



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,

Pursuant to Article 15 paragraph 1 and 3 Law No. 03/L – 098 on Agriculture and Rural Development, (Official Gazette of the Republic of Kosovo No. 56/27 July 2009), and article 8 paragraph 2, article 13 and article 17 paragraph 3 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), article 8 subparagraph 1.4 of the Regulation No. 02/2011 on the fields and administrative responsibilities of the Office of Prime Minister and the Ministries 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:

ADMINISTRATIVE INSTRUCTION (MAFRD) NO. 16/2014
CRITERIA FOR SUPPORT OF LOCAL DEVELOPMENT STRATEGIES –
LEADER APPROACH

CHAPTER I
GENERAL PROVISIONS

Article 1
Purpose

With this administrative instruction is specified support for capacities building among potential and selected LAGs, potential members and the LAGs self - selected members as well as people of rural areas in order to develop their skills in local democracy and the governance to encourage them for promoting the local initiatives and partnership.

Article 2
Scope of work

Provisions of this administrative instruction shall be applied for individual measures in agriculture and rural development to improve the competitiveness in local governance of local action groups.

Article 3
Definitions

1. Used expressions in this administrative instruction have the following meaning:

- 1.1. "Local Action Group" means part of social structure of the area according to the bottom – up principal;
- 1.2. "Rural Development Network" means management structure consisted of LAGs representatives;
- 1.3. "Intensity of support" means participation expressed in percentage of public funds in eligible expenditure;
- 1.4. "Call for application" means a public notice for receiving application;
- 1.5. "Grant" means financial assistance for eligible expenditures supported by the Department of Finance and General Services in the MAFRD;
- 1.6. "Managing Authority" means public entity under the MAFRD organized as a Department with main responsibility in development and monitoring of program.

Article 4

Supported sub measures

1. Support provided for the sub measures as follow:
 - 1.1. Review and preparation of Local Development Strategies for LAGs;
 - 1.2. Capacities building of the network of RDN;
 - 1.3. Technical Assistance – Acquisition of skills and inspiration/stimulation of rural population for potential LAG;
 - 1.4. Projects of cooperation.

Article 5

Geographical dimension

The whole territory of the Republic of Kosovo.

Article 6

Beneficiaries

1. Beneficiaries of the Technical Assistance measure – "Acquisition of skills and inspiration/stimulation of rural population for potential LAG" is the Managing Authority, Rural Development Network and potential LAGs.
2. Beneficiaries of sub measure: 303.1 - "Acquisition of skills and inspiration/stimulation of population for the territory of LAG, for LAGs, sub- measure 303.2 - "Implementation of local development strategies for LAGs and sub – measure 303.3 - "Projects of Cooperation" are selected LAGs, whose Local Development Strategy is approved by the Managing Authority.

Article 7

LEADER Requirements

1. The Leader approach is consisted of the following elements:
 - 1.1. Local Development Strategies based on the area/territory in order to define clearly the rural areas;
 - 1.2. Public – Private Partnership at local level within the Local Action Groups;
 - 1.3. Bottom – up approach with a decision – making power for Local Action Groups related to the drafting and implementation of Local Development Strategies (LDS);
 - 1.4. Drafting and implementation of multi sectional strategy which is based on interactions between players and projects of different sectors of local economy;

- 1.5. Local partnership networking;
- 1.6. Implementation of innovative approach.

Article 8

Selection of Local Action Groups/LAGs

1. Selection criteria of LAG must:
 - 1.1. be registered as a legal entity defined by the Law for non governmental organizations – NGO/association;
 - 1.2. provide an integrated Local Development Strategy – LDS, based on given criteria, which are defined in article 7 of this administrative instruction;
 - 1.3. show skills in order to define and implement the Local Development Strategy – LDS for the area/territory;
 - 1.4. At the decision – making level, management body of LAGs shall represent the interests of different public and private groups of the area/territory and of the rural population, providing at least 50% consisting of members who represent social and economic partners, civil society and associations. Minimum of 20% of members shall represent also the local public institutions;
 - 1.5. Management body of LAGs must respect the diversity of population age and gender equity, which at least 10% of women must consist management body of LAGs;
 - 1.6. Provide establishment of management structure which can manage with the projects in technical - administrative and financial way that guarantees satisfactory function of the partnership according to the principals of the LEADER approach.

Article 9

Areas/territories covered by LAGs

1. LEADER approach covers the areas/rural territories of all Kosovo.
2. Number of inhabitants of the area/territory where one LAG acts may not be less than 10.000 inhabitants and may not exceed number of 150.000 inhabitants including small towns with less than 30.000 inhabitants.
3. It must be coherent in geographical sense and to provide in critical sufficient mass the aspect of human, financial and economic resources in order to support a sustainable strategy of development.
4. Territory/area of LAG must be component part from the economic, social and physical-geographical point of view and mustn't belong to the territory of other LAG.
5. Not to have consistency among GLVs.
6. Any agreement must belong to only one LAG.

Article 10

Procedure for selection of Local Action Groups

1. Procedure to select the LAG shall be opened for every rural area, in order to meet requirements for eligibility criteria approved by the Managing Authority. Within the first year after beginning of implementation of ARDP, after taken of potential LAGs statute shall be made a call for application by the Managing Authority.

2. Only LAGs which meet eligibility criteria shall be approved by the Managing Authority. Potential LAGs may be beneficiary of the Measure for Technical Assistance – “Acquisition of skills and inspiration/stimulation of rural population in order to be able to develop their local development strategy”.
3. In the second stage of selection of LAGs, the first call for the LDS proposals organized for potential LAGs as soon as the Managing Authority fulfills preparatory tasks related to the activities of capacities building.
4. In order to be selected as a potential LAG under the ARDP 2014 – 2020, they shall be evaluated based on the quality of their LDS through Assessment Commission which is consisted of representatives of Managing Authority, other rural relevant players and NGOs that deal with rural development. With the proposal of Managing Authority, the members of Assessment Commission shall be appointed by the decision of the Minister
5. The first call for proposal/offering of LDS followed by the second call at the time period between the implementation of ARDP for potential LAGs that were not selected during the first call.
6. Selected LAGs, after signature of contracts which specify their rights and commitments to the Managing Authority shall be eligible for the Sub- measure 303.1 - " Acquisition of skills and inspiration/stimulation of population of the territories of LAGs, for selected LAGs”, of the sub measure 303.2 - "Implementation of Local Development Strategies for selected LAGs “and sub measure 303.3 – “Projects of cooperation”.

Article 11

Selection criteria of Local Development Strategies

1. The following specific criteria shall be used for assessing the quality of Local Development Strategy of LAGs:
 - 1.1. Chapters are in accordance with each other;
 - 1.2. Approach based on the areas/territory and its coherence with the territory covered;
 - 1.3. Their content must be coherence with the ARDP objectives;
 - 1.4. Skills/capacities of LAG to manage and implement the LDS;
 - 1.5. Quality of partnership;
 - 1.6. Planned projects in order to be supported by other resources – ARDP must be considered as added value, while the double financing is not allowed.
2. Selection procedure is based on a system of listing criteria of selection, which shall be developed later on by the Managing Authority, as a part of public call for application for selection of LAGs.
3. A local development strategy must contain at least these following elements:
 - 3.1. Definition of area /territory and population covered by the LDS that address economic, social and environmental characteristics;
 - 3.2. An analyze of needs of development and potential of area, including also an analyze of advantages, weakness, opportunities and threatening;
 - 3.3. One description on strategy and its objectives which must be coherent with ARDP 2014 – 2020 and objectives listed according to their priorities;
 - 3.4. One description of the process of involvement of community in development/preparation of strategy in the partnership with LAGs as well as internal rules of decision making;

- 3.5. One description of the actions which demonstrates how the objectives are translated in expected activities and types of supported projects;
- 3.6. Measurement indicators for expected outcomes;
- 3.7. Financial plan of strategy, including also potential resources of internal and external funding and the expenditures for acquisition of skills, operational expenditures and small projects;
- 3.8. An indicative timeline for the implementation of LDS activities;
- 3.9. One description of LAGs partnership for the rules of decision making;
- 3.10. One description of the procedure related to the recommendation of local projects under measure 302 – “Farms diversification and business development”.

Article 12

Eligible activities

1. Awareness and promotion of activities in the LEADER approach is done as follow:
 - 1.1. Organization of advices and services of experts related to the creation and functioning of LAGs in ARDP 2014 – 2020;
 - 1.2. Technical assistance for rural studies, regional analyses;
 - 1.3. Technical assistance for preparation/update of local development strategies of potential LAGs including training/education and other activities of training for trainers.

2. **Indicative list of allowable expenditures**
 - 2.1. Experts who shall inform about LEADER approach and assist in development/review of local development strategies;
 - 2.2. Workshops and informative events for encouragement of active participation of rural population in the process of local development;
 - 2.3. Training and acquisition of personnel skills/Team included in preparation of local development strategies;
 - 2.4. Training for informal leaders/ multiplier and future managers of LAGs;
 - 2.5. Organization of other necessary trainings for preparation/implementation of the local development strategies;
 - 2.6. Preparation and distribution of necessary informative materials for preparation and publicity of local development strategies, including websites, brochures etc;
 - 2.7. Analyze, territorial and socio – economic studies of area/rural territory in question in order to prepare a local development strategy;

3. **Eligible activities for sub – measure 303.1 – Acquisition of skills and inspiration/stimulation of rural population of LAGs for selected LAGs**
 - 3.1. Inspiration/stimulation, organization of publicities and promotion materials, events for LAGs members and inhabitants of area – seminar, workshops, meetings etc;
 - 3.2. Training and education of LAG’s staff and members, preparation of business plans, preparation of projects applications and accounting, etc;
 - 3.3. Participation of LAG members in seminars, workshops, meetings, study visits, including also the events of National and European Rural Development Network;

3.4. Preparation of socio – economic, regional and marketing area studies etc;

4. Indicative list of eligible expenditures for sub – measure 303.1. Acquisition of skills and inspiration/stimulation of population of territories of LAGs for selected LAGs

4.1. Information and promotion, promotion events, seminars, workshops for promotion of local development strategies and stimulation of its implementation.

4.2. Preparation, distribution of necessary informative materials for implementation of local development strategies, including websites, brochures etc;

4.3. Training and acquisition of skills to LAG inhabitants for implementation of local development strategies;

4.4. Analyze and study of the territory in the socio – economic aspects of rural area in question in order to implement the local development strategies;

4.5. Participation of LAGs employees and members of decision making body in seminars, workshops, meetings and study tours to the EU countries or to the candidate countries for the EU, including also the events in European Network for Rural Development.

5. Eligible activities for sub – measure 303.2 – Implementation of local development strategies for selected LAGs

5.1. In support of selected LAG with the expenditures for functioning of LAGs;

5.2. To develop and implement projects in small scale with a budget for one thousand (1,000€) up to five thousand (5,000€) in accordance with the Local Development Strategies.

6. Eligible indicative expenditures for sub measure 303.2- Implementation of local development strategies for selected LAGs

6.1. Eligible expenditures for operative functioning of this sub measure are:

6.1.1. Salaries for LAGs managers;

6.1.2. Office rental and office expenses;

6.1.3. Services related to the LAGs functioning.

6.2. Eligible expenditures for the projects of the small scale for this sub measure are:

6.2.1. Support to different culture events, exhibitions and fairs.

6.2.2. Promotion of local production;

6.2.3. Projects with small value for the infrastructure;

6.2.4. Renovation of culture and natural heritage.

7. Administration

7.1. LAGs shall prepare an annual basis budget detailed and specified with planned activities and expenditures;

7.2. Budget shall be approved by the Managing Authority evaluating its compatibility with what is provided by LDS;

7.3. Maximum of eligible expenditures for functioning of LAG as well as administrative procedure for implementation, published by the Managing Authority on the annual basis.

7.4. Selection of small projects shall be explained in LDS and proposed actions must be in accordance with LDS.

Article 13
Intensity of support

1. Total of public expenditures/nationals funds plus EU funds amount to 100% for measure of Technical Assistance – “Acquisition of skills and inspiration/stimulation of rural population for potential LAGs”. Sub – measure 303.1 - " Acquisition of skills and inspiration/stimulation of rural population of LAGs. For selected LAGs”, as well as expenditures for functioning of selected LAGs.
2. Acquisition of skills and expenditures for functioning of LAGs according to the sub – measure 303. 1 and 303.2 shall be limited and officially published by the Managing Authority on the annual basis.
3. Public general expenditures for small scale project according to sub – measure 303. 2 - "Implementation of local development strategies for LAGs selected”, amount to 70%.
4. Contracted LAGs shall take a pre – funding for the initial activities from national contribution.

CHAPTER II
PROCEDURES FOR IMPLEMENTATION OF THE PROJECTS

Article 14
Administrative Procedures

1. Selected LAGs sign a contract with the Managing Authority. Contract specifies the rights and obligations of one LAG.
2. LAG should submit to the Managing Authority a request for payment in order to reimburse the costs of capacities building, expenditures of functioning and small scale projects.
3. Managing Authority controls LAGs related to the implementation of contract – administrative control.
4. Managing Authority executes payments for LAGs based on the requests of controlled and approved payments.
5. Local projects according to the measure 302 - "Farms diversification and business development”, LAGs issue a recommendation letter only if the project is in accordance with the LDS of certain area. Letter of recommendation from LAG shall increase the overall number of the points of projects with 10%.

Article 15
Call for Application

1. Call for Application shall be opened 30 days from the date of publication, for potential LAGs and 30 days for RDN.
2. Call for application shall be done by the Managing Authority and the notice shall be published on the website of the MAFRD: <http://www.mbpzhr-ks.net> and Agency for Agriculture Development www.azhb.rks-gov.net.

Article 16
Submission of Applications

1. Applications should be submitted to the Managing Authority;
2. Applications together with all required documents – should be submitted only within a period specified in article 15 paragraph 1 of this administrative instruction.
3. If any of required documents is absent, the official of the Managing Authority may not receive the application.
4. Applicant has a time until the deadline of call for application to complete the documents, otherwise it will be rejected.

Article 17
Review of applications

1. Applications not completed may be rejected or not meeting the eligibility criteria under this administrative instruction.
2. Applications are declared ineligible during the process of assessment made by the officials of the Managing Authority in Prishtina.
3. Projects may be declared as ineligible during the administrative control.
4. If the applications are not completed, the applicant shall be immediately notified.

CHAPTER III
FINAL PROVISIONS

Article 18

1. Component parts of this Administrative Instruction are:
 - 1.1. Appendix 1. List of submitted documents;
 - 1.2. Appendix 2. Application form;
 - 1.3. Appendix 3. Project proposal for potential LAG and RDN;
 - 1.4. Appendix 4. Form of Contract and procurement procedures;
 - 1.5. Appendix 5. Form of Request for Payment.

Article 19
Administrative sanctions

1. In case of any irregularity the grant shall not be given.
2. In case of fraud or violation of the provisions of this Administrative Instruction shall be implemented sanctions under article 38 Law No. 03/L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo No.28/16 October 2012).
3. Except the punitive measure from paragraph 2 of this article applicant shall be eliminated by any public support during three (3) coming years.
4. In case of the eventual violations of criteria specified in this administrative instruction, the Ministry with law – suit may initiate the judicial procedures under the Competent Court.

Article 20
Entry into force

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


Blerand STAVILECI
Minister of the Ministry of Agriculture, Forestry and Rural Development
28/05/2014

APPENDIX 1: LIST OF SUBMITTED DOCUMENTS

Completed documents – file should have documents listed as in the following list and every page must have written number by hand. This number must be appeared in the list next to the name of document.

In the absence of any obligatory document, the official of the Managing Authority rejects the application, but registers the applicant and gives him a copy of this appendix filling out the documents that the applicant doesn't have. Applicant should complete the documents until the deadline of call for application.

In cases when required only a copy of document, the applicant writes by hand in the copy like in original and it brings the original to the regional official who looks and verifies consistency of copy and returns the original to the applicant.

a. For Potential LAGs

Attached documents /please indicate with * /✓/ (and list them according to the list given at the end of this application	Mandatory
1. Application form – according to the model in the Appendix No. 2. Preferred to fill in by machine or computer.	<input type="checkbox"/>
2. Applicant/LAG – potential should submit a project proposal (according to the model presented in the guide)	<input type="checkbox"/>
3. Evidence that the manager (Leader of potential LAG) has experience in rural development/Diploma of Faculty and CV	
4. Evidence that the manager body of potential LAG presents interests of different public and private groups (list of members of managing body)	<input type="checkbox"/>
5. Above 50% of the members should be members who represent their economic social partners, civil society, associations, different associations which cover that territory. (list of members)	<input type="checkbox"/>
6. Not less than 20% to be members that come from public institutions (list of members)	<input type="checkbox"/>
7. Observance of diversity of the age and gender equity less than 10 % of the members to be females and youth. (list of members)	<input type="checkbox"/>
8. Certificate of registration of potential LAG in the NGOs Register, in the Ministry of Public Administration	<input type="checkbox"/>
9. Copy of identification card of the representative authorized by the potential LAG	<input type="checkbox"/>
10. Evidence of banking account on behalf of representative of potential LAG.	<input type="checkbox"/>
11. Certificate of fiscal number of potential LAG	<input type="checkbox"/>
12. Evidence from area/territory where operates one LAG (municipality) number of inhabitants who include a potential LAG (it may not be less than 10.000 inhabitants and may not exceed number of 150.000 inhabitants including small towns 30.000 inhabitants)	<input type="checkbox"/>

b. For LAGs Rural Development Network

Attached documents /please indicate with * /✓/ (and list them according to the list given at the end of this application	Mandatory
1. Application form – according to the model in the Appendix No. 2. Preferred to fill in by machine or computer.	<input type="checkbox"/>
2. Applicant/RDN should submit a project proposal (according to the model presented in the guide)	<input type="checkbox"/>
3. Certificate of registration of Rural Development Network in the Register of NGOs, in the Ministry of Public Administration	<input type="checkbox"/>
4. Evidence that the manager (leader of RDN) has experience in rural development/Diploma of Faculty and CV	
5. Copy of Identification Card of the authorized representative from RDN of LAGs.	<input type="checkbox"/>
6. Evidence of banking account on behalf of representative of RDN of LAGs.	<input type="checkbox"/>
7. Certificate of Fiscal number of RDN of LAGs.	<input type="checkbox"/>
8. Evidence of carrying out the obligations of membership to the RDN of LAGs.	<input type="checkbox"/>

APPENDIX 2: APPLICATION FORM

APPLICATION FORM

MEASURE 303.1: Support for potential LAGs and for Rural Development Network of LAGs

I. Beneficiary's name	<p align="center">..... (Legal subject and name of contact person) (Municipality)</p>
	Region:
	Municipality:
	Residence:
	No. of street:
	Postal code:
	Phone
	Fax
	E-mail
	Website
II. Project's name	<p align="center">.....</p>
<i>Only for official use (to be fill in by MAFRD civil servant):</i>	
Registration Unique Number of the project (RUN):	

III. Date:	_____ (dd/mm/vvvv)		
IV. Time:	_____ (hour and minute, to be fill in only when the application is completed)		
V. Application is completed	<table style="width:100%; border: none;"> <tr> <td style="width:50%; text-align: center;">YES</td> <td style="width:50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO		
<i>Only for official use (to be fill in by the officials of MA - MAFRD):</i>			

_____ (signature of applicant)

_____ (signature of official of MA - MAFRD)

VI. Description of applicant

For Legal persons (entities) LAG:

Registration Number of LAG

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Legal statute

For all applicants:

Bank

Name of bank:

IBAN:

BIC:

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Address:

Natural person or authorized

Name

.....

.....

.....

.....

Surname

.....

.....

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ID No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-mail:.....

VII. Number of projects supported under this measure.

LAG has received a support under this measure

Yes

No

Number of projects supported earlier

LAG applied for support under this measure

For _____ time

IX. Description of received financial support

The first financial support received under this measure

.....Euro
No. of Contract _____ / _____ (date)

The first financial support received under this measure

.....Euro
No. of Contract _____ / _____ (date)

Overall amount of financial support received under this measure up to now:

..... Euro

X. Declarations

By signing this application form,

I declare that:

- 1) All data, information and documentation, which I have submitted in this application form are true.

LAG is obliged that shall:

- 1) Use funds in conformity with the project submitted with the application (not to mismanage and not to give up);
- 2) Return the grant received, if not complies with the terms in contract.

XII. Date / Signature

Date — month — year

...../...../.....

...../.....

.....

(Name, surname and signature)

Remark: beneficiary fills in only white fields

APPENDIX 3: PROJECT PROPOSAL FOR POTENTIAL LAG AND RDN OF LAG

A. Model for the project proposal for the LAG

For: Potential Local Actions Groups

NOTE! This document should be fully implemented. This document is not to be filled in but is a model how to write a project proposal.

1. General information:

- 1.1. Potential Local Action Group/address, registration and data for contact of the operative Office;
- 1.2. Brief description/ Role of Local Action Group;
- 1.3. Managing board and managing bodies with the nomination from responsible person/ managing body of potential LAG should be composed in order to present the interests of different public and private groups of the population in rural areas;
- 1.4. Number of members/more than 50% should be partners who represent the civil society, economic partners, different associations that act in that territory;
- 1.5. Minimum should be 20% of the members from public institutions (less than 50 %);
- 1.6. To observe the diversity and gender equity /less than 10% to be females. (Diversity of the age should be described in the Strategy of Local Development);
- 1.7. To observe the bottom – up approach;
- 1.8. Capacity of manager/to be familiar with LEADER approach/at least completed faculty/agriculture, economy/finance/social science/ and knowledge of English language;
- 1.9. Activities and plans implemented so far;
- 1.10. Planned activities that shall be realized during the period of project implementation.

Project description – please use the following table:

Table 1 – counting of activities proposed for

	Actions	Quantity	The estimated total cost
1.	e.g: Organization of meetings with stakeholders	Xxxxxxxeuro
2.	Organization of seminars at the local level	Xxxxxxxeuro
3.	Visits in the field	Xxxxxxxxxx euro
4.	Xxxxxxxxxx	Xxxxxxx euro
5.	Expert 1euro/working dayeuro
6.	Expert 2euro/ working dayeuro
7.	Expert 3euro/ working dayeuro
8.	Expert 4euro/ working dayeuro
9.	Transport (fuel – based on the register of traveling by car) or rental car) and expenses for (materials for printing, telephone expenses, internet - but not rental of office and not office equipments)	Details shall be presentedeuro

1.1 Description of proposed activities, example:

- In case of proposal for: description of minimal space (hall) for seminars, as well as logistic which should be provided (microphones and voice, video – projector and laptops, flip – chart, etc), agenda, for materials printed in letter etc.
- In the case of projects for cooperation: agenda, how the transport shall be provided, if needed to provide lunches etc.
- In case of contracting Expert, the CV of expert and confirmation of the experience from previous employer should be submitted together with the project proposal.

B. Model for project proposal for RDN

For: RURAL DEVELOPMENT NETWORK OF LAGs

NOTE! This document should be fully implemented. This document is not to be filled in but is a model how to write a project proposal.

1 General information

- 1.1. Rural Development Network (RDN) address, registration and data for the contact of the operative office;
- 1.2. Brief description/Role of network;
- 1.3. Managing Board and managing bodies with nomination by responsible person;
- 1.4. Counting of members;
- 1.5. Activities so far.

2. Description of the project – please use the following table:

Table 1 – counting of proposed activities for RDN

	Actions	Quantity	The estimated total cost (without VAT)
1.	e.g: Creation of Network website	Xxxxxx euro
2.	Organization of seminars	Xxxxxxeuro
3.	Organization of workshops	Xxxxxxxeuro
4.	Visits at the national level/with the purpose of Exchange of experiences within the RDN and LAGs		
	Expert 1euro/working dayeuro
	Expert 2euro/ working dayeuro
	Expert 3euro/ working dayeuro
	Expert 4euro/ working dayeuro
	2.Transport (fuel – based on the register of traveling by car) or rental car) and expenses for (materials for printing, telephone expenses, internet - but not rental of office and not office equipments)	Details shall be presentedeuro

2.1. Description of proposed activities, example:

- In case of proposal for website: presentation of website structure and minimal information which should be at the first page (title-page) etc.
- In case of proposal for: description of minimal space (hall) for seminars, as well as logistic which should be provided (microphones and voice, video – projector and laptops, flip – chart, etc), agenda, for printed materials in letters etc.
- In the case of projects for cooperation: agenda, how the transport shall be provided, if needed to provide lunches etc.
- In case of contracting Expert, the CV of expert and confirmation for experience from previous employer should be submitted together with the project proposal.

Maximum number of experts is xxxx, as follow:

- 2 Expert: Rural Development Expert

Responsibilities: Holding of trainings for knowledge on rural development/trainer for module for:

- EU, CAP, LEADER approach;
- How to prepare and implement strategy;
- Local economic development;
- Development of local capacities;
- Environment;
- Cooperation and networking.

Minimum five (5) years work experience, experience and knowledge in rural development.
Fluently in English and skills for IT: Word, Excel, Power – point

- 1 IT Expert –

Responsibilities: Preparation of website and its maintenance and other works based on request of manager of RDN of LAGs

Minimum five (5) years work experience, experience and knowledge in IT
Fluently in English language.

- 1 Coordinator Expert –

Responsibilities: Preparation of logistic for seminars, agendas, invitation for seminars, coordination of experts' team and driving + driver

Minimum two (2) years experience as logistic official /driver

- 1 Expert: Assistant / Translator

Responsibilities: Supports the team as needed and required by Team Leader.

Minimum one (1) year work experience.

Fluently in English language and skills in IT: Word, Excel, power – point

Other provisions for experts:

Maximum norms for experts working days XXXXXXXXX

Young (junior), to 5 years work experience	EUR	50	Per day
Senior, more than 5 years work experience	EUR	80	Per day

The Experts have to sign a contract with the RDN of LAGs and shall be paid only after timesheet to be approved by Managing Authority.

2.2. RDN of LAGs should demonstrate using the below table that their shares are in line with the RDN strategically goals.

Table 2 – Continuation (coherence) between the strategically objectives and proposed actions RDN

	Strategically goals which should be achieved by RDN	Explanation of RDN how the <u>actions proposed</u> by the RDN shall fulfill Strategically Goals (examples shall be replaced with the proposed actions by RDN)
1.	Ensures distribution of information and communication between the LAGs and other rural players, including information for potential funds from different organizations, with special focus in Rural Development Program 2014 – 2020	Example: through website to inform regularly about the discussion at the meetings, data for contact with email for questions and proposals, preparation of weekly/monthly reports as well as distribution via emails etc.
2.	Provides the basis on capacity building for potential groups of LAGs in order to function according to the LEADER approach	Example:
3.	Exchange of experiences of LAGs and lessons learned between LAGs in order to stimulate good ideas for the projects.	<p>1. Through seminars</p> <p>Should be explained why the number and location of seminars is right choosing, as the guest list and agenda fits with the strategy goals.</p>
	Raising awareness and capabilities between local and central level of governance about the importance of LAGs according to LEADER approach	<p>2. Facilitating collaborative projects between LAGs</p> <p>Should be explained that the offering of opportunity that a successful project of LAGs is the exchange of experience between the LAGs and lessons learned between LAGs</p> <p>3. Through the lobbying activities</p> <p>Should proposed meetings between local representatives of RDN and officials at the governmental level in order to raise the awareness and capabilities of LAGs.</p>

3. Calendar of implementation (months) and the main stages

Schedule of investments expressed by values, months and activities.

Table 3. Schedule for shares of implementation (as example)

Type of investment and total cost (euro)	Year (e.g: 2014)		
	Months 1	Months 2	Months 3
Example: website euro		
Example: seminar 1 Prishtina	 euro	
Example: seminar 2 Gjakova		euro
.....			
Expert 1	...working day = ...euro	... working day = ...euro	... working day = ...euro
Expert 2		... working day = ...euro	
.....			
N			

In case of being winner of the project for RDN, the initial report should be submitted to the Managing Authority for approval at the latest 15 days after signing the contract with the Managing Authority. In all seminars of RDN of LAGs and collaborative projects at least one (1) expert from the Managing Authority should be invited.

APPENDIX 4: FORM OF CONTRACT AND PROCEDURES OF PROCUREMENT

Measure
Contract for financing the projects of RDN and potential LAGs
No.
Between:
Managing Authority (MA) address....., phone no.
represented by, Managing Authority (MA), in one hand,
and
Sir./Madam.....,
Personal number,
Number of Certificate of LAGs and RDN of LAGs as natural person or as representative of
legal person
Fiscal number>,
address.....>,
phone no.....>,
as beneficiary, on the other hand,

In this document so called „Parties”,
Agreed to sign a contract according to the application form, <number of registration>, appendixes and
in <title> of the project submitted by the Beneficiary and its appendixes according to the following
conditions:

Article 1 General provisions

- 1.1. This document creates a legal and operational framework for the MA for financing of the project of the Beneficiary <number of certificate of LAG and RDN of LAGs>.
- 1.2. Beneficiary shall be financed according to the terms set in contract, for which the beneficiary declares that he is familiar with and accepts the terms.
- 1.3. Obligatory part of the contract is:
 - a) Application form and its appendixes;
 - b) Project (project - proposal) and the appendixes of the project submitted by the beneficiary, after assessment (eligibility and criteria of selection for which are given the points), together with all modifications which are made during the assessment.Beneficiary is obliged to fully implement these conditions during the implementation (until the last payment is made).
- 1.4 Beneficiary receives the public support and shall be involved in implementation of the project in its responsibility, implementing the provisions of this contract and legislation into force.

Article 2 Implementation and validity of contract

- 2.1. Implementation of contract begins at the moment that the contract is signed by both parties. Time of implementation of investment ismonth, as provided in the measure and represents the deadline for the last request of payment.
- 2.2. The validity of contract includes the period from the moment of signing the contract until the execution of the last payment.

Article 3 Value of Contract

- 3.1. Eligible total value of the funded project is <xxxxxx> and (<xxxxxx>).
- 3.2. Eligible total value of the funded project is (<in capitals>).
- 3.3. Eligible total value of the funded project is (<in numbers>).

Article 4 Payments

- 4.1. Payment is made in two advance installments 30% and at the end of the project 70%.
- 4.2. Payment is executed based on the request of payment submitted by the beneficiary to the Division for Budget and Finances – DBF in the MAFRD. Authorizations of payment shall be made based on documentation submitted by the beneficiary and the results of control under the administrative instructions of Department of Finances and General Services DF&GS. Any authorization of payment may not be valid in case of any irregularities observed during the validity of the contract.

Article 5 Control and monitor of the project during the validity of contract

- 5.1. Beneficiary is obliged to provide a full access to any control made by the Department of Finances and General Services DF&GS related to the investment made, including data on employees (experts), accounting and paid taxes.
- 5.2. If the Department of Finances and General Services DF&GS notices that the public investment funded is not used according to their purpose, technical plan of the project and business plan, or is sold or leased, Department of Finances and General Services DF&GS has the right and obligation to demand return of costs made.
- 5.3. Beneficiary is responsible to protect economic sustainability of the investment and to demonstrate its public usefulness.

Article 6 Contract amendments

- 6.1 The beneficiary may require modifications in the contract only if they do not change the eligibility and result of the project and only during implementation period. However, these modifications may not have retroactive effect. Modifications can impact the financial and technical terms only if they are in accordance with the measure, if not change the main goal of the project and if they are limited to a maximum of 10% of the total eligible costs.
- 6.2. Total public support that is initially approved can not grow under any circumstances.
- 6.3. Department of Finances and General Services DF&GS may approve amendment/supplements of the Contract according to the request of the Beneficiary making them part of the Contract.
- 6.4. The rights and obligations of the contract can not be provided by Beneficiary to the third-party without any specific agreement by Department of Finances and General Services DF&GS. In such cases, Department of Finances and General Services DF&GS has to oversee the ongoing maintenance of eligibility and selection criteria.

Article 7 Termination of contract

- 7.1. Only in exceptional and justified circumstance including "force majeure" in cases that are generated and communicated by the Parties, Department of Finances and General Services DF&GS may decide to terminate the contract without asking the beneficiary to refund the public support received.
- 7.2. Parties may decide in termination of contract according to the common agreement, in this case the beneficiary must return all the public support received.
- 7.3. In case of observance of any irregularity in the execution of contract, including the cases when the beneficiary is not able to do the payment or has bankrupted, or it is observed that the provided documents are false/expire/not complete/ do not reflect the reality, then the Department of Finances and General Services DF&GS should terminate the contract notifying in written the Beneficiary, without any delay and without any other formality and without intervention of any law of the Court. In such case the beneficiary should return all the support that he has received.
- 7.4. At any time in case of any doubt Department of Finances and General Services DF&GS may suspend temporarily the contract and payments as preliminary measure until the end of investigations, without any notification.

Article 8 Force majeure

- 8.1 Referring to the force majeure, the Party is excluded from liability set out in this contract.
- 8.2 Force majeure is defined as an event which is unpredictable and impossible to be avoided by the Parties which occurred after the Contract is signed and which protects the Contract to be executed.

8.3 The force majeure may be considered the cases such as: earthquakes, floods, war, revolutions, embargos etc.

8.4 Any force majeure case must be proved and accepted by Department of Finances and General Services DF&GS

Article 9 Communication between Parties

9.1 Any exchange of information in regards to this contract should be done in written form, directly, by mail or fax.

9.2 Verbal notifications shall not be considered in case the notifications are not made by written as mentioned in paragraph 9.1 under this article.

Signed by the representative of Department of Finances and General Services DF&GS Signed by the Beneficiary or his legal representative

Name and Surname

.....

Signature

.....

Date

Name and Surname

.....

Signature

.....

Date.....

Part of contract

PROCEDURES OF PROCUREMENT

(to be attached together with the contract of Agency for Agriculture Development for the beneficiary)

1. **General provisions implemented for all types of purchases**

All bidders/tenders should complete the Rule of the origin – for details see the provisions and other relevant appendix in the Guide of Applicant;

Any subcontractor may not create contractual relationships between any other subcontractor and beneficiaries;

Purchases should observe the investments that meet criteria of suitability specified under the measures and instructions of the business plan for example: the return of investments, cash – flow etc.

The procedures of procurement are valuable only for eligible investments, and for ineligible investments are not obliged the procurement procedures;

There are three 3 types of procedures: direct purchases; purchases less than three (3) bids and selection based on procurement with public notice (opening tender);

Procedure for purchases that shall be applied is depending on the value of purchases;

It is forbidden the allocation of purchases for the same type of goods, works or services with the purpose of avoiding the applied procedural rules for a higher threshold;

Bidders should not be in conflict of interest;

In case of misinterpretation of information required by the Beneficiary or fail to give this information, the bidders shall be excluded from given of contracts;

Implementation of the procurement rules is a mandatory condition in that way that the expenditures to be accepted. Therefore, the file request should include the documents of payments to prove the completion of procedures of procurement see the Annex 5.

2. **Criteria of award/rewarding:**

- Contracts should be awarded as follow:

A. In case of supply /Goods – based on the lowest price;

B. In case of Construction (means the result of construction or the project of civil engineering which itself is sufficiently to meet an economic or technical function and it covers both the execution and design) – based on the lowest price;

C. In case of services (studies or for technical assistance) – Criteria and methods of the assessment are:

Proposals shall be realized using the principal of quality and cost based on selection of which is given a weight of 80 % of technical proposal and a weight of 20 % financial proposal

Key staff Sub – weight 1 Total Weight.

Key staff which should be evaluated based on the CV

.....

General qualifications

Adaptability of task

Experience in region and language

The totally of Technical proposal (Key staff and Methodology) 100 %

Weight of Technical Proposal 80 %

Weight of Financial Proposal 20 %

Proposals where the Totally of Technical Proposal fails to achieve a minimum of 75 points shall be rejected.

Level of responsibility evaluation is divided as follow:

Weak (40 points)

Satisfactory (70 points)

Good (90 points)

Very good (100 points)

Experts proposed shall be evaluated taking into consideration the following aspects:

General qualifications:

Weak: Proposed candidate has limited education/with less academic education and training and his or her general experience has limited importance for the task.

Satisfactory: Proposed candidate has a satisfied academic education and training and general working experiences are relevant for the job.

Good: Proposed candidate has a sufficient academic education and training and a considerable work experience related to the task.

Very good: Expect the criteria under “good”, proposed candidate has a considerable work experience specialized in the field of task and it is to “the highest condition” of the discipline.

Adaptability of task:

Weak: The proposed candidate has never worked or only occasionally worked in a similar position to that required by the task. His or her qualifications are not fully comply with the task.

Satisfactory: Experience of proposed candidate adapts with the position assigned, he has held similar positions to that proposed for assignment in at least one case. Proposed candidate skills are satisfactory for the task.

Good: Qualifications of the proposed candidate are sufficient for assigned position, he or she has held several similar positions in similar tasks; skills of proposed candidate are appropriate for the job.

Very good: In addition to requirements under "good" candidate proposed has qualifications and experience to fully meet the requirements of the task.

The lowest financial proposal will be given a score of 100 points and other financial proposals will be given inversely results in proportion (see evaluation form).

The total result of proposal is determined by weighing and adding the result / technical and financial points.

3. Definition of conflict of interest

- Existence of links between beneficiaries and suppliers (relatives, or common shareholders in bidding companies) or between the members of the Evaluation Committee.
- Common Ownership (as an individual or as a shareholder) among suppliers who submit bids.

4. Procedures of purchase:

4.1 Direct purchases up to 10,000.00 euro.

Rules:

- Beneficiary may directly buy from the market,
- Cost of purchase should observe the threshold established in the measure,
- There is no need for a contract signed between the users and suppliers expect in the case of expenditures of consulence.
- Beneficiary should require and receive a copy of certificate of Business Registration and copy of certificate of the Fiscal Number of the bidders.

4.2 Selection based on at least three (3) bids from 10,000.01 euro to 60,000.00 euro.

Rules:

- Purchases may be done only at least three (3) bids (quotation of price),
- Expenditures within the bid should implement also the thresholds established within the measures;
- In all cases, should be signed the contract between the beneficiary and supplier,
- Invitation of bid, bids and contracts should implement the provisions/details of which are presented under the technical project and within the business plan.
- Beneficiary should send an invitation of bids, implementing a standard format – see Annex 1;
- Suppliers should register their bid in the register of incoming and outgoing.
- Beneficiary should sing a Declaration for the observing the rules in order to avoid the conflict of interest – see the Annex 2.
- Bidders should sign a Declaration of the trust tender – see the Annex 3.
- Beneficiary shall decide to award a contract of bidder with arguments;
- Beneficiary should require and receive a copy of certificate of the Business Registration and a copy of Certificate of Fiscal Number of the bidders.

4.3 Procurement with public announcement (open tender) – starting from 60,000.01 euro

Rules:

- All the provisions from point 4.2 should be observed;
- Beneficiary should publish his interest for the purchase through at least 1 national daily newspaper, but if the value is higher than 150.000 € tender should be presented also to the international media. Expect this the beneficiary has the right to send directly the invitations to the potential suppliers in order to provide the best competitiveness among the bidders, but only at the same day when the tender shall be announced;
- Content of public invitation should include all information presented in the Appendix 1.
- Time period for taking of the bids should be at least 10 days.

- Beneficiary shall create an assessment commission, this commission should have a number of members, at least of three (3) with all technical and administrative capacities necessary to give a valuable opinion on the tenders;
- Commission of the assessment should issue an argumentative decision to give a tender.
- Members of commission of the assessment should sign a confidentiality and neutrality declaration - see the Appendix 4.
- All the requests for participation and tenders which meet the requirements should be assessed and listed by the commission of the assessment based on criteria of selection and award of contract announced preliminarily.
- Beneficiary should require and receive a copy of Certificate of Business Registration and copy of Certificate of Fiscal Number of the bidders.

Appendix 1

- Name of private beneficiary
- Number of Business registration or personal number of identification
- Fiscal number
- Address.....
- Fix. phone./fax/e-mail..... No.....Date.....

To: Name of company.....
 Received today:
 No.Date.....

Name and Surname:
 No. of Business Registration
 Fiscal Number.....
 Signature
 Invitation for submission of one bid
 (Form)

Dear Sir/Madam,
 (Name of Beneficiary) you are invited to submit your bid for (type of purchase) _____ for implementation of a project co financed by the MAFRD under the Measure/Sub measure code <Measure/Sub measure and name> with title of the project, which shall be implemented in the municipality <Name of municipality>.
 Selection criteria is(should mention according to the type of contract, as presented in the point 2 of this document – Criteria for awarding the price);
 Contract shall consist in purchase/acquisition of.....for implementation of the above mentioned project;

- Type of contract: purchase of <services/goods/construction works>;
- Deadline for bid submission: <date, <time>.
- Address where the bids shall be submitted
- Date and time when the assessment shall start
- Maximum value of purchase

Find the attached quantities, technical specifications/ terms of references for the bid required (to be attached as presented under the technical project and, if implemented, under the business plan).

We expect your bid until the date specified in the address above mentioned.

<Name and Surname of the legal representative of Beneficiary>

Signature

Place and date

Appendix 2

Declaration

On observing the rules for avoiding conflicts of interest

I, the undersignedas a legal representative of the Project, declare under the sanction of the Laws of the Managing Authority, that I observe the rules as follow:

1. There are no relations (relatives or common stockholders for every company) between the beneficiary (or partners of beneficiaries) and bidders (or partners of beneficiaries), who submit the bid;
2. There is no common property (as an individual or stockholders) amongst the bidders from whom I have received the bid.

<Name and Surname of legal representative of the Beneficiary>

Signature

Date

Appendix 3

Declaration for the seriousness of bidder

I, the undersigned as legal representative of the project, certify under the sanction of the Laws of Managing Authority, that I do not belong to one of the situation listed below:

1. In bankruptcy or being liquidated, in the affairs administered by the courts, I made agreement with lenders, suspended activities of the business, subjected to the legal procedures related to the issues, or to any analog situation caused by any similar procedure intended by legislation or national regulations;
2. I have been sentenced for any violation regarding the professional behavior through a powerful judgment (res judicata); I have been guilty of grave professional violation evidenced with any means which may be justified by the Beneficiary.
3. I have not fulfilled the obligations regarding the payment of contributions of social insurance or for payment of taxes, in accordance with the legal provisions of the country in which I am assigned in the place of Beneficiary.
4. I have been an object of a powerful judgment (res judicata) for fraud, corruption, involvement in any criminal organization or any another illegal activity that harmful the Kosovo financial interests.
5. Currently I am subject to financial administrative infliction issued by the Agency for Agriculture Development which is responsible for subsidies and grants for agriculture and rural development in Kosovo.
6. I declared as ineligible for the World Bank, Danida and European Commission.

<Name and Surname of legal representative of the Beneficiary >

Place and Date

Signature

Appendix 4

Declaration of confidentiality and neutrality

I, the undersigned, member of the assessment commission for the purchase of, under procedure applied <selection is based on at least 3 bids or selection based on advertised procurement> organized by < name of Beneficiary >,

I declare under sanction of the Laws of Managing Authority, as below:

- a) I don't have any relative or shares or partners of the businesses between the bidders and assessment commission;
- b) I am not any member of the Board, decision – making or supervisory body for any of bidders;
- c) I don't have any interest that may affect to my neutrality during the assessment of bids.

As well as, I will be fully involved in keeping confidentially of the content of the bids and the activity of the Assessment Commission in case that the information may affect the legal rights property of the bidder or their trading secrets.

<Name and Surname of legal Representative of Beneficiary >

Place and Date

Signature

Appendix 5

Documents that evidence completion of procurement procedures

For completion of procurement procedures, the Beneficiary shall submit together with the request of payment a file which should contain as follow:

1. Name of Beneficiary;
2. Title of Project;
3. Type of purchase and applied procedures.
4. Copy of invitation for submission of bid (Appendix 1) with signature of bidder and/or as a copy of gazette;
5. Signed declaration for implementation the rules on avoiding of the conflict of interests (Appendix 2);
6. Signed declaration as a serious bidder (Annex 3);
7. Copies of Certificate of Business Registration for all bidders (who have won and those who haven't won);
8. Copies of Certificate of Fiscal Number for all tenders (who have won and those who haven't won);
9. Signed declaration of confidentiality and neutrality (Annex 4), if applied;
10. Argumentative decision of award (to Beneficiary, in the case of selection based on at least three (3) bids or Selection Commission in case of selection based on public procurement notice);
11. Signed contract with the bidders specified winner and the bids of bidders that had been lost;

Beneficiary should sign and mention the date in all file's pages.

Appendix 6

Punitive system for irregularities with the case of implementation of investment grants

Punitive system implemented in case when the beneficiary of the investment grant submits the request for payment on ineligible expenditures to the Managing Authority.

Requests for payment of the ineligible expenditures expect that are not paid also are penalized based on the value of ineligible expenditures for which the request of payment is made and that according to this calculation.

If the value of ineligible expenditures for which the request of payment is:

- 0 – 4 % of the value of grant, non-acceptance of the expenditure without additional infliction,
- 5 up to 20 % of the value of grant, non – acceptance of expenditure and the infliction in the height of value of ineligible expenditures,
- 21 – 50 % of the value of grant, the infliction is equal with percentage of ineligible expenditures, infliction in cash from 1000 euro up to 5000 Euro, law – suit for the fraud in the competent Court and entry to the Black list of Department of Finances and General Services DF&GS for 36 months which means the loss of the right to apply for three years.
- More than 50 % of the value of grant, the beneficiary is rejected to have the grant as well as nothing is paid to him, law – suit for fraud in the Competent Court and forever loss of the right to apply for the grants in MAFRD.
- The value of infliction shall be implemented reducing it from the value of payment that the Department of Finances and General Services DF&GS would make to the beneficiary.

APPENDIX 5: REQUEST FORM FOR THE PAYMENT FOR MEASURE 303.1

REQUEST FOR PAYMENT Request for Payment for the Measure 303.1: Support for potential LAG and for the Rural Development Network of LAGs	
I. Name of LAG (name of LAG)
Address of LAG headquarter (municipality)
II. Project title
III. Unique number of the Registration (UNR) of the project
<i>Only for official use (this part is fill in by the official of MA – MAFRD):</i>	
Unique number of registration (UNR) of the request for payment:	

<i>Only for official use (this part is fill in by the official MA – MAFRD):</i>	
IV. Date:	_____ (dd/mm/vvvv)
V. Time:	_____ (hour and minute, to be fill in only if the request for payment is complete)
VI. Request for payment is complete	<input type="checkbox"/> YES <input type="checkbox"/> NO

(signature of the LAG beneficiary)

(signature of the official of MA – MAFRD)

VII. Registration number of LAG

Registration number of LAG

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VIII. Description of beneficiary

For legal subjects:

Business registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Legal statute

For all beneficiaries:

Bank

Name of Bank:

Code IBAN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Code BIC:

Address:

Natural Person or authorized

Name

.....
.....

Surname

.....
.....

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ID Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-mail:.....

IX. Project site

Project site

Region:

Municipality:

Residence:

No. street:

Zip Code:

XI. DeclarationsWith the signature of this request for payment,
I declare that :

- 1) All data, information and documents which I have submitted in this request are true.
- 2) Investments included in the request for payment are truly done.

- 3) Costs for which I would like to get paid are presented in the Table Cost of this request for payment.
- 4) LAG and RDN of LAGs didn't receive other public support for the same investments.
- 5) LAG and RDN of LAGs haven't outstanding debts to the public institutions.
- 6) LAG and RDN is agreed that the Ministry of Agriculture, Forestry and Rural Development to publish this information for my project – name of beneficiary, investment site, amount of support and the total amount of costs.

XII. Date / Signature

Day — month— year/...../...../..... (Name, surname and signature) (Stamp for legal subjects)
--	--

Note: Beneficiary fills in only the spaces with white color

Attached documents /Please indicate with ✖/✓/ and list them according to this line at the end of request for payment.

<u>General documents</u>	
1. Certificate of registration of potential LAG and RDN for LAGs	<input type="checkbox"/>
2. Certificate of registration of fiscal number potential LAG and RDN of LAGs	<input type="checkbox"/>
3. The responsible person of the potential LAG and RDN should have a copy a valid identification card of the Republic of Kosovo.	<input type="checkbox"/>
4. Copy of valuable banking account on behalf of potential LAG and RDN	<input type="checkbox"/>
5. Original invoices which certify expenditures made (for payments in the amount less than 500 €)	<input type="checkbox"/>
6. Description (specification) of investments made	<input type="checkbox"/>
7. Payment order (in cases when the payment is made in the bank above 500€) / receipt (in cases when the payment is made by petty cash under 500 €) which is attached to the invoices and indicates that the beneficiary has made the payment.	<input type="checkbox"/>
8. Full banking statement from the date of payment indicating that the beneficiary has paid (in cases where payment is made by bank transfer).	<input type="checkbox"/>