****

Republic of Serbia

Autonomous Province of Vojvodina

**Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities**

**INFORMATION BOOKLET**

Novi Sad,

November 2017

**CONTENTS:**

[1. BASIC INFORMATION ABOUT THE PROVINCIAL ADMINISTRATION AUTHORITY AND THE INFORMATION BOOKLET 3](#_Toc450568682)

[2. ORGANISATIONAL STRUCTURE OF THE SECRETARIAT 5](#_Toc450568683)

[3. DESCRIPTION OF TASKS OF EXECUTIVES IN THE SECRETARIAT 9](#_Toc450568685)

[4. DESCRIPTION OF RULES PERTAINING TO PUBLICITY OF WORK 10](#_Toc450568686)

[5. LIST OF THE MOST FREQUENTLY SOUGHT INFORMATION OF PUBLIC IMPORTANCE 10](#_Toc450568687)

[6. DESCRIPTION OF COMPETENCES, POWERS AND DUTIES 10](#_Toc450568688)

[7. DESCRIPTION OF PROCEDURES WITHIN THE COMPETENCES, POWERS AND DUTIES 11](#_Toc450568689)

[8. REGULATIONS 12](#_Toc450568690)

[9. SERVICES PROVIDED BY THE AUTHORITY TO THIRD PARTIES 21](#_Toc450568691)

[10. PROCEDURE FOR THE PURPOSE OF SERVICE PROVISION 48](#_Toc450568703)

[11.OVERVIEW OF DATA ON PROVIDED SERVICES 48](#_Toc450568704)

[12. DATA ON REVENUES AND EXPENDITURES 50](#_Toc450568705)

[13. DATA ON PUBLIC PROCUREMENT 54](#_Toc450568706)

[14. DATA ON STATE AID 55](#_Toc450568708)

[15. INFORMATION ON DISBURSED SALARIES, WAGES AND OTHER EARNINGS 70](#_Toc450568709)

[16. INFORMATION ON THE WORK EQUIPMENT 72](#_Toc450568710)

[17. STORING THE DATA MEDIA 73](#_Toc450568711)

[18. TYPES OF OWNED INFORMATION 73](#_Toc450568712)

[19. TYPES OF INFORMATION THE PUBLIC AUTHORITY SHALL PROVIDE ACCESS TO 74](#_Toc450568713)

[20. INFORMATION ON REQUEST SUBMISSION FOR ACCESS TO INFORMATION 74](#_Toc450568714)

[21. OVERVIEW OF REQUESTS, APPEALS AND OTHER IMMEDIATE MEASURES UNDERTAKEN BY INTERESTED PARTIES AND DECISIONS OF THE SECRETARIAT REGARDING THE SUBMITTED REQUESTS AND FILED APPEALS AND/OR RESPONSES TO OTHER IMMEDIATE MEASURES UNDERTAKEN BY INTERESTED PARTIES 76](#_Toc450568715)

[ADDENDUM: FORMS 95](#_Toc450568716)

# BASIC INFORMATION ABOUT THE PROVINCIAL ADMINISTRATION AUTHORITY AND THE INFORMATION BOOKLET

Name of authority:

Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities

Address of the Seat:

16 Mihajla Pupina Blvd., 21000 NOVI SAD

Registration number:

8334790

VAT identification number:

100716344

Address for electronic petitions:

[ounz@vojvodina.gov.rs](mailto:ounz@vojvodina.gov.rs)

[info.obrazovanje@vojvodina.gov.rs](mailto:info.obrazovanje@vojvodina.gov.rs)

The person responsible for the accuracy and completeness of the information provided in the Information Booklet, the proper design and publishing of the Information booklet and its timely update is:

Nyilas Mihály, Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities

Persons managing certain information, data and activities with regards to the design and publishing of the Information Booklet:

* Vesna Rašetić, Senior Counsellor – Head of the Department for General Affairs, responsible for information in the field of free access to information of public importance - field of administration, national communities, regulations and protection of personal information.
* Jelena Jović, Counsellor– Education Inspector in the field of education.
* Livia Korponai, Assistant Provincial Secretary for Material and Financial Affairs, for information pertaining to the field of material and financial activities of the Secretariat (incomes and expenditures public procurements, international aid, employee income, work supplies etc.)

The person responsible for the regular updating and proper design of the Information Booklet is Endre Varga, Counsellor in charge of electronic financial data processing.

The person responsible for the accuracy and the comprehensiveness of the data in the booklet and its publishing is Maja Popović, Independent Counsellor – Head of the Section for IT Affairs and e-Government Project Development and the responsible moderator of the website of the Secretariat.

The person responsible for the translation of the Booklet into the national minority languages which are in the official use in the Autonomous Province of Vojvodina authorities is Miloš Zubac, Senior Counsellor– Head of Department for Translation and Interpretation Services.

The person responsible for data keeping is Dalibor Zečević, Independent Counsellor for IT Affairs and e-Government Project Development.

Date of the first publishing of the Booklet:

November, 2005

Date of the last update or amendment to the Booklet:

November, 2017

Date of the last data update check:

October, 2017

The Booklet is available for inspection and a copy may be obtained at:

16 Mihajla Pupina Blvd., 21000 Novi Sad, from 8 a.m. to 4 p.m., office 60/I

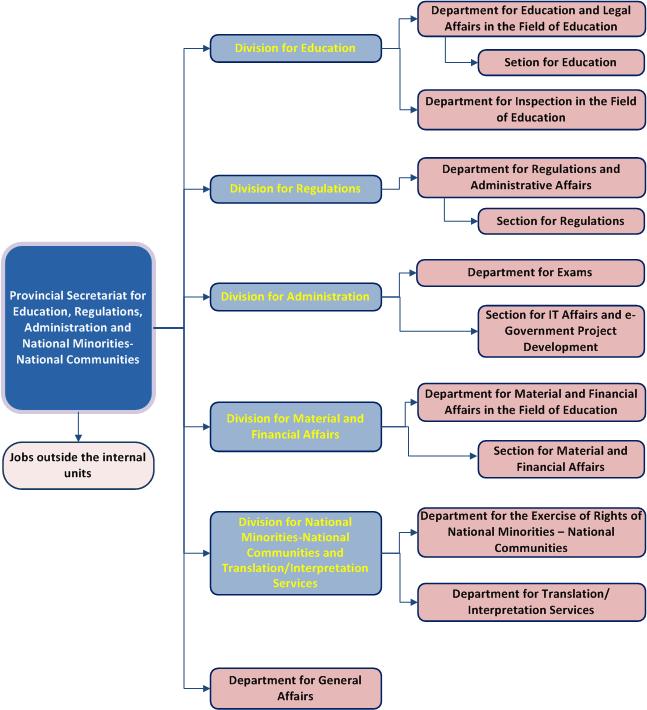
The Booklet is available at the following [website](http://www.puma.vojvodina.gov.rs/document_cat.php?cat=9&st=1&PHPSESSID=0dvq239fq7qd14eq0efq7dkbf1).

The Booklet was designed in accordance with Article 39 of the Law on Free Access to Information of Public Importance ("Official Gazette of the Republic of Serbia" No. 120/04, 54/07, 104/09 and 36/10) and the Instructions on Developing and Publishing Information Booklets on the Work of Public Authorities (“The Official Gazette of the Republic of Serbia” no. 68/10) which entered into effect on 29 October 2010.

# 2. ORGANISATIONAL STRUCTURE OF THE SECRETARIAT

The Rulebook on Internal Organisation and Systematisation of Job Positions at the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities may be downloaded here (submenu Other Secretariat documents).

**2.1. Organisational structure chart**



***2.2. Narrative of the Organisational Structure***

The executives of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities (hereinafter: Provincial Secretariat) are the following:

**Provincial Secretary:** Nyilas Mihály, tel. 021-487-4555, fax: 557-074

E-mail: [mihalj.njilas@vojvodina.gov.rs](mailto:mihalj.njilas@vojvodina.gov.rs)

**Deputy Provincial Secretary:** Milan Kovačević, tel. 021-487-4555, fax: 557-074

E-mail: [milan.kovacevic@vojvodina.gov.rs](mailto:milan.kovacevic@vojvodina.gov.rs)

**Undersecretary**: Szakállas Zsolt, tel.: 021-487-4555; fax: 557-074

e-mail: zolt.sakalas@vojvodina.gov.rs

The Secretariat shall comprise five divisions as core internal organisational units:

1. Division for Education;
2. Division for Regulations;
3. Division for Administration;
4. Division for National Minorities – National Communities and Translation and Interpretation Services;
5. Division for Material and Financial Affairs;
6. Division for

The Under-Secretary is the position outside the internal organisational units.

## Division for Education shall perform the activities pertaining to: general legal affairs, administrative affairs, statistical and record-keeping affairs, study and analytical affairs in the field of pre-school, primary and secondary education and student accommodation; informal adult education and education of national minorities-national communities; determining the network of secondary schools and networks of institutions for student accommodation; providing consent on by-laws pertaining to primary school networks which are enacted by the assemblies of local self-government units; providing consent for the organisation of a separate class outside the seat of the pre-school, primary and secondary school educational institution (hereinafter: educational institutions); providing consent for the establishment of a joint professional office for all primary schools on the territory of the municipality; verifications of educational institutions;providing consent for the decision to expand the activities of educational institutions; determining the fullfilment of conditions for work and deciding on the ban of activities of the student accommodation institutions; providing consent for the by-laws on the organisation and systematisation of work places in the student accommodation institutions; providing consent for the decision of the administrative body regarding the change of the name or the seat of an educational institution; providing or denying consent for the decision on the election i.e. termination of the director of the educational institution; appointing an interim administrative authority to manage an educational institution; appointing an acting director of an educational institution; appointing and terminating the mandate of the managing boards in student accommodation institutions; appointing and terminating the mandate of the directors of student accommodation institutions; inspection activities for educational institutions on the territory of the province; inspection and monitoring of the legality of activities performed by student accommodation institutions; preparation and planing for the enrollment in the first year of secondary schools; proposing and defining the school calendar for primary and secondary school education; providing consent for the manner of remediation of missed classes should there be a break in the regular educational and teaching activities; providing opinion on the procedure for the planning and enactment of curricula; desiging curricula and approving the text books and teaching materials for national minority languages; designing curricula and teaching materials with the consent of the competent ministry and approving texbooks and teaching materials for specific subjects of special interest to national minorities; providing consent for the teaching activities and curriculum in national minority languages for less than fifteen students; determining the conditions for the reimbursement of costs for student transportation in intercity traffic, administrative and statistical and record keeping affairs in the recognition of older educational certificates on acquiered primary and secondary education; establishing an interregional cooperation in the field of education with institutions in other countries; co-financing of projects in the field of education; designing projects and participating in the design of projects which contribute to the development od education; establishing cooperation with educational institutions and student accommodation institutions, the national authorities, provincial administration authorities and local self-government units.

The Division for Education is divided in the following smaller internal units:

* Department for Education and Legal Affairs in the Field of Education;
* Department for Inspection in the Field of Education.

The Department for education and Legal Affairs in the Field of Education comprises a specialised internal organisational unit:

* Section for Education

Biljana Kašerić is the Acting Assistant Provincial Secretary for Education.

**The Division for Regulations** performs normative and legal, study and analytical affairs pertaining to the preparation of by-laws for the Assembly of AP Vojvodina and the Provincial Government within the scope of the work of the Secretariat as well of by-laws whose preparation is not within the scope of work of other provincial administrative bodies; general legal and administrative affairs pertaining to the editing and publishing the "Official Journal of APV", the publication of certain regulations in languages in official use in the Autonomous Province of Vojvodina (hereinafter: AP Vojvodina); giving opinions to the Provincial Assembly and the Provincial Government on the by-laws prepared by other authorised proposers, regarding their compliance with laws or regulations and the legal system and in terms of legal norms; establishment of cooperation with the national authorities, the provincial administrative authorities and local self-government bodies; processing of appeals in administrative matters in the area of expropriation of immovable property on the territory of Vojvodina, tasks regarding publishing of the "Official Journal of APV", study and analytical tasks as regards giving the consent for the content and appearance of seals of authorities and legal entities exercising public powers and legal and administrative tasks in the field of labor relations, legal, study and analytical tasks within the scope of the work of the Secretariat.

The Division for Regulations comprises the following specialised internal units:

* Department for Regulations and Administrative Tasks, with a specialised Section for Regulations;
* Department for General Affairs.

Tijana Pavlov is the Acting Assistant Provincial Secretary for Regulations.

**Division for Administration** performs the legal, material and financial and administrative affairs pertaining to the state qualifying exam, tha bar exam, exams for the licences for pre-school teachers, teachers and associates in educational institutions; exams for the secretaries of educational institutions, exams for directors of educational institutions; exam for foreign languages and national minority languages which are in official use in the provincial administrative bodies; tasks regarding certified court translators; study and analytical tasks under the jurisdiction of the Division; IT and administrative tasks pertaining to planning, application of ICT in the activities of the Secretariat; planing, design and the introduction of new systems in the activities of the Secretariat; proposing and participating in the development and implementation of strategic plans for the application of ICT and participating in the development and implementation of e-Government projects at the provincial level; creating and updating the official website of the Secretariat; development and maintenance of smaller applications for the needs of the Secretariat; provision and maintenance of hardware and software workstations in the Secretariat, in cooperation with the competent organisational unit in charge of joint affairs of provincial authorities; technical support to users in the Secretariat; monitoring and enacting laws, regulations, and standards in the field of information technology and e-Government within the scope of work of the Secretariat; cooperation with the national authorities, provincial authorities and local self-government bodies.

The Section for Administration comprises the following internal specialised units:

* Department for Exams
* Section for IT Affairs and e-Government Project Development

Slađana Jovetić is the Acting Assistant Provincial Secretary for Administration.

**Division for National Minorities – National Communities and Translation and Interpretation Services** performs general legal, study and analytical and administrative tasks in the area of ​​exercise, protection and promotion of human and minority rights in the province; preparation and implementation of projects in the field of culture, education, information and official use of languages ​​and scripts, fostering of inter-regional relations, preserving and nurturing inter-ethnic tolerance, as well as tasks in other areas relevant for the exercise of the rights of national minorities –national communities; cooperation with associations of citizens, persons belonging to minority ethnic communities and other associations of citizens whose projects focus on the exercise of human and minority rights and preservation and nurturing of inter-ethnic tolerance and providing support to these associations; cooperation with national councils of national minorities; cooperation with scientific and other institutions engaged in studying and monitoring the exercise of human and minority rights; cooperation with authorities responsible for the area of ​​human and minority rights, provincial administration authorities and local self-government authorities in the performance of tasks in the scope of work of this Division; furthermore, it carries out translation and interpretation as required by provincial authorities, from the Serbian language into the languages of national minorities-national communities that are in the oficial use in the work of AP Vojvodina authorities, in fact into Hungarian, Slovak, Romanian, Ruthenian and Croatian languange, along with translation and interpretation from the previoulsy specified languages into the Serbian language; translation of documents from the Serbian into English language and vice versa; proofreading of the material written in the Serbian language; translation of regulations and other documents, by-laws published in the “Official Journal of the Autonomous Province of Vojvodina”, publications required by the Provincial Government, Assembly of the AP Vojvodina and provincial authorities, along with other materials; provision of simultaneous interpretation in AP Vojvodina Assembly sessions, conferences and events involving foreign participants, as well as conscutive interpretation in international meetings.

The Division for National Minorities – National Communities and Translation and Interpretation Servicescomprises the following specialised internal units:

* Department for the Exercise of Rights of National Minorities – National Communities;
* Department for Translation and Intrerpretation Services.

Department for Translation and Interpretation Services comprises the following specialised internal units:

* + Foreign Languages Section
  + Hungarian Language Unit
  + Ruthenian Language Unit
  + Slovak Language Unit
  + Romanian Language Unit
  + Croatian Language and Proofreading Unit

Milinka Hrćan is the Acting Assistant Provincial Secretary for National Minorities – National Communities and Translation and Interpretation Services.

**The Division for Material and Financial Affairs** carries out material and financial affairs of the Secretariat and related study and analytical, accounting and administrative tasks pertaining to: preparation of the Secretariat budget, annual financial plan of the Secretariat, quarterly plans and reports on the execution of the financial plans of the Secretariat; investments and the ongoing maintenance of educational institutions in the territory of the province, making investment and maintenance plans for institutions in the field of ​​education and implementation of these plans; planning and analysis of the financing of institutions in the field of education and participation in the preparation of financial statements on the financing of institutions in the field of education; execution of financial liabilities of the Secretariat i.e. the implementation of procedures for the allocation of budget funds to final beneficiaries; activities in the field of public procurement for the Secretariat; participation in the preparation of financial plans and reports on the financing of indirect beneficiaries in the field of education; organisation of internal control of the purposefull use of budget funds; organising the control of purposefull use of budget funds by the end users; establishment of cooperation with the national authorities, the provincial administration authorities and local self-government bodies.

The Division for Material and Financial Affairs forms the following specialised internal units:

* + Department for Material and Financial Affairs in the Field of Education;
  + Section for Material and Financial Affairs;

Livia Korponai is the Acting Assistant Provincial Secretary for Material and Financial Affairs.

#### The Department for General Affairs

The Department for General Affairs, which is outside the division, is in charge of expert tasks as regards ensuring the publicity of the Secretariat’s work, monitoring the media contents relevant to the Secretariat’s work, communication with media representatives, coordination with the Office of the Provincial Government President, joint coordination of the work of internal organisational units of the Secretariat, coordination of work with national councils of national minorities in the field of exercising the right to education in languages of national minorities-national communities, processing the conclusions and notes from meetings of the Provincial Secretary and the collegium - the Secretariat’s expert and advisory body, organisation of the Provincial Secretary’s meetings, preparation and organisation of the Provincial Secretary’s visits to local self-governments and institutions in the territory of the Autonomous Province of Vojvodina, activities in the field of interregional cooperation within the Secretariat’s scope of work. Additionally, this Department is in charge of legal, administrative and legal, study and analytical and administrative affairs, as well as additional support and technical affairs as required by the Provincial Secretary in carrying out their duties as a member of the Provincial Government and Provincial Secretary.   
  
 Vesna Rašetić is the Head of the Department

# 

# 3. DESCRIPTION OF TASKS OF EXECUTIVES IN THE SECRETARIAT

The Provincial Secretariat shall be managed by the Provincial Secretary, appointed and discharged by the Assembly at the proposal of the President of the Provincial Government.

*The Provincial Secretary* shall be a member of the Provincial Government, responsible for managing the provincial secretariat, representing the provincial secretariat, organising and ensuring the performance of tasks in an efficient way, adopting acts for which they are authorised, setting up commissions and working groups to perform complex tasks within the scope of the work of the Secretariat and deciding on the rights, duties and responsibilities of employees.

The mandate of the Provincial Secretary may be terminated before the expiry of the period for which they were elected: due to the submission of a resignation, if the Secretary is discharged by the Assembly upon the proposal of the President of the Provincial Government or due to the discharge or resignation of the President of the Provincial Government.

*The Deputy Provincial Secretary* shall act on behalf of the Provincial Secretary and assist the Provincial Secretary within the competences determined by the Secretary. The Deputy is elected by the Assembly of AP Vojvodina for a four-year term.

The Deputy Secretary’s mandate shall terminate with the termination of the mandate of the Provincial Government.

In the case of the Provincial Secretary's longer inability to work, which is to be determined by the Provincial Government, the Deputy shall act on the behalf of the absent Provincial Secretary and shall have all competences of the Provincial Secretary. The Provincial Secretary may authorise the Deputy Provincial Secretary to attend and participate in the work of the Provincial Government sessions but without any right to vote.

The Provincial Secretariat also has an *Under-Secretary* who shall be accountable to the Provincial Secretary and help the Provincial Secretary in managing the personnel, financial and other affairs, in harmonising the work of internal units of the Secretariat and cooperating with other authorities.

Under-Secretary shall be appointed by the Provincial Government for a four-year mandate upon the proposal of the Provincial Secretary.

*Assistant Provincial Secretaries*

The Provincial Secretariat may appoint Assistant Provincial Secretaries.

The Assistant Provincial Secretary shall manage the field of work in the scope of the Provincial Secretariat for which the division is formed and shall account for their work to the Provincial Secretary.

Assistant Provincial Secretary shall be appointed for a four-year period and dismissed by the Provincial Government, upon the proposal of the Provincial Secretary. The Provincial Secretariat shall have five Assistant Provincial Secretaries.

# 4. DESCRIPTION OF RULES PERTAINING TO PUBLICITY OF WORK

The transparency of work, exclusion and limitation of publicity of the activities of the Secretariat shall be performed in compliance with the provisions of the Law on Classified Information ("Official Gazette of the RS", no. 104/2009) and the regulations adopted for the implementation of this Law.

The access to all the records held by the Secretariat shall be open, with the exception of the data which, in accordance with the applicable regulations governing the protection of personal information, may only be accessed by a person authorized by the Head of the Provincial Secretariat.

# 5. LIST OF THE MOST FREQUENTLY SOUGHT INFORMATION OF PUBLIC IMPORTANCE

The most frequent information seekers are citizens, associations and representatives of news organisations. The most commonly requested information is information pertaining to the field of education, as well as the exercise of rights of minority ethnic communities and persons of public interest.

Requests are sent by e-mail and regular mail. Each request is replied to promptly and in the event that this Secretariat does not have or is unable to provide the information sought, the seeker is informed of the administrative body which is able to provide the information.

Throughout 2015, a total of 32 received requests for access to information of public importance, mainly pertaining to the field of education, were submitted. In 2016, a total of 17 requests, 9 of which pertained to the field of education, were submitted, while in 2017, there were 16 requests in total, up to the moment of updating of the Information Booklet.

# 6. DESCRIPTION OF COMPETENCES, POWERS AND DUTIES

The Provincial Secretariat, in compliance with the law and the Constitution, pursuant to Article 37 of the Provincial Assembly Decision on Provincial Administration ("Official Journal of APV", no. 37/2014 and 54/2014- other regulation, 37/16 and 29/17), carries out the tasks of provincial administration pertaining to the field of pre-school, primary and secondary education, student accommodation, informal adult education and education of national minorities - national communities, relating to the preparation of acts for the Assembly or Provincial Government which: regulate matters of provincial interest in the field of pre-school, primary and secondary school education; establishment of pre-school, primary and secondary education institutions in Vojvodina and exercise the founding rights over them; regulate matters of provincial interest in the field of student accommodation; determine the method and procedure for the allocation of places in the dorms; closely regulate matters of provincial interest in terms of organised and institutional education outside the school system with the aim of providing vocational training and adult educational training on the territory of AP Vojvodina; regulate matters of provincial interest in guaranteeing the exercise of the right to education in their mother tongue for persons belonging to national minorities - national communities in Vojvodina during the pre-school, primary and secondary school education.

The Provincial Secretariat shall carry out executive, professional and developmental activities of the provincial administration and supervise the implementation of the above regulations. In the field of education the Secretariat shall, monitor, supervise and assist the educational institutions in Vojvodina.

In the field of pre-school, primary and secondary school education, the Provincial Secretariat, shall: work with the ministry in charge of education in the process of forming the school administration; approve textbooks and teaching aids for certain subjects of interest to national minorities - national communities, in agreement with the competent minister; pass curricula and syllabuses for certain subjects of interest to national minorities - national communities and establish conditions and methods for the organisation of classes in the languages ​​of national minorities – national communities, in agreement with the competent minister; approve textbooks and teaching aids for languages ​​of national minorities –national communities; provide opinions in the procedure of adoption of plans and programmes and adopt syllabuses for languages ​​of national minorities - national communities.

In the field of pre-school, primary and secondary school education and student accommodation, in accordance with the law, the Provincial Secretariat shall perform the tasks of the republic administration authorities which were conferred to the AP Vojvodina by law.

The Provincial Secretariat, shall in accordance with the law, perform tasks of the provincial administration authorities related to the preparation of acts for the Assembly or Provincial Government which: regulate the organisation and work of the provincial administration authorities; define the contents and layout of the seal of the AP Vojvodina authority, local self-government body and holder of public authorities based in the territory of AP Vojvodina; contribute to the development of interculturalism, promotion of multiculturalism, tolerance and co-existence of national minorities - national communities living in Vojvodina; exercise rights in the field of human rights and the rights of national minorities - national communities and establish additional rights of national minorities – national communities; provide funds for the financing or co-financing of the national councils, associations and organisations of national minorities – national communities, churches and religious communities, promote the rights of national minorities – national communities from the territory of AP Vojvodina; regulate the use of the AP Vojvodina name in the titles of associations; regulate and conducts language exam for languages ​​used in the activities of the bodies and organizations of the Provincial Administration and prepare even those acts whose preparation is not within the scope of activities of other provincial authorities.

The Provincial Secretariat shall carry out executive, expert and development activities of the provincial administration authorities and supervise the implementation of the above-mentioned regulations.

The Provincial Secretariat shall monitor the compliance of regulations and general acts in the legal system in the process of their adoption and oversee their normative-technical and linguistic accuracy (proofreading).

The Provincial Secretariat shall publish the "Official Journal of the Autonomous Province of Vojvodina" and ensure the publication of regulations and other acts of the Assembly, the Provincial Government, provincial authorities and other bodies and organisations.

In accordance with the needs of the provincial and other authorities, both written and oral translations from Serbian into the languages of national minorities – national communities and vice versa shall be provided, as well as translations from other languages into the Serbian language and vice versa.

The Provincial Secretariat shall monitor and examine the situation in the field of religions, churches and religious communities, it shall cooperate with them and undertake measures to assist their activities performed in the public interest, in accordance with the law. Also, it shall monitor and have an analytical overview of the situation in the field of protection and exercise of human rights and the rights of national minorities - national communities and propose certain measures in this area.

In the field of the official use of language and scripts, bar exams, state qualifying exams, court translators, expropriation and seals, in accordance with the law, the Provincial Secretariat shall perform state administration tasks which were conferred to the AP Vojvodina by law.

The Provincial Secretariat shall prepare acts for the Assembly and the Provincial Government in the areas under its jurisdiction, if so authorised by a special regulation and shall perform other tasks conferred to it by the law, a Provincial Assembly decision or another regulation.

# 7. DESCRIPTION OF PROCEDURES WITHIN THE COMPETENCES, POWERS AND DUTIES

Pursuant to Article 37 of the Provincial Assembly decision on Provincial Administration ("Official Journal of the APV", no. 37/14 and 54/14-different decision, 37/16 and 29/17) the Provincial Secretariat shall, in accordance with the law and the Statute, carry out the tasks of provincial administration authorities in the field of pre-school, primary and secondary school education, student accommodation, informal adult education and education of national minorities - national communities which pertain to the preparation of acts for the Assembly or Provincial Government and which shall regulate the issues of provincial interest in the field of preschool, primary and secondary school education; establish institutions of pre-school, primary and secondary school education in Vojvodina and exercise the founding rights over them; regulate matters of provincial interest in the student accommodation; determine the method and procedure for the allocation of seats in the dorms; closely regulate matters of provincial interest in respect of the organised and institutional education outside the school system with the purpose of providing vocational training and adult education in the territory of AP Vojvodina; regulate matters of provincial interest in ensuring the exercise of the right to education in the native language for persons belonging to national minorities - national communities in Vojvodina, at the pre-school, primary and secondary school education and supervise the implementation of regulations governing the mentioned areas, and in the field of preschool, primary and secondary education and student accommodation in accordance with the law, it shall perform the tasks of the public administration which were conferred by law to AP Vojvodina. In the field of education it shall monitor, supervise and assist the activities of these institutions in AP Vojvodina.

The Provincial Secretariat shall, in accordance with the law, carry out the tasks of the provincial administration authorities related to the preparation of acts for the Assembly or the Provincial Government which: regulate the organization and the activities of the provincial administration; more closely define the contents and layout of the seal of the AP Vojvodina, local self-government bodies and holders of public powers, based in the territory of AP Vojvodina; contribute to the development of interculturalism, affirmation of multiculturalism, tolerance and co-existence of national minorities - national communities living in Vojvodina; see to the exercise of rights in the field of human rights and the rights of national minorities - national communities and shall establish additional rights of national minorities –national communities; provide funds for the financing or co-financing of the national councils, associations and organisations of national minorities –national communities, churches and religious communities, as well as promote the exercise of rights of national minorities - national communities in the territory of AP Vojvodina; regulate the use of the title of AP Vojvodina in the name of the association; regulate and conduct test for languages ​​used in the everyday work of bodies and organisations of the provincial administration. The Provincial Secretariat for Education, Administration and National Minorities - National Communities shall prepare those acts whose preparation is not within the scope of work of other provincial government authorities and shall supervise the implementation of regulations which regulate the above-mentioned field.

The Provincial Secretariat shall monitor the compliance of regulations and general acts in the legal system in the process of their adoption and see to their normative, technical and linguistic accuracy (proofreading). It shall also see to the publishing of regulations and other by-laws of the Assembly, the Provincial Government, provincial administrative authorities and other bodies and organisations and shall publish the "Official Journal of the Autonomous Province of Vojvodina".

In accordance with the needs of the province and other bodies, it shall provide written and oral translations from Serbian into the languages of national minorities - national communities and vice versa, as well as translations from other languages into Serbian language and vice versa.

The Provincial Secretariat shall monitor and examine the situation in the field of religion, churches and religious communities and shall cooperate with them and undertake measures to assist their activities performed in the public interest and in accordance with the law.

The situation in the area of protection and exercise of human rights and the rights of national minorities - national communities shall be monitored and given an analytical overview and further measures to be undertaken in this area shall be proposed. In the field of the official use of language and script, bar exams, state qualifying exams, court translations, expropriation and seals, and in accordance with the law, this Provincial Secretariat shall perform tasks of state administration which were conferred to AP Vojvodina by law.

The Provincial Secretariat shall prepare acts for the Assembly and the Provincial Government in the areas under its jurisdiction, if so authorised by a special regulation and shall perform other tasks when authorised to do is in accordance with the law, a Provincial Assembly decision or other regulation.

# 8. REGULATIONS

1. The Constitution of the Republic of Serbia ("Official Gazette of RS" no. 98/06);
2. Law on the Establishing of Competences of the Autonomous Province of Vojvodina ("Off. Gazette of RS" no. 99/09, 67/12 - Decision of the CC of the RS no. Iuz-353/09);
3. The Law on State Administration ("Official Gazette of RS", no. 79/05, 101/07, 95/10 and 99/14);
4. Budget System Law ("Official Gazette of the RS", no. 54/09, 73/10, 101/10, 101/11, 93/12, 62/13, 63/13 - correction, 108/13 and 142/14);
5. The Law on the Budget of the Republic of Serbia for 2015 ("Official Gazette of RS" no. 124/14);
6. Law on Public Procurement ("Official Gazette of RS" no. 124/12 and 14/15 and 68/15);
7. Law on Free Access to Information of Public Significance ("Official Gazette of RS", no. 120/2004, 54/07, 104/09 and 36/10);
8. The Law on Employees in Autonomous Provinces and Local Self-Government Units ("Official Gazette of the RS", no. 21/16);
9. The Law on Labour ("Official Gazette of the RS", no. 24/05, 61/05, 54/09, Decision of the CC of the RS, IU no. 187/05-79/11-58, 32/13, 75/14);
10. The Law on General Administrative Procedure ("Official Gazette of the RS",18/16);
11. Expropriation Act ("Official Gazette of the RS", no. 53/95 and 20/09, Decision FCC IU no. 9/96, 10/96, 15/96, 83/96, 153/96, 231/96, 135/97 and 160/99 – “Official Gazette of FRY, 1/01-3 and 55/13);
12. The Law on the Seal of Public and Other Authorities ("Official Gazette of RS" no. 101/07);
13. Law on the Bar Examination ("Official Gazette of RS", no. 16/97);
14. The Law on the Protection of Rights and Freedoms of National Minorities ("Official Gazette of the FRY", no. 11/02, "Official Gazette of Serbia and Montenegro", no. 1/03 - the Constitutional Charter and "Official Gazette of RS", no. 72/09 – Other Law and 97/13 – Decision of the CC);
15. The Law on the Official Use of Languages ​​and Scripts ("Official Gazette of the RS", no. 45/91, 53/93, 67/93, 67/93, 48/94, 101/05, 30/10);
16. The Law on National Councils of National Minorities ("Official Gazette of the RS", no. 72/09 and 55/14 Decision of the CC of RS, no. Iuz-882/10 - 20/14);
17. The Law on the Foundations of the Education System ("Official Gazette of the RS" no. 72/09, 52/11, 55/13, 35/15 - Authentic Interpretation and 68/15);
18. The Law on Pre-school Education ("Official Gazette of RS" no. 18/10 and 101/2017);
19. The Law on Primary Education ("Official Gazette of RS" no. 55/13 and 101/2017);
20. The Law on Secondary Education ("Official Gazette of RS" no. 55/13);
21. The Law on Adult Education ("Official Gazette of RS" no. 55/13);
22. The Law on Pupil and Student Accommodation ("Official Gazette of RS" no. 18/10 and 55/13);
23. The Law on Textbooks and Other Teaching Aids ("Official Gazette of RS" no. 68/15);
24. Regulation on Budget Accounting ("Official Gazette of RS", no. 125/03 and 12/06);
25. Regulation on the Program and Manner of Taking the State Qualifying Exam ("Official Gazette of RS" no. 16/09, 84/14,81/16 and 76/17);
26. Regulation on the Criteria for the Adoption of a Network of Pre-school Institutions Act and the Network of Primary Schools Act ("Official Gazette of RS" no. 80/10);
27. Regulation on the Layout of the Forms and Methods for Records Keeping on inspection ("Official Gazette of RS" no. 81/15);
28. Regulation on the Common Elements of Risk Assessment in Inspection ("Official Gazette of RS" no. 81/15);
29. Regulation on Organising and Implementing Religious Education and Teaching Alternative Subjects in Primary and Secondary Schools ("Official Gazette of RS" no. 46/01);
30. Decision on the Remuneration for the Members of the Council for Vocational Education and Adult Education ("Official Gazette of RS" no. 38/12);
31. Decision on the Establishing the Annual Plan for Adult Education in the Republic of Serbia for 2015 ("Official Gazette of RS" no. 2/15)
32. Decision on the Establishment of the Commission for Religious Education in Schools ("Official Gazette of RS" no. 9/14);
33. Decision on the Number and Spatial Organisation of Primary Schools in the Republic of Serbia ("Official Gazette of RS" no. 58/94, 49/95, 20/97, 58/97, 13/98, 23/98, 31/98, 40/99, 24/00, 31/00, 26/01, 56/01, 7/02, 36/02, 50/02, 65/02, 9/03, 76/03, 121/03);
34. Decision on the Network of Secondary Schools in the Republic of Serbia ("Official Gazette of RS" no. 7/93, 37/93, 31/94, 4/95, 19/95, 42/95, 22/96, 24/97 , 20/98, 44/99, 18/00, 29/01, 22/02, 36/02, 40/03, 53/04, 54/05, 5/06, 44/06);
35. Decision on the Network of Student Accommodation Institutions in the Republic of Serbia ("Official Gazette of RS" no. 25/93, 80/93, 21/94, 4/95, 31/00, 106/05);
36. Decision on the Network of Student Accommodation Institutions ("Official Gazette of RS" no. 7/93, 19/93, 6/99, 50/02, 97/05, 90/11);
37. Decision on the Establishment of the Institute for Education Quality ("Official Gazette of RS" no. 45/15);
38. Decision on the Establishment of the Institute for the Improvement of Education ("Official Gazette of RS" no. 45/15);
39. Rulebook on Standard Classification Framework and Chart of Accounts for the Budget System ("Official Gazette of RS", no.103 / 11, 10/12, 18/12, 95/12, 99/12, 22/13, 48/13 , 61/13, 63/13, 106/13, 120/13, and 20/14);
40. Rulebook on Common Principles, Criteria and Tasks for the Work of the Financial Service of a Direct Budget Beneficiary ("Official Gazette of RS", no. 123/03);
41. Rulebook on the Bar Examination ("Official Gazette of the RS", no. 14/98, 88/08 and 108/12);
42. Rulebook on the Programme for the Bar Examination ("Official Gazette of RS", no. 51/97);
43. Rulebook on Certified Court Interpreters ("Official Gazette of RS" no. 35/10, 80/16 and 7/17);
44. Rulebook on Work Licence for Pre-school, Primary and Secondary School Teachers and Expert Associates (“Official Gazette of the RS” no. 22/05 and 51/08 and 88/15).
45. ​​Rulebook on the Qualifying Exam for Secretaries of Educational Institutions („Official Gazette of the RS“, no. 8/11).
46. Rulebook on the Criteria for Establishing the Economic Cost of the Programme of Education in Pre-school Educational Institutions ("Official Gazette of RS" no. 146/14);
47. Regulation on General Standards of Achievement at the End of General Secondary Education and Secondary Vocational Education for General Subjects ("Official Gazette of RS" no. 117/13);
48. Rulebook on the Continuous Professional Training and Education and the Acquirement of the Title of Teacher, Preschool Teacher and Expert Associate (“Official Gazette of RS” no. 85/13);
49. Rulebook on the Continuous Professional Training and Education and the Acquirement of the Title of Teacher, Preschool Teacher and Expert Associate (“Official Gazette of RS” no. 86/15);
50. Rulebook on the Assessment of Students in Primary School Education ("Official Gazette of RS" no. 67/13);
51. Rulebook on General Standards of Achievement in Basic Adult Education ("Official Gazette of RS" no. 50/13, 115/13);
52. Rulebook on Standards of Competence for Directors of Educational Institutions ("Official Gazette of RS" no. 38/13);
53. Rulebook on Standards of Conditions for the Implementation of Special Programmes in Preschool Education ("Official Gazette of RS" no. 61/12);
54. Regulations on the Layout of Official IDs for Inspectors ("Official Gazette of RS" no. 81/15);
55. Rulebook on the Layout of Minutes on Inspection ("Official Gazette of RS" no. 81/15);
56. Rulebook on the Programme and Manner of Conducting the Exams for Inspectors ("Official Gazette of RS" no. 81/15);
57. Rulebook on Detailed Conditions for the Establishment of Priorities for the Enrollment of Children in Preschool Educational Institutions ("Official Gazette of RS" no. 44/11);
58. Rulebook on Work Quality Standards of Educational Institutions ("Official Gazette of RS" no. 7/11, 68/12);
59. Rulebook on Detailed Instructions for the Determining of Rights to the Individual Education Plan, the Implementation and Evaluation of the Plan ("Official Gazette of RS" no. 76/10);
60. Rulebook on Additional Educational, Health and Social Support for Children and Students ("Official Gazette of RS" no. 63/10);
61. Rulebook on Protocol Treatment in an Institution as a Response to Violence, Abuse and Neglect ("Official Gazette of RS" no. 30/10);
62. Rulebook on the Exercise of Educational Work Abroad ("Official Gazette of RS" no. 69/15);
63. Rulebook on Fees for Professional Evaluation of the Quality of the Manuscripts for Textbook Sets, Textbooks and Other Teaching Materials, Teaching Aids, Didactic Materials and Teaching Instruments for Preschools Educational Institutions ("Official Gazette of RS" no. 75/15);
64. Rulebook on Detailed Conditions and Manner of Implementation of Social Protection for Children in Preschool Educational Institutions ("Official Gazette of RS" no. 131/14);
65. Rulebook on the Types, Method of Implementation and Financing of Specific, Specialised Programmes and Other Forms of Teaching and Services in Preschool Educational Institutions ("Official Gazette of RS" no. 26/13);
66. Rulebook on the Special Programme for the Realisation of Educational Activities in Appropriate Health Facilities ("Official Gazette of RS" no. 124/12);
67. Rulebook on the Criteria for Determining the Number of Children in a Teaching Group ("Official Gazette of RS" no. 44/11);
68. Rulebook on the Content of Forms and Method for Records Keeping and Issuing of Official Documents in Preschool Educational Institutions ("Official Gazette of RS" no. 59/10);
69. Rulebook on Detailed Terms of Organising Full-Day Classes and Extended Daycare ("Official Gazette of RS" no. 77/14);
70. Rulebook on the Content and Manner of Records Keeping and Issuing of Official Documents in Elementary schools ("Official Gazette of RS" no. 70/15);
71. Rulebook on conditions and procedure for the progress of primary school students ("Official Gazette of RS" no. 47/94);
72. Rulebook on the Criteria and Standards for Financing Institutions of Primary Education ("Official Gazette of RS" no. 75/15);
73. Rulebook on Diplomas for Outstanding Achievement of Students in Primary Schools ("Official Gazette of RS" no. 37/93, 42/93)
74. Rulebook on the Enrollment of Students in Secondary Schools ("Official Gazette of RS" no. 41/14, 37/15, 46/15 and 75/15);
75. Rulebook on Records Keeping in Secondary Schools ("Official Gazette of RS" no. 31/06, 51/06, 44/13, 55/14);
76. Rulebook on Official Documents Issued by Secondary Schools ("Official Gazette of RS" no. 43/15);
77. Rulebook on the Assessment of Students in Secondary Schools ("Official Gazette of RS" no. 82/15);
78. Rulebook on the Content and Method of Students’ Data Records Keeping and the Realization of the Annual Programme in Student Dormitories and Schools with Student Dormitory Annexes ("Official Gazette of RS" no. 24/98, 71/03);
79. Rulebook on Diplomas for Outstanding Success in Secondary Schools ("Official Gazette of RS" no. 43/15);
80. Rulebook on the Criteria and Standards for Financing Secondary Education Institutions ("Official Gazette of RS" no. 72/15);
81. Rulebook on the Education of Teachers and Expert Associates and the Conditions and Criteria for the Selection of the Associate - Assistant in the Student Dormitory ("Official Gazette of RS" no. 77/14);
82. Rulebook on Scholarships for Gifted Students ("Official Gazette of RS" no. 75/13);
83. Rulebook on Standards for the Categorisation of Students’ Accommodation Institutions ("Official Gazette of RS" no. 1/12);
84. Rulebook on Detailed Conditions for the Establishment and Performance of Activities in Terms of Spatial Arrangement and Equipment for Pupils’ Dormitories and Student Centres ("Official Gazette of RS" no. 90/11);
85. Rulebook on Standards of the Quality of Nutrition for Students ("Official Gazette of RS" no. 67/11);
86. Rulebook on the Content and Manner of Records Keeping and the Issuing of Student Cards in Student Dormitories and Centres ("Official Gazette of RS" no. 29/11, 90/13);
87. Rulebook on Student Loans and Scholarships ("Official Gazette of RS" no. 46/10, 47/11, 56/12, 75/13);
88. Rulebook on Student Housing and Diet ("Official Gazette of RS" no. 36/10, 55/12);
89. Rulebook on the Degree and Type of Education for Teachers and Expert Associates in Primary Schools ("Official Gazette of RS - Education Gazette" no. 11/12 and 15/13);
90. Rulebook on the Degree and Type of Education for Teachers Teaching Elective Subjects in Primary Schools ("Official Gazette of RS - Education Gazette" no. 11/12 and 15/13);
91. Rulebook on the Degree and Type of Education for Teachers in Elementary Music Schools ("Official Gazette of RS - Education Gazette", no. 18/13);
92. Rulebook on the Degree and Type of Education for Teachers in Elementary Ballet Schools ("Official Gazette of RS - Education Gazette", no. 11/12 and 18/13);
93. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Grammar Schools ("Official Gazette of RS - Education Gazette", no. 15/13);
94. Rulebook on the Degree and Type of Education for Teachers of General Subjects, Expert Associates and Preschool Teachers in Vocational Schools ("Official Gazette of RS - Education Gazette", no. 8/15);
95. Rulebook on Professional Qualifications of Teachers, Expert Associates and Assistant Teachers in Vocational Schools ("Official Gazette of RS - Education Gazette", no. 5/91, 1/92, 21/93, 3/94, 7/96, 7/98, 3/99, 6/01, 3/03, 8/03, 11/04, 5/05, 6/05, 2/07, 4/07, 7/08, 11/08, 5 / 11, 8/11, 9/13, 6/14, 5/15-I - Other Regulation and 5/15-II - Other Regulation. On 08/21/2015, the provisions of Art. 2, 3, 6, 8, 9 and 10 of the Rulebook - , see Art. 4, 5, 6 and 9 of the Rulebook - 8/15, 16/15 - Other Regulation 16/15-I - Other Regulation 16/15-II - regulation, 16/15-III - Other Regulation 16/15 IV - Other Regulation 16/15-V - Other Regulation 16/15 VI - Other Regulation and 16/15 - VII - Other Regulation, ceased to apply);
96. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Agriculture, Food Production and Processing ("Official Gazette of RS - Education Gazette" no. 5/15);
97. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers at Vocational Schools in the Field of Trade, Hospitality and Tourism ("Official Gazette of RS - Education Gazette" no. 5/15 and 16/15);
98. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers at Vocational Schools in the Field of Chemistry, Non-metals and Graphic Design ("Official Gazette of RS - Education Gazette", no. 8/15 and 16/15);
99. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Geology, Mining and Metallurgy ("Official Gazette of RS - Education Gazette" no. 8/15);
100. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Textile and Leather Industry ("Official Gazette of RS - Education Gazette" no. 8/15);
101. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Electrical Engineering ("Official Gazette of RS - Education Gazette" no. 8/15);
102. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational and Art Schools in the Field of Culture, Art and Public Information ("Official Gazette of RS - Education Gazette" no. 16/15);
103. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Transport ("Official Gazette of RS - Education Gazette" no. 16/15);
104. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Economics, Law and Administration ("Official Gazette of RS - Education Gazette" no. 16/15);
105. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Geodesy and Construction ("Official Gazette of RS - Education Gazette" no. 16/15);
106. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Hydrometeorology ("Official Gazette of RS - Education Gazette" no. 16/15);
107. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Personal Services ("Official Gazette of RS - Education Gazette" no. 16/15);
108. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Mechanical Engineering and Metalworking ("Official Gazette of RS - Education Gazette" no. 16/15);
109. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Forestry and Wood processing ("Official Gazette of RS - Education Gazette" no. 16/15);
110. Rulebook on the Degree and Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Educational Profile – IT Technician ("Official Gazette of RS - Education Gazette" no. 9/14);
111. Rulebook on the Degree and Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Educational Profile - Car Electrician and Technician for Electronics in Vehicles ("Official Gazette of RS - Education Gazette" no. 13/04 and 12/05);
112. Rulebook on the Degree and Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Educational Profile - Business and Financial Administrator ("Official Gazette of RS - Education Gazette" no. 14/04, 11/05 and 18/07);
113. Rulebook on the Degree and Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Educational Profile - Agricultural Technician, Veterinary Technician, Food Processing Technician, Operator - Mechanic Farming Techniques, Butcher, Baker and Milk Producer ("Official Gazette of RS - Education Gazette" no. 15/04, 13/05 and 17/07);
114. Rulebook on Professional Qualifications of Teachers, Expert Associates and Teaching Associates in Vocational Schools for Students with Minor Mental Disabilities ("Official Gazette of RS - Education Gazette", no. 1/95, 24/04, 10/09 and 2 / 12);
115. Rulebook on Education for Teachers and Assistant Teachers in Vocational Schools with the Curriculum for the Educational Profile - Technician for Cosmetics Technology, Prepress Technician and Technician for Graphic Design ("Official Gazette of RS - Education Gazette" no. 21/04, 17/06 and 4/09);
116. Rulebook on Education for Teachers and Assistant Teachers in Vocational schools with the Curriculum for the Educational Profile - Cosmetics Technician, Lab Technician, Nurse - Medical Technician, Nurse - Technician, Pharmacy Technician, Physiotherapy Technician, Medical Nurse and a Masseur ("Official Gazette of RS - Education Gazette" no. 25/04, 1/07 and 10/09);
117. Rulebook on Education for Teachers and Assistant Teachers in Vocational schools with the Curriculum for the Educational Profile - Technician for Cosmetic Technology, Prepress Technician and Technician in Graphic Design ("Official Gazette of RS - Education Gazette" no. 21/04, 17/06 and 4/09);
118. Rulebook on Professional Qualifications for Teachers and Assistant Teachers in Vocational Schools for the Acquisition of Specialized Education Lasting One Year in the Field of - Other Personal Services ("Official Gazette of RS - Education Gazette", no. 3/97 and 2/06);
119. Rulebook on Professional Qualifications for Teachers and Assistant Teachers in a Vocational School for the Acquisition of Specialized Education Lasting One Year in the Field of Electrical Engineering ("Official Gazette of RS - Education Gazette", no. 4/97, 10/03, 11/08 and 6/10);
120. Rulebook on Education for Teachers in Vocational Schools with the Curriculum for the Educational Profile - Bank Teller ("Official Gazette of RS - Education Gazette" no. 11/05 and 21/07);
121. Rulebook on the Type of Education for Teachers and Expert Associates in grammar schools with the Curriculum and an Experimental Programme in the Field of Information Technology ("Official Gazette of RS - Education Gazette", no. 4/06 and 2/08);
122. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile - Carpenter and Furniture and Interior Design Technician ("Official Gazette of RS - Education Gazette" no. 15/06 and 8/09);
123. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile - Computer Networks Administrator ("Official Gazette of RS - Education Gazette" no. 17/06 and 23/07);
124. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Profile - Goldsmith ("Official Gazette of RS - Education Gazette" no. 17/06 and 8/09);
125. Rulebook on Professional Qualifications and Educational Degree of Teachers, Expert Associates and Assistant Teachers in Secondary Schools with the Curriculum for the Hard of Hearing and Deaf Students ("Official Gazette of RS - Education Gazette" no. 1/97, 9/98, 24/04 and 2/09);
126. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile – Telecommunications Technician ("Official Gazette of RS - Education Gazette", no. 9/07 and 17/07);
127. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile - Mechatronics Technician ("Official Gazette of RS - Education Gazette", no. 9/07 and 6/10);
128. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile - Architecture Technician and Roofer ("Official Gazette of RS - Education Gazette", no. 13/07 and 10/08);
129. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile - Air Traffic Technician ("Official Gazette of RS - Education Gazette" no. 14/07, 6/10 and 9/12);
130. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile - Air Traffic Safety Technician ("Official Gazette of RS - Education Gazette" no. 15/07, 6/10 and 9/12);
131. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile – Airplane Technician ("Official Gazette of RS - Education Gazette" no. 16/07, 4/09, 6/10 and 9/12 );
132. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and an Experimental Programme for the Profile – Air Traffic Technician for Safety ("Official Gazette of RS - Education Gazette" no. 17/07, 6/10 and 9/12);
133. The Statute of the Autonomous Province of Vojvodina ("Official Journal of APV" no. 20/14);
134. Provincial Assembly Decision on the Implementation of the Statute of the Autonomous Province of Vojvodina ("Official Journal of APV", no. 20/14);
135. Provincial Assembly Decision on the Layout and Use of Insignia and Historic Insignia of APV ("Official Journal of APV", no.51/16); Instructions on More Specific Regulation of the Use of Insignia of APV ("Official Journal of APV", no.51/16)
136. Provincial Assembly Decision on the Budget of the Autonomous Province of Vojvodina for 2015 ("Official Journal of APV", no. 53/14 and 54/14-Correction);
137. Provincial Assembly Decision on Provincial Administrative Fees ("Official Journal of APV", no. 20/09, 03/11);
138. Provincial Assembly Decision on the Provincial Government ("Official Journal of APV", no. 37/14);
139. Provincial Assembly Decision on Provincial Administration ("Official Journal of APV", no. 37/14 and 54/14 - Other Regulation, 37/16 and 29/17);
140. Provincial Assembly Decision on the Publication of the Regulations and Other Documents ("Official Journal of APV", no. 54/14 and 29/17);
141. Provincial Assembly Decision on the Number and Spatial Organisation of Secondary Schools Founded by the Autonomous Province of Vojvodina ("Official Journal of APV", no. 23/10);
142. Provincial Assembly Decision on the Budget Funds Allocations to the National Minorities’ - National Communities’ Organisations ("Official Journal of APV", no. 14/15);
143. Provincial Assembly Decision on the Budget Funds Allocations to Authorities and Organisations with National Minorities’ – National Communities’ Languages ​​and Scripts in Official Use ("Official Journal of APV", no. 14/15);
144. Provincial Assembly Decision on the Allocation of Budget Funds for the Financing and Co-financing of Programme Activities and Projects in the Field of Primary and Secondary Education and Student Accommodation in the Autonomous Province of Vojvodina ("Official Journal of APV", no. 14/15);
145. Provincial Assembly Decision on the Foreign Language Exams and Exams for National Minority Language for Work in the Provincial Administration ("Official Journal of APV", number 14/03, 2/06 and 18/09 - Name of the Act);
146. The Decision on the Strategy for the Reform and the Development of the Provincial Administration ("Official Journal of APV", no. 14/06, 5/08, 15/08 - Correction);
147. The Decision on the Establishing of the Council for the Reform of the Provincial Administration ("Official Journal of APV", no. 17/06, 15/07 and 15/10);
148. The Decision on the Use of the Name "Vojvodina" ("Official Journal of APV", no. 10/05);
149. The Decision on the Performance of Tasks Outside the Seat of the Provincial Authorities ("Official Journal of APV", no. 5/03);
150. The Decision on the Code of Conduct in the Provincial Authorities ("Official Journal of APV" no. 9/13);
151. The Decision on the Establishment of the Pedagogical Institute of Vojvodina ("Official Journal of APV", no. 14/03);
152. The Decision on the “Dr Ðorđe Natošević” Award ("Official Journal of APV ", no. 8/01, 10/10 and 37/14);
153. The Decision on the Determining of Secondary Schools of Great Significance for the Autonomous Province of Vojvodina ("Official Journal of APV", no. 19/05);
154. Decision on the Network of Student Standard Institutions Founded by the Autonomous Province of Vojvodina ("Official Journal of APV", no. 32/02 and 14/03);
155. The decision on the Method of Work of Student Dormitories and Secondary Schools with Student Dormitory Annexes on the Territory of the Autonomous Province of Vojvodina (“Official Journal of the APV '', no. 10/03 and 8/06);
156. The Provincial Regulation on Establishing Titles and Occupations for the Employees in the Provincial Authorities and on the Principles of Internal Organisation and Job Classification ("Official Journal of the APV", number 24/12, 35/12, 16/14, 40/14, 1/15 and 20/15);
157. The Provincial Regulation on Employees’ Appraisal and Promotion ("Official Journal of the APV", number: 2/13);
158. The Provincial Regulation on Exercising Right to Remuneration and on the Amount of the Remuneration for the Engagement in Working Bodies ("Official Journal of the APV", number 35/14);
159. The Collective Agreement for the Autonomous Province of Vojvodina Authorities ("Official Journal of the APV", number 8/15, 46/25 and 2/16);
160. The Provincial Government Rules of Procedure ("Official Journal of the APV", number 52/14);
161. The Rule Book of the Committee for "Đorđe Natošević“ Award ("Official Journal of the APV", no. 39/2017);
162. The Instructions on More Specific Regulation of the Use of the AP Vojvodina Coat of Arms ("Official Journal of the APV", no. 18/03);
163. The Rulebook on the Method of Testing Knowledge of Foreign Language and National Minority Language ("Official Journal of the APV", no. 6/04);
164. The Rulebook on the Outline of the "Official Journal of the Autonomous Province of Vojvodina“("Official Journal of the APV", number: 7/15);
165. The Rulebook on the School Calendar for Primary Schools based in the Autonomous Province of Vojvodina for 2017/2018 ("Official Journal of the APV", number: 33/17, 35/17);
166. The Rulebook on School Calendar for Secondary Schools based in the Autonomous Province of Vojvodina for 2017/2018 School Year the ("Official Journal of the APV", number: 26/17);
167. The Rulebook on Allocation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities’ Budgetary Funds for Financing and Co-financing Procurement of School Equipment for Primary and Secondary Schools on the Territory of the Autonomous Province of Vojvodina ("Official Journal of the APV", number: 16/15);
168. The Rulebook on Allocation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities’ Budgetary Funds for Financing and Co-financing Procurement of Equipment for Student Accommodation Institutions in the Autonomous Province of Vojvodina the ("Official Journal of the APV", number: 16/15);
169. The Rulebook on Allocation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities’ Budgetary Funds for Financing and Co-financing Programme Activities and Projects for the Increase of quality of the pupil accommodation in the Autonomous Province of Vojvodina ("Official Journal of the APV", number: 16/15);
170. The Rulebook on Allocation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities’ Budgetary Funds for Co-financing Programmes and Projects in the Field of Primary and Secondary Education in the Autonomous Province of Vojvodina ("Official Journal of the APV", number: 18/15);
171. The Rulebook on Allocation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities’ Budgetary Funds for Financing and Co-financing the Provincial Government Project "Introduction of Bilingual Education in Serbian and English Languages in the Educational Institutions on the Territory of the AP Vojvodina“ ("Official Journal of the APV", number: 18/15);
172. The Rulebook on Allocation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities’ Budgetary Funds for Financing and Co-financing Procurement of Equipment for Primary Schools with the Officially Recognised Status of the Facilitators of Formal Primary Adult Education on the Territory of the Autonomous Province of Vojvodina ("Official Journal of the APV", number: 35/15);
173. The Rulebook on Allocation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities’ Budgetary Funds for Financing and Co-financing the National Councils of National Minorities’ Activities, Programmes and Projects in the Field of Primary and Secondary Education ("Official Journal of the APV", number: 36/15);
174. The Rulebook on the Requirements for Transportation Reimbursement for Secondary School Pupils in the AP Vojvodina ("Official Journal of the APV", number: 39/15);
175. The Rulebook on the Manner of Applying the Determined Criteria for Transportation Reimbursement for Secondary School Pupils no.128-451-48/15-04 of 05 February 2015;
176. The Rulebook on More Specific Regulation of the Public Procurement Procedure in the Provincial Secretariat for Education, Regulations, Administration and National Communities no.128-404-92/2014 of 27 October 2014;
177. The Rulebook on Organisation of the Provincial Secretariat for Education, Administration and National Communities’ Budgetary Accounting no. 128-403-7/2014 of 20 February 2014;
178. The Rulebook on a Facsimile of the Provincial Secretary for Education, Administration and National Communities’ Signature no. 128-031-140/2014 of 4 August 2014;
179. Instructions on the Manner of Work of the Department for Translation and Interpretation Services of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities (“Official Journal of APV”, no. 41/2015);
180. Instructions on the Working Hours in the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, no. 128-130-23-2015-02 as of 1st April 2015;
181. Instructions on the Amendment to the Instructions on the Working Hours in the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities no. 128-130-23/2015-02 as of 10 June 2015;
182. Instructions on the Amendment to the Instructions on the Working Hours in the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities no. 128-130-23/2015-02-2 as of 3 November 2015;
183. Instruction on the Procedure for Preparation, Posting and Updating the Contents of the Web Presentation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities– National Communities, number:128-031-236/2015-02 as of 8 December 2015;
184. The List of Expense for Calculation of Reimbursement of Inspectors’ Expenses pertaining to the Supervision of Educational Institutions’ Work for Purposes of Municipality/City in the Territory of the AP Vojvodina no. 258/2014-1 of 19 September 2014;
185. Instruction on Taking Examinations within the Competence of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities in Languages of National Minorities-National Communities, number: 128-152-180/2016-02 as of 8 February 2016.

**9. SERVICES PROVIDED BY THE AUTHORITY TO THIRD PARTIES**

***9.1. DIVISION FOR EDUCATION***

***9.1.1.*** **DEPARTMENT FOR EDUCATION AND LEGAL AFFAIRS IN THE FIELD OF EDUCATION**

**Department for Education and Legal Affairs in the Field of Education** performs the provincial administration tasks related to pre-school, primary and secondary education, as well as student accommodation, and ensures exercise of rights of national minorities – national communities to education in their mother tongue on the level of pre-school, primary and secondary school education. In addition, the department in accord with the competent Ministry, approves textbooks and teaching aids for languages of national minorities –national communities, and curricula for subjects significant for national minorities- national communities, and determines the terms and manner of organising teaching activities in their languages. The Department also makes decisions on verifying the institutions in the field of pre-school, primary and secondary education and student accommodation on the territory of the AP Vojvodina, gives or denies consent for the decisions pertaining to the election of principals, appointing the acting principals of the institutions in the cases determined by law, gives or denies consent for relieving of duty principals, prior to expiry of their term of office, prescribes the school calendar, gives consent for the realisation of teaching activities and the curriculum in languages of national minorities – national communities for fewer than fifteen (15) students attending an educational institution on the territory of AP Vojvodina.

Within the department, the tasks on recognition of foreign school documents on the acquired primary and secondary education or completed certain primary or secondary school classes, are conducted as well.

In terms of student accommodation, it establishes a network of student dorms and other student accommodation institutions in the AP Vojvodina, establishes and revokes student accommodation institutions in the AP Vojvodina, determines requirements for intercity transportation reimbursement for pupils, gives consent for the Act on Organization and Job Classification in the Student Accommodation Institutions, appoints and suspends steering committee members in the student accommodation institutions, as well as principals of the student accommodation institutions.

**Contact person:**

**Danica Lučić LLM**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4451)

**I. PRE-SCHOOL, PRIMARY AND SECONDARY EDUCATION AND STUDENT ACCOMMODATION**

1. **Provision of consent for the Primary Schools Network Act enacted by the local self-government units.**

Pursuant to Article 104 and Article 185 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number:88/2017) and Article 33, paragraph 1, item 2 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number:99/2009 and 67/2012- Constitutional Court Ruling), the local self-government unit that enacted the Primary Schools Network Act submits an application to the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities to obtain a consent. Along with the application, the following documents are to be submitted: the Primary Schools Network Act, an elaboration on the primary schools network, as well as the opinions of the national councils of national minorities whose languages and scripts are in the official use on the territory of the local self-government unit, or whose languages and scripts are used in educational activities.

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4502

**2. Giving Consent for the School/Managing Board Decision on Change of Name or Seat of the Institution**

Pursuant to Article 95 and Article 185 Paragraph 1 of the Law on Fundamentals of the Education System (“Official Gazette of the RS”, number:88/2017) and Article 33 Paragraph 1 Item 6 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number 99/09, 67/2012 – Constitutional Court Ruling), the Secretariat enacts a decision on provision of consent for the school/managing board decision on the change of their name or change of their seat. The Institution submits a request containing explanation pertaining the change of their name or change of their seat, the school/managing board decision and the local self-government opinion, whereas the Provincial Secretariat, upon the assessment of the justifiability, renders the decision on provision of consent.

Contact persons:

**Danica Lučić LLM**

Senior Counsellor – Head of the Department

Tel: 021/487 4451

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4502

**3. Election of the Principal of an Educational Institution**

Pursuant to the provision of Article 123, paragraph 2 of the Law on Fundamentals of the Education System (“Official Gazette of the RS”, number: 88/2017), a principal of an educational institution seated in the territory of AP Vojvodina, shall be appointed by the Minister, with previously obtained consent of the competent authority of autonomous province.

Upon the conducted competition for election of the principal of an educational institution, the Governing Body of the institution, shall send to the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities, the following documents in two copies:

-a substantiated list of all candidates who meet the requirements of the competition

-a proposal of the Managing Authority of the institution concerning the election of the principal,

-the Commission’s Report,

-copies of documents verified by notary public, which prove that each candidate on the substantiated list has met the requirements and the proposal of the Governing Body, as well as additional copies of the same verified documents for each of the listed candidate,

-an opinion of the educational and teacher’s council or teacher’s and pedagogical council on applicants,

-an opinion of the relevant National Council of the National Minority.

After receiving the aforementioned documentation, the Provincial Secretary shall give a previous consent for the potential candidate who meets the requirements, prescribed by the law or propose to the Minister the rendering of the decision on repeating the competition announcement and send his/her opinion, including the complete documentation to the Minister. The deadline, referred to in Article 123, paragraph 18 and the Law on Fundamentals of the Education System, shall begin on the day of delivery of the abovementioned documentation.

Taking into consideration the opinion of the Provincial Secretary, the Minister shall render a decision on appointing the principal, i.e. the decision on repeating the competition announcement for the election of the principal. The Minister may appoint only the candidate who has been approved by the Provincial Secretary.

The Minister’s decision on appointing the principal, i.e. the decision on repeating the competition announcement, shall be sent by the Ministry to the Governing Body of the institution and the Provincial Secretary.

If the Provincial Secretary denies issuing of the previous consent and therefore, the Minister renders a decision on repeating the competition announcement, the Provincial Secretary is obliged to render a decision on appointing the acting principal of the institution, within 8 days from the day of sending such decision of the Minister, providing legal conditions have been met for that.

Contact:

**Danica Lučić LLM**

Senior Counsellor – Head of Department

Tel: 021/487 4451

**Sonja Ćato**

Independent Counsellor for Education and Student Accommodation – Head of Section

Tel: 021/ 487 4348

**Milica Gagić**

Counsellor for Education and Student Accommodation

Tel: 021/ 487 4512

**Merlida Konstantinović**

Counsellor for Education and Student Accommodation

Tel: 021/ 487 4876

**Tatjana Kuran**

Counsellor for Education and Student Accommodation

Tel: 021/ 487 4819

**4. Appointment of a Temporary Governing Body for an Educational Institution**

In cases stipulated by Article 106 Paragraph 1, 117 Paragraph 7 and Article 118 Paragraph 1 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number:88/2017), and pursuant to the provision of Article 185 Paragraph 1 of the referred Law, the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities appoints, by means of a Decision, a temporary governing body for an educational institution.

Contact:

**Danica Lučić LLM**

Senior Counsellor – Head of Department

Tel: 021/487 4451

**5. Designation of an Educational Institution’s Acting Principal**

In cases stipulated by provisions of Article 106 Paragraph 1 and Article 125, Paragraph 1 and 2 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number: 88/2017), and pursuant to provision of Article 185 Paragraph 1 of the referred Law, the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities appoints, by means of a Decision, an acting principal for the educational institution.

Contact:

**Danica Lučić, LLM**

Senior Counsellor – Head of Department

Tel: 021/487-4451

**6. Preparations and Planning of Admission to First Grade of Secondary School**

A Decision on the number of places for students’ admission to the first grade of secondary schools on the territory of the AP of Vojvodina (commonly known as Admission Plan) is enacted by the Provincial Government, pursuant to Article 34 Paragraph 1 Item 3 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/2009 – Decision of the CC of the RS – 67/2012) and Article 35 Paragraph 4 of the Law on Secondary Education (“Official Gazette of the RS”, number: 55/2013 and 101/2017). The Decision provides for number of places for the first grade secondary school admission on the territory of the Autonomous Province of Vojvodina.

The Secretariat prepares the Decision proposal and, during the procedure, requires from the local self-government units to contact secondary schools on their territory, in order to align the needs in their areas to the enrolment policy at the AP Vojvodina level, and analyse number of pupils attending the eighth grade, implementation of the last year’s Admission Plan for the pupils’ enrolment to the first grade of secondary school, the area’s and economy’s demands for certain occupations, as well as to propose an Admission Plan for the first grade of secondary school for the forthcoming school year.

Pursuant to Article 35 Paragraph 5 of the Law on Secondary Education (“Official Gazette of the RS”, number: 55/2013 and 101/2017), during the procedure for determining number of places for admission of pupils to a school where classes are conducted in the languages of national minorities, an opinion of national councils of national minorities is required.

The Provincial Government Decision, which is further submitted to the Ministry for consent, is a part of the uniform Competition for Secondary School Admission announced by the Ministry of Education, Science and Technological Development of the Republic of Serbia.

Contact:

**Sonja Ćato**

Independent Counsellor for Education and Student Accommodation – Head of Section

Tel: 021/ 487 4348

**7. Giving Consent for the Number of Students Acquiring Professional Qualification, Retraining, Additional Training and Specialisation**

Pursuant to Article 34 Paragraph 1 Item 18 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/2009 – Decision of the CC of RS – 67/2012), the Provincial Secretary renders a Decision on Providing Consent for the number of students to be enrolled, acquire specialisation, handyman education, professional qualification, retraining and additional training.

The school submits explained application, the School Board opinion, as well as the decisions on verification of the educational profiles, for which the consent is required, and in case the teaching activities are conducted in a language of a national minority, it submits an opinion of the National Council of the National Minority.

Contact:

**Sonja Ćato**

Independent Counsellor for Education and Student Accommodation – Head of Section

Tel: 021/ 487 4348

**8. Giving Consent for the Act on Organisation and Job Classification in the Student Accommodation Institutions**

Pursuant to Article 36 Paragraph 1 Item 10 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/09, 67/2012- Constitutional Court Ruling in the case of IUz 353/2009), Article 88 Paragraph 1 of the Law on the Pupil and Student Accommodation (“Official Gazette of the RS”, number: 18/2010 and 55/2013), the Secretariat renders a Decision on Providing Consent for the Act on Organisation and Job Classification in the Student Accommodation Institutions. The Institution submits to the Secretariat the explained application and the proposal of Act on Organisation and Job Classification, and following the assessment of the application’s justifiability the Secretariat renders a Decision on Provision of Consent.

Contact:

**Danica Lučić LLM**

Senior Counsellor – Head of Department

Tel: 021/487 4451

**9. Appointments and Relieving of Duty Student Accommodation Institutions’ Managing Board Members**

The Provincial Government appoints and relieves of duty members of the Managing Boards in the student and university student accommodation institutions, pursuant to Article 48 Paragraph 1 and Article 49 Paragraph 1 of the Law on the Pupil and Student Accommodation (“Official Gazette of the RS”, number: 18/2010 and 55/2013), Article 36 Paragraph 1 Item 11 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/09, 67/2012- Constitutional Court Ruling in the case of IUz 353/2009). The Secretariat prepares, for the needs of the Provincial Government, a draft decision on the appointment, or relieve of duty of managing board members of student accommodation institutions.

Contact:

**Danica Lučić LLM**

Senior Counsellor – Head of Department

Tel: 021/487 4451

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4502

**10. Appointments and Relieving of Duty Student Accommodation Institutions’ Principals**

Article 54 of the Law on the Pupil and Student Accommodation (“Official Gazette of the RS”, number: 18/2010 and 55/2013) stipulates that the principal of the institution shall be appointed by the founder, following the public competition. The public competition for the appointment of a principal shall be announced by the institution’s Managing Board, three months prior to the expiration of the principal’s term of office, at the latest. Provision of Article 36 Paragraph 1 Item 12 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/09, 67/2012- Constitutional Court Ruling in the case of IUz 353/2009) stipulates that the Autonomous Province of Vojvodina, through its authorities in the field of student and university student accommodation, and in accordance with the Law, appoints and relieves of duty a principal of the student and university student accommodation institution. The Secretariat prepares, for the needs of the Provincial Government, a draft Decision on the appointment, or relieve of duty a student accommodation institution’s principal.

Contact:

**Danica Lučić LLM**

Senior Counsellor – Head of Department

Tel: 021/487 4451

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4502

**11. Deciding on the school calendar for primary and secondary education; giving consent for the manner the classes are to be compensated, in case of interruption of educational activities**

Pursuant to Article 33 Paragraph 1 Items 12 and 13 and Article 34 Paragraph 1 Items 13 and 14 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/09, 67/2012- Constitutional Court Ruling in the case of IUz 353/2009), and Article 185 Paragraphs 1, and pertaining to Article 28 Paragraphs 5 and 6 and Article 105 Paragraphs 3 and 4 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number: 88/2017), the Secretariat decides on the school calendar for primary and secondary schools on the territory of the AP of Vojvodina and gives consent for the manner the classes are to be compensated in case there is an interruption to the educational activities.

During the course of enactment of the Rulebook on the school calendars, the Secretariat follows all provisions of the primary and secondary schools’ curricula, specificities of the AP Vojvodina in terms of diversity and the number of national and religious communities, observes the right to holidays and marking significant state and religious holidays pursuant to Law on National and Other Holidays in the Republic of Serbia (“Official Gazette of the RS”, number: 43/2001, 101/2007, 92/2011), and the opinion of the Ministry of Education, Science and Technological Development of the Republic of Serbia.

Data on national and religious holidays for the school year period are collected. Based on that, proposals of school calendars for primary and secondary schools for the territory of AP Vojvodina are prepared. After the consultations within the Secretariat, the proposal is sent to the Ministry of Education, Science and Technological Development of RS. In accordance with the opinion of the Ministry, the Rulebook on the School Calendar for Primary and Secondary Schools for the Territory of AP Vojvodina is adopted.

The Rulebook is sent for the purpose of translating into minority languages and publishing in the Official Journal of APV and the Education Gazette.

You may find more detailed information on the Secretariat website

Contact:

**Jelena Kriš Piger**

Independent Counsellor for Development of Education and Student Accommodation

Tel: 021 /487 4183

**12. Giving an opinion in the procedure of enactment of curricula; enactment of curricula for languages of national communities; enactment of curricula for subjects significant for national communities in agreement with the competent Minister**

Pursuant to Article 33 Paragraph 1 Item 18 and article 34 Paragraph 1 Item 21 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/2009 and 67/2012 – Constitutional Court Ruling in the case of IUz 353/2009), and pursuant to the request of the Ministry of Education, Science and Technological Development of the Republic of Serbia, the Secretariat provides an opinion on the enactment procedure for primary and secondary schools curricula.

The Provincial Secretariat prepares an opinion based on the opinion of the Vojvodina Institute of Pedagogy (pursuant to Article 40 Paragraph 1 Item 2 Subitem 1,3,4 and 5 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number*:* 88/2017) and the opinion of the Provincial Secretariat for Social Policy, Demography and Gender Equality, in accordance with Article 6 of the Provincial Assembly Decision on Gender Equality (“Official Journal of the APV ”, number 14/2004).

Pursuant to the Law on Establishing the Competencies of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/2009 and 67/2012 – Constitutional Court Ruling in the case of IUz 353/2009), Article 33 Paragraph 1 Item 19 and Article 34 Paragraph 1 Item 22, the Secretariat enacts primary and secondary schools curricula for languages of national minorities – national communities, based on the proposal and opinion of the Vojvodina Institute of Pedagogy and the Committee for Establishing National Council of National Minority, and on the opinion of the Provincial Secretariat for Social Policy, Demography and Gender Equality, pursuant to Article 6 of the Provincial Assembly Decision on Gender Equality (“Official Journal of the APV”, number 14/2004).

Contact:

**Jelena Kriš Piger**

Independent Counsellor for Development of Education and Student Accommodation

Tel: 021 /487 4183

**13. Approval of the textbooks and textbooks’ set, handbooks and teaching material for adult primary and secondary school, in a language and script of national minority whose national council is based on the territory of the AP Vojvodina, that is a textbook, handbook and teaching material in a language and script of national minority, published in the territory of the Republic of Serbia; textbook in language and script of national minority, which is a translation of the textbook approved in Serbian language, supplement to a textbook that is used for realisation of the adjusted part of the curriculum for the subjects of interest for national minorities – national communities and textbook in language and script of national minority published in a foreign country, which has been approved pursuant to the Law on Textbooks**

Pursuant to Article 29 of the Law on Textbooks (“Official Gazette of the RS”, number: 68/2015), upon the proposal of the Vojvodina Institute of Pedagogy, i.e. based on the expert opinion, if expertise has been provided, and prior consent of National Council of National Minority, the Secretariat approves textbooks, handbooks and teaching material in the language and script of the national minority, which has been published in the territory of the Republic of Serbia, book supplements used for realisation of adjusted part of the curriculum for subjects of interest for national minorities, textbooks in the language and script of the national minority, which are translations of textbooks, approved in the Serbian language and textbooks in the language and script of the national minority, published in a foreign country .

The Secretariat renders a decision on approval/denial of manuscripts of textbooks, handbooks and teaching material in the language and script of the national minority, which has been published in the territory of the Republic of Serbia, book supplements used for realisation of adjusted part of the curriculum for subjects of interest for national minorities, textbooks in the language and script of the national minority, which are translations of textbooks, approved in the Serbian language and textbooks in the language and script of the national minority, published in a foreign country .

The Decision is submitted to the publisher, i.e. submitter of the request, to National Council of National Minority and the Vojvodina Institute of Pedagogy and the Ministry of Education, Science and Technological Development for the purpose of registering in the Catalogue of Approved Textbooks.

Once the Decision is translated to the languages of national minorities – national communities, the Decision is published in the “Official Journal of the APV”.

Contact:

**Jelena Kriš Piger**

Independent Counsellor for Development of Education and Student Accommodation

Tel: 021 /487 4183

**14. Giving Consent for Realisation of Teaching Activities and the Curriculum in Languages of National Minorities – National Communities for Fewer than 15 Students**

Pursuant to Article 33 Paragraph 1 Item 15 and Article 34 Paragraph 1 Item 16 of the Law on Establishing the Competencies of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/2009 and 67/2012 – Constitutional Court Ruling in the case of IUz 353/2009), and pursuant to Article 12 Paragraph 4, and in conjunction with Article 102 of the Law on Primary Education (“Official Gazette of the RS”, number: 55/13 and 101/2017), and pursuant to provision of Article 5 Paragraph 3, in conjunction with Article 94 of the Law on Secondary Education (“Official Gazette of the RS”, number: 55/13 and 101/2017), and based on particular school’s request, the Secretariat gives consent for realisation of teaching activities and the curriculum in languages of national minorities – national communities for fewer than 15 students enrolled in the first grade of primary and secondary schools on the territory of the AP Vojvodina.

Pursuant to the school’s request and the opinion of the National Council of National Minorities, the Secretariat renders a Decision on provision of consent for realisation of teaching activities and the curriculum in languages of national minorities – national communities for fewer than 15 students enrolled in the first grade of primary and secondary schools on the territory of the AP Vojvodina.

Contact:

**Danica Lučić LLM**

Senior Counsellor – Head of Department

Tel: 021/487 4451

**Đerđi Erdeg**

Junior Associate for Education in Languages of National Minorities – National Communities

Tel: 021/ 487 4867

**15. Development of Education and Student Accommodation**

Co-financing projects in the field of education by means of regular call for proposals; project development and participation in development of projects whose realisation contributes to development of the field of education and student accommodation.

Provides non–material support for projects whose realisation contributes to development of the field of education.

You may find more detailed information on the Secretariat website

Contact person:

**Jelena Mlađenović**

Counsellor for Education and Student Accommodation

Tel: 021/ 487 46 09

**Vojin Jovančević, PhD**

Counsellor for Education and Student Accommodation

Tel: 021/487 4035

**16. Recognition of foreign school documents on completion of primary and secondary education acquired abroad**

The Secretariat within the competencies conferred upon it by the Law on Establishing the Competencies of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/2009 and 67/2012 – Constitutional Court Ruling in the case of IUz 353/2009), among other activities performs the activities pertaining to recognition of school documents on completion of primary and secondary education acquired abroad. The foreign school document recognition procedure is conducted as part of the first instance administrative procedure, in accordance with the Law on General Administrative Procedure ("Official Gazette of the RS", number 18/2016) and is initiated by submitting the application and the appropriate documentation by a citizen of the Republic of Serbia, a foreign person or a stateless person, provided there is a legal interest involved. The foreign school document recognition is regulated by means of special laws, Law on Primary Education (“Official Gazette of the RS”, number: 55/13 and 101/2017) and the Law on Secondary Education (“Official Gazette of the RS”, number: 55/2013 and 101/2017).

The request for the recognition of foreign school documents, a client submits by mail or in person to the Provincial Authorities’ Registry office; prior to that, the client is required to download the form – a request for initiation of the foreign school document recognition procedure, from the official site of the Secretariat.

During the recognition procedure for education acquired abroad, the followings are taken into consideration: educational system in the foreign country, duration of the education, curriculum, rights the foreign school document provides to the holder, and other relevant circumstances. In the case there is a significant difference between the domestic curriculum and the curriculum it is compared to, the recognition may be conditioned by requiring from the client to take several exams. Until the foreign school documents’ recognition procedure is completed, the individual whose rights are decided upon may be enrolled in the next grade conditionally. An act on the recognition – a decision is finally in the administrative procedure and a short decision summary (a recognition clause) is written on the back of the original school document and on the translation.

When the received documentation is complete, the curricula of the country which has issued a foreign school document and the curricula of our country are compared. In case there is a significant difference between these curricula, the exam difference is determined which the client is required to take within the set deadline. When the documentation is complete and no difference has been identified in curricula, i.e. when the client passes the exam difference which has been determined, an expert associate renders a decision on recognition of foreign school document. The decision is examined and verified and it is delivered to the client in writing or personally.

You may find more detailed information on the Secretariat website

Contact persons:

**Jelena Bjelobaba**

Counsellor for General Legal Affairs

Tel: 021/ 487 4602

**Biljana Stanković**

Counsellor for General Legal Affairs

Tel: 021/ 487 4502

**17. Verification of Educational Institutions and their Extended Activities**

Pursuant to Article 94 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number: 88/2017), an educational institution may start operation once it has been determined that it meets the requirements for establishment and initiation of work, and when it obtains a decision on verification.

It is also necessary to submit a verification request when there is a change of the institution’s status, seat, or a building, when the activity is organized in a separate class, a new educational profile is introduced or a new curriculum realised. The verification request comprises: the name, seat and type of the institution, the curriculum, the language in which the teaching activities would be conducted, the reasons and justification for its establishment and conditions provided by the founder for initiation and performance of the activities. Along with the request, the institution’s establishment act and the evidence of fulfilment of the requirements, stated in Articles 91 and 92 of the law, are to be submitted.

The verification request of a primary school shall be submitted not later than 28 February of the current year for the following school year, that is not later than 31 December for the following year, in case of a secondary school.

The Provincial Secretariat decides on the verification request of an institution that has a seat on the territory of the AP Vojvodina, within six months after the request is submitted, at the latest.

Following the submission of the request, it is assessed whether the documentation is complete and if so, inspection monitoring of the institution’s activities is performed, and a report on inspection monitoring is made, and after that it is determined by means of a decision whether the institution meets the requirements to start the operation. The same way, by means of a decision, consent is given for the decision of the administrative body on the conduct of the expended activities. The Decision on the institution’s verification request is final.

Pursuant to Article 98 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number: 88/2017), an institution that is granted a decision on verification may also perform other activity that improves and contributes to a better quality and more rational implementation of education (expended activity), provided that the activity does not impede performance of the educational activities.

The expanded activity may encompass provision of services, production, sales and other activities, in accordance with regulations governing classification of activities.

Students who are under 15 may not be engaged in the school’s expended activities, while students who are older than 15 and younger than 18 years of age, may be engaged in accordance with regulations in the field of labour.

The decision on the expended activities shall be rendered by the institution’s administrative body, with the consent of the Secretariat. The decision on the expended activities for a public institution also comprises а plan of revenue and expenses envisaged for the activities, the manner of engagement of students and the employees, and the manner the generated revenues shall be disposed of, and the plan of use of generated revenues, in accordance with the regulations governing the budget system.

Contact person:

**Goran Dragosavljević,**

Counsellor – Provincial Education Inspector

Tel: 021/ 487 4621

**Ljiljana Zeljković**

Counsellor – Provincial Education Inspector

Tel: 021/ 487 4401

**18. Allocation of funds for financing and co-financing the programmes and projects implemented by primary and secondary education institutions, student accommodation institutions, local self-government units and non – government citizens’ organisations / associations in AP Vojvodina, based on the call for proposals for the allocation of financial resources**

In accordance with the financial plan and the financial abilities in the current budget year, the Secretariat finances/co-finances programmes and projects in the field of primary and secondary education, as well as student accommodation on the territory of the APV, by means of announcement of a call for proposals for the allocation of financial resources.

It has been envisaged that the Secretariat, by means of the competition, shall finance/co-finance the following:

1. The projects and activities related to improvement of the quality of education in primary and secondary schools such as: students’ competitions in various subjects, educational camps and students’ meetings, realisation and establishment of interregional and international cooperation, implementation of students’ safety programmes, introduction of bilingual teaching activities, fostering of mother tongue for individuals belonging to national minorities – communities and preservation of their tradition, modernisation of mandatory, elective and optional teaching activities; information services, such as printing of newsletters, magazines, publications, as well as printing of monographs on the occasion of marking jubilees; materials for education and services concerning professional development of the employees in the form of educating the teaching staff by means of their participation at seminars, symposia , round tables, teachers’ exchange, summer/winter schools, intended for educational staff; the projects and programmes that contribute to quality improvement of primary and secondary education in the AP Vojvodina; subsidies for professional meetings and seminars in the field of education; subsidies for competitions in school subjects that are initiated by the non-government organisations; realises and establishes interregional and international cooperation in the field of education; subsidies for implementation of projects for the purpose of modernisation of the educational process, introduction of innovations and development of creativity within the mandatory, elective and optional teaching and free activities; subsidies for projects the aim of which is fostering mother tongue of individuals belonging to national communities and preservation of tradition; subsidies for projects the aim of which is inclusion and survival of the individuals belonging to marginalised groups and socially vulnerable families. The followings are eligible to take part in the competitions: primary and secondary schools, regional centres for professional development as well as non-government organisations/associations of citizens that are based on the territory of the AP Vojvodina, and which deal with the educational issues;
2. The projects and activities pertaining to improvement of the student accommodation, such as organising a meeting of student dorms in the AP Vojvodina, introducing and maintenance of HACCP and ISO standards in the students’ dorms, organising various cultural, sports events etc. Student accommodation institutions on the territory of the AP Vojvodina are eligible to participate at the competition;
3. Financing and co-financing of primary and secondary schools in the AP Vojvodina, which provide bilingual instruction: funds are allocated for running programme costs (financing service providers involved in the bilingual education, teaching material costs, costs of procurement of professional literature and didactic material, the employees’ professional development in the country and abroad, international membership fees etc.) as well as for procurement of equipment necessary for the project implementation. Primary and secondary schools that are involved in the project and that are based in the territory of the AP Vojvodina and obtained the approval for bilingual instruction from the Ministry of Education, Science and Technological Development, are eligible to participate in the competition.;
4. Adult education projects which are reflected in procurement of equipment for modernisation of instruction in primary school institutions in the AP Vojvodina, which deal with adult education. Primary schools in the territory of the AP Vojvodina, with the status of publicly acknowledged organiser of activities of formal adult primary education, i.e. primary schools which have a decision of the Provincial Secretariat on meeting prescribed requirements for performing activities of formal adult primary education, are eligible to participate in the competition,
5. Infrastructure modernisation in pre-school, primary and secondary education, as well as in the field of student accommodation in the AP Vojvodina, which pertains to running repair and maintenance works regarding buildings and facilities and equipment, adaptation, improvement, reconstruction and investment maintenance of school buildings, preparation of project technical documentation for purposes of educational institution, and to procurement of equipment (furniture, kitchen equipment, educational equipment, students’ safety) for educational institutions. Primary and secondary schools, and the student accommodation institutions, the seat of which is on the territory of the AP Vojvodina, are eligible to participate in the competition. Funds for the project are allocated by means of competition starting from 2014, specifically, in 2014 for procurement of equipment for secondary schools and student dorms, and in 2015 and 2016 for procurement of equipment for primary and secondary schools, and the student accommodation institutions, while in 2017, for preparation of project technical documentation for performing works in pre-school, primary and secondary, as well as student accommodation institutions on the territory of the AP Vojvodina;
6. Intercity transportation reimbursement for secondary school students in the AP Vojvodina pertains to allocation of funds for transportation costs for secondary school students who travel from their place of residence to educational institution every day. The local self-government units on the territory of the AP Vojvodina are eligible to participate at the competition. The municipalities and the cities further forward the funds either to the carriers, to cover a part of the transportation costs for students from the territory of the municipality, or transfer the funds directly to the students (parents/legal guardians), who are eligible for the subsidised transportation;
7. The programmes and projects of the national councils of national minorities in the field of primary and secondary education on the territory of the AP Vojvodina, such as the projects for development and improvement of quality of primary and secondary education in the languages /dialects of the national minorities – national communities in the AP Vojvodina, for translation of texts and preparation of tasks for competitions for primary and secondary school students from the territory of the AP Vojvodina, organised by the Ministry of Education, Science and Technological Development of the RS. The registered national councils of national minorities the seat of which is on the territory of the AP Vojvodina are entitled to participate IN the competition.

The Competition Commission shall analyse all applications received, and according to the criteria, make a decision proposal on allocation of the funds, which shall then be submitted by the Commission to the Provincial Secretary for approval. Competition results shall be published on the Provincial Secretariat’s web site.

Contact:

**Valerija Glišić**

Head of Department for Material and Financial Affairs in the Field of Education

Tel: 021/ 487 4262

**II. PROJECTS, WORKING GROUPS AND COMMISSIONS**

**1. Presenting the “Đorđe Natošević” award**

The “Đorđe Natošević” award was established on 12 April 1996, pursuant to the AP Vojvodina Assembly Decision and it was granted to primary and secondary schools on the territory of the whole FR Yugoslavia, as well as to their staff, for the results achieved and teaching innovations. However, during five years, from 1996 to 2000, despite a number of potential candidates (whole FR Yugoslavia, that is, all schools on its territory), only 19 candidates applied for the competition, out of which five were presented the award.

On 11 July 2001, aiming to reaffirm the award, and for the purpose of achieving better quality of the educational institutions’ work, the AP Vojvodina Assembly rendered a new decision on presenting the award ("Official Journal of the APV", number 8/01), defining it as an authentic provincial award that is awarded for extraordinary contribution and work results, during previous two years, to – pre-school institutions, primary and secondary schools in the AP Vojvodina, as well as to the teachers, psychologists and pedagogues. The award is presented to the pre-school institutions, primary and secondary schools, teachers, psychologists and pedagogues from the AP Vojvodina, who achieved extraordinary results, during the past two years, in the area of: educational work; pre-school activities or educational activities in primary and secondary schools; teaching process; working with talented children and pupils/students, as well as with those who are behind in acquiring teaching material; for extra – curriculum activities with pre-school children and pupils/students; professional development of teachers and associates; pupils/students’ professional orientation, cooperation with parents, cultural and public activities and cooperation with immediate and broader social community; management, organisation and insurance of the quality of work of the institution; increasing tolerance and acceptance of diversity, inclusive education, as well as in other areas within the primer activity of the institution.

Competition for presenting the “Đorđe Natošević” awardis public and it is open from 1st to 30th September for the current year.

The Award Presentation Board is appointed by the Provincial Government and it renders a decision on the institutions/individuals to be presented the award, in accordance with the determined criteria for evaluation of all stated segments of work of the institution, or an individual.

During one year, maximum five awards can be presented, and it comprises a charter, plaque, and cash prize. Since 2000/2001 school year and until this year, a total of 67 awards have been presented. Every year the award is presented on the Teacher’s Day, 8th November.

After collecting the applications and controlling whether they have been accurate, complete and timely, a meeting is arranged with the President of the Board and applications are classified for the purpose of their evaluation. Then follows the monitoring of the work of working groups, providing the necessary assistance and arranging the Board meeting, writing the report on activities and rendering of decisions on granting the award.

You may find more detailed information on the Secretariat website

Contact:

**Jelena Kriš Piger**

Independent Counsellor for Development of Education and Student Accommodation

Tel: 021 /487 4183

**Jelena Mladjenović**

Counsellor for Development of Education and Student Accommodation

Tel: 021 /487 4609

**Vojin Jovancević PhD**

Counsellor for Development of Education and Student Accommodation

Tel: 021 /487 4035

**3. The Festival of Mind**

The main objective of the Festival of Mind is to offer an opportunity to secondary school students to demonstrate how creative and capable they are for logical reasoning and deduction. The Festival of Mind encourages participants to get out of the box, think boldly and use their imagination, without self-censorship, to believe in themselves and never give up before they have even tried to realise their ideas. The Festival participants have a chance to use their imagination resolving every day issues, and show their ideas that pertain to concrete issues, i.e. express their view concerning resolution of a certain problem in an original manner, and the ideas may be applied in the companies in the form of new products, services or technological innovations.

As part of the project implementation, creative workshops are organised, including visits to all regions involved in the project and/or particular secondary schools in those regions, with the aim of raising creativity and innovativeness in secondary school children. This is followed by ranking and evaluation of the most creative students, and the Festival of Mind’s closing ceremony.  
 The aim of the project is also strengthening of Vojvodina’s interregional cooperation with the other European regions. During 2014/2015 school year, the Secretariat realised the 5th international Festival of Mind in 30 secondary schools with approximately 1200 participants, in 22 cities, 12 European regions, that is, in the following 10 countries: Serbia – AP Vojvodina; Croatia – Istria County, Vukovar-Syrmia County and Osijek-Baranja County; Hungary – Bács - Kiskun; Romanian – Timis County; Slovakia – Bratislava Self-Governing Region; Czeck Republic – the South Moravian Region; Italy – the Autonomous Region Friuli- Venezia Giulia; Austria – Styria, Bulgaria – Vidin Province and Slovenia – Central Slovenia Region.

You may find more detailed information on the Secretariat website

Contact:

**Lana Patković Mrkela**

Tel: 021 /487 4063

**4. Translations of the competitions’ tests and tasks in the languages of national minorities – national communities, starting from municipal to the national level, organised by the Ministry of Education, Science and Technological Development of the Republic of Serbia**

As part of the activities pertaining to the increase of quality of education in primary and secondary schools on the territory of the AP Vojvodina, for the pupils/students who attend classes in their mother tongue (Hungarian, Slovak, Romanian, Ruthenian and Croatian), and aiming to provide equal opportunities and conditions for the pupils/students who belong to national minorities – national communities, to participate at the competitions starting from school and all the way to the national level, the Secretariat has undertaken the task to make/translate the test tasks to the languages of the national minorities.

The activity has been realised in cooperation with the national councils of national minorities – the selection of the translations is done by each national council in accordance with the defined criteria for selection and engagement (the translator has to have good conduct of Serbian and the language of the national minority, he/she has to be familiar with the professional and the school terminology of the given subject, he/she may not be employed and teach the children/pupils/students, who participate at the that particular competition).

Preparation of the test questions and tasks is realised in accordance with the calendar of competitions and festivals for primary and secondary schools’ pupils/students, which is prescribed and announced by the Ministry of Education, Science and Technological Development of the Republic of Serbia for every school year, in cooperation with the professional associations and the School Administrations of the Republic of Serbia Ministry of Education, Science and Technological Development.

Contact:

**Jelena Kriš Piger**

Independent Counsellor for Development of Education and Student Accommodation

Tel: 021 /487 4183

**III PROJECTS SUPPORTED BY THE SECRETARIAT IN COOPERATION WITH ITS PARTNERS**

**1. Project “European Union Funds: From Idea to Implementation”** – a series of free training courses for the employees of the educational institutions on the territory of the AP Vojvodina that are implemented jointly by the Secretariat and the AP Vojvodina “European Affairs” Fund. The training objective is to inform the participants on the current programmes and calls for proposals, to educate them how to manage the European Union funds, as well as to learn how to prepare project proposal independently and place it strategically within the defined priorities, measures and financial limits. During the course of the trainings, the participants develop the skills and attitudes necessary for taking an active role in the project development and implementation at the local and regional levels.

1. **“For Cleaner and Greener Vojvodina Schools”** **programme**  was initiated in 2009/2010 school year with the aim of raising awareness and fostering personal responsibility among children, youth and adults about the environment, and fostering a cleaner and greener environment in educational institutions and local communities in the AP Vojvodina.

So far, numerous partners have participated in the Programme implementation: Vojvodina Environmental Movement, RECAN -Fund for the Recovery and Recycling of Cans, Ćesarov Foundation, Fruška Gora National Park PC, PUC “Vojvodina vode”, PUC "Vojvodinašume" and “Elektrovojvodina” ltd. Novi Sad, whose assistance has enabled provision of many valuable prizes for the most successful educational institutions.

During the past six years, 362 pre-school institutions, primary and secondary schools and the student dorms in Vojvodina submitted their proposals. 17 institutions were involved in the programme during the five years the programme existed. Thousands of students and teachers, along with their parents and the people in their local community have been involved in the implementation of the programme.

So far, in cooperation with numerous partners and donors, the best pupils/students and teachers have been awarded the total of 192 prizes.

You may find more detailed information on the Secretariat website

**3. “Energy is All Around Us”** **Programme** was initiated in Vojvodina primary and secondary schools in 2009/2010 school year, aiming to popularise alternative and renewable energy sources and energy savings. The starting point in this project was a fact that education pertaining to the rational utilization of energy is more efficient if it starts in early age. The project is primarily aimed at young people, and it was envisaged to be implemented in primary and secondary schools in the AP Vojvodina through the design of models and mock ups, multimedia presentations, literary papers and artworks i.e. in schools which serve as an example in this particular field with their improvement and construction of their own energy saving systems and through the introduction of alternative energy sources. Regardless of the students’ age, the disciplines for the implementation of this project are as follows: renewable and alternative energy sources; energy efficiency (rational use) and ecology; waste management and energy. During the past period, a large number of the pre-school institutions, primary and secondary schools – children, pupils/students and educational workers have been involved in the implementation of the programme activities. Considering the importance of such a project, a Protocol on Cooperation was signed between the Provincial Secretariat for Education (at the time), Provincial Secretariat for Energy and the Centre for the Development and Application of Science, Technology and Information Science.

You may find more detailed information on the Secretariat website

**4. “Days of Information Science in Schools in Vojvodina”** **Project** was initiated in 2009/2010 school year aiming to promote information science in teaching and popularisation of the new educational technologies in primary and secondary schools in the AP Vojvodina.

By means of the project, it is possible to monitor and evaluate all activities and efforts made towards the computerisation and improvement of the teaching process and school activities in general, particularly: establishment of computer classes in schools; internet connection; computer application in school management; teachers’ training on computer application in the teaching process at the accredited seminars; development of multimedia presentations for teaching; multimedia application in teaching; monitoring participation and success rate of the pupils/students at the computer science competitions, according to the Calendar of the Ministry of Education and Sports and according to the Microsoft criteria; development of the school multimedia presentation, how to use information technology in teaching process and generally in the school’s life and work, with the topic: “School’s Identity Card for the 21st Century”; participation and the achieved results at the competitions with the CD robi and interface– according to the special criteria – provided the subproject is to be implemented; the award winning competition where the award is an IR Pen set – an interactive whiteboard (Wiimote Whiteboard) – according to special criteria – provided the subproject is to be implemented; existence and functioning of the school website.

After the evaluation of the submitted applications, the Commission makes a decision on the most successful schools, and those schools are presented awards and the prof. Stjepan Han plaque, at the closing ceremony.

**5. “Active Schools” project**, facilitated by the Provincial Secretariat for Sports and Youth, at the level of inter-resources cooperation of three provincial secretariats: the Secretariat for Sports and Youth, Secretariat for Education, Regulations, Administration and National Minorities – National Communities and the Secretariat for Health Care, Social Policy and Demography. The task of the Accreditation Body is to examine the requests and questionnaires submitted by the schools, which would like to be accredited for the “Active Schools” programme. All primary schools are eligible to apply, and if they meet the criteria they are granted the “Active Schools” Certificate.

You may find more detailed information on the Secretariat website

**Participation in the activities of working groups and commissions**

The Secretariat’s representatives are members of some working groups at the provincial secretariats’ or national ministries’ level:

* Commission for Selection of Talents – Provincial Secretariat for Sports and Youth;
* Working Group for preparation of documents for the implementation of the status change of the Pre-School Institution “Radosno detinjstvo”, Novi Sad- Novi Sad City Administration for Education
* Participation in the development of the Action Plan for Implementation of Cooperation Between the Stuttgart and the APV Regions – the Provincial Secretariat for Regional Development, Interregional Cooperation and Local-Self-Government;
* Participation in the work of the Serbia - Baden*-*Württemberg Joint Committee- the Provincial Secretariat for Regional Development, Interregional Cooperation and Local-Self-Government;
* Working group for Drafting a Rulebook on the Bilingual Teaching - Ministry of Education, Science and Technological Development;
* Commission for the verification of eligibility for realization of bilingual instructionin schools in the Republic of Serbia– Ministry of Education, Science and Technological Development;
* Working group for implementation of recommendations for improvement of classes of the Serbian language as a second language in primary school in Preševo, Medveđa and the AP Vojvodina;
* Commission for approving the programme for the mandatory professional development of teachers, expert associates, involved in teaching in the languages of the national communities – the Vojvodina Institute of Pedagogy;
* Working group for development of the criteria for the secondary school network – Ministry of Education, Science and Technological Development;
* The Secretariat’s representatives participate in the public debates, and in drafting proposals/draft laws in the field of education (as the working groups’ members at the initiative of the Ministry of Education, Science and Technological Development, the Institute for the Improvement of Education, the Institute for Quality Assessment);
* Pursuant to the Law on National Councils of National Minorities (“Official Gazette of the RS”, number 72/2009, 20/2014 – Constitutional Court and 55/ 2014) the Secretariat cooperates with national councils of national minorities, based in the territory of the AP Vojvodina;
* Pursuant to the Law on Textbooks (“Official Gazette of the RS”, number 68/2015) the Secretariat cooperates with the national publisher, other legal entity or entrepreneur, which is registered for publishing activities, the national council of the national minority, the Vojvodina Institute of Pedagogy, as regards approving and printing the low-circulation textbooks.

***9.1.2. DEPARTMENT FOR INSPECTION IN THE FIELD OF EDUCATION***

Competences of the Department for Inspection in the Field of Preschool, Primary and Secondary Education and Student Accommodation, shall be as follows:

1. to identify, as a manner of prevention, the breach of law, as well as the consequences of non-observance of laws, other regulations and general acts;
2. to initiate changes and amendments to laws and other regulations and to propose the harmonisation of general acts of institutions with the law or other regulation;
3. to take part in the process of determining the fulfilment of conditions for the commencement of the work of institutions and the performance of the activities of institutions;
4. to identify the illegality or irregularity of general acts and to propose the elimination thereof to the institution responsible;
5. to instigate the procedure for assessment of constitutionality and legality of institution acts which are not in conformity with the law or other regulation;
6. to prepare the annual report on inspection conducted in institutions;
7. to perform the supervision of the work of institutions in the territory of the AP Vojvodina, through the Provincial education inspector, which shall include:

• performing direct inspection of institutions in the municipality, i.e. city which has not organised this kind of supervision;

• providing the municipality or city with instructions for performing the inspection;

• deciding on appeals against the first instance decision of municipal or city administration, rendered during the inspection;

• performing direct supervision of the work of municipal or city administration, issuing mandatory instructions for application of laws and other regulations and controlling their implementation;

• revoking the authority of the respective inspector who does not perform the assigned duties timely, professionally, lawfully and diligently and proposing the determination of responsibility of the institution which was assigned to carry out the inspection;

• organising joint activities with the inspectors assigned to perform the inspection;

• collecting reports, data and notifications about conducting conferred tasks and performing other duties in accordance with the law governing the overall process of inspection.

1. to perform inspection and supervision of the legality of student accommodation institutions` activities.

You may find more detailed information on the Secretariat website

**Contact person:**

**Dragan Grahovac SJD**

Independent Counsellor - Head of Department (Office no.61/1st floor; Tel: 021/ 487-4452)

1. **Conducting inspection in institutions in the field of education (preschool institutions, primary and secondary schools)**

Legal grounds:

The Law on Fundamentals of Education System („Official Gazette of the RS”, no.88/2017), the Law on Secondary Education („Official Gazette of the RS”, no: 55/13 and 101/2017), the Law on Primary Education („Official Gazette of the RS”, no. 55/13 and 101/2017), the Law on Preschool Education („Official Gazette of the RS”, no. 18/2010 and 101/2017), Law on Textbooks („Official Gazette of the RS” no. 68/15), the Law on Protection of Citizens from Exposure to Tobacco Smoke („Official Gazette of the RS”, no: 30/10), the Law on Public Administration („Official Gazette of the RS”, no. 79/05, 101/07, 95/10 and 99/14), the Law on General Administrative Procedure („Official Gazette of the RS”, no. 88/2016), Law on Inspection („Official Gazette of the RS”, 36/2015) as well as others.

Category of entities this service shall refer to: authorities, companies, institutions and other organisations, parents, legal guardians of a child or a student or citizens and other legal or natural entities.

The service may be provided via the following means: by sending written request or by e-mail, having in mind that, pursuant to Article 148, Paragraph 4 of the Law on Fundamentals of Educational System („Official Gazette of the RS”, no.72/2009, 52/2011, 55/2013, 35/2015, 68/2015 and 62/2016),in conjunction with Article 204 of the Law on Fundamentals of Educational System („Official Gazette of the RS”, no.88/2017)- acting upon anonymous petitions or received e-mail, shall be performed upon the evaluation of the education inspector. There shall be no signed request form.

Conditions which have to be met in order for the service to be provided, shall be as follows: filing of petitions/ reports.

Deadline within which it may be expected that the service shall be provided, shall be as follows: one month from the day of submission of a proper request, or two months, in accordance with Article 145, of the Law on General Administrative Procedure or 8 days from the day of receipt of request for the protection of the rights of the child and student rights, in conformity with Article 81 of the Law on Fundamentals of Education System („Official Gazette of the RS”, no.88/2017).

**Contact persons:**

Provincial education inspectors:

Svetlana Smiljanić, 021/487-4559; Sonja Stojković, 021/487-4559; Miloš Urošević, 021/487-4569; Goran Dragosavljević, 021/487-4621; Biljana Kovačević, 021/487-4503; Ljiljana Zeljković, 021/487-4401; Jelena Jović, 021/487-4469; Eva Tomić, 021/487-4565 (student accommodation).

***9.2. DIVISION FOR REGULATIONS***

The **Department for Regulations** is in charge of normative-legal and study-analytical tasks concerning the preparation of acts for the AP Vojvodina Assembly and Provincial Government in the field within the Secretariat’s scope of work, as well as those acts whose preparation is not within the scope of work of other provincial administration authorities; general legal and administrative tasks related to editing and publishing "The Official Journal of APV"; publication of certain regulations in languages in the official use in the authorities of the Autonomous Province of Vojvodina (hereinafter: AP Vojvodina); giving opinion to the APV Assembly and Provincial Government of the acts prepared by other authorised proposers from the perspective of compliance of those acts with other regulations, legal system and legal standards; cooperation with republic authorities, authorities of the provincial administration and local self-government units; deciding on appeals in administrative matters in the field of expropriation of immovable property in the territory of Vojvodina; tasks related to publishing of “The Official Journal of APV”, study and analytical tasks of giving consent to the content and appearance of the seals of authorities and legal entities exercising public powers; legal and administrative tasks in the field of employment; legal, study and analytical tasks in the scope of work of this division.

The Division for Regulations comprises a smaller organisational unit:

* Department for Regulations and Administrative Affairs, which comprises the Section for Regulations.

1. **Official Journal of the Autonomous Province of Vojvodina**

Pursuant to the Provincial Assembly Decision on Publishing Regulations and Other Acts (“Official Journal of the APV”, no. 54/14 and 29/17), it is stipulated that the Statute, Provincial Assembly decisions and other general acts of the Assembly of the APV, as well as Provincial decrees and other general acts of the Provincial Government, shall be published in the „Official Journal of the APV”, in the Serbian language and in the Cyrillic script, as well as in the Hungarian, Slovak, Croatian, Romanian and Ruthenian languages and scripts.

The Rulebook on the Layout of the “Official Journal of the APV” (“Official Journal of APV”, no: 31/17) regulates the layout “Official Journal of the APV”, that is the layout and content of the front page, internal pages and back page.

The layout of the “Official Journal of the APV” was published on 1 May 1945, pursuant to the Decision on Interim Organisation and Scope of Work of Committees of People’s Liberation Committees in the Territory of AP Vojvodina.

In 2016, Number 71 of the “Official Journal of the APV” was published, as well as the total of 1395 regulations and other acts and the registry was made thereof (<http://www.puma.vojvodina.gov.rs/sllist.php>).

In 2017, including September 2017, 38 official journals were published.

The receipt of the publication order for official documents with their texts is conducted in Serbian language, in electronic form. At the same time, the ordering party shall send the text which is to be published, in electronic form, to the entity authorised to print official journals. The electronic form of the official document which is to be published is sent to translators for the purpose of translating it to languages of national minorities in official use in the work of provincial authorities. The printing order for official journal is created, containing the official journal number, date of publishing and the list of official documents to be published. The printing order shall be sent to the entity which prints the “Official Journal of the APV” in electronic form. Simultaneously, the order is sent to translators. The entity authorised to print official journals shall send a PDF copy of official journal to the address of the editor-in-chief and the person in charge of its uploading to the website of the Secretariat. The editor-in-chief checks the content of created PDF copy of the official journal. Afterwards, the PDF copy of the official journal is uploaded to the website of the Secretariat. Then, one copy of the official journal is sent to each provincial secretariat, services and administrations through the Records and Filing Office. The register of all published official documents in the official journal is created for the previous year, by the end of February of the calendar year, in electronic form and it is uploaded to the website of the Secretariat.

You may find more detailed information on the Secretariat website

**Contact person:**

**Dijana Katona**,

Senior Counsellor, Head of Department for Regulations and Administrative Affairs

Editor-in Chief

Office no. 65/ 1st floor, Tel: 021/487 4427

1. ***Expropriation***

The Law on Establishing the Competences of the Autonomous Province of Vojvodina („Official Journal of the APV”, no. 99/09 and 67/12- the Constitutional Court Decision) and the Provincial Assembly Decision on Provincial Administration („Official Journal of the APV”„ no: 37/14 and 54/14-second decision, 37/16, 29/17), shall constitute a legal basis for deciding on appeals in the second instance administrative procedure, in the field of expropriation from the territory of the AP Vojvodina, at the level of the province, i.e. within the Provincial administrative authority, as a conferred public administration task. Pursuant to Article 80 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina, the Provincial administrative authority, in charge of administrative affairs, or the respective Provincial Secretariat, in conformity with the law regulating the area of ​​expropriation, shall:

1. decide on appeals against decisions of city or municipal administration in the territory of the AP Vojvodina, rendered upon the expropriation proposal;
2. decide on the proposal for authorisation to perform preparatory activities in the process of expropriation in the territory of the AP Vojvodina.

An appeal received in the Records and Filing Office of the provincial authority is sent for processing to the Secretariat. The case is entered into the registry book. One officer is entrusted with examining the appeal and conceiving the proposal of a decision. The proposal of the decision is sent to the Assistant Secretary for verification and then to the Provincial Secretary for signature. Afterwards, the decision is dispatched.

A complaint received in the Records and Filing Office of the provincial authority is sent for processing to the person in charge for the expropriation case. A response to the complaint is conceived and all the case documents are sent to the Administrative Court. The following procedure is representation at the main court hearing, if it is conducted.

In 2016, 6 second-instance rulings were rendered. One response to the complaint was sent to the Administrative Court, regarding one procedure.

In 2017, including September 2017, 7 second-instance rulings were rendered.

**Contact person:**

**Tijana Pavlov**,

Acting Assistant Provincial Secretary

Office no.64/ 1st floor, Tel: 021/487-4574

1. ***Consent for the content and layout of seals***

The Provincial Secretariat is in charge of giving consent for the content and layout of seals of the autonomous province authorities, authorities of local self-government units and holders of public offices, which are based in the territory of the AP Vojvodina. Also, the Secretariat keeps records of seals, containing data on the consent for acquiring a seal, on the number of issued seals, on the date of commencement of the use of the seal, on destroyed, lost and misplaced seals, as well as the seal impressions.

The autonomous province authorities, local self-government unit authorities and holders of public offices, which are based in the territory of the AP Vojvodina, submit the request for giving consent for the content and layout of the seal, to this Provincial Secretariat which decides on the request, not later than three days from the day of the request receipt in the Records and Filing Office.

Pursuant to the law, the seal shall contain: name and a small coat of arms of the Republic of Serbia, name of the autonomous province, name and seat of the authority or organisation (for instance: Republic of Serbia, Autonomous Province of Vojvodina, Irig Municipality, Irig, and a small coat of arms of the Republic of Serbia embedded in the middle of the seal).

The text of the seal shall be inscribed in concentric circles, around the coat of arms of the Republic of Serbia. Along the external rim of the seal circle, the following name shall be inscribed: Republic of Serbia. The seal of authorities based in the territory of the autonomous province, shall contain the name of the autonomous province inscribed in the next first circle, under the name of the Republic of Serbia. In the next inner circle, the name of the authority shall be inscribed.

The name of organisational units of the authority shall be inscribed within remaining inner circles.

The seat of the authority or organisational unit of the authority, shall be inscribed at the bottom of the seal.

In cases when, under this law, the text of the authority's seal is also inscribed in the language and script of the national minority, the seal text, written in the Serbian language and Cyrillic script shall be inscribed in each circle above the coat of arms of the Republic of Serbia, while the text written in the national minority language and script shall be inscribed as a continuation in each circle, including the seat of the authority.

The content of a small seal shall be identical to and written in the same manner, as the content of a big seal. In the small seal, the name of the public or other authority may be shortened, but only in a way which clearly indicates the seal owner.

The law also prescribes the layout of the seal: the seal shall be of round shape, with a small coat of arms of the Republic of Serbia embedded in the middle. The text of the seal shall be inscribed in concentric circles, around the small coat of arms of the Republic of Serbia, in the Serbian language and Cyrillic script, while in the territories in which languages and scripts of national minorities are also officially used, the text shall also be inscribed in those languages and scripts, in conformity with the law and the statute of given municipality.

The big seal, inscribed only in the Serbian language and Cyrillic script, shall be 32 mm in diameter, while the seal whose text is written in the Serbian language and Cyrillic script, as well as in languages and scripts of national minorities, may be between 40 mm and 60 mm in diameter. The small seal must not be less than 20 mm in diameter, nor exceed 28 mm in diameter.

Pursuant to the law, submitters of request may own more than one copy of the seal which have to have identical content and size. Each copy of the seal shall be marked with an ordinal number, using Roman numerals placed below the small coat of arms of the Republic of Serbia (between the small coat of arms of the Republic of Serbia and the seat of the submitter of the request).

The seal of the public or other authority or organisation, may only be made by the seal carving shop authorised by the Ministry of Interior of the Republic of Serbia, only according to the decision of the respective Provincial Secretariat, which provides the consent for the content and layout of the seal.

A seal which has become inappropriate due to its detrition, damage or the change in the organisation of public and other authorities (e.g. cessation of work of the authority or termination of an internal unit), that is the cessation of performance of public duties, shall be put out of use and must be destroyed. The commission of the respective authority shall destroy the seal and inform this Provincial Secretariat thereof, being the authority in charge of giving consents.

The seal loss or misplacement shall be immediately reported to this Provincial Secretariat, as the authority in charge of giving consents and the seal shall be declared invalid in the “Official Journal of the APV”, within three days from the day of discovery of loss or misplacement of the seal. **The seal which is inaccessible to a person authorised for safekeeping and use of seals, shall be considered lost or misplaced.** The lost or misplaced seal shall be considered invalid from the day of filing a report to the authority in charge of giving consents. Should the seal be found later on–it shall be destroyed.

The autonomous province authorities, local self-government unit authorities and holders of public offices based in the territory of the AP Vojvodina shall be required to provide this Secretariat with two copies of imprint of their seal within 10 days of its creation.

For violations of specified legal provisions, sentences of imprisonment and pecuniary penalties shall be prescribed, pursuant to the Law on the Seal of Public and Other Authorities.

Supervision of implementation of provisions of this Law, apart from the part pertaining to the work of seal carving shop, shall be performed by the Ministry of Justice.

After the receipt and registration of the request, they are examined for accuracy and completeness and if necessary, a deadline is determined for the request to be completed. If all conditions have been met for giving the consent for the content and layout of the seal, a decision is rendered on giving the consent for the content and layout of the seal. The decision is prepared and it is verified by the Assistant Secretary and signed by the Provincial Secretary. Signed and sealed decision is sent to the request submitter.

Delivered imprints are registered and kept in the register book.

In 2016, the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities received 244 requests for issuing the consent for the content and layout of seals. All requests were decided upon within the statutory deadline. The total number of 242 decisions on giving the consent for the content and layout of seals were rendered, while two requests were not decided upon since they were not in conformity with provisions of the Law on the Seal of Public and Other Authorities or the request submitters submitted an incomplete request which was not additionally completed.

In 2017, including September 2017, the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities received 163 requests for issuing the consent for the content and layout of seals. The total number of 161 decisions on giving the consent for the content and layout of seals were rendered, while two requests were not decided upon, since they were not in conformity with provisions of the Law on the Seal of Public and Other Authorities or the request submitters submitted an incomplete request which was not additionally completed.

**Contact person:**

**Dijana Katona**,

Senior Counsellor, Head of Department for Regulations and Administrative Affairs

Editor-in Chief

Office no.65/1st floor; Tel: 021/ 487-4427

1. ***Consent for the use of the coat of arms of the Autonomous Province of Vojvodina***

The Provincial Assembly Decision on the Layout And Use of Symbols and Traditional Symbols of the Autonomous Province Of Vojvodina (“Official Journal of the Autonomous Province of Vojvodina” no. 51/16) shall regulate a detailed layout and use of symbols and traditional symbols of the Autonomous Province of Vojvodina.

Symbols of the AP Vojvodina shall include: the flag, traditional flag, coat of arms and traditional coat of arms. The Instruction on Detailed Regulation of the Use of AP Vojvodina Symbols (“Official Journal of Autonomous Province of Vojvodina” no. 55/16) regulates more closely the use of symbols and traditional symbols.

Legal and natural entities, entrepreneurs, associations and other organisations may use the coat of arms of the AP Vojvodina, as an integral part of the emblem or mark, with previously obtained consent of the Provincial Government. A decision denying the request for giving consent shall be final.

Request for consent for the use of the coat of arms of the Autonomous Province Vojvodina, shall be submitted to this Provincial Secretariat. The request shall contain the following: the purpose of use of the coat of arms, technical description (outline and description of material), number of copies, deadline for consent to the use of the coat of arms, along with other facts relevant to making the decision.

The secretariat shall keep the records of consents given to the use of coat of arms as an integral part of an emblem or mark, as well as seal impressions, i.e. samples.

The records of given consents shall contain: the number and date of the document by which consent was given, date of the commencement of use of the seal, number of made copies, date of expiry and seal impression, i.e. sample.

The impression or sample of the created emblem or mark and information about the number of copies and the date of the commencement of use shall be submitted by legal and natural entities, entrepreneurs, associations and other organisations to the authority in charge of keeping the records of consent given to the use of coat of arms within ten days from the day of the seal’s creation.

This Secretariat shall monitor the execution of the decision and instruction.

**Contact person:**

**Jasna Potran,**

Senior Counsellor, Head of Section

Office no.69/1st floor; Tel: 021/ 487 4423

***9.3. DIVISION FOR ADMINISTRATION***

***9.3.1. Department for Exams***

The **Department for Exams** performs tasks pertaining to the organisation and implementation of bar examinations, state qualifying exams, exams of foreign and national minorities – national communities᾿ languages in the official use in authorities of the APV (language exam for administrative civil servants), teaching licence exams for pre-school, primary and secondary teachers and expert associates, exams for secretaries of educational institutions, as well as the tasks related to the court interpreters.

**Contact person:**

**Slobodanka Stanković - Davidov**

Head of Department for Examinations

Office no. 68/ 1st floor, Tel: 021/487 4226; e-mail: slobodanka.stankovic@vojvodina.gov.rs

1. **Bar examination**

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities organises and performs administrative tasks pertaining to **bar examinations taken for persons domiciled in the territory of the AP Vojvodina.**

The Provincial Secretary has established two bar examination board.

Bar examinations are organised throughout the year (excluding July and August), by both examining boards, usually in the middle of the month (written part) and the end of the month (oral part).

Candidates are obliged to take both parts of the bar examination during the same exam period (written part and at least four exams within the oral part).

An eligible candidate for taking the bar examination is any person who graduated from the Faculty of Law, after which he/she gained two years of work experience in legal affairs at court, public prosecutor’s office, public attorney’s office and in a solicitor’s office or three years of work experience in legal affairs at the magistrates’ court or other public authority, authority of territorial autonomy or local self-government or four years of work experience in legal affairs in enterprises, institutions or other organisations.

Request for taking the bar examination are received by post or directly in the Records and Filing Office, **until 15th of the current month for the exam period for the next month** (i. e. until 15th September for the October exam period).

Along with the request, candidates taking the bar examination for the first time submit the following evidence:

1. certificate of work experience (certificate of the court, bar associations, prosecutor`s office, authorities or organisations);

2. certified copy of a law degree;

3. certified copy of the first and second sides of the ID card (or a certified transcript read of the ID card with a chip);

4. extract from the register of marriages (only for candidates who changed their surname upon entering into marriage);

5. confirmation from the ministry competent for the administration of justice that the candidate has not taken the bar exam in the last two years before the examining boards formed by the minister (only for candidates who, in the last two years, have changed their domicile outside of the territory of AP Vojvodina into its territory).

Candidates taking the supplementary bar examination, submit only the request for the supplementary examination. Candidates taking the bar examination for the second time submit, along with the request, only the evidence listed above, under the number 3.

If taking the bar exam has been permitted, the candidate shall be informed, by means of a decision, about the date of the written or oral part of the exam, as well as about the account numbers of the Budget of the AP Vojvodina and the Budget of the Republic of Serbia to which payments of the bar examination fees and provincial administrative tax, should be made.

**Exams are open to the public-interested persons may attend the oral part of the exam.**

**Bar examination fees** shall be paid by a candidate upon the receipt of the decision on permission to take the bar examination, while the proof of payment should be submitted to the Secretary before taking the written part of the examination.

A **CERTIFICATE** is issued on the passed bar examination which is delivered to the address of domicile of the candidate, or – if explicitly stated so in the request, to the address of residence, or the candidate may collect the certification in person at the Secretariat. The candidate is entitled to request the issuing of the bilingual certificate, in the Serbian language and one of the national minority languages in the official use in the AP Vojvodina.

You may find more detailed information on the Secretariat website

**Contact person:**

**Ivan Borojev**,

Office no. 68/ 1st floor, Tel: 021/487 4383; e-mail: [ivan.borojev@vojvodina.gov.rs](mailto:ivan.borojev@vojvodina.gov.rs)

**Dijana Katona,**

Office no. 65/1st floor, Tel: 021/487 4427; e-mail: [dijana.katona@vojvodina.gov.rs](mailto:dijana.katona@vojvodina.gov.rs).

1. **Court interpreters**

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities is competent to appoint, discharge and keep the Register of Court Interpreters for the area of higher courts in the territory of AP Vojvodina.

Assessing the need for court interpreters, presidents of higher courts in the territory of AP Vojvodina (Novi Sad, Zrenjanin, Subotica, Pančevo, Sremska Mitrovica and Sombor), submit proposals for issuing an advertisement for appointing court interpreters – court translators and sign language, deaf and mute court interpreters.

On the basis of the requests submitted, an advertisement is issued at least once a year (September/December) for appointing court interpreters – court translators and sign language, deaf and mute court interpreters in the “Official Journal of the APV”, one of the printed media in the AP Vojvodina and on this website.

A candidate may be a person with university education and who meets the statutory requirements for employment as a civil servant domiciled in the territory of the AP Vojvodina and who meets the following requirements:

1. adequate university education for a particular foreign language or complete knowledge of the language the spoken language or written text is translated to or from;
2. knowledge of legal terminology used in the language which is translated to or from;
3. at least five years of experience in translation profession.

A person who has at least secondary school degree and four years of education – fourth degree qualification may be a candidate for the sign language, deaf and mute court interpreter.

Along with the application, the candidate submits the original or a certified copy of the evidence of meeting the general and specific conditions, listed in the advertisement text.

The application should contain the following information about the candidate: name, address, telephone number, e-mail, language for which they are applying, or indicate that a sign language is in question, which court in the territory of Vojvodina they are applying for, where they gained experience in translation, which faculty the candidate completed, a list of documents attached to the application, place and date of application.

Applications may be sent by post or directly - in the Records and Filing Office and all candidates pay the republic administrative fee.

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities organises the examination to test the knowledge for candidates, domiciled in the territory of AP Vojvodina, and in this regard the Provincial Secretary establishes a committees to verify:

1. whether the candidate who does not have an adequate university education for a particular foreign language has the complete knowledge of the language the spoken language or written text is translated to or from;
2. whether the candidate has the knowledge of legal terminology used in the language which is translated to or from.

The examination consists of an oral and written part. Candidates who take language examinations are informed of the date as well as the fee of the examination.

The fee for language examination must be paid no later than three days before the examination, and the proof of payment is to be submitted to the Secretary of the Committee.

Upon completing the process of examination, the Provincial Secretary will appoint, on the basis of a decision, court interpreters, court translators and sign language, deaf and mute court interpreters.

Considering the complexity of the procedure, it should be pointed out that the procedure, from the announcement of the competition for the appointment of court interpreters for the territory of all higher courts in the territory of AP Vojvodina, until its implementation i.e. taking of the oath for the appointed court interpreters, shall last six months on average.

Register of court interpreters in the territory of the AP Vojvodina includes interpreters’ data (surname, one parent`s name and name of the interpreter; profession, address, and telephone number, number and date of the decision on appointment, language that they have been appointed for, date and place of oath taking ceremony, number and date of the decision on discharging an interpreter and a note) and any changes to the data which the interpreters are obliged to inform the Provincial Secretariat about, within eight days from the date of the change.

Monitoring of translators is performed by the president of the higher court to which the translator / interpreter is appointed.

A translator will be discharged: if they personally request so, if it is determined that the conditions for appointment did not exist or have ceased to exist, if they are convicted of a criminal offense which makes them unworthy or unfit for the job of an interpreter, if, based on a judicial decision, they have revoked or limited legal capacity, if it is legally determined that they had lost the ability to work and if they perform tasks in a negligent or unprofessional manner.

You may find more detailed information on the Secretariat website

**Contact person:**

**Bojana Makivić**

Office no. 63a/ 1st floor; Tel: 021/487-4373; e-mail: bojana.makivic(at)vojvodina.gov.rs

1. **State qualifying examination**

The Provincial Secretariat organises and conducts the state qualifying examination for the employees of administrative authorities in the territory of AP Vojvodina.

All persons employed at ministries, administrative authorities within ministries, specific organisations, courts, public prosecutor’s offices, Republic Public Attorney’s Office, departments of the National Assembly of the Republic of Serbia, President of the Republic of Serbia, Government of the Republic of Serbia, Constitutional Court, services of bodies whose members are elected by the National Assembly of the Republic of Serbia, as well as administrative and professional services of administrative districts are required to take the state qualifying exam, according to the Regulation on the Programme and Method of Taking the State Qualifying Examination (“Official Gazette of the RS” No. 16/2009, 84/2014, 81/16 and 76/17). Furthermore, the provisions of this regulation apply to the holders of public powers in the execution of conferred public administration tasks, as well as to authorities of autonomous provinces, municipalities, cities and the City of Belgrade in their scope of work.

Persons required to take the state qualifying examination, shall be as follows:

- civil servants employed for an indefinite period or those on trial work;

- civil servants who passed the state qualifying examination according to the programme for secondary education if they have acquired a higher level of education, in the course of work;

- interns.

In addition, persons with whom a Professional Training and Development Agreement has been signed, for purposes of doing an internship and taking a qualifying exam may also take the state qualifying exam. This also refers to persons interested in working on tasks requiring a passed state qualifying, providing they

have at least one year of working experience in the profession, the evidence of which they have to submit along with the request to take the state qualifying examination.

A possibility to take the state qualifying exam is also given to persons who submit their request to a public vacancy announcement to fill in a vacant position at a public authority or to a public announcement for appointment at a local self-government unit.

The state qualifying examination for candidates with higher education shall include the following exam subjects: principles of public administration system; constitutional order; principles of European Union system; labour legislation; office management; administrative proceedings and administrative dispute.

The state qualifying examination for candidates with secondary education shall include the following exam subjects: the principles of public administration system and constitutional order; the principles of European Union system; the principles of labour relations system and the labour relations in the public administrative authorities; office management; administrative proceedings with elements of office management.

The Provincial Secretary formed the examining committees for the state qualifying examination for civil servants with higher and secondary education.

A request for taking the bar examination shall be submitted by post or directly in the Records and Filing Office.

The request shall be submitted by the public administrative authority or other body or organisation where a candidate is employed. It may also be submitted by the candidate. The Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities shall decide on the request to take the exam by means of the decision.

The candidate shall be informed of the date, place, time and the amount of fee for the exam, no later than 30 days before the start of the exam.

The examination shall be organised several times during a month, throughout the year, except in August.

After passing the examination, a certificate on the passed state qualifying examination shall be issued which, at the request of the candidate, may be bilingual. A bilingual certificate shall be written in the Serbian language and one of the languages of national minorities, which are officially used in administrative authorities of the AP Vojvodina (Hungarian, Slovak, Croatian, Romanian and Ruthenian).

Since 2002, the official records have been kept at the Secretariat for each candidate who has taken the state qualifying exam.

You may find more detailed information on the Secretariat website

**Contact persons:**

**Аnkica Jukić Mandić**,

(Office no.68/ 1rd floor; Tel: 021/487 4213)

**Elvira Štrbac**

(Office no.68/ 1st floor; Tel: 021/487 4460)

1. **Language examinations**

The Provincial Secretariat organises examination in a foreign language and languages of national communities for administrative civil servants.

The examination tests the level of knowledge of a foreign language or languages of national communities according to the level that a candidate applies for. General knowledge has three levels: basic, intermediate and advanced level, while the knowledge of the professional terminology in law and administration is tested separately.

Any interested person has the right to take the examination.

In certain cases, a certificate may be issued without taking the examination, including:

* for the basic level of general knowledge – if the evidence of having completed at least two grades of primary or secondary school in particular language has been submitted;
* for the intermediate level of general knowledge – if the evidence of attending and graduating from secondary school in a particular language has been submitted;
* for the advanced level of general knowledge – if the evidence of attending and graduating from a faculty in a particular language has been submitted, i.e. the evidence that the candidate passed the university preliminary exam of professional terminology in a particular language;
* for expert-terminological knowledge –the decision on appointment of a court interpreter in a particular language shall constitute the evidence.

The request is submitted to the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, Bulevar Mihajla Pupina 16, 21 000 Novi Sad.

The request is submitted by the candidate. It may also be submitted by the administrative authority, other body or legal entity, where the candidate is employed, when its job classification act stipulates that a particular level of knowledge of a foreign language or a language of national community is required for the job.

The candidate is informed of the date, place, time and the amount of fee for the exam, no later than ten days before the exam, in person or through an employer.

The candidate or the employer shall pay for the examination costs, no later than three days prior to the date of the examination. The candidate submits the proof of payment to the Secretary of the Committee.

The Provincial Secretary formed the examining committees which test the knowledge of candidates in a written and oral part. The written part lasts 90 minutes and candidates are allowed to use a dictionary.

A candidate who fails the examination is entitled to take a resit examination within 30 days, wherein a passed written part of the examination is acknowledged. If a candidate fails the resit examination, the request for supplementary examination cannot be submitted before the expiry of three months.

You may find more detailed information on the Secretariat website

**Contact person:  
Cetinka Svitlica**

(Office no.63a/ 1st floor; Tel: 021/487 4420; e-mail: [cetinka.svitlica@vojvodina.gov.rs](mailto:cetinka.svitlica@vojvodina.gov.rs)

1. **Teaching licence examinations for Pre-school, Primary and Secondary Teachers and Expert Associates**

The Provincial Secretariat organises examination for the teaching licence for pre-school, primary and secondary teachers and expert associates. The licence examination is organised in accordance with the Rulebook on Work Licence for Pre-School, Primary and Secondary School Teachers and Expert Associates (“Official Gazette of the RS” No. 22/05 51/08, 88/15, 105/15 and 48/16).

The request to take the teaching licence examination for pre-school, primary and secondary teachers and expert associates shall be submitted by educational institutions based in the territory of AP Vojvodina, by post or directly to the Records and Filing Office.

The request must contain the following documents:

1. certified copy of the diploma on completed education;
2. copy of the employment contract;
3. report of the institution’s committee on the completed induction programme of an employee;
4. proof of payment of expenses for taking the license exam;
5. certified copy of student’s transcript and/or certificate by a higher education institution on passed exams in pedagogy and psychology or a conformation/ certificate of a higher education institution that the candidate has met the requirements specified in Article 142 of the Law on Fundamentals of Education System.

A notice with details on the license examination/preliminary examination in psychology and pedagogy (time, place, class, educational group, subject, or area) shall be submitted to the institution, not later than 15 days before the date set for the examination.

A notice on the topic of the class – teaching unit, activities i.e. the essay for the candidate, shall be submitted through the employing institution, usually three days prior to the date scheduled for the examination.

The licence examination contains a written and oral part. It starts by holding a class, carrying out the activities and/or presenting the essay.

A written part shall include: a lesson plan for teachers, a plan of teacher’s activities, i.e. an essay plan for expert associates.

A candidate with a written lesson plan or plan of activities, or a written essay, shall commence the examination. The teacher’s plan may be up to two pages of a written text, or up to the six essay pages for the associate.

The oral part of the exam shall include the test of:

• the intern’s competence for independent carrying out of the educational activity;

• the intern’s competence to solve specific situations in pedagogical practice;

• knowledge of regulations in the field of education.

The cost for taking the license examination for the first time shall be borne by the institution where the candidate is employed and the cost of supplementary examination as a whole or in part, shall be borne by the candidate.

The intern whose employment at the institution is terminated in the period of taking the licence examination shall be entitled to continue the commenced examination, pursuant to the law, bearing in mind that the costs for taking the examination upon submission of a new request shall be borne by the candidate himself/herself.

You may find more detailed information on the Secretariat website

**Contact person:**

**Brankica Kovačević**

(Office no.19/ 3rd floor, Tel: 021/487 4566); e-mail: [brankica.kovacevic@vojvodina.gov.rs](mailto:brankica.kovacevic@vojvodina.gov.rs)

1. **Exams for the secretaries of educational institutions**

The Provincial Secretariat organises the qualifying examination for the secretaries of educational institution based in the territory of AP Vojvodina. The qualifying exam is taken pursuant to the Rulebook on the Qualifying Exam for Secretaries of Educational Institutions („Official Gazette of the RS“, No. 8/11).

A secretary / intern – who, based on the report of a mentor, has completed the Induction Programme for Secretaries, shall acquire the right to take the qualifying exam.

The secretary /intern shall submit a request to take a qualifying exam to the institution, after having completed the internship and the Induction Programme for Secretaries.

The institution shall send the application to the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities within 15 days of its submission, along with the following:

1. certified copy of a diploma;
2. certificate of the manager that a candidate has successfully completed the Induction Programme for Secretaries;
3. certificate of the employment status;
4. copy of ID card of a candidate;
5. copy of the employment records of a candidate;
6. evidence of payment of the exam costs.

The cost for taking the qualifying examination for secretaries shall be borne by the institution where the candidate is employed and the cost of supplementary examination shall be borne by the candidate.

The qualifying exams shall be organised throughout the year, before the Committee formed by the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities.  
  
The qualifying exam shall consist of a written and oral part.

The written part shall include topics from the scope of work of a secretary of an institution.

The written part of the exam shall last two hours and the candidate may use regulations.

The oral part of the exam shall consist of six areas: constitutional order, public administration system, administrative procedure and administrative dispute; regulations from the field of education, labour legislation and office management.

A notice of the scheduled qualifying examination shall be delivered to a candidate via the institution which submitted the application, no later than 30 days prior to the examination date.

A candidate who has passed the qualifying exam shall be issued the certificate of the passed qualifying exam.

You may find more detailed information on the Secretariat website

**Contact person:**

**Marija Surdućan**

(Office no.19/3rd floor, Tel: 021/487 4566, e-mail: [marija.surducan@vojvodina.gov.rs](mailto:marija.surducan@vojvodina.gov.rs))

***9.4. DIVISION FOR MINORITY RIGHTS AND RELIGIOUS ISSUES***

***9.4.1. DEPARTMENT FOR THE EXERCISE OF RIGHTS OF NATIONAL MINORITIES-NATIONAL COMMUNITIES***

1. **Co-financing of ethnic communities**

This kind of financial support shall be provided, according to available funds in the AP Vojvodina Budget and in line with the Provincial Assembly Decision on Allocation of Budget Funds to Organisations of National Minorities-National Communities (“Official Journal of the APV”, number 14/2015).  
  
The right to allocation of budget resources of this Secretariat shall be given to:

- associations, organisations and other alliances of persons belonging to national minorities- national communities whose work is based on protection and fostering of national and cultural identity and interethnic tolerance;   
  
- associations, organisations and other alliances whose projects are aimed at exercising national minority rights and protection and fostering of interethnic tolerance and based in the territory of the AP Vojvodina.

The Secretariat shall invite at least one call for proposals per year. In this manner, it shall co-finance costs of regular activities, organisation of events and purchase of equipment, as well as the programmes and projects of multicultural nature for the purpose of developing the spirit of tolerance, along with the programmes and projects aimed at creating conditions for development of culture, science and arts; fostering and supporting national creativity; presenting cultural goods of exceptional importance; protection and fostering of languages, national customs and old crafts, protection and preservation of folklore heritage; fostering and developing of amateurism, as well as exercise of other rights of national minority communities.

The text of the call for proposals shall be published in all newspapers in national minority languages in the AP Vojvodina and on this web page and it shall also be published in the print media with the highest circulation in the Serbian language.

The Provincial Secretary shall decide on final allocation of available resources, after obtaining the opinions of national councils and/or special competition commission, in cases of applications regarding which national councils have not expressed their opinions, within the determined deadline, applications of organisations of persons belonging to national minorities- national communities which have not established their national council, as well as applications of other organisations, which shall be entitled to allocation of those resources, in line with the decision.

You may find more detailed information on the Secretariat website

**Contact persons:**

**Žužana Macko**

Senior Counsellor for the Exercise of Rights of National Minorities-National Communities – Head of Department (Office no: 67/1st floor; Tel: 021/487 4439)

**Аdrian Borka**

Counsellor for the Exercise of Human and Minority Rights (Office no: 63/1st floor; Tel: 021/487 4608)

1. **Financial support for national councils of national minorities**

Since 2004, the Budget of the APV has also provided special funds as a financial support to activities of national minority councils, as a form of exercising the minority self-government in field of culture, education, information and official use of national minority languages. Apart from the activities of national minority councils, these funds are also provided for development activities of national councils, which include financing of institutions, foundations, companies and organisations founded or co-founded by a national council, as well as organisations whose founding rights have been transferred to a national council, partially or in its entirety.

The method for funds allocation shall be regulated by the Provincial Assembly Decision on Method and Criteria for Distribution of the Budget Resources for Purposes of National Councils of National Minorities (“Official Journal of the APV”, number 54/2014). The entitlement to funds allocation shall be given to registered national councils based in in the territory of the Autonomous Province of Vojvodina, provided that the number of persons belonging to the national community they represent in the territory of AP Vojvodina constitutes more than a half of the total number of persons belonging to that national community in the Republic of Serbia, or that their number exceeds 10.000, according to the official data on the last census, provided by the Statistical Office of the Republic of Serbia.

You may find more detailed information on the Secretariat website

**Contact persons:**

**Žužana Macko**

Senior Counsellor for the Exercise of Rights of National Minorities-National Communities – Head of Department (Office no: 67/1st floor; Tel: 021/487 4439)

**Аdrian Borka**

Counsellor for the Exercise of Human and Minority Rights

(Office no: 63/1st floor; Tel: 021/487 4608)

1. **Official use of languages and scripts**

The Provincial Secretariat performs inspection in the field of official use of languages and scripts – as a conferred task. The inspection is performed as regular, extraordinary and control inspection of entities-holders of public authorities and other entities, within the meaning of provisions of the Law on the Official Use of Languages and Scripts.

If certain irregularity has been detected during the inspection, a decision shall order elimination of the said irregularity. A control inspection shall be performed in order to establish actions taken in accordance with the decision or in case of non-acting, a request for initiating a misdemeanour proceeding shall be filed. Everything that has been determined to be a state of affairs, by means of direct inspection, shall be entered in the records on performed inspection which shall be then handed over to a person who is present or in charge.

Upon the receipt of petition of citizens or other entities, pertaining to official use of languages and scripts, for each individual case, a decision shall be made on whether to perform the inspection or to request a written statement from the authority whose work the said petition pertains to.

In case the inspection is performed, a record shall be made on performed extraordinary inspection, which shall also include a determined state of affairs. Should certain irregularities have been detected, a decision shall be rendered, ordering elimination of the irregularities and appropriate deadline shall be given for it, with a warning notice containing the description of measures which will be taken in case of failure to eliminate the irregularities within determined deadline. An appeal may be filed against this decision to the Provincial Secretary, while against the decision of the Provincial Secretary, an administrative dispute may be initiated.

After the expiry of the deadline for voluntary discharge of obligation, a control inspection shall be performed. It shall be performed for the purpose of establishing actions taken in accordance with the decision, or filing of the request for initiating misdemeanour proceeding, in case of non-acting. Everything that has been determined to be a state of affairs, by means of direct inspection, shall be entered in the records on performed inspection which shall be then handed over to a person who is present or in charge.

Once a year, the Provincial Secretariat shall organise a call for proposals for financing or co-financing of:

* training of employees of authorities and organisations, in which they use a minority language which has been designated as the language in official use, particularly in positions which include contacts with clients (by taking part in courses, seminars and by other means organised for this purpose) and development of the e-Administration system for working in the multilingual environment;
* costs of design and putting up of boards with names of authorities and organisations, names of settlements and directions, names of streets and squares also written in national minority languages, officially used in the city, municipality or settlement, as well as publishing of bilingual or multilingual forms or official journals or other publications.

The right to participation in this call for proposals shall be given to:

* local self-government units from the territory of the Autonomous Province of Vojvodina, in which the official use of languages and scripts of national minorities-national communities has been established in the whole territory of local self-government unit or in settlements in their territory, pursuant to the statute of the city or municipality;
* local communities in the territories of cities and municipalities referred to in the abovementioned line;
* other authorities, organisations, services and institutions, budget funds beneficiaries which are based in the territory of local self-government or which operate in the territory of the local self-government, referred to in line 1.

The Provincial Secretary shall decide on allocation of funds in the call for proposals. Application forms for the call for proposals shall be reviewed, registered, then it shall be determined whether there are incomplete or untimely applications, or applications submitted by entities which, within the meaning of the Provincial Assembly Decision on Allocation of Funds, shall not be entitled to participate in the call for proposals, and finally, on the basis of proposal of the commission established by the Secretary and pursuant to the Secretary’s decision, allocation of funds shall be completed.

Upon publishing of this decision on allocation of funds, on the website of the Secretariat, decisions shall be delivered to all applicants to whom funds have been allocated, contracts on allocation of funds shall be signed with all of them and according to this decision, funds shall be allocated.

You may find more detailed information on the Secretariat website

**Contact person: Boris Bajić**

Independent Counsellor for Inspection of the Official Use of Languages and Scripts (Office no.58а/1st floor; Tel: 021/487 4393)

**II. PROJECTS, WORKING GROUPS AND COMMISSIONS**

**1. Promotion of Multiculturalism and Tolerance in Vojvodina**

The project goal is to foster the cultural diversity and develop the spirit of interethnic tolerance among the citizens of Vojvodina and it has been successfully implemented since 2005. The project has been designed as a complex, multi-thematic and multicultural programme, focused on the idea of strengthening the interethnic trust among the youth in Vojvodina. It includes a range of sub-projects and by means of activities carried out in the territory of the entire Vojvodina, it engages several thousands of primary and secondary students from Vojvodina.

You may find more detailed information on the Secretariat website

**Contact person**:

**Bojan Gregurić**

Independent Counsellor for Exercise of Equality of National Minorities– National Communities

(Office no.67 / 1st floor; Tel: 021/487 4604)

***9.4.2.*** ***DEPARTMENT FOR TRANSLATION AND INTERPRETATION SERVICES***

Translators/interpreters in the Department for Translation and Interpretation Services perform the tasks of written translation and oral interpretation for purposes of the provincial authorities, from the Serbian language to the languages of national minorities which are in the official use in the work of the authorities of the Autonomous Province of Vojvodina - Hungarian, Slovak, Romanian, Ruthenian and Croatian languages, as well as the translation from the above-mentioned languages into the Serbian language. Apart from that, texts are also translated from the Serbian into the English language and vice versa and the materials written in the Serbian language are proof-read.

Regulations and other acts are translated, as well as the acts published in the “Official Journal of the Autonomous Province of Vojvodina”, publications for the needs of the Provincial Government and the Assembly of the Autonomous Province of Vojvodina and provincial authorities, along with other materials.

Simultaneous interpretation is provided during sessions of the AP Vojvodina Assembly, at conferences and seminars with foreign participants, as well as consecutive interpretation during interregional meetings.

The Department for Translation and Interpretation Services comprises smaller organisational units – the Foreign Languages Section, Unit for Hungarian Language, Unit for Ruthenian Language, Unit for Slovak Language, Unit for Romanian Language and Unit for Proof-Reading and Croatian Language.

After the Head of the Department receives the request for translation of documents and after he sends it to the senior administrative officer for professional and operational affairs, the Head of the Language Section receives the material from the senior administrative officer, who previously officially registered the material in the programme for registration of materials of the Department for Translation and Interpretation Services. The Head of the Language Section uses the same programme to assign the material to translator, which contains the date of receipt, title of the material, ordering party, number of pages and sends the text for translation or translate it himself/herself.

**Contact person:**

**Miloš Zubac PhD,**

Senior Counsellor **-** Head of the Department for Translation and Interpretation Services

(Office no.26/2nd floor; Tel: 021/487 4746)

1. **PROCEDURE FOR THE PURPOSE OF SERVICE PROVISION**

Data on procedures for the purpose of service provision by the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities are explained in the previous chapter.

1. **OVERVIEW OF DATA ON PROVIDED SERVICES**

**In 2015:**

In 2015, one extraordinary inspection was conducted over the official use of languages and scripts, upon the petition of the National Council of the Hungarian National Minority.

During 2015, until November, in the field of education, municipal education inspectors were given the total number of 495 cases, while other competent authorities were given 160 cases. The total of 264 notifications were sent to the Ministry of Education, 343 notifications were sent to clients and 186 to other authorities, while institutions received 1 warning notice and 4 recommendations. The total of 111 first instance decisions, as well as 8 conclusions were rendered.

The total of 36 instructions were sent to municipal education inspectors, 90 records on performed inspection in the first instance were made and decision were rendered for 7 request for protection of students’ rights

The total of 645 requests for validation of diplomas were received, as well as 93 requests for verification of curricula of educational institutions.

**In 2016:**

In 2016, in the field of education, municipal education inspectors were given the total number of 601 cases, while other competent authorities were given 166 cases. The total of 315 notifications were sent to the Ministry of Education, 385 notifications were sent to clients and 351 to other authorities, while institutions received 4 warning notices. The total of 134 first instance decisions, 1 second instance decision, as well as 12 conclusions were rendered.

The total of 28 instructions were sent to municipal education inspectors, 207 records on performed inspection in the first instance were made and decision were rendered for 6 request for protection of students’ rights.

The total of 776 requests for validation of diplomas were received, as well as 118 requests for verification of curricula of educational institutions.

**In 2017:**

In 2017, until 20 September 2017, in the field of education, municipal education inspectors were given the total number of 432 cases, while other competent authorities were given 133 cases. The total of 286 notifications were sent to the Ministry of Education, 247 notifications were sent to clients and 187 to other authorities, while institutions received 5 warning notices. The total of 79 first instance decisions, 1 second instance decision, as well as 5 conclusions were rendered.

The total of 21 instructions were sent to municipal education inspectors, 53 records on performed inspection in the first instance were made and decision were rendered for 17 request for protection of students’ rights.

The total of 552 requests for validation of diplomas were received, as well as 84 requests for verification of curricula of educational institutions.

**OVERVIEW OF DATA ON PROVIDED SERVICES IN THE DEPARTMENT FOR EXAMS IN 2016 AND 2017**

**1. Bar examination**

In 2016, bar examination was organised in ten exam periods -throughout the year (excluding July and August). During the current 2017, bar examination was organised in six exam periods (January-June). In every exam period, the oral part of the exam was open to the public, thereby all interested persons were enabled to attend the exam, to the extent that conditions allow in premises where exams take place. In accordance with the law, the general public shall be excluded from the written part of the exam.

Written part of bar examination was organised at the Assembly of the Autonomous Province of Vojvodina and in rooms of the Court of Appeal in Novi Sad. Oral part of the exam was also taken in the courtrooms and other rooms granted by the Court of Appeal in Novi Sad, the Higher Court in Novi Sad and the Commercial Court in Novi Sad.

Regarding each client’s request for taking bar examination, administrative procedure was conducted within the Secretariat. The Provincial Secretary decided, within the scope of his/her competence, on the right of clients to take bar examination. Prior to submission of the request, candidates had the opportunity to find out by phone or be directly informed about formal and legal requirements for taking bar examination, as well as about organisation of the exam. Also, candidates are informed by e-mail or the Secretariat’s website which is regularly updated.

During 2016, bar examination was taken, before both examining boards, by the total number of 709 candidates. Out of that number, 275 candidates took supplementary exam (resit) for one of the subjects, while 434 candidates took the entire exam. Out of the total number of candidates who took the entire exam (434), 93 candidates passed the exam, 267 candidates were referred to supplementary exam (resit) for one or more subjects, while 74 candidates failed the entire exam (general score in the exam was “failed”). Among the candidates who took supplementary exam (resit) for one of the subjects (275), 247 passed the exam, while 28 candidates failed bar examination.

In six exam periods organised in 2017, bar examination was taken, before both examining boards, by the total number of 396 candidates. Out of that number, 121 candidates took supplementary exam (resit) for one of the subjects, while 275 candidates took the entire exam. Out of the total number of candidates who took the entire exam (396), 165 candidates passed the exam, 189 candidates were referred to supplementary exam (resit) for one or more subjects, while 42 candidates failed the entire exam (general score in the exam was “failed”). Among the candidates who took supplementary exam (resit) for one of the subjects (121), 98 passed the exam, while 23 candidates failed bar examination.

**2. Court interpreters**

In 2016, an advertisement was issued for appointing court interpreters of higher courts in the territory of AP, for which 85 applications were submitted.

During 2017, candidate who had applied, took the exam and 54 candidates passed it and 36 interpreters for 17 languages were appointed.

**3. State qualifying examination**

In 2016, the state qualifying examination was taken by the total number of 478 candidates-68 candidates with secondary education and 410 candidates with higher education, on the premises of the Provincial Government. For candidates with secondary education, the exams were taken in five exam periods. Out of the total number of 68 candidates who took the exam, four candidates were referred to resit exams. Candidates who passed the exam were issued the total number of 68 certificates. For candidates with higher education, the exams were taken in 14 exam periods. Out of the total number of 410 candidates who took the exam, 73 candidates were referred to resit exams. For employees with higher education, 408 certificates on the passed state qualifying examination were issued, out of which two bilingual certificates on the passed state qualifying examination were issued (in Serbian and Hungarian languages).

In 2017 (including 26 October), the state qualifying examination was taken by the total number of 739 candidates-123 candidates with secondary education and 616 candidates with higher education, on the premises of the Provincial Government. For 123 candidates with secondary education, the exams were taken in four exam periods and 123 certificates were issued, out of which one was bilingual certificate (in Serbian and Hungarian languages). For candidates with higher education, the exams were taken in 16 exam periods. Out of the total number of 616 candidates who took the exam, 15 candidates were referred to resit exams. The total number of 616 certificates were issued, out of which two were bilingual certificates on the passed state qualifying examination (in Serbian and Hungarian languages).

**4. Language examination**

In 2016, language examinations were taken by the total number of 10 candidates for three languages, as follows: English, Hungarian and German.

During 2017, language examination was organised in two exam periods and it was taken by 6 candidates for two languages, as follows: Hungarian and Ruthenian.

**5. Examination for the teaching licence for pre-school, primary and secondary teachers and expert associates**

In the report period, the examination for the teaching licence for pre-school, primary and secondary teachers and expert associates were organised in ten exam periods and it was taken by the total number of 858 candidates.

In 2017, in the report period, the examination for the teaching licence for pre-school, primary and secondary teachers and expert associates were organised in 95 exam periods and it was taken by the total number of 586 candidates**.**

**6. Qualifying examination for the secretaries of educational institution**

In 2016, the qualifying examination for the secretaries of educational institutionwas organised in two exam reports and it was taken by nine candidates, who took the exam for the first time. In 2016, the total number of 101 certificates were issued, out of which 92 certificates were issued for the candidates who have waited since 2009 for their certificates to be issued on the prescribed form of the competent ministry.

In 2017, the qualifying examination for the secretaries of educational institutionwas organised in one exam period and it was taken by four candidates, for whom certificates were issued.

**12. DATA ON REVENUES AND EXPENDITURES**

Data for 2016:

FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES FOR 2016-BUDGET REVISION

(October, 2016)

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 00:** | | |
| 01 00 | Revenues from the budget | 565,413,548.18 RSD |
| 07 08  *733131* | Transfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 552,474,000.00 |
| 07 13  733131 | Transfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 21,421,196,000.00 |
| 13 00 | Unexpended revenue surplus from previous years | 35,000,000.00 |
| **Total for Chapter 09 00:** | | **22,574,083,548.18** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 01:** | | |
| 01 00 | Revenues from the budget | 21,599,680.00 RSD |
| 04 00  *742372* | Own revenues of budget beneficiaries  *Revenues of indirect beneficiaries of the local self-government budget earned via additional activities* | 1,994,000.00 |
| 13 06  *321311* | Unexpended surplus from previous years – additional funds  *Unexpended surplus of revenues and incomes from previous years* | 746,810.22 |
| **Total for Chapter 09 01:** | | **24,340,490.22** |
| **Total for Section 09:** | | **22,598,424,038.40** |

EXECUTION OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR THE PERIOD FROM 01/01/2016 TO 31/12/2016

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | **Programme activity** | **Project** | **Financing executed** | **Chapter** | **Section** | **Name** | **Annual plan** | **Execution** | **% of execution** |
| **606** |  |  |  | **09** | **00** | **SUPPORT TO WORK OF PUBLIC ADMINISTRATION AUTHORITIES** | **15.200.000,00** | **14.568.840,00** | **95.85%** |
|  | 6061003 |  |  | 09 | 00 | PUBLICATION OF THE OFFICIAL JOURNAL OF AP VOJVODINA |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 15.200.000,00 | 14.568.840,00 | 95.85% |
| **607** |  |  |  | **09** | **00** | **SYSTEM OF PUBLIC ADMINISTRATION** | **92.437.168,61** | **80.948.441,68** | **87.57%** |
|  | 6071001 |  |  | 09 | 00 | ОRGANISATION AND CARRYING OUT OF STATE QUALIFYING EXAMS |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 5.870.000,00 | 3.702.721,47 | 63.08% |
|  | 6071004 |  |  | 09 | 00 | ADMINISTRATION AND GOVERNANCE |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 86.567.168,61 | 77.245.720,21 | 89.23% |
| **609** |  |  |  | **09** | **00** | **E-GOVERNMENT** | **2.000.000,00** | **1.444.890,60** | **72.24%** |
|  |  | 6094003 |  | 09 | 00 | IMPLEMENTATION OF THE COMPUTER-ASSISTED TRANSLATION SOFTWARE (CAT TOOLS) |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 2.000.000,00 | 1.444.890,60 | 72.24% |
| **1001** |  |  |  | **09** | **00** | **ENHANCEMENT AND PROTECTION OF HUMAN AND MINORITY RIGHTS AND FREEDOMS** | **102.281.923,00** | **99.885.629,51** | **97.66%** |
|  | 10011003 |  |  | 09 | 00 | SUPPORT TO ORGANISATIONS OF ETHNIC COMMUNITIES IN AP VOJVODINA |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 16.797.333,00 | 16.348.221,70 | 97.33% |
|  | 10011004 |  |  | 09 | 00 | SUPPORT TO WORK OF NATIONAL COUNCILS OF NATIONAL MINORITIES |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 60.000.000,00 | 59.895.000,00 | 99.83% |
|  | 10011005 |  |  | 09 | 00 | DEVELOPMENT OF MULTILINGUALISM IN THE TERRITORY OF AP VOJVODINA |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 6.184.590,00 | 5.945.925,44 | 96.14% |
|  | 10011006 |  |  | 09 | 00 | PROMOTION OF MULTICULTURALISM AND TOLERANCE IN VOJVODINA |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 17.990.000,00 | 16.476.482,37 | 91.59% |
|  |  | 10014007 |  | 09 | 00 | DECADE OF ROMA INCLUSION |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 1.310.000,00 | 1.220.000,00 | 93.13% |
| **1602** |  |  |  | **09** | **00** | **REGULATION AND GOVERNANCE IN THE JUSTICE SYSTEM** | **9.395.000,00** | **8.603.955,51** | **91.58%** |
|  | 16021001 |  |  | 09 | 00 | ОRGANISATION AND CARRYING OUT OF BAR EXAMINATIONS AND EXAMINATIONS FOR COUT INTERPRETERS |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 9.395.000,00 | 8.603.955,51 | 91.58% |
| **1901** |  |  |  | **09** | **00** | **STATE COOPERATION WITH CHURCHES AND RELIGIOUS COMMUNITIES** | **6.617.000,00** | **6.617.000,00** | **100.00%** |
|  | 19011001 |  |  | 09 | 00 | SUPPORT TO WORK OF CHURCHES AND RELIGIOUS COMMUNITIES |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 6.617.000,00 | 6.617.000,00 | 100.00% |
| **2001** |  |  |  | **09** | **00** | **REGULATION AND SUPERVISION OF THE SYSTEM OF EDUCATION** | **80.279.417,07** | **67.725.396,21** | **84.36%** |
|  | 20011001 |  |  | 09 | 00 | АDMINISTRATION, GOVERNANCE AND SUPERVISION |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 65.299.417,07 | 59.588.187,48 | 91.25% |
|  | 20011002 |  |  | 09 | 00 | ORGANISATION AND CARRYING OUT OF LICENCE EXAMS FOR SECRETARIES OF INSTITUTIONS AND PRINCIPALS |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 12.320.000,00 | 5.959.810,63 | 48.38% |
|  | 20011003 |  |  | 09 | 00 | PRESENTATION OF “ĐORĐE NATOŠEVIĆ” AWARDS |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 2.660.000,00 | 2.177.398,10 | 81.86% |
| **2002** |  |  |  | **09** | **00** | **PRE-SCHOOL EDUCATION** | **552.474.000,00** | **519.830.723,00** | **94.09%** |
|  | 20021001 |  |  | 09 | 00 | SUPPORT TO IMPLEMENTATION OF FOUR-CLASS PREPARATORY PRE-SCHOOL PROGRAMME |  |  |  |
|  |  |  | 0708 |  |  | *Transfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units* | 552.474.000,00 | 519.830.723,00 | 94,09% |
| **2003** |  |  |  | **09** | **00** | **PRIMARY EDUCATION** | **15.312.158.501,39** | **15.300.937.685,17** | **99.93%** |
|  | 20031001 |  |  | 09 | 00 | IMPLEMENTATION OF PRIMARY EDUCATION |  |  |  |
|  |  |  | 0713 |  |  | *Transfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education* | 15.204.450.000,00 | 15.196.714.007,74 | 99.95% |
|  | 20031002 |  |  | 09 | 00 | BILINGUAL TEACHING IN SERBIAN AND ENGLISH LANGUAGE IN PRIMARY SCHOOLS |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 2.300.000,00 | 2.138.028,44 | 92.96% |
|  | 20031004 |  |  | 09 | 00 | ENHANCING THE QUALITY OF PRIMARY EDUCATION |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 10.050.000,00 | 9.731.081,00 | 96.83% |
|  | 20031005 |  |  | 09 | 00 | ADULT EDUCATION |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 2.000.000,00 | 1.967.456,00 | 98.37% |
|  | 20031006 |  |  | 09 | 00 | МОDERNISATION OF PRIMARY SCHOOL INFRASTRUCTURE |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 92.508.501,39 | 89.634.755,46 | 96.89% |
|  |  | 20034003 |  | 09 | 00 | FREE TEXBOOKS FOR PUPILS IN THE FIRST CYCLE OF PRIMARY EDUCATION |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 50.000,00 | 0,00 | 0.00% |
|  |  | 20034007 |  | 09 | 00 | ENHANCING THE FRENCH LANGUAGE TEACHING IN PRIMARY SCHOOLS IN THE TERRITORY OF AP VOJVODINA FOR THE PURPOSE OF INTRUDUCING THE BILINGUAL TEACHING |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 800.000,00 | 752.356,53 | 94.04% |
| **2004** |  |  |  | **09** | **00** | **SECONDARY EDUCATION** | **6.274.027.850,50** | **6.209.273.512,48** | **98.97%** |
|  | 20041001 |  |  | 09 | 00 | IMPLEMENTATION OF SECONDARY EDUCATION |  |  |  |
|  |  |  | 0713 |  |  | *Transfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education* | 6.215.446.000,00 | 6.151.068.277,49 | 98.96% |
|  | 20041002 |  |  | 09 | 00 | ENHANCING THE QUALITY OF SECONDARY EDUCATION |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 10.000.000,00 | 9.847.573,99 | 98.48% |
|  | 20041004 |  |  | 09 | 00 | BILINGUAL TEACHING IN SECONDARY SCHOOLS |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 2.500.000,00 | 2.363.894,00 | 94.56% |
|  | 20041005 |  |  | 09 | 00 | МОDERNISATION OF SECONDARY SCHOOL INFRASTRUCTURE |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 45.681.850,50 | 45.593.767,00 | 99.81% |
|  |  | 20044003 |  | 09 | 00 | FESTIVAL OF MIND |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 400.000,00 | 400.000,00 | 100.00% |
| **2007** |  |  |  | **09** | **00** | **SUPPORT TO EDUCATION OF PUPILS AND STUDENTS** | **404.540.257,50** | **401.538.510,58** | **99.26%** |
|  | 20071003 |  |  | 09 | 00 | IMPLEMENTATION OF ACTIVITIES OF STUDENT ACCOMODATION INSTITUTIONS |  |  |  |
|  |  |  | 0713 |  |  | *Transfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education* | 201.500.000,00 | 199.175.126,24 | 98.85% |
|  | 20071004 |  |  | 09 | 00 | ENHANCING THE QUALITY OF STUDENT ACCOMODATION |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 2.050.000,00 | 2.012.163,00 | 98.15% |
|  | 20071005 |  |  | 09 | 00 | REIMBURSEMENT OF TRANSPORTATION COSTS TO SECONDARY SCHOOL STUDENTS |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 152.000.000,00 | 151.364.056,84 | 99.58% |
|  |  |  | 1300 |  |  | *Unexpended revenue surplus from previous years* | 35.000.000,00 | 35.000.000,00 | 100.00% |
|  | 20071006 |  |  | 09 | 00 | INFRASTRUCTURE МОDERNISATION OF STUDENT ACCOMODATION INSTITUTIONS |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 13.990.257,50 | 13.987.164,50 | 99.98% |
| **2001** |  |  |  | **09** | **01** | **REGULATION AND SUPERVISION OF THE SYSTEM OF EDUCATION** | **24.340.490,22** | **18.462.579,63** | **75.85%** |
|  | 20011005 |  |  | 09 | 01 | DEVELOPMENT OF EXPERT-RESEARCH ACTIVITY IN THE FIELD OF EDUCATION |  |  |  |
|  |  |  | 0100 |  |  | *Revenues from the budget* | 21.599.680,00 | 17.780.242,77 | 82.32% |
|  |  |  | 0400 |  |  | *Own revenues of budget beneficiaries* | 1.994.000,00 | 251.924,03 | 12.63% |
|  |  |  | 1306 |  |  | *Unexpended surplus from previous years* –*additional funds* | 746.810,22 | 430.412,83 | 57.63% |
| **TOTAL FOR SECTION 09** | | | | | | | **22.875.751.608,29** | **22.729.837.164,37** | **99.36%** |

**PROJECTS IMPLEMENTED IN 2016 IN THE FIELD OF EDUCATION**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Execution** |
| **1** | **Projects and activities aimed at enhancing the quality of primary and secondary education** | **19.578.654,99** |
|  | Primary education | 9.731.081,00 |
|  | Secondary education | 9.847.573,99 |
| **2** | **Projects and activities aimed at enhancing the quality of student accommodation** | **2.012.163,00** |
| **3** | **Introduction of bilingual teaching in Serbian and English language** | **4.501.923,14** |
|  | Primary education | 2.138.028,44 |
|  | Secondary education | 2.363.894,70 |
| **4** | **Infrastructure modernisation of primary and secondary schools and student accommodation institutions** | **149.215.686,96** |
|  | Primary education | 89.634.755,46 |
|  | Secondary education | 45.593.767,00 |
|  | Student Accomodation | 13.987.164,50 |
| **5** | **Reimbursement of transportation costs to secondary school students in inter-city transport** | **186.364.056,84** |
| **6** | **The Festival of Mind Project** | **400.000,00** |
| **7** | **Project aimed at enhancing the knowledge of French language in primary schools in the territory of AP Vojvodina for the purpose of introducing the bilingual teaching** | **752.356,53** |
| **Total:** | | **362.824.841,46** |

**Data for 2017:**

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2016**

**(January, 2017)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 00:** | | |
| 01 00 | Revenues from the budget | 606.545.808,27 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 585.623.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 22.484.215.000,00 |
| 13 00 | Unexpended revenue surplus from previous years | 420.000,00 RSD |
| **Total for Chapter 09 00:** | | **23.676.803.808,27 RSD** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 01:** | | |
| 01 00 | Revenues from the budget | 23.199.680,00 |
| 04 00  *742372* | Own revenues of budget beneficiaries  *Revenues of indirect beneficiaries of the local self-government budget earned via additional activities* | 2.084.000,00 |
| 13 06  *321311* | Unexpended revenue surplus from previous years – additional funds  *Unexpended surplus of revenue and income from previous years* | 500.000,00 |
| **Total for Chapter 09 01:** | | **25.783.680,00 RSD** |
| **Total for Section 09:** | | **23.702.587.488,27 RSD** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | **Programme activity** | **Project** | **Financing executed** | **Chapter** | **Section** | **Name** | **Annual plan** | **Execution** | **% of execution** |

**EXECUTION OF FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR THE PERIOD FROM 1 JANUARY 2017 AND UNTIL 30 JUNE 2017**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| **606** |  |  | **09** | **00** | **SUPPORT TO WORK OF PUBLIC ADMINISTRATION AUTHORITIES** | **15.200.000,00** | **7.070.580,00** | **46,52%** |
|  | 6061003 |  | 09 | 00 | PUBLICATION OF THE OFFICIAL JOURNAL OF AP VOJVODINA | 15.200.000,00 | 7.070.580,00 | 46,52% |
| **607** |  |  | **09** | **00** | **SYSTEM OF PUBLIC ADMINISTRATION** | **97.236.691,59** | **41.608.998,73** | **42,79%** |
|  | 6071001 |  | 09 | 00 | ОRGANISATION AND CARRYING OUT OF STATE QUALIFYING EXAMS | 4.400.000,00 | 3.294.446,20 | 74,87% |
|  | 6071004 |  | 09 | 00 | ADMINISTRATION AND GOVERNANCE | 92.836.691,59 | 38.314.552,53 | 41,27% |
| **609** |  |  | **09** | **00** | **E-GOVERNMENT** | **2.120.000,00** | **1.583.418,24** | **74,69%** |
|  |  | 6094003 | 09 | 00 | IMPLEMENTATION OF THE COMPUTER-ASSISTED TRANSLATION SOFTWARE (CAT TOOLS) | 2.120.000,00 | 1.583.418,24 | 74,69% |
| **1001** |  |  | **09** | **00** | **ENHANCEMENT AND PROTECTION OF HUMAN AND MINORITY RIGHTS AND FREEDOMS** | **127.471.700,00** | **60.524.940,71** | **47,48%** |
|  | 10011003 |  | 09 | 00 | SUPPORT TO ORGANISATIONS OF ETHNIC COMMUNITIES IN AP VOJVODINA | 31.000.000,00 | 9.944.834,00 | 32,08% |
|  | 10011004 |  | 09 | 00 | SUPPORT TO WORK OF NATIONAL COUNCILS OF NATIONAL MINORITIES | 60.100.000,00 | 30.026.500,00 | 49,96% |
|  | 10011005 |  | 09 | 00 | DEVELOPMENT OF MULTILINGUALISM IN THE TERRITORY OF AP VOJVODINA | 10.110.000,00 | 6.180.000,00 | 61,13% |
|  | 10011006 |  | 09 | 00 | PROMOTION OF MULTICULTURALISM AND TOLERANCE IN VOJVODINA | 24.261.700,00 | 13.153.606,71 | 54,22% |
|  |  | 10014007 | 09 | 00 | DECADE OF ROMA INCLUSION | 2.000.000,00 | 1.220.000,00 | 61,00% |
| **1602** |  |  | **09** | **00** | **REGULATION AND GOVERNANCE IN THE JUSTICE SYSTEM** | **11.110.000,00** | **4.271.993,52** | **38,45%** |
|  | 16021001 |  | 09 | 00 | ОRGANISATION AND CARRYING OUT OF BAR EXAMINATIONS AND EXAMINATIONS FOR COUT INTERPRETERS | 11.110.000,00 | 4.271.993,52 | 38,45% |
| **2001** |  |  | **09** | **00** | **REGULATION AND SUPERVISION OF THE SYSTEM OF EDUCATION** | **83.381.416,68** | **33.396.281,12** | **40,05%** |
|  | 20011001 |  | 09 | 00 | АDMINISTRATION, GOVERNANCE AND SUPERVISION | 70.491.416,68 | 30.090.901,27 | 42,69% |
|  | 20011002 |  | 09 | 00 | ORGANISATION AND CARRYING OUT OF LICENCE EXAMS FOR SECRETARIES OF INSTITUTIONS AND PRINCIPALS | 10.680.000,00 | 3.305.379,85 | 30,95% |
|  | 20011003 |  | 09 | 00 | PRESENTATION OF “ĐORĐE NATOŠEVIĆ” AWARDS | 2.210.000,00 | 0,00 | 0,00% |
| **2002** |  |  | **09** | **00** | **PRE-SCHOOL EDUCATION** | **585.623.000,00** | **257.821.712,00** | **44,03%** |
|  | 20021001 |  | 09 | 00 | SUPPORT TO IMPLEMENTATION OF FOUR-CLASS PREPARATORY PRE-SCHOOL PROGRAMME | 585.623.000,00 | 257.821.712,00 | 44,03% |
|  | 20021002 |  | 09 | 00 | MODERNISATION OF PRE-SCHOOL INSTITUTIONS INFRASTRUCTURE | 8.364.631,40 | 4.178.005,80 | 49,95% |
| **2003** |  |  | **09** | **00** | **PRIMARY EDUCATION** | **15.863.431.216,56** | **8.060.770.237,92** | **50,81%** |
|  | 20031001 |  | 09 | 00 | IMPLEMENTATION OF PRIMARY EDUCATION | 15.790.692.000,00 | 8.044.689.742,29 | 50,95% |
|  | 20031002 |  | 09 | 00 | BILINGUAL TEACHING IN PRIMARY SCHOOLS | 2.300.000,00 | 1.447.282,47 | 62,93% |
|  | 20031004 |  | 09 | 00 | ENHANCING THE QUALITY OF PRIMARY EDUCATION | 10.609.653,00 | 6.410.532,16 | 60,42% |
|  | 20031005 |  | 09 | 00 | ADULT EDUCATION | 1.000.000,00 | 549.978,00 |  |
|  | 20031006 |  | 09 | 00 | МОDERNISATION OF PRIMARY SCHOOL INFRASTRUCTURE | 58.019.563,56 | 7.172.703,00 | 12,36% |
|  |  | 20034003 | 09 | 00 | FREE TEXBOOKS FOR PUPILS IN THE FIRST CYCLE OF PRIMARY EDUCATION | 10.000,00 | 0,00 | 0,00% |
|  |  | 20034007 | 09 | 00 | ENHANCING THE FRENCH LANGUAGE TEACHING IN PRIMARY SCHOOLS IN THE TERRITORY OF AP VOJVODINA FOR THE PURPOSE OF INTRUDUCING THE BILINGUAL TEACHING | 800.000,00 | 500.000,00 | 62,50% |
| **2004** |  |  | **09** | **00** | **SECONDARY EDUCATION** | **6.516.571.463,10** | **3.236.301.808,70** | **49,66%** |
|  | 20041001 |  | 09 | 00 | IMPLEMENTATION OF SECONDARY EDUCATION | 6.482.461.000,00 | 3.222.158.969,76 | 49,71% |
|  | 20041002 |  | 09 | 00 | ENHANCING THE QUALITY OF SECONDARY EDUCATION | 14.605.463,10 | 10.227.438,94 | 70,02% |
|  | 20041004 |  | 09 | 00 | BILINGUAL TEACHING IN SECONDARY SCHOOLS | 2.500.000,00 | 456.000,00 | 18,24% |
|  | 20041005 |  | 09 | 00 | МОDERNISATION OF SECONDARY SCHOOL INFRASTRUCTURE | 17.005.000,00 | 3.459.400,00 | 20,34% |
| **2007** |  |  | **09** | **00** | **SUPPORT TO EDUCATION OF PUPILS AND STUDENTS** | **402.438.000,00** | **202.623.101,45** | **50,35%** |
|  | 20071003 |  | 09 | 00 | IMPLEMENTATION OF ACTIVITIES OF STUDENT ACCOMODATION INSTITUTIONS | 211.062.000,00 | 107.000.456,75 | 50,70% |
|  | 20071004 |  | 09 | 00 | ENHANCING THE QUALITY OF STUDENT ACCOMODATION | 2.000.000,00 | 1.725.236,99 | 86,26% |
|  | 20071005 |  | 09 | 00 | REIMBURSEMENT OF TRANSPORTATION COSTS TO SECONDARY SCHOOL STUDENTS | 184.000.000,00 | 93.567.407,71 | 50,85% |
|  | 20071006 |  | 09 | 00 | INFRASTRUCTURE МОDERNISATION OF STUDENT ACCOMODATION INSTITUTIONS | 5.376.000,00 | 330.000,00 | 6,14% |
| **2001** |  |  | **09** | **01** | **REGULATION AND SUPERVISION OF THE SYSTEM OF EDUCATION** | **25.783.680,00** | **7.526.181,65** | **29,19%** |
|  | 20011005 |  | 09 | 01 | DEVELOPMENT OF EXPERT-RESEARCH ACTIVITY IN THE FIELD OF EDUCATION | 25.783.680,00 | 7.526.181,65 | 29,19% |
| **TOTAL FOR SECTION 09** | | | | | | **23.734.549.483,63** | **11.915.588.256,94** | **50,20%** |

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2016**

**(July, 2017)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 00:** | | |
| 01 00 | Revenues from the budget | 842.921.039,13 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 585.623.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 22.484.215.000,00 |
| 13 00 | Unexpended revenue surplus from previous years | 50.420.000,00 |
| **Total for Chapter 09 00:** | | **23.676.803.808,27 RSD** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 01:** | | |
| 01 00 | Revenues from the budget | 23.199.680,00 |
| 04 00  *742372* | Own revenues of budget beneficiaries  *Revenues of indirect beneficiaries of the local self-government budget earned via additional activities* | 2.084.000,00 |
| 13 06  *321311* | Unexpended revenue surplus from previous years – additional funds  *Unexpended surplus of revenue and income from previous years* | 320.616,86 |
| **Total for Chapter 09 01:** | | **25.783.680,00 RSD** |
| **Total for Section 09:** | | **23.702.587.488,27 RSD** |

# 13. DATA ON PUBLIC PROCUREMENT

# Public Procurement Plan for 2016

# Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
|  | **TOTAL** | **18.270,756** |  |  |  |  |
|  | **GOODS** | **1,611.666** |  |  |  |  |
| 1.1.1. | Software for the implementation of the project titled “Implementation of the software for support to translation” | 1528333 | SVPP\* | 5/2016 | 7/2016 | 8/2016 |
| 1.1.2 | Computer software for regular purposes | 83.333,00 | SVPP | 9/2016 | 10/2017 | 11/2016 |
|  | **SERVICES** | **16.659.090** |  |  |  |  |
| 1.2.1. | Printing of the Official Journal of APV | 13909090 | Open procedure | 3/2016 | 5/2016 | 5/2016 |
| 1.2.2 | Publication of advertisements in the media | 1250000 | SVPP | 4/2016 | 5/2016 | 5-2016 |
| 1.2.3. | Study tour organisation services for participants of the project “Promotion of multiculturalism and tolerance in Vojvodina” | 1500000 | SVPP | 5/2016 | 6/2016 | 9/2016 |
| **Implementation of public procurement procedures in 2016:**  In 2016, public procurement procedures were realised under numbers 1,3,4 and 5 of the Decision on Awarding the Contract in stated procedures, as well as other documentation which is published, are available on the Public Procurement Portal **(**[**http://portal.ujn.gov.rs/**](http://portal.ujn.gov.rs/)**)** and website of the Provincial Secretariat **(**[**http://www.puma.vojvodina.gov.rs/**](http://www.puma.vojvodina.gov.rs/)**):**  1. Public procurement of goods JHMB 6/2016-software for the implementation of the project titled “Implementation of the software for support to translation” in the small value public procurement procedure, the contracted value was 1.204.075,50 RSD , VAT excluded, link:  <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=7364>  2. Public procurement of services-printing of the of the Official Journal of APV JHOP 1/2016, in an open procedure, the contracted value was 13.909.090.00 RSD, VAT excluded, the contract concluded on 27 April 2016 with the Magyar Szo, from Novi Sad, as Supplier, link:  <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=3149>  3.Public procurement- Publication of advertisements in the media, JHMB 3/2016 in the small value public procurement procedure, the contracted value was 1.250.000,00 RSD , VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=6825>  4. Public procurement of services- Study tour organisation services, JHMB 2/2016, in the small value public procurement procedure, the contracted value was 1.044.000,00 RSD , VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=6801>  In 2016, the procedures which were implemented were those to which the Public Procurement Law does not apply. In accordance with quarterly reports and the report for 2016, which were sent to the Public Procurement Administration, the total amount which was disbursed, was as follows:  1. Basis for exemption-Article 7.1.10 (purchasing, development, production or co-production of radio and tv programmes or time for broadcasting of programmes): 450.000,00 RSD, VAT excluded,  2. Basis for exemption-Article 7.1.12 (working outside employment): 1.190.000,00 RSD, VAT excluded,  3. . Basis for exemption-Article 39.2 (procurements whose values do not exceed the lower limit for small value public procurement procedure): 1.151.000,00, VAT excluded. Public Procurement Plan for 2017Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities | | | | | | |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
|  | **TOTAL** | **26,880,220.00** |  |  |  |  |
|  | **GOODS** | **1,749,999.00** |  |  |  |  |
| 1.1.1 | Procurement of translation software | 1.666.666,00 | SVPP\* | 3/2017 | 4/2017 | 5/2017 |
| 1.1.2 | Computer software for regular purposes | 83.333,00 | SVPP | 6/2017 | 7/2017 | 7/2017 |
|  | **SERVICES** | **25.130.221,00** |  |  |  |  |
| 1.2.1 | Printing of the Official Journal of APV | 16.130.836,00 | Open procedure | 2/2017 | 3/2017 | 3/2017 |
| 1.2.2 | Publication of advertisements in the media | 1.191.052,00 | SVPP | 7/2017 | 8/2017 | 8/2017 |
| 1.2.3 | Study tour organisation services | 1.558.333,00 | SVPP | 6/2017 | 7/2017 | 8/2017 |
| 1.2.4 | Translation services | 6.250.000,00 | Open procedure | 4/2017 | 5/2017 | 6/2017 |

\*small value public procurement

# AMANDMENT TO THE Public Procurement Plan for 2017 (19 July 2017)

Public Procurement Plan for 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
|  | **TOTAL** | **22,338,554.00** |  |  |  |  |
|  | **GOODS** | **1,666,666.00** |  |  |  |  |
| 1.1.1 | Procurement of translation software | 1.666.666,00 | SVPP\* | 3/2017 | 4/2017 | 5/2017 |
| 1.1.2 | Computer software for regular purposes  Amendment No: 128-48/2017-1:adopted on 19 July 2017; Public procurement plan for 2017 from 20 January 2017; procedure: DELETED; explanation: harmonisation with the APV Budget revision for 2017 | 83.333,00 | SVPP | 6/2017 | 7/2017 | 7/2017 |
|  | **SERVICES** | **20.671.888,00** |  |  |  |  |
| 1.2.1 | Printing of the Official Journal of APV | 16.130.836,00 | Open procedure | 2/2017 | 3/2017 | 3/2017 |
| 1.2.2 | Publication of advertisements in the media | 1.191.052,00 | SVPP | 7/2017 | 8/2017 | 8/2017 |
| 1.2.3 | Study tour organisation services  Amendment No: 128-48/2017-1:adopted on 19 July 2017; Public procurement plan for 2017 from 20 January 2017; procedure: AMENDED; explanation: harmonisation with the APV Budget revision for 2017 | 3.350.000,00 | SVPP | 8/2017 | 9/2017 | 9/2017 |
| 1.2.4 | Translation services  Amendment No: 128-48/2017-1:adopted on 19 July 2017; Public procurement plan for 2017 from 20 January 2017; procedure: DELETED; explanation: harmonisation with the APV Budget revision for 2017 | 6.250.000,00 | Open procedure | 4/2017 | 5/2017 | 6/2017 |

**Implementation of public procurement procedures in 2017:**

In 2017, September inclusive, public procurement procedures were realised under numbers 1,2,3,4 of the amended Public Procurement Plan. The Decision on Awarding the Contract in stated procedures, as well as other documentation which is published, are available on the Public Procurement Portal **(**[**http://portal.ujn.gov.rs/**](http://portal.ujn.gov.rs/)**)** and website of the Provincial Secretariat **(**[**http://www.puma.vojvodina.gov.rs/**](http://www.puma.vojvodina.gov.rs/)**):**

1. Public procurement of goods-software for translation JHMB 2/2017- in the small value public procurement procedure, the contracted value was 1.319.515,20 RSD , VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=7674>

2. Public procurement of services-printing of the Official Journal of APV JHOP 1/2017, in an open procedure, the contracted value was 16.130.836.00 RSD, VAT excluded, the contract concluded on 24 March 2017 with the Magyar Szo, from Novi Sad, as Supplier, link:

<http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=7540>

3. Public procurement- Publication of advertisements in the media, JHMB 3/2017 in the small value public procurement procedure, the contracted value was 1.191.052,00 RSD , VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=8195>

4. Public procurement of services- Study tour organisation services, JHMB 4/2017, in the small value public procurement procedure, the contracted value was 2.685.000,00 RSD , VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=8169>

In 2017, the second quarter inclusive, the procedures which were implemented were those to which the Public Procurement Law does not apply. In accordance with quarterly reports which was sent to the Public Procurement Administration, the total amount which was disbursed, was as follows:

1. Basis for exemption-Article 7.1.12, (working outside employment): 1.573.000,00 RSD, VAT excluded

2. Basis for exemption-Article 39.2 (2 (procurements whose values do not exceed the lower limit for small value public procurement procedure): 737.000,00 RSD, VAT excluded.

## 14. DATA ON STATE AID

Subsidies given to organisations of ethnic communities based in the territory of the AP Vojvodina, to churches and religious communities operating in the territory of the AP Vojvodina and to cities and municipalities, having a national minority language and script in the official use, appropriated by this Secretariat based on the call for proposals, shall not be considered a state aid. Namely, based on the opinion of the Commission for State Aid Control of the Ministry of Finance, these funds shall not be subject to regulations governing control, reporting and assessing the eligibility of state aid, since this kind of co-financing does not distort the market competition, nor there is a risk of its distortion.

**15. INFORMATION ON DISBURSED SALARIES, WAGES AND OTHER EARNINGS**

**Information for October 2017**

Pursuant to Article 197 of the Law on Employees in Autonomous Provinces and Local Self-government Units (“Official Gazette of the RS”, No. 21/2016) and Article 30 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV“ no. 37/14 and 54/14 – second decision, 37/16 and 29/2017), the Rulebook on Internal Organisation and Systematisation of Job Positions at the Provincial Secretariat was adopted. According to this Rulebook, the arrangement of job positions at the Secretariat in October 2017 is presented in the Table 1 below.

*Table 1: Overview of the number of provincial employees in executive and operating positions at the Provincial Secretariat in October 2017, pursuant to the applicable Rulebook on the Internal Organisation and Systematisation of Job Positions at the Provincial Secretariat. The position of the Deputy Provincial Secretary is not systematized.*

Overview of the number of office holders:

|  |  |  |
| --- | --- | --- |
| 1. | Under-Secretary | 1 |
| 2. | Assistant Provincial Secretary | 5 |
| TOTAL | | **6** |

Overview of the number of job positions according to titles and occupations at the Secretariat :

|  |  |  |
| --- | --- | --- |
| 1. | Senior Counsellor | 9 |
| 2. | Independent Counsellor | 18 |
| 3. | Counsellor | 47 |
| 4. | Junior Counsellor | 5 |
| 5. | Associate | 3 |
| 6. | Senior Administrative Officer | 7 |
| 8. | Employees with occupation | 1 |
| TOTAL | | **90** |

*Table 2:*

*Overview of coefficients in executive and operating positions at the Provincial Secretariat in March 2017, pursuant to the Provincial Assembly Decision on Salaries of Persons Elected by the AP Vojvodina Assembly (“Official Journal of the Autonomous Province of Vojvodina” no. 33/2012 and 7/2013) and Provincial Decree on Salaries, Compensations, Redundancy Benefits and other Earnings of Persons Appointed and Employed in the AP Vojvodina Authorities (“Official Journal of the APV”, no.27/12, 35/12, 9/13, 16/14, 40/14, 1/15, 44/15 and 61/16).*

*The above-specified provincial decree shall be applicable until the passage of the law, which shall regulate salaries of the employees in AP Vojvodina authorities.*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Position | Basic coefficient | Additional coefficient |
| 1 | Deputy Provincial Secretary | 10,35 | / |
| 2 | Under-Secretary | 22,00 | 18,00 |
| 3 | Assistant Provincial Secretary | 21,50 | 18,00 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Positions and Occupations | Salary category | Basic coefficient | Additional coefficient groups | | | | |
| I | II Head of Department | III Head of Section | IV Head of Unit | V Inspection affairs |
| Independent Expert Associate I | I | 12.05 | 16.80 |  |  |  |  |
| Independent Expert Associate II | I | 12.05 | 14.70 | 16.80 | 16.40 | 16.20 | 16.00 |
| Independent Expert Associate | I | 12.05 | 9.30 | 16.80 | 10.30 | 10.00 | 11.00 |
| Senior Expert Associate | II | 10.77 | 8.40 | 10.00 | 9.50 | 9.00 | 10.50 |
| Expert Associate, Translator and Librarian | III | 10.45 | 8.20 | 9.10 | 8.70 | 7.90 | 9.45 |
| Senior Associate | IV | 9.91 | 7.19 |  |  |  |  |
| Associate | V | 8.95 | 5.33 |  |  |  |  |

Salaries and compensations for each month in 2017, were disbursed to the Deputy Provincial Secretary, Under-Secretary and appointed persons, as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Мonth** | | | | | | | |
| **January** | **February** | **March** | **April** | **Мay** | **Јune** | **Јuly** | **Аugust** |
| 779.112,68 | 872.037,39 | 903.024,33 | 903.024,35 | 903.554,87 | 904.216,24 | 904.085,44 | 905.720,02 |
| September | Оctober |
| 905.210,95 | 905.720,07 |

Salaries and compensations for each month in 2017, were disbursed to employed civil servants of the Secretariat, as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Мonth** | | | | | | | |
| **January** | **February** | **Мarch** | **Аpril** | **Мay** | **Јune** | **Јuly** | **Аugust** |
| 9.285.665,47 | 9.293.332,42 | 9.274.299,03 | 9.099.936,25 | 9.064.332,69 | 9.011.808,40 | 9.040.007,65 | 8.987.243,24 |
| September | Оctober |
| 8.816.675,54 | 8.821.710,92 |

Compensation were disbursed in 2017, as follows:

|  |  |  |
| --- | --- | --- |
| **TITLE** | **Basis** | **Amount paid in the period from 01 January 2017 until 01 November 2017.** |
| Secretary | Compensation for the member of the examination committee | 472.180,00 |
| Deputy Provincial Secretary | Compensation for the member of the examination committee | 243.350,00 |
| Under-Secretary | Compensation for the member of the examination committee; employee’s travel expenses | 225.769,30 |
| Assistant to the Provincial Secretary for Administration | employee’s travel expenses | 17.159,52 |
| Assistant to the Provincial Secretary for Regulations | Compensation for the member of the examination committee; employee’s travel expenses | 20.655,66 |
| Assistant to the Provincial Secretary for Material and Financial Affairs | employee’s travel expenses | 147.184,43 |
| Assistant to the Provincial Secretary for Education | employee’s travel expenses, per diem for business trips in the country, compensation for the member of the examination committee | 23.063,20 |
| Assistant to the Provincial Secretary for National Minorities-National Communities | employee’s travel expenses, per diem for business trips in the country | 62.880,42 |
| Employees | employee’s travel expenses; jubilee awards; financial aid; per diem for business trips in the country; other expenses for business trips in the country; financial aid in case of death of an employee or a family member; compensation for the unused annual leave; redundancy benefits, outside employment; temporary employment contract; solidarity childbirth benefit; compensation for the member of the examination committee; service contract | 8.507.885,53 |

# 16. INFORMATION ON THE WORK EQUIPMENT

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities occupies the offices within the building of the Provincial Government (the “Banovina“ Building) at 16 Mihajla Pupina Boulevard in Novi Sad.

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities uses the following movable assets which are property of the Autonomous Province of Vojvodina:

|  |  |
| --- | --- |
| PROVINCIAL GOVERNMENT | Date: 2nd December 2015 |
| NOVI SAD, 16 Mihajla Pupina Blvd. | Page: 1 |

**Total for basic equipment with values**

On: 31 December 2014 (Osp061)

Sorted by Organisational Units and Groups

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Code | Name | Quantity | Purchase value | Deduction | Current value |
| 000089 | The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities | 1.142 | 13.819.974,07 | 9.943.828,81 | 3.876.145,26 |
| 485 | Air-conditioning unit | 37 | 978.625,05 | 963.037,40 | 15.587,65 |
| 681-2 | Device for incoming and outgoing material | 3 | 56.056,50 | 15.041,88 | 41.014,62 |
| 681-35 | TV | 1 | 0,00 | 0,00 | 0,00 |
| 681-37 | Video and DVD player | 1 | 71.797,10 | 65.155,86 | 6.641,24 |
| 683-12 | Telephone | 74 | 586.656,20 | 108.371,18 | 478.285,02 |
| 683-13 | Telephone (mobile) | 5 | 80.454,68 | 69.008,83 | 11.445,85 |
| 683-14 | Telephone (equipment) | 2 | 50.434,40 | 9.246,30 | 41.188,10 |
| 683-18 | Fax machine | 8 | 112.830,91 | 96.718,59 | 16.112,32 |
| 746-11 | Cameras and camcorders | 2 | 39.500,00 | 39.500,00 | 0,00 |
| 746-2 | Photocopiers | 3 | 114.253,50 | 99.656,71 | 14.596,79 |
| 751-11 | Cabinets, showcases and lockers | 208 | 1.286.913,17 | 1,089.531,02 | 197.382,15 |
| 751-15 | Desks | 222 | 1.806.720,82 | 1.689.850,51 | 116.870,31 |
| 751-16 | Chairs, armchairs | 305 | 1.765.574,06 | 1.305.014,45 | 460.559,61 |
| 751-19 | Other general purpose furniture | 7 | 7.277,37 | 7.277,37 | 0,00 |
| 751-31 | Office equipment (complete) | 1 | 51,38 | 51,38 | 0,00 |
| 751-41 | Cabinets and lockers (metal) | 6 | 0,00 | 0,00 | 0,00 |
| 751-48 | Hangers | 37 | 27.895,97 | 26.101,91 | 1.794,06 |
| 752-11 | Chandeliers and lamps | 3 | 3.747,67 | 3.747,67 | 0,00 |
| 753-12 | Carpets | 12 | 277.728,04 | 271.436,84 | 6.291,20 |
| 761-11 | Typewriters | 1 | 1.000,00 | 125,00 | 875,00 |
| 761-31 | Calculators | 2 | 0,00 | 0,00 | 0,00 |
| 761-33 | Computers | 98 | 3.744.605,26 | 3.095.026,54 | 649.578,72 |
| 761-34 | Laptop computers | 7 | 426.459,92 | 243.921,02 | 182.538,90 |
| 761-4 | Printers and scanners | 60 | 786.389,56 | 710.008,35 | 76.381,21 |
| 761-41 | Duplicating device | 1 | 0,00 | 0,00 | 0,00 |
| 776-3 | Cooling devices | 2 | 36.000,00 | 36.000,00 | 0,00 |
| 799-11 | Paintings | 34 | 1.559.002,51 | 0,00 | 1.559.002,51 |
| Total: |  | 1.142 | 13.819.974,07 | 9.943.828,81 | 3.876.145,26 |

**17. STORING THE DATA MEDIA**

Data media containing information produced during the performance of activities or regarding the activities of the Provincial Secretariat shall be stored:

1. at the archives with files located in the Records and Filing Office of the Department for Technical and Administrative Services of Provincial Authorities where the material shall be classified, stored and archived on the shelves and in the cabinets;

2. in electronic database located in the premises of the Department for Technical and Administrative Services of Provincial Authorities where they shall be kept by the person authorised for administration of the Department`s IT network;

3. at the Human Resources Service, where personnel records shall be kept;

4. at the Department for Technical and Administrative Services of Provincial Authorities, where inventory lists of equipment and work instruments shall be kept.

Documentation, or data media shall be kept while applying appropriate protection measures in compliance with the Law on General Administrative Procedure, Regulations concerning the Office Management (Decree on the Office Management of Public Administrative Authorities 80/92 and the Instructions on the Office Management of Public Administrative Authorities 10/93 and 14/93) and archival records.

**18. TYPES OF OWNED INFORMATION**

The data owned by the Secretariat shall comprise documents which are the result of activities or that are related to activities of the Secretariat and they shall include: data which are referred to the sessions of the Provincial Government, proposed regulations, legal opinions, official records, concluded agreements, rulebooks and instructions.

All abovementioned information shall be kept in the manner and within the deadlines prescribed by regulations governing the office management.

**19. TYPES OF INFORMATION THE PUBLIC AUTHORITY SHALL PROVIDE ACCESS TO**

Pursuant to the provisions of the Law on Free Access to Information of Public Importance, the Provincial Secretariat shall provide persons requesting the particular piece of information with all information at its disposal which resulted from the activities of the Secretariat; it shall provide an insight into the document containing the requested piece of information or issue a copy of it except in cases when the requirements for excluding or limiting the free access to the information of public importance have been made.

**20. INFORMATION ON REQUEST SUBMISSION FOR ACCESS TO INFORMATION**

In terms of the Law on Free Access to Information of Public Importance (“Official Gazette of the RS”, No. 120/04, 54/07, 104/09 and 36/10), information of public importance shall be the information which is at the disposal of a public authority, produced in the course of work of a public authority or with regard to it and which shall be comprised in a certain document and which refers to everything the public has the reasonable interest to know.

A person requesting certain information of public interest shall submit a written request to the Provincial Secretariat for Culture and Public Information in order to exercise their right to access the information of public importance. The request needs to include the name of the authority, first name and last name of the requester and description of the requested piece of information as accurate as possible.

The request may contain other data facilitating the search for the requested information.

The requester should also indicate in their request the manner in which they wish to have the requested information delivered to them (by mail, e-mail, fax or in some other manner).

The requester shall not have to provide their reasons for the request.

If the request does not include all data, that is, if it is not proper and complete, the authorised person shall ask for those deficiencies to be eliminated or they shall deliver the instructions on the completion of the request to the requester. If the requester fails to rectify those deficiencies within the prescribed time limit, no later than 15 days from the receipt of the instructions on the completion of the request and deficiencies are such that the request cannot be handled, the conclusion on the rejection of the request as untimely shall be made.

Access to information shall also be provided based on the oral request of the requester which shall be recorded in the minutes with such request being registered in the special records and deadlines which are applied for the written request shall also be applied here. No later than 15 days from the receipt of the request, the requester shall be notified of the existence of information, they shall be given an insight into the document containing the requested information or it shall be issued or its copy shall be delivered to the requester. The copy of the document shall be sent to the requester on the day it has been obtained from the Records and Filing Office.

If for justifiable reasons the Secretariat is unable to inform the requester on the existence of information or provide an insight into the document containing the requested information, issue or give a copy of that document within 15 days from the receipt of the request, it shall be obliged to promptly inform the requester of this and to define subsequent deadline which cannot be longer than 40 days from the day of the receipt of the request in the course of which it shall inform the requester on its possession of such information and provide an insight into the document containing the requested information.

If the public authority fails to respond to the request within the prescribed time limit, the requester may file an appeal to the Commissioner.

Insight into the document containing the requested information shall be provided in the office premises of the Secretariat.

A person who is unable to inspect the document containing the requested information without being accompanied by another person shall be enabled to do so with a person accompanying them.

If the Secretariat grants the request, it shall not issue a special decision on it but it shall make an official note.

If the Secretariat refuses to inform the requester, either completely or partially, on its possession of information, or to provide them with an insight into the document containing the requested information, to issue or provide a copy of this document, it shall be obliged to render a decision on the rejection of a request and to explain it in writing and to instruct the requester to use legal remedies against such decision.

The AP Vojvodina Government shall prescribe the cost estimate based on which the authority shall calculate expenses from the previous paragraph. Journalists asking for the copy of a document for the purpose of them performing their professional tasks, associations for the protection of human rights when asking for the copy in order to achieve goals of the association and all persons asking for a certain piece of information referring to the threat to health or protection of health of the population or the protection of the environment shall be exempt from the obligatory payment of fees unless the information has already been published and made available in the country or on the Internet.

Requests for exercising the right to access the information of public importance may be submitted via e-mail, telefax or via postal service using the following address: Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, Novi Sad, Bulevar Mihajla Pupina 16 or they may be submitted directly to the Reception Office of the Department for Technical and Administrative Services of Provincial Authorities at the same address.

On the website of the Commissioner for the Information of Public Importance [www.poverenik.org.rs](http://www.poverenik.org.rs), more information can be found.

The request form for accessing information of public importance can be downloaded from the website of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, [www.puma.vojvodina.gov.rs](http://www.puma.vojvodina.gov.rs), in the section entitled Forms.

The person authorised to act upon requests for access to information of public importance in the field of education:

**Jelena Jović**

[jelena.jovic@vojvodina.gov.rs](mailto:jelena.jovic@vojvodina.gov.rs)

021/487-4469

The person authorised to act upon requests for access to information of public importance in the field of administration and national communities:

**Vesna Rašetić**

[vesna.rasetic@vojvodina.gov.rs](mailto:vesna.rasetic@vojvodina.gov.rs)

021/487-4396

# The person authorised to act upon requests for access to information of public importance in the field of materal and financial affairs:

Livia Korponai

[livia.korponai@vojvodina.gov.rs](mailto:livia.korponai@vojvodina.gov.rs)

021/487-4450

**21. OVERVIEW OF REQUESTS, APPEALS AND OTHER IMMEDIATE MEASURES UNDERTAKEN BY INTERESTED PARTIES AND DECISIONS OF THE SECRETARIAT REGARDING THE SUBMITTED REQUESTS AND FILED APPEALS AND/OR RESPONSES TO OTHER IMMEDIATE MEASURES UNDERTAKEN BY INTERESTED PARTIES**

The following examples of requests may be used:

**REQUEST FOR TAKING THE BAR EXAMINATION**

|  |
| --- |
| **Provincial Secretariat for Education, Regulations, Administration and National Minorities National Communities**  16, Mihajla Pupina Blvd., Novi Sad  Tel. 021-487-43-83, Fax: 021-557-074 |
| **Request for taking the Bar Examination** |

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** | |
| **Name and name of one parent** |  |
| **Surname** |  |
| **Date and place of birth** |  |
| **Residence** (address and place) |  |
| **ID card number and the Secretariat of Internal Affairs** |  |
| **Теlephone number** (home and mobile) |  |
| **Faculty of Law** |  |
| **Graduation date** |  |

|  |  |
| --- | --- |
| **EXAM INFORMATION** | |
| **I am applying for the exam:** | |
| ENTIRE EXAM (all seven courses) | **If only a portion of examination is applied for ( four courses at least)** *(please specify the courses applied):*  CONSTITUTIONAL LAW AND JUSTICE ORGANISATIONAL LAW  CRIMINAL LAW  CIVIL LAW  COMMERCIAL (ECONOMIC) LAW  INTERNATIONAL PRIVATE LAW  ADMINISTRATIVE LAW  LABOUR LAW |
| **Exam period\*** | (month, year) |

|  |  |
| --- | --- |
| **Evidence:** | |
| **I am providing the following evidence along with the request :** | |
|  | *Certificate of professional experience* |
|  | *Certified photocopy of the law faculty diploma* |
|  | *ID card (photocopy or scanned biometric ID card), along with the proof of the applicant's residence* |
|  | *Marriage certificate, in case the surname has been changed* |
|  | *Certificate by the Ministry of Justice of the Republic of Serbia stating that the applicant has not taken the bar examination in the previous two years before the examination boards established by the minister (to be provided only by applicants who changed their place of residence in the past six months, thereby acquiring residence in the territory of the AP Vojvodina).* |

**NOTIFICATION OF PERSONAL INFORMATION PROCESSING**

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant shall be informed of the following:

* that the information is collected for the purpose of keeping the bar examination records and/or register, in conformity with the law;
* that the information is entered in the bar examination schedule, records and/or register;
* that the information shall be used by: the provincial servant employed at the Provincial Secretariat for Education, Regulations, Administration and National minorities-National Communities authorised for organisation of the bar exam taking and keeping of records and/or register, as well as the examination board/commission members;
* that the information processing is conducted pursuant to the law and/or by-law regulating the register maintenance, or upon consent by the applicant;
* that consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justifiable costs and damage, in conformity with the regulations regulating the responsibility for damage;
* that the controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unallowed processing of information.

**CONSENT TO PERSONAL INFORMATION PROCESSING**

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

**STATEMENT BY THE APPLICANT**

I would like to take the exam in       language (to be filled only by those applicants who want to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina).

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** |  |  | **Applicant’s signature:** |
| **Date:** |  |  |  |

*\* Bar examinations are organised during the entire year (except July and August), in the final week of each month.*

**REQUEST FOR TAKING THE STATE QUALIFYING EXAM**

**Provincial Secretariat for Education, Regulations, Administration and National Minorities**

**- National Communities**

16 Mihajla Pupina Blvd.

21000 NOVI SAD

**REQUEST FOR TAKING**

**THE STATE QUALIFYING EXAM**

NAME:

SURNAME:

DATE OF BIRTH:  PLACE OF BIRTH:

PIN

NAME OF SCHOOL/FACULTY COMPLETED:

APPLICANT IS EMPLOYED AT:

PROFESSIONAL EXPERIENCE:

DEADLINE IN WHICH THE APPLICANT IS REQUIRED TO PASS THE EXAM:

THE REQUEST IS SUBMITTED:

1. pursuant to Article 3 of the Decree;
2. pursuant to Article 4 of the Decree;
3. pursuant to Article 7 of the Decree;
4. pursuant to Article 8 of the Decree.

APPLICANTT’S TELEPHONE NUMBER:

NOTE: The request is to be submitted accompanied by relevant documents, i.e. the following:

1. diploma of the acquired education level (certified photocopy);
2. ID card (photocopy);
3. certificate of legal employment status;
4. decision on the established obligation to take the state qualifying exam;
5. certificate of the submitted application for admission to public competition;
6. professional training and development agreement;
7. certificate of the acquired qualified professional experience.

(Please circle the number denoting the relevant grounds for request submission, i.e. the submitted document)

|  |  |
| --- | --- |
|  | Authorised person’s signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seal |
|  | Applicant’s signature  (please specify address)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**STATEMENT BY THE APPLICANT**

I would like to take the exam in       language (to be filled only by those applicants who want to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina).

**REQUEST FOR TAKING THE LANGUAGE EXAM**

|  |
| --- |
| **Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities** 16, Mihajla Pupina Blvd., 21 000 Novi Sad  Теl.: +38163582911, Fax.: 557-074 |

I am submitting the

|  |
| --- |
| **REQUEST FOR TAKING THE**  **FOREIGN LANGUAGE EXAM – NATIONAL MINORITY LANGUAGE EXAM** |

|  |  |
| --- | --- |
| **Personal information***:* | |
| **Name:** |  |
| **Surname:** |  |
| **Date of birth:** |  |
| **Name of school/faculty completed:** |  |
| **Residence:** | |
| **Street:** |  |
| **Postal code and place:** |  |
| **Telephone number:** |  |

|  |  |
| --- | --- |
| **LANGUAGE:** | |
| foreign language | national minority language |
| **Language:** | **Language:** |
| **Level of language competence:** | |
| elementary | |
| intermediate | |
| advanced | |
| **Exams:** | |
| **testing general knowledge** | **testing specialised and technical vocabulary competence\***  \* advanced level only |

|  |  |
| --- | --- |
| **Examination fees to be covered by:** | |
| the authority\* | the applicant |
| **\*Name of authority (body)** | |

|  |  |
| --- | --- |
| **Evidence:** | |
| **I am providing the following evidence along with the request\*** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |

\*evidence: university/secondary school diploma, certificate of the passed foreign language exam/minority language exam, different certficates etc.

|  |
| --- |
| **NOTIFICATION OF PERSONAL INFORMATION PROCESSING** |

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant shall be informed of the following:

* that the information is collected for the purpose of keeping the examination records and/or register, in conformity with the law;
* that the information is entered in the examination schedule, records and/or register;
* that the information shall be used by: the provincial servant employed at the Provincial Secretariat for Education, Regulations, Administration and National minorities-National Communities authorised for organisation of the exam taking and keeping of records and/or register, as well as the examination board/commission members;
* that the information processing is conducted pursuant to the law and/or by-laws regulating the register maintenance, or upon consent by the applicant;
* that consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justifiable costs and damage, in conformity with the regulations regulating the responsibility for damage;
* that the controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unallowed processing of information.

|  |
| --- |
| **CONSENT TO PERSONAL INFORMATION PROCESSING** |

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Signature:** |
| **Date:** |  |  |  |

[**REQUEST FOR TAKING THE LICENCE EXAMINATION**](http://www.puma.vojvodina.gov.rs/dokumenti/Zahtevi/licenca/Zahtev_licenca.doc)

|  |
| --- |
| **PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES**  16 Mihajla Pupina Blvd., Novi Sad,  tel. 021-487-45-66, fax 021-557-074  e-mail: [marija.surducan@vojvodina.gov.rs](mailto:marija.surducan@vojvodina.gov.rs), [brankica.kovacevic@vojvodina.gov.rs](mailto:brankica.kovacevic@vojvodina.gov.rs) |
| **REQUEST FOR TAKING WORK LICENCE EXAMINATION FOR   TEACHERS, PRE-SCHOOL TEACHERS AND EXPERT ASSOCIATES** |

|  |  |
| --- | --- |
| **Applicant information** | |
| Type and name of the institution: |  |
| Place and address of the institution’s headquarters: |  |
| Contact person: | Telephone/fax  e-mail |

|  |  |  |
| --- | --- | --- |
| **Candidate information** | | |
| Candidate’s name and surname: |  | |
| Place and address of residence: |  | |
| Level of education and professional title (evidence – diploma): |  | |
| Precise name of the workplace (evidence – contract or certificate issued by the institution): |  | |
| Candidate status (you may select several options): | Trainee  Trainee - intern   Teacher  Pre-school teacher | Expert associate  Associate   Pedagogical Assistant  Teaching assistant  Other: |
| Date of commencement of trainee internship / employment: |  | |
| Date of submission of commission report: |  | |
| Total length of internship: |  | |

|  |  |  |
| --- | --- | --- |
| **Specific data according to the type of institution** | | |
| PRE-SCHOOL EDUCATION | | |
| Educational group:  **Nursery school**  6 months to 1 year old  1 to 2 years old  2 to 3 years old  **Kindergarten groups**  3 to 4 years old  4 until a child starts school | | Preparatory pre-school programme  **Mixed educational groups**  1 to 3 years old  2 until a child starts school   3 until a child starts school  Bilingual educational groups  Educational work with children with disabilities |
| Notes: |  | |

|  |  |  |
| --- | --- | --- |
| PRIMARY EDUCATION: | | |
| Primary school Primary school for adult education  Primary music school  Primary ballet school | | Primary school for pupils with disabilities  Subject teaching Class teaching  Elective subject: |
| Grade: |  | |
| Subject: |  | |
| Language the classes are conducted in: |  | |
| Notes: |  | |

|  |  |
| --- | --- |
| SECONDARY EDUCATION: | |
| Grammar school Vocational school Art school Combined school (grammar school and vocational or art school) School for adult education  School for pupils with disabilities | |
| Grade: |  |
| Educational profile of the class’ pupils: |  |
| Pilot class: |  |
| Subject: |  |
| Scope of work: |  |
| Language the classes are conducted in: |  |
| Notes: |  |

|  |  |
| --- | --- |
| Evidence: | |
| I enclose the following documents with the application: | |
|  | Transcript or certified copy of diploma of acquired education; |
|  | Contract of employment; |
|  | Report of the institution’s committee on the completed programme [[1]](#footnote-1); |
|  | Proof of payment of the expenses for taking the license exam; |
|  | Certificate or confirmation of university that the student achieved minimum of 30 points in pedagogy, psychology and methodological disciplines during the studies or upon graduation, as well as 6 points in professional training, or certified copy of student academic transcript; |
|  | Transcript read of biometric ID card or a copy of ID card without a chip[[2]](#footnote-2). |

|  |  |
| --- | --- |
| I enclose the following documents with the application, depending on the type of the candidate and institution: | |
|  | Proof of knowledge of language the educational work is conducted in[[3]](#footnote-3) (certified copy of secondary school or university diploma, or testimony of the institution that the candidate acquired secondary school or university level education in the language the work is conducted in, or certified copy of the testimony on successfully completed language exam with methodics, according to the programme of the secondary education institution); |
|  | Proof of 10 - year experience in dancing, or in teaching (for teachers of dancing subjects in a ballet school, who have acquired at least secondary school education in ballet); |
|  | Proof of successful completion of the specialist or craftsman examination  (for practical classes’ teachers in vocational school, who have acquired appropriate secondary school education); |
|  | Proof of five-year professional working experience acquired after completion of the specialist or craftsman examination, five-year practical experience (for practical classes teachers in vocational school, who have acquired appropriate secondary school education); |
|  | Independent higher education institution’s recognition of foreign higher education qualification; |
|  | Translation of foreign higher education document certified by accredited court interpeter. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Applicant’s signature:** |
| **Date:** |  |  |  |

**NOTIFICATION OF PERSONAL INFORMATION PROCESSING**

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant shall be informed of the following:

* that the information is collected for the purpose of keeping the examination records and/or register, in conformity with the law;
* that the information is entered in the examination schedule, records and/or register;
* that the information shall be used by: the provincial servants employed at the Provincial Secretariat for Education, Regulations, Administration and National minorities-National Communities authorised for organisation of the exam taking and records and/or register keeping, as well as the examination board/commission members;
* that the information processing is conducted pursuant to the law and/or by-laws regulating the examination process, or by- law regulating register maintenance, or upon the applicant’s consent;
* that consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justified costs and damage, in conformity with the regulations regulating the responsibility for damage;
* that the controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unallowed processing of information.

CONSENT TO PERSONAL INFORMATION PROCESSING

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

CANDIDATE’S STATEMENT

I would like to take the exam in       language (to be filled only by the candidates who would like to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina)

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Candidate’s signature:** |
| **Date:** |  |  |  |

**REQUEST FOR TAKING PROFESSIONAL EXAMINATION FOR   
 SECRETARIES OF EDUCATIONAL INSTITUTIONS**

|  |
| --- |
| **PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES**  16 Mihajla Pupina Blvd., Novi Sad,  tel. 021-487-45-66, fax 021-456-977  e-mail: [marija.surducan@vojvodina.gov.rs](mailto:marija.surducan@vojvodina.gov.rs) |
| **REQUEST FOR TAKING PROFESSIONAL EXAMINATION FOR   SECRETARIES OF EDUCATIONAL INSTITUTIONS** |

|  |  |
| --- | --- |
| **Applicant information** | |
| Type and name of the institution: |  |
| Place and address of the institution’s headquarters: |  |
| Contact  Name and surname of the contact person, her/his telephone/fax/email address |  |

|  |  |
| --- | --- |
| Candidate information | |
| Candidate’s name and surname: |  |
| Place and address of residence: |  |
| Level of education and professional title (evidence – diploma): |  |
| Precise name of the workplace (evidence –certificate issued by the institution): |  |
| Date of commencement of traineeship/ employment: |  |
| Date of submission of the mentor’s report: |  |
| Total duration of the traineeship: |  |

|  |  |
| --- | --- |
| Evidence: | |
| I enclose the following documents with the application: | |
|  | |  | | --- | | certified copy of diploma of acquired education[[4]](#footnote-4); | |
|  | Certificate of the principal that the candidate successfully completed the induction training programme for secretaries; |
|  | Certificate of legal employment status; |
|  | Transcript read of biometric ID card or a copy of ID card without a chip [[5]](#footnote-5); |
|  | Copy of the employment booklet; |
|  | Proof of payment of the expenses for taking the license exam; |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Applicant’s signature:** |
| **Date:** |  |  |  |

**NOTIFICATION OF PERSONAL INFORMATION PROCESSING**

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant shall be informed of the following:

* that the information is collected for the purpose of keeping the examination records and/or register, in conformity with the law;
* that the information is entered in the examination schedule, records and/or register;
* that the information shall be used by: the provincial servants employed at the Provincial Secretariat for Education, Regulations, Administration and National minorities-National Communities authorised for organisation of the exam taking and records and/or register keeping, as well as the examination commission members;
* that the information processing is conducted pursuant to the law and by-laws regulating the examination process, or by- law regulating register maintenance, or upon the applicant’s consent;
* that consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justified costs and damage , in conformity with the regulations regulating the responsibility for damage;
* that the controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unallowed processing of information.

CONSENT TO PERSONAL INFORMATION PROCESSING

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

CANDIDATE’S STATEMENT

I would like to take the exam in       language (to be filled only by the candidates who would like to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina).

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Candidate’s signature:** |
| **Date:** |  |  |  |

**Request submitted upon the advertisement for appointment of the court interpreters, court translators and sign language, deaf and mute court interpreters**

|  |
| --- |
| **Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities** 16, Mihajla Pupina Blvd., 21 000 Novi Sad  Теl.: 021 487 42 13; 487 44 20 |

|  |
| --- |
| **Request submitted upon the advertisement for the appointment of the court interpreters, court translators and sign language, deaf and mute court interpreters** |

|  |  |
| --- | --- |
| **Language for which candidate applies (or specify in case of sign language)** |  |
| **Name and name of one of the parents:** |  |
| **Delivery address** |  |
| **Place :** |  |
| **Postal code** |  |
| **Contact phone number** |  |
| **Acquired level of education:** |  |

|  |  |
| --- | --- |
| I enclose the following documents with the application: | |
|  | certified copy of acquired education (certified by the competent authority- Notary Public or municipal administration for municipalities for which notaries public have not been appointed); |
|  | copy of ID card without a chip or a transcript read of biometric ID card; |
|  | Proof of working experience in interpreting ; |
|  | Proof that employment in public authority has not been terminated due to a serious violation of labour duty (fulfilment of this requirement pertains only to candidates who used to be or still are employed in public authority, and it is proved by a candidate’s written statement, confirming that his/her employment in public authority has not been terminated due to imposed disciplinary measure. The candidate creates and signs the statement himself/herself.); |
|  |  |
|  |  |
|  | Note: It is considered mandatory to enter all required data, in order for the application to be complete. Documents specified in the application, HAVE TO BE submitted and the request HAS TO BE personally signed . |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Applicant’s signature:** |
| **Date:** |  |  |  |

**REQUEST FOR GIVING CONSENT FOR THE CONTENT AND LAYOUT OF THE SEAL**

|  |
| --- |
| **PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES**  16 Mihajla Pupina Blvd., Novi Sad,  tel. 021-487-43-93, fax 021-456-217 |
| **REQUEST FOR GIVING CONSENT**  **FOR THE CONTENT AND LAYOUT OF THE SEAL** |

|  |  |
| --- | --- |
| **APPLICANT INFORMATION** | |
| **Name and headquarters** |  |
| **Contact person** |  |
| **Address** |  |
| **Place** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **INFORMATION ABOUT THE SEAL** | |
| **Type of the seal:** | |
| Great seal | Small seal |
| **Layout of the seal:** The seal shall be round and shall contain small coat of arms of the Republic of Serbia in the middle. The seal of the AP Vojvodina authorities\* shall be round and shall contain small coat of arms of the Republic of Serbia in the middle and the coat of arms of the AP Vojvodina on the right side of it.\*\* | |
| The Serbian language-Cyrillic script/       mm (32mm great),       (20-28 mm – small)  The Serbian lang.-Cyr. and Lat. script /      mm (mm great),       (20-28 mm – small)  The Serbian l. Cyril. script –language and script of national min.\*\*\*     mm (40-60 mm great)  The Serbian l. Cyril. and Lat. script – lang. and script of nation. min       mm (40-60 mm great)  *(insert the precise diameter of the seal in the grey square)* | |
| **\*\*\*Languages of the national minorities’ scripts the text of the seal shall be written in:**  Hungarian Romanian Croatian  Bulgarian  Slovak  Ruthenian  Czech Macedonian  Montenegrin | |
| **Content of the seal:** The text of the seal is printed in concentric circles around the small coat of arms of the Republic of Serbia.  The text of the seal of the AP Vojvodina authority is printed in concentric circles around the small coat of arms of the Republic of Serbia and the coat of arms of the AP Vojvodina, which is on the right side of the coat of arms of the Republic of Serbia. | |
| **TEXT OF THE GREAT SEAL:** | |
| **REPUBLIC OF SERBIA Autonomous Province of Vojvodina**  Name of Authority        Name of an organizational unit (if need be)        Headquarters of an authority or an organizational unit | |

|  |
| --- |
| **TEXT OF THE SMALL SEAL:** |
| **REPUBLIC OF SERBIA Autonomous Province of Vojvodina**  The name of the authority can be shortened so that the abridged text unambiguously shows the owner of the seal         Name of an organizational unit (if need be)        Headquarters of an authority or an organizational unit |
| **Number of copies of the great seal:** |
| one several  The great seal is created in       copies that are identical in content and size and consecutively numbered, by Roman numerals from       to       which are placed between the coat of arms of the Republic of Serbia and the headquarters of the authority. |
| **Number of copies of the small seal:** |
| one several  The small seal is created in       copies that are identical in content and size and consecutively numbered, by Roman numerals from       to       which are placed between the coat of arms of the Republic of Serbia and the headquarters of the authority. |
| **Notes:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** |  |  | **Authorised person’s signature:** |
| **Date** |  |  |  |

*\* In accordance with the Statute of the AP Vojvodina (“Official Journal of the APV”, no. 20/14 and the Provincial Assembly Decision on the Provincial Administration (“Official Journal of the APV”, no. 37/2014))*

*\*\* Pursuant to Article 6 and Article 8 of the Provincial Assembly Decision on the Use of Historic Insignia of the Autonomous Province of Vojvodina. (“Official Journal of the APV”, no. 10/02 and 18/09)*

*\*\*\*Languages of the national minorities’ scripts that are in official use on the territory of the local self-government unit of the applicant’s headquarters.*

**REQUEST FOR ISSUING CONSENT TO THE USE OF THE COAT OF ARMS OF THE AP VOJVODINA**

|  |
| --- |
| **Provincial Secretariat for Education, Regulations, Administration and**  **National Minorities – National Communities** 16, Mihajla Pupina Blvd., 21 000 Novi Sad  Теl: 021 487 43 96, Fax.: 557-074 |
| **REQUEST FOR ISSUING CONSENT TO THE USE OF THE COAT OF ARMS OF THE AP VOJVODINA** |

|  |  |
| --- | --- |
| **INFORMATION ABOUT THE APPLICANT** | |
| **Name and seat** |  |
| **Contact person:** |  |
| **Address:** |  |
| **Place:** |  |
| **Telephone number:** |  |

|  |
| --- |
| **PURPOSE OF THE COAT OF ARMS** |
|  |
| **TECHNICAL DESCRIPTION (OUTLINE AND DESCRIPTIN OF MATERIAL)** |
|  |

|  |
| --- |
| **NUMBER OF COPIES**  **AND TIME FRAME IN WHICH THE CONSENT TO THE USE OF THE COAT OF ARMS IS REQUESTED:** |
| one  several\*  \* Emblem/sign/      shall be made in       copies, described under the Technical Description field. |
| for an indefinite period of time  for a definite period of time (e.g. during particular event) in the period  from      to       (please specify years). |
| **OTHER FACTS RELEVANT FOR MAKING THE DECISION:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** |  |  | **Authorised person’s signature:** |
| **Date** |  |  |  |

# ADDENDUM: FORMS

**Certain tasks performed in the Secretariat will be illustrated with the following examples:**

***EXAMPLE 1***

***An example of the Decision on the Verification of a New Educational Profile***

|  |  |  |
| --- | --- | --- |
| ГРБОВИ ЗА МЕМОРАНДУМ | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard 21000 Novi Sad  Тel: +381 21 487 46 21  Ounz@vojvodina.gov.rs | |
|  | NUMBER: | DATE: |

Pursuant to Article 94, paragraph 5, in regard to Article 185, paragraph 1 the Law on the Foundations of the Educational System (“Official Gazette of RS”, No.88/2017) (hereinafter referred to as: Law) and Articles 16 and 37 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV” No. 37/14 and 54/14 – second decision, 37/16 and 29/17), deciding upon the request of\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_, 22 Knjicanin Street for the verification of new educational profiles in \_\_\_\_\_\_\_\_ (in establishing) in Pančevo, 1 Vuka Karadzica, on 11th July 2013, the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities passes a

**D EC I S I O N**

**IT IS ESTABLISHED that the Secondary Vocational School “ ---------“ in -----------, address: --------------- fulfils the requirements in terms of space, equipment, teaching materials and the necessary number of teachers and professional associates for conducting educational activities in the field of healthcare and social protection for the educational profiles:**

* 1. **nurse/technician in the four-year period;**
  2. **nurse / kindergarten teacher in the four-year period;**
  3. **dental nurse/technician in the four-year period;**
  4. **sanitary-ecological technician in the four-year period;**
  5. **dental technician in the four-year period;**
  6. **pharmaceutical technician in the four-year period;**
  7. **cosmetics technician in the four-year period;**
  8. **Nurse/technician for the work in geriatrics in one-year period (specialist educational profile).**

**E X P L A N A T I O N**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from Pančevo, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, addressed the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities with a request for the verification of new educational profiles in the Secondary Vocational School “--------------“ (in establishing) in --------------, address ------------------, on ----------------- (date) with the supporting documentation.

In determining whether the requirements for conducting educational activities in the sense of Article 30 of the Law, the provincial inspectors of the City -----------, determined that the Secondary Vocational School \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in establishing) in Pančevo, fulfilled the requirements in accordance with the relevant rulebooks in terms of space and its equipment, and the type and quantity of teaching materials, as well as in terms of the required number of teachers and professional associates, for the start and performance of education in the field of *healthcare and social protection* for the above mentioned educational profiles as is determined in the Record of the performed inspection in Secondary Vocational School "\_\_\_\_\_\_\_\_\_\_\_\_\_\_" (in establishing) in \_\_\_\_\_\_\_\_\_\_\_\_\_, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. 1 for the purpose of the verification of educational profiles in the field of healthcare and social protection, number I -------------------on --------------- ------ (date), which is an integral part of this Decision.

On the basis of the above mentioned, it has been decided as in the wording of this Decision.

**Instruction on legal remedy:**

This Decision is final in the administrative procedure, but an administrative dispute may be initiated against it. The complaint is to be submitted to the Administrative Court in Belgrade within 30 days of the receipt of this Decision.

PROVINCIAL SECRETARY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision is to be submitted to:

1. ---------------------;
2. Archives;
3. School Authorities of the Ministry of Education, Science and Technological Development in --------------.

***Example 2***

***An example of the Decision on the Validation of School Certificates Obtained Abroad***

|  |  |
| --- | --- |
| ГРБОВИ ЗА МЕМОРАНДУМ | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard 21000 Novi Sad  Тel: +381 21 487 42 13; 487 45 65  Fax: +381 21 557 074; 456 986  Ounz@vojvodinа.gov.rs  Number: Date: |

Pursuant to Article 104 and 136 of the Law on the General Administrative Procedure (“Official Gazette of of RS”, No. 18/2016) and Articles 86 and 94 of the Law on Secondary Education (“Official Gazette of RS”, No. 55/13 and 101/2017) deciding upon a request of ----------, representative ------------ from -------------, Republic of Serbia, in the administrative manner of the recognition of school certificate obtained abroad, the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities passes a

**D E C I S I O N**

A diploma of passed graduation examination in (name of school, city, state), issued on (issuance date) to -----------, born on (date of birth) in (name of city and state), is recognised as the evidence of the completion of A comprehensive GRaMMAR SCHOOL WITH PASSED GRADUATION EXAMINATION.

E x p l a n a t i o n

--------- addressed this Secretariat, by means of a petition on ---------- (date), with the request for the recognition of a school certificate obtained abroad with the reference number and content stated in the wording. Along with the request, the client submitted original certificates, a translation of a court interpreter and other documents and evidence relevant for decision making.

After reviewing the request of the client, submitted for the purpose of the continuation of education in the Republic of Serbia, by examining documents’ originals and their translations and considering the system and duration of education, curriculum and other facts and statements of importance, it has been determined that the request is founded. Thus, in accordance with Article 87 of the Law on Secondary Education, it has been decided as stated in the wording.

The provincial administrative fee in the amount of 3850.00 RSD (tariff No. 15) has been paid in accordance with Article 11 of the Provincial Administrative Decision on Provincial Administrative Fees (“Official Journal of APV” No. 20/2009 and 3/2011).

**Instruction on legal remedy:**

This Decision is final in the administrative procedure, but an administrative dispute may be initiated against it. The complaint is to be submitted to the Administrative Court in Belgrade within 30 days of the receipt of this Decision.

Decision is to be submitted to:

1. Submitter of a request;
2. Archives;

PROVINCIAL SECRETARY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Example 3***

***An example of an Opinion on Acts Passed by the Government of AP Vojvodina***

|  |  |  |
| --- | --- | --- |
| ГРБОВИ ЗА МЕМОРАНДУМ | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard 21000 Novi Sad  Тel: +487 4213  Ounz@vojvodina.gov.rs | |
|  | Number: | Date: |

**PROVINCIAL GOVERNMENT**

**SECRETARIAT OF THE PROVINCIAL GOVERNMENT**

**SUBJECT:** Opinion on the Proposal of the Provincial Assembly Decision on Salaries of Persons Elected by the Assembly of the Autonomous Province of Vojvodina

We have reviewed the Proposal of the Provincial Assembly Decision on Salaries of Persons Elected by the Assembly of the Autonomous Province of Vojvodina and give the following

**O P I N I O N**

1. The title of the foregoing act “Provincial Assembly Decision on Salaries of Persons Elected by the Assembly of the Autonomous Province of Vojvodina” is the primary element for the identification of type of this normative act. Article 1 should be reformulated to read:

“This Provincial Assembly Decision defines the method of determining salaries, salary compensation and salary supplements of elected persons in the authorities of the Autonomous Province of Vojvodina (hereinafter referred to as: elected person)”.

2. In Article 2 after the word ”labelling” the word ”title” shall be added;

3. Article 5 shall be reformulated to read:

“The elected person is entitled to salary compensation in accordance with the regulations determining this field.”

It is our opinion that in this case, a specific regulation shall not be indicated, i.e. the title of the act shall not be cited, but the regulation from this field in general shall be determined.

PROVINCIAL SECRETARY

-----------------------

***Example 4***

***An example of the Motion of the Opinion on Proposed Amendments***

|  |  |  |
| --- | --- | --- |
| ГРБОВИ ЗА МЕМОРАНДУМ | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard 21000 Novi Sad  Тel: +021 487 4213  Ounz@vojvodina.gov.rs | |
|  | NUMBER: | DATE: |

**PROVINCIAL GOVERNMENT**

**SECRETARIAT OF THE PROVINCIAL GOVERNMENT**

**SUBJECT:** Opinion on the amendments to the **Motion of the Provincial Assembly Decision on the Amendments and Supplements to the Provincial Assembly Decision on the Election of Deputies to the Assembly of AP Vojvodina**

We have reviewed the amendments to the **Motion of the Provincial Assembly Decision on the Amendments and Supplements to the Provincial Assembly Decision on the Election of Deputies to the Assembly of AP Vojvodina** (hereinafter referred to as: Motion of the Decision), submitted by the deputies in the Assembly of Autonomous Province of Vojvodinaand give the following

**O P I N I O N**

* ------------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted **Amendment I** which proposes the deletion of Article 1 of the Motion of the Decision.

**The submitted amendment shall not be adopted.** Specifically, Article 1 of the Motion of the Decision determines that “All nouns, used in this Decision in the masculine gender shall imply the same nouns in the feminine gender. Nouns denoting the official positions and titles in the authorities of the Autonomous Province of Vojvodina shall be used in the form expressing the gender of the person who is the holder of the position or title”. It is our opinion that there is no valid justification for the deletion of this Article since the same solution is already embedded, at the recommendation of the Provincial Ombudsman, in the provincial regulations adopted, among others, by the Assembly of AP Vojvodina. At the same time, we point out that the proposed solution for the compliance with regulation pertains to the field of gender equality.

* -----------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted **Amendment II** which proposes the deletion of Paragraph 1 in Article 2 that regulates the possibility of a group of citizens to enter into a coalition with the political party.

**The submitted amendment shall not be adopted** due to the fact that both political parties and groups of citizens are equal nominators of candidates for deputies. Therefore, it is our opinion that there are no obstacles to the creation of mutual coalitions and that this in no way represents nor provides an opportunity for the circumvention of the Law on the Registration of Political Parties.

* ------------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted **Amendment III** which proposes the deletion of Paragraph 3 in Article 3 of the Motion with the statement of reasons that this amendment attempts to imply that the Government of AP Vojvodina is superior to the Assembly of AP Vojvodina.

**The submitted amendment shall not be adopted** due to the fact that it merely specifies the provisions of the Statute of AP Vojvodina in terms of actions that the President of the Assembly of AP Vojvodina undertakes after the dissolution of the Assembly of AP Vojvodina.We point out that the proposed solution does not affect the basic solutions of the Statute of AP Vojvodina in terms of the dissolution of the Assembly of AP Vojvodina nor interfere in its autonomy or the autonomy of its President. The proposed solution should determine the deadline for the President of the Assembly of AP Vojvodina to call new elections in case he or she accepts a substantiated proposal of the Government of AP Vojvodina and dissolve the Assembly of AP Vojvodina.

* -----------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted the **Amendment IV** which proposes the addition of a new Paragraph to Article 5 of the Motion of the Decision, and to Article 14.a after Paragraph 2 in order to enable the definition of deadlines for the submission of proposals of members and deputy members to the extended composition of POC by the submitter of the list.

**The submitted amendment shall be adopted and shall become an integral part of the Motion of the Decision.**

* --------------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted **Amendment V** which proposes the deletion of Motion of the Amendment of Article 16 Paragraph 6 in Article 6 which stipulates that POC members must have three years of professional experience in addition to the law degree.

**The submitted amendment shall not be adopted** as each electoral process requires that the authorities which implement it, i.e. the members of that authority, have a certain degree of knowledge and experience, particularly experience in the legal profession. The proposed solution endeavours to strengthen the professional capacity of POC.

* ----------------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted **Amendment VI** which proposes the amendment of Article 8 of the Motion of the Decision since she considers it unnecessary to introduce the possibility of creating coalitions of political parties and groups of citizens. Moreover, she considers the certification of ten signatures in court on an agreement for the formation of groups of citizens unnecessary.

**The submitted amendment shall not be adopted** since both the political parties and groups of citizens are equal nominators for deputy candidates. Therefore, it is our opinion that there are no obstacles for the creation of mutual coalition and that this in no way represents nor provides an opportunity for the circumvention of the Law on the Registration of Political Parties. At the same time, we indicate that the lack of a definition of a group of citizens in the Decision led to problems in practice. Consequently, proceeding from the fact that the similar solution is included in the Law on the Election of the President of the Republic (“Official Gazette of RS”, No. 111/2007), the definition of the group of citizens included in Article 8 of the Motion of the Decision is proposed.

* -----------------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted **Amendment VII** to Article 9 which proposes the deletion of new Paragraph 3 in Article 29 since the mover assessed it is necessary to submit a coalition agreement in addition to the proposal, when a coalition nominates the candidate for majority elections.

**The submitted amendment shall not be adopted** since the function of the submission of the coalition agreement is to assess the fulfillment of conditions when the nominators are coalitions of political parties or a coalition of political parties and groups of citizens and it is not related to the election and deputies’ mandate.

* -----------------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted **Amendment VIII** with the motion to delete Article 13 of the Motion of the Decision. The mover of the amendment disputes the possibility of making a coalition of political parties and group of citizens.

**The proposed amendment shall not be legally possible** because the deletion of Article 13 of the Motion of the Decision, which contains an amendment to Article 53 of the Decision, would at the same time delete the statements which determine the number of signatures required for candidate lists in the proportional elections, which would disrupt the election implementation. Also, we draw attention to the fact that both the political parties and group of citizens are equal nominators of candidates for deputies. Therefore, we believe that there is no obstacle to the creation of mutual coalitions and that this in no way represents nor provides an opportunity for the circumvention of the Law on the Registration of Political Parties. At the same time we indicate that the lack of a definition of a group of citizens in the Decision led to problems in practice. Consequently, starting from the fact that the similar solution is included in the Law on the Registration of Political Parties (“Official Gazette of RS”, No. 111/2007) the definition of the group of citizens included in Article 8 of the Motion of the Decision has been proposed.

* -------------------------------, deputy in the Assembly of AP Vojvodina, as an authorised mover, submitted **Amendment** **IX** with the motion to delete Paragraph 2 in Article 14 which regulates the possibility of a group of citizens to enter a coalition with a political party.

**The submitted amendment shall not be adopted** because the political parties and group of citizens are equal nominators of candidates for deputies. Therefore, we believe that there is no obstacle to the creation of mutual coalitions and that this in no way represents nor provides an opportunity for the circumvention of the Law on the Registration of Political Parties.

PROVINCIAL SECRETARY

-----------------------

***EXAMPLE 5***

***An Example of the Decision on the Issuance of Consent for the Content and Layout of Seals***

Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities, pursuant to Article 47 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV” No. 37/14 and 54/14 – second regulation, 37/16 and 29/17), Article 11 of the Law on Seals of State and Other Authorities (“Official Gazette of RS”, No. 101/07), deciding upon the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the case number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for issuing consent for the content and layout of seals, by the Deputy Provincial Secretary, Milan Kovacevic, based on the Decision of the Provincial Secretary for Education, Regulations, Administration and National Minorities-National Communities, number: 128-031-241/2016 from 19 July 2016, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, passes a

**D E C I S I O N**

**I**

The consent is issued for the content and layout of a seal

1. CONTENT OF A SEAL:

* Republic of Serbia
* Autonomous Province of Vojvodina
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of authority)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of an organisational unit)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (headquarters)
* In the middle of a seal is a small coat of arms of the Republic of Serbia /in the middle of the seal is a small coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina, which are placed to the right if the coat of arms of the Republic of Serbia.

The text of the seal is printed in concentric circles around the small coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina, which are placed to the right if the coat of arms of the Republic of Serbia. Republic of Serbia is printed on the outer circle of the seal; Autonomous Province of Vojvodina is printed in the next inner circle. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of authority) is printed in the next inner circle and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of organisational unit) is printed in the next circle. Headquarters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is printed in the next inner circle under the name of the institution.

The text of the great seal is printed in the Serbian Cyrillic script and in \_\_\_\_\_\_\_\_\_\_\_\_\_ language and script (language and script of national minority).

The text of the great seal in the Serbian Cyrillic script is printed in every circle above the coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina which are placed to the right if the coat of arms of the Republic of Serbia and the text in the language and script of national minorities is printed in the continuation of every circle, ending with the headquarters of the institution.

The great seal is created in one copy/ The great seal is numbered, by Roman numerals from \_\_\_\_\_ to \_\_\_\_\_\_ which are placed between the coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina which are placed to the right if the coat of arms of the Republic of Serbia and the headquarters of the institution.

The text of the small seal is printed in \_\_\_\_\_\_ language and is of the same content as the content of the great seal, except that the headquarters is printed at the bottom of the seal.

The small seal is created in one copy/The small seal is created in \_\_\_\_\_ copies that are numbered, by Roman numerals from \_\_\_\_\_ to \_\_\_\_\_\_ which are placed between the coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina which are placed to the right if the coat of arms of the Republic of Serbia and the headquarters of the institution.

The name of the institution may be shortened in the small seal, so as to be clear from the shortened text to whom the seal belongs.

The translation of a seal is an integral part of a Decision.

2. LAYOUT OF A SEAL:

The great seal is circular with a diameter of \_\_\_\_\_\_ mm, with a small coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina, which are placed to the right if the coat of arms of the Republic of Serbia, in the middle.

The small seal is circular with a diameter of \_\_\_\_\_\_ mm, with a small coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia,coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina, which are placed to the right if the coat of arms of the Republic of Serbia, in the middle.

II

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(request submitter) shall, within 10 days of the date of seal creation, submit to the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities the prints of the seals done in two copies (for the case and for the record) as well as the commencement date of seal usage (Article 18 of the Law on Seals of State and Other Authorities).

**E X P L A N A T I O N**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(request submitter)*,* submitted a request on \_\_\_\_\_\_\_\_\_ (date), which was delivered the next day for processing to the Provincial Secretariat of Education, Regulation, Administration and National Minorities - National Communities, for the purpose of issuing consent for the content and layout of a seal.

As the procedure stipulated by law determined that the requested content, layout and shape and size of the seal is in accordance with the provisions of Articles 3-8 of the Law on Seals of State and Other Authorities (“Official Gazette of RS”, No. 101/07) and Article 14, Paragraph 1, Item 2 of the Law on Layout and Usage of Coat of Arms, Flag and Hymn of the Republic of Serbia (“Official Gazette of RS”, No. 36/09), it has been decided as in the wording of the Decision.

Instruction on legal remedy:

This Decision may be appealed to the Minister of Justice and State Administration of the Republic of Serbia, within 15 days of the receipt of this Decision.

Copy of this Decision is to be submitted to:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(two copies to the request submitter);
2. Archives.

p.p. PROVINCIAL SECRETARY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Deputy Provincial Secretary)

\* Translation of the text of the seal in the languages of national minorities - national communities:

***Example 6***

***An example of the Decision on Bar Examination***

Pursuant to Article 77 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of RS”, No. 99/2009, 67/2012 – Decision of the Constitutional Court No. Coz -353/2009), and relating to Article 11 of the Law on Bar Examination (“Official Gazette of RS”, No. 16/97), deciding upon the request of \_\_\_\_\_\_\_\_\_\_\_\_\_ from Novi Sad to take bar examination, the Provincial Secretary passes a

**D E C I S I O N**

\_\_\_\_\_\_\_\_\_\_ from Novi Sad, a law trainee in Novi Sad is approved to take the bar examination in all subjects in May examination period of 2015.

The candidate shall take the bar examination according to the following schedule:

**1.** Written part of the exam in the Blue Room of the Assembly of the City of Novi Sad, 2 Žarka Zrenjanina Street

Criminal Law on **12th May 2015** at **9 h**

Civil Law on **13th May 2015** at **9 h**

**2.** Oral part of the exam in the Room of the Court of Appeal in Novi Sad (V floor), 3 Sutjeska Street on **25th May 2015** at **15.30 h**.

The candidate is required to pay the cost of taking the bar examination:

1. The amount of **15,600.00** RSD to the **Budget of AP Vojvodina**, bank account **840-1572845-61**, with mandatory indication - reference number: **97 81-09427-74233165** and

2. The Republic Administrative Tax in the amount of **930.00** RSD, to the bank account of the **Budget of the Republic of Serbia**: **840-742221843-57**, reference number: **97 11-223**.

E X P L A N A T I O N

\_\_\_\_\_\_\_\_ has submitted a request to the Provincial Secretariat to take the bar examination in all subjects in May examination period in 2015.

On the basis of the submitted documentation, it has been determined that the candidate fulfills conditions stipulated in Article 2 of the Law on Bar Examination, Thus, pursuant to Article 192 of the Law on the General Administrative Procedure (“Official Gazette of FRY”, No. 33/97 and 31/01, and “Official Gazette of RS, No. 30/10), it has been decided as in the wording of the Decision.

Instruction on legal remedy:

This Decision may be appealed to the Minister of Justice, through this Secretariat, within 15 days of the receipt of this Decision.

Decided at

THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS,

ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES

Novi Sad

No. \_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_ (date)

|  |  |  |
| --- | --- | --- |
|  |  | PROVINCIAL SECRETARY  ----------------------- |

***EXAMPLE 7***

***An example of the Decision on Appointing a Court Interpreter***

The Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities, pursuant to Article 5, Paragraph 1 of the Rulebook on Court Interpreters (“Official Gazette of RS”, no. 35/2010, 80/2016 and 7/2017), in regard to Article 79 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of RS”, No. 99/2009, 67/2012 – Decision of the Constitutional Court No. Coz -353/2009) and Article 37 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV”, no. 37/2014 and 54/2014- second decision, 37/16 and 29/17) deciding upon requests, submitted upon the Advertisement for appointing court interpreters,court translators and sign language, deaf and mute court interpreters for--------language, for the area of higher courts on the territory of AP Vojvodina, no. -----------,published on ------------ in the “Official Journal of APV” no.------------, the newspaper “Dnevnik” and Internet website of this Secretariat, passes a

**DECISION**

1. \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, is appointed a court interpreter for the\_\_\_\_\_\_\_\_**language, for the area of higher court in** ------------- **.**
2. Item 1 of the Decision wording shall be published in the “Official Journal of APV”.

E X P L A I N A T I O N

The Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities published the advertisement for appointing court interpreters- court translators and sign language, deaf and mute court interpreters for the area of higher courts on the territory of AP Vojvodina, no.--------------. Pursuant to Article 2, Paragraph 2 of the Rulebook on Court Interpreters, the advertisement was published on -----------in the “Official Journal of APV” no. ---------, the newspaper “Dnevnik” and Internet website of this Secretariat and it contained, in accordance with the Rulebook, general and specific conditions to be met by a candidate for a court interpreter- court translators and sign language, deaf and mute court interpreters as well as the evidence of fulfillment of these conditions that are necessary to submit along with the application.

A timely, permissible and complete application upon the advertisement, for the court interpreter- court translators and sign language, deaf and mute court interpreters for the------------language in the area of the High Court in \_\_\_\_\_\_\_\_, was submitted by \_\_\_\_\_\_\_\_candidates: \_\_\_\_\_\_\_\_.

The candidates were given a proper notice of the time and place of the language examination before the Commission for the verification of language proficiency for court interpreters for the\_\_\_\_\_\_\_\_ language, formed by the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities by the Decision no. \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_ (date).

The language and legal terminology examination was held on \_\_\_\_\_\_\_\_\_\_ (date).

Based on the Commission’s assessment of demonstrated knowledge of the candidates, who took the exam in the stated exam period, the Commission ranked the candidates as follows:

1. \_\_\_\_\_\_\_\_\_ received a grade “very good” for the written part and a grade “excellent” for the oral part – candidate’s total score: passed;

2. \_\_\_\_\_\_\_\_\_ received a grade “very good” for the written part and a grade “very good” for the oral part – candidate’s total score: passed;

The Provincial Secretary has appointed \_\_\_\_\_\_\_\_\_ for the area of the Higher Court in \_\_\_\_\_\_\_\_, having

considered the expressed need for \_\_\_\_\_\_\_\_\_ court interpreter(s) for the\_\_\_\_\_\_\_\_\_ language. Thus, he passed the Decision as stated in the wording.

**INSTRUCTION ON LEGAL REMEDY:** This Decision may be appealed before the Administrative Court, within 30 days of the receipt of this Decision, including payment of the administrative tax in the amount of 390,00 RSD, in accordance with the tariff number 28 of the Law on Republic Administrative Taxes (“Official Gazette of the RS”, no. 28/94…106/2015).

PROVINCIAL SECRETARY

Nyilas Mihály

***EXAMPLE 8***

***An example of the Second Instance Decision in the Field of Expropriation***

|  |  |
| --- | --- |
| **ГРБОВИ ЗА МЕМОРАНДУМ** | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations, Administration**  **and National Minorities-National Communities**  16 Mihajlo Pupin Blvd.  21000 Novi Sad  Ref. No: 128-465- \_\_\_\_ /2017  Date: \_\_\_\_\_ 2017 |

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, addressing the appeal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, expressed by the legal representative \_\_\_\_\_\_\_\_\_\_\_\_, attorney from \_\_\_\_\_\_\_\_\_\_\_\_\_\_, against the Decision of the City Administration for Urban Planning and Housing Affairs of the City of Novi Sad, no. \_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ (date), passed in the administrative matter of annulment of a final decision on expropriation, pursuant to Article 80, Paragraph 1, Item 1 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of RS”, no. 99/2009, 67/2012 – Decision of the Constitutional Court No. Coz -353/2009), Article 37 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV”, no. 37/2014 and 54/2014- other decision, 37/2016 and 29/2017), passes a

**D E C I S I O N**

The appeal \_\_\_\_\_\_\_\_, filed against the Decision of the City Administration for Urban Planning and Housing Affairs of the City of \_\_\_\_\_\_\_\_, no. \_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_ (date) shall be **dismissed**.

Statement of Reasons

The request of \_\_\_\_\_\_\_\_ for the annulment of the final decision on expropriation of the Assembly of the Municipality of \_\_\_\_\_\_\_\_- Department of Finance No. \_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_ (date) was rejected as unfounded by the first instance decision.

\_\_\_\_\_\_\_\_\_\_, through their legal representative, filed an appeal against this Decision on all legal grounds, proposing to annul or revoke the first instance decision and to adopt the request for de-expropriation.

The appeal stated that the first instance authority wrongly found that this specific case of expropriation dealt with a land complex, and that their request is directed towards the de-expropriation of the exactly noted individual plots and not towards all expropriated plots. Therefore, the appellants stated that the first instance authority wrongly assessed the findings of experts and did not take into consideration the portion of finding which unequivocally and clearly confirmed that the individual plots that are subject of this request do not conform to the purpose of the expropriation - the construction of family residential buildings, and that certain plots are not given any purpose. In particular, the appellants point out the importance of the purpose of these plots according to the Decision on Expropriation from 1964 and not their purpose according to the current regulation plan and the fact that some of the plots in question fulfill the current purpose (protective greenery) is of no importance, since they were expropriated in 1964 for the purpose of the construction of family residential buildings.

Furthermore, the appeal indicates that the first instance authority did not establish the issue of when the works were completed on the plot in question, or when the plot was given a purpose (regardless of which) and whether the deadline was met determined by Article 36, Paragraph 3 of the Law on Expropriation and whether the plot changed its purpose in this deadline. The appellants indicate that the current regulation plan was adopted in 2003, 39 years after the mentioned Decision on Expropriation was adopted.

Also, the appellants state that it is of no importance whether the plots in question are the property of the City of Novi Sad and whether the city can use them since they can be given a financial compensation instead of having the land returned.

After considering the appeal of the first instance decision and the case file, the Secretariat finds that the complaint is unfounded.

Article 36, Paragraph 3 of the Law on Expropriation (“Official Gazette of RS”, no. 53/95, 20/09 and “Official Gazette of FRY”, no. 23/01 – Decision of the Federal Constitutional Court and Official Gazette of RS no. 55/13 – Decision of the Constitutional Court of RS) stipulates that at the request of the previous owner of the expropriated immovables, i.e. their successor, the valid Decision on Expropriation shall be annulled or amended if the beneficiary of the expropriation within 3 years of the valid decision on compensation, i.e. of the date of concluding the agreement on compensation, has not carried out, according to the nature of the building, significant work on the facility whose construction was the purpose of the expropriation.

The Decision on Expropriation \_\_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_ from 30th June 1964 expropriated several plots of the agricultural land of the cadastral municipality Veternik with different owners in order to provide the construction land for the development of family residential buildings.

Given the fact that this decision expropriated several plots of different owners in one expropriation proceeding and through one decision and that all plots were expropriated for the purpose of the realisation of the same public interest, the opinion of the first instance authority, that this is the case of the expropriation of the land complex, and not an individual plot, is correct. The conclusion that this is a complex and not individual plots arises from the nature of the public (i.e. common) interest for the purpose of which the land had been expropriated. Specifically, life in family buildings implies a certain level of housing culture, which requires not only the mere building in which one lives, but a number of supporting facilities without which this culture in the modern urban conditions would not be feasible - street entrances, parking, greenery, children's playgrounds, commercial buildings (shops ...) and alike are an integral part of the urban area whose primary purpose is housing. Family residential buildings, with the supporting infrastructure, for the reasons stated, form a whole by their nature. Thus the land they are built on represents a whole, i.e. a complex. That, in all probability, was the reason to expropriate, in one proceeding, all plots (regardless of different owners) necessary for the construction of family residential buildings. The explanation of the given Decision on Expropriation (second paragraph on page 3) directly points this out by stating Article 69 (evidently the incorrectly stated Article number, since the provision of Article 68 is cited) of the then applicable Law on Expropriation (“Official Gazette of FNRY”, no. [12/57](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk12/57), [53/62](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk53/62) and “Official Gazette of SFRY” no. [13/65](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk13/65), [5/68](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk5/68) and [7/68](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk7/68)), that the immovables relating to the land complexes may be expropriated for residential development if that is their purpose according to the urban planning of the municipality. Therefore, the Decision on Expropriation in question was passed in order to expropriate a land complex for the purpose of housing and utility construction and the annulment proceedings must determine whether the conditions are fulfilled for the complex as a whole and not for every individual plot.

Taking into consideration the above mentioned reasons, the first instance authority correctly determined the facts and based on the findings of the Bureau for judicial and extra-judicial expertise \_\_\_\_\_\_\_\_\_, No. \_\_\_\_\_\_\_\_\_\_\_ and no. \_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and considering other evidence given in the proceedings, the conformity of the expropriated complex to its purpose is determined in 71.4%, i.e. in significant part, and on such established facts, it correctly applies Article 36, Paragraph 3 of the applicable Law on Expropriation.

Given the fact that in the process of annulment of the Decision on Expropriation, the expropriated land, because of the reasons stated above, is viewed as a whole, the other statements of the appeal become irrelevant. The fact that the individual plots within the complex, which the appellants mention in the specified request on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) were not conformed to any purpose or were not conformed to the purpose for which they were expropriated for, and also the fact that some of them are not at the disposal to the City and the fact that the new regulation plan of the settlement \_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_ (date) (with amendments \_\_\_\_\_\_\_\_\_\_\_\_\_\_) modified their purpose from the time the Decision on Expropriation was passed, have no effect on the legality and regularity of the first instance decision. These plots, according to the findings of experts, make 28.5%, i.e. less than 1/3 of the expropriated complex and according to the correct opinion of the first instance authority, the fact that they were not conformed to the purpose does not indicate that the expropriation beneficiary, according to the nature of the facility, has not carried out considerable work on the expropriated complex.

In accordance with the above mentioned, pursuant to Article 170 of the Law on General Administrative Procedure (“Official Gazette”, no. 18/16), it has been decided as stated in the wording of the Decision.

Three copies of this Decision along with all documents are to be submitted to the first instance authority, provided that, within 8 days upon the receipt of the documentation, one copy is delivered to: 1. Attorney’s Office of the City of Novi Sad

2. Lawyer \_\_\_\_\_\_\_\_\_\_\_\_ in Novi Sad

**Instruction on legal remedy:** An administrative dispute may be initiated against this Decision by appealing to the Administrative Court within 30 days upon the receipt of this Decision. The appeal is to be delivered in person or by post.

PROVINCIAL SECRETARY

-----------------------

***Example 9***

***An example of the Decision on Approval for Taking the State Qualifying Examination***

|  |  |  |
| --- | --- | --- |
| ГРБОВИ ЗА МЕМОРАНДУМ | Republic of Serbia  Autonomous Province of Vojvodina  **The Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard 21000 Novi Sad  Тel: +381 21 487 4460  e-mail: elvira.strbac@vojvodina.gov.rs | |
|  | NUMBER: | DATE: |

Pursuant to Article 78, paragraph 1 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no.99/2009, 67/2012-Constitutional Court ruling no. Iuz-353/2009), Article 15, 16, paragraph 5 and Article 37, paragraph 11 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV”, no.37/2014, 54/2014/other decision, 37/16 and 29/17)– revised text) and in accordance with Article 16, paragraph1 of the Regulation on the Programme and Method of Taking the State Qualifying Examination ((“Official Journal of APV”, no.”16/2009,84/2014, 81/2016 and 76/2017), the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities, passes a

**D E C I S I O N**

Taking of the state qualifying examination **shall be approved to a** candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with higher education, the Bachelor of Economics from\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Statement of Reasons

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities received the application for taking the state qualifying examination, submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, on behalf of the candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_, employed in this authority.

The documentation attached to this application for taking the state qualifying examination, includes a certified copy of acquired higher education and completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_, number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a decision on employment, number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ from\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and a decision on determined obligation to take the state qualifying examination, number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirming that the above named is employed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_as\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Pursuant to Article 2 and Article 3 of the Regulation on the Programme and Method of Taking the State Qualifying Examination ((“Official Journal of APV”, no.”16/2009,84/2014, 81/2016 and 76/2017), persons required to take the state qualifying examination shall include civil servants employed for an indefinite period, or those who have not passed the state qualifying examination or other relevant qualifying examination, in accordance with the law or persons on trial work and interns in the authority , referred to in Article 1 of the Regulation on the Programme and Method of Taking the State Qualifying Examination.

Based on the insight into the submitted documentation, it has been determined that \_\_\_\_\_\_\_\_\_\_\_\_\_\_ fulfills all requirements stipulated by Article 3 of the Regulation on the Programme and Method of Taking the State Qualifying Examination, and pursuant to cited regulations, the Provincial Secretary for Education, Regulations, Administration and National Minorities-National Communities has passed a decision, as stated in the wording of the Decision.

**Instruction on legal remedy:** Against this decision an appeal may be filed to the Ministry of Public Administration and Local Self-Government of the Republic of Serbia, through this Provincial Secretariat, within 15 days from the day of notifying the client about the decision. The appeal shall be filed in writing or orally, by entering it in the records, including the payment of administrative tax in the amount of 460,00 RSD, in accordance with the tariff number 6 of the Law on Republic Administrative Taxes (“Official Gazette of the RS”, no. 43/2003….61/2017- adjusted amount in dinars).

PROVINCIAL SECRETARY

|  |  |
| --- | --- |
|  | Nyilas Mihály |
|  |  |
|  |  |
|  |  |

1. The report must contain information on the time the candidate started and completed the internship, including interruptions (for example maternity leave, unpaid or paid leave); [↑](#footnote-ref-1)
2. Copy of both sides of the ID. [↑](#footnote-ref-2)
3. To be submitted if the concerned language is not Serbian. [↑](#footnote-ref-3)
4. Only document copies certified at court or municipal/city administration shall be considered certified; [↑](#footnote-ref-4)
5. Copy of both sides of the ID. [↑](#footnote-ref-5)