

European Union Support to Agriculture Competitiveness and Rural Development in Bosnia and Herzegovina: EU4Agriculture Action

Communication and Visibility Plan

Annex VI

About Communications and Visibility Plan

UNDP in BIH, as the Organisation, and the CzDA, as a Partner, are committed to raising the awareness among targeted audiences in BIH about the activities conducted, as well as results and the overall impact achieved within the EU4Agriculture, which is funded by the EU.

The Communication and Visibility Plan will be implemented in close cooperation between UNDP BIH, CzDA and Delegation the of EU to BIH, following the principles / in accordance with the *Communication and Visibility Requirements for EU External Actions* as well as the *Joint Visibility Guidelines for EC-UN actions in the field*.

The Communication and Visibility Plan aims to provide a clear guidance on how to effectively communicate about the Action and ensure the visibility of the EU as the key contributor to rural development and agriculture sector's competitiveness in the country. Given the scale and importance of the Action on targeted (agriculture) sector and taking into consideration it is implemented by UNDP and CzDA, it is foreseen that a Communication Strategy will be developed during the initial phase of the Action, subject to approval by the EU Delegation. During the Communication Strategy design, key communication messages as well as roles and responsibilities of implementing partners will be identified and agreed on.

Establishing new ways of communication between key stakeholders, as well as the Action beneficiaries, which will include strengthening information exchange among stakeholders, improving existing ways of communication (via, among other channels, a website dedicated to the Action under the overall EU brand), will be in particular focus of communication activities. Particular attention will be given to utilization of online media and social networks, based on evident outreach/communication potential, which includes maintaining two-way communication with targeted audiences, especially in LFAs.

Annual Communication Work Plans will be developed with specific details on each and all communication and PR activities, highlighting how key messages will be disseminated to targeted audiences, as well as respective expenses. Developed by jointly by implementing partners, these plans will be subject to approval of the EU Delegation.

Overall objective

The overall communications objective is to raise awareness about the Action in general, as well as the approach, specific activities and measures leading to increased competitiveness of the agriculture sector, which not only empower country's agriculture producers in accessing the EU market, but also contribute to the overall efforts by BIH to join the EU.

Also, objective is to inform key stakeholders, beneficiaries and general population about continued support EU is providing through this Action to support the rural development of BIH, as well as to ensure that the EU is easily recognised and associated to this EU-funded action.

To achieve the set objectives, the Action will:

- explore communication synergies with the similar EU initiatives;
- ensure continuous and timely coordination of communication actions with the EU Delegation and partners;
- enhance transparency and timely information sharing about Action's activities with targeted audiences;
- explore synergies or partnerships with media outlets featuring agriculture-related topics;
- focus on best practices and end-beneficiaries, and
- utilize monitoring and evaluation to maximise communication results.

Communication activities

UNDP and CzDA will deliver strategic communications activities by utilizing all available communication channels (electronic, print and online) and tools aiming to disseminate information and positive narrative with

a maximum impact on targeted audiences. Communication activities will also aim to ensure implementing partners communicate to (and communicate in partnership with) specific key stakeholders, including representatives of various institutions, organizations and policy makers. Specific details about the approach to communication will be elaborated in Communication Strategy, which will be developed during the initial phase of the Action.

Communication channels: Aiming to effectively and efficiently communicate all aspects of the Action, UNDP and CzDA will develop new communication channels such as the Action's website and social media channels and will use those already available, such as websites and social media channels of UNDP BIH and CzDA (Facebook, Twitter, YouTube and Instagram), donor and partners websites and social media channels (EU Delegation in BIH, respective ministry(ies), associations of farmers and agriculture producers, etc.), as well as the media outlets (traditional and new media). All information disseminated/posted by any of the parties will be subject to regular procedure of review and approval by the EUD BIH.

Use of online media (using PR and marketing tools) will be in particular focus of the communication activities for the Action. By placing strong emphasis on online communication, UNDP and CzDA will ensure targeted outreach, which will result in increased awareness on activities, results and impact of the Action with greatest value-for-money ratio. The Action will look into opportunities for developing communication partnerships with media outlets which feature agriculture and economy-related topics. The aim will be to provide content and harmonized messaging via already established TV and radio programmes / formats.

Communications tools, which will be used to ensure effective and efficient communication with the targeted audiences include:

- **EU4Agriculture dedicated webpage** (considered both a communication tool and channel) – which will be introduced to ensure continuous communication with targeted audience under the EU brand, following an example of other, similar initiatives (such as EU4Business);
- **Media advisories, press releases** – developed and disseminated around key events and achievement of milestones, and used to communicate key messages to general population and stakeholders through media outlets;
- **Press conferences and media opportunities** which build media attention around key events (such as project kick-off and achievements of specific milestones, photo-ops during field visits to beneficiaries, media trips to locations where Action is being implemented, etc.). It is envisaged that representatives of EU Delegation will participate in all such events to ensure desired exposure with focus on the EU lead in strengthening rural sector in country;
- **Impact (human interest) stories, interviews and captioned (social media) videos**. Production of impact (human interest) stories and interviews with professional photos, featuring beneficiaries, impact of the Action, key messages related to support of the EU (text format) for distribution to media outlets and online sharing (Action's website, social media channels, EU, UNDP and CzDA websites and social media channels). These will ensure storytelling with a strong visual impact and will be used to emphasize achievement of Action's objectives, implementation progress, and most importantly, will highlight the human dimension and impact which support to rural development and agriculture competitiveness will have on individual beneficiaries, communities and country;
- **Social media posts** will be developed continuously throughout the Action to ensure continued communication with the targeted audiences. Tactical use of post boosting will aim to raise awareness about the public calls, Action's objectives, results and impact, while maintaining two-way communication with beneficiaries;
- **Public information materials, such as Action's fact sheet and infographics** will be produced periodically to visually introduce the Action's objectives, activities and results (impact). Any and all such materials will be produced in formats ensuring effective communication via multiple channels: as handouts at events as well as information distributed via Action's website, social media and online channels;
- **Utilizing PR and communication opportunities** (such as media trips, field visits, signing of agreements, meetings with stakeholders, **development of low-cost instructive videos and blogposts**, etc.) will ensure continued harmonized communication about the Action with key stakeholders and beneficiaries. Each

action within will be developed in cooperation and coordination with the EU Delegation and domestic partner institutions and organizations.

The strategic use of communication channels and tools will aim to support successful achievement of all set objectives (both the Action’s overall as well as communication objectives) and to mitigate potential communication crises should those occur. This will be in detail described in the Communication Strategy, to be developed during the inception phase of the Action.

Monitoring and evaluation

Both quantitative and qualitative indicators will be used to ensure that the set communication objectives are met, and communication activities are executed in an effective and efficient way. Monitoring and evaluation of communication impact will also enable adaptation of the communication approach, aiming to maximise effects of communication. Following are indicators, which may be adapted based on available monitoring and evaluation tools:

- Number of registered media appearances (stories, articles...), including discourse (positive, neutral or negative);
- Number of persons reached via Action’s social media channels and (when plausible) type of engagement and communication / feedback discourse (positive, neutral or negative);
- Number of visitors to the Action’s website and registered feedback (positive, neutral or negative).

Resources

Communication resources as outlined below aim to ensure effective and efficient implementation of communication activities respective of Action’s objectives.

Human resources


- Communications Associate (UNDP) will be assigned to 50% of the persons time as a lead PR and communication support for the Action. Tasks will include drafting of media advisories, press releases, websites posts, conceptualizing and copywriting infographics and factsheets, coordination of PR and communication activities with the EU Delegation, CzDA and other parties (if and when necessary), monitoring implementation of the communication annual work plans, PR and communications quality control, etc.
- Designers, photographers, videographers and copywriters will be engaged to support production / produce various communication and PR materials for the Action, as described above – expenses of their engagement will be determined in accordance with the pricelists for such services used by the UNDP BIH.



Financial resources

Envisaged budget for implementation of the communications activities within the Action is **USD 85,515.74**, as outlined in the table at the end of the Annex.

Visual identity, use of logos and disclaimers

All PR and communication will be developed in line with the *Communication and Visibility Requirements for EU External Actions* and *Joint Visibility Guidelines for EC-UN actions in the field*. No particular Action logo is envisaged.

Logo/Visual identity	Explanation and disclaimers
	<p>The EU flag will be prominently displayed on all materials, events and products produced within the Action. In addition, all materials, Action’s website, publications, press-information, banners, etc. produced within the Action will duly contain the following disclaimer: <i>“The EU Support to Agriculture Competitiveness and Rural Development in BIH (EU4Agriculture) is funded by the EU and</i></p>

	<i>implemented by UNDP in BIH and CzDA”.</i>
	<p>In addition, logos of the UNDP and CzDA will also be displayed on all materials, events and products produced within the Action.</p>
	

Communications Budget EU4Agriculture Project

No	Item	qty	unit	Duratio	item price	total
1	Communications Associate, 3/2, 50%	1	person/month	46	\$ 1,081.65	\$ 49,755.74
2	Communications Consultant, <i>ad hoc</i>	1	expert days	24	\$ 240.00	\$ 5,760.00
3	Development of a dedicated EU4Agriculture Project webpage	1	task	na	\$ 4,000.00	\$ 4,000.00
4	Administration of webpage - expert support (security and backup)	1	expert days	30	\$ 100.00	\$ 3,000.00
5	Production of a video featuring statements of key partners and end results of the EU4Agriculture Project (up to 5 minutes duration) for online sharing (project website, social media channels, EU, UNDP and CzDA website and social media channels)	1	item	na	\$ 4,000.00	\$ 4,000.00
6	Production of captioned videos (up to 90 sec duration) for online sharing (project website, social media channels, EU, UNDP and CzDA website and social media channels)	15	item	na	\$ 500.00	\$ 7,500.00
7	Production of human interest stories and interviews with professional photos, featuring beneficiaries, impact of project, key messages related to support of the EU (text format) for distribution to media outlets and online sharing (project website, social media channels, EU, UNDP and CzDA website and social media channels)	20	item	na	\$ 300.00	\$ 6,000.00
8	Design of EU4Business visual identity and application on promotional materials, infographics, illustrations, factsheets, folder, roll-up, etc.	1	item		\$ 1,500.00	\$ 1,500.00
9	Social media boosting and mini-campaigns, per communications strategy and plan	1	per semester	8	\$ 500.00	\$ 4,000.00
Total						\$ 85,515.74



Funded by the European Union

**European Union Support to COVID-19 Recovery and Resilience in
Agriculture and Rural Development in Bosnia and Herzegovina
(EU4AGRI-Recovery)**

Communication and Visibility Plan

Annex VI

1. SUMMARY AND INTRODUCTION

United Nations Development Programme (UNDP) in Bosnia and Herzegovina (BIH) and the Czech Development Agency (CzDA) are committed to raising the awareness among targeted audiences about the activities conducted, as well as results and the overall impact achieved within the Action: “European Union Support to COVID-19 Recovery and Resilience in Agriculture and Rural Development in Bosnia and Herzegovina (EU4AGRI-Recovery)”, which is funded by the European Union (EU).

The Communication and Visibility Plan will be implemented in close cooperation between UNDP BIH, CzDA and the EU Delegation to BIH, following the principles/in accordance with the *Financial and Administrative Framework Agreement, the General Conditions of the EU-UNDP/CzDA Contribution Agreement* as well as the *Joint Visibility Guidelines for EC-UN actions in the field*.

Given the scale and importance of the Action, it is foreseen that concrete communication activities and key messages will be further developed in close coordination with the EU Delegation to BIH at the project start and topped up along the project dynamics. In this process, key communication messages, target audience, communication activities as well as roles and responsibilities of implementing partners will be identified and agreed on.

Establishing communication between key stakeholders, the Action beneficiaries as well as the public will be in particular focus of all communication activities. Particular attention will be paid to new and interactive tools of communication and to utilization of online media and social networks, based on evident outreach/communication potential, which includes maintaining two-way communication with targeted audiences, especially in less favoured areas. The online communication will also be of importance in case of COVID-19 restrictions enabling the Action to reach audiences without them leaving their homes.

1.1. About the Action

EU4AGRI-Recovery (2021-2023) aims to support BIH in mitigating the impact of the COVID-19 crisis on businesses of agri-food and rural tourism operators (farmers, MSMEs, entrepreneurs) and ensure business continuity.

EU4AGRI-Recovery will focus on raising investment in the agri-food sector and increasing the knowledge and skill levels of agricultural producers through support to restoring and protecting ecosystem from negative effects caused by conventional agriculture and introducing good practices to mitigate and adapt the agri-food sector to climate variabilities. It is expected that the Action will lead to the retention of 400 jobs, creation of 100 green jobs and increased skills as well as knowledge for the long-term resilience and sustainability in the sector.

The Action, valued at EUR 5 million, is funded by the EU and jointly implemented by the UNDP and the CzDA. The Action will be complementary to recently launched EU4AGRI (2020-2024) and EU4Business (2018-2022).

1.2. Communication principles

Communication and visibility activities will be conducted in line with following principles:

- *The Joint Visibility Guidelines for EC-UN Actions in the field* is the key reference document and will guide the implementation of this Plan;
- *General Conditions of the EU-UNDP/CzDA Contribution Agreement* will be followed;
- Action's communication efforts will be aligned with the overall objectives of EU Delegation to BIH;
- The EU4AGRI-Recovery team is responsible for day-to-day implementation of the communications activities;
- All communication and visibility activities will be closely and timely coordinated with EU Delegation to BIH;

- Communications will focus on telling visually attractive human-interest stories and stories of achievements that will promote Action's efforts in supporting the recovery of agri-food and rural tourism businesses from COVID-19 pandemic;
- Action will focus on using simple language to reach the widest audience and local languages will be used as far as possible and appropriate;
- Activities will mostly focus on online channels due to the unpredictable situation with COVID-19 pandemic;
- UNDP and CzDA staff, partners and beneficiaries will be utilized to disseminate Action's key messages.

2. COMMUNICATIONS OBJECTIVES

The overall objective of the Communication and Visibility Plan is to contribute to the efficient implementation of the Action, by ensuring that information and any communications products concerning the Action, its objectives, results and achievements are produced with highest quality and distributed in a timely manner to targeted audiences.

Overall objective also includes informing key stakeholders, beneficiaries and general population about the EU support to mitigate the impact of the COVID-19 crisis on agri-food and rural tourism operators (farmers, MSMEs, entrepreneurs) and ensure business continuity, as well as making sure that the EU is visibly recognized as the donor and associated with the Action.

Overall communication objective will be achieved by:

- exploring communication synergies with the similar EU initiatives, with special focus on EU4AGRI and EU4Business;
- focusing on end-beneficiaries (agri-food businesses and rural tourism operators) and Action's support to their business recovery from the effects of COVID-19.
- enhancing transparency and timely information sharing with targeted audiences;
- establishing partnerships with media outlets, especially those reporting on business and agriculture-related topics;
- utilizing monitoring and evaluation to maximize communication results.

All communication and visibility activities will be continuously monitored and evaluated, and all results regularly reported to the EU Delegation to BIH.

3. TARGET GROUPS

Main target groups have been divided into two clusters: external and internal target groups.

3.1. External target groups

External target groups are:

- prospective beneficiaries of the Action's support (rural population, agri-food business operators, agricultural cooperatives, local communities and rural farmers and governmental institutions);
- final beneficiaries of the Action's support (agri-food business operators, agricultural cooperatives, local communities and rural farmers and governmental institutions);
- state, entity and Brčko District authorities responsible for defining agri-economic policies (BIH Ministry of Foreign Trade and Economic Relations, Ministries of Agriculture, Forestry and Water Management of FBiH and RS, BIH Veterinary Office and the BIH Plant Health Protection Administration, BIH Food Safety Agency, etc);
- journalists and media;
- general public in BIH.

3.2. Internal target groups

Internal target groups are:

- Project Board members
- project staff
- organizational staff of UNDP, CzDA and EU.

4. KEY MESSAGES

Key messages are always to be brought forth in all communications activities and will focus on how EU4AGRI-Recovery aims to support mitigation of the economic effects of the COVID-19 crisis on business of agri-food and rural tourism operators and ensure business continuity.

Overall key message are more specific ones will be developed in more details in Communications and Visibility Strategy in cooperation with EU Delegation to BIH.

5. VISUAL IDENTITY, USE OF LOGO AND DISCLAIMERS

No Action logo is envisaged.

EU flag, UNDP and CzDA logos will be used as visual elements on all materials related to the Action. The EU flag will be prominently displayed on all materials, events and products produced within the Action with the following sentence “This project is funded by the European Union”. The flag will be positioned at the top left corner.

Logos of the implementing partners UNDP and CzDA will also be displayed on all materials, events and products created within the Action. The logos will be displayed below the EU logo and at the lower part of the documents, accompanied by the words “Implemented by”.

All materials (website, publications, press information, banners and etc) produced within the Action will contain following descriptive statement:

European Union Support to COVID-19 Recovery and Resilience in Agriculture and Rural Development in BIH (EU4AGRI-Recovery) is funded by the European Union and implemented by the UNDP in BIH and CzDA.

Websites, newsletters, videos, publications and other similar materials produced within the Action will contain following disclaimer:

This website/newsletter/video/publication has been produced with the assistance of the European Union. The contents of this website/newsletter/video/etc are the sole responsibility of UNDP and CzDA and do not necessarily reflect the views of the European Union.

All equipment and furniture provided within the Action will only bear the EU logo. The following sentence will be placed below the logo: Obezbijedila Evropska unija.

Example of the logo to be used:



Obezbijedila Evropska unija

6. COMMUNICATIONS ACTIVITIES, MATERIALS AND TOOLS

6.1. Activities

Specific details about the approach to communication activities will be elaborated in the Communication and Visibility Strategy, which will be developed during the first two months of the Action's implementation.

6.2. Materials and tools

Communications materials and tools will be used to ensure effective and efficient communication with the targeted audiences, as well as to put focus on EU support to recovery of agri-food businesses and rural tourism operators from the effects of COVID-19 pandemic. Communications tools include:

- **Press advisories and press releases** are common tools for dissemination of key messages to general population and stakeholders through media. They will be prepared and disseminated to local, entity and national media for Action's key milestones and events, with the EUD approval, when appropriate.
- **Press conferences and media opportunities** will be used to build media attention around Action's key achievements, where possible due to the COVID-19 pandemic. The Action will focus on using online tools to overcome possible COVID-19 physical restrictions. The role and contribution of the EU will be clearly communicated in all such occasions. In the process of preparation of such media appearances, EUD in BIH Communications Department will be directly involved and consulted. Moreover, where possible and appropriate, representatives of the EUD will directly take part to ensure desired exposure.
- **EU4AGRI website** (www.eu4agri.ba) will be upgraded to contain to provide comprehensive information about objectives, expected results and the activities implemented under the EU4AGRI-Recovery.
- **Social media posts** will be continuously produced throughout the Action to ensure communication with the targeted audiences. Official profiles of EU4Agri, UNDP in BIH and CzDA on Facebook, Twitter, Instagram and YouTube will be used for dissemination, while EUD in BIH social media profiles will be tagged in each post. Facebook ads will be employed for significant achievements, such as launch of the public calls, promotion of successes, etc. Depending on the content, appropriate audience will be targeted across the country. In addition, hashtags #EU4AGRIRecovery, #supportingbusinessrecovery and #COVID19recovery will be used to accompany social media posts both in English and BHS languages.
- **Human interest stories** will be produced to show "before and after" situation of the Action's beneficiaries, and will paint the picture on how they were affected by the COVID-19 pandemic and how the Action supported their recovery. Special attention will be paid to strong visuals and storytelling that will highlight the human dimension and the impact on individual beneficiaries, communities and country. Stories will be published on EU4AGRI website, as well as on UNDP in BIH, CzDA and EU Delegation to BIH web sites, and linked to the Action's, EU, CzDA and UNDP social media accounts. Stories will also be shared with media and partners, for their re-publication.
- **Info days** will be organized online and/or on locations across BIH to provide more information on Action's public calls and answer questions from potential applicant. Info days will be organized both online and offline, depending on the situation related to COVID-19;

- **Visibility materials** such as photos, videos, posters, newsletters, infographics, stickers and similar visibility items will be created and used to draw public's attention to Action, as well as to illustrate the impact of the activities on the ground. Materials will be distributed both online and offline and will be human centric with focus on recovery from COVID-19 pandemic. Written permission from each person featured on the photo and video materials will be acquired and archived with the Action;
- **Public information materials** such as announcements and information about the public calls will be periodically produced and distributed through online and traditional media in order to reach potential beneficiaries and general public;
- **Events** will be organized to mark start and end of the Action implementation, as well as visit to successful beneficiaries to show the positive impact of the Action. The events will be organised having in mind the latest developments regarding the COVID-19 pandemic and possible restrictions;
- **Set of standard promotional materials** such as fact sheets, notebooks, folders, PowerPoint presentations, etc will be designed when needed.

7. MONITORING, EVALUATION AND REPORTING

Monitoring and evaluation are key for successful implementation of Action's Communication and Visibility Plan. Both quantitative and qualitative indicators will be used to ensure that the set communication objectives are met, and communication activities executed in an effective and efficient way. Continuous monitoring of the impact of the communications activities within the scope of Action will enable adaptation of the communication approach, aiming to maximize the effects of communication. Action will prepare and share regular visibility reports (progress and final reports) with the EUD in BIH, and (whenever possible) illustrate them with press clips and audio-visual transcripts.

In order to monitor the impacts of the communications activities, the Action will, amongst other: keep track of journalists' lists and contacts during media events; compile and archive press clippings and monitor the website and social media analytics.

7.1. Indicators of achievement

Following are indicators of achievement for this Action:

- Number of disseminated messages (media advisories, press releases, newsletter, news and features stories, posts on social media);
- Number of registered media appearances (stories, articles, etc) including discourse (positive, negative or neutral);
- Number of people reached through Action's social media channels and type of engagement (visits, reactions, comments and shares);
- Number of visitors to Action's website and registered feedback, as well as conversion rate (downloads, registrations, form completed, etc);
- Number of messages received and replied via online channels (social media, email, website, etc);
- Number of info sessions, trainings and visibility events, as well as number of attendees, indirect audience reach, media reach.

Indicators of achievements will be verified with following:

- Media monitoring, press clipping;
- Content analysis of media coverage;
- Surveys, feedback from beneficiaries;
- Lists of participants;
- Web page and social media measurement tools (Insights, Google analytics, etc).

8. CRISIS COMMUNICATIONS

To prevent potential crisis, avoid and reduce potential disinformation and misunderstandings, Action will conduct regular assessment of potential crisis situations, identify “hot issues” and deploy a two-fold approach: on the one side, regular, up-to-date, accurate and measurable information will be shared with the wider audience, as well as with specific stakeholders; on the other – if disinformation occurs, the Action will undertake, in cooperation with EUD to BIH, swift response and provide necessary clarifications and corrections, as necessary.

9. RESOURCES

9.1. Human resources

A Communications Associate is assigned to lead PR and communication activities of the Action with following summary of key functions: formulation and implementation of Action’s communications and advocacy strategies and plans; administration of Action’s web site and social media pages; drafting and conceptualizing of communications materials (press releases, media advisories, infographics, factsheets, etc); coordination of PR and communication activities with the EU Delegation to BIH, CzDA and other parties (where relevant); PR and communications quality control, etc.

In order to support production of communication and PR materials, designers, photographers, videographers and copywriters will be engaged when needed.

9.2. Financial resources

The budget of EUR 60,000 is planned for the implementation of communications activities within the Action.

Příloha č. 3 - Specifikace osobních údajů

Účel zpracování:
Zpracování podle <i>ustanovení čl. 6 odst. 1 písm. b) Nařízení (EU) 2016/679 (GDPR)</i> Zpracování je nezbytné pro plnění smlouvy o spolupráci.
Kategorie subjektů údajů:
zaměstnanci Správce, dodavatel a zhotovitel a jejich statutární orgány, kontaktní osoba dodavatele a zhotovitele, kontaktní osoba ambasády, kontaktní osoby signatáře <i>Memorandum of Understanding</i> , kontaktní osoby partnera zapojeného v projektu rozvojové spolupráce, příjemci plnění z projektu rozvojové spolupráce, žadatel o poskytnutí dotace, statutární orgán žadatele o poskytnutí dotace, zaměstnanci žadatele o poskytnutí dotace, členové expertního týmu žadatele o poskytnutí dotace, kontaktní osoby partnerských organizací, účastník zadávacího řízení a jeho statutární orgán, poddodavatel účastníka zadávacího řízení a jeho statutární orgán, zaměstnanci účastníka zadávacího řízení, členové expertního týmu účastníka zadávacího řízení, kontaktní osoby pro ověření referencí
Kategorie osobních údajů:
<i>žadatel o poskytnutí dotace, účastník zadávacího řízení, zhotovitel, dodavatel, poddodavatel</i> jméno, příjmení, sídlo, bydliště, datum narození, rodné číslo, podpis, emailová adresa, telefonní číslo, IČO <i>statutární orgán žadatele o poskytnutí dotace, účastníka zadávacího řízení, zhotovitele, dodavatele či poddodavatele</i> jméno, příjmení, bydliště, funkce, podpis, emailová adresa, telefonní číslo <i>zaměstnanci žadatel o poskytnutí dotace, členové expertního týmu žadatele o poskytnutí dotace, kontaktní osoby partnerských organizací, zaměstnanci Správce, kontaktní osoba dodavatele a zhotovitele, kontaktní osoba ambasády, kontaktní osoby signatáře Memorandum of Understanding, kontaktní osoby partnera zapojeného v projektu rozvojové spolupráce, příjemci plnění z projektu rozvojové spolupráce, zaměstnanci žadatele o poskytnutí dotace, členové expertního týmu žadatele o poskytnutí dotace, kontaktní osoby partnerských organizací, zaměstnanci účastníka zadávacího řízení, členové expertního týmu účastníka, kontaktní osoby pro ověření referencí</i> jméno, příjmení, telefonní číslo, emailová adresa

**Subjekt údajů/ Data subject:**

Jméno/Name:	
Příjmení/Surname:	
Datum narození/ Date of Birth:	
Bydliště/ Address:	
Osoba vykonávající rodičovskou zodpovědnost / Person holding parent responsibility:	

1. Tímto uděluji České republice - České rozvojové agentuře, se sídlem Nerudova 3, 118 50 Praha 1, Česká republika, IČO: 75123924, (dále jen „Správce“), souhlas se zpracováním mých níže specifikovaných osobních údajů ve smyslu Nařízení Evropského parlamentu a Rady (EU) 2016/679 ze dne 27. dubna 2016 o ochraně fyzických osob v souvislosti se zpracováním osobních údajů a o volném pohybu těchto údajů a o zrušení směrnice 95/46/ES, (dále jen „GDPR“). / *I hereby give my consent to the Czech Republic – Czech Development Agency, registered office Nerudova 3, Prague, Post Code 118 50, Czech Republic, Registered number: 75123924 (hereinafter the “Controller”) to the processing of my personal data specified below under the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter the “GDPR“).*
2. Uděluji Správci souhlas, aby v souvislosti s aktivitami Správce v oblasti zahraniční rozvojové spolupráce zpracovával mé jméno, příjmení a bydliště a pořizoval fotografie mé osoby a videozáznamy mé osoby a zveřejňoval je: / *I give consent to the Controller to process my name, surname and address and take photographs and videos of me in connection with activities of the Controller in development cooperation and publish them:*
 - v tištěných prezentačních materiálech/ *in printed presentation materials*
 ANO/ YES NE/NO
 - na internetových stránkách Správce/ *on Controller’s websites*
 ANO/ YES NE/NO
 - účtu Správce na Youtube/ *on Controller’s Youtube account*
 ANO/ YES NE/NO
 - účtech Správce na sociálních sítích (např.: Twitter, Facebook, Instagram)/ *on Controller’s accounts on social media networks (e.g.: Twitter, Facebook, Instagram)*
 ANO/ YES NE/NO
 - jako ilustrační fotografie ke sdělením Správce na jeho internetových stránkách a účtech na sociálních sítích a v prezentačních materiálech Správce/ *as illustrational photographs to the Controller’s announcements on Controller’s websites and accounts on social media networks and Controller’s presentation materials*
 ANO/ YES NE/NO

za účelem prezentace aktivit Správce v oblasti zahraniční rozvojové spolupráce./ *in order to present Controller’s activities in development cooperation.*
3. Beru na vědomí, že mám následující práva / *I acknowledge to have following rights:*
 - a) právo vzít souhlas kdykoliv zpět (e-mailem nebo dopisem zaslanými na kontaktní adresu Správce), / *right to withdraw my consent anytime (by mail or letter sent to the contact address of the Controller),*
 - b) právo požadovat po Správci informaci o tom, jaké mé osobní údaje jsou zpracovávány, / *right to request information about which of my personal data are processed,*
 - c) právo požadovat po Správci vysvětlení ohledně zpracování osobních údajů, / *right to request explanation about processing of personal data,*
 - d) právo vyžádat si u Správce přístup k těmto osobním údajům a tyto nechat aktualizovat nebo opravit, / *right to request access to the personal data and let them update or rectify,*
 - e) právo požadovat po Správci výmaz těchto osobních údajů, / *right to request erasure of the personal data,*
 - f) právo vznést námitku proti zpracování a právo na přenositelnost osobních údajů, / *right to object to processing of personal data nad right portability of personal data,*
 - g) právo podat stížnost u dozorového úřadu (Úřad pro ochranu osobních údajů), / *right to lodge complaint to the supervisory authority (Office for Personal Data Protection),*



h) doba uložení osobních údajů se odvíjí od naplnění účelu, k jakému byly osobní údaje zpracovány, a řídí se interními předpisy Správce. Poté, co nebude již možné, aby Správce osobní údaje zpracovával za výše stanoveným účelem, dojde v přiměřené době k jejich likvidaci. / *archiving depends on the fulfilment of the purpose for which the personal data were processed and is governed by the internal regulations of the Controller. Once it is no longer possible for the Controller to process the personal data for the above stated purpose, they will be disposed in reasonable time.*

Datum/ Date:

.....
Podpis subjektu údajů/
Signature of the data subject

РЕПУБЛИКА СРПСКА
ГРАД БАЊА ЛУКА
ГРАДОНАЧЕЛНИК
ГРАДСКА УПРАВА
ОДЈЕЉЕЊЕ ЗА ПРИВРЕДУ

Број: 02-350-1022/20
Датум: 13.10.2020. године

Одјељење за привреду, рјешавајући по захтјеву предузетника Савјетовање у подручју пољопривреде "ERBEZ CONSULTING" Миљан Ербез с.п. Бања Лука, Улица Скендера Куленовића број 28, Бања Лука, за промјену података предузетника: упис нове дјелатности и промјену спољнотрговинском пословању, а на основу члана 21. став (1) Закона о занатско-предузетничкој дјелатности („Службени гласник Републике Српске“, бр. 117/11, 121/12, 67/13, 44/16 и 84/19) и члана 190. Закона о општем управном поступку („Службени гласник Републике Српске“, бр. 13/02, 87/07, 50/10 и 66/18), д о н о с и:

Р Ј Е Ш Е Њ Е

1) Усваја се захтјев предузетника Савјетовање у подручју пољопривреде "ERBEZ CONSULTING" Миљан Ербез с.п. Бања Лука, Улица Скендера Куленовића број 28, Бања Лука, за промјену података предузетника: упис нове дјелатности и промјену у спољнотрговинском пословању, и у регистар предузетника уписују се сљедећи подаци:

Упис нове дјелатности:

62.01 Рачунарско програмирање

63.12 Интернетски портали

Промјена у спољнотрговинском пословању - упис спољнотрговинског пословања:

Дјелатности за које је регистрован у сједишту и издвојеним јединицама, предузетник може обављати у спољнотрговинском пословању, у складу са прописима којима се уређује спољнотрговинска политика

2) Подаци предузетника послѣ уписа промјене у регистар су сљедећи:

1.	Регистарски број	08336100	
2.	Пословно име	Савјетовање у подручју пољопривреде "ERBEZ CONSULTING" Миљан Ербез с.п. Бања Лука	
3.	Скраћено пословно име	"ERBEZ CONSULTING" Миљан Ербез с.п. Бања Лука	
4.	Датум оснивања	22.7.2020	
5.	Сједиште улица и број	Скендера Куленовића 28	
6.	Мјесто	Бања Лука	
7.	ЈИБ	4511457470001	
8.	Вријеме обављања	Током цијеле године	
9.	Врста занимања	Допунско	
10.	Мјесто обављања	Стамбени простор	
11.	Лични подаци предузетника		
	Име и презиме	Број ЛК/путне исправе	Адреса пребивалишта/боравишта
	Миљан Ербез	4M0T197J0	Скендера Куленовића број 28, Бања Лука
12.	Шифра и назив претежне дјелатности	74.90	Остале стручне, научне и техничке дјелатности, д. н.

13.	Дјелатности		
	Шифра	Назив	Датум уноса
	62.01	Рачунарско програмирање	13.10.2020
	63.12	Интернетски портали	13.10.2020
	74.90	Остале стручне, научне и техничке дјелатности, д. н.	22.7.2020
14.	Спољнотрговинска дјелатност	Да	

Дјелатности за које је регистрован у сједишту и издвојеним јединицама, предузетник може обављати у спољнотрговинском пословању, у складу са прописима којима се уређује спољнотрговинска политика.

Образложење

Предузетник Савјетовање у подручју пољопривреде "ERBEZ CONSULTING" Миљан Ербез с.п. Бања Лука, Улица Скендера Куленовића број 28, Бања Лука, обратио се овом органу, дана 12.10.2020. године, писаним захтјевом и затражио сљедеће: упис нове дјелатности и промјену у спољнотрговинском пословању.

Уз захтјев је приложено:

- Овјерена копија личне карте.
- Копија рјешења овог органа број: 02-350-647/20 од 22.07.2020. године, о регистрацији предузетника.
- Увјерење Основног суда у Бањој Луци број: 71-0-SU-4-20-001329 од 09.10.2020. године, као доказ да Миљан Ербез нема неплаћених новчаних казни, трошкова принудне наплате и трошкова поступка за учињени прекршај из области економског и финансијског пословања.

Цијенећи захтјев и приложену документацију овај орган је утврдио да је захтјев основан, и у складу с тим, а сагласно одредбама члана 6, члана 15. став (2) и члана 21. Закона о занатско-предузетничкој дјелатности, Уредбе о предузетничким дјелатностима („Службени гласник Републике Српске“, бр. 25/15 и 116/18) и Правилника о дјелатностима које се могу обављати у стамбеном простору („Службени гласник Републике Српске“, бр. 63/12 и 23/19), ријешено је као у диспозитиву овог рјешења.

Упутство о правном средству

Против овог рјешења може се изјавити жалба Министарству привреде и предузетништва у року од 15 дана од дана достављања.

Жалба се предаје путем овог органа и таксира се са 10,00 КМ административне таксе, сагласно Закону о административним таксама („Службени гласник Републике Српске“ број 100/11, 103/11 и 67/13).

Градска административна такса у износу од 32,00 КМ, наплаћена по тарифном броју 1. и 4. Одлуке о градским административним таксама („Службени гласник Града Бања Лука“ број 26/13, 11/14, 25/14, 3/15, 39/16 и 26/17), на захтјеву је налијепљена и прописно поништена.

Поступак водила:

Скојанка Утјешановић



ДА ЈЕ ОВАЈ ПРЕПИС-КОПИЈА ВЈЕРНА ОВОМ ИЗБОРНИКУ

КОЈИ СЕ НАЛАЗИ У АРХИВИ ГРАДСКЕ УПРАВЕ ГРАДА

БАЊА ЛУКА ПОД БР. 02-350-1022/20

ШЕФ ОДСЈЕКА ЗА ПОСЛОВЕ ПРИЈЕМНЕ КАПЦЕЛАРИЈЕ

НАЧЕЛНИК ОДЈЕЉЕЊА
Раденко Комљеновић

13-01-2021

Достављено:

- Миљану Ербезу,
- ПЈ Пореске управе,
- Одјељењу за инспекцијске послове,
- АПИФ-у,
- Д Архиви.

0/0 14/10/2020. CM

