

Information Booklet on the Activities of the Provincial Election Committee

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1. Basic Facts on the Information Booklet

The Information Booklet on the Activities of the Provincial Election Committee (hereinafter: Information Booklet) shall be published pursuant to Article 39 of the Law on the Free Access to the Information of Public Importance (“The Official Gazette of the Republic of Serbia”, No. 120/2004, 54/2007, 104/2009 and 36/2010) and the Instructions for Publishing the Information Booklet on the Activities of the State Authority (“The Official Gazette of the Republic of Serbia”, No. 68/2010).

The Information Booklet comprises data relevant for informing the public on the activities of the Provincial Election Committee and for exercising the stakeholders` s right to access the information of public importance.

The electronic version of the Information Booklet can be found in the Internet presentation of the Provincial Election Committee: www.pik.skupstinavojvodine.gov.rs, and on the request of the stakeholders, it can be printed free of charge or recorded on the medium they provide.

A person authorized to act on the request for the free access to information and the person responsible for the accuracy and relevance of the data comprised in the Information Booklet shall be Nikola Banjac, the Secretary of the Provincial Election Committee.

The Information Booklet was published for the first time on 12th April, 2012.

The Information Booklet was last updated on 24th February, 2017.

2. Basic facts on the Provincial Election Committee

The Provincial Election Committee (hereinafter: the Committee) is an authority which shall implement elections of the Deputies to the Assembly of the Autonomous Province of Vojvodina.

The election, method of work, functioning and the tasks performed by the Committee shall be determined by the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina ("The Official Journal of APV", No. 23/2014) and the Rules of Procedure of the Provincial Election Committee ("The Official Journal of APV", No. 12/2016 and 61/2016).

The head office of the Committee is in Novi Sad, in the premises of the Assembly of the Autonomous Province of Vojvodina, Vladike Platona bb Street.

2.1. Contact

The Provincial Election Committee

Address:	The Assembly of the Autonomous Province of Vojvodina Vladike Platona bb 21000 Novi Sad
Telephone/fax:	021/487-4143, 021/456-010, 021/456-012
E-mail:	pik@skupstinavojvodine.gov.rs
Internet presentation:	www.pik.skupstinavojvodine.gov.rs
Identification number:	08649987
TIN:	102187302

3. Description of Competences and the Scope of Activities

3.1. Election Implementation Authorities

Pursuant to Article 11 of the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina, the implementation bodies for the election of Deputies to the Assembly of the Autonomous Province of Vojvodina shall be the Provincial Election Committee and Polling Boards.

The Provincial Election Committee shall be appointed for the term of four years and Polling Boards for each election of Deputies.

The Assembly of the Autonomous Province of Vojvodina shall have 120 Deputies who shall be elected every four years.

Deputies in the Autonomous Province of Vojvodina as one constituency shall be elected based on the political party list (party electoral list), coalition of political parties or the coalition of a political party and a group of citizens (coalition electoral list) or a group of citizens (citizen's group electoral list).

3.2. Competence

The Provincial Election Committee shall:

- Enable the implementation of the elections in compliance with the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina,
- Determine and publish the list of polling places in the "Official Journal of the Autonomous Province of Vojvodina",
- Establish polling boards and appoint their members,
- Determine the number of needed ballots;
- Organise technical preparation for the election of Deputies,
- Deliver the data on elections to the authorities competent for data collection,
- Harmonise the activities of the election implementation bodies and provide them with guidelines regarding the implementation of the procedure for the election of Deputies,
- Stipulate forms significant for functioning of the election implementation bodies, method of delivering the data to the Committee and it shall enact official

documents related to the performance of electoral activities regulated by this Decision,

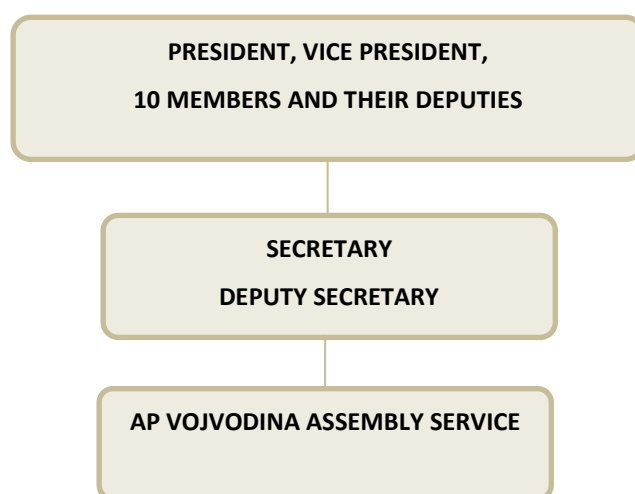
- Provide explanations regarding the application of provisions of the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina,
- Determine and publish the overall results of the elections,
- Submit a report on the conducted elections to the Assembly of AP Vojvodina,
- Determine and promulgate the total number of voters,
- Determine whether the electoral lists have been completed and submitted in compliance with the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina,
- Decide on the proclamation of the electoral list,
- Decide on the proclamation of the combined electoral list,
- Prepare and validate the ballots,
- Decide on the allocation of the Deputies` terms of office,
- Stipulate the method for authentication of signatures and other data from the form stipulated by it,
- Perform other tasks stipulated by the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina.

4. Organisation Structure

4.1. Regular Composition of the Provincial Election Committee

In accordance with the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina, the regular composition of the Committee shall include:

- President and Vice President,
- 10 members and their deputies.



The President of the Committee shall be appointed by the Assembly at the proposal of the President of the Assembly.

Members of the Committee shall be appointed by the Assembly at the proposal of Deputies` Groups at the Assembly.

The Committee shall have a Secretary who is also the Assembly Secretary or his deputy. He/She shall participate in the work of the Committee, without the right to make decisions. The Secretary of the Committee shall have his/her deputy.

The President, members and the Secretary of the Committee as well as their deputies need to have a Bachelor`s Degree in Law with at least three years of professional experience.

Members of the Committee and their deputies must have the suffrage and domicile in the territory of the Autonomous Province of Vojvodina.

Terms of office of the members of the Committee and their deputies shall be terminated as soon as they accept the candidacy for Assembly Deputies.

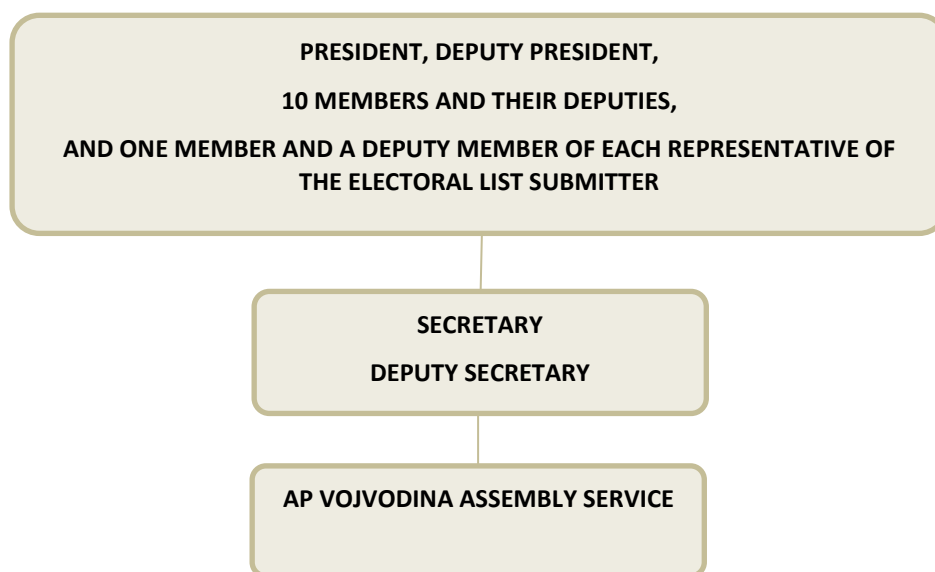
The Committee shall be appointed for the period of four years.

Act on the Appointment of the Members of the Committee shall be published in "The Official Journal of the AP Vojvodina".

Professional and administrative tasks for the purpose of the Committee shall be performed by the Service of the Autonomous Province of Vojvodina Assembly.

4.2. *Extended Composition of the Provincial Election Committee*

During the implementation of elections, the Committee shall operate in its extended composition. The submitter of the confirmed and proclaimed electoral list who proposed at least half of the total number of Deputies elected shall have the right to determine the member of the extended composition of the Committee.



Two or more submitters of the electoral list may determine the common authorised member in the Committee.

Members of the extended composition shall have their deputies. Members of the extended composition and their deputies must have a Bachelor`s Degree in Law.

Members of the extended and the regular composition of the Committee shall have equal rights and duties.

4.3. *Working Groups of the Provincial Election Committee*

In order to investigate certain issues within its scope, draft act proposals, reports and other documents as well as to perform certain election activities, the Committee may establish working groups from among its members, which shall be supported by the employees.

4.4. Composition of the Provincial Election Committee

Pursuant to the Decision on the Appointment of the President, Members and the Secretary of the Provincial Election Committee and Their Deputies ("Official Journal of the AP Vojvodina" No. 43/16 and 64/16), the following persons have been appointed into the Provincial Election Committee:

- as the President: **MILOVAN AMIDŽIĆ**, Bachelor of Laws from Novi Sad,
as the Deputy President **MINJA GAŠEVIĆ**, Bachelor of Laws from Odžaci;
- 1. as a member **RAJKO MARINKOVIĆ**, Bachelor of Laws from Novi Sad,
as a deputy member **JELENA ČOLAKOVIĆ**, Bachelor of Laws from Kovin.
- 2. as a member **MILAN ĐURIĆ**, Bachelor of Laws from Novi Sad,
as a deputy member **SVETLANA ĐAKOVIĆ**, Bachelor of Laws from Petrovaradin.
- 3. as a member **DANICA VIGNJEVIĆ**, Bachelor of Laws from Futog,
as a deputy member **DUŠAN OBRADOVIĆ**, Bachelor of Laws from Subotica.
- 4. as a member **SVETISLAV STOJANOVIĆ**, Bachelor of Laws from Novi Sad,
as a deputy member **MARKO SARANOVAC**, Bachelor of Laws from Sremska Mitrovica.
- 5. as a member **ALEKSANDAR BOJKOV**, Bachelor of Laws from Novi Sad,
as a deputy member **EMINA MUJOVI**, Bachelor of Laws from Novi Sad.
- 6. as a member **LJUBOMIR JOKIĆ**, Bachelor of Laws from Petrovaradin,
as a deputy member **VANJA KOVAČEVIĆ KANAZIR**, Bachelor of Laws from Novi Sad.
- 7. as a member **MILORAD GAŠIĆ**, Bachelor of Laws from Futog,
as a deputy member **BOŽIDAR PROTIĆ**, Bachelor of Laws from Novi Sad.
- 8. as a member **JELENA ZLOJUTRO**, Bachelor of Laws from Novi Sad,
as a deputy member **DUŠAN TEOFILOVIĆ**, Bachelor of Laws from Novi Sad.
- 9. as a member **IVANA GLUŠAC**, Bachelor of Laws from Novi Sad,
as a deputy member **RASTKO RUŽIČIĆ**, Bachelor of Laws from Novi Sad.
- 10. as a member **EDVINA ERDEDI**, Bachelor of Laws from Novi Sad,
as a deputy member **IGOR BAŠNEC**, Bachelor of Laws from Novi Sad.
- as the Secretary **NIKOLA BANJAC**, Bachelor of Laws from Novi Sad,
as the Deputy Secretary **MILA RADISAVLJEVIĆ**, Bachelor of Laws from Novi Sad.

5. Rights and Duties of the President, Members and the Secretary of the Committee

The President of the Committee shall:

- Represent the Committee,
- Convene the Committee sessions and preside over them,
- Sign the official documents of the Committee,
- Approve business trips in the country and abroad,
- Enable the Committee to perform its tasks pursuant to the regulations and in due time,
- See to the application of the Committee`s Rulebook, and
- Perform other tasks envisaged by the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina and the Committee`s Rulebook.

The President of the Committee may authorise the Secretary of the Committee to sign the documents of the Committee regarding operational issues.

The Deputy President of the Committee shall perform the duty of the President of the Committee in case of his/her absence or inability to perform his/her functions. The Deputy may perform other tasks delegated by the President.

Members of the Committee shall have the rights and duties to:

- Propose convening of the Committee`s sessions and its agenda,
- Regularly attend the Committee`s sessions,
- Participate in discussions regarding issues on the agenda of the Committee`s sessions and vote on each proposal which shall be dealt with at the session,
- Perform all tasks and duties envisaged by the Committee.

The Secretary of the Committee shall:

- Prepare the Committee`s sessions,
- Coordinate activities of the Committee`s members and their deputies,
- Help the President of the Committee to perform the tasks within the scope of his/her competences,
- Be responsible for the preparation of act proposals passed by the Committee and shall perform other tasks pursuant to the Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina, the Committee`s Rulebook and orders of the President of the Committee.

6. Committee`s Method of Work

The Committee shall operate in sessions.

The Session of the Committee shall be convened by its President, at his/her request or when proposed by at least one third of the Committee`s members in the shortest period possible.

In case the President or the Deputy President of the Committee is prevented from doing so, the session shall be convened and presided over by a member of the Committee authorised in writing by the President.

Notice for the convocation of the Committee`s session, along with a proposal for the agenda, shall be sent to the members of the Committee and their deputies, usually in writing, not later than two days before the day designated for the session day, and if necessary, the sessions shall be convened by telephone or e-mail.

Exceptionally, an invitation to the Committee session with the proposal of the agenda could also be delivered in the shorter term, whereby the President of the Committee shall be obliged to justify such action at the beginning of the session.

The notice for the session convocation shall comprise the date, time, location of the Committee`s session and the proposal of the agenda. Along with it, members of the Committee and their deputies shall also receive the material prepared for the items of the proposed agenda as well as the minutes from the previous session of the Committee, if it has been made.

The agenda for the Committee`s session shall be proposed by the President of the Committee, except when the session has been convened at the request of at least one third of the Committee`s members, in case of which the agenda shall be proposed in the request for the convocation of the session.

The session could be convened only when the majority of the total number of members attends it, that is, deputy members of the Committee operating in the extended composition.

The session shall be presided over by the President of the Committee or the Deputy President if he/she is prevented from doing so.

In case the President shall need to leave the session, the presidency over the session shall be delegated to the Deputy President, that is, in case of the Deputy President`s absence, the session shall be presided over by the member of the Committee authorised by the President in writing.

Upon opening the session, the presiding person shall state the number of the members of the Committee present at the session.

The President of the Committee, its members, the Secretary of the Committee and their deputies may participate in the discussions at the sessions.

At the invitation of the President of the Committee, the representatives of the provincial and other authorities and organisations may attend the sessions and participate in the discussions if the matters within the scope of their competences are being discussed. The

presiding person shall inform about this matter members of the Committee at the beginning of the session.

Before determining the agenda, the minutes from the previous session shall be adopted, if it has been made and in due time delivered to the members of the Committee and their deputies.

Objections to the minutes may be made by each member of the Committee or their deputy.

If there are no objections to the minutes, the minutes with the suggested text shall be put to vote by the President.

The Committee shall decide on the stated objections to the minutes in the same order in which they have been discussed.

After the decision on the objections to the minutes had been made, the presiding person shall state that the minutes with the suggested text, that is, with the acknowledged objections was adopted.

The agenda of the session shall be determined by the Committee.

Every member of the Committee, that is, deputy shall have the right to propose an amendment or supplement to the proposed agenda.

The proposals for amendments and supplements shall be decided upon without debate, in the order in which they are presented at the session.

After stating opinions on the proposals for an amendment, that is, supplement of the proposed agenda, the Committee shall vote for the adoption of the overall agenda.

Upon the proposal of the chairman or the member of the Committee, that is, deputy, the Committee may decide to limit the time for debating on a certain item of the agenda for every participant to five minutes.

The sessions shall be run according to the adopted agenda.

Before opening the debate on the agenda item, the Committee President or the Committee member appointed by the Committee President shall inform the Committee and propose the method of further activities of the Committee (rapporteur).

If the session shall consider the proposal of an official document issued by the Committee, the Secretary of the Committee shall introduce the Committee to the proposal of the official document before opening the debate.

The chairman shall be responsible for the order at the Committee session and give the floor to the members and deputies of the Committee registered to participate in the debate.

The chairman may set a break when he considers it necessary.

The Committee shall work and make valid decisions if the majority of the overall number of members, that is, their deputies, is present.

The Committee shall decide by majority of votes of the members in the regular, that is, extended composition.

Only the Committee members shall have the right to vote and the deputies only in the absence of the members they replace.

If there are several proposals within one agenda item, the chairman shall put the proposals to the vote in the order in which they have been presented.

The Committee shall always vote for the adoption of the proposal.

If the proposal, subjected to voting, does not receive the required majority of votes, the proposal shall be considered as rejected.

6.1. Information on the activities of the Committee for the period of 2008-2012

Number of held sessions		Passed documents			
Regular activity	By-elections on 9 th May 2010	Report	Decision	Order	Other
23	9	11	4	17	35
32		67			

6.2. Information on the activities of the Committee for the period of 2012-2015

Number of held sessions		Passed documents			
Regular activity	By-elections on 17 th February 2013	Report	Decision	Order	Other
12	12	9	16	18	19
24		62			

7. Transparency of the Committee's activities

The Committee's activities shall be transparent.

The Committee shall provide the transparency of its activities through:

- enabling interested local, foreign and international organisations and associations (observers) to monitor the Committee's activities during election process,
- publishing documents of the Committee in the „The Official Journal of the Autonomous Province of Vojvodina“, in accordance with the Rules of Procedure of the Committee,
- publishing the Information Booklet of the Committee and enabling access to Committee's information of public importance, in accordance with the law,
- publishing acts and information on Committee's activities on the Internet presentation of the Committee,
- issuing press releases, and
- holding press conferences and giving statements to media, in accordance with the Rules of Procedure of the Committee.

The Committee shall publish Information Booklet on its activities.

The person authorised to act on the requests for the access to information of public importance shall be the Secretary of the Committee.

The Committee shall decide on the requests for the access to information of public importance which relate to the election material.

The Committee shall have its Internet presentation, which shall publish general acts of the Committee, reports on the election results, information on the held Committee sessions and press releases, as well as other information and documents created during the activities or relating to the activities of the Committee, which are significant to the public.

The Secretary of the Committee shall be responsible for updating the Internet presentation of the Committee.

Press release shall be issued through the Service of the Assembly of the Autonomous Province of Vojvodina.

The President of the Committee or the member of the Committee, authorised by the Committee, shall give information on the Committee's activities, through press conferences and media statements.

The Secretary of the Committee shall be authorised to give statements on the technical aspects of the Committee's activities and the implementation of the election.

8. Personal data protection

Members and deputies of the Committees and the employees in the Service performing the tasks necessary for the Committee shall be required to work in accordance with the regulations which govern the protection of personal data.

9. Provision of funds for the Committee's activities

Funds for the activities of the body for the implementation of election, election material and other expenses of election implementation shall be provided in the Budget of the Autonomous Province of Vojvodina.

The Committee shall submit to the Assembly of AP Vojvodina the financial plan of the required funds for the regular activities and expenses for the implementation of election as well as the report on the funds spent for regular activities and the implementation of election.

The President, members and the Secretary of the Committee and their deputies shall be entitled to remuneration for their work in the Committee.

The remuneration for the work in the Committee shall be regulated by a special decision.

The Service of the Assembly of the Autonomous Province of Vojvodina shall provide the necessary professional and technical assistance to the Committee.

Persons who provide necessary professional and technical assistance to the Committee shall be entitled to remuneration, which is regulated by the special official document.

Order issuing authority for the use of the funds provided for the Committee's activities shall be the Secretary of the Committee.

10. Documentation on the Committee's activities

The minutes of the Committee's sessions shall be taken.

The minutes shall include basic data about the activities of the session, especially about the discussed proposals, names of the participants in the discussion, decisions, conclusions and other documents passed during the session, as well as the results of voting on certain issues.

The Secretary of the Committee shall be responsible for writing and the retention of the minutes. The minutes shall be kept permanently.

The minutes shall be signed by the President and the Secretary of the Committee.

11. Retention of documents obtained as a result of the committee's activities and with reference to them

The Committee shall keep the information it has exist in the written form (paper).

The Committee shall provide the retention of the election acts and reports on election results and the handling of these materials, in accordance with the regulations.

The Committee shall keep registry protocol, arrange and keep documentation (Committee archives), which shall be treated with in accordance with the regulations.

The election material shell be kept in the rented premises of the Public Enterprise „Sklonište” in Novi Sad.

The archives with files shall be kept at the Registry Office of the Assembly of the Autonomous Province of Vojvodina in Novi Sad, in Vladike Platona bb Street.

The documents on Committee's activities shall be kept at the Registry Office of the Assembly of the Autonomous Province of Vojvodina in Novi Sad, in Vladike Platona bb Street.

The financial documents on payments for the purposes of the Provincial Election Committee, including the documentation on remuneration calculation and payment, shall be kept in the Section for Administrative and Organisation Affairs of the Assembly of the Autonomous Province of Vojvodina, Department of Financial-Material Affairs, Vladike Platona bb Street.

Regulations on the Committee's activities do not foresee, that is, stipulate the retention of the material in electronic, magnetic, that is, digital format.

12. Data on revenues and expenditures

A review of the planned, approved and spent budget funds for the period 2008-2015

Year	Planned in the Annual Plan	Committed expenditures	Fulfillment Percentage
2008	212,570,000.00	210,016,982.73	98.80
2009	8,330,000.00	8,183,812.59	98.25
2010	14,169,468.00	12,613,111.81	89.02
2011	10,441,000.00	8,568,891.08	82.07
2012.	209.039.000,00	206.237.003,04	98,66
2013.	34.249.000,00	32.178.609,31	93,95
2014.	21.400.000,00	18.874.762,24	88,20
2015.	21.530.000,00	18.963.797,11	88,08
2016.	218.016.000,00		

12.1. Review of the planned, approved and spent budget funds in 2008

Functional classification 160 – General public services not classified elsewhere

Pursuant to Article 3 Par 3 of the Constitutional Law on Implementation of Constitution of the Republic of Serbia, the elections for deputies for the Assembly of the Autonomous Province of Vojvodina were held on 11th May 2008.

Out of the planned funds (RSD 212,570,000.00), the committed expenditures amounted to RSD 210,016,982.73 that is, 98.80%.

The funds were used for:

- Standing expenses - in the amount of RSD 393,607.68, that is, 72.35% of the planned expenses (RSD 544,000.00). The funds were spent on the reimbursement of costs to the municipal government for leasing facilities for polling places during the implementation of the second round of elections

- for deputies for the Assembly of AP Vojvodina and for leasing facilities for the storing election material.
- Travel expenses – in the amount of RSD 1,857,676.41, that is, 88.33% of the planned RSD 2,103,000.00. The funds have been used for the payment of fees and reimbursements for the use of personal vehicles to the president, members, Committee’s secretary and their deputies of regular and extended composition.
 - Service contracts – in the amount of RSD 164,761,864.79, that is, 98.77% of the planned RSD 166,816,000.00. The funds were used for the reimbursements for the activities of the Provincial Election Committee, Election Committee of Constituencies and Polling Boards, as well as for presentation and other general services.
 - Supplies expenses – in the amount of RSD 43,003,833,85, that is, 99.76% of the planned RSD 43,107,000.00. The funds were used for the office supplies, ballots, minutes on handover, minutes on the polling boards’ activities, control sheets, envelopes, paper bags, paravans, ballot boxes and other. The funds were also used for the reimbursements of supply expenses for polling places, in the form of the transfer to the municipal governments.

12.2. Review of the planned, approved and spent budget funds in 2009

Functional classification 160 – General public services not classified elsewhere

Within the section of the Assembly of AP Vojvodina as the activity 01 – the Provincial Election Committee, funds were planned for the regular activities of the Provincial Election Committee in the total amount of RSD 8,330,000.00. Committed expenditures amounted to RSD 8,183,812.59 or 98.25% of the annually planned funds.

The funds were used for:

- Standing expenses – in the amount of RSD 242,493.82, that is, 89.81% of the planned RSD 270,000.00. The funds were used for leasing facilities for storing election material.
- Travel expenses – in the amount of RSD 123,192.77 in reference to the planned RSD 200,000.00 that is 61.60%.
- Service contracts – in the amount of RSD 7,818,126.00, that is, 99.47% of the planned RSD 7,860,000.00. The funds were used for remunerations to the members of the Provincial Election Committee and their deputies as well as persons hired for work in the Provincial Election Committee.

12.3. Review of the planned, approved and spent budget funds in 2010

Functional classification 160 – General public services not classified elsewhere

Within the section of the Assembly of AP Vojvodina as the activity 01 – the Provincial Election Committee, funds were planned for the activities of the Provincial Election Committee in the total amount of RSD 14,169,468.00. Committed expenditures amounted to RSD 12,613.111.81 or 89.02% of the annually planned funds.

The funds were used for:

- Standing expenses – in the amount of RSD 430.564.83, that is, 83.78% of the planned RSD 513,918.00. The funds were used for the costs of payment operations, delivery services and leasing facilities for polling places during the implementation of by-elections in the Constituency 13 Žabalj as well as for leasing facilities for storing election material.
- Travel expenses – in the amount of RSD 81,377.24, that is, 23.25% of the planned RSD 350,000.00. The funds were used for the payment of reimbursements for the use of personal vehicles while coming to Committee's sessions.
- Service contracts – in the amount of RSD 11,523,200.98, that is, 90.54% of the planned RSD 12,727,581.00. The funds were used for the reimbursements of costs of printing notifications to voters in the Constituency 13 Žabalj, remunerations for working in the Provincial Election Committee and remunerations for working in the bodies for the implementation of by-elections in the Constituency 13 Žabalj.
- Material – in the amount of RSD 577,968.76, that is, 100%. The funds were used for the implementation of by-elections in the Constituency 13 Žabalj, namely for ballot papers and the equipment of polling places.

12.4. Review of the planned, approved and spent budget funds in 2011

Economic Classification	Source of Financing	Name	Planned in the Annual Plan	Committed Expenditures	Fulfillment Percentage
Provincial Election Committee					
General public services not classified elsewhere					
421		STANDING EXPENSES			
421619		Leasing Other Facilities			
	01 00	Revenues from the Budget	240,000.00	190,165.08	79.24
422		TRAVEL EXPENSES			
422194		Reimbursement for Use of Personal Vehicle			
	01 00	Revenues from the Budget	150,000.00	28,494.00	19.00
423		SERVICE CONTRACTS			
423591		Remuneration to Members of Management, Supervisory Boards and Committees			
	01 00	Revenues from the Budget	10,051,000.00	8,350,232.00	83.08
Source of Financing for Function 160					
	01 00	Revenues from the Budget	10.441.000,00	8.568.891,08	82.07
Total for Function 160					
Source of Financing for Activity					
Provincial Election Committee			10,441,000.00	8,568,891.08	82.07

Functional classification 160 – General public services not classified elsewhere

Within the section of the Assembly of AP Vojvodina as the activity 01 – the Provincial Election Committee, funds were planned for the activities of the Provincial Election Committee

in the total amount of RSD 10,441,000.00. Committed expenditures amounted to RSD 8,568,891.08 or 82.07% of the planned funds.

The funds were used for:

- *Standing expenses* – RSD 240,000.00 were planned and RSD 190,165.08 were spent, that is, 79.24% of the planned amount for the lease of facilities for storing election material.
- *Travel expenses* – RSD 150,000.00 were planned and RSD 28,494.00 were spent or 19% of the planned funds. The funds were used for the payment of remuneration costs for coming to sessions of the Committee to the members and their deputies of the Provincial Election Committee.
- *Service contracts* – RSD 10,051,000.00 were planned and RSD 8,350,232.00 were spent or 83.08% of the planned funds. The funds were used for the payment of the regular work in the Provincial Election Committee pursuant to the Decision on the fees for members working in the Provincial Election Committee no. 013-2/2010 of 26th January 2010.

12.5. Review of the planned, approved and spent budget funds in 2012

Functional classification 160 – General public services not classified elsewhere

Pursuant to the Decision on Scheduling the Elections of Deputies to the Assembly of the Autonomous Province of Vojvodina („Official Journal of the APV“ , No. 6/2012), the election of Deputies to the Assembly of the Autonomous Province of Vojvodina were held on 6th May, 2012.

Within the section of AP Vojvodina Assembly entitled Activity 01 – The Provincial Election Committee, funds for the regular activities of the Provincial Election Committee were planned in the amount of 209,039,000.00 RSD while 206,237,003.04 RSD or 98,66% of the planned amount was executed.

The funds were used for:

- fixed expenses - the amount of 3,888,013.55 RSD was executed, that is, 88.16% of the planned 4,410,000.00 RSD. The funds were used for the reimbursement of costs to the election committees for provided services of delivering notice to voters on the date and time of the elections as well for leasing facilities for storing the election material.
- travel expenses –the amount of 450,797.00 RSD was executed, that is, 56.35% of the planned 800,000.00 RSD. The funds were used for payment of travel expenses (use of the personal vehicle) to the members of the Provincial Election Committee (regular and extended composition).
- services under contracts –the amount of 141,810,222.16 RSD was spent, that is, 98.67% of the planned 143,725,000.00 RSD. The funds were used for other printing services payed to election committees of constituents for the

reimbursement of costs of printing the notice to voters regarding the date and time of the elections. They were also used for the remuneration for the activities in the election implementing bodies which include: regular activities of the regular composition of the Provincial Election Committee, activities of the regular and extended Provincial Election Committee during elections, remuneration for the work of persons hired by the Provincial Election Committee during elections, for their activities in election committees of constituencies and remuneration for the activities of polling boards and for other provided general services, that is, the costs of transportation, loading and unloading of the election material.

- supplies expenses –the amount of 60,087,970.33 RSD was executed, that is, 99.97% of the planned 60,104,000.00 RSD. The execution refers to the procurement of election material for the polling places in the form of ballots, control sheets, candidate lists, minutes on handover, minutes on the polling boards' activities, paper flags, labels for bags, labels for ballots, labels for control sheets, envelopes, paper bags, paravans, ballot boxes and other. The funds were also used in the form of payments to the election committees of constituencies for other necessary material for their equipment.

12.6. Review of the planned, approved and spent budget funds in 2013

Functional classification 160 – General public services not classified elsewhere

On 20th December, 2012, the President of the AP Vojvodina Assembly passed the Decision on Scheduling the By-Elections of Deputies to the Assembly of the Autonomous Province of Vojvodina in the following constituencies - 3 Apatin, 17 Zrenjanin III and 49 Srbobran for 17th February, 2013. The by-elections were held on 17th February, 2013 and revoting took place on 3rd March, 2013.

Within the section of AP Vojvodina Assembly entitled Activity 01 – The Provincial Election Committee, funds for the regular activities of the Provincial Election Committee were planned in the amount of 34,249,000.00 RSD while 32,178,609.31 RSD or 93.95% of the planned amount was executed.

The funds were used for:

- fixed expenses - the amount of 1,742,717.68 RSD was executed, that is, 81.47% of the planned 2,139,000.00 RSD. The funds were spent on the reimbursement of costs to the election committees for provided services of delivering notice to voters on the date and time of the elections scheduled for 17th February and 3rd March, for leasing facilities for four polling places as well as for leasing the facilities for storing the election material.
- travel expenses –the amount of 65,327.00 RSD was executed, that is, 13.07% of the planned 500,000.00 RSD. The funds were used for payment of travel expenses (use of the personal vehicle) to the members of the Provincial Election Committee.

- services under contracts –the amount of 28,383,762.05 RSD was spent, that is, 96.02% of the planned 29,560,000.00 RSD. The funds were used for the remuneration for the activities of the election implementing bodies which include: activities of the Provincial Election Committee, remuneration for the work of persons hired by the Provincial Election Committee during elections, for their activities in election committees of constituencies and remuneration for the activities of polling boards and for other provided general services, that is, the costs of making of seals of election committees of constituencies.
- supplies expenses –the amount of 1,986,802.58 RSD was spent, that is, 96.92% of the planned 2,050,000.00 RSD. The execution refers to the procurement of election material for the polling places in the form of ballots, control sheets, candidate lists, minutes on handover, minutes on the polling boards' activities, paper flags, labels for bags, labels for ballots, labels for control sheets, envelopes, paper bags, paravans, UV lamps. The funds were also used in the form of payments to the election committees of constituencies for other necessary material for their equipment.

12.7. Review of the planned, approved and spent budget funds in 2014

Functional classification 160 – General public services not classified elsewhere

Within the section of AP Vojvodina Assembly entitled Activity 01 – The Provincial Election Committee, funds for the regular activities of the Provincial Election Committee were planned in the amount of 21,400,000.00 RSD while 18,874,762.24 RSD or 88.20% of the planned amount was executed.

The funds were used for:

- fixed expenses - the amount of 815,169.04 RSD was executed, that is, 56.22% of the planned 1,450,000.00 RSD. The funds were used for costs of payment transactions and bank services and lease of premises for the election material storage.
- travel expenses – the amount of 123,354.51 RSD was executed, that is, 30.84% of the planned 400,000,00 RSD. The funds were used for payment of travel expenses (use of the personal vehicle) to the members of the Provincial Election Committee as well as for per diem allowances, transportation and accommodation costs for business trips abroad.
- services under contracts – the amount of 17,936,238.69 RSD was spent, that is, 91.75% of the planned 19,550,000.00 RSD. The funds were used to pay registration fees for expert seminars and compensations for the work in the election organisation bodies, i.e. the work of the Provincial Electoral Commission and remunerations for the work of persons hired by the Provincial Election Committee.

12.8. Overview of the budgetary resources projected, approved and spent for the programme activity – Activities of the Authority Related to Conduct of Elections in 2015

By virtue of the Provincial Assembly Decision on the Budget of the Autonomous Province of Vojvodina for 2015, a funding amounting to 21.530.000,00 RSD was planned for this programme activity from the financing source 0100 – Budget revenues, Functional classification 160 – General Public Services Unclassified Elsewhere, whereas 88.08% of the planned amount was spent, amounting to 18.963.797,11 RSD.

Funds for fixed costs were planned in the amount of 1.061.000,00 RSD, of which 599.740,09 RSD was spent, that is 56.53% of the planned amount. The funds were used for transaction costs, banking services and lease of premises for the election material storage.

The funds for travel expenses were planned in the amount of 350.000,00 RSD, however there were no executions for the aforementioned period.

For services under the contract, funds in the amount of 18.224.000,00 RSD were planned, whereas 16.633.859,57 RSD, that is 91.27% of the planned amount, was executed. The funds were used for compensations for the work performed by the election organization bodies, particularly for the work of the Provincial Electoral Commission and remuneration for the work done by the persons hired by the Provincial Electoral Commission.

The accompanying borrowing costs were planned in the amount of 10.000,00 RSD, however there were no executions.

The planned funds for other donations and transfers amounted to 1.885.000,00 RSD, and the total of 91.79% of the planned amount was executed, that is 1.730.197,45 RSD. The funds were used to make payments to the account prescribed for the Republic of Serbia public revenues payments, pursuant to Article 7 of the Law on Temporary Regulation of Bases for Calculation and Payment of Salaries, Income and Other Permanent Earnings of the Public Funds Beneficiaries (“Official Gazette of the RS” no.116/2014).

13. Specification of Regulations

- Provincial Assembly Decision on the Election of Deputies to the Assembly of the Autonomous Province of Vojvodina („Official Journal of APV“, No. 23/4)
- Rules of Procedure of the Provincial Election Committee („Official Journal of APV“, No. 12/2016 and 61/2016)
- Law on the Free Access to the Information of Public Importance („Official Gazette of RS“, No. 120/2004, 54/2007, 104/2009 and 36/2010)
- Law on Personal Data Protection („Official Gazette of the RS“, No. 97/2008 and 104/2009- other law, 68/2012 – Constitutional Court`s Decision and 107/2012)
- Instructions for Publishing the Information Booklet on the Activities of the State Authority („Official Gazette of RS“, No. 68/2010)
- Law on Unified Voters' List („Official Gazette of RS“, No. 104/2009 and 99/2011)
- Law on Financing Political Activities („Official Gazette of RS“, No. 43/2011 and 123/2014)

14. Information on the Submittal of the Request for the Access to Information

The Request for the Access to Information of Public Importance that relate or arise in connection to the activities of the Committee can be submitted in the following manner:

-in the written form to the address:

Provincial Election Committee

Vladike Platona bb

21000 Novi Sad,

- through e-mail on address: pik@skupstinavojvodine.gov.rs,
- Personally, on the records in the Registry Office of the Assembly of the Autonomous Province of Vojvodina,
- through fax: 021/487-4143; 021/456-010; 021/456-012.

The Request must include:

- as detailed an account of the requested information as possible (the title of the document, if possible),
- statement that the information is sought from the Committee,
- information on the applicant (name and surname on natural person or the name of the legal person, address, telephone number and other contact information) and how the requested information should be made available, that is, how it should be delivered to the applicant.

**PROVINCIAL ELECTION COMMITTEE
R E Q U E S T
for Access to Information of Public Importance**

Pursuant to Article 15(1) of the Law on Free Access to Information of Public Importance ("Official Gazette of the Republic of Serbia" No. 120/04, 54/07, 104/09 and 36/2010), I hereby request that the Provincial Election Committee grant me the following*:

- notification as to whether it is in possession of the requested information;
- insight into a document containing the requested information;
- copy of a document containing the requested information;
- sending of a document containing the requested information**:

 - by mail
 - by electronic mail
 - by fax
 - by other means:*** _____

This request relates to the following information:

(please provide as detailed an account of the requested information as possible, as well as any other data that could facilitate information retrieval)

Done in _____,

On _____ 20__

(Applicant / Name and Family Name)

(Address)

(Other Contact Information)

(Signature)

* Check the box next to the legal right to access to information that you wish to exercise.

** Check the box next to the means by which the copy of the document is to be sent.

***If you require the copy to be sent by other means, please indicate by which other means.