On the basis of the Article 40 of the Law on free access to information of public importance (“Official Gazette of the Republic of Serbia”, No. 120/04, 54/07, 104/09 and 36/10),

The Commissioner for information of public importance and the protection of personal data, adopted the

 **Instruction for the creation and publication of the Information Booklet on Public Authority Work**

**The subject of the Instruction**

**Point 1**

This Instruction sets out the way of creation and publication of Information Booklet on Public Authority Work, the authorities of territorial autonomy, the authorities of local self-government and the organizations entrusted with public authority (hereinafter referred to as the state authority), in accordance with the Law on free access to information of public importance ("Official Gazette of the Republic of Serbia, No. 120/04, 54/07, 104/09 and 36/10) - hereinafter: the Law).

**Chapter I**

**Information Booklet about work, its creation and publication**

 **Information Booklet about work**

**Point 2**

Information Booklet about work (hereinafter: Information Booklet is a unique document which may contain appendixes and has been developed and published in accordance with this Instruction. Information Booklet has structurally identical versions in different languages and scripts, when prevised by this Instruction.

**Name**

**Point 3**

Information Booklet Information Booklet is marked by the state authority with the name which contains exclusively the term " Information Booklet about work”Information Booklet and the name of the state authority that creates it, that is, the names of the state authorities that create it together.

**Deadline**

**Point 4**

It will be considered that the state authority fulfills the obligation under Article 39 paragraph 1 of the Law on the creation of Information Booklet about work Information Booklet at least once a year, if it regularly updates that document, produced in earlier years, in accordance with this Instruction.

**The joint bulletin about the work**

**Point 5**

It is possible and preferrable that several state authorities, rather than separate ones, make the joint bulletin about the work, if it is the case with the authorities whose areas of work are closely related to each other, and when there is the interest from the standpoint of providing comprehensive information to the interested parties (for example, all the authorities of local self-government from one city or municipality, the authority of the local self-government and public company or public institution in the same city or municipality, a public company and companies).

The joint bulletin about the work from the paragraph 1 of this point contains all the information that Information Booklet of any state authority should contain, in case it was created separately, as well as the indication of which parts of Information Booklet refer to all state authorities or which parts are specified to some of the authorities.

In Information Booklet from paragraph 1 of this point are added the statements of responsibility for the accuracy and completeness of information and regular updates of each part of Information Booklet .

**Partially joint content of Information Booklet about the work**

**Point 6**

It is preferrable that several state authorities that perform the same or related tasks (e.g., the same jobs with the authority on different territories) create together the parts of Information Booklet which are common to all such authorities, in order to reduce the costs of the creation and presentation of information about the work of the state authorities in the best way.

The recommendation from paragraph 1 of this point does not exclude the possibility of entering data which are specific to one state authority, into the commonly written parts of the content of Information Booklet .

**More bulletins of the same state authority**

 **Point 7**

When within of one state authority there are organizational units with a high degree of independence and when the taks of organizational units are significantly different from the tasks performed in the rest of the state authority, the state authority will prepare a special bulletin for that organizational unit, that is to authorize or commit the organizational unit to do it by itself.

The organizational unit can, even without authorization or obligation from paragraph 1 of this point, create and publish Information Booklet in accordance with this Instruction.

In the case of paragraph 1 of this point, Information Booklet about the work of the state authority is entered only with the appropriate notice and such bulletin doesn’t contain the information related to that organizational unit.

**The responsibility for the accuracy and completeness of information**

**Point 8**

The accuracy and completeness of the information in Information Booklet Information Booklet , proper preparation and publication of Information Booklet and its regular updating is the responsibility of the head officer of the state authority.

**Using the data from Information Booklet**

**Point 9**

 Everyone can rely on the accuracy and completeness of Information Booklet about work Information Booklet , on the date it was last updated or other date that is specified in Information Booklet .

Using the data from Information Booklet is free and when copying passages from Information Booklet Information Booklet in the document that is published or presented to other persons as their own, the source of the data should be quoted.

**Asking for advice**

**Point 10**

The state authority, that is the persons responsible for the creation and publication of Information Booklet Information Booklet will ask for advice from the Commissioner for information of public importanceand protection of personal data, when it has the doubts concerning the creation and publication of Information Booklet Information Booklet and the meaning of the provisions of this Instruction.

**Publication on the internet**

**Point 11**

 The state authority which owns, leases or on some other basis, alone or with others, uses web presentation (web page), is obliged to publish Information Booklet on that web presentation.

Information Booklet is placed on the web presentation from paragraph 1 of this point, so that the term “Information Booklet about the work” is visible on the homepage or on the first page after the welcome page, as the part of the basic offer (menu) or in the form of the special mark (banner).

 The state authority which doesn’t own, lease or use web presentation is obliged to call upon the other relevant state authority (for example, the authority that entrusted it the public authority, the authority that carries out the activities of the supervision over that authority, etc.) to publish Information Booklet on its web-presentation.

The state authority which supervises the work of the authority from paragraph 3 of this point, and the state authority which entrusted the authority from paragraph 3 of this point the public authority, is obliged to publish on its web presentation Information Booklet of the state authority from paragraph 3 of this point.

On the web presentation from paragraph 1, that is paragraph 4 of this point, there must be a special web page dedicated to the publication of Information Booklet , on which it is possible to download Information Booklet in electronic form (“web address of Information Booklet ”).

The title of the web address of Information Booklet contains the whole term of Information Booklet .

The name of the web address of Information Booklet should not be changeable under the changes of the structure of the web presentation or technological solution which is used by the web presentation, it shouldn’t be too long or inappropriate for inscription in any other way.

The web address should be within “RS” domain.

**The language and the script of Information Booklet**

**Point 12**

The state authority creates the Information Booklet in Serbian language and it uses the Cyrillic script.

When the Information Booklet is published on the web site that has both cyrillic and latin version, the state authority is obliged to publish the Information Booklet in the Latin script too, and to set such an Information Booklet in the Latin version of the web site.

When the Information Booklet is published on the web-site that exists only in the Latin version, the state authority sets on the web site both the latin and cyrillic version of Information Booklet .

The state authority creates the Information Booklet in lagunages of national minorities which are officially used on the territory including the headquarter of the state authority.

The Information Booklet written in the language of the national minority is published on the version of the web presentation which is created in the language of that national minority.

If the version of web presentation in the language of the national minority doesn’t exist, the Information Booklet written in the language of the national minority is published on the Serbian version of the web presentation.

The versions of the Information Booklet in different languages and scripts must be uniformed in content at least 15 days before the day of entering modifications or additions.

The Information Booklet can be written and published in Latin script, in the language of the national minority or in a foreign language even when it is not an obligation.

**The obligation to provide the copies of the Information Booklet**

**Point 13**

The state authority doesn’t have the obligation and shoud not print Information Booklet , except at the request under the article 39 paragraph 2 of the Law.

The state authority which published Information Booklet on the Internet, is allowed to refuse the request of the interested party for receiving the printed copy of Information Booklet , applying the provision of the article 10 of the Law.

The state authority will fulfill its obligation from the article 39 paragraph 2 of the Law, so as to enable the interested party to view the electronic version in the premises of the state authority or to print Information Booklet on the spot, for that purpose.

The state authority shall fulfill its obligation under article 39 paragraph 2 of the Law to give a copy of Information Booklet to any interested party, so that it will save Information Booklet on the media of the interested party (e.g., a USB port) without charge, save Information Booklet on the media of the state authority (e.g., a CD) with the charge of necessary costs, or print the Information Booklet at the request of the interested party or parts of Information Booklet for which the party is interested with the charge of necessary costs.

The interested party in paragraph 2 to 4 of this point is allowed to view or it is given the copy of a versions of Information Booklet , written in the script and the language which the party chooses.

**The way of creation and publication of the Information Booklet**

**Point 14**

 Information Booklet is necessarily created as a single electronic document.

Information Booklet is made in a word processing program and published in that form or another for which it is reasonable to expect to be accessible to most potential users without additional investments.

Information Booklet must be published in a way that the document can be searched based on words or parts of words in the language and script in which the searched bulletin is written.

Information Booklet must be published so that the text in it can be copied and transferred in the identical form in the user’s document.

Information Booklet must be placed on the web presentation with the enabled option for direct download of the entire document.

The state authority will too enable downloading or reading the parts of Information Booklet .

In order to make Information Booklet available to persons with disabilities, the state authority will tend to create Information Booklet in a way that it is available to those persons (in a suitable textmode in Braille for the blind and visually impaired persons, that is with the public communication by means of sign language for deaf and hearing impaired persons) .

**Text, images and links in Information Booklet**

**Point 15**

It is not allowed to add the texts in form of the images in Information Booklet (e.g. scanned documents).

It is allowed to add in Information Booklet the illustrations, photos and graphical view that serve the purpose of Information Booklet or make it more precise and more beautiful and at the same time do not interfere with ease managing in the text and do not significantly impede the download of the document.

When the links are added in Information Booklet , it is done in such a way that in reviewing Information Booklet in the electronic form, the click on the link leads to the appropriate web-page, where the visible link text matches the web address to which the link leads.

In terms of technical capabilities, the web-address in the link should be chosen so that it does not change during the change of the structure of content on the web presentation the change of technological solutions that web-presentation uses, it shouldn’t be too long or otherwise unsuitable for adding.

**The appearance of Information Booklet**

**Point 16**

 Information Booklet can be made in any format and any color of the letters and background, if the text is fully legible and clear after printing on A4 page in black and white.

At the top, bottom or side margin of each page of Information Booklet when printing, the page number and a label that contains the words: "Information Booklet about the work", the name of the state authority to which Information Booklet refers to and the date of the last update must be visible.

**Updating of Information Booklet**

 **Point 17**

 The state authority is obliged to regularly check the accuracy and completeness of the information published in Information Booklet and to, by the end of each calendar month, take in the changes that occurred during the month.

If any information in Information Booklet if out of date or some part of Information Booklet is incomplete, but the text fot the amendment of Information Booklet has not yet been prepared, the state authority takes in a note of it.

**The parts of Information Booklet**

**Point 18**

Information Booklet is created so as to include the mandatory parts as separate chapters and it is mandatory to enter all the information required under this guidance in each part.

Information Booklet may also contain other parts than mandatory, as well as the other information than mandatory, within mandatory parts.

If the state authority considers that a mandatory part is not relevant to that authority or that there are no data related to that part, such claim and explanation must ne written in Information Booklet in the part where the mandatory part in question would be found.

**Chapter II**

**Mandatory parts of Information Booklet**

**The review of the mandatory parts of Information Booklet**

**Point 19**

The mandatory parts of Information Booklet are as follows:

1. the content;

2.the basic information about the state authority and Information Booklet ;

3. the organizational structure;

4. the description of the functions of the officers;

5. the description of rules related to public work;

6. the list of commonly requested information of public importance;

7. the description of the jurisdiction, powers and duties;

8. the description of actions within the jurisdiction, powers and duties;

9. listing of the rules;

10. the services that the authority provides to the interested parties;

11. the procedure in providing services;

12. the review of data on services provided;

13. the data on income and expenditure;

14.the data on public procurement;

15. the data on state aid;

16. the data on paid salaries, wages and other income;

17. the data on the means of work;

18. storing of the information carriers;

19. types of information held;

20. types of information which the state authority uses to enable the access and

21. information on submitting requests for the access to information

**The content**

**Point 20**

 Information Booklet must have the content on the next page after the title, on the last page or on the last page before appendixes.

The content of Information Booklet is made so that the page where the content is placed is directly connected with the place in Information Booklet that corresponds to the particular title from the content.

**The basic information about the state authority and Information Booklet**

**Point 21**

The following basic data about the state authority and Information Booklet are entered into Information Booklet :

1. the name, the address of the headquarters, identification number, tax identification number and electronic mail address specified for the receipt of electronic communications of one or more authorities or organizational unit to which Information Booklet is reffered to;

2. the name of the person responsible for the accuracy and completeness of the information contained in Information Booklet and the designation of parts of Information Booklet and the actions that certain persons carry out;

3. the date of first publication of Information Booklet ;

4. the date of last amendments or the date of the last check on basis of which it was concluded that the amendments were not necessary;

5. the note containing the information about the place where Information Booklet can be viewed and how can one get the printed copy of Information Booklet and

6. the web-address of Information Booklet (the address from which you can download the electronic copy of Information Booklet );

The basic information about the state authority and Information Booklet fromparagraph 1 must be visible on the web page of Information Booklet .

**Organizational structure**

**Point 22**

 The data about the organizational structure of the authority is entered into Information Booklet in graphic and narrative form.

Graphical representation (diagram, scheme) is made so as to represent all the organizational units and relations of superiority and subordination that exist among them, indicating the full or abbreviated term of the organizational unit in the appropriate field.

The authority which has the complex organizational structure can dispay it in several charts.

The narrative overview of the organizational structure contains the following information about the organizational units: the name, review, that is short description of the operations performed, the names and titles of the managers as well as contact information.

The data on operations which organizational unit performs are entered according to the real situations, not according to the prescribed one, if there is a difference between them.

If the state authority published on the web presentation the valid act on the job classification or other document which describes the tasks of individual organizational units that should be performed, the link to that document is entered into Information Booklet .

The authority that hasn’t published the Act from paragraph 6 of this point on the web presentation, should enter into Information Booklet the data on the operations that the organizational unit should perform based on that Act.

The comparative data on planned and actual number of employees and other persons employed (e.g. the agreement on temporary work, the employment contract) in organizational units, are entered into narrative overview or separate table.

If due to the confidentiality of the affairs of the organizational unit performs it is necessary, some data from paragraph 4 to 8 of this point might be excluded.

**The description of the officers’ function**

**Point 23**

 Information Booklet is entered by the function names and names of the head officers of the state authority.

Information Booklet is entered by a brief description of powers and duties of some head officers of the authority.

Information Booklet is entered by the data on the procedures applied by the head officers of the authority in the process of making decision and the kind of decisions made.

If any of the information in paragraphs 1 to 3 of this point are referred to in other parts of Information Booklet , instead of the description, the note about the place in which chapters the information can be found is placed here.

**Rules relating to public work**

**Point 24**

The lists of regulations, rules and decisions governing the transparency of the work, exclusion and restriction of the transparency of the work of state authority, whether they were brought by the state authority or someone else, are entered into Information Booklet .

The data from paragraph 1 of this point are entered by specifying the name of the regulations, rules and decisions, the year and the place of their publication, respectively the places where the text of the document can be downloaded.

The following data are entered into Information Booklet , the note that the datum doesn’t exist or the note that the obligation from this Instruction is not applicable in case of the specific authority:

1. tax identification number of the state authority;

2. working hours of the state authority and its organizational units, if it is different from others;

3. physical and electronic address and contact numbers of the state authority and organizational units as well as of the officers authorized to act upon the requests for information;

4. the contact details of persons who are authorized to cooperate with journalists and the media;

5. the layout and description of the procedure for obtaining the identification features for monitoring of the work of the state authority;

6. the appearance of identification characteristics of employees in the state authority who may come into contact with the citizens according to the nature of their work or a link to the place where it can be seen;

7. the description of the accessibility of premises for the work of the state authority and its organizational units for persons with disabilities;

8. the possibility of attending the meetings of the state authority and direct access to the work of the state authority, the way of the introduction to time and place of meetings and other activities of the state authority wherethe attendance of the citizens is allowed and the description of the procedure for obtaining the approval to attend the meetings and other activities of the state authority, if such approval is required;

9. the permission of audio and video recording of the facilities used by the state authority and activities of the state authority and

10. all the authentic interpretations, expert opinions and legal opinions in connection with the regulations, rules and decisions in paragraph 1 of this point.

**The list of most frequently requested information of public importance**

**Point 25**

Information Booklet is entered by the list of most frequently requestedinformation of public importance.

Information from paragraph 1 of this point are those which the same state authority requested several times, whether the search was carried out with the request for the access to information or otherwise.

The way of requesting information from paragraph 1 of this point is entered in Information Booklet (for example, the requsts for the access information, phone calls, official requests, informing in the premisses of the state authority).

 In case of the information which are expected to be requested and after being published in Information Booklet , because of their actuality, apart from the description of requests or inquiries, the information itself will be added into Information Booklet , without data which will identify the person requesting information or another person, without their consent.

If, due to changes in regulations or for other reasons, the information referred to in paragraph 4 of this point has become false or irrelevant, Information Booklet must be updated so that the inaccurate or irrelevant information is deleted or changed by setting a new one or setting the notes about the period in which the information was true or relevant.

If the state authority normally publishes answers to frequently asked or expected questions about some topic, link that leads to these responses is added in this part of Information Booklet . The authority also sets here the links to the case law, official opinions and explanations on the implementation of the regulations published on the Internet.

The state authority which has an information service or a service that provides answers to citizens’ questions, in this part of Information Booklet provides the links to appropriate parts of the web-presentation or information about info-service or services.

**The description of the responsibilities, duties and powers**

**Point 26**

The data on the jurisdictions, duties and powers of the state authority are added into Information Booklet .

The description of the jurisdictions, duties and powers shall be entered into Information Booklet based on the relevant provisions which define responsibilities, duties and powers in such a way that it provides more information to the average reader than he would be provided only with reading the provisions itself.

Information Booklet is entered by the duties of the state authority which don’t derive from the provisions, but on some other basis (e.g. strategy, the colclusion of the Government, directions).

The powers are displayed in connection with the obligations whenever it is appropriate, whether by stating the powers that the state authority uses when fulfilling an obligation, or in a special tableview of obligations and powers.

**The description of acting within the jurisdiction, duties and powers**

**Point 25**

 A brief description of the actions of the state authority within the jurisdiction, duties and powers is entered in Information Booklet .

 In the description specified in paragraph 1 of this point, it is stated:

1. which act results in the obligation of the state authority;

2. whether the state authority performed the specified duty or not in the past and whether it currently performs it;

3. the way in which the state authority fulfilled its obligation or it is still running (e.g., by the adoption of an act, the performance of certain checks, the establishment of certain services, performing certain procedures);

4. which powers were used by the state authority or are being used in fulfilling the obligations, if that is not obvious from the description of duties and

5. from which act derives the powers which the state authority used or is using, the state agency that served or is serving, if not the same act by which the obligation is laid down;

The state authority supports the data on the actions, by the use of specific examples, while not stating the data on the persons without the consent of the persons to whom the information pertains, respectively it performs the previous anonymization of personal data.

The state authority enters in Information Booklet the statistical and other information about the implementation of obligations and procedures in the execution, in the first previous and current year or other relevant period, including plans to carry out commitments, if they existed or exist.

If the state authority prepares a work plan and report on the work, or other document of related nature, the notice about that is given here and link to the place from which these documents can be downloaded is set.

If the state authority does not constitute a plan or report, the notice about that is given here.

**Citing regulations**

**Point 28**

 The names of the regulations applied by the state authority in its work are entered into Information Booklet .

It is obliged that the full title of the regulation or other act which determines the scope and authority of state authority, respectively the jobs which the authority performs.

 The state authority alleges the full name of the other regulations which are often used in his work as a list.

In the list from paragraph 3 of this point are separately grouped regulations that the state authority itself established.

If the regulations referred to in paragraphs 2 to 4 of this point are posted on the web page, the links that lead to these regulations or to individual web pages on which all such regulations are put here.

**Services provided to the interested parties**

**Point 29**

 Information Booklet contains the information about the services that the state authority, within the scope defined by the law, directly provides to the interested individuals and corporate entities. The services that state authority provides only to other state authorities, their employees or members, don’t need to be described in Information Booklet .

The service in paragraph 1 of this point refers to the activity of the state authority, in connection with which, on the basis of laws and regulations, individuals and corporate entities have the right or ability to require from the state authority to act in a certain way.

The service in paragraph 1of this point refers to the activity of the state authority, which the state authority is not required to provide by the law or other regulations, but the state authority still conducts, providing interested parties the opportunity to require from the state authority to act in a certain way.

Information Booklet enlists all the services from paragraph 1 and 2 of this point, by the name and description, as well as the information about the obligation of providing certain service (mandatory, citing the regulations that the obligation; optional, stating the decision of the state authority to provide such a service, the provision of the service is mandatory, but the modality of service is optional).

For each service the following data must be enlisted: a brief description of what it consists of; citing the categories of persons entitled to service; specifying conditions that persons must fulfill to be provided by the services; is the deadline for the provision of the service prescribed and what is the deadline; how the service can be obtained (e.g., request, application); during which period it is expected that services be provided, regardless of whether it is prescribed or not and whether the expected time differs from the prescribed one. Information Booklet is entered by other useful information about the services, if it is appropriate to their nature (e.g. quality of services that can be expected).

 If all data for a particular service in paragraph 5 of the point are mentioned in the part of bulletin ”procedure to provide services", in this part of Information Booklet some information may be omitted, indicating the pages of Information Booklet where more detailed information about specific service can be found.

In Information Booklet is especially pointed out which services are delivered electronically, by posting links to relevant pages of the web-presentation.

**The procedure of providing services**

**Point 30**

The data on the procedure of obtaining the service provided by the state authority are entered into Information Booklet .

The state authority describes the action (e.g., the oral request to the officer, the specific phone call, submitting the written request or application, filling in the application on web - presentation, etc..) that the interested party may take to initiate the procedure for obtaining services, for each service separately and in addition gives information on fees and procedure costs, the evidence submitted by the applicant, other useful information connected to the submitting of the applications (address, office number, counter, web address, email address, working hours with clients, etc..) as well as the information when and how one can obtain information about the procedure.

The state authority describes briefly the details of the procedure after the actions

from paragpraph 2 of this point (for example, checking the accuracy of data in the request, the review of the database, inspection checks on the ground, making solutions, etc..), for each service separately. When the procedure differs in relation to the circumstances of the case, the authority describes the typical or most frequent situations noting that the procedure can be different.

The state authority is obliged to state whether the interested person may lodge an appeal, complaint or other legal means in case he/she is not satisfied with made decision, action or omission of the state authority, respectively, the fact that service is not provided or not provided in a certain way, whom the interested parties may contact for this reason, in what time and under what conditions, for each service separately.

When a dissatisfied person may contact any person or body within the same authority, the data on the prescribed dates or expected actions of that person or authority are entered into Information Booklet .

The examples of typical documents from this point of the Instruction (eg, a completed application, a resolution or response of the state authority, completed appeal or objection, the answer to the complaint, etc.), on the basis of real or fictitious examples, where information on the basisi of which it could be possible to determine the identity of the person are replaced by fictional, abbreviated or descriptive information.

Information Booklet is entered by the links that lead to the place on the web presentation where an application form for obtaining the services and other data services can be completed or downloaded.

**The review of data of provided services**

**Point 31**

 The data on services provided in the previous and current year are entered in Information Booklet .

The data in paragraph 1 oh this point must include table review: the number of requests for certain service, the number of cases in which the services was provided (especially in the period and after the deadline), the number and types of measures taken by the state authority (if appropriate), the number of cases in which remedies were used in cases where service was not provided or when the person was not satisfied with the service and review of decisions by such legal means, by type.

The state authority that allows searching or obtaining information on the procedures that are in progress, enters in Information Booklet the link that leads to such search or information about where the information can be obtained.

**The data on revenues and expenditures**

**Point 32**

Information Booklet is entered by the data about planned, approved and actual revenues and expenditures of the authority in the current the first previous and next year, as a table in which the revenues and expenditures are shown in total and by item.

The data on the planned revenues and expenditures for next year, the budget users enter from the financial plans and other state authorities from the financial plan or other document that has a similar purpose. If the proposal of the financial plan of budget’s users is accepted in whole, or, if the consent onthe financial plan of another public authority is given, this table is removed from Information Booklet when in the beginning of the year to which the plan applies.

The data on allowed revenues and expenditures in the first previous and current year are entered by the budget’s user by transferring the table of budget allotments from the laws or decisions on the budget, which applies to it and another state authority by transferring table review of revenue and expenditure from the financial plan or other document that has a similar purpose.

The data on actual revenues and expenditures during the previous year are entered by the budget user by the transfer of table of budget allotments related thereto from the proposed law or resolution on the Annual Financial Statement, that is, by law or decision on the Annual Financial Statement, and other state authority by transferring the table view of revenues and expenses from a document in which they are displayed by the same items as in the financial plan.

The data on actual revenues and expenditures during the current year are entered by the budget’s user by transferring the table from the periodic report made on the basisi of rules governing the budget system and other body based on periodic reports which are made over the year.

If possible, the state authority can and should, for ease comparison and tracking data, instead of separate tables make one, which would show comparative revenue and expenditure on certain items, that is, the positions in the first previous, current and next year.

Information Booklet is entered by the information on whether the budget in previous years were audited, and if so, the findings of auditors and specifying the place where the audit report can be downloaded from the internet or supplied on request.

Information Booklet is entered by the data on where the interested person can download (link to a document posted on the web presentation) or obtain at the request (name of the authority that owns the document) the following information: full text of the law decision on the budget, an explanation of the proposition of the financial plan, that is the financial plan; narrative part and explanation of the law or resolution on the Annual Financial Statement or other document showing the actual revenues and expenses during the year; a narrative explanation of the data on revenuese and expenditures during the year, if such document exists.

**The data on public procurements**

**Point 33**

Information Booklet is entered by the plan of public procurements of the state authority for the first previous and the current year.

Information Booklet is entered by the data on conducted public procurements in the first previous year and in previous quarters of the current year, by transferring data from the reports which are made in accordance with the Law governing the public procurements.

The state authority which conducted the procurements that are exempt from the application of the law governing public procurements at some base (e.g., urgency, confidentiality) Information Booklet is entered the data about the total value of such procurements on any base of the exclusion in the past and the current year.

The state authority, which published on the web presentation the plan and reports paragraph 1 and 2 of this point may specify in Information Booklet only the total value of the planned and actual public procurements and the link to the documents that contain the complete information.

Information Booklet is added by link to the place on the web site of the state authority where the information about the current public procurements are being published.

**The data on state aid**

**Point 34**

The data on funds that the authority grants to other persons (e.g., certain categories of economic entities or population) on some basis which does not involve an obligation of equal givings in return to the state authority (eg, transfers, subsidies, grants, donations, participation in financing projects, loans under favorable conditions, exemption from payment of fees, land transfer, preferential lease rates, etc.) - hereinafter referred to as "state aid".

The data from paragraph 1 of this point are entered in Information Booklet even when they don’t have the character of the state aid in the sense of the law governing that matter or when a certain type of the state aid is exempted from the scope of the law.

 Information Booklet is entered by the following data on the state aid: type, legal basis, the amount or estimation of the amount of funds allocated in the first previous and current year, the amount or estimation of the amount of funds which assignment is planned in the first previous and the current year and the number or estimated number of users .

Information Booklet is entered by the link to the documents that contain detailed information on state aid or the names of the documents in which such information are contained.

**The data on paid salaries, wages and other income**

**Point 35**

 Information Booklet is entered by the data on the amount of wages or salaries of the managers, as well as the data on the amount of wages or salaries of certain categories of employees, according to the account balance from the previous month.

Information Booklet is entered by the data on paid wages and other income during the previous and the current year, the head officers of the state authority and all other persons who are considered public officials individually, and for employees in the total amount, stating the nature or basis of wage.

**The data on the means of work**

**Point 36**

 Information Booklet is entered by the data on immovable and movable things which represent the assets of the state authority, as well as other material means used by the authority on the basis of international and other cooperation and assistance.

Information Booklet is entered by the data about the immovable and movable things that the state authority uses on other basis, as well as the base of use.

The data on the movable and immovable things referred to in paragraphs. 1. and 2 of this point are entered according to the records kept of the means of work, according to the latest inventory record, if not older than one year, or based on a list that would be made for the needs of Information Booklet ’s creation.

The data on the movable and immovable things are displayed by the list where they are listed individually or in groups based on similarity, whereas their number is displayed, the place to find, file, or the essential characteristics, cost and / or book value, the name of the organizational unit that uses them, data on the condition of usability, data on whether these are the means from paragraph 1 or in paragraph 2 of this point and other relevant information.

If the complete list of information under this section is published on the web presentation, the authority may add in Information Booklet the summary data and the link to the place where the complete information can be found.

If the fact that the authority owns or uses a particular immovable or movable things, the number of items, information on their value of use and characteristics, data on the organizational unit that uses them, or the value of these things are secret in accordance with the law governing the confidentiality of information, Information Booklet is entered only by the data that are not secret, with a note on which the data are omitted on this basis.

The data on the funds obtained from the international and other cooperation and assistance under paragraph 1 of this point should include data on previous and current year on from whom, on what basis and what objectives should be achieved for what are the same assigned, as well as the data on the utilization of funds and achieved results or the reasons in case that the project, contract or other work on this basis, is not implemented.

**Storing of information carriers**

**Point 37**

Information Booklet is entered by the data on the types of information carriers which the state authority owns, as well as the place and way of their storage.

The information carriers are identified by type, determined and estimated quantity, as well as the type of data which they store, is there is a record on that.

The data on the location of storage of information carrier are related to the storage place for the individual organizational units or specific areas within the authority (eg archives, libraries, electronic databases) and the storage place inside the premises (eg, metal cabinets, shelves with folders, common server or individual computers).

While describing the storage of information carriers the state authority may evoke the rules of the office operations and provide the name of the act which shall regulate these issues, but is required to describe briefly the way of keeping in practice (eg, whether the security recording of data to another carrier is carried out, whether the computers are protected from viruses, does anyone other than employees has the access to the information carrier, whether it is periodic review of compliance with the requirements for storing information carriers etc.) and to indicate whether the storage conditions comply with the regulations or the need to preserve, if there are no such regulations.

The state authority can and should publish the list of storage duration of individual carriers of information (generally or in the premises of the state authority, before handing the archives), for the typical kinds of information, especially if such a list already exists or is possible to make it in the short term.

 If any information occurred in the work or connected to the work of the state authority on the information carriers that are kept by another state authority (e.g., common administrative offices republican authorities, archive center), it is mandatory that the data on it is added into Information Booklet .

**The data on the types of information in possession**

**Point 38**

 The state authority is obliged to draw up a list of all types of information that have occurred in work or are related to the work of the state authority and that are held by public authorities and that such a list is entered in Information Booklet .

The types of information specified in paragraph 1 of this point may be, for example, the following: the collection of regulations, issued opinions, minutes of meetings, decisions, appeals, concluded contracts, sound and video clips from the events organized by the state authority, citizens' letters, e-mail and received messages on a car phone bid on public procurement and public calls, documents on payments, the documents of employees, documentation of the conducted contests, drafts of the documents in preparation and official records, the application of the parties and so on.

When the information held by the state authority only in a certain period of time (eg, only in the last five years) or in a particular part of the areas of activity of the state authority where they arise (eg only on the territory of Belgrade, although the authority works at the national level), the data is entered into the list.

If it possesses such an information, the state authority enters in the list from paragraph 1 of this point the data on the number of certain types of documents in its possession.

**The data on the types of information for which the state authority enables the access**

**Point 39**

 The list of the point 38 paragraph 1 of this Instruction, is added by the information of whether the state authority enables the access to the data of specific type.

The information on enabling the access is entered in one of the following ways:

1. the approach is allowed without restriction;

2. the approach is in principle allowed without restriction, except in situations described by the state authority (for example, "to access the records from the meetings has no limits except when the meeting is closed to the public"; "the access to the submissions of the parties without restriction is allowed only to the parties in this proceeding ") or

3. there is a possibility that access to information is denied under the Act, giving the basis for a possible total or partial denial of information from the articles 9, 10 or 14 of the Law (e.g., that the access to the press releases issued by the state authority will not be allowed, because it has already been published on the web-site of the authority, that the access to thedocuments from the pre-trial proceedings will not be allowed, that the access to the data on the number of current accounts of employees will not be allowed).

**Information on submitting the requests for the access to information**

**Point 40**

Information Booklet is entered by the data on the way of submitting the requests for the access to information.

The state authority is required to accurately describe all aspects of the submitting of requests which can be used by that authority, and relevant contact data for the submitting, such as: postal address, fax number, address for reception of electronic mail, the exact place (eg, address, number of desks or offices) and the time in which the request may be submitted orally on the record.

The state body shall state the following information, by transferring or description of the Law’s provision:

1. that anyone can apply for the access to information;

2. what information the application must contain;

3. that the request does not specify the reason for the request;

4. how the right of access can be achieved (insight, copy, etc..)

5. that the state authority may charge only the costs of copying and sending a copy of the document containing the information and what is the amount of the costs of copying;

6. that the state authority is obliged to act upon the request without delay and not later than 48 hours, 15 days or 40 days depending on the type of information requested;

7. that the state authority is obliged to provide access to information or to make a decision to refuse the request for the reasons specified by law;

8. that the applicant has the right to appeal or the right to initiate administrative proceedings against the state authority, and if the authority grants the request or not to issue a decision that the request is refused and

9. that the applicant has the right to appeal or the right to initiate an administrative dispute, the conclusion that the asylum application is rejected as irregular.

The state authority may refer to potential seekers of information on how to describe the information they seek in a more accurate way, in order to achieve faster access to information.

The state authority entered in Information Booklet the links to the forms of the request and appeal, or the rush notes and the complainant who has published on its web site or for the link to those forms that have been published on another web site.

The state suthority may enter into Information Booklet , as an appendix, the form of the request which is addressed to that authority, the form of the appeal addressed to the Commissioner for Information of Public importance and the protection of personal data (only if the appeal against the decision of that authority is allowed), the form addressed to the rush notes authority and action in administrative proceedings, addressed to the Administrative Court (only if the appeal against the decision of that authority isnot permissible).

If the forms mentioned in paragraph 6 of this point are not published on the website of the authority, the authority should enter them in Information Booklet .

**Act III**

**Transitional and final provisions**

**The obligation of the creation and publication of Information Booklet in accordance with this Instruction**

**Point 41**

 The state authorities are obliged to create and publish Information Booklet in accordance with the provisions of this Instruction in the period of 3 month from the day this Instruction enters into force.

**The termination of the validity of the previous Instruction**

**Point 42**

After the expiration period of 3 months from the date of entry into force of this Instruction, shall cease the validity of the Instruction for the publishing of Information Booklet about the work of the state authority ("Official Gazette, No. 57/05).

**Entry into force**

**Point 43**

This Instruction shall entry into force on the eigth day from the day of publishing in “Official Gazette of the Republic of Serbia”.

No: 021-01-16/2010-01

In Belgrade, 14.09.2010.

Commissioner

Rodoljub Sabic