



Republika e Kosovës

Republika Kosova - Republic of Kosovo

Qeveria – Vlada - Government

*Ministria e Industrisë, Ndërmarrësisë dhe Tregtisë - Ministarstvo Industrije, Preduzetništva i
Trgovine - Ministry of Industry, Entrepreneurship and Trade*

ADMINISTRATIVE INSTRUCTION (MIET) No. 04/ 2024

ON

**DEFINING THE FORM AND CONTENT OF THE REGISTER OF INDUSTRIAL AND
TECHNOLOGICAL PARKS AND BUSINESS INCUBATORS**

Minister of the Ministry of Industry, Entrepreneurship and Trade,

Pursuant to Article 16 (3) of Law No. 08/L-208 on Industrial and Technological Parks (Official Gazette No. 24 / 30 November 2023), Annex 12 of Regulation (GRK) No. 14/2023 on Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, and Article 38 (6) of Regulation No. 09/2011 of Rules and Procedure of the Government (Official Gazette No. 15, 12.09. 2011),

Approves:

**ADMINISTRATIVE INSTRUCTION (MIET) No. 04/ 2024
ON
DEFINING THE FORM AND CONTENT OF THE REGISTER OF INDUSTRIAL AND
TECHNOLOGICAL PARKS AND BUSINESS INCUBATORS**

**Article 1
Purpose**

This Administrative Instruction shall determine the form and content of the register of industrial and technological parks and business incubators.

**Article 2
Definitions**

1. The expressions used in this Administrative Instruction shall have the following meaning:

1.1 Ministry - means the ministry responsible for industry, entrepreneurship and trade;

1.2 Agency - means the agency responsible for the development, administration and promotion of industrial and technological parks and business incubators;

1.3 Industrial and technological park - means separated and fenced real estate where economic activities are carried out according to the conditions defined by this law. The industrial and technological park includes:

1.3.1 the space of necessary services for the users;

1.3.2 common infrastructure including roads, electricity network, telecommunications network, water supply and sewerage and other facilities according to the legislation in force.

1.4 Incubator - means space inside or outside the industrial or technological park, designed to accelerate the growth of start-ups through supporting services.

1.5 Register - means a public document, which contains data on Industrial and Technological Parks, as well as Business Incubators within the Industrial and Technological Parks in the Republic of Kosovo.

Article 3

Register of industrial and technological parks and business incubators

1. The Ministry of Industry, Entrepreneurship and Trade (MIET) shall establish the register of all Industrial and technological parks and business incubators that have been established and are Functional in the Republic of Kosovo.
2. The responsible agency shall keep the register of all industrial and technological parks and Business incubators that have been established in the Republic of Kosovo.
3. The register shall be created, administered, maintained and updated by the responsible Agency.
4. The register shall be public and kept in electronic and physical form, in Albanian, Serbian and English languages.
5. The municipalities and proposers, depending on the developments of industrial and technological parks and business incubators, must report the data to the responsible Agency every six months.
6. All municipalities and proposers who have established industrial and technological parks and Business incubators are obliged to provide the data requested by the Ministry according to Articles 4 and 5 of this Administrative Instruction.

Article 4

Content of the register of industrial and technological parks

1. The register shall contain:

- 1.1. Name and type of the industrial and technological park;
- 1.2. Number of the plot(s);
- 1.3. Surface area of the industrial and technological park;
- 1.4. The decision of the establishment approved by the Government;
- 1.5. Current state of construction of the industrial and technological park;
- 1.6. Duration of the use of the park, which can be from forty (40) to ninety-nine (99) years;
- 1.7. Data on the administration and management of the park according to Articles 10 and 11 of the Law on Industrial and Technological Parks;
- 1.8. Activities carried out in the park;
- 1.9. Services offered to businesses in the industrial and technological park;
- 1.10. Facilities offered to businesses located in the industrial and technological park;
- 1.11. Energy resources and consumption established in the Industrial and Technological Park;
- 1.12. Number of foreign enterprises located in the Industrial and Technological Park;
- 1.13. Value of investments from foreign businesses;
- 1.14. Number of businesses by activity, the number of educational and research institutions;
- 1.15. Total number of employees in the businesses located in the industrial and technological park;
- 1.16. Number of employees by businesses/business activity;
- 1.17. Number of free slots in the industrial or technological park if any, expressed as the number of plots and m² per plot;
- 1.18. Annual turnover of businesses;
- 1.19. Annual export of businesses;
- 1.20. Annual import of businesses;
- 1.21. Investments in research and development or innovations by businesses;
- 1.22. Address of the industrial and technological park;
- 1.23. Contact information of the industrial and technological park: webmail/email, telephone number.

Article 5
Content of the register of business incubators

1. The register shall contain:
 - 1.1. Name of the business incubator;
 - 1.2. Number of the plot(s);
 - 1.3. Surface area of the business incubator;
 - 1.4. Number of businesses located in the business incubator;
 - 1.5. Number of businesses that have developed and exited the incubator;

- 1.6. Number of free slots;
- 1.7. Business incubator management - public authority; commercial company, non-governmental organization; public-private partnership;
- 1.8. Activities carried out in the incubator;
- 1.9. Services offered to businesses in the incubator;
- 1.10. Facilities offered to businesses located in the business incubator;
- 1.11. Number of employees in the business incubator;
- 1.12. The municipality, where the Business Incubator operates;
- 1.13. Address of the incubator;
- 1.14. Contact information of the incubator: webmail/email, telephone number.

Article 6 **Annexes**

1. The annexes attached to this Administrative Instruction are an integral part thereof:

- 1.1. Annex 1: Content of the register of industrial and technological parks.
- 1.2. Annex 2: Content of the register of business incubators.

Article 7 **Repeal provision**

Municipalities and proposers that have established industrial parks, technological parks and business incubators shall be obligated to submit the required data to the Ministry according to Article 3, paragraph 6, within six (6) months following the entry into force of this Administrative Instruction.

Article 8 **Repeal provision**

Municipalities and proposers that have established industrial parks, technological parks, and business incubators are obligated to submit the required data to the Ministry according to Article 3, paragraph 6, within six (6) months after this Administrative Instruction comes into effect..

Article 9 **Entry into force**

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

Rozeta Hajdari

Minister

Pristina, 15.07.2024

Annex 1		
Content of the Register of Industrial and Technological Parks		
1	Name and type of industrial and technological park	
2	Number of the plot(s)	
3	Surface area of the industrial and technological park	
4	Establishment decision approved by the Government	
5	Current state of construction of the industrial and technological park	
6	Duration of the use of the park, which may range from forty (40) to ninety-nine (99) years	
7	Data on the administration and management of the park according to Articles 10 and 11 of the Law on Industrial and Technological Parks	
8	Activities carried out in the park	
9	Services offered to businesses in the industrial and technological park	
10	Facilities offered to businesses located in the industrial and technological park	
11	Energy resources and consumption established in the Industrial and Technological Park	
12	Number of foreign enterprises located in the Industrial and Technological Park	
13	Value of investments from foreign businesses	
14	Number of businesses by activity, the number of educational and research institutions	
15	Total number of employees in the businesses located in the industrial and technological park	
16	Number of employees by business/business activity	
17	Number of free slots in the industrial or technological park if any, expressed as the number of plots and m ² per plot	
18	Annual turnover of businesses	
19	Annual export of businesses	
20	Annual import of businesses	
21	Investments in research and development or innovations by businesses	
22	Address of the industrial or technological park	
23	Contact information of the industrial and technological park: webmail/email, telephone number	

Annex 2		
Content of the Register of Business Incubators		
1	Name of the business incubator	
2	Number of the plot(s)	
3	Surface area of the business incubator	
4	Number of businesses located in the business incubator	
5	Number of businesses that have developed and exited the incubator	
6	Number of free slots	
7	Business incubator management - public authority, commercial company, non-governmental organization, public-private partnership	
8	Activities conducted in the incubator	
9	Services offered to businesses in the incubator	
10	Facilities offered to businesses located in the business incubator	
11	Number of employees in the business incubator	
12	Municipality where the business incubator operates	
13	Address of the incubator	
14	Contact information of the incubator: webmail/email , telephone number	