Manual
for building cadastre
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Prishtina, May 2020
CEO’s word

Land, along with buildings and parts of buildings, is one of the most important financial assets for any country. Any investment in some way or another depends on land and real estate. Without the security of ownership on land and buildings, it is difficult to secure investment and capital funds for business. Legal security of land and building ownership facilitates mortgage-based investment financing for small and medium-sized businesses and supports the physical infrastructure of almost all commercial operations.

According to the Law on Cadastre, Kosovo Cadastral Agency is responsible for registration in the Kosovo Cadastral Land Information System (KCLIS), for all buildings and parts of buildings in the territory of the country. The rapid development of banking system in Republic of Kosovo had created opportunities for mortgaging real estate (land, buildings, parts of buildings, etc.), thus there was an urgent need to register buildings and parts of buildings that were missing in the immovable property rights register. Such a registration of buildings and parts of buildings was done for the first time in 2010-2011 and the same had a direct impact on the economic development of the country. As a chairman of the commission for the establishment of the Building Cadastre in four municipalities assessed as priority municipalities (Pristina, Peja, Gjilan and Prizren), together with associates we have managed to create technical standards and procedures for registration of buildings and parts of buildings in the cadastral register. As a result of the start of registration of buildings and parts of buildings in these four municipalities, the Republic of Kosovo in the report of "Doing Business" of the World Bank year after year had marked an increase in the field of registration of immovable property.

So far, the Kosovo Cadastral Agency in cooperation with the Municipal Cadastral Offices (MCC) and with the financial support of the World Bank has registered the buildings and parts of the buildings in most cities of the Republic of Kosovo, where the complete documentation for the registration of all collective buildings in urban areas of cities, including commercial businesses, municipal buildings, state buildings, public buildings, etc was collected.
Another benefit with the registration of buildings and parts of buildings is the support of municipalities is to help them in addressing illegal constructions, and for other purposes such as property tax, urban planning, etc.

As the development of cadastre and cadastral procedures for the registration of buildings and parts of buildings is a dynamic process and after the reforms we undertook during 2019, there was a need for the Manual for the Building Cadastre process to be updated and supplemented according to the latest technical and legal advances, as well as based on the development in the Kosovo Cadastre Land Information System (KCLIS).

I strongly believe that with this manual we will help the further process of registration of buildings and parts of buildings, facilitating and unifying the procedures for this registration. This manual will help all experts and professional officials involved in this process, both from the private and public sector, to accurately and easily implement the procedures in this process.

Avni AHMETI

CEO of KCA
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### Abbreviations

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<th>Description</th>
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<tr>
<td>KCA</td>
<td>Kosovo Cadastral Agency</td>
</tr>
<tr>
<td>KPCVA</td>
<td>Kosovo Property Comparison and Verification Agency</td>
</tr>
<tr>
<td>PAK</td>
<td>Privatization Agency of Kosovo</td>
</tr>
<tr>
<td>σ</td>
<td>Standard deviation</td>
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<tr>
<td>GNSS</td>
<td>Global satellite navigation system</td>
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<tr>
<td>GPS</td>
<td>Global positioning system</td>
</tr>
<tr>
<td>QQ</td>
<td>Quality Control</td>
</tr>
<tr>
<td>KOPOS</td>
<td>Kosovo's positioning system</td>
</tr>
<tr>
<td>Kosovaref01</td>
<td>Kosovo Coordinating Reference System</td>
</tr>
<tr>
<td>DP</td>
<td>Digitized point from cadastral maps (1: 2500, 1: 1000, 1: 500)</td>
</tr>
<tr>
<td>MP</td>
<td>Measurement point</td>
</tr>
<tr>
<td>PDM</td>
<td>Point gained by double measurement</td>
</tr>
<tr>
<td>PTM</td>
<td>Points from takeometric measurements</td>
</tr>
<tr>
<td>TP</td>
<td>Transformed point</td>
</tr>
<tr>
<td>VP</td>
<td>Verified Point</td>
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Introduction

Kosovo Cadastral Agency (AKK) is the central authority for the maintenance of the cadastral database, for the maintenance of property registers, for cartography and GIS, for the unified address system, for the national spatial information infrastructure (NSDI) and for the administration of Infrastructure of Information Technology, respectively the first and second data centers.

During the compilation of this manual, there was professional inclusions, as contributors with comments and professional suggestions including experts from Kosovo Cadastral Agency, Municipal Cadastral Offices, Kosovo Geodetic Association, licensed surveyors and other stakeholders.

These additional actions imply concrete projects such as the Buildings Cadastre (BC), through which data on cadastral units and property rights are updated.

In order to have all the clear procedures during the implementation of BC projects, it is necessary to compile this manual through which for experts and professional officials from the Kosovo Cadastral Agency, Municipal Cadastral Offices, economic operators and other actors of interest will make it much easier to carry out the tasks and obligations they have towards the project. These tasks and obligations include all phases of the project from the planning of the CZ for

<table>
<thead>
<tr>
<th>IPRR</th>
<th>Immovable Property Rigts Register</th>
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<tbody>
<tr>
<td>BC</td>
<td>Reconstruction of Cadastral Information</td>
</tr>
<tr>
<td>KCLIS</td>
<td>Kosovo Cadastre Land Information System</td>
</tr>
<tr>
<td>KCLIS -T</td>
<td>Kosovo Cadastre Land Information System - Textual</td>
</tr>
<tr>
<td>KCLIS -CM</td>
<td>Kosovo Cadastre Land Information System - Cadastral Map</td>
</tr>
<tr>
<td>TS</td>
<td>Total Station</td>
</tr>
<tr>
<td>AI</td>
<td>Administrative Instruction</td>
</tr>
<tr>
<td>CZ</td>
<td>Cadastral Zone</td>
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<tr>
<td>MCO</td>
<td>Municipal Cadastral Office</td>
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</table>
BC, public information, surveying campaign, data processing, quality control, public display, officialization of data obtained from the project, etc.

For appointing a cadastral zone for the BC project, KCA have consultation with MCO and other responsible central and local institutions which may have an interest from the BC process.

Some of the criteria which are being taken under consideration for selecting a cadastral zone for BC, are the following ones:

- High level of non-registration of buildings and parts of buildings,
- Large number of constructions,
- Frequent property and cadastral transactions occurring in the CZ,
- High property market value in the cadastral zone,
- Implementation of certain projects of interest to Kosovo institutions and its citizens as well
- Requests of local institutions (municipalities) or central ones for the inclusion in the KN process of a cadastral zones
1. Legal basis for BC

The entire Buildings Cadastre process is based on the legal framework, starting from the Law on Cadastre 04 / L-013, administrative instructions working guidelines regulating issues of field surveyings, property rights registration, use of cadastral systems etc.

Below we will present legal framework for implementing the buildings cadastre:

1.1 Laws

- Law no. 04 / L-013 on Cadastre,
- Law no. 2002/5 on the Establishment of the Immovable Property Rights Register (IPRR),
- Law no. 2003/13 on amendments and additions to the law No. 2002/5 on the Establishment of the Immovable Property Rights Register,
- Law no. 03/l-154 on property and other real rights

1.2 Administrative Instructions

- Administrative Instruction no. 02/2012 on the Reconstruction of the Cadastre and the Register of Immovable Property Rights,
- Administrative Instruction No. 03/2012 on the Work of the Commission for Reconstruction of the Cadastral Informations and the Immovable Property Rights Register
- Administrative Instruction No. 04/2012 for Public Awareness Campaign during the Reconstruction of Cadastral Informations and Immovable Property Rights register,
- Administrative Instruction No. 12/2019 on the division and registration of the parcel,
- Administrative Instruction No. 11/2019 on the division of the building and part of the building and
- Administrative Instruction no. 10/2019 on cadastral surveyings for cadastral registration.

1.3 Frameworks

- Framework - For measurement, creation and registration of cadastral units (parcels, building and part of the building) 2020/01.
2. Role and responsibilities in the implementation of building cadastre

The basis for successful implementation of Bulings Cadastsre projects is the commitment and cooperation of all stakeholders involved in BC, such as KCA, BC Commission, MCO, EO, other institutions and residents of the cadastral zone (owners/users on buildings and parts of buildings).

The role and responsibility of the main actors of this process are defined by the legal framework. Here are just a few of the responsibilities of BC actors such as:

2.1 Role and Responsibility of Kosovo Cadastral Agency

KCA is the main authority in the Buildings Cadastre projects, who makes the plan for the implementation of the BC project, by specifying clearly all processes through which BC goes and responsibilities for each process within KCA. KCA’s competence is the compilation of technical specifications for Building Cadastre projects.

KCA proposes the members for the BC Commission to the relevant Ministry, appoints the project manager who is responsible for managing all the processes through which BC goes as well as the team of experts for quality control who perform quality control during all phases of BC.

Depending on the capacity and form of implementation of the BC project, KCA can implement quality control through professional supervisory companies, contracted with tasks and responsibilities specified for all stages of BC.

2.2 Role and responsibility of BC Commission

The work of the Commission is specified in Administrative Instruction no. 03/2012 on the Work of the Commission for Reconstruction of Cadastre Informations and the Immovable Property Rights register.

The BC Commission is involved in all phases of this process, from the appointing the cadastral zone to the approval of a zone (Building cadastre). The decisions of this commission presents the legal basis for the registration of property and property rights in cadastre. This commission is formed by a decision of the Minister of the Ministry within which KCA exeBCses the activity, and consists of 5 members:
• 1 (one) lawyer as chair of the commission from the KCA,
• 1 (one) geodesy engineer from KCA,
• 1 (one) representative from the Ministry,
• 1 (one) representative from the MCO and
• 1 (one) representative elected by the residents of the cadastral zone where BC is being implemented.

Some of the competencies and responsibilities of the BC Commission are:

• Cooperates with KCA and MCO for the assignment of the cadastral zone for building cadastre,
• Announces the date for the start of the BC implementing plan,
• Reviews and approves the work plan of the economic operator for the implementation BC project and monitors its implementation,
• Organizes the public awareness campaign for the residents of CZ where BC will be implemented, as well as for the general public,
• Determines the time and place of holding public information for the residents of CZ,
• Participates in public hearings, leads the meeting with the residents during the public information campaign and takes care for providing answers to the individual questions of the residents present at the meeting,
• Organizes and conducts the procedure for the election of the member of the commission representing CZ,
• Approves the Economic Operators public information plan, as well as the materials prepared for public information.
• Coordinates the activities and cooperation between KCA and EO regarding the handover of information and acceptance of data submissions,
• Accepts the register of property claims from KPCVA and other institutions and submits them to the EO,
• Reviews EO requirements regarding the implementation of the BC plan and intervenes in the elimination of obstacles during the BC,
• Intervenes and warns the economic operator in cases where it considers that the reconstruction plan is not being implemented as approved. If even after the intervention, the economic operator does not eliminate the irregularities and continues with the non-implementation of the plan as
provided, the Commission proposes to the KCA to terminate the work of the economic operator and terminate the contract,

- Pursuant to the BC plan and working hours of economic operator participates in the meetings with the residents of the CZ in which the buildings cadastre is done and accepts their documents and requests,
- At the request of the EO, the commission requires the KCA to issue frameworks or work guides for specific cases,
- Leads the process of controlling the data created by BC and for the implementation of this process coordinates the activities with respective bodies within the KCA, responsible for quality control of data submitted by the EO for BC, before announcing the public display as opened,
- Announces the public display date for data from the BC process,
- Organizes and leads the public display according to the BC implementation plan,
- Examines owners' claims and complaints,
- Holds hearings to review claims and appeals and issues decisions on each case presented during the public display,
- Informs the EO about the results of public display, in case of need, issues binding decisions for the EO in order to eliminate irregularities or perform additional work,
- Holds working meetings with KCA, MCO and other institutions in order to coordinate activities to implement BC and
- Prepares working reports on the progress of the implementation of BC, for the KCA and other responsible institutions.

2.3 Role and responsibility of sub-Commision

In cases when a significant number of cadastral zones is involved in the BC process and the BC commission does not have the capacity to follow the whole process then the commission may request the KCA to form sub-commissions for specific and timely tasks. These sub-commissions consist of 3 members who are KCA officials and responds to the commission, which reviews and approves their work.

2.4 Role and responsibility of project manager

A very important role in the implementation of BC is the role of project manager, whose responsibilities and obligations are:
• To ensure that the Economic Operator fulfills all performance or delivery obligations in accordance with the terms and conditions of the contract,
• To ensure that the Economic Operator submits all required documentation in accordance with the terms and conditions of the contract,
• To ensure that the Contracting Authority fulfills all payments and other obligations in accordance with the terms and conditions of the contract,
• To ensure adequate cost, quality and time control where appropriate,
• To ensure that all obligations are completed before the conclusion of the contract dossier,
• To ensure that all contract management records are kept and archived as required,
• To propose changes if required, in accordance with the legal framework and in accordance with the terms and conditions of the contract,
• To provide full details of a required contract change to the Procurement Office and to obtain approval,
• To manage the submission of admission procedures,
• Provides full details of any proposed contract termination to the Procurement Office,
• To submit reports on the progress or completion of a contract, as required by the Procurement Office or by the BC Commission and
• Other related tasks and activities required by the BC Commission.

2.5 Role and responsibility of Municipal Cadastral Office

Municipal Cadastral Offices are strong institutional liaison bridge between KCA, EO and residents of the cadastral zone.

The MCO proposes cadastral zones for buildings cadastre and takes care of the progress of the whole BC process by helping other actors from the analysis phase of the cadastral zones, public information where MCO tries to activate the “cadastral zone council” if it exists, then does quality control in all stages until the completion of the project.

Also, for the well-functioning of the process, after the selection of cadastral zone for building cadastre KCA and MCO signs a Memorandum of Understanding, in which the responsibilities, rights and obligations of the actors as well as the
forms of cooperation are specified. In the following, some of the activities that the MCO during BC will be mentioned:

- Submits proposals for inclusion of CZ for BC after consultations with the responsible authorities at the local level that have an impact on the BC process,
- Prepares and presents all data on CZ that is part of BC which have an impact on the implementation of the project,
- Provides technical staff who will support the economic operator,
- Provides technical staff who will support KCA in implementation of quality control for the BC data
- Confirms that the economic operator has carried out a comprehensive quality control during BC and that the technical staff of the MCO has been involved in the process of the QC.

2.6 Role and responsibility of Economic Operators

All the work and activities of Economic Operators as licensed geodetic companies are performed based on the legal framework, technical specifications and contract.

These documents specify their activities and responsibilities in cooperation with the KCA, BC Commission, MCO and the residents of the Cadastral Zone.

Prior to the start of the BC, the Economic Operator must prepare information for each cadastral zone included in the contract, which information presents to the BC Commission and the project manager.

During BC, the Economic Operator must:

- Provide an office in the cadastral zone where the BC is being implemented,
- Participate in the meeting with the residents of the cadastral zone,
- Collects data on cadastral measurements in the field and prepares information on the textual and graphic part of KCLIS,
- Processes and prepares data from field surveyings for public display and for final submission,
- Correct errors during the correction phase according to the decision of the Commission
• Implements internal quality control to ensure that all work and deliveries comply with technical specifications,
• Submit the progress report and respondS to KCA invitations for meetings,
• Informs the BC Commission on the progress of works, etc.

2.7 Roles and responsibilities of other institutions

In the process of Buildings Cadastre participates all institutions that have an interest in the properties in the Cadastral Zones where BC takes place, such as the Kosovo Agency for Property Comparison and Verification (KPCVA), Kosovo Privatization Agency (KPA) etc.

The KPCVA has the mandate to accept, register and resolve claims which are the result of armed conflict which occurred between 1998 and 1999, in relation to private immovable property, including commercial property.

At the request of the KCA, KPCVA prepares the list of property claims for the CZs included in building cadastre. When registering property claims in the cadastral zone, the representative of the KPCVA participates in the work and activities of the commission.

2.8 Role and responsibility of residents of Cadastral Zone

Residents of the Cadastral Zone in which the BC project is being implemented has a major and even key role in this process. They are obliged, for their own good, to cooperate with all stakeholders involved in BC by providing documentation for their properties and submitting it to the EO and the BC Commission, then playing an active role in identifying of their cadastral units as appartments, commercial bussineses, basements, deposs, and garages during the data collection by the EO.
3. Workflow

The Buildings Cadastre process contains a number of tasks and activities which are summarized in 8 main phases of the project:

- Preparatory phase before and after signing the contract with EO,
- Public Information Campaign, Desamination and collection of informations and applications for each part of the buildings,
- Measurement campaign,
- Data processing,
- Opening of public display,
- Entering data into the system and formalizing data and
- Completion of the project (BC).

The implementation of these main phases is done through the realization of the objectives of each phase of the project.

The diagram shows the main steps of the workflow in BC.
Diagram 1. Main tasks of BC workflow
4. Preparatory phase

4.1 Preparatory phase before the signing contract with the Economic Operator

The first step in starting the building cadastre is the analyses and evaluations made by KCA and MCO experts. Expert groups in close cooperation analyzes and assess the need to initiate the building cadastre project in one or more selected cadastral zones, for which they draft a detailed report. After handling and reviewing this report of the group of experts but also based on the requirements for transactions necessary for registration and mortgage, the management of the KCA makes the final decision on the initiation of the BC.

In the preparatory phase, Kosovo Cadastral Agency prepares the Plan for the Buildings Cadastre in consultation with the relevant municipality in which the BC project will be implemented. In preparing this plan, the KCA invites other parties if they have an interest in a certain cadastral zone.

The Building cadastre Plan:

- A framework for efficient, correct and transparent implementation of BC,
- Clear procedures and adequate technical methods for BC and
- Assessment of the state of cadastral data, assessment of immovable property as well as the reasons for the building cadastre of the entire cadastral zone or only a part of it.

In itself, the Buildings Cadastre Plan also contains key data and information such as:

- Appointment of cadastral zone for building cadastre,
- Assessing the current state of the data in KCLIS and the problems created by the inconsistency of buildings and parts of buildings registration and
- Procedures and working methods to be implemented.

As other points to be included in BC Plan are the register of property claims compiled by the KPCVA and other institutions, the assessment of the necessary budget and the cooperation with the responsible central and local institutions.
4.1.1 Appointing of Cadastral Zone for building cadastre

For the appointing of a cadastral zone for BC projects, Kosovo Cadastral Agency consults with the municipal cadastral office and other local and central responsible bodies that may have an interest in the BC process. The KCA should take into account the municipality's proposals, development plans, urban plans and general interests, as well as the requirements of other institutions.

Some of the basic criteria that must be considered for appointing a cadastral zone for BC are:

- High level of non-registration of buildings and parts of buildings,
- Large number of constructions,
- Frequent property and cadastral transactions occurring in the cadastral zone,
- High property market value in the cadastral zone,
- Implementation of certain projects of interest to Kosovo institutions and its citizens as well
- Requests of local institutions (municipalities) or central ones for the inclusion in the BC process of a cadastral zone.

4.1.2 Assessment of the current state of the data in KCLIS

Kosovo Cadastral Agency evaluates the current state of the data in KCLIS as well as the challenges and problems created by the non-harmonized state of these data with those actual situation in terrain.

A comparison is made between the graphic data presented in KCLIS-CM and the state of these data in the field through orotophotos, where it is possible to compare the number of constructed buildings and the number of buildings in KCLIS.

Comparisons of cadastral data are also made with other relevant documentation provided by other institutional mechanisms.

4.1.3 Working procedures and methods to be implemented

Kosovo Cadastral Agency ensures that all procedures and working methods that will be implemented in the project of Buildings Cadastre are in full compliance with the legal framework starting from the Law on Cadastre and other relevant
laws, as well as with the Administrative Instructions and frameworks and manuals that are in force.

**4.1.4 Memorandum with respective Municipality**

For the best implementation of BC project, Kosovo Cadastral Agency and the relevant municipality in which the building cadastre will be carried out sign a Memorandum of Understanding for the Building Cadastre. This Memorandum describes the rights, duties and obligations of the KCA and MCO during the implementation of the project.

**4.2 Preparatory phase before signing the contract with Economic Operator.**

Following the proposal of Kosovo Cadastral Agency, the Minister from the Ministry in which the KCA is situated, appoints the Commission for building cadastre. Since the mandate of the commission is 5 years, then the same commission for this period of time performs the obligations and responsibilities mentioned in the above point for all BC projects.

Also another special stakeholder in BC projects is the project manager who is appointed by the Kosovo Cadastral Agency, with responsibilities as described in the role and responsibilities of the BC project manager.

**4.2.1 Preparing the data for the Economic Operator**

Kosovo Cadastral Agency and the Municipal Cadastral Offices are obliged to provide the Economic Operator with all the data they possess for the cadastral zones in the process of BC.

KCA provides temporary access for the EO in the KCLIS-CM and in the System for BC.

In KCLIS – CM, EO performs all cadastral actions related to the graphical part of buildings and parts of buildings such as: ceration of buildings and parts of buildings, ther division, their merging etc. It is worth mentioning that the data in KCLIS-CM will be updated only as final data, after passing the quality control, a phase which will be described in the following chapters.
The System for BC is a system created by KCA only for this kind of projects, for the reason that all actions within the project are carried out on a “copy database” in which the materials from BC can be processed, and in the same system a quality control can be done. After entering all the data in the System for BC and after completing their quality control, then this data is migrated to the KCLIS-Textual database, a process that will be described in the following chapters.

By allowing access to KCA systems, the EO is given the opportunity to analyze, process cases, modify rights, update cadastral data, etc.

In addition to accessing its systems, the KCA and MCO also prepare other data which are submitted to the EO. Some of these data are:

- Ortophotot,
- Digital cadastral maps,
- Graphic data for buildings and parts of buildings, which have not been updated by the MCO in KCLIS-CM,
- Coordinates and descriptions of locations for reference points of the first, second and third order in the KosovoRef01 system,
- Other data from various institutions (List of parcels submitted to the KPCVA, building data owned by other institutions etc),
- Relevant legislation, etc.

You can also find the data to be submitted and their format in table no. 1.

For the data submitted to the EO, the KCA prepares the submission form which is signed by both parties.

<table>
<thead>
<tr>
<th>Data</th>
<th>Format</th>
</tr>
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<tbody>
<tr>
<td>Ortophoto</td>
<td>Digital (ECW)</td>
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<tr>
<td>Cadastral map</td>
<td>Digital (TIFF)</td>
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<tr>
<td>Graphical data for parcels that are not updated for MCO in KCLIS-CM</td>
<td>Papper, PDF, DWG, Shapefile</td>
</tr>
<tr>
<td>Textual data for cadastral units and their rights.</td>
<td>XLS</td>
</tr>
<tr>
<td>Coordinates and description of locations of referent points of first, second and third order in KosovaRef01</td>
<td>PDF / XLS</td>
</tr>
<tr>
<td>Other data from different institutions</td>
<td>Papper, PDF, DWG, Shapefile or other</td>
</tr>
<tr>
<td>Relevant legislation.</td>
<td>PDF</td>
</tr>
</tbody>
</table>

Table 1. Data submitted from KCA to Economic Operator

4.2.2 Detailed working plan of Economic Operator

The economic operator has the obligation to submit within 10 days from the date of signing the contract to the Commission for BC, the detailed work plan or dynamic plan, which describes all the activities that will be carried out during BC and the dynamics of development.

In the detailed work plan, the time limit for the beginning and end of each phase should be mentioned, such as: public information campaign, field survey campaign, public display campaign, data entry into the system and final submission of data.

This plan also describes the activities that will be undertaken for each of the above mentioned phases and other activities such as opening offices in each CZ, reviewing the data submitted by the KCA, analyzing the factual situation in the field (based on the last prototype) with the data in KCLIS-CM etc.

The BC Commission, within 5 days after receiving the detailed work plan, treats the plan and if it is acceptable, approves the plan or gives suggestions and comments for changes which must be incorporated in the final draft of working plan.

After the final approval of the plan, the Economic Operator begins to implement the activities foreseen in the project by adhering to the detailed work plan.
4.2.3 Training for usage of KCLIS-CM

For the use of the systems of Kosovo Cadastral Agency that are used in BC, KCA offers special training for several days for experts of the Economic Operator.

The training is done by the responsible KCA officials. The KCA has ensured that the workflow of its systems is understandable and easily adaptable to others.

All EO experts take basic lessons, then depending on the roles they will have within BC, the level of training also changes for some nuances, e.g. for some experts the focus is greater on training for data entry, for some on controlling this data, for some on their approval and execution, etc., in the form of how the logic of KCA systems works. After training, EO experts undergo a test for the use of systems.

Finally, the economic operator has access to the systems and is given the right to operate in the cadastral zones appointed by the contract between the KCA and the EO.

The training is carried out after the completion of the field survey phase by the EO.

Depending on the need for quality control, KCA experts can be trained in the use of systems that are not part of their daily professional work in the KCA.

5. Public Information Campaign

The purpose of the Public Information Campaign (PIC) is to inform citizens about the BC process. Citizens should be informed about the benefits of registration (formalization of ownership, the possibility of mortgaging, the registration of buildings and parts of the building will be done free of charge, etc.). The benefits to the public will also include a better understanding of the process, enabling them to do so more effectively. Also, there will be benefits for the MCO because if the public is well informed about the process, there will be a faster, more comprehensive and more accurate process.

The public information campaign is an ongoing process and should be repeated for each region involved in BC project.
The Commission is responsible for organizing meetings to inform the citizens of the cadastral zone regarding the needs and benefits of the BC.

Citizens are also informed about the activities that will be undertaken by the economic operator, which is responsible for:

- Organizing and participating in interviews together with the Commission on local TV and radio during the first week of BC,
- Preparation and distribution of door-to-door leaflets which contain information on the importance of BC and the basic legal facts which explain the process,
- Invitation addressed to the owners for participation in the BC as well as the explanation of the public display process,
- Preparation of posters which contain information on BC, on commission, on economic operator, on schedules, etc, which are placed on the walls of the offices of the MCO within that cadastral zone as well as in collective residential buildings.

During the information campaign, given the specifics of the project, it is required that:

- Posters approved by the KCA should be placed in residential buildings or other public places within the area where the project is carried out, such as shops, post offices, municipal assemblies, etc.
- The campaign will include instructions on which documents are required for the registration of a cadastral unit within the building as well as instructions on how to complete the application which must be submitted at each entrance and at each part of the building and
- When conducting the campaign, special attention should be paid to contacting the owners of the administrative units after the regular working hours.

5.1 Distribution of informations and applications for each part of the building

All residential and commercial cadastral units must be visited in order to collect technical and legal documents.

The sketches will be compiled for each floor of the building according to the standards which are specified with the measurement criteria.
If necessary, the apartments or business premises will be visited more than once, at least once outside the working hours.

During the first visit, for all residential units the application must be submitted which will have to be filled by the owner or user of the cadastral unit together with the information booklet which specifies the documents which must be part of the application. The information brochure should specify when the second visit will take place so that citizens can submit documents during the second visit.

5.2 Meeting with residents of cadastral zone

The public information phase culminates with a meeting between residents of the Cadastral Zone and other BC actors such as: the BC Commission, representatives from the Municipal Cadastral Office and the Economic Operator. For this meeting, which is led by the BC Commission or a representative delegated by the commission, in advance the EO should inform and invite the residents of the CZ 7 days before the start of the meeting.

The invitation to participate can be made through: local TV and radio, posters and leaflets in which the date, time, place and purpose of the meeting are specified.

The Economic Operator is obliged to provide suitable spaces for holding the meeting. In cases when the cadastral zone has a relatively large number of inhabitants, then 2-3 meetings with residents can be held, divided according to the neighborhoods of the cadastral zone.

In the meeting with the residents of the cadastral zone, the chairman of the commission for BC, informs the residents about all the phases and the whole course of the BC process, starting from the purpose of BC, the importance of the project, the benefits of the residents, then the implementation plan, tasks and obligations of the Commission for BC, MCO, EO and residents. During this meeting, the 5th member of the BC Commission is elected, who is a representative of the Cadastral Zone, which is proposed and elected by the residents themselves with a majority of votes.

In the last part of the meeting, the discussion begins with questions and answers in general about the project and individual concrete cases of the residents. The same are finally informed that for more detailed information about their
properties they can also contact the office of the economic operator in the respective cadastral zone.

5.3 Economic operators office and working hours

During the development of the BC process, the Economic Operator must provide an office in the cadastral zone, so that communication with citizens is easier and making sure they have the "cadastre in their zone".

The economic operator's office must be located in an accessible location by all residents and preferably in the center of the cadastral zone where the BC project in being implemented. The office should be functional and equipped with all the relevant equipment for the exercise of activities related to the BC project, to have enough space for meetings with a larger number of residents to compile minutes, etc.

The working hours of the office of the Economic Operator until the end of the measurement campaign may be at a certain time during the day, a time which is set in coordination with the representative of the cadastral zone, for which period of work the residents must be informed, while after the completion of the surveying campaign the office must be functional in the official working hours of 8 hours. Due to the provision of services for residents who are at work from 08:00 to 16:00, then the EO in cooperation with the BC commission sets a suitable schedule for work of the EO office.

5.4 Collection of informations and applications for each part of the building

After or during the measurement campaign, all the apartmanates within the area where the project is implemented should be visited once again.

EO representatives must be provided with an identification card and an official uniform.

When receiving applications and documentation from citizens, EO representatives must have a register with them to list which documents they have received from the citizen. The register must have a unique ordinal number and have the possibility that an identical copy remains with the citizen who, based on the ordinal number of the register, will receive information from the EO or KCA regarding his request.
The application format will be standardized by KCA and will be unique to all applicants.

Documents received by the owner / possessor must be scanned in order to make a digital copy of them.

The EO has the obligation to submit all the documents that it has received from the citizens, after their processing, to the KCA, respectively the MCO.

6. Surveying standards

In the procedure of cadastral measurements can be used polar measurements, the Global Navigation Satellite System (GNSS) method, as well as their combinations. If measurements cannot be made with one of the methods mentioned above, the orthogonal method can also be used.

Cadastral surveyings shall be made according to the following procedures and standards:

- Before starting the measurements with GNSS, or after the completion of the measurements, a control point should be measured at the closest distance from the location of the measurements. Measurement / observation with GNSS equipment of the control point should be done in the time interval of not less than 1 minute,
- Measurements / observations with GNSS for cadastral unit boundary points must be made in the time interval of not less than 10 seconds,
- Measurement with a total station is done using three fixed points. One station point and two orientation points. Fixed points from which the boundary points of the cadastral units are measured and the measurement at the orientation points must be from the geodetic base (Kosovaref01) or placed as additional points measured with GNSS. At the end of the survey from the same station, the measurement is made at one of the orientation points,
- In total station measurement, the free station method can also be used. In these cases we must have a minimum of three orientation points. After the completion of the survey, the measurement / control should be done at one of the orientation points,
- Measurements with DRON can be used if field preparation is done in advance (marking the boundaries according to the actual situation), and if
the boundaries obtained from the DRON are within the allowable accuracy as presented in Table 5, and

- The original field measurement for the control points and the boundary points of the cadastral units must be archived and stored / named with the subject protocol number.

6.1 Source category of coordinates

The source of the coordinate’s points of the cadastral units is specified in the following four categories:

- **Point obtained from surveyings (SP)** - the coordinates points of the cadastral units measured in the field with GPS or Total Station based on the coordinate network Kosovaref01,
- **Transformed point (TP)** – the coordinates points of the cadastral units transformed by the Gauss Kryger coordinate system in Kosovaref01, which have their source from the separation manuals,
- **Points from tachometric measurements (PTM)** - coordinates points of cadastral units which are obtained from the calculation of data from takeometric notebooks and
- **Digitalized point from cadastral maps (1: 2500, 1: 1000, 1: 500) (DP)** - coordinates points of cadastral units which are created by vectorization of scanned and georeferenced cadastral maps.

6.2 Accuracy of GNSS measurements

All categories of the source of the specified coordinates to obtain the status of Verified Point (VP), must meet the accuracy criteria which are presented in the table below, after field measurements.

Once the coordinates of certain points gain VP status these must be updated to KCLIS-CM with VP status. Relative accuracy during measurements with GNSS for detail points as well as standard deviation for double measured points are presented in the table as follows:
### Type of measured points

<table>
<thead>
<tr>
<th>Region</th>
<th>Source</th>
<th>Standard deviation (Y,X) (σ)</th>
<th>Standards deviation (h) (σ)</th>
<th>Reliability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel boundary point</td>
<td>Urban</td>
<td>PM 50 mm</td>
<td>70 mm</td>
<td>PV</td>
</tr>
<tr>
<td></td>
<td>Rural</td>
<td>PM 80 mm</td>
<td>100 mm</td>
<td>PV</td>
</tr>
<tr>
<td></td>
<td>Mauntine</td>
<td>PM 120 mm</td>
<td>150 mm</td>
<td>PV</td>
</tr>
<tr>
<td>Building boundary point</td>
<td>Urban</td>
<td>PM 30 mm</td>
<td>50 mm</td>
<td>PV</td>
</tr>
<tr>
<td></td>
<td>Rural</td>
<td>PM 50 mm</td>
<td>70 mm</td>
<td>PV</td>
</tr>
<tr>
<td></td>
<td>Mauntine</td>
<td>PM 80 mm</td>
<td>100 mm</td>
<td>PV</td>
</tr>
</tbody>
</table>

*Table 2. Accuracy of relative measurement and standard deviation*

### 6.3 Control of accuracy of GNSS measurements

Within the cadastral zone, depending on the size of the cadastral zone, 5-10 points are stabilized depending on the area of the cadastral zone where the building cadastre will be implemented, at which point the accuracy of the measurements is checked at the beginning and end of the measurements within a day.

### 6.4 Control points

The unit for determining the accuracy of geodetic measurements is the standard deviation (σ). The accuracy of the coordinates for the control points of the first, second and third order and additional stabilized point for continuation of the measurements of the border points of the cadastral units are specified with standard deviation (σ) allowed as in the following table:

<table>
<thead>
<tr>
<th>No.</th>
<th>Horisontal standard deviation (σ)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>σ≤ 20 mm</td>
<td>Referent point of first, second and third order</td>
</tr>
<tr>
<td>2</td>
<td>σ≤ 30 mm</td>
<td>Additional stabilized points for countinoues detailed measurments</td>
</tr>
</tbody>
</table>

*Table 3. Horisontal standard deviation*
Allowed error ($\Delta$) for cadastral measurements is approved pursuant to the formula for standard deviation ($\sigma$): $\Delta = \pm 2 \sigma$

Standard deviation for measurements with total station is: $\sigma \leq 20\text{mm}$.

### 6.5 Codes of points

The measured points must have the code based on the code list.

The following are the codes of points and their descriptions:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Points of parcel boundaries</strong></td>
</tr>
<tr>
<td>1</td>
<td>Monument (natural stone, engraved, etc.)</td>
</tr>
<tr>
<td>2</td>
<td>Metal pole</td>
</tr>
<tr>
<td>3</td>
<td>Wall</td>
</tr>
<tr>
<td>4</td>
<td>Plastic pole</td>
</tr>
<tr>
<td>5</td>
<td>Detail of the building (object)</td>
</tr>
<tr>
<td>6</td>
<td>Wooden pillar</td>
</tr>
<tr>
<td>7</td>
<td>Concrete pillar</td>
</tr>
<tr>
<td></td>
<td><strong>Control points</strong></td>
</tr>
<tr>
<td>10</td>
<td>First order point</td>
</tr>
<tr>
<td>11</td>
<td>Second order point</td>
</tr>
<tr>
<td>12</td>
<td>Third order point</td>
</tr>
<tr>
<td>13</td>
<td>Old trigonometric point, tie</td>
</tr>
<tr>
<td>14</td>
<td>Additional stabilized point</td>
</tr>
<tr>
<td></td>
<td><strong>Other detailed points</strong></td>
</tr>
<tr>
<td>20</td>
<td>The points of the building, the walls</td>
</tr>
<tr>
<td>21</td>
<td>Water supply wells</td>
</tr>
<tr>
<td></td>
<td>Codes of points and description</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>22</td>
<td>Sewage wells</td>
</tr>
<tr>
<td>23</td>
<td>Atmospheric water wells</td>
</tr>
<tr>
<td>24</td>
<td>Other wells</td>
</tr>
<tr>
<td>25</td>
<td>Electric pole</td>
</tr>
<tr>
<td>26</td>
<td>Lighting pole</td>
</tr>
<tr>
<td>27</td>
<td>The edge of the mountain</td>
</tr>
<tr>
<td>28</td>
<td>Side of the road</td>
</tr>
<tr>
<td>29</td>
<td>Other signs</td>
</tr>
<tr>
<td>30</td>
<td>Road axis</td>
</tr>
<tr>
<td>31</td>
<td>Road milestone</td>
</tr>
<tr>
<td>32</td>
<td>Important wood</td>
</tr>
<tr>
<td>33</td>
<td>Direction tower, air pole</td>
</tr>
<tr>
<td>34</td>
<td>Power line</td>
</tr>
<tr>
<td>35</td>
<td>Power station</td>
</tr>
<tr>
<td>36</td>
<td>Public buildings and collective housing</td>
</tr>
</tbody>
</table>

**Table 4. Codes of points and description**

7. **Measuring campaign**

After the completion of the public information phase and the analysis of the data that the EO has received from the KCA, the EO begins preparations for the measurement campaign.

EO should identify the buildings which exists in KCLIS-T while the same ones are missing in KCLIS-CM, these building should be prepared with a special layer in the field sketches.

In addition to the building, if possible, the current use of the plot on which the building is located should be measured.
All measurements for registration or updating of cadastral data must be made in the state geodetic reference system Kosovaref01.

7.1 Measurement of buildings and parts of the building

The measurement of the building is done by measuring at least three points of the two longest sides with geodetic instruments, while the other fracture points can also be constructed by measuring the fronts with measuring distance or any other method.

The measurement is made at the fracture points of the foundation of the building. The accuracy of the measurements is specified in the chapter on cadastral measurements.

During the measurement campaign, the measured sketches are also presented in the field sketches, making the description of the number of floors for each measured building. The sketch should also highlight the points measured with geodetic instruments in addition to those created by measuring distance or any other method.

During the measurement campaign within the cadastral zone all permanent or temporary buildings are measured (e.g. temporary privatized buildings).

For the preparation of the subject for registration in KCLIS, the measurement is done at the breaking points of the foundation of the building. The accuracy of the measurements is specified in the chapter on cadastral measurements.

In addition to the fundation the building, all other floors which differ from the shape of the foundation of the building must be measured.

7.2 Quality control during measurements

Quality control of measurements is divided into two parts:

- Monitoring the field measurement campaign and
- Control of original measurements submitted by EO.

Monitoring of the field measurement campaign is done by KCA and MCO or any company engaged by KCA. During field monitoring, the following conditions are checked:
• If the buildings are measured according to the 2020/01 work framework,
• If the control points are being measured?
• If the sketches outlines of the terrain being kept and
• If the leaflets are delivered to each apartment or business premises.

Also during the monitoring of the field measurement campaign, the residents who have completed the measurement with which the questionnaire is completed shall be met. The questionnaire shall contain:

• Name of the municipality,
• Name of the cadastral zone,
• Name and surname of the respondent,
• Personal number and
• Contact number,
• Address.

Other general questions about expectations, satisfaction or even remarks within the BC project should also be posed.

During the monitoring, measurements of some points which where also measured by the EO should be made, the measured points should be evidenced in the field sketch which should have with them the the experts for the QQ.

**The control of the original measurements submitted by the EO** is done by checking whether the measurements were made with the required accuracy according to the working framework 2020/01:

• If the measurements are within the time interval not less than 10 seconds,
• If the control point has been measured,
• If the codes of detailed point measured in the field are presented,
• If the code description exists and
• If the accuracy of the measurements in accordance with Chapter 6.2 of this Manual has been respected.

Upon completion of the quality control, a report is compiled in which all the findings should be described and the same is submitted to the EO and the commission through the project manager.
8. Processing of the data from the measuring campaign

After the completion of the quality control for the measurement campaign and after obtaining the approval of the manager/commission that the data meet the standards set by the work framework 2020/01 then the EO begins with data processing.

The data processing is done for the graphic part, the textual part and for all the documents that the parties have submitted to the EO are treated.

Data processing is done for the cadastral units of the building and parts of the building.

8.1 Creation of a building as a cadastral unit

Based on the Law on Cadastre No. 04 / L-013, Article 7, paragraph 2, the building is a separate cadastral unit.

Cadastral unit - building contains:

1. Cadastral zone code,
2. Building number,
3. The boundary of the building,
4. The building floors,
5. The address of the building,
6. The surface,
7. Data on the registered owner and / or user, current use and
8. Position and shape of the building that is presented in KCLIS-CM.

For the registration of the cadastral unit - building in the cadastral register, in the cadastral project of the buildings the following conditions must be met:

- In places where there is an urban plan, the facilities must have a construction permit and a certificate of use. Otherwise it cannot be registered in KCLIS textual and graphical,
- Objects that are registered in KCLIS and cadastral maps but do not exist in the field should be deleted from the official register,
- During the building cadastre process, owners must be required to present building permits and a certificate of use. For objects that do not provide
relevant documentation, those objects can be registered in KCLIS, but with the identification as objects without permission,

- If the object is in KCLIS but not in the graphic part then it should be verified whether the numbering was done properly, if not then the numbering should be done according to the instructions in force then the improvement should be done in the textual part and shall be created in the graphic part,
- For public and collective buildings such as schools, family medicine centers, nurseries, religious buildings, if the owners of the parcels in which these objects are located are not the same as the owner / owners of the building, then an expropriation decision must be required. If the property is private, the minutes must be signed between the private and public owner for the transfer of ownership from private to public property,
- For the private buildings and houses must be presented their entrance in the graphic part.

8.2 Numbering of the building

The numbering of the building within the cadastral zone is done starting from 1 to n. The building number format contains the prefix O (Object) in front of the cadastral zone code and the unit number e.g. O-71914059-155-0.

In cases where there are registered buildings within a cadastral zone, then each new building receives the last number within a cadastral zone plus one (+1), e.g. if the last building number within a cadastral zone is O-71914059-155-0 then the new building number is plus one (+1), i.e. O-71914059-156-0.

The building number is unique within a cadastral zone.

8.3 Format and content of the building registering

The subject submitted for approval by the commission must have the following content:

1. Subject wrapper (Appendix 3 of Framework 2020/01),
2. List of documents,
b. Manual of the cadastral unit building (Appendix 15 of the Framework 2020/01)
c. Register of changes for buildings with parts of buildings (Appendix 16 of Framework 2020/01),
d. Building Change Register (Appendix 17 of Framework 2020/01),
e. Coordinates list (Appendix 18 of Framework 2020/01),
f. Joint investment agreement,
g. Certificate of use,
h. Applicant’s ID or business certificate,
i. Other documents provided by applicable laws and administrative instructions,

3. All documents mentioned above after being stamped and signed must be scanned and stored as PDF files. PDF file is named with the subject protocol number,

4. List of data in digital format:
   a. The registry of changes in xls file,
   b. Graphical data for new units in one of the digital formats (dwg, shapefile, gml) and
   c. PDF scanned file.

**8.4 Manual for the building**

The manual (Appendices 14 and 15 of Framework 2020/01) for the creation of cadastral unit building must have the following content:

1. The buildings in the manual are presented in the correct position according to the coordinates, on one of the reduction scales. The buildings in the manual are oriented to the north,
2. The boundary of the cadastral unit parcel is presented in black color in the sketch,
3. The cadastral unit of the building is presented with a red line,
4. The points of the building are numbered with temporary numbers from 1 to n and are presented in red,
5. The new number of the cadastral unit is presented in red,
6. Buildings registered in the register of immovable properties and which appear in copies of the plan, but during the measurements do not exist in the field, then in the manual are marked “X” with red color in the building number and in the basement lines of the building. Based on the procedures, MCO is obliged to delete it from the register,
7. The manual for the creation of the cadastral unit is printed in color on white paper in A4 or A3 formats, (120 g / m² paper)
8. The manual for the establishment of cadastral units must be in a fixed scale (full number) e.g. 1: 500, 1: 600, 1:1000, which enables the presentation of the described content.

8.5 Buildings register

The building register is the official form in which are presented the necessary data for the building to be registered in KCLIS.

The register of individual buildings contains the following data:

1. Municipality,
2. Cadastral Zone,
3. Number of the cadastral unit of the building,
4. Number of floors of the building,
5. Floor area (m²) - Area for each floor,
6. Basement surface (m²) - the buildings basements surface,
7. Building address - street name and address number to which the building has access, address information can be obtained from the urban planning directorate, which issues the address certificate or even from the State Geoportal (http://geoportal.rks.gov.net).
8. Place name,
9. Current use of the building,
10. Owner - the owner's data (name, parent's name and surname) are filled in, if the applicant is a business then the company's data is filled in,
11. Personal number - if the applicant is a natural person then it is filled in with the personal number data, if the applicant is a company then it is filled in with the data of the unique business number and
12. Part of ownership.

8.6 Building division

The division of the building is realized by making measurements in the field. From the implementation of these measurements new units of the building are created. The dividing line, which is the basis for the division of the building, also divides all the floors that are registered, as well as changes the numbering of all
units as part of the building. In order to carry out the process of dividing the building, a special permit issued by the competent bodies must be presented.

The building number after the divisions is set. To illustrate this we will take the example of dividing the building which has the number O-71914059-155-0. The new units to be created will receive these numbers O-71914059-155-1 and O-71914059-155-2.

In the appendix number 19 of the framework 2020/01, the format for the division of a building is presented.

### 8.7 Merging buildings

The new cadastral unit building can also be created by merging two or more buildings.

The merging of buildings in these cases is carried out without making field measurements. The dividing line which existed before the merging, which was the basis for the division of the building, is removed, while with the process of merging the buildings, all the floors that are registered are merged and the numbering of all units within the building is changed. In order to carry out the process of merging the building, a special permit issued by the competent bodies that allows the merging of the building must be presented.

The numbering of the building after the merging is set. To illustrate this, we will take the example of the merging of two buildings, the building with number O-71914059-155-0 and O-71914059-156-0. The new unit to be created takes the last number of the building within the area plus one (+1), so if the last registered building has the number O-71914059-350-0, then the number of the new unit created after the merging will be O-71914059-351-0.

In the appendix number 20 of the Working framework 2020/01, the format for merging the buildings is presented.

### 8.8 Creation of part of building as a cadastral unit

Based on the law on cadastre no. 04 / L-013, Article 7, paragraph 2, the part of the building is a separate cadastral unit.

Cadastral unit - part of the building contains:
1. Cadastral zone code,
2. The number of the part of the building,
3. The boundary of the part of the building,
4. Surface,
5. Data on the registered owner and / or user and

8.9 Measurement of part of buildings

The measurement of the part of the building is done using instruments for measuring distance-meters or measuring tape. The measurement should be carried out by measuring all the boundary fronts of the part of the building, which should then be positioned correctly based on the building.

8.10 Numbering of the parts of building

Cadastral unit - part of the building number is unique.

Cadastral unit format - part of the building is standardized and contains O-71914059-155-1-1-0. The letter O represents the building, the number 71914059 represents the cadastral zone number, the number 155 represents the building number, the number 1 represents the entrance number and the number 1-0 represents the part of building number.

The numbering of parts of the building is done from left to right starting from the entrance to the building.

The part of the building is identified with the building number. In cases where the building has more than one entrance then the numbering of the entrances is done from left to right starting from 1 to n. The two-entrance building number contains this format: O-71914059-155-1-1-0 and O-71914059-155-2

In KCLIS are registered two surfaces, gross and net according to the standards defined by the laws and instructions in force.

The parts of the building will be numbered as follows:

1. The parts of the building from the ground floor or high ground floor will be numbered from 1 to n, so e.g. O-71914059-155-1-1-0 ..... O-71914059-155-1-n-0
2. The parts of the building below the level of the ground floor or the high ground floor will be numbered from the number 1 to n, adding the
submission B to each residential unit located under the ground floor or the high gorung dlorr as e.g. O-71914059-155-1-B1-0 ..... 71914059-155-1-O-Bn-0.

8.11 Format and content of the subject

The subject submitted for approval by the commission must have the following content:

1. Subject wrapper (Appendix 3 of Framework 2020/01),
2. List of documents,
4. Register of changes (Appendix 16 of Framework 2020/01),
5. Coordinates list (Appendix 22 of Framework 2020/01),
6. Joint investment agreement,
7. Certificate of use,
8. Applicant's ID or business certificate of the applicant,
9. Other documents provided by applicable laws and administrative instructions and
10. All documents mentioned above after being stamped and signed must be scanned and stored as PDF files. PDF file is named with the subject protocol number,

List of data in digital format:

1. The register of changes in xls file,
2. Graphical data for new units in one of the digital formats (dwg, shapefile, gml) and
3. PDF dossier, scanned as on point 4.

8.12 Manual for the part of building

The manual (Appendix 21 of Framework 2020/01) for the creation of cadastral units - part of the building must have the following content:

1. The parts of the building in the manual are presented in the correct position according to the coordinates, on one of the reduction scales. The part of the building in the manual is oriented to the north,
2. The points of the part of the building are numbered with temporary numbers from 1 to n,
3. Number of cadastral unit,
4. The space of stairs with dashed lines,
5. In the register of coordinates presented in the manual, the floor must also be presented,
6. The manual for the creation of the cadastral unit is printed in color on white paper in A4 or A3 formats, (120 g / m² paper) and
7. The manual for the establishment of cadastral units must be in a fixed scale (full number) e.g. 1: 500, 1: 600, 1:1000, which enables the presentation of the described content.

8.13 Register of part of building

The building register is the official form in which the necessary data for the building are presented, which will be registered in KCLIS.

The register of individual buildings contains the following data:

1. Municipality,
2. Cadastral Zone,
3. Number of the cadastral unit of the building,
4. Surface (m²),
5. Type of building
6. Building address - street name and address number to which the building has access, address information can be obtained from the urban planning directorate, which issues the address certificate or even from the State Geoportal (http://geoportal. rks.gov.net).
7. The place called,
8. Construction permit - If the building has a construction permit then this field is filled in with the permit number,
9. Owner - the owner's data (name, parent's name and surname) are filled in, if the applicant is a business then the company's data is filled in,
10. Personal number - if the applicant is a natural person then it is filled in with the personal number data, if the applicant is a company then it is filled in with the data of the unified business number,
11. Owner's address and
12. Part of ownership.
The second part describes the data for the parts of the building and it is these columns that must be completed:

1. Cadastral unit number - part of the building,
2. Entrance,
3. Floor,
4. Net area (m²),
5. Gross surface (m²),
6. Building address - street name and address number to which the building has access, address information can be obtained from the urban planning directorate, which issues the address certificate or even from the State Geoportal (http://geoportal.rks.gov.net).
7. The place called,
8. Current use - data related to the current use of the cadastral unit (e.g. apartament, garage or warehouse) are filled.
9. Owner - the owner's data are filled in: name, parent's name and surname if the applicant is a business then the company's data is filled in,
10. Personal number - if the owner is a natural person then it is filled in with the data of the personal number, if the owner is a legal person then it is filled in with the data of the unique business number,
11. Part of ownership and
12. Owners address.

8.14 Division of part of building

The building part can be divided by creating new units of the parts of building.

The division of the parts of building is realized by making measurements. From the realization of these measurements new unit’s parts of building are created. In order to carry out the process of dividing the part of the building, a special permit issued by the competent bodies must be presented.

After dividing the part of the building O-71914059-155-2-1-0 the parts of the building get new numbers e.g. O-71914059-155-2-1-1 and O-71914059-155-2-1-2.
8.15 Merging parts of buildings

The new cadastral unit part of the building can also be created by merging two or more parts of the building.

The merging of the parts of the building in these cases is realized without making measurements. The dividing line which existed before the merging which was the basis for the division of the part of the building is being removed. In order to carry out the process of merging the building, a special permit issued by the competent bodies must be presented.

After merging the parts of the building, the new unit created gets a new number, the last number of the part of the building within the building + 1.

8.16 Creation of a cadastral unit for the shared spaces

Based on the relevant laws on joint-ownership residential buildings, shared spaces should be registered as separate cadastral units for each floor.

Shared spaces defined by special laws such as stairs, elevators, corridors, etc. must be georeferenced in the Kosovaref01 coordinate system.

For the registration of shared spaces for buildings that have registered cadastral units (parts of buildings) the request can be made by one of the owners of the cadastral unit within the building.

The numbering of shared spaces is done from the lowest level of the building (e.g. the basement) to the highest level by adding the HP prefix before the unit number, e.g. 71914059-155-2-O-O-HP1-0 ..... 71914059-155-2-HPN-0.

9. Necessery documents for registration in cadastre

According to the Law in force and administrative instructions, the cadastral registration of buildings and parts of buildings is done on the basis of the following documents:

- Court decision,
- Decision of the state administration body,
- Documents compiled by the competent bodies (notary, bailiff, mediator),
- Privatization contract issued by PAK,
- Decision of the commission for BC,
• Decision of the land regulation commission and
• Another document that the registration of property rights is foreseen by a special law.

During the process of BC, shall be also requested and reviewed the documentation for the formalization of unofficial transactions, which for any reason, until the moment of realization of the project, have remained outside the cadastral system.

Registration or changes to KCLIS can only be based on the documents listed above.

First, the economic operator must require the owner / user to submit the legal documents for the registration of property rights as listed above. These documents must be accepted from the beginning of the work of the EO until the end of the public display.

If no legal document is available, then the economic operator must hold meetings with persons who have made a transaction but have not formalized it. The Economic Operator must obtain statements from citizens who have acquired the right of ownership, expressing their free will regarding the transaction. This must be documented in the minutes signed by the parties involved in the transaction and the economic operator. The minutes shall be submitted to the Commission for review and signing.

In cases where the parties do not agree with the changes in property rights, the economic operator must stop the work for that cadastral unit and will direct the parties to the commission:

• If the parties do not meet with the commission within eight days of the hearing, or if the commission cannot obtain the consent of the parties, then that cadastral unit will be excluded from BC and

• If the parties agree at the hearing of the commission, then the commission and the parties must sign the minutes and the economic operator is allowed to continue his work.

The Economic Operator, depending on the cases he / she faces during the BC process, may not even need a decision or approval of the Commission to enter the data or make changes to the KCLIS.

The decision must be taken in cases of transfer of property rights, for which cases:
There are no legal documents listed in this chapter,

There are legal documents, but some additional requirements have been made, for example:
- Redefining the parts of inherited property required by the heirs and
- Joining parcels purchased by different owners.

The economic operator does not need the approval of the commission to update the graphical part when the current situation on the ground corresponds to the data in KCLIS.

10. Delivery of data from EO

Upon completion of each phase, the EO must submit the data generated by the BC to the KCA for quality control. Before starting the registration of cases in KCLIS, EO must submit this data to the KCA:

- Original measurements,
- 300 dpi scanned terrain sketches in PDF format,
- Graphic data in shapefile format,
- Coordinates of measured points in xls format,
- Application with data for the owner/user for cadastral unit,
- Decision from the commission
- Manualet e nënshkruar dhe të vulosur nga operatori ekonomik dhe
- Statements signed by the owners, etc. as well as other supporting documents (copy of identification number, contract, etc.) printed on paper and scanned in PDF format.

11. Preparation of cases for registration in KCLIS

Once all the cases created during BC are prepared, including the decisions of the commission for BC, after the completion of all quality controls and after the EO has completed the training provided from the KCA for the work with KCLIS-CM and the System for BC, EO starts entering data into KCLIS.

In the case of the initiation of updates by the EO in KCLIS-CM, municipal officials are denied access for updates into the system until the moment of completion of the process by the EO, except in cases allowed with the approval of the Commission for BC.
In order to preserve the history for each change made during the project, the EO is obliged to create new processes / subjects for each change.

For the updates done by the EO, the control, verification and approval of the subjects is done by KCA / MCO or in any other form which is foreseen by KCA.

The update of the textual part is done through the System for BC, in which the database is copied by KCLIS-T.

For each process / subject, the scanned documents that are stored in the documents management system must be attached.

Initially, the subject is recorded in both systems, graphical and textual, with a unique reference number, which is usually the subject protocol number.

In our case we are presenting the flow of work in two systems, ie when the type of subject is registration of building (diagram number 1). Initially, the subject is completed in the graphical part where the official is appointed by the EO who will do the update and processing of the subject. For passing this phase after the processing of the case, quality control should be done in KCLIS-CM, where if errors are found the system does not allow you to process further without leaving traces of eventual errors.

After processing the case and passing the quality control generated by the KCLIS-CM system itself, the case for verification is assigned to the other EO official, who has the duty to check the case again to see if it has been updated according to the previously approved documentation. If any errors are found, the subject is returned for short comment correction where the reasons why and where the subject should be corrected are given. If there are no errors then the case must go through the closing, approval and finally execution phase.

After the execution of the subject in the graphical part through KCLIS-CM, the update in the textual part begins through the System for BC, where the subject previously registered in the two systems begins to be processed. The workflow is the same so the subject is processed, sent for verification, if there are errors it goes back for correction with comment. If no errors are found in the verification phase for the processed subject, then the subject is sent for approval and after approval it is considered as a closed subject.
If the cadastral unit building after the process of registration, has also a minutes of the transfer of possession through e.g. sell-purchase contract, than shall start with a new subject where the type of transferred possession is – sell-purchase.

Initially, the subject is registered with a unique number based on the subject protocol number. After the registration, the official from the EO is appointed, who processes the case. After processing the case, the same is sent for verification to another EO official or KCA official, depending on how the KCA organizes the work in cases of transfer of ownership. If there are errors then from the verifier the subject is returned to the processor for correction of the subject. If no errors are found during the verification of the case, it is sent for approval and the same after approval is considered closed.

After entering all the data in the System for BC and completing the control of their quality, then the migration of the data in the database to the KCLIS-textual begins.

This migration first goes through the testing process, where the data in the test database is migrated and quality control is done, which includes checking the total number of subjects entered in the BC-BC system and the number of subjects migrated to the test database, then checking one number of cases that there were no errors during migration. After passing all the quality control procedures, then the data is migrated to the real database of KCLIS-Textual, where even after this migration, the quality control of the migrated data is done again.
Diagram 2. The course of the case for division or merger of the parcels in SIKTK
Diagram 3. The course of the case for transfer of possession – sell-purchase in KCLIS

12. Quality Control

In addition to the internal quality control done by the EO, also the KCA and the MCO undertakes the quality control for the data created. Quality control is done taking into account the specifics and requirements both technically and legally.

12.1 Quality control from EO

Prior to the submission of data on buildings and parts of buildings, the EO is obliged to make an internal quality control in advance.

Quality control should be done according to the following points:

- Control of original measurements,
- Control of data in applications with the legal documents
- Field sketch control,
- Control of processed data,
- Quality control for data prepared for input to KCLIS.

For all these checks, the EO should draft a report on the possible findings / omissions and the measures it has taken to correct them.
The Economic Operator should also check the data entered in the System for BC and KCLIS-CM according to these points:

- Checking the prepared documents if they are complete, do they contain all the necessary dates, signatures and stamps and
- Checking the data recorded in the System for BC and KCLIS-CM.

The Economic Operator should also check whether the documents received by the commission contain all the necessary dates, signatures and stamps.

12.2 Quality Control from MCO

The Municipal Cadastral Office carries out quality control in coordination with the commission and the project manager of the KCA. MCO representatives have the right to carry out inspections at any time and during each phase in accordance with the rules provided, including control measurements, monitoring in the EO office in the cadastral zone, then conversations with CZ residents and their encouragement to benefit as much as possible from the BC process etc.

12.3 Quality Control from KCA

Kosovo Cadastral Agency carries out quality control in coordination with the commission and the project manager of the KCA.

In addition to quality control of measurements described in above, the KCA performs quality control for all other phases until the closure of the Building Cadastre process.

12.3.1 Quality control before upadting the cases in KCLIS-CM and in System for BC

Depending on the organization and capacity of the KCA, field quality controls may be done on a weekly basis for a cadastral zone. This quality control includes monitoring of EO offices in the CZ, for analyzing the course of the BC process, the number of residents who visited the office and signed the list of visitors, then the number of declarations for measurements of buildings and parts of buildings, the number of new residents' requests for measurement, control of graphic data created up to that date of monitoring, etc.
There are also occasional meetings and conversations with residents of the cadastral area, who are asked about their satisfaction with the project, their challenges, concrete cases related to BC and also to use the opportunity to invite residents to benefit as much as possible from the opportunity offered through BC.

All findings during field monitoring by KCA experts for quality control, as well as Controls by MCO or even by any EO engaged by the KCA must be submitted in writing to the Commission for BC through the project manager.

KCA’s quality control experts also control the materials compiled by the Economic Operator. This control is performed for textual and graphical data submitted.

Graphical data is checked based on the “checklist” for data control, which includes quality control for measurements performed as original files, point codes, control points measurement, list of coordinates with codes and relevant descriptions of measured points for the buildings and parts of buildings, etc.

Quality control as for buildings and parts of buildings is also done for graphic data of buildings where it is being controlled whether all the necessary attributes for buildings and parts of buildings are completed, such as number, floors, destination, possession or not of construction permit, numbering etc.

The quality control also includes the field sketches scanned by the EO, which should have presented the number of the sketch, the numbers of the measured points and the manual connection of these points based on the field measurements.

It is also verified whether the internal quality control was performed by the Economic Operator based on the submitted reports.

In addition to the graphic data, the experts from the quality control of the KCA, also check the textual data and the documentation in the cases compiled by the Economic Operator.

The cases are also legally audited, including the documentation provided, such as sale purchase or gift contracts, inheritance decisions or other relevant documentation, if they meet all the conditions set out in the legal framework to be considered for transactions in framework of BC.
Errors found by the quality control of ACA or MCO experts are submitted to the project manager of the BC, who forwards them through the commission to the SO to the economic operator.

12.3.2 Quality Control of cases in KCLIS-CM and System for BC

The experts from the quality control in the KCA (or from the EO which is engaged by the KCA), perform quality control in the data which have been processed in KCLIS-CM and in the System for BC. In KCLIS-CM, the experts for quality control examine processes initiated and edited by the economic operator. During the review of the processes, it is checked whether the data processed in KCLIS-CM are the same as the data previously approved in the minutes. Also, the control is performed in terms of meeting all standards and attributes for inputting data in KCLIS-CM.

For easier control, KCA may also use other methods such as exporting all the graphic data inputed into KCLIS-CM and comparing them through overlapping with the graphic data checked before their input into KCLIS-CM. In case of errors, the processes are turned back for eventual corrections.

Quality control experts also review and control the materials attached by the economic operator to the System for BC. In this regard, they are checked whether the data entered in the System for BC are the same as the data from the individual and legal documents with which the case has been compiled and approved in physical copies.

In cases where errors are encountered, the processes are reversed for eventual corrections.

After entering all the data in the System for BC and completing the control of their quality, then the migration of data in the KCLIS-textual database begins.
13. Preparation of the data for Public Display

Before the start of the public display phase, the data collected, processed and controlled are prepared and approved.

13.1 Preparation of the data

Following the corrections made based on the remarks of the KCA and the MCO, the EO prepares all the reconstructed data for public display.

In addition to preparing the data, the Economic Operator must also provide an office for the publication of data during the 60-day period of public display. The office should be furnished, suitable for meetings and should provide technical conditions to display all the documentation processed during the Building Cadastre. The office must also be equipped with a computer, scanner and printer for the issuance of required documents by the owners. The EO is also obliged to have an expert in each office of the CZ during working hours for the entire time of public display, an expert who, in addition to the member of the commission, will provide residents with information and clarifications based on their requirements.

The Internet should also be provided for access to the KCLIS database for data verification and analysis based on citizens' requests.

The data to be prepared to be exposed for public display are:

- Cadastral map showing the numbers of buildings and entrances,
- Sketches for each floor of the building,
- List in excel that represents the number of the part of the building and the owners and
- List of buildings as cadastral unit which represents the number of the building, the surface of the basement and the complete building (if the building is more than one floor/ground floor), the description of the floors and the owner of the building.

13.2 Approval of data

The Commission, based of the quality control reports of the EO (internal control), of the KCA, of the MCO and based on the summary report by the project manager, at the meeting decides that the data meets the conditions to appear in public display for the period of 60 days. If there may be objections
from the quality control for data correction, which corrections are not related to data quality, the Commission may decide to open public display, obliging the EO to set a deadline to make the necessary corrections, if the EO does not make the corrections according to the remarks given by the quality control, the commission will take measures for interruption of the public display and the issuance of the written remark to the EO.

14. Public Display

14.1 Decision for opening the Public Display

After the approval of the data based on the quality control reports, the Commission issues the decision for public display of the Building Cadastre data. The date of the public display is done in coordination with the EO and quality control experts, in order to provide the opportunity for the participation of all actors (EO, Commission, KCA) in public display.

14.2 Information for Public Display

The decision on the start date of the public display is announced on the KCA website, 3 days before the start of the public viewing.

The EO is obliged to inform the residents about the beginning of the public display through the publication of the announcement:

- On radio, local TV and at least 2 national newspapers, this information is repeated daily, the first 5 days of the start of public display and the last 5 days of the public display and
- Placing posters in public places and distributing leaflets door to door, at least 3 days before the start of public viewing.

Announcements and publications for public display in the above ways should contain information on:

- Date of opening and ending of public display,
- Place and working hours where the building cadastre data are exposed,
- Owners' rights to file claims for clarification and grievances when they feel that the data is incomplete or incorrect and
- Information on women's property rights.
14.3 Document that shall be presented during Public Display

The data to be prepared for public display are:

- Cadastral map showing buildings, building numbers and entrances,
- List in excel that represents the number of the building part and the owners,
- List of buildings as cadastral units which represents the number of the building, the surface of the basement and the whole building (if the building is more than one floor-ground floor), the description of the floors, the owner of the building, etc.

14.4 Tasks of Commission during the Public Display

At least one member of the commission or his authorized person must be present in the office where the public display is being held, every working day from 09:00 to 16:00. His task is to answer the owners’ questions and requests about the reconstructed data and their rights.

The KCA may set another schedule with a separate decision.

During the public display, the Commission must accept and record all requests and complaints submitted in writing by citizens. The form of the protocol for registration of requests and complaints is determined by the KCA.

The commission should review complaints and requests, as well as hold hearings for all owners / citizens who have submitted a request or complaint. Those who may have been affected by the building cadaster or who have a legal interest should be invited to the hearing. The commission should try to reach an agreement between the parties.

For each complaint filed, the Commission must take a written decision.

In cases where citizens do not respond to the regular notification of the Commission, the Commission must take a decision based on the documents possessed and the current situation on the ground. Citizens should be informed of the decision and may challenge the decision within 30 days.
14.5 **Tasks of Economic Operator during Public Display**

The Economic Operator must have at least one expert present during the entire time of the public display in the office in which are the BC data exposed, in order to provide clarifications regarding the requests of the owners.

The economic operator must keep a list of all owners who visits the public display office to view and verify the building cadaster data. The list should include information such as: name, surname, date and time of the visit, building or part of building for which information is requested, etc. The form of the visitors' register is determined by the KCA.

Also, the Economic Operator submits to the parties a copy of the document with serial number, which contains information on the subject and documentation accepted by the EO.

The Economic Operator is obliged to respond to the Commission's decision regarding errors detected by citizens during public display, and must also make additional measurements and corrections at the request of the Commission.

14.6 **Accepting requests from residents**

During the public display, the Economic Operator and the member of the commission record the complaints / remarks of the owners regarding the BC data. In cases where it is required, additional measurements shall be made, meaning by this measurements which were not made during the measurement campaign, in particular for cases where the owners were not present, then those requests are reviewed by the commission during the public display period.

14.7 **Completion of the cases and correction of data according to the requirements of the residents**

Completion or correction of data with additional measurements is carried out by the Economic Operator according to the requests of the parties, which through weekly reports notifies the Commission and the KCA for the realization of additional measurements and for internal quality control of those data.

Also during the public display the owners can bring additional documentation to complete their cases to enable the realization of the registration of property rights on buildings and parts of buildings.
The Economic Operator is obliged to perform additional measurements, to respond to the requests of the commission and to correct the errors discovered by the citizens during the public display.

In cases when the citizens requests the cancellation of the units created or corrected during the reconstruction, then the Economic Operator returns the situation as it was before the building cadaster and for the same action notifies the commission for each case separately.

**14.8 Input of corrected data into KCLIS**

Based on the decisions of the commission, the Economic Operator, besides to the additions, correction of errors, etc., which have been identified during the public display, is obliged to register them within KCLIS-CM and KCLIS-T.

The final approval of the corrected data is done by the experts appointed by the KCA, who before the final approval in the system re-verify the data entered in the system by the Economic Operator.

**15. Final submission of data**

**15.1 Preparation for final submissions**

After the completion of the public display and the inserting the data in KCLIS based on the decisions of the Commission, the Economic Operator prepares all the data for final submission, both in physical and electronic form foreseen by technical specifications.

In addition to the data, the Economic Operator also submits the final printed report in PDF format.

**15.2 Final report from Economic Operator**

Report shall contain:

- Detailed description of the entire building cadastre process,
- Detailed analysis to show what has been achieved and what has not been achieved, what are the causes and recommendations for KCA and MCO,
• Special section to specify what is included and what is not included in the official KCLIS database after the completion of the building cadastre and what is included in the shapefile,

• Summary of data created as a result of the BC process, including: number of cadastral unit (building and part of the building), owners, users, cadastral operations performed, documents used as a basis with their number, the area of the cadastral unit, the current use of the cadastral unit, etc., and

• Detailed report on quality control of data throughout the cadastral process of buildings.

15.3 Quality control of final deliveries

Quality control of final deliveries is done by KCA experts. This control is done for all new cadastral units created and those corrected during the BC process, since the control of their quality has been done in previous phases.

15.4 Declaration on finalisation of reconstruction

After the approval of the final submissions and after the approval of the final report drafted by the Economic Operator, then the Commission drafts a report on the completion of the building cadaster process of the CZ in which explains the process and the results by BC.

Following the report on the completion of the building cadaster of the CZ or a part of the CZ, the commission decides on finishing the BC process for specific zone. The decision serves as the basis for the use of BC data as official ones by the MCO and the KCA. After the announcement of the decision, the access to the system for the with the same rights as they had before the start of the BC is returned to the officials of the respective MCO.

The MCO should distribute Property Rights Certificates free of charge to all owners of properties that have undergone changes in the KCLIS during the BC process. After the successful completion of the BC, all data in analog and digital form are submitted to the Municipal Cadastral Offices which have been part of BC, through the submission sheet by the project manager. The submission sheet also specifies the duties and responsibilities of the MCO, which are:

• Eventual corrections that may be submitted according to the requirements of the parties that have been part of the BC project, to be done according
to article 17, of Law no. 04 / L-013 on Cadastre, and Administrative Instructions.

- At the request of the parties who have been involved in the BC project and have exercised their right, the MCO is obliged to provide a copy of the Decision and

- During the realization of the measurement project according to the actual situation, the cadastral units, buildings and parts of the buildings that have been created (which have not been made official), for those units the parties have the right to request from the MCO, their registration in the graphic part KCLIS-CM and in SIKTK-Textual, according to the tariffs defined by administrative instructions.