

Pursuant to the provisions of Article 13 of the Law on Lobbying (“Official Gazette of the Republic of Serbia” no. 87/18) and Article 15 of the Law on the Anti-Corruption Agency (“Official Gazette of the Republic of Serbia” nos. 97/08, 53/10, 66/11 - Constitutional Court, 67/13 - Constitutional Court, 112/13 - authentic interpretation and 8/15 - Constitutional Court), the Director of the Anti-Corruption Agency issues the following

## **RULEBOOK ON THE TRAINING PROGRAMME FOR LOBBYISTS**

### **General Provisions**

#### **Article 1**

The Rulebook on the Training Programme for Lobbyists (hereinafter: the Rulebook) governs the programme and manner of conducting training for lobbyists (hereinafter: training), the form of the application to attend the training and the form of the certificate of completed training.

The forms are created in the Serbian language and using the Cyrillic alphabet in official use in the Republic of Serbia.

All the terms used in the Rulebook are gender-neutral.

### **Programme and Manner of Conducting Training**

#### **Article 2**

The Director of the Anti-Corruption Agency (hereinafter: the Agency) shall determine the persons from among the employees who will conduct the training.

The Director of the Agency shall determine the amount of the fee for conducting the training, in a decision.

The cost, for the fee referred to in paragraph 2 of this Article, shall be borne by the person applying for training (hereinafter: the applicant).

#### **Article 3**

The application for attending the training shall be submitted to the Agency in electronic form.

After submitting the application in electronic form and receiving a programme-generated code confirming electronic registration, the printed and signed application, together with proof of payment of the training fee, shall be submitted to the Agency, directly or by registered mail, within three days of receipt of the programme-generated code.

In the event that the application for attending the training is not submitted in the manner set forth in paragraphs 1 and 2 of this Article, it shall be deemed that it was not submitted.

The Application form for attending the training shall contain: name and surname, national personal identification number, address and place of permanent residence and/or temporary residence, if any, information concerning education, contact telephone number, e-mail address, occupation, statement of the applicant that s/he is aware that a written test will be organised after the training to verify knowledge relating to its content, date, place and signature of the applicant.

The application form for attending the training represents an integral part of the Rulebook.

#### **Article 4**

The Director of the Agency shall determine the time, place and date of the training.

Information concerning the time, place and date of the training shall be published on the website of the Agency and the e-Government Portal of the Republic of Serbia.

The applicant may submit the application for attending the training at any time, but no later than 10 days prior to the date of the training.

#### **Article 5**

The training shall consist of a Training Programme and a test of knowledge of the content of the Training Programme.

The Training Programme shall encompass eight areas.

The Training Programme shall be realised by applying combined methods of work (lectures, practical exercises and discussions).

#### **Article 6**

The Training Programme shall consist of the following areas:

1. Constitutional system of the Republic of Serbia;
2. Lobbying;
3. Code of conduct for participants in lobbying;
4. State administration and local self-government;
5. Conflict of interest and fight against corruption;
6. Financing of political entities;
7. Criminal offences and misdemeanours, and
8. Protection of personal data.

The Training Programme represents an integral part of the Rulebook.

### **Test of Knowledge of the Content of the Training Programme**

#### **Article 7**

Knowledge of the content of the Training Programme referred to in Article 6 of the Rulebook shall be verified by way of a written test (hereinafter: the test), which will be created in printed form, in the Serbian language and using Cyrillic alphabet.

The test of knowledge of the content of the Training Programme shall be held no later than

five days from the day of the completion of the Training Programme.

The test may be taken only by candidates who have attended the entire Training Programme.

The test shall be taken before the Commission, which shall be formed by a decision of the Director of the Agency.

The test shall contain questions from the areas prescribed by the Training Programme.

The questions referred to in paragraph 5 of this Article and the list of correct answers to be used when reviewing the test shall be determined by the Commission.

The test shall be taken under a code name, and the content of the test shall be the same for all the participants in the training.

The test shall consist of 30 questions, each of which shall be worth one point.

The testing shall last 60 minutes.

### **Article 8**

Prior to the beginning of the test, the Commission shall establish the identity of candidates by inspecting their personal identification card or other public document with a photograph, and shall acquaint the candidates with the rules that must be followed during the test.

During the test, candidates shall not be allowed to communicate with each other, use personal computers, mobile phones or other means that interfere with taking the test, nor shall they be allowed to leave the testing room.

A candidate who fails to comply with the rules referred to in paragraph 2 of this Article shall be excluded from the testing process.

### **Article 9**

It shall be deemed that a candidate has passed the test if s/he achieves a minimum of 70% of the total number of points.

A candidate who has attended the Training Programme but has not passed the test may re-take the test the next time it is scheduled.

### **Article 10**

A record shall be kept on the course of implementation of the Training Programme and the course of testing of knowledge of its content.

The record shall be signed by the persons conducting the Training Programme and all the members of the Commission.

A record of the candidate's presence at the training and the candidate's tests represents an integral part of the record.

### **Article 11**

The Agency shall issue a certificate of completed training no later than 15 days after the day of completion of the training.

The form of the certificate of completed training shall contain the name and address of the issuer of the certificate, number of the certificate, date and place of issuance of the certificate, name and surname of the training participant, stamp and signature of the Director of the Agency,

and a note stating that the certificate is issued only for the purpose of inscription in the Register of Lobbyists and that it may not be used for other purposes.

The form of the certificate of completed training shall be printed uniformly on A4 format.

The form of the certificate of completed training represents an integral part of the Rulebook.

## **Article 12**

The Rulebook shall enter into force on the eighth day from the day of its publication in the “Official Gazette of the Republic of Serbia”, and shall apply from 14 August 2019.

Number: 014-110-00-0010 / 19-01  
Belgrade, 11 July 2019

**DIRECTOR**

Dragan Sikimić

# **THE TRAINING PROGRAMME**

## **1. THE CONSTITUTIONAL SYSTEM OF THE REPUBLIC OF SERBIA**

Principles of the Constitution - Holders of sovereignty, rule of law, separation of powers, political parties, prohibition of conflicts of interest, language and script.

The system of power - National Assembly (competence, composition, election of deputies and constitution, manner of decision-making, and the right to propose laws).

President of the Republic of Serbia - competences.

The Government - position of the Government, competences, responsibility of the Government.

State administration - the position of state administration.

Reference: Constitution of the Republic of Serbia (“Official Gazette of Republic of Serbia” no. 98/06).

## **2. LOBBYING**

The concept of lobbying, activities which are not considered lobbying, lobbyists and legal persons performing lobbying, users of lobbying, lobbied persons, the principle of protection of public interest, the principle of integrity, lobbying requirements for a natural person, lobbying requirements for a legal person, prohibition of lobbying, training for lobbyists, application for inscription in the Register of Lobbyists, application for inscription in the Register of Legal Persons Performing Lobbying, deletion from the Register of Lobbyists, deletion from the Register of Legal Persons Performing Lobbying, decisions on inscription and deletion from the Register, contents of the Register of Lobbyists, contents of the Register of Legal Persons Performing Lobbying, obligation to notify the changes, entry of data in the Register, Special Record on foreign natural and legal persons performing lobbying, application of the Law on General Administrative Procedure, initiating lobbying, the lobbying contract, termination of contract and termination of the lobbying procedure, the rights of lobbyists, the obligations of the lobbied persons and the authorities, report on the work, content of the report on the work, and verification of reports.

References: Law on Lobbying (“Official Gazette of the Republic of Serbia” no. 87/18), Rulebook on the appearance and content of application forms, reports, notifications and records, and the manner of keeping the Register and Special Records in the lobbying procedure (“Official Gazette of the Republic of Serbia” no. 53/19 ).

## **3. CODE OF CONDUCT FOR PARTICIPANTS IN LOBBYING**

Reference: Code of Conduct for Participants in Lobbying (“Official Gazette of the Republic of Serbia” no. 53/19).

## **4. STATE ADMINISTRATION AND LOCAL SELF-GOVERNMENT**

State administration - position and composition of state administration; participation in shaping

Government policy; monitoring the situation; implementation of laws, other regulations and general acts; regulations issued by state administration bodies, restrictions when adopting regulations, ministries (Minister, State Secretary, Assistant Minister, Secretary of the Ministry, special advisers to the Minister), administrative bodies within the ministries (requirements concerning education, types of bodies, Director, Deputy Director, Assistant Director).

Local self-government - establishment and the territories of local self-government units, municipalities, municipal competences, cities, City of Belgrade, bodies of local self-government units (municipality, municipal assembly, municipal executive bodies, municipal administration), city bodies, relationship between Republic bodies, territorial autonomy and bodies of local government units.

References: Law on State Administration (“Official Gazette of the Republic of Serbia” nos. 79/05, 101/07, 95/10, 99/14, 47/18 and 30/18 - other Law), Law on Local Self-Government (“Official Gazette of the Republic of Serbia” nos. 129/07, 83/14 - other Law, 101/16 - other Law and 47/18) and Law on the Capital (“Official Gazette of the Republic of Serbia” nos. 129/07, 83/14 - other Law, 101/16 - other Law, 37/19).

## 5. CONFLICT OF INTEREST AND FIGHT AGAINST CORRUPTION

Corruption; public official; public office; associated party; private interest; conflict of interest; gift; protocol gift; refusal to accept gifts; prohibition of related persons from receiving gifts; competences of the Agency.

Reference: Law on the Anti-Corruption Agency (“Official Gazette of the Republic of Serbia” nos. 97/08, 53/10, 66/11 – Constitutional Court, 67/13 - US, 112/13 - authentic interpretation, and 8/15 - Constitutional Court).

## 6. FINANCING OF POLITICAL ENTITIES

Political activity; political party; coalition; citizen group; election campaign; regular work; election guarantee; value of contribution; sources of financing of political subjects; contribution; maximum value of contribution; prohibition of financing, illegal fundraising.

Reference: Law on Financing of Political Activities (“Official Gazette of the Republic of Serbia” nos. 43/11 and 123/14).

## 7. CRIMINAL OFFENCES AND MISDEMEANOURS

CRIMINAL OFFENCES - Criminal offence of trading in influence, criminal offence of accepting a bribe and criminal offence of giving a bribe

MISDEMEANOUR OFFENCES – Misdemeanour offences of legal persons conducting lobbying, lobbyists and lobbying users

References: Provisions of Articles 366-368 of the Criminal Code (“Official Gazette of the Republic of Serbia” nos. 85/05, 88/05 - correction, 107/05 - correction, 72/09, 111/09, 121/12, 104/13, 108/14 and 94/16), provisions of Article 34 of the Law on Lobbying.

## 8. PERSONAL DATA PROTECTION

Personal data; data processing, handler and processor; principles of personal data processing; the rights of persons whose data are being processed and their protection

Reference: Law on Personal Data Protection (“Official Gazette of RS” No. 97/08, 104/09 - other Law, 68/12 - decision of the Constitutional Court and 107/12).



**Republic of Serbia**  
**Anti-Corruption Agency**

### APPLICATION TO ATTEND THE TRAINING

*Applicant's personal data:*

<b>Name</b>		<b>Surname</b>	
<b>National personal identification number</b>			
<b>Permanent address</b>	City:		
	Address:		
<b>Temporary address (if any)</b>	City:		
	Address:		
<b>Contact telephone number (landline, cellular)</b>			
<b>E-mail address</b>			
<b>Education</b>			
<b>Occupation</b>			

I am aware that, after the implementation of the Training Programme, a written test will be organised to verify my knowledge of its contents.

Date:	City:	Signature:
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**Republic of Serbia**  
**ANTI-CORRUPTION AGENCY**  
**Carice Milice St. 1**  
**B e l g r a d e**

**Certificate no.** \_\_\_\_\_

Pursuant to Article 13, paragraph 2 of the Law on Lobbying (“Official Gazette of the Republic of Serbia” no. 87/18), the Director of the Anti-Corruption Agency hereby issues a

**C E R T I F I C A T E**  
of completed training for lobbyists

\_\_\_\_\_  
(Name and surname)

Belgrade, \_\_\_\_\_  
(date of issuance of the certificate)

**DIRECTOR**

(stamp here)

\_\_\_\_\_

*Note: The certificate is issued for the purpose of inscription in the Register of Lobbyists and may not be used for other purposes.*