



Emerika Bluma 1, 71000 Sarajevo  
Tel. 28 35 00 Fax. 28 35 01

## **Legal Department**



# **LAW ON REPUBLIC ADMINISTRATION**

**“Official Gazette of Republika Srpska”, 115/18**

# **LAW ON REPUBLIC ADMINISTRATION**

## **CHAPTER ONE - GENERAL PROVISIONS**

### **Article 1**

The present Law shall establish ministries, republic administrations, republic administrative organizations (hereinafter: administrative authorities), regulate the principles of their work, administrative tasks, internal organization of administrative authorities, structure of administrative authorities, internal supervision, conflict of interest, taking decisions as per appeals, exemptions, relationship of administrative authorities with other authorities and organizations, transferring and entrusting administrative tasks, transparency of work and relations with citizens, means for the work of administrative authorities, civil servants and non-civil service staff, office management and other issues relevant for the establishment, organization and operation of Republic administration.

### **Article 2**

- (1) Republic administration (hereinafter: the administration) shall be a part of the executive power of Republika Srpska performing the administrative tasks within the framework of rights and obligations of Republika Srpska (hereinafter: the Republic).
- (2) The administrative tasks shall be performed by ministries and other republic administrative authorities.

### **Article 3**

- (1) The administrative authorities shall be established by law.
- (2) The scope of competence of administrative authorities shall be defined by law.

### **Article 4**

- (1) The work of administrative authorities shall be subject to supervision of the Republika Srpska Government (hereinafter: the Government).
- (2) The Republika Srpska National Assembly (hereinafter: the National Assembly) shall supervise the work of administrative authorities through the supervision of the work of Government and its members.

### **Article 5**

- (1) The work of administrative authorities shall be subject to control carried out through administrative and other supervision, judicial control and other forms of control, in accordance with the law.
- (2) The judicial control of the legality of individual administrative acts of administrative authorities shall be provided within administrative disputes.

### **Article 6**

Individual administrative tasks may be entrusted by law to local self-government units,

public companies, public institutions and other organizations (hereinafter: holders of public powers).

#### **Article 7**

- (1) The work of administrative authorities shall be public.
- (2) Data, documents, reports and information of administrative authorities shall be available to physical and legal entities, except in cases prescribed by law.
- (3) The administrative authorities shall be obligated to provide for the public the insight into their work in accordance with the law regulating free access to information.

#### **Article 8**

The activities of administrative authorities shall be based on principles of legality, independence, accountability, professionalism, impartiality, political neutrality, efficiency, effectiveness, timely conduct in decision-making, respect for the clients and operational transparency.

#### **Article 9**

- (1) Political organizations shall not be allowed to be established or to operate within the administrative authorities.
- (2) Civil servants and non-civil service staff shall be prohibited from expressing or advocating their political beliefs while performing their duties..

#### **Article 10**

- (1) The Republic shall be liable for any damage caused to a physical or legal entity as a result of illegal or improper work of administrative authorities.
- (2) The holders of public powers shall be liable for any damage caused to a physical or legal entity as a result of illegal or improper work of administrative authorities while performing assigned administrative tasks.

#### **Article 11**

Operating assets required for the work of administrative authorities shall be provided in the budget of the Republic.

### **CHAPTER TWO –ADMINISTRATIVE AUTHORITIES**

#### **Article 12**

- (1) Administrative tasks shall be performed by ministries, republic administrations and republic administrative organizations.
- (2) Ministries shall be established for one or more affiliated administrative areas, depending on the type, importance and scope of those tasks and the need to provide the Republic development strategy.
- (3) The administrative authorities within the ministries (secretariates, institutes, directorates, funds, agencies and centres) shall be established for the purpose of performing the

particular administrative tasks falling within the scope of competence of ministries, which due to their nature, completeness and method of operation require certain independence and special organization.

(4) Administrative organizations shall be established for the purpose of performing expert and similar administrative tasks, the nature of which requires a greater level of independence than the one exercised by an administrative authority within the ministry.

(5) Administrations shall be the authorities which directly enforce the laws and other regulations and decide about the rights and obligations of physical and legal entities.

(6) Secretariates shall be the administrative authorities which primarily perform the expert tasks, with the possibility of performing certain administrative and other tasks.

(7) Institutes shall be the administrative authorities which perform expert and similar administrative tasks by applying various scientific methods and knowledge.

(8) Directorates shall be the administrative authorities which primarily perform various expert and similar administrative tasks.

(9) Agencies shall be the administrative authorities which perform various expert and similar administrative tasks, carried out by applying market principles, i.e. providing services and ensuring improvement and development.

(10) Centres shall be the administrative authorities which primarily perform various expert tasks.

### **Article 13**

(1) Pursuant to the law, administrations and administrative organizations may have the capacity of a legal entity.

(2) Exceptionally, with the approval of the Government, administrative authorities may provide services falling within their scope of competence to physical and legal entities in return for an appropriate compensation.

### **Article 14**

(1) Regional units of administrative authorities may be established outside the head office in order to perform the tasks established by law that fall within the scope of competence of the respective administrative authority.

(2) The establishment, competence and status of the regional units shall be defined by an act on internal organization and job systematization.

### **Article 15**

Ministries shall be as follows:

- 1) the Ministry of Administration and Local Self-Government,
- 2) the Ministry of Justice,
- 3) the Ministry of Finance,
- 4) the Ministry of Education and Culture,
- 5) the Ministry of the Interior,
- 6) the Ministry of Health and Social Welfare,
- 7) the Ministry of Family, Youth and Sports,
- 8) the Ministry of Energy and Mining,
- 9) the Ministry of Trade and Tourism,
- 10) the Ministry of Labour and Protection of War Veterans and Disabled Persons,

- 11) the Ministry of Transport and Communications,
- 12) the Ministry of Scientific Development, Higher Education and Information Society,
- 13) the Ministry of Agriculture, Forestry and Water Management,
- 14) the Ministry of Spatial Planning, Construction and Ecology,
- 15) the Ministry of Economy and Entrepreneurship,
- 16) the Ministry of European Integration and International Cooperation.

## **Article 16**

(1) **The Ministry of Administration and Local Self-Government** shall perform administrative and other expert tasks including those related to: system and organization of public administration, system of public services, drafting of laws and by-laws within the competence of the Ministry, giving an opinion about the level of compliance of acts related to internal organization and job systematization within the administrative authorities with laws and other regulations, study-analysis and analytical-human resource tasks, salaries of those employed within republic administrative authorities, tasks related to citizenships, personal status of citizens, inspection supervision in the field of administration, second-instance administrative decisions, submission drafting in judicial and other proceedings, public administration reform coordination, administrative dues, tasks of central registry and correspondence for republic administrative authorities, the Republic political and territorial organization, organization and development of politico-territorial and electoral system in the Republic, parliamentary system, political organizations, civil associations, foundations, study-analysis and statistics-registry tasks related to local self-government, drafting of reports on policy execution of local self-government units for the past year, suspension of executing the decisions of local self-government unit authorities, administrative supervision of performance of local self-government unit authorities and act legality, administrative-expert tasks, such as information-documentary, in order to ensure planning, monitoring and implementing of Ministry's program, tasks related to European integration strategy and policy in the field of administration and local self-government, harmonization of regulations with EU *acquis communautaire* in the field of administration and local self-government as well as other tasks in accordance with the law.

(2) The Ministry of Administration and Local Self-Government shall perform administrative and other expert tasks of republic administration which, under the present Law, do not fall within the scope of competence of other republic administrative authorities.

## **Article 17**

**The Ministry of Justice** shall perform administrative and other expert tasks including: exercising of the Republic's competencies in the field of judicial authorities and public notaries, drafting of laws and by-laws falling within the Ministry's competence, administrative supervision of performance of judicial authorities and public notaries, execution of criminal and minor offense sanctions, inspection tasks related to the execution of criminal and minor offense sanctions, internal organization of work of detention-correctional and reformatory institutions, control of performance of security services, control of exercising, respecting and developing human rights of detainees, expert drafting of pardon and amnesty proposals, proposals of institutions for conditional release of convicted persons and interruptions as per petitions of convicted persons, transfer of convicted persons to appropriate facilities, taking bar exams, processing requests of in-country and foreign courts in relation to providing international legal aid, expert opinions with regard to international agreements referring to

provision of legal aid in the civil law field, opinions on international draft agreements and laws regulating issues with specific foreign elements, expert opinions related to legislative projects at the request of other ministries and authorized authorities, tasks related to organization and functioning of general attorney, advocacy and other legal aid services, project management in the field of land registry administration and land registration, and the establishment and maintenance of a land registry data information system, reports and information based on conducted supervision in relation to court rules of procedure, communication with the International Residual Mechanism for Criminal Tribunals, education of judges and prosecutors, human resource policy development including also other tasks in accordance with the law.

## **Article 18**

**The Ministry of Finance** shall perform administrative and other expert tasks including those related to: the system of financing general social needs, system of taxes, fees, contributions and other levies, games of chance, development funds, system of financial operation i.e. system of payments and payment operations, accounting system, currency system, banking system, system of securing property and persons, securities and capital market, acquisition and distribution of overall revenues and profit, drafting and development of republic budget and annual budget accounting, compensations, awards, recourses, reimbursements, investments from the Republic's resources, state of play of monitoring and measure implementation in the field of currency, credit and banking system, securities market and property and persons insurance, analysis and consolidation of budget plans of local self-government units and extra budgetary funds, tasks and activities falling within the field of internal audit, establishing and maintaining databases, republic treasury, money flow management, daily monitoring of financial funds, obligations and demands, planning of providing the missing funds, concentration of financial funds in order to provide financial markets, enhancement of financial system liquidity used for the Republic-level financing, public debt management, record-keeping, planning, contracting and monitoring of external debt and donations, record-keeping, planning and monitoring of internal debt, drafting of laws and by-laws regulating the field of public investments, drafting of strategy and development programs, carrying out study-analytical and other tasks related to preparing, selecting, monitoring and assessing public investments, collecting, systematizing and updating data on new and current projects, selecting and analysing the data, creating and proposing priorities of public sector investments, identifying potential financing resources, carrying out duties in relation to establishing and guiding the mechanism for managing funds related to technical assistance and EU funds, providing monitoring and realization of measures necessary to establish European standards within financial sector in accordance with economic criteria related to the EU stabilization and accession process, planning and monitoring of international assistance implementation, systematizing data on realized and contracted international credits and donations, planning and monitoring the international assistance, control of republic budget revenue collecting, supervision of appropriately-used republic funds, providing opinions on agreements referring to real estate trade, concluding contracts as a contracting party with physical and legal entities in accordance with regulations on real estate trade and public notaries, registration of real and property rights on property owned by the Republic in the land registry and cadastre, system of planning and plan of developing the Republic and development programs in accordance with the plan, drafting of long and short term evaluation of conditions and possibilities of economic and social development, strategy and policy of economic and social business development, demographic development, strategy and policy of regional development and system of encouraging the faster development of economically underdeveloped areas, macroeconomic sheets, measures and instruments of development,

economic and social policies, monitoring of realization of economic policy measures, monitoring and implementation of the Republic development plan and effects of current economic policy, drafting economic and financial analyses concerning the problems of development and functioning of particular economic and social businesses and companies, drafting of laws and by-laws falling within the Ministry's competence, as well as other tasks in accordance with the law and other regulations.

## **Article 19**

**The Ministry of Education and Culture** shall perform administrative and other expert tasks including: system of preschool development and education, primary education and development, secondary education and education in traffic, the fulfilment of conditions for the establishment and termination of operations of preschool institutions, educational, and cultural institutions, adoption of the basic programs for preschool education and development, adoption of the curricula and syllabus for preschool, primary and secondary education and development, strategic planning for primary and secondary education, establishing standards and norms and other requirements for educational and pedagogical work, approval of textbooks for primary and secondary education, determination of templates for schools' annual work plans, approval of professional advancement and development of teachers, expert associates, and educators; supervision over the legality of operations of educational institutions for primary and secondary education, ensuring financial and material conditions for the functioning of educational institutions for primary and secondary education, ensuring the education of students with special education needs and providing lifelong learning; creation of enrolment policies in accordance with labour market needs and strategic directions for the development of primary and secondary education; student standards; coordination of international student exchanges; recognition and equivalency of foreign educational certificates, student education, preparation of educational cooperation programs with other countries and international organizations, as well as international agreements in the field of primary and secondary education; issuing authorizations for driving schools; performing library, literary, and publishing activities; care for immovable and movable cultural property assets; nature and ecology, national parks, declaration of protected areas, care for museums, galleries, memorial sites; film art, music, visual and applied arts, architecture, design, associations of citizens involved in cultural activities; proposing the budget for culture at the Republic level, monitoring, preparing, analysing the expenditure of financial resources, and proposing reallocation and amendments based on that; defining the vision, mission, cultural policy, and cultural strategy, organization and coordination of activities related to the implementation of program activities in the field of culture; ensuring the development and introduction of modern systems, methods, and techniques in the field of culture, cooperation with institutions in the field of culture, providing expert guidance to budget users in the field of culture, cooperation with other bodies, organizations, and individuals in the field of culture, international cooperation in the field of culture; drafting laws and by-laws within the Ministry's competence; performing informational-documentary and publishing activities, and other tasks in accordance with the law.

## **Article 20**

**The Ministry of the Interior** shall perform expert tasks related to protection against violation of the order defined under the Constitution and the security of the Republic, protection of life and personal safety of citizens, protection of all types of property, prevention and detection of criminal and minor offences, finding and apprehending perpetrators of criminal

offences, keeping public peace and order, securing public gatherings, protection of certain persons and facilities, criminal and technical expertise, road traffic safety and control, trade, transport and inspection supervision related to trade and transport of explosive materials, transport of dangerous materials, fire protection, keeping of statistical and operative records necessary for the Ministry's performing of tasks in accordance with relevant laws and regulations, providing assistance in order to eliminate the consequences threatening the safety of persons and property on a large scale and cooperation with other police authorities in Bosnia and Herzegovina, performance of administrative and other technical tasks related to designation and registration of uniform citizen identification number (JMBG), places of permanent and temporary residence, personal identification cards, travel documents, registration of motor and trailer vehicles, driving licenses, control of procurement, possession and carrying of weapons and ammunition, education, professional training and development of personnel for the needs of the law enforcement (internal affairs) authorities, establishment and organization of the Ministry's functional communications systems, tasks of applying information technologies, planning and developing databases and applications, material, financial and property-related tasks for the Ministry's needs, tasks related to human resources, supervision over legality of performance and application of regulations falling within the field of administrative-interior matters, tasks related to the work of agencies for personal and property security, EU integration strategy and planning, acting on citizens' complaints, cooperation with other administrative authorities and institutions of the Republic and Bosnia and Herzegovina, drafting of laws and by-laws falling within the Ministry's competence, and other tasks in accordance with the law.

## **Article 21**

**The Ministry of Health and Social Welfare** shall perform administrative and other technical tasks related to the promotion, enhancement, control, and protection of population health, public healthcare, the healthcare system, pharmacy, and social, family, and child protection, through: monitoring the state of play developments in the domain of public health worldwide to advance public health in the Republic; planning and preparing strategic documents in the field of public health; harmonizing and fulfilling the required conditions in the process of European integration in the field of public health; collaborating with governmental, non-governmental, charity institutions and organizations, private foundations, and the community in the area of public health; encouraging and maintaining international cooperation; organizing various types of meetings in the field of public health and international cooperation; the function of the Public Health Institute (monitoring, assessing, and analysing the health status of the population; monitoring and studying health problems and risks to health; health promotion and disease prevention activities; informing the population about the importance of health preservation and improvement; performing bacteriological, parasitological, virological, serological, chemical, and toxicological tests and examinations related to the production and circulation of foodstuffs, water, air, general-use items; planning, control, and evaluation of disinfection, disinsection, and deratization tasks; maintaining records, health statistics, and conducting research in the field of public health; analysing and monitoring the health status and needs of the population; determining necessary measures in case of natural and other major disasters and emergencies; performing tasks related to the protection of population health and the environment from radiation); preparing and implementing health policies and health strategies; evaluating the results of the application of health policies and health strategies, plans, and programs; performing regulatory tasks and administrative procedures within the Ministry's competence; determining the fulfilment of conditions regarding personnel, premises, and equipment for the start of operations of healthcare institutions; maintaining the Register of Healthcare Institutions; implementing the



procedure for selecting the bodies of healthcare institutions founded by the Republic; providing opinions on the statutes of healthcare institutions; giving consent to the regulations on the organization and job classification of institutions; reviewing and adopting the annual work plan of healthcare institutions founded by the Republic; reviewing and adopting the annual business report of healthcare institutions founded by the Republic; improving the quality assurance system in healthcare; organizing the healthcare system; supervising the work of healthcare institutions; planning and applying healthcare technologies in healthcare institutions; professional training of healthcare workers and healthcare associates; types and duration of specializations and sub-specializations, specialization and sub-specialization programs; awarding the title of "*primarius*" (senior MD. specialist); recognition of diplomas for completed specializations and sub-specializations of healthcare workers and recognition of diplomas for completed specializations of healthcare associates; implementation and supervision of approved programs and projects and presentation of their implementation results at national and international conferences; cooperation with institutions and other organizations in the healthcare system, professional associations of healthcare workers, international health organizations, and non-governmental organizations in the field of health; organizing professional exams for healthcare workers and healthcare associates; performing study-analytical tasks related to the application of new concepts and models of healthcare organization implemented in European Union countries; preparing detailed project documentation in accordance with the best practices of the European Union, the World Bank, and UN organizations, including procurement plans and financial arrangements based on the best global experiences; preparing strategies for implementation and implementation plans for approved programs and projects; preparing end users (healthcare institutions) for the implementation of programs and projects; Implementing programs and projects; monitoring and evaluating the results of implemented programs and projects based on defined monitoring indicators; presenting the results of program and project implementation at national and international conferences; proposing new programs and projects to improve the healthcare system of the Republic; planning and financing healthcare; analysing, planning, and monitoring the financing of healthcare; monitoring and analysing the financial operations of healthcare institutions; preparing and creating the Republic's healthcare account; monitoring the situation in the field of health insurance; conducting public procurement in the Ministry; planning and programming capital investments in the health sector; monitoring the production and circulation of medicines, chemicals, biocides, and medical devices; planning, coordinating, and taking measures to ensure the quality, safety, and efficacy of medicines and the use of medicines and medical devices in the healthcare system; realizing rights in social, family, and child protection; planning and functioning of the social, family, and child protection system; planning and exercising of specific rights in social welfare; programs for the renovation, adaptation and equipping of social welfare institutions; development programs aimed at improving the social, family, and child protection system; supervision of the expert work of social and child protection institutions; planning and coordinating additional professional training of social sector workers; introducing standards for professional work and services provided in social welfare institutions; participating in the drafting, preparation, and implementation of strategic documents and programs in the field of social, family, and child protection; encouraging and improving family-law and social protection forms of care for children, youth, and adults without family care; monitoring and encouraging the development of social, family, and child protection programs; social rehabilitation and training of persons with disabilities; monitoring the state of social vulnerability and social needs of the population; encouraging and coordinating social-humanitarian activities; cooperation with non-governmental and other domestic and international organizations whose activities are related to the field of social, family, and child protection; harmonizing and proposing laws and by-laws

in accordance with the legal acquis of the European Union, and performing other tasks in accordance with the law.

## **Article 22**

**The Ministry of Family, Youth and Sports** shall perform administrative and other expert tasks including: analysis of demographic trends, monitoring and proposing of pro-birth policy measures, promotion of family values and responsible parenthood, development of and support to programs and projects of associations aimed at the welfare of children and families, keeping the Register of Safe Homes, collecting, processing, and recording data on domestic violence, as well as violence, abuse, or neglect of children, proposing programs, and participating in the training of professionals working with children, youth, and families to improve the quality of family life and promote demographic development of the Republic implementing activities aimed at improving measures to encourage childbirth and family planning, promoting intergenerational cooperation, promoting and monitoring the implementation of conventions related to the protection and rights of children and families, and activities focused on protection from domestic violence, international cooperation in the field of improving the quality of family life, demographic development and children's rights, provision of technical and administrative assistance and other help in the work of the Children's Council of the Republic, the Council for Demographic Policy of the Republic, the Council for Combating Domestic Violence and Family Unit Violence, systematic monitoring of the status, issues, needs, and attitudes of youth in the Republic, ensuring the implementation and improvement of youth policy, improving the social status of youth, supporting the development of youth organizations, and maintaining the register of youth organizations; implementation of youth projects, ensuring conditions for active participation of youth in society, development of non-formal education for youth and youth work, ensuring adequate offerings and standardized approaches for organizing youth leisure time, establishment and development of youth centres, fostering and implementation of international youth cooperation, development of youth mobility, providing information to youth, providing expert and administrative and technical assistance in the work of the Youth Council, promoting and developing volunteering and supporting the development of volunteer infrastructure; creating conditions for the development of sports at the Republic level and its legal regulation, drafting laws and by-laws within the Ministry's competence, preparing long-term and short-term plans, strategies, and programs for the development of sports in the Republic and ensuring funds for their implementation, monitoring the implementation of strategic and program tasks, determining criteria for the allocation of funds and monitoring the proper use of those funds, establishing international cooperation independently or through joint bodies of Bosnia and Herzegovina, creating conditions for improving professional work, determining the condition of sports facilities and the need for new ones, creating conditions for the use of sports facilities and fields, registration of sports organizations and other organizations in the field of sports, collecting and processing statistical data and managing the overall sports-related information system, coordinating the work of branch sports associations of the Republic, and other tasks in accordance with the law.

## **Article 23**

**The Ministry of Energy and Mining** shall perform administrative and other expert tasks including: ferrous metallurgy, manufacturing and processing of non-ferrous metals, non-metals processing, production of basic chemical products, processing of chemical products, conduct of electricity policy, planning and management of electric power strategy, electro-energy balancing and long-term planning, monitoring of safety and quality of electricity supplies,

development of internal electric energy market, exploitation of resources for the purposes of electric energy production, development and construction of electrical energy facilities, awarding of concessions to explore, construct and exploit energy facilities, promotion and implementation of energy efficiency, adopting the plans and measures for promotion of energy efficiency and their implementation, promotion of renewable electric energy resources, participation in activities in the field of energy and usage of natural resources internationally, production and processing of oil and its products, natural gas, production and promotion of using biofuel, safe pipeline transportation of gas and liquid hydrocarbons, undertaking of measures aimed to ensure the safety of oil and gas supplies, drafting of middle-term and long-term strategies for energy sources (oil, gas and biofuel), analysis of situation and operation of companies in the field of energy, proposing of measures to encourage the development of oil, gas and biofuel sectors, awarding of concessions to build new facilities for oil and gas transport, exploration and exploitation of liquid and gas hydrocarbons (crude oil and gas) and other natural gas, geological explorations and exploitation of natural and technogenic mineral sources: ferrous, non-ferrous – and resources used in production of building materials, radioactive mineral materials, all types of salt and saltwater, underground water (drinking, industrial, mineral, thermal and thermos-mineral) and geothermal resources, verification of mineral raw materials and keeping of their cadastre, keeping of cadastre of exploration and exploitation approvals, awarding of concessions to explore and exploit mineral resources, keeping of cadastre for awarded concessions in the field of energy, mining and geology, supervision over the work of public companies and other business companies in the field of energy and mining, encouraging the development and competitiveness of sectoral areas through economic and development policy measures; implementing incentive measures and direct contacts with interested investors; promoting investment of funds by interested parties in domestic economic entities in the fields of energy and mining; creating more favourable conditions for foreign investments in sectoral areas; cooperating with domestic and international organizations, associations, and institutions in the fields of energy and mining; monitoring the impact of economic policy measures on production trends in sectoral areas, both overall and in specific branches and significant economic entities; participating in the drafting and adoption of regulations within the relevant competences and aligning them with EU legislation (*acquis communautaire*); participating in the development and improvement of the system for conformity assessment and other areas of quality infrastructure (metrology, standardization, accreditation, etc.) in the Republic and BiH; participating in European integration processes and related projects in the fields of energy, mining, geology, and quality infrastructure; drafting laws and by-laws within the Ministry's competence; and performing other tasks in accordance with the law..

## Article 24

**The Ministry of Trade and Tourism** shall perform administrative and other expert tasks related to: the trade of goods and services domestically and internationally; issuing permits to domestic legal entities for transferring funds outside of Bosnia and Herzegovina for the purpose of conducting economic activities abroad; tourism and hospitality industry; crafts; lobbying activities; functioning of the single market; the impact of the economic system and economic policy on the market for goods and services; the relationship between supply and demand; trade and tourism development strategy and policy; general tourist information and promotional activities; market supply; emergency procurement; prices of goods and services; planning the development, protection, and sustainable use of tourist areas; research of the tourism market; consumer protection; enterprises and other legal entities in the fields of trade, tourism, and hospitality; independent businesses and other forms of self-employment in all economic and

other activities, except for those where self-employment falls under the competence of another Republic administrative body by law; conducting first-instance administrative procedures; administrative supervision tasks; financial assistance for legal entities under the Ministry's competence; providing information through media and other means about its work; participating in the drafting and adoption of regulations within its competence and aligning them with EU legislation (*acquis communautaire*); participating in European integration processes and related projects in the fields of trade, tourism, and hospitality industries; forming and establishing databases and appropriate registries within the Ministry's competences; drafting laws and by-laws within the Ministry's competence; and performing other tasks in accordance with the law.

## **Article 25**

**The Ministry of Labour and Protection of War Veterans and Disabled Persons** shall perform administrative and other expert tasks including: labour relations of employees and their rights arising from labour in all fields of work, apart from employees who have the status of civil servants, wages and other incomes coming from working relation, recruitment, professional rehabilitation, training and employment of disabled persons, occupational safety, international labour conventions in the field of labour, collective agreements, temporary employment of workers abroad in coordination with the responsible authorities of Bosnia and Herzegovina, enabling the exercise of rights arising from labour-law relations of workers temporarily employed abroad, their return and employment, pension and disability insurance for all types of work, cooperation with other authorities and organizations in order to develop and advance the EU integration process, rights of soldiers, disabled war veterans, family members of killed soldiers and civil victims of war and other tasks important for the persons exercising these rights, record-keeping of registers about persons who participated in the Republika Srpska defence and patriotic war within the military forces and other persons, drafting of laws and by-laws falling within the Ministry's competence, and other tasks in accordance with the law.

## **Article 26**

**The Ministry of Transport and Communications** shall perform administrative and other expert tasks including: road transport industry, road transport safety, technical verification of vehicles and issuance of work permits to stations for technical inspection of vehicles, public roads (highways, motorways and regional roads), distribution of international bilateral licenses for commodities transport in international road transport, issuance of licenses for drivers and vehicles in international road transport, railway transport, railway transport safety, railway infrastructure, industrial railways, urban railways and cable cars, verification of companies producing railway equipment, approval of prototypes and introduction of new railway trains into transport industry, air transport, airports, air companies, associations and organizations in the field of air transport, river and lake transport, safety of river and lake transport, regulation and management of navigable waterways, vessels and their registration, waterway infrastructure (ports, piers, terminals, etc.), issuance of certificates of competence for boat navigation, traffic permits and ship-docking authorizations, combined transport and loading services, communication systems, radio communications, postal, telegraphic and telephone traffic, telecommunications, telecommunications infrastructure of the radio diffusion and broadcasting system, monitoring and management of developing all types of communications and telecommunications, coordination of traffic and transport reform in line with EU rules, proposing of laws and adoption of by-laws in the field of transportation, coordinated

development of long-term and medium-term planning documents to improve the development of Republic transportation, drafting of strategic infrastructure projects and investment programs in the field of transportation and other infrastructure tasks important for the Republic's sustainable development, which are completely or partially financed from the budget funds, providing information through the mass media and other public means about its work, drafting of laws and by-laws falling within the Ministry's competence, and other tasks in accordance with the law.

## **Article 27**

**The Ministry of Scientific Development, Higher Education and Information Society** shall perform administrative and other expert tasks including: scientific and technological development, the advancement of higher education, and the development of the information society in the Republic, as well as the creation and monitoring of strategies in these areas; improving and promoting the development of fundamental and applied research; encouraging innovation and economic development through the use of new technologies; higher education and student living standards; the recognition and equivalence of foreign higher education diplomas; aligning educational policy with global technological trends; establishing and developing the e-government system; the strategic and operational implementation of the concept of information security in the Republic and the inspection oversight in this area; tasks related to the digital identities of legal and physical entities from Republika Srpska, e-representation and e-signatures; determining technological and IT standards; the academic and research network of Republika Srpska; technical verification and prior approval for the procurement of IT and other technological equipment for the needs of the Government, ministries, Republic administrations, and Republic administrative organizations; coordination of technological and IT projects in the public sector; promoting the use of new technologies; drafting laws and by-laws within the Ministry's competence; participating in the implementation of projects financed by international financial organizations; providing information through media and other means about its work; and performing other tasks in accordance with the law.

## **Article 28**

**The Ministry of Agriculture, Forestry and Water Management** shall perform administrative and other expert tasks including: monitoring the implementation of the Agriculture Development Strategy and the Rural Development Strategy of the Republic, defining, implementing, monitoring and evaluating measures to stimulate the development of agriculture and rural areas, aligning domestic agricultural policy and regulations with EU regulations and other international standards, fulfilling obligations defined under trade agreements, organizing the financial, accounting, and reporting functions for payments from state and international support funds, organizing and implementing activities in the areas of land policy, protection, management, and use of agricultural land, protecting and enhancing plant health from harmful organisms, preventing the introduction and spread of quarantine and economically harmful organisms, issuing decisions and approvals in the field of plant health protection, registering plant protection and nutrition products, issuing permits for the import, production, and marketing of plant protection and plant health products, controlling the production of plants, seeds, and planting materials, issuing permits for the import, production, and marketing of plants, seeds, and planting materials, providing expert advice, transferring new knowledge and practical skills to agricultural producers, introducing new technologies and production techniques aimed at the technical and technological advancement of agricultural

holdings, environmental protection, training agricultural producers in farm management, participating in the preparation of business plans, development and investment programs for various management methods (conventional, organic, integrated production), informing farmers about measures aimed at implementing agricultural policy and rural development policy, collecting data on the occurrence of harmful organisms in plant production and providing recommendations on how to protect against pests, maintaining the main breeding records of domestic animals, records of producers of quality breeding livestock, newly established breeds and crossbreeds of livestock and bees, issuing certificates of origin and production characteristics of quality breeding livestock, developing professional instructions and methodologies for implementing livestock selection measures and improving livestock farming, participating in the implementation of projects and programs in the field of agriculture and rural development financed by governmental, non-governmental, and international organizations and from other sources, providing expert assistance within the framework of measures for rural development and preserving traditional values in those areas, participating in the collection of information for the needs of the agricultural information system, the agricultural accounting data system, and other data in the field of agriculture, participating in the organization and execution of professional gatherings, events, conferences, fairs, exhibitions, and similar activities, participating in the establishment and implementation of agricultural trials, assisting in the establishment and operation of various forms of farmer associations and agricultural cooperatives, preparing written materials for farmers, advertising in the media and via the internet, preparing field reports for the exercise of the right to financial incentives, and performing other tasks within the scope of agricultural advisory activities, preservation of genetic resources, plant nutrition products, agricultural cooperatives, the functioning of the hail prevention system, monitoring and evaluating all activities, the food industry, animal feed and beverage industry, tobacco processing, animal health protection, animal products, raw materials, and by-products of animal origin, artificial insemination semen, and objects that may transmit infectious diseases, animal feed and components for the production of animal feed, registration and operation of veterinary organizations, registration of animal farms and markets, food safety, registration and operation of facilities for the production of food of animal origin, registration and operation of facilities for the production of animal feed, safe disposal of carcasses and by-products of animal origin, and facilities for their processing, production and trade of medicines and biological products for use in veterinary medicine, maintaining registers and databases in veterinary medicine, issuing veterinary documentation, monitoring, aligning, and implementing the established policy and guidelines, ensuring the enforcement of laws and other regulations in the field of veterinary activities, education of veterinarians, improving animal health protection measures, cooperating with competent authorities and organizations in the Federation of BiH and BiH, managing, stewardship and administering forests and forest land, forest protection, conducting general, regional forest development and hunting planning, monitoring the implementation of planning documents and maintaining their registry, providing information on the state of the wood and other forest product markets, determining the necessary minimum forest wood assortments for local enterprises engaged in wood mechanical processing in the areas where those assortments originate from, conducting inventories and monitoring, the information system, and maintaining the database, preparing forestry policies, regulations, and standards in the field of forestry and hunting, defining the development strategy and programs in forestry and hunting, determining forestry and hunting financing and preparing budget proposals, monitoring the use of special-purpose funds for forests, providing approvals and opinions on forest and hunting management plans, controlling the work performed by forest users, preparing an annual analysis of activities undertaken by forest users, assessing forest users' work and proposing measures for further use of forests and forest land owned by the Republic, including

maintenance obligations, regulating legal relationships concerning forests and forest land owned by the Republic, regulating the conditions for production, trade, and use of forest seeds and forest seedlings, forestry ecology, protecting forests from natural disasters and anthropogenic impact, preserving the forest gene pool, cross-cutting intersectoral and interdepartmental cooperation, coordinating professional tasks related to private forests and support measures for private forest owners, cooperating in applied research, implementing standards and transferring knowledge in forestry, promoting interest groups in the planning and sustainable management of forest resources of all forms of ownership, representing the forestry sector in relation to the environment, implementing integrated water management in accordance with the law, organizing water management, preparing plans, programs, and strategies, organizing monitoring and implementing necessary measures to prevent the degradation of surface and groundwater in accordance with the law and directives, prescribing water supply conditions, collecting and treating municipal wastewater, determining the existence of public interest for the use of public water resources, determining the status of water resource assets and deciding on the status of specific types of water resource assets, maintaining the Republic's integrated information system, determining special security measures, allocating and coordinating the use and purpose-specific expenditures of water fees in the territory of the Republic, assigning the performance of certain duties to water-related organizations as prescribed by law or other regulations, drafting laws and by-laws within the Ministry's competence, and performing other tasks in accordance with the law.

## **Article 29**

**The Ministry of Spatial Planning, Construction and Ecology** shall perform administrative and other expert tasks including: integrated planning and spatial planning, implementation of the Republic spatial plan, administrative supervision, audit and approval of spatial plans of local governments and special areas, urban and regulatory plans, audit of planning documents, development programs, investment and technical documentation of special interest for the Republic, urban planning, construction, establishment of a uniform central database in the territory of the Republic, authorizing of legal and natural entities to carry out activities within the scope of competence of the Ministry, testing and training, building land planning, construction material production, development and services in the field of construction, residential construction and its funding, residential cooperatives, residential relations, acquisition of ownership of residential buildings and dwellings in joint ownership, maintenance and management of residential buildings and the common parts of residential buildings, other tasks of residential and utility activities, integrated protection and improvement of environment and nature in general, research, planning and management of environmental protection measures, comprehensive protection of goods of general interest, natural resources, natural and cultural heritage, participation in the development and implementation of program documents at international and national levels in the field of environmental protection, implementation and coordination of professional cooperation and exchange of experience with international and national agencies and organizations and non-governmental organizations in the field of environmental protection, participation in the implementation of projects financed by international financial organizations in the field of environmental protection, drafting of laws and by-laws falling within the Ministry's scope of competence, participation in the European integration process through projects and funding programs in the field of spatial planning, construction and ecology, and other tasks in accordance with the law.

## **Article 30**

**The Ministry of Economy and Entrepreneurship** shall perform administrative and other expert tasks related to: the construction materials industry, metal processing, machinery manufacturing, the production of transportation equipment, shipbuilding, the production of electrical machinery and appliances, defence industry production, the production of rubber and plastic products, industrial wood processing, the production of finished wood products, the production and processing of paper, rubber processing, graphic activities, the production of textile yarns and fabrics, the production of finished textile products, the production of leather and fur, the production of leather footwear and accessories, the collection and primary processing of industrial waste, and the formulation and implementation of policies through incentive measures and direct contacts with interested investors, promoting investment in domestic economic companies within the industrial sector, monitoring the impact of economic policy measures on the movement of industrial production by specific branches and significant enterprises, participating in the development and adoption of technical regulations within the relevant competencies and their alignment with EU legislation (*acquis communautaire*), strategies and laws aimed at encouraging the development and promotion of small and medium-sized enterprises (hereinafter: SMEs) and entrepreneurship, regulating the manner of conducting craft-entrepreneurial activities, the preparation of informational-analytical documents in this field, reporting on the implementation of these documents, reporting on the progress achieved in this field (EU SME Act, European integration, etc.), supporting the construction and strengthening of institutional infrastructure for the development and promotion of SMEs and entrepreneurship in the Republic, providing administrative support to the work of the Republic's Council for the Development of SMEs and Entrepreneurship, planning and implementing procedures related to incentive funds for the development and promotion of SMEs and entrepreneurship, supporting the construction of entrepreneurial and business infrastructure in the Republic (business zones, free zones, incubators, technology parks, innovation centres, clusters, etc.), supporting the preservation of traditional crafts in the Republic, supporting the development of women's and social entrepreneurship, proposing and participating in the implementation of projects financed from EU funds and other sources, cooperating with relevant institutions in the fields of economy and entrepreneurship, forming databases and registers in the field of SMEs and entrepreneurship, establishing an entrepreneurial portal, tasks related to the preparation of strategies and the legal framework for attracting foreign investments into the Republic, coordinating activities on attracting foreign investments with local self-government units, providing post-investment support to domestic and foreign investors, promoting the Republic's economic potential abroad, promoting exports, monitoring and managing websites intended for foreign investors and export promotion, maintaining a database on foreign investors in the Republic and a register of incentives in the economy, normative regulation of the regulatory impact assessment process, providing opinions on draft regulations related to the implementation of the regulatory impact assessment methodology, strengthening the capacity of regulatory processors in this area, implementing the full methodology of regulatory impact assessment (RIA) in cooperation with relevant institutions, monitoring and analysing the investment environment and proposing measures for its improvement in order to create a favourable business environment for domestic and foreign investors, proposing measures to simplify administrative procedures and processes to facilitate and reduce business costs in cooperation with relevant institutions and the business sector, maintaining and updating records of procedures and formalities for business operations, as well as the Electronic Single Contact Point website, participating in the preparation of international agreements and cooperation agreements in the field of economic relations, drafting laws and by-laws within the Ministry's competence, and performing other tasks in accordance with the law.



## Article 31

**The Ministry of European Integration and International Cooperation** shall perform administrative and other expert tasks including: monitoring the fulfilment and meeting of obligations under the Stabilization and Association Agreement (hereinafter: SAA) and reporting thereon; implementation and coordination of activities related to the fulfilment of obligations in the process of EU association and accession within Chapters 1, 3, and 22 of the EU acquis and the Political Criteria; ensuring coordination of the Republic administrative authorities in carrying out activities in the field of European integration in accordance with the Republic's regulations; coordinating the actions of Republic representatives in the EU and BiH common bodies, established under the SAA, and analytically monitoring their work; interministerial preparation of Republic institutions and coordination of the participation of Republic representatives in all stages of the pre-accession process and negotiations with the EU; preparing and revising strategic documents and action plans regarding the fulfilment of obligations in the process of European integration; ensuring and coordinating cooperation with other bodies in Bosnia and Herzegovina, including with the institutions, bodies, and agencies of the EU, its Member States, candidate countries, and potential candidates in the process of EU association and accession; coordinating the harmonization of the Republic legislation with EU regulations and with the practices and standards of the Council of Europe; participating in the drafting of normative acts with the aim of aligning them with EU regulations and with the practices and standards of the Council of Europe; coordinating the drafting and monitoring of Republic plans and programs for the harmonization of Republic legislation with the EU acquis and with the practices and standards of the Council of Europe; providing expert support to Republic administrative authorities and other Republic institutions and coordinating their participation in the legislative harmonization process; cooperating with working bodies of the National Assembly in the field of harmonizing Republic legislation with the EU acquis and with the practices and standards of the Council of Europe; translating and coordinating translations required for the European integration process; organizing and operationally coordinating the activities of Republic administrative authorities and other Republic institutions in order to ensure adequate participation of the Republic in the programming of EU funds and other donor funds available to Bosnia and Herzegovina; coordinating the activities of Republic administrative authorities and other Republic institutions in implementing projects within EU fund programs and other donor programs; cooperating with institutions of Bosnia and Herzegovina and the EU in Bosnia and Herzegovina in order to facilitate the Republic's participation in EU pre-accession and accession funds; proposing measures to improve Bosnia and Herzegovina's/Republic's absorption capacity within the available support programs; promoting the development and enhancement of cross-border cooperation; planning and organizing training in the field of European integration; preparing and implementing a General Professional Training Program in the field of European integration; preparing and publishing publications in the field of EU integration; monitoring the work of Bosnia and Herzegovina's mixed committees for cooperation with foreign countries and coordinating the participation of Republic representatives in their work; promoting regional and institutional cooperation with regions of Europe and the world, including the cooperation with domestic institutions; initiating, preparing, and proposing agreements and protocols for establishing and developing interregional cooperation and monitoring their implementation; maintaining a register of agreements, protocols, and memorandums of cooperation with foreign entities; participating in the drafting of international agreements on cooperation; coordinating the Republic's representation abroad; regulating the organization and operation of Republic trade representations abroad; monitoring the implementation of programs and work plans of trade representations and taking measures and activities to ensure their coordinated and more

efficient operation; tasks related to the Republic's relations with the diaspora; coordinating the activities of Republic administrative authorities in the field of cooperation with the diaspora; coordinating activities within the Republic's membership in the Assembly of European Regions; cooperating with domestic, regional, and international organizations and institutions; cooperating with international organizations in order to coordinate donor assistance; maintaining a register of donations in the public sector; coordinating activities related to the preparation of reports and other documents concerning the fulfilment of obligations of the Republic institutions related to Bosnia and Herzegovina's membership in international organizations; coordinating Republic administrative authorities concerning the drafting and monitoring of the implementation of measures provided by the UN development assistance framework, through participation in the work of common working bodies; cooperating with UN specialized agencies; providing opinions on UN acts; providing opinions on and coordinating the participation of Republic administrative authorities in UN projects in Bosnia and Herzegovina; coordinating Republic administrative authorities in the implementation of Bosnia and Herzegovina's post-accession obligations arising from membership in the Council of Europe and cooperating with Council of Europe bodies; providing opinions on Council of Europe acts; drafting laws and by-laws within the Ministry's competence, and other tasks in accordance with the law.

### **Article 32**

Republic administrations shall be as follows:

- 1) The Republic Administration for Geodetic and Property-Law Affairs,
- 2) The Republic Tax Administration,
- 3) The Republic Directorate for Inspection Affairs,
- 4) The Republic Directorate for Civil Défense,
- 5) The Republic Foreign Exchange Inspectorate and
- 6) The Republic Directorate for the Games of Chance.

### **Article 33**

(1) **The Administration for Geodetic and Property-Law Affairs** shall administrative and expert tasks related to: surveying tasks; the establishment and renewal of the real estate cadastre; monitoring and ensuring the accuracy of the real estate cadastre and the cadastre of utility devices, except for the tasks that have been legally transferred to the competence of local self-government units, participation in the financing of surveys and the establishment of the real estate cadastre, including the control and supervision of fees and services provided in accordance with the authorizations given by special laws, cadastral classification and land valuation, land consolidation, and surveying for special purposes; remote sensing, topographic and cartographic activities, mapping the territory of the Republic, publishing cartographic and other publications, and granting approvals for the issuance of cartographic publications, maintaining the technical archive of original plans and maps, basic geodetic works, issuing and revoking geodetic licenses, issuing and revoking authorizations for aerial surveys of the territory of the Republic for surveying purposes, maintaining the Central Address Register, the Register of Spatial Units, preparing methodologies and geodetic bases for the population census; the Geoinformation System of the administration (GIS) and the infrastructure of geospatial data of the Republic; maintaining records of geographical names; certifying geodetic bases in engineering-technical fields, property-law and other property rights matters concerning real properties owned by public law entities; property-law matters concerning land and buildings; expropriation, land seizure, agrarian relations; termination of state ownership, restoration of previous property-law relations

on land owned by public law entities (denationalization); maintaining records of real properties and rights to real properties; property-law affairs related to real properties owned by the Republic and local self-government units; supervisory, normative-legal and analytical tasks, implementation of international projects in the field of geodetic and property-law affairs; providing services within the scope of the Administration as part of international cooperation, and other tasks in accordance with the law.

(2) The Administration for Geodetic and Property Affairs shall be an independent Republic administrative authority.

### **Article 34**

(1) **The Republic Tax Administration** shall perform administrative and other expert tasks including: identification of obligations of taxpayers based on their records and registers including other evidence, including all facts based on circumstantial evidence, making requests towards taxpayers and other entities to submit documents and other information necessary for implementation and application of tax laws, exploring facts and collecting evidence about potential minor offences and criminal offences in the domain of taxation, issuance of minor offence warrants, filing a request to conduct criminal proceedings, filing reports to the competent prosecutor's office, disclosure of information about the determined but unpaid taxes and the names of taxpayers through public media, making motions to the courts to undertake actions in order to implement and enforce taxation laws, keeping of records about taxpayers, informing taxpayers about current taxes, procedures and conditions of tax payment at their request, informing taxpayers about their rights and obligations with regard to inspection supervision, training related to taxation laws, information dissemination, including tax secrets made public while collecting information or tax secrets discovered while collecting other information for law enforcement authorities in case there is a suspicion that a minor offence or criminal offense has been perpetrated, inspection supervision, enforced collection, maintaining a uniform system for registration, control, and collection of contributions and ensuring the use of data from the uniform system in accordance with the law; determining the tax base, assessing property tax amounts, and maintaining the fiscal register of real properties as prescribed by law; activities of overseeing the establishment and supervision of fiscal systems operations, and performing other tasks in accordance with the law.

(2) The Tax Administration shall be a part of the Ministry of Finance.

### **Article 35**

(1) **The Republic Directorate for Inspection Affairs** shall perform inspection, administrative, and other expert tasks related to the oversight of the application of regulations concerning: the quality and health safety of food and items for general use; the trade of goods and services; lobbying activities; phytosanitary matters and primary plant production and agricultural land protection; agricultural subsidies; freshwater fishing; animal health protection and veterinary activities; forestry, hunting; water, energy, mining, geology, oil, gas, pressure vessels; traffic, telecommunications; spatial planning, urban planning, construction, ecology, geodetic services; labour, employment, occupational safety, population healthcare, pharmaceuticals and medical devices, radiation safety, chemicals, biocides, water for sanitary-recreational purposes, medicinal waters, sanitary-technical and hygiene conditions; social, family, and child protection; preschool, primary, secondary, higher education; adult education;

student and pupil standards; culture and sports and activities related to culture and sports; fire protection, explosive materials, flammable liquids and gases, and other hazardous materials, and other areas specified by regulations; granting consent for the appointment of inspectors in local self-government units and exercising direct supervision over their work, as well as drafting laws and bylaws within the competence of this directorate.

(2) The Directorate for Inspection Affairs shall be regarded as an independent republic administrative authority.

### **Article 36**

(1) **The Republic Directorate for Civil Défense** shall perform administrative and other expert tasks related to: monitoring, coordinating, and implementing established policies and guidelines and ensuring the enforcement of laws and regulations in the field of protection and rescue during emergencies; developing the Protection and Rescue Program for the Republic; developing the Risk Reduction Program for natural disasters and other emergencies in the Republic; monitoring, coordinating, and implementing policies and guidelines and ensuring the enforcement of laws and regulations in the field of civil protection within the protection and rescue system; developing methodologies for creating Risk Assessments for natural disasters and other emergencies; developing methodologies for creating Protection and Rescue Plans for natural disasters and other emergencies; preparing Risk Assessments for natural disasters and other emergencies in the territory of the Republic; preparing Protection and Rescue Plans for natural disasters and other emergencies on the territory of the Republic; developing the Equipment, Protection, and Rescue Programs; organizing, preparing, and training the civil protection service within the protection and rescue system at the Republic level; coordinating the actions of entities significant for protection and rescue in the event of natural disasters and other emergencies in the Republic; coordinating between entities involved in protection and rescue on the territory of the Republic and entities for protection and rescue in Bosnia and Herzegovina, the Federation of Bosnia and Herzegovina, the Brčko District of Bosnia and Herzegovina, neighbouring and other countries; collecting and processing data on all types of phenomena and hazards that could lead to natural disasters and other emergencies; organizing and implementing observation, notification, and alerting tasks; formulating and executing training and qualification plans and programs in the field of protection and rescue from natural disasters and other emergencies; selecting and participating in scientific and research projects in the field of protection and rescue; providing expert assistance in the field of protection and rescue; issuing instructions and guidelines for the work of relevant organizational units of civil protection in municipalities or cities; removing and destroying unexploded ordnance and mines; facilitating international cooperation in the field of protection and rescue through relevant authorities; participating in protection and rescue operations in the event of natural disasters and other emergencies; taking preventive, operational, and post-operational measures in the event of natural disasters and other emergencies; maintaining records in the field of protection and rescue; ordering the implementation of preparedness measures; concluding contracts for the engagement in implementing protection and rescue measures and tasks, and performing other tasks related to civil protection within the protection and rescue system.

(2) The Directorate for Civil Defense shall be an independent Republic administrative authority.

### **Article 37**

(1) **The Republic Foreign Exchange Inspectorate** shall perform administrative and other expert tasks related to inspection control, i.e. supervision over exchange and foreign trade affairs and credit and other business relations with foreign countries, launching of minor offence proceedings by issuing a minor offence warrant and submitting a request to initiate proceedings before a relevant court of law, filing reports to relevant prosecutor's office and other authorities on account of detected criminal offences, adopting decisions in administrative procedures, submission of information about problems detected in inspection controls and proposing removal of shortcomings detected in implementation of regulations, cooperation with other inspection and other relevant authorities, providing professional assistance in foreign exchange and foreign trade affairs, initiation of drafting and participation in drafting of regulations in the field of exchange and foreign trade affairs, including other tasks in accordance with the law.

(2) The Republic Foreign Exchange Inspectorate shall be a part of the Ministry of Finance.

### **Article 38**

(1) **The Republic Directorate for the Games of Chance** shall perform administrative and other expert tasks including: issuing and revoking of licenses for games of chance, conducting the procedure for awarding concessions to organize games of chance via casinos in accordance with the law, determination of fulfilment of spatial, technical and information requirements needed for the organization of games of chance, execution of the procedure of awarding authorization for technical verification of games of chance machines, issuance of special tags which preparers are required to post on places where they organize games of chance, approving the distribution of tombola tickets for organization of a closed-type tombola game, inspection of facilities where games of chance are organized, supervision over activities directly or indirectly related to games of chance organization, business ledgers, reports, records, information systems and other documents or data that may serve as the basis for evaluation of the game organizer's business operations, inspection supervision over the game organizers, harmonization and execution of established policy and ensuring of enforcement of laws and other regulations in the field of games of chance, development of draft by-laws, decision-making in the procedures of inspection supervision, record-keeping about the activities falling within its competence, and performing other tasks in accordance with the law and other regulations of the Republic.

(2) The Republic Directorate for the Games of Chance shall be a part of the Ministry of Finance.

### **Article 39**

The Republic administrative organizations shall be as follows:

- 1) the Republic Legislative Secretariat
- 2) the Civil Service Agency
- 3) the Rural Payments Agency
- 4) the Agency for Seized Property Management
- 5) the Traffic Safety Agency
- 6) the Republic Secretariat for Religions
- 7) the Republic Secretariat for Displaced Persons and Migrations

- 8) the Republic Statistics Institute
- 9) the Republic Pedagogical Institute
- 10) the Republic Standardization and Metrology Institute
- 11) the Republic Centre for Research on War, War Crimes and Tracing of Missing

Persons

- 12) the Republic Directorate for Trade in Armaments and Military Equipment
- 13) the Republic Directorate for Reconstruction and Building
- 14) the Republic Institute for Protection of Cultural, Historical and Natural Heritage
- 15) the Republic Hydrometeorological Institute
- 16) the Archives of Republika Srpska
- 17) the Republic Geological Research Institute
- 18) the Centre for Free Legal Aid, and
- 19) the Adult Education Institute.

## Article 40

(1) **The Republic Legislative Secretariat** shall perform the expert tasks relating to: development, monitoring and improvement of the Republic legal system; informing the Government about the achievement of constitutionality and legality; ensuring the compliance of laws, other regulations and general enactments with the Constitution, the legal system, and the Rules of Legislative Drafting of Laws and Other Regulations of Republika Srpska during their adoption process, by providing expert opinions concerning the drafts and proposed laws and other regulations submitted to the Government; ensuring methodological uniformity, normative-technical and linguistic validity, including the editing of final texts of draft laws or proposed laws; providing expert opinions to the Government concerning the draft laws and proposed laws and other regulations where the Government does not act as a proponent; cooperating with ministries and other Republic authorities and participating in the preparation of responses to the proposals for initiating the procedure for assessing the constitutionality of laws, other regulations, and general enactments; monitoring the level of compliance with laws and ensuring the publication of rulebooks and other general enactments of Republic administrative authorities in the “Official Gazette of Republika Srpska”; preparing the laws and other regulations falling within the competence of the Secretariat; ensuring the preservation of the legal system of the Republic during the harmonization of laws and other regulations of the Republic with the legislation of the European Union; ensuring the implementation of the Guidelines for the Procedure Followed by the Republic Administrative Authorities with Regard to Public Participation and Consultations in the Drafting of Laws; and performing other duties in accordance with the law.

(2) The Republic Legislative Secretariat shall be regarded as an independent republic administrative organization.

## Article 41

(1) **The Civil Service Agency** shall perform administrative and other expert tasks including: development and implementation of uniform rules and procedures in the field of recruitment, nomination, appointment, evaluation and promotion of civil servants, planning and implementing the human resource needs of administrative authorities in cooperation with those authorities; proposing strategies and adopting the training and general professional development programs for civil servants in all administrative authorities, and implementing the

said strategies and programs either independently or in cooperation with other authorities and organizations; proposing to the Government the procedures of taking the specialized exams for work in the administration; adopting programs and organizing exams for work in the Republic administration; setting the highest standards, rules, and procedures for management in the Republic administrative authorities; preparing and maintaining the Central Register of Civil Servants (Human Resources); providing professional assistance to the Republic administrative authorities in planning, recruiting, and decision-making regarding the rights and obligations of civil servants; submitting reports and information at the request of the Republic legislative and executive authorities; publishing activities related to civil servants training and professional development, and performing other duties in accordance with the law.

(2) The Civil Service Agency shall be regarded as an independent republic administrative organization with the capacity of a legal entity.

## **Article 42**

(1) **The Rural Payments Agency** shall perform expert and other tasks relating to: establishment of a uniform system for all agricultural payments, implementing an integrated control system for all payments, establishing its own accounting system, ensuring transparency of all support measures and payments, aligning the procedures related to agricultural payments with the EU procedures and rules, which involves the expenditure of domestic funds as well as the funds received from international financial institutions, establishing a system of networking with the registers and other records maintained by the Ministry of Agriculture, Forestry, and Water Management; creating a technical framework for the implementation of a uniform numbering system and data storage system, cooperating with other authorities and organizations regarding the exchange of procedures and data, recording and accounting processing of applications, disbursing payments to beneficiaries based on their entitlement to receive the incentive funds, preserving and archiving of all documents, keeping records of allocated incentive funds, monitoring and submitting reports and analyses to the Ministry, staff training to ensure the uniform implementation of procedures and the effective implementation of measures, and performing other tasks in accordance with the law and other regulations.

(2) The Rural Payments Agency shall be part of the Ministry of Agriculture, Forestry, and Water Management.

## **Article 43**

(1) **The Agency for Seized Property Management** shall manage property that has been temporarily or permanently confiscated as a result of criminal activity, including the items and assets obtained through the perpetration of a criminal offense, in accordance with Article 82 of the Criminal Code, confiscated property gain, revenues, or other benefits derived from property obtained through criminal activity, in accordance with Articles 83 to 85 of the Criminal Code, property provided as a bail in criminal proceedings and as a bail in accordance with the law, items and property benefits obtained through the perpetration of a minor offence, temporarily and permanently seized property based on the decisions taken by the Court of Bosnia and Herzegovina, courts of the Federation of Bosnia and Herzegovina, and courts of the Brčko District of Bosnia and Herzegovina, property the disposal of which is restricted in accordance with the decisions taken by the United Nations and other international organizations of which Republika Srpska and Bosnia and Herzegovina are members, and property temporarily and permanently

confiscated from a foreign authority, based on that authority's request for international legal assistance. The Agency shall maintain the record of the assets managed by it and the court proceedings in which the decisions regarding such assets have been made, it shall process and monitor the data on the confiscated properties managed by it for the purpose of making analyses in the area of application of laws, participate in the provision of international legal assistance, participate in the training of civil servants in relation to managing the confiscated property assets, and shall perform other tasks in accordance with the law.

(2) The Agency for Seized Property Management shall have the status of a legal entity.

(3) The Agency for Seized Property Management shall be part of the Ministry of Justice.

#### **Article 44**

(1) **The Traffic Safety Agency** shall perform expert and other tasks relating to: organizing and continuously improving the traffic safety system in the Republic; encouraging, supporting, and coordinating the work of all actors in the traffic safety system, particularly the Republic administrative authorities, public enterprises, local self-government authorities, professional and scientific research organizations and institutions, NGOs, and other stakeholders; promoting traffic safety, developing and enhancing theoretical and practical knowledge, opinions, viewpoints, and behaviour related to traffic safety; preparing drafts of strategic documents; assessing and monitoring the implementation of adopted strategic documents; reviewing and correcting proposed strategies, programs, and action plans of the subjects within the traffic safety system; preparing by-laws, standards, and guidelines concerning traffic safety; financing activities related to traffic safety; managing databases of relevance for traffic safety in the Republic; supporting scientific research institutions in the field of traffic safety; planning, implementing, controlling, and evaluating media activities – campaigns related to traffic safety; licensing individuals and legal entities for road safety reviews and inspections; reporting to the Government and the Traffic Safety Council of Republika Srpska concerning the status of traffic safety, identified problems in the traffic safety system, and planned and implemented measures for improving and enhancing traffic safety; participating in and organizing international conferences and events within the Agency's scope of competence .

(2) The Traffic Safety Agency shall be part of the Ministry of Transport and Communications.

#### **Article 45**

(1) **The Republic Secretariat for Religion** shall perform expert and other tasks related to: establishing relations and cooperation with the Serb Orthodox Church, the Roman Catholic Church, the Islamic Religious Community, Jewish municipalities, and other religious communities and their legal status in society; cooperating with churches and religious communities on the restoration and construction of religious buildings; resolving property and legal issues; preserving cultural and historical heritage; managing labour and legal relations and ensuring the rights of clergy and religious officials in the areas of pension, disability, and health insurance; and performing other tasks in accordance with the law.

(2) The Republic Secretariat for Religious Affairs shall be part of the Ministry of Education and Culture.



## Article 46

(1) **The Republic Secretariat for Displaced Persons and Migrations** shall perform administrative and other expert tasks relating to: the system for the protection of displaced persons, refugees, and returnees; the exercise of the rights of refugees, displaced persons, and returnees in accordance with the 1951 Convention Relating to the Status of Refugees and the 1967 Protocol Relating to the Status of Refugees; ensuring full legal protection for these persons in accordance with Annexes 6 and 7 of the General Framework Agreement for Peace in Bosnia and Herzegovina; the status and property rights of refugees, displaced persons, and returnees; providing alternative accommodation for refugees, displaced persons, and returnees; the rights of refugees in the Republic; providing healthcare to refugees, displaced persons, and returnees in accordance with the Law on Health Insurance; reconstruction and construction, management, and maintenance of facilities to accommodate displaced socially vulnerable categories of population; providing accommodation for socially vulnerable categories of the population through the model of social housing; proposing measures to regulate the model of social housing; participation in the renovation, reconstruction, and construction of housing space, infrastructure, cultural, religious, and public facilities for the purpose of return and resocialization; designing, supervising in the field of renovation, reconstruction, and construction within its competence; programs for resocialization of socially vulnerable categories of refugees, displaced persons, and returnees; monitoring the implementation of migration policy measures; proposing measures to the Government to achieve positive effects of lawful migration and combating unlawful migration; reintegration of citizens of Bosnia and Herzegovina returning to Republika Srpska under readmission agreements; coordination of work with competent authorities and institutions dealing with the issues related to displaced persons and refugees and migration issues; control of the implementation, respect for, and improvement of human rights of refugees, displaced persons, and returnees; providing expert assistance in the exercise of these rights; and other tasks in accordance with the law.

(2) The Republic Secretariat for Displaced Persons and Migration shall be an independent administrative organization with the status of a legal person.

## Article 47

(1) **The Republic Statistics Institute** shall produce and deliver statistical data of the Republic in a professional and transparent manner.

(2) Production of statistical data shall pertain in particular to: the preparation, collection, storage, processing, analysis, and distribution of statistical data based on a uniform methodology and uniform statistical standards; the management, maintenance, and development of administrative and statistical registers; and the establishment of a statistical information and communication system and the database management.

(3) The Republic Statistics Institute shall cooperate with the producers of official statistics covered by the Republic's Statistical Program and coordinate activities related to the production of official statistics in the Republic.

(4) The Republic Statistics Institute shall provide statistical data required for the production and delivery of statistical data to Bosnia and Herzegovina.

(5) The Republic Statistics Institute shall participate in drafting laws and other

regulations in the areas where the use of statistical data is envisaged and perform other tasks in accordance with the law and other regulations.

- (6) The Republic Statistics Institute shall be part of the Ministry of Finance.

#### **Article 48**

(1) **The Republic Pedagogical Institute** shall perform expert and advisory tasks related to monitoring, enhancing, and developing education and upbringing in preschool, primary, and secondary education. This includes developing preschool programs in preschool institutions, developing curricula for primary and secondary schools, monitoring and evaluating the quality in preschool institutions, primary and secondary schools, and student dormitories. It also includes pedagogical, advisory, instructive, corrective, and supervisory work in preschool institutions, primary and secondary schools, and student dormitories; conducting research and analysis to improve educational and pedagogical practices; organizing student competitions and exhibitions as well as those for educational and pedagogical workers; developing professional development programs for educational and pedagogical workers and organizing educational training; developing models of pedagogical documentation for preschool institutions, primary and secondary schools; developing programs for educational work in student dormitories; establishing methodologies for creating annual work programs for preschool institutions, primary and secondary schools, and student dormitories; developing programs for full-day and extended stays in educational and pedagogical institutions; publishing professional periodicals for the needs of students and educational and pedagogical workers; and performing other duties in accordance with the law.

(2) The Republic Pedagogical Institute shall be part of the Ministry of Education and Culture.

#### **Article 49**

(1) **The Republic Standardization and Metrology Institute** shall perform administrative and other expert tasks relating to: adoption of the regulations in the standardization domain, adoption and distribution of Republika Srpska standards (the SRS standards), participation in developing and adopting the standards of Bosnia and Herzegovina (the BAS standards), establishing a repository of standards and database on standards, adoption of regulations in the domain of legal metrology, conducting type testing and verification of measuring instruments; ensuring the traceability of benchmark standards and reference materials; participating in the maintenance and safeguarding of benchmark standards and reference materials, adopting regulations in the field of control of precious metal articles in the Republic, conducting testing and verification of precious metal articles, maintaining a register of approved trademarks of manufacturers and importers of precious metal articles, adopting regulations in the field of pre-packaged products, metrological supervision of measuring instruments, precious metal articles, and pre-packaged products, maintaining the Republic contact point for standards and regulations; maintaining and updating the register of technical regulations of Republika Srpska; assigning a uniform number to the body designated for conformity assessment of products, maintaining a consolidated list of the bodies designated for conformity assessment of products in the Republic, and performing other tasks in the fields of standardization, metrology, control of precious metal articles, pre-packaged products, and conformity assessment of products as prescribed by special laws and regulations of the Republic and Bosnia and Herzegovina.

(2) The Republic Standardization and Metrology Institute shall be a part of the Ministry of Industry, Energy and Mining.

## Article 50

(1) **The Republic Centre for Research on War, War Crimes and Tracing of Missing Persons** shall perform professional and other duties relating to: researching, collecting, documenting, processing, classifying, presenting, and archiving documentation and other materials concerning the Defensive and Patriotic War, other wars of the 20th century in the former Yugoslavia, the genocide in the Independent State of Croatia, war crimes, crimes against humanity, and values protected by international law, including other events in Bosnia and Herzegovina and the former Yugoslavia, their causes and effects, and the phenomena and mechanisms leading to those events or suppressing and preventing them; researching key events and crimes from historical, military, legal, sociological, political, economic, psychological, and other aspects important for an objective understanding of these events; determining, proposing, and coordinating the basic aspects of policies of memory, memorialization, and culture of memorialization and remembrance, as well as delivering professional training for stakeholder and target groups and the public; analysing perpetrated crimes; establishing the truth about certain events and individuals from the past and other relevant events, processing, verifying, and evaluating them, establishing and developing databases and official records about events and their consequences and about criminal cases of war crimes; issuing certificates and other documentation (certificates, etc.) concerning the facts recorded in official records, preparing statistical and other data on research results; cooperating with other similar institutions and authorities, judicial authorities, organizations, both governmental and non-governmental, and other organizations and individuals in the country and abroad, presenting and publishing research results and other activities, coordinating the cooperation of the Republic authorities with the International Residual Mechanism for Criminal Tribunals, in accordance with Article 2, subparagraph 8 of the Constitution of Bosnia and Herzegovina and the Statute of the International Residual Mechanism for Criminal Tribunals; proposing to the Government the acts related to the investigation of crimes and cooperation with the Mechanism for International Criminal Tribunals in The Hague, providing assistance to defence teams of individuals accused of committing war crimes, recording, maintaining, and updating a database on missing persons and their families, locating the sites of death of missing persons, mass, individual, and displaced gravesites in the territory of Bosnia and Herzegovina, the Republic of Croatia, and the Republic of Serbia; providing data on potential gravesites to the competent prosecutor's offices; maintaining records of family members of missing persons who have or have not given blood for DNA analysis; monitoring exhumations of graves of missing persons following an invitation issued by competent authorities; establishing operational cooperation with all institutions, associations, and families of the missing persons; informing the competent prosecutor's office of any newly discovered graves of missing persons that are not recorded in the database, cooperating with all families and associations of missing persons in Republika Srpska and outside Republika Srpska; organizing and inviting families of missing persons to attend identifications, organizing ceremonial farewells and handovers of identified corpses to families; creating photo documentation of the gravesite of missing persons and participating in the forensic processing of discovered bodies; finding witnesses and working with them; using and maintaining facilities intended for autopsies, accommodation, and storage of identified and unidentified bodies of missing persons; as well as keeping records of missing persons and other tasks in accordance with the law and other regulations.

(2) The Republic Centre for Research on War, War Crimes and Tracing Missing Persons shall be part of the Ministry of Justice.

## **Article 51**

(1) **The Republic Directorate for Production and Trade in Armaments and Military Equipment** shall perform expert and other tasks relating to: participation in preparing and developing regulations in the field of production, repair and trade of armaments and military equipment; contracting and monitoring of armaments and military equipment production, advocating, mediating and other activities in trading armaments and military equipment surpluses; importing, exporting and transporting of armaments and military equipment; organizing, contracting and monitoring of armaments and military equipment repair; procurement of spare parts, components and consumables required to repair/overhaul armaments and military equipment; representation of companies that produce and repair/overhaul armaments and military equipment in the country and abroad, providing information about their work through the media and other communication means, representing the Republic in the country and abroad in the field of its business activities, reporting to the Government about the representation, preparing expert opinions for the Ministry of Trade and Tourism, which grants approvals to various legal and natural entities for trade of armaments and military equipment; cooperation with the Ministry of Defense and Military Forces of Bosnia and Herzegovina on matters falling within its scope of competence, including other tasks in accordance with the laws and other regulations.

(2) The Republic Directorate for Production and Trade in Armaments and Military Equipment shall have the status of a legal entity.

(3) The Republic Directorate for Production and Trade in Armaments and Military Equipment shall be part of the Ministry of Trade and Tourism.

## **Article 52**

(1) **The Republic Directorate for Building and Reconstruction** shall perform administrative and legal tasks and provides expert and technical assistance to ministries, republic administrations, and administrative organizations in the rehabilitation, reconstruction, renovation, and construction of all facilities financed or co-financed from public revenues of the Republic, loans, and donations. It assists in the processes of obtaining planning and technical documentation, conducting public procurements, provides expert supervision over the construction of these facilities, and controls and certifies technical and accounting documentation during construction. It prepares and provides expert analyses, opinions, and information on investment construction, maintains necessary records, manages and disposes of the military housing fund, business premises, garages, and other immovable properties over which the former Ministry of defence of Republika Srpska had the right to dispose of as state property, and performs other tasks in accordance with the law.

(2) The Republic Directorate for Building and Reconstruction shall be part of the Ministry of Spatial Planning, Construction and Ecology.

## **Article 53**

(1) **The Republic Institute for the Protection of Cultural, Historical, and Natural Heritage** shall perform administrative and other expert tasks relating to: identification, recording, research, and evaluation of immovable and movable properties, and natural elements that enjoy preliminary protection; determining the status of cultural, historical, or natural heritage; declaring a property protected; maintaining the central register of protected properties, preparing projects for the restoration, reconstruction, and conservation of cultural, historical, and natural heritage; providing approvals for professional studies for reconstruction and restoration works on protected properties and their adaptation and revitalization, preparing professional studies on the protection and use of properties during the development of spatial and urban planning documents, issuing permits for the temporary export of protected properties to foreign countries, issuing permits for archaeological and other kinds of research, setting conditions for the use of protected properties, providing professional supervision over the work of protection organizations, publishing activities, including the publication of research papers and publications, coordinating and implementing projects, professional training, cooperating with bodies and organizations in the field of protection, and with users or owners of cultural, historical, and natural properties for their protection; and performing other tasks in accordance with the law.

(2) The Republic Institute for the Protection of Cultural, Historical, and Natural Heritage shall be part of the Ministry of Education and Culture.

#### **Article 54**

(1) **The Republic Hydrometeorological Institute** shall perform expert tasks relating to: the establishment, maintenance, and development of the Republic's meteorological, hydrological, and seismological observation, telecommunication, and analytical-forecasting systems, systematic meteorological, climatological, agrometeorological, hydrological, and seismological measurements and observations, monitoring air and water quality, and tracking greenhouse gas emissions (emission inventory), establishing and maintaining a database of observed and measured hydrological, meteorological, and seismological data, data on air and water quality, and greenhouse gas emissions (emission inventory), the permanent preservation and publication of data, monitoring, researching, analysing, and forecasting the state and changes in weather, climate, and water, including air and water quality, air emissions, and issuing hydrological, meteorological, and seismological analyses, meteorological and hydrological forecasts, and warnings of atmospheric and hydrological hazards and disasters, as well as regional and cross-border atmospheric transmission of pollutants in the air and aerosols, meteorological services for various modes of transportation and other activities, connecting the Republic with international hydrometeorological and seismological information systems, the European Environment Agency, and the European Environment Information and Observation Network, international data exchange and fulfilling other international obligations in the fields of meteorology, hydrology, and seismology; and performing other duties specified by law.

(2) The Republic Hydrometeorological Institute shall be part of the Ministry of Agriculture, Forestry, and Water Management.

#### **Article 55**

(1) **The Archives of Republika Srpska** shall perform administrative and other expert tasks including: the preservation, protection, processing, and use of archival materials; taking charge of and collection of public and private archival materials; valorisation of the public registry materials; provide the explanations and expert guidance regarding the

obligations that the holders and creators have towards the public registry materials; expert supervision over the implementation of measures for the protection, preservation, selection, organization, and recording of public registry materials; delivery of professional training to workers who handle the archival materials; public disclosure and update of the list of holders and creators of archival materials; cooperation with the owners of private archival materials in order to protect these materials; making inventories, guides, and other information tools for archive repositories and collections and their publication; storage of archival materials; maintaining records about the holders and creators of both public and private archival materials and about those materials; granting access to archival materials; issuing certificates and other documents about the facts included in archival materials; conducting scientific research in the fields of archival science, history, and other sciences related to archival materials; disclosure of archival sources, issuance of publications and professional journals; organization of exhibitions, lectures, educational programs, and other forms of cultural activities; cooperation with other authorities, organizations and individuals in the field of archival science; conducting core archival tasks in the territory of the Republic, including the maintenance of an archive repository register, professional oversight of the archive operations, keeping the central registry of archive repository and collections, carrying out information and documentation tasks related to archival materials, monitoring and studying the state of archival activities in the Republic, and proposing measures for the development and improvement of these activities; organization and coordination of international archival cooperation; implementation of measures for the protection of archival materials of exceptional and significant importance to the Republic in cases of natural or other disasters, and other tasks in accordance with the law.

(2) The Archives of Republika Srpska shall be a part of the Ministry of Education and Culture.

#### **Article 56**

(1) **The Republic Geological Research Institute** shall perform expert and other tasks related to geological research – development of geological maps of different profiles and purposes, but of importance for the Republic; establishment of a central archive (repository, library) for the Republic in the field of geological research, digitalization of repository materials in the form of projects, programs, reports, studies, papers concerning the research of different mineral resources in the territory of the Republic, i.e. the establishment of a geological information system in the Republic; development of mid-term and long-term geological research forecasts; development of normative acts in the field of geological research; development of projects and studies of economic feasibility for awarding concessions for geological research and exploitation of mineral resources following a public call, including other tasks in accordance with the law and following the Ministry's order.

(2) The Republic Geological Research Institute shall be a part of the Ministry of Industry, Energy and Mining.

#### **Article 57**

(1) **The Centre for Free Legal Aid** shall perform expert and other tasks related to the provision of free legal aid to physical entities acquiring the status of a free legal aid beneficiary in the proceedings pending before the courts and other authorities, setting the standards for provision of high quality legal aid, verification of lists of subjects using legal aid, making decisions to award free legal aid, planning and proposing the budget for implementation

of free legal, providing legal advice and assistance about how to fill in the forms, keeping records concerning the provision of free legal aid, providing information, issuing publications, website editing, collection of all data necessary to make decisions about the right to provide free legal aid to beneficiaries, training delivered to the parties authorized to provide free legal aid.

- (2) The Centre for Free Legal Aid shall be a part of the Ministry of Justice.

### **Article 58**

(1) **The Adult Education Institute of Republika Srpska** shall perform expert and other tasks related to the field of adult education, carry out analytical and developmental tasks that are part of the adult education activity, organizing and administering driving and instructional exams and license issuance exams, issuing permits and licenses for driving instructors, conducting control and supervision over the implementation of driver training and exams, harmonization of proposals received from interested parties, prepare, monitor and develop adult education programs, supervise the professional work of adult education institutions, maintain a database and ensure information for the competent ministry, manage the Central Registry of adult education programs, participants and organizers, set the criteria for the establishment and implementation of adult education programs and assess compliance with the conditions, approve special education programs, monitor and evaluate programs, determine the program quality, organize and conduct professional development for teachers and instructors, carry out the information and documentation activities, provide expert opinions and guidance to adult education organizers, including other tasks in accordance with the law.

- (2) The Adult Education Institute shall be part of the Ministry of Education and Culture.

## **CHAPTER THREE - TASKS OF ADMINISTRATION**

### **Article 59**

The tasks of administration shall include:

- 1) development policy management,
- 2) situation monitoring,
- 3) normative and legislative activity,
- 4) enforcement of laws and other regulations,
- 5) conducting administrative supervision,
- 6) making decisions in administrative proceedings concerning the rights and obligations of parties to the proceedings,
- 7) acting in minor offense offence proceedings,
- 8) taking care of public services, and
- 9) other expert tasks of the administration.

### **Article 60**

Development policy management shall include the defining of development strategies and encouraging economic, social, cultural, sport, ecological and overall development of society.

### **Article 61**

The administrative authorities shall monitor and determine the situation in the areas falling within their scope of operation, examine the consequences of the determined situation, and depending on their competence, independently undertake the measures or propose to the Government the adoption of regulations and the undertaking of measures falling within the authority of the Government.

## **Article 62**

The legislative activity shall include the development of the draft laws and proposed laws and other regulations and the adoption of bylaws.

## **Article 63**

(1) The administrative authorities shall adopt rulebooks, orders, guidelines and other general enactments.

(2) Rulebooks shall further elaborate particular provisions of laws or regulations of the Government.

(3) Orders shall request or ban certain kinds of behaviour in a situation of general importance.

(4) Guidelines shall determine the manner in which the administrative authorities and public authorization holders implement certain provisions of laws or other regulations.

(5) Rulebooks, orders and guidelines shall be published in the "Official Gazette of Republika Srpska".

## **Article 64**

(1) The administrative authorities may adopt regulations referred to in Article 63 of this Law only if authorized by a law or regulation of the Government.

(2) By virtue of the acts referred to in Article 63 of this Law, the administrative authorities shall not determine their own competence or the competence of others nor shall they define the rights and obligations of physical and legal entities that are not already established by a law or regulation of the Government.

## **Article 65**

Enforcement of laws and other regulations shall include the conduct of administrative procedures, adoption and enforcement of decisions and other individual acts, undertaking of administrative measures and actions, monitoring of their execution, releasing information, issuance of expert guidelines and instructions required for work and provision of expert assistance.

## **Article 66**

Administrative supervision shall include:

- 1) supervision over the legality of administrative acts,
- 2) supervision over the legality and adequacy of work of administrative authorities and authorities of local self-government units, institutions and other legal entities in performing transferred and/or entrusted tasks of Republic administration, and



- 3) inspection supervision.

### **Article 67**

Supervision over the legality of administrative acts shall include controlling the legality of administrative acts that are used to make decisions about the rights, obligations and legal interests of physical and legal entities pursuant to law and undertaking of measures prescribed by law.

### **Article 68**

- (1) Supervision over the legality and adequacy of work shall include:
  - 1) control of the legality of performance and actions,
  - 2) control and assessment of efficiency, cost-effectiveness and operational effectiveness,
  - 3) control of adequacy of the task organization and of the level of competence of civil servants and non-civil service staff to carry out the tasks, and
  - 4) attitudes that civil servants take towards clients.
- (2) The supervision referred to in paragraph (1) of this Article shall include the requirement to:
  - 1) initiate the procedure of reviewing the constitutionality and legality of general enactments,
  - 2) order the fulfilment of the assigned obligations,
  - 3) propose the termination or banning of the work of an institution or another legal entity, and
  - 4) undertake other measures prescribed by a special regulation.

### **Article 69**

- (1) Inspection supervision shall be carried out in order to examine directly whether the administrative authorities, local self-government unit authorities, other authorities, physical and legal entities act in compliance with the law and other regulations, and it shall be followed by undertaking of administrative and other measures and actions in order to bring the established situation in line with the relevant regulations.
- (2) Inspection supervision shall be regulated by a special law.

### **Article 70**

The decisions taken in the administrative procedures with regard to the rights and obligations of physical and legal entities shall include the initiation and conduct of administrative procedures, undertaking of measures and actions in the administrative procedures, issuance of decisions concerning the rights and obligations of physical and legal entities and their direct implementation.

### **Article 71**

The procedure followed in the minor offence proceedings shall include the filing of a request for initiation of the minor offence proceedings and other actions taken during the course of the minor offence proceedings.

## **Article 72**

(1) The administrative authorities shall ensure that the work of public services is carried out in accordance with the law and other regulations.

(2) In the performance of the tasks referred to in paragraph (1) of this article, the administrative authorities shall perform the tasks and undertake the measures for which they are authorized by law.

## **Article 73**

The administrative authorities shall collect and examine the data in the areas within their scope of competence, and they shall make analyses, reports, information and other materials, and carry out other expert tasks contributing to the development of the areas within their scope of competence.

# **CHAPTER FOUR – INTERNAL ORGANIZATION OF ADMINISTRATIVE AUTHORITIES**

## **Article 74**

(1) Internal organization and systematization of job positions in administrative authorities shall be determined depending on the volume, type and complexity of jobs and in the manner providing their efficient, cost-effective and labour-effective execution.

(2) The internal organization and systematization of job positions within an administrative authority shall be based on the competence of the respective authority as determined by law, grouped into basic and internal organizational units by the criteria of similarity, mutual relation, and mutual connectivity. This shall be done to ensure the labour-effective operation of the authority and internal supervision of its work, including the prompt and efficient exercise of the rights and legal interests of the parties involved and publicity in the work of these authorities.

## **Article 75**

(1) By virtue of its decree the Government shall determine the criteria for internal organization and systematization of job positions in the administrative authorities (job titles by group, job description and job performance requirements) and the approximate number of employees.

(2) An act on internal organization and systematization of job positions shall be adopted by the head of the respective administrative authority, with the consent of the Government.

# **CHAPTER FIVE - ORGANIZATION OF ADMINISTRATIVE AUTHORITIES**

## **Article 76**

- (1) The Ministry shall be managed by a Minister.
- (2) The Minister shall represent the ministry, adopt the regulations referred to in Article 63, under paragraph (1) of this Law and the decisions taken in administrative and other individual matters, decide on the rights and duties of those employed with the Ministry and decide on other issues falling within the Ministry's scope of competence.
- (3) The Minister shall be responsible to the Prime Minister, Government and National Assembly for the work of the Ministry and situation in the areas falling within the Ministry's competence.

#### **Article 77**

- (1) A Minister's cabinet may be established within a Ministry as a separate organizational unit to carry out advisory, protocol and administrative and technical tasks that are of relevance for the Minister's work.
- (2) The Minister's cabinet shall be headed by the Head of Cabinet, who shall be appointed by the Minister. The term of office of the Head of Cabinet shall end with the termination of the Minister's term of office, with his resignation or with dismissal.
- (3) The Minister may appoint a maximum of two advisors. The term of office for an advisor shall last as long as the Minister's term of office and shall end with the termination of the Minister's term of office, with his resignation, or with dismissal.
- (4) The advisor to the Minister shall prepare the proposed acts, make opinions, and carry out other tasks as instructed by the Minister.
- (5) The rights and obligations of the Minister's advisors shall be governed by a contract.

#### **Article 78**

- (1) A Ministry shall have Assistant Ministers, who shall be responsible for their work to the Minister.
- (2) An Assistant Minister shall manage the area of work of the Ministry for which a department has been established.
- (3) An Assistant Minister shall be appointed by the Government for a five-year term of office, and in accordance with the law governing the status of civil servants.

#### **Article 79**

- (1) The Ministry shall have a Secretary.
- (2) The Secretary shall assist the Minister in managing the human resources, financial, IT and other issues and in harmonizing the work of the Ministry's internal organizational units and shall cooperate with other authorities.
- (3) The Secretary shall be appointed by the Government for a five-year term of office, and in accordance with the law governing the status of civil servants.

#### **Article 80**

- (1) An administrative authority that is part of a Ministry shall be headed by a Director, who shall be responsible for his/her work to the Minister.
- (2) An independent administration and administrative organization that is not part of the Ministry shall be headed by a Director, who is responsible to the Government for his/her work.
- (3) The Director referred to in paragraphs (1) and (2) of this Article shall decide the administrative matters within the scope of competence of the authority and make decisions

regarding the rights and duties of those employed within the authority.

(4) The Director referred to in paragraphs (1) and (2) of this Article shall be appointed by the Government for a term of five years, in accordance with the law governing the status of civil servants.

### **Article 81**

(1) The administrative authority referred to in Article 80 of this Law shall have a Deputy Director and may have one or more Assistant Directors.

(2) The Deputy Director shall act as a replacement for the Director and carry out other tasks as assigned by the Director. He/she shall be responsible for his/her work to the Director.

(3) The Assistant Director shall manage the tasks in one or more interrelated areas of the authority's work and shall be responsible for his/her work to the Director.

(4) The Deputy Director and Assistant Directors shall be appointed by the Government for a term of five years, in accordance with the law governing the status of civil servants.

### **Article 82**

(1) The tasks falling within the competence of an administrative authority that is part of the Ministry shall be carried out independently.

(2) The Minister shall direct the work of the administrative authority that is part of the Ministry and shall represent it before the Government and the National Assembly

(3) The Director of a Republic administrative authority that is part of the Ministry shall adopt the regulations falling within its scope of competence.

(4) The authorizations towards the administrative authorities that are part of the Ministry shall be exercised by the Government and the National Assembly through the Ministry with which the authority is affiliated.

### **Article 83**

(1) The independent administration shall carry out independently the tasks falling within its competence.

(2) The Director of the independent administration shall adopt regulations falling within its competence, with the Government's consent.

(3) An independent administration shall be represented by its Director.

(4) The authorizations towards the independent administrations shall be exercised directly by the Government.

## **CHAPTER SIX – INTERNAL SUPERVISION**

## **Article 84**

(1) The internal supervision shall include the supervision conducted by the administrative authorities over other administrative authorities and holders of public powers in the performance of the Republic administration tasks that are entrusted and/or transferred.

- (2) The internal supervision shall include:
- a) performance supervision,
  - b) inspection supervision through administrative inspection, and
  - c) other types of supervision established by law.
- (3) Administrative inspection shall be regulated by a special law.

## **Article 85**

(1) Supervision over the work of administrative authorities shall include supervision over the legality and adequacy of work of the administrative authorities, and holders of public powers in performing the entrusted/transferred tasks of administration.

(2) Supervision over the legality of work shall examine the enforcement of laws and other regulations, and shall carry out the supervision over the adequacy of work – the operational efficiency and cost-effectiveness, and the adequacy of task organization.

## **Article 86**

(1) In conducting the work supervision, an administrative authority shall be authorized to:

- a) request work-related reports and data,
- b) determine the situation concerning the task execution, warn about the detected shortcomings and define the measures and timelines for their elimination,
- c) issue instructions,
- d) order the execution of tasks that are found to be necessary,
- e) initiate the procedure to establish the accountability,
- f) carry out certain tasks directly, if it finds that a law or other regulation cannot be implemented in other ways, and
- g) propose to the Government to undertake the measures for which it is authorized.

(2) A work report shall include the review of enforcement of laws and other regulations, measures undertaken and their effects, including other necessary information.

## **Article 87**

(1) An instruction shall direct the organization and the method of work of those employed within an administrative authority and within a holder of public authority in exercising the Republic administration task that are entrusted and/or transferred.

(2) An instruction cannot determine the course of action and the ways of taking decisions in an administrative matter.

## **Article 88**

(1) Supervision over the work of an administrative authority within the Ministry shall be conducted by the Ministry with which it is affiliated.

(2) In exercising the supervision referred to in paragraph (1) of this Article, the Ministry shall have the complete set of powers with regard to general supervision of work that are prescribed by this Law.

## **CHAPTER SEVEN – CONFLICTING RESPONSIBILITIES, COMPLAINT DECISIONS AND EXEMPTIONS**

### **Article 89**

(1) Conflicting responsibilities between the administrative authorities, between an administrative authority and a holder of public authority, and among the holders of public authority shall be decided by the Government at the proposal of a Ministry competent for administrative matters.

(2) Conflicting responsibilities between the regional units/branch offices of administrative authorities shall be decided by the head of the respective authority.

### **Article 90**

(1) An appeal filed against a first-instance decision of a regional unit/branch office of an independent administrative authority shall be decided by the head of the authority.

(2) An appeal filed against a first-instance decision of an administrative authority within the Ministry shall be decided by the Minister.

(3) An appeal filed against a first-instance decision made by a holder of public authority with regard to entrusted or delegated tasks shall be decided by the competent Minister, unless otherwise provided by law.

### **Article 91**

(1) A decision to exempt an official person within an administrative authority shall be taken by the Head of that authority.

(2) A decision to exempt the Head of an administrative authority within the Ministry shall be taken by the Minister.

(3) A decision to exempt the Minister and the Head of an independent authority shall be taken by the Government.

(4) A decision to exempt an official person within a holder of public authority shall be taken by the Head of the holder of public authority.

## **CHAPTER EIGHT – RELATIONS OF ADMINISTRATIVE AUTHORITIES WITH OTHER AUTHORITIES AND ORGANIZATIONS**

### **Article 92**

(1) The Government shall direct the administrative authorities in the implementation of policy and enforcement of laws and other regulations, coordinate their activities and set their

deadlines for the adoption of regulations unless they are prescribed by law or other regulation.

(2) At the request of an administrative authority, the Government shall be obligated to take a position concerning a matter falling within its scope of competence .

(3) The Government may issue an order to an administrative authority requiring from it to examine any question or undertake a task and to submit a special report thereof.

### **Article 93**

(1) The Government may organize a special coordinating body in order to direct and coordinate multiple tasks within the scope of competence of the respective authority.

(2) The Government shall assign the tasks to a coordinating body, regulate the management of the coordinating body and all other issues of relevance for its work.

### **Article 94**

(1) Until such time as the decision of the Constitutional Court of the Republic has been made, the Government may suspend the enforcement of regulations, general acts, and individual acts based on such regulations and acts, in the event that, in the exercise of its supervision over the work of a Ministry, the Government finds that they are unconstitutional or unlawful, and that their enforcement could substantively result in harmful consequences that cannot be subsequently remedied.

(2) The Government decision to suspend the enforcement under paragraph (1) of this Article shall make it binding on the Government to initiate proceedings for the review of constitutionality and legality before the Constitutional Court of the Republic within eight days following the date of entry into force of the decision.

### **Article 95**

(1) The administrative authorities shall be required to make the medium-term and annual work plans.

(2) The administrative authorities shall file work reports and reports about the situation in the specific field of administration at least once a year. These reports shall include a review concerning the enforcement of laws and other regulations, implementation of programs and conclusions reached by the Government, and concerning the measures undertaken by them including the results of such measures.

(3) At the request of the Government, the administrative authorities shall file a special report about particular issues falling within their competence, and concerning the measures undertaken by them including the results of such measures.

(4) The Government shall define the methodology for the development of the work plans and of the work reports and reports about the situation in the specific field of administration.

### **Article 96**

(1) Relations that the administrative authorities have with the National Assembly and the President of the Republic shall be based on the rights and duties defined under the Constitution, laws and other regulations.

(2) The administrative authorities shall be required to forward the notifications, explanations and data relating to their competence to the National Assembly and the President

of the Republic, through the Government.

#### **Article 97**

(1) The administrative authorities shall be required to collaborate in all mutual matters and to exchange mutually the data and information necessary for their work.

(2) The administrative authorities shall establish joint bodies and project groups in order to carry out the tasks the nature of which requires the participation of several administrative authorities.

#### **Article 98**

(1) The tasks falling within the scope of competence of two or more administrative authorities shall be managed by the administrative authority whose scope of competence includes the predominant part of such tasks.

(2) The Government shall decide the disputes in the event that an act is adopted by two or more administrative authorities as a result of their mutual agreement, or by one authority with the approval of another authority, where such an the approval is absent.

(3) The Government shall decide on all other matters that administrative authorities have failed to resolve by reaching a mutual agreement.

#### **Article 99**

Relations that the administrative authorities have with courts, prosecutors' offices and other Republic authorities shall be based on the rights and duties defined under the Constitution, laws and other regulations.

#### **Article 100**

(1) Relations that the administrative authorities have with the authorities of the units of local self-government with regard to the matters within their original scope of competence shall be based on the rights and duties defined by the Law on Local Self-Government.

(2) While conducting the supervision over the work of the units of local self-government in the performance of entrusted tasks of Republic administrative authorities, the administration authorities shall have general and special powers which they otherwise have in the supervision over the work of holders of public powers under the provisions of this Law.

#### **Article 101**

The administrative authorities shall be required to ensure the cooperation with NGOs, which shall be carried out specifically by:

- a) consulting the NGO sector about the laws and other regulations and projects which regulate the manner of exercising the freedoms and rights of citizens,
- b) providing the participation in the task forces in charge of observing mutual interest issues or regulating legally certain issues,
- c) organizing joint public hearings, round tables, seminars and other forms of joint activities and other appropriate types, and
- d) providing information on the content of work programs and reports on the performance of administrative authority.



## **CHAPTER NINE - TRANSFERRING AND ENTRUSTING THE TASKS OF ADMINISTRATION**

### **Article 102**

(1) In order to be conducted efficiently and cost-effectively, certain administration tasks shall be transferred by the law to the local self-government units, public institutions and other legal entities (hereinafter: the authority).

(2) An act on entrusting the tasks referred to in paragraph (1) of this Article shall be preceded by a feasibility study, which includes:

- a) a justification for entrusting the tasks,
- b) a precise determination of the tasks to be entrusted,
- c) the party to which the tasks are to be entrusted,
- d) views and opinions of the authority of local self-government units or other legal entities on possibilities and requirements for performing the entrusted tasks (in particular, the existence of organizational, human resource, technical, financial and material requirements), and
- e) the manner and conditions for financing the execution of the entrusted tasks.

### **Article 103**

The administrative authority shall check whether, in performing the transferred/entrusted tasks of Republic administration, an authority is acting in accordance with the law, shall warn the authority if it fails to act in accordance with the law and shall suggest measures the authority is supposed to take.

### **Article 104**

The administrative authority shall decide a complaint filed against the individual acts adopted in the first-instance by the authorities in performing the transferred/entrusted tasks and shall exercise other rights mandated by law to the second-instance authority in the administrative procedure.

### **Article 105**

The administrative authority shall exercise control over the work of the authority in the performance of the transferred/entrusted tasks and shall have the right and duty to:

- 1) give prior consent to all regulations that it issues in relation to the performance of the transferred/entrusted tasks,
- 2) give consent with regard to the organization of work and conditions for performing the transferred/entrusted tasks,
- 3) give mandatory instructions for the performance of the transferred/entrusted tasks,
- 4) provide expert assistance in the performance of the transferred/entrusted tasks,
- 5) inspect directly the performance of the transferred/entrusted tasks,
- 6) issue a warning in writing to an authority about its failing to perform the transferred/entrusted tasks and issue an order to ensure that the transferred/entrusted tasks are carried out within a certain period of time,
- 7) issue a warning in writing to an authority about irregularities, illegalities or failures to comply with the time requirement in the performance of the transferred/entrusted tasks and determine the deadline for their elimination; and

- 8) take the measures of accountability.

#### **Article 106**

(1) In the event that the authority fails to comply with the warning issued by the administrative authority referred to in Article 105 of the present Law, the administrative authority shall be allowed to carry out directly a particular task falling within the scope of the transferred/entrusted tasks, at the expense of authority.

(2) The administrative authority shall be required to act in line with paragraph (1) of this Article, in the event that a failure to carry out the tasks may result in harmful consequences for life and health of persons, environment or property assets, and for the exercise of the rights and interest of citizens.

#### **Article 107**

(1) The administrative authority may propose to the Government to initiate the procedure of withdrawal of the transferred/entrusted tasks, when, despite the warning, the authority fails to carry out the tasks or fails to carry out these tasks correctly, legally and timely.

(2) The transferred/entrusted tasks referred to in paragraph (1) of the present Article shall be carried out by the competent administrative authority.

#### **Article 108**

(1) While performing the entrusted/transferred administration tasks, the holders of public powers shall have the rights and duties identical to those of the administrative authorities.

(2) The Government and the administrative authorities shall keep the responsibility for the implementation of the entrusted/transferred task even after they have been entrusted/transferred.

#### **Article 109**

Funds required for the performance of the entrusted/transferred tasks of administration shall be provided in the budget of the Republic.

#### **Article 110**

(1) Once the holders of public powers have been entrusted with the adoption of regulations, these regulations shall correspond, by their nature and name, to the regulations adopted by the administrative authorities.

(2) The holder of public authority shall obtain the opinion from the competent Ministry before publishing the regulations referred to in paragraph (1) of the present Article.

(3) The holder of public authority shall publish the regulations referred to in paragraph (1) of the present Article in an appropriate official gazette.

#### **Article 111**

- (1) The administration tasks related to the Government's policy making may not be

entrusted/transferred.

(2) The tasks of inspection supervision may be entrusted only to the authorities of the units of local self-government.

### **Article 112**

(1) The administrative authority that supervises the work of the holder of public authority in the performance of the entrusted/transferred tasks of Republic Administration shall be designated by law.

(2) In conducting the supervision over the work of the holder of public authority, the authority referred to in paragraph (1) of the present Article shall exercise all general authorizations with regard to the supervision over the work that are prescribed by the present Law.

## **CHAPTER TEN – PUBLICITY OF WORK AND RELATIONS WITH CITIZENS**

### **Article 113**

(1) The administrative authorities shall inform the public about the performance of the tasks falling within their scope of competence and report about their work through the mass media or in other appropriate way.

(2) Providing certain reports and information may be withheld only in the cases prescribed by law.

### **Article 114**

While preparing a law that regulates the rights, obligations and legal interests of physical and legal entities, an administrative authority shall act by inviting the interested parties/stakeholders to make comments, proposals and suggestions, through the mass media,.

### **Article 115**

(1) The administrative authorities may carry out certain tasks outside their seat and seat of its regional units/branch offices, on the administrative days.

(2) The task that shall be carried out in a way referred to in paragraph (1) of the present Article, the place and time of their performance shall be determined by the head of the respective administrative authority.

(3) The administrative days shall be announced in the places in which they are to be held.

### **Article 116**

The administrative authorities shall inform the clients in an appropriate way about their rights, obligations and the way in which they can exercise rights and obligations, about their scope of competence, about an administrative authority that supervises their work and the way to contact them and shall provide other information of relevance for the publicity of work and relations with the clients.

### **Article 117**

(1) The administrative authorities shall enable all physical and legal entities to file complaints about their work and the work and relationship of their employees.

(2) The administrative authorities shall respond to the filed complaint within the period of 15 days following the day of receiving the complaint, in the event that a complainant demands a response.

#### **Article 118**

(1) The administrative authorities shall manage the appropriate relationship with clients and receive clients during the working hours.

(2) Daily and weekly working hours schedule and other matters related to the working hours in the administrative authorities shall be regulated by the Government.

### **CHAPTER ELEVEN – FUNDS FOR THE WORK OF THE ADMINISTRATIVE AUTHORITIES**

#### **Article 119**

(1) Funds required for the work of the administrative authorities shall be provided in the budget of the Republic.

(2) The funds required for the work of the administrative authorities shall consist of:

- a) the funds required for salary disbursement of civil servants and non-civil service staff,
- b) the funds to cover for material costs,
- c) the funds required for special purposes; and
- d) the funds required for equipment procurement and maintenance.

#### **Article 120**

The administrative authorities may generate certain income through their activity, in accordance with the law.

#### **Article 121**

When determining the amount of the funds required for the work of the administrative authorities, the starting point shall primarily be the need to provide complete and efficient performance of the tasks, their nature, volume and other conditions regulated by law.

#### **Article 122**

(1) The funds required for earnings (salary) disbursement in the administrative authorities shall be provided for:

- a) the salaries of civil servants and non-civil service staff,
- b) the reimbursements for unassigned civil servants and non-civil service staff and
- c) the reimbursements for civil servants and non-civil service staff whose work is no longer needed.

(2) The funds required for salaries and the establishment of an amount of salaries for those employed in the administrative authorities shall be provided according to a special law and collective agreement.

### **Article 123**

The funds required for the coverage of material costs shall be provided for:

- a) purchase costs of consumables and small inventory, heating, lighting, lease and maintenance of business premises,
- b) postal and telephone services,
- c) purchase costs of professional publications, professional literature and printing of materials,
- d) insurance costs,
- e) costs of maintenance of assets and equipment,
- f) travel and other expenses other than present personal income, and which shall be recognized to the administrative authority as material costs, and
- g) other costs needed for the performance of tasks of the administrative authority that shall, according to their purpose, fall into the category of material costs.

### **Article 124**

The funds required for special purposes shall be provided for:

- a) certain needs related to the work of the administrative authorities (fees for witnesses, expert witnesses, interpreters and other costs of proceedings, etc.),
- b) severance package pay for the employees whose work shall end due to their retirement,
- c) professional training and development of those employed,
- d) modernization of administrative authorities,
- e) fees under the contract on scientific and research work and
- f) for other purposes determined by a special law.

### **Article 125**

(1) The funds required for the equipment shall include inventory and other required items that are used by an administrative authority to carry out its tasks, and whose life span under normal conditions of use exceeds one year, unless otherwise regulated by special law.

(2) The funds required for the equipment shall also be made of cash assets intended for the equipment procurement.

### **Article 126**

The head of the administrative authority shall be responsible for the legal use of the administrative authority funds.

### **Article 127**

The Ministry of Finance shall exercise control over the legality of use of the funds required for the work of administrative authorities, in accordance with the law.

## **CHAPTER TWELVE – CIVIL SERVANTS AND NON-CIVIL SERVICE STAFF**

### **Article 128**

(1) The tasks within the scope of competence of the administrative authorities shall be carried out by civil servants and non-civil service staff.

(2) The core activity tasks of the administrative authorities shall be carried out by civil servants, whereas the tasks that are directly related to those activities shall be carried out by non-civil service staff.

(3) The core activity tasks of the administrative authorities shall be: normative-legal and administrative tasks, stock-taking, developmental and inspection tasks.

#### **Article 129**

Position of civil servants and non-civil service staff shall be regulated by a special law.

### **CHAPTER THIRTEEN – OFFICE ADMINISTRATION**

#### **Article 130**

(1) Office administration shall include recording, keeping, classifying and archiving the material received in the work of administrative authority or that occurs in the work of administrative authority, including all other issues related to the administrative authority operation.

(2) The Government shall prescribe the office administration by a decree.

#### **Article 131**

(1) Provisions of the present Law related to office administration shall also be applicable to the services of the National Assembly, the Council of Peoples, the President of the Republic and the Government.

(2) Provisions of the present Law related to the principles of activity of the administrative authorities, publicity of work and relations with citizens, conditions concerning the performance of the tasks of a civil servant and related to office administration shall also be applicable to all holders of public powers.

### **CHAPTER FOURTEEN – TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 132**

Until such time as the Government acts foreseen by the present Law have been adopted, the Government acts adopted prior to the date of entry into force of the present Law shall be applicable.

#### **Article 133**

(1) The Government shall enact the decree referred to in the Article 75 within the period of six months following the date of entry into force of the present Law.

(2) The Government shall establish a methodology referred to in the Article 95 and enact the decree referred to in the Article 130 within the period of six months following the date of entry into force of the present Law.

(3) The administrative authorities with regard to which the provisions of the present Law have changed the scope of competence related to its tasks shall adopt the acts on

organization and systematization of job positions within the period of six months following the date of entry into force of the present Law.

#### **Article 134**

The holders of public powers shall continue to perform the administrative tasks that they are entrusted with, or that are transferred to them, until such time as the present Law has entered into force.

#### **Article 135**

Once the present Law has entered into force, the following institutions shall cease to operate:

- 1) the Ministry of Industry, Energy and Mining, and its tasks shall be transferred to the Ministry of Economy and Entrepreneurship and the Ministry of Energy and Mining;
- 2) the Ministry of Science and Technology, and its tasks shall be transferred to the Ministry of Scientific and Technological Development, Higher Education and Information Society;
- 3) the Ministry for Refugees and Displaced Persons, and its tasks shall be transferred to the Republic Secretariat for Displaced Persons and Migrations; and
- 4) the Ministry of Economic Relations and Regional Cooperation, and its tasks shall be transferred to the Ministry of European Integration and International Cooperation and the Ministry of Economy and Entrepreneurship;

#### **Article 136**

Once the present Law has entered into force, the Law on Republic Administration ("Official Gazette of Republika Srpska", Nos. 118/08, 11/09, 74/10, 86/10, 24/12, 121/12, 15/16, 57/16 i 31/18) shall be repealed.

#### **Article 137**

This Law shall enter into force on the eighth day following the date of its publication in the "Official Gazette of Republika Srpska".

No: 02/1-021-1155/18  
5 December 2018  
Banjaluka

SPEAKER  
OF THE NATIONAL ASSEMBLY  
**Nedeljko Čubrilo**