



Republika e Kosovës  
Republika Kosova - Republic of Kosovo  
Qeveria - Vlada - Government

Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural  
Ministarstvo Poljoprivrede, Šumarstva i Ruralnog Razvoja  
Ministry of Agriculture, Forestry and Rural Development

**Minister of the Ministry of Agriculture, Forestry and Rural Development,**

In accordance with Article 8.15 Paragraph 1 subparagraph 1.3 of Law no. 03/L-098 on Agriculture and Rural Development (Official Gazette No.56/July 27, 2009), Article 16, Paragraph 2 and Article 17, Paragraph 3 of the Law No.04/L-090 on Amendments to the Law No. 03 / L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo, No. 28/16, October 2012), pursuant to Article 8 (paragraph 1.4) of Regulation No. 02/2011 on the areas of administrative responsibility of the Office of the Prime Minister and the Ministries (22.03.2011), as well as Article 38 paragraph 6 of the Rules of Procedure of the Government, no. 09/2011 (Official Gazette, No.15, 12.09.2011), issues:

**ADMINISTRATIVE INSTRUCTION (MAFRD) – NO.18/2019 ON THE SPECIAL  
SOCIO-ECONOMIC INTEGRATION PROGRAM FOR SMALL FARMS 2019**

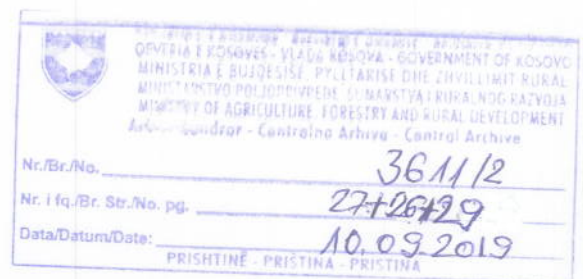
**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Purpose**

This Administrative Instruction sets out the principles, conditions, procedures and criteria for supporting the implementation of the Socio-Economic Program for Small Farms 2019

**Article 2  
Scope**

1. The provisions of this Administrative Instruction are binding for the Agriculture Development Agency, Farmers and Small Beneficiaries of the Socio-Economic Program for Small Farms.



2. This Administrative Instruction specifies support for rural development program measures and sub measures (RRR) 2019.

### **Article 3 Definitions**

The terms used in this Administrative Instruction have the same meaning as those given in the Administrative Instruction (MAFRD) - No.16 / 2019 on support measures and criteria for rural development for 2019.

### **Article 4 Link to other ADP measures**

1. This program is linked with other ADP measures as follows:
  - 1.1. Measure 101 - Investments in Physical Assets of Agricultural Holdings
  - 1.2. Measure 302 - Farm diversification and business development;

### **Article 5 Geographic scope**

This program is implemented throughout the territory of the Republic of Kosovo.

### **Article 6 Objectives of the Program**

1. The overall objectives of the Program are:
  - 1.1. Improving socio-economic conditions in rural areas;
  - 1.2. Creating jobs and increasing income in rural areas;
  - 1.3. Impact on preventing rural migrations;
  - 1.4. Advancement of existing farmers and semi-commercial to commercial farmers.

**CHAPTER II**  
**SPECIAL SOCIO-ECONOMIC INTEGRATION PROGRAM FOR SMALL FARMS**

**Article 7**  
**Beneficiaries**

**1. Final beneficiaries:**

1.1. Final beneficiaries under this measure are farmers, according to the definition from Article 1 of the Law No. 04/L-090 on amending and supplementing of the Law No. 03/L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo/ no.28, 16 October 2012.)

1.2. All beneficiaries of rural development projects are required to maintain their investments within the project approved during (3) three years after the project implementation date, i.e. for the duration of the monitoring period. If the investment is not adhered to, the beneficiary is obliged to repay the funded amount of public support.

**Article 8**  
**Common eligibility criteria**

**1. Eligible applicants:**

1.1. All applicants for this program must be registered with the Farm Registry;

1.2. The Farm Identification Number (FIN) certificate must be on the name of the applicant;

1.3. Only natural persons of at least 18 years old but not older than 65 years of age are eligible to apply;

1.4. Applicants must have a regulated property tax obligations;

1.5. For the purposes of this program, if the land or any other property which is invested as the co-ownership, the applicant does not have to provide the co-owner's consent.

1.6. The selection criteria - a one-year contract for the supply of at least 50% of agricultural production - is a contract for the year of application;

1.7. Applicant's experience can be demonstrated by the following options:

1.7.1. The applicant is registered in the Farm Register;

1.7.2. The applicant graduated from a secondary agricultural school or agricultural college.

1.7.3. In all four cases, the relevant document must be proven. These applicants do not need training.

1.7.4. In cases where applicants have the same number of points, priority is given to projects submitted earlier.

## **2. Other eligibility criteria**

2.1. Applicants for this measure cannot be applicants for other measures of the 2019 Rural Development Program;

2.2. Assets marked for entry in the Farm Register, which relate to the investment - land, animals or orchards, must be registered in the Farm Register.

2.3. All tenancy agreements must be certified or certified by a court, except for a tenancy agreement with the Kosovo Forestry Agency (KAS) and municipalities;

2.4. Land privatized by the Privatization Agency of Kosovo (PAK), which, on the ownership, is listed as "Land leased for 99 years", is treated as land owned by the privatizer;

2.5. Unfinished land is accepted by decisions of the competent authority, i.e. without possession.

2.6. In the case of projects that envisage construction or extension, applicants must submit:

2.6.1. Ownership certificate - Ownership certificate of the parcel on which the invest shall be implemented;

2.6.2. In case the land or building is rented, the lease contract shall be certified by a notary for at least ten (10) years, counting from the year of implementation;

2.6.3. A copy of the plan of the parcel on which the invest shall be implemented;

2.6.4. Copy of sketches of the facility;

2.6.5. Bill of quantity for materials and works foreseen;

2.6.6. The municipality's consent proving that should the grant be awarded the applicant will be able to obtain the construction permit.

## **3. Before submitting the payment application to the AAD, the beneficiary shall submit:**

- 3.1. Construction permit, issued by the competent body of the Municipality;
- 3.2. In case of construction, expansion or renovation of facilities, establishment of orchards, vineyards and establishment of irrigation system in the lands leased, lease contract should be for at least ten 10 years, counting from the year of application;
- 3.3. The contract should have attached consent of the owner – landlord, for the investment that shall be made in his land;
- 3.4. The lease contract is not required only in cases when the land owner and the applicant are in partner relations or in straight line of the blood without limits (great – grandfathers, grandfathers, parents, children, grandchildren) and this shall be evidenced by the marriage certificate or birth/death certificate.
- 3.5. The applicant shall fill in a written Declaration under oath, which proves that the land to which it applies belongs to his property.

## **CHAPTER III**

### **Article 9 Fruit Sector**

#### **1. Eligibility criteria:**

- 1.1. Special eligibility criteria for the sector of fruits, such as: apple, pear, plum, sour cherry, apricot, walnut, hazelnut, cherry, apricot, peach and quince:
- 1.2. At the moment of applying for investments in the fruit sector, applicants shall prove that they own agriculture land, inherited or rented for at least 10 years, starting from the year of application, and at least 0,2 hectare but no more than 1 ha. The minimum surface area of the parcel should be 0.1 hectares;
- 1.3. Beneficiaries for the establishment of new orchards, prior to payment application, if they buy seedlings produced in Kosovo shall submit a copy of the phytosanitary certificate on the health status of planting material complying with the CAC - Conformitas Agraria Communitatis criterion and a copy of the manufacturer's license, while those who import seedlings from EU countries, shall submit a copy of the phytosanitary certificate on the health status of the planting material that meets at least the CAC criterion issued by the manufacturer, the certificate of origin and import permit of the importer;
- 1.4. Planted fruit tree seedlings shall have attached to the trunk of the tree the label of the certification body.

**2. Specific eligibility criteria for the small fruit sector - strawberries, blackberries, raspberries and blueberries.**

2.1. At the time of applying for investment in the small fruit sector, applicants must prove that they owned, inherited or leased agricultural land for at least 10 years from the year of application and at least 0.1 hectares but not more than 0.5 ha. The minimum surface area of the parcel should be 0.05 ha;

**3. Eligible investments in the and fruit and small fruit sector**

3.1. Investments in establishing new orchards - purchase and labor for planting seedlings;

3.2. Maintenance system and fencing;

3.3. Investments in establishment of farm irrigation system;

3.4. Investments in agricultural machinery and equipment for orchards, plant protection, fertilizer, harvest and post-harvest treatment - maximum 30% of total investment.

**Table 1: Selection criteria for fruit sector**

No	Type of criteria	Criterion / Category		Points
1	Production capacity: the area to be built	fruits	berry fruit	50
		≥ 0,2- < 0,50 ha	≥ 0,1- < 0,25 ha	
		≥ 0,51 ha - < 1 ha	≥ 0,26 ha - < 0,5 ha	
				45
2	Location of the investment	Investment in a mountainous area		10
		Investment in a rural area		5
3	First time support	The applicant or his/her household have not been beneficiaries of MAFRD grants in the last three (3) years		10
4	Ownership on the land where the investment takes place	Land registered on the name of the applicant		10
5	Professional background	University Degree in Agriculture / Food Technology		10
		Secondary agricultural school or more than two years experience in agriculture		5
6	Farmer's gender	The applicant is a woman		5
7	Age	The applicant is 40 years old or younger		5
		<b>TOTAL</b>		<b>100</b>

4. Eligible investments for projects and the level of support in the fruit sector are set at a minimum and maximum value of € 3,000 to € 10,000.

5. Eligible investments for projects and the level of support in the berry sector are set at a minimum and maximum value of € 2,000 to € 5,000.

**Article 10  
Greenhouse sector**

1. At the time of applying for investments in new permanent greenhouses, the applicant must prove that at least 0,010 hectares of arable land is registered in the Farm Register.

2. The size of the greenhouse must be 100 to 500m<sup>2</sup>.

3. Investments in the tunnel greenhouse sector:

3.1. Investments and construction of permanent greenhouses. The smallest greenhouse surface area is 100 to 500 m<sup>2</sup>;

3.2. Purchase and installation of equipment to achieve controlled climatic conditions, including the purchase of greenhouse heating equipment;

3.3. Investments for establishment and upgrade greenhouse irrigation systems;

3.4. Purchase of the appropriate mechanism for growing vegetables in greenhouses (seedling machine, foil planting machine) - maximum 30% of the total investment

**Table 2: Selection criteria for the greenhouse sector**

No.	Type of criteria	Criterion/Category	Points
1	Size of the greenhouse	From 100 to 249 m <sup>2</sup>	45
		Od 250 do 500 m <sup>2</sup>	40
2	Contractual relations	Contract for delivery of at least 50% of the farm production	5
3	Location of the investment	Investment in a mountainous area	10
		Investment in a rural area	5
4	First time support	The applicant or his/her household have not been beneficiaries of MAFRD grants in the last three (3) years	10
5	Ownership on the land where the investment takes place	Land registered on the name of the applicant	10

6	Professional background	University Degree in Agriculture / Food Technology	10
		Secondary agricultural school or more than two years experience in agriculture**	5
7	Farmer's gender	The applicant is a woman	5
8	Age	The applicant is 40 years old or younger	5
<b>TOTAL</b>			<b>100</b>

4. Eligible investments for projects and the level of support in the greenhouse sector are set at a minimum and maximum value of € 2,000 to € 10,000.

### **Article 11 Meat sector**

1. For investments in the meat sector - fattening of calves and pigs, applicants are not obliged to have calves/pigs at the moment of application, but prior to the submission of the request for the last payment shall have at least twenty 20 heads of calves or forty 40 pigs for fattening, with matriculation of the Republic of Kosovo or of the EU countries, and these should be proved with the relevant documents and their presence in the stable.

2. The applicant that applies for construction of a stable for calves and pigs, in their project shall also include the manure storage room, with sufficient capacities for at least three 3 months.

3. At the moment of application, applicants for fattening of calves shall prove that they possess at least 0,20 hectares of agriculture land per head of calves, owned, inherited or leased for at least three 3 years.

4. In case of investments in agricultural machinery for land cultivation, the duration of the lease shall be at least five (5) years.

5. Investments in meat sector:

5.1. Construction / renovation / extension of stable, associated facilities - fertilizer landfill, bulk food hangars, silage warehouses;

5.2. Farm infrastructure such as water, electricity, food supply;

5.3. Purchase of animals - pigs, sows, calves up to 50% of the project value;

5.4. Investments in agricultural machinery and equipment for the cultivation of forage and cereals, plant protection, fertilization and harvesting - up to 70% of the total investment;



5.5. Investments in cleaning / removal of organic manure - liquid and solid manure and its storage;

5.6. Investment for the production of concentrated animal feed, of which a total capacity of at least 50% will be used for farm purposes.

**Table 3: Selection criteria for the meat sector**

No	Type of criteria	Criterion/Category		Points
1	Type of investment: In case of investment both from point a) and from point b), the points are calculated from investment with the biggest part of the funds (maximum 35 points)	a) Construction / renovation / expansion of stable		30
		b) Machinery and/or improvement to external infrastructure (manure storage room, silage storage, hay storage)		25
2	Production capacity (number of cattle) after project implementation	Calves	Pigs	10
		≥ 5 < 10 livestock	≥ 5 < 20 livestock	
		≥ 10 livestock	≥ 20 livestock	
3	Experience in relevant production: applicant has cattle/pigs in production *	The applicant has at least 2 livestock	The applicant has at least 5 livestock	5
4	Location of the investment	Investment in a mountainous area		10
		Investment in a rural area		5
5	Contractual relationship	Contract for delivery of at least 50% of the farm production		5
6	First time support	The applicant or his/her household have not been beneficiaries of MAFRD grants in the last three (3) years		10
7	Ownership on the land where the investment takes place	Land registered on the name of the applicant		10
8	Professional background	University Degree in Agriculture / Food Technology		10
		Secondary agricultural school or more than two years' experience in agriculture**		5
9	Farmer's gender	The applicant is a woman		5
10	Age	The applicant is 40 years old or younger		5
		<b>TOTAL</b>		<b>100</b>

6. The number of animals at the time of application is evidenced by a certificate from the Register for Registration and Identification of Animals. This fact is also confirmed during the first on-site

inspection, before the contract is signed. If, at the time of the on-the-spot check, the number of animals is less than that specified in the application, the only acceptable justification is slaughtering at a licensed slaughterhouse or evidence from a local veterinarian that the animal has died.

7. Eligible investments for projects and the level of support in the meat sector are set at a minimum and maximum value of € 3,000 to € 15,000.

## **Article 12 Dairy sector**

1. The applicants for investments in the milk sector must have at least two (2) dairy cows, (10) sheep or (10) goats at the time of application, and at the end of the investment they must have at least five (5) dairy cows or (30) sheep or (30) goats, but not more than (9) cows, (99) sheep, (99) goats, registered in the Farm Register and in the Register for Animal Registration and Identification (RARI) at FVA.

2. The applicants, who at the moment of application have animals, must provide evidence from the Register for Animal Registration and Identification for existing animals, in order to receive points during the assessment.

3. The applicants applying for construction of a stable for dairy cows, in their project shall also include manure storage room, with sufficient capacity for at least three (3) months. - see the list of national minimum standards. The manure storage room is not obligatory for sheep and goat breeders.

4. In case of investments in agricultural machinery for land cultivation, applicants must prove that they have at least (0.5) hectare of agricultural land per each cow head, respectively (0.05) hectare of agriculture land per sheep/goat, in its ownership, inherited or leased for at least three (5) years.

5. Investments in the dairy sector

5.1. Construction/Renovation/Expansion of stables, auxiliary facilities and facilities of milk collection centers (fertilizer landfills, bulk fodder hangars, silage storage, milking parlor),

5.2. Farm infrastructure such as water, electricity, food supply;

5.3. Purchase of animals - heifers, sheep, goats, maximum 50% of the project value;

5.4. Investment in modernization of milking and cooling equipment such as milking equipment, milk storage, including milk storage chambers, lacto freeze;

5.5. Investments in agricultural machinery and equipment for the cultivation of forage and cereals, plant protection, fertilization and harvesting - up to 70% of the total investment;

5.6. Investments in cleaning/removal of organic manure - liquid and solid manure and its storage;

5.7. Investments in the production of concentrated animal feed, of which a total capacity of at least 50% will be used for farm purposes.

**Table 4: Selection criteria for the dairy sector**

No.	The type of criteria	Criterion/category		Points
1.	Type of investment: In the case of the investment referred to in point a) and in point b), points are calculated from the investment with the largest share of funds (maximum 45 points)	a) Construction/renovation/extension of the stable		35
		b) Machinery and/or improvement of internal and external infrastructure (manure storage room, silage storage, hay storage)		30
2.	Production capacity: after investment **	Dairy cows	Dairy sheep/goats	
		≥ 5 < 8 heads	≥ 30 < 50 heads	10
		≥ 8 heads	≥ 50 heads	5
3.	Contractual relations	One-year contract* for the delivery of at least 50% of farm production		5
5.	Investment location	Investment in mountain area		10
		Investment in rural area		5
6.	Ownership on the land where the investment is made	The land in the name of the applicant		10
	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years		10
7.	Education	University Degree in Agriculture / Food Technology		10
		Agricultural High School or more than two years of work experience in agriculture**		5
8.	Farmer's gender	Applicant is a woman		5
9.	Age	Applicant is 40 or younger at the time of application		5
<b>TOTAL</b>				<b>100</b>

6. During the second field check, upon request for payment, the beneficiary must have the number of heads which is presented in the project.

7. Eligible investments for projects and the level of support in the dairy sector are set at a minimum and maximum value of € 3,000 to € 15,000.

**Article 13  
Poultry sector**

1. Poultry farming for eggs and meat in an open-air holding system.
2. The applicants for investment in the poultry sector at the time of application are not required to have poultry, but at the end of the investment they must have at least (100) chickens or ducks or (50) turkeys or (50) geese, but no more than (300) chickens or ducks, (100) turkeys or geese, registered in the farm register
3. Investments for poultry farming for eggs and meat
  - 3.1. Construction of a stable<sup>1</sup> with internal infrastructure - currents, water, nests, rods, etc.
  - 3.2. Purchase of poultry - chickens, ducks, geese, turkeys, up to 50% of the project value;
  - 3.3. Room for food storage, holding of incubator etc.
  - 3.4. Pasture fencing;
  - 3.5. Water trough;
  - 3.6. Food trough;
  - 3.7. Small incubator compatible with production capacity

**Table 5: Selection criteria for the poultry sector**

No.	Type of criteria	Criterion/Category		Points
		Chickens/ducks	Geese/turkeys	
1	Production capacity: after investment	≥ 200 heads	≥ 80 heads	55
		≥ 100 < 200 heads	≥ 50 < 80 heads	50
2.	Contractual relationship	Contract for the sale of at least 50% of the value of its production		5
3.	First time support	The Applicant or its economic household have not benefited from MAFRD grants in the last three years		10

4.	Applicant's address / residence	Located in mountain area	10
		Located in rural area	5
5.	Education	University Degree in Agriculture / Food Technology	10
		Agricultural High School or more than two years of work experience in agriculture**	5
6.	Gender	Applicant is a woman	5
7.	Age	Applicant is 40 or younger at the time of application	5
<b>TOTAL</b>			<b>100</b>

4. Eligible investments for projects and the level of support in the Poultry farming for eggs and meat are set at a minimum and maximum value of € 3,000 to € 15,000.

#### **Article 14 Honey production**

1. Applicants must have at least five (5) bee hives (community) at the time of application, but no more than (50) hives.
2. At the end of the investment, the beneficiary must have at least 20 beehives registered in the farm register.
3. Investments in the honey production:
  - 3.1. Purchase of beehives without bees;
  - 3.2. Purchase of machinery and equipment for honey production and processing;
  - 3.3. Investments in equipment for extraction of bee products;
  - 3.4. Construction/ renovation/expansion of honey room;
  - 3.5. Purchase of technological lines for loading and packaging of honey.

**Table 6: Honey production**

No.	Type of criteria	Criterion / Category	Points
1.	Farm size at the time of application	> 25 hives	60
		11 - 25 hives	50
		5 - 10 hives	40

2.	First time support	The Applicant or its economic household have not benefited from MAFRD grants in the last three years.	10
3.	Applicant's address / residence	Located in a mountainous area	10
		Located in a rural area	5
4.	Education	University Degree in Agriculture / Food Technology	10
		Agricultural High School or more than two years of work experience in agriculture	5
5.	Gender	Applicant is a woman	5
6.	Age	The Applicant is 40 or younger	5
<b>TOTAL</b>			<b>100</b>

4. Farm size at the time of application - Individual evidence certified by the Municipal Directorate for Agriculture - Municipality, for the number of bee societies and the location of bee societies according to Law No. 02/L-111 on Apiculture (Official Gazette No. 35/15.08.2008.).

5. Applicant's address / residence -The applicant address shall mean the address of his household residency. In cases when applicant alleges that his place of residence is in the altitude over 700 m, but it is not included in the list of mountainous areas, he shall indicate in the business plan/project-proposal the fact that his place of residence, based on own measurements is at such altitude. When evaluating the project, this claim is accepted by the evaluating officer, but this fact is verified during the first field check by the AAD official.

6. Eligible investments for projects and the level of support in the Bee sector are set at a minimum and maximum value of € 2,000 to € 5,000

#### **Article 15** **Growing, collecting, processing of non-timber forest products (NTFPs)**

1. In the case of cultivation, the minimum cultivated area shall be a minimum of five (5) Ares and a maximum of 50 Ares.

2. Species that are supported for cultivation are: white and black mallow, primrose, chamomile, mint, oregano, lavender.

3. There are no specific criteria for collection and processing.

4. Investments for the collection and processing of non-timber forest products (NTFPs):

4.1. Construction/renovation/extension of facilities for storage, processing and packaging of medicinal herbs, forest fruits and collected mushrooms;

4.2. Purchase of washing, cleaning, storage, sorting and processing equipment;

4.3. Purchase of equipment for drying, cooling, deep freezing, etc.;

4.4. Purchase of drying racks;

4.5. Purchase of measuring, packaging and labeling equipment;

**Table: 7 Growing, collecting, processing of non-timber forest products**

No.	Type of criteria	Criterion / Category	Points
1	Applicant 's experience in collection / processing (for individuals, describe in project proposal)	The applicant has experience	60
		The applicant has no experience	50
2	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10
3	Investment location	Investment in mountain area	10
		Investment in rural area	5
4	Education	University Degree in Agriculture / Food Technology	10
		Agricultural High School or more than two years of work experience in agriculture**	5
5	Farmer's gender	Applicant is a woman	5
6	Age	Applicant is 40 or younger at the time of application	5
<b>TOTAL</b>			<b>100</b>

5. Eligible investments for projects and the level of support in the sector Growing, collecting, processing of non-timber forest products (NTFPs) - are set at a minimum and maximum value of € 2,000 to € 10,000.

#### **Article 16 Processing of household agricultural products**

1. There are no specific criteria.

2. Investment under measure - Household agricultural products are processed:

2.1. Construction or repair of facilities for the production, storage and processing of products;

2.2. Investment in milk processing machinery and equipment (including mobile milk processing units), fruit and vegetable processing, cleaning, grading, drying, collecting, pasteurization, storage, refrigerating, freezing, baking oven, various dough mixers, brandy production equipment, brandy and wine bottling equipment, wine products, etc.;

2.3. Investments in the purchase of measuring, packaging and labeling equipment;

2.4. Investments in specific equipment to improve food safety and quality.

**Table 8: Processing of household agricultural products**

No.	Type of criteria	Criterion/Category	Points
1	Raw material origin - as defined in the project proposal	The applicant produces more than 50% of the raw material for processing on his farm	50
		The applicant provides more than 50% of the raw material for processing from other local producers	45
2	Applicant's experience in processing activities (for individuals to be specified in the project proposal). For businesses to be proven by business certification)	Farmer has at least one year of experience in the activities for which he/she is applying	20
		Farmer has no experience in the activities for which he/she is applying	15
3	First time support	The applicant or his/her household have not been beneficiaries of MAFRD grants in the last three (3) years	10
4	Location of the investment	Investment in a mountainous area	10
		Investment in a rural area	5
5	Gender	The applicant is a woman	5
6	Age	The applicant is 40 years old or younger	5
<b>TOTAL</b>			<b>100</b>

3. Eligible investments for projects and level of support within the sector - Processing of household agricultural products is set at a minimum and maximum value of EUR 2,000 to EUR 5,000.

## CHAPTER IV

### Article 17 Public Support

1. Public support for the Socio-Economic Program for Small Farms is 100% of the eligible investment costs.

2. The value of public support in the amount of 50% is given in the form of advances when signing the contract with ADA, while the rest in the amount of 50% is given upon completion of the investment.



**Article 18  
Budget**

**Table 9: Planned budget breakdown by sector for 2019**

<b>Sectors</b>		<b>Amount in €</b>	<b>% of the budget</b>
Fruits	Woody fruit	300,000	10
	Berry fruit	200,000	6,7
Fruits	Greenhouses	300,000	10
Meat	Breeding - fattening calves	400,000	13.33
	Fattening pigs	200,000	6.7
Milk	Production of cow's milk	500,000	16.67
	Production of sheep's and goat's milk	200,000	6,7
Eggs and meat	Poultry sector	300,000	10
Honey	Bees	200,000	6,7
MAH	Cultivation, collection and processing of NFP	250,000	8.33
	Processing of agricultural products	150,000	5
<b>TOTAL:</b>		<b>3,000,000</b>	<b>100%</b>

**CHAPTER V**

**Article 19  
Administrative procedures for project implementation**

This program shall implement Agricultural Development Agency (ADA).

**Article 20  
Implementation period**

1. The period for implementation of projects of this measure shall be 180 days from the day of signing the contract with ADA. After a period of 180 days, the beneficiary shall have 15 additional days for preparing the documentation and submitting the request for payment.

2. ADA may extend the implementation deadline by concluding an annex contract in accordance with Law on General Administrative Procedure and Law on Obligational Relationships, justifying the extension of the deadline with strong reasons for this, such as respecting the vegetative period of plants, unfavorable weather to perform construction works, bring of specific machinery from one place to another.

**Article 21**  
**Call for Application**

Call for Application and Manual for Applicant shall be published by the Agency for Agricultural Development, in compliance with the criteria and procedures established under this Administrative Instruction.

**Article 22**  
**Procedures for submitting and reviewing applications**

1. Procedures for reviewing applications shall be:
  - 1.1. Submission of application by the Applicant in the ADA Regional Offices;
  - 1.2. Submission of applications from Regional Offices to ADA;
  - 1.3. Administrative review of applications;
  - 1.4. Application evaluation process;
  - 1.5. Public announcement of project evaluation preliminary results;
  - 1.6. Appealing period/right to appeal;
  - 1.7. First field control;
  - 1.8. Project approval;
  - 1.9. Informing the farmer of project evaluation result;
  - 1.10. Decision;
  - 1.11. Signature of contract between beneficiary and ADA;
  - 1.12. Time of investment completion;
  - 1.13. Submission of the request for payment by the beneficiary to ADA Regional Offices;
  - 1.14. Submission of the request for payment by the ADA Regional Offices to ADA;

1.15. Second field control;

1.16. Penalties in case of irregularities during project implementation;

1.17. Authorization and payment execution;

1.18. Control after project implementation.

2. Administrative proceedings shall be completed within a period of 45 days from the date of submission of application to the submission of the letter informing on the support, pursuant to Article 98 of the Law No. 05/L-031 on General Administrative Procedure.

3. The deadline may be postponed based on Article 99 of Law no. 05 / L-031 on the General Administrative Procedure in case of administrative matter complexity.

### **Article 23** **Application submission**

1. The application form shall be obtained in the AAD Regional Offices, or downloaded in MAFRD and ADA's website.

2. All required documents shall be attached to the application forms and the same shall be submitted within the application deadline.

3. The application shall include all eligible activities and expenditure in relation to the project for which is being applied.

4. Beneficiary may not be granted a new project, if the previous projects have not been finished in compliance with the contract signed with the ADA

5. The complete application file shall be submitted within the public announcement deadline in two (2) copies and all documents contained in the file shall be scanned and stored in CD, which shall be submitted together with hard copies.

6. The application file shall be personally submitted by the applicant or his authorized representative.

7. The Applicant or authorized representative shall guarantee with his signature that all provided information is clear and accurate.

8. The Applicant or authorized representative shall receive the confirmation for submission of application, which contains the accurate date, time of submission and registration number, purpose and the list of attached documents

9. In the presence of Applicant, the regional officer shall enclose completed applications in the envelope and close the envelope in his presence.

10. ADA Regional Offices, after receiving the completed applications, shall submit them to ADA for review, after the application deadline has expired.

#### **Article 24**

#### **Receipt/control of applications in ADA Regional Offices**

1. The application file shall be registered in the Application Register, indicating the date and time of submission.

2. AAD Regional Officers shall control the application file, in order to verify that the same has been completed.

3. The application file must be completed with all other required documents, which must be listed as required and each page must contain a hand-written number.

4. If any of required documents is missing, the ADA official does not accept the application file, but registers the applicant and instructs him to attach the missing documents to the application file.

5. The Applicant shall have the right to complete the application file until the deadline expires.

6. In case an incomplete application file has been accepted before the last day of application, the officer in charge of receiving application files shall be held responsible.

7. In case of an uncompleted file being accepted because of a mistake/omission by the regional officer, the ADA Head Office shall request from the Applicant to bring the missing documents within five (5) days.

8. In case of non-completion within the deadline under paragraph 7, the application shall be rejected as uncompleted,

9. Paragraph 4 and 5 of this Article shall not apply to the applicants applying in the last day of the application period. The same shall be held responsible for failure to complete their files.

10. ADA Regional Offices shall submit applications to ADA not later than two (2) days after the application period has expired.

### **Article 25**

#### **Evaluation and approval of application in ADA**

1. The evaluation of applications shall start seven (7) days after the application period has expired.

2. Completed applications shall be subject to further evaluation of eligible expenditures, as well as economic and financial viability assessment.

3. If the project or request has been evaluated by the experts of the relevant field, the review of project or request shall be postponed until the experts of relevant field provide a recommendation.

4. Expenditure eligibility shall be checked by comparing it with the referent prices approved by ADA.

5. A project/application can be selected for support only if it reaches the minimum threshold of 50 points out of 100 points. The minimum threshold shall be determined to ensure that supported project brings sufficient added value for the sector.

6. After projects are evaluated and scored, the preliminary list of potential beneficiaries for rural development projects shall be published.

7. The notification for the publication of the list shall take place even via public communication.

8. ADA shall inform all applicants via email and SMS of the publication of the list with preliminary evaluation for rural development projects.

9. The applicants considered as potential beneficiaries shall have the right to appear before the ADA to obtain the informing letter and evaluation for their project within fifteen (15) calendar days from the day they received the notification.

10. The period for submission of complaints shall commence in the day when the preliminary list of potential beneficiaries of rural development projects is published.

11. At the same day, the list with the potential beneficiaries/selected projects shall be submitted to the Control Division in ADA for the first field control, which should be started immediately.

12. Based on the first field control report and complaining process report, the funding of rural development projects and the final list of rural development projects beneficiaries shall be approved and published in MAFRD and ADA's website.

13. All Applicants shall be informed regarding the selection or rejection of their project.

14. After the approval of the project, the drafting of the final list of rural development project beneficiaries and notification of beneficiary applicants, the contract shall be signed between the beneficiary and ADA.

15. The Applicant shall be invited to sign the contract for co-funding the project within five (5) days after receiving the decision and/or invitation.

16. After the contract signature, the beneficiary shall be obliged to commence the implementation of project in compliance with the contract.

**Article 26**  
**Rejection of projects**

1. The applicant shall be rejected if:

1.1. fails to complete the documentation;

1.2. fails to meet the eligibility criteria;

1.3. expenditures cannot be verified as eligible;

1.4. the project is not economically viable;

1.5. in case of fraud at any phase of the procedure;

- 1.6. the project financed by public support is not functional under project/business plan and contract;
2. The applicant is notified of the project that has been rejected by a decision of refusal issued by the Agricultural Development Agency.
3. The decision to reject shall contain detailed reasons for the rejection.

**Article 27**  
**Ineligible expenditures for the measures**

1. Ineligible expenditures for the measures are:

- 1.1. Taxes, including VAT; with the exception of non-refundable VAT for natural persons and VAT non-declaring enterprises.
- 1.2. Customs duties and excises;
- 1.3. Purchase and lease of existing land and buildings;
- 1.4. Fines, financial penalties and litigation costs;
- 1.5. Operational expenditures;
- 1.6. Second hand machinery and equipment;
- 1.7. Machinery and equipment without serial number and technical data - in addition to equipment made in handcraft workshop;
- 1.8. In kind contributions;
- 1.9. Expenditures for salaries of employed staff, and for activities of management, implementation, monitoring and control.

**Article 28**  
**Payment requests**

1. Beneficiaries who finished the investment according to the contract shall submit the request for payment to the ADA's Regional Offices.
2. The payment application shall be provided to the beneficiary by the ADA's Regional Offices.
3. The request for payment with the required documentation shall be personally submitted in hard copy by the beneficiary or by the authorized person, as defined in the Contract for funding of the projects.
4. If the request for payment is not completed with all documents according to the contract, the ADA's official shall not accept the payment request, but shall register it and provide a copy to the beneficiary and ask for completion of relevant documentation within five (5) days.
5. If the beneficiary within the period specified in paragraphs 3 and 4 of this Article does not submit the completed documentation, the payment request shall be rejected.
6. After the administrative inspection of the request for payment, the Directorate of Control in ADA does the second inspection in the field for ensuring that the investment is done according to the approved project proposal/business plan.
7. In case of technical errors during the request for payment, the applicant within five (5) days shall be notified to correct the technical errors. If the beneficiary does not correct the documentation with technical errors within the deadline, this document shall be rejected.
8. Based on the Control Report Assessment and the invoices submitted with the request for payment, the ADA shall issue a decision on payment within 20 days from the submission of the request for payment and notify the beneficiary through a Notification Letter.
9. No payment is made to the beneficiary who has been found to have created artificial conditions for receiving the payments.
10. If the request for payment is not accepted or the public support is reduced, the beneficiary should be informed by an Information Letter.
11. From the day of submitting the request for payment until execution of payment should not be more than (40) days, unless the time limit is exceeded for objective reasons.
12. The payment shall be made within (20) days from the date of issuance of Decision on payment.



13. The beneficiary is entitled to complain and request the review of the relevant decision, in case of a dispute of payment decision.

14. ADA establishes a separate Commission for complaints related to payment decisions.

15. Against the decision of the Commission, the party is entitled to file a claim for administrative conflict before the competent court within 30 days.

### **Article 29** **Level of field inspections**

1. The ADA is obliged to carry out inspections in the field at the level of 100 % all projects, which are selected as the beneficiaries from RDP 2019 and to verify the fulfillment of funding criteria.

2. After submitting the payment request, the ADA's Directorate of Control is obliged to verify the implementation of investments through the field inspections.

3. Re-inspection in the field is done in certain cases and upon request of the respective Directorates of ADA.

4. The payment shall be authorized based on the inspection report for verification, the request for payment along with documents attached for performing investments.

5. ADA shall perform the ex-post inspections for verification of all projects selected to be financed for three (3) years of funding, from the execution day of the last payment.

6. The ADA with a special decision shall appoint the Commission for super-inspections of the projects.

### **Article 30** **Required documentation for payment**

1. The request for payment shall contain the original copy of the appropriate document required according to the payment request.

2. Payment over EUR 500 is performed via bank transfer, which shall be verified with a bank statement of the current account.

3. For the payments under EUR 500, if the payment is performed in cash, the invoice and fiscal coupon shall be provided, whereas if the payment is done via the bank, the bank transfer invoice shall be provided.

### **Article 31**

#### **Complaint procedure for applicants**

1. Applicants who are not satisfied with the result of the assessment have the right to file complaint the decisions of ADA.

2. The complaint shall be addressed to the Complaint Review Commission.

3. Applicant may submit a complaint in writing within 30 days from the day of publication of the preliminary List of potential beneficiaries of rural development projects.

4. The Complaint Review Commission shall within 30 days from the day of submission of the complaint provide a written respond, with a full justification, addressed to the applicant.

5. The Complaint Review Commission takes a decision with a majority of votes of its members, through which:

5.1. Certifies the decision of the ADA related to the assessment of the relevant project.

5.2. Revokes the decision of the ADD related to the assessment of the relevant project and takes a meritorious decision related to the relevant project.

6. During the complaint review process, the Complaint Review Commission may request necessary information from ADA, conduct field visits and request information in a direct manner from parties related to relevant projects.

7. No complaint is allowed against the final decision in a regular administrative procedure, but an administrative dispute can be initiated with an indictment in the competent court.

### **Article 32**

#### **Complaint Review Commission**

1. The Complaint Review Commission is a professional body for review, assessment and deliberation on complaints, which is composed by ADA and MAFRD's officials and is established by a decision of MAFRD.

2. The Complaint Review Commission consists of five (5) members, two (2) of whom are officials in ADA, while three (3) are officials of MAFRD. At least one of the members of the MAFRD should be an official from the Department of Rural Development Policies/Managing Authority.
3. Members of the Complaint Review Commission are independent in their work, and render their decisions in accordance with facts and verified situation.
4. Member of Complaint Review Commission is obliged to:
  - 4.1. implement the criteria and procedures as specified in this Administrative Instruction;
  - 4.2. be impartial;
  - 4.3. exercise the right of a free and uninfluenced vote;
  - 4.4. take part in the meetings of the Commission and sign the work reports and respective decisions.
5. The Complaints Commission from paragraph 2 of this Article is obliged to render the decisions taken in accordance with the reasoning of the administrative act provided for in Articles 48 and 49 of the Law No. 05/L-031 on the General Administrative Procedure (Official Gazette No.20/21 June 2016).
6. The Complaint Review Commission is obliged that for its work and for actions taken to draft a report in written and to inform the highest officials of the MAFRD and ADA, as well as stakeholders within 30 days from the day of conclusion of complaint deadline.

### **Article 33**

#### **Investment maintenance conditions**

1. The investment for which the beneficiary has received the support shall not be subject to substantial changes within three (3) years from the date when the final payment was received.
2. Essential changes to an investment are those that result in:
  - 2.1. discontinuation or relocation of production activity in a field that is not covered by the Program;
  - 2.2. a change of ownership of a part of the infrastructure that gives an enterprise or public institution an undeserved advantage;

- 2.3. a substantive change that affects the nature, objectives or implementation conditions that result in changing the initial objectives.
3. In the event of extraordinary circumstances that may affect investment from natural disasters, the beneficiary must inform ADA within the deadlines, according to the contract signed by both parties.
4. Beneficiaries are obliged to retain all accounting records for at least three (3) years after the implementation of the project and cooperate with MAFRD officials in providing any information required by ADA or MAFRD, as well as other officials authorized from both parties to inspect and audit the implementation of the project. The funding terms will be defined in more details in the contract between the beneficiary and the ADA.

## **CHAPTER VI FINAL PROVISIONS**

### **Article 34 Punitive provisions**

1. Non-implementation of this Administrative Instruction is sanctioned by the penalties specified in Article 38 of the Law No. 03/L-098 on Agriculture and Rural Development, (Official Gazette of the Republic of Kosovo No.56/27.07.2009), Article 38.A of the Law No. 04/L-090 on amending and supplementing of the Law No. 03/L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo No. 28, dated 16 October 2012) and applicable legislation.
2. In case of violation of the aforementioned provisions, the ADA shall immediately inform the party about the breach of contract, while ADA shall initiate legal proceedings according to the Criminal Procedure Code No.04/L-123 (Official Gazette of the Republic of Kosovo No.37/28 December 2012).

### **Article 35 Land under consolidation**

Notwithstanding provisions set forth in this Administrative Instruction, the applicants who have an area of their agriculture land under consolidation and do not possess a copy of the plan and possession list, but they have legal decisions of the consolidation from the cadastre, are allowed to apply for the support under the RDP 2019.

### **Article 36 Documentation for municipalities: North Mitrovica, Zvečan/Zvečan, Leposaviq/Leposavić and Zubin Potok**

1. Applicants of Municipalities: North Mitrovica, Zvečan/Zvečan, Leposaviq/Leposavić and Zubin Potok, who cannot obtain the possession lists and a copy of the plan from their respective municipality, these documents shall be obtained from the Kosovo Cadastral Agency.

2. Applicants of Municipalities: North Mitrovica, Zvečan/Zvečan, Leposaviq/Leposavić and Zubin Potok are allowed to apply for support under the RDP 2019 without evidence of property tax.

**Article 37**  
**Entry into force**

This Administrative Instruction shall enter into force seven (7) days after its signature by the Minister.

Minister of the Ministry of Agriculture, Forestry and Rural Development



Dijana ŽIVIĆ

10/09/2019