

Pursuant to Article 2, item a, sub-item 2 of the Program of the Agency for Promotion and Support of Tourism for 2018 (“Official Gazette of the Republic of Macedonia” No. 21/2018 and 111/2018) and based on Article 14 paragraph 1 indent 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, 125/10, 187/13 and 41/2014 and 83/2018), the director of the agency adopted the following:

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

I. GENERAL TERMS

Article 1

This Rulebook shall prescribe the conditions, the manner and the procedure for organizing informational trips of foreign tour operators and journalists in the Republic of Macedonia.

Article 2

The prescribing of the conditions, the manner and the procedure for organizing informational trips of foreign tour operators and journalists in the Republic of Macedonia is in order to effectively and professionally realize the promotional tours, organized by the Agency for Promotion and Support of Tourism (hereinafter referred to as: the Agency).

Article 3

Tourist agencies and tour operators from abroad which are engaged to bring tourists in the Republic of Macedonia, then journalists (media) working on the promotion of the tourist potentials of the Republic of Macedonia (hereinafter referred to as: clients), or on the request for organizing informational trips by the Agency itself, for info-tours related to acquaintance and promotion of the tourist potentials of the country shall have the right to request organization of informational trips.

II. MANNER OF ORGANIZATION OF INFORMATIONAL TRIPS OF FOREIGN TOUR OPERATORS AND JOURNALISTS IN THE REPUBLIC OF MACEDONIA

Article 4

The process for organizing informational trips begins at the request of one of the clients referred to in Article 3 of this Rulebook, or upon a decision of the Agency if it decides that it is in the interest of the presentation of the tourist offer of the Republic of Macedonia on that emissive market.

Article 5

The clients referred to in Article 3 of this Rulebook, in order to fulfill the conditions for organizing the promotional tour, should submit the following documents with the application:

- An enclosed copy of the license for work of the clients referred to in Article 3 of this Rulebook;
- Proposal of the organization for the envisaged tour - in accordance with the procedure referred to in Article 9;
- Data representation and E-mail list of the participants of the tour, indicated in the application form enclosed;
- A short textual description of the purpose of the travel with information about the country from which the participants will be (letter of interest, stamped and signed by the clients referred to in Article 3 of this Rulebook).

Article 6

For the very organizing of these informational trips, it is necessary to previously provide funds in the Operation Program of the Agency referred to in Article 2 of this Rulebook, as well as to gather sufficient information on the relevance of the clients referred to in Article 3 of this Rulebook, for which this trip will be organized.

Article 7

If during the year there is a large number of requests and procedures for organizing such informational trips, the organizer will conduct additional research and analysis as to which parties and from which emissive markets are interesting as a target group, and they will be invited to these trips.

III. PROCEDURE FOR ORGANIZATION OF INFORMATIONAL TRIPS OF FOREIGN TOUR OPERATORS AND JOURNALISTS IN THE REPUBLIC OF MACEDONIA

Article 8

The procedure for organizing informational trips of the clients referred to in Article 3 in the Republic of Macedonia is initiated by the Promotion, Marketing and International Cooperation Unit within the Agency which is in charge of organizing such trips.

The requested documents referred to in Article 5 of this Rulebook shall be submitted to the Director of the Agency, referred to in Article 2 of this Rulebook (organizer).

Article 9

The necessary documents from Article 5 shall be submitted electronically, by mail or to the archives of the Agency referred to in Article 2 of this Rulebook, within 30 days before the realization of the informational trip.

The Agency referred to in Article 2 of this Rulebook reserves the right to evaluate the significance of the organized informational trip and shall decide within a reasonable time after the receipt of the application with complete documentation, whether it accepts the request.

Article 10

The client requesting an informational trip is obliged, after the organized event, to submit to the Agency a report on the efficiency of the informational trip with data on the interest and placement of the tourist offer of the Republic of Macedonia in their travel program.

Article 11

The Agency referred to in Article 2 of this Rulebook provides coverage of costs related to:

- Providing a vehicle and a driver during the organized tour;
- Providing a tour guide on a daily basis;
- Providing accommodation based on overnight stay with breakfast, half board or full board in one of the categorized hotels in the country and other accommodation facilities (minimum 3 (three) offers should be collected);
- Provision of restaurant services in restaurants, whereby the menu will be pre-defined (before reservation) and there will be a possibility to change the menu in the restaurant, but within the already defined price (minimum 3 (three) offers should be collected with different menu);
- When delivering invoices from restaurants and hotels, there should always be a bill with a description of the services and a signature of an authorized representative of the Agency referred to in Article 2 of this Rulebook;
- The length of the stay is for a maximum of 3 overnights for guests coming from the European zone and a maximum of 5 overnights for guests coming from countries outside the European zone;
- Scheduling of business meetings and meetings with the tourist workers and the tourism industry in Macedonia.

Article 12

The number of participants in the trip will be determined by the Agency referred to in Article 2 of this Rulebook (organizer), after previous consultations and information provided in the request for the info tour.

Article 13

The Agency referred to in Article 2 of this Rulebook (the organizer) reserves the right to additionally decide on the number of participants in the promotional tour and the deadline for submitting the necessary documents from Article 5 of this Rulebook.

Article 14

This Rulebook shall enter into force on the day of its publication on the notice board of the Agency referred to in Article 2 of this Rulebook.

Article 15

With the entry into force of this Rulebook, the old Rulebook with archive number 02-880/3 dated 30.11.2015 shall cease to be valid.

Director,

Ljupco Janevski

