



DIRECTORATE OF INTERNATIONAL AGRICULTURAL RESEARCH AND TRAINING CENTER

SERVICE STANDARDS

UTAEM.İKS:HİZSTD.TABL.09

NO	NAME OF THE SERVICE PROVIDED	DOCUMENTS REQUIRED AT APPLICATION	THE REGULATION RELATED	TIME REQUIRED FOR THE SERVICE (MAXIMUM PERIOD)	WHERE THE SERVICE PROVIDED
1	Sale of the products produced during research and production activities				
	a) Sales in <u>bargaining</u> b) Sales in <u>inviting tenders for price and subscription</u>	<ul style="list-style-type: none"> ▪ Price offers ▪ Certificate of authority, list of authorized signatures (Legal Entities) ▪ Written statement of the address, certificate of commercial registration in current year (Real Person) ▪ Provisional bond 	<ul style="list-style-type: none"> ▪ The Regulation for Applications of Circulating Capital which published on 28.12.2006 and 26390 numbered Official Gazette ▪ The Tender Regulation for Institutions with Circulating Capital which published on 04.08.1984 and 18479 numbered Official Gazette. 	Depending on the season, tenders are advertised soon.	International Agricultural Research and Training Center
<ul style="list-style-type: none"> ▪ Tender offer files ▪ Receipt of provisional bond ▪ Signing the contract ▪ Performance bond 					
2	Soil Analysis				
	a) Soil Fertility Analysis	<ul style="list-style-type: none"> ▪ The application form describing the soil sample which brought to be analyzed ▪ The receipt received from the Circulating Capital, which shows the payment 	<ul style="list-style-type: none"> ▪ The unit price list for Research Institutions published by Department of Support Services of Ministry of Food, Agriculture and Livestock ▪ The Regulation of Authorization and Control of Soil and Plant Analysis Laboratories. (2009-1) 	Depends on kinds and number of the analysis, and takes 15-20 days.	International Agricultural Research and Training Center
	b) Soil Physics Analysis			Depends on the number of samples and takes between 10-15 days.	
	c) Salinity and Alkalinity Analysis			Depends on the number of samples and takes between 10-15 days.	
	d) Heavy Metal Analysis			Depends on the number of samples and completed within 30days.	
e) Soil Microbiology Analysis	Takes 15 days.				
3	Plant Analysis				
	a) Leaf and dry fruit analysis b) Fresh fruit analysis	<ul style="list-style-type: none"> ▪ The application form describing the soil sample which brought to be analyzed ▪ The receipt received from the Circulating Capital, 	<ul style="list-style-type: none"> ▪ The unit price list for Research Institutions published by Department of Support Services of Ministry of Food, Agriculture and Livestock 	Depends on kinds and number of the analysis and takes 15-20 days.	International Agricultural Research and Training Center
Depends on the number of samples, takes 15 days.	International Agricultural Research and Training Center				



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		which shows the payment			
4	Water Analysis				
	1. Irrigation water analysis	<ul style="list-style-type: none"> ▪ The application form describing the soil sample which brought to be analyzed ▪ The receipt received from the Circulating Capital, which shows the payment 	<ul style="list-style-type: none"> ▪ The unit price list for Research Institutions published by Department of Support Services of Ministry of Food, Agriculture and Livestock 	Water analysis takes 1 week.	International Agricultural Research and Training Center
	2. Waste water analysis (Water microbiology analysis lab.)				
5	Fertilizer Analysis				
	Manure analysis	<ul style="list-style-type: none"> ▪ The application form describing the soil sample which brought to be analyzed ▪ The receipt received from the Circulating Capital, which shows the payment 	<ul style="list-style-type: none"> ▪ The unit price list for Research Institutions published by Department of Support Services of Ministry of Food, Agriculture and Livestock 	Manure analysis take 1 week.	International Agricultural Research and Training Center
6	Rhizobium Bacteria Culture				
	Production and sale	<ul style="list-style-type: none"> ▪ The application form for bacteria culture ▪ The receipt received from the Circulating Capital, which shows the payment for bacteria culture 	The price list of Circulating Capital Enterprise of the Directorate for bacteria culture	Takes 15 days.	International Agricultural Research and Training Center
7	Implementation of joint R&D projects of real persons who have nationality of Turkish Republic or legal entities in Turkey, which provide the required fund.	<ul style="list-style-type: none"> • Information about the project owner: <ol style="list-style-type: none"> 1. A petition with name, surname and title of the applicant and name of the research activity, 2. Document and information explaining the activities, 3. For legal entities notarized copy or the original copy of the commercial registration gazette which publishes 	The Regulation which published on 17.01.2007 and 26406 numbered Official Gazette about Procedures and Principles To Be Applied between Those Who Want to Carry out Joint Research and Development Projects and the Institutions of Ministry of Agriculture and Rural Affairs.	<ul style="list-style-type: none"> ▪ R&D projects are evaluated for their feasibility by the research institute within 30 days and informed its decision to the General Directorate. ▪ The R&D project is completed within the proposed period except force majeurs. 	International Agricultural Research and Training Center



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		<p>main contract and changes.</p> <ul style="list-style-type: none">• Information about the R&D project:<ol style="list-style-type: none">1. Technical information,2. Implementation period of the R&D project,3. Required funds and its details (grants, equity capital, credits, etc.) for the R&D project and committal to finance the activities during the project.			
8	To obtain Information	<p>A petition which contains name, surname, signature and home or work address of a real person or a petition with title, address, signature and certificate of authorization of a legal entity.</p>	<p>The Law of Obtaining Information numbered 4982 published on 23.10.2003 and 25268 numbered Official Gazette.</p>	<p>The Directorate provide the information within 15 work days. However, if the information of document required necessitates another information from another unit of the administration or necessitates consultation with another institute or the information involves taking advice of several institutes, the information is provided in 30days. In this case, this new condition and the reason is informed to the applicant within 15 days.</p>	<p>International Agricultural Research and Training Center</p>
9	Training course	<ul style="list-style-type: none">▪ Application to training course▪ The document which gives details of high school/faculty and of the student.▪ The official document from training course committee of high school or faculty and 2 photographs.	<p>The decisions of General Directorate about training courses</p>	<p>45 work days</p>	<p>International Agricultural Research and Training Center</p>



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10	Training, publication and consultation requisitions	<ul style="list-style-type: none"> • Application petition • If the application is accepted the receipt of showing the payment 	<ul style="list-style-type: none"> ▪ 639 numbered decree law about organization and duties of Ministry of Food, Agriculture and Livestock. ▪ The directive of duties of Agricultural Research Institutes and Stations of Ministry of Food, Agriculture and Livestock and Guidelines of Management of 	As long as it was proposed	International Agricultural Research and Training Center
11	Visits and information services (For groups who want to visit experimental sites or fields of the institution)	<ul style="list-style-type: none"> • An application petition • The receipt from Circulating Capital which shows the payment 	<ul style="list-style-type: none"> • 639 numbered decree law about organization and duties of Ministry of Food, Agriculture and Livestock. • The directive of duties of Agricultural Research Institutes and Stations of Ministry of Food, Agriculture and Livestock and Guidelines of Management of 	1 Day	International Agricultural Research and Training Center
12	Requisition of scientific and technical information	An application petition	<ul style="list-style-type: none"> ▪ 639 numbered decree law about organization and duties of Ministry of Food, Agriculture and Livestock. ▪ The directive of duties of Agricultural Research Institutes and Stations of Ministry of Food, Agriculture and Livestock and Guidelines of Management of 	2 Day	International Agricultural Research and Training Center

• Above mentioned periods of analyses are valid only for one sample.

• In case of too many sample at the same period, declared periods may be longer depending on the capacity of the laboratory.

In the event you are required additional documents although you have applied with all documents required during application or the service is not completed in the declared period or, if you consider some services are deficient in the table, please inform the administration by the contacts given below.



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	Contact 1	Contact 2
Name&Surname	Dr. Nejat Özden	Dilek Kahraman
Title	Deputy Director	Director
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