**REPUBLIC OF SERBIA**

**NATIONAL ASSEMBLY**

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**RULEBOOK ON**

**INTERNAL ORGANISATION AND JOB CLASSIFICATION (SYSTEMATISATION)**

**IN THE NATIONAL ASSEMBLY SERVICE;**

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**Belgrade, 15 May 2019**

**REPUBLIC OF SERBIA**

**NATIONAL ASSEMBLY**

**03 Number:** **02-461/19**

**15 March 2019**

**B e l g r a d e**

Pursuant to Article 68, paragraph 5 of the Law on National Assembly ("Official Gazette of the RS", No. 9/10and 108/13 - other law), Article 293 of the Rules of Procedure of the National Assembly (“Official Gazette of the RS” No. 20/12 - consolidated version), Articles 44d and 46 of the Law on Civil Servants (“Official Gazette of the RS” No.79/05, 81/05-corrigendum, 83/05-corrigendum, 64/07, 67/07- corrigendum, 116/08, 104/09, 99/14, 94/17 and 95/18), Article 4 paragraph 2 of the Regulation on Job Classification and Measures to Describe Jobs of Civil Servants (“Official Gazette of the RS”, No. 117/05, 108/08, 109/09, 95/10, 117/12, 84/14, 132/14, 28/15, 102/15, 113/15, 2/19 and 4/19), Article 3 of the Regulation on General Service Employees Job Classification (“Official Gazette of the RS”, No. 6/06 and 30/06), Articles 35, 36 and 37 of the Regulation on Establishing Competences Necessary for Civil Servants (“Official Gazette of the RS”, No. 4/19) and point 11 of the Decision on Organisation and Work of the National Assembly Service (‘Official Gazette of the RS’, No. 30/18), Secretary General of the National Assembly adopts the following

**RULEBOOK ON**

**INTERNAL ORGANISATION AND JOB CLASSIFICATION (SYSTEMATISATION)**

**IN THE NATIONAL ASSEMBLY SERVICE**

**I. INTRODUCTORY PROVISION**

**Article 1**

 The Rulebook on Internal Organisation and Job Classification (Systematisation) in the National Assembly Service (hereinafter referred to as: *Rulebook*) lays down: names and scopes of internal units; powers and responsibilities of internal units’ managers; mode of cooperation between the National Assembly Service and other authorities and organisations; jobs of civil servants in appointed positions, executive positions under each rank; job positions of general service employees under each type; names of job positions, description of tasks by job positions and ranks (for civil servants) or types (for general service employees) of the job positions; terms and conditions an employee needs to meet for a job position (professional qualifications, work experience, state licence exam passed, special know-how, skills and capabilities), and the number of civil servants in appointed positions, number of civil servants in executive positions and the number of general service employees, for each job position.

**II.** **INTERNAL ORGANISATION OF THE NATIONAL ASSEMBLY SERVICE**

**Article 2**

 For the purpose of performing the tasks within the scope of work of the National Assembly Service (hereinafter: *Service*) the following major internal units sshall be established:

 1) Legislation Sector,

 2) International Relations Sector,

 3) General Affairs Sector,

 4) Operations and Technical Affairs and Information Technology Sector.

 Special internal units within the Service shall be the Office of the Speaker of the National Assembly and the National Assembly Secretariat General.

 Some tasks of the Service are performed by consultants - independent officers outside internal units.

 Within the Sectors and the Secretariat General of the National Assembly, specific internal units shall be established: departments, sections and groups.

**1.** **Legislation Sector**

**Article 3**

 The **Legislation Sector** shall: prepare and examine the acts relevant for the work of parliamentary working bodies; analyse laws, proposals of laws and other general acts; prepare and examine the material for the needs of parliamentary groups and perform other tasks for the needs of the National Assembly for the purpose of conducting its legislative function.

 The following specific internal units shall be established within the Legislation Sector:

1. **Department of Constitutional and Legal System and Separation of Powers,**
2. **Department of Economic and Financial Issues,**
3. **Defence and National Issues Department,**
4. **Department of General Social Affairs**
5. **Parliamentary Groups Department.**

 The **Department of Constitutional and Legal System and Separation of Powers** shall perform the tasks relating to the following: analysing laws, proposals of laws and other legal acts from the committee’s scope; preparing and organizing the working bodies’ meetings; drafting reports and preparing acts and information on the issues to be examined at working bodies’ meetings; provision of expert opinion on the matters examined by the working bodies; drafting amendments to proposals of laws, other legislation and general acts for the needs of the Committee; monitoring the follow-up to the working bodies’ conclusions, preparing reports and opinions on the proposals of authentic interpretation of laws and other acts passed by the National Assembly; drafting proposal of the parliamentary budget; issues of immunity of MPs and other elected persons; preparing reports and opinions on the motion of the procedure for assessing constitutionality of laws; drafting acts of significance for implementation of oversight and/or electoral function vested in the National Assembly; organizing public hearings; preparing analysis and information on initiatives, petitions, complaints and proposal of citizens, associations and organizations; and other technical and administrative tasks for the needs of the 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 the Committee on the Rights of the Child.

 The **Department of Economic and Financial Issues** shall perform the tasks relating to the following: analysing laws, proposals of laws and other legal acts from the committee’s scope; preparing and organizing the working bodies’ meetings, drafting reports and preparing acts and information on the issues to be examined at working bodies’ meetings; providing expert opinions on the matters examined by the working bodies; drafting amendments to proposals of laws, other legislation and general acts for the needs of the Committee; monitoring the follow-up to the working bodies’ conclusions; drafting acts of significance for implementation of oversight and/or electoral function vested in the National Assembly; organizing public hearings; preparing analysis and information on initiatives, petitions, complaints, proposal of citizens, associations and organizations; and other technical and administrative tasks for the needs of the Committee on Economy, Regional Development, Trade, Tourism and Energy; Committee on Finance, State Budget and Control of Public Spending; Committee on Agriculture, Forestry and Water Management Committee; and Committee on Spatial Planning, Transport, Infrastructure and Telecommunications.

 The **Department of Defence and National Issues** shall perform the tasks relating to the following: analysing laws, proposals of laws and other legal acts from the committee’s scope; preparing and organizing the working bodies’ meetings, drafting reports and preparing acts and information on the issues to be examined at working bodies’ meetings; providing expert opinions on the matters examined by the working bodies; drafting amendments to proposals of laws, other legislation and general acts for the needs of the Committee; monitoring the follow-up to the working bodies’ conclusions; drafting acts of significance for implementation of control i.e. oversight function vested in the National Assembly; organizing public hearings; preparing analysis and information on initiatives, petitions, complaints, proposal of citizens, associations and organizations; and other technical and administrative tasks for the needs of the Defence and Internal Affairs Committee; Committee on Diaspora and Serbs in the Region, Committee on Kosovo and Metohija; and the Security Services Control Committee

 The **Department of General Social Issues** shall perform the tasks relating to the following: analysing laws, proposals of laws and other legal acts from the committee’s scope; preparing and organizing the working bodies’ meetings, drafting reports and preparing acts and information on the issues to be examined at working bodies’ meetings; providing expert opinions on the matters examined by the working bodies; drafting amendments to proposals of laws, other legislation and general acts for the needs of the Committee; monitoring the follow-up to the working bodies’ conclusions; drafting acts of significance for implementation of oversight and/or electoral function vested in the National Assembly; organizing public hearings; preparing analysis and information on initiatives, petitions, complaints, proposal of citizens, associations and organizations; and other technical and administrative tasks for the needs of the 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 the Environmental Protection Committee.

 The **Department of Parliamentary Groups Issues** shallperform the tasks relating to the following: analysing laws and law proposals; drafting proposals of acts that MPs - members of a parliamentary group submit to the National Assembly; drafting and technical editing of amendments to proposals of laws and other legal acts; providing technical assistance to MPs with regard to implementation of applicable regulations; preparing information; providing technical assistance to MPs with regard to application of Rules of Procedure of the National Assembly and other legal acts adopted by the National Assembly; technical review of initiatives, petitions and complaints and proposals of citizens, associations and organizations submitted to a parliamentary group; organising meetings of MPs with citizens, representatives of state authorities, organizations and bodies; and other technical and administrative tasks for the needs of parliamentary groups and MPs.

**2.** **International Relations Sector**

**Article 4**

 The **International Relations Sector** shall perform the tasks relating to the following: preparing acts and conducting activities in the area of international relations and parliamentary cooperation; conducting activities relating to the participation of National Assembly standing and other delegations in the work of international and regional organisations; activities relating to study group visits to foreign parliamentary institutions and reception of delegations; activities relating to study group visits or visits of members of foreign parliamentary institutions; preparing background papers and other documents for the visits of National Assembly delegations and its working bodies to parliaments of other countries, international and regional organisations; analysing compliance of national legislation with the EU *acquis communitaire*, providing translation and interpretation services and other tasks for the needs of the National Assembly, its working bodies, parliamentary groups and MPs in the field of international relations.

 The following specific internal units shall be established within the International Relations Sector:

1. **Foreign Affairs Department,**
2. **European Integration Department.**

 The **Foreign Affairs Department** shallconduct tasks provided for in paragraph 1 of this Article of the Rulebook, and the tasks for the needs of the Foreign Affairs Committee and parliamentary groups of friendship.

 **Translation and Interpretation Section** shall be established within the Foreign Affairs Department.

 The **Translation and Interpretation Section** shall provide consecutive and simultaneous interpretation services for the needs of the Speaker of the National Assembly, Deputy Speakers of the National Assembly, parliamentary groups of the National Assembly and working bodies of the National Assembly relating to international parliamentary activities.

 The **European Integration Department** shall perform the tasks relating to the following: analysing proposals of laws and other general acts with regard to their compliance with the *acquis* ; drafting the table of concordance of a proposal of laws and other general acts submitted by MPs with the *acquis* ; preparing opinions on the reasonable grounds for the abbreviated procedure for adoption of laws; conductingcomparative surveys of the *acquis* and providing information on the need for harmonization of applicable regulations with the *acquis*; establishing communication with relevant EU institutions and Parliaments of the EU Member States and the countries in the region for the purpose of enhancing the European Integration Process; other technical and administrative tasks for the needs of the European Integration Committee and Members of Parliament.

**3.**  **General Affairs Sector**

**Article 5**

 The **General Affairs Sector** shall perform the tasks relating to the following: planning and drafting the Parliamentary Budget, financial accounting and book keeping; human resource management; risk management and labour protection; Registry Office, currier service and archive, typing, stenography; public procurement, and other tasks for the needs of the National Assembly.

 The following specific internal units shall be established within the General Affairs Sector:

1. **Human Resource Department,**
2. **Department of Administrative Affairs,**
3. **Department of Budgetary, Financial and Accounting Affairs,**
4. **Public Procurement Section,**
5. **Legal Affairs Section.**

 The **Human Resource Department** shall perform the tasks relating to the following: monitoring and implementation of laws and other acts within the Department’s scope; preparing proposals of general and individual acts relating to employment relationship; preparing and implementing human resource management policy; drafting personnel plan and analysis of its fulfilment; coordinating activities related to the implementation of strategic documents; monitoring and analysing employees’ aptitude; preparing additional and professional training programmes for the employees and monitoring their implementation, taking security measures and occupational health protection measures and insurance of employees; keeping human resources and other records; other technical and administrative tasks in the field of labour and for the needs of the Service employees.

 The following specific internal units shall be established within the **Department of Administrative Affairs**:

**1) Registry Office with Courier Service and Archive Section,**

**2) Typing Pool Section,**

**3) Steno Pool Section,**

 The **Registry Office with Courier Service and Archive Section** shall perform the tasks relating to the following: receiving, opening and examining mail; classifying and registering files according to subject matter; receiving, registering, storing and keeping archival matter, delivery of mail, newspapers, files and other acts, as well as receiving, classifying, registering, expediting and archiving electronic documents.

 The **Typing Pool Section** shall perform the tasks relating to the following: 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** shall perform the tasks relating to the following: 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 following specific internal units shall be established within the **Department of Budgetary, Financial and Accounting Affairs**:

**1) Budgetary Planning Section,**

2) **Budgetary Accounting Section.**

 The **Budgetary Planning Section** shall perform the tasks relating to the following: drafting the Parliamentary Budget; preparing internal instructions and procedures for drafting financial plan proposal of the Parliamentary Budget beneficiaries, analysing financial plans of the Parliamentary Budget beneficiaries, and drafting financial reports on the execution of the Parliamentary Budget.

 The **Budgetary Accounting Section** shall perform the tasks relating to the realisation of financial and material assets, calculation and payment of salaries, per diem payments and other remunerations 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 and adjustment of the records with the general ledger of the Treasury, and drafting regular annual and periodical accounts and financial reports on expenses incurred in the operation of the National Assembly.

 The **Public Procurement Section** shall perform the tasks relating to the following: organisation and implementation of public procurement procedures for the needs of the National Assembly; drafting reports relating to the implementation of public procurement procedures; drafting contracts and other acts relating to public procurement and acts relating to the work of public procurement commissions of the National Assembly.

 The **Legal Affairs Section** shall perform the most complex normative and legal tasks, conduct studies and analysis, participate in drafting political and procedural strategic documents and acts relating to organisation and activities of the Section, provide professional opinion for the purpose of establishing action plans, monitor implementation and harmonisation of general and individual acts with the provisions from their purview, draft general and individual acts, interpret them and monitor their implementation by the employees. It shall propose measures for improving internal procedures, draft ownership contracts and participate in monitoring their implementation. It shall cooperate with competent authorities to regulate the issues of managing the assets used by the National Assembly for conducting its responsibilities, monitor the implementation and harmonisation of general and individual acts with the public procurement regulations, draft contracts on the purchase of goods, services and works, and participate in monitoring their implementation and propose types of legal measures, and perform other normative and legal tasks in the Section’s purview.

**4.** **Operations and Technical Affairs and Information Technology Sector**

**Article 6**

 The **Operations and Technical Affairs and Information Technology Sector** shall perform the tasks relating to the following: electronic, information and communication technologies, investment, technical and current maintenance of the National Assembly premises; protection and maintenance of cultural heritage used and managed by the National Assembly; 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; fire protection, copy office and other operations and technical affairs.

 The following specific internal units shall be established within the Operations and Technical Affairs and Information Technology Sector:

1. **Department of Electro-Technology, Telecommunication and Information Technology,**
2. **Department of Investment Maintenance of Facilities, Protection and Maintenance of Cultural Property,**
3. **Technical and Current Maintenance Department,**
4. **Fire Protection Department,**
5. **Copy Office Section.**

 The following specific internal units shall be established within the **Department of Electro-Technology, Telecommunication and Information Technology**:

1) Electronic Systems Section,

2) Information and Communications Technology Section,

3) Group for Technical Support to Electronic Sessions.

 The **Electronic Systems Section** shall perform the tasks relating to the following: preparation of electronic system design and technical documentation; functionality, protection and improvement of e-parliament system for the purpose of holding unobstructed electronic sessions of the National Assembly and its working bodies; drafting reports on demands, problems and malfunctioning of the e-parliament system; designing and improving the e-parliament application; 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 **Information and Communications Technology Section** shall perform the tasks relating to the following: 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 users’ requests; telephone service provision and control for users at the National Assembly.

 The **Group for Technical Support to Electronic Sessions** shall perform the tasks relating to the following: functionality, protection and improvement of e-parliament system for the purpose of holding unobstructed electronic sessions of the National Assembly and its working bodies; drafting reports on demands, problems and malfunctioning of the e-parliament system; designing and improving the e-parliament application.

 The **Department of Investment Maintenance of Facilities, Protection and Maintenance of Cultural Property** shall perform the tasks relating to the following: analysis of the current situation and assessment of short-term and long-term needs in the field of technical and technological conditions for functioning of the National Assembly; development of draft short-term and long-term development and draft short-term and long-term 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; drafting acts on the protection and use of cultural property; restoration and conservation of movable and immovable cultural heritage; maintenance and use of movable cultural heritage, and presentation and development of publications on cultural heritage.

 The **Technical and Current Maintenance Department** shall perform the tasks relating to the following: technical and current maintenance of the premises, land, installations, machine facilities, devices and equipment; proper operation of existing technical installation systems, devises and equipment in the building; planning activities relating to functioning, maintenance and innovation, development of technical and current maintenance plans and financial plans for implementing these; 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, disinsectization and pest control of the premises and lad used by the National Assembly.

 **Cleaning/Sanitation Section** shall be established within the Technical and Current Maintenance Department.

 The **Cleaning/Sanitation Section** shall perform activities relating to sanitation and maintenance of adequate hygienic conditions on the premises and the land of the National Assembly.

 The **Fire Protection Department** shall perform the tasks relating to the following: organisation and implementation of prescribed and ordered fire protection measures; implementation of security measures; maintenance of a stable automatic warning and fire-fighting system; examining fire-fighting equipment and instruments; securing National Assembly facilities and equipment against risks, and other activities in this field.

 The **Copy Office Section** shall perform the tasks relating to the following: 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.

**5.** **Office of the Speaker of the National Assembly**

**Article 7**

 The **Office of the Speaker of the National Assembly** shall perform the tasks relating to the following: examining and reviewing the acts considered by the National Assembly, as well as other acts submitted to the Speaker and Deputy Speakers of the National Assembly; organising and coordinating activities relating to the establishment of cooperation between the Speaker and state authorities, organisations and bodies, and international organisations and institutions; preparation of information, technical analyses and opinions for the needs of the Speaker and Deputy Speakers of the National Assembly; preparation of background information and other material relevant for the Speaker’s or Deputy Speakers’ participation in College meeting, conferences, round tables and other meetings, and preparation of the material necessary for meetings with foreign delegations and guests from abroad; drafting annual work programme of the National Assembly; organisation of public presentations of the Speaker and Deputy Speakers of the National Assembly; communication with the citizens and participation in organising and realising citizens’ visits to the National Assembly, and other activities relevant for the execution of the National Assembly Speaker’s and Deputy Speakers’ functions.

**6.** **National Assembly Secretariat General**

**Article 8**

 The **Secretariat General of the National Assembly** shall perform the tasks that are general and common for the whole Service: activities relating to enabling a uniform operation of the Service; internal auditing, preparation and review of the National Assembly sittings and issuing of shorthand notes of the National Assembly sittings; public relations; protocol activities; conducting informative and analytical research and development of library material; educational activities and presentation of parliamentary cultural heritage; protection of confidential data at the National Assembly; activities related to drafting texts of national and international agreements on cooperation between the National Assembly and other bodies and organisations and monitoring their implementation; activities related to the implementation of provisions regulating availability of information of public importance, protection of personal data, fight against corruption, and other technical and administrative tasks relevant for performing the function of the Secretary General of the National Assembly (hereinafter: *Secretary General*) and Deputy Secretary General.

 The following specific internal units shall be established within the Secretariat General:

1. **Department for the Preparation and Processing of National Assembly Sessions,**
2. **Group for the Protection of Confidential Data at the National Assembly,**
3. **National Assembly Library,**
4. **Public Relations Department,**
5. **Protocol Department,**
6. **Group for Education and Presentation of the National Assembly Heritage.**

 The **Department for the Preparation and Processing of National Assembly Sessions** shall perform the tasks relating to the following: preparing and organising National Assembly sessions; collecting and preparing documents and data necessary for a National Assembly session; preparing acts adopted at National Assembly sessions for their publishing in the 'Official Gazette of the Republic of Serbia’; preparing original acts adopted by the National Assembly; formulating MP’s questions; preparing and providing information to MPs on the sessions of the National Assembly, and performing other technical and administrative tasks for the needs of the National Assembly.

 The **Shorthand Notes Section** shall be established within the Department for the Preparation and Processing of National Assembly Sessions.

 The **Shorthand Notes Section** shall perform the tasks relating to the following: compiling and preparing shorthand notes from National Assembly sessions for the purpose of their publishing; organising authorisation and editing non-authorised notes; editing and proofreading; compiling shorthand notebooks and graphically designing them for printing; storing completed and authorised shorthand notes and preparing graphic solutions for titles, contents and speakers' registry; preparing address books of users of hard copied books, and archiving and keeping databases on shorthand notebooks.

 The **Group for the Protection of Confidential Data at the National Assembly** shall perform the tasks relating to the following: managing and protecting secret data at the National Assembly; organising and conducting occasional training sessions on managing and protecting confidential data for MPs and parliamentary Staff; filling in security questionnaires for conducting security checks, drafting requests for issuing certificate of access to confidential data and teaching MPs and the Staff about the security procedures in managing the confidential data; examining the physical and technical protection system; implementing the provisions on defence, on operation at war and emergency situation and performing activities laid down in the Defence Plan of the Republic of Serbia.

 The **National Assembly Library** shall perform the tasks relating to the following: conducting and drafting information and analytical researches related to legislative activity of the National Assembly; conducting and drafting technical researches and comparative analyses for the needs f MPs and working bodies of the National Assembly on the issues within the scope 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; collecting, processing, safekeeping and issuing for use the library material to MPs and other users; receiving, deployment, inventory and registration of the library material; protection of old and rare books; compiling information catalogues on the publications and sources of information at the Library and establishing cooperation with other libraries, as well as other technical and administrative activities for the needs of MPs and working bodies of the National Assembly related to the provision of research support on the issues from the National Assembly’s remit.

 The **Public Relations Department** shall perform the tasks relating to the following: informing the public on the activities of the National Assembly and improving public relations; cooperation with national and foreign representatives of the public media; following and drafting press-clipping of national and foreign media on the activities of the National Assembly; cooperation with appropriate state authorities; preparation, updating and translation of the contents of the National Assembly’s web page into a foreign language.

 The **Protocol Department** shall perform the tasks relating to the following: planning, preparing and conducting National Assembly's protocol activities; preparing and arranging facilities of the National Assembly for the purposes of holding ceremonies; organising and implementing international meetings of the Speaker and Deputy Speakers of the National Assembly, MPs and parliamentary delegations; enabling communication with diplomatic representatives and representatives of international organisations; procurement and registration of protocol presents.

 **Section for Organisation and Implementation of International Parliamentary Activities** shall be established within the Protocol Department.

 The **Section for Organisation and Implementation of International Parliamentary Activities** shall draft proposals of decisions on sending MPs, National Assembly Service employees and other persons to official business trips for the adoption by the Speaker and the Secretary-General of the National Assembly; draft annual reports on the official business trips made by MPs and National Assembly Service employees; implement procedures at ‘Nikola Tesla’ Airports relating to welcoming and seeing off the National Assembly officials and delegations, perform tasks relating to drafting diplomatic and official passports and obtaining visas; ensure transportation and hotel accommodation for the official business trips of the National Assembly delegations, MPs and National Assembly Service employees, in the country and abroad.

 The **Group for Education and Presentation of the National Assembly Heritage** shall perform the tasks relating to the following: preparing and implementing visitor programmes for citizens, national and foreign delegations visiting the National Assembly and for National Assembly's representatives visits to citizens on the territory of the Republic of Serbia, and implementation of other programmes aimed at opening the National Assembly to the public; providing education and presentation of parliamentary business and development of multimedia and educational and information material on it.

**7.** **Consultants - independent officers outside all internal units**

**Article 9**

Consultants - independent officers outside all internal unitsshall perform the tasks relating to the provision of technical and administrative support to parliamentary groups at the National Assembly: analysing laws and law proposals; drafting proposals of acts that MPs - members of a parliamentary group submit to the National Assembly; drafting and technical editing of amendments to proposals of laws and other legal acts; providing technical assistance to MPs with regard to implementation of applicable provisions; providing technical assistance to MPs with regard to application of Rules of Procedure of the National Assembly and other legal acts of the National Assembly; technical review of initiatives, petitions and complaints and proposals of citizens, associations and organizations submitted to a parliamentary group; organising meetings of MPs with citizens, representatives of state authorities, organizations and bodies.

**III.** **MANAGEMENT OF INTERNAL UNITS**

**Article 10**

 A Sector shall be managed by the Assistant Secretary General.

 Assistant Secretary General shall be accountable to the Secretary General for the performance of the Sector and his/her own performance.

 Chief of Staff shall manage the Office of the Speaker of the National Assembly.

 The Chief of Staff shall be accountable to the Speaker of the National Assembly for the Office’s and his/her own performance.

 Civil servants employed by the Speaker’s Office shall be accountable for their work to the Chief of Staff, Deputy Speaker of the National Assembly, Speaker of the National Assembly and the Secretary General of the National Assembly.

 Specific internal units shall be managed by Heads of Departments, Heads of Sections and Group Managers.

 Heads of Departments, Heads of Sections and Group Managers shall plan, guideline and monitor the activities of specific internal units and conduct the most complex activities within the scope of the specific internal units.

 Heads of Departments, Heads of Sections and Group Managers shall be accountable for their own performance and for the performance of the specific internal unit they manage to the Assistant Secretary General who is in charge of the Sector to which the specific internal unit belongs and to the Secretary General.

 Civil servants and general service employees shall be accountable for their performance to the manager of the specific internal unit, Assistant Secretary General and Secretary General.

Consultants - independent officers outside all internal units shall be accountable for their performance to the Head of the parliamentary group and to the Secretary General.

**IV.** **MODE OF COOPERATION BETWEEN THE SERVICE AND OTHER STATE AUTHORITIES AND ORGANISATIONS**

**Article 11**

 For the purpose of conducting the activities within its scope, the Service shall cooperate with other state authorities, organisations and bodies when necessary due to the nature of the Service’s activities; exchange data and information necessary for performing the activities; establish joint technical bodies and other forms of joint work and cooperation.

 Employees of all internal units of the Service shall directly cooperate for the purpose of conducting activities and tasks from the Service’s remit.

**V. JOB CLASSIFICATION OF THE NATIONAL ASSEMBLY SERVICE**

**Article 12**

 The National Assembly Service shall contain a total of 214 classified jobs with 510 officers, as follows: 5 civil servants in appointed positions, 384 civil servants in executive positions and 121 general service employees.

 Employees of the Speaker's Office of the National Assembly performing duties for the Speaker of the National Assembly and Deputy Speaker of the National Assembly, shall have a fixed-term employment contract as long as the mandate of the official lasts, and not longer than by the end of the National Assembly’s term of office.

 The consultants - independent officers outside all internal units shall have fixed-term employment contracts for as long as the parliamentary group exists, and not longer than by the end of the National Assembly’s term of office.

**Article 13**

 Job classification of the National Assembly Service contains:

1. jobs of civil servants in appointed positions under the second group (one civil servant in an appointed position),
2. jobs of civil servants in appointed positions under the third group (four civil servants in appointed positions),
3. jobs of civil servants and general service employees:
4. 71 job positions in the rank of a Senior Advisor (145 civil servants),
5. 26 job positions in the rank of an Independent Advisor (37 civil servants),
6. 29 job positions in the rank of an Advisor (45 civil servants),
7. 19 job positions in the rank of a Junior Advisor (51 civil servants),
8. 10 job positions in the rank of an Associate (13 civil servants),
9. 33 job positions in the rank of a Clerk (93 civil servants),
10. 2 job positions under the type III (13 general service employees),
11. 17 job position under the type IV (65 general service employees),
12. 1 job position under the type V (4 general service employees),
13. 1 job position under the type VI (39 general service employees).

 The total number does not include consultants - independent officers outside all internal units, for which there are 5 job positions (one job position in a rank of a Senior Advisor with 10 officers, one job position in a rank of an Independent Advisor with 6 officers, one job position in a rank of an Advisor with 6 officers, one job position in a rank of a Junior Advisor with 8 officers and one job position in a rank of a Clerk with 20 officers).