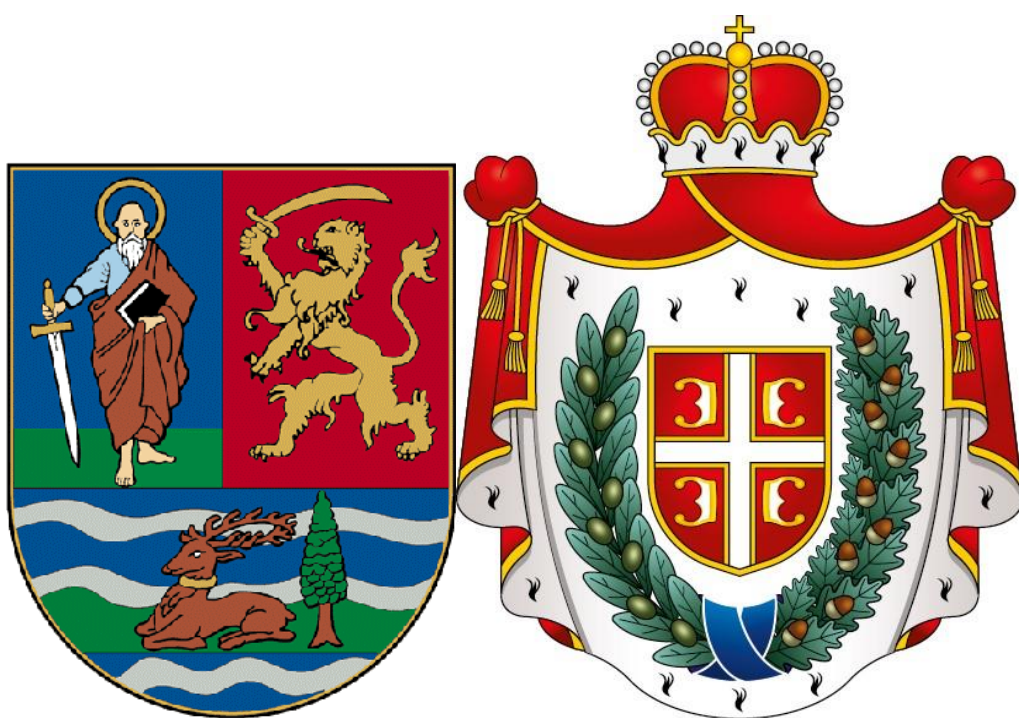


# INFORMATION BOOKLET ON THE WORK OF AP VOJVODINA ASSEMBLY



*Novi Sad, 04 August 2023*

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## 2. BASIC INFORMATION ABOUT THE AP VOJVODINA ASSEMBLY

- ✓ **Name of public authority:** Assembly of the Autonomous Province of Vojvodina (AP Vojvodina Assembly)
- ✓ **Public authority address:** 1 Vladike Platona Street, 21101 Novi Sad
- ✓ **Company number:** 08649987
- ✓ **Tax Identification Number:** 102187302
- ✓ **Internet presentation:** [www.skupstinavojvodine.gov.rs](http://www.skupstinavojvodine.gov.rs)
- ✓ **E-mail address:** [informacije@skupstinavojvodine.gov.rs](mailto:informacije@skupstinavojvodine.gov.rs)
- ✓ **Date of Information Booklet's first publication:** 6 February 2006
- ✓ **Date of the last Information Booklet's update:** 04 August 2023
- ✓ **Person responsible for accuracy and completeness of data contained in the Information Booklet:** , PhD Sandra Stojković, Secretary General of the AP Vojvodina Assembly
- ✓ **Person responsible for updating and posting the Information Booklet on the website:** Ivana Grujin, Associate
- ✓ **Inspection of the Information Booklet available at:** The building of AP Vojvodina Assembly, 1 Vladike Platona Street, Novi Sad, Office no. 4, ground floor
- ✓ **The Information Booklet is available at the following address:** [www.skupstinavojvodine.gov.rs](http://www.skupstinavojvodine.gov.rs)  
Serbian Cyrillic: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informator>  
Serbian Latin: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informator&j=SRL>  
Hungarian: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informator&j=HU>  
Slovak: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informator&j=SK>  
Croatian: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informator&j=HR>  
Romanian: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informator&j=RO>  
Ruthenian: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informator&j=UK>  
English: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informator&j=EN>

The Information Booklet of the AP Vojvodina Assembly shall be published pursuant to Article 39 of the *Law on Free Access to Information of Public Importance* ("Official Gazette of the RS", "no. 120/2004, 54/2007, 104/2009, 36/2010 and 105/2021) and the *Instruction on Preparation and Publishing the Information Booklet on the Work of Public Authorities* ("Official Gazette of the RS", no. 10/2022).

The Information Booklet contains the data relevant to informing the public on the work of the AP Vojvodina Assembly, as well as for exercising the right of any person interested in the access to information of public importance.

The electronic version of the Information Booklet may be found in the Internet presentation of the AP Vojvodina Assembly, at the following web site: [www.skupstinavojvodine.gov.rs](http://www.skupstinavojvodine.gov.rs) and, at the request of any person interested, may be printed free of charge or recorded on their medium.

After constituting the new Assembly of AP Vojvodina on 31 July 2020, the Information Booklet of the AP Vojvodina Assembly for the period (2016-2020) was filed and a new Information Booklet was issued, containing the data on the current composition of the AP Vojvodina Assembly (2020-2024). **The Information Booklet was updated on 04 August 2023.**

## About the AP Vojvodina Assembly

The Assembly of the AP Vojvodina is the highest authority of the AP Vojvodina, in charge of normative and other functions, in conformity with the Constitution of the Republic of Serbia, law and Statute of AP Vojvodina.

The supreme legal document of the AP Vojvodina is the Statute of AP Vojvodina. It is enacted by the AP Vojvodina Assembly, upon the previous consent given by National Assembly of the Republic of Serbia.

Pursuant to the Constitution of the Republic of Serbia and the Law on Establishing the Competences of AP Vojvodina ("Official Gazette of the RS" number 99/2009, 67/2012 - the Constitutional Court Decision, 18/2020 other law and 111/2021 other law), the Statute shall establish the competences of AP Vojvodina, election, organisation and work of its authorities, as well as other issues of interest to the AP Vojvodina.

In the AP Vojvodina, all citizens are equal in their rights and duties, regardless of their race, gender, national affiliation, social background, origin, religion, political or other belief, private resources, culture, language, age and their physical or mental disability, in conformity with the Constitution and law.

Apart from Serbian language and Cyrillic script, other languages, such as Hungarian, Slovak, Croatian, Romanian and Ruthenian and their scripts are also in the official use, on equal terms, in the work of the Assembly, in conformity with the law.

The AP Vojvodina Assembly has 120 deputies elected in direct elections, by means of secret balloting, according to proportional representation system, for a four-year term of office.

The seat of the Assembly is in Novi Sad, 1 Vladike Platona Street, in the building of Banovina Palace, designated as a cultural monument of exceptional importance.

The working hours of the Assembly of the AP Vojvodina are 8:00 AM to 4:00 PM. The AP Vojvodina Assembly is closed on Saturdays, Sundays and during national and religious holidays.

### 3. ORGANISATIONAL STRUCTURE OF THE AP VOJVODINA ASSEMBLY

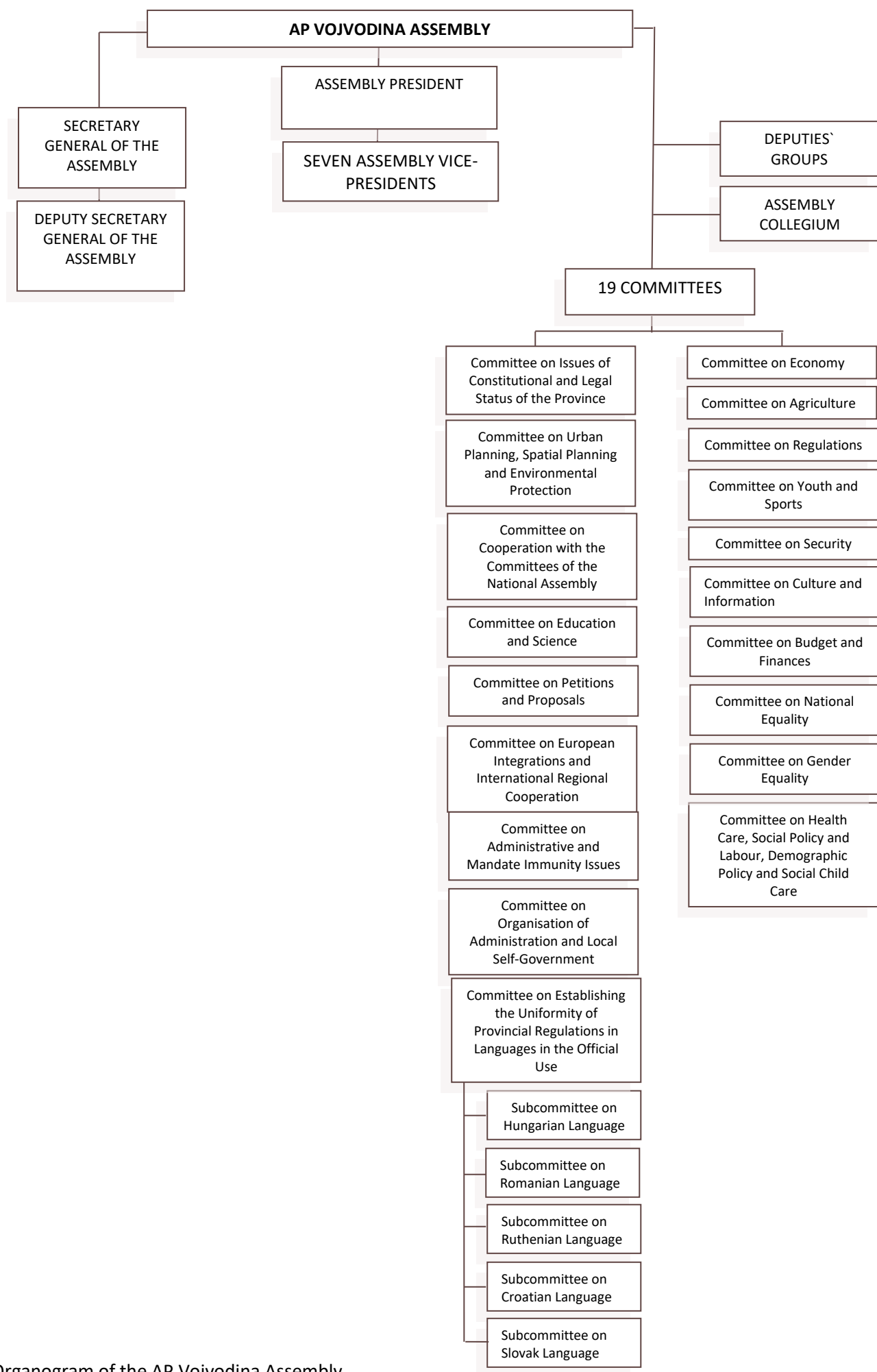


Figure: Organogram of the AP Vojvodina Assembly

## President of the AP Vojvodina Assembly

The President of the Assembly of the AP of Vojvodina is Pásztor István. He was elected the President of the AP Vojvodina Assembly at the session held on 31 July 2020.

He is a member of the Alliance of Vojvodina Hungarians political party and a member of the Deputies' Group "*Vajdasági Magyar Szövetség - Alliance of Vojvodina Hungarians - Pásztor István*" in the AP Vojvodina Assembly.

Pásztor István was born on 20th August 1956 in Novi Kneževac. He graduated from the Faculty of Law in Novi Sad.

### Powers and duties:

President of the AP Vojvodina Assembly shall represent the Assembly, call the election of deputies; convene the AP Vojvodina Assembly sessions and propose the agenda of the AP Vojvodina Assembly sessions; schedule meetings of the Collegium of the AP Vojvodina Assembly and preside over them; preside over the AP Vojvodina Assembly sessions; see to the application of the Rules of Procedure and maintain order in the sessions; harmonise the work of the AP Vojvodina Assembly working bodies; sign acts enacted by the AP Vojvodina Assembly; appoint the AP Vojvodina Assembly representatives for particular representative occasions; provide auspices on behalf of the AP Vojvodina Assembly and undertakes other duties established by the Statute, Provincial Assembly decision and the present Rules of Procedure.

## Office of the President of AP Vojvodina Assembly

**Office of the President** is in charge of analysing the acts considered by the AP Vojvodina Assembly and other acts put forth to the President and vice-presidents of the AP Vojvodina Assembly; organisation and coordination of activities concerning the cooperation between the AP Vojvodina Assembly President and vice-presidents and state and provincial authorities, international organisations and institutions; advisory and analytical activities concerning the organisation of business trips and public appearances of the President and vice-presidents of the AP Vojvodina Assembly; preparing material for talks of the President, vice-presidents and provincial deputies to be held with foreign delegations and guests from abroad; preparation of information and other material as required by the President and vice-presidents of the AP Vojvodina Assembly; certain consultative and administrative tasks as required by deputies' groups at the AP Vojvodina Assembly; communication with citizens and participation in organisation and carrying out visits of citizens to the AP Vojvodina Assembly..

## Vice-Presidents of the AP Vojvodina Assembly

### Powers and duties:

The Vice-President of the AP Vojvodina Assembly assists the President of the AP Vojvodina Assembly in performing the duties within their scope of work and undertakes other duties delegated by the President.

**In the convocation 2020-2024, there are five Vice-Presidents of the AP Vojvodina Assembly.**

### Vice-President Damir Zobenica

Damir Zobenica was elected Vice-President of the AP Vojvodina Assembly at its first session held on 31 July 2020.

He is a member of the Serbian Progressive Party (SPP) and member of the Deputies' Group "ALEKSANDAR VUČIĆ - FOR OUR CHILDREN" in the AP Vojvodina Assembly.

Damir Zobenica was born in Pula on 15 April 1981. He holds a BSc degree in Sociology.

**Contact:** [dzobenica@skupstinavojvodine.gov.rs](mailto:dzobenica@skupstinavojvodine.gov.rs)

### **Vice-President Aleksandra Maletić**

Aleksandra Maletić was elected a Vice-President of the AP Vojvodina Assembly at its first session held on 31 July 2020.

She is a member of the Serbian Progressive Party and the Deputies' Group "ALEKSANDAR VUČIĆ - FOR OUR CHILDREN" in the AP Vojvodina Assembly.

Aleksandra Maletić was born on 2 January 1982 in Novi Sad. She holds a BA degree in Psychology.

**Contact:** [amaletic@skupstinavojvodine.gov.rs](mailto:amaletic@skupstinavojvodine.gov.rs)

### **Vice-President Nemanja Zavišić**

Nemanja Zavišić was elected a Vice-President of the AP Vojvodina Assembly at its first session held on 31 July 2020.

He is a member of the Serbian Progressive Party and the Deputies' Group "ALEKSANDAR VUČIĆ - FOR OUR CHILDREN" in the AP Vojvodina Assembly.

Nemanja Zavišić was born on 4 May 1992 in Vrbas. He holds a LL.M degree.

**Contact:** [nzavisic@skupstinavojvodine.gov.rs](mailto:nzavisic@skupstinavojvodine.gov.rs)

### **Vice-President Aleksandra Đanković**

Aleksandra Đanković was elected a Vice-President of the AP Vojvodina Assembly at its first session held on 31 July 2020.

She is a member of the Socialist Party of Serbia and member of the Deputies' Group "Socialist Party of Serbia - United Serbia" in the AP Vojvodina Assembly.

Aleksandra Đanković was born on 8 November 1987 in Novi Sad. She holds a MSc degree in Economics.

**Contact:** [adjankovic@skupstinavojvodine.gov.rs](mailto:adjankovic@skupstinavojvodine.gov.rs)

### **Vice-President Dejan Čapo**

Dejan Čapo was elected a Vice-President of the AP Vojvodina Assembly at its first session held on 31 July 2020.

He is a member of the League of Social Democrats of Vojvodina and Deputies' Group "Vojvodina Front - League of Social Democrats of Vojvodina, Vojvodina Party" in the AP Vojvodina Assembly.

Dejan Čapo was born on 5 February 1978 in Zrenjanin. He holds a MSc degree in Industrial Management.

**Contact:** [dcapo@skupstinavojvodine.gov.rs](mailto:dcapo@skupstinavojvodine.gov.rs)



## Deputies' Groups at the AP Vojvodina Assembly

In the AP Vojvodina Assembly, a deputies' group may be formed comprising at least five deputies. A deputy may only be a member of one deputies' group.

A deputies' group shall be entitled, through its president, to submit the proposal for placing certain items on the agenda of the AP Vojvodina Assembly and committees' sessions, put forward amendments and discharge other duties set forth in the Rules of Procedure.

Following the elections held on 21 June and 1 July 2020, six deputies' groups were formed at the AP Vojvodina Assembly. The changes that occurred subsequently caused the Deputies' Group „DSS (Democratic Party of Serbia) BROOM -MILOŠ JOVANOVIĆ” to cease to exist along with the Deputies' Group „THE MOVEMENT FOR THE RESTORATION OF THE KINGDOM OF SERBIA”. Afterwards, on 10 February 2023 a Deputies' Group HOPE - NEW DSS - POKS was formed at the AP Vojvodina Assembly.

### **1. The Deputies' Group “ALEKSANDAR VUČIĆ - FOR OUR CHILDREN” has seventy eight members.**

Dmitar Stanišić is the President of this deputies' group, elected a deputy at the AP Vojvodina Assembly in the elections held on 21 June and 1 July 2020, based on the proportional election system, from the electoral list "ALEKSANDAR VUČIĆ - FOR OUR CHILDREN". His deputy is Saša Levnajić, was elected a deputy at the AP Vojvodina Assembly in the elections held on 21 June and 1 July 2020, based on the proportional election system, from the electoral list "ALEKSANDAR VUČIĆ - FOR OUR CHILDREN".

**Contact:** [pgsns@skupstinavojvodine.gov.rs](mailto:pgsns@skupstinavojvodine.gov.rs)

#### *Deputies' Group “ALEKSANDAR VUČIĆ - FOR OUR CHILDREN”*

- |                                    |                          |
|------------------------------------|--------------------------|
| 1. Dmitar Stanišić, President      | 27. Aleksandar Zirojević |
| 2. Saša Levnajić, Deputy President | 28. Damir Zobenica       |
| 3. Borislav Antonić                | 29. Bojana Jelić         |
| 4. Darko Badjok                    | 30. Jelena Jovanović     |
| 5. Uroš Bajić                      | 31. Milica Jurić         |
| 6. Milan Beara                     | 32. Matija Kovač         |
| 7. Aleksandra Berić                | 33. Sanja Kovačević      |
| 8. Darko Bogosavljević             | 34. Dejana Krsmanović    |
| 9. Milica Božić                    | 35. Biljana Krušić       |
| 10. Nenad Borović                  | 36. Stojanka Lekić       |
| 11. Aleksandar Bubalo              | 37. Aleksandra Maletić   |
| 12. Miodrag Bulajić                | 38. Aleksandar Mandić    |
| 13. Aleksandar Bundalo             | 39. Nada Mandić          |
| 14. Latinka Vasiljković            | 40. Ilija Maravić        |
| 15. Milan Vlasisavljević           | 41. Marko Marić          |
| 16. Rajka Vujović                  | 42. Jovana Medenica      |
| 17. Milan Kraguljac                | 43. Đordje Milićević     |
| 18. Milan Garašević                | 44. Nada Milanović       |
| 19. Predrag Ginculj                | 45. Miloš Milovanović    |
| 20. Miloš Davidović                | 46. Radmila Mitrović     |
| 21. Igor Dereta                    | 47. Stanka Mihajlov      |
| 22. Novo Dovedan                   | 48. Ljubodrag Mišćević   |
| 23. Maja Đikanović                 | 49. Tatjana Nikolić      |
| 24. Milan Đukić                    | 50. Dejan Pani           |
| 25. Aleksandar Đurdjev             |                          |
| 26. Nemanja Zavišić                |                          |

- |                          |                            |
|--------------------------|----------------------------|
| 51. Nika Petrović        | 66. Milan Subotin          |
| 52. Predrag Petrović     | 67. Pavel Surovi           |
| 53. Ljiljana Plazačić    | 68. Ivan Tešić             |
| 54. Suzana Pronić        | 69. Vesna Tomić            |
| 55. MD Goran Puzić       | 70. Vesna Furundžić        |
| 56. Žaklina Radić Krstić | 71. Stanislava Hrnjak      |
| 57. Bojan Rašić          | 72. Gizela Crkvenjakov     |
| 58. Miroslav Rodić       | 73. Slobodan Čikić         |
| 59. Ivana Rosić          | 74. Momo Čolaković         |
| 60. Snežana Sedlar       | 75. Nada Ševo              |
| 61. Vladimir Soro        | 76. Marko Šijan            |
| 62. Jasmina Stevanović   | 77. Miroslav Španović, MSc |
| 63. Igor Stojkov         | 78. Vladislav Živanović    |
| 64. Mia Strajin          |                            |
| 65. Danica Stričević     |                            |

## **2. The Deputies' Group "Socialist Party of Serbia - United Serbia" has thirteen members.**

Boris Novaković is the President of this deputies' group, elected a deputy at the AP Vojvodina Assembly in the elections held on 21 June and 1 July 2020, based on the proportional election system, from the electoral list "IVICA DAČIĆ - "Socialist Party of Serbia (SPS) - United Serbia (JS) - Dragan Marković Palma". His deputy is Željka Milošević, who was elected a deputy at the AP Vojvodina Assembly in the elections held on 21 June and 1 July 2020, based on the proportional election system, from the electoral list "IVICA DAČIĆ - "Socialist Party of Serbia (SPS) - United Serbia (JS) - Dragan Marković Palma".

**Contact:** [pgsps-js@skupstinavojvodine.gov.rs](mailto:pgsps-js@skupstinavojvodine.gov.rs)

*Deputies' Group "Socialist Party of Serbia - United Serbia"*

1. Boris Novaković, President
2. Željka Milošević, Deputy President
3. MD Daniel Babić
4. MSc Svetlana Babić
5. Miroslav Bošković
6. Jan Brtko
7. Smiljana Glamočanin Varga
8. Aleksandra Đanković
9. Nataša Zlatković
10. Jelena Lopušina
11. MD Goran Latković
12. Željko Malušić
13. Miroslav Čeman

## **3. The Deputies' Group "Vajdasági Magyar Szövetség - Pásztor István - Alliance of Vojvodina Hungarians" has eleven members.**

Bojan Bagi, PhD is the President of this deputies' group, elected a deputy at the AP Vojvodina Assembly in the elections held on 21 June and 1 July 2020, based on the proportional election system, from the electoral list *Vajdasági Magyar Szövetség - Pásztor István - Alliance of Vojvodina Hungarians*. His deputy is Ilija Pirkov, who was elected a deputy at the AP Vojvodina Assembly in the elections held on 21 June and 1 July 2020, based on the proportional election system, from the electoral list *"Vajdasági Magyar Szövetség - Pásztor István - Alliance of Vojvodina Hungarians"*.

**Contact:** [pgsvm@skupstinavojvodine.gov.rs](mailto:pgsvm@skupstinavojvodine.gov.rs)

*Deputies' group "Vajdasági Magyar Szövetség - Pásztor István - Alliance of Vojvodina Hungarians"*

1. Bojan Bagi, PhD, President
2. Ilija Pirkov, Deputy President
3. Karolina Huđik
4. Hajnalka Buranj
5. Ištvan Dobo
6. Eva Dubac
7. Karolj Kovač
8. MD Imre Nadj
9. Ištvan Pastor
10. Ana-Marija Pinter
11. Laslo Čikoš

**4. The Deputies' Group "Vojvodina Front - League of Social Democrats of Vojvodina, Vojvodina Party" has six members.**

Branislav Bogaroški is the President of this deputies' group, who was elected a deputy at the AP Vojvodina Assembly in the elections held on 21 June and 1 July 2020, based on the proportional election system, from the electoral list VOJVODINA FRONT - United for Democratic Serbia (League of Social Democrats of Vojvodina, Together for Vojvodina, Vojvodina Party, Democratic Alliance of Croats in Vojvodina, Montenegrin Party, Democratic Bloc). His deputy is Aleksandar Odžić, who was elected a deputy at the AP Vojvodina Assembly in the elections held on 21 June and 1 July 2020, based on the proportional election system, from the electoral list VOJVODINA FRONT - United for Democratic Serbia (League of Social Democrats of Vojvodina, Together for Vojvodina, Vojvodina Party, Democratic Alliance of Croats in Vojvodina, Montenegrin Party, Democratic Bloc).

**Contact:** [pgvf@skupstinavojvodine.gov.rs](mailto:pgvf@skupstinavojvodine.gov.rs)

*Deputies' group "Vojvodina Front - League of Social Democrats of Vojvodina, Vojvodina Party"*

1. Saša Šućurović, President
2. Aleksandar Odžić, Deputy President
3. Nataša Lalić
4. Nenad Čanak
5. Dejan Čapo, MSc
6. Branislav Bogaroški

**5. The Deputies' Group HOPE - NEW DSS - POKS has eight members.**

The president of the Deputies' Group Goran Ivančević PhD was elected a deputy of the Assembly of the Autonomous Province of Vojvodina in the elections held on 21 June and 1 July 2020, based on the proportional electoral system, from the electoral list „FOR THE KINGDOM OF SERBIA-FOR THE SERBIAN DUKEDOM (The Movement for the Restoration of the Kingdom of Serbia, Monarchist Front) - Žika Gojković". The deputy president is Branislav Ristivojević PhD who was elected a deputy of the Assembly of the Autonomous Province of Vojvodina in the elections held on 21 June and 1 July 2020, based on the proportional electoral system, from the electoral list „BROOM 2020".

**Contact:** [pgnada-novidss-poks@skupstinavojvodine.gov.rs](mailto:pgnada-novidss-poks@skupstinavojvodine.gov.rs)

*Deputies' group HOPE - NEW DSS - POKS*

1. Goran Ivančević, Assist. Prof., President
2. Branislav Ristivojević PhD, Deputy President
3. Dejan Vuković
4. MD Ružica Igić
5. Duško Kočalka
6. Novak Maksimović
7. Ladislav Tomić
8. Miloš Tubić

**Deputies who are not members of any deputies' group:**

1. Đurađ Jakšić
2. Vojislav Kulačanin
3. Marina Nedeljković
4. Aleksandar Smiljanić

**Collegium of the AP Vojvodina Assembly**

The AP Vojvodina Assembly Collegium is a body of the AP Vojvodina Assembly convened by the AP Vojvodina Assembly President for the purpose of coordinating the activities and consulting on the work of the AP Vojvodina Assembly.

The Assembly Collegium comprises the AP Vojvodina Assembly President, vice-presidents and presidents of deputies' groups at the AP Vojvodina Assembly.

Persons who are not members of the Collegium may also attend its meetings upon the invitation by the AP Vojvodina Assembly President.

The Collegium assists the AP Vojvodina Assembly President in representing the AP Vojvodina Assembly, convening the AP Vojvodina Assembly sessions, establishing the agenda proposals, harmonising the activities of working bodies and other issues within the scope of competences of the AP Vojvodina Assembly President.

**Provincial Security Council**

Provincial Security Council is an advisory and expert body within the security system of the Republic of Serbia, comprising a president, deputy president and fifteen members.

The President of the AP Vojvodina Assembly shall act as the President of the Council. The Vice President of the Provincial Government shall act as the Deputy President of the Council. The Council members shall be: the Provincial Ombudsman, members of the Provincial Government - Provincial Secretaries for Education, Administration and Communities; Interregional Cooperation and Local Self-Government; Health, Social Policy and Demography; Urban Planning, Construction and Environmental Protection; six deputies of the AP Vojvodina Assembly providing the four of them are members of the Committee on Security of the AP Vojvodina Assembly and three are members of the Ministry of Internal Affairs of the Republic of Serbia.

The Council shall be established to improve the prevention in crime combating, improve the security culture among the citizens, enhance the overall security of the citizens, as well as to perform the constant assessment of the state of security in AP Vojvodina.

With the aim of achieving the objectives, the tasks of the Council shall be the following: to carry out the appropriate assessments of the security environment at the provincial level and indicate its requirements, make the guidelines for the active action in crime combating and other adverse occurrences and events at the provincial level, assess the resources required to carry out their activities and propose the manner of their provision, provide assistance to local self-government authorities in improving security, actively participate in

monitoring, assessing, directing and evaluating the development of the "Safe Community" project on the territory of the province, and, at least once a year, report to the AP Vojvodina Assembly on their work and assessment of the security environment at the provincial level.

Pursuant to Article 7 Paragraph 1 of the Provincial Assembly Decision on the AP Vojvodina Assembly ("Official journal of the APV", number: 28/2014) and Articles 4 and 8 of the Decision on the Establishment of the Provincial Security Council ("Official journal of the APV" number: 54/2014 and 43/2016), the AP Vojvodina Assembly passed the Decision on the Election of Members of the Provincial Security Council.

## **Working bodies of the AP Vojvodina Assembly**

Committees, as standing working bodies, are established for the purpose of considering and discussing the issues within the competence of the AP Vojvodina Assembly, proposing acts, analysing the situation in particular fields and undertaking other activities. Pursuant to Article 44 of the Rules of Procedure of the Assembly of AP Vojvodina, the Assembly President, upon agreement with presidents of deputies' groups that are represented at the Assembly, proposes the candidates for presidents and members of committees, proportionate to the number of AP Vojvodina Assembly deputies who belong to these deputies' groups.

Committees shall have presidents, vice-presidents and ten members, unless otherwise stipulated in the Rules of Procedure of the Assembly of AP Vojvodina. The AP Vojvodina Assembly has 19 standing committees:

### **Committee on Issues of Constitutional and Legal Status of the Province**

The Committee on Issues of Constitutional and Legal Status of the Province shall consider issues related to the exercise of the constitutional status of the AP Vojvodina, proposals to amend the Statute, deliberate and determine a proposals of acts to change the Statute; deliberate proposal to call a referendum by the AP Vojvodina Assembly in accordance with the Rules of Procedure; determine proposals of acts on the features and use of the symbols and traditional symbols of the AP Vojvodina, principal issues related to the Statute enforcement; propose the AP Vojvodina Assembly to be the proposer of laws and amendments to bills enacted by the National Assembly of the Republic of Serbia (hereinafter: the National Assembly) in the area of exercise of constitutional and legal status of the AP Vojvodina. The committee has fifteen members, four of whom are from among the eminent scientific and professional experts.

The President of the AP Vojvodina Assembly shall be the President of this Committee.

#### **Contact:**

Committee President: **Pásztor István**; Committee Secretary: **Biljana Majkić** (Tel: +381 21 487-4143; e-mail: [odborustav@skupstinavojvodine.gov.rs](mailto:odborustav@skupstinavojvodine.gov.rs)).

### **Committee on Administrative and Mandate Issues**

The Committee on Administrative and Mandate Issues shall consider certificates of deputies election and reports of the Provincial Electoral Commission on results of the election and submit a report to the AP Vojvodina Assembly with a proposal to verify the mandate; consider reasons for termination of particular deputies' mandate and submit a report thereof to the AP Vojvodina Assembly; establish the motion for decision on appointment of the President, Deputy President, members and secretary of the Provincial Electoral Commission and their deputies; pass the acts that regulate issues pertaining to the status and material position and rights of deputies and individuals elected and appointed by the AP Vojvodina Assembly; pass acts on remuneration for scientists and experts engaged in the activities of the AP Vojvodina Assembly and committees; pass individual acts on exercising the rights of deputies and the elected, appointed, or designated persons in the AP Vojvodina Assembly and the AP Vojvodina Assembly Service; provide their opinion on other public functions that may be discharged by these individuals; establish the budget of the AP

Vojvodina Assembly, in line with the provincial assembly decision on the AP Vojvodina Assembly; pass the financial plan of the AP Vojvodina Assembly and AP Vojvodina Assembly Service; pass the act on internal order at the AP Vojvodina Assembly building and other general acts regulating other issues relevant to organisation and method of work at the AP Vojvodina Assembly and AP Vojvodina Assembly Service; grant consent to the Rulebook on Internal Organisation and Systematisation of Job Posts in the AP Vojvodina Assembly Service, upon proposal of the Secretary General; carry out appointment procedures; perform other duties laid down in the regulations, general acts and the present Rules of Procedure.

**Contact:**

Committee President: **Milan Vlasisavljević**, Committee Secretary: **Vinka Aleksić** (Tel: +381 21 487-4188; e-mail: [odboradministrativni@skupstinavojvodine.gov.rs](mailto:odboradministrativni@skupstinavojvodine.gov.rs))

**Committee on National Equality**

The Committee on National Equality shall consider proposed decisions and general acts in order to monitor the exercise of the full equality between persons belonging to national minorities - national communities and those belonging to Serbian ethnic group, which is guaranteed by the Constitution; propose measures in the areas of education, culture, information and official use of languages and scripts and other issues; monitor the exercise of rights of the national minorities - national communities in accordance with the national legislation and international standards in the area of national equality. This working body has its president and fourteen members, four of whom have the titles of presidents of the committees whose scope of work includes issues in the area of education, culture, information, official use of languages and scripts and safety.

**Contact:**

Committee President: **Laslo Čikoš**; Committee Secretary: **Viktoria Čović** (Tel: +381 21 487-4168; e-mail: [odbornacravnopravnost@skupstinavojvodine.gov.rs](mailto:odbornacravnopravnost@skupstinavojvodine.gov.rs)).

**Committee on Cooperation with the National Assembly Committees in the Exercise of Competences of the Province**

The Committee on Cooperation with the National Assembly Committees in the Exercise of Competences of the Province shall monitor and encourage activities pertaining to enactment of laws that regulate matters of provincial interest. The Committee shall incorporate proposals of the competent AP Vojvodina Assembly Committees concerning any enactment or amendment of national laws and cooperate with the competent committees of the National Assembly of the Republic of Serbia.

**Contact:**

Committee President: **Vladislav Živanović**; Committee Secretary: **Duško Radaković** (Tel: +381 21 487-4135; e-mail: [odborsaradnja@skupstinavojvodine.gov.rs](mailto:odborsaradnja@skupstinavojvodine.gov.rs)).

**Committee on Legislation**

The Committee on Legislation shall consider proposals of provincial assembly decisions, other regulations and general acts from the aspect of their compliance with the Statute and legal system, as well as bills, other regulations and general acts proposed by the AP Vojvodina Assembly to the National Assembly of the RS for enactment; propose enactment and amendments to the Rules of Procedure, propose interpretation of particular provisions of the Rules of Procedure, propose authentic interpretation of decisions and other general acts enacted by the AP Vojvodina Assembly, consider the Constitutional Court notification on instituting the procedure for assessment of constitutionality and legality of regulations that have been enacted by the provincial authorities and determine the response to the Constitutional Court; propose to the AP Vojvodina Assembly to institute the proceedings before the Constitutional Court of the RS for assessment of constitutionality and legality of laws and regulations that violate the rights of the AP Vojvodina established by the Constitution and Statute and determine the consolidated text of decisions.



The Committee shall, by way of a report, present its opinion to the AP Vojvodina Assembly on compliance of an act with the legal system of the Republic of Serbia and Statute.

**Contact:**

Committee President: **Saša Levnajić**; Committee Secretary: **Biljana Majkić** (Tel: +381 21 487-4143; e-mail: [odborpropisi@skupstinavojvodine.gov.rs](mailto:odborpropisi@skupstinavojvodine.gov.rs)).

**Committee on Economy**

The Committee on Economy shall consider proposed decisions, strategic and other documents in the field of regional economic development, tourism, hospitality industry, spas and treatment centres, industry and crafts, road, river and rail traffic, fairs and other economic events relevant to the AP Vojvodina; monitor the implementation of programmes of measures and activities on establishing balanced regional economic development; monitor the implementation of the Vojvodina tourism strategy; monitor the implementation of policy in the field of telecommunications and enactment of the Strategy for Development of Telecommunications in the Republic of Serbia; consider issues in the field of protection of copyright and related rights in the production of and trade in goods; monitor distribution of incentives and other funds intended for economic development; monitor, stimulate and coordinate activities in the area of ownership transformation, consider initiatives and proposals pertaining to ownership transformation and company organisational restructuring, economic policy measures and other measures and activities in the field of ownership transformation and consider other issues in that sphere.

**Contact:**

Committee President: **Miroslav Bošković**; Committee Secretary: **Duško Radaković** (Tel: +381 21 487-4135; e-mail: [odborprivreda@skupstinavojvodine.gov.rs](mailto:odborprivreda@skupstinavojvodine.gov.rs)).

**Committee on Agriculture**

The Committee on Agriculture shall consider proposals of programmes for development of agriculture and rural areas and measures for stimulation of development, proposals of decisions and other general acts, as well as other issues in the field of: agriculture and rural development, food industry, livestock and veterinary medicine, water management and waters, forestry, wildlife management, aquaculture, beekeeping, use and improvement of agricultural land and other areas.

**Contact:**

Committee President: **Milan Garašević**; Committee Secretary: **Ivana Jović** (Tel: +381 21 487-4900; e-mail: [odborpoljoprivreda@skupstinavojvodine.gov.rs](mailto:odborpoljoprivreda@skupstinavojvodine.gov.rs)).

**Committee on Urban and Spatial Planning and Environmental Protection**

The Committee on Urban Planning, Spatial Planning and Environmental Protection shall consider proposed programmes, decisions and general acts and other issues in the field of urban planning, spatial planning, housing and utilities, landscape architecture and use of urban land for development, protection and improvement of environment and sustainable development, conservation, monitoring and development of natural values and goods created by nature and human activities, prevention and elimination of pollution of natural resources, other ways and sources of threat to the environment, environmental protection and sustainable development in the field of fisheries and fish stock management in the fishery waters, as well as issues in other fields.

**Contact:**

Committee President: **Ljubodrag Mišćević**; Committee Secretary: **Svetlana Popadić-Ležimirac** (Tel: +381 21 487-4314; e-mail: [odborurbanizam@skupstinavojvodine.gov.rs](mailto:odborurbanizam@skupstinavojvodine.gov.rs)).

### **Committee on Budget and Finance**

The Committee on Budget and Finance shall consider proposals of provincial assembly decisions on the budget, reports on the execution of decisions on the budget and proposals of the provincial assembly decision on the final account of the budget, proposals of decisions on borrowings of AP Vojvodina, proposals of decisions on establishment of organizations, agencies, public enterprises and institutions with the aim of performing tasks of the AP Vojvodina and other issues in the field of finance.

**Contact:**

Committee President: **Predrag Ginculj**; Committee Secretary: **Snežana Buljugić** (Tel: +381 21 487-4190; e-mail: [odborbudzet@skupstinavojvodine.gov.rs](mailto:odborbudzet@skupstinavojvodine.gov.rs)).

### **Committee on Education and Science**

The Committee on Education and Science shall consider proposed decisions and general acts and proposals of programmes of development of activities in the field of preschool, primary, secondary and university education, informal adult education, pupil and student standards, scientific and technological development and other issues in the field of education, scientific-research activities, development of science and transfer of scientific achievements, development of new technologies and their use. The Committee shall also consider proposals on establishing a network of primary and secondary schools, as well as proposals on establishing educational institutions and shall consider the issues related to ensuring the prerequisites for education of persons belonging to other ethnic groups and national minorities - national communities in their own languages.

**Contact:**

Committee President: **Stanislava Hrnjak**; Committee Secretary: **Ivana Jović** (Tel: +381 21 487-4900; e-mail: [odborobrazovanje@skupstinavojvodine.gov.rs](mailto:odborobrazovanje@skupstinavojvodine.gov.rs)).

### **Committee on Youth and Sports**

The Committee on Youth and Sports shall consider proposals of decisions and general acts and proposals of programmes for development of activities in the field of sports and youth, physical and technical culture.

**Contact:**

Committee President: **Uroš Bajić**; Committee Secretary: **Svetlana Popadić-Ležimirac** (Tel: +381 21 487-4314; e-mail: [odboromladinainsport@skupstinavojvodine.gov.rs](mailto:odboromladinainsport@skupstinavojvodine.gov.rs)).

### **Committee on Health, Social Policy, Labour, Demographic Policy and Social Child Care**

The Committee on Health, Social Policy, Labour, Demographic Policy and Social Child Care shall consider proposed decisions and general acts regulation matters of provincial interest in the field of health care and health insurance and improve health care, health and pharmaceutical services in the territory of the AP Vojvodina, consider the proposed plan of health institutions network, monitor the professional work of the Institute of Public Health and operations of spas and health resorts in the territory of the AP Vojvodina and other issues in the field of health care. The Committee shall also consider proposed decisions and general acts in the field of social policy, monitor and analyse the situation in the area of provision of social security to refugees, expelees and displaced persons, consider programmes for social development, measures to conduct and implement them, as well as social welfare, care of veterans and invalids and civilian invalids of war and other issues related to social welfare, employment, labour and safety at work; consider proposed decisions and general acts, proposals of the demographic development programme, monitor its implementation;



consider issues related to family protection and custody, social child care and ensure the prerequisites for performance of these activities.

**Contact:** Committee President: **MD Goran Latković**; Committee Secretary: **Slavica Petković** (Tel: +381 21 487-4151; e-mail: [odborzdravstvo@skupstinavojvodine.gov.rs](mailto:odborzdravstvo@skupstinavojvodine.gov.rs)).

### **Committee on Culture and Public Information**

The Committee on Culture and Information shall consider proposed decisions and general acts and other issues related to development and improvement of the system of public information and broadcasting, consider contents of the AP Vojvodina Assembly's web page, consider issues related to informing the public about the work of the AP Vojvodina Assembly and other issues in this sphere and regulation and protection of public interests of AP Vojvodina citizens and issues related to the work of the media in languages of national minorities - national communities, propose to the AP Vojvodina Assembly potential members of the shareholders company proportionally to their share in the capital, consider issues pertaining to the work of the Provincial Public Broadcasting Service - RTV. The Committee shall consider issues related to ensuring proper conditions for public information in languages of ethnic groups and national minorities - national communities in the AP Vojvodina as well. The Committee shall consider proposed decisions and general acts and proposals of activity development programmes in the field of culture, protection of cultural heritage, filming, endowments, funds and foundations, library activities and other issues in the field of use, improvement and management of cultural heritage, consider Cultural Development Programme of the AP of Vojvodina, consider proposed decisions and general acts and other issues relevant to ensuring development of culture of people belonging to minority national communities and consider proposals for establishing a network of libraries.

**Contact:** Committee President: **Milan Subotin**; Committee Secretary: **Bojana Balać** (Tel: +381 21 487-4143; e-mail: [odborinformisanje@skupstinavojvodine.gov.rs](mailto:odborinformisanje@skupstinavojvodine.gov.rs)).

### **Committee on Petitions and Proposals**

The Committee on Petitions and Proposals shall consider petitions and proposals referred to the AP Vojvodina Assembly, propose, to the competent authorities, measures and activities to resolve the issues presented in them and inform the applicants thereof, review the reports on activities of the Commissions for Petitions and Proposals of local self-governments in the AP Vojvodina and other issues in the field of petitions and proposals relevant to solving the problems of the AP Vojvodina citizens.

**Contact:**

Committee President: **Dejana Krsmanović**; Committee Secretary: **Vesna Batalo** (Tel: +381 21 487-4153; e-mail: [odborpredstavke@skupstinavojvodine.gov.rs](mailto:odborpredstavke@skupstinavojvodine.gov.rs)).

### **Committee on Organisation of Administration and Local Self-Government**

The Committee on Organisation of Administration and Local Self-Government shall consider proposed decisions and general acts and other issues in the field of organization, improvement of the work of provincial administration authorities; the Provincial Ombudsman, the AP Vojvodina property; the electoral system in the AP Vojvodina; official use of languages and scripts. The Committee shall also monitor and analyse the situation in the field of local self-government and inter-municipal cooperation; consider measures and development programmes which promote development of the local self-government system; encourage inter-municipal connections; consider issues in the field of regional development and establishment of regional development agencies and other issues in this field.

**Contact:**

Committee President: **Nika Petrović**; Committee Secretary: **Duško Radaković** (Tel: +381 21 487-4135; e-mail: [odboruprava@skupstinavojvodine.gov.rs](mailto:odboruprava@skupstinavojvodine.gov.rs)).

**Committee on Establishing Equal Authenticity of Provincial Legislation in Languages in Official Use**

The Committee on Committee on Establishing Equal Authenticity of Provincial Legislation in Languages in Official Use shall determine authenticity of texts of regulations, decisions and general acts enacted by the Assembly in languages whose official use has been established by the Statute with the Serbian language and inform the AP Vojvodina Assembly thereof.

The Committee shall form sub-committees for the languages of national minorities - national communities.

**Contact:**

Committee President: **Borislav AntoniĆ**; Committee Secretary: **Svetlana Popadić-Ležimirac** (Tel: +381 21 487-4314; e-mail: [odboristovetnost@skupstinavojvodine.gov.rs](mailto:odboristovetnost@skupstinavojvodine.gov.rs)).

**Committee on Security**

The Committee on Security shall consider issues concerning the security of citizens in the AP Vojvodina, cooperate with organisational units of the Ministry of Internal Affairs established for the areas located in the territory of the AP Vojvodina and consider other issues in this field.

**Contact:**

Committee President: **Jovana Medenica**; Committee Secretary: **Ivana Jović** (Tel: +381 21 487-4900; e-mail: [odborbezbednost@skupstinavojvodine.gov.rs](mailto:odborbezbednost@skupstinavojvodine.gov.rs)).

**Committee on European Integrations and Inter-regional Cooperation**

The Committee on European Integrations and Inter-regional Cooperation shall participate in regional cooperation with international regional organisations and institutions, and in the border cooperation; propose to the Assembly representatives of Vojvodina in the Serbian delegation at the Congress of Local and Regional Authorities of the Council of Europe, and on the motion made by the President, make a decision on the composition of the Assembly delegation, as well as the goals and objectives of the visit of the Assembly delegation, enact a Decision on referring the Assembly delegation, and on granting funds for business trips abroad, in case the Committee is not able to decide on the composition of the delegation and make decision on referring the Assembly delegation and on granting funds for business trips abroad, the Decision shall be made by the Assembly President; consider reports on realised delegation visits, review notes from the meetings between the Assembly representatives and foreign delegations, submit an annual report on established international cooperation of the Assembly to the Assembly, define the text of inter-parliamentary agreements and perform other tasks in accordance with the Provincial Assembly Decision, which regulates the conclusion of inter-regional agreements, monitor the process of association of the Republic of Serbia to the European Union, consider inter-regional cooperation, follow political and economic events of special importance to the AP Vojvodina.

**Contact:**

Committee President: **Nenad Čanak**; Committee Secretary: **Viktoria Čović** (Tel: +381 21 487-4168; e-mail: [odbormedjuregionalni@skupstinavojvodine.gov.rs](mailto:odbormedjuregionalni@skupstinavojvodine.gov.rs)).

## **Committee on Gender Equality**

The Committee on Gender Equality shall consider proposals of programmes, decisions and general acts on gender equality, consider analytical and other materials in the field of gender equality; consider acts from the aspect of promoting gender equality, analyse the pursuit of policy by the Provincial Government, as well as its execution of decisions and general acts and also consider other issues related to gender equality.

### **Contact:**

Committee President: **Latinka Vasiljković**; Committee Secretary: **Viktoria Čović** (Tel: +381 21 487-4168; e-mail: [odborpolovi@skupstinavojvodine.gov.rs](mailto:odborpolovi@skupstinavojvodine.gov.rs)).

## **Service of the AP Vojvodina Assembly**

The AP Vojvodina Assembly Service carries out expert and other activities for the needs of AP Vojvodina Assembly and its committees, deputies and deputies' groups. Organisation, tasks and activities of the AP Vojvodina Assembly Service are regulated by the Decision on the Organisation and Work of the AP Vojvodina Assembly Service.

The Secretary General of the AP Vojvodina Assembly is responsible for the work of this Service.

*The Assembly Service comprises special internal organisational units - Office of the President and the Secretariat, basic internal units - divisions and specialised internal units.*

### **Special:**

- ✓ Office of the Assembly President
- ✓ The Secretariat of the Assembly

### **Devisions:**

- ✓ Division for Preparation and Processing of the Assembly and Working Bodies Sessions and Information Technologies
- ✓ Division for Legal, Human Resources and Records Management Affairs
- ✓ Division for Financial Affairs, Interregional Cooperation and Protocol

## **Secretary General**

The AP Vojvodina Assembly has a Secretary General, who is appointed by the AP Vojvodina Assembly upon the proposal of the AP Vojvodina Assembly President.

The Secretary General of the AP Vojvodina Assembly is **Sandra Stojković JSD**, appointed the Secretary General of the AP Vojvodina, at the session held on 23 February 2023.

## **Duties in the AP Vojvodina Assembly**

The Secretary General shall assist the President and Vice-Presidents of the AP Vojvodina Assembly in preparing and running the sessions, manage the work of AP Vojvodina Assembly Service, see to the implementation of acts adopted by the AP Vojvodina Assembly and perform other duties stipulated by the Rules of Procedure.

For their work the Secretary General is accountable to the AP Vojvodina Assembly and President of the AP Vojvodina Assembly.

**Contact:**

Tel: +381 21 487-4124

Fax: +381 21 456-241

e-mail: [sstojkovic@skupstinavojvodine.gov.rs](mailto:sstojkovic@skupstinavojvodine.gov.rs)**Deputy Secretary General**

The Secretary General of the AP Vojvodina Assembly shall have a deputy appointed by the AP Vojvodina Assembly at the proposal of the Secretary General of the AP Vojvodina Assembly, with the written consent of the President of the AP Vojvodina Assembly.

**Boris Bajić**, LLB - Master of Laws is the Deputy Secretary General of the AP Vojvodina Assembly, who was appointed the Deputy Secretary General of the AP Vojvodina Assembly at the at the fourth session held on 13 November 2020.

**Duties in the AP Vojvodina Assembly**

The Deputy shall assist the General Secretary of the Assembly in their work and stand in for the Secretary should the Secretary be absent or prevented from fulfilling their duties.

**Contact:**

Tel.: +381 21 487-4143

Fax: +380 21 456-241

e-mail: [bbajic@skupstinavojvodine.gov.rs](mailto:bbajic@skupstinavojvodine.gov.rs)**Office of the President**

Office of the President of the AP Vojvodina Assembly is responsible for the following tasks: studying and processing the acts considered by the AP Vojvodina Assembly and other documents addressed to the President and vice-presidents of the AP Vojvodina Assembly, organising and coordinating the activities regarding the cooperation between the AP Vojvodina Assembly President and vice-presidents and the state and provincial authorities, international organisations and institutions, advisory activities of significance to the President of the Assembly in connection with the performance of his duties in the Assembly and other bodies and organizations; organising business trips and public appearances of the President and vice-presidents of the AP Vojvodina Assembly, preparing material for talks of the President, vice-presidents and provincial deputies to be held with foreign delegations and guests from abroad, carrying out consultative and administrative and other tasks relevant to discharge of the function of the President and vice-presidents of the AP Vojvodina Assembly.

**The Secretariat of the Assembly**

The Secretariat carries out expert, analytical and legal affairs related to the preparation and organisation of sessions of the Assembly, drafts legal acts enacted by the Secretary General, carries out other expert and administrative affairs in order to improve work of the Assembly and the Assembly Service according to the modern standards of good administration and governance, and achieve efficient management of the Assembly Service, creates short and long - term development strategies along with the Assembly and Assembly Service's activity plans, develops and improves cooperation with the National Assembly Service, and the regional and local assemblies, strengthens the role of the Assembly Service in the development of the parliament, creates and drafts specific measures and actions to facilitate procedures of work and tasks in the Assembly Service.

## **Division for Preparation of the Assembly and Working Bodies Sessions and Information Technologies**

**The Division for Preparation of the Assembly and Working Bodies Sessions and Information Technologies** carries out normative, legal, analytical and documenting, expert and operational activities related to the preparation and organisation of sessions of the Assembly, working bodies and deputies' groups in the Assembly; provides and prepares the material required for holding the Assembly sessions; processes the acts passed in the Assembly sessions and prepares them for publication in the "Official Journal of the APV", prepares and provides information to deputies regarding the Assembly sessions; prepares and organises sessions of working bodies and deputies' groups; provides expert assistance to deputies in the use of the Rules of Procedure of the APV Assembly; ensures the use and development of information technologies in the Assembly and carries out additional activities concerning the administrative affairs, programming and servicing.

*The Division for Preparation of the Assembly and Working Bodies Sessions and Information Technologies comprises the following specialised internal units:*

- ✓ Department for Preparation and Processing the Assembly Sessions;
- ✓ Section for the Working Bodies and Deputies' Groups Affairs;
- ✓ Section for Information Technologies.

### **Contact:**

Assistant Secretary General: **Acting Assistant Sandra Srdanović, LLB**

Tel.: +381 21 487-4903

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Head of Department for Preparation and Processing of the AP Vojvodina Assembly Sessions: **Diana Vučetić**

Tel.: +381 21 487-4143

e-mail: [dvucetic@skupstinavojvodine.gov.rs](mailto:dvucetic@skupstinavojvodine.gov.rs)

Head of Section for Working Bodies and Deputies' Groups Activities: **Ivana Jović**

Tel.: +381 21 487-4900

e-mail: [ijovic@skupstinavojvodine.gov.rs](mailto:ijovic@skupstinavojvodine.gov.rs)

Head of Section for Information Technologies: **Biljana Čakan**

Tel.: +381 21 487-4757

e-mail: [bcakan@skupstinavojvodine.gov.rs](mailto:bcakan@skupstinavojvodine.gov.rs)

## **Division for Legal, Human Resources and Records Management Affairs**

**Division for Legal, Human Resources and Records Management Affairs** carries out normative, legal, study and analytical, expert and operational activities as required by the Secretary General of the Assembly; prepares proposals of general and individual legal acts passed by the Secretary General of the Assembly pertaining to organisation and operation of the Assembly Service; is in charge of human resources management; affairs in the field of labour and employment; monitors and enforces laws and other regulations pertaining to labour and employment in the APV Assembly Service and Assembly; prepares and develops the human resources plan; conducts the analysis of the required expert training and professional development of employees; is in charge of human resources records, expert and operational activities required by the President and vice-presidents of the Assembly and affairs of the Records Management.

*Within the Division for Legal, Human Resources and Records Management Affairs, the following specialised internal units have been established:*

- ✓ Department for Labour and Employment Affairs;
- ✓ Department for Human Resources and Administrative Affairs;
  - Administrative Affairs Unit.
- ✓ Records Management Office

**Contact:**

Assistant Secretary General: **Acting Assistant Aleksandar Jovanović, BSc. Econ**

Tel.: +381 21 487-4155

e-mail: [ajovanovic@skupstinavojvodine.gov.rs](mailto:ajovanovic@skupstinavojvodine.gov.rs)

Head of the Section for Human Resources and Administrative Affairs: **Vinka Aleksić**

Tel: +381 21 487-4188

e-mail: [valeksic@skupstinavojvodine.gov.rs](mailto:valeksic@skupstinavojvodine.gov.rs)

Head of the Administrative Affairs Unit: **Milica Tepić**

Tel: +381 21 487-4124

e-mail: [mtepic@skupstinavojvodine.gov.rs](mailto:mtepic@skupstinavojvodine.gov.rs)

Head of the Records Management Office: **Mirjana Stojanović**

Tel: +381 21 487-4272

e-mail: [mstojanovic@gmail.com](mailto:mstojanovic@gmail.com)

### **Division for Financial Affairs, Information Technologies and Protocol**

**Division for Financial Affairs, Information Technologies and Protocol** is in charge of financial, documentation, IT, administrative, expert and operational tasks; preparation of information, reports and analyses in the field of financial and material affairs; preparation of documentation and execution of public procurement procedures; protocol activities for the needs of the Service and Assembly; organising press conferences and announcing sessions of the AP Vojvodina Assembly and its working bodies; preparation of press releases, establishing and maintaining contacts with the media, informing about and analysing national and foreign media; uploading press releases, information, notifications and daily activities concerning the Assembly work on the AP Vojvodina Assembly web presentation; accompanying activities concerning administration, programming and servicing; ensuring the use and development of information technologies at the AP Vojvodina Assembly.

*The Division for Financial Affairs, Information Technologies and Protocol comprises the following smaller internal units:*

- ✓ Department for Financial and Public Procurement Affairs;
- ✓ Section for Public Relations;
- ✓ Department for Interparliamentary and Interregional Cooperation and Protocol Affairs.

**Contact:**

Assistant Secretary General: **Acting Assistant Nenad Benović, BSc. Econ**

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The Rulebook on Internal Organisation and Systematisation of Job Posts in the AP Vojvodina Assembly Service (101 No.: 020-25/2022-02, from 7th September 2022) and Rulebook on Amendments to the Rulebook on Internal Organisation and Systematisation of Job Positions at the AP Vojvodina Assembly Service (101 No.: 020-25-1/2022-02, from 5th January 2023) stipulate the systematisation of the following positions at the AP Vojvodina Assembly Service (in tabular form):

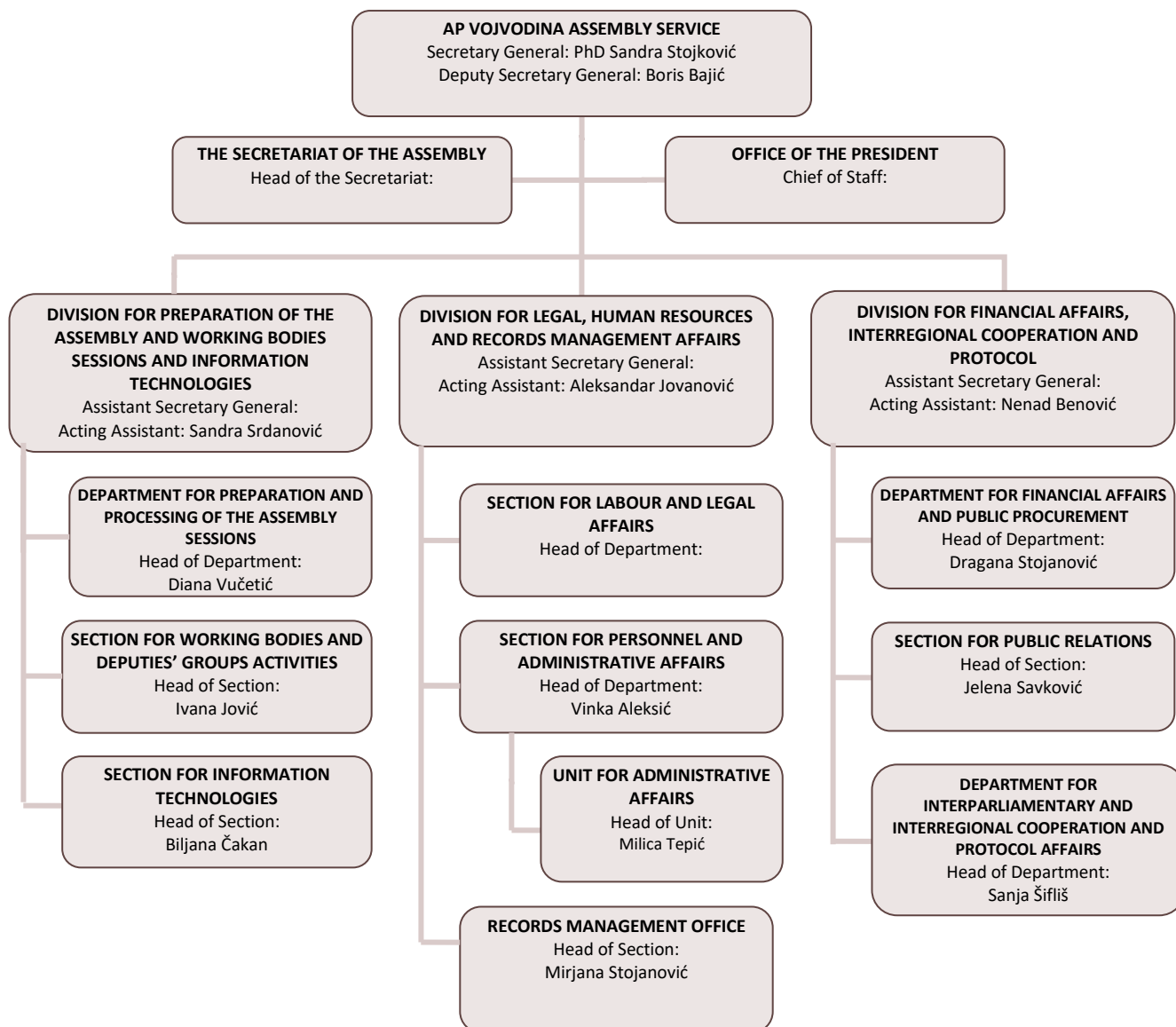
AP Vojvodina Assembly Service								
AP VOJVODINA ASSEMBLY SECRETARY GENERAL AND DEPUTY SECRETARY GENERAL								
			OFFICE OF THE PRESIDENT					
Job position title			Number of employees			Required professional qualification/ experience		
Chief of staff, Office of the President			1			University Degree/ 5		
Advisor to the president			3			University Degree/ 5		
			THE SECRETARIAT OF THE ASSEMBLY					
Job position title			Number of employees			Required professional qualification/ experience		
Head of Secretariat of the Assembly- Senior Counsellor			1			University Degree/ 7		
Legal Affairs Counsellor			1			University Degree/ 3		
Analytical and Documenting Affairs Counsellor			2			University Degree/ 3		
Organisational Affairs Counsellor			1			University Degree/ 3		
Junior Counsellor for Legal Affairs			1			University Degree/ 5		
Associate for General and President’s Office Affairs			1			University Degree/ 3		
DIVISION FOR PREPARATION OF THE ASSEMBLY AND WORKING BODIES SESSIONS AND INFORMATION TECHNOLOGY			DIVISION FOR LEGAL, HUMAN RESOURCES AND RECORDS MANAGEMENT AFFAIRS			DIVISION FOR FINANCIAL AFFAIRS, INTERREGIONAL COOPERATION AND PROTOCOL		
Job position title	Number of employees	Required professional qualification / Experience	Job position title	No of employees	Required professional qualification / Experience	Job position title	No of employees	Required professional qualification / Experience
Assistant Secretary General	1	University Degree/ 5	Assistant Secretary General	1	University Degree/ 5	Assistant Secretary General	1	University Degree/5
DEPARTMENT FOR PREPARATION AND PROCESSING OF THE ASSEMBLY SESSIONS			DEPARTMENT FOR LABOUR AND LEGAL AFFAIRS			DEPARTMENT FOR FINANCIAL AND PUBLIC PROCUREMENT AFFAIRS		
Head of Department - Senior Counsellor	1	University D./ 7	Head of Department - Senior Counsellor	1	University D./ 7	Head of Department - Senior Counsellor	1	University D./ 7
Independent Counsellor for Preparation and Processing of the Assembly Sessions	2	University D./ 5	Independent Counsellor for Labour, Legal and Human Resources' Analytics	1	University D./ 5	Independent Counsellor for Legal Affairs	1	University D./ 5
Counsellor for Preparation and Processing of Assembly Session Material	2	University D./ 3	Independent Counsellor for Legal Affairs	1	University D./ 5	Independent Counsellor for Budget Planning and Reporting	1	University D./ 5
Senior Administrative Officer for Shorthand Note Taking	3	Secondary School Qualification/ 5	Independent Counsellor Coordinator for Human Resources and Administrative Affairs	1	University D./ 5	Junior Counsellor for Financial Analysis and Budget Planning	1	University D./ 5
Senior Administrative	1	Secondary School	Counsellor for Labour	1		Associate for	1	University





Head of Section - Independent Counsellor	1	University Degree/ 5	Head of Department - Senior Counsellor	1	University Degree/ 7	Head of Section - Independent Counsellor	1	University Degree/ 5
Independent Counsellor - Working Body and Informal Group Secretary	1	University Degree/ 5	Counsellor for Record-Keeping and Personnel Activities	1	University Degree/ 3	Associate for Information Affairs	1	University Degree/ 3
Counsellor - Working Body Secretary	3	University Degree/ 3	Counsellor for Study-Analytical Affairs and Professional Development	1	University Degree/ 3	Associate for Public Relations	1	University Degree/ 3
			Junior Counsellor for Legal Affairs and Job Analysis	1	University Degree/ 5	Senior Administrative Officer for Press Releases' Preparation	1	Secondary School Qualification/ 5
<b>SECTION FOR INFORMATION TECHNOLOGIES</b>			<b>ADMINISTRATIVE AFFAIRS UNIT</b>			<b>DEPARTMENT FOR INTERPARLIAMENTARY AND INTERREGIONAL COOPERATION AND PROTOCOL AFFAIRS</b>		
Head of Section - Independent Counsellor	1	University Degree/ 5	Head of the Group - Associate	1	University Degree/ 3	Head of Department - Senior Counsellor	1	University Degree/ 7
Counsellor for Organisational Affairs and E-Session Support	1	University Degree/ 3	Senior Administrative Officer for Administrative Affairs	3	Secondary School Qualification/ 5	Counsellor for Interregional Cooperation	2	University Degree/ 3
Counsellor for Information Technologies	1	University Degree/ 3	Senior Administrative Officer for Administrative Affairs and Affairs of the Office of the President	1	Secondary School Qualification/ 5	Counsellor for Protocol Affairs	2	University Degree/ 3
Associate for IT Affairs	1	University Degree/ 3				Junior Counsellor for Assistance in Protocol Affairs	1	University Degree/ 5
						Junior Counsellor for Protocol Affairs	1	University Degree/ 5
			<b>RECORDS MANAGEMENT OFFICE</b>					
			Head of Records Management Office - Counsellor	1	University Degree/ 3			

			Junior Counsellor for Processing and Entering Data into the Electronic Database of the Records Management Office	1	University Degree/ 5			
			Senior for Administrativ e Affairs	1	Secondary School Qualificatio n/ 5			
			Senior Administrativ e Officer for Mail Delivery	2	Secondary School Qualificatio n/ 5			



## 4. DESCRIPTION OF SUPERIOR OFFICERS' FUNCTIONS

*See Chapter 3. organisational Structure of the AP Vojvodina Assembly*

**POWERS AND DUTIES OF THE PRESIDENT OF THE AP VOJVODINA ASSEMBLY** (published on the website of the AP Vojvodina Assembly: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=ovlascenjapredsednika>)

*The Rulebook on Internal Organisation and Job Classification in the AP Vojvodina Assembly Service* published on the website of the AP Vojvodina Assembly: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=dokumentasluzba> regulates the following: the name and scope of work of internal units; powers and duties of heads of internal units.

## 5. DESCRIPTION OF RULES CONCERNING THE AP VOJVODINA ASSEMBLY'S PUBLICITY OF WORK

### Basic information about the AP Vojvodina Assembly's publicity of work

Working hours of the AP Vojvodina Assembly:	8:00 AM to 4:00 PM
Address of the AP Vojvodina Assembly:	21101 Novi Sad, 1 Vladike Platona Street
Telephone:	+ 381 21 456 281
Fax:	+ 381 21 457 917
Internet address:	<a href="http://www.skupstinavojvodine.gov.rs">www.skupstinavojvodine.gov.rs</a>

### Cooperation with the media

Responsible unit:	Section for Public Relations
Head of Section for Public Relations:	<b>Jelena Savković</b>
Telephone:	+381 21 487-4721
email:	<a href="mailto:skupstinaapv.press@gmail.com">skupstinaapv.press@gmail.com</a>

### Acting upon requests for free access to information

Responsible person to act upon requests for free access to information of public importance:	<b>PhD Sandra Stojković</b> , the Secretary General of the AP Vojvodina Assembly
Telephone:	+381 21 487-4124
e-mail for receipt of requests:	<a href="mailto:informacije@skupstinavojvodine.gov.rs">informacije@skupstinavojvodine.gov.rs</a>

*Publicity of Assembly's work is stipulated by the Rules of Procedure of the Assembly of the Autonomous Province of Vojvodina ("Official Journal of the APV", No 60/2018):*

*Article 210*

*Sessions of the Assembly and its Committees shall be public.*

*Sessions of the Assembly may be closed to the public in cases specified by law, if so proposed by the Provincial Government, a committee or at least 20 Deputies. An explanation must be provided for any such motion. The motion shall be put to a vote in the Assembly, without a debate.*

*Sessions of Committees may be closed to the public in cases specified by the law, if so proposed by the committee.*

*It may be decided at the Assembly or committee session, that representatives of the press and other mass media may attend the session, even when issues requiring the absence of the public are being discussed. Representatives of the press and other mass media may only give the public the pieces of information on such issues that are decided on at the session. It may be decided at the session that the information on such issues may be given only after certain time had passed.*

#### Article 211

*The President of the Assembly shall inform the public about the activities of the Assembly and about the decisions enacted by the Assembly.*

*The public shall be considered to have been informed when the invitation to the Assembly session, along with the accompanying materials, have been delivered in accordance with the present Rules of Procedure, to representatives of mass media and if they have actually attended the Assembly session.*

*In order to inform the Deputies and the public in the best possible manner, the Assembly may publish the draft act in the mass media or as a separate publication, which shall be decided on by the Assembly President.*

#### Article 212

*Representatives of the press and other mass media may attend the sessions of the Assembly and committees, in compliance with the regulation on the internal order in the Assembly, and the materials delivered to Deputies shall be made available to them.*

*Television shall be entitled to broadcast the session of the Assembly directly or broadcast a recorded session later on.*

*Representatives of the mass media shall be provided with the required conditions for recording of activities in sessions of the Assembly and committees.*

#### Article 213

*Representatives of the press and other mass media shall be obliged to inform the public about the activities of the Assembly and committees fully, objectively and truthfully.*

#### Article 214

*Official releases for the press and other means of public information shall be prepared by the appropriate service of the Assembly and shall be approved by the Assembly President or a person authorised by the President.*

#### Article 215

*A press conference in the Assembly may be held by any Deputy.*

#### Article 216

*Publicity of the work shall be exercised through visits to the Assembly by citizens' groups.*

*The method of exercising this form of publicity shall be regulated in a separate act.*

#### Article 217

*Organised citizens' groups may visit the Assembly for the purpose of getting acquainted with the activities of the Assembly, historical background of the Assembly edifice and taking a guided tour of the edifice.*

## Article 218

*The Assembly shall have its Internet site.*

*The content of the Internet site shall be further regulated in a directive enacted by the Assembly Secretary General, according to the previously obtained opinion of the Committee on Information.<sup>1</sup>*

**The Internet presentation of the AP Vojvodina Assembly may be found on the following website:**

[www.skupstinavojvodine.gov.rs](http://www.skupstinavojvodine.gov.rs)

In free societies transparency is an expression of freedom of the society, and every person has the right to have an opinion and reason all problems of the society. A modern democratic society exists only where there is publicity. The Internet presentation of the AP Vojvodina Assembly provides all important data related to the activities and work of the AP Vojvodina Assembly. It is presented in the Serbian language (in Cyrillic and Latin script) and in languages of national minorities in the official use in the AP Vojvodina: Hungarian, Slovak, Romanian, Ruthenian, Croatian, as well as in the English language. This allows the deputies, as well as citizens, to keep up with the work of the Assembly at any time, as a result of which they are much more informed and involved in the work of this institution. The website is updated on a daily basis.

## 6. MOST FREQUENTLY SOUGHT INFORMATION OF PUBLIC IMPORTANCE

From entering into force of the Law on Free Access to Information of Public Importance ("The Official Gazette of the RS" no. 120/2004, 54/2007, 104/2009, 36/2010 and 105/2021), a total of **129** requests for free access to information of public importance have been filed. The most frequent information seekers are the media, as well as citizens and non-governmental organisations. The most frequent information sought from the AP Vojvodina Assembly are:

- ✓ information about business trips of the President, vice-presidents and deputies in the AP Vojvodina Assembly;
- ✓ delivery of documentation on organisations, for which a prohibition of work is required by the AP Vojvodina Assembly from the Government of the Republic of Serbia;
- ✓ information about the use of mobile phones at the AP Vojvodina Assembly;
- ✓ information about the amount of deputies' earnings;
- ✓ information about the number of deputies at the AP Vojvodina Assembly, who are also members of management boards in public companies;
- ✓ information about the rights of deputies at the AP Vojvodina Assembly and the amount of allowance for performing the office received by persons elected by the AP Vojvodina Assembly;
- ✓ information about the required level of education of persons elected by the AP Vojvodina Assembly.

## 7. COMPETENCES, POWERS AND DUTIES OF THE AP VOJVODINA ASSEMBLY

### Competences of the AP Vojvodina Assembly

Competences of the AP Vojvodina Assembly stipulated in the Statute of AP Vojvodina ("Official Journal of AP Vojvodina", no. 20/14):

Article 31 of the Statute of AP Vojvodina stipulates that the AP Vojvodina Assembly shall:

- ✓ enact the Statute and decide on its amendments,
- ✓ enact provincial assembly decisions, resolutions, declarations, recommendations, conclusions and other acts,

<sup>1</sup> Rules of Procedure of the Assembly of the Autonomous Province of Vojvodina ("Official Journal of the APV", No 60/2018- revised text)

- ✓ elect, relieve, steer and control the work of the Provincial Government,
- ✓ discuss the regular and extraordinary reports on the work of the Provincial Government,
- ✓ enact the programme, development and planning documents, in accordance with the law and programme, development and planning documents of the Republic of Serbia,
- ✓ enact the budget and annual balance sheet,
- ✓ decide on borrowing of the AP of Vojvodina in accordance with the law,
- ✓ schedule the provincial referendum,
- ✓ sign treaties with the appropriate territorial communities in other states in accordance with the law,
- ✓ enact the provincial assembly decision on election and expiry of the term of office and function of deputies, as well as the Provincial Assembly decision on constituencies,
- ✓ regulate, by way of a Provincial Assembly decision, the rights, duties and position of the elected, appointed, designated and employed persons in authorities of the AP of Vojvodina which were not defined by the law,
- ✓ specify offences which constitute breach of provincial regulations,
- ✓ elect and relieve of duty the President and Vice-Presidents of the AP Vojvodina Assembly, the President, Vice-Presidents and members of the Provincial Government, the presidents and members of working bodies of the Assembly, the Secretary of the AP Vojvodina Assembly and other office-holders in authorities it establishes,
- ✓ elect the Provincial Protector of Citizens - Ombudsman and regulate their powers and method of their exercise by way of a Provincial Assembly decision,
- ✓ establish funds i.e. a bank with the aim of stimulating the development of the AP Vojvodina,
- ✓ enact the act on establishment, competences and regulation of agencies, public companies and institutions of AP Vojvodina and regulate the rights, duties and the status of employed persons which were not defined by law,
- ✓ propose laws, other regulations and general acts enacted by the National Assembly of the Republic of Serbia,
- ✓ enact the Rules of Procedure about its work,
- ✓ undertake other activities stipulated by the law and Statute.

### **Composition of the AP Vojvodina Assembly**

The AP Vojvodina Assembly has 120 deputies elected in direct elections, by a secret ballot.

Election and relief of duty of deputies, proportional representation of national minorities - national communities and establishment of constituencies is regulated in a provincial assembly decision, in conformity with the law.

### **Constitution of the AP Vojvodina Assembly**

The President of the AP Vojvodina Assembly shall call the election of deputies 90 days prior to the expiry of the term of office of the AP Vojvodina Assembly, in order to ensure the completion of elections within the next 60 days.

The first session of the Assembly shall be convened by the President of the AP Vojvodina Assembly from the previous Assembly convocation, so as to hold the session not later than 30 days from the date of declaring the final election results. The AP Vojvodina Assembly shall confirm deputies' terms of office at the first session. The AP Vojvodina Assembly shall be constituted upon confirmation of the terms of office of two-thirds of deputies. The term of office of the previous AP Vojvodina Assembly convocation shall end upon the confirmation of the terms of office of two-thirds of deputies.

A deputy's term of office in the AP Vojvodina Assembly shall last for a period of four years. The deputy's term of office shall commence on the date of its confirmation in the AP Vojvodina Assembly and last for four years, that is, until the expiry of the terms of office of deputies elected to that AP Vojvodina Assembly convocation. A provincial assembly decision shall stipulate what functions and duties shall constitute a conflict of interest, in conformity with the Constitution and law. In case of the state of emergency or war, the AP Vojvodina Assembly may decide on extending the term of office of deputies, as long as such state should exist or until the conditions for the election of new deputies have been created.

Article 36 of the Statute of the AP Vojvodina stipulates that the AP Vojvodina Assembly shall have a President and one or more vice-presidents elected from among the deputies.

The President of the AP Vojvodina Assembly shall represent the AP Vojvodina Assembly at the national and international level, preside over and conduct the AP Vojvodina Assembly sessions, call the election of deputies, sign acts enacted by the AP Vojvodina Assembly and carry out other duties stipulated in the Statute and Rules of Procedure of the AP Vojvodina Assembly.

The Vice-President of the AP Vojvodina Assembly shall assist the President of the Assembly in the discharge of their function, stand in for the President in case the President is temporarily prevented from fulfilling their duties and undertake other tasks stipulated in the Rules of Procedure of the AP Vojvodina Assembly.

The method and procedure for nominating and electing the President and vice-presidents and determining the number of vice-presidents shall be regulated by the Rules of Procedure of the AP Vojvodina Assembly.

### **Method of voting at the AP Vojvodina Assembly**

The AP Vojvodina Assembly decides by the majority vote of deputies attending the session, unless a different majority for voting is stipulated by the Statute and Rules of Procedure.

The method of voting at the AP Vojvodina Assembly is stipulated by the Statute and Rules of Procedure of the AP Vojvodina Assembly.

### **Status of provincial deputies**

A deputy's term of office in the AP Vojvodina Assembly shall last for a period of four years.

The deputy's term of office shall commence on the date of its confirmation in the AP Vojvodina Assembly and last for four years, that is, until the expiry of the terms of office of deputies elected to that AP Vojvodina Assembly convocation.

A provincial assembly decision shall stipulate what functions and duties shall constitute a conflict of interest, in conformity with the Constitution and law.

In case of the state of emergency or war, the AP Vojvodina Assembly may decide on extending the term of office of deputies, as long as such state should exist or until the conditions for the election of new deputies have been created.

### **Rights and duties of provincial deputies**

*The Autonomous Province of Vojvodina Assembly Decision on the Deputies' Income  
("Official Journal of AP Vojvodina" no. 54/2014, 4/2015 and 38/2018)*

#### *I GENERAL PROVISIONS*

##### *Article 1*

*This Decision shall regulate the right to a salary of deputies in the Assembly of the Autonomous Province of Vojvodina (hereinafter: the Assembly), as well as to reimbursement for the discharge of the deputy's duty and other allowances and earnings stipulated by this Decision.*

##### *Article 2*

*The deputy shall exercise his/her rights and duties from the confirmation to the termination date of their term of office in the Assembly.*

##### *Article 3*

*The deputy may be employed at the Assembly.*

*The deputy's employment may be terminated at their own request, even before the expiry of the period for which they were elected the deputy in the Assembly.*



*Persons who may be employed at the Assembly include:*

- the Assembly President, vice-presidents of the Assembly, presidents of the Assembly Committees and Chief Whips, at their own request, as well as*
- deputies, at the request of the deputies' groups and in conformity with the Budget of the Autonomous Province of Vojvodina.*

*Decisions referred to in Paragraphs 1 and 2 of this Article shall be rendered by the Committee in charge of administrative issues.*

## **II DEPUTIES' EARNINGS**

### **Article 4**

*The deputy in the Assembly shall be entitled to:*

- 1) a salary and salary compensations;*
- 2) a salary compensation upon termination of the deputy's term of office, in accordance with the law and Provincial Assembly Decision on the Assembly;*
- 3) a reimbursement for the discharge of the duty;*
- 4) free-of charge transportation, allowance for attending the sessions of the Assembly, its working bodies and deputies' groups;*
- 5) travel allowances for business trips and*
- 6) other allowances and earnings stipulated by this Decision.*

#### **Salary and salary compensations**

### **Article 5**

*The deputy employed at the Assembly shall be entitled to a monthly salary.*

*The method of determining and coefficient for the deputy's payroll accounting referred to in Paragraph 1 of this Article, shall be laid down by the Assembly Decision, pursuant to the law.*

*The act pertaining to the payroll accounting and salary disbursement to the deputy referred to in Paragraph 1 of this Article, shall be passed by the Committee in charge of administrative issues.*

*The deputy who is employed at the Assembly shall be entitled to salary compensation, pursuant to the law and Provincial regulations.*

#### **Salary compensation upon termination of the deputy's term of office**

### **Article 6**

*The deputy who is employed at the Assembly shall be entitled to salary compensation upon termination of the deputy's term of office, in the amount of the salary they had on the day of the term of office termination, for three months at the most. This entitlement may be extended until acquiring the right to retirement, but not longer than the period of three months.*

*The deputy, whose term of office was terminated during maternity leave or child care leave, shall be entitled to salary compensation upon termination of the deputy's term of office, in the amount of the salary referred to in Paragraph 1 of this Article, until the end of the leave.*

*The deputy may exercise the right referred to in Paragraph 1 and 2 of this Article, based on a written request, submitted to the Committee in charge of administrative issues within 15 days of the date of their term of office termination.*

*The right referred to in Paragraphs 1 and 2 of this Article shall not refer to deputies whose term of office had been terminated before the expiry of the period for which he or she was elected, if he or she was sentenced to an unconditional imprisonment, by means of the final court ruling, for not less than six months.*

*The right referred to in Paragraph 1 and 2 of this Article shall not refer to the deputy in case of their resignation from the position of the deputy.*

*The right, referred to in Paragraph 1 of this Article, shall no longer apply upon commencement of employment, acquiring the right to retirement, as well as in case of election and/or appointment to another office, through which they generate their earnings.*

#### *Allowance for discharge of duty*

##### *Article 7*

*The deputy, who is employed at the Assembly, shall be entitled to reimbursement for the discharge of the deputy's duty (deputies' allowance) in the monthly amount of 35% of the net salary received by the President of an Assembly committee.*

*The deputy who discharges the office of the Assembly President or Vice-President, president of a committee and Chief Whip, who is not employed at the AP Vojvodina Assembly, shall be entitled to an allowance for the discharge of the duty.*

*The amount of the allowance referred to in Paragraph 2 of this Article, shall be determined in the decision of the Committee in charge of administrative issues.*

*The deputy shall be entitled to deputies' allowance until the expiry of their term of office.*

#### *Allowance for attending sessions of the Assembly, its working bodies and deputies' groups*

##### *Article 8*

*Any deputy who attends the sessions of the Assembly, its working bodies and deputies' groups shall be entitled to an allowance whose net amount shall be 4 % of the net salary of the deputy employed at the Assembly.*

*Any deputy attending several sessions in one day shall be entitled to the allowance referred to in Paragraph 1, on one grounds only.*

*Any deputy attending a deputies' group session shall be entitled to the allowance referred to in Paragraph 1, for one deputies' group session, per each Assembly session scheduled.*

*In case the number of deputies' group sessions should exceed the number stipulated in Paragraph 3 of this Article, the deputy shall not be entitled to the allowance for attending a deputies' group session.*

*Any deputy who is employed at the Assembly shall not be entitled to the allowance referred to in Paragraph 1 of this Article.*

#### *Free-of-charge transportation*

##### *Article 9*

*The deputy shall be entitled to a free-of-charge transport in railway, road, river and public transportation system in the territory of the AP Vojvodina, in any direction and for an unlimited number of travels.*

*Deputies who use their own vehicle to come to sessions of the Assembly, its working bodies, deputies' groups and non-formal groups, shall be reimbursed in the amount of 15% of the price of motor fuel per kilometre, but the distance of the deputy's domicile from Novi Sad and parametres for determining the price of motor fuel, shall be established in a special decision by the Committee in charge of administrative issues.*

*Deputies who use their own vehicle to come to a deputies' group session shall be entitled to the reimbursement referred to in Paragraph, for the number of sessions stipulated in Article 8 Paragraph 3 of this Decision.*

*In case the number of deputies' group sessions should exceed the number stipulated in Paragraph 3 of this Article, the deputy using their own vehicle shall not be entitled to the reimbursement for coming to a deputies' group session.*

*Any deputy attending several sessions in one day shall be entitled to the reimbursement stipulated in Paragraph 2, on one grounds only.*

#### *Travel Allowances for domestic and international business trips*

##### *Article 10*

*Any deputy who was sent to a domestic or international business trip, pursuant to the decision of the competent Assembly committee, shall be entitled to a reimbursement of travel expenses, in compliance with regulations governing the issue of business trips of the Assembly deputies.*

### *III OTHER ALLOWANCES AND EARNINGS OF DEPUTIES*

#### *Severance pay upon retirement*

##### *Article 11*

*The deputy shall be entitled to a severance pay, in case of termination of employment, to exercise the right to retirement or in case of termination of employment, by the force of law, due to a loss of work ability.*

*A deputy shall not be entitled to the right referred to in Paragraph 1 of this Article, if they had already exercised the right to salary compensation upon termination of the deputy's term of office, referred to in Article 6 of this Decision.*

*The severance pay, referred to in Paragraph 1 of this Article, shall be disbursed in the amount of three republic level average monthly salaries per employee, disbursed in the last three months, according to the official data of the republic authority in charge of statistics-related affairs, on the payment day.*

#### *Assistance in case of death of a deputy or close family member*

##### *Article 12*

*In case of death of the deputy, close family members of the deceased shall be entitled to an assistance required to cover the funeral costs, based on the documentation submitted.*

*Funeral costs, within the meaning of this Article, shall include: a coffin and entire coffin preparation, a wooden grave marker (wooden cross or wooden headboard), admission and placement of the deceased in the chapel and use of the chapel, burying into the grave or tomb, cremation and burying of an urn, preparation and building of a burial mound, use of a burial plot during the first year, conveyance of the deceased from the place of death to the burial place in their domicile and presence of a priest during the funeral for the purpose of conducting the religious memorial service, as well as other necessary funeral costs.*

*In case of losing a close family member, the deputy shall be entitled to the right referred to in Paragraph 1 of this Article.*

*The close family, within the meaning of this Article, shall include a spouse and children.*

##### *Article 13*

*Other earnings, within the meaning of this Decision, shall include Christmas and New Year bonuses.*

##### *Article 14*

*The act pertaining to earnings of deputies, referred to in this Decision, shall be passed by the Committee in charge of administrative issues, unless otherwise stipulated by a special regulation.*

##### *Article 15*

*Financial resources for earnings of deputies shall be provided in the Budget of the Autonomous Province of Vojvodina.*

#### IV TRANSITIONAL AND FINAL PROVISIONS

##### Article 16

*On the date of entering into force of this Decision, the Provincial Assembly Decision on the Rights of Deputies of the Assembly of the Autonomous Province of Vojvodina ("Official Journal of APV", no. 7/2005, 4/2007, 18/2009/ - change of the title of the act and 5/2010 – other Decision), shall cease to be effective.*

*On the date of entering into force of this Decision, the provisions of the Decision of the Reimbursements and Other Earnings of Elected Persons Employed with the Authorities of the Autonomous Province of Vojvodina ("Official Journal of APV", no. 1/2003, 16/2005 and 1/2006) shall no longer be applicable to deputies.*

##### Article 17

*This Decision shall enter into force on the eighth day of its publishing in the "Official Journal of Autonomous Province of Vojvodina" and shall be applied, as of 1 January 2015.*

*Independent member of the Decision on Amending the Decision on Deputies' Earnings in the Autonomous Province of Vojvodina Assembly  
("Official Journal of AP Vojvodina", no. 4/2015)*

##### Article 2

*This Decision shall enter into force on the eighth day of its publishing in the "Official Journal of Autonomous Province of Vojvodina".*

*Pursuant to the Decision on the Deputies' Income at the AP Vojvodina Assembly, there are **fifty eight (58)** permanently employed deputies at the AP Vojvodina Assembly.*

## 8. ACTING OF AP VOJVODINA ASSEMBLY WITHIN THE SCOPE OF ITS COMPETENCES, POWERS AND DUTIES

### Sessions of the AP Vojvodina Assembly

Sessions of the AP Vojvodina Assembly shall be convened by the President of AP Vojvodina Assembly who shall also propose the session agenda.

The sessions may also be convened by a vice-president of the AP Vojvodina Assembly, upon authorisation by the President or if the President is justifiably prevented from doing so. The proposal to convene the session may be made by the Provincial Government or at least one-fifth of deputies. In case of the proposal, the President or vice-president shall be obligated to convene the AP Vojvodina Assembly session which, in turn, shall be held not later than ten days from the date of the proposal submission.

The session summons shall be delivered to deputies not later than ten days before the date set for the session holding. If not provided earlier, the material related to the proposed agenda and minutes from the previous session shall be delivered by e-mail along with the summons.

The AP Vojvodina Assembly President may convene a session in a shorter deadline, but not shorter than 72 hours, for which the President shall provide a justification at the beginning of the session of the AP Vojvodina Assembly.

Exceptionally, the President may convene a session in a period shorter than 72 hours, in urgent matters -discussing an amendment to the proposal of an act which the AP Vojvodina Assembly, as an authorised proposer, submitted to the National Assembly, determining the amendments to an act proposal discussed by the National Assembly, in instances of breach of security of the AP Vojvodina and in cases of natural disasters, for which the President of the AP Vojvodina Assembly shall provide a justification at the beginning of the session.

Convocation of the session, material about the draft agenda, and the minutes from the previous session shall be delivered in print, one copy, to the deputies' groups, and upon a written request to each deputy as well.

As a rule, sessions shall be held on Tuesdays, Wednesdays and Thursdays from 10.00 AM to 07.00 PM, with a one-hour recess.

Sessions may also be held on other days, if there are justifiable reasons for that, which shall be communicated to deputies by the President of AP Vojvodina Assembly. The work of the AP Vojvodina Assembly may be extended after 07.00 PM until its ending according to the established agenda, of which the President of the AP Vojvodina Assembly shall inform the deputies until 06.00 PM at the latest.

The President, vice-presidents and members of the Provincial Government, authorised representatives of the Provincial Government and representatives of other proposers, as well as other persons summoned to sessions by the President, shall participate in the work of the session.

Minutes shall kept on the work at the AP Vojvodina Assembly sessions. The adopted minutes shall be signed by the AP Vojvodina Assembly President and Secretary General and the AP Vojvodina Assembly seal shall be affixed thereto. Shorthand notes shall be kept at the AP Vojvodina Assembly session and it shall be audio-taped. The shorthand notes shall contain the text in its spoken form. Each deputy shall be entitled to inspect the shorthand notes and receive, upon request, the printout of the shorthand notes with the contents of statements.

The AP Vojvodina Assembly shall decide by the majority votes in the session attended by majority of the total number of deputies, unless other specific majority is stipulated in the Statute.

The AP Vojvodina Assembly shall decide by a two-thirds majority vote of the total number of deputies, on issues such as: passing and amending the Statute; passing the provincial assembly decision on enforcement of the Statute; passing the provincial assembly decision on the symbols of AP Vojvodina and election and on relief of duty of the Provincial Protector of Citizens - Ombudsman.

The AP Vojvodina Assembly shall decide by the majority vote of the total number of deputies on: early termination of the AP Vojvodina Assembly's term of office; calling of the provincial referendum; adoption of the Budget of AP Vojvodina and annual statement of accounts; election and dismissal of the AP Vojvodina Assembly President and vice-presidents; election and dismissal of the President, vice-presidents and members of the Provincial Government and passing of the Rules of Procedure of the AP Vojvodina Assembly.

Voting in the AP Vojvodina Assembly session shall be public, unless the Assembly should decide to vote by secret ballot. A deputy shall vote publicly 'For' or 'Against' the proposal or shall abstain from voting.

The AP Vojvodina Assembly may hold a solemn session. The solemn session of the AP Vojvodina Assembly may be convened by the AP Vojvodina Assembly President on the occasion of public and international holidays and celebration of historical anniversaries.

The AP Vojvodina Assembly President may invite the President of the Republic of Serbia, President and members of the National and Provincial Government, representatives of other authorities and organisations from the country and abroad, as well as other representatives of the public, scientific and cultural life of the Republic of Serbia, to attend the solemn session of the AP Vojvodina Assembly.

The AP Vojvodina Assembly may hold a thematic session. The Assembly President may convene a thematic session in order to deliberate issues related to pursuit of policy in certain areas, as well as the issues of broad economic, cultural and political relevance.

The AP Vojvodina Assembly President may invite representatives of other authorities and organisations from the country and abroad, if it is estimated that their presence at the session could contribute to a more comprehensive understanding of the issue on the thematic session's agenda.

The agenda for the solemn and thematic sessions shall be determined by the AP Vojvodina Assembly President. As regards the delivery of the summons to solemn and thematic sessions to deputies, provisions of the Rules of Procedure shall apply, pertaining to convening the AP Vojvodina Assembly sessions.

### **Acts enacted by the AP Vojvodina Assembly**

The Assembly shall enact the Statute, Provincial Assembly decisions, declarations, resolutions, strategies, Rules of Procedures, recommendations, conclusions and other acts.

A provincial assembly decision shall regulate issues directly stipulated by the Constitution and Statute as issues within the scope of competences of AP Vojvodina or those established by the law as the issues relevant to the province.

By way of AP Vojvodina Assembly decision, it shall be decided on election, appointment and relief of duty and other issues which, in their nature, are not relevant to the province.

A declaration shall express the AP Vojvodina Assembly's general position on particular issues of relevance and interest to the province or issues of greater economic, cultural or political relevance.

A resolution of the AP Vojvodina Assembly shall indicate the state of affairs and problematic issues related to a particular field of general interest and propose measures to be taken.

In a recommendation, the AP Vojvodina Assembly shall express its opinion of particular issues of general interest and method of resolving particular issues and propose the manner and measures to be taken for the purpose of resolving particular issues.

In a conclusion, a position shall be assumed, opinion on certain issues expressed and problems in particular field pointed to the Provincial Government and provincial administration bodies, for the purpose of considering the situation and taking certain measures. Other issues within the competence of the AP Vojvodina Assembly and working bodies shall also be resolved in a conclusion.

A proposal to pass a provincial assembly decision may be submitted by a deputy, competent committee, deputies' group, Provincial Government, assembly of a local self-government unit in the territory of AP Vojvodina, at least 30,000 voters with residence in the territory of AP Vojvodina and the Provincial Protector of Citizens within their scope of competence.

The authorised proposer shall submit a proposal of a provincial assembly decision in the form in which that decision is made, along with a justification, which shall contain the legal grounds, reasons for making the decision, estimated resources required for implementation of the decision, the manner and possibility of their provision, an explanation of the proposed solutions, as well as the information on the proposer's representative. When the proposal of provincial assembly decision concerns amendments to the applicable decision, the text with provisions of the applicable decision being amended shall also be submitted along with the proposal of that decision.

The provincial assembly decision proposal shall be forwarded to the AP Vojvodina Assembly, whereas the AP Vojvodina Assembly President shall submit it for an opinion to deputies, competent committee and Provincial Government, if the latter is not the proposer.

Prior to its consideration in the AP Vojvodina Assembly session, the proposal of the provincial assembly decision shall be considered by the competent committee and Provincial Government, if the latter is not the decision proposer. As a rule, the competent committee, or the Provincial Government, shall submit the report, or give their opinion, at least five days prior to the day scheduled for holding the AP Vojvodina Assembly session in which the given decision proposal shall be considered.

A general discussion and debate shall be held on the provincial assembly decision proposal. Exceptionally, if several amendments have been submitted to the provincial assembly decision proposal, the AP Vojvodina Assembly, at the proposal of the AP Vojvodina Assembly President, may decide to conduct a discussion and debate in principle and in detail. After a detailed discussion, the AP Vojvodina Assembly shall decide on the overall proposal.

The proposer of the provincial assembly decision shall be entitled to withdraw the provincial assembly decision proposal until the completion of the discussion and debate in the AP Vojvodina Assembly session. Should the proposer withdraw, in writing, the provincial assembly decision proposal prior to the AP Vojvodina Assembly session, the President of the AP Vojvodina Assembly shall notify the AP Vojvodina Assembly thereof and once this is done orally, during the session, the AP Vojvodina Assembly shall conclude that the proposal has been withdrawn.

The same procedure applied in enactment of provincial assembly decisions, shall be applied accordingly for the enactment of decisions and other general acts.

## **Interregional Cooperation**

Interregional cooperation of AP Vojvodina Assembly is exercised through activities in the field of interregional relations, including activities pertaining to participation of the AP Vojvodina Assembly delegations in the work of international and regional organisations and institutions; establishing and maintaining partnership relations and visits to other representation bodies of foreign countries and regions. Activities of the AP Vojvodina Assembly in the field of interregional cooperation shall be carried out with the aim of improving the cooperation and ensuring a more efficient development of cultural and economic partnerships among regions.

*Competences of the AP Vojvodina Assembly in the field of interregional cooperation are laid down in the Statute, Provincial Assembly decision on the AP Vojvodina Assembly and Rules of Procedure of the AP Vojvodina Assembly.*



## 9. REGULATIONS ESTABLISHING THE AP VOJVODINA ASSEMBLY'S SCOPE OF WORK

Pursuant to the **Statute** ("Official Journal of the APV", number 20/2014) and the **Provincial Assembly Decision on the Assembly of the AP Vojvodina** ("Official Journal of the APV", number 28/2014) the status, competencies and composition of the AP Vojvodina Assembly, rights and responsibilities of the Provincial Deputies, symbols and insignia of the Assembly of the AP Vojvodina shall be established.

**Rules of Procedure of the Assembly of the AP Vojvodina** ("Official Journal of the APV", number 60/2018 - revised text) shall further regulate the organisation and manner of work of the AP Vojvodina Assembly.

The AP Vojvodina Assembly Service is in charge of expert, administrative and technical and other tasks as required by the Assembly of the AP Vojvodina and its working bodies, deputies, the Assembly President and vice presidents, deputies' groups at the Assembly, as well as other tasks in conformity with the Rules of Procedure of the Assembly and other acts of the Assembly and its working bodies. The AP Vojvodina Assembly Service shall use the following regulations in its work:

- ✓ BUDGET SYSTEM LAW ("Official Gazette of the RS", no. 54/2009, 73/2010, 101/2010, 101/2011, 93/2012, 62/2013, 63/2013 - corr., 108/2013 and 142/2014, 68/2015 - other law, 103/2015, 99/2016, 113/2017, 95/2018, 31/2019, 72/2019, 149/2020, 118/2021 and 118/2021 - other law);
- ✓ LAW ON THE BUDGET OF THE REPUBLIC OF SERBIA FOR 2022 ("Official Gazette of RS" no. 110/2021);
- ✓ LAW ON FOREIGN EXCHANGE OPERATIONS ("Official Gazette of the RS", no. 62/2006, 31/2011, 119/2012, 139/2014 and 30/2018);
- ✓ LAW ON CONTRIBUTIONS FOR COMPULSORY SOCIAL INSURANCE ("Off. Gazette of the RS", no. 84/2004, 61/2005, 62/2006, 5/2009, 52/2011, 101/2011, 7/2012 - adjusted amounts in RSD, 8/2013 - adjusted amounts in RSD, 47/2013, 108/2013, 6/2014 - adjusted amounts in RSD, 57/2014, 68/2014 - other law, 5/2015 - adjusted amounts in RSD, 112/2015, 5/2016 - adjusted amounts in RSD, 7/2017 - adjusted amounts in RSD, 7/2018- adjusted amounts in RSD, 95/2018, 4/2019 - adjusted amounts in RSD, 86/2019 and 5/2020 - adjusted amounts in RSD, 6/2021 - adjusted amounts in RSD, 44/2021, 118/2021 and 10/2022 - adjusted amounts in RSD);
- ✓ LAW ON FINANCING POLITICAL ACTIVITIES ("Off. Gazette of the RS", no. 14/2022);
- ✓ LAW ON GENERAL ADMINISTRATIVE PROCEDURE ("Off. Gazette of the RS", no. 18/2016 and 95/2018 authentic interpretation);
- ✓ LAW ON TAX PROCEDURE AND TAX ADMINISTRATION ("Off. Gazette of the RS", no. 80/2002, 84/2002 - corr., 23/2003 - corr., 70/2003, 55/2004, 61/2005, 85/2005 - other law, 62/2006 - other law, 63/2006 - corr. of other law, 61/2007, 20/2009, 72/2009 - other law, 53/2010, 101/2011, 2/2012 - corr., 93/2012, 47/2013, 108/2013, 68/2014, 105/2014, 91/2015 - authentic interpretation, 112/2015, 15/2016, 108/2016, 30/2018, 95/2018, 86/2019, 144/2020 and 96/2021);
- ✓ INDIVIDUAL INCOME TAX LAW ("Off. Gazette of the RS", no. 24/2001, 80/2002, 80/2002 - other law, 135/2004, 62/2006, 65/2006 - corr., 31/2009, 44/2009, 18/2010, 50/2011, 91/2011 - Decision by Const. Court, 7/2012 - adjusted amounts in RSD, 93/2012, 114/2012 - Decision by Const. Court, 8/2013 - adjusted amounts in RSD, 47/2013, 48/2013 - corr., 108/2013, 6/2014 - adjusted amounts in RSD, 57/2014, 68/2014 - other law, 5/2015 - adjusted amounts in RSD, 112/2015, 5/2016 - adjusted amounts in RSD, 7/2017 - adjusted amounts in RSD, 113/2017 and 7/2018- adjusted amounts in RSD, 113/2017, 7/2018 - adjusted amounts in RSD, 95/2018, 4/2019 - adjusted amounts in RSD, 86/2019, 5/2020, 6/2021- adjusted amounts in RSD, 44/2021, 118/2021, 132/2021 - adjusted amounts in RSD and 10/2022 - adjusted amounts in RSD);
- ✓ LAW ON PROFESSIONAL REHABILITATION AND EMPLOYMENT OF PERSONS WITH DISABILITIES ("Off. Gazette of the RS", no. 36/2009, 32/2013 and 14/2022 - other law);
- ✓ ANTI-CORRUPTION LAW ("Off. Gazette of the RS", no. 35/2019, 88/2019, 11/2021 - authentic interpretation, 94/2021 and 14/2022);
- ✓ LAW ON FREE ACCESS TO INFORMATION OF PUBLIC IMPORTANCE ("Off. Gazette of the RS", no. 120/2004, 54/2007, 104/2009, 36/2010 and 105/2021);

- ✓ LAW ON PUBLIC PROPERTY ("Off. Gazette of the RS", no. 72/2011, 88/2013, 105/2014, 104/2016 - other law, 108/2016, 113/2017, 95/2018 and 153/2020);
- ✓ LABOUR LAW ("Off. Gazette of the RS", no. 24/2005, 61/2005, 54/2009, 32/2013, 75/2014, 13/2017 - Decision by Const. Court, 113/2017 and 95/2018 authentic interpretation);
- ✓ LAW ON DEADLINES FOR MONETARY OBLIGATIONS PAYMENTS IN COMMERCIAL TRANSACTIONS ("Off. Gazette of the RS", no. 119/2012, 68/2015, 113/2017, 91/2019, 44/2021, 44/2024 - other law, 130/2021 and 129/2021 - other law);
- ✓ LAW ON PUBLIC SECTOR SALARY SYSTEM ("Off. Gazette of the RS", no. 18/2016, 108/2016, 113/2017, 95/2018, 86/2019, 157/2020 and 123/2021);
- ✓ LAW ON ESTABLISHING THE COMPETENCES OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Off. Gazette of the RS", no. 99/2009, 67/2012 - Decision by Const. Court, 18/2020 other law and 111/2021 other law);
- ✓ THE LAW ON EMPLOYEES IN AUTONOMOUS PROVINCES AND LOCAL SELF-GOVERNMENT UNITS ("Official Gazette of the RS", no. 21/2016, 113/2017, 95/2018 other law and 86/2019- other law, 157/2020 - other law and 123/2021 - other law);
- ✓ LAW ON HEALTH INSURANCE ("Off. Gazette of the RS", no. 25/2019);
- ✓ REGULATION ON APPEARANCE, CONTENT AND METHOD OF FILLING IN FORMS, AND METHOD OF SUBMISSION AND PROCESSING DATA TO BE ENTERED IN THE REGISTRY OF EMPLOYEES, ELECTED, NOMINATED AND ENGAGED PERSONS IN THE PUBLIC SECTOR ("Off. Gazette of the RS", no. 76/2013);
- ✓ REGULATION ON BUDGET ACCOUNTING ("Off. Gazette of the RS", no. 125/2003, 12/2006 and 27/2020);
- ✓ REGULATION ON GIFTS THAT REMAIN PUBLIC PROPERTY ("Off. Gazette of the RS", no. 70/2014);
- ✓ INSTRUCTION ON PREPARATION AND PUBLISHING THE INFORMATION BOOKLET ON THE WORK OF PUBLIC AUTHORITIES ("Official Gazette of the RS", no. 10/2022)
- ✓ REGULATION ON REIMBURSEMENT OF EXPENSES AND SEVERANCE PAY TO CIVIL SERVANTS AND GENERAL SERVICE EMPLOYEES ("Off. Gazette of the RS", no. 98/2007 - revised text, 84/2014, 84/2015 and 74/2021);
- ✓ REGULATION ON CONSENT OBTAINMENT PROCEDURE FOR NEW EMPLOYMENT AND ADDITIONAL WORK ENGAGEMENT WITH PUBLIC FUNDS BENEFICIARIES ("Off. Gazette of the RS", no. 159/2020);
- ✓ REGULATION ON USE OF PUBLIC SECTOR INTERNATIONAL ACCOUNTING STANDARDS ("Off. Gazette of the RS", no. 49/2010 and 63/2016);
- ✓ REGULATION ON CODEBOOK FOR JOBS ("Off. Gazette of the RS", no. 48/2018)
- ✓ REGULATION ON MEASURES FOR PREVENTION OF UNTIMELY SETTLEMENT OF PUBLIC SECTOR FINANCIAL LIABILITIES TO CORPORATE ENTITIES ("Off. Gazette of the RS", no. 80/2011);
- ✓ DECISION ON CASES AND CONDITIONS FOR PAYMENT, COLLECTION, DEPOSITS AND WITHDRAWALS IN EFFECTIVE FOREIGN CURRENCY ("Off. Gazette of the RS", no. 51/2015, 3/2016, 29/2016, 91/2016, 24/2017 and 29/2018);
- ✓ DECISION ON TERMS AND METHOD OF PAYMENT TRANSACTIONS WITH FOREIGN COUNTRIES ("Off. Gazette of the RS", no. 24/2007, 31/2007, 38/2010 and 111/2015);
- ✓ RULEBOOK ON THE METHOD AND DEADLINES FOR MAKING THE INVENTORY OF ASSETS AND LIABILITIES OF BENEFICIARIES OF THE REPUBLIC OF SERBIA BUDGET FUNDS AND ALIGNMENT OF THE BOOKKEEPING AND ACTUAL STATUS ("Off. Gazette of the RS", no. 33/2015 and 101/2018);
- ✓ RULEBOOK ON THE METHOD OF PREPARING, DRAFTING AND SUBMITTING FINANCIAL STATEMENTS OF BUDGET FUND BENEFICIARIES, BENEFICIARIES OF ORGANISATIONS FOR MANDATORY SOCIAL INSURANCE FUND AND BUDGET FUNDS ("Off. Gazette of the RS", no. 18/2015, 104/2018, 115/2020, 8/2021, 41/2021, 130/2021 and 17/2022);
- ✓ RULE BOOK ON STANDARD CLASSIFICATION FRAMEWORK AND CHART OF ACCOUNTS FOR THE BUDGET SYSTEM ("Off. Gazette of the RS", no. 16/2016, 49/2016, 107/2016, 46/2017, 114/2017, 20/2018, 36/2018, 93/2018, 104/2018, 14/2019, 33/2019, 68/2019, 84/2019, 151/2020, 19/2021, 66/2021 and 131/2021);
- ✓ RULE BOOK ON COMMON CRITERIA AND STANDARDS FOR ESTABLISHING, FUNCTIONING AND REPORTING ON THE PUBLIC SECTOR FINANCIAL MANAGEMENT SYSTEM AND CONTROL ("Off. Gazette of the RS", no. 89/2019);
- ✓ INSTRUCTIONS ON IMPLEMENTATION OF THE DECISION ON TERMS AND METHOD OF PAYMENT TRANSACTIONS WITH FOREIGN COUNTRIES ("Off. Gazette of the RS", no. 24/2007, 31/2007, 41/2007, 3/2008, 61/2008, 120/2008, 38/2010, 92/2011, 62/2013, 51/2015, 111/2015, 82/2017, 98/2020, 154/2020, 66/2021 and 92/2021);



- ✓ STATUTE OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 20/2014);
- ✓ PROVINCIAL ASSEMBLY DECISION ON THE BUDGET OF THE AUTONOMOUS PROVINCE OF VOJVODINE FOR 2022 ("Official Journal of the APV", no. 54/2021, 7/2022 and 37/2022);
- ✓ PROVINCIAL ASSEMBLY DECISION ON THE ELECTION OF DEPUTIES FOR THE ASSEMBLY OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 23/2014, 12/2020, 14/2020- authentic interpretation and 25/2020);
- ✓ PROVINCIAL ASSEMBLY DECISION ON THE LAYOUT AND USE OF SYMBOLS AND TRADITIONAL SYMBOLS OF THE AUTONOMOUS PROVINCE OD VOJVODINA ("Official Journal of the APV", no. 51/2016);
- ✓ PROVINCIAL ASSEMBLY DECISION ON PUBLICATION OF REGULATIONS AND OTHER ACTS ("Official Journal of the APV", no. 54/2014, 29/2017 and 12/2018);
- ✓ PROVINCIAL ASSEMBLY DECISION ON THE SALARIES OF INDIVIDUALS ELECTED BY THE ASSEMBLY OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 33/2012 and 7/2013);
- ✓ PROVINCIAL ASSEMBLY DECISION ON THE ASSEMBLY OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 28/2014);
- ✓ PROVINCIAL ASSEMBLY DECISION ON SPECIFIC REGULATION ON THE PRINCIPLE OF INTERNAL ORGANISATION AND SYSTEMATISATION OF JOB POSITIONS ("Official Journal of the APV", no. 64/2016);
- ✓ RULES OF PROCEDURE ON THE WORK OF THE ASSEMBLY OF AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 60/2018 - revised text);
- ✓ PROVINCIAL ASSEMBLY DECISION ON CONCLUDING AGREEMENTS BETWEEN THE AUTONOMOUS PROVINCE OF VOJVODINE AND CORRESPONDING TERRITORIAL COMMUNITIES IN OTHER STATES ("Official Journal of the APV", no. 29/2019);
- ✓ PROVINCIAL REGULATION ON SALARIES, REIMBURSEMENT OF EXPENSES, SEVERANCE PAY AND OTHER INCOME OF APPOINTED STAFF AND EMPLOYEES IN AUTHORITIES OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 27/2012, 35/2012, 9/2013, 16/2014, 40/2014, 1/2015, 44/2015, 61/2016, 30/2017, 26/2018, 28/2019, 16/2020 and 68/2020);
- ✓ COLLECTIVE AGREEMENT FOR AUTHORITIES OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 58/2018, 4/2019 - Annex I, 24/2020 - Annex II and 6/2021 - Annex III)
- ✓ DECISION ON TERMS AND MANNER OF USE OF OFFICIAL VEHICLES ("Official Journal of the APV", no. 23/2011, 1/2012 - corr., 21/2013, 4/15 and 28/2015);
- ✓ DECISION ON IDENTIFICATION OF DEPUTIES IN THE AUTONOMOUS PROVINCE OF VOJVODINA ASSEMBLY ("Official Journal of the APV", no. 23/2017 and 51/2020);
- ✓ DECISION ON ORGANISATION AND WORK OF THE AUTONOMOUS PROVINCE OF VOJVODINA ASSEMBLY SERVICE ("Official Journal of the APV", no. 66/2016, 68/2016 - corr., 12/2019 and 35/2019);
- ✓ DECISION ON INCOME OF DEPUTIES IN THE AUTONOMOUS PROVINCE OF VOJVODINA ASSEMBLY ("Official Journal of the APV", no. 54/2014, 4/2015 and 38/2018);
- ✓ DECISION ON BUSINESS TRIPS OF ELECTED AND NOMINATED INDIVIDUALS IN THE AUTONOMOUS PROVINCE OF VOJVODINA ASSEMBLY ("Official Journal of the APV", no. 23/2010, 28/2012 and 48/2013);
- ✓ DECISION ON THE AMOUNT OF REMUNERATION FOR PERFORMING DUTIES OF INDIVIDUALS ELECTED BY THE AUTONOMOUS PROVINCE OF VOJVODINA ASSEMBLY ("Official Journal of the APV", no. 52/2020);
- ✓ RULEBOOK ON THE METHOD AND PROCEDURE OF TRANSFERRING THE UNSPENT BUDGET FUNDS OF THE AUTONOMOUS PROVINCE OF VOJVODINA BENEFICIARIES TO THE BUDGET EXECUTION ACCOUNT OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 40/2012);
- ✓ RULEBOOK ON THE METHOD OF USE AND MANAGEMENT OF THE CONSOLIDATED TREASURY ACCOUNT FUNDS OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 23/2013);
- ✓ INSTRUCTIONS ON THE ORGANISATION AND ACCOUNTING OF INVENTORY OF ASSETS AND LIABILITIES OF THE BUDGET BENEFICIARIES INCLUDED IN THE AUTONOMOUS PROVINCE OF VOJVODINA CONSOLIDATED TREASURY ACCOUNT AND PUBLIC ASSETS OF THE AUTONOMOUS PROVINCE OF VOJVODINA GIVEN FOR USE TO OTHER LEGAL ENTITIES ("Official Journal of the APV", no. 49/2014, 51/2014, 3/2015, 48/2015 and 67/2020);
- ✓ INSTRUCTIONS ON THE PREPARATION OF PERSONNEL PLAN OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 10/2018);
- ✓ INSTRUCTIONS ON THE WORK OF THE TREASURY OF AP VOJVODINA ("Official Journal of the APV", no. 38/2022);

- ✓ CONCLUSIONS ON OBTAINMENT OF CONSENT TO NEW EMPLOYMENT AND ADDITIONAL WORK ENGAGEMENT WITH PUBLIC FUNDS BENEFICIARIES OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of the APV", no. 3/2021);
- ✓ DECISION ON REMUNERATION PAID TO MEMBERS OF THE PROVINCIAL ELECTORAL COMMISSION (number 013-247/2012 and 102 number 013-5/2019 from 7 March 2019);
- ✓ LIST OF DEPUTIES' RESIDENCES DISTANCE NUMBER (101 number 114-12/2020 - 18 from 6 August 2020 with amendments);
- ✓ REGULATION ON CRITERIA FOR DETERMINING THE NATURE OF EXPENDITURE AND TERMS AND METHOD OF OBTAINMENT OF CONSENT FOR CONCLUDING SPECIFIC CONTRACTS WHICH, DUE TO THE NATURE OF EXPENDITURE, REQUIRE PAYMENT IN THE PERIOD OF SEVERAL YEARS ("Official Gazette of the RS", no. 21/2014 and 18/2019);
- ✓ RULEBOOK ON THE CONTENTS OF THE BIDDER REGISTER AND DOCUMENTATION SUBMITTED WITH THE BID APPLICATION FORM ("Official Gazette of the RS", no. 17/2020 and 94/2020);
- ✓ INSTRUCTION ON MORE DETAILED REGULATION OF THE USE OF SYMBOLS OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of APV" no. 55/2016);
- ✓ PROVINCIAL REGULATION ON REAL ESTATE FOR REPRESENTATION PURPOSES OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of APV" no. 19/2013 and 62/2020);
- ✓ DECISION OF THE BOOK OF GRAPHIC STANDARDS OF THE AUTONOMOUS PROVINCE OF VOJVODINA ("Official Journal of APV" no. 28/2018 and 5/2021);
- ✓ RULEBOOK ON SPECIFIC REGULATION OF PROCUREMENT PROCEDURE IN THE ASSEMBLY OF THE AUTONOMOUS PROVINCE OF VOJVODINA AND AUTONOMOUS PROVINCE OF VOJVODINA ASSEMBLY SERVICE (101 number 40-80/2020-02, 15 December 2020);
- ✓ REGULATION ON MORE DETAILED REQUIREMENTS FOR WEB DESIGN AND WEB PRESENTATION OF AUTHORITIES ("Official Gazette of the RS", no. 104/2018);
- ✓ LAW ON PERSONAL DATA PROTECTION ("Official Gazette of the RS", no. 87/2018);
- ✓ LAW ON ARCHIVAL MATERIAL AND ARCHIVAL ACTIVITIES ("Official Gazette of the RS", no. 6/2020);
- ✓ LAW ON CULTURAL PROPERTY ("Official Gazette of the RS", no. 71/94, 52/2011 - other law, 99/2011 - other law, 6/2020 - other law, 35/2021 - other laws and 129/2021 - other law);
- ✓ REGULATION ON CATEGORIES OF REGISTRY RECORDS AND PERIODS OF THEIR KEEPING ("Official Gazette of the RS", no. 44/1993);
- ✓ LAW ON THE SEAL OF STATE AND OTHER AUTHORITIES ("Official Gazette of the RS", no. 101/2007 and 49/2021);
- ✓ LAW ON POSTAL SERVICES ("Official Gazette of the RS", no. 77/2019);
- ✓ RULEBOOK ON CONTENT OF TENDER DOCUMENTATION IN PUBLIC PROCUREMENT PROCEDURES ("Official Gazette of the RS", no. 21/2021);
- ✓ RULEBOOK ON THE BID OPENING PROCEDURE ("Official Gazette of the RS", no. 93/2020);
- ✓ RULEBOOK ON ESTABLISHING THE GENERAL PROCUREMENT TERMINOLOGY ("Official Gazette of the RS", no. 93/2020);
- ✓ RULEBOOK ON ESTABLISHING THE CONTENTS OF STANDARD FORMS FOR PUBLISHING PUBLIC PROCUREMENT ADS IN PUBLIC PROCUREMENT PORTALS ("Official Gazette of the RS", no. 93/2020);
- ✓ INSTRUCTION ON THE METHOD OF SENDING AND PUBLISHING PUBLIC PROCUREMENT ADS ("Official Gazette of the RS", no. 93/2020);
- ✓ INSTRUCTION ON THE USE OF PUBLIC PROCUREMENT PORTALS ("Official Gazette of the RS", no. 93/2020);
- ✓ DECLARATION OF MEETING THE CRITERIA FOR QUALITATIVE SELECTION OF CORPORATE ENTITY
- ✓ INSTRUCTION ON PUBLISHING DATA ON THE PUBLIC PROCUREMENTS EXEMPT FROM THE APPLICABLE LAW
- ✓ RULEBOOK ON THE BID OPENING PROCEDURE ("Official Gazette of the RS", no. 93/2020)

## 10. SERVICES PROVIDED TO INTERESTED INDIVIDUALS

The Petition and Proposal Committee shall examine all petitions and proposals submitted to the AP Vojvodina Assembly, propose measures and activities to competent authorities to solve issues presented in them and inform the

submitters thereof.

The Committee shall inform the Assembly, at its request or on its own initiative, about all observations regarding petitions and proposals.

Petitions and proposals may be submitted every working day from 08.00 - 16.00 in the premises of the AP Vojvodina Assembly, 1 Vladike Platona St, Novi Sad, as well as by telephone +381 21 487-4153.

For any additional information, the contact person shall be Vesna Batalo, Secretary of the Petition and Proposal Committee.

Pursuant to 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 and documents held by the AP Vojvodina Assembly Service, created in the work or in connection with the work of the AP Vojvodina Assembly, are available to anyone for the sake of implementing and protecting public's interest to know and attaining a free democratic order and open society.

## 11. PROCEDURES FOR PROVISION OF SERVICES

### Submitting a Request for Access to Information of Public Importance

A request to exercise the right to access information of public importance may be submitted:

- ✓ In writing to the address: AP Vojvodina Assembly, 1 Vladike Platona St, Novi Sad;
- ✓ By e-mail: [informacije@skupstinavojvodine.gov.rs](mailto:informacije@skupstinavojvodine.gov.rs);
- ✓ By fax: +381 21 457-917;
- ✓ At the registry office of the AP Vojvodina Assembly: 1 Vladike Platona St, (office 13).

The Applicant shall not be obliged to state reasons for requesting the access to information, and they may propose in the request the manner in which they prefer the AP Vojvodina Assembly to make the information available.

All requests for access to information addressed to the authorised person and delivered to the registry office of the AP Vojvodina Assembly by mail or in person, shall be forwarded to the authorised person.

### Acting Upon the Request for Access to Information of Public Importance

A request to exercise the right to access information of public importance shall contain: the name of the authority from which the information is requested, the name, surname and the address of the applicant and as many details as possible regarding the requested information. The request may also contain other data which are to facilitate finding the requested information. If the request does not contain the details set out above, i.e. if the request is lacking, the authorised person shall be obliged to instruct the applicant on how to rectify the shortcomings in the request. In the event that the applicant does not rectify the shortcomings in a given period of time and if the lack of information is such that it prevents the request from being processed, the authorised person shall reach a decision whereby the request shall be dismissed as incomplete.

After determining that the request for access to information of public importance is complete, the authorised person shall examine the following: based on the data in the request, whether it can be assumed that the request is related to the information of significance for the protection or freedom of a person, public health or environment threat or protection, whether the information has been requested by several journalists and media outlets; whether the request relates to the information the AP Vojvodina Assembly is in possession of; whether the request requires access to a large number of information or information that, for any another reason, cannot be gathered within 15 days from the date of receipt of the request.

The authorised person shall act upon the requests according to the order of their receipt without delay and, within 15 days from receipt of the request at the latest, inform the applicant whether they hold the requested information, allow inspection of the document containing the requested information and issue a copy of the document or send it out to the applicant. If the request pertains to the information which is presumed to be of relevance to the protection of a person's life or freedom, to the threat or protection of public health and environment, the authorised person must act upon such a request without delay within 48 hours upon receipt thereof.

When several journalists or media outlets request the same information, the authorised person shall act upon such requests simultaneously without giving preference to any journalist or media outlet. When the request requires access to a large number of information or information, which cannot be gathered within 15 days from receipt of the request due to the objective reasons, the authorised person shall promptly inform the applicant of this and determine another deadline for acting upon the request.

The authorised person shall grant the request for free access to information of public importance in one of the following ways: by mail, by e-mail, by facsimile and by allowing direct inspection of the documents and delivering the requested information in the form in which it is requested. If the AP Vojvodina Assembly does not dispose of information in the requested form, the authorized person shall provide the information in the form in which it exists. If the authorised person determines that the AP Vojvodina does not hold the document containing the requested information, they shall refer such a request without delay to the Commissioner for Information of Public Importance, and inform the Commissioner and the applicant about which entity, to their knowledge, holds the document. In the event that the request requires from the authorized person something other than information (e.g. certain actions of the AP Vojvodina Assembly, statements by provincial deputies or the AP Vojvodina Assembly Secretary General), the authorized person shall forward such a request to the competent services in the AP Vojvodina Assembly (Public Relations Department).

## 12. OVERVIEW OF DATA ON SERVICES PROVIDED

From entering into force of the *Law on Free Access to Information of Public Importance* ("Official Gazette of the RS" no. 120/2004, 54/2007, 104/2009, 36/2010 and 105/2021), a total of 129 requests for free access to information of public importance have been filed. The most frequent information seekers are the media, as well as citizens and non-governmental organisations.

The most frequent information sought from the AP Vojvodina Assembly are the following:

- ✓ information about business trips of the President, vice-presidents and deputies in the AP Vojvodina Assembly;
- ✓ delivery of documentation on organisations, for which a prohibition of work is required by the AP Vojvodina Assembly from the Government of the Republic of Serbia;
- ✓ information about the use of mobile phones at the AP Vojvodina Assembly;
- ✓ information about the amount of deputies' earnings;
- ✓ information about the number of deputies at the AP Vojvodina Assembly, who are also members of management boards in public companies;
- ✓ information about the rights of deputies at the AP Vojvodina Assembly and the amount of allowance for performing the office received by persons elected by the AP Vojvodina Assembly;
- ✓ information about the required level of education of persons elected by the AP Vojvodina Assembly.

### 13. DATA ON REVENUES AND EXPENDITURES

#### AP Vojvodina Assembly

##### DATA ON REVENUES AND EXPENDITURES

Chapter	Heading	Programme	Programme structure	Functional classification	Economic classification	Source of funding	NAME	2022		% of execution	2023		% of execution
								Financial plan for 2022	Expenditures incurred on 31/12/2022		Financial plan for 2023	Expenditures incurred on 30/06/2023	
01							ASSEMBLY OF AUTONOMOUS PROVINCE OF VOJVODINA						
		2101					POLITICAL SYSTEM						
			21011001				ORGANISATION, REGULAR ACTIVITIES, INTERPARLIAMENTARY AND INTERREGIONAL COOPERATION OF THE ASSEMBLY OF THE AUTONOMOUS PROVINCE OF VOJVODINA						
				111			Executive and legislative authorities						
					411		SALARIES, ALLOWANCES AND COMPENSATIONS (WAGES) OF EMPLOYEES	117.716.036,61	99.498.562,47	84,52	132.431.927,94	48.569.167,58	36.67
					4111		Salaries, allowances and compensations of employees	117.716.036,61	99.498.562,47	84,52	132.431.927,94	48.569.167,58	36.67
						01/00	General revenues and budget receipts	117.716.036,61	99.498.562,47	84,52	132.431.927,94	48.569.167,58	36.67
					412		SOCIAL CONTRIBUTIONS PAID BY EMPLOYER	19.011.139,92	16.069.018,32	84,52	20.063.437,08	7.358.229,19	36.67
					4121		Contributions for pension and disability insurance	12.948.764,03	10.944.842,01	84,52	13.243.192,79	4.856.917,10	36.67
						01/00	General revenues and budget receipts	12.948.764,03	10.944.842,01	84,52	13.243.192,79	4.856.917,10	36.67
					4122		Contributions for health insurance	6.062.375,89	5.124.176,31	84,52	6.820.244,29	2.501.312,09	36.67
						01/00	General revenues and budget receipts	6.062.375,89	5.124.176,31	84,52	6.820.244,29	2.501.312,09	36.67
					413		IN-KIND COMPENSATIONS	1.000,00		0,00	1.000,00	0,00	0,00
					4131		In-kind compensations	1.000,00		0,00	1.000,00		0,00
						01/00	General revenues and budget receipts	1.000,00		0,00	1.000,00		0,00
					414		SOCIAL CONTRIBUTIONS FOR EMPLOYEES	212.000,00		0,00	212.000,00	0,00	0,00
					4141		Compensations for the period of absence from work at the expense of the funds	1.000,00		0,00	1.000,00		0,00
						01 00	General revenues and budget receipts	1.000,00		0,00	1.000,00		0,00
					4143		Severance payments and assistance	210.000,00		0,00	210.000,00		0,00
						01 00	General revenues and budget receipts	210.000,00		0,00	210.000,00		0,00

					4144		Assistance in medical treatment of employees or close family members and other assistance to employees	1.000,00		0,00	1.000,00		0,00
						01 00	General revenues and budget receipts	1.000,00		0,00	1.000,00		0,00
					415		<b>COMPENSATIONS OF EXPENSES OF EMPLOYEES</b>	<b>1.000,00</b>		<b>0,00</b>	<b>1.000,00</b>		0,00
					4151		Compensations of expenses of employees	1.000,00		0,00	1.000,00		0,00
						01 00	General revenues and budget receipts	1.000,00		0,00	1.000,00		0,00
					416		<b>AWARDS TO EMPLOYEES AND OTHER SPECIAL EXPENDITURES</b>	<b>1.000,00</b>		<b>0,00</b>	<b>1.000,00</b>	<b>0,00</b>	<b>0,00</b>
					4161		Awards to employees and other special expenditures	1.000,00		0,00	1.000,00		0,00
						01 00	General revenues and budget receipts	1.000,00		0,00	1.000,00		0,00
					417		<b>DEPUTIES' ALLOWANCE</b>	<b>110.426.180,00</b>	<b>108.987.571,73</b>	<b>98,70</b>	<b>124.730.000,00</b>	<b>50.524.962,00</b>	<b>40.51</b>
					4171		Deputies' allowance	110.426.180,00	108.987.571,73	98,70	124.730.000,00	50.524.962,00	40.51
						01 00	General revenues and budget receipts	110.426.180,00	108.987.571,73	98,70	124.730.000,00	50.524.962,00	40.51
					421		<b>FIXED COSTS</b>	<b>560.000,00</b>	<b>1.763,67</b>	<b>0,31</b>	<b>560.000,00</b>	<b>0,00</b>	<b>0,00</b>
					4211		Costs of payment transactions and bank services	40.000,00	1.763,67	4,41	40.000,00		0,00
						01 00	General revenues and budget receipts	40.000,00	1.763,67	4,41	40.000,00		0,00
					4214		Communication services	30.000,00		0,00	30.000,00		0,00
						01 00	General revenues and budget receipts	30.000,00		0,00	30.000,00		0,00
					4216		Rental of property and equipment	480.000,00		0,00	480.000,00		0,00
						01 00	General revenues and budget receipts	480.000,00		0,00	480.000,00		0,00
					4219		Other costs	10.000,00		0,00	10.000,00		0,00
						01 00	General revenues and budget receipts	10.000,00		0,00	10.000,00		0,00
					422		<b>TRAVEL EXPENSES</b>	<b>12.500.000,00</b>	<b>7.892.187,03</b>	<b>63,14</b>	<b>15.500.000,00</b>	<b>3.450.106,57</b>	<b>22,26</b>
					4221		Expenses for domestic business trips	9.000.000,00	6.258.870,11	69,54	12.000.000,00	3.035.942,95	25,30
						01 00	General revenues and budget receipts	9.000.000,00	6.258.870,11	69,54	12.000.000,00	3.035.942,95	25,30
					4222		Expenses for international business trips	3.500.000,00	1.633.316,92	46,67	3.500.000,00	414.163,62	11,83
						01 00	General revenues and budget receipts	3.500.000,00	1.633.316,92	46,67	3.500.000,00	414.163,62	11,83
					423		<b>SERVICES UNDER CONTRACT</b>	<b>31.809.350,00</b>	<b>24.618.039,41 10</b>	<b>77,39</b>	<b>36.430.000,00</b>	<b>10.261.758,52</b>	<b>28.17</b>
					4231		Administrative services	630.000,00	260.400,00	41,33	580.000,00	20.700,00	3,57

					01 00	General revenues and budget receipts	630.000,00	260.400,00	41,33	580.000,00	20.700,00	3,57
					4232	IT Services	770.000,00	766.800,00	99,58	3.020.000,00	31.200,00	1,03
					01 00	General revenues and budget receipts	770.000,00	766.800,00	99,58	3.020.000,00	31.200,00	1,03
					4233	Employees' training and professional development services	240.000,00		0,00	140.000,00		0,00
					01 00	General revenues and budget receipts	240.000,00		0,00	140.000,00		0,00
					4234	Information services	120.000,00	15.264,00	12,72	220.000,00	132.595,20	60,27
					01 00	General revenues and budget receipts	120.000,00	15.264,00	12,72	220.000,00	132.595,20	60,27
					4235	Expert services	27.369.350,00	21.814.197,84	79,70	30.630.000,00	9.829.995,44	32,09
					01 00	General revenues and budget receipts	27.369.350,00	21.814.197,84	79,70	30.630.000,00	9.829.995,44	32,09
					4237	Representation	2.570.000,00	1.761.325,97	68,53	1.730.000,00	247.260,68	14,29
					01 00	General revenues and budget receipts	2.570.000,00	1.761.325,97	68,53	1.730.000,00	247.260,68	14,29
					4239	Other general services	110.000,00	51,60	0,05	110.000,00	7,20	0,01
					01 00	General revenues and budget receipts	110.000,00	51,60	0,05	110.000,00	7,20	0,01
					426	<b>MATERIAL</b>	<b>865.000,00</b>	<b>474.872,57</b>	<b>54,90</b>	<b>965.000,00</b>	<b>166.576,82</b>	<b>17,26</b>
					4261	Administrative material	140.000,00	46.702,00	33,36	140.000,00	19.588,00	13,99
					01 00	General revenues and budget receipts	140.000,00	46.702,00	33,36	140.000,00	19.588,00	13,99
					4263	Material for employees' training and professional development	625.000,00	428.170,57	68,51	725.000,00	146.988,82	20,27
					01 00	General revenues and budget receipts	625.000,00	428.170,57	68,51	725.000,00	146.988,82	20,27
					4269	Material for special purposes	100.000,00		0,00	100.000,00		0,00
					01 00	General revenues and budget receipts	100.000,00		0,00	100.000,00		0,00
					444	<b>ACCOMPANYING COSTS OF BORROWING</b>	<b>30.000,00</b>	4.882,49	16,27	<b>30.000,00</b>	<b>83,70</b>	<b>0,28</b>
					4441	Negative exchange rate differences	30.000,00	4.882,49	16,27	30.000,00	83,70	0,28
					01 00	General revenues and budget receipts	30.000,00	4.882,49	16,27	30.000,00	83,70	0,28
					465	<b>OTHER GRANTS AND TRANSFERS</b>	<b>1.000,00</b>		<b>0,00</b>	<b>1.000,00</b>		<b>0,00</b>
					4651	Other current grants and transfers	1.000,00		0,00	1.000,00		0,00
					01 00	General revenues and budget receipts	1.000,00		0,00	1.000,00		0,00
					482	<b>TAXES, MANDATORY FEES, PENALTIES AND INTEREST</b>	<b>40.000,00</b>		<b>0,00</b>	<b>40.000,00</b>		<b>0,00</b>
					4821	Other taxes	10.000,00		0,00	10.000,00		0,00

					01 00	General revenues and budget receipts	10.000,00		0,00	10.000,00		0,00
					4822	Mandatory fees	10.000,00		0,00	10.000,00		0,00
					01 00	General revenues and budget receipts	10.000,00		0,00	10.000,00		0,00
					4823	Fines, penalties and interest	20.000,00		0,00	20.000,00		0,00
					01 00	General revenues and budget receipts	20.000,00		0,00	20.000,00		0,00
					483	<b>FINES AND PENALTIES PURSUANT TO COURT RULINGS</b>	<b>400.000,00</b>		<b>0,00</b>	<b>400.000,00</b>		<b>0,00</b>
					4831	Fines and penalties pursuant to court rulings	400.000,00		0,00	400.000,00		0,00
					01 00	General revenues and budget receipts	400.000,00		0,00	400.000,00		0,00
						<b>TOTAL FOR FUNCTION 111</b>	<b>293.573.706,53</b>	<b>257.546.897,69</b>	<b>87,73</b>	<b>331.366.365,02</b>	<b>120.330.884,38</b>	<b>36,31</b>
						<b>TOTAL FOR PA/PJ 21011001</b>	<b>293.573.706,53</b>	<b>257.546.897,69</b>	<b>87,73</b>	<b>331.366.365,02</b>	<b>120.330.884,38</b>	<b>36,31</b>
			21011003			ACTIVITIES OF AUTHORITIES FOR CONDUCT OF ELECTION						
				160		<i>General public services unclassified elsewhere</i>						
					421	<b>FIXED COSTS</b>	<b>10.000,00</b>		<b>0,00</b>	<b>10.000,00</b>		<b>0,00</b>
					4211	Costs of payment transactions and bank services	10.000,00		0,00	10.000,00		0,00
					01 00	General revenues and budget receipts	10.000,00		0,00	10.000,00		0,00
					422	<b>TRAVEL EXPENSES</b>	<b>140.000,00</b>	<b>9.720,35</b>	<b>6,94</b>	<b>140.000,00</b>		<b>0,00</b>
					4221	Expenses for domestic business trips	100.000,00	9.720,35	9,72	100.000,00		0,00
					01 00	General revenues and budget receipts	100.000,00	9.720,35	9,72	100.000,00		0,00
					4222	Expenses for international business trips	40.000,00		0,00	40.000,00		0,00
					01 00	General revenues and budget receipts	40.000,00		0,00	40.000,00		0,00
					423	<b>SERVICES UNDER CONTRACT</b>	<b>21.665.000,00</b>	<b>18.938.661,84</b>	<b>87,42</b>	<b>21.015.000,00</b>	<b>7.984.389,59</b>	<b>37,99</b>
					4233	Employees' training and professional development services	50.000,00		0,00	50.000,00		0,00
					01 00	General revenues and budget receipts	50.000,00		0,00	50.000,00		0,00
					4235	Expert services	21.000.000,00	18.494.661,84	88,07	20.200.000,00	7.762.389,59	38,43
					01 00	General revenues and budget receipts	21.000.000,00	18.494.661,84	88,07	20.200.000,00	7.762.389,59	38,43
					4237	Representation	30.000,00		0,00	180.000,00		0,00
					01 00	General revenues and budget receipts	30.000,00		0,00	180.000,00		0,00



					4239		Other general services	585.000,00	444.000,00	75,90	585.000,00	222.000,00	37,95
						01 00	General revenues and budget receipts	585.000,00	444.000,00	75,90	585.000,00	222.000,00	37,95
					<b>444</b>		<b>ACCOMPANYING COSTS OF BORROWING</b>	<b>5.000,00</b>		<b>0,00</b>	<b>5.000,00</b>		0,00
					4441		Negative exchange rate differences	5.000,00		0,00	5.000,00		0,00
						01 00	General revenues and budget receipts	5.000,00		0,00	5.000,00		0,00
					<b>483</b>		<b>FINES AND PENALTIES PURSUANT TO COURT RULINGS</b>	<b>1.000,00</b>		<b>0,00</b>	<b>1.000,00</b>		0,00
					4831		Fines and penalties pursuant to court rulings	1.000,00		0,00	1.000,00		0,00
						01 00	General revenues and budget receipts	1.000,00		0,00	1.000,00		0,00
							<b>TOTAL FOR FUNCTION 160</b>	<b>21.821.000,00</b>	<b>18.948.382,19</b>	<b>86,84</b>	<b>21.171.000,00</b>	<b>7.984.389,59</b>	<b>37,71</b>
							<b>TOTAL FOR PA/PJ 21011003</b>	<b>21.821.000,00</b>	<b>18.948.382,19</b>	<b>86,84</b>	<b>21.171.000,00</b>	<b>7.984.389,59</b>	<b>37,71</b>
							<b>TOTAL FOR PROGRAMME 2101</b>	<b>315.394.706,53</b>	<b>276.495.279,88</b>	<b>87,67</b>	<b>352.537.365,02</b>	<b>128.315.273,97</b>	<b>36,40</b>
						01 00	General revenues and budget receipts	315.394.706,53	276.495.279,88	87,67	352.537.365,02	128.315.273,97	36,40
							<b>TOTAL:</b>	<b>315.394.706,53</b>	<b>276.495.279,88</b>	<b>87,67</b>	<b>352.537.365,02</b>	<b>128.315.273,97</b>	<b>36,40</b>

## AP Vojvodina Assembly Service

### DATA ON REVENUES AND EXPENDITURES

Chapter	Heading	Programme	Programme structure	Functional classification	Economic classification	Source of funding	NAME	2022		% of execution	2023		% of execution
								Financial plan for 2022	Expenditu-res incurred on 31/12/2022		Financial plan for 2023	Expenditu-res incurred on 30/06/2023	
<b>02</b>							<b>AUTONOMOUS PROVINCE OF VOJVODINA ASSEMBLY SERVICE</b>						
		<b>2101</b>					<b>POLITICAL SYSTEM</b>						
			2101105				EXPERT, ADMINISTRATIVE AND TECHNICAL AFFAIRS OF AP VOJVODINA ASSEMBLY SERVICE						
				131			<i>General employee services</i>						
					<b>411</b>		<b>SALARIES, ALLOWANCES AND COMPENSATIONS (WAGES) OF EMPLOYEES</b>	<b>98.927.917,96</b>	<b>83.189.308,73</b>	<b>84,09</b>	<b>112.018.240,27</b>	<b>40.436.807,39</b>	<b>36,10</b>
					4111		Salaries, allowances and compensations of employees	98.927.917,96	83.189.308,73	84,09	112.018.240,27	40.436.807,39	36,10
						01 00	General revenues and budget receipts	98.927.917,96	83.189.308,73	84,09	112.018.240,27	40.436.807,39	36,10
					<b>412</b>		<b>SOCIAL CONTRIBUTIONS PAID BY EMPLOYER</b>	<b>15.976.858,75</b>	<b>13.435.073,44</b>	<b>84,09</b>	<b>16.970.763,40</b>	<b>6.126.176,46</b>	<b>36,10</b>
					4121		Contributions for pension and disability insurance	10.882.070,98	9.150.824,08	84,09	11.201.824,03	4.043.680,96	36,10
						01 00	General revenues and budget receipts	10.882.070,98	9.150.824,08	84,09	11.201.824,03	4.043.680,96	36,10
					4122		Contributions for health insurance	5.094.787,77	4.284.249,36	84,09	5.768.939,37	2.082.495,50	36,10
						01 00	General revenues and budget receipts	5.094.787,77	4.284.249,36	84,09	5.768.939,37	2.082.495,50	36,10
					<b>413</b>		<b>IN-KIND COMPENSATIONS</b>	<b>1.279.500,00</b>	<b>1.075.370,76</b>	<b>84,05</b>	<b>1.320.000,00</b>	<b>414.178,18</b>	<b>31,38</b>
					4131		In-kind compensations	1.279.500,00	1.075.370,76	84,05	1.320.000,00	414.178,18	31,38
						01 00	General revenues and budget receipts	1.279.500,00	1.075.370,76	84,05	1.320.000,00	414.178,18	31,38
					<b>414</b>		<b>SOCIAL CONTRIBUTIONS FOR EMPLOYEES</b>	<b>5.903.500,00</b>	<b>4.298.264,55</b>	<b>72,81</b>	<b>6.962.000,00</b>	<b>5.029.827,23</b>	<b>72,25</b>
					4141		Compensations for the period of absence from work at the expense of the funds	588.000,00	45.695,07	7,77	588.000,00	60.215,73	10,24
						01 00	General revenues and budget receipts	588.000,00	45.695,07	7,77	588.000,00	60.215,73	10,24
					4143		Severance payments and assistance	1.537.500,00	906.209,53	58,94	1.488.000,00	295.877,00	19,88
						01 00	General revenues and budget receipts	1.537.500,00	906.209,53	58,94	1.488.000,00	295.877,00	19,88

					4144		Assistance in medical treatment of employees or close family members and other assistance to employees	3.778.000,00	3.346.359,95	88,57	4.886.000,00	4.673.734,50	95,66
						01 00	General revenues and budget receipts	3.778.000,00	3.346.359,95	88,57	4.886.000,00	4.673.734,50	95,66
					415		<b>COMPENSATIONS OF EXPENSES OF EMPLOYEES</b>	<b>2.097.000,00</b>	<b>1.727.506,98</b>	<b>82,38</b>	<b>2.670.000,00</b>	<b>919.341,11</b>	<b>34,43</b>
					4151		Compensations of expenses of employees	2.097.000,00	1.727.506,98	82,38	2.670.000,00	919.341,11	34,43
						01 00	General revenues and budget receipts	2.097.000,00	1.727.506,98	82,38	2.670.000,00	919.341,11	34,43
					416		<b>AWARDS TO EMPLOYEES AND OTHER SPECIAL EXPENDITURES</b>	<b>1.038.000,00</b>	<b>892.511,02</b>	<b>85,98</b>	<b>1.080.000,00</b>	<b>118.874,00</b>	<b>11,01</b>
					4161		Awards to employees and other special expenditures	1.038.000,00	892.511,02	85,98	1.080.000,00	118.874,00	11,01
						01 00	General revenues and budget receipts	1.038.000,00	892.511,02	85,98	1.080.000,00	118.874,00	11,01
					421		<b>FIXED COSTS</b>	<b>440.000,00</b>	<b>200.041,69</b>	<b>45,46</b>	<b>465.000,00</b>	<b>104.833,48</b>	<b>22,54</b>
					4211		Costs of payment transactions and bank services	10.000,00	1.821,46	18,21	10.000,00		0,00
						01 00	General revenues and budget receipts	10.000,00	1.821,46	18,21	10.000,00		0,00
					4214		Communication services	425.000,00	198.220,23	46,64	450.000,00	104.833,48	23,30
						01 00	General revenues and budget receipts	425.000,00	198.220,23	46,64	450.000,00	104.833,48	23,30
					4219		Other costs	5.000,00		0,00	5.000,00		0,00
						01 00	General revenues and budget receipts	5.000,00		0,00	5.000,00		0,00
					422		<b>TRAVEL EXPENSES</b>	<b>700.000,00</b>	<b>241.275,27</b>	<b>34,47</b>	<b>700.000,00</b>	<b>193.317,50</b>	<b>27,62</b>
					4221		Expenses for domestic business trips	400.000,00	61.298,00	15,32	400.000,00	193.317,50	48,33
						01 00	General revenues and budget receipts	400.000,00	61.298,00	15,32	400.000,00	193.317,50	48,33
					4222		Expenses for international business trips	300.000,00	179.977,27	59,99	300.000,00		0,00
						01 00	General revenues and budget receipts	300.000,00	179.977,27	59,99	300.000,00		0,00
					423		<b>SERVICES UNDER CONTRACT</b>	<b>4.576.000,00</b>	<b>2.542.148,29</b>	<b>55,55</b>	<b>5.266.000,00</b>	<b>864.238,78</b>	<b>16,41</b>
					4231		Administrative services	100.000,00		0,00	100.000,00		0,00
						01 00	General revenues and budget receipts	100.000,00		0,00	100.000,00		0,00
					4232		IT Services	60.000,00	16.800,00	28,00	515.000,00	124.800,00	24,23
						01 00	General revenues and budget receipts	60.000,00	16.800,00	28,00	515.000,00	124.800,00	24,23
					4233		Employees' training and professional development services	500.000,00	289.260,00	57,85	500.000,00	121.340,00	24,27
						01 00	General revenues and budget receipts	500.000,00	289.260,00	57,85	500.000,00	121.340,00	24,27

					4234		Information services	186.000,00	23.990,40	12,90	186.000,00	8.467,20	4,55
						01 00	General revenues and budget receipts	186.000,00	23.990,40	12,90	186.000,00	8.467,20	4,55
					4235		Expert services	3.500.000,00	2.189.399,10	62,55	3.700.000,00	602.425,58	16,28
						01 00	General revenues and budget receipts	3.500.000,00	2.189.399,10	62,55	3.700.000,00	602.425,58	16,28
					4237		Representation	150.000,00	11.899,99	7,93	150.000,00		0,00
						01 00	General revenues and budget receipts	150.000,00	11.899,99	7,93	150.000,00		0,00
					4239		Other general services	80.000,00	10.798,80	13,50	115.000,00	7.206,00	6,27
						01 00	General revenues and budget receipts	80.000,00	10.798,80	13,50	115.000,00	7.206,00	6,27
					426		<b>MATERIAL</b>	<b>980.000,00</b>	<b>566.580,44</b>	<b>57,81</b>	<b>980.000,00</b>	<b>442.846,88</b>	<b>45,19</b>
					4261		Administrative material	200.000,00	30.765,60	15,38	200.000,00	22.200,00	11,10
						01 00	General revenues and budget receipts	200.000,00	30.765,60	15,38	200.000,00	22.200,00	11,10
					4263		Material for employees' training and professional development	780.000,00	535.814,84	68,69	780.000,00	420.646,88	53,93
						01 00	General revenues and budget receipts	780.000,00	535.814,84	68,69	780.000,00	420.646,88	53,93
					444		<b>ACCOMPANYING COSTS OF BORROWING</b>	<b>10.000,00</b>		<b>0,00</b>	<b>10.000,00</b>		0,00
					4441		Negative exchange rate differences	10.000,00		0,00	10.000,00		0,00
						01 00	General revenues and budget receipts	10.000,00		0,00	10.000,00		0,00
					465		<b>OTHER GRANTS AND TRANSFERS</b>	<b>1.581.050,00</b>	<b>1.200.748,00</b>	<b>75,95</b>	<b>1.930.000,00</b>	<b>673.363,11</b>	<b>34,89</b>
					4651		Other current grants and transfers	1.581.050,00	1.200.748,00	75,95	1.930.000,00	673.363,11	34,89
						01 00	General revenues and budget receipts	1.581.050,00	1.200.748,00	75,95	1.930.000,00	673.363,11	34,89
					482		<b>TAXES, MANDATORY FEES, PENALTIES AND INTEREST</b>	<b>20.000,00</b>	<b>1.800,00</b>	<b>9,00</b>	<b>20.000,00</b>	<b>900,00</b>	<b>4,50</b>
					4822		Mandatory fees	10.000,00	1.800,00	18,00	10.000,00	900,00	9,00
						01 00	General revenues and budget receipts	10.000,00	1.800,00	18,00	10.000,00	900,00	9,00
					4823		Fines, penalties and interest	10.000,00		0,00	10.000,00		0,00
						01 00	General revenues and budget receipts	10.000,00		0,00	10.000,00		0,00
					483		<b>FINES AND PENALTIES PURSUANT TO COURT RULINGS</b>	<b>20.000,00</b>		0,00	<b>20.000,00</b>		0,00
					4831		Fines and penalties pursuant to court rulings	20.000,00		0,00	20.000,00		0,00
						01 00	General revenues and budget receipts	20.000,00		0,00	20.000,00		0,00
							<b>TOTAL FOR FUNCTION 131</b>	<b>133.549.826,71</b>	<b>109.370.629,17</b>	<b>81,89</b>	<b>150.412.003,67</b>	<b>55.324.704,12</b>	<b>36,78</b>

							<b>TOTAL FOR PA/PJ 21011005</b>	<b>133.549.826,71</b>	<b>109.370.629,17</b>	<b>81,89</b>	<b>150.412.003,67</b>	<b>55.324.704,12</b>	<b>36,78</b>
							<b>TOTAL FOR PROGRAMME 2101</b>	<b>133.549.826,71</b>	<b>109.370.629,17</b>	<b>81,89</b>	<b>150.412.003,67</b>	<b>55.324.704,12</b>	<b>36,78</b>
						01 00	General revenues and budget receipts	133.549.826,71	109.370.629,17	81,89	150.412.003,67	<b>55.324.704,12</b>	36,78

Provincial Assembly Decision on the Budget of AP Vojvodina, Provincial Assembly Decision on the Budget of AP Vojvodina for the previous year and other documents in regard to the budget execution can be found on the web-site of the Provincial Secretariat of Finance:

<http://www.psf.vojvodina.gov.rs/aktuelnosti/>

The budget of AP Vojvodina is subject to regular audits. The audit report can also be downloaded from the web-site of the State Audit Institution:

<http://www.budzet.vojvodina.gov.rs/wp-content/uploads/2022/07/Izvestaj-o-reviziji-konsolidovanih-fin-izvestaja-zavrsnog-racuna-budzeta-APV-za-2021-godinu.pdf>

## 14. PUBLIC PROCUREMENT DATA

### Public procurement plan for 2022/2023

Public procurement plan for 2023  
AP VOJVODINA ASSEMBLY

No.	Type of Subject Matter	Subject matter of procurement	Type of procedure	Approximate start date	CPV	NUTS Provision/delivery
Total						
Services						
0001	Services	Services for providing: airline tickets and other travel tickets, transportation, hotel accommodation, tickets for fairs, congresses, registration fees and issuance of visas for purposes of the APV Assembly	Open procedure	Second quarter	63500000 - Travel agencies' and tour operators' services, and tourist assistance services	RS12 - Vojvodina region
0002	Services	Maintenance and adjustment of the developed configurable software (DMC and e-voting)	Open procedure	Third quarter	72000000 - IT services: consulting, creating applications, the internet and support	RS12 - Vojvodina region

Public procurement plan for 2022  
AP VOJVODINA ASSEMBLY

No.	Type of Subject Matter	Subject matter of procurement	Type of procedure	Approximate start date	CPV	NUTS Provision/delivery
Total						
Services						
0001	Services	Services for providing: airline tickets and other travel tickets, transportation, hotel accommodation, tickets for fairs, congresses, registration fees and issuance of visas for purposes of the APV Assembly	Open procedure	Second quarter	63500000 - Travel agencies' and tour operators' services, and tourist assistance services	RS12 - Vojvodina region

Link to the Internet website of the AP Vojvodina Assembly on the conducted public procurement

Public procurement of AP Vojvodina Assembly

<http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=javnenabavke>

Public procurement of AP Vojvodina Assembly Service

<http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=javnenabavkesluzbe>

2014 public procurement archives is on the Internet website

of the Public procurement of AP Vojvodina Assembly

<http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=javnenabavke>

Public procurement of AP Vojvodina Assembly Service

<http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=javnenabavkesluzbe>

## 15. STATE AID DATA

The AP Vojvodina Assembly has not awarded, nor does it currently grant state aid in any form (transfers, subsidies, grants, donations, participation in project financing, loans under privileged terms, exemption from payment of fees, transfer of funds, etc.).

## 16. DATA ON PAID SALARIES, INCOME ANT OTHER EARNINGS

*Coefficient for salary calculation and payment of elected and appointed persons with permanent employment at the AP Vojvodina Assembly (basic salary without years of service)*

Position	Coefficient
<b>Elected</b>	
President of the AP Vojvodina Assembly	10.50
Vice-president of the AP Vojvodina Assembly	10.49
President of the Committee of the AP Vojvodina Assembly	10.47
Deputy with permanent employment	5.73
<b>Appointed</b>	
Secretary General of the AP Vojvodina Assembly	51.70
Deputy Secretary General of the AP Vojvodina Assembly	45.62

The salary of elected persons who are permanently employed at the AP Vojvodina Assembly, pursuant to the Provincial Assembly Decision on Salary of Persons Elected by the AP Vojvodina Assembly (Official Journal of the APV, no. 33/2012 and 7/2013) and Salary of Appointed Persons, pursuant to the Provincial Decree on Salaries, Compensations, Severance Payments and other Earnings of Office Holders and Employees in the AP Vojvodina Authorities ("Official Journal of AP Vojvodina", no. 27/2012, 35/2012, 9/2013, 16/2014, 40/2014, 1/2015, 44/2015, 61/2016, 30/2017, 26/2018, 28/2019, 16/2020 and 68/2020) shall comprise the basic salary and allowances. The basis salary shall be determined by multiplying the coefficient with the base for salary calculation and payment. The base for the calculation and payment of salary of elected and appointed persons shall be determined by the Government of the Republic of Serbia. The coefficient shall reflect the complexity of tasks, responsibility, working conditions and level of education, and also includes the compensation for food during working hours and allowance for the use of annual leave. The allowance to the salary shall be determined for: past service, overtime work, work on public and religious holidays, night work (between 10:00 PM and 6:00 AM the next day), if such work is not evaluated when determining the coefficient.

*Coefficient for salary calculation and payment of office holders at the AP Vojvodina Assembly Service*

Position	Coefficient
Chief of Staff at the Office of AP Vojvodina Assembly President	44.50
Assistant Secretary General of AP Vojvodina Assembly	43.47
Advisor to AP Vojvodina Assembly President	42.02

The salary of office holders at the AP Vojvodina Assembly Service, pursuant to the Provincial Decree on Salaries, Compensations, Severance Payments and other Earnings of Office Holders and Employees in the AP Vojvodina Authorities ("Official Journal of AP Vojvodina", no. 27/2012, 35/2012, 9/2013, 16/2014, 40/2014, 1/2015, 44/2015, 61/2016, 30/2017, 26/2018, 28/2019, 16/2020 and 68/2020) shall comprise the basic salary and allowances. The basic salary shall be determined by multiplying the coefficient with the base for salary calculation. The base shall be determined by the Government of the Republic of Serbia. The coefficient shall reflect the complexity of tasks, responsibility, working conditions and level of education.

*Coefficient for salary calculation and payment of persons employed with the AP Vojvodina Assembly Service*

Position	Coefficient
Senior Counsellor	31,74
Independent Counsellor	28,85-31,74
Counsellor	25,77-28,85
Junior Counsellor	21,95-26,75
Associate	17,10-18,81
Senior Administrative Clerk	11,88-13,07
Administrative Clerk	11,88

The salary of persons employed at the AP Vojvodina Assembly Service, pursuant to the Provincial Decree on Salaries, Compensations, Severance Payments and other Earnings of Office Holders and Employees in the AP Vojvodina Authorities ("Official Journal of AP Vojvodina", no. 27/2012, 35/2012, 9/2013, 16/2014, 40/2014, 1/2015, 44/2015, 61/2016, 30/2017, 26/2018, 28/2019, 16/2020 and 68/2020) shall comprise the basic salary and allowances. The basic salary shall be determined by multiplying the coefficient with the base. The base shall be determined by the Government of the Republic of Serbia. The coefficient shall reflect the complexity of tasks, responsibility, working conditions and level of education, while the allowance to the salary shall be determined for: past service, overtime work, work on public and religious holidays, night work (between 10:00 PM and 6:00 AM the next day), if such work is not evaluated when determining the coefficient.

## 17. INFORMATION ABOUT TANGIBLE ASSETS

The AP Vojvodina Assembly building is situated in Novi Sad, at 1 Vladike Platona Street. The building has five levels: basement, ground floor, two floors and attic. There are 147 rooms arranged on the 2200 square meters of useful area, whereas the Great Ceremonial Hall (10.5 m high) is at the centre of the building with the capacity of 167 seats. In 1958 the eminent artist Boško Petrović, built the mosaic "Vojvodina" of monumental size on the southern wall of the Assembly chamber.

Apart from the Great Hall where AP Vojvodina Assembly sessions are held, there are five smaller rooms in the building, with the capacity of up to 20 seats, where sessions of committees and deputies' groups are held.

The majority of the AP Vojvodina Assembly Service employees have their working premises in the basement of the building, where there are 14 available premises for employees of the Record Management.

Office, stenographers, couriers, employees of the Department for Financial Affairs and Public Procurement, committee secretaries, employees of the Human Resources Department, Section for Interregional Cooperation and IT Unit. On other floors there are offices of the President, vice-presidents, advisors, Secretary General of the AP Vojvodina, Deputy Secretary General, Assistant Secretary General and employees of the Department for Preparation and Processing of the Assembly Sessions.



Deputies of the AP Vojvodina Assembly, employees and all the other persons entering the AP Vojvodina Assembly building on whatever basis shall be obliged to respect the Decision on Internal Order in the AP Vojvodina Assembly Building.

Pursuant to this Decision, there are four entrances to the Assembly building. The main entrance (from the Vladike Platona Street) shall be open at all times. The official entrance (from Banovinski prolaz ) shall be open during working hours from 7.30 AM to 04.30 PM. The official entrance may also be used at another time, upon the approval of the Assembly Secretary, i.e. approval of the person authorised by the Secretary. The economic entrances (towards Jovana Đorđevića Street and Banovinski prolaz) shall be used in special cases, upon the order of the Department for Administrative and Technical Services of Provincial Authorities. The Assembly building may be entered during regular working hours only. On Saturdays, Sundays, at nights and on the days of national holidays and on working days outside working hours, the Assembly building may be entered upon the approval of the Secretary General of the AP Vojvodina Assembly or the person authorised by the Secretary.

During AP Vojvodina Assembly sessions, in addition to persons invited to the session, employees of the AP Vojvodina Assembly Service and other persons working in the offices in the AP Vojvodina Assembly building, the AP Vojvodina Assembly building may be entered by persons whose presence in the building is required for reasons directly related to holding of the session. Assembly building, only upon the approval of the General Secretary of the AP Vojvodina Assembly or the person authorised by the Secretary.

The following persons may enter the AP Vojvodina Assembly building: officials elected or appointed by the AP Vojvodina Assembly and appointed by the Provincial Government, upon providing official identification; deputies in the National Assembly of the Republic of Serbia providing their MP identification; provincial officials and employees in the AP Vojvodina Assembly Service and other employees whose working premises are situated at the Assembly building, upon providing their identification cards; persons participating in sessions and meetings, based on invitations or lists issued by the organisers of sessions or meetings and evidence of identity of the persons invited; persons coming to the AP Vojvodina Assembly on official business, providing their passes; persons addressing the AP Vojvodina Assembly submitting petitions and proposals, providing their ID or other valid identification documents; persons invited to attend receptions and events, providing their invitations; journalists, photographers and cameramen with permanent accreditation at the AP Vojvodina Assembly, providing their journalist passes.

Foreigners shall be allowed to enter the Assembly building only if they are accompanied by an employee of the Protocol Department, the person who the foreign visitor is visiting or accompanied by an officer of the Security Service.

It shall be prohibited to bring any kind of weapons into the AP Vojvodina Assembly building - only the security service officers shall be allowed to carry weapons, at the entrance to the AP Vojvodina Assembly building. All persons entering the AP Vojvodina Assembly building shall be subject to control at the entrance and if they have any weapons, they shall be obliged to hand them over.

As far as technical equipment is concerned, the building disposes of the following:

**one (1) Ricoh MP 6054 photocopier**

**three (3) physical servers:**

one (1) - Fujitsu Siemens Primergy TX300 R4

one (1) - Dell Power Edge T630

one (1) - no name server

**eParliament:**

four (4) - Lenovo physical servers for eParliament

two (2) - All-in-one computers for session chairing

one hundred and sixty-four (164) tablets

three (3) laptops

**seventy-seven (77) desktop computers**

**fourteen (14) laptops**

**forty-seven (47) printers:**

twenty-nine (29) printers

eight (8) colour printers

ten (10) multifunctional devices

**thirteen (13) desktop scanners**

**Smart board:**

Interactive screen - Clevertouch

Orpheo Tourguide - wireless translation system

There are also fifty (50) air conditioners in the building.

The server operating systems are Windows 2007, Windows Server 2012 R2 and 2016. The operating system on desktops and laptops is Windows 7 / 8.1 / 10.

All the movable property in the building of the AP Vojvodina Assembly is in possession of the Autonomous Province of Vojvodina.

The right and conditions to use mobile phones for official purposes by elected and appointed persons at the AP Vojvodina Assembly are regulated by the Decision on the right to use mobile phones for official purposes by appointed persons and employees in the AP Vojvodina Assembly (18 Number:031-14) from 29 October 2010 and the Decision on changes and amendments to the Decision on the right to use mobile phones for

official purposes by appointed persons and employees in the AP Vojvodina Assembly (18 Number: 031-14/2010), from 13 September 2013.

The conditions and the manner of using mobile phones for official purposes by appointed persons and employees of the AP Vojvodina Assembly Service are regulated by the Decision on the right to use of mobile phones for official purposes by appointed persons and employees in the AP Vojvodina Assembly Service (02 Number: 031-2/2013) from 18 February 2013.

## **18. KEEPING THE DATA CARRIERS**

Data carriers or documentation of the AP Vojvodina Assembly shall be kept by providing certain protective measures, pursuant to the law and regulations concerning the office management and archival material (Decree on Office Management in State Administration Authorities, "Official Gazette of the RS" no. 10/93, 14/93-corr., 67/2016 and 3/2017; Decree on Office Management in State Administration Authorities "Official Gazette of the RS" no. 21/2020 and 32/2021; Law on Archival Material and Archival Activities, "Official Gazette of the RS" no. 6/2020).

Registry records and archival material have been kept at the AP Vojvodina Assembly since 18 June 1991. The most frequent medium used for keeping the AP Vojvodina Assembly documentation is paper. Furthermore, there are stenographic records of all sessions of AP Vojvodina Assembly.

## 19. TYPES OF AVAILABLE INFORMATION

The archives shall contain the original documentation of AP Vojvodina Assembly:

- ✓ decisions (permanently stored in the archives);
- ✓ amendments to the Proposal of the Provincial Assembly Decision (permanently stored in the archives);
- ✓ declarations, resolutions, recommendation (permanently stored in the archives);
- ✓ minutes of the sessions of the APV Assembly (permanently stored in the archives);
- ✓ minutes of sessions of committees and other working bodies (permanently stored in the archives);
- ✓ personal files of persons elected and appointed by the APV Assembly (permanently stored in the archives);
- ✓ regulations, registries, analytical material related to work and employment at the APV Assembly Service (permanently stored in the archives);
- ✓ other inactive files related to work and employment at the APV Assembly Service (kept in the archives for 70 years);
- ✓ regulations and analytical material related to the length of insurance and employment records (kept in the archives for 40 years);
- ✓ regulations, analytical material, balance of budget revenues and expenditures and regulations of budget execution, financial plans and funds (permanently stored in the archives);
- ✓ election material (permanently stored in the archives);
- ✓ deputies' questions and other official documents that do not fall into the main classification groups from 0-8 (permanently stored in the archives);
- ✓ petitions and appeals within non-administrative proceedings (kept in the archives for 4 years);
- ✓ conclusions, rulebooks, orders, instructions, reports, decisions and other documentation created in the work of the Service of the Assembly of AP Vojvodina (permanently stored in the archives).

All documents created in the work of the AP Vojvodina Assembly shall be available to deputies in the Records Management Office of the AP Vojvodina Assembly.

## 20. TYPES OF INFORMATION PROVIDED ACCESS TO BY THE AP VOJVODINA ASSEMBLY

Pursuant to the Law on Free Access to Information of Public Importance ("Official Gazette of the RS" no. 120/2004, 54/2007, 104/2009, 36/2010 and 105/2012), persons who seek the information shall be provided an inspection of the required documents or they shall be issued a copy of the documents available at the AP Vojvodina Assembly, which were created in connection with the work of the AP Vojvodina Assembly, except in cases where, pursuant to this law, conditions have been met to prohibit or limit the free access to information of public importance.

## 21. INFORMATION ABOUT SUBMISSION OF REQUEST FOR ACCESS TO INFORMATION

### ***Submission of request for access to information***

The right to access the information of public importance is a prerequisite of the quality and efficient exercise of other human rights and freedoms (freedom of opinion, freedom of information, right to vote, etc.) and an irreplaceable instrument for establishing the control of the work of public authorities. This right provides citizens with an opportunity to take part, without any mediator, actually and responsibly, in the exercise of public duties and decision-making processes, as well as to influence their contents and efficiency of

enforcement. At same time, accountability in the work of all authorities is strengthened and conditions are created for faster development of democracy, development and stability of democratic system institutions, as well as for economic development of the county.

The right to access the information of public importance is defined by the Law on Free Access to Information. Anyone shall be entitled, under equal conditions, to access the information, but they shall be required to fill in a request for access to information of public importance.

Any person seeking the information of public importance shall be entitled to be informed whether the public authority holds the specified information of public importance, i.e. whether it is available to them at all, as well as to make the information of public importance available to him or her, by allowing him or her an inspection of the document containing the information of public importance, the right to a copy of that document, as well as the right, upon request, to have the copy of the document received by mail, fax, e-mail or other way.

### ***Request for notification, inspection, copy issuance and referral***

The information seeker shall submit a written request to the AP Vojvodina Assembly to exercise the right to access the information of public importance. The request must contain the name of the authority, name, surname and address of the seeker, as well as precise description of the requested information. The request may also contain other data which could facilitate the finding of the requested information, but the seeker shall not be obliged to specify the reasons for submitting the request. If the request does not contain the requested data, i.e. if it is not proper, the person authorised to act upon requests for free access to information shall be obliged, free of charge, to inform the seeker how to rectify the shortcomings, i.e. to provide the seeker with the amendment instructions. If the seeker fails to rectify the shortcomings within 15 days of receiving the amendment instruction, and the shortcomings are such that the request cannot be processed, the authority shall pass a conclusion on rejecting the request as improper. The authority shall be obliged to provide access to information on the grounds of oral request of the seeker, which shall be communicated in the separate record. However, such request shall be filed in a separate record and the same deadlines shall be applied as if the request was submitted in writing. The authority may prescribe a form for submitting requests, but it shall also be obliged to consider other requests not made in that form.

### ***Deciding on requests***

The AP Vojvodina Assembly shall be obliged, without delay, within 15 days of the request's receipt date at the latest, to inform the seeker about the possession of the information, to allow an inspection of the document containing the information sought and/or to issue or send a copy of the document to the seeker. The copy of the document shall be considered sent to the seeker on the date it has left the Records Management Office of the AP Vojvodina Assembly. If the request should concern the information which is presumed to be relevant to protection of a person's life or freedom and/or to threat or protection of public health and environment, the information seeker must be informed on the possession of such information and allowed an inspection of the document containing the information sought and/or issued a copy of that document not later than 48 hours upon the request's receipt.

If the AP Vojvodina Assembly is unable, for justified reasons, to timely inform the seeker about the possession of the information, allow the seeker an inspection of the document containing the requested information, issue or provide a copy of the document, it shall be obliged to immediately inform the seeker thereof and specify another deadline, which may not exceed 40 days from the request's receipt date, in which it shall inform the seeker about possessing the information, allow the seeker an inspection of the document containing the information, issue or send them a copy of the document. Unless the AP Vojvodina Assembly should respond to the request within the deadline, the seeker may file a complaint. The seeker of the information, together with the notification that he or she will be allowed to inspect the document containing the requested information, or that he or she shall be issued a copy of that document, shall also be notified about the time, place and manner in which he or she shall inspect the information, the amount of necessary costs related to making a documents' copy, and in case there are no technical capacities for making a copy, the seeker shall be informed about a possibility to use his or her own equipment to make a copy. Inspection of the

document containing the requested information shall be carried out at the premises of the AP Vojvodina Assembly.

For justified reasons the seeker may request the inspection of the document containing the requested information at another time, different from the time specified by the authority from which the information had been requested. The individual who is unable to inspect the document containing the requested information without the assistance of another person shall be provided with an opportunity to do it accompanied by another person. If this requirement has been met, there shall be no separate document issued, but an official instead. If the AP Vojvodina Assembly should refuse to inform the seeker, in full or partly, about the possession of the information, to allow him or her to inspect the document containing the requested information, issue the document or provide a copy thereof, it shall be obliged to make a decision on refusal of the request and explain the decision in writing, as well as to refer the seeker, in the decision, to legal instruments he or she may use against such decision.

### ***Document inspection and copying***

Inspection of the document containing the requested information shall be provided using the equipment available at the AP Vojvodina Assembly, except when the seeker should require to use their own equipment. The AP Vojvodina Assembly shall issue a copy of the document (photocopy, audio copy, video copy, digital copy etc.) containing the requested information in the form in which the information is provided.

Should the AP Vojvodina Assembly not have technical capacities to make a copy of the document, it shall copy the document in another form. The AP Vojvodina Assembly shall be obliged to allow the seeker to inspect the document and make a copy in the language of the submitted request, if such document containing the requested information should be available in the language used in the submitted request.

### ***Fees***

Inspection of the document containing the requested information shall be free of charge. The AP Vojvodina Assembly shall charge no fees for issuing a copy of the document containing the requested information.

*The filled out requests may be submitted by:*

- ✓ by mail or in person, to the Records Management Office of the AP Vojvodina Assembly (every work day from 08.00 AP to 04.00 PM), at the following address:
  - ✓ Assembly of Autonomous Province of Vojvodina  
1 Vladike Platona St.  
21101 Novi Sad
- ✓ by electronic mail, to the following address:  
[informacije@skupstinavojvodine.gov.rs](mailto:informacije@skupstinavojvodine.gov.rs)
- ✓ by fax to the following number: +381 21 457-917

**The form of request for access to information of public importance may be downloaded on the following website: <http://www.skupstinavojvodine.gov.rs/Strana.aspx?s=informacije>**



Republic of Serbia  
AP Vojvodina

**Assembly of Autonomous Province of Vojvodina**  
**AP VOJVODINA ASSEMBLY SERVICE**

1 Vladike Platona St., 21001 Novi Sad  
T: +381 21 487 4143 F: +381 21 457 917  
informacije@skupstinavojvodine.gov.rs

No:

Date:

**REQUEST**  
**for Access to Information of Public Importance**

Pursuant to Article 15 Paragraph 1 of the Law on Free Access to Information of Public Importance ("Official Gazette of the Republic of Serbia" no. 120/04, 54/2007, 104/2009, 36/2010 and 105/2021), I hereby request from the above-named authority the following\*:

- ☐ notification as to whether it is in possession of the requested information;
- ☐ inspection of the document containing the requested information;
- ☐ copy of the document containing the requested information;
- ☐ sending the copy of the document containing the requested information\*\*:

- ☐ by mail
- ☐ by electronic mail
- ☐ by fax
- ☐ by other means:\*\*\* \_\_\_\_\_

This request relates to the following information:

(please provide as detailed a description of the requested information as possible, along with any other data that could facilitate the information retrieval)

Place \_\_\_\_\_,

Information seeker / Name and surname: \_\_\_\_\_

Date: \_\_\_\_\_ 20\_\_\_\_.

Address \_\_\_\_\_

Other information about the seeker \_\_\_\_\_

Signature \_\_\_\_\_

\* Tick the box next to the legal rights to access the information that you wish to exercise.

\*\* Tick the box next to the document copy delivery method.

\*\*\* If you require the copy to be sent by other means, please indicate the preferred delivery method.