

Pursuant to Article ---- of the 2016 Program for Promotion and Support of Tourism (“Official Gazette of the Republic of Macedonia” no. -----) and based on Article 14 paragraph 1 line 9 of the Law on Establishment of the Agency for Promotion and Support of Tourism (“Official Gazette of the Republic of Macedonia” no. 103/08, 59/12, 156/10, 187/13, and 41/2014), the Director of the Agency issued the following

**RULEBOOK**  
**ON THE CONDITIONS FOR, MANNER OF AND THE PROCEDURE FOR**  
**ORGANIZATION OF INFORMATIVE TRIPS OF FOREIGN TOUR OPERATORS AND**  
**JOURNALISTS TO THE REPUBLIC OF MACEDONIA FOR THE NEEDS OF THE**  
**AGENCY FOR PROMOTION AND SUPPORT OF TOURISM**

**I. GENERAL CONDITIONS**

**Article 1**

This Rulebook hereby defines the conditions for, manner of, and procedure for organizing informative trips of foreign tour operators and journalists to the Republic of Macedonia.

**Article 2**

The prescription of conditions for, manner of, and the procedure for organizing the informative trips of foreign tour operators and journalists to the Republic of Macedonia for the purpose of efficient and professional organization of the promotional tours, the organizer of which is the Agency for Promotion and Support of Tourism.

**Article 3**

The right to apply for organizing the informative trips shall be reserved for Tourist Agencies and Tour Operators working on bringing tourists in the Republic of Macedonia or to the Agency itself for tours related to getting to know the tourist potentials of the country.

**II. MANNER OF ORGANIZING THE INFORMATIVE TRIPS OF FOREIGN**  
**TOUR OPERATORS IN THE REPUBLIC OF MACEDONIA**

**Article 4**

The manner of organizing informative trips for foreign tourist agencies, tour operators, and journalists commences upon a request of any of the parties or upon a decision of the organizer itself, in case it believes such trips are in the interest of presenting the tourist offer of the Republic of Macedonia to such an emission market.

#### Article 5

To meet the conditions for organizing a promotional tour, the agencies of Article 3 should accompany their application by the documents below, as follows:

- An enclosed copies of the license to work issued by the Agency as defined under Article 3;
- A proposal for organization of the tour foreseen – in accordance with the procedure of Article 9;
- Representation with data and a mail list of the tour participants;
- A brief textual description of the trip, with information about the country in which the participants will be.

#### Article 6

For the organization of these informative trips themselves, it is required that financial means are previously provided in the organizer's operational program itself, as well as that sufficient information is collected on the relevance of the party for which the trip is to be organized.

#### Article 7

In case of a large number of applications and procedures for organizing such informative trips in the course of the year, the organizer shall conduct an additional research and analysis on what parties and from which emission markets are interesting as a target group and such parties shall be invited to these trips.

### III. PROCEDURE FOR ORGANIZATION OF INFORMATIVE TRIPS OF FOREIGN TOUR OPERATORS AND JOURNALISTS TO THE REPUBLIC OF MACEDONIA

#### Article 8

The procedure for organizing the informative trips of foreign tour operators and journalists to the Republic of Macedonia shall be commenced by the Unit for Promotion with the Agency itself, which is entrusted with the task of organizing such trips.

The documents required under Article 5 shall be submitted to the Director of the Agency (the organizer), along with a proposal for organizing the informative trip.

#### Article 9

The documents required under Article 5 shall be submitted in an electronic format, by mail or to the archives of the Agency for Promotion and Support of Tourism, within 30 days prior to the implementation of the informative trip.

The Agency for Promotion and Support of Tourism shall retain its right to assessment of the significance of the organized informative trip and shall take a position within 10 days on the application for organization of an informative trip.

Applicants for organizing an informative trip shall – with regard to the organized event – submit to the Agency a report on the efficiency of the informative trip, along with data on the interest and shall include the tourist offer of the Republic of Macedonia in their program for the trip.

#### Article 10

The Agency for Promotion and Support of Tourism shall provide the covering of costs related to:

- Provision of plane tickets from the target market to the place of the event in the country, in case the Agency for Promotion and Support of Tourism finds that the party is a relevant factor and significant for increasing the tourist turnover in Macedonia or opening new markets;
- Provision of a vehicle and a driver during the organized tour;
- Provision of a tourist guide on a daily basis;
- Booking of half-board accommodation in some of the categorized hotels in the country;
- The length of the stay shall be maximum 3 nights for guests coming from the European zone and maximum 5 nights for guests coming from countries outside the European zone.
- Scheduling business meetings with the tourist workers and the tourist industry in Macedonia.

#### Article 11

The number of participants in a trip shall be defined by the Organizer, upon previous consultations and following the submitted information on the tour requirements.

#### Article 12

The Agency for Promotion and Support of Tourism retains its right to decide on the number of participants in a promotional tour.

#### Article 10

This Rulebook shall come into force as at the day of its publication on the Agency information board.

Director,

Lela Krstevska