

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

**ADMINISTRATIVE INSTRUCTION (MAFRD) - No. 25/2024
ON FORESTS AND FOREST LAND CADASTER**

¹Administrative Instruction (MAFRD) – No. 25/2024 on Forests and Forest Land Cadastre signed by the Minister of Ministry Agriculture, Forestry and Rural Development with the date 09.08.2024

Minister of the Ministry of Agriculture, Forestry and Rural Development

Pursuant to article 23, paragraph 4 of the Law No. 08/L – 137 on Forests (Official Gazette, No. 9/3 April 2023), based on article 11 (paragraph 1, sub paragraph 1.5) of the Law No. 08L – 117 on the Government of the Republic of Kosovo, (Official Gazette of the Republic of Kosovo No. 34/18 November 2022), as well as article 9 paragraph 2, of the Regulation (GRK) – No. 17/2024 on Rules of Procedure of the Government (published in the Official Gazette - with the date 21.06.2021), issues the following:

ADMINISTRATIVE INSTRUCTION (MAFRD) - No. 25/2024 ON FORESTS AND FOREST LAND CADASTER

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

This Administrative Instruction shall define the way of creation, content and structure of the cadaster of forests and forest land, management and operation of the cadaster of forests and forest land, which includes summary of information and documents on the natural and economic condition and status of forests, the characteristics of the quality of the forests, the economic value, the location and the size of the forest areas for a sustainable management of the forest areas for a sustainable management of the forests and their effective use.

Article 2 Scope

The provisions of this administrative instruction are obligatory for the Ministry responsible for Agriculture, Forestry and Rural Development – Kosovo Forest Agency and other relevant institutions whose activities are related to the management and use of forests and forest lands. The geodetic data of parcels, ownership and surface included in the Cadaster of Forests and Forest Land are based on the data of the Kosovo Cadastral Agency.

Article 3 Definitions

1. The expressions used in this administrative instruction have the following meanings:
 - 1.1. FFLC – means the Forests and Forest Land Cadaster;
 - 1.2. MAFRD - means the Ministry responsible for Agriculture, Forestry and Rural Development;
 - 1.3. FMR - means Forest Management Region;
 - 1.4. FMU – means, the Forest Management Unit;
 - 1.5. FMUP – means, the Forest Management Unit Plan;
 - 1.6. Forest parcel – means physical division of the parcel;

- 1.7. Forest sub – parcel - means forest piles – smallest management unit 0.3 ha);
 - 1.8. KFA – means, Kosovo Forest Agency;
 - 1.9. GIS- means, Geographical Information System;
 - 1.10. KFIS- means, Kosovo’s Forests Information System;
 - 1.11. NFFISK – means, National Forest Fire Information System in Kosovo.
2. Other expressions used in this Administrative Instruction have the same meaning as defined in the Law No. 08/L – 137 on Forests of Kosovo.

CHAPTER II ADMINISTRATION OF THE FOREST CADASTER

Article 4 Keeping and administration of the Forest Cadaster

1. The forest cadaster is created, maintained and administered by the Kosovo Forest Agency, and maintains data at all levels of management related to:
 - 1.1. The boundaries of public – owned forests and forest lands;
 - 1.2. Main information of the forest fund and pastures;
 - 1.3. The management activity of this fund, through real – time updating;
 - 1.4. Service activities in private forests according to the owners’ requirements.
2. Kosovo Forest Agency creates data base according to the Geographical Information System (GIS) and updates continuously data and responsible structures for forests management, as specified by this administrative instruction.
3. The database for the indicators of the forest fund and pastures as national property is the plan of forest management.

Article 5 Rights and obligations of institutions responsible for cadastral data

1. This administrative instruction shall determine the content, the method of recording, updating and consolidation of cadastral data for all forests, forest lands and owned public facilities.
2. The main task of the cadaster of forests and forest lands is the continuous improvement of the technology of drafting, systematization, storage, updating and providing users with reliable and accurate information about the data it contains. At the same time, it shall be a unique and central database with geospatial data.
3. Forest Cadaster and forest lands has its task and objective is to provide information on forest to central and regional authorities as well as stakeholders, to regulate relations with forest resources, to organize the rational use, re - cultivation and protection of forests, forest management, evaluation of economic activity in forest lands and management of the national registration of rights according to the law into force.

CHAPTER III
CONTENTS OF FORESTS AND FOREST LANDS CADASTER

Article 6

The cadaster of forests and forest lands containing data

1. The cadaster of forests and forest lands contains official data related to the property status and legal, forest fund, economic and ecological assessment of forests and forest land.
2. Forest cadaster data contain data for forests, forest lands, forest management unit, forest nurseries, seed facilities, forest roads, conductor tracks, water and gas channels, constructions in forests and forest lands, surface mining, public forest land leased, energy production facilities – windmills, solar panels, antennas and other installations.
3. For the location of the extension, the basic technical characteristics, the sketch of the site, the list of certain parcels, the name and address of the owner, the length and the surface for linear facilities in forests and public forest lands such as:
 - 3.1. Telecommunication systems lines;
 - 3.2. Low tension lines for signaling, control, data communication or similar purposes;
 - 3.3. High tension lines of electric energy;
 - 3.4. Water pipes, irrigation and sewers;
 - 3.5. Pipes through which heating, oil, gas or any other production material passes.
4. All cadastral parcels that have forest crops or belong to forest lands must be part of the cadaster of forest land as parcels with crops:
 - 4.1. Mountain;
 - 4.2. Pasture;
 - 4.3. Mountain meadows;
 - 4.4. And other classes of land use.

Article 7

Organization of forest cadaster data

1. Forest cadaster data are organized by the following level:
 - 1.1. Central;
 - 1.2. Regional;
 - 1.3. Municipal;
 - 1.4. Forest management unit;
 - 1.5. Cadastral area;
 - 1.6. Cadastral parcel.

Article 8
Database of the Cadaster of Forests and Forest Lands

1. The forest cadaster shall contain these data on all publicly – owned parcels managed by KFA as follows:
 - 1.1. The municipality;
 - 1.2. The cadastral area;
 - 1.3. Data about the parcel as:
 - 1.4. The number of parcels;
 - 1.5. The geometry of the parcel – the boundaries of the parcel in the official coordinate system;
 - 1.6. The place called;
 - 1.7. Area in (m²);
2. Data on the use – crop in the parcel as follows:
 - 2.1. Crop;
 - 2.2. The quality of category;
 - 2.3. The area of the crop (m²).

Article 9
Cadaster of area use of public forest land for mining purposes

1. The cadaster of area use of public forest land for mining purposes must contain data on:
 - 1.1. The purpose of using the parcel – area;
 - 1.2. Number of Cadastral Parcel;
 - 1.3. The area contracted for use;
 - 1.4. Sketch with relevant coordinates;
 - 1.5. The user;
 - 1.6. The type of facility – description of material;
 - 1.7. The period of use;
 - 1.8. Re - cultivation plan for the utilized area;
 - 1.9. Costs of revitalization plan.

Article 10
The cadaster of forests contains data on forest management plans

1. All forest management units must be recorded in the forest cadaster.
2. The data for the forest management unit FMU are as follows:

- 2.1. Code of FMU - means, Forest Management Unit;
 - 2.2. Code of FMR - means, Forest Management Region;
 - 2.3. Name of FMU - means, Forest Management Unit;
 - 2.4. Geometry – Boundaries in the Official Coordinate System;
 - 2.5. Area;
 - 2.6. Description.
3. Data of the forest management unit plan FMUP:
 - 3.1. Code of FMU - means, Forest Management Unit;
 - 3.2. Code of FMUP - means, Forest Management Unit Plan;
 - 3.3. Inventory data:
 - 3.3.1. Inventory Project;
 - 3.3.2. Implementing company;
 - 3.3.3. The year for beginning of the plan;
 - 3.3.4. The year of completion of the forest management plan;
 - 3.3.5. Geometry – Boundaries in the Official Coordinate System;
 - 3.4. Status;
 - 3.5. Description.
 4. The data of the parcel for forest management unit plan FMUP are as follows:
 - 4.1. Code of FMUP - means, Forest Management Unit Plan;
 - 4.2. Code of Parcel;
 - 4.3. Geometry – Boundaries in the Official Coordinate System;
 - 4.4. Area;
 - 4.5. Status;
 - 4.6. Description.
 5. The data of the sub – parcel of the forest management unit plan FMUP are as follows:
 - 5.1. Code of the Parcel;
 - 5.2. Code of Sub – Parcel;
 - 5.3. Geometry – Boundaries in the Official Coordinate System;
 - 5.4. Area.
 - 5.5. And all other necessary data pertaining to the sub – parcel according to the “methodology for forest management plans in Kosovo” including the data of the test areas that it has that sub – parcel.
 6. Data on Biodiversity and other non – timber forest products;

7. The forest cadaster must generate the relations of these with the property register of cadastral parcels when for each management unit, parcel, sub – parcel or biodiversity it shall be known exactly which cadastral parcels they belong to.

CHAPTER IV EVIDENCES OF LEASED FOREST LAND

Article 11

Evidence of public forest lands contracted for agricultural production

1. Evidence of public forest lands contracted for agricultural production contains the following:
 - 1.1. Number of cadastral parcels;
 - 1.2. The area contracted for use;
 - 1.3. Sketch with relevant coordinates for the parcel in use.
2. The forest cadaster must enable me to record and manage all forests land areas which are used for the purposes of agricultural production.
3. It must also contain the following data:
 - 3.1. The user;
 - 3.2. Purpose;
 - 3.3. The crop for which I will use it;
 - 3.4. Geometry – Boundaries of Use in the Official Coordinate System;
 - 3.5. The area;
 - 3.6. The period of use.
4. The forest cadaster must generate the relations of these with the property register of cadastral parcels when for each area lased for above agricultural purposes it will also be known exactly in which cadastral parcel shall meet and what area it takes from them.
5. The forest cadaster should enable the generation of relationships of these areas with forest resources, such as which parcels, sub – parcels in which management units they go.

Article 12

Evidence of temporary facilities built by private entities according to lease contracts on public land

1. The forest cadaster enables the identification and management of all areas of forest land that are used for the purposes of construction of temporary facilities built by private entities, and contains the following data:
 - 1.1. The user;
 - 1.2. Purpose;
 - 1.3. Number of cadastral parcels;
 - 1.4. Type of facility - description of material;

- 1.5. The area of the facility with floors;
 - 1.6. The geometry of facilities – the footprint or trace of the facility in the official coordinate system;
 - 1.7. The geometry of the area in use – the boundary of use in the official coordinate system;
 - 1.8. The area in use;
 - 1.9. The period of use;
 - 1.10. Forest regeneration plan after termination or end of contract;
 - 1.11. Costs of the revitalization plan.
2. The forest cadaster must generate the relations of these with the property register of cadastral parcels when for each area leased for the purpose of construction of temporary facilities it will be known exactly in which cadastral parcel shall meet and what area it takes from them.
 3. The forest cadaster must enable the generation of relationships of these areas and forest resources, which parcels, sub – parcels in which management units they go.

Article 13

Evidence of facilities in the service of forest management

1. The forest cadaster must be recorded and managed with all facilities in the service of management with forests such as: offices, warehouses, garages and accompanying facilities, wood processing departments, temporary warehouses for wood assortments, contains the following data:
 - 1.1. The user;
 - 1.2. Purpose;
 - 1.3. Type of the facility – description of material;
 - 1.4. The area of the facility with floors;
 - 1.5. The geometry of facilities – the trace of the facilities in the Official Coordinate System;
 - 1.6. The geometry of the area in use - the boundaries of use in the Official Coordinate System;
 - 1.7. Surface area in use;
 - 1.8. The period of use;
 - 1.9. Forest regeneration plan after breaking or terminating the contract.
2. The forest cadaster must generate the relations of these with the property register for cadastral parcels when for each facility it will be known exactly in which cadastral parcels shall meet and what area it takes from them.
3. The forest cadaster must enable the generation of the relationships of these areas with the forest resources, such as, which parcels, sub – parcels in which management units they pass.

Article 14

Evidence of seed facilities as defined on the basis of special rules

1. Evidence of seed facilities as defined on the basis of special rules, contains the following:

- 1.1. Number of Cadastral Parcel;
- 1.2. Number of Forest Parcel;
- 1.3. Name of the Management Unit;
- 1.4. General area;
- 1.5. Sketch with relevant coordinates.

Article 15

The interaction of Forest Cadaster and Forest Land with other relevant systems

1. The forest cadaster must enable interaction with other information systems such as:
 - 1.1. KFIS - Kosovo's Forest Information System;
 - 1.2. NFFIS - National Forest Fire Information System in Kosovo;
 - 1.3. Geoportal of Kosovo;
 - 1.4. And other relevant systems.

Article 16

The Forest Cadaster must also contain other geospatial data

1. The forest cadaster must also contain other geospatial data such as:
 - 1.1. Orthophotos - from different years 2004, 2009, 2012, 2018 and the following years;
 - 1.2. Topographic maps 1:25, 000 old;
 - 1.3. Topographic maps 1:25,000 new;
 - 1.4. Pedological Map of the Republic of Kosovo;
 - 1.5. Digital models for the field;
 - 1.6. Model for field slope;
 - 1.7. The model of the field exposition;
 - 1.8. Maps on the state and assessment of erosion – their categories;
 - 1.9. Various open satellite images;
 - 1.10. Basic maps of different types such as (openstreetmap, OpenTopmap);
 - 1.11. Hydrographic map (rivers, streams, lakes and various water sources);
 - 1.12. Hazard map (mines);
 - 1.13. Old map of forest management plans;
 - 1.14. Address and street data.

Article 17

Organization

1. Cadaster is an integrated information system accessible through a special web portal and managed by a special unit within the KFA:

- 1.1. Central Level - IT and GIS Unit MAFRD;
 - 1.2. Central Level - IT and GIS Unit KFA;
 - 1.3. Regional Level - IT and GIS Unit
2. Access to the cadastral system of forests and forest land shall be done hierarchically based on the level and organization scheme of the institution.

Article 18
Non- implementation

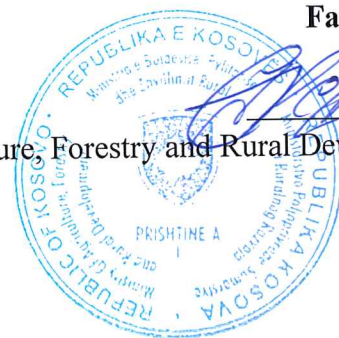
Non-implementation of this administrative instruction is sanctioned according to article 75 of the Law No. 08/L – 173 on the Forests (Official Gazette of the Republic of Kosovo No.9/3 April 2023).

Article 19
Entry into force

This Administrative Instruction shall enter into force seven (7) days after the Publication in the Official Gazette of the Republic of Kosovo.

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Minister of the Ministry of Agriculture, Forestry and Rural Development



13/08.2024