

SUPER CHANGERS

GUIDEBOOK FOR
COMMUNITY DEVELOPMENT



USAID
NGA POPULLI AMERIKAN
OD AMERIČKOG NARODA



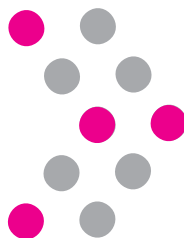


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July 2016



Superchangers Guidebook for Community Development
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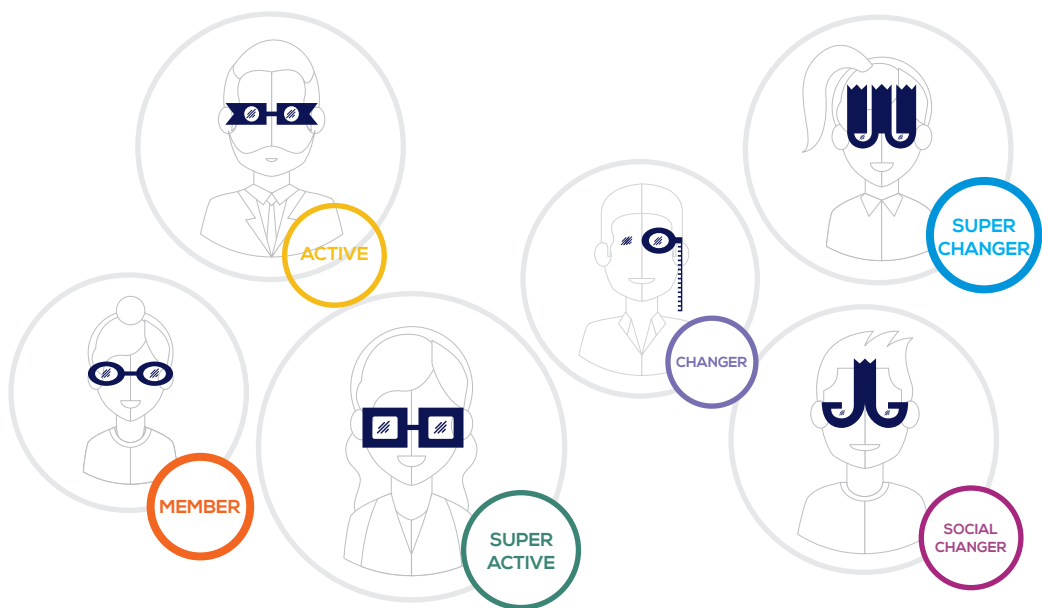


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SUPER CHANGERS

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Definitions

SUPERCHANGER – noun

Young person with amazing abilities to address issues in their community by providing creative solutions, and remarkable enthusiasm and commitment to contribute to improvement in his/her own country.

SUPERPOWERS – noun

Knowledge, skills, and abilities that enable SUPERCHANGERS to make the changes they deem necessary to make Kosovo a better place.

...

Thanks to **SUPERCHANGERS** around the world, countries have moved forward. They are the modern day superheroes, who do not fight but develop communities and build futures. And they are the ones Kosovo counts on to reach its full potential, so that everyone who lives there feels happy as a valued member of the community.



Welcome

.....

You

Yes, you

Do you know how valuable
you are to your community?

Yes, you!

And you are about to embark on a
journey to become a
SUPERCHANGER.

As a member of your community, who is young, full of energy, and eager to learn, you have the power to do great things for your country. All you need along with your will to serve your community is to identify and strengthen your superpowers.

This guidebook will help you identify your strengths and weaknesses and strengthen your skillset, and will provide you with knowledge about electoral and political processes, as well as youth-led development. During this journey, you will go through six stages.



MEMBER

The default stage

You are a valued member of society by your existence.



ACTIVE

The self- assessment stage

The first step to strengthening your superpowers and gaining new ones is through assessing your skill set and learning what to improve.



SUPERACTIVE

The active citizen stage

Some of the basic ways of being involved in processes of great significance for your country are through voting, being employed in electoral staff, participating in municipal public debates, and the like.



CHANGER

The macro level changer stage

Inclusion in political processes, either through political entities or independent efforts, enables you to get to a position to develop policies and implement solutions that reach out to or have a direct effect in all citizens of Kosovo.



SOCIAL CHANGER

The community developer stage

SOCIAL CHANGERS often like to work away from the spotlight, and do a lot of significant work to improve their communities through different activities, which are mostly volunteer based.



SUPERCHANGER

The full load superpower stage

Understanding these processes and contributing in several of these stages strengthens your superpowers, and you will not only become a SUPERCHANGER, but you will be unstoppable.

So, with your enthusiasm and ideals, complete the journey to become a SUPERCHANGER and use your superpowers to make Kosovo a better place for all of us.

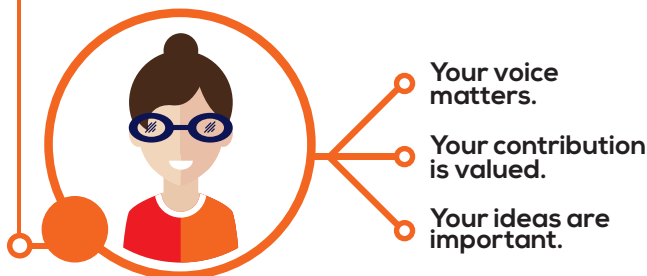
**We are
counting
on you!**



STAGE I: MEMBER

THE DEFAULT STAGE

You are a member of your community and society overall by your existence. As a member, you have rights that you are entitled to and responsibilities to contribute to development of your country and strengthening of democracy.



**You
have a role.**

And improving your community, your society, and ultimately your country, is up to you.



STAGE II: ACTIVE

THE SELF- ASSESSMENT STAGE

Superchangers build their superpowers by strengthening their good qualities and improving their weaknesses. For this reason, the first step in becoming a Superchanger is a self-assessment that helps you identify your strengths and weaknesses, and the areas within yourself that you want to be strengthened and improved.

The following is a self-assessment toolkit designed to help you in this process. It is divided in categories, each of which represents personal characteristics. There are 11 categories which contribute to the personal development of Superchangers. There are a total of 33 statements that help you assess yourself in the specific categories and overall.

Score each statement on a scale between 1 (not me at all) and 5 (very me), based on how true the statement is for you.



CATEGORY

STATEMENT

COMMUNICATION SKILLS

I communicate clearly, directly,
and effectively with others.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



I listen to others and process what
they say, before I respond.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



When facing an issue with another person,
I discuss it with them and address it.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COURAGE

I stand up for what I believe in,
regardless how hard the situation is.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



I raise my voice in support of others, when they
are bullied or being treated badly.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



I work hard for my dreams, even though they
are very big.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



CATEGORY

STATEMENT

CREATIVITY

When facing an issue I think outside the box about potential solutions.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I don't use template solutions.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I have several ideas for solving one issue.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

CRITICAL THINKING

When I listen to the media, I take into account the possible bias.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I analyze all the information I receive on my own, and build my opinions based on that.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I try to learn more than I know about all areas.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



CATEGORY

STATEMENT

EMPATHY

I try to put myself in other people's shoes.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I don't treat people like I don't want to be treated.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I try to help people when they face some challenges.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

ENTHUSIASM

I love the field of study/work I am in, and I read a lot about it.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I am very excited when I do activities, and I enjoy them a lot.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I love talking to other people about what I study/do.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



CATEGORY

STATEMENT

INTEGRITY

I am honest in interaction
with other people.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



Ethics is important in my
behavior and studies/work.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I treat all people fairly.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

LEADERSHIP

I take initiative when I see things that can
be changed in my community.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



In a team, I tend to take the lead
in the work that needs to be done.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I motivate others and inspire them to do
their best in the work they do.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



CATEGORY

STATEMENT

LOYALTY

I am trustworthy and keep information that has been shared with me confidential.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I support my friends or my organization even in very tough situations.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I am committed in everything I do.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

PERSISTENCE

I continue to try, even if I fail several times.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



Failing in one task does not mean I am a failure. It means there are other ways I still have to try.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



When I truly believe that something is right, I continue to voice my arguments.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



CATEGORY

STATEMENT

RELIABILITY

When I take on a task, I complete it to the best of my ability.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



I am there for my friends and colleagues, whenever necessary.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐



My supervisors can count on me for quality work.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

TOTAL SCORE

.....

The areas where you score between 1 and 2 are the areas where you should improve, the ones where you score 3 and 4, are areas where your characteristics/skills could be strengthened, whereas the ones where you already score 5 show that you already have those Superchanger characteristics. The higher your overall score indicates that you have more superpowers, and that you are changing your community and the society in general, one step at a time.



STAGE III:

SUPERACTIVE

THE ACTIVE CITIZEN STAGE

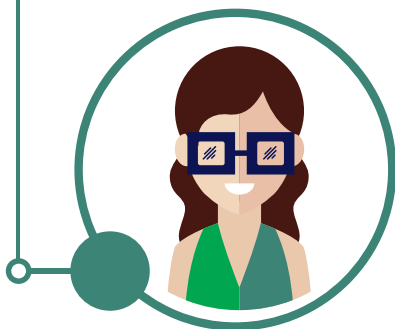
You're now ready to become a **SUPERACTIVE** Kosovar, an agent for change in Kosovo society.

How can you use these powers to greatest effect?

Kosovo holds regular elections for your representatives at municipal level – for municipal assemblies and mayors, and at national level, for the national assembly. To ensure you have your say in how Kosovo develops, you must vote.

Elections are a country wide show, where everyone has a role – from voting to competing in elections to organizing and administering the election to ensuring the fairness and integrity of the election.

Once your elected representatives take office you can monitor their activities through to the next election. This will assist in holding them accountable for implementing a program that benefits the people of Kosovo, and will help you to decide who you will vote for at the next election.



DID YOU KNOW?

Each election, the CEC employs between 17,000 to 19,000 people for election staff and accredits about 20,000 election observers.

**YOU CAN BE
ONE OF THEM.**

○ Make your elected representatives accountable to you

All citizens of Kosovo are eligible to vote as soon as they turn 18 years old. Through voting in elections you have the power to make decisions at a level much greater than your life – you can directly impact the decisions at a Kosovo-wide level.

With each vote, your choice is noted and your voice is heard. By voting, you have the power to make your elected representatives accountable for their performance in their work. If you think that they have performed well, you can choose to continue to support them, and if not, you can choose to vote for someone else.

Most importantly, you have a choice, and that choice is all yours.

Want to know more about the framework for elections in Kosovo? Go to the SUPERCHANGERS KNOWLEDGE HUB, Section 1, at page 41.



Contribute to ensuring that elections are managed well

You can assist the management of elections by being involved as election staff in a polling station or as staff for other election activities such as the count and result center, where the election results are determined. The success of an election depends very much on the work of the thousands of temporary election staff who implement the election process.

Before, during and after election day the institutions that manage elections have multiple tasks to complete. Even if you are not working as election staff, there are things you can do to assist in making sure that the election is a true reflection of the voice of the people.

You can:

- Ensure that you, your family and friends are correctly registered to vote
- Ensure that you, your family and friends are assigned to vote at the nearest polling station to their homes
- Talk to your friends about the importance of being SUPERACTIVE, especially of voting in every election
- Using what you have learned from this booklet, inform your family and friends about electoral processes, particularly key issues such as representation, the voting process and how to mark a ballot correctly



BENEFITS OF SERVING IN ELECTIONS:

- ✓ You can directly contribute to the electoral processes by serving as an election staff and through these positions play your role in ensuring an orderly and legitimate process.
- ✓ You can gain experience in elections, and depending on the positions, you can strengthen numerous skills, like management skills, communication skills, and ability to work under pressure.
- ✓ You can meet new people and expand your network.

Want to know more about how elections are organized in Kosovo and what roles you could play? Go to the SUPERCHANGERS KNOWLEDGE HUB, Sections 2 and 3, at pages 47 and 50.

Support activities that promote the fairness and integrity of elections

During the campaign period, on Election Day and during the compilation of election results, civil society organizations conduct an independent observation of the election process to monitor that all participants in the election are following the rules. They monitor activities such as election campaigns and the polling stations on polling day. This is an activity that SUPERACTIVE citizens participate in.

You can do an online training course (in English) on the principles of election observation on the OSCE/ODIHR website. During election time, you can apply to be an election observer and be trained in all aspects of election observation in Kosovo.

If you are a voter you can also support the integrity of an election by reporting, with supporting evidence, any violations of election rules that you see to the Election Complaints and Appeals Panel.

Want to know more about measures for protecting election integrity? Go to the SUPERCHANGERS KNOWLEDGE HUB, Section 4, at page 60.

THE MORE YOU KNOW, THE MORE EFFECTIVE YOUR PARTICIPATION WILL BE

You can find more details about the election processes in Kosovo in the SUPERCHANGERS KNOWLEDGE HUB in this booklet. Understanding how an election is implemented will help you to participate fully in elections and help create a better Kosovo.

Each SUPERCHANGERS KNOWLEDGE HUB section explains simply the processes of elections and governance in Kosovo. Once you have read these details, you will be SUPERKNOWLEDGEABLE – fully prepared to be SUPERACTIVE. Tell your friends about what you have learned, maybe test each other for the SUPERCROWN of election knowledge.



STAGE IV: CHANGER

THE MACRO LEVEL CHANGER STAGE

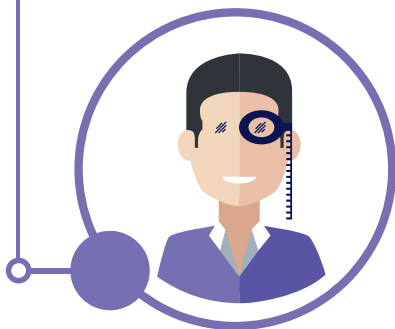
One way you can affect change at a Kosovo-wide level is by being continually involved in political processes, either through political entities or independent efforts. Both options can lead you to a leadership position, through which you can influence policies that can affect the lives of all citizens of Kosovo.

Get involved in politics

Political entities exist to aggregate the voices of citizens with similar ideas so that they can influence the way in which society evolves. The voices of many citizens standing together are stronger than that of one citizen standing alone.

Political entities serve as the vehicle of representative democracy, forming the link between the people and the state.

A major purpose of a political entity is to contest elections, with the objective of winning enough seats to form or be a part of a government and be able to implement the political entity's vision for society. To achieve this, it has to appeal to a broad range of people, and to do so it may have to make compromises in its policies.



DID YOU KNOW?

The term 'political entity' as used in Kosovo is not a synonym for 'political party'.

Political entities include registered political parties, interest groups of like-minded citizens, civic initiatives, and individual candidates, one of whose major purposes is to contest elections.

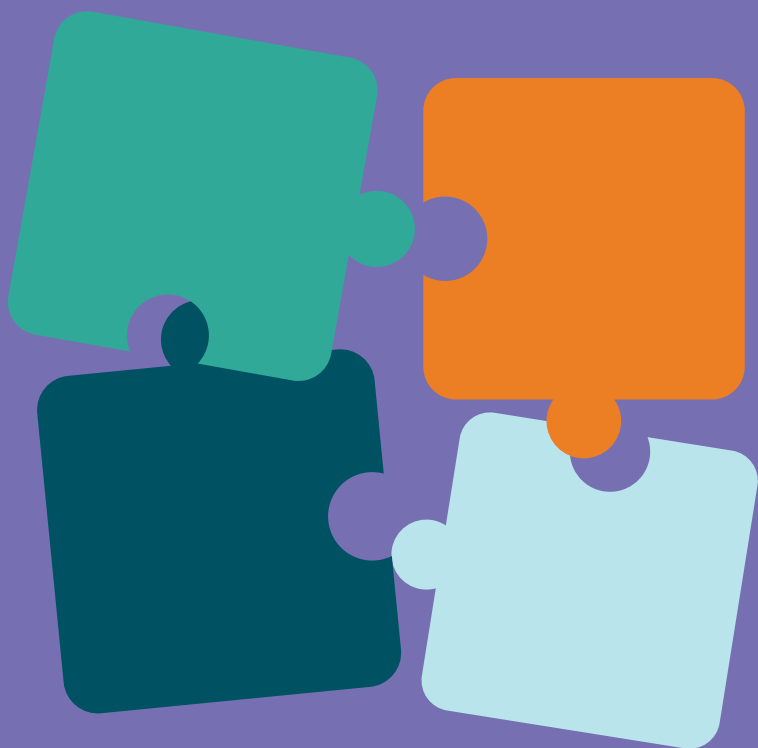
It would be very rare for any political entity to exactly reflect everything you want or believe in.

However, if you choose to join a political entity that has policies that overall are similar to your views, you can work from within the political entity to attempt to change its policies so that they become closer to what you want. This can be hard work, take a long time, and involves discussing with and convincing other members that your views would make better policies for the political entity.

All over the world, and particularly amongst young people, there is a degree of alienation from existing political entities, a feeling that they are not delivering what citizens want from them. But you can only change this, and have an influence on the direction and policies of a political entity if you join it: you cannot have effective influence from the outside.

If you believe that your views are a distinct vision for society, that do not fit within any existing political entity, and that you can convince enough people that your views are the way forward for Kosovo, you could form your own political entity, with a group of people with similar views. Or you could stand as an independent candidate for an election.

Want to know more about political entities in Kosovo and what they do? Go to the SUPERCHANGERS KNOWLEDGE HUB, Section 5, at page 63.

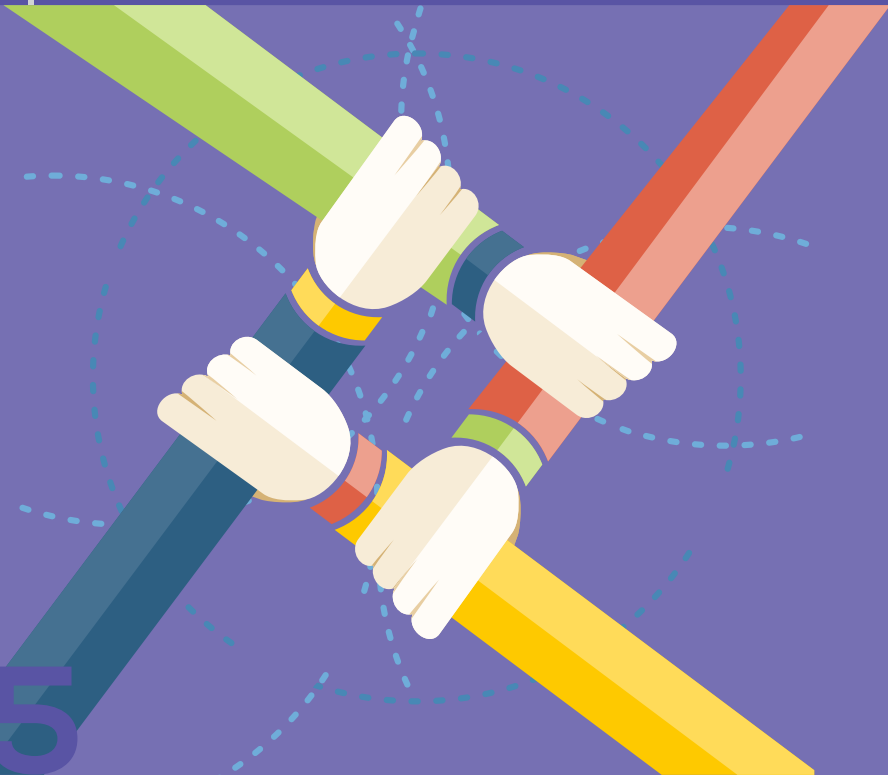


Join a civil society organization (CSO)

Civil society organizations (CSOs), sometimes referred to as non-government organizations (NGOs), are groups of citizens who come together to advocate for a common cause, or to advance specific issues. They may be broadly based, or focused on specific issues, such as the environment, women's rights, facilities for persons with disabilities, refugee rights, or on issues or services in a specific local area.

CSOs aim to influence public opinion, often through raising the profile of and providing information and analysis on particular issues, and hence have an impact on governance and state institutions.

Because there are many CSOs whose activities are focused on a specific issue, it can be easier to find a CSO to join whose views coincide with your own on an issue. CSOs also aggregate the voices of citizens with similar ideas so that they can influence the way in which society evolves. Your voice can be amplified, when joined with others in a CSO.



● Have some influence

You can have an influence if you target carefully the institutions and activities where you can have a direct input into the decisions that set the direction for Kosovo. Here are some examples.

NATIONAL ASSEMBLY

- You can write to the Members of the Assembly or set up meetings with them.
- You can participate in government working groups that draft legislation or can observe the work of the working group, and can participate in discussions.
- You can participate in public hearings organized by Assembly committees, who invite all interested parties to discuss the proposed legislation.
- You can initiate a social media campaign to advocate in favor or against specific legislation.
- You can organize a petition to initiate legislation, or in support of or protest against specific legislation.

NATIONAL GOVERNMENT

- You can participate in public consultations organized by specific ministries.
- You can participate in the working groups that draft specific laws, strategies, action plans, regulations, and the like.
- You can observe the working group meetings, where you are allowed to present your opinion and participate in discussions.
- You can set up appointments with government officials in order to advocate for specific issues.
- You can invite government officials to different events as panelists or participants, where you can advocate for the specific issues.

THE PRESIDENCY

- 1 You can send petitions and requests on specific issues.
- 2 You can invite the President to events, where you can advocate for specific issues.
- 3 You can initiate a social media campaign to bring issues to the attention of the President.

DID YOU KNOW?

You can strengthen the justice system by reporting cases of suspected corruption or criminal activities you have witnessed, or by being a witness at a trial.

LOCAL GOVERNMENT MUNICIPAL ASSEMBLIES AND MAYORS

- 1 You can write to the Mayor or the Members of the Municipal Assembly or set up meetings with them.
- 2 You can participate in municipal working groups that draft policies or can observe the work of the working group, where you can participate in discussions.
- 3 You can participate in public hearings organized by the Mayor or Assembly committees.
- 4 You can initiate a social media campaign to advocate in favor or against specific municipal activities.
- 5 You can organize a petition to initiate action, or in support of or protest against specific municipal activities.
- 6 You can observe all the plenary sessions of the Municipal Assembly and Committees.

Monitor what your elected representatives and your national and local governments do

In between elections you can participate in public forums, discussions and other activities to monitor what your representatives are doing. Just by actively following media reports of the activities of your elected representatives, you can be aware of what your representatives are doing and raise your voice if they could be better serving their communities.

You can similarly monitor what the national and local governments as well as state and municipal institutions are doing. Are the institutions that implement policy decisions working effectively and honestly? Is action being taken to implement the policies and promises the national or municipal government has stated?

You can monitor all this as a member of a CSO, contributing to the CSO's awareness raising, reporting and advocacy activities. Or you can monitor as an individual, and make the results of your monitoring known through means such as social media posts.

Want to know more about institutions of governance in Kosovo that you can interact with and monitor? Go to the SUPERCHANGERS KNOWLEDGE HUB, Section 5, at page 65.

STAGE V:

SOCIAL CHANGER

THE COMMUNITY DEVELOPER STAGE

Often Superchangers want to work away from the spotlight, and change their community one activity at a time. They use their skillset and their time, often on a volunteer basis, to improve the lives of their community's members. Below are some of the steps that Superchangers take to initiate and implement activities or projects that are fundamental for the development of their communities.



STEP

1

IDENTIFY THE ISSUE

- Identify one or two issues that are important for you to tackle, and that are in your field of interest and knowledge.
- Develop a problem statement that answers three main questions:
 - 1) Why is it a problem?
 - 2) For whom it is a problem? and
 - 3) Why should it be solved?
- Conduct research for the selected issue(s) and learn more from arguments, statistics, and reports.

....
STEP

2

RESEARCH POSSIBLE SOLUTIONS

- Research ideas for tackling an issue. There's a chance that someone in the world has done something similar, from which you can learn, or be inspired.
- Consult with stakeholders, who have knowledge of the field and may be willing to help you. If you have their support in project design and implementation, your project will be stronger and more successful.

....
STEP

3

IDENTIFY PROJECT GOALS
AND OBJECTIVES

- You should have it clear what is the change you want to see and achieve in the mid-term and long-term period.
- Your goal should be a wider statement that is inspiring and sets the path to what you want to achieve in the long-term.
- Your objectives should be specific statements that describe what you want to achieve in the mid-term period.
- Objectives should be SMART and include the following components:

Example of a goal: Active youth of Kosovo

Example of objective: 100 young women and men initiate activities in their communities within 5 years

- S – Specific and clear
- M – Measurable by a specific measurement unit
- A – Attainable within project period
- R – Realistic
- T – Timely – has a specific timeframe.

....
STEP

4

IDENTIFY PROJECT SPECIFICS

- Your project should have detailed information, including activities, timeframe, resources (human and other required resources, e.g. venues, other materials and supplies), and the budget.
- Your activities should be effective and creative. After all, you are young, smart and creative, and know best what your community needs. Activities should take into account the needs of the target group, for whom the project is developed.
- Your timeframe should be realistic. The project should be developed considering how much time you and your team have to implement the project, as well as how long it will take to complete under the circumstances that you work in.
- Your team is the main ingredient for a successful project design and implementation. You should work with people who have the same energy and passion for the change you want to see, and who understand fully the project and their role in it.
- Your budget is what supports the project you will implement, although some activities can be done voluntarily and do not require funds. When developing your budget, you need to be realistic in terms of what you need and how much that would cost. It is always better for ownership, and for increasing the chances of getting your project accepted, to have some in-kind contributions from you and any supporters you may have.

STEP

5

DEVELOP A MONITORING AND EVALUATION PLAN

- Your monitoring and evaluation plan helps you measure progress in implementing activities and evaluating the results of the project.
- Monitoring is an ongoing activity that should be done throughout the project, whereas evaluation can be done at a specific point in time (mid-term or at the end of the project), where the project is assessed over a specific period of time.
- Your indicators are quantitative measurement units through which you can monitor and evaluate your project.
- Your targets are the aims that you set for your indicators, which you will achieve by the end of the project.

EXAMPLE OF INDICATORS:

- Number of people who participate in an event,
- Number of copies of this guidebook distributed to young men and women

EXAMPLE OF TARGETS:

- 100 people participate in an event,
- 100,000 copies of this guidebook are distributed to young men and women.

....
STEP

6

IDENTIFY POTENTIAL RESOURCES

- Your resources will be essential to the design and implementation of the project. Resources include possible donors that will fund your project, possible companies that will provide you with some in-kind support, volunteers, and the like.
- Now that you have identified the issue that you want to address, and have a project idea on how to address it, and a plan on how to implement, monitor, and evaluate it, you just need to research who funds such activities and who can help you out with implementing it.

TIP: Talk about your idea to everyone you know. Someone you know may offer to help you, may fund a segment of it or offer you some resources you need in-kind, or may know someone who is willing to support you. If you talk with passion, someone will hear you and will come to your support.

....
STEP

7

CONVERT THE IDEA INTO
A PROJECT PROPOSAL

- Your idea is the main ingredient of a project proposal. The rest is just a matter of formatting, like the difference between a poem and prose.
- Each donor has specific requirements on how they want their proposals, along with instructions on how to write them. Just write your idea following those instructions.

....
STEP

8

CONVINCE OTHERS TO SUPPORT YOU

- It's all about how you sell your idea. It's important for you to think through your idea, and be able to explain it to others in 30 seconds, with a lot of passion and confidence.
- Above all, you need to believe in your idea, which will reflect on your presentation. If you don't, who will?

....
STEP

9

IMPLEMENT THE PROJECT

- You managed to convert a great idea into a project, and convince others to believe in and support you. Now, you need to follow the plan to implement the activities that you have designed within the timeframe and budget that you have planned.
- Sometimes, due to external factors, activities may not go as planned. That is fine. It happens. Just think quickly and creatively on how to adjust for that.

STEP

10

EVALUATE THE PROJECT

○ **Congratulations!** You have implemented a successful project that has led to changes in your community. Now, evaluate your project based on the targets and indicators you have set, and see what has worked and what could work better next time.

Use this information when designing your next project.



STAGE VI:

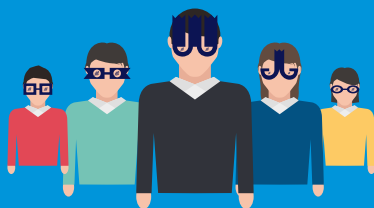
SUPERCHANGER

THE FULL LOAD SUPERPOWER STAGE

Your will to improve your community and your superpowers make you the Supercchanger that you are. You show your will in all that you do, including reading through this guidebook. All you need is to know your superpowers, which are the source of your strengths. Once you know your superpowers, and improve the ones that can be improved, you'll be ready to use your superpowers full load to achieve the changes you want to see.



PERSONAL CHALLENGE



**Initiate an activity within your community
within the next three months.**

Convince **5 friends** to join you.

It can be anything – cleaning up the neighborhood park, meetings with your peers on youth activism and development, or advocating for an issue by meeting with Municipal Assembly Members. Anything!

DO IT.

Below is a list of superpowers that make you stronger. The more superpowers in this list that you have, the stronger a Superchanger you are. All these superpowers can be learned on your own, or by training and courses. You can build all these superpowers, if you want to. It is up to you.

SUPERCHANGER SUPERPOWER MENU

Ability to work under pressure	Friendliness	Positive attitude
Accuracy	Helpfulness	Problem solving
Adoptability	Independence	Public speaking
Analytical skills	Integrity	Quick learning
Attention to details	Leadership	Reading
Commitment	Listening skills	Reliability
Communication skills	Loyalty	Resourcefulness
Conflict resolution	Mentorship	Respect for others
Creativity	Multicultural sensitivity	Responsibility
Critical thinking	Multi-tasking	Self- confidence
Determination	Negotiation skills	Self-motivation
Empathy	Persistence	Team player
Enthusiasm	Persuasion	Willingness to learn
	Planning	Writing

Note: Superpowers are transferable from job to job and project to project.

Superchanger,

What are your superpowers? _____

What activities are you going to do with your superpowers? _____

○ CONGRATULATIONS!



○ YOU ARE NOW A
SUPERCHANGER!
~~~~~

○ WE CAN'T WAIT TO SEE HOW YOU MAKE YOUR  
COMMUNITY AND KOSOVO A BETTER PLACE.

○ THANK YOU IN ADVANCE FOR YOUR SERVICE,  
KOSOVO





# SUPER CHANGERS



# SUPERCANGERS KNOWLEDGE HUB

## Prepare Your Superpowers for Kosovo

### SECTION 1 THE FRAMEWORK FOR AN ELECTION

How elections are implemented in Kosovo is defined in the Constitution, Kosovo laws, Central Election Commission regulations and instructions, and regulations of other institutions.

#### WHO IS INVOLVED IN ELECTIONS IN KOSOVO?

Elections don't just happen by accident. A large number of institutions, organizations and people have to work closely together for an election in Kosovo to be a success. Major roles are played by:

- President of Kosovo** ► Announces elections
- Political entities and their candidates** ► Compete in the elections
- Voters** ► Vote for the parties and people to represent them to ensure legitimate leadership
- Central Election Commission** ► Administers elections from central through municipal to polling station level
- Election Complaints and Appeals Panel** ► Manages election complaints and appeals
- Kosovo Police, Kosovo Prosecutors Office** ► Identify and prosecute criminal violations of election law
- Election observers** ► Monitor the implementation of the election and report on any violations
- Media** ► Reports on the election campaign and election administration

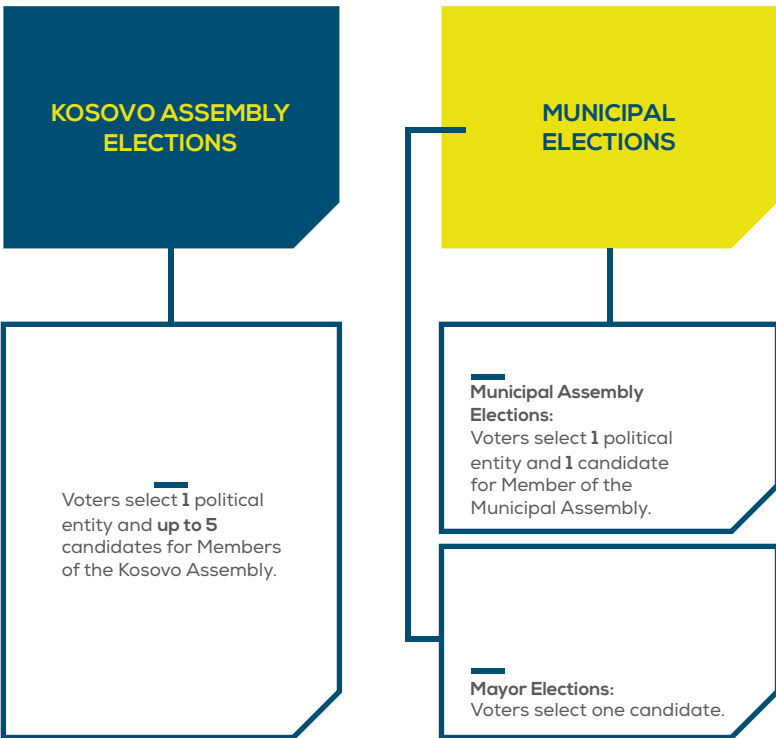
## TYPES OF ELECTIONS IN KOSOVO

Voters in Kosovo elect a Kosovo Assembly (national parliament), through a nation-wide direct election. They also elect Municipal Assemblies and Mayors through separate direct elections in each municipality.

The President of Kosovo is also elected, but by the members of the National Assembly, not directly by voters.

## VOTING METHODS FOR DIRECT ELECTIONS IN KOSOVO

The voting method for a Kosovo Assembly election, for Municipal Assembly elections and for Mayor elections are each different.



## SELECTING A POLITICAL ENTITY AND CANDIDATE

For Kosovo Assembly elections, voters receive one ballot paper.

The ballot paper contains the list of political entities on the left hand side, and numbered boxes corresponding to the candidate numbers of candidates on the right hand side.

For Municipal Elections voters receive two ballot papers.

The ballot paper for a Municipal Assembly election contains the list of political entities on the left hand side, and numbered boxes corresponding to the candidate numbers of candidates on the right hand side.

The ballot paper for the Mayor election contains the political entity and candidate name on the left hand side and a single box for each candidate on the right hand side.

## HOW ARE ELECTION RESULTS DETERMINED

The Kosovo Assembly and Municipal Assembly elections use an Open List Proportional Representation System. This means that each party receives a number of seats in an assembly that is roughly equivalent to its proportion of the total number of valid votes in the election.

In the Open List Proportional Representation system used in Kosovo, if a political entity wins  $n$  seats, the candidates from that entity with the  $n$  highest numbers of votes are assigned to these seats. However, the requirement in Kosovo that at least 30% of each political entity's representatives are from each gender must be respected, when assigning candidates to the seats.

### NERD CORNER



There are many different ways of calculating how many seats each political entity wins in a proportional representation system, some of which are mathematically complex.

In Kosovo what is called the Sainte-Laguë method is used. This is named after the French mathematician André Sainte-Laguë who developed the formula in 1912. You can find out more about it by searching 'Sainte-Laguë' on the internet.

The Mayoral election results are determined using a Two Round System. If a candidate for Mayor receives 50%+1 vote, he/she gets elected in the first round. If none of the candidates for Mayor receives 50% + 1 vote in the first round, the two candidates with the highest numbers of votes compete in a second round election, where the one who obtains more votes is elected.

## IMPORTANT FEATURES YOU SHOULD KNOW ABOUT KOSOVO ASSEMBLY AND MUNICIPAL ASSEMBLY ELECTIONS

The basic components of the election systems for the Kosovo Assembly and Municipal Assembly are modified by some important features that affect which political entities obtain representatives in the assemblies, how many representatives each has, and which candidates are elected.

### KOSOVO ASSEMBLY ELECTIONS

- **30% gender quota** - which ensures that at least 30% of each political entity's candidates and elected Assembly representatives are women, and at least 30% are men.
- **Guaranteed seats for minority communities** - of the 120 seats in the Assembly, 10 are guaranteed for members of the Serbian community and 10 for members of other minority communities.
- **5% threshold for political entities** - which means that a political entity must receive at least 5% of the valid votes to be eligible to be allocated representatives in the Assembly. Political entities representing minority communities do not have to meet this requirement.
- **No automatic transfer of a vote for a political entity to a candidate** - if a voter selects a political entity, but not any candidate, on the ballot, the vote is counted only as a vote for the political entity.

## MUNICIPAL ASSEMBLY ELECTIONS

- **30% gender quota** - which ensures that at least 30% of each political entity's candidates and elected Assembly representatives are women, and at least 30% are men.
- **No guaranteed seats for minority communities**
- **No vote threshold for political entities**
- **Automatic transfer of a vote for a political entity to a candidate** - if a voter selects a political entity, but not any candidate, on the ballot, the vote is counted for the political entity and for the number 1 candidate on the entity's candidate list.

**FUN FACT: THE GENDER QUOTA IS NOT A WOMEN'S QUOTA. IT CAN ALSO APPLY TO MEN IF THEY ARE UNDER-REPRESENTED IN ELECTIONS.**

## WHEN ELECTIONS ARE ANNOUNCED:

Political entities select their candidates and assign the order in which they will appear on the candidate list for the election.

- Up to 110 candidates for the Kosovo Assembly.
- A specified number of candidates for the Municipal Assembly, related to the number of Municipal Assembly members, which is determined according to the population of each municipality.
- At least one in every three candidates on the list must be of each gender.
- One candidate for Mayor in each municipality

### DID YOU KNOW?

There is open competition for 100 seats in the Kosovo Assembly, and a further 20 seats are guaranteed for minority community representatives. Political entities can nominate up to 110 candidates for the Assembly. This ensures that there are sufficient potential replacements for members who resign or take up government positions during the term of the Assembly.

## SECTION 2 ADMINISTRATION OF AN ELECTION

### SOME USEFUL FACTS ABOUT ELECTORAL ADMINISTRATION IN KOSOVO

From the time the President announces the election, the Central Election Commission (CEC) has between 4 to 6 months to organize the election in cases of a regularly scheduled election, and 30 to 45 days in cases of extraordinary elections.

Organizing an election is a huge task. It requires the procurement and distribution of equipment and materials, the provision of information and education for voters, the management of computer systems to assist election management, the recruitment and training of thousands of staff, the maintenance of strict quality and integrity controls on all election activities, and the functioning of thousands of polling stations.

**This is the structure of election administration in Kosovo. Where do you think that you can play a part?**

#### Central Election Commission

- The Central Election Commission has 11 members - the Chair is a Supreme Court judge appointed by the President of Kosovo; 6 members are appointed by the largest majority community parliamentary groups in the Kosovo Assembly; and 4 members are appointed by the parliamentary groups holding minority community guaranteed seats in the Assembly.
- The CEC makes decisions and issues policies, which are implemented by its Secretariat.
- During an election period the Secretariat engages additional temporary staff to assist with election duties, such as election logistics, training, and tabulation of election results from polling stations.



## 38 Municipal Election Commissions

- The Municipal Election Commissions (MECs) are appointed for the election period and are the highest electoral authorities at the municipal level.
- MECs generally have 7 members: the Municipal Election Officer, who is a permanent employee of the CEC and is the Chair of the MEC, and other members who are nominated by political entities who have passed the election threshold in the previous National Elections or are from minority community political entities.
- Outside the election period the Municipal Election Officer manages electoral processes in each Municipality.

## 798 Polling Centers

- Polling Centers (PCs) are the locations where voters go to vote. They are generally schools. Each Polling Center has one or more Polling Stations.
- The staff responsible for overall logistics and information for the Polling Center, who include the Polling Center Manager, the Polling Center Assistant, and the Help Desk officers, are selected from a pool of school staff. The Polling Center Manager is usually the school director.

## 2374 Polling Stations

- Polling Stations (PSs) are the rooms where voters vote. They are generally classrooms.
- Polling Station Commission staff are nominated by political entities, non-governmental organizations, and sometimes the MEC.
- Once the list of staff is approved, the MEC assigns these persons to the various positions within each Polling Station Commission (Polling Station Chair, Polling Station Members, and Polling Station Reserves) in specific polling stations to ensure that different political entities are represented within a polling station.

# ELECTION STAFF POSITIONS

These are some of the election staff positions, which you can be engaged in:

| Election Staff Position            | Recruitment Method                                                                             | Position Description                                                                                                                     |
|------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Polling Station                    | Nomination by political entities, non governmental organizations, or Municipal Election Staff. | Responsible for the orderly voting process in a polling station.                                                                         |
| Polling Station Commission Member  | Nomination by political entities, non-governmental organizations, or Municipal Election Staff. | Responsibilities include one of the following roles: Queue Controller, Identification Officer, Ballot Issuer, and Ballot Box Supervisor. |
| Polling Station Commission Reserve | Nomination by political entities, non-governmental organizations, or Municipal Election Staff. | If polling station members or chair do not attend for any reason, the polling station reserve staff will take their place.               |
| Polling Center Manager             | Direct recruitment by the CEC, usually school directors.                                       | Oversees the voting process within the polling center.                                                                                   |
| Polling Center Assistant           | Direct recruitment by the CEC, usually school staff.                                           | Guides voters when necessary, particularly in helping them find their polling station.                                                   |
| Help Desk Officer                  | Direct recruitment by the CEC, usually school staff.                                           | Helps voters find their names in the voter list.                                                                                         |
| Count and Results Center Staff     | Direct recruitment by the CEC, through open calls.                                             | Depending on the position it can be intake of ballot boxes, counters, data entry, auditing, stakeholder liaison and more.                |

**DON'T FORGET!!**

Make sure that when an election is announced and during the election period you check the CEC web page to see what positions are available that you can apply for.

If you want to be an official in a polling station, you will usually need to be nominated for this by a local branch of a political party, so you should contact the party of your choice.

## SECTION 3 WHAT DOES THE ELECTION ADMINISTRATION DO?

There are numerous activities to keep the electoral administration bodies busy, particularly in the periods just before, on and immediately after election day.

**Are there any of these processes that you think you can assist with?**

### PRE-ELECTION DAY ACTIVITIES

#### Certification of political entities and candidates

- All political entities must be certified to compete in elections. If a political entity has already been certified in previous elections, it will be automatically included in the list of certified entities, unless it requests otherwise. If two or more political entities that have been certified before form a coalition prior to elections, then they have to be certified as a coalition.
- Each political entity must undergo the process of certifying the candidates that run for different positions, including candidates for members of parliament, candidates for members of Municipal Assembly, and candidates for Mayor.
- Once all political entities and candidates have been certified, the Central Election Commission (CEC) prints the ballot papers for the election.

## Public information campaign

- Each election, the CEC organizes a public information campaign in order to inform voters on how to vote, and motivate them to do so.

The CEC has to pay special attention to motivate groups that may be

- less likely to vote – such as women, young people and rural and minority communities, to go to vote.

The CEC has to ensure that voters are informed on key concepts

- such as to ensure that each voter's registration data is correct; the date, place and time of voting; how to mark a ballot paper so the vote is valid; how votes are counted; and the services provided by the CEC.

## Finalization of the voter list

- The voters list is derived from an extract of the civil register sent to the CEC by the Civil Registration Authority. The CEC assigns voters to a polling station on the basis of this list.
- Voters can request a change to their polling station during a specified period, but once the CEC has received the voter list extract from the Civil Registry, voters cannot change any of their other details on the voter list.
- The CEC creates a unique voters list for each polling station. Before Election Day the lists are disseminated in all municipalities and Polling Centers, along with other sensitive materials.

## Recruitment and training of the election staff

- Each election, the CEC recruits up to 19,000 people for election staff through direct and indirect recruitment.
- Temporary staff for the CEC headquarters, the Count and Results Center, trainers and technical staff are recruited directly, either through open calls or by recruiting among school staff, in the case of technical staff.
- Polling Station Commission members are recruited by nomination from political entities and non-governmental organizations. When necessary, the CEC also recruits for these positions.
- All election staff undergo specific training in order to serve in their respective positions.

## Observer accreditation

- Prior to Election Day, the Central Election Commission accredits local and international election observers, through organizations' applications. Most applications for observer accreditations are made from political entities.
- The CEC also accredits media observers.

## ELECTION DAY ACTIVITIES

Before you can go to vote, the Polling Station Commissions need to set up the polling stations. All non- sensitive materials - such as stationery, voting booths and equipment - are distributed to polling centers the night before Election Day, and the polling stations are set up. In each polling center, the last polling station is a dual polling station, where conditional votes (ballots cast by voters not on a voter list at the polling center) can be cast. In the dual polling station, there are two ballot boxes - one for regular votes and one for conditional votes.

Early on the morning of Election Day, the Polling Station Commission Chairs and Polling Center Managers go to the municipal warehouse to collect the sensitive materials - which have been stored under strict security, which they then take to their polling centers and stations.

### Sensitive Materials

- ▶ Final Voter List
- ▶ Ballots
- ▶ Official Ballot Stamps
- ▶ UV Light
- ▶ Candidate brochures
- ▶ Security seals
- ▶ Invisible ink (spray)

### Non- sensitive Materials

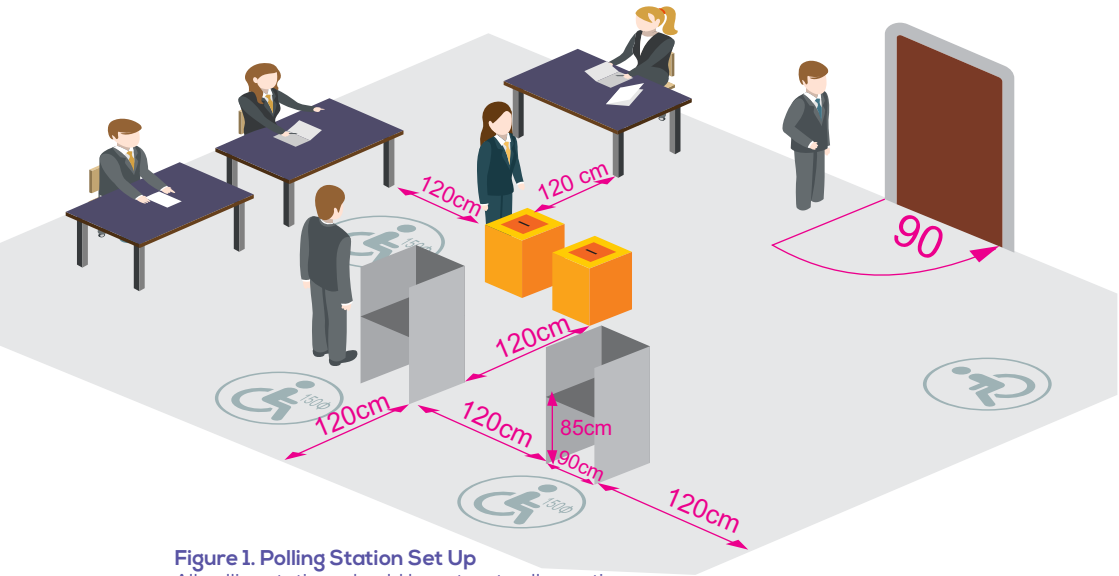
- ▶ Ballot box
- ▶ Voting booth
- ▶ Ink and fillers
- ▶ Poll book
- ▶ Security sealing tapes

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**Now everyone is ready for voting to start.**

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## VOTING PROCESS



**Figure 1. Polling Station Set Up**

All polling stations should be set up to allow voting to be accessible for persons with disabilities

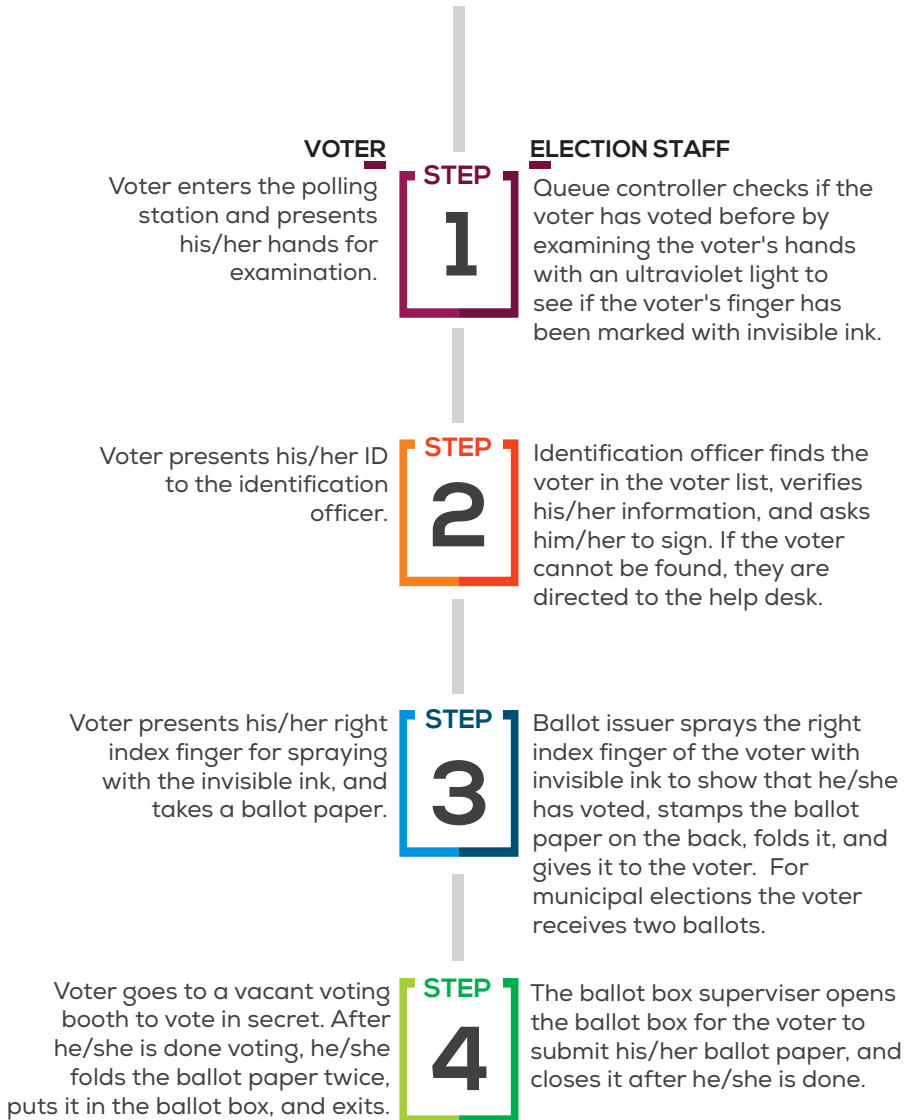
On Election Day, you as a voter can go to vote between 7:00 to 19:00.

Once you enter the polling center, you can go directly to your polling station. If you have any difficulty finding your polling station, the Help Desk Officer will guide you.

### DID YOU KNOW?

All regular votes are counted in polling stations. If any anomaly is found in the count records, or ECAP directs the CEC to recount a ballot box, any review and recount is conducted at the central Count and Results Centre (CRC). All conditional and by-mail votes are counted directly at the CRC.

## HOW DOES THE VOTING PROCESS WORK ?





## COUNTING THE VOTES

At 19:00, polling stations are closed and the important task of counting all the regular votes that have been cast at the polling station begins.

The counting is done by Polling Station Commission members, watched by observers from independent organizations and political entities. Once all the votes have been counted, the information is entered in the official results forms, checked that it is correct, and the forms should be signed by the Polling Station Commission members. A copy of the results forms is posted outside each polling station so that it is publicly accessible.

After the ballot count is completed, the Polling Station Chairs securely package and seal the ballot materials, complete their reports and escort the ballot boxes to a place where the returned polling station materials are reviewed by the Municipal Election Commission. Any ballot boxes that appear to be irregular are marked.

Very early the next morning, the Chairs of the Municipal Election Commissions take all the materials from every polling center in their municipality, to the central Count and Results Center. It is a long day's work for the election officials.



## PROMOTING TRANSPARENCY

The CEC's tablet based K-vote system is used to transmit to the CEC the results of ballot counts for political parties as soon as result forms are finalized in polling stations. Around 90% of polling station results are entered through K-vote by 11pm on election day, and are published on the CEC website. This provides early unofficial data on the election results, and can guard against any later attempts at manipulation. K-vote results are not official; only the votes tabulated after Election Day at the Count and Result Center are the official results for certification.

K-vote is also used to transmit progressive voter turnout data from each polling station during election day, so that any unusual surges in voting can be identified.

## POST ELECTION DAY ACTIVITIES

After Election Day, the focus is on determining the results of the election, ensuring that the results are accurate and the result tabulation process is accepted by all political entities and the voters of Kosovo. The result forms are processed at the central Count and Result Center, that operates up to 16-24 hours a day, 7 days a week, until all the results are finalized. Several hundred temporary staff manage and assist this process.

All polling station materials sent to the central Count and Result Centre after Election Day are carefully checked in, and the ballot boxes from any polling stations where the supporting documentation has apparent errors are set aside for further investigation.

The result forms and marked voters lists from polling stations are processed into a database: the results forms by double keying and the voters lists by scanning the bar codes next to each voter who has signed the list as having voted.

The result forms' figures are then checked for any irregularities or discrepancies. Where no irregularities or discrepancies are found, the vote totals for political entities and each candidate from the result form are aggregated to municipal totals and, for national assembly elections, also to national totals. In cases of anomalies in results forms a thorough investigation is done, which may result in a CEC-ordered recount. Ballot boxes may also be recounted following a decision by ECAP on a complaint.

After the result forms for all regular votes have been processed and the data amalgamated, the envelopes containing conditional ballots, ballots from mobile ballot boxes, and by mail votes received from out of Kosovo are verified and where valid, the envelope is opened and the ballot inside is counted.

Once all regular and other results have been amalgamated, and investigations and recounts at the CRC finalized, a complete tabulation of the election results is prepared for the CEC to announce. Appeals can be lodged with ECAP against the results announced by the CEC. Once ECAP has decided these appeals, and any further recounts directed by ECAP have been completed at the CRC and the election results amended if necessary, the CEC can certify the election results as final.

## HOW DOES THE CEC ENSURE THAT THE RESULTS TABULATION IS ACCURATE?

If there are anomalies detected in the supporting documentation for ballot boxes received, these are reported to the CEC who may determine to recount or nullify a ballot box.

Data from all results forms is entered into a database by two independent teams, and any differences between the teams' entries investigated by a separate team and resolved.

Any mathematical discrepancies in the results forms found during data entry are sent to a specialised audit for investigation. If the discrepancies cannot be resolved they are reported to the CEC who may order that the ballot box be recounted.

Regularly reviewed database audit trails and parallel databases are used to detect any attempts at unauthorised access to or alteration of the results data.

Political entity and other observers are present during the results tabulation. If any political entity or candidate believes that a ballot count is incorrect, or that processing at the CRC has been incorrect, they can lodge a complaint with the ECAP, which can direct the CEC to conduct a recount.

## SECTION 4: MAINTAINING ELECTORAL INTEGRITY

### ELECTION OBSERVATION

Being an election observer is an excellent means of becoming familiar with election processes. Observers play a large role in guarding against malpractice and fraud, ensuring that the election results are accepted by the people of Kosovo.

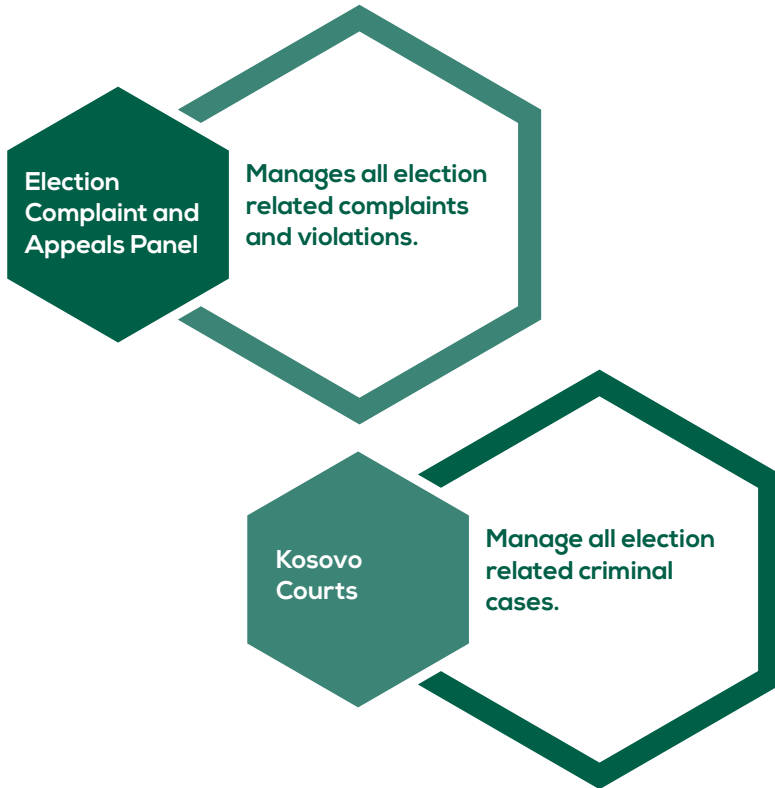
A number of Kosovo civil society organizations have election observation missions, and some amalgamate their efforts to provide maximum coverage of the election – such as in the group Democracy in Action. The focus of their election observation is on polling stations on polling day, but some observers may be engaged to cover political campaign activities or the tabulation of election results.

To have access to a polling station or other activities in the election, an observer must be accredited by the CEC. Observers have rights and obligations defined in electoral law and the CEC's rules and must strictly follow a code of ethics. The observers' rights encourage transparency in the election by allowing access to watch election processes. Their obligations require them to be and appear to be wholly impartial and not interfere with or influence in any way the election.

If you are interested in being a political entity activist you may want to seek opportunities to be an observer on behalf of your preferred political entity. This is a different role from that of an independent observer, as it is focused on protecting the interests of the political entity and its candidates.

## ELECTION DISPUTE RESOLUTION

In Kosovo, there are two entities that manage election related disputes and election law violations.



Kosovo Police and prosecutors are stationed near polling centers on Election Day to deal swiftly with any criminal violations that happen. Access to the Kosovo Courts for criminal election violations cases is limited to Kosovo police and prosecutors.

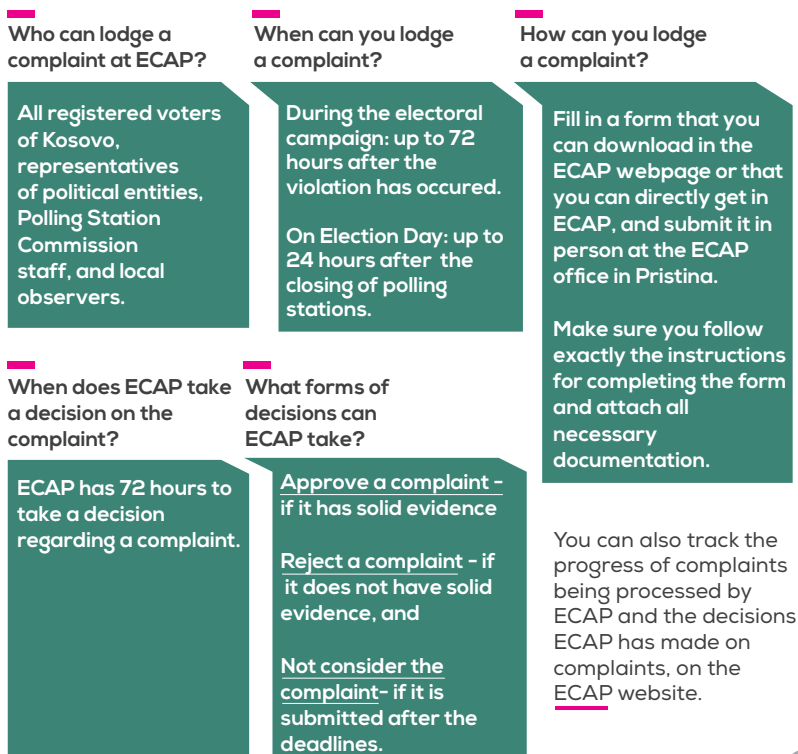
► Any Kosovo registered voter can lodge an election complaint with the Election Complaints and Appeals Panel.

The Election Complaints and Appeals Panel (ECAP) receives complaints in four phases:

- Complaints against CEC decisions
- Complaints during the pre-election period
- Complaints of violations in Election Day
- Complaints during the post-election period.

If you are a voter, you can lodge a complaint with ECAP about any violation of electoral rules that you witness. This is an important factor in maintaining the honesty and integrity of elections. If you see that the electoral rules are being broken – report it. Breaches of electoral rules can harm the democratic process and subvert the will of the Kosovo people.

On its website, ECAP has a detailed publication on electoral violations and lodging election complaints. The complaints process is summarized very briefly in the diagram below.



## SECTION 5: POLITICAL ENTITIES

Kosovo is a parliamentary republic that has a multi-party system, where there are several political entities that compete in elections and have the opportunity to take on leadership positions.

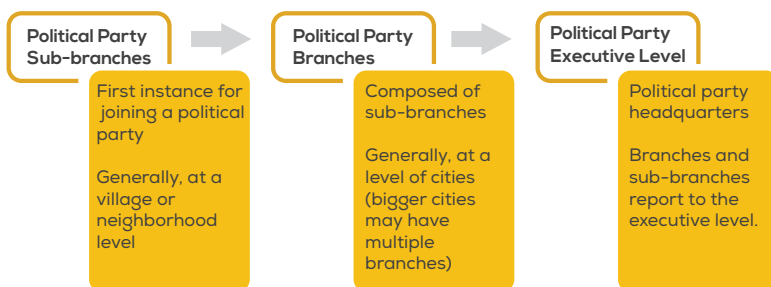
Political entities include registered political parties, interest groups/ civic initiatives, and individual candidates.

In order to be certified to contest an election, among other requirements, political entities must submit a list of signatories in support:

- 100 signatures from registered voters when competing in Municipal Elections, and
- 1000 signatures from registered voters when competing in National Elections.

### *Political parties*

Political parties are organizations with specific structures that aim to gain power by obtaining votes in elections. The structure of the parties includes:



Most political parties have youth wings and women's forums, which are political party bodies that represent these specific groups, and develop party policies to address issues that these groups face.



Registered political parties have a number of obligations that are stated in Kosovo law. These include:

- Having at least 500 members living in Kosovo who are included in the Kosovo voters List
- Having a statute that governs its internal affairs
- Agreeing to follow the Political Party Code of Conduct
- Having a program that defines the party's political objectives and activities
- Recording and regularly reporting on its finances

#### *Interest groups/civic initiatives*

Unlike political parties, interest groups/civic initiatives do not necessarily have a structure or aim to get in power. Generally, their primary objective is to influence policies and politics. However, they can choose to run in elections if they want to.

#### *Independent candidates*

Individuals can be certified as political entities and can run in elections. Until now, there have been independent candidates who have run for Mayors or Municipal Assembly members, and have won. However, the 5% threshold to earn a seat in Kosovo's Assembly applies to independent candidates as well, and is difficult to attain, which is why candidates hesitate to run independently for these positions.

## SECTION 6: INSTITUTIONS OF GOVERNANCE IN KOSOVO

### THE NATIONAL ASSEMBLY

Kosovo is a parliamentary republic that has a multi-party system, where there are several political entities that compete in elections and have the opportunity to take on leadership positions. The National Assembly is formed of representatives elected by the citizens of Kosovo at National Elections.

#### Introduction

- It is the legislative branch in Kosovo.
- It is the only nation-wide institution elected directly by the people.
- It has 120 members.

#### Responsibilities

- Approves laws, resolutions and other legal acts
- Ratifies international treaties and agreements
- Elects the President and Deputy Presidents of the Assembly, President of Kosovo, Prime Minister of Kosovo, and heads of independent agencies. Oversees the work of the government and 36 independent agencies.

#### Structure

- **The Presidency of the Assembly of Kosovo:** Coordinates the working programme of the Assembly. It is comprised of the President and 5 other Members of the Parliament, who serve as Deputy Presidents of the Assembly of Kosovo.
- **The President of the Assembly of Kosovo:** Moderates the plenary sessions, interprets rules and procedures, and represent the Assembly.
- **Parliamentary Committees:** Includes permanent committees (responsible to review all legislation from their

perspective), operational committees (responsible to review only the legislation within the area they work in), and ad-hoc committees (established for specific issues, and review only the legislation that is related to the issue they are created for).

- **Parliamentary Groups:** Have at least 6 Members of the Assembly that represent specific groups, such as political entities, youth, and women.

## Legislation

- **Draft laws can be suggested by six groups :**
  - 1) The President of Kosovo,
  - 2) The Government of Kosovo,
  - 3) Members of Kosovo's Assembly (a minimum of 6 members),
  - 4) Assembly committees,
  - 5) Assembly groups, and
  - 6) Citizens over 18 years old through petitions (10,000 signatures are needed).
- Adoption of laws in the Assembly is done by simple majority votes of the Members of Assembly. However, there are specific laws that require 2/3 of votes, or sometimes even 2/3 of Members of the Assembly from minority communities.
- The law is then signed by the President of the Assembly and sent to the President of the Republic of Kosovo for approval. The President can return the law to the Assembly only once, with a justification for the return.

## THE GOVERNMENT OF KOSOVO

### Introduction

- It is the executive branch in Kosovo.
- The President of Kosovo, in consultation with the political entity/coalition who won the majority in the Assembly, proposes a candidate for Prime Minister.
- The Candidate for Prime Minister and his/her cabinet has to be elected by the majority of Kosovo Assembly.
- The Government of Kosovo reports to the Kosovo Assembly through plenary sessions, Assembly commissions, and reports.

### Responsibilities

- Drafts and implements laws.
- Adopts secondary laws, necessary to implement laws.
- Proposes the budget of Kosovo.
- Leads and manages the Public Administration of Kosovo, as well as Kosovo's diplomatic missions.
- Manages the security authorities of Kosovo.

### Structure

- **The Prime Minister of Kosovo:** Leads the executive cabinet and coordinates the work of the ministries in line with the government's program, represents the Government of Kosovo, internally and externally, and appoints specific positions in the government and other agencies.
- **The Deputy Prime Ministers of Kosovo:** Assist the Prime Minister in his/her responsibilities, and advise the Prime Minister in specific fields.
- **Ministers of Kosovo:** Lead specific sectors, draft and implement specific laws, adopt secondary laws, and report to the Assembly of Kosovo for the work in their sectors. Ministers generally lead a 'ministry',

comprised of civil servants who implement government policy in the area of the Minister's responsibility.

- o **Independent agencies of the Government of Kosovo:** Government bodies with specific powers to implement only designated laws.

## THE JUSTICE SYSTEM

### Introduction

- o The justice system is comprised of courts (basic, appeal, and supreme) and the prosecution. The Kosovo police assist the justice system by investigating cases.
- o The courts are managed by the Judicial Council, whereas the prosecution is managed by the Prosecutor's Council.
- o The Constitutional Court is outside of the judiciary system, as it functions independently. It's the final authority to interpret if legislation, as well as government and court decisions, are in compliance with Kosovo's constitution.

### Responsibilities

#### o **Responsibilities of the courts:**

- o Adjudicate all the disputes in civil trials and criminal cases.
- o Disputes in civil trials include: family law, labor law, property law, commercial law, and the like.
- o Criminal cases include: injuries, murders, robberies, money laundering, organized crime, human trafficking, corruption, and the like.

#### o **Responsibilities of the prosecution:**

- o Prosecute criminal cases.
- o In cooperation with the Kosovo police, they investigate cases (such as murders, assaults, drug trafficking).

#### o **Responsibilities of the Constitutional Court:**

- o Interpret the constitution for the cases requested by the President of Kosovo, the Assembly of Kosovo, Kosovo government, and Kosovo Ombudsperson.

## Structure

### o **Structure of the courts:**

- **Basic court:** Courts of first instance, where all cases are sent to trial. Basic courts are established in the 7 largest municipalities.
- **Appeal court:** Appeals of trial courts are taken to appeal courts.
- **Supreme court:** It is the highest judicial authority in Kosovo.

### o **Structure of the prosecution:**

- **State Prosecutor:** Has the authority to prosecute cases of criminal offences.
- **Appellate Prosecution:** Second instances of prosecution that deal with cases that go to appeal courts.
- **Basic Prosecution:** Prosecute cases at the first instance level. Basic prosecution offices are established in the 7 largest municipalities
- **Special Prosecutor of the Republic of Kosovo:** Prosecutes specific crimes such as terrorism, genocide, crimes against humanity, organized crime, money laundering.

### o **Structure of the Constitutional Court:**

- **President and Deputy President:** Lead and manage the constitutional court.
- **Judges:** Interpret the constitution and make decisions on cases.

## THE PRESIDENT

### Introduction

- Is the Head of the State and main representative of Kosovo's diplomacy.
- Represents the unity of the people of Kosovo.
- He/she is elected by the Assembly of Kosovo. The election of the President can be done through three rounds.
- In the first two rounds, 2/3 of the Members of the Assembly are required in order to elect the President. If the President is not elected in the first two rounds, he/she can get elected in the third round, by a minimum of 61 votes.

### Responsibilities

- Commander in Chief of the Kosovo Security Force. Represents Kosovo, internally and externally.
- Nominates the candidate for Prime Minister, and appoints and dismisses several key positions like judges, prosecutors, governors.
- Can propose laws.
- Signs all laws adopted by the Assembly.

## THE MAYOR

### Introduction

- Is the executive branch at the municipal level.
- He/she is directly elected by the citizens of the municipality.
- Represents the municipality within the country and abroad.

### Responsibilities

- Leads the executive and the administration of the municipality.
- Implements the regulations approved by the municipal assembly.
- Proposes regulations and other acts for the approval by the Municipal Assembly.
- Proposes the municipal budget and the municipal development plan.

## THE MUNICIPAL ASSEMBLY

### Introduction

- It is the legislative branch at the municipal level.
- The number of members of a municipal assembly varies depending on the population of the municipality.

### Responsibility

- Approves municipal regulations
- Oversees the work of the Mayor and his/her cabinet
- Approves municipal budget
- Sets the rates for municipal taxes, fees, and fines
- Reviews audit reports.

### Structure

- **The Chairperson of the Municipal Assembly:** Moderates the plenary sessions of the municipal assembly.
- **Municipal Committees:** Review regulations and other documents and give recommendations to the municipal assembly. The number of municipal committees varies between municipalities, but there are two permanent committees which all municipal assemblies should have: Committee for Policies and Finance and the Committee for Communities.
- **Members of the Assembly:** Participate in Municipal Assembly plenary sessions, as well as discuss and vote on issues within the jurisdiction of the municipal assembly.



# SUPER CHANGERS

## GUIDEBOOK FOR COMMUNITY DEVELOPMENT

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If you want to know even more about electoral and political processes in Kosovo visit the websites

Central Election Commission: [kqz-ks.org](http://kqz-ks.org)

Election Complaints and Appeals Panel: [pzap.rks-gov.net](http://pzap.rks-gov.net)

Assembly of Kosovo: [kuvendikosoves.org](http://kuvendikosoves.org)

Ombudsperson: [ombudspersonkosovo.org](http://ombudspersonkosovo.org)

Democracy in Action: [demokracianeveprim.org](http://demokracianeveprim.org)

and the websites of the political entities of your choice

To learn more about elections and have fun, play Aktivomania at [www.aktivomania.org](http://www.aktivomania.org)





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