



institut alternativa



Centar za građansko obrazovanje
Centre for Civic Education

LIST OF REQUESTS FOR OPEN ADMINISTRATION

June 2016

A) Public sector bodies - state and local institutions, as well as legal entities whose founder or partial owner or owner of the entire capital is state or local self-government unit, should post the following information on every 15 days:

1. Analytical cards in excel format containing the information on every payment and receipt including the:

- ✓ *Document number,*
- ✓ *Name of budgetary user,*
- ✓ *Name of the supplier,*
- ✓ *Source of funds,*
- ✓ *Number of budget line,*
- ✓ *Bank account,*
- ✓ *Date of payment,*
- ✓ *Amount of payment,*
- ✓ *Purpose of payment.*

2. Every travel warrant for country and abroad;

3. Every decision and employment contract for indefinite period, for definite period, for the performance of temporary and occasional work assignments, service contract, royalty fees, on the takeover of staff, on volunteerism, as well as the contracts concluded through employment agencies;

4. Every decision on the payment of severance to employees;

5. Every decision on public procurement, including:

- ✓ *Negotiating procedures without previous announcement of public competition,*
- ✓ *Contract annexes and protocols, as well as the reasons for the modification of conditions of basic agreement,*
- ✓ *Direct agreements,*
- ✓ *Amendments on planned budgets for public procurement, as well as the reasons for the adoption of changes;*

6. Every request for the allocation of all forms of aid to legal entities (for instance, aid on the basis of natural disasters, all types of loans, including non-refundable, various grants, sponsorships, etc);

7. Every decision and solution per every approved form of aid to legal entity (for instance, aid on the basis of natural disasters, all types of loans, including non-refundable, various grants, sponsorships, etc);
8. Every request for the allocation of every form of aid to natural entity (for instance, one-off social aid, scholarships, aid on the basis of natural disasters, all types of loans, including non-refundable, various grants, sponsorships, etc);
9. Every decision per every approved form of aid to natural persons (for instance, one-off social aid, scholarships, aid on the basis of natural disasters, all types of loans, including non-refundable, various grants, sponsorships, etc);
10. Every agreement on loans signed by public sector bodies, with the accompanying documentation;
11. Every agreement on cessions, mortgages, fiduciaries, sponsorships, donations and financial leasing with accompanying documentation;
12. Every IPA project and other projects of other international institutions and organisations where public sector body is involved, with the accompanying documentation;
13. Every protocol, agreement, memorandum signed by public sector bodies with other ministries, institutions, local self-governments, Employment Agency of Montenegro, NGOs and other legal entities;
14. Every plan of work of public sector bodies;
15. Every report on the work or business and financial reports of public sector bodies;
16. Every decision on the selection of servants and employees;
17. Every report on the verification of capacities and reports on the assessment of candidates who are being employed;
18. Every decision on the payment of variable part of the salary to employees;
19. List of officials and employees with the amount of salaries on monthly level;
20. Every other report in the possession of institutions (for instance, reports on the evaluation of property, reports on public procurement procedures, auditor's reports);
21. Every agreement concluded with media, marketing agencies, agencies for public opinion research and production companies);
22. Overview of every payment made to media, marketing agencies, agencies for public opinion research and production companies with the stated basis of payments;
23. Every request for the allocation of aid submitted by the media;
24. Every decision and solution on the allocated aid to media;
25. Overview of every payment to members of negotiating structure on the behalf of working fees, as well as on the basis of travel costs;

26. Overview of every payment of funds to NGOs, which were not the subject of publically announced competitions with the basis for payments;

27. Every contract concluded with NGOs for any type of support, which was not the subject of publically announced competitions;

B) Specific information which certain institutions should post on every 15 days, in addition to the information from section A)

B1.) Government of Montenegro

1. Complete agendas of its sessions, including the items related to documents which are marked as confidential;

B2.) Ministry of Finances and local secretariats

1. Excerpt from State Treasury, or excerpt from local treasury which contains the information on every receipt and payment;

2. Analytical cards of budgetary reserves in excel format containing the information on every receipt and payment, including also:

- ✓ *Document number,*
- ✓ *Name of budgetary user,*
- ✓ *Name of the supplier,*
- ✓ *Source of funds,*
- ✓ *Number of budget line,*
- ✓ *Bank account,*
- ✓ *Date of payment,*
- ✓ *Amount of payment,*
- ✓ *Purpose of payment;*

B3.) Ministry of Finances (in addition to B1.)

1. Every decision on the write-off of tax and customs duties;

2. Every decision on the postponement of payment of tax and customs duties;

3. Every request for payment on the basis of exercising the right to restitution;

4. Every approval or decision which authorises the payment of restitutions;

5. Complete documentation on the tax and custom exemptions on capital projects;

6. Complete documentation on state aid and issued guarantees;

7. Complete documentation on short-term assistance to municipalities;

8. Every decision on the approval of internal budgetary reallocation;

9. Every decision on the approval of internal budgetary reallocation between consumer units;

10. Every request for the use of current budgetary reserve funds with necessary documentation, which Ministry of Finances receives, with the proposal of conclusions of Ministry per each request;

11. Every report on the manner of expenditure of funds from current budgetary reserve of the Ministry of Finances (annual or individual);

12. Every report on the manner of expenditure of funds from current budgetary reserve of consumer units which submitted the same to Ministry of Finances (annual or individual);

B4.) Commission for the allocation of part of funds of budgetary reserve

1. Every request for the use of current budgetary reserve funds with the accompanying documentation submitted to the Commission for the allocation of part of budgetary reserve funds;

2. Every decision on the allocation of determined amount of funds adopted by the Commission;

3. Every report, ascertainment, assessment and proposal of conclusions adopted by the Commission;

4. Every minute from the sessions of the Commission;

B5.) Ministry of Labour and Social Welfare

1. Analytical cards in excel format containing the information on the amount and number of users of all forms of aid as well as the information on types and welfare recipients including the:

- ✓ *Document number,*
- ✓ *Name of user,*
- ✓ *Source of funds,*
- ✓ *Number of budget line,*
- ✓ *Bank account,*
- ✓ *Date of payment,*
- ✓ *Amount of payment,*
- ✓ *Purpose of payment;*

2. Every request for the allocation of one-off social compensations (from the position of Ministry and every centre for social work);

3. Every decision for the allocation of one-off social compensations (from the position of Ministry and every centre for social work);

4. Every contract for the construction of objects for social cases, as well as of objects for social and health care (for instance, daily centres, retirement homes and similar) with the accompanying documentation (including the applications for competitions and decisions on the allocation of apartments);

B6.) Ministry of Interior

1. List of every awarded so called honorary citizenship with detailed explanation of reasons for the award of the same (decision with the accompanying documentation, including the explanation of decision which indicate on individual reasons for the award of this form of citizenship)

B7.) Ministry of Agriculture

1. Every decision on the allocation of subventions and agricultural loans;
2. Every request submitted by municipalities or local communities for the assistance in the construction of water pipes, roads and similar;
3. Every decision which approves the requests for the assistance in the construction of water pipes, roads and similar;
4. Every contract on loans signed by the Ministry with the accompanying documentation including the:
 - ✓ IPARD like,
 - ✓ Abu Dhabi Fund,
 - ✓ contracts with the Association of pensioners of Montenegro and municipal associations,
 - ✓ contracts with retail chains and largest agricultural companies
5. Every request for the payment of one-off compensations to elderly households;
6. Every decision on the payment of one-off compensations to elderly households;
7. Every request for the allocation of aid in firewood submitted to Administration for Forests;
8. Every decision on the approved aid in firewood;

B8.) Ministry of Education

1. Creation of special section of website and posting of every Master and PhD thesis of public officials;

B9.) Labour Fund

1. Every decision on the payment of workers' severance pay;
2. Every information on the dynamics of payments of workers' severance pay per year from the establishment of Fund;

B10.) Employment Agency of Montenegro

1. Every application of employers for the competitions of Employment Agency of Montenegro on the basis of every programme;
2. Every decision of Management board on the selection of employers and contracts which were concluded with them;

3. Every payment based on every programme of employers;
4. Every contract and agreement which Employment Agency of Montenegro concluded with local self-governments, ministries, state administration bodies, institutions and other legal entities from the domain of public sector;
5. Every information on the Programme of professional training of university graduates;

B11.) Investment and development Fund

1. Every decision on the allocation of loans;
2. Every contract on loans and accompanying documentation;
3. Every contract on loans, agreements, protocols, memorandums which IDF signed with domestic or international credit institutions, as well as with local self-governments;
4. Information on the purchase of non-performing loans and factoring;

B12.) Directorate for the development of small and medium-sized companies

1. Every decision on the allocation of loans;
2. Every contract on loans with the accompanying documentation;

B13.) Directorate of Public Works and Directorate for Traffic

1. Every request submitted for payments on the basis of expropriation;
2. Every decision on the approved payments for expropriation;
3. Every request for payment submitted to Treasury;
4. Every decision on the approved payments from the Treasury;

B14.) Local level - Secretariats for Finances

1. Every decision on the redirection of funds between consumer units;
2. Every decision on tax exemption and local income;

B15.) Public enterprises

1. Every documentation on aid and sponsorship to legal and natural entities (for previous three years and further on continuing);
2. Every record from the sessions of Board of Directors or management board;

B16.) Ministry of Justice

1. Every contract on compensations on the basis of illegal deprivation of freedom;

2. List of persons proposed to President of Montenegro for amnesty, with the explanation of reason for these recommendations;

B17.) University of Montenegro

1. PhD thesis of every member of academic staff on the University of Montenegro;

2. List of all conducted internal audits on the University of Montenegro and faculty units.