

National Assembly of the Republic of Serbia

The National Assembly Service



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the 1990s, the number of people in the UK who are employed in the public sector has increased from 10.5 million to 12.5 million, and the number of people in the public sector who are employed in health care has increased from 2.5 million to 3.5 million (Department of Health 2000).

There are a number of reasons for this increase. One of the main reasons is the increasing demand for health care services. The population of the UK is ageing, and there is a growing number of people with chronic conditions such as heart disease, diabetes, and asthma. This has led to an increase in the number of people who are hospitalised and the length of their stays. In addition, there has been a growing emphasis on preventive care, which has led to an increase in the number of people who are screened for cancer and other diseases.

Another reason for the increase in the number of people employed in the public sector is the increasing demand for social care services. The number of people who are dependent on others for care has increased significantly in recent years, and this has led to an increase in the number of people employed in social care services. In addition, there has been a growing emphasis on community care, which has led to an increase in the number of people employed in community care services.

There are a number of challenges facing the public sector in the 21st century. One of the main challenges is the increasing demand for health care services. The population of the UK is ageing, and there is a growing number of people with chronic conditions such as heart disease, diabetes, and asthma. This has led to an increase in the number of people who are hospitalised and the length of their stays. In addition, there has been a growing emphasis on preventive care, which has led to an increase in the number of people who are screened for cancer and other diseases.

Another challenge is the increasing demand for social care services. The number of people who are dependent on others for care has increased significantly in recent years, and this has led to an increase in the number of people employed in social care services. In addition, there has been a growing emphasis on community care, which has led to an increase in the number of people employed in community care services.

There are a number of ways in which the public sector can meet these challenges. One way is to invest in research and development. This will help to develop new treatments and drugs, and to improve the way in which health care services are delivered. Another way is to invest in training and education. This will help to ensure that there are enough people with the skills and knowledge to work in the public sector.

There are a number of ways in which the public sector can improve the way in which it delivers health care services. One way is to invest in information technology. This will help to improve the way in which health care services are delivered, and to reduce the risk of errors. Another way is to invest in patient care. This will help to ensure that patients receive the best possible care, and that they are satisfied with the way in which they are treated.

There are a number of ways in which the public sector can improve the way in which it delivers social care services. One way is to invest in research and development. This will help to develop new ways of delivering social care services, and to improve the way in which social care services are delivered. Another way is to invest in training and education. This will help to ensure that there are enough people with the skills and knowledge to work in the public sector.

The National Assembly Service

The National Assembly Service performs expert, administrative and technical and other tasks for the needs of the National Assembly and its working bodies, MPs, the Speaker of the National Assembly, deputy speakers, parliamentary groups in the National Assembly, Republic Electoral Commission, as well as other tasks in accordance with the law, Rules of Procedure of the National Assembly and other National Assembly and its working bodies acts. These tasks the Service perform professionally, quality, efficient, economically and politically neutral.

The Service is organized on a functional principle and performs tasks as unique Service.

The Service is managed by the Secretary General. The Secretary General has two deputies who help him/her in his/her work and substitute him/her in the event of his/her absence or unavailability.

The Service's tasks are performed by civil servants employees. The workplaces of civil servants are divided to positions and executive posts. The position is workplace on which civil servant has authorities and responsibilities in conducting and harmonization the work in the Service. Positions in the Service are Chief of the National Assembly Speaker's Cabinet and the Secretary General's assistant. The Civil Servant on position reports to the Secretary General.

The Secretary General, with consent of Committee on Administrative, Budgetary, Mandate and Immunity Issues shall pass Rulebook on Internal Organization and Job Classification in the National Assembly Service by which positions, executive posts and employee's workplaces, as well as organizational units of the Service are defined.

Employees on specific workplaces (the National Assembly Speaker's Cabinet, the ones related to the National Assembly Deputy Speakers and parliamentary groups in the National Assembly) shall be employed as long as official's mandate lasts, ie as long as parliamentary group exists, and no longer than the cessation of convocation of the National Assembly.

The organizational units of the Service are formed as basic, special and smaller internal units.

Sector is basic internal unit which consolidates all jobs from special field of work, ie mutually connected jobs of smaller internal units.

Special internal units are the National Assembly Speaker's Cabinet and the National Assembly Secretariat General.

Smaller internal units are department – with at least eight employees, section – with at least five employees and group – with at least three employees.

The Service consists of following internal units:

- the National Assembly Speaker's Cabinet;
- the National Assembly Secretariat General;
- Legislation sector;
- International relations sector;
- General affairs sector, and
- The National Assembly facilities maintenance sector.





The National Assembly Speaker's Cabinet



The National Assembly Speaker's Cabinet

The National Assembly Speaker's Cabinet, as part of the unique Service of the National Assembly, is special internal unit of the Service of the National Assembly in which expert, administrative and other work is done that is important for performing the function of the National Assembly Speaker and Deputy Speakers.



In the National Assembly Speaker's Cabinet jobs are performed that refer to:

- studying and processing of acts that the National Assembly considers and also other acts addressed to the National Assembly Speaker and Deputy Speakers;
- organization and coordination related to establishing cooperation of the National Assembly Speaker with state authorities, organizations and bodies, as well as with international organizations and institutions;
- preparation of information, expert analysis and opinions for the needs of the National Assembly Speaker and Deputy Speakers;
- preparation of reminders and other materials relevant to the participation of the National Assembly Speaker, ie Deputy Speakers on the Collegium's meetings, conferences, round tables and other gatherings, as well as preparation of the material for discussions with foreign delegations and guests from abroad;
- preparation of the Annual Activity Plan of the National Assembly;
- organization of business trips and public appearances of the National Assembly Speaker and Deputy Speakers;
- providing professional and administrative support to parliamentary groups in the National Assembly;
- communication with citizens and taking part in organization and realization of citizens' visit to the National Assembly and other jobs important for performing function of the National Assembly Speaker and Deputy Speakers.



The National
Assembly
Secretariat General





The National Assembly Secretariat General

The National Assembly Secretariat General, as part of the unique Service of the National Assembly, is special internal unit of the National Assembly Service. In the National Assembly Secretariat General jobs are performed related to securing the unique work of the Service, internal audit, preparation and processing of National Assembly sessions, issuing shorthand notes, public relations, protocol and Assembly heritage presentation.

In the Secretariat General complex professional work is done that refers to: monitoring the implementation of projects regarding improvement of the work organization of the Service and its staff structure; processing cases and demands of MPs, employees in the Service, state authorities, organizations and bodies, as well as international organizations and institutions, submitted to the Secretary General; performing expert and analytical jobs for the Secretary General (preparing meetings, participation in seminars, round tables, conferences and study visits); monitoring the implementation of concluded local and international agreements on cooperation between the National Assembly and other authorities and organizations. In the Secretariat General other expert and administrative work is done that is important for performing the function of Secretary General and his/her deputies.

Important segment of the Secretariat General's work is performing jobs related to access to information of public interest, following up regulations in the field of the fight against corruption and their implementation, preparing and monitoring the implementation of the integrity plan, as well as realization of commitments established by provisions that regulate gender equality.

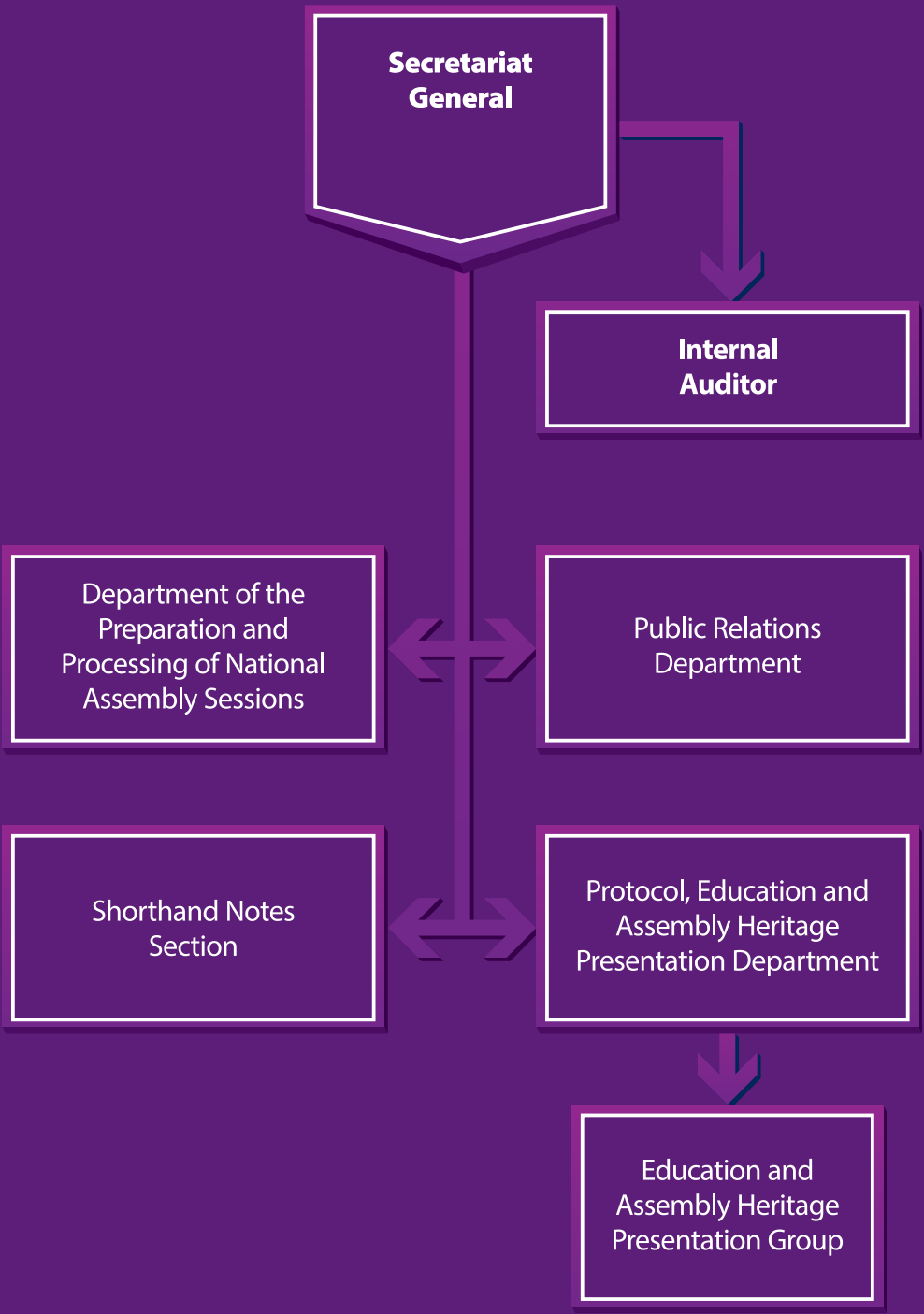


Besides already mentioned, in the Secretariat General specialized jobs are performed regarding protection of classified data and defense of the Republic of Serbia, and they refer to: application of defined measures and procedures in dealing with classified data; providing expert instructions to MPs and civil servants; ensuring that laws and regulations concerning the work during the state of war or emergency are carried out; monitoring the implementation of standards and regulations, organizing and conducting training in handling and protection of classified data for MPs and employees in the Service; preparation of requests for issuing the certificates to access classified data and keeping record of issued certificates; keeping and updating instructions for dealing with classified data; planning, implementation and registration of checking the physical and technical protection of classified data; making and updating the National Assembly Defense Plan and cooperating with competent ministries in the preparation and draft of the elements of the Republic of Serbia Defense Plan, as well as ensuring implementation of civil protection and rescue measures.

In the National Assembly Secretariat General following organizational units are formed:

- Department for Preparation and Processing of the National Assembly Sessions
- Shorthand Notes Section
- Public Relations Department, and
- Protocol, Education and Assembly Heritage Presentation Department.

In the National Assembly Secretariat General Internal Audit works as individual executant.



Department For Preparation And Processing Of National Assembly Sessions



The Department for the Preparation and Processing of National Assembly Sessions prepares, organises and processes National Assembly sessions, collects and prepares documents and data necessary for a National Assembly session, prepares for publishing acts adopted at National Assembly sessions, drafts original acts to be adopted by the National Assembly, prepares and provides MPs with the necessary information related to sessions.

The following tasks are performed by the Department:

- making records of acts prepared within the parliamentary procedure, preparing lists of acts and submittal letters informing on the acts that are in the National Assembly's procedure.
- preparation of Dossiers for order of business of a National Assembly sitting and Dossiers for individual items on the agenda, in two phases – for the debate in principal and for the debate in detail, or for a single debate, as well as for a Voting Day; following the debates during National Assembly sittings, and attending the sittings during debates and voting on the items on the Agenda, and drafting the minutes of the National Assembly sittings.
- issuing professional opinions on the proceedings at National Assembly sittings;
- drafting consolidated text of the Agenda of a National Assembly session, after approving the Agenda;
- proofreading of texts of legal act proposals for legal and technical corrections, and, as a result, pointing out all the irregularities to act proposers and committee clerks; legal and technical proofreading of amendments.
- communication with line ministries and other state institutions;
- preparation of adopted texts of laws and other acts passed by the National Assembly for their publication in the 'Official Gazette of the Republic of Serbia', including all the amendments to act proposals adopted by the National Assembly and preparation of original copies of the adopted acts (originals of laws and other acts) for the purpose of archiving;
- keeping and updating the list of Members of Parliament

Shorthand Notes Section



Shorthand Notes Section performs the following tasks related to National Assembly sittings:

- prepares the shorthand notes for publication,
- formulates MP questions, and
- processes MPs' requests for information and explanation.

This section harmonises the **shorthand notes** from National Assembly sittings with audio recordings and autography rules, corrects errors, organizes their authorization, performs semantic and language editing and compiles the books of shorthand notes for publishing. The books are delivered to parliamentary groups, National Library, Matica Srpska and Serbian university libraries, and they are kept in the National Assembly Library.

MPs' Questions that were not replied at the Assembly's sitting on last Thursday in a month, or on a topical issue, are summarised by the Section and sent to the related Ministry or the Government. The deadline for their reply is 8 days, and no later than 30 days.

Every Tuesday and Thursday the Section formulates, edits and proofreads **MPs' requests for information and explanation** made at the beginning of a sitting, and sends them to officials in state institutions. The deadline for their reply is 15 days.

The Section formulates additional question if an MP adds new elements in the comment on the reply, and it prepares an appeal for an urgent reply when an MP says that, or it is established that the reply was not provided within the deadlines envisaged by the Rules of Procedure.


Public Relations Department



The Public Relations Department keeps the public informed on the National Assembly's work, cooperates with national and foreign media representatives and improves public relations.

The following tasks are also performed by the Department:

- daily and annual accreditation of representatives of national media;
- informing the public on the activities of the National Assembly and its working bodies (committees, working groups, inquiry committees, commissions) at sittings or public hearings, by making announcements, reports and issuing press statements;
- informing the public on international cooperation (activities of standing and other National Assembly delegations, parliamentary groups of friendships and other activities);
- reporting, if need be, on the activities of the Speaker and Deputy Speakers of the National Assembly,
- reporting on events organised by the National Assembly;
- participating in organization of meetings hosted by the National Assembly;
- providing assistance to MPs in organizing press conferences and addressing the public;
- analysing the reporting of the national media on the National Assembly (press clipping);
- providing information at internal level of the National Assembly both by putting it on notice boards and by distributing press clipping and agency news;
- preparing and processing National Assembly web page contents, updating it on daily basis (the English Language version as well), and if need be, improving the web page structure;
- informing the public on the activities of the State Electoral Commission (announcements, public statements, and reports of its sittings).



Protocol, Education And Assembly Heritage Presentation Department

Protocol, Education and Assembly Heritage Presentation Department plans, prepares and performs all protocol related activities at the National Assembly.

This Department includes the Education and Assembly Heritage Presentation Group that prepares and organises the public accessibility programmes.

The following tasks are performed by the Department:

- Organisation of international meetings and preparation of the scenarios for the National Assembly ceremonial events, and for the events outside the National Assembly facilities, organised by the National Assembly;
- Participation in the organization and realization of all bilateral and multilateral parliamentary meetings;
- Organisation of outgoing and incoming visits of highest officials and National Assembly delegations, both in the country and abroad;
- Establishing and maintaining contacts with protocol departments of other state institutions, international institutions, embassies and other countries' protocols;



- proposing the list of official gifts;
- technical preparation of visits and trips, drafting decisions and written orders related to the trips of MPs and employees of the National Assembly;
- organisation and implementation of public accessibility programmes.

This Department cooperates with the Office of the Speaker of the National Assembly, International Relations Sector and Public Relations Department.

The Education and Assembly Heritage Presentation Group implements public accessibility programmes aimed at raising the level of transparency of National Assembly activities and making it more reachable to the public. The above mentioned responsibilities include educational visits made to the National Assembly, interactive simulations of National Assembly's sittings, development of multimedia material for the web page and printed publications aimed at promoting the role and importance of the National Assembly, intended for various target groups. The Group also organises and implements the Mobile Parliament Programme through which MPs represent their activities and activities of the National Assembly in local self-governments.

Internal Auditor



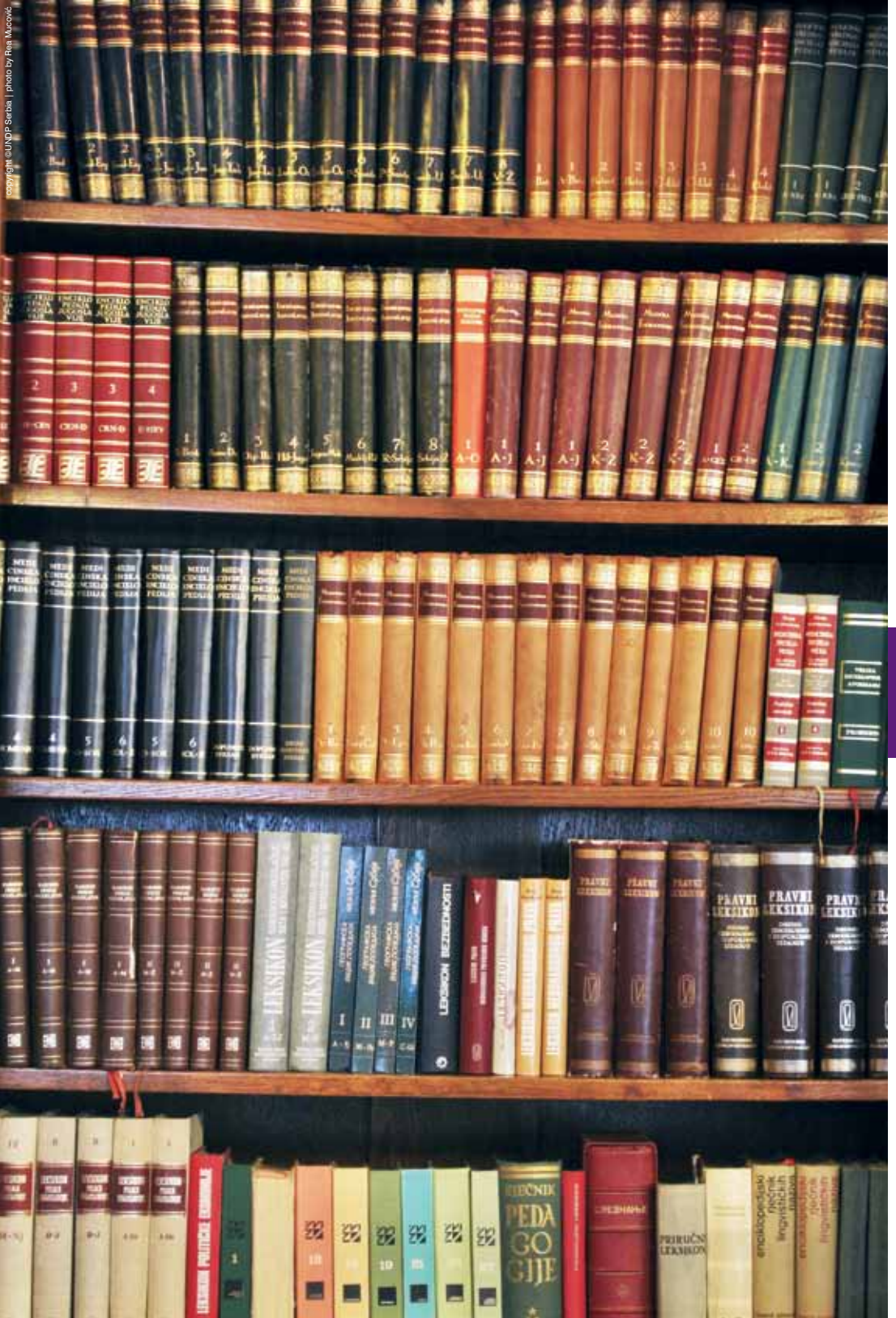
The post of Internal Auditor at the National Assembly was established by the Law on the National Assembly and its role is to verify the adequacy and functionality of internal control systems at the National Assembly. Other issues related to the National Assembly Internal Auditor's duties are regulated by general rules on budgetary system, accounting and auditing, i.e. public finance management in the public sector.

In the course of his/her auditing activities and in his/her activity reports that he/she submits to the National Assembly's competent committee and Secretary General at least once a year, Internal Auditor provides his/her independent assessment of ongoing risk management, control and administrative processes at the National Assembly. In this manner he/she contributes to the improvement of performance and management, to the strengthening of internal control system and has an impact on the reduction of operating expenses. In this regard, Internal Auditor performs the following tasks:

- conducting individual internal audit of some parts of the system;
- examining and assessing the adequacy and effectiveness of the organisation of internal control system and procedures within individual audits;
- assessing risks and the manner in which the parliamentary leadership manage the risks, and whether work processes are in line with the law, internal acts and written procedures;
- after each individual audit conducted, he/she drafts auditing reports and gives recommendations to the leadership for removing the shortcomings, and monitors the application of the recommendations;
- providing advice, guidelines and assistance aimed at adding value and improvement of management and functioning of the National Assembly..

The role, authorities and responsibilities of the Internal Auditor at the National Assembly are defined in the Internal Audit Charter adopted in 2011, and the Internal Audit Strategic Plan 2012 – 2014 establishes systems that are pivotal for functioning and that will be the auditing subject matter in the envisaged period.

The Internal Auditor is accountable to the Secretary General for his/her work.



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Legislation Sector



Legislation Sector

Legislation sector, as a part of the integral Service of the National Assembly, is a central internal unit, i.e. it is one of the four Service sectors. The highly complex tasks, aimed at providing expert assistance to MPs in exercising the functions of the National Assembly (legislative, oversight, representative and electoral) are performed in this sector.

The Sector performs tasks the following tasks:

- Preparation and processing of acts important for parliamentary working bodies;
- Analysis of laws, bills and proposals of other general legal acts,
- Analysis of the compliance of regulations with *acquis communautaire*;
- Preparation and review of documents and acts for the needs of parliamentary groups;
- Cooperation with EU institutions and EU member states, and working bodies of other states' parliaments;
- Development of information and analytic research;
- Library tasks and activities, etc..

The Sector consists of seven units – smaller internal units.

Legislation Sector

**Parliamentary
Groups Department**

**Department for Constitutional
and Legal System and
Separation of Powers**

Committee on Constitutional and Legislative Issues
Committee on the Judiciary, Public Administration and
Local Self-Government
Committee on Human and Minority Rights and Gender Equality
Committee on Administrative, Budgetary, Mandate and
Immunity Issues
Committee on the Rights of the Child

**Department for
Economic and Financial Issues**

Committee on the Economy, Regional Development, Trade,
Tourism and Energy
Committee on Finance, State Budget and Control of
Public Expenditure
Agriculture, Forestry and Water Management Committee
Committee on Spatial Planning, Transport,
Infrastructure and Telecommunications

**Defense and National
Issues Department**

Defence and Internal Affairs Committee
Committee on the Diaspora and Serbs in the Region
Committee on Kosovo and Metohija
Security Services Control Committee

**Department for
General Social Affairs**

Committee on Education, Science, Technological
Development and the Information Society
Culture and Information Committee
Health and Family Affairs Committee
Environmental Protection Committee
Committee on Labour, Social Issues, Social Inclusion
and Poverty Reduction

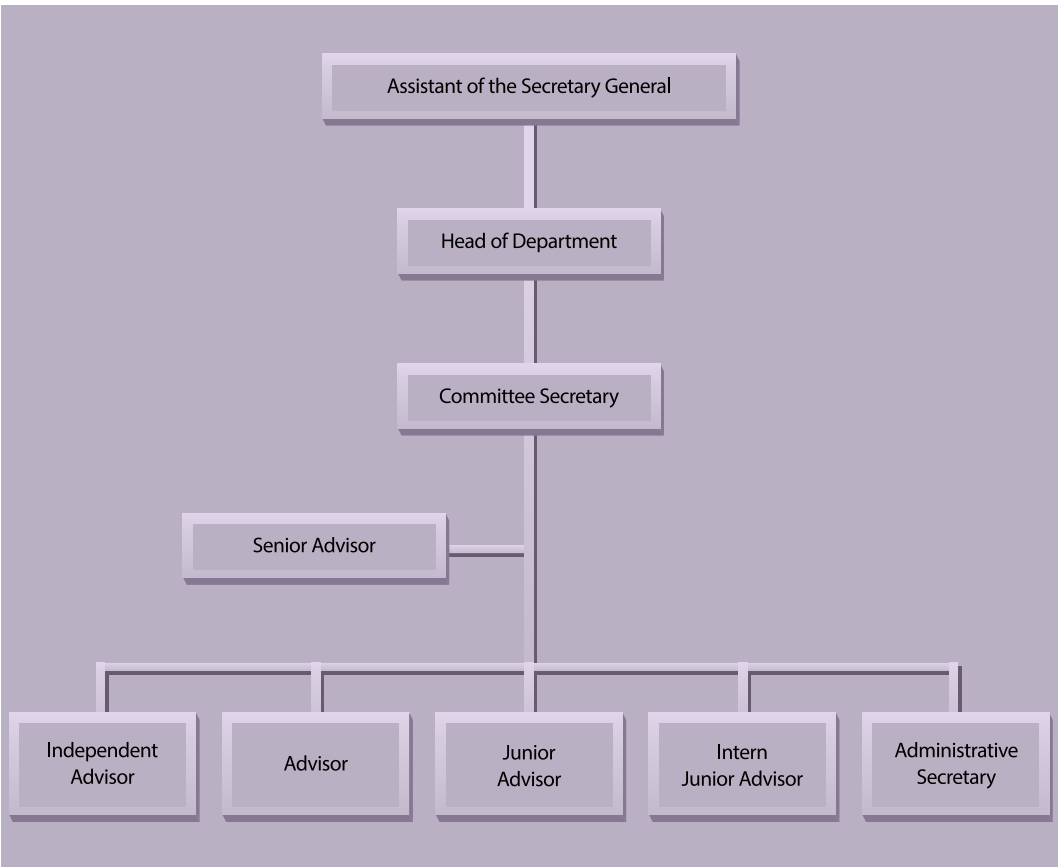
**European Integration
Department**

European Integration Committee

Library of the National Assembly

According to educational structure of the Sector, 70% of employees have the university degree, including the holders of Ph. D. and M. Sc. degree, 3% have college degree and 27% of the employees have secondary school education. Majority of the employees represent jurists, economists, political scientists, and depending on the requirements of the tasks concerned there are em-

ployees holding other kind of qualification. Since the Sector is the point at which the most complex expert tasks are performed, a special attention is given to continued education that has become a key instrument of the development of a modern National Assembly and its Service as a whole.





International organizations missions, civil society organizations, universities and European institutions support the work and development of the Sector through professional training, seminars and familiarizing with the work of other Parliaments and institutions. Employees also cooperate with international organizations representatives and civil society organizations on joint projects.

Each sector is managed by NARS Assistant Secretary General –sector manager, and departments are managed by heads of the departments.

The tasks in the Sector are performed by civil servants of the following grades: Secretary, senior advisor, independent advisor, advisor, junior advisor, intern – junior advisor and administrative secretary who provide service of expert, administrative-technical and seminal nature, serving the needs of the National Assembly, its working bodies, parliamentary groups and MPs in a professional, good quality, efficient and politically neutral manner.

In the **Department for Constitutional and Legal system and separation of power** the task and services are provided for the following users:

- Committee on Constitutional and Legislative Issues,
- Committee on the Judiciary, Public Administration and Local Self-Government,
- Committee on Human and Minority Rights and Gender Equality,
- Committee on Administrative, Budgetary, Mandate and Immunity Issues and
- Committee on the Rights of the Child.

In the **Department for Economic and Financial Issues** the tasks and services are performed for the following users:

- Committee on the Economy, Regional Development, Trade, Tourism and Energy;
- Committee on Finance, State Budget and Control of Public Spending;
- Agriculture, Forestry and Water Management Committee, and
- Committee on Spatial Planning, Transport, Infrastructure and Telecommunications.

In the **Defence and National Issues Department** the tasks and service are performed for following users:

- Defence and Internal Affairs Committee;
- Committee on the Diaspora and Serbs in the Region,
- Committee on Kosovo and Metohija and
- Security Services Control Committee.

In the **Department for General Social Affairs** the tasks and services are performed for the needs of the following users:

- Committee on Education, Science, Technological Development and the Information Society;
- Culture and Information Committee;
- Committee on Labour, Social Issues, Social Inclusion and Poverty Reduction,
- Health and Family Committee and
- Environmental Protection Committee.

Department for
Constitutional
and Legal System
and Separation of
Powers

Department for
Economic and
Financial Issues

Defense and
National Issues
Department

Department for
General Social
Affairs



In the Department for Constitutional and Legal System and Separation of Powers, Department for Economic and Financial Issues, Defense and National Issues Department, and Department for General Social Affairs, in compliance with the remit, the various tasks are performed encompassing analysis of laws, bills and proposals of other legal acts from the committee remit; preparation and organizing the working bodies' sessions; provision of expert opinion on the matters considered by the working bodies; drafting amendments to Bills, other legislation and general acts for the needs of the Committee; monitoring carrying out the decisions of the working bodies; development of , preparation of acts of significance for implementation of oversight, i.e. electoral function vested in the National Assembly; organization of public hearing; preparation of analysis and information on initiatives, petitions, complaints, proposal of the citizens, associations and organizations.

The European Integration Department



The European Integration Department performs the tasks serving the needs of the European Integration Committee and the tasks regarding: Analysis of laws, Bills and proposals of other acts from the aspect of compliance of regulations with the *acquis communautaire*; drafting the table of concordance of a Bill and other general act submitted by an MP, with the *acquis communautaire*; preparation of opinion on justification of summary procedure for adoption of laws; preparation of analyses, information and reports regarding documents considered by the Committee; development of *acquis communautaire* comparative surveys and information on the need for harmonization of valid regulations with *acquis communautaire*.

Employees of the Department are engaged on tasks aimed at establishing communication between the competent services of the European Institutions and parliaments of the EU member states, and with the parliaments of the states in the region aimed at improving the European Integration process; preparation and hosting the visits of foreign delegations, including preparation of our delegations to the European Parliament and other EU institutions and the parliaments of EU member states. The Department employees are tasked with maintaining cooperation with the EU Delegation in Belgrade, diplomatic missions of EU member states and other international organizations and are engaged in continuous cooperation with civil sector, especially with the organizations involved in Serbia's European integration process.

Parliamentary groups' Department



Parliamentary groups' Department performs the following tasks: analysis of laws, bills and proposals of other legal acts taken in the procedure, professional and administrative support to MPs – members of a parliamentary group as follows:

- Drafting and expert review of amendments to bills and proposals of other legal acts;
- providing expert assistance to MPs in regard of implementation of existing regulations, application of Rules of Procedure and other legal acts adopted by the National Assembly;
- developing of reports and information;
- professional review of initiatives, petitions and complaints and proposals of citizens, associations and organizations submitted to the parliamentary group;
- professional preparation and organization of meetings of MPs with the citizens, representatives of state authorities, organizations and bodies, and other expert
- administrative tasks serving the needs of parliamentary groups and MPs

National Assembly Library



National Assembly Library belongs to the group of special parliamentary closed-type libraries. Library holdings consist of over 60,000 books and periodicals in Serbian and in foreign languages in the field of legislation, politics, law, economics, statistics, sociology and philosophy, etc.

Library services are provided for MPs and the employees of the National Assembly, including other users which are given access to the library upon request approved by the Secretary General of the National Assembly.

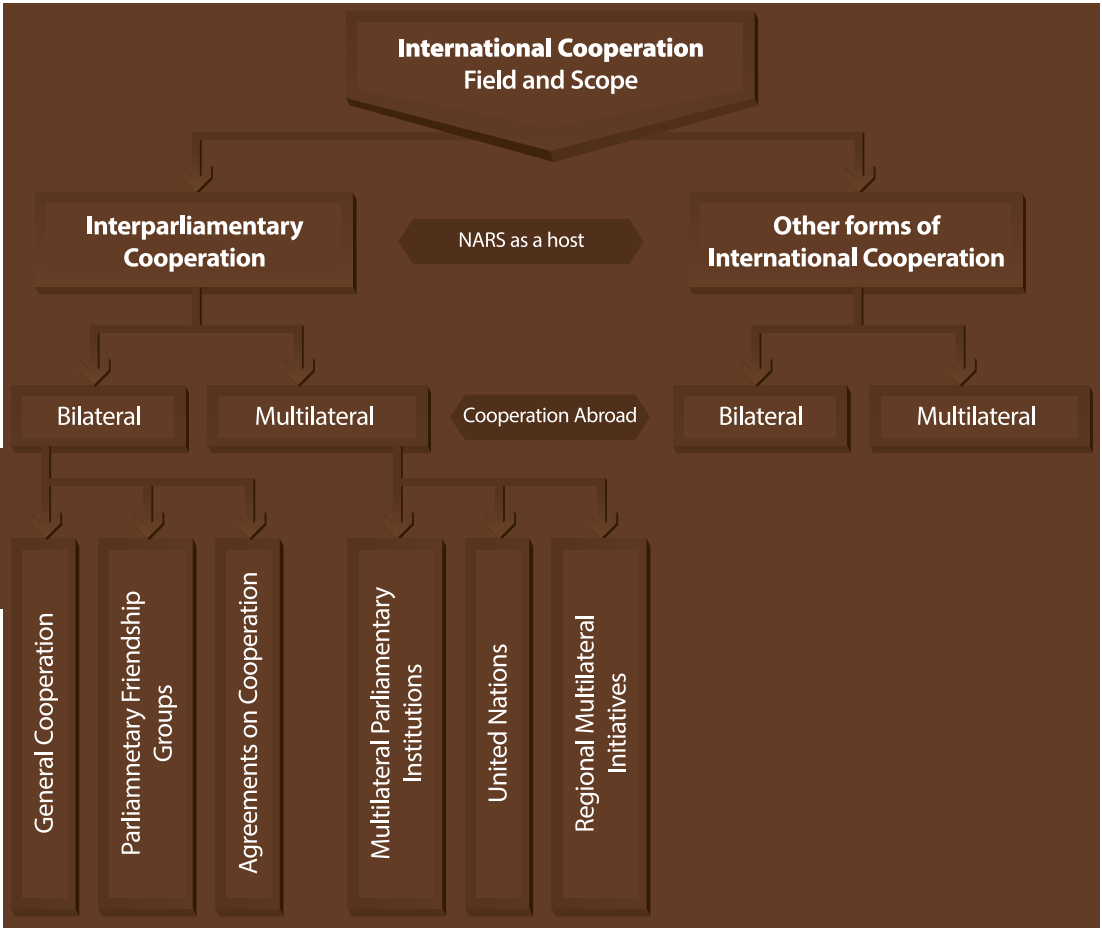
Among the services provided by the Library of the National Assembly there are also those tasks relating to collecting, processing, safekeeping and issuing for use the library material to MPs and other users; expert research and comparative analyses serving the needs of MPs and the working bodies of the National Assembly on issues from the NARS remit, available on the Web page of the National Assembly; producing expert analyses and providing information upon request from international organizations and national parliaments and institutions, within the European Centre for Parliamentary Research and Documentation.



International Relations Sector



International Relations Sector





International Relations Sector as a part of the integral Service of the National Assembly, is a internal unit of the National Assembly, i.e. one of its Service Sectors and it is responsible for the following:

- preparation of the documents and implementation of activities relating to the parliamentary and other forms of international cooperation;
- matters relating to the participation of the standing delegations of the National Assembly in the work of international and regional organisations; tasks relating to bilateral parliamentary exchanges, i.e. official incoming foreign delegation visits and official outgoing visits to the representative bodies of other countries;
- administrative support of the activities of parliamentary friendship groups;
- drafting and provision of background papers and other documents required for the outgoing visits of standing and other delegations, Foreign Affairs Committee, and parliamentary friendship groups of the National Assembly;
- facilitation and enhancement of inter-parliamentary and other international relations matters;
- translation and interpretation;
- other tasks in the field of foreign policy and international relations.

The International Relations Sector is composed of the Foreign Affairs Department and Section for Translation and Interpretation.

Foreign Affairs Department

Foreign Affairs Department conducts tasks and activities falling within the scope of work of the Foreign Affairs Committee, standing and other delegations and parliamentary groups of friendship. Parliamentary diplomacy, which is currently on the rise, requires that the professional abilities of the staff that provide technical support are up to the task. It is required, in addition to knowledge of one or more foreign languages and comprehensive general and special expertise and experience, extraordinary vim and vigour, enthusiasm, and complete dedication to the achievement of our foreign policy goals and national interests in the field of international affairs.

The Head of the Foreign Affairs Department supervises and monitors all the activities conducted in the Department, distributes and assigns duties and tasks in the Department and signs all the communication from the Department (to other bodies of the National Assembly (NARS) or institutions outside the NARS).

The Clerk of the Foreign Affairs Committee performs all the tasks related to the preparation of the Committee meetings and other Committee activities, including the Committee's international cooperation, keeps records of membership in parliamentary groups of friendship, drafts annual reports on the international cooperation of the National Assembly, etc.

An Adviser in the Foreign Affairs Department – delegation secretary, provides technical support to the preparation and realization of outgoing and incoming delegation visits, prepares and provides background papers necessary for the preparation of delegation members, supervises the complete course of visit, drafts a report on the visit, and if need arises, welcomes and bids farewell to delegations (if the visiting delegations are from abroad).

An Administrative Secretary – Assistant, communicates the background papers to Committee members and delegation members, forwards the whole communication regarding the visits, and archives the documents.

Section For Translation And Interpretation

Translators/Interpreters of the National Assembly of the Republic of Serbia provide specific technical translation and interpretation services in the scope of international parliamentary activities of the National Assembly.

Translation and interpretation for the needs of the Parliament is a very specific and intellectually demanding profession that requires constant vocational training and a solid knowledge of a wide range of subjects and issues, as well as specific legislative and political terminology. Moreover, translators/interpreters need to be continuously updated on current international and national developments and, for the attainment of best possible results, translators/interpreters need to constantly and directly cooperate with other services, working bodies and MPs of the NARS.

The National Assembly translators/interpreters provide translation and interpretation services (consecutive, simultaneous, chuchotage) and they interpret at bilateral and multilateral meetings within the scope of the NARS activities in the country and abroad, i.e. activities of parliamentary delegations in inter-parliamentary organisations and other forms of international parliamentary affairs.

Their assignments at official visits abroad are particularly demanding and include the interpretation of delegation members' presentations and translation of working documents (reports and resolutions), which requires specific technical conditions that need to be provided in advance.

How are outgoing official visits of the standing and other delegations and parliamentary groups of friendship prepared?

An Adviser in the Foreign Affairs Department – delegation secretary, makes preparations for these kinds of visits, in the following manner: he/she in-

forms the delegation members on the Decision on the visit; files a request to the Protocol to provide him/her with travel itinerary options; informs the Delegation Head on the travel itinerary options for him/her to decide and informs the Delegation Head on the staff members who might accompany the delegation (delegation secretary, interpreter/translator); informs other delegation members on the travel itinerary; prepares and provides the necessary background papers for the preparation of the delegation members and distributes the documents; makes necessary arrangements for a preparatory meeting of the delegation (if needed and on the request of the Head of the delegation); performs the tasks or requests listed in conclusions of the meeting; coordinates the correspondence between the delegation Head and the Protocol aimed at the selection of official gifts, if necessary; gets the consent of the delegation Head on the model of providing information to the media on the visit; provides information to the Public Relations Department on the visit; during the course of the visit abroad, he/she attends all the meetings and other visit activities for the purpose of drafting a report on the visit; performs technical and all other organisational and logistic tasks with the aim of a successful realisation of the outgoing visits; and upon return, he/she drafts the visit report.

How is a report on international visits for the needs of standing and other delegations and parliamentary groups of friendship drafted?

An Adviser in the Foreign Affairs Department – delegation secretary – is in charge of drafting the report, in the following manner: he/she follows all the meetings conducted during the visit; drafts a report on the visit; submits the report to the Head and all the members of the delegation for an opinion (emphasizing the deadline within which they need to submit comments or suggestions); amends the draft report if necessary, in line with the delegation Head's comments and suggestions; informs the delegation Head on the comments and suggestions of other delegation members to the draft report; upon the consent of

the delegation Head, he/she amends the draft report in line with their comments or suggestions; finally, the report is submitted to the Committee on Foreign Affairs for consideration and adoption.

How is an incoming visit to our country prepared?

An Adviser in the Foreign Affairs Department – delegation secretary – makes preparations for an incoming delegation visit to our country, in the following manner: he/she drafts a letter informing the Ministry of Foreign Affairs, Secretary General of the NARS and the Protocol on the visit; prepares background paper on the visit and drafts the programme proposal; forwards the draft programme to the Head of the NARS delegation that will hold the meetings for his/her opinion and approval; informs the members of the delegation that will participate in the meetings on the visit, so that they could confirm their participation; informs the Protocol, in writing, on the visit so that they could make the necessary preparations for the visit within their scope of work; prepares and provides the delegation members with the relevant background documents they need in order to be prepared for the meetings; informs the delegation Head on all the amendments that might be made to the visit programme, for his/her approval; coordinates the correspondence between the delegation Head and the Protocol aimed at the selection of gifts, if necessary; gets the consent of the delegation Head on the model of providing information to the media on the visit; informs the Public Relations Department on the visit; if necessary, welcomes the delegation at the airport, follows the delegation during the course of the visit and at all meetings for the purpose of drafting a report on the visit; provides other necessary technical support for the purpose of a successful implementation of the incoming visit programme; and after the visit, he/she drafts the visit report.

International Cooperation



The National Assembly pursues the international cooperation within its competences, with the aim of preservation and maintenance of peace and development, good neighbouring relations, and effective mutual cooperation with all nations and states in the world.

The international cooperation of the National Assembly is pursued by the participation of National Assembly delegations in the work of international institutions and their regular activities and through the cooperation with representative bodies of other states. The National Assembly pursues the international cooperation:

- by sending standing delegations to parliamentary assembly meetings of international organisations;
- by exchanging delegations with international organisations;
- through the participation of MPs in conferences and other events;
- through inter-parliamentary dialogue and other forms of cooperation with the European Parliament
- through the visits of National Assembly delegations, Speaker of the National Assembly or some MPs to representative bodies of other states and by receiving delegations of other states' representative bodies;
- by establishing parliamentary groups of friendship;
- by initiating and participating in joint projects with representative bodies of other states,

parliamentary assemblies and international organisations;

- by exchanging information, other material and publications, and through other forms of cooperation with representative bodies of other states;

MPs may, in their capacity as members of delegations of the National Assembly, and in connection with certain foreign-policy missions of broader importance, take part in regular and special sessions of the United Nations and its specialised bodies, international conferences and other sessions of international organisations and institutions.

The Foreign Affairs Committee has 17 members and a remit to consider Bills and proposals of other general acts, as well as other issues regarding the following:

- foreign policy;
- relations with other countries, international organisations and institutions;
- ratification of international treaties in the area of foreign-policy relations;
- regulation of the procedure of concluding and enforcing international treaties;
- protection of the rights and interests of the Republic of Serbia and its citizens and national legal entities in foreign countries

The committee decides on visit initiatives and determines the composition of delegations for meetings with representatives of representative bodies and institutions of other states. It determines the composition of delegations which are not

standing, as well as the objectives and tasks of the delegations of the National Assembly. It designates Heads and members of parliamentary groups of friendship and approves decisions on exchanges of visits with parliamentary groups of friendship of other countries' representative bodies.

The Committee considers and adopts reports of the National Assembly's delegations' visits and their participation in international meetings, and submits annual reports on the international cooperation implemented in the previous year by the National Assembly.

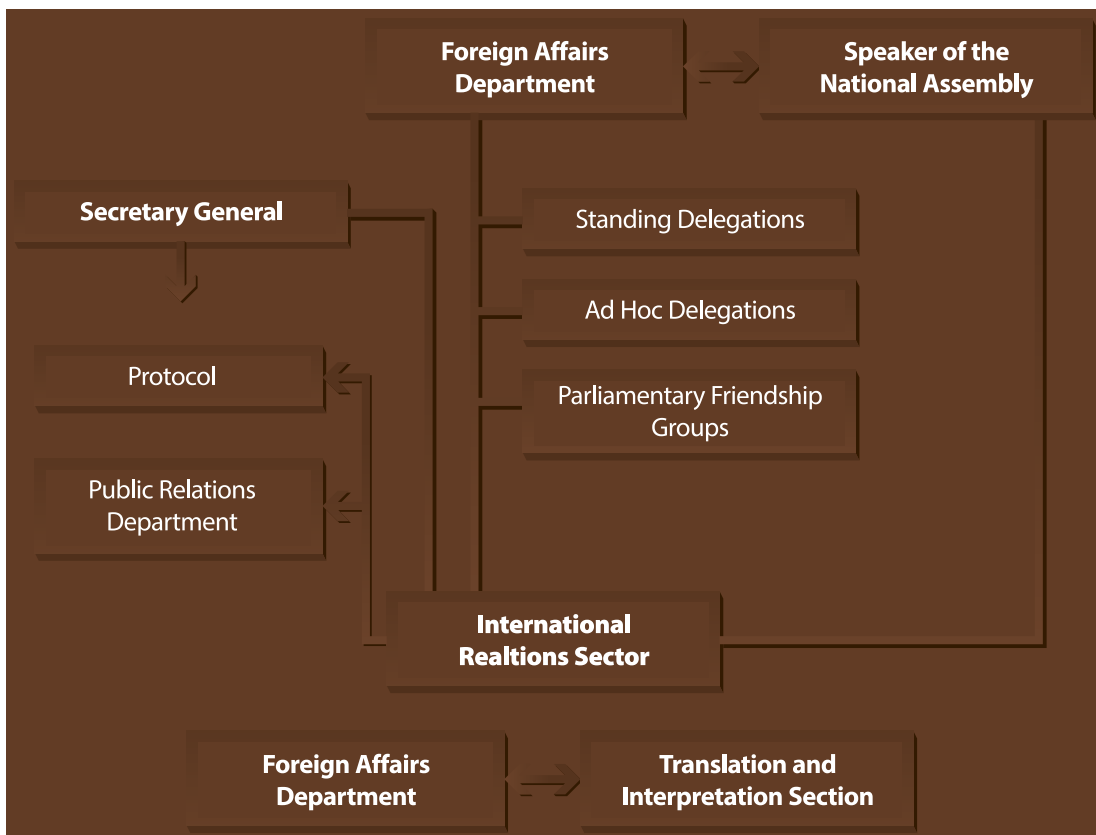
The Foreign Affairs Committee performs other activities relating to the cooperation of the National Assembly with representative bodies of other states and participation of its members in the work of particular international organisations and missions.

Oversight function of the Foreign Affairs Committee

Before assuming new diplomatic duties, the ambassadors of the Republic of Serbia have a meeting with the Committee members.

The Ministry of Foreign Affairs informs the National Assembly on the most important foreign policy activities and other relevant issues by communicating the relevant information to the Committee.

In accordance with Article 29 of the Law on Foreign Affairs, the Minister of Foreign Affairs submits to the Committee, at least twice a year, a Performance Report of the Ministry, and in compliance with Article 299 of the Rules of Procedures of the National Assembly, the Minister quarterly informs the Committee on the work of the Ministry.



Multilateral Parliamentary Cooperation



The National Assembly pursues its multilateral cooperation by participating in the work of multilateral parliamentary institutions, cooperating with the United Nations and by participating in activities of regional multilateral initiatives.

Multilateral Parliamentary Institutions

The National Assembly's most intensive form of multilateral cooperation is achieved by its participation in the activities of multilateral parliamentary institutions and organizations in which the National Assembly has a status fully fledged member (most often), an associate member status, or an observer status. The National Assembly is represented in these institutions by its standing parliamentary delegations.

Article 26 of the Rules of Procedure of the National Assembly Constitution of Standing Parliamentary Delegations of the National Assembly to International Institutions

"The National Assembly shall decide on the composition of standing parliamentary delegations that shall participate in the work of the Parliamentary Assembly of the Council of Europe, the Parliamentary Assembly of the Organisation for Security and Co-operation in Europe (OSCE) and other multilateral parliamentary institutions and organisations.

The proposal of the decision on the composition of the standing delegations referred to in paragraph 1 of this Article shall be submitted by the

Speaker of the National Assembly, in consultations with the Heads of parliamentary groups, taking into consideration proportional participation of political parties and genders."

Inter-parliamentary Union (IPU), the oldest international parliamentary organization (established in 1889). The IPU represents the largest parliamentary forum for holding direct dialogue on peace and cooperation among peoples. The standing delegation has 8 members. Serbia has been its full member since 1891.

The Parliamentary Assembly of the Council of Europe (PACE) was founded in 1949 with the aim of protecting human rights, pluralist democracy and rule of law. The standing delegation has 7 members and 7 substitutes. Serbia has been its full member since 2003.

The OSCE Parliamentary Assembly (OSCE PA) was established in 1990 at the Paris Summit with the aim of promoting increased participation of member states' parliaments in OSCE activities. The standing delegation has 4 members and 4 deputy members. After its participation in the OSCE PA First Constitutive Session in 1991, and termination of membership owing to the sanctions, Serbia has continuously been its participating state since 2001.

The Parliamentary Assembly of the Black Sea Economic Cooperation supports economic, commercial, political and social cooperation among the states of wider Black Sea Region. The standing delegation has 6 members. Serbia has been its full member since 2004.

The Parliamentary Dimension of the Central European Initiative is a regional parliamentary forum with the aim of promoting cooperation between its member states in strengthening political and economic capacities. The standing delegation has 5 members and 5 deputy members. Serbia has been its full member since 2001.

The Inter-parliamentary Assembly on Orthodoxy is aimed at improvement of and strengthening the role of Orthodoxy as an important political, cultural and spiritual entity. The standing delegation has 2 members. Serbia has been its full member since 1995.

The Parliamentary Assembly of the Mediterranean has an objective to develop the comprehensive regional policy, cultural dialogue, partnership, and a balanced development of the countries in the region. The standing delegation has 5 members and 5 deputy members. Serbia has been its full member since its establishment in 2006.

NATO Parliamentary Assembly is a forum for consideration of Defence and Security Policy of NATO Member States and the NATO as a whole. The standing delegation has 5 members and 5 deputy members. Serbia has been its associate member since 2007.

Parliamentary Assembly of La Francophonie provides a forum for the consideration of political, economic, and cultural rights within political and economic space of La Francophonie. The standing delegation can be composed of not more than 4 members. Serbia has been its observer state since 2008.

Parliamentary Assembly of Collective Security Treaty Organization (PA CSTO). Parliamentary Assembly CSTO considers issues related to cooperation of Collective Security Treaty Organization member states on international level, as well as in military and political, legal and other fields and prepares relevant recommendations. The National Assembly has 5 members in

this parliamentary organization and participates as observer.

United Nations

The National Assembly of the Republic of Serbia has been cooperating with the United Nations through the participation of its state delegations in parliamentary meetings held during United Nations' conferences, and in other forums organized by the United Nations. Moreover, MPs of the NARS as members of standing delegations of NARS in multilateral parliamentary organizations participate as representatives of these organizations in public hearings or other similar meetings which are held within Inter-parliamentary Union or other United Nations frameworks. Furthermore, the National Assembly cooperates with the United Nations agencies in Serbia, primarily with the United Nations Children's Funds (UNICEF) and the United Nations Development Programme (UNDP)..

Regional Multilateral Initiatives

The National Assembly participates in the following multilateral initiatives:

- Adriatic Ionian Initiative;
- South-East European Cooperation Process;
- South-East European Regional Cooperation Council (former Stability Pact for South Eastern Europe)

Parliamentary delegations are established ad hoc for the participation in these Initiatives' meetings. Most frequently, the meetings are held once a year, usually at the highest level.

Bilateral Parliamentary Cooperation



The National Assembly continuously pursues all forms of bilateral cooperation with parliaments and nations in all continents.

It is implemented through inter-parliamentary cooperation and engagement of the National Assembly in international activities depending on priorities and in line with bilateral interests and objectives of the Republic of Serbia.

It is pursued through:

General Bilateral Parliamentary Cooperation

- parliamentary incoming visits to our country and outgoing visits of NARS MPs to other countries, at the level of:
 - Speakers of Parliaments,
 - working bodies' delegations,
 - ad hoc delegations,
 - individual visits.
- parliamentary contacts made in our country (separate talks with foreign parliamentary delegations or parliamentarians).

Parliamentary Groups of Friendship are formed with the purpose of improving inter-parliamentary relations and cooperation of our country with other countries, composed of members in accordance with principle of voluntary participation, depending on mutually expressed interests. Parliamentary groups of friendship are the most direct form of inter-parliamentary cooperation.

Inter-parliamentary Cooperation Agreements

The National Assembly, within its bilateral parliamentary cooperation, also concludes inter-parliamentary cooperation agreements, as a framework for the improvement of all forms of inter-parliamentary relations.

Other forms of International Cooperation



- International contacts and talks with foreign state dignitaries and officials, representatives of international organisations and other international forums visiting our country.
- International conferences hosted by the National Assembly.
- Talks between the National Assembly officials (Speaker of the National Assembly and Deputy Speakers, Chairperson of the Foreign Affairs Committee, Chairpersons of other working bodies, and other MPs) with the representatives of diplomatic corps in Belgrade.
- Aimed at further development and strengthening of the Parliament, there are other forms of international cooperation with foreign partners pursued through seminars, round tables, and other projects aimed at education of MPs and the National Assembly staff, both in the country and abroad (study visits).

Who assists members of the Foreign Affairs Committee, standing and other delegations and parliamentary groups of friendship?

The support staff in the International Relations Sector provides technical support required for the implementation of all international activities: In the Foreign Affairs Department and Section for Translation and Interpretation.

They prepare, monitor, and facilitate successful implementation of the National Assembly's international activities in the country and abroad and draft relevant reports so that these activities could find their place in the total spectrum of international activities that shape the position and foreign policy goals of the Republic of Serbia.

Who makes decisions on the delegations' visits initiatives?

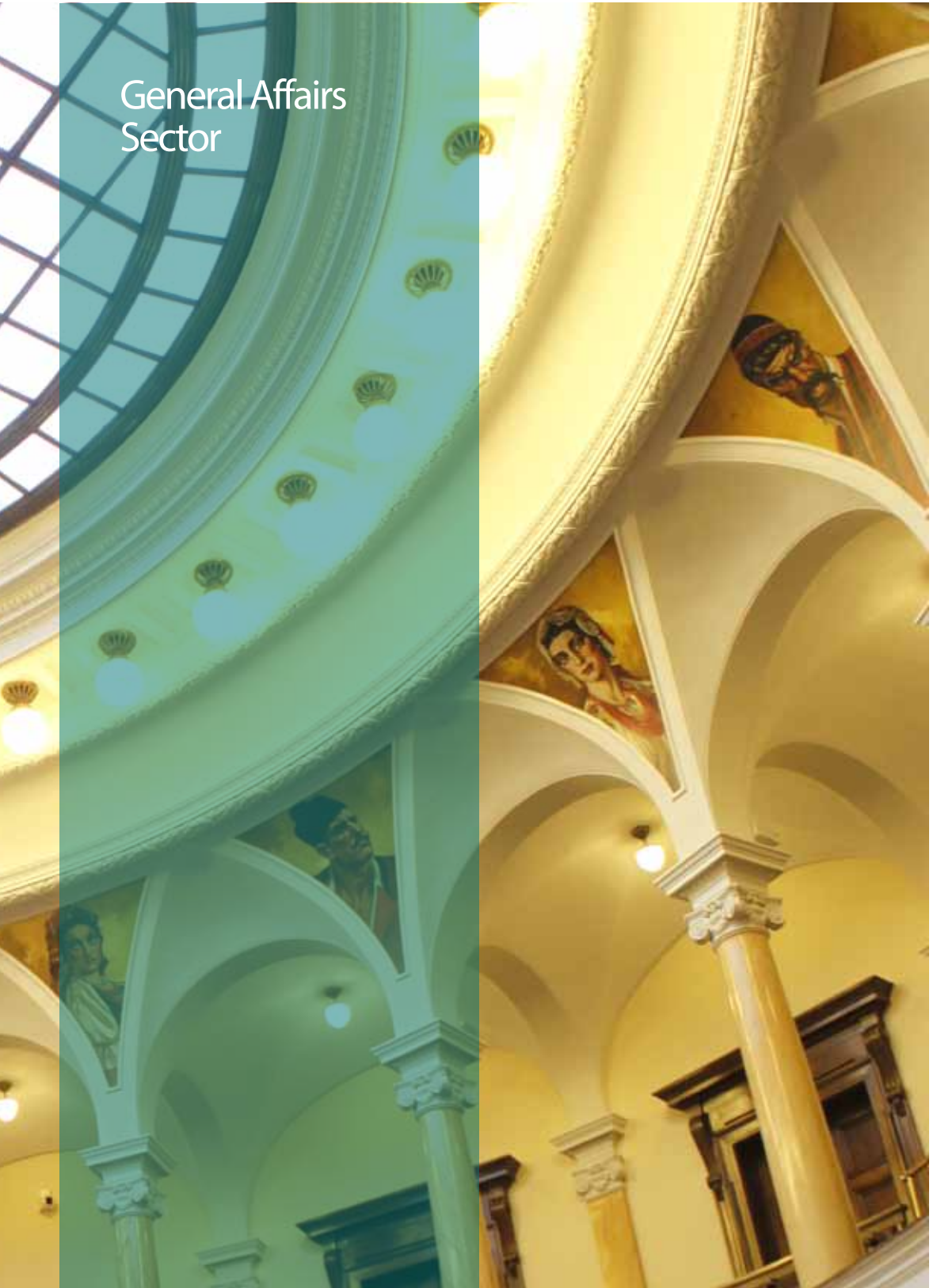
The Foreign Affairs Committee decides on visit initiatives and determines the composition of delegations for meetings with representatives of representative bodies and institutions of other states. If the Committee is not able to make the decision, the decision is made by the Speaker of the National Assembly (or Deputy Speaker of the National Assembly and Chairperson of the Committee – Article 50 and Article 290 of the Rules of Procedure of the National Assembly).

Who approves the allocation of the financial resources necessary for the international cooperation?

The Secretary General of the National Assembly, who also authorises the engagement of the competent National Assembly Service staff in the implementation of international activities.



General Affairs
Sector



General Affairs Sector



The General Affairs Sector's scope of work, as a part of the integral Service of the National Assembly, is a central internal unit of the National Assembly Service includes the following: planning and drafting of parliamentary budget; financial accounting and book keeping; public procurement; human resource management; risk management; workplace safety and fire safety; e-parliament; electronic, IT, energy systems, as well as automatic control systems; computer networks, internet and telecommunication; typing, short hand note taking and office administration; Registry Office; courier service and archive, and other business for the needs of the National Assembly.

Secretary General's assistant – Head of Sector, manages the work of the Sector.

The following organisational units comprise the Sector:

- Group for Organisation and Development;
- Department for Budget, Finance and Accounting, and Public Procurement;
- Human Resource Department;
- Fire and Workplace Safety Department;
- Electronics, Telecommunication and IT Department; and
- Department for Administrative Tasks and Office Administration

Group for Organisation and Development



Group for Organisation and Development performs tasks related to:

- the management of information system projects at the National Assembly, planning and introduction of e-parliament and other information systems at the National Assembly; systemic analysis of the Service's organisational units;
- preparation of project tasks for the introduction of IT applications, and the development of labour organisation and technology at the National Assembly through the application of IT equipment;
- design of initial solutions and projects involving IT and telecommunication systems in the Service;
- development of databases and applications for their utilisation;
- maintenance of IT projects, databases, and software applications and their updating;
- application of IT projects developed outside the Service and implemented by it, as well as storing and use of project and other IT documentation.

Department for Budget, Finance and Accounting, and Public Procurement



Department for Budget, Finance and Accounting, and Public Procurement comprises the following:

- Budget Planning, Standards, Analysis and Reporting Section;
- Budgetary Accounting Section and
- Public Procurement Group.

The Budget Planning, Standard, Analysis and Reporting Section performs tasks related to: drafting the Assembly budget; preparation of internal instructions and procedures for drafting financial plan proposal of the Assembly budget beneficiaries, analysis of financial plans of the Assembly budget beneficiaries, as well as drafting financial reports on the execution of the Assembly budget.

The Budgetary Accounting Section performs tasks related to the realisation of financial and material assets, calculation and payment of salaries, per diem payments and other compensations to MPs and employees of the National Assembly; preparation of documents for annual and extraordinary inventories of the National Assembly's property, liabilities and claims; keeping business records, as well as drafting regular annual and periodical accounts and financial reports on expenses incurred in the operation of the National Assembly.

The Public Procurement Group performs tasks related to: organisation and implementation of public procurement procedures for the needs of the National Assembly; drafting reports, contracts and other acts relating to public procurement; and acts relating to the work of public procurement commissions of the National Assembly.

The Human Resources Department



The Human Resources Department performs tasks related to:

- supervision and implementation of laws and other acts within the Department's scope of work;
- drafting proposals of general and individual documents in the field of labour and employment;
- drafting and implementing human resources management policy; drafting personnel plan and analysis of its implementation;
- monitoring and analysis of the aptitude of the personnel;
- development of additional and professional training programmes for the employees and monitoring their implementation;
- evaluation and career development of civil servants and awarding employees;
- keeping human resources and other records; as well as other expert and administrative tasks in the field of labour and for the needs of the Service.

The Fire and Work Safety Department



The Fire and Work Safety Department performs tasks related to:

- organisation and implementation of enacted and decreed fire and work safety measures;
- implementation of work health and safety measures and reporting work-related injuries;
- organisation of preventive and periodical reviews and testing of working instruments, working environment and personal work safety instruments and equipment and fire fighting equipment and instruments;
- collective insurance of MPs and National Assembly Service employees; risk insurance of National Assembly facilities and equipment.

The Electronics, Telecommunication and IT Department



The Electronics, Telecommunication and IT Department comprises:

- Electronic Systems Section;
- Computer Networks, Internet and Telecommunication Section, and
- Electroenergetics and Automatic Control Group.

The Electronic Systems Section performs tasks related to: preparation of electronic system design and technical documentation; installation and exploitation of electronic equipment; electronic equipment maintenance and malfunction repairs; control system management; preparation of MPs' identification cards; repairs of malfunctions of the MPs' electronic units and repairs of the terminal equipment.

The Computer Networks, Internet and Telecommunication Section performs tasks related to: maintenance of the National Assembly's computer network; control of Internet access; provision, maintenance and technical improvement of the National Assembly's Internet presentation; e-mail service provision for the users at the National Assembly; development of application software and IT services provision at user's request; telephone service provision and control for users at the National Assembly.

The Electroenergetics and Automatic Control Group performs tasks related to: functional soundness, protection, improvement and introduction of new electro-energetic systems, electric motor drives – automatics, measurements and regulation at the National Assembly; drafting of statistical and other reports on requests, malfunctions and interventions, and creation, improvement and introduction of automatic control system software at the National Assembly facilities.

The Department for Administrative Tasks and Office Administration



The Department for Administrative Tasks and Office Administration comprises:

- Registry Office with Courier Service and Archive Section
- Typing Pool Section,
- Steno Pool Section, and
- Office Administration Section.

The Registry Office with Courier Service and Archive Section performs tasks relating to: receiving, opening and reviewing mail; classifying and registering cases according to subject matter; receiving, registering, storing and keeping confidential material and archival matter, archiving records, delivery of mail, newspapers, papers and other acts, as well as receiving, classifying, recording, expediting and archiving electronic documents.

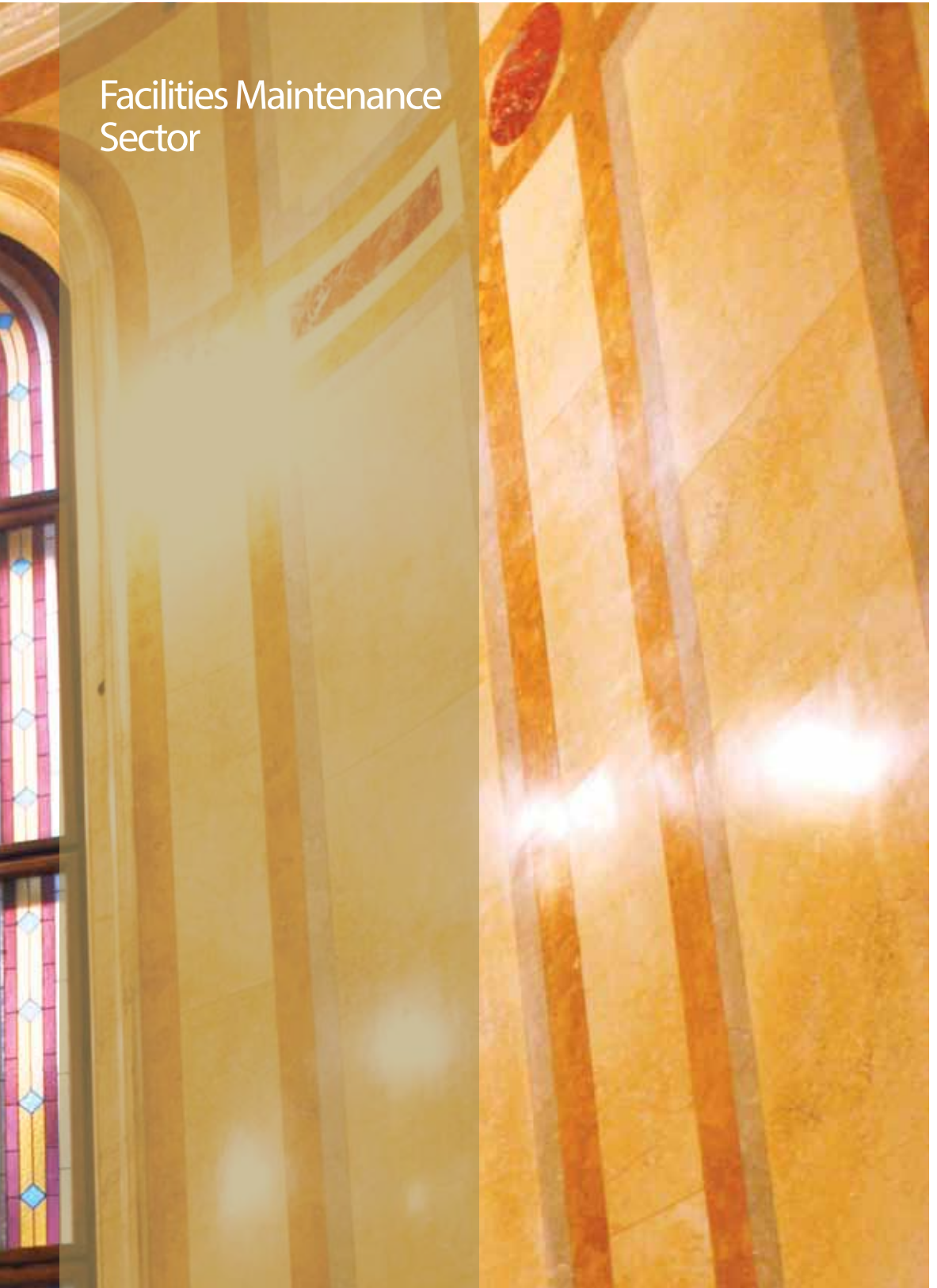
The Typing Pool Section performs tasks relating to: data copying and input, and control of correctness and accuracy of electronic texts; graphical processing and preparation of material to be printed and development of a user database; textual processing of audio records of recorded sittings of National Assembly working bodies.

The Steno Pool Section performs tasks relating to: taking and collating shorthand notes of the sittings of the National Assembly and its working bodies, as well as of meetings held at the National Assembly; proofreading and editing of the first edition of shorthand notes; transforming audio records into textual and electronic format, as well as distribution of printed shorthand notes.

The Office Administration Section performs tasks relating to: printing of material; text processing, graphical design and preparation of material to be printed; printing machine maintenance, as well as fastening and binding of material.



Facilities Maintenance
Sector



Facilities Maintenance Sector

The National Assembly Facilities Maintenance Sector, as a part of the integral Service of the National Assembly, is a central internal unit, i.e. it is one of the four Service sectors. The National Assembly Facilities Maintenance Sector deals with the investment, technical and current maintenance of the National Assembly premises; protection and maintenance of cultural heritage used and managed by the National Assembly; analysis and planning of technical and technological working conditions development; construction, reconstruction, development, adaptation, rehabilitation, restoration, conservation, interior and exterior design and decoration, as well as cleaning and sanitation of the buildings, premises, installations, facilities, machines, appliances and equipment used and managed by the National Assembly.

The National Assembly Secretary General's assistant – Head of Sector, manages the work of the Sector.

The Sector comprises following smaller internal units:

- Investment Facility Maintenance, Cultural Heritage Protection and Maintenance Group
- Technical and Running Maintenance Department and
- Sanitation Section.



Group for investment maintenance of facilities, protection and maintenance of cultural property, which deals with the following tasks: analysis of the situation and assessment of short-term and long-term needs in the field of technical and technological working conditions of the National Assembly; development of draft short-term and long-term development and investment plans and preparation of draft parliamentary budget and annual public procurements plan in the field of investment maintenance; interior and exterior design and decoration, construction, reconstruction, extension, adaptation, repairing, restoration and conservation of facilities and land used by the National Assembly; implementation of the measures for the protection of cultural property; restoration and conservation of movable and immovable cultural heritage; maintenance and use of movable cultural heritage, and development of publication on cultural heritage.

Technical and Current Maintenance Department dealing with the following tasks: Technical and current maintenance of the premises, land, installations, machine facilities, and equipment; proper operation of existing technical installation systems, equipment in the building; activity planning relating to functioning, maintenance and innovation, development of technical and current maintenance plans and financial plans; maintenance and control of the waterworks installations, woodwork and equipment on the premises; maintenance and control of the air-conditioning system, ventilation system, heating and cooling system in the National Assembly buildings, and disinfection, desensitization and pest control of the premises and land used by the National Assembly.

Sanitation Section is performing activities relating to sanitation and maintenance of adequate hygienic conditions on the premises and the land of the National Assembly.

Buildings used by the National Assembly

The National Assembly uses the building of the House of the National Assembly, 13 Nikola Pašić Square, the building in 14 Kralja Milana Street and the part of the building in 16 Kralja Milana Street.



House of the National Assembly



The construction of the House of the National Assembly began in 1907, when King Petar I Karadjordjevic laid the cornerstone of the future House of National Representation by the architect Jovan Ilkic's project. The building was finished in 1936, and the first session was held on October 20 of the same year. In September 1939, the Assembly was dismissed and during Second World War it was occupied by the aggressor's civil administration for Serbia.

Several decades after the war ended, this was the building of Assembly as the highest legislative body of Democratic Federal Yugoslavia, Federal People's Republic of Yugoslavia, Socialist Federal Republic of Yugoslavia, Socialist Republic of Yugoslavia, and the State Union of Serbia and Montenegro.

After Montenegro became independent, in July 2006, Serbian Government gave the National Assembly to use the building of former Assembly of State Union of Serbia and Montenegro in 13 Nikola Pasic Square, with whole equipment that was in the facility. The Government also established with this decision that the National Assembly of the Republic of Serbia will continue to use facility in 14 King Milan Street.

From 2006 the Service started series of activities related to recording current state of the House of National Assembly, gathering technical documentations and obtaining licenses, as well as approval of the competent authorities. After that began work on the repair, modification, reconstruction and revitalization of the House – as well as architectural and construction unit and individual technical and technological systems, that would provide good conditions for work.

Above all, it was necessary to do restoration and reconstruction of the House of the National Assembly Grand Hall. Even during seventies of the twentieth century, while Assembly of Socialist Federal Republic of Yugoslavia worked, the Grand Hall went through some changes in the part of room provided for the members of the government (then Federal Executive Council) and Assembly Presidency (in the Hall were held sessions of Federal Council). That's the reason why the project of restoration and reconstruction foresaw that the room is to be returned to authentic condition as it was when it was built in 1936.

The surface areas of the other premises of the House of the National Assembly are as follows

Offices	2,047
Halls	1,795
Corridors and stairways	3,880
Toilets	284
Buffet	284
Restaurant	398
Storeroom	892
Other technical premises	3,820
Total	13,400

Construction project, developed by the Belgrade City Institute for the Protection of Cultural Monuments, was produced on the basis of the archival material – original designs of the basic construction and the details by Nikola Krasnov and the historical photographic documentation. The reconstruction was made of the authentic platforms with benches for Government members and the Speaker of the National Assembly and his/her deputies, to the extent that it is in line with current needs of the National Assembly's work. Restoration and reconstruction of the Big Plenary Hall were undertaken done under constant conservatory monitoring of the work performed from the end of 2008 to the beginning of 2009.

Thereby, after more than 100 years since the foundation stone of the building was laid, and for the first time following the time period 1945—1954, when the National Assembly of the Republic of Serbia sessions used to take place in this building, on 31st March, 2009 the first session of the National Assembly of the Republic of Serbia was held in the Big Plenary Hall.

The Facilities Maintenance Sector directly participated in restoration of the wall paintings in the Small Plenary Hall in the building of the House of the National Assembly. Experts from the National Institute for the Protection of Monuments have made the restoration of the monumental wall painting called "The Great Allegory of Work" by Mate Menegelo Rodic and twelve portraits depicting people wearing peasant costumes by Kristijan Krekovic.

The House of the National Assembly has a total surface area of 13,400 m², consisting of four levels: basement, ground floor, floor and the attic and in some parts it has mezzanines – below the basement and the ground floor and between the ground floor and the floor. The building consists of 100 offices, 4 committee halls with full conference communication equipment, big and small plenary halls. Each hall is air-conditioned. The Library is situated on the first floor of the House of the National Assembly, covering the area 165 m², and including the its holdings of 60,000 books: The building has internal television channel and computer network.

The National Assembly House was proclaimed a cultural monument in 1984 by Decision to designate certain real estate as cultural heritage in the city of Belgrade.

Sitting capacity in the House of the National Assembly

Number of seats	Groundfloor		Galery		Total	
	Fixed	Additional	Fixed	Additional	Fixed	Total
Big Hall	326	32	143	—	469	501
Small Hall	148	50	124	—	272	322
Hall I fl.	28	15	—	—	28	43
Hall II fl.	28	15	—	—	28	43
Hall III fl.	28	15	—	—	28	43
Hall IV fl.	28	15	—	—	28	43

The National Assembly building in 14 Kralja Milana Street



The building of the National Assembly of the Republic of Serbia is one of the first public buildings made after the Second World War to serve the needs of the state administration. It is situated next to the Ministry of Foreign Affairs of the then Kingdom of Serbs, Croats and Slovenians, on the corner of 16 Kralja Milana Street and Dobrinjska Street, which is nowadays the seat of the Economic Institute.

Construction work of the building for the need of the Assembly commenced according to the design developed by architect Isak Azriel, who was the signatory of the commissioned work, on behalf of the Design Institute of the NR Serbia. The investor of construction work, Presidium of the NR Serbia Government – awarded the construction work contract to the construction company “Komgrap”.

Modification of the construction design was made in 1950, according the inspiration of Mihajlo Jeftić and Ivan Savković, and in the same year the project of the tunnel between the NR Serbia Presidium (New Palace) and the Assembly building was made. The construction of the building started on 4th May 1949, under the name “Office building of the Government of the National Republic of Serbia”, and was completed in March 1954, as a building of the Assembly of the NR Serbia, when, on the 20th March 1954, the first regular session of the National Assembly of the Republic of Serbia was held.

The author of the interior decoration project that referred to representative decoration solution for the halls and vestibule, marble stairways and the floor, was Milan Minić, whose engagement was commissioned for adaptation and reconstruction of the Old and the New Palace. According to the adaptation project produced by the architect Mate Oto in 1974, between the Economic Institute building and the building of the Serbian

The surface areas of the other premises of the National Assembly building in Kralja Milana street

Offices	3,843
Halls	971
Halls	2,659
Stairways	217
Toilets	270
Buffets	85
Restaurant	688
Store room	325
Technical premises	1,180
Total	10,238

Assembly a passage was cut, enabling the common use of the space in the basement.

The building is designed as a five-story business building, of strong construction and with reinforced concrete skeleton. The building interior is divided into nine levels, three of which are subterranean levels. The hall where the assembly sessions were held and the small conference hall are situated in the basement. First floor premises are intended for the cabinet offices use – the Speaker’s and Secretary General’s Office.

The remaining floors accommodate the four committee halls and the premises used by MPs and the staff. Among the remaining premises the formal reception hall and the lounge belonging to the Speaker’s Office, VIP lounge, and the restaurant stand out. All halls are air-conditioned, the building has an internal television channel and the big plenary hall is equipped with the electronic voting system.

Sitting capacity in the House of the National Assembly

Number of seats	Ground floor		Gallery		Total	
	Fixed	Additional	Fixed	Additional	Fixed	Additional
Big plenary hall	288	65	45	25	333	423
Press Hall	12	25	29	—	149	174

Premises of the National Assembly in the 16 Kralja Milana Street



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The National Assembly shall use the part of the building in 16 King Milan Street for the purpose of its operation.

Following the Constitutional changes introduced in 1974 and establishment of four councils within the then Assembly, emerged a need for additional halls for newly formed bodies, which were deficient in the building in 14 Kralja Milana Street. The solution was found in joining a part of the premises of the building in 16 King Milan Street with the two halls – the Press hall and the Hall 1 (the so-called Presidium Hall), of the total surface of 500 m² with the basement of the building in 14 Kralja Milana Street.

By the Decision of the Commission for the Allocation of Official Facilities and Business Premises of the Government of the Republic of Serbia of November 2006, the National Assembly was allocated a part of the storage premises in the building in 16 Kralja Milana Street with the total surface of 150m² intended for storage room to serve the needs of operation of the Republic Electoral Commission.

The Commission for the Allocation of Official Facilities and Business Premises of the Government of the Republic of Serbia adopted in April 2007 a Conclusion to allocate to the National Assembly a part of business premises on the mezzanine the building in 16 Kralja Milana Street, comprising 42 offices with the total surface of 672 m².

The Commission for the Allocation of Official Facilities and Business Premises of the Government of the Republic of Serbia adopted in November 2007 a Conclusion to allocate to the National Assembly a part of business premises on the first floor in the building in 16 Kralja Milana Street, comprising 15 offices with the total surface of 190m².

The premises situated on mezzanine and on the first floor were physically connected in the first place, by the end of 2008 and beginning of 2009, and then technically and technologically connected, through adaptation, with the National Assembly building in 14 Kralja Milana Street.

Sitting capacity in the House of the National Assembly (in 16 Kralja Milana street)

Number of seats	Ground floor		Gallery		Total	
	Fixed	Additional	Fixed	Additional	Fixed	Additional
Hall 1 in the basement	38	40	—	—	38	78
Press Hall	44	40	—	—	44	88



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