



Republika e Kosovës * Republika Kosova * Republic of Kosova

Komisioni i Pavarur për Miniera dhe Minerale
Nezavisna Komisija za Rudnike i Minerale
Independent Commission for Mines and Minerals



Prishtina, 11.06.2012

Pursuant to section 2 of the law on State Archives no.04/L-088 and to sections 59 and 62 of the law on Mines and Minerals no. 03/L-163, the Board of the Independent Commission for Mines and Minerals in the meeting held on date 03.05.2012, hereby issues this:

**ADMINISTRATIVE INSTRUCTION
(ICMM NO. 004/2012)**

On Rules and Tariffs on Services for third parties performed by the ICMM Archive

Section 1

Purpose

1.1. The purpose of this instruction is the performance of services efficiently arising from base activity of archives, protection and maintenance of the ICMM archive material. This instruction shall also regulate the services that ICMM archive performs for others need, the manner of performing the services and the price of these services on account of organisations, institutions, respectively legal and physical persons.

Section 2

The performance of services in the ICMM Archive

2.1. The ICMM archive performs services on providing the technical archived geology-mining documentation, to the private and state institutions, physical and legal persons, natives and foreigners.

2.2. Services shall be performed based on the requests of interested persons foreseen by section 2.1, of this instruction, on tariffs determined by this Instruction, except for cases when it is foreseen otherwise with written decision of the ICMM Board.

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Section 3

The services that can be performed in the ICMM Archive

- 3.1. The services that ICMM Archive offers to perform according to requests of physical or legal, state or private entities are:
- 3.1.(a) The study documentation by authorized persons
 - 3.1.(b) Topographic, geological, mineralogical, hydrogeological, thermo-minerals, tectonic, geochemical, geophysics, hazards maps and other maps according to requests
 - 3.1.(c) Various publications of geological nature
 - 3.1.(e) Geological reports for different deposits with geological, hydrogeological, geophysics, geochemical, geology-engineering data and other data according to requests
 - 3.1.(f) Thematic geological studies
 - 3.1.(g) Data on drillings carried out in different deposits (within project)
 - 3.1.(h) Geological studies and projects on mining of different mineral resources
 - 3.1.(i) Other archived documentation.
 - 3.1.(j) A catalogue of geological archive material
 - 3.1.(k) Various documents of Administrative nature

Section 4

The manner of service performance

- 4.1. The complete service shall be materialised according to the requests of interested entity, in the format prescribed by the ICMM, in hard copy (copy) or in CD.
- 4.2. The conditions and manner of the use of services which archive offers shall be applied equally, without taking into account from whom the services are done.

Section 5

Requests and their treatment

- 5.1. The requests to access and use archive material shall be submitted in a fulfilled format-request which the party takes it in the ICMM Archive office.
- 5.2. Unlike section 5.1, institutions shall make the request officially by their institution.

5.3. The requests shall be fulfilled with appropriate accuracy enabling institution to identify the document. The ICMM official tasked with archive duties can verify the identity of every party before entrance in archive, asking from them the identity card, and he shall make a copy of identity card which it is attached to the request.

5.4. The required documentation according to section 5.1 and 5.2 shall be offered to the party after approval of the ICMM Director.

Section 6

Deadline of request processing

6.1. The submitted written request shall be processed within 15 working days from the time of the registration of documents in order to inform the applicant for its approval or disapproval.

6.2. If the party's request is not approved by the director, then the ICMM is obliged to inform the party in writing for the disapproval reasons.

Section 7

Documents that can not be offered to parties

7.1. ICMM has a right to refuse the request if the request has to do with sensitive documents which are:

7.1.(a) Documents belonging to licensed companies, except the company itself.

7.1.(b) Documents belonging to market, economic, public or private interests

7.1.(c) Documents that would violate private life and legal private interests

7.1.(d) RADIOMETRIC geophysics survey data

7.1.(e) Geological maps 1:100 000 shall not be given in CD,

7.1.(f) Sheap files of geoscientific maps, deposits and occurrence of mineralizations, drillings, samples and analysis, field work.

7.2. Sensitive documents according to section 7 paragraph 1 of this section can be given only with prior written approval of the ICMM Board, when they are assessed to be of public interest.

Section 8

The manner of using archive material

- 8.1. The user of archive material can ask from archive to give him the description, photocopy of the document or in any other form with user's expenses.
- 8.2. The users of archive material can use all archive services without payment, such as technical, computer, microreader, reading room services.
- 8.3. All services performed by archive shall be in compliance with its working plan.
- 8.4. The services performed by archive, shall be paid based on invoice and according to applicable financial legal provisions.
- 8.5. The services specified under section 7 of this Instruction, shall be performed for entities determined in section 2 paragraph 1, by an AUTHORIZATION issued by the ICMM Director.
- 8.6. The authorization form shall be attached to this instruction.
- 8.7. After obtaining the Authorisation approved by the ICMM director, the archive material shall be studied in a determinate ICMM environment, under observation of an authorized archive employee.

Section 9

The conditions of using the given material

- 9.1. All archive material is the ICMM property.
- 9.2. The entities using the data offering the services performed by ICMM, shall respect the right of this institution.
- 9.3. Every entity is obliged to use the given material, according to the determinate purpose.
- 9.4. No material can be reproduced, in any form or manner, without ICMM written approval, except reproducing for individual use (for branch /unit).
- 9.5. The transfer of data and material is not allowed in any form to another entity.
- 9.6. The export abroad of geology-mining information, translation in foreign languages, for profit purposes is forbidden, without ICMM written approval.
- 9.7. Presentation and publication of information taken in different forms or media is forbidden, without ICMM written approval.
- 9.8. When taken materials are used for edition, publication etc, entity except the payment, is obliged to submit a copy of product to the ICMM archive.

Section 10

The price for the digital archived documents of different sizes

10.1. Maps and new Geo-scientific data (it means the maps done from the year 2000 and further) from scale 1:200 000 and in larger scale.

a.) in A0 paper size	30 €
b.) in A1 paper size	20 €
c.) in A2 paper size	10 €
d.) only maps in scale 1:200 000 are given in CD	20 €

10.2. Different maps if with the request of company are enriched with additional information, prepared by GIS and Geology departments, are given only in hard copy in scale larger than 1:200 000 and in CD can be given in scale smaller than 1:200 000.

a.) in hard copy, the map prepared in scale 1:200 000 and smaller one	40 €
b.) in hard copy, the map prepared in scale 1:200 000 – 1:100 000	45 €
c.) in hard copy, the map prepared in scale 1:100 000 – 1:50 000	50 €
d.) in hard copy, the map prepared in scale 1:50 000 - 1:25 000	55 €
e.) in hard copy, the map prepared in scale 1:25 000 and larger one	60 €
f.) in CD, the map prepared in scale 1:200 000 and smaller one	60 €

Section 11

The use of digital geophysics data

11.1. Kosovo territory is divided in 10 x 10 km size or 100 km², giving the data can be numerical (readable from different programs) and in hard copy.

11.2. The cost of buying such a division, for a component (magnetic, electromagnetic or radiometric component) will be:

a.) in hard copy, 1 (one) map-sheet,	A0 size	30 €
b.) in hard copy, 1 (one) map-sheet,	A1 size	20 €
c.) in hard copy, 1 (one) map-sheet,	A2 size	10 €
d.) in CD, 1 (one) map-sheet, the map prepared in different sizes according to the request		20 €
e.) in CD, 1 (one) map-sheet 1:25 000 for one type of measurements (magnetic, electromagnetic or radiometric) numerical data (readable from different programs		500 €

11.3. Giving the geophysics maps fulfilled by Geo-database with additional geological information (by respecting section 7 of this instruction). The data are given only printed or in CD in PDF or JPEG formats.

a.) in hard copy + CD, 1 (one) map-sheet,	A0 size	70 €
b.) in hard copy + CD, 1 (one) map-sheet,	A1 size	65 €
c.) in hard copy + CD, 1 (one) map-sheet,	A2 size	60 €
d.) in hard copy + CD, 1 (one) map-sheet,	A3 size	30 €

Section 12

Using of Geochemical numerical data (analyses)

12.1. The geochemical data for all companies that possess the valid licences from the ICMM shall be given only for samples that are within the licence zone.

12.2. The geochemical data for determinate surface for which the party has for the purpose to study such as: student, doctorate, other scientific purposes, state institutions shall be given with specific request from the institution from where the party is, with explanation of the purpose of using the information.

12.3. The data according to section 12 paragraph 1 shall be given in format and price according to section 12 paragraph 6.

12.4. The complete geochemical data for all territory of Kosovo shall be given only for state institutions, with specific request from the institution from where the party is, with explanation of the purpose of using the information.

12.5. The data according to section 12 paragraph 2 and 4 shall be given in CD in Excel format, without payment but with prior approval of the ICMM Director.

12.6. The data shall be given in CD in Excel format.

12.6. a) 1 (one) sample _____ 2 €

Section 13

The price for white and black photocopying and Printing of different archive material

13.1. the price for one sheet of paper A-4 _____ 0.25 €
13.2. the price for one sheet of paper A-3 _____ 0.50 €

Section 14

The price for photocopying and printing in colour for different archive material

14.1. the price for one sheet of paper A-4 _____ 1.00 €
14.2. the price for one sheet of paper A-3 _____ 2.00 €
14.3. the price for one sheet of paper A-2 _____ 10.00 €
14.4. the price for one sheet of paper A-1 _____ 20.00 €
14.5. the price for one sheet of paper A-0 _____ 30.00 €

Section 15

Giving of photocopied/scanned archive materials in CD

15.1. the price for one sheet of paper A-4 _____ 0.25 €
15.2. the price for one sheet of paper A-3 _____ 0.50 €
15.3. the price for one sheet of paper A-2 _____ 2.50 €
15.4. the price for one sheet of paper A-1 _____ 5.00 €
15.5. the price for one sheet of paper A-0 _____ 10.00 €

Section 16

Giving the information according to the request of the State Institutions of Kosovo

16.1. All request approved by the director according to section 5 paragraph 2 of this instruction shall be given without payment.

Section 17

Payment collection and their destination

17.1 The incomes ensured by archive services will be deposited in the consolidated budget of the Republic of Kosovo.

Section 18

Manner of payment

18.1. The entity is obliged to make the payment for the material ordered in the ICMM. After he certifies that he did the payment (evidence-payment slip) he can take the ordered material.

Section 19

Tariffs publication

19.1. The above tariffs shall be publicly presented in the respective area of the ICMM.

Section 20

Signature and stamping

20.1. All printed (fulfilled) maps shall be stamped and signed by the ICMM director.

Section 21

Transitional provisions

21.1. The Administrative Instruction No. 001/2012 shall be abolished by the entering into force of this instruction.

This Administrative instruction shall enter into force 8 days after its publication in the Official Gazette of the Republic of Kosovo.



Ahmet Tmava
The Chairman of Board
Independent Commission for Mines and Minerals

AUTHORIZATION

Date:
For:	Name, surname..... Mob. Company.....
Through:	Director Director of the Independent Commission for Mines and Minerals
From:	Name and surname of the person who prepares the data.....
Subject:

With the request of, date .../.../..... prot. and approved by the Director on/.../....., are prepared the data The preparation of this records are based on the administrative instruction **004/ICMM/2012 “Rules and tariffs on services for third parties performed by the ICMM archive”** section

The data are prepared in formats.....

General volume..... sheet or Mb (if they are in CD)

Author’s right

1. Entity is obliged to use geological information taken according to determinate destination.
2. Material can not be reproduced in any form or manner without ICMM written approval, except reproducing for individual use (for branch /unit).
3. Authorizer is not allowed to give these data to another entity in the form of selling, hiring, lending etc.
4. The change or modification of any geological information type is forbidden.
5. The export abroad of geology-mining information, translation in foreign languages, for profit purposes is forbidden, without ICMM written approval.
6. Presentation of geological information to the public in different media is forbidden without ICMM written approval except the use for academic, research-scientific studies or for teaching purposes.
7. Publication of the ICMM data in the World Web Site / Internet is forbidden.

Regards,

Director, ICMM

Authorizer

Independent Commission for Mines and Minerals

Annex – the use of archive from ICMM staff

- ICMM employees shall make a request to use geological archive material (they can do it also by email) whereas the material can only be used in archive premises.
- The use of archive literature is limited to two weeks with possibility of extension also for one week, then the book is returned to archive with possibility that after one week to take it again if it is available.
- Archive is available to third parties every working day from 9-12 h
- The archive is available for ICMM employees every working day until 16 h with a break from 12-13, whereas on Fridays until 12h.