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

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ADMINISTRATIVE INSTRUCTION (MAFRD) - NO. 07/2024¹
ON THE INFORMATION SYSTEM FOR THE FORESTS OF KOSOVO

¹Administrative Instruction (MAFRD) - NO. 07 /2024 On the Information System for the Forests of Kosovo, signed by the Minister of Agriculture, Forestry and Rural Development dated 18.03.2024

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

Pursuant to Article 24, paragraph 3 of the Law on Forests No. 08/L- 137 (Official Gazette, No. 9/3 April 2023), based on article 11 (paragraph 1, sub paragraph 1.5) of the Law No. 08/L – 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 38 paragraph 6 of the Rules and Procedure of the Government No. 09/2011 (Official Gazette, No.15, 12.09.2011),
Issues the following:

**ADMINISTRATIVE INSTRUCTION (MAFRD) – NO. 07/2024 ON THE
INFORMATION SYSTEM FOR THE FORESTS OF KOSOVO**

**Article 1
Purpose**

The purpose of this Administrative Instruction on the Forest Information System of Kosovo is to establish and link electronically all existing data and information flow on forests, forest lands, protection, management and utilization as well as other necessary to support implementation of the facilities of the Law on Forests.

**Article 2
Scope**

The provisions of this administrative instruction are mandatory for all public institutions and their respective units at the central and local level, natural and legal persons involved in forest data and information activities.

**Article 3
Definitions**

1. The expressions used in this administrative instruction have the following meanings:

1.1. **Agency** – means the Kosovo Forest Agency;

1.2. **Forest information** – means any written, visual, oral, electronic information or any other material related to the condition of forests, measures, reports, analyzes as well as forest health state;

1.3. **Ministry** – means the relevant Ministry of Agriculture, Forestry and Rural Development;

1.4. **Interaction** – means the ability of information systems, communication and process to support and enable the flow of data and information;

1.5. **Internet portal of the Information System for the Forest of Kosovo** – means a website through which the responsible institutions governmental, other public institutions, municipalities, operators, owners and users of forests, the public and other persons involved in forest activities that they are offered access, and/or enabled to enter data and information about forests;

1.6. **Program** – means the organizational structure for the administration of the Information System for the Forests of Kosovo;

1.7. **Public** – means one or more natural and legal persons, their associations, organizations or groups;

1.8. **Public forests** – means forests and forests lands owned by the state;

1.9. **Private forests** – means forests and forest lands owned by a natural or legal person;

1.10. **EION** - means the European Information and Observation Network

1.11. **ISFK** – means Information System for the Forests of Kosovo;

1.12. **Forest land** – means Forest land or other land with trees, are lands covered with forest trees in the form of forest piles or individual trees higher than five (5) meters in their maturity stage, in combination with bare land surface, or with bushes, with an area larger than 0.50 ha and tree coverage equal to or more than 10%, which can serve for additional production, as well as for the provision of ecological and social forest functions. Part of the forest land is land suitable for forestry use, such as bare land and bushes without forest trees, or covered with forest trees with an area of less than 10%, as well as with an area greater than 0.50 ha, if this type of land is created naturally or is suitable for the establishment or restoration of forests, and included in the relevant afforestation plans and spatial planning documents.

2. Other expressions used in this administrative instruction have the same meaning as defined in the Law on Forests, the Law on Electronic Communications and legislation in force.

Article 4 **Content and Operation of ISFK**

1. This Administrative Instruction defines the content and way of leading ISFK, the methodology, structure, common bases, categories and levels of data collection, as well as the content of the information with which the public and relevant institutions are informed.

2. ISFK works as an information technology tool for the Agency to effectively use data and information for the realization of their mandate for forest management.

3. ISFK did the collection, classification, maintenance, presentation and distribution of numerical, descriptive and spatial data on the quality of reports on forests, monitoring the state of forests, legal, administrative, organizational and strategic measures, scientific – technological information on the measures of planned for forest damage prevention.

4. ISFK enables access and connection to information of other information systems and harmonizes all relevant forest information at the level of Kosovo and at the international level.

5. ISFK collects and distributes information and data that have been processed and analyzed in accordance with international and European methodologies, respectively enables the exchange of data on forests with existing similar systems at the international level, in the European Union and the member States, linked to the European Information and Observation Network (EION).

6. The forest indicators for which data are collected for ISFK are defined by the Law on Forests and the legislation into force.

Article 5

Placement and Structure of ISFK

1. ISFK according to government procedures is placed on the servers of the Agency for Information Society and must be accessible through a single web page.

2. The administration, use and access to ISFK is determined according to the Manual for Administration of ISFK.

3. ISFK will reflect and accompany the organizational chart within which the Agency works, and will be a system that has a central data base in the Agency.

4. The structure of ISFK should be based on these basic modules:

4.1. Module for forest management;

4.2. Module for document management and administrative support;

4.3. Module for monitoring and evaluation;

4.4. Module for presentation and manipulation of all data with GIS;

4.5. Module for integrations with other information systems;

4.6. Module for legal issues;

4.7. Wildlife module;

4.8. Inspection module;

4.9. Module for private forest owners and the public.

5. The basic modules defined in paragraph 4 of this article are organized in the thematic sections and subsections that will also contain the data separated by gender for the relevant topic.

6. The ISFK scheme according to thematic sections and sub – sections determined by the user manual for ISFK and approved by the Kosovo Forest Agency.

7. Work and data calculation procedures, methods and deadlines for submitting appropriate data, information and reports to ISFK, are determined based on the manual for ISFK.

Article 6

Data and information collection methodology for ISFK

1. Data and Information on the state of forests are linked to the electronic database of the thematic sessions and relevant sub – sections.

2. Data and information for the needs of ISFK are submitted and generated in electronic form.

3. The transfer of data in electronic form according to this administrative instruction does not exclude the provision of data in the form and manner determined according to the Law on Forests and legislation in force.

4. The methodology of data collection, processing and calculation, methods and deadlines for submitting data, information and appropriate reports to ISFK, is determined based on the manual for ISFK.

Article 7

ISFK design, administration and maintenance

1. For design, administration and maintenance of ISFK, the Agency:

1.1. Creates the unit for the administration of ISFK in cooperation with other responsible institutions of the Government of Kosovo;

1.2. Identifies, develops and maintains the list of forest indicators;

1.3. Offers recommendations for harmonizing ISFK with information systems of the thematic sessions and relevant sub sections;

1.4. It proposes measures for the harmonization and inclusion of ISFK in the international and European systems for forest information.

1.5. Provides proposals for information technology equipment and other communication equipment needed for ISFK;

1.6. Monitors and provides recommendations for access to forest data and information.

2. The agency ensures reliable and secure exchange of data and information in electronic form, and continuous access to data and information through the web portal of ISFK.

Article 8

The Program Plan for the administration of ISFK

1. The program plan for administration of ISFK contains the following:

1.1. Objectives, responsibilities and requirements for its maintenance;

1.2. The list of institutions that are obliged to provide information and the method of their delivery according to the thematic sections and relevant sub – sections;

1.3. Methods and deadlines for the submission of data and information on forests;

1.4. The way of using forest data and information on forests;

1.5. Assessment of resources needed for development, expansion, advancement and maintenance;

1.6. Requirements and actions for completion of the thematic sections and relevant sub – sections.

2. The program plan is prepared by the Agency, approved by the Ministry and published in the website of the Ministry.

Article 9 Data and information

1. Authorized persons, with responsibilities assigned by the administrators, ensure the collection of data and information, the verification and assurance of data quality, as well as the creation, maintenance and interaction of the information system or subsystem.

2. Administrators are obliged to ensure easy approach for users and the realization of their tasks and responsibilities during the use of ISFK.

3. Officials responsible for data entry in ISFK ensure the accuracy and reliability of data and information for which they are responsible.

4. The Agency is responsible for determining the level of availability of data and information according to the legislation in force.

Article 10 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 11 Entry into force

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

Minister of the Ministry of Agriculture, Forestry and Rural Development



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[Signature]
18 / 03 / 2024