



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria - Vlada-Government

MINISTRIA BUJQËSISË, PYLLTARISË DHE ZHVILLIMIT RURAL
MINISTARSTVO POLJOPRIVREDE, SUMARSTVA I RURALNOG RAZVOJA
MINISTRY OF AGRICULTURE, FORESTRY AND RURAL DEVELOPMENT

Based on article 1.3 point (d) of the UNMIK Regulation No. 2001/19 dated on 13 September 2001 on the Provisional Institution of Self Government in Kosovo, and article 42.9 on Hunting Law No. 02 / L-53 dated on 16.12.2005, promulgated by UNMIK Regulation No. 2006/41 dated on 11.08.2006,

Minister of Ministry of Agriculture, Forestry and Rural Development,

Approves the following:

ADMINISTRATIVE INSTRUCTION NO. 8/2008

ON CONTENT, COMPILATION WAY AND MANAGEMENT PLANS
APPROVAL PROCEDURE BY HUNTING AREAS

Article 1

Purpose

By this Administrative Instruction is regulated the content, compilation, given of consent, long term and annual management plans approval procedure in the hunting area.

Article 2

Hunting area management plans are a basic on regulation of sustainable management with a wild life in support of protection, cultivation, utilization, reproduction, preservation of authentic types as well as their biologic equilibrium.

Article 3

3.1 Long term management plans (10 yearly) compilation with hunting areas includes:

- a) Designation of wild life kinds which naturally live or are mainly being cultivated, depending on destination of land;
- b) Designation of productive surfaces of hunting areas, according to the types of wild life with the importance of management;
- c) Setting of wild life number that may be cultivated, and
- d) Welfare of other animals, that clearly influence in hunting management.

DEFINITIONS

Article 4

4.1 Expect the included definitions in the article 3 on Hunting Law, the used expressed terms in this Administrative Instruction have the following meaning:

- a) "**Hunting year**" - is the period from 01 April of the following year up to 31 March of the next year;
- b) "**Herd fund**" - is the number of wild life at the beginning of hunting year;
- c) "**Twinning fund**" - is the wild life fund at the beginning of hunting year skilled for breeding;
- d) "**Small one**" - is the wild animal of the age up to the end of the first year of hunting, expect of the bear where the small one is also during the second year of the hunting;
- e) "**Broods**" - are wild life of the second year of hunting, expect of the bear that are also of the third year of hunting;
- f) "**Hunting management capacity**" - is the potential number of wild life which include the herd number and their annual increase;
- g) "**Regular hunting**" - is the wild life hunting according to the season and calendar year of the hunting;
- h) "**Reduction hunting**" - is the hunting in the wild life when their population is not in the accordance with the biologic equilibrium and when those are being caused damages to the property due to the their large number;
- i) "**Sanitary hunting**" - is the elimination of sick wild life, hurt or wounded;
- j) "**Emergent case**" - when the wild animal threats quick damage and hard too of the live human or large damages of the property;
- k) "**Stuff**" - are animals or parts of animals death, killed in the accident communication and not allowed hunting evidenced;
- l) "**Existed food**" - is the food and water that wild life have available during the whole year;
- m) "**Additional food**" means the food, water, soil and other compounds of minerals that time after time shall be given as a supplement of food and natural water when these are not sufficient;
- n) "**Productive surface**" - means the parts of hunting areas where the certain type of wild life have all natural conditions for the altitude, food, water, breeding and housing;
- o) "**Arable land**" - is the classification (productivity) of the hunting area for any of wild life;
- p) "**Artificial cultivation**" - means cultivation of wild life with the controlled methods of technical assistance means.

Article 5

5.1 Wild life under Administrative Instruction according to this Administrative Instruction are divided as main types and other types (secondary):

- a) main types - are wild life which freely live in the nature, are cultivated or planned to be cultivated, as well and types of wild life for which is assigned the surface of hunting productivity.
- b) other types (secondary) - are wild life that freely live in the nature, well behaved and those migration.

Article 6

- 6.1 Under way of the migration of wild life are spread in:
- a) permanent type:
 - (i) that during the year stay in the hunting area, find the food, housing and breeding;
 - b) season type;
 - (i) passing migrant – that during one year of hunting pass from one hunting area to another from the season year;
 - (ii) summer migrant – is a kind that in the hunting area come during the spring is being feed, sheltered and breed, and in the autumn is removed;
 - (iii) winter migrant – come in the hunting area during the autumn and winter, stay, feed, whereas in the spring is removed;
 - (iv) time after time kinds – are kinds that come in the hunting area just during any year where are feed, sheltered and breed;
 - c) passing types – that during their migration pass through hunting area.
- 6.2 Migration under Administrative Instruction is not considered daily movements of the wild life.

Article 7

Herd fund of the wild life in hunting area should be ascertained up to 31 march for the next year of hunting, whereas for the seasonal types after the arrival to the hunting area.

LONG TERM MANAGEMENT PLAN (10 YEARLY)

Article 8

- 8.1 Long term management plan is a planned act which is regulated by the hunting management, including type and number of the wild life in the accordance with the size and structure of hunting surface.
- 8.2 Ten yearly management plan of the hunting area should be in the accordance with the wild life management strategy, forests management plans and utilization of lands, spatial planning, law on hunting, law on nature protection, and in the accordance with the international convention from this field.

Article 9

- 9.1 Number of wild life from article 7 of this Administrative Instruction is ascertained as follow:
- a) Thicken animals (big) – watching, seeing and counting during the whole year of hunting in the hunting area and reflected numerically according to the gender and age structure;
 - b) Small – minded animals:
 - (i) rabbits, pheasant, stone and field partridges are set by sampling methods counting in the test surface of the size at least 50 hectare, distance between which may not be less than 1000 m. In case that it doesn't have possibility to put the testing surfaces, then number of wild life is ascertained watching and counting during the whole year of hunting;
 - (ii) wild geese – number is defined with the observation of their exit in the surfaces of waters, in the flights of morning and evening as well and in grocery;

(iii) other small – minded wild life watching, seeing and counting during the whole year of hunting.

9.2 Number of the wild life may ascertain also in the way and other received methods in the hunting as following:

- a) with the technical means – recording from the air, with radar, transmitted radio, through marking etc;
- b) with the Lincoln method - partly marking;
- c) with the method of ascertainment of trials;
- d) with the determination method of feaces ;
- e) with the watchfulness method;

Article 10

10.1 Wild life according to the rule is cultivated in the gender report 1: 1.

10.2 Exclusion from paragraph 1, of this article, gender report may be changed due to the:

- a) the quickness arrival of certain management capacity of hunting area;
- b) biggest shooting realization (killing) with the purpose of profit of the biggest quantities of meat;
- c) cultivation of culminate trophies of wild life;
- d) realization of the objectives intended by the management of hunting area;
- e) minimize of the damages by the wild life and in the wild life, and
- f) gradual minimize of the number of wild life in hunting area.

Article 11

11.1 Large wild life is spread according to the gender in these classes of genders: new broods, mid and growth one.

11.2 Wild small – minded animals are spread according to the gender and age: broods and growth.

Article 12

During the compilation of management are defined the productive surface of hunting for any type of the wild life for which is done the arable land of hunting area.

Article 13

13.1 With arable land of hunting area are defined the biggest number of wild life which may be cultivated in hunting area and which do not spoil the natural mutual reports between wild life and other protected types, or management activity.

13.2 Arable land of hunting area is done for the wild life with an importance of the management which in the hunting area stay and live or mainly are cultivated in the accordance with the ten yearly management plans till now of hunting area, current instructions or used practices till now, whilst the ministry issues professional instructions for the arable land and identification of productive surface in the hunting areas in Kosovo.

13.3 Potential number of wild life for which do not exist the instructions and notes of the arable land from the ex – 10 yearly management plans of hunting is defined based on the assessment by hunting experts for every hunting area.

Article 14

14.1 The increase is calculated on year hunting and for any type of wild animal which lives

in hunting area based on methods, instructions or used practices till now and management plan. Calculated increase may be changed, depending on natural conditions and other conditions during the same year.

14.2 The increase of wild life and other kinds for which do not exist the methods or instructions till now practices is calculated base don the assessment. Counting control prior the hunting season may be done, if it is doubted in the realization of calculated increase.

Article 15

15.1 Hunting in types of wild animals (traditional for hunting, dangerous species and always being protected), is planned under type in the accordance with their number, gender report, age and certain objectives with the management plans.

15.2 Bringing wild life in hunting area is done under planning and hunting capacity.

15.3. Death animals, wounded or incurred in other ways, are calculated in lost or in general killing.

Article 16

In hunting areas should be built the management facilities which are dedicated for the cultivation and protection of wild life and technical facility that enable in the realization of management plan.

Article 17

17.1 Limits of hunting area are indicated in the table of size not less than 60 x 40 cm, in which is written clearly name of hunting area, destination of hunting area, manager of hunting area, and for the private hunting area as well as hunting area owner;

17.2 Tables are put in certain areas, mainly in the entrance of roads and the other areas intended by the establishment act of hunting area.

Article 18

18.1 Protection measures of wild life include:

- a) protection of hunting area;
- b) obstacle of unlawfully hunting;
- c) maintenance of the optimal number of wild life;
- d) avert of dogs and rebels cats;
- e) enforcement of prevention measures, remedial and other hygiene – health measures in hunting area for the healthy protection of wild life;
- f) protection of wild life by the elementary disaster (snob, ice, floods, fire etc.)
- g) silent insurance in hunting area;
- h) undertaken of prevention measures during the accomplishment of farming works and other works or during the usage of chemical preparations;
- i) settlement and maintenance of resources, wells, groove and other areas where the water stays;
- j) insurance of conditions for existence and breeding of threatening types;
- k) enforcement of other measures intended by contract and international convention for the protection of migration types.

Article 19

19.1 With the purpose of numerical situation of certain number of wild life, in the management plan may be intended the obligation of conduction of weight of the same animal according to the hunting years;

19.2 Weight of wild animal is evidence after the shooting, under age and without internal bodies, without head and without legs up to the knees.

Article 20

20.1 Management plan contents:

- a) Introduction,
- b) Indications for the hunting area, as:
 - (i) hunting basic indications,
 - (ii) data on hunting area management,
 - (iii) preliminary management results,
 - (iv) hunting area actual situation,
 - (v) purpose of hunting area management,
 - (vi) vision – direction of management for the hunting area,
 - (vii) measures for the obstacle of the damages in wild life and from the wild life,
 - (viii) economic – financial plan of management of the hunting area;
 - (ix) view of the types and number of wild life in hunting area;
 - (x) hunting chronicle;
 - (xi) important natural hunting area description;
 - (xii) natural protection conditions ;
 - (xiii) technical equipment hunting area description;
- c) Wild life management and hunting area including:
 - (i) hunting sinology;
 - (ii) hunting and utilization of wild life;
 - (iii) professional service and guard service;
 - (iv) necessary investments with wild life and hunting area;
 - (v) management facilities and other following technical facilities;
 - (vi) hunting area map.

Article 21

21.1 The attached management plan is as following:

- a) decision on registration activity;
- b) decision on the establishment;
- c) decision on given in hunting area management;
- d) contract on the utilization (management) of hunting areas;
- e) decision on protected areas – reserves in hunting area;
- f) topographic map in the proportion 1:25 000;
- g) wild life trophy evidence;
- h) professional authorized commission minutes of meeting for the approval of management plan and
- i) approval act of management plan.

Article 22

Entry of management plan contents: basic remarks, duration of plan, name of legal or natural person who has compiled the management plan, basic indications for the authorized

hunting area manager, view of professional literature for the compilation of plan.

Article 23

Basic indications for hunting area include data by the act of the establishment of hunting area with the necessary description of boundaries, total surface classified under structure of crops, property and destination of hunting area.

Article 24

24.1 Description of natural important areas is reflected by:

- a) orographic, hydrographic and climatic conditions;
- b) land composition;
- c) vegetative communities and other communities;
- d) infrastructure;
- e) similar anthropogenic influences.

Article 25

25.1 Type and number of wild life is ascertained based on assessment of the actual situation.

25.2 Actual situation and number of following technical equipment of hunting area is one through evidence.

25.3 Management facilities and following technical facilities of hunting area may not be planned, area or built near to the girdle from 100 m. from the boundary of hunting area, expect management facilities with small – minded animals, if the boundary of hunting area is water surface.

Article 26

Management has to do with the surfaces in which is established the hunting area and include period of ten or more than years of management. On it is presented the reached results in the cultivation, protection, hunting and utilization of wild life, caused damages by the wild life, performed works in the settlement of hunting area and care for other types of animals which has considerable influence in the management with hunting.

Article 27

27.1 Directions – vision of management for types of wild life is determined as following:

- a) hunting management which should be in the accordance with the hunting area destination, measures and natural protection conditions and which defines the way of cultivation, gender structure and animal age;
- b) class of arable land, productive surface of management, increase multiple and management capacity of hunting area;
- c) number of wild life in hunting area;
- d) development of wild life fund for every year under gender structure and of the age with the planning of the increase and of hunting;
- e) necessity for the natural food and supplement for every year hunting;
- f) measures for the settlement of the hunting area for every hunting year;
- g) protection measures of wild life;
- h) Protection measures and the improvement of hunting area, obstacle of damages by the wild life and in the wild life;
- i) Way of hunting and use of weapons and the munitions of hunting;

- j) Care for the types of wild life in which any other appropriate may have a negative influence.

Article 28

With the special provisions for hunting sinology, is determined a number and types of hunting dogs which ought to be insurance for the hunting of certain types of wild life.

Article 29

Hunting and wild life utilization is defined by law and under administrative instructions for the way of hunting, use of weapons and monition of hunting.

Article 30

Investments plans in wild life and in the hunting area should provide the enforcement of management plan and financial amount is indicated by the leader of hunting area at the end of the validity plan.

Article 31

The enforcement of provisions of the management plan is evidenced under hunting years, whereas it is indicated – reporter after the accomplishment of time frame in which is obliged their enforcement.

Article 32

Hunting chronicle is evidenced in the chronologic way for every year of all events that are happened in the hunting area which have a considerable influence in the management of hunting especially:

- a) negative influence of the natural fatalities;
- b) realized increase of some wild life types;
- c) flora and fauna situation;
- d) coming and going of seasonal types (migration);
- e) professional, services activities and of hunting guards;
- f) damages by the wild life and in the hunting area;
- g) watching – observation of wild life always protected, dangerous species;
- h) experiments on scientific researches;
- i) human influence, and
- j) all events which may condition revision of the management plan.

Article 33

33.1 Review of the management plan is done:

- a) if the general surface of hunting area or hunting productive surface specified with the management plan for every type of wild life, is changed more than 20%;
- b) if it may not be reached the herd fund according to the predictions of management plan;
- c) if construction of facilities and infrastructure or similar works clearly is unregulated the biological integrity of hunting area or any kind of wild life;
- d) if it is announced or are brought new kinds of wild life in hunting area;
- e) if it is not in the accordance with the provisions of this Administrative

Instruction and Hunting Law.

33.2 Review is done according to the similar procedure that is intended for the issuance and approval of the plan.

Article 34

34.1 Hunting and minimize of the wild life in one hunting area during one year of hunting may not have excesses from the intended objectives of the management more than:

- a) 25% from the planning for all types of large animals, except of dangerous pig where the excesses may be done up to 30%;
- b) 35 % for small – minded.

34.2 In the herd fund may not have the excesses from the planning for three years consecutive of hunting, more than:

- a) 15% for large animals;
- b) 25% for small – ended animals;

Article 35

35.1 Long tem management plans compilation should be prepared by hunting areas managers.

35.2 Procedures about the compilation and approval of long term management plans should be done according to the article 42.2 and 42.5 of hunting area.

MANAGEMENT ANNUAL PLAN

Article 36

Management annual plans are compiled for every year at the end of March in the accordance with the management plan 10 yearly and with the factual situation of hunting area, wild animals and facilities in hunting areas.

Article 37

Hunting area manager is obliged that in certain time,

- a) to do the textual description and fill in forms for the situation of wild animals, hunting, feeding and facilities in hunting areas for the previous year of hunting (realized situation according to the forms - attached tables);
- b) to prepare the minutes of meeting for the accounting of wild life;
- c) to prepare the minutes of meeting for damages in wild life, number of death animals or in other way incurred;
- d) to complete the column “ Planning” for the preliminary year of hunting in the appropriate forms which is attached to this Administrative Instruction.

Article 38

38.1 Compilation of management annual plans should prepare the hunting area manager.

38.2 Management annual plan for the hunting area with the special importance is approved by the Ministry, and the management annual plans of the common and private hunting areas are approved by the Municipality, with the preliminary consent of Ministry.

38.3 Sending the annual plans for the approval shall be done until 31 march of the following year.

38.4 If the approval of annual plan of management will be refused , the manager of hunting area is obliged to improve the managing in term of 30 days.

38.5 If the authorized persons for approval will not be declared within 30 days, then the managing plan will be considered approved.

Article 39

Until the approval of annual plans the manager of hunting area is obliged to implement the cultivation and wildlife protection measures, but hunting is not allowed.

TRANSITION PROVISIONAL

Article 40

Existing plans of hunting management shall stay into force until the establishment and given the hunting area for management.

Article 41

Annexes 1 to 14 which include forms and tables from 1 to 10 are composed part of management plan and there forms of minutes of meetings are compound part of this administrative instruction.

Article 42

Non implementation of this administrative instruction provisions will be sanctioned according to the provisions of article 61 of law on hunting.

Article 43

This administrative instruction will enter into force upon its signature day.

Pristine 21.03. 2008

Minister of Ministry of
Agriculture, Forestry and Rural Development


Idriz Vehapi

VIEW OF HUNTING AREA SURFACES					
SURFACE OF HUNTING AREAS	STRUCTURE OF SURFACES	CULTURE	PROPERTY	Ha	
1	2	3	4	5	
LAND WITHIN THE HUNTING AREA	FOREST		PUBLIC		
			PRIVATE		
			Σ		
			PUBLIC		
			PRIVATE		
			Σ		
	TOTAL FORESTS		PUBLIC		
			PRIVATE		
	AGRICULTURE LAND	FIELDS	PUBLIC		
			PRIVATE		
			Σ		
		MEADOWS	PUBLIC		
			PRIVATE		
			Σ		
		PASTURES	PUBLIC		
			PRIVATE		
			Σ		
		YEAR LONG CROPS	PUBLIC		
			PRIVATE		
			Σ		
OTHERS	PUBLIC				
	PRIVATE				
TOTAL AGRICULTURE LAND		PUBLIC			
		PRIVATE			
WATERS WITHIN HUNTING AREA	FLOWING	NATURAL	RIVERS		
			COULEES		
				Σ	
		ARTIFICIAL		CANALS	
			$\Sigma\Sigma$		
	NON FLOWING	NATURAL	LAKES		
			MARSHES AND FENS		
			OTHERS		
			Σ		
		ARTIFICIAL	STORAGES		
			RETENZIVE		
			OTHERS		
			Σ		
			$\Sigma\Sigma$		
THE GENERAL SURFACE OF HUNTING ACCORDING TO PROPERTY			PUBLIC		
			PRIVATE		
THE TOTAL SURFACE OF HUNTING					
SURFACES IN WHICH THE HUNTING IS NOT ALLOWED AND WHICH ARE WITHIN HUNTING AREA BORDERS	CONSTRUCTIVE LAND (URBANE)				
	PUBLIC SURFACE (street etc)				
	NATURAL OBJECTS UNDER A SPECIAL PROTECTION				
	SURROUNDED SEED PLOTS				
	FISHING OBJECTS -PONDS				
	OTHERS				
			Σ		
TOTAL SURFACE WITHIN HUNTING AREA BORDERS					

VISION – FUTURE MANAGEMENT DIRECTIONS	
TYPES OF WILD ANIMALS	
DESTINATION OF HUNTING AREA	
THE PURPOSE OF HUNTING MANAGEMENT	
METHODS (MANNER) OF CULTIVATION	
GENDER PROPORTION (m: f)	
ANIMALS MANAGING AGE (only for fat-big animals)	
AGE STRUCTURE (only for big animals)	
HUNTING PRODUCTIVE SURFACE (HPS)	
CLASS OF ARABLE LAND	
NUMBER OF WILDLIFE IN HUNTING UNIT (100 HA)	
HERD-BASIC FUND	
ADDITION COEFFICIENT	
ADDITION (SH)	
MANAGEMENT CAPACITY=(HERD FUND HERD+ ADDITION)	

Annex – 4

table - 4

Hunting year (period): 01. April v - 31. March..... v.

FUND DEVELOPMENT (the main type of small-minded animals)								
		AGE STRUCTURE				Σ		ΣΣ
		SMALL		GROWN-UP				
		M	F	M	F	M	F	
		heads/ adz (poultry)						
1	2	3	4	5	6	7	8	9
HERD FUND	PLANNED							
BROUGHT WILDLIFE	REALIZED							
	PLANNED							
TWINNING FUND	REALIZED							
	PLANNED							
ADDITION	REALIZED							
	PLANNED							
PRIOR HUNTING FUND	REALIZED							
	PLANNED							
HUNTING	PLANNING							
	REALIZATION	HUNTING						
		RESIDUES						
		Σ						
FUND AFTER HUNTING	PLANNING							
	REALIZATION							

MANAGEMENT OBJECTIVES FOR (other types of small-mining animals)								
HUNTING YEAR			NUMERICAL SPRING STATE	ADDITION COEFFICIENT	ADDITION	AVOIDANCE		
						HUNTING	RESIDUES	Σ
01.04	PLANNING	Local						
		Transitory						
...								
31.03	REALIZATIO	Local						
		Transitory						
...	PLANNING	Local						
		Transitory						
...	REALIZATIO	Local						
		Transitory						
...	PLANNING	Local						
		Transitory						
...	REALIZATIO	Local						
		Transitory						
...	PLANNING	Local						
		Transitory						
...	REALIZATIO	Local						
		Transitory						

REPRISE OF PLANNING AND REALIZATION OF HUNTING FOR SMALL-MINDED WILDLIFE

.....								
(The main type of small-minded animals)								
HUNTING YEAR		AGE STRUCTURE				Σ		$\Sigma\Sigma$
		SMALL		GROWN-UP				
		M	F	M	F	M	F	
		Heads						
1		2	3	4	5	6	7	8
1. 04. .../ 31. 03...	PLANNED							
	REALIZED	KILLED						
		RESIDUES						
		Σ						
1. 04. .../ 31. 03...	PLANNED							
	REALIZED	KILLED						
		RESIDUES						
		Σ						
1. 04. .../ 31. 03...	PLANNED							
	REALIZED	KILLED						
		RESIDUES						
		Σ						

Annex - 12

Designation of hunting area: _____

Area _____

Hunting year: _____

Number: _____

MINUTES OF MEETINGS On ascertainment of wildlife numerical state

The numerical state was ascertained on _____ year.

1. fat(big) wildlife

	One yearly		Two yearly		young		median		Grown up		Total
	M	F	M	F	M	F	M	F	M	F	
Heads											
1	2	3	4	5	6	7	8	9	10	11	12

2. small-minded wildlife

	Counting in the testing surface(designated)			By noticing , conducting and counting		
	M	F	Total j	M	F	total
	heads / adz			heads / adz		
1	2	3	4	5	6	7

3. other wildlife with management importance:

Animal type

heads / adz

On _____, date _____
professional

professional person

(signature)

With material and moral responsibility, I certify the accuracy of notes.

The authorized person for hunting

(signature)

V.V.

Annex - 13

Designation of hunting area: _____
Area: _____
Hunting year: _____
Number _____

**MINUTES OF MEETING
On wildlife damages**

The commission for wildlife damages with these minutes of meeting ascertains that on _____ on wildlife are done the following damages:

In the part of hunting area _____
Type of wildlife _____
Sex _____
Value of wildlife _____

Description of wildlife damage causers:

On _____, date _____

professional person I

(signature)

With material and moral responsibility, I certify the accuracy of notes.

The authorize person for hunting

(signature)

V.V.

Commission:

1. name and surname: _____, signature: _____
2. name and surname: _____, signature: _____
3. name and surname: _____, signature: _____

Annex - 14

Designation of hunting area: _____
Area: _____
Hunting year: _____
Number _____

MINUTES OF MEETING
For additional supply and permanent food in hunting area

On _____ in the part of hunting area _____, in the grocery number _____ the fulfillment - improvement of wildlife feed is done as follows:

Type of wildlife	feed type	quantity of feed (kg / ha)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

On _____, date _____

professional person I

(signature)

The authorize person for hunting

(signature)

V.V.