ENVIRONMENTAL SERVICES PROJECT

Manual on First Registration of Forests and Pastures

Approved

By

For and on behalf of Ministry of Environment
Alqi BLLAKO
Secretary General

For and on behalf of Central Immovable Property Registration Office
Ilirjan MUHO
Chief Registrar

Tirana, Date …………2016
I. Background

The Government of Albania has received a Loan from the International Bank for Reconstruction and Development (IBRD) and a Grant from the Global Environmental Facility Trust Fund to finance the Environmental Services Project (ESP), which will provide continued support in the area of sustainable land management practices with the aim of reducing human-induced land degradation and increasing communities’ income, in targeted project areas which are mainly in erosion prone rural upland areas. The Ministry of Environment (MOE) has overall responsibility for the Project through its Project Management Team (PMT).

Under the Project Component 1 - Strengthening Institutional Capacity to improve environmental services from integrated landscape management, it is planed the first registration of forests and pastures that are transferred to the ownership of Local Government Units (LGU).

MOE will be the lead Implementing Agency for this activity, supported by Immovable Property Registration Office (IPRO) for the registration of the forest and pasture type of immovable properties.

For the implementation of this activity the MoE and IPRO have entered into a Memorandum of Understanding for a joint commitment for the registration of forests and pastures. The
IPRO shall provide the instructions and regulations for first registration, standards for manual and digital documents and software applications for quality control and uploading of data in the Computerized Registration System (ALBSReP). The IPRO shall engage its own structures in the Central and Local Offices for the quality control and takeover of the first registration products.

An IPRO and MoE joint team will be appointed to coordinate the contract implementation and management on the operational level herein after called the Contract Management Team (CMT).

The CMT will have the following duties and responsibilities:

- Prepare the draft decisions on contractual matters between the Employer and the First Registration Contractor and Supervisor and present it to the Employer for execution;
- Review and approve Work Program submitted by the First Registration Contractor and Supervisor after the date of the Letter of Acceptance;
- Review and approve the updated Work Program submitted by the First Registration Contractor and Supervisor to be completed by the Intended Completion Date;
- Asses the extension of the Intended Completion Date if a Compensation Event occurs or a Variation is issued for both First Registration Contractor and Supervision Consultant;
- Attend management meetings with the Contractor and the Supervisor. take and distribute minutes with agreed actions, review agreed actions;
- Facilitate the contractors and the supervisor with quick responses on open issues;
- Review and approve any proposed variation and send it to the Employer for Execution;
- Asses any Contractor’s and Supervisors’ claim for compensation event

For any issue raised by the Contractor with the Employer (MoE) that requires the involvement of IPRO, the Employer shall promptly address this issue in written form to CIPRO or relevant LIPRO (with copy to CIPRO). The CIPRO/LIPRO shall provide the response within 10 working days from the date of reception of Employer written notification.

The first registration process

The forests and pastures first registration process consists of two phases, each of them including the following main activities:
<table>
<thead>
<tr>
<th>Phase</th>
<th>Activity</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td><strong>1. Hand-over of documentation:</strong> All documents (paper and digital) that are relevant to First Registration should be compiled and handed over or made available to the Contractor within seven days from the date of contract signing. Local IPRO archive documents will be handed over to the Contractor in the premises of respective LIPRO.</td>
<td>Ministry of Environment and IPRO</td>
</tr>
<tr>
<td></td>
<td><strong>2. Public Information Campaign</strong> The Contractor, the Ministry of Environment and IPRO shall collaborate to inform the interested public and respective municipalities regarding the ongoing first registration</td>
<td>Ministry of Environment, Contractor, IPRO</td>
</tr>
<tr>
<td></td>
<td><strong>3. Scanning of legal and technical documentation</strong> The Contractor shall scan every page of documentation in accordance with the standards established in the Standard for Digital Copies of Legal and Technical Documentation, Prot. No. 2905/1, dated 26/04/2012</td>
<td>Contractor, Local IPRO</td>
</tr>
<tr>
<td></td>
<td><strong>4. Preparation of Cadastral Map (CM)</strong> The Contractor shall create a cadastral map based on up to date methodologies and technology for creation of maps</td>
<td>Contractor</td>
</tr>
<tr>
<td></td>
<td><strong>5. Creation of Digital Archive of Legal and Technical Documentation</strong> Indexing of scanned legal and technical documentation in accordance with the Standard for Digital Copies of Legal and Technical Documentation, Prot. No. 2905/1, dated 26/04/2012</td>
<td>Contractor</td>
</tr>
<tr>
<td></td>
<td><strong>6. Parcel Book</strong> The Parcel Book shall contain information regarding the data in the technical and legal documentation, field survey and measurement data</td>
<td>Contractor</td>
</tr>
<tr>
<td></td>
<td><strong>7. Compilation of the Kartelas of the immovable properties</strong> The compilation of the Kartela is defined in the Methodical Guidelines No. 76 dated, 13.09.1999 &quot;On completion of the Immovable Property Kartela&quot; (amended) and in the Registration Data Model of the Computerized Property Registration System ALBSReP.</td>
<td>Contractor</td>
</tr>
</tbody>
</table>
8. Delivery of the Phase I Product:
The Phase I Product of First Registration of Forests and Pastures in digital form is delivered to the Contract Manager.

9. Control and approve the Phase I Product
The quality control of the Phase I Digital Product shall be based on requirements and criteria established in the Technical Specifications and in the Procedure for the Quality Control of First Registration of Forests and Pastures attached as Appendix B of this Manual.

II

PHASE II

1. Printing of Public Display Documents (Printing I)
Based on the Phase I First Registration Digital Product, the Public Display Lists and Cadastral Map shall be printed for the public display.

2. Public Display
The 45-days Public Display shall start based on the order of the Registrar of the respective Local IPRO where the CZ is located, by informing the public and displaying the printed materials.

3. Handling the complaints filed during the period of Public Display
All issues identified and claims during the Public Display period shall be handled during and after the public display period.

4. Completion of digital archive and creation of Physical Archive
Scanning and indexing of legal and technical documentation administered during the Public Display period and creation of Physical Archive according to the index of Digital Archive.

5. Delivery of the Phase II Product
The digital Phase II Product of first registration is delivered to the Contract Manager.

6. Quality Control and approve the Phase II Product
The quality control of the Phase II Digital Product shall be based on the requirements and criteria established in the

Contractor
Supervisor/CIPRO,
Local IPRO
Technical Specifications and in the Procedure for the Quality Control of First Registration of Forests and Pastures, attached as Annex B of this Manual.

7. Completion of First Registration, Second Printing: Completion of first registration process including the preparation of the final digital product and its manual printing.

8. Certification of the First Registration of Forests and Pastures Kind of Immovable Properties
The Final Paper and Digital Product are delivered to the Local IPRO in accordance with the Declaration of Completion of First Registration. After the signing and sealing of all Kartela and CM plan sheets the Registrar issue the Order for the Legalization of First Registration.

Detailed explanation

PHASE I

The First Phase of First Registration should be completed within 9 months (including the time for quality control).

1. Hand-over of Documentation:

The Ministry of Environment shall put together and deliver or make available to the Contractor the following technical and legal documents administered by public institutions in paper and digital format that are relevant with property titles and other real rights on immovable properties of category Forests and Pastures, that are subject of first registration:

- List of CoM Decisions "On the transfer of forests and pastures to Municipalities” (Municipal Forests and Cadastre Sector in MoE) in Excel format;
- Copies of each CoM Decisions "On the transfer of forests and pastures to Municipalities” (Municipal Forests and Cadastre Sector in MoE) in PDF format;
- Digital Maps of Management Plans for Municipal Forests and Pastures, scale 1:25,000, Shape files, mostly, old coordinate system; legend, date (2008-2013); ¹
- Topographic maps (1: 25,000) in raster format, old coordinate system, date: 1985, legend;

¹ These maps will prevail in case of discrepancies with Maps of Forest Economies
Maps of Forest Economies (1: 25,000); raster format, old coordinate system, Date (1985), legend;

- The latest Orthophoto 2007 (tiff) or 2015 (tiff), whichever is available by the time the contract is signed and the Quality Report, old coordinate system;

- Borders of new Municipalities in digital form created under the STAR project with technical specifications; shape file; old coordinate system; report on quality;

- Council of Ministers Decisions for Informal Zones, pdf files;

- Digital boundaries of protected areas defined by respective CoM Decree;

- Instructions and parameters issued by ASIG for the data conversion from the old national coordinate system and cartographic projection to the new Albanian National Reference Frame (KRGJSH-2010) and a new Transverse Mercator map projection.

The Central Immovable Property Registration Office shall deliver to the Ministry of Environment following technical and legal documents in digital format that are relevant with property titles and other real rights on immovable properties of category Forests and Pastures, that are subject of first registration:

- First Registration Digital Cadastral Maps Shape Files in Gauss Kruger, Krasovski/Pulkovo 1942 coordinate system, reflecting the status of first registration of properties around 10 years ago;

- Digital Cadastral Maps in Gauss Kruger, Krasovski/Pulkovo 1942 coordinate system (old coordinate system), for the Cadastral Zones in ALBSReP;

- Data on Cadastral Zone borders in digital format;

- The Registration Data Model as of the Start Date of the Contract

- Data on geodetic points as a part of horizontal component of the old national coordinate system;

- Current legal and regulatory framework in accordance with the list established in Annex I of the Technical Specifications for First Registration of Forests and Pastures Type of Immovable Properties;

- IPRO will provide to the contractor access to the National Geodetic Reference ALBPOS for both, Real Time and RINEX services.

- List of Cadastral Zones with the status of first registration.

The following documents will be made available for scanning by the Contractor as Local IPRO premises:

- Local IPRO archive documents, including Properties Restitution and Compensation Decisions for forests and pastures areas registered in Hipoteka Register;

- Available Data on Cadastral Zone border in paper format;

- Actual and updated Cadastral Maps from the Immovable Property Register administered by LIPRO for cadastral zones included in this process (the cadastral maps that are available only in paper format).

Upon delivery of the above documentation and information, the minutes of take over shall be signed by the representative of the Contractor and the MoE Project Manager, in case of deliverables by the MoE, the IPRO representative in the CMT, in case of
deliverables by the CIPRO and the Archive Employee of LIPRO, in case of documents delivered or made available in LIPRO. All these Minutes of take over shall be presented as attachment in the Form 2 of the Procedures for the Control of First Registration of Forest and Pastures, compiled by the Contractor and sent to the Project Manager and CMT.

2. **Public Information Campaign**

By the time the First Registration Contract is signed CIPRO shall send an official notification to the relevant Municipalities and LIPROs informing about the starting of the first registration of forests and pastures in the area administered by this municipality. The **Key information** to be included in the notification sent to the municipality must include:

- Information about the scope of work, contractor, contract duration, financing,
- The possibility of interested parties including the municipality to assist during this process (establishing the boundaries of cadastral zones, identification and survey of the parcels in the field if needed, etc.)
- Request to appoint a contact person or department within the Municipality to deal with MoE and First Registration Contractor.

A copy of this document shall be submitted to the MoE Project Manager and CMT.

The MoE and CIPRO shall organize visits in each Municipality to present the Contractor and explain the rights and duties of the Municipalities in this process, identity the premises for the Public Display in the Municipality central office and in other administrative offices in the territory of the Municipality.

The information about the project shall be published in the web sites of MoE, IPRO, Municipalities, Local Papers.

Following the completion of this activity, the Annex 3 of the Procedures for the Control of First Registration of Forest and Pastures shall be compiled by the CIPRO and sent to the Project Manager and CMT.

3. **Scanning of legal and technical documentation**

The Contractor is responsible for scanning of every page of documentation handed over to them, in accordance with the standards established in the Standard for Digital Copies of Legal and Technical Documentation, Prot. No. 2905/1, dated 26/04/2012

Following the completion of this activity, the related part B1 of Annex 7 of the Procedures for the Control of First Registration of Forest and Pastures shall be compiled by the Supervisor and included in the Phase I Quality Control Report for First Registration Product, that will be sent to the Project Manager and CMT.
4. **Preparation of Cadastral Map (CM)**

The Cadastral Map (CM) shows the real borders of immovable properties measured in the field, which incorporates a property title or a legal right evidenced by a legal act. CM shows the borders of the immovable properties, geographical location, number of property, borders of CZ, number of CZ, name of CZ, borders of the registration zone and the state border, according to the respective conventional marks, map nomenclature, toponyms for inhabited centres, streets, squares, laces, rivers, channels etc.

The Contractor is responsible for creation of the new Cadastral Map based on modern methodologies and technologies for creation of maps. The creation of CM shall include Cadastral Zone borders, borders of properties transferred to the municipality.

The creation of CM should be based on the connection of immovable property legal rights, as evidenced by a legal document and Digital Maps of Management Plans for Municipal Forests and Pastures or Maps of Forest Economies, with the geographic position and the real boundaries, in the digital format and the Albanian National Reference Frame (KRGJSH-2010, TMzn projection). All instructions and parameters for the data conversion from the old national coordinate system and cartographic projection to the new standard will be provided to the contractor before the contract starts. The municipal boundaries are established based on the **Law no 115, dated July 31, 2014** on administrative territorial subdivision of the unit of the local government and will be provided in digital form created under the STAR project.

Following the completion of this activity, the Annex 4, 5 and the related part B3 of Annex 7 of the Procedures for the Control of First Registration of Forest and Pastures shall be compiled by the Supervisor and included in the Phase I Quality Control Report for First Registration Product, that will be sent to the Project Manager and CMT.

5. **Creation of Digital Archive of Legal and Technical Documentation**

Every document (such as CoMD, Restitution and Compensation Decisions that provides real rights on immovable properties) shall be archived in the Digital Archive of the respective Cadastral Zone. Part of this archive will be all scanned documents included in the provisional digital archive.

Following the completion of this activity, the related part B3 and C1 of Annex 7 of the Procedures for the Control of First Registration of Forest and Pastures shall be compiled by the Supervisor and included in the Phase I Quality Control Report for First Registration Product, that will be sent to the Project Manager and CMT.

6. **Parcel Book**

---

2 In case both maps are available, the Digital Maps of Management Plans for Municipal Forests and Pastures shall prevail.
After the preparation of the Cadastral Map, the data for each property are inserted in the Parcel Book. These data are divided in two groups. One group is based in the field data and CM, while the other one is based on the data from technical and legal documentation.

Following the completion of this activity, the related part of Annexes 4, 5, 7 of the Procedures for the Control of First Registration of Forest and Pastures shall be compiled by the Supervisor and included in the Phase I Quality Control Report for First Registration Product, that will be sent to the Project Manager and CMT.

7 Compilation of the Kartela of Immovable Properties

The first registration of every immovable property includes the insertion of this property in the CM and the compilation of a Kartela in accordance with the Law 33/2012 “for the Registration of Immovable Properties” and with every legal document which establish the ownership on the immovable property. After the creation of CM, indexing of technical and legal documents and creation of the Parcel Book, the process continues with the compilation of the Immovable Property Kartela (IPK) for every property in CM. The Contractor is responsible for Compilation of the Kartela of Immovable Properties.

The following land use categories which will be registered in the Section B of the Kartela:

6- Pasture (pastures, grasslands)
✓ Pasture
✓ Meadow

7- Forest (forests, shrubs, land with trees)
✓ Forest, (High forest, Coppice, Shrubs, productive forest, protective forest)
✓ Land with forest vegetation
✓ Bare land
✓ Eroded area

8. Marsh (marsh, swamp)
✓ Marsh/swamp

9. Rocky (rocky, eroded, land with stones)
✓ Unproductive
✓ Rocky

10. Sandy (sandy, land with small stones)
✓ Sandy

16- Reservoir
✓ Reservoir
✓ Pool

24- Construction
The forest sector
If the immovable property registered in the Immovable Property Kartela, is created by more than one forest economy parcel, in accordance with CoM Decision for transfer of ownership, the contractor, based on the paragraph 7 of the Methodical Guideline no. 76, dated 13/09/1999 "For the compilation of the immovable property kartela", shall insert the list of parcels, in accordance with CoM Decision, in the “Special Description field” of the Kartela.

When an immovable property of the land use type forest or pasture provided in the CoMD for the transfer to municipalities overlap partially or completely with a protected area or informal zone, established by another Council of Ministers Decision, the registration will done in accordance with the technical specification for the registration of forests and pastures type of immovable properties, specific case no. 3 for compilation of Kartela.

The Supervisor will report for both legal and technical control and mistakes by compiling the related part of Annexes 4, 5, 7 of the Procedures for the Control of First Registration of Forest and Pastures and including in the Phase I Quality Control Report for First Registration Product, that will be sent to the Project Manager and CMT.

8 Delivery of the Phase I Product

The first registration digital product of Phase I is provided for quality control by the First Registration Contractor (FRC) to the First Registration Supervision Consultant (FRSC) in accordance with the following procedure.

- The FRC shall deploy a virtual machine at its own premises with enough disk space to storage of all data produced by FRC;
- This virtual machine is accessible via Internet network with a secure controlled system, to allow data access only to authorized persons;
- For each First Registration Product, the FRC will have to make deliveries under the contract transferring the data on the virtual machine, alerting the Supervisor and CMT of the occurred transfer;
- The structure and organization of the directory, on the virtual machine, will be agreed between the parties;
- The FRSC, in turn, can access the informations and download them to perform the required quality checks, notifying the receipt of the information to the FRC and the CMT;
- The FRSC will carry out an initial verification to certify completeness and readability of information downloaded from the virtual machine, notifying any irregularities or incompleteness to the FRC and to the CMT.
- Each notification shall be registered into a database, set up by the FRSC, in order to keep track of all the necessary information for monitoring the FRC’s delivery and subsequent application and timing of quality controls:
  - CZ Identification,
  - Date/time of the loading information notified by the FRC,
  - Date/time of the download information carried out by the FRSC,
- Notifications of any anomalies or incomplete information detected by the FRSC,
- Date/time of the notification quality controls prescribed by the FRSC’s contract.

- The access to the information and to the database of notifications will be allowed to authorized persons through a web utility work flow, produced by Supervisor.

The Phase I Product shall be delivered for each CZ, packed in accordance with Registration Zones (a Registration Zone is the area administered by one LIPRO) and will include the following data:
- Orthophoto, topographic maps, forest economy maps, cadastral maps and others used in the field survey and creation of CM for each CZ;
- Digital Archive with all relevant technical and legal documentation for each CZ;
- Digital Cadastral map in format “dwg”, and "shape file" (Connection Map - Kartela) for each CZ;
- Parcel book in digital form for each CZ;
- Property Kartela in digital format for each CZ;

9. Quality Control First Registration Phase I Product

The quality control will be conducted by the First Registration Supervisor on behalf of the Central IPRO, in accordance with Procedures for the Control of First Registration of Forest and Pastures (Appendix B to this Manual).

The number of the properties, which should be controlled in a cadastral zone, should be 5% of the properties, but in any case, not less than 10 properties for each CZ.

The Supervisor will present the results of the quality control for each products in a Quality Control Report Phase I that is based in the procedures and standard forms established in the Procedures for the Control of First Registration of Forest and Pastures.

The quality control reports from the Supervisor will be provided to the Project Manager and CMT within 15 working days from the delivery of the first registration product of first phase.

The First Registration Product shall be considered as acceptable if technical mistakes are evidenced in no more than 30% of the controlled properties in Phase I. In all cases, if one legal mistake is found than other 10% of properties, but in any case not less than 10 properties, will be controlled; If one legal mistake if found in the second control than the product is considered not acceptable.

The Project manager shall inform the Contractor about the conclusion of the quality control and sent to them the quality control reports.
In case the product is considered as not acceptable, a subsequent quality control shall be conducted for the corrected product. The subsequent Quality Control Reports will be provided within 10 working days from the delivery of the corrected first registration product, in accordance with the forms established in “Procedure for Control of First Registration of Forest and Pastures”. The Supervisors should control if the errors ascertained by the First Control are corrected and must control other 5% of all properties within a cadastral zone.

To optimize the time and interaction between production and Quality Controls a web software will be made available to publish interim the Annexes filled with quality control results covered by the Supervisor’s contract. The quality control results of the Supervisor checks will be immediately shared to the FRC and the CMT. This approach will allow a more dynamic interaction and cooperation between the CFR and the Supervisor to analyze and discuss, in a short time, the problems encountered to plan the necessary corrective actions.

In case of disputes between the First Registration Contractor and the Supervisor, regarding the conclusions of the monitoring and quality control of first registration products, the CIPRO, following the request from the Project Manager, may conduct, on exceptional bases, an independent quality control of the product and may organize the confrontation of the quality control results between the Contractor and the Supervisor within 5 days from the date of request from the Project Manager. The CIPRO shall present the results of this quality control to the Project Manager and CMT within 2 working days after such quality control is completed. Based on the recommendation provided by CIPRO the Project Manager shall decide the status of the product and communicate this decision to the Contractor for further action.

In case the product is considered as acceptable or acceptable with problems, the Supervisor will also provide the BoQ Certification Report for Phase I Product. This report will certify the actual quantity of work completed by the Contractor for each cadastral zone based on the unit price established in the Contract.

**PHASE II**

The second phase of first registration should be implemented within 4 months (including the time for monitoring and quality control).

1. **Printing of Public Display Documents (Printing I)**

Following the conclusion of the quality control report on Phase I product that considers this product as “Acceptable” or “Acceptable with Problems”, the Public Display will take place for 45 days. Based on the recommendations provided in the quality control report, the Contractor shall make the necessary improvements in the digital Phase I Product. After such recommended improvements are made, the Contractor will print the following Public Display Materials (Printing I):

- List of the immovable properties sorted by the number of properties;
- Printing of Cadastral Map (scale 1:2500);
Posters advertising the public display to be published in main public institutions, all Local Government Administrative Units with first registration and frequently visited premises. The posters shall clearly indicate the area that is subject of public display and the addresses of the Municipal Administrative Offices where the public display will take place.

1. Public Display

According to Article 26 of Law 33/2012 "On the Registration of Immovable Properties", the first registration conducted within a cadastral zone should be displayed for 45 days in a convenient location for public consultation within the cadastral zone where these properties are located.

Forest and pasture parcels that are already registered in LIPRO are not subject of this public display.

Taking into consideration that the Municipalities are the main owners the forests and pastures subject of first registration under this contract, the printed lists and map shall be displayed in the premises of the Municipality and all Municipality administrative offices in the area of cadastral zones that are subject of the public display. The available premises for the public display will be clarified during the meeting with municipality.

The First Registration Contractor will inform the contact person or department of the Municipality, the Project Manager and CMT about the starting date of the public display at least one week prior to this date. Following this notification, the Contractor will make all logistical arrangements with the Municipality regarding the public display. The Contractor shall prepare the Order of the Registrar of the respective Local IPRO for conducting the Public Display and sent to him for signature with a copy to the Project manager and the CMT. Following the signing of the Order in a required period of 3 working days, the Contractor shall make sure that all printed materials are delivered and displayed in all Municipality and all Municipality administrative offices in the area of cadastral zones that are subject of the public display. The Order shall be displayed in a visible place in all public display premises.

The contractor shall prepare, print and distribute to each Municipality Administrative Office and to the LIPROs standard forms for presenting complains. The name, address, contacts and the short description of the complain should be filled in these forms. The Project Management Team and CIPRO shall arrange for the training of the municipalities staff together with the LIPRO staff.

The Contractor shall prepare a public notice, to notify all interested stakeholders that may have claims for the registered immovable properties forestry and pastures.

The Contractor is responsible for the publication of Public Notification and List of Properties in at least three national reputable newspapers, one time at the beginning of the public display period.

The MoE and IPRO are responsible for the publication of this notice as well as additional information in their own websites.
Once a week, during the public display period, the contractor shall visit all public display offices and the respective LIPRO to collect claims.

The Central IPRO will monitor and control the public display. Not more than three visits will be made in the public display offices.

In connection to Public Display, the following controls shall take place:

1. The place for public display to ensure that it is adequate for displaying all list and maps and public consultation, is located within the area Local IPRO offices and the respective Municipality has appointed the contact persons for the public display;
2. Registrar Order for public display is issued and displayed in a visible place in the Public Display Office.
3. Publication of Public Display Notification in three national reputable newspapers, one time at the beginning of the public display period
4. Book and forms of claims and objections to the displayed properties.

Monitoring of displaying period shall take place from the beginning and continue during the displaying period. For each control of the CIPRO a report is compiled on the Subject carrying out the displaying in order to identify deficiencies and ways to improve. The monitoring results are recorded in the Annexes 6

2. Handling the complaints filed during the Public Display period

The review of claims, processing of documents received during the public display process, correction of errors identified during the public display and drafting of Orders, if necessary to make proper corrections or solutions to avoid conflicts, will continue to be carried by the Contractor even after the completion of public display, by making the respective records in Cadastral Map, Parcel Book and Kartela. All claims presented during the public display should be processed by the Contractor and all responses will be sent to the claimants within 1 week from the closing date of public display.

The Contractor should coordinate its actions with the LIPRO in order to avoid duplications or overcoming of reference numbers of legal documents filed during the public display period. The Contractor should fulfil the field of Kartela “Final Date” where it will be recorded the date of completion of public display of forests and pastures immovable properties.

3. Completion of Digital Archive and creation of Physical Archive

After the scanning and indexing of the legal and technical documentation gathered during the public display, the Contractor shall upload these documents in the digital archive created during the Phase I.

After the establishment of the reference numbers for all legal and technical documents which are going to be archived, the paper documents will be handed over to the LIPRO Archive. The hand over minutes taken by the Contractor and LIPRO will be promptly transmitted to the Project Manager and CMT. The LIPRO employee files the documentation in the Physical
Archive according to the reference number, together with the previously archived documentation in case of CZ where previous first registration was carried out.

The Contractor shall record the property data such as CZ number, property number, and reference number for Hipoteka numbers where LIPRO has previously registered legal documentation for forestry and pastures kind of immovable properties transferred to the municipality.

4. Delivery of Second Phase Digital Product

The first registration digital product of Phase II is provided for quality control by the Contractor to the Supervisor and to the respective LIPRO. The Supervisor shall issue a receipt for taking over the product. The Contractor shall promptly send to the Project Manager and CMP a copy of the letter of delivery and the receipt for each product delivered. The Phase II Product shall be delivered for each CZ, packed in accordance with Registration Zones (a Registration Zone is the area administered by one LIPRO) and will include the following data:
- Orthophoto, topographic maps, Cadastral Maps and others used in the field survey and creation of CM for each CZ;
- Digital Archive with all relevant technical and legal documentation for each CZ;
- Digital Cadastral map in format “dwg” and ”shape file” (Connection Map - Kartela) for each CZ;
- Parcel book in digital form for each CZ;
- Property Kartela in digital format for each CZ;
- Signed Phase II Metadata (scanned and paper version) for each Cadastral Zone (refer to the Interim First Registration Data Exchange Standard 134/1, dated 07. 01. 2014).

5. Quality Control First Registration Phase II Product

The quality control will be conducted by the First Registration Supervisor on behalf of the CIPRO, and by the LIPRO in accordance with Procedures for the Control of First Registration of Forest and Pastures. (Appendix B to the Manual)

The number of the properties, which should be controlled in a cadastral zone, should be 5 % of the properties, but in any case, not less than 10 properties for each CZ.

The Supervisor will present the results of the quality control for each products in a Phase II Quality Control Report that is based in the procedures and standard forms established in the Procedures for the Control of First Registration of Forest and Pastures.

Following the completion of this activity, the Local IPRO will control the compliance of the newly created Kartelas with the ownership title and other real rights and restrictions. They will report the findings of this control based on the forms established in Annex 4 during the Phase II Quality Control of the First Registration Product. This Form will be filled by the Local IPRO only for legal control and legal mistakes and will be sent to the Project Manager and CMT.

The quality control reports from the Supervisor and from LIPRO will be provided to
the Project Manager and CMT within 15 working days from the delivery of the first registration product of second phase.

The First Registration Product shall be considered as acceptable if technical mistakes are evidenced in no more than 5% of the controlled properties in Phase II. In all cases, if one legal mistake is found than other 10% of properties, but in any case not less than 10 properties, will be controlled; If one legal mistake if found in the second control than the product is considered not acceptable.

The Project manager shall inform the Contractor about the conclusion of the quality control and sent to them both quality control reports.

In case the product is considered as not acceptable, a subsequent quality control shall be conducted for the corrected product. The subsequent Quality Control Report will be provided within 10 working days from the delivery of the corrected first registration product, in accordance with the forms established in “Procedure for Control of First Registration of Forest and Pastures”. The Supervisors should control if the errors ascertained by the First Control are corrected and must control other 5% of all properties within a cadastral zone.

In case of disputes between the First Registration Contractor, the Supervisor and the Local IPRO, regarding the conclusions of the monitoring and quality control of first registration products, contradictable conclusions between the supervisor and Local IPRO on the same product, The CIPRO, following the request from the Project Manager, may conduct on exceptional bases, an independent quality control of the product and organize the confrontation of the quality control results between the Contractor, Supervisor and Local IPRO within five working days from the date of the request from Project Manager. The CIPRO shall present the results of this quality control to the Project Manager and CMT within 2 working days after such quality control is completed. Based on the recommendation provided by CIPRO the Project Manager shall decide the status of the product and communicate this decision to the Contractor for further action.

In case the product is considered as acceptable, the Supervisor will also provide the BoQ Certification Report for Phase II Product. This report will certify the actual quantity of work completed by the Contractor for each cadastral zone based on the unit price established in the Contract.

6. **Completion of First Registration, Second Printing**

Following the conclusion of the Quality Control Report on Phase II Product that considers this product as “Acceptable” the Contract Manager shall send to the Contractor the Phase II Quality Control Reports. The Contractor shall make the corrections and improvements in the Phase II digital Product of possible issues identified in this report. The Contractor shall officially communicate with Local IPRO, with a copy to Project Manager and CMT, to request the last number of Volume and Page used by Local IPRO for each CZ. After this is confirmed within 5 working days by the LIPRO, the Contractor shall establish the enumeration of new Kartelas in order to ensure
continuity with the Local IPRO Kartela.

Following above corrections, the Contractor shall print the Final Digital Phase II Product as follows:

- Second Printing Lists according to the owner, property number, property kind and State owned properties;
- Cadastral Map in scale 1:2500 in 2 copies;
- Printing and Binding of the Kartelas. Kartelas should be printed in accordance with the standard established in Council of Ministers Decision No. 519, dated 7.11.1994; in A3 format. The paper of Kartela should be white colour, weighting about 115 gr/m²

The Contractor shall close the registrations in Hipoteka Registers by recording in the old Hipoteka Number the new Reference Number (for documents that were registered in Hipoteka System)


Once the printing of the Final First Registration Product is completed, the Certification of the First registration should be conducted in accordance with Article 27, Law 33/2012 "On the registration of immovable properties.

After these moment, no changes can be effected either in the Kartela or the Cadastral map, until the presentation of other titles of ownership, according to the common working procedures of IPRO.

The Final Digital Product and a copy of the printed CM should be delivered to the CIPRO. The Final Product should be delivered in accordance with the IPRO Data model.

The Final Product of First Registration of Forests and Pastures Kind of Immovable Properties, in printed format, shall be delivered to the Local IPRO together with Declaration of Completion of First Registration.

The following documents shall be delivered in Local IPRO and recorded in the Declaration of Completion of First Registration:

- Ownership documentation (originals) with the respective archive reference numbers from ___________ to _____________;
- Digital Archive of property documents complying with the IPRO (Scanned) Digital Information Standard;
- Digital CM and “shape file” (linkage CM – Kartela) complying with the IPRO Data Model;
- Signed Metadata complying with the IPRO Data model;
- Printed of CM (in scale 1:2500);
- Printed and binding Katella;
- Second Printing lists.

The Registrar of the respective Local IPRO shall sign and seal every new Kartela and CM plan sheet. The Registrar shall issue the Order for starting the work on the bases on the completed first registration within 30 days from the delivery in LIPRO.

The Central IPRO will monitor and control the Second Printing and Certification of the First Registration of Forests and Pastures Kind of Immovable Properties. The following activities will be monitored by Central IPRO:
1. Printed Kartelas format according to the Council of Ministers Decision No. 519, date 7.11.1994 and paper according to standards specified in the contract;
2. The quality of the Kartela Books;
3. Second Printed Lists, Index Map and Reporting Annexes;
4. Completion of the legalization project by Registrar (Stamp and signature in the Cadastral Map and in each manual Kartela);
5. Archiving the documents;
6. Closure of the activity in Hipoteka System by an Order from the Registrar;
7. Uploading the data in ALBSReP.

Activities in cases when forests and pastures are registered on behalf of the State

In cadastral zones where the forests and pastures are registered, the contractor shall verify the border of the cadastral zone and the borders of each forest and pasture parcel based on the Digital Maps of Management Plans for Municipal Forests and Pastures or Maps of Forest Economies, and will make the proper adjustments in order for LIPRO to execute the transfer of ownership of these parcels to the municipalities, in accordance with the CoM Decisions "On the transfer of forests and pastures to Municipalities”.

The following activities included in the First Registration of Forests and Pastures shall be applied for the Registration of forests and pastures into the ownership of the municipality in cases when forests and pastures are registered on behalf of the State (reference to The Law 33/2012 on registration of immovable properties, article 45 and article 64):

**Phase I**

1) Hand-over of documentation
2) Scanning of legal and technical documentation
3) Preparation of CM including improvement the accuracy of the Cadastral Zone borders and the agriculture land borders, definition of the borders of parcels transferred to the municipality according to the CoMD.
4) Creation of digital and physical archive of legal and technical documentation
5) Parcel book
6) Compilation of new Kartelas of immovable properties in cases when a state owned parcel is divided in two or more parcels for the purpose of transfer of ownership to the municipalities, or the list of excising kartelas where the ownership will be transferred to the municipalities based on the respective CoMD.
7) Delivery of Phase I product
8) Control and approval of Phase I product.

**Phase II**

1) Public Display in cases the original registration data would require data improvement and update.
2) Completion of registration and product delivery.
## Appendix A

### STRUCTURE FOR MONITORING AND CONTROL OF FIRST REGISTRATION FOR FOREST AND PASTURES

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Responsible Institution</th>
<th>Responsible Person/s</th>
<th>Details and documentation of activity</th>
<th>Deadline</th>
</tr>
</thead>
</table>
|    | Contract Management for First Registration for forest and pastures | Ministry of Environment supported by Contract Management Team and ESP Project Team |  | - Contract Monitoring and Management;  
- Time control of work plan and contract completion date;  
- Administration and distribution of Contractor’s work products between the Contractor, Supervisor LIPRO and CIPRO;  
- Provide the contractors with clarifications on open issues;  
- Distribution of the Quality Control Reports for First Registration Products;  
- Review and approve any proposed variation and sent it to the Employer of Execution;  
- Asses any Contractor’s claim for compensation event;  
- Administration and distribution of Contractor’s work products;  
- Administration and distribution of documentation of control/monitoring;  
- Administration of Correspondence;  
- Administration of Files; | 3 working days from the reception  
10 working days from the date of reception of Employer written notification  
2 working days from the reception  
15 working days from the reception of the proposed variation and quotation; |
| Control of Activity of Phase I and Phase II of First Registration | MoE, IPRO | Project Manager | - Monthly Report for the Minister of Environment and Chief Registrar about the Work Progress. | Until the date 15 of the following month |
| Monitoring of Activities of Phases I and II of the First Registration | MoE, IPRO | Project Manager and Contract Management Team | - Monthly Report for the Minister of Environment and Chief Registrar about critical issues. | Until the date 15 of the following month |
| Control of Products of Phases I and II of First Registration | IPRO | Supervisor | - Quality Control Report, including the Annex 7 of the Procedure for the Control of First Registration of Forests and Pastures | 15 working days from the delivery of the first registration product |
| | LIPRO | - The Local IPRO will present the results of the quality control in accordance with the Forms established in Annex 4 of the Procedure for the Control of First Registration of Forests and Pastures | 15 working days from the delivery of the first registration product |
| Monitoring of Products’ Control of Phases I and II of First Registration | MoE, IPRO | CIPRO | - Annex 8 of the Procedure for the Control of First Registration of Forests and Pastures | 10 working days from the delivery by the Contractor |
| | Project Manager | - Annex 9 of the Procedure for the Control of First Registration of Forests and Pastures | |
| BoQ Certification Report for Phase I and Phase II Product | MoE | Supervisor | BoQ Certification Report | 5 working days from the delivery of BoQ and digital file by the Contractor.
Appendix B

Procedures for the Control of First Registration of Forest and Pastures

Under the Environmental Services Project
Introduction

The Government of Albania has received a Loan from the International Bank for Reconstruction and Development (IBRD) and a Grant from the Global Environmental Facility Trust Fund to finance the Environmental Services Project (ESP). The Ministry of Environment (MOE) has overall responsibility for the Project through its Project Management Team (PMT).

Under the Project Component 1 - Strengthening Institutional Capacity to improve environmental services from integrated landscape management, it is planned the first registration of forests and pastures that are transferred to the ownership of Local Government Units (LGU).

MOE will be the lead Implementing Agency for this activity, supported by Immovable Property Registration Office (IPRO) for the registration of the forest and pasture type of immovable properties.

An IPRO and MoE joint team is appointed to coordinate the contract implementation and management on the operational level and react immediately when delays occur; project management on operational level; manage periodic management meetings with the contractor and supervisor on the progress achieved, plans, issues, take minutes with agreed actions, review agreed actions; facilitate the contractors with quick responses on open issues, have good access to the management of both institutions, to the contracts’ MoE managers and support in quick solving of open questions. The IPRO and MoE joint team is led and coordinated by the Contract Manager.

According to the Regulation “On monitoring of First Registration” No 1969/2012, CIPRO and Local IPRO are responsible for monitoring and quality control of the First Registration Contractor work in a cadastral zone, in accordance with the Law on “Immovable Property Registration” and its subordinate Regulations, Instructions and Technical Standards. The specific Procedure for Quality Control of First Registration of Forests and Pastures is attached as Appendix B of these Terms of References. The CIPRO will delegate the quality control of the first registration product to the Supervisor selected based on technical and professional criteria approved by IPRO. The CIPRO, Local IPRO and Supervisor will coordinate the monitoring and quality control of processes and products the first registration of forests and pastures, performing with accountability to their rights and duties defined in this Regulation.

According to the technical specifications, the first registration process consists of two phases, each of them including the following main activities:

The Monitoring and quality control of First Registration Activities shall be implemented in accordance with the Law on “Immovable Property Registration” No.33 date 21.03.2012 and its subordinate Regulations, Instructions, Standards and other sub legal acts.
The main monitoring objectives: Cadastral Zone

Monitoring will take place during all stages of First Registration and will include, but not necessarily be limited to, the monitoring of the following. During the monitoring project should be verify if the previous identifying mistakes are corrected.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Activity</th>
<th>Responsible Party</th>
<th>Controller</th>
<th>Controlling Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td><strong>Hand-over of documentation:</strong> All documents (paper and digital) that are relevant to First Registration should be compiled and handed over or made available to the Contractor within seven days from the date of contract signing. Local IPRO archive documents will be handed over to the Contractor in the premises of respective Local IPRO.</td>
<td>MoE, IPRO</td>
<td>Contract Manager</td>
<td>Annex 2</td>
</tr>
<tr>
<td></td>
<td><strong>Public Information Campaign.</strong> The Contractor, the Ministry of Environment and IPRO shall collaborate to inform the interested public and respective municipalities regarding the ongoing first registration</td>
<td>MoE, IPRO, First Registration Contractor</td>
<td>CIPRO, MoE</td>
<td>Annex 3</td>
</tr>
<tr>
<td></td>
<td><strong>Scanning of legal and technical documentation.</strong> The Contractor shall scan every page of documentation in accordance with the standards established in the Standard for Digital Copies of Legal and Technical Documentation, Prot. No. 2905/1, dated 26/04/2012</td>
<td>First Registration Contractor</td>
<td>CIPRO/Supervisor</td>
<td>Annex 7</td>
</tr>
<tr>
<td></td>
<td><strong>Preparing of Registration Cadastral Maps (CM)</strong></td>
<td>First Registration Contractor</td>
<td>CIPRO/Supervisor</td>
<td>Annexes 4, 5, 7</td>
</tr>
<tr>
<td></td>
<td><strong>Creation of a Digital Archive of Scanned Property Documents</strong></td>
<td>First Registration Contractor</td>
<td>CIPRO/Supervisor</td>
<td>Annex 7</td>
</tr>
<tr>
<td></td>
<td><strong>Parcel Book.</strong> The Parcel Book shall contain information regarding the data in the technical and legal documentation, field survey and measurement data</td>
<td>First Registration Contractor</td>
<td>CIPRO/Supervisor</td>
<td>Annexes 4, 5, 7</td>
</tr>
<tr>
<td></td>
<td><strong>Immovable Property Kartela.</strong> Compilation of Kartelas of the immovable properties which were not trade by IPRDO</td>
<td>First Registration Contractor</td>
<td>CIPRO/Supervisor</td>
<td>Annexes 4, 5, 7</td>
</tr>
<tr>
<td></td>
<td><strong>Delivery of the Phase I Product.</strong> The Phase I Product of First Registration of Forests and Pastures in digital form is delivered to the Contract Manager</td>
<td>First Registration Contractor</td>
<td>CIPRO/Supervisor</td>
<td>Annexes 5, 7</td>
</tr>
<tr>
<td>II</td>
<td><strong>Printing of materials and Public Display for 45 days</strong></td>
<td>First Registration Contractor</td>
<td>CIPRO</td>
<td>Annex 6</td>
</tr>
</tbody>
</table>
The First Registration Monitoring Scheme

1. The Ministry of Environment and Central Immovable Property Office (CIPRO) and Local Immovable Property Registration Office (LIPRO) prepare and deliver to the First Registration Contractor the related documents and information for each cadastral zone. The activity is monitored by the Contract Manager supported by the IPRO and MoE joint team.

2. The Contract Manager supported by the IPRO and MoE joint team monitor respective activities of the Phase I and II. The monitors prepare reports for each monitor and deliver to the IPRO and MoE joint team.

3. The Contract Manager notifies the Contractor in case there are comments and recommendations in the monitoring reports.

4. The Contract Manager takes over the Phase I /Phase II product delivered by the Contractor.

5. The Contract Manager delivers the First Registration Product to the First Registration Supervisor and to the CIPRO for the quality control.

6. The First Registration Supervisor deliver to the Contract Manager the Quality Control Reports (for Phase I, Annexes: 1, 2, 3, 4, 5, 6, 7 and for Phase II, Annexes: 5, 6, 7)

7. The Contract Manager notifies the Contractor for the monitoring and quality control results. He/She ask the Contractor to do the complete/correct the product within the established period of time, in case that work products are considered not acceptable.

8. The Contract Manager takes over the Phase I / Phase II corrected Products by the Contractor and deliver to the Supervisor and IPRO Registrar to verify the correction/completion of the product.

Notice:
Contract Manager supported by the IPRO and MoE joint team and the First Registration Supervisor coordinate their job to organize the monitoring and quality control of each Phase of First Registration.

Monitoring of the First Registration Phases and Activities

Phase I

- Compilation and Hand-over of documentation
Compilation of documentation shall consist in providing in time and making available to the First Registration Contractor all the documentation (manual and digital) and computer programs identified in details for each cadastral zone in the Action Plan for First Registration. The documentation includes (but is not limited) the followings:

1. Identification of the Cadastral Zone (number, name, the boundary of the cadastral zone identify in the map). Some additional information: If the urban area of Cadastral Zone is Registered or not. If the rural area (agricultural lands) is Registered or not. If State-owned Forest and pastures properties are registered or not. The boundary of agricultural lands if these properties are registered by IPRO.
2. CoM Decisions "On the transfer of forests and pastures LGUs" (Communal Forests and Cadastre Sector in MoE) in digital format;
4. Topographic maps (1: 25,000) in digital format;
5. Maps of Forest Economies (1: 25,000);
6. Orthophoto 2015;
7. Cadastral Maps from the Immovable Property Register administered by Local IPRO for cadastral zones included in this process (the cadastral maps that are available only in paper format will be scanned by the Contractor in Local IPRO premises);
8. Properties Restitution and Compensation Decisions for forests and pastures areas registered in Hipoteka Register (will be made available for scanning in Local IPRO premises);
9. Data on Cadastral Zone border from Local IPRO in digital format;
10. Current legal and regulatory framework in accordance with the list established in Annex 1;
11. Borders of new Municipalities in digital form created under the STAR project with technical specifications;  
12. Council of Ministers Decisions for Informal Zones;
13. The Registration Data Model as of the Start Date of the Contract;
14. Instructions and parameters issued by ASIG for the data conversion from the old national coordinate system and cartographic projection to the new Albanian National Reference Frame (KRGJSH-2010) and a new Transverse Mercator map projection;
15. Data on geodetric points as a part of horizontal component of the old national coordinate system;
16. IPRO will provide to the contractor access to the National Geodetic Reference ALBPOS for both, Real Time and RINEX services.

Monitoring takes place to ensure that the documents are delivered in time (based in the timetable in the First Registration Contract); evaluates the documentation compilation project for cadastral zones (especially legal documentation) to ensure that the most efficient technical and economic method is used to provide all the documentation related to the cadastral zone and to each property.

The monitoring results are recorded in Annex 2
• **Creation of the Ownership Documents Digital Archive**

Monitoring takes place to ensure that digitalization of the ownership documents is done based on the Standard for Digital Copies of Legal and Technical Documentation, Prot. No. 2905/1, dated 26/04/2012. In compliance with this standard on documents production in digital format, we notes that the documents must be submitted by CFR in JPEG and PDF/A format.

The monitoring results are recorded in Annexes 4, 5, 7

• **Public Information Campaign**

The purpose of the monitoring of the public information project is to ensure that Local Government Units are informed and conscientious for the First Registration of forest and pasture property, the rights and duties of the owners in this project. For this should be done the following monitoring:

1. If official notification to the relevant LGU informing about the starting of the first registration of forests and pastures in the area administered by this LGU.
2. What other tools are used to inform private and state owners especially for specific problems that the cadastral zone (IPRCO internet page, etc.)

The monitoring results are recorded in Annexes 3

• **Preparation of the Registration Index Map**

For this activity the monitoring will be based on following documents:

- Regulation “On the Work of Immovable Property Registration Office”
- Guide “On First Registration in Urban Zones”
- Interim First Registration Data Exchange Standard
- Computer Program “Map – Kartela Linkage Control”
- First Registration Monitoring Procedures

Should make the following controls based on Cadastral Zone/Block/Property:

1. Verify the cadastral zone identity (unique number, name);
2. Verify the cadastral zone boundary in the Cadastral Map, compared with the boundary cadastral zone;
3. Control the compliance with Albanian National Reference Frame (KRGJSH-2010, TMzn projection);
4. Control the compliance with the data model of the Immovable Property Registration System ALBSREP
5. Control of the Parcel Book (PB)
6. Control of the field verifications
7. Control of index and accuracy of Cadastral Maps for property polygons compared with the technical specifications.
8. Control the compliance with the standards of the digitalization of the Cadastral Map
In the reports of the field control, should be specified the method and the technology used by Contractor for mapping or map updating.

In case when map is made through updating of the based map the following items should be controlled:

- Field measurements of the distance which should be with the tolerance of the map scale ($\Delta \leq 0.4\text{m/m} \times S$);
- Reflecting of the changes which wore not in the based map;
- Property ownership
- Property type

The number and type of properties that will be controlled refer to the section “Kartela Compilation”

The monitoring results are recorded in the Annexes 4, 5, 7

- **Linkage of Cartel – Index Map – Document**

The control of this activity makes based on the following documents:

- Computer Program “Map – Kartela Linkage Control”
- Standards of Digital Documents
- Interim First Registration Data Exchange Standard

The following control will be conducted:

1. Control of the linkage Kartela – Index Map (including the sporadic registration) based of the principle that each property in the field is identified the boundary in the Cadastral Map and is created one Kartela
2. Digital linkage of the identified property in the Cadastral Map and Kartela with the ownership documents

The monitoring results are recorded in the Annexes 4, 5, 7

**Kartela Compilation**

The control of this activity makes based on the following documents:

- The Program of Kartela Logical Control;
- Interim First Registration Data Exchange Standard;
- Regulations, Guides, Orders, Bulletins and other acts issued by Chief registrar;

In this phase the following controls will be conducted on Cadastral Zone bases. If the result of the control of one item turns out to be unsatisfactory than the next item will not be controlled.

- Digital control of Kartela. Compliance with the data model of the Immovable Property Registration System ALBSReP
- Property registration control evaluated and controlled the technical and legal aspects of Kartela compilation, the linkage between Kartela, Cadastral Map, Legal Documents,

The criteria that should be followed to choose the properties for control:

1. Properties should be uniformly distribute in the territory of the cadastral zone;
2. Forests and Pastures type of properties;
3. Municipal/State owned and private Properties;
4. Properties with registrations in Sections D and E of Kartela.

The number of the properties, which should be control:

- By IPRCO/Supervisor:

The number of the properties, which should be controlled in a cadastral zone, should be 5% of the properties by CIPRO and 5% of the properties by Local IPRO, but in any case, not less than 10 properties for each CZ. The First Registration Product shall be considered as acceptable if technical mistakes are evidenced in no more than 30% of the controlled properties in Phase I and no more that 5% of the controlled properties in Phase II. In all cases, if one legal mistake is found than other 10% of properties, but in any case not less than 10 properties, will be controlled; If one legal mistake if found in the second control than the product is considered not acceptable.

The monitoring results are recorded in the Annexes 4, 5, 7

- First Printing

The control of this activity is based on the document:
- Guide “On First Registration in Urban Zones"

The control is done to make sure that Public Display documents that are prepared as follows:
1. Printed lists based on the property number and content (understandable by the owners);
2. Cadastral Map – Provisional

The monitoring results are recorded in the Annexes 6

Phase II

- Public Display
The control of this activity is based on the following documents:

- Law No.33 date 21.03.2012 for “Registration of Immovable Properties”;
- Technical Specifications of the Contract for the first registration of forests and pastures

Not less than three visits will be made in the public display offices.

In connection to Public Display, the following controls shall take place:

1. The place for public display to ensure that it is adequate for displaying all list and maps and public consultation, is located within the area LGU offices and the respective Local IPRO has appointed the contact person for the public display;
2. Registrar Order for public display is issued and displayed in a visible place in the Public Display Office.
3. Publication of Public Display Notification in three national reputable newspapers, one time at the beginning of the public display period
4. Book and forms of claims and objections to the displayed properties.

Monitoring of displaying period shall take place from the beginning and continue during the displaying period. For each control a report is compiled on the Subject carrying out the displaying in order to identify deficiencies and ways to improve. These reports are attached to the final evaluation of the work performed.

The monitoring results are recorded in the Annexes 6

- **Corrections of the changes made during the Public Display**

The control of this activity is done based on the following documents:

- Law No.33/2012
- Regulation “On the Work of Immovable Property Registration Office”

The following activities will be monitored:

1. Identification (registration) in CM and Kartela and archiving of respective documentation related to claims presented during public displaying period. For this purpose 5 (five) cases can be selected for evaluation from the Book of Claims. If in any of these cases is found out that the registration in RCM and Kartela has not been accurate or there is no answer to that claim the process of claims’ identification is considered to be irregular.
2. Registration in CM and Kartela of the transactions made during the period of Public Display. For this purpose will be selected 5 applications. If in any of these cases is found out that the registration in RCM and Kartela has not been accurate, the process of claims’ identification is considered to be irregular.
3. Control of the digital data base of the Cadastral Map, Kartela, Documents (the same as Phase I)
The monitoring results are recorded in the Annex 6

- **Quality Control of Phase II Product**

  - **By LIPRO:**
    Legal aspects of registration for all properties not registered before.

  - **By IPRCO/Supervisor:**
    The number of the properties, which should be controlled in a cadastral zone, should be 5% of the properties, but in any case, not less than 10 properties for each CZ. The First Registration Product shall be considered as acceptable if technical mistakes are evidenced in no more than 5% of the controlled properties in Phase II. In all cases, if one legal mistake is found than other 10% of properties, but in any case not less than 10 properties, will be controlled; If one legal mistake if found in the second control than the product is considered not acceptable.

The monitoring results are recorded in the Annexes 4, 5, 7

- **Printing II + Index Map Printing + Kartelas Printing + Kartela Registers Binding**

  The control of this activity is made based on the following documents:
  - Council of Ministers Decision No. 519, date 7.11.1994 “Immovable Property Kartela”
  - Standard for the paper and Kartela Books quality
  - Regulation “On the Work of Immovable Property Registration Office”
  - Guide “On First Registration in Urban Zones”

  Monitoring of this stage shall consist of evaluation of printing quality regarding accuracy of data format, and printing quality as specified below:
  1. Printed Kartelas format according to the Council of Ministers Decision No. 519, date 7.11.1994 and paper according to standards specified in the contract
  2. The quality of the Kartela Books
  3. Second Printed Lists, Index Map and Reporting Annexes

The monitoring results are recorded in the Annex 6

- **Legalization of First Registration, Archiving of Documentation to IPRS**

  Legalization of First Registration shall be carried out by the Registrar who will sign and stamp with the IPRS seal on each Kartela and RIM, which has gone through the public displaying project, this certifying that first registration is effectively completed in accordance with the Law
on “First Registration of Immovable Properties” and through this monitoring and controlling program.

The following activities will be monitored:
1. Completion of the legalization project by Registrar (Stamp and signature in the Cadastral Map and in each manual Kartela);
2. Archiving the documents;
3. Closure of the activity in Hipoteka System by an Order from the Registrar;
4. Uploading the data in ALBSReP

The monitoring results are recorded in the Annex 7

- **Documentation delivering (manual and digital)**
The control of this activity doing based on the following documents:
  - Guide “On First Registration in Urban Zones
  - Contract of First Registration (Section 7)

The monitoring of this project is to ensure the First Registration products completed delivered to LIPRO and CIPRO according to the “Project-Verbal” of delivery between parties and “Metadata”, signed, in paper and scanned, according to the “Interim First Registration Data Exchange Standard”

The monitoring results are recorded in the Annex 7

**Attached:**

| ANNEX 1 | Data for the cadastral zone selected for first registration |
| ANNEX 2 | Monitoring of the collection and delivering to the Contractor the source materials (manual & digital) relevant to First Registration (Phase 1) |
| ANNEX 3 | Monitoring of the Public Information for the beginning of the First Registration (Phase 1) |
| ANNEX 4 | Technical – Legal Control of RIM & Kartela of First Registration (Phase I) |
| ANNEX 5 | Digital Controls of RIM & Kartela of First Registration (Phase I, II) |
| ANNEX 6 | Monitoring of Public Display (Phase II) |
| ANNEX 7 | Monitoring of the Products of the First Registration (Phase I, II) |
| ANNEX 8 | Standard Annexes for Approval of Work Products for First Registration of Cadastral Zones (Phase I, II) |
| ANNEX 9 | Accepted and Approval of the Contractors Work (Phase I, II) |
## ANNEX 1

**DETAILED INANNEXATION OF THE CADAstral ZONE SELECTED FOR FIRST REGISTRATION**  (CZ ________________)

**IPRO ________________**

**Date ____/_____/______**

<table>
<thead>
<tr>
<th>Nr.</th>
<th>CZ Nr.</th>
<th>CZ Place</th>
<th>Total Nr. of Properties</th>
<th>Number of properties where First Registration is completed</th>
<th>Number of properties where the First Registration is not complete</th>
<th>No. of transactions registered in the Kartelas where First Registration is done- to be digitalized</th>
<th>Additional data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>In the Plan</td>
<td>In heights</td>
<td>Private</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4=5+6</td>
<td>5</td>
<td>6=7+8+9+10+11</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. CZ area is --- ha.
2. The zone is divided in ___ blocks
3. There are about --- new apartment buildings.
4. One building is estimated to have --- apartments
5. Map is in scale 1: ___

| TOTAL |     |       |                          |       |             |           |         |       |     |     |     |     |
|-------|-----|-------|--------------------------|-------|-----------|-----------|---------|-------|-----|-----|-----|-----|-----|

**The follows documents will be provide for First Registration:**

1. Provisional Index map update by the Sporadic Registration and the boundary of the CZ
2. Maps, scale 1:500 of the Technical Archive (scanned) serve to complete the ownership property documentation for old houses

**Notice:** The inAnnexation accuracy of the figures in the table is (+-) 10 %

**IPRDO Registrar (Nome/Surname/Signature)______________________________**
## Monitoring of the collection and delivering to the Contractor

The source materials relevant to First Registration

**IPRO**__________ **CZ No.**____ **Name_________**  **Contractor** (**name**) _____________  
**Date:** _____/_____/_____

**To:**  **MoE Contract Manager**, Mr./Mrs.__________________________________________  
**IPRCO Registration & Mapping Director**, Mr./Mrs.____________________________________  
**IPRCO Projects Planning & Monitoring Director**, Mr./Mrs.______________________________

**From:** Controller / Monitor  (**name, surname, signature**) ____________________________

<table>
<thead>
<tr>
<th>#</th>
<th>Monitoring</th>
<th>Deliver</th>
<th>Give explanation for the document not delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identification of the Cadastral Zone (number, name, the boundary of the cadastral zone identify in the map).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CoM Decisions &quot;On the transfer of forests and pastures LGUs&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Digital Maps of Management Plans for Communal Forests and Pastures;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Topographic maps (1: 25,000) in digital format;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Maps of Forest Economies (1: 25,000);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Orthophoto 2007 or 2015;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Cadastral Maps from the Immovable Property Register administered by Local IPRO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Properties Restitution and Compensation Decisions for forests and pastures areas registered in Hipoteka Register</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Data on Cadastral Zone border</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Current legal and regulatory framework in accordance with the list established in Annex 1;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Borders of new Municipalities in digital form with technical specifications;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Council of Ministers Decisions for Informal Zones;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>The Registration Data Model as of the Start Date of the Contract;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Instructions and parameters issued by ASIG for the data conversion from the old national coordinate system and cartographic projection to the new Albanian National Reference Frame (KRGJSH-2010) and a new Transverse Mercator map projection;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Data on geodetic points as a part of horizontal component of the old national coordinate system;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Access to the National Geodetic Reference ALBPOS for both, Real Time and RINEX services.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Are delivered** to the Contractor all the existing documents

**Are not delivered** to the Contractor all the existing documents
# ANNEX 3

## MONITORING of PHASE I & II

### Monitoring of the Public Information for the Beginning of the First Registration

**IPRO**__________  **CZ No._____**  **Name__________**  **Contractor (name) ____________**

**Date:**  ____/____/_______

**To:**  
- MoE Contract Manager Mr./Mrs.___________________________________________
- IPRCO Registration & Mapping Director, Mr./Mrs._________________________________
- IPRCO Projects Planning & Monitoring Director, Mr./Mrs.___________________________

**From:**  
- Controller / Monitor (name, surname, signature) _________________________________

<table>
<thead>
<tr>
<th>#</th>
<th>Monitoring</th>
<th>Yes</th>
<th>No</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Official notification to the relevant LGU informing about the starting of the first registration of forests and pastures in the area administered by this LGU.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The owners (LGU) are aware about the scope of the First Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other comments:**

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

**THE JOB CONSIDERED:**

- Accepted [ ]  Accepted with problems [ ]  Not Accepted [ ]

**Recommendations:**

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Technical – Legal Control of RCM & Kartela of First Registration Phase I

IPRO___________ CZ No._____ Name_____________ Contractor (name) ____________

Date: _____/_____/______

To: MoE Contract Manager, Mr./Mrs.________________________________________
    IPRCO Registration & Mapping Director, Mr./Mrs.____________________________
    IPRCO Projects Planning & Monitoring Director, Mr./Mr._______________________

From: Controller / Monitor ________________________________

Table of summary Technical – Legal Control of RIM & Kartela of First Registration Phase I

<table>
<thead>
<tr>
<th>Cadastral Zone No._______ Nome____________ Cadastral Zone IPRO______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of controlled properties</td>
</tr>
<tr>
<td>Type of Property</td>
</tr>
<tr>
<td>---------------------------------</td>
</tr>
<tr>
<td>Total Number</td>
</tr>
<tr>
<td>Municipality owned parcels</td>
</tr>
<tr>
<td>Private owned parcels</td>
</tr>
<tr>
<td>State owned parcels</td>
</tr>
</tbody>
</table>

CONTROLED PROPERTIES (List attached)

Other comments:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

THE JOB CONSIDERED:

Accepted [ ]  Accepted with problems [ ]  Not Accepted [ ]

Recommendations:
Technical – Legal Control of RIM & Kartela of First Registration  Phase I
(List of the controlled properties)

IPRO__________  CZ No._____  Name_____________  Contractor (name) __________

Date: ______/____/_______

<table>
<thead>
<tr>
<th>#</th>
<th>Property Number</th>
<th>Vol____ Pg____</th>
<th>Control Results</th>
<th>Comment/Description of the mistakes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>OK  Technical Mistake   Legal Mistake</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vol____ Pg_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vol____ Pg_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vol____ Pg_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vol____ Pg_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vol____ Pg_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vol____ Pg_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vol____ Pg_____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page____
Digital Control of RIM & Kartela and Archive of Documents of First Registration

IPRO__________  CZ No._____  Name____________  Contractor (name) ______________

Date: _____/_____/_______

To:  MoE Contract Manager, Mr./Mrs.____________________________
     IPRCO Registration & Mapping Director, Mr./Mrs.____________________________
     IPRCO Projects Planning & Monitoring Director, Mr./Mrs.____________________________

From: Controller / Monitor (name, surname, signature) ________________________________

Control of Digital Index Map

1. Gross mistakes ______________________

2. CZ border:
   Presented: a. As one ____  b. separate in ___ parts  c. Overlap  YES ___  NO ____

3. Control of DWG/SHAPE closing of polygons:
   a. parcels:    okay ___  not okay ___  number of parcels ___

4. Properties’ number missing:
   a. NO _____  b. YES ___  Parcels without number __________

5. Properties number repeated:
   a. NO _____  b. YES ___  Repeated numbers __________

Comments:___________________________________________________________________________________

Recomendations:_______________________________________________________________________________

Control of linkage Index Map – Parcel Book

   a. Properties in PB not mapped _______
      b. Properties in map not recorded at PB _______

Comments:___________________________________________________________________________________

Recomendations:_______________________________________________________________________________

Control of Digital Kartela
1. Control for password and username
   a. Password “zona“ : PO____ JO____

2. Control of number of Kartelas and comparison with Metadata
   a. Number of Kartelas in Metadata: ______
      Number of Kartelas in digital database: ______
      Last Kartela : Vol. _____, Fq. _____
   b. Number of properties in Metadata: ______
      Number of properties in digital database: ______
   c. Number of overcome Kartelas: ______
      List of overcome Kartelas (for each Volume, Page.)

3. Control for the closed properties
   a. Number of closed properties:_______
   b. Verification with the manual register: regular_______; not regular_______

4. Control for the state properties
   a. Number of state properties in Metadata:_______
   b. Number of state properties in digital database:_______
   c. List of state properties in digital database according to the type of property (in case the figures in items (a) and (b) are not the same.

5. Control for the completion of all fields of Kartela.
   a. List f Kartela with not completed field according to the sections and respective fields.
   b. List of Kartela with errors in the completed field or not complying with the standards, according to the sections and respective fields.

6. Control and identification of unused references in the kartela database.
   a. List of unused references in the kartela database.

7. Control for properties with different area of more than 5% between the Legal Documents and Map.
   a. Respective list

8. Control and verification for correct registration of properties with a very small area.
   a. Evaluation:____________________________________________________

9. Logical Control of Digital Kartela
   a. List of Logical Control
   b. Evaluation:____________________________________________________

10. Digital control of linkage Kartela – Map
    a. Properties with Kartela but not recorded in Map _______
    b. Properties in map but without Kartela _______
Control of the digital archive of documents:

1. Control for documents with repeated references
   a. Number of repeated references: _______
   b. Respective list.

2. Control for missing documents (references)
   a. Number of missing references: _______
   b. Respective list.

3. Control for overcome documents (references)
   a. Number of overcome references: _______
   b. Respective list.

4. Control for compliance with the standard and indexing of documents (references)
   a. Complying with standards: _______
   b. Not complying with standards: _______

5. Control of digital archive of documents in PDF/A format:
   a. No of first reference: _______
   b. No of last reference: _______
   c. No of delivered documents (references): _______
      Balance (c=b-a): regular _______; not regular _______

6. Control of digital archive of documents in “jpg” format.
   a. No of first reference: _______
   b. No of last reference: _______
   c. No of delivered documents (references): _______
      Balance (c=b-a): regular _______; not regular _______

Control the compliance with Albanian National Reference Frame (KRGJSH-2010, TMzn projection);

Control the compliance with the data model of the Immovable Property Registration System ALBSREP

THE PRODUCT IS CONSIDERED:

Accepted [ ] Accepted with problems [ ] Not Accepted [ ]
# Monitoring of Public Display

IPRO___________ CZ No.____ Name___________ Contractor (name) _____________

Date: _____/_____/_______

To: MoE Contract Manager, Mr./Mrs.____________________________________
IPRCO Registration & Mapping Director, Mr./Mrs.__________________________
IPRCO Projects Planning & Monitoring Director, Mr./Mrs.____________________

From: Controller / Monitor of IPRO (name, surname, signature) ____________________________

Public Display Period: from __________ until __________
Place of Public Display: _______________________________________________________

1. Description of notification to citizens about the Public Display:
_________________________________________________________________________
_________________________________________________________________________

<table>
<thead>
<tr>
<th>#</th>
<th>Monitoring</th>
<th>Yes</th>
<th>No</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The place for public display to ensure that it is adequate for displaying all list and maps and public consultation, is located within the area LGU offices and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>the respective Local IPRO has appointed the contact person for the public display;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Registrar Order for public display is issued and displayed in a visible place in the Public Display Office.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>All lists, maps and in Annexation displayed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Publication of Public Display Notification in three national reputable newspapers, one time at the beginning of the public display period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Book and forms of claims and objections to the displayed properties are properly filled.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Responses are provided in due time

Corrections based on accepted claims

Comments::

Recomandations:
ANNEX 7

MONITORING of PHASE I & II

Monitoring of the Products of the First Registration

IPRO___________ CZ No._____ Name_____________ Contractor (name) _____________

Date: ____/____/______

To: MoE Contract Manager, Mr./Mrs.___________________________________________
IPRCO Registration & Mapping Director, Mr./Mrs.____________________________________
IPRCO Projects Planning & Monitoring Director, Mr./Mrs.______________________________

From: Controller / Monitor of IPRO (name, surname, signature) _______________________

of IPRCO (name, surname, signature) ____________________________________________

A. Control of the First Registration Products

<table>
<thead>
<tr>
<th>Phas e/No</th>
<th>Control</th>
<th>Deliver</th>
<th>Response if Output Fails Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Property digital documentations</td>
<td>Yes</td>
<td>Make request to contractor for missing data output</td>
</tr>
<tr>
<td>2</td>
<td>Digital Cadastral Map (CM)</td>
<td>No</td>
<td>Manual documents will be delivering after the control and approval of the digital documents.</td>
</tr>
<tr>
<td>3</td>
<td>Digital Immovable Property Kartela (IPK)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Digital Parcel Book</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>KRGJSH-2010</strong> documents</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>First Printing Lists</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>P.II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Property digital documentations</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Digital / Manual Cadastral Map</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Digital / Manual Kartela</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>KRGJSH-2010</strong> documents</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Second Printing Lists</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Documents Inventory Books (Annexes A&amp;B)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Claims Book</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Source Documents given to Contractor by MoE</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Field Documentation</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Control if are delivered the Metadata of the First Registration | Make request to contractor for missing metadata |
<table>
<thead>
<tr>
<th>No</th>
<th>Control</th>
<th>Yes</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>Check Scanned Documents</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Compare number of scanned images with number of ownership documents (recorded in metadata). These totals should agree within 1%.</td>
<td></td>
<td>Make request to contractor for missing output</td>
</tr>
<tr>
<td></td>
<td>Does the directory structure comply to the structure specified in the IPRO Digital Standard for Scanned Documents ?</td>
<td></td>
<td>Request to contractor to re-supply with correct directory structure</td>
</tr>
<tr>
<td></td>
<td>Are all scanned document files either PDF/A and JPEG files ?</td>
<td></td>
<td>Attempt to convert to PDF/A and JPEG. If unsuccessful, request contractor to re-supply any non-compliant scanned image as PDF/A and JPEG.</td>
</tr>
<tr>
<td></td>
<td>Randomly select a sample of 1% of all scanned images, and view the sample to ensure images are readable. All sampled images should be readable</td>
<td></td>
<td>Update Metadata with results of this test (under heading of Final First Registration Issues) and advise contractor of result (re supply is not required)</td>
</tr>
<tr>
<td>B2</td>
<td>Check Digital IPK</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open each table and scan for unpopulated fields or other anomalies. There should be no differences</td>
<td></td>
<td>Identify missing field, record and database table and make request to contractor to add or correct these details and re-supply Digital IPK</td>
</tr>
<tr>
<td></td>
<td>Compare total number of records in Table_AB and Table_B with the total number of properties noted in the Metadata. There should be no differences</td>
<td></td>
<td>Ask the contractor for an explanation</td>
</tr>
<tr>
<td></td>
<td>Select a sample of all properties within 10 randomly selected parcels (this same sample to be used in other Control C3).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Retrieve the document reference from Table_C for each of the properties in the sample, retrieve the corresponding scanned document and verify the other fields in the Table_C record. There should be no discrepancies</td>
<td></td>
<td>Report any discrepancies to contractor and ask them to remedy these issues and then re-supply the Digital IPK. Where there are more than 2 discrepancies, ask the contractor to check all Table_C records and then re-supply corrected Digital IPK.</td>
</tr>
<tr>
<td></td>
<td>Repeat the previous test for Table_D_E records describing the sample properties. There should be no discrepancies</td>
<td></td>
<td>Report any discrepancies to contractor and ask them to remedy these issues and then re-supply the Digital IPK. Where there are more than 2 discrepancies, ask the contractor to check all Table_D_E records and then re-supply corrected Digital IPK.</td>
</tr>
<tr>
<td>B3</td>
<td>Check Digital CM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Load DWG/SHAPE file into a GIS and review the map view to identify any discrepancies. There should be no differences</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use GIS functionality to identify any overlap or gap situation on the Property (and Parcel) layers. There should be no overlap or gap situation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>For all properties in the sample, compare the system generated area with the area value in the Digital IPK. The margin of difference should be less than 5% (for each property)</strong></td>
<td><strong>Report any differences (over the limit of 5 %) to contractor and ask them to remedy these issues and then re-supply the Digital RIM.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Where the appropriate scanned documentation has been supplied, for all properties in the sample, validate that RIM boundaries are consistent with the initial boundary in Annexation supplied to the contractor. There should be no unexplained (ie not reported in metadata) significant (ie greater than 40cm) difference on any single boundary line</strong></td>
<td><strong>Report any significant differences to contractor and ask them to explain (within a revised copy of the metadata) or remedy these issues and then re-supply the Digital RIM. Make a recommendation on whether the paper based RIM map should be re-plotted following any remedial work.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>For all properties in the sample, compare the linkage fields and the appropriate scanned documents and ensure linkage has been correctly made. There should be no discrepancies within the sample</strong></td>
<td><strong>Report any significant differences and ask the contractor to re-validate the IPK to RIM linkage and then re-supply corrected Digital IPK and RIM.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**In all of the controls verify if the previous identified notices and mistakes are corrected.**

**C. Control of the Manual Product of the First Registration**

- **Phase I**
- **Phase II**
<table>
<thead>
<tr>
<th>No</th>
<th>Control</th>
<th>YES</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Check Property Documents</td>
<td></td>
<td>Request the contractor to remedy or explain any identified discrepancies</td>
</tr>
<tr>
<td></td>
<td>Go through documents sequentially. Confirm all documents numbered and that there are no gaps in the document numbering or situations where documents have the same number. <strong>There should be no discrepancies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Check Control Point Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>Check Paper Based Kartela</td>
<td></td>
<td>Request the contractor re-validate all property areas to ensure consistency between property and parcel areas. Re-supply Digital and Paper Based IPK</td>
</tr>
<tr>
<td></td>
<td>Use the Parcel Book to identify 10 parcels by selecting the first entry on each page to obtain 10. Then use the RIM to identify every property within the 10 selected parcels.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For each sample parcel, use the Kartela area values to confirm that the sum of the property areas agrees with the total parcel area. <strong>The margin of difference should be less than 5%</strong></td>
<td></td>
<td>Request the contractor re-validate all property areas to ensure consistency between property and parcel areas. Re-supply Digital and Paper Based IPK</td>
</tr>
<tr>
<td></td>
<td>For each sample property, use a scale rule to determine an approximate area of the property as shown on the RIM. Compare this approximate value with that recorded in the Kartela. Where the <strong>margin of difference is greater than 10%</strong>, ascertain if there is a more accurate representation of the property (than the RIM) and use a more precise method to determine the area (eg planimeter). In this situation the <strong>margin of difference should less than 5%</strong></td>
<td></td>
<td>Request the contractor re-validate all property areas to ensure greater consistency with previously determined area. Re-supply Digital and Paper Based IPK</td>
</tr>
<tr>
<td></td>
<td>For each sample property, use the supplied property documents to validate all fields in all sections of the Kartela. <strong>There should be no discrepancies</strong>.</td>
<td></td>
<td>Request the contractor to revalidate all Kartela records with respect to any field in the Kartela record where a discrepancy has been identified</td>
</tr>
<tr>
<td>C4</td>
<td>Check Paper Based RIM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review each map sheet to ensure the required polygonal lines, property numbers have been displayed and no other required details is missing. <strong>There should be no discrepancies.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use the same sample of properties as selected in the B3 Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For all properties in the sample and where the appropriate document is available, validate that RIM boundaries are consistent with the initial boundary in Annexation supplied to the contractor. <strong>There should be no unexplained (ie not reported in metadata) significant (ie greater than 40cm) difference on any single boundary</strong></td>
<td></td>
<td>Report any significant differences to contractor and ask them to explain (within a revised copy of the metadata) or remedy these issues and then re-supply the Digital and Paper Based RIM.</td>
</tr>
<tr>
<td></td>
<td>For all properties in the sample, compare the linkage fields and the appropriate documents and ensure linkage has been correctly made. <strong>There should be no discrepancies within the sample</strong></td>
<td></td>
<td>Report any significant differences and ask the contractor to re-validate the IPK to RIM linkage and then re-supply corrected Digital IPK and the Digital and Paper Based RIM</td>
</tr>
</tbody>
</table>

In all of the controls verify if the previous identified notices and mistakes are corrected.
### Control of the Legalization of the First Registration  Phase II

<table>
<thead>
<tr>
<th>No</th>
<th>Control</th>
<th>YES</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Control the Legalization of the First Registration</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Control if the RIM IPK are signed and stamped by Registrar</td>
<td></td>
<td>Request the Registrar to do the legalization of the First Registration</td>
</tr>
<tr>
<td></td>
<td>Control if the property documents are archived based of the cadastral zone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D2</td>
<td>Control if is issued the Registrar order of closing the hypothec system functioning.</td>
<td>YES</td>
<td>Request the Registrar to issue the Order.</td>
</tr>
</tbody>
</table>
ANNEX 8: Standard Annexes for Approval of Work Products for First Registration of Cadastral Zones

PHASE I
FIRST REGISTRATION WORK PRODUCT APPROVAL DOCUMENT

District: _____________ Cadastral Zone No: _____________ Cadastral Zone Name: _____________

Contractor: ________________ Contact Address: ____________________________________________

Tel/Fax____________________ e-mail. ______________ Date Contract Signed: ________________

1. The contractor confirms that all legal and technical/cartographic documentation was provided in a timely manner

2. Contractor has produced the following: Digital file of ownership documents, Kartela, digital RIM, linkage of Kartela and RIM, Parcel Book, first printing

_________________________ ____________________________
Contractor Date

3. The Director of Project Planning and Monitoring Department in CIPRO certifies that the First Registration Supervisor .......... has completed the quality control of the product and has delivered the Quality Control Report with Prot. No. ________, Date __________. Based on this Report the Product is considered as _____________(A – Acceptable; B - Acceptable with problems).

_________________________ ____________________________
PPMD Director Date
ANNEX 8: Standard Annexe for Approval of Work Products for First Registration of Cadastral Zones

PHASE II
FIRST REGISTRATION WORK PRODUCT APPROVAL DOCUMENT

District: _____________ Cadastral Zone No: _______________ Cadastral Zone Name: _____________
Contractor: _______________ Contact Address: ________________________________
Tel/Fax ____________________ e-mail. __________________ Date Contract Signed: __________________

1. The contractor has completed the public display
2. Contractor has produced the following: Book of claims/resolutions, the correction of the changes during the public display, second printing, printing of CM, printing of Kartelas and binding of Kartelas
3. Contractor has delivered the work product according to the Declaration of the Completion of the Work dated _______________

Contractor ___________________ Date ___________

4. The Director of Project Planning and Monitoring Department in CIPRO certifies that the First Registration Supervisor ………… has completed the quality control of the product and has delivered the Quality Control Report with Prot. No. _______, Date ________. Based on this Report the Product is considered as Acceptable.

PPMD Director ___________________ Date ___________

5. The LIPRO Registrar certifies that monitoring has taken place according to the ‘Monitoring Procedures for First Registration’ and that the work is judged as acceptable.
6. The LIPRO Registrar has received the work product and is satisfied by the Declaration of the Completion of the Work, dated ______

IPRDO Registrar ___________________ Date ___________
ANNEX 9  
ACCEPTED AND APPROVAL OF THE CONTRACTORS WORK

IPRO_________ CZ No._____ Name___________ Contractor(name) _____________

Date: _____/_____/_______

<table>
<thead>
<tr>
<th></th>
<th>Faze I</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Annex 8 sign by: (Contractor, CIPRO-Director of PPMD, IPRO Registrar)</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Control Reports by CIPRO/First Registration Supervisor (for Faze I Annexes: 1, 2, 3, 4, 5, 6, 7; for Phase II Annexes: 5, 6, 7) date:___ /<em><strong>/</strong></em>__</td>
<td>☐</td>
</tr>
<tr>
<td>3.</td>
<td>Control Reports by IPRO Monitoring Team (for Faze I Annexes: 1, 2, 3, 4, 5, 6, 7; for Phase II Annexes: 5, 6, 7) date:___ /<em><strong>/</strong></em>__</td>
<td>☐</td>
</tr>
<tr>
<td>4.</td>
<td>Digital File from Company (for Faze I &amp; II: Doc.+ RIM + PB + Geodetic Points + Kartela) date:___ /<em><strong>/</strong></em>__</td>
<td>☐</td>
</tr>
<tr>
<td>5.</td>
<td>Process-Verbal of Delivery of First Registration Documents to IPRO (for Faze II) date:___ /<em><strong>/</strong></em>__</td>
<td>☐</td>
</tr>
<tr>
<td>6.</td>
<td>METADATA manual sign by Registrar and scanned (Faze II) date:___ /<em><strong>/</strong></em>__</td>
<td>☐</td>
</tr>
</tbody>
</table>

The Valuation of the Central IPRO - Registration & Mapping Director

a. Documents are entire | ☐ | ☒ |

b. The work is: | ☐ | ☐ |

c. Comments: _____________________________________________________________

MoE Contract Manager

(Name, Surname, Signature) ___________________________ Date _____/_____/_____
Appendix C

FORMAT FOR THE CERTIFICATION OF BILL OF QUANTITIES FOR EACH CATEGORY OF THE FIRST REGISTRATION PRODUCTS

District: _____________
Cadastral Zone No: _______________
Cadastral Zone Name: _____________

Contractor: _____________________ Contact Address: ____________________________________________

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Forest &amp; Pastures Area registered</td>
<td>Ha</td>
<td></td>
</tr>
</tbody>
</table>

Certified by the First Registration Supervisor
Date