

Pursuant to Article 97m, paragraph 5 of the Law on Civil Servants (“Official Gazette of the RS”, Nos 79/05, 81/05 - correction, 83/05 - correction, 64/07, 67/07 - correction, 116/08, 104/09, 99/14, 94/17 and 95/18) and Article 42, paragraph 1 of the Law on Government (“Official Gazette of the RS”, Nos 55/05, 71/05 - correction, 101/07, 65/08, 16/11, 68/12 - CC, 72/12, 7/14 - CC, 44/14 and 30/18 - other law),

the Government issues the following

REGULATION **on Professional Development through Internship¹**

Subject Matter

Article 1

This Regulation shall regulate the manner of selecting civil servants who are allocated for professional development through internship, essential elements of the contract regulating mutual rights and obligations of a civil servant and the state authority from which the intern has been allocated, the method of calculation and reimbursement (refund) of internship costs, the method of acquired knowledge and skills transfer after completing the internship, as well as other issues relevant to the internship.

Determining an Internship

Article 2

A civil servant may be allocated to gain professional training through an internship (hereinafter: Internship) in order to acquire knowledge and skills, namely, the ability to perform tasks in the workplace, in accordance with the needs of a state authority.

Internships are determined within the following:

- 1) General training programme;
- 2) Leadership training programme;
- 3) Special training programme - in accordance with specific needs within the scope and competences of the state authority, or needs related to particular positions, types of jobs or special groups of beneficiaries;
- 4) Special training program for members of negotiating teams and negotiating groups and other relevant groups in the process of negotiating the accession of the Republic of Serbia to the European Union and for needs arising from that process;
- 5) A separate agreement on international cooperation.

Internship Selection

Article 3

The selection of a civil servant who is referred for an internship is conducted on the basis of a competition.

Call for Applications

Article 4

A competition for allocating a civil servant to an internship (hereinafter: competition) shall be announced by:

¹ (“Official Gazette of the RS”, number 15/19).

1) The National Academy of Public Administration (hereinafter: National Academy) - for internships established within a General Training Programme and a Leadership Training Programme or on the basis of a special agreement on international cooperation;

2) A state authority - for an internship determined under the auspices of a special training programme that has been adopted in accordance with specific needs within the scope and competence of the state authority, namely, needs related to particular posts, types of jobs or special groups of beneficiaries or based on a special agreement on international cooperation;

3) The body competent for affairs relating to the EU integration and accession process - for internships determined under a special programme related to negotiating teams and negotiating groups and other relevant groups in the process of negotiating the accession of the Republic of Serbia to the European Union or needs arising from that process or under a separate agreement on international cooperation.

Advertising a Competition

Article 5

The National Academy advertises a competition on its web-site, the web-site of the ministry responsible for public administration relating to capacity building and professional development of employees within state authorities and the e-Government Portal.

The state authority referred to in Article 4, paragraph 1, item 2) of this Regulation shall advertise a competition on an internal presentation, i.e. bulletin board of the state authority, if it does not have an internal presentation and its own web-site presentation, if it has regional units outside the seat of the state authority, or in another suitable manner that provides equal access to the right to professional development of civil servants in that body.

The authority competent for coordinating affairs in connection with the EU integration and accession process referred to in Article 4, paragraph 1, item 3) of this Regulation shall advertise the competition on its website, the website of the National Academy and the e-Government Portal.

Deadline for Advertising a Competition

Article 6

The competition shall be advertised no later than 30 days from the day of the adoption of the training programme referred to in Article 2, paragraph 2 of this Regulation.

Contents of the Competition Advertisement

Article 7

The competition advertisement shall contain the following:

- 1) the name of the training programme;
- 2) training programme's field;
- 3) a description of the programme and general thematic information on professional development through internship;
- 4) description of the target group of internship beneficiaries, total number of attendees;
- 5) the terms and conditions to be fulfilled by the candidate civil servant to be referred for professional development through internship in relation to the description of the target group of beneficiaries intended for professional development through internship;
- 6) the duration of professional development through internship;
- 7) the manner and deadlines for submission of the application;

8) other elements in accordance with a specific agreement on international cooperation under which the training programme has been established.

Competition Commission

Article 8

In order to conduct the competition, before advertising, a competition commission must be established.

For the implementation of a competition announced by the National Academy, a decision on the establishment of a competition commission must be adopted by the Director of the National Academy.

For conducting a competition announced by another state authority, a decision on the establishment of a competition commission shall be adopted by the head of the state authority.

In order to conduct a competition that is announced by the body responsible for coordination in connection with the process of integration and accession to the European Union, a decision on the establishment of a competition commission must be adopted by the head of the authority.

Composition and Terms and Conditions

Article 9

The competition commission referred to in Article 8, paragraph 2 of this Regulation shall have five members, one of whom shall be the President.

Members or the president of the competition commission referred to in paragraph 1 of this Article shall be appointed from among civil servants who have acquired higher education at the undergraduate level to the extent of at least 240 ECTS, master academic studies, specialised academic studies, specialised professional studies, or at undergraduate studies lasting at least four years or specialised studies at university, with at least 5 years of professional experience in the field;

The competition commission referred to in paragraph 1 of this Article shall appoint two members from the ranks of civil servants employed by the National Academy, one of whom shall be the President, as well as a member each from the ranks of civil servants employed in the ministry responsible for public administration related to capacity building and professional development of employees in state bodies and government services competent for professional affairs related to human resources management within a public administration and state authority competent for issues in the field of professional development through internship for which a competition has been announced.

The competition commission referred to in Article 8, paragraph 3 of this Regulation shall have three members, one of whom shall be the President.

Members or the president of the competition commission referred to in paragraph 4 of this Article shall be appointed from among civil servants who have acquired higher education at the undergraduate level to the extent of at least 240 ECTS, master academic studies, specialised academic studies, specialised professional studies, or at undergraduate studies lasting at least four years or specialised studies at university, with at least 5 years of professional experience in the field;

The competition commission referred to in paragraph 4 of this Article shall have appointed members from the ranks of civil servants employed in a state authority, taking into account the representation of civil servants from the human resources unit and internal unit tasked with related issues in the field of professional development through internship for which a competition is announced.

The competition commission referred to in Article 8, paragraph 4 of this Regulation shall have three members, one of whom shall be the President.

Members or the president of the competition commission referred to in paragraph 7 of this Article shall be appointed from among civil servants who have acquired higher education at the undergraduate level to the extent of at least 240 ECTS, master academic studies, specialised academic studies, specialised professional studies, or at undergraduate studies lasting at least four years or specialised studies at university, with at least 5 years of professional experience in the field;

The competition commission referred to in paragraph 7 of this Article shall appoint two members from the ranks of civil servants employed in the body responsible for coordination in connection with the process of integration and accession to the European Union, one of whom shall be the President, and a member from the ranks of civil servants from the body competent for areas covered by a relevant negotiating chapter.

Competition Application

Article 10

The application for the competition shall be submitted to the state authority that announced the competition, within 15 days from the day of advertising it on the website of the National Academy, or an internal presentation or bulletin board of a state authority, if there is no internal presentation or web presentation of the body competent for coordination in connection to the process of integration and accession into the European Union.

For the purpose of submitting an application in electronic form, executing electronic procedures or electronic communication regarding the procedure for selecting internship candidates, the National Academy may establish a software solution within its documentation information system that allows one to act on these matters electronically from one place, just as other state bodies or authorities competent for coordination of the process of integration and accession to the European Union may within their own information systems.

Candidates' List

Article 11

The competition commission shall draw up a list of candidates who meet the requirements referred to in Article 7, paragraph 1, item 5) of this Regulation for referral to internship, on the basis of the information contained in the application form and attached documents.

The competition commission referred to in Article 8, paragraph 2 of this Regulation shall submit to the head of a state authority an excerpt from the list of candidates who meet the requirements for internship allocation, which contains information on the candidate or candidates employed in that state authority.

The competition commission referred to in Article 8, paragraph 3 of this Regulation shall submit to the head of the state body an excerpt from the list of candidates who meet the requirements for referral to internship, which contains information on the candidate or candidates employed in that state authority.

The competition commission referred to in Article 8, paragraph 4 of this Regulation shall submit to the head of a state authority an excerpt from the list of candidates who meet the requirements for internship allocation, which contains information on the candidate or candidates employed in that state authority.

Selection of Candidates

Article 12

Based on the list of candidates who qualify for the internship referred to in Article 11 of this Regulation, the head of the state authority shall decide on the selection of a civil servant who is to be allocated for internship, taking into account the relevance of the programme and the thematic unit of

professional development through internship for developing competencies required to perform tasks designated under the civil servant's position, as well as the results of a civil servant's performance appraisal, with priority being given to a civil servant who has achieved better results in his/her work performance in the previous three consecutive evaluations.

Internship Contract

Article 13

Mutual rights and obligations of the state authority and the civil servant selected for the internship shall be determined by a contract on referral for professional development through internship (hereinafter: internship contract).

The internship contract shall be concluded by the head of the state authority and the civil servant, not later than 15 days from the day of the finality of the adopted decision selecting him/ her for internship.

Contract Content

Article 14

The internship contract, in addition to the data on the state authority and the civil servant, shall contain the following elements:

- 1) the name of the institution to which the civil servant is being allocated for internship;
- 2) the name of the training programme, the area of professional development through internship and a brief description of the programme and the topic of the internship;
- 3) the duration of the internship or paid leave;
- 4) monetary amount of compensation for paid leave;
- 5) eventual costs paid from the budget of the Republic of Serbia or other sources of financing;
- 6) the length of time that a civil servant is required to remain in employment at a state authority upon completion of the internship;
- 7) an obligation to practically apply and transfer acquired professional knowledge and skills upon completion of the internship;
- 8) an obligation to repay the paid amount of compensation and other expenses during paid leave in case of breach of contractual obligations;
- 9) an obligation to repay cash for the period of paid leave and other expenses in the event that a civil servant terminates his/her employment before the expiration of the contracted term, by dismissal given by a civil servant or due to a breach of his/her employment obligations due to which the termination of employment has been imposed.

In addition to the elements referred to in paragraph 1 of this Article, the contract may specify other issues of significance for the internship.

Purposeful Use of Funds

Article 15

The civil servant-intern is obliged to use the funds stipulated by the contract referred to in Article 14 of this Regulation purposefully.

The civil servant referred to in paragraph 1 of this Article shall, upon completion of the internship, and not later than seven days after the end of the internship, submit to the head of the state authority a report on the intended use of funds, with appropriate documents.

Exceptionally, at the request of the head of the state authority, the civil servant referred to in paragraph 1 of this Article shall be obliged to submit a report on intended use of funds, with appropriate documents, over the course of the internship.

If the funds have not been used purposefully, he/she is obliged to return them to the budget of the Republic of Serbia through a single payment, in the amount increased by a statutory interest, within the period stipulated by the contract referred to in Article 14 herein.

Refund

Article 16

The civil servant-intern shall be obliged to return to the budget of the Republic of Serbia through a single payment the paid amount of compensation for the period of paid leave and other expenses in case of breach of contracted obligations, within the period stipulated by the contract referred to in Article 14 of this Regulation.

A civil servant who has completed an internship shall be obliged to return to the budget of the Republic of Serbia through a single payment the paid amount of compensation during paid leave and other expenses in case of termination of employment in a state authority before the expiration of the contracted term, in case the civil servant is dismissed or due to breach of employment duty for which a sentence of termination of employment has been imposed, within the time limit established by the contract referred to in Article 14 of this Regulation.

Internship Report

Article 17

Upon completion of the internship, the civil servant shall, no later than 30 days after the end of the internship, prepare an internship report, which must contain the following relevant information concerning the training programme he/she has attended: a closer description of the training programme's elements, the thematic units' contents, the training programme's lecturers and other implementers, as well as a description of the professional development programme's implementing methods; evaluation of the training programme, as well as other data relevant to the transfer of acquired knowledge and skills.

The civil servant shall submit the report referred to in paragraph 1 of this Article, together with material prepared for the purpose of the professional development programme or representing a product thereof, to the state authority that conducted out the competition, or to the state body where he/she is employed, for safekeeping in a deposit of materials prepared within the framework of the professional development programme.

Presentation of Internship Results

Article 18

Upon completion of the internship, the civil servant is obliged, within 60 days from the end of the internship at the latest, to cooperate with the person responsible for human resources management in the state authority that executed the competition or in which he/she is employed, in order to orally present the results of the internship to civil servants employed in the state body that conducted the competition or where he/she is employed in a manner that involves the transfer of acquired knowledge and skills from the said internship.

For the purpose of orally presenting the results of the internship referred to in paragraph 1 of this Article, a civil servant shall be obliged to prepare a presentation, which he/she shall also submit to the person responsible for human resources management in the state authority that conducted the competition or in which he/she is employed for safekeeping in a deposit of materials prepared under the framework of the professional development programme.

Knowledge and Skills Transfer

Article 19

Upon completion of the internship, a civil servant shall be obliged to participate in the implementation of all forms of professional training courses organized by the state authority that conducted the competition or in which he/she is employed, including the transfer of acquired knowledge and skills on the internship.

Upon completion of the internship, a civil servant shall be obliged to apply the acquired knowledge and skills in performing duties connected to the post to which he/ she has been assigned to.

The success of applying the acquired knowledge and skills shall be determined in the process of evaluating the civil servant's work performance.

Termination of the Previous Regulation

Article 20

On the day this Regulation enters into force, the provisions of Articles 33-37 of the Regulation on the Professional Development of Civil Servants ("Official Gazette of the RS", No. 25/15) shall cease to apply.

Completion of Initiated Procedures

Article 21

Internships commenced before the date of entry into force of this Regulation shall be terminated in accordance with the regulations in force at the time of the conclusion of the contract on allocation to professional development through internship.

Entry into Force

Article 22

This Regulation shall enter into force on the eighth day after its publication in the "Official Gazette of the Republic of Serbia".

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G O V E R N M E N T

PRIME
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