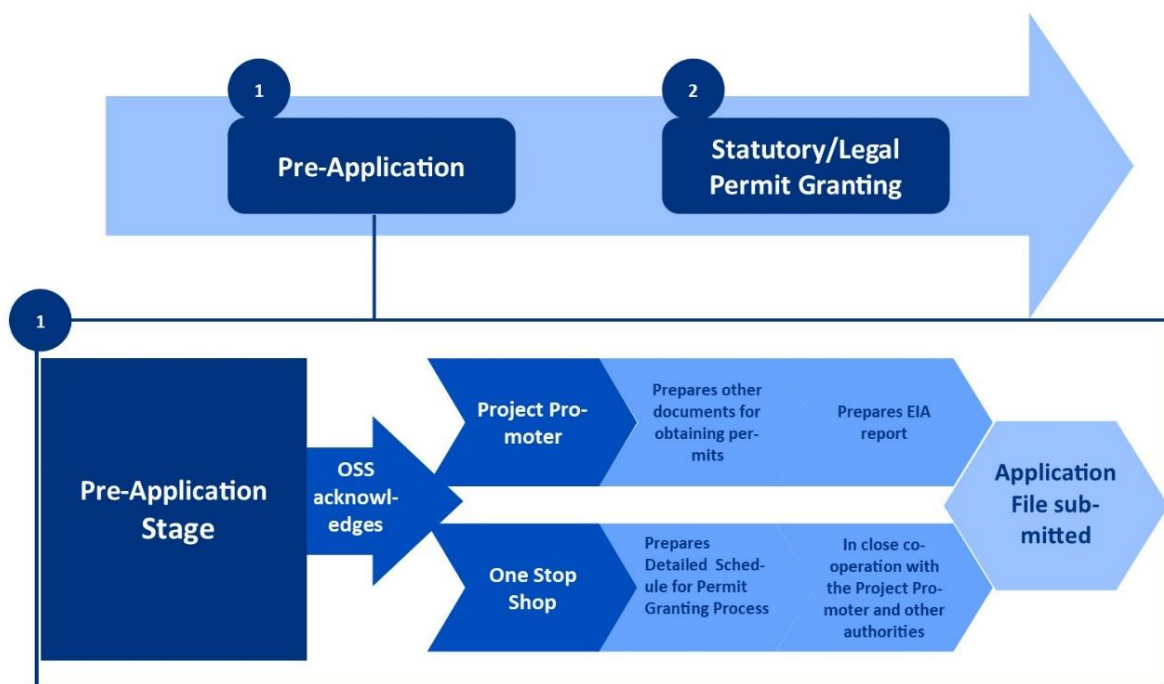
- a) publish an information leaflet of no more than 15 pages, giving, in a clear and concise manner, an overview of the purpose and preliminary timetable of the project, the national grid development plan, alternative routes considered, expected impacts, including of cross-border nature, and possible mitigation measures, which shall be published prior to the start of the consultation; the information leaflet shall furthermore list the web addresses of the transparency platform as adopted by the Energy Community Secretariat and of the manual of procedures;
- b) inform all stakeholders affected about the project through the website referred to in Article 9(7) of the Regulation No. 347/2013 and [Article 9.7](#) of the Administrative Instruction No. 01/2017 and other appropriate information means;
- c) Invite in written form relevant affected stakeholders to dedicated meetings, during which concerns shall be discussed.

The Project Promoter prepares a report summarizing the result of activities related to public participation held prior to the application. This report is submitted to the One Stop Shop at the time the application file for the project is submitted.

Project Promoters must note that Article 9(3) of the Regulation and [Article 9.5](#) of the Administrative Instruction provides that One Stop Shop (Competent Authority) should take into consideration any form of public participation and consultation that took place before the start of the permit-granting process in considering the public participation concept.

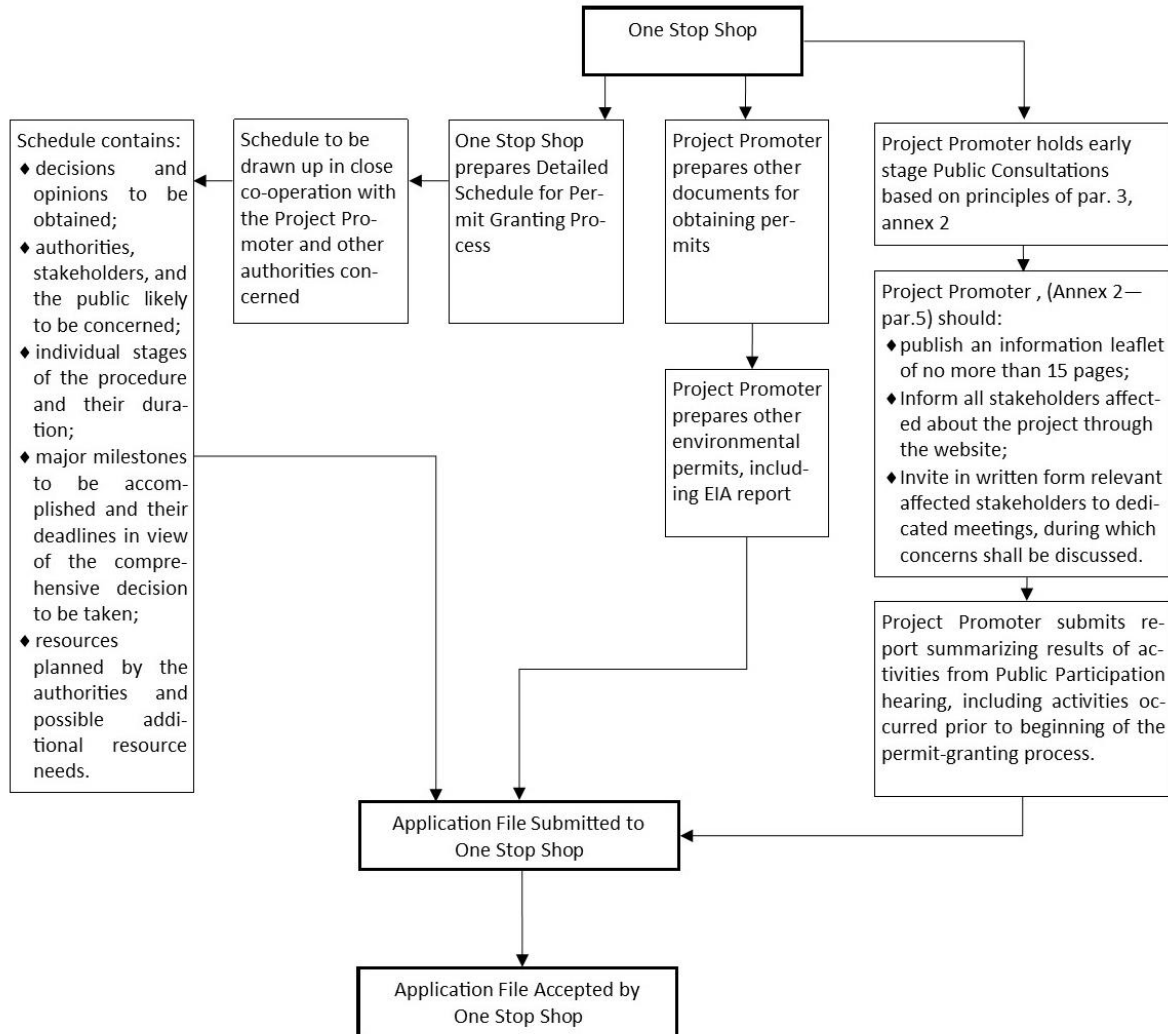
The Project Promoters maintain functional website, publishing the relevant information for public. Details are provided at section 5.5.

A flowchart of the pre-application procedure is attached:



Projects of Energy Community Interest/Projects of Mutual Interest Permit-granting Process: An Overview of the Pre-Application Procedure

Diagram 2: Pre-Application Procedure:



4.3 The Statutory/Legal Permit-granting Procedure

The statutory/legal permit-granting procedure covers the period from the date of acceptance of the submitted application file until the Comprehensive Decision is taken. Article 10.1(b) of the Regulation and Article 10.1 (1.2) of the Administrative Instruction provide that the period shall not exceed one year and six months. While the combined duration of the two procedures should not exceed a period of 3 years and 6 months, Regulation and Administrative Instruction Article 10.2 provide that where the One Stop Shop (the Competent Authority) considers that one or both of the two procedures (pre-application procedure and statutory/legal permit-granting procedure) will not be completed before the set time limits, it may decide before their expiry and on a case by case basis, to extend one or both of these time limits by a maximum of 9 months for both procedures combined.

Where any other authority responsible for issuing a consent, a permit or any other act, required as part of the Comprehensive Decision refuses approval for the consent or where the One Stop Shop decides to refuse planning permission/approval, this will result in a non-issuance of the Comprehensive Decision.

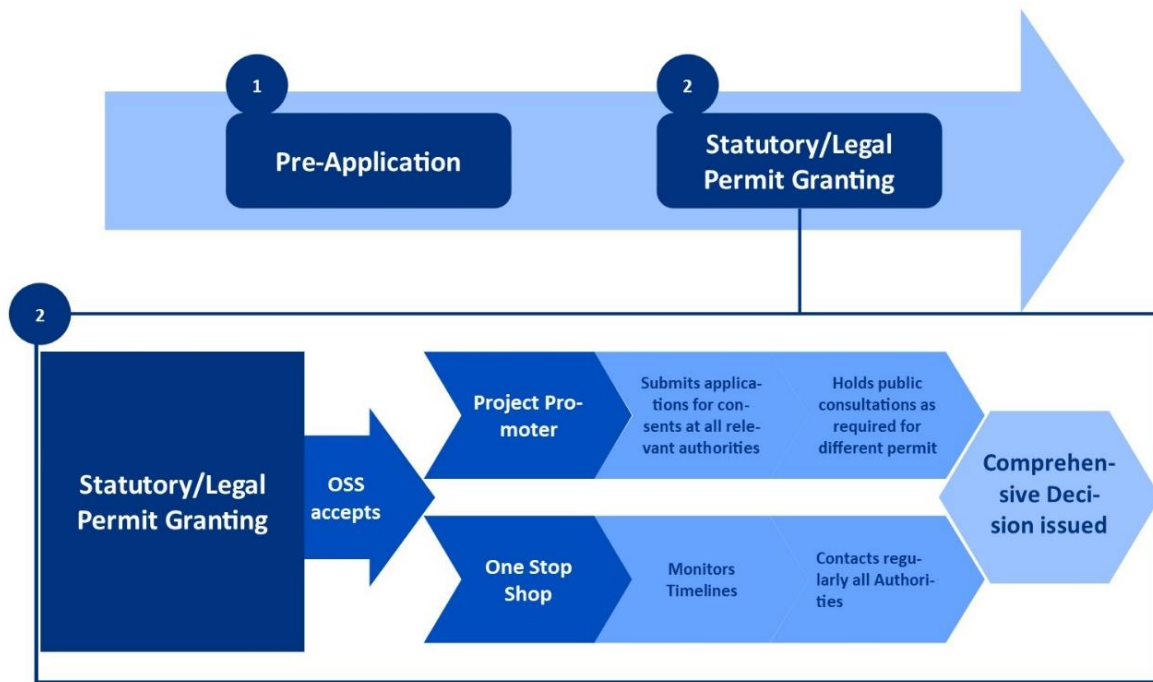
In assessing any applications made, the One Stop Shop (and, where relevant, other authorities in assessing applications made to them) will have full regard to all planning, environmental, human health and other relevant matters and obligations that would normally form part of their statutory responsibility and assessment of projects. This will include those arising from the provisions of the Environmental Impact Assessment, Habitats (and Birds), Water Framework Directives and Aarhus Convention. The One Stop Shop will also have regard to provisions of Article 8(5) and 10(4) of the Regulation, respectively Article 5.1 (1.6) and Article 10 (Annex 2: paragraph 1.5) and endeavour, where possible, to provide for joint procedures with other Member States in regard to the assessment of environmental impacts.

The attention of Project Promoters is drawn to the guidance document “Streamlining environmental procedures for energy infrastructure Projects of Common Interest (PCIs)” published by the European Commission, Environment and Energy, in July 2013. A link to the document is available [here](#).

During this period the role of the One Stop Shop is mainly focused on monitoring timelines of each consent/permit based on the detailed schedule for the permit-granting. The One Stop Shop as a Competent Authority will contact regularly the relevant authorities to seek progress updates and to establish whether deadlines are likely to be achieved. To facilitate this process Project Promoters are requested to keep the Competent Authority updated of any changes or delays in the project so that monitoring will be effective.

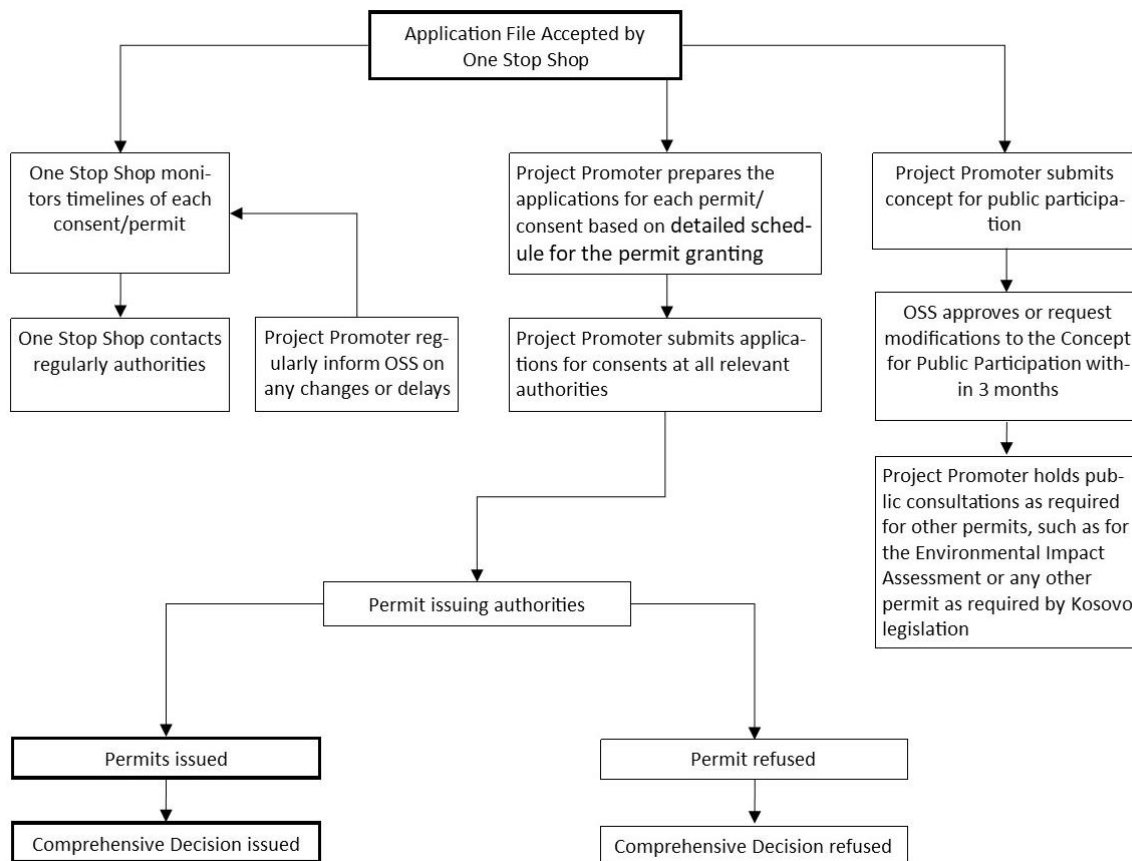
Public participation within the individual consent granting processes operated by other authorities in Kosovo, therefore, remains within the competence of these authorities at this statutory/legal permit-granting stage. Insofar as a project comes before One Stop Shop as a planning application, One Stop Shop will follow its own public participation procedures.

A flowchart of the statutory/legal permit-granting procedure is attached:



Projects of Energy Community Interest/Projects of Mutual Interest Permit-granting Process. The Statutory/Legal Permit-granting Procedure Overview

Diagram 3: Statutory/Legal Permit-granting Procedure:



4.4 List of relevant documents:

The following public documents are relevant to an understanding of the Strategic Infrastructure Development process and to understanding public participation in that process. We note that each permit/consent to be obtained by the relevant public authorities goes through a public participation process.

The main relevant documents for better understanding of the public participation process are listed below:

- Energy Strategy of Kosovo, [2017-2026](#);
- Kosovo Spatial Plan, [2010-2020+](#);
- Administrative Instruction ([MESP – No.16/2015](#)) on Information, Public Participation and Interested Parties in the Proceedings of Environmental Impact Assessment.

4.5 Issuing the Comprehensive Decision

As per the Collaborative Scheme the Comprehensive Decision is coordinated by the One Stop Shop based on the individual, legally binding decisions by concerned authorities.

The Comprehensive Decision, which represents a set of decisions, not including courts or tribunals, determines whether or not a Project Promoter is to be granted authorisation to build the energy infrastructure to realise a project.

Upon issuance of the final authorization by the Energy Regulatory Office under the defined terms of authorization procedure for construction of new capacities, whereas such final authorization is the last decision to be obtained by the Project Promoter at that time, it is considered that the Comprehensive Decision is issued. As per above, the Comprehensive Decision shall mean the issuance of all grants/approvals/permits, as listed in the detailed schedule for permit-granting process, whereas the last decision (final authorization for construction) is issued by the Energy Regulatory Office.

In such circumstances, the Comprehensive Decision will not take the form of a separate document issued by the One Stop Shop (Competent Authority).

V. PUBLIC PARTICIPATION

Public participation as a tool for transparency is used at all stages during the implementation of this Manual of Procedures. This chapter explains the public participation process used, at different stages during the implementation of projects of Energy Community interest, for information of the affected stakeholders.

5.1 Article 9 of Regulation No. 347/2013 and the Administrative Instruction No. 01/2017

Article 9 of the Regulation and [Article 9.1](#) of the Administrative Instruction provide that all parties involved in the permit-granting process shall follow the principles for public participation set out in Annex V1.3, respectively those of [Annex 2 paragraph 3](#) of the Administrative Instruction.

Those principles are listed below:

- a) The stakeholders affected by a Project of Energy Community Interest/Project of Mutual Interest, including relevant national, regional and local authorities, landowners and citizens living in the vicinity of the project, the general public and their associations, organisations or groups, shall be extensively informed and consulted at an early stage, when potential concerns by the public can still be taken into account and in an open and transparent manner. Where relevant, the Competent Authority shall actively support the activities undertaken by the Project Promoter.
- b) Competent authorities shall ensure that public consultation procedures for Projects of Energy Community Interest/Projects of Mutual Interest are grouped together where possible. Each public consultation shall cover all subject matters relevant to the particular stage of the procedure, and one subject matter relevant to the particular stage of the procedure shall not be addressed in more than one public consultation; however, one public consultation may take place in more than one geographical location. The subject matters addressed by a public consultation shall be clearly indicated in the notification of the public consultation.
- c) Comments and objections shall be admissible from the beginning of the public consultation until the expiry of the deadline only.

The One Stop Shop as a Competent Authority for Projects of Energy Community Interest/Projects of Mutual Interest shall operate by those principles.

5.2 The Pre-Application Procedure and Public Participation

The Project Promoter has an indicative period of 3 months from the start of the permit-granting process to submit a public participation concept to the One Stop Shop (Competent Authority). One Stop Shop (Competent Authority) must either modify or approve the concept within 3 months.

The modification or approval by the One Stop Shop will be done following consultation with the other relevant authorities, as considered appropriate.

To give effect to the public participation principle that the general public, stakeholders and landowners should be extensively informed, the One Stop Shop (Competent Authority) will be requesting Project Promoters to inform and consult with the general public at the earliest possible

time which may include the time prior to the Project Promoter formally notifying the One Stop Shop (Competent Authority) about the project under Article 10(1)(a) of the Regulation and [Article 10.1 \(1.1\)](#) of the Administrative Instruction. The One Stop Shop (Competent Authority) draws the attention of Project Promoters to the provisions of Article 9(3) of the Regulation and [Article 9.3](#) of the Administrative Instruction which provides that the One Stop Shop (Competent Authority) shall take into consideration any form of public participation and consultation that took place before the start of the permit-granting process in reaching at any decision point in relation to the public participation concept.

5.3 Public Participation before Submission of the Application File

Annex VI (5) of the Regulation and [Annex 2 \(paragraph 5\)](#) of the Administrative Instruction set out what, at least, the relevant parties shall provide. These details are:

- d) publish an information leaflet of no more than 15 pages, giving, in a clear and concise manner, an overview of the purpose and preliminary timetable of the project, the national grid development plan, alternative routes considered, expected impacts, including of cross-border nature, and possible mitigation measures, which shall be published prior to the start of the consultation; the information leaflet shall furthermore list the web addresses of the transparency platform as adopted by the Energy Community Secretariat and of the manual of procedures;
- e) inform all stakeholders affected about the project through the website referred to in Article 9(7) of the Regulation No. 347/2013 and [Article 9.7](#) of the Administrative Instruction No. 01/2017 and other appropriate information means;
- f) Invite in written form relevant affected stakeholders to dedicated meetings, during which concerns shall be discussed.

One Stop Shop (Competent Authority), during the pre-application procedure stage will expect the Project Promoter to provide details of having complied with the foregoing.

5.4 The Public Participation Concept

Article 9.3 of the Regulation and [Article 9.2](#) of the Administrative Instruction provide that a Project Promoter shall, within an indicative period of three months of the start of the permit-granting process under Article 10(1)(a) of the Regulation and [Article 10.1 \(1.1\)](#) of the Administrative Instruction, draw up and submit a concept for public participation to the One Stop Shop (Competent Authority). Within three months of receiving the concept, the One Stop Shop (Competent Authority) shall either request modifications or approve the concept. The One Stop Shop (Competent Authority) will seek the opinion of other relevant authorities concerned on the concept.

Annex VI (4) of the Regulation and [Annex 2 paragraph 4](#) of the Administrative Instruction provide details of the minimal information that must be included in the concept. These details are:

- the stakeholders concerned and addressed;
- the measures envisaged, including proposed general locations and dates of dedicated meetings;
- the timeline;

- the human resources allocated to the respective tasks.

The One Stop Shop (Competent Authority) draws the attention of the Project Promoters to the requirements related to personal data privacy as defined under the law No. 03/L-172 on Protection of Personal Data, in relation to any material concerning identifiable stakeholders published in a public participation concept.

Generally, the One Stop Shop (Competent Authority) intends, where it has approved a public participation concept for a specific project, to require the Project Promoter to publish the approved public participation concept on the project website as a further means of enhancing transparency and public participation.

In addition, the One Stop Shop (Competent Authority) considers that all submissions received as part of the public consultation process should be published on the project website unless the submitter has provided reasonable reasons for the consideration of the One Stop Shop, as the Competent Authority, for wishing that their submission be received in confidence. Project Promoters should be aware of their responsibilities under the law No. 03/L-172 on Protection of Personal Data in relation to personal information such as addresses and contact details.

5.5 The Project Website and Public Participation

Annex VI (6) of the Regulation and [Annex 2 paragraph 6](#) of the Administrative Instruction set out the information that projects websites shall make available as a minimum. The information is:

- a) the information leaflet referred to in 8.4(a) above and [paragraph 5 of Annex 2](#);
- b) a non-technical and regularly updated summary of no more than 50 pages reflecting the current status of the project and clearly indicating, in case of updates, changes to previous versions; promoters of PECIs/PMIs are free to make additional information available on their websites. However the information leaflet and the current status summary documents must be stand-alone documents which provide a complete and not misleading view of the project and its current status;
- c) the project and public consultation planning, clearly indicating dates and locations for public consultations and hearings and the envisaged subject matters relevant for those hearings;
- d) contact details in view of obtaining the full set of application documents;
- e) contact details in view of convening comments and objections during public consultations.

The One Stop Shop (Competent Authority) will expect that the website is maintained by the Project Promoter concerned and that all changes to the website content are documented so that the One Stop Shop (Competent Authority) can trace what information was made available to the general public at specific times.

5.6 The Statutory/Legal Permit-granting Procedure and Public Participation

As the Competent Authority under the Collaborative Scheme, the role of the One Stop Shop is mainly to co-ordinate the issuing of the Comprehensive Decision and to ensure that it is made within the period set out in the Regulation and the Administrative Instruction. The Comprehensive Decision being the set of decisions not including courts or tribunals that determines whether or

not a Project Promoter is to be granted authorisation to build the energy infrastructure to realise a project.

Public participation within the individual consent-granting processes operated by other authorities in Kosovo, therefore, remains within the competence of these authorities at this statutory/[legal](#) permit-granting stage. Insofar as a project comes before the One Stop Shop as a planning application, the One Stop Shop will follow its own public participation procedures.

VI. RELEVANT PERMIT-GRANTING LEGISLATION

An overview of the relevant permit-granting legislation is provided below. This chapter of the Manual of Procedures should be updated whenever responsible authorities adopt new legislation or amend the existing ones.

6.1 Spatial Planning (Environmental, Construction and Expropriation)

6.1.1. Spatial Planning

According to the law No.04/L-174 on Spatial Planning Law of Kosovo, the Ministry of Environment and Spatial Planning and other stakeholders are required to develop a sustainable and balanced spatial planning throughout the entire territory of Kosovo as a common national value, through good governance, rational use of space and consider the protection of the environment and cultural heritage. In compliance with the provisions of the law the Ministry for Environment and Spatial Planning shall develop Spatial Plan of Kosovo and the Zoning Map of Kosovo. The Spatial Plan of Kosovo is a multi-sectoral document that identifies in spatial aspect the development of social, economic and spatial policies with the purpose of creating a sustainable and balanced development in the whole territory of Kosovo. The Zoning Map of Kosovo is a multi-sectoral document that determines the type, destination, planned use of space and action measures that are based on the duration and projections of available public and private investment for the entire territory of Kosovo for a period of at least eight (8) years.

The Zoning Map of Kosovo designates surfaces and measures (amongst others) for:

- Economic development;
- Improvement of a central level technical infrastructure;
- Improvement of a central level public infrastructure.

Drafting of the Zoning Map of Kosovo is based on:

- Vision statement, principles and sectorial strategic development goals;
- Creation of better living conditions, equal economic opportunities and environmental protection and natural heritage, cultural and archaeological sites;

The Ministry of Environment and Spatial Planning shall determine the elements and basic requirements for the design, implementation and monitoring of Zoning Map of Kosovo.

In compliance with the provisions of the Administrative Instruction No. 10/2016 on Elements and Basic requirements for drafting, implementation and monitoring of Zoning Map of Kosovo it is stated that the drafted Zoning Map can be modified, in order to accommodate projects to be implemented. Amendments to the Zoning Map are done in the same procedures as for adoption. The amendment of the Zoning Map can also be requested by any other entity not being part of central or local government.

² Note: Kosovo is in the process of developing its first Zoning Map.

6.1.2 Environmental Consent/Permit

Whether or not an Environmental Impact Assessment procedure must be followed depends on the nature of the project and what possible significant consequences the project could have for the environment. The criteria for assessment are provided in the Law no. 03/L-214 on Environmental Impact Assessment. As per the provisions of the annex 1 of the law, the Environmental Impact Assessment report is mandatory to be drafted. In other cases as per annex 2 of the law, an assessment must be made of whether an Environmental Impact Assessment is mandatory.

The procedure can be briefly summarised as follows:

If there is a need for an Environmental Impact Assessment, the entire procedure (including public hearing) lasts for about 60-70 days. The Environmental Impact Assessment report must be prepared by a licensed company in Kosovo.

After successful implementation of the EIA process, the project developer is equipped with an Environmental Consent which has a validity of 2 years. The Environmental Consent is the basis for the project to obtain an Environmental Permit before entering into operation.

Environmental Consents validity shall be suspended if, within two (2) years from the date of receipt of the Decision on Environmental Consent, the applicant does not obtain a construction permit or approval for realizing the project; or the site where the project is to be realized has not been prepared and is not operational.

After the project is executed according to the parameters given in the environmental consent, the project developer is expected to apply for an Environmental Permit which is issued within a maximum period of 90 days. The environmental permit is valid for 5 years and the Project Developer is required to apply for extension of the term of the Environmental Permit two months before its expiry.

Documents/consents requested during the EIA process and other complementary documents for receiving environmental permit:

- Archaeological consent a document issued by Ministry of Culture, based on the law No. 02/L-88 on Cultural Heritage, stating that in the project footprint there is no identified archaeological or cultural monument of vital interest (Processing time 7-10 working days).
- Municipal consent that the proposed project does not interfere with previous plans and programs as stated in the municipal development plans. (Processing time 7-10 working days)
- Land Classification and consent related to change in its final usage, depending if it is temporary or permanent, is regulated by Law on Agricultural Land No.02/L-26 and by Administrative Instruction Nr.41/2006.

- Permanent change of destination of agricultural land of classes 1 to 4 shall be made by the decision of the Municipal Assembly upon obtaining the consent of the Ministry. Procedure is expected to last 45-50 working days.
- Permanent change of destination of agricultural land of classes 5 to 6 shall be made by the decision of the Municipal Assembly. Procedure is expected to last 10 working days.
- Temporary change of destination of agricultural land of classes 1 to 6 shall be made with urban consent. Procedure is expected to last 20 working days.
- Permanent and temporary replacement of agricultural land use classes 7 to 8 shall be made with urban consent. It will be released by the planning body with the consent of the Agriculture Authority. Consent of the body for agriculture will be given in the form of a written decision that will have the justification. Procedure is expected to last 35 working days.

6.1.3 Construction Permit

The construction terms and the construction permit are issued according to the law No. 04/L-110 on Construction based on the Environmental Impact Assessment and Environmental Consent. The Ministry of Environment and Spatial Planning is the responsible authority for permitting high-risk projects of Category III, as defined by the Law on Construction. The applications for construction permits need to be prepared by a project designer licensed in Kosovo.

Construction Terms are defined based on an official request submitted by the Project Promoter. Such terms, which are specific for each project, define the construction criteria that the Project Promoter should fulfill in order to be eligible for the construction permit. Construction terms are issued within 30 days from the day the application is considered completed.

The construction permit, which is based on the construction terms, is issued within 45 days from the day of application and has a validity for starting the construction process of one (1) year. The applicant can make a request to extend this permit for one (1) more year.

6.1.4. Expropriation of Immovable Property

Expropriation of immovable property shall occur based on the requests of the private developer for legitimate public interest. Law No. 03/L-139 for Expropriation of Immovable Property (and amendment of the law) sets the procedure and timelines for the expropriation or grant servitude rights for any legitimate public purpose in connection with activities for the generation, supply, transmission or distribution of energy. The Ministry of Finance will determine a fair compensation value for the immovable property that is subject to an expropriation procedure. The Ministry of Environment and Spatial Planning, on behalf of the Government, acts as the expropriating authority. According to the law, when the Project Promoter applies for expropriation, it should present the documents regarding location and number of each and every concerned parcel of immovable property as well as a detailed description of the public purpose for which the expropriation is being requested. The Project Promoter should argue that the realization of

the project can be achieved only through expropriation and the choice for the property to be expropriated has not been made in any discriminatory purpose or objective. The entire process of expropriation of immovable property, from the request for expropriation by the Project Promoter till the issuance of the final decision on expropriation, according to Article 10 and 11 of the law on Immovable Property, occurs within a maximum period of 28 weeks.

6.2 Authorization for Construction of new infrastructure

According to the provisions of the law No. 04/L-084 on Energy Regulator, the authorization for construction of new systems for transport and distribution of gas, including interconnectors, direct electricity lines direct gas pipelines for transport of natural gas falls under the competences of the Energy Regulatory Office of Kosovo. The secondary legislation for authorization, which should be adopted by Energy Regulatory Office, shall define the terms for application and other criteria to be fulfilled by the Project Promoter. The Authorization for Construction, as detailed under section

4.4 List of relevant documents:

The following public documents are relevant to an understanding of the Strategic Infrastructure Development process and to understanding public participation in that process. We note that each permit/consent to be obtained by the relevant public authorities goes through a public participation process.

The main relevant documents for better understanding of the public participation process are listed below:

- Energy Strategy of Kosovo, 2017-2026;
- Kosovo Spatial Plan, 2010-2020+;
- Administrative Instruction (MESP – No.16/2015) on Information, Public Participation and Interested Parties in the Proceedings of Environmental Impact Assessment.

4.5 Issuing the Comprehensive Decision of this Manual of Procedures, is the last decision to be obtained by the Project Promoter.

6.2.1. Authorization for Construction of Renewable Generation

The Energy Regulatory Office has adopted the Authorization Procedure for Construction of New Generating Capacities from Renewable Sources. The Rule defines the procedure for authorization of new generating capacities, for large generation capacities as well as for small generation capacities, based on renewable technology. This Rule does not cover the authorization process for construction of new systems for transport and distribution of gas, including interconnectors, direct electricity lines direct gas pipelines for transport of natural gas.

The Rule sets the procedure in two phases, namely the preliminary phase and the final authorization phase. The preliminary authorization is issued if it is verified that the applicant has proved its suitability for construction of new generating capacities, but the applicant has not yet fulfilled other requirements, arising under other applicable legislation regarding the construction of new generation capacities. Upon issuance of the preliminary authorization the applicant has 12 months to obtain all other permits. The final authorization is issued when the applicant has

obtained all other relevant permits under relevant laws. Upon issuance of the final authorization the applicant has time to construct the plant based on the investment timeline.

6.2.2. Authorization for Electricity and Natural Gas Infrastructure

For the construction of new systems for transport and distribution of gas, including interconnectors, direct electricity lines and direct gas pipelines for transport of natural gas, secondary legislation should be adopted by the Energy Regulatory Office.

6.3 Gas infrastructure

The organization and functioning of the natural gas sector, access to the market, the criteria and procedures applicable to the granting of authorizations for transmission, distribution, supply, usage and storage of natural gas and the operation of systems are regulated according to the provisions of the Law No. 04/L-082 on Natural Gas. Kosovo does not possess natural gas infrastructure and the secondary legislation for implementing the Law on Natural Gas is only partially adopted.

6.3.1. Security of Supply of Natural Gas

Administrative Instruction No. 08/2017 on Security of Supply of Natural Gas, issued by the Ministry of Economic Development, sets out the measures to safeguard the security of supply of natural gas, and the rules related to such adequate safeguards for security of supply, thereby ensuring proper and consistent operations of the internal natural gas market.

The provisions of this Administrative Instruction shall be valid for all the competent authorities in the natural gas market, which plan to take measures to guarantee a secure and sustainable natural gas supply, in compliance with the minimum safety standards defined for natural gas supply. The security of supply of natural gas shall be a joint responsibility of natural gas undertakings in cooperation with the Ministry responsible for the energy sector in Kosovo.

6.3.2. Licensing Natural Gas activities

The Rule on Licensing Energy Activities in Kosovo (Rule: No. 07/2017) establishes the procedure for licensing applications for performing energy activities in Kosovo, including activities of natural gas. The Energy Regulatory Office is responsible for issuing the license for transmission, distribution, storage and supply of natural gas including transit, import or export of natural gas, wholesale supply (trade), the operation of the natural gas market.

The licenses for performing activities for natural gas have the following terms and validity:

- for the activities of transmission of natural gas, or distribution of natural gas, or the storage of natural gas, on the basis of the lifespan of the assets used for performing the relevant activity with a maximum length of forty (40) years;
- for the activities of the supply of natural gas, or operator of an organized market, on the basis of the applicant's financial circumstances with a maximum length of twenty- five (25) years;
- for the activities of Transmission or Distribution System Operator, where carried out separately from the activities of transmission or distribution, on the basis of the lifespan of the assets used for performing the relevant activity with a maximum length of thirty (30) years;

- for the activities of wholesale supply (trade) of natural gas where licensed separately, on the basis of the applicant's financial circumstances, but not more than five (5) years and not less than one (1) year.

The duration of any license may be extended for a period that does not exceed the relevant period of the time specified above, provided that the licensee meets all its obligations and requirements under the license and has submitted a written application for its extension. The application for the extension of the license shall be submitted no later than six (6) months prior to the license expiration date.

6.3.2. Equipment under pressure

In compliance with the provisions of the Law No. 06/L-031 on Pressure Equipment, the Project Promoter, including the manufacturer, importer, distributor, user and installer of the equipment under pressure are responsible for implementing procedures that enable guarantees for the safety of the pressure equipment and assemblies and essential safety conditions.

The provisions of the Law on Pressure Equipment provide essential safety terms and requirements to be applied for the design, manufacture, conformity assessment, use and maintenance of pressure equipment and assemblies subject to a manometric working pressure of more than 0.5 bar. The pressure equipment and assemblies, prior to being placed on the market, shall be provided with a declaration of conformity and the "CE" marking issued by the manufacturer, including the identification number of the notified body which has been involved in production phase.

6.4 Electricity infrastructure

Law No. 04/L-081 on Electricity, lays out the responsibilities of each market participant in the electricity market in Kosovo, and sets principles for establishment of common rules for electricity generation, transmission, distribution, supply, trade and organized market, as part of the regional and European electricity markets.

In line with the provisions of the Law on Electricity, a set of secondary legislation is adopted by the system operator licensed by the Regulator.

6.4.1. Transmission Grid Code

The Electricity Transmission Grid Code is drafted by the electricity transmission system operator and approved by the Energy Regulatory Office of Kosovo. The electricity grid code covers the operating procedures and principles governing the interactions between the transmission system operator and the users of the Kosovo electricity transmission system.

The Electricity Transmission Grid Code contains:

- Planning Code;
- Connection Code;
- Operational Planning Code;
- Balancing Code;
- Operations Code;
- Code for Wind Powered Generating Stations.

6.4.2. Licensing electricity activities

The Rule on Licensing Energy Activities in Kosovo (Rule: No. 07/2017) establishes the procedure of licensing application for performing energy activities in Kosovo, including activities for electricity. The Energy Regulatory Office is responsible for issuing the license for transmission of electricity, distribution of electricity, supply with electricity including transit, import or export of electricity, the wholesale supply (trade) of electricity, the operation of market for electricity, as well as operating the transmission system and distribution system for electricity.

The licenses for performing activities for electricity have the following terms and validity:

- for the activities of generation, transmission of electricity, or distribution of electricity, on the basis of the lifespan of the assets used for performing the relevant activity with a maximum length of forty (40) years;
- for the activities of the supply of electricity, or operator of an organized market, on the basis of the applicant's financial circumstances with a maximum length of twenty-five (25) years;
- for the activities of Transmission or Distribution System Operator, where carried out separately from the activities of transmission or distribution, on the basis of the lifespan of the assets used for performing the relevant activity with a maximum length of thirty (30) years;
- for the activities of guaranteed supply of electricity, on the basis of the applicant's financial circumstances with a maximum length of three (3) years;
- for the activities of wholesale supply (trade) of electricity where licensed separately, on the basis of the applicant's financial circumstances, but not more than five (5) years and not less than one (1) year.

The duration of any license may be extended for a period that does not exceed the relevant period of the time specified above, provided that the licensee meets all its obligations and requirements under the license and has submitted a written application for its extension. The application for the extension of the license shall be submitted no later than six (6) months prior to the license expiration date.

VII. Major Stakeholders

The major stakeholders will vary depending on the individual PECl/PMI project (electricity, oil, gas etc.) and on the specific location(s) involved.

Project Promoters should seek to identify the major stakeholders involved by contacting the Competent Authority (One Stop Shop) and the Ministry of Environment and Spatial Planning and any other bodies as set out in legislation and by identifying relevant local and community interest groups that might be affected in the relevant areas. The One Stop Shop, as Competent Authority, will give advice at the pre-application stage (following consultation with the other relevant authorities as considered appropriate) about stakeholders. The actual names and contact details will be a matter for the Project Promoters to validate before each application.

A link to the body prescribed for consultation under the relevant Laws for Environment, Construction and Spatial Planning is available [here](#).

A link to the Ministry responsible for the Energy sector is available [here](#).

A link to the Energy Regulatory Office is available [here](#).

A link to the local authorities is available [here](#).

A link to the official gazette of Kosovo is available [here](#).

The major stakeholder details will be expanded as the Manual is updated.

VIII. Detail of Documents for Applications

The details required to make an application for a proposed development which has been deemed strategic infrastructure development are set out at the website of Energy Community, available [here](#).

The One Stop Shop, as the Competent Authority, will identify the scope of material and level of detail of information to be submitted to itself in relation to a planning application and (following close co-operation with the other authorities concerned and, where appropriate, on the basis of a proposal by the Project Promoter) the scope and level of detail to be provided to the other authorities.

Checklists may generally be obtained by consulting the relevant websites of the authorities concerned provided at Chapter VII of this Manual. For easier orientation the link to the central registry of permits and licenses is available [here](#).

IX. Contact Details

9.1 The Competent Authority: The One Stop Shop

Organization & web	Name	Email address	Contact Details
Ministry for Economic Development – Division for Standards and Technical Rules http://mzhe-ks.net/en/home	Bashkim Pllana or Mehmet Qelaj	bashkim.pllana@rks-gov.net mehmet.qelaj@rks-gov.net	Tel: +383 (38) 200 215-65 Address: Square "Zahir Pajaziti", No.36 10000 Prishtina, Kosovo

9.2 Other Authorities*

Organization & web	Name	Email address	Contact Details
Ministry of Environment and Spatial Planning – Departamenti për Mbrojtjen e Mjedisit-drejtori (Department for Environmental Protection – Director) Environmental Impact Assessment / Division of Protection from Industrial Pollution http://www.mmph-rks.org/en-us/Home	Muhamet Malsiu	muhamet.malsiu@rks-gov.net	Tel: +381(0) 38 211-683 +381(0) 38 200 32 517 Address: Ex Rilindja Building, 10 000, Prishtina, Kosovo;
Ministry of Environment and Spatial Planning – Departamenti i ndërtimit-drejtori (Department for Construction-Director) http://www.mmph-rks.org/en-us/Home	Servet Spahiu	servet.spahiu@rks-gov.net	Tel: +381(0) 38 200 32 042 +381(0) 38 200 32 517 Address: Ex Rilindja Building, 10 000, Prishtina, Kosovo;
Ministry of Environment and Spatial Planning – Institute for Spatial Planning http://www.mmph-rks.org/en-us/Home	Luan Nushi	Luan.Nushi@rks-gov.net	Tel: +381(0) 38 200 32 517 Address: Ex Rilindja Building, 10 000, Prishtina, Republic of Kosovo;

Organization & web	Name	Email address	Contact Details
Ministry of Environment and Spatial Planning – Expropriating Unit http://www.mmph-rks.org/en-us/Home	Afrim Murati	Afrim.Murati@rks-gov.net	Tel: +381(0) 38 200 32 517 Address: Ex Rilindja Building, 10 000, Prishtina, Republic of Kosovo;
Energy Regulatory Office – Department for Legal and Licensing http://www.ero-ks.org/w/index.php/en/home	Afrim Ajvazi	legal-licensing@ero-ks.org	Tel: +381 (38) 247 615 loc. 114, 118, 117 Address: Str. Dervish Rozhaja no. 12 Prishtina 1000, Kosovo
Ministry of Agriculture, Forestry and Rural Development – Division of Agricultural Lands http://www.mbpzhr-ks.net/en/home	Idriz Gashi	Idriz.gashi@rks-gov.net	Tel: +381 38 211-129 Address: Mother Theresa Square, n/n Prishtina 1000, Kosovo
Ministry of Culture, Sport and Youth – Department for Cultural Heritage http://www.mkrs-ks.org/?page=2,1	Vjollca Aliu	Vjollca.Aliu@rks-gov.net info@mkrs-ks.org	Tel: +381 38 211 516 Address: Mother Theresa Square, n/n Prishtina 1000, Kosovo
KOSTT – Network Development and Project Department http://www.kostt.com/website/	Alban Imeri	Alban.Imeri@kostt.com info@kostt.com	Tel: + 383 (0) 38 501 301 106 St.Isa Boletini Nr.39 10000 Pristina Kosovo

* Note that other authorities may be included as the Manual is updated.