

trig. Vilem Pardubsky
Ministry of Industry and Trade of the Czech Republic
Politických veznu 20, 112 49 Prague, Czech Republic

Pristina, 31" of October 2017

SUBJECT: Project Aid for Trade "Assistance in Creating Business Plans for SMEs in Kosovo"

Dear Mr. Pardubsky,

I am writing to you on behalf of Kosovo Chamber of Commerce (KCC). Our organization is implementing Aid for Trade project "Assistance in Creating Business Plans for SMEs in Kosovo", in cooperation with company GEOtest, a s. from Czech Republic. This project is a part of the Official Development Cooperation between Czech Republic and Republic of Kosovo.

This project is one of the highest priorities of KCC. I am very satisfied with the cooperation we have with GEOtest, a.s. and all project results achieved so far. Also, I am very much looking forward to final output of this project, which will be one-day seminar for representatives of 100 small businesses - members of KCC. The seminar will be held on December 4, 2017 in Pristina. Main theme will be the presentation of methodology for creating modern business plans according to finished Business Plan Manual.

I also have one issue that is necessary to address for successful implementation of the project. According to the Project Scope, representatives of GEOtest, a.s. have to produce 200 USB flash discs with offline version of Business Plan Manual (Activity 2.1 Design of promotional materials) and to assist KCC in creating of website (Activity 2.2 Providing assistance in creating of website). Unfortunately, KCC has no capacities for creating of website

We discussed this situation with our partner, GEOtest, a.s. and we think that we have found solution which wouldn't change outputs, activities or financial aspects of the project. We have proposed and are ready to accept reduction of number of USB flash discs from 200 to 20 in exchange for complete creation of website. Representatives of GEOtest, a.s. accepted this proposal.

Mr. Pardubsky, as the President of the Kosovo Chamber of Commerce, I would like to officially ask you to approve this change of the project by the Ministry of Industry and Trade of the Czech Republic which would contribute to successful implementation of the project

I would like to take this opportunity to cordially invite you to attend the final seminar held on December 4, 2017 in Pristina as any of this would not have been possible without you and Ministry of Industry and Trade of the Czech Republic. It would be my great pleasure to meet you personally.

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Thank you for your understanding and I am looking

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