



Republika e Kosovës * Republika Kosova * Republic of Kosovo

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



Prishtina, on: 15.03.2012

Pursuant to section 34 of the law on Archive Material and Archives no. 2003/7 and to sections 59 paragraphs 1 and 62, of the law on Mines and Minerals no. 03/L-163, the Board of Independent Commission for Mines and Minerals in the meeting held on date 13.07.2011, hereby issues this:

ADMINISTRATIVE INSTRUCTION

(ICMM NO. 001/2012)

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 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 ICMM Archive

2.1 ICMM archive performs services on providing the technical archived geology-mining documentation to the public 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 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, public 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 (it is in procedure)

3.1.(k) Various documents of Administrative nature

Section 4

The manner of service performance

4.1. The complete services shall be materialised according to the requests of interested entity, in the format prescribed by the ICMM, in hard copy (copy), digitalised or other format according to the submitted request.

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. The request 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.

Section 6

Deadline of request processing

6.1. The submitted written request shall be processed within 10 working days from the time of the registration of documents in order to inform the applicant for approval or disapproval of request. If the applicant does not receive the answer after this deadline he can repeat the confirmed request.

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.

7.2. The sensitive documents shall be:

7.2.(a) Documents belonging to licensed companies

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

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

7.2.(d) RADIOMETRIC geophysics survey data

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

7.3. Sensitive documents according to section 7 paragraph 2 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 use of archive material according to rule is without payment. However, the payment shall be done for some services of using the archive material.

8.2. The user of archive material can ask from archive to give him the description, copy of the document or the reproduction of documents is done in any other form with user's expenses.

8.3. The users of archive material can use all archive services without payment, such as technical, computer, microreader, reading room services.

8.4. All services performed by archive shall be in compliance with its work plan.

8.5. The services performed by archive, shall be paid based on invoice and according to applicable financial legal provisions.

8.6. 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 ICMM Director.

8.7. the authorization form shall be attached to this instruction.

8.8. After obtaining the Authorisation approved by 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, in any form to another entity is not allowed.
- 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 ICMM archive.

Section 10

The price for the digital archived documents of different sizes

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

10.1 (a) - in A0 paper size	30 €
10.1 (b) - in A1 paper size	20 €
10.1 (c) - in A2 paper size	10 €
10.1 (d) - only maps in pdf format are given in CD.	30 €

10.2. Different maps (enriched with additional information) prepared by GIS and Geology departments, if by request of company the elements must be added according to requests or choosing a specific part of the territory of the Republic of Kosovo, are given in hard copy and according to request also in CD, and price is 100 euro (hard copy + CD).

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. The cost of buying such a

division, for a component (magnetic, electromagnetic or radiometric component) will be 1000 Euro for each component.

Section 12

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

12.1. A-4 paper price	0.25 €
12.2. A-3 paper price	0.50 €

Section 13

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

13.1. A-4 paper price	1.00 €
13.2. A-3 paper price	2.00 €
13.3. A-2 paper price	10.00 €
13.4. A-1 paper price	20.00 €
13.5. A-0 paper price	30.00 €

Section 14

Giving of photocopied/scanned archive materials in CD

14.1. A-4 paper price	0.25 €
14.2. A-3 paper price	0.50 €
14.3. A-2 paper price	2.50 €
14.4. A-1 paper price	5.00 €
14.5. A-0 paper price	10.00 €

Section 15

Payment collection and their destination

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

Section 16

Tariffs publication

16.1. The above tariffs shall be publicly presented in the respective area of the ICM.

Section 17

Signature and stamping

17.1. All printed (complete) maps shall be stamped and signed by the ICMM director.

Section 18.

Transitional provisions

The Administrative Instruction No. 04/2008 is abolished by the entering into force of this Administrative Instruction.

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



Authorization

Issued today, on _____ from ICMM Director to entity _____
represented by _____ for selling of
geological information in type, quantity and form prescribed below:

1. _____
2. _____
3. _____

This geological information is given to above-mentioned entity to the following conditions:

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 purpose.
7. Publication of the ICMM data in World Web Site / Internet is forbidden.

Manner of payment

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

This authorisation is issued on the written request of interested entity, today on date _____

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 be used only 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.