



The Republic of Serbia
OFFICE OF THE WAR CRIMES PROSECUTOR

INFORMATION BOOKLET

2006-2022

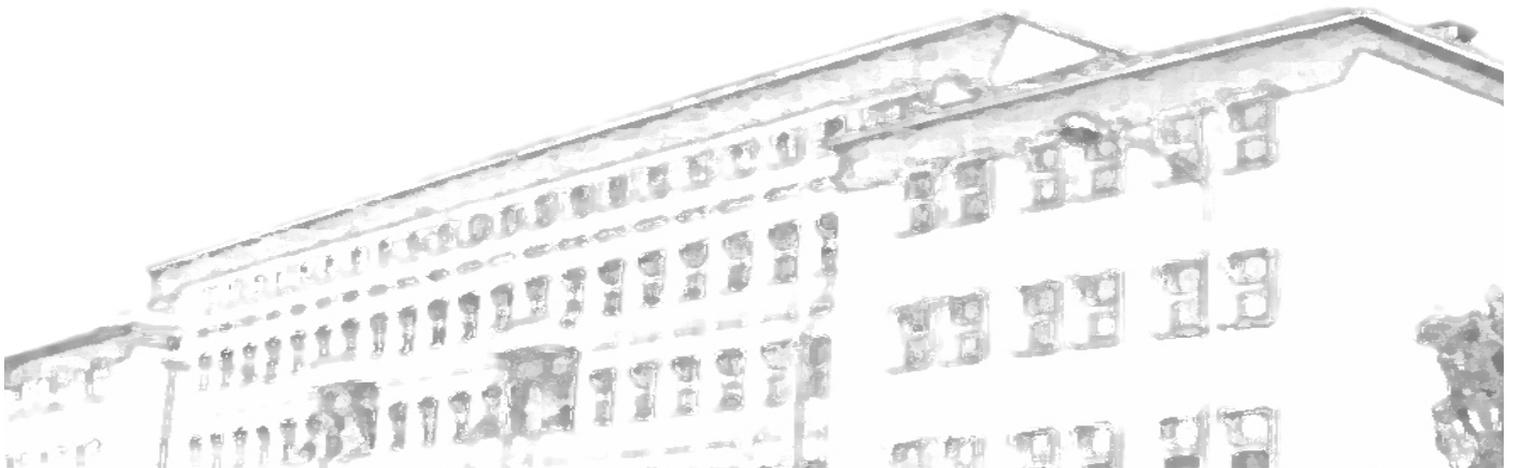


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1. ABOUT THE OWCP INFORMATION BOOKLET

- The Office of the War Crimes Prosecutor (hereinafter: OWCP) information booklet has been designed in compliance with Article 39 of the Act on Free Access to Public Information (RS Official Gazette nos. 120/04, 54/07, 104/09 and 36/10) and with the Guidelines for the Release of Information about the Government Authorities' Work (RS Official Gazette, no. 68/10).
- The booklet, entitled Information – a Booklet about the Office's Activities, was first presented on the official website of this Office (www.tuzilastvo.org.rs) on 15 February 2006.
- Its updated version covers the period up to 11 July 2022.

The person responsible for the accuracy and completeness of the data included is **Snežana Stanojković**, the Republic's War Crimes Prosecutor.

The purpose of this booklet is to provide those seeking access to public information with the following: basic facts about the inception, the organization and work of the OWCP; other data relevant to the contents and scope of information available; and the manner of the realization of the right to such access.

The electronic version of this booklet is available on the OWCP official website (<http://www.tuzilastvorz.org.rs>), whereas its hard copies are available upon request on the OWCP premises.

2. BASIC FACTS

2.1. ADDRESS

Title: Office of the War Crimes Prosecutor of the Republic of Serbia
Address: 29 Ustanička Street, 11010 Belgrade
Municipality: Voždovac
Registration Number: 17515632
Tax Identification Number: 103116105
Activity Code: 84.23
Phone: 011 308 26 50
E-mail: <mailto:office@tuzilastvorz.org.rs>, info@tuzilastvorz.org.rs
Website: <http://www.tuzilastvorz.org.rs>

2.2. CONTACT

The OWCP officer in charge of handling requests for free access to information of public interest is **Nikola Lacković**, phone 011 308 26 40.

2.3. WORKING HOURS

The OWCP working hours are from 7.30 am to 3.30 pm.

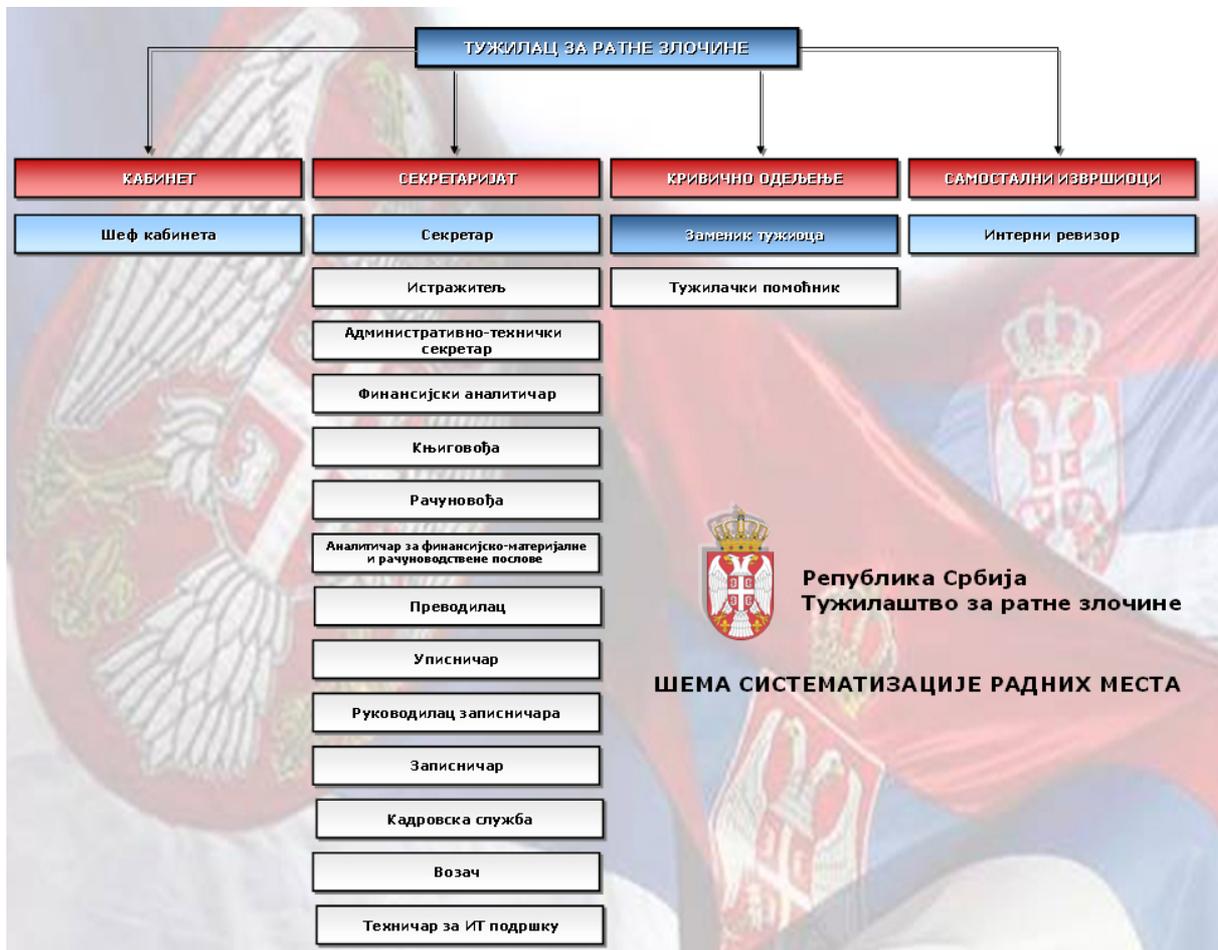
Certain procedural activities that are deemed urgent and as such not subject to delay shall be carried out at any time beyond the regular working hours. With that in mind, the War Crimes Prosecutor prepares timetables of extraordinary duty hours on a monthly basis.

3. ORGANIZATIONAL STRUCTURE

The Public Prosecutor’s function is carried out by the War Crimes Prosecutor and twelve deputies, which is only stated in the Rulebook on the internal organization and the systematization of work positions.

In line with the Rulebook, the OWCP structure includes 21 job positions occupied by a total of 36 employees. The OWCP administration staff consists of 32 employees.

3.1. ORGANIZATIONAL SCHEME



3.2. ORGANIZATIONAL UNITS

The operational tasks and activities are carried out in the following organizational units:

- 1) The Office of the Prosecutor
- 2) Administration
- 3) Registry
- 4) Typing Pool
- 5) Financial and Accounting Office
- 6) Technical Office
- 7) Independent Officers

THE OFFICE OF THE PROSECUTOR

The Prosecutor's Office is headed by the Chief of the OWCP Staff, whose duties include the following: management of the staff activities pertaining to the function of the War Crimes Prosecutor; communication with the Justice Minister's Office, and with those of other state authorities; inspection of mail addressed to the Prosecutor, as well as other tasks subject to the needs of the Prosecutor.

Head of the Prosecutor's Office: **Ana Mutavdžić**

Contact:

Floor 3, Room **319**

Phone: 011 308 26 50

Fax: 011 308 27 82

E-mail: kabinet@tuzilastvorz.org.rs

The **administrative and technical secretary** performs all administrative and technical tasks, maintains registers prescribed by the OWCP Rules of Procedure, receives and records the mail and keeps records of it until archiving, keeps records of meetings attended by the Prosecutor and receives telephone calls, processes orders for official trips, keeps records of the presence of OWCP employees, keeps the OWCP stamp and seal, as well as other tasks subject to the needs of the Prosecutor.

Contact:

Floor 3, Room **319**

Phone: 011 308 26 80

THE OWCP ADMINISTRATION

The Administration covers a range of duties and activities within the scope of the OWCP competence, specifically related to the criminal prosecution of war crimes perpetrators, as well as other jobs in accordance with the Rulebook on the administration of public prosecution offices.

The **War Crimes Prosecutor** is responsible for the organization of the work process, discharge of administrative duties and supervision of the performance of the deputies and other staff members. The Prosecutor's basic right and duty is to institute and carry forward legal action against war criminals. Therefore, within the meaning of Article 43 of the Criminal Procedure Code, the War Crimes Prosecutor is responsible for the following:

- 1) Handling pretrial proceedings;
- 2) Making decisions on non-prosecution/postponement of criminal prosecution;
- 3) Carrying out investigative proceedings;
- 4) Concluding guilty/accomplice plea agreements;
- 5) Raising indictments and presenting evidence before a competent court;
- 6) Desisting from prosecution;
- 7) Lodging appeals against non-final court decisions and submitting extraordinary legal remedies against final court decisions; and
- 8) Engaging in other activities as envisaged by the Code.

The **Deputy War Crimes Prosecutor** is entitled to engage in all activities related to cases assigned to his/her competence. In order to do so, deputy prosecutors need no special permission or authorization, and bears full responsibility for their acts. Deputy prosecutors act individually or in teams that may – subject to the Prosecutor's decision – operate on a permanent or ad hoc basis.

The Prosecutor and Deputy Prosecutors may discuss topics relevant to the Office's functioning at the OWCP Management Board sessions.

The **OWCP Secretary General** carries out a range of legally set duties, including specifically: administrative support to the War Crimes Prosecutor; organization of the work process and particular activities subject to the Prosecutor's authorization; management of clerical and other services; securing replacements for absent employees; involvement in the preparation of programs, plans and reports of OWCP activities; control of documentation validity, economic justifiability of acquisitions and validity of procurement procedures; responsibility for the introduction of changes into the work process in terms of their legitimacy and validity, and preparation of documents relating to such changes; tending to regular acquisition of office supplies/equipment, copies of legal acts/regulations, official bulletins and professional literature relevant to the OWCP area of competence; securing the accuracy and timeliness of services delivered by the clerical staff; written correspondence with other state authorities; as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

OWCP Secretary General: **Nada Tripković**

Contact:

Floor 3, Room **316**

Phone: 011 308 27 40

The duties of an **assistant prosecutor** include the following: support to the Prosecutor and the deputies in the preparation of draft decisions and examination of documents/case files; support to deputy prosecutors in the processing of cases; takes notes of crime reports, submissions and citizen statements; other duties envisaged by laws or other regulations, which can be performed either individually or under the supervision and within the given guidelines. The OWCP staff includes eleven assistant prosecutors.

The **HR Officer** supports the OWCP staff in various human resource functions and cooperation with competent authorities on the realization of such support; carries out the maintenance of personnel records; prepares draft rulings and other documents related to employees' rights, duties and responsibilities as envisaged by the law, and reports on them to the War Crimes Prosecutor; completes the legally prescribed registration forms for new recruitments and for the termination of employment contracts; prepares materials relevant to job advertisements; prepares monthly lists of working hours and their presentation to the accounting unit for salaries calculation; issues certificates and confirmation documents relating to employment status; carries out duties pertaining to health insurance and reports on work-related injuries; prepares draft versions of general and specific acts, including the regulations governing the OWCP internal organization and job systematization; organizes personnel files and individual employee records; maintains the OWCP Personnel Register; organizes statistical and individual employee files, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

Contact:

Floor 3, Room **328**

Phone: 011 30 82 640

The **investigator in charge of the collection, processing and analysis of documents related to war crimes** carries out the collection, processing and analysis of documentation relevant to war crimes; tracing, contacting and providing support to victims and witnesses; as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

Contact:

Floor 3, Room **315**

Phone: 011 30 82 709

The **Registry Office** maintains registry files; keeps track of activities related to individual cases; marks case files with corresponding references; files cases and relevant status changes; organizes and stores closed cases; prepares periodical and annual reports on OWCP activities; completes statistical registrars; organizes books related to the OWCP mail delivery and expedition, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

OWCP Registry manager: **Gordana Dimitrijević**.

Contact:

Floor 3, Room **307**

Phone: 011 30 82 712

The **registry officer** maintains registers; records the movement of cases; marks nomenclature signage on file lists; introduces and separates cases in the register; maintains the main register; organizes and archives completed cases; compiles periodic and annual reports on the work of the OWCP and fills in statistical registers; keeps appropriate delivery books and books of expedition and dispatch of mail of the Office, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

Contact:

Floor 3, Room **307**

Phone: 011/30 82 660

The **archives officer** performs the following tasks: identifies, organizes, preserves and protects from deterioration archival material created in the work of the OWCP, regularly and chronologically lists archival material and registration material in the Archives Book, prepares a copy of the Archives Book for delivery to the Archives of Serbia within the legally prescribed period, upon the request of the Prosecutor and the deputy prosecutor delivers archived cases for inspection and consolidation with the authorization of the Prosecutor, and based on letters of rogatory and requests from judicial authorities, government and international bodies and institutions, delivers archived cases for inspection, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

Contact:

Floor 3, Room **307**

Phone: 011/30 82 660

THE TYPING POOL

The head of the **typing pool** organizes and monitors the work of the recordering clerks, controls and participates in the preparation of the minutes of criminal charges and hearings of witnesses, as well as taking submissions and statements of citizens for the records by order of the Prosecutor, arranges files and performs all technical tasks related to the hearing of witnesses, checks the accuracy and truthfulness of the processed text, controls typed texts and manuscripts, creates all kinds of tables; inspects typed texts and takes care of the quality and modern formatting of the texts, controls the accuracy and correctness of the entered data, controls the keeping of registers for the record of printed matter and publications, takes care of the orderliness of the files, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

OWCP Typing Pool manager: **Jasmina Sekulić**.

Contact:

Floor 3, Room **308**

Phone: 011/30 82 661

The **recording clerk** participates in the preparation of minutes of criminal charges and minutes of hearing witnesses, as well as taking submissions and statements of citizens on the

record by order of the prosecutor, enters texts according to live dictation, creates all types of tables according to the annual work schedule, performs all recording tasks in cases assigned to prosecutors, takes care of the quality and modern design of texts, keeps a register for records of printed matter and publications, organizes files and performs all technical tasks related to the hearing of witnesses, takes care of the orderliness of files, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

Contact:

Floor 3, Room **308**

Phone: 011/30 82 706

FINANCIAL AND ACCOUNTING OFFICE

The **budget officer** is responsible for the timely and correct preparation of financial plan proposals and other financial reports, performing the realization of budget funds in accordance with the quotas in approved appropriations and all coordination tasks of financial transactions and preparation of documentation for the realization of all types of payments, monitoring of the realization of payments according to pro-invoices and invoices, services and works from the financial aspect, preparing reports on material and financial operations, taking care of the timely provision of financial resources for the operations of the authorities, taking care of the application of all regulations in the field of financial and material operations, performing public procurement tasks, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

Contact:

Floor 3, Room **327**

Phone: 011/30 82 707

The **financial operations officer** is responsible for the timely and correct preparation of financial plan proposals, final accounts and other financial reports, the control of the realization of budget funds in accordance with quotas in approved appropriations, the verifying of requests for payment, keeping business books and for the preparation of financial reports in accordance with the regulations on budget accounting, monitoring the realization of payments according to pro-invoices and invoices, preparing reports on material and financial operations, taking care of the timely provision of financial resources for the organization's operations, taking care of the application of all regulations in the field of financial and material business, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

Contact:

Floor 3, Room **327**

Phone: 011/30 82 679

The Analyst in Charge of Financial/Material Management and Accounting Operations is responsible for the calculation of salaries and other earnings; preparation of documents for the realization of payments; coordination of the OWCP financial transactions with the Treasury Department; preparation of the OWCP-related accounting documents; control of financial and bookkeeping data; securing compliance with current accounting regulations; processing of travel orders; preparation of draft financial plans and the pre-calculation of the OWCP budget, and attending to their realization; preparation of collective and individual

annual tax applications and their submission to the Income Tax Department; supervision of office stationery procurement and technical assistance – as appropriate – to the Tender Evaluation Committee; maintenance of ancillary records for the bookkeeping unit, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

Contact:

Floor 3, Room 327

Phone: 011 30 82 659

THE TECHNICAL OFFICE

The **driver** provides transport services in accordance with OWCP needs; operates an official vehicle; supervised the technical validity, maintains and regularly services the vehicle entrusted to him; keeps monthly records of distance coverage and fuel expenditure; keeps records of travelling orders; transports persons inside and outside the city; delivers of materials and items in accordance with OWCP needs, and other tasks subject to the needs of the Secretary General and the Prosecutor.

INDEPENDENT OFFICERS OPERATING OUTSIDE THE ORGANIZATIONAL UNITS

The **Internal Auditor** is responsible for the realization of directions, instructions and recommendations as required by the Prosecutor; provision of auditing services, including the internal auditing of assets and their utilization in compliance with the applicable standards; involvement in the preparation of relevant auditing acts; collecting and processing of auditing evidence, and subsequent control of its validity; making sure that audits allocated are realized within the anticipated timeframes, extent of applicability and scope of competence; involvement in the preparation of auditing reports; analysis of objections to draft auditing reports; creation of auditing files; and other tasks subject to the needs of the Secretary General and the Prosecutor.

OWCP internal auditor: **Jagoda Jelačić**.

Contact:

Floor 3, Room 328

Phone: 011 30 82 686

The **IT Support Officer** is responsible for the installation and maintenance of systems and communication software, IT networks, computers, printers, photocopying machines and other equipment; designing of software solutions for OWCP needs; installation and maintenance of active and passive communication equipment; administration of the OWCP local area network; providing users with guidelines for the use of computers and access to the internet; detection of computer viruses and securing antivirus protection; designing of ancillary documentation; registration of IT resources; support in the creation of statistical reports; preparation of electronic presentations and promotional materials; installation and maintenance of the OWCP local area network; and other duties subject to the needs of the Secretary General and the Prosecutor.

OWCP IT support officer: **Milan Bursać**

Contact:

Floor 3, Room **329**

Phone: 011 30 82 699

The **English Translator/Interpreter** is responsible for the translation/interpretation of legal documents, diverse texts, audio/video transcripts and phone conversations from Serbian and into the English language, and vice versa; consecutive interpretation during visits of foreign delegations; consecutive interpretation of statements of participants in criminal proceedings; keeping records of OWCP translated materials; correspondence with diplomatic missions and other international bodies; as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

OWCP English translator: **Elizabeta Holt**

Contact:

Floor 3, Room **326**

Phone: 011 30 82 658

The **psychologist** makes findings and opinions about the injured parties and witnesses, assesses family and non-family support, conducts individual psychological treatment and counseling, monitors and evaluates all changes in the psychical and physical states and the functioning of the injured parties and witnesses, maintains documentation on the injured parties and witnesses, assesses the psychological status of the injured parties and witnesses, attends meetings within the service for information and support for victims and witnesses, as well as other tasks subject to the needs of the Secretary General and the Prosecutor.

OWCP psychologist: **Mirko Matejić**

Contact:

Floor 3

Phone: 011/30 82 650

4. THE SENIOR OFFICERS' FUNCTIONS

War Crimes Prosecutor of the Republic of Serbia

The Republic's War Crimes Prosecutor undertakes all actions covered by the competence of the Office of the War Crimes Prosecutor as a specialized public prosecution service, in the manner envisaged by the Republic's Constitution, laws and by-laws.

The Serbian War Crimes Prosecutor presses charges before competent courts of first and second instance, as well as performing other duties in line with relevant legal provisions.

As the person in charge of OWCP management, the Serbian War Crimes Prosecutor is responsible for its proper and timely functioning in accordance with the law and with the Rules of Management in Public Prosecution Services.

The performance of duties within the War Crimes Prosecutor's scope of competence can be carried out either directly or through deputy prosecutors.

The person appointed as War Crimes Prosecutor of the Republic of Serbia: **Snežana Stanojković**.

The First Deputy War Crimes Prosecutor

The public prosecutor who is absent or otherwise unable to manage the relevant public prosecution service is replaced by the first deputy prosecutor as specified in the annual schedule of activities.

5. RULES OF OPERATIONAL TRANSPARENCY

Email addresses and other contact details:

War Crimes Prosecutor

Snežana Stanojković

Phone: 011 308 26 50

Email: kabinet@tuzilastvorz.org.rs

Head of the Prosecutor's Office

Ana Mutavdžić

Phone: 011 308 26 50

Fax: 011 308 27 82

Email: kabinet@tuzilastvorz.org.rs

OWCP Secretary General

Nada Tripković

Phone: 011 308 27 40

Email: nada.tripkovic@trz.org.rs

Officer in Charge of Access to Public Information

Nikola Lacković

Phone: 011 308 26 40

Email: nikola.lackovic@trz.org.rs

Internal Auditor

Jagoda Jeličić

Phone: 011 308 26 86

Email: kabinet@tuzilastvorz.org.rs

Access to the OWCP premises is not possible for disabled visitors, given the fact that the OWCP, as an occupant of part of the Belgrade Higher Court's building, is not in the position to modify access to the same.

Audio and video recording on the OWCP premises is subject to prior notification, and shall be allowed to duly accredited media professionals upon approval by the Higher Court's President.

Citizens are allowed access to the OWCP daily activities to any extent that does not interfere with the OWCP work process.

The OWCP Annual Work Plan regulates the manner in which citizens can obtain information about OWCP cases.

A thereby assigned deputy prosecutor or assistant prosecutor shall receive any visitors whom the War Crimes Prosecutor may not be able to personally meet.

The OWCP Registry is available for information about the status of any individual case, subject to prior consultations with the deputy prosecutor in charge of the particular case.

The Registry is situated in Room 307, on the third floor of the Belgrade Higher Court's building, 29 Ustanička Street. The phone number is 011 308 27 12.

In compliance with Article 7 of the Rules on the Management of Public Prosecution Services (RS Official Gazette nos. 110/09, 87/10 and 5/12), the identification signs of the OWCP must be clearly displayed on the building where it is seated. Pursuant to the law that governs the use of the coat of arms, flag and anthem of the Republic of Serbia, the signage displayed on government buildings shall include the national coat of arms and flag. The name of a public prosecutor's office must be written in large Cyrillic block letters. Pursuant to the law that governs the use of seals in government agencies, the seal of a public prosecutor's office shall feature the name and seat of the particular office, as well as the Republic's official name and coat of arms. The national emblems of Serbia, a large coat of arms and a flag, must be displayed in a public prosecutor's office, and small coats of arms in all other offices within a prosecution service.

Pursuant to the Rules on the Management of Public Prosecution Services (RS Official Gazette nos. 110/09, 87/10 and 5/12), public prosecutors and deputy public prosecutors have official IDs and badges issued by the Republic's Public Prosecutor. The official IDs and badges are used exclusively in the context of the performance of official duties and may not be used otherwise. As prescribed by the Rules, imprinted on the ID front cover are the Republic's coat of arms and full name, alongside the inscriptions reading 'Public Prosecution' and 'Official ID'. The right side of the ID inside includes the following: 6 x 9-cm space for a 2.5 x 2-cm photograph; place for the officer's name, surname and function performed; name of the public prosecution where the holder is serving; ID series code and serial number, registration number and issuance date; place for the Republic's Public Prosecutor's signature and seal; a note reading: "This ID serves as a proof of the holder's right to perform the function of a public prosecutor." The ID dimensions are 8.5 x 11.5 cm and its sides are made of black leather. The left part of the ID inside includes the public prosecution badge and a 1 x 7-cm metal plate bearing the holder's name and surname. The public prosecution badge is in the form of a 12-point silver-colored star whose dimensions are 6.5 x 7 cm. The narrow 1.5-cm border around the oval body of the star bears the inscriptions 'Republic of Serbia' in its upper section and 'Public Prosecution' in its lower section. The Office of the Republic's Public Prosecutor keeps a record of the official IDs/badges issued, which includes the following: ID/badge number; name of the public prosecution service to which the recipient is assigned; series and

serial number; issuance date; and recipient's signature. Articles 12 and 13 of the Rules govern the procedures in case of a loss of an official ID/badge and in the case of the termination of a public prosecutor's mandate.

Public Prosecution Service Management Board Sessions

The management board of a public prosecution service (PPS) – pursuant to the relevant laws and bylaws – meets in closed sessions. As a PPS expert body, the management board considers matters covered by the PPS jurisdiction, adopts policies, offers proposals/opinions and launches initiatives on matters concerning the PPS organization and functioning.

A PPS management board meets whenever it is necessary to make decisions relevant to the work of the particular office.

The scope of a PPS management board's competence is governed by Articles 112, 113, 114 and 115 of the Public Prosecutions Act (RS Official Gazette nos. 116/08, 101/10, 78/11, 101/11, 38/12, 121/12, 101/13, 11/14, 117/14, 106/15 and 63/16 – Constitutional Court's Decision).

Public prosecution services keep the public updated on their work whenever such updates bear public relevance and do not interfere with current proceedings. Public updates are released through means of mass communication or in other suitable manners, which, in line with the applicable legal provisions, allow citizens, agencies and organizations insight into developments, related to current prosecutorial activities. Public updates are released through statements, press conferences and other suitable forms of communication.

Public prosecution services releases public information about their activities in accordance with article 10 of the Public Prosecutions Act (RS Official Gazette nos. 116/08, 101/10, 78/11, 101/11, 38/12, 121/12, 101/13, 11/14, 117/14, 106/15 and 63/16 – Constitutional Court's Decision), and in accordance with the Rules on the Management of Public Prosecution Services (RS Official Gazette nos. 110/09, 87/10 and 5/12). Within the limits of its legally prescribed powers and in compliance with the interests of its ongoing cases, a public prosecution service may update the public on the status of individual cases, but must at all times make sure that the privacy of participants in proceedings remains duly protected.

Updates on the OWCP performance, activities and developments in particular cases are also available on its official website www.tuzilastvorz.org.rs.

The Deputy Prosecutor for War Crimes **Vasilije Seratlić** is the person in charge of informing the public, i.e. the spokesperson of the Public Prosecutor's Office, who informs the public through oral or written announcements and statements or through public media or in another convenient way, about the initiation of proceedings in cases of which is of interest to the general public, while taking into account the interests of the proper conduct of the procedures and the justified protection of the persons to whom the data refer.

Phone: 011/30 82 650

Email: kabinet@tuzilastvorz.org.rs

Transparency and public availability of information about the OWCP work are among the most important objectives and priorities of this Office. With this end in view, the OWCP

seeks to ensure equal access for all citizens to any information that might be of interest to them.

The OWCP officer in charge of providing public information is Nikola Lacković, Independent Adviser, phone: 011 308 26 40; email: nikola.lackovic@trz.org.rs

The right to access to public information can be realized through the release of the same in written form, and may include the provision of copies of documents sought, as well as the inspection of documents containing the relevant information. Such inspection is available free of charge in the OWCP Registry, on workdays between 7.30 am and 3.30 pm. In case of request for the release of copies of documents containing relevant information, the requesting party will be asked to cover basic copying costs, as well as expedition costs when necessary. Such copying/expedition costs are calculated in accordance with the Regulation on the Coverage of Basic Costs Associated with the Release of Copies of Official Documents Containing Public Information (RS Official Gazette no. 8/06).

The OWCP will, without undue delay and within 15 days of receipt, respond to a request for the release of public information by notifying the requesting party about the availability of the information sought, i.e. by providing them with a copy of the relevant document. In case such a request concerns information reasonably assumed to be important for the protection of a person's life or freedom, or alternatively for the protection of public health and environment, the OWCP will notify the requesting party about the availability of the document containing the information sought, i.e. provide them with a copy of the relevant document within 48 hours of the request receipt.

In case it is reasonably unable to respond to an enquiry for public information, i.e. to ensure inspection or provide a copy of the relevant document within 15 days of receipt, the OWCP is bound to notify the requesting party about the delay within 7 days of the enquiry receipt and specify a new deadline that may not exceed 40 days as of the receipt day.

An OWCP decision to respond to a public information request will not be rendered in the form of a ruling but rather as an official note.

In case the OWCP decides to decline, partly or completely, to inform the requester about the availability of the information sought; fails to respond to the request within the time prescribed; denies access to the document containing the information sought; or fails to issue/serve a copy of such a document, the OWCP is under the obligation to render, without undue delay and not later than 15 days from the request receipt, a ruling on the request denial, which must include a written explanation for such a decision, and reference to legal recourses available against the ruling rendered.

The OWCP handles requests for access to public information in compliance with the procedure envisaged by the following: Act on Free Access to Public Information (RS Official Gazette nos. 120/04, 54/07, 104/09, 36/10); Act on Public Information and Media (RS Official Gazette nos. 84/14, 58/15); and Act on Personal Data Protection (RS Official Gazette, nos. 97/08, 104/09, 68/12 – Constitutional Court's Decision, 107/12).

6. TYPES OF COMMONLY SOUGHT PUBLIC INFORMATION

The OWCP can be approached for information in several ways, but most commonly through the submission of requests for public information. Enquiries about the OWCP work and ongoing cases may be made by regular mail, email or phone. Public information most commonly sought is that pertaining to specific OWCP cases, i.e. the status of complaints, applications and crime reports submitted by citizens or other parties, whereas enquiries sought by the media, NGOs and government authorities typically concern statistical information and performance reports.

The OWCP is in the possession of extensive documentation obtained through or in relation to its work, which includes information related to the following:

- Crime reports filed;
- Cases addressed;
- Decisions rendered;
- Submissions/complaints filed;
- OWCP staff members;
- Financial, bookkeeping and accounting reports;
- Lists of persons wanted by the Republic of Croatia; and
- Donations received by the OWCP.

In an effort to further promote access to public information, the OWCP often acts on its own initiative by issuing public releases/communications about its current activities.

The War Crimes Prosecutor's Office can update the public on its activities through the media and other means of mass communication. Likewise, this Office can inform relevant authorities and organizations about current crime rates, issues and developments of general concern that have been perceived throughout the work process. Within the legal framework and in compliance with the interests of particular proceedings, this Office can also release public information about its ongoing cases as deemed appropriate in terms of general interest.

Any release of information is dependent upon the obligation of protecting official secrets and the accuracy of data released.

Public information about the work of the War Crimes Prosecutor's Office is available on its official website (www.tuzilastvorz.org.rs).

6.1 SUBMISSION OF REQUESTS

Requests for public information are submitted in writing and should include the requester's name, surname and address, as well as the description, in as much detail as possible, of the information sought. Preferably, such requests should also include any other data likely to facilitate the search process. Requesters are not obligated to specify reasons for their enquiries.

In case a request is irregular, i.e. it does not include the above-specified data, an authorized OWCP officer will instruct the requester how to amend their request in order to remove the irregularities. Should the requester fail to act in compliance with such instructions within 15

days of the receipt thereof, and the irregularities are of a nature that does not leave a possibility for response, the OWCP will render a ruling on the request dismissal, which is not subject to appeal.

7. SCOPE OF JURISDICTION, MANDATE AND RESPONSIBILITIES

The scope of the OWCP competence is governed by Article 2 of the Act on the Organization and Competence of Government Authorities in War Crimes Proceedings (RS Official Gazette nos. 67/03, 135/14, 61/05, 101/07, 104/09, 101/11 and 6/15), and covers the following:

1. criminal offences under Articles 370 through 386 of the Criminal Code;
2. grave breaches of international humanitarian law committed in the territory of the former Yugoslavia since 1 January 1991, as specified in the Statute of the International Criminal Tribunal for the Former Yugoslavia;
3. and criminal offence under Article 333 (accessory after the fact) of the Criminal Code, in case the same was committed in regards to the criminal offences under items (1) and (2) hereof.

The War Crimes Prosecutor is authorized to press charges in first and second instance proceedings, as well as to perform other duties in accordance with relevant laws.

Pursuant to Article 2.1(9) of the Act on the Seizure of Crime Proceeds (RS Official Gazette no. 32/13), the War Crimes Prosecutor is authorized to address criminal offences against humanity and other assets protected by international law.

The OWCP is seated in the Belgrade Higher Court's building at 29 Ustanička Street.

8. OWCP ACTIVITIES WITHIN ITS SCOPE OF JURISDICTION, MANDATE AND RESPONSIBILITIES

The War Crimes Prosecutor discharges duties covered by the scope of competence either directly or through thereby delegated officers.

Deputy war crimes prosecutors act within their respective areas of responsibility, in compliance with the description of their particular assignments.

The decision making process is jointly carried out by the OWCP Management Board, which consists of the War Crimes Prosecutor and the deputy war crimes prosecutors.

The OWCP jurisdiction, mandate and responsibilities are governed by the following:

- the Constitution of the Republic of Serbia (RS Official Gazette no. 98/06);
- the Public Prosecutions Act (RS Official Gazette nos. 116/08, 101/10, 78/11, 101/11, 38/12, 121/12, 101/13, 11/14, 117/14, 106/15 and 63/16 – Constitutional Court's Decision);
- the Criminal Procedure Code (RS Official Gazette nos. 72/11, 101/11, 121/12, 32/13, 45/13,

- 55/14);
- the Civil Procedure Act (RS Official Gazette nos. 72/11, 49/13, 74/13, 55/14);
 - the General Administrative Procedure Act (FRY Official Gazette, nos. 33/97, 31/01; RS Official Gazette no. 30/10);
 - Act on International Legal Assistance in Criminal Matters (RS Official Gazette, no. 20/09);
 - the Regulations on the Management of Public Prosecution Services (RS Official Gazette nos. 110/09, 87/10, 5/12);
 - the Act on the Organization and Competence of Government Authorities in War Crimes Proceedings (RS Official Gazette nos. 67/03, 135/14, 61/05, 101/07, 104/09, 101/11, 6/15);

and

- other regulations relevant to OWCP work.

Over the past period, the OWCP has duly responded to all of its legally prescribed duties, as well as to those envisaged by the Action Plan.

The scope of the OWCP jurisdiction covers the criminal offences under Chapter XXXIV of the Criminal Code, specifically those recognized by Articles 370 through 386, as well as grave breaches of international humanitarian law committed in the territory of the former Yugoslavia since 1 January 1991, as specified in the Statute of the International Criminal Tribunal for the Former Yugoslavia.

Pursuant to the Act on the Variations and Amendments to the Act on the Organization and Competence of Government Authorities in War Crimes Proceedings, which was published in the RS Official Gazette no. 101/07 on 6 November 2007, the War Crimes Prosecutor's competence has been extended to the criminal offence recognized by Article 333 of the Criminal Act as "accessory after the fact," where the same was committed in regards to any of the offences specified in the paragraph above.

This Office is competent to prosecute persons responsible for criminal offences committed in the former SFRY territory regardless of the perpetrators' or victims' ethnic backgrounds.

The War Crimes Prosecutor's competence includes first instance proceedings, as well as those conducted upon submission of legal remedies.

All state authorities are bound to provide this Office with due assistance, particularly in relation to ongoing criminal proceedings or to the identification of criminal offences and tracing of their perpetrators. Thus, all state authorities are obliged to:

- secure a timely response of any of their members, i.e. employees, including heads of agencies/organizations who may be requested to provide information or be summoned for hearing in suspect or witness capacity; and
- promptly deliver any written or other evidence in their possession that may facilitate the identification of war crimes perpetrators.

The work of the War Crimes Prosecutor's Office is governed by international legal acts and national legislation.

The Office of the War Crimes Prosecutor is a unique institution that provides systemic protection to victims of war crimes perpetrated in the former Yugoslav territory, as well as to their families. Its work is based on the following principles:

- a topmost level of professionalism;
- resistance to all pressures, particularly those from political structures;
- cooperation with international institutions, primarily with the ICTY Prosecutor's Office and judicial authorities of other countries;
- presentation of arguments for trials before national courts;
- individualization of responsibility;
- and timely and objective public updates on cases handled by this Office.

9. OWCP LEGAL REFERENCES

- the Constitution of the Republic of Serbia (RS Official Gazette no. 98/06);
- the Public Prosecutions Act (RS Official Gazette nos. 116/08, 101/10, 78/11, 101/11, 38/12, 121/12, 101/13, 11/14, 106/15, 63/16 – Constitutional Court's Decision);
- the Act on the Organization and Competence of Government Authorities in War Crimes Proceedings (RS Official Gazette nos. 67/03, 135/14, 61/05, 101/07, 104/09, 101/11, 6/15);
- the Act on the Seats and Territorial Jurisdiction of Courts and Public Prosecution Services (RS Official Gazette no. 101/13);
- the Criminal Code (RS Official Gazette nos. 85/05, 88/05, 107/05, 72/09, 111/09, 121/12, 104/13, 108/14, 94/16);
- the Criminal Procedure Code (RS Official Gazette nos. 72/11, 101/11, 121/12, 32/13, 45/13, 55/14);
- the Civil Procedure Act (RS Official Gazette nos. 72/11, 49/13, 74/13, 55/14);
- the Act on the General Administrative Procedure (FRY Official Gazette nos. 33/97, 31/01; RS Official Gazette, no. 30/10);
- the Labor Act (RS Official Gazette nos. 24/05, 61/05, 54/09, 32/13, 75/14);
- the Civil Servants Act (RS Official Gazette nos. 79/05, 81/05, 83/05, 64/07, 67/07, 116/08, 104/09, 99/14);
- the Act on the Remuneration of Civil Servants and State Employees (RS Official Gazette nos. 62/06, 63/06, 115/06, 101/07, 99/10, 108/13, 99/14);
- the Act on Free Access to Public Information (RS Official Gazette nos. 120/04, 54/07, 104/09, 36/10);
- the Whistleblower Protection Act (RS Official Gazette no. 128/14);
- the Act on Personal Data Protection (RS Official Gazette nos. 97/08, 104/09, 68/12 - Constitutional Court's Decision, 107/12);
- the Misdemeanor Act (RS Official Gazette nos. 65/13, 13/16, 98/16 – Constitutional Court's Decision);
- the Legal Practice Act (RS Official Gazette nos. 31/11, 24/12 – Constitutional Court's Decision);
- the Budget System Act (RS Official Gazette nos. 54/09, 73/10, 101/10, 101/11, 93/12, 62/13, 63/13, 108/13, 142/14, 68/15, 103/15, 99/16);
- the Act on the Republic of Serbia's Budget for 2017 (RS Official Gazette no. 99/16);
- the Health Insurance Act (RS Official Gazette nos. 107/05, 109/05, 57/10, 110/12, 119/12, 99/14, 123/14, 126/14 – Constitutional Court's Decision, 106/15, 10/16);
- the Public Procurement Act (RS Official Gazette nos. 124/12, 14/15, 68/15);
- the Act on the Seizure of Crime Proceeds (RS Official Gazette nos. 32/13, 94/16);

- the Act on Legal Persons' Responsibility for Criminal Offences (RS Official Gazette no. 97/08);
- the Act on Cooperation with the International Criminal Court (RS Official Gazette no. 72/09);
- the Act on International Legal Assistance in Criminal Matters (RS Official Gazette no. 20/09);
- the Act on the Protection Program for Participants in Criminal Proceedings (RS Official Gazette no. 85/05);
- the Act on the Execution of Criminal Sanctions (RS Official Gazette no. 55/14);
- the Pardon Act (RS Official Gazette nos. 49/95, 50/95);
- the Amnesty Act (RS Official Gazette no. 107/12);
- the Budgetary Accounting Regulation (RS Official Gazette nos. 125/03, 12/06);
- the Regulation on the Compensation of Costs and Final Pays for Public Servants and State Employees (RS Official Gazette no. 98/07 – Consolidated version, 84/14, 84/15);
- the Regulation on Compensation and Benefits for Persons Elected/Appointed as Government Officials (RS Official Gazette nos. 44/08 – Consolidated version, 78/12);
- the Rules of Management in Public Prosecution Services (RS Official Gazette nos. 110/09, 87/10, 5/12); and
- other laws, regulations and rules.

10. PUBLICLY AVAILABLE SERVICES

The provision of OWCP services must be viewed in the context of the scope of public prosecution competence, in the manner determined by the Republic's Constitution, laws and bylaws.

The purpose of such services is to ensure an effective realization of citizens' rights and legally protected interests. In that connection, citizens can submit their complaints, applications, crime reports and proposals to this Prosecutor's Office.

Among other publicly available services, the OWCP provides general information; receives citizens; serves decisions; issues documents and notifications; ensures access to case files; provides photocopies of documents sought; offers services relating to the labor-based rights of public prosecutors, deputy public prosecutors and prosecution staff members; releases updates on OWCP activities, the budget policy and overall performance, and provides a variety of other information of interest to citizens, agencies and organizations.

11. SERVICE PROVIDING PROCEDURES

The OWCP provides a range of services in accordance with procedures prescribed by various laws and by the Rules on the Management of Public Prosecution Services.

The laws governing the service provision procedures are as follows: the Public Prosecutions Act, Act on the Organization and Competence of Government Authorities in War Crimes Proceedings, the Criminal Procedure Code, the Criminal Code, the Act on General Administrative Procedure, the Labor Act, the Civil Servants Act, the Act on Free Access to Public Information and other relevant laws and bylaws.

Public prosecution services are, pursuant to the Rules on the Management of Public Prosecution Services, bound to organize their work in a manner that will ensure effective realization of citizens' rights and legally protected interests within the scope of public prosecution competence.

Public prosecution services are bound to receive citizen applications, crime reports, proposals and other submissions with a view to undertaking relevant actions within their competence.

Article 63 of the Rules on the Management of Public Prosecution Services sets out the rules of providing information to citizens, whereby public prosecution officers are not allowed to release statements regarding probable outcomes of individual cases or assessments of actions/decisions taken by courts and other government organs.

Registry officers may, on the basis of data contained in the registry files, release only such information as authorized by the public prosecutor or a thereby assigned deputy.

Any person who might have a reasonable interest in doing so may approach a public prosecutor's office for an action within its scope of competence, or file a submission/complaint regarding the work of the particular public prosecutor's office. On its part, such an office is under the obligation to duly notify the applicant about its decision upon the submission/complaint filed. Submissions may include requests, complaints or other applications filed by natural or legal persons seeking to secure an effective realization/protection of their rights. A complaint is a legal document available to citizens, legal persons and agencies of the state/autonomous provinces/local self-governments, which may be used as a tool of communication with public prosecution services, with the goal of effective legal resolution of requests relating to particular cases.

An application/complaint regarding the performance of a deputy public prosecutor or a prosecution staff member should be submitted to the relevant public prosecutor, whereas that regarding a public prosecutor's work should be addressed to the immediately superior public prosecutor.

Applications and complaints to the Republic's Public Prosecutor may be submitted by regular mail (Office of the Republic's Public Prosecutor (ORPP), 22-26 Nemanjina Street, Belgrade), by email (kabinet.rjt@rjt.gov.rs), or brought directly to the ORPP records management registry office, based on the first floor of the ORPP seat.

Article 65 of the Rules on the Management of Public Prosecution Services concerns the inspection of files/issuance of photocopies, and stipulates that certain case files, i.e. cases handled by a public prosecutor may be presented only to persons who have reasonable interest in the same. Such persons may also be provided with photocopies of relevant case files. The inspection of a case file or issuance of its copy is possible only with the permission of the competent public prosecutor or of a thereby delegated deputy public prosecutor. Whether such permission will be granted depends on the stage and interests of the particular proceedings. The inspection of case files is carried out in the presence of a recording clerk officer and under video surveillance, in a room specifically designated for that purpose. A public prosecutor's office will not allow access to original or photocopied files in cases belonging to other authorities. Enquirers will be granted access to case files only upon the removal of any notes/observations regarding particular case-related issues, draft decisions and other documents that may not be disclosed to the public. Basic costs associated with the case file

inspection, i.e. processing and photocopying services, will be calculated in accordance with fees prescribed by the Justice Ministry and will be covered by the inspection enquirers.

Article 73 of the Rules on the Management of Public Prosecution Services regulates the procedure regarding submissions/complaints, whereby the competent public prosecutor is bound to provide the applicant with a written notification about submission/complaint admissibility. Likewise, the public prosecutor is bound to notify the applicant about the measures undertaken further to the relevant submission/complaint within 30 days of its receipt. In case of dissatisfaction with the public prosecutor's decision, the applicant may lodge an objection or an appeal that will be resolved by the relevant public prosecutor or a thereby assigned deputy. Such objections/appeals are not subject to any time limits.

Pursuant to the Act on Free Access to Public Information, an **information requester** (citizen, journalist, media outlet, etc.) may lodge a complaint with the Public Trustee in any of the following cases:

1. If a public authority refuses to notify the requester about the availability of the information sought; denies access to the document containing such information; fails to issue or supply (depending on the information type) a copy of the relevant document; or omits to do any of the foregoing within the generally prescribed 15 days' period, a complaint may be filed on grounds of the so-called '**administrative silence.**' Exceptionally, in case the public authority is reasonably unable to respond within the aforementioned prescribed period, the deadline may be extended to 40 days as of the request submission, in which case the relevant authority is bound to notify the requester to that effect immediately upon the request receipt. Requests for information relevant to the protection of a person's life/liberty, public health or environment must be responded within 48 hours of their receipt. Alongside a complaint against the 'administrative silence,' the complaining party should attach a copy of the relevant request, as well as a proof of its handover, i.e. posting. Such a complaint may be lodged upon the expiry of the 15 days' period left for a public authority to respond. If meanwhile, following the complaint submission, the public authority responds to the request for information, the complainant may decide to withdraw his/her complaint to the Public Trustee.
2. The Public Trustee may also be approached with a complaint against a public authority's decision to refuse a request for information, or to dismiss the same on formal grounds. Such a complaint must be filed within 15 days of the decision receipt. Alongside the complaint, the complainant should attach copies of the request to the public authority and of the thereby rendered decision.

Pursuant to the Criminal Procedure Code, an interested party who believes that there are grounds for suspicion that a criminal offence has been committed may also file a crime report against the War Crimes Prosecutor, a deputy prosecutor and/or any of the OWCP staff members. There are no time limits for decisions upon crime reports, and legal remedies available against such decisions will be determined by the nature of the same.

If a submission/complaint is filed through a public authority, i.e. the State Prosecutors' Council, Ministry of Justice, Office of the Republic's Public Prosecutor or another superior public prosecution service, the relevant authority will also be notified about the reasonableness of the complaint and measures undertaken in response thereto.

A public prosecutor may make an official note stating that the right of complaint has been abused in a particular case. Specifically, any person who files a complaint with predominantly unreasonable or offensive contents will be regarded as an abuser in that respect.

In case they receive an incomprehensible complaint, a public prosecutor is bound to indicate the issue to the complainant and invite them to revise the complaint contents within 8 days of the complaint receipt. Should the complainant fail to do so within the envisaged period, the public prosecutor will make an official note of such failure and inform the complainant thereof.

Citizens, public authorities, organizations and other legal persons may file crime reports with the Office of the Republic's Public Prosecutor, which – since first instance proceedings are not within its jurisdiction – will assign such reports to competent prosecution services. A public prosecution service to which a crime report has been assigned is obligated to notify the reporting party and the Republic's Public Prosecutor about its decision in the particular matter.

The Office of the War Crimes Prosecutor updates the public on its work whenever it is necessary in terms of public interest and as long as it does not interfere with ongoing proceedings. Public releases must be true and accurate, but may never compromise the integrity of information classified as official, state or military secrets. Communication with the public must never imperil the interests of public order and morality, welfare of minor persons, citizens' national feelings or their right to privacy.

Pursuant to the Public Information and Media Act (RS Official Gazette nos. 83/14, 58/15, 12/16 – Authentic interpretation), public prosecution services shall make information about their work available to the public, and shall allow access to such information to all media outlets under equal conditions.

12. OVERVIEW OF SERVICES PROVIDED

In the period from 1 January to 31 December 2021, the Office of the War Crimes Prosecutor received a total of 1582 criminal cases. During this period, the OWCP received no complaints about the work of the Deputy Prosecutor for War Crimes. In the mentioned period, the Office sent a total of 260 letters of rogatory for international legal assistance in criminal matters.

According to the Law on Free Access to Information of Public Importance in the period from 1 January until 31 December 2021, 10 requests were sent to the Office, of which 9 were approved and the applicants were provided with answers in a timely manner, and 1 request was rejected or dismissed based on the decision of the Office. In the same period, not a single request was submitted to the Office under the Personal Data Protection Act.

In the period from 1 January to 8 July 2022, 791 criminal cases were submitted to the Office. During this period, the Office received no complaints about the work of the Deputy Prosecutor. In the mentioned period, the Office sent a total of 215 letters of rogatory for international legal assistance in criminal matters.

In the period from 1 January to 8 July 2022, a total of 7 requests were submitted to the Office on the basis of the Law on Free Access to Information of Public Importance, and all requests

were adopted and the applicants received a timely response. In the same period, not a single request was submitted to the Office under the Personal Data Protection Act.

13. OVERVIEW OF REVENUES AND EXPENDITURES

Revenues and expenditures in 2021:

Function	Source	Program	Project	Classification	Description	Funds allocated by the 2021 RS Budget Law (RS Off. Gazette nos. 149/20, 40/21 and 100/21)	Realization to 31 Dec. 2021	Realization %
330	01	1604	0006		OWCP administrative support	164,983,000.00	164,398,922.88	99.65
330	01	1604	0006	411	Salaries, bonuses and compensations	134,661,000.00	134,348,936.43	99.77
330	01	1604	0006	412	Employer contributions	25,964,000.00	25,881,155.74	99.68
330	01	1604	0006	413	Compensations in kind	300,000.00	299,315.00	99.77
330	01	1604	0006	414	Social contributions	930,000.00	915,436.99	98.43
330	01	1604	0006	415	Employee compensations	2,370,000.00	2,201,915.64	92.91
330	01	1604	0006	416	Awards and other extraordinary expenses	757,000.00	752,163.08	99.36
330	01	1604	0006	485	Compensation for injury or damage caused by government authorities	1,000.00	0.00	0.00
330	01	1604	0005		Implementation of OWCP prosecutorial activities	14,791,000.00	13,174,627.45	89.07
330	01	1604	0005	421	Overheads	3,410,000.00	3,112,010.38	91.26
330	01	1604	0005	422	Travelling budget	1,295,000.00	618,061.91	47.73
330	01	1604	0005	423	Contracted services	5,875,000.00	5,874,463.59	99.99
330	01	1604	0005	425	Repair/maintenance costs	490,000.00	175,390.80	35.79
330	01	1604	0005	426	Office stationery	2,900,000.00	2,892,263.77	99.73
330	01	1604	0005	482	Taxes and liabilities	100,000.00	59,814.00	59.81
330	01	1604	0005	483	Fines and penalties	1,000.00	0.00	0.00
330	01	1604	0005	512	Machines and equipment	720,000.00	442,623.00	61.48
Total:						179,774,000.00	177,573,550.33	98.78

Planned revenue for 2022:

330	01	1604	0006		OWCP administrative support	181,929,000.00		
330	01	1604	0006	411	Salaries, bonuses and compensations	149,496,000.00		
330	01	1604	0006	412	Employer contributions	28,980,000.00		
330	01	1604	0006	413	Compensations in kind	300,000.00		
330	01	1604	0006	414	Social contributions	600,000.00		
330	01	1604	0006	415	Employee compensations	2,252,000.00		
330	01	1604	0006	416	Awards and other extraordinary expenses	300,000.00		
330	01	1604	0006	485	Compensation for injury or damage caused by government authorities	1,000.00		
330	01	1604	0005		Implementation of OWCP prosecutorial activities	15,846,000.00		
330	01	1604	0005	421	Overheads	3,900,000.00		
330	01	1604	0005	422	Travelling budget	1,545,000.00		
330	01	1604	0005	423	Contracted services	6,000,000.00		

330	01	1604	0005	425	Repair and maintenance	600,000.00		
330	01	1604	0005	426	Office stationery	2,900,000.00		
330	01	1604	0005	482	Taxes and liabilities	100,000.00		
330	01	1604	0005	483	Fines and penalties	1,000.00		
330	01	1604	0005	512	Machines and equipment	800,000.00		
Total:						197,775,000.00		

14. PUBLIC PROCUREMENTS

The table below features the OWCP Public Procurements Plan for 2021 and 2022.

The person in charge of providing information about public procurements is Mr. **Branislav Vesić**, OWCP Accounting Officer, Floor 3, Room 327, Phone: 011 308 27 07, Email: finansije@trz.org.rs.

Public procurements in 2021:

No.	Subject of procurement	Estimated value (VAT excluded)	Funds allocated (VAT excluded)		Procedure type	Approximate contract date
TOTAL		1,500,000.00	amount	account		
I	GOODS	1,500,000.00				
1.	FUEL	1,500,000.00	1,500,000.00	426411 and 426412	Open procedure, centralized public procurement	8/2021
No.	Subject of procurement	Estimated value (VAT excluded)	Funds allocated (VAT excluded)		Procedure type	Approximate contract date
TOTAL		4,710,000.00	amount	account		
I	SERVICES	4,710,000.00				
1.	Mobile phone services	350,000.00	350,000.00	421414	Open procedure, centralized public procurement	2/2022
2.	Cleaning services	4,200,000.00	4,200,000.00	421325	Open procedure, centralized public procurement	6/2022
3.	Insurance of employees	160,000.00	160,000.00	421521 and 421522	Open procedure, centralized public procurement	12/2021

15. STATE SUPPORT SCHEMES

In the years 2021 and 2022, the OWCP was not involved in the provision of services under the state support schemes.

16. SALARIES, EARNINGS AND OTHER INCOMES

Salaries of Appointed Persons in February 2021			
Title	Quotient	Basis	Basic salary with no past service benefit (double amount)
War Crimes Prosecutor	5.20	41,049.82	426,918.13
Deputy War Crimes Prosecutor	3.50	41,049.82	287,348.74

Salaries of State Officers and Employees in February 2021			
Title	Quotient	Basis	Basic salary with no past service benefit (double amount)
Senior Public Prosecution Adviser	5.57	23,528.88	262,111.72
Senior Public Prosecution Adviser	4.36	23,528.88	205,171.83
Senior Public Prosecution Adviser	3.96	23,528.88	186,348.73
Independent Adviser	4.24	23,528.88	199,524.90
Independent Adviser	3.85	23,528.88	181,172.38
Independent Adviser	3.49	23,528.88	164,231.58
Independent Adviser	3.16	23,528.88	148,702.52
Adviser	3.39	23,528.88	159,525.81
Adviser	2.79	23,528.88	131,291.15
Adviser	2.53	23,528.88	119,056.13
Associate	2.67	23,528.88	125,644.22
Junior Associate	2.32	23,528.88	109,174.00
Assistant Officer	2.18	23,528.88	102,585.92
Assistant Officer	2.07	23,528.88	97,409.56
Assistant Officer	1.88	23,528.88	88,468.59
Assistant Officer	1.79	23,528.88	84,233.39
Assistant Officer	1.55	23,528.88	72,939.53
First Grade Employee	2.53	23,528.88	119,056.13
Fourth Grade Employee	1.71	23,528.88	80,468.77

The above salaries are increased by 0.4% per each year of service with the employer.

NB: Since each job title encompasses eight pay grades, employees' salaries correspond to their respective grades within the particular title.

Statistics on salaries, compensations and other earnings paid to appointed persons and staff members are presented in the budget realization tables.

17. EQUIPMENT

The procurement/purchase of the OWCP equipment is mostly funded from the Republic's budget. However, a significant part of the equipment has been secured through donations from the following: Serbian Government (Japanese vehicle donation); Serbian Ministry of Justice; U.S. Embassy Belgrade; and the OSCE Mission to Serbia.

The OWCP is in the possession of the following equipment:

ITEM	QUANTITY	TOTAL
HARDWARE		
SERVER	2	2
COMPUTER, DESKTOP	60	93
COMPUTER, LAPTOP	33	
MONITOR	60	60
PRINTER, LASER BLACK-AND-WHITE	27	43
PRINTER, LASER COLOR	3	
PRINTER, MULTIFUNCTIONAL	8	
PRINTER, INKJET	5	
FAX MACHINE	1	1
SCANNER	2	2
TELEPHONE	38	38
SOFTWARE		
Windows XP Pro	69	81
Windows 2003 Server	1	
Mega Libra – Server Client	1	
Paragraph Lex	8	
Case Matrix	2	
VEHICLE FLEET		
PASSENGER CAR	2	2

18. INFORMATION STORAGE

Only finally resolved cases are stored in the OWCP archives.

The OWCP keeps registers, sub-registers and other records, which are concluded at the end of each calendar year.

The OWCP regularly acquires updated versions of relevant laws and other regulations, official journals and professional literature necessary for the proper and effective performance of its activities. This Office is also in the possession of an extensive specialist library.

The OWCP information carriers include the following:

- Current cases;
- Archived past cases;
- Performance reports, internal acts and internal audit reports;
- Web page www.tuzilastvorz.org.rs , which is regularly updated;
- Records of employees, including their work-related rights and obligations; and
- Financial, bookkeeping and accounting documentation.

Storage of the information carriers:

- Written documents related to the OWCP work are stored in the War Crimes Prosecutor's Office, as well as in the Registry, HR and Accounting Departments;
- Electronic databases are stored on the OWCP server.

19. TYPES OF INFORMATION STORED

This Office is in the possession of extensive documentation obtained in the course of or in relation to its work, including information regarding the following:

- Crime reports received;
- Cases addressed;
- Decisions rendered;
- Submissions/complaints received;
- Staff members;
- Implementation of the Act on Free Access to Public Information; and
- Financial, bookkeeping and accounting data.

20. TYPES OF PUBLICLY AVAILABLE INFORMATION

The OWCP Information Booklet has been prepared in compliance with Article 39 of the Act on Free Access to Public Information (RS Official Gazette nos. 120/04, 54/07, 104/09 and 36/10), and on the basis of instructions received from the Public Trustee (RS Official Gazette no. 68/10). It is intended to provide those interested in access to public information with basic facts about the OWCP inception, organization and work, with details regarding the contents/extent of publicly available information, as well as with the procedures governing access to the same.

The electronic version of this booklet is available on the OWCP official website (<http://www.tuzilastvorz.org.rs>), whereas its hard copies are available upon request on the OWCP premises.

At the end of each reporting year, the OWCP prepares its performance report, which includes information about the following:

- Scope of OWCP activities;
- Total number of crime reports received, expressed according to the number of persons

- reported;
- Number of dismissed crime reports;
 - Submitters of crime reports;
 - Number of individuals prosecuted;
 - Number and types of first instance judgments;
 - Number of appeals lodged and decisions rendered thereupon;
 - Number of individuals held in custody pursuant to detention rulings;
 - Number of prosecutions postponed for opportunity reasons;
 - Number of guilty plea agreements concluded and confirmed;
 - Implementation of the Act on Legal Persons' Criminal Responsibility;
 - Number of extraordinary legal remedies sought; and
 - Accounts of international cooperation, bilateral agreements etc.

Exceptionally, pursuant to Article 9 of the Act on Free Access to Public Information, the OWCP may limit the right to such access if the disclosure of the information sought would:

- Jeopardize a person's life, health, safety or any other asset;
- Jeopardize, delay or block the prevention/identification of a criminal offence, issuance of an indictment for criminal conduct, course of pretrial/trial proceedings, execution of a judgment/sanction, or any other legally envisaged process, including fair treatment of persons and impartial trial;
- Seriously imperil the country's defense, national/public security or international relations;
- Substantially reduce the country's capacity to manage its economic processes or seriously hinder the realization of its legitimate economic interests;
- Publicly disclose information or a document that – pursuant to a legally grounded regulation or official act – is subject to protection as a state/official secret and as such available to a limited number of persons, whereas the disclosure thereof might entail grave legal or other consequences for legally protected interests that outweigh the interest in access to such information.

The OWCP is not under the obligation to respond to a request for access to public information that has already been made public and available in the country or on the Internet. In that case, the OWCP will – unless it is a commonly known fact – indicate the location and time of the information release.

Likewise, the OWCP will not grant access to public information if by doing so it would infringe the right to privacy, to dignity, or another right of the person whom the information concerns. Still, a request for access to such information may be granted if:

- The person concerned has given his/her consent to that effect;
- The information concerns a person/event/phenomenon of public significance, notably in the context of work done by public/political office holders;
- The information concerns a person whose conduct – especially in relation to private life – has given rise to the particular request.

21. SUBMISSION OF REQUESTS FOR INFORMATION

Pursuant to the rules on the management of public prosecution services, the work of public prosecution services must be organized in a manner that will ensure effective realization of

citizen rights and legally protected interests within the scope of the public prosecution competence.

Any person who might have a reasonable interest in doing so may approach a public prosecutor's office for an action within its scope of competence, or file a submission/complaint regarding the work of the particular public prosecutor's office. On its part, such an office is under the obligation to duly notify the applicant about its decision upon the submission/complaint filed. Submissions may include requests, complaints or other applications filed by natural or legal persons seeking to secure effective realization/protection of their rights. A complaint is a legal document available to citizens, legal persons and agencies of the state/autonomous provinces/local self-governments, which may be used as a tool of communication with public prosecution services, with the goal of effective legal resolution of requests relating to particular cases. An application/complaint regarding the performance of a deputy public prosecutor or a prosecution staff member should be submitted to the relevant public prosecutor, whereas that regarding a public prosecutor's work should be addressed to the immediately superior public prosecutor. In this concrete case, applications/complaints to the War Crimes Prosecutor may be submitted by regular mail (Office of the War Crimes Prosecutor of the Republic of Serbia, 29 Ustanička Street, Belgrade), by email (kabinet@tuzilastvorz.org.rs), or directly to the OWCP records management office (Floor 3, Room 307, Belgrade Higher Court's building).

The competent public prosecutor is bound to provide the applicant with a written notification about the submission/complaint admissibility. Likewise, the public prosecutor is bound to notify the applicant about the measures undertaken further to the relevant submission/complaint within 30 days of its receipt.

If a submission/complaint is filed through a public authority, i.e. the State Prosecutors' Council or the Ministry of Justice, the relevant authority will also be notified about the reasonableness of the submission/complaint and measures undertaken in response thereto.

The public prosecutor may make an official note stating that the right of complaint has been abused in a particular case. Specifically, any person whose complaint includes predominantly unreasonable/offensive contents, or any person who frequently files complaints involving identical or similar allegations will be regarded as an abuser in that respect.

In case they receive an incomprehensible complaint, the public prosecutor is bound to indicate the issue to the complainant and invite them to revise the complaint contents within 8 days of the complaint receipt. Should the complainant fail to do so within the envisaged period, the public prosecutor will make an official note of such failure and inform the complainant thereof.

Pursuant to Article 5 of the Act on Free Access to Public Information, prosecution services are under the obligation to ensure the availability of public information. To this end, public prosecution services will allow access to documents containing public information, and – if requested to do so – provide interested parties with copies of such documents by regular mail, fax, email or otherwise.

Any person is entitled to know whether particular public information is in the possession of a government authority, i.e. whether such information is available upon request.

Requests for public information may be filed with the OWCP by regular mail (Office of the War Crimes Prosecutor of the Republic of Serbia, 29 Ustanička Street, Belgrade), or by email (kabinet@tuzilastvorz.org.rs). Any such request must include the requester's name, surname and address, as well as the description – as detailed as possible – of the information sought. The requester is not required to specify reasons for their enquiry.

In case a request is irregular, i.e. it does not include the above-specified data, an authorized OWCP officer will instruct the requester how to amend their request in order to remove the irregularities. Should the requester fail to act upon such instructions within 15 days of the receipt thereof, and the irregularities are of a nature that leaves no possibility for response, the OWCP will render a ruling on the request dismissal and will provide the requester with necessary assistance in the realization of their rights.

In order to ensure the realization of the right to public information, the OWCP may provide the information sought in written form, including copies of relevant documents, or alternatively, the OWCP may allow the inspection of primary documents containing the particular information. The inspection of primary documents is allowed free of charge and may be carried out in the OWCP Registry on workdays (Monday – Friday) between 8 am and 3 pm.

In case of the release of copies of documents containing the information sought, the requesting party will be asked to cover basic copying costs, as well as expedition costs when necessary.

Such copying/expedition costs will be calculated in accordance with the Regulation on the Coverage of Basic Costs Associated with the Release of Copies of Official Documents Containing Public Information.

The OWCP will – without undue delay and not later than 15 days of receipt – respond to a request for the release of public information by notifying the requesting party about the availability of the information sought, i.e. by providing them with a copy of the relevant document. The date of the document copy release from the OWCP Registry will be considered as the date of its service on the requesting party.

In case a request concerns information reasonably assumed to be important for the protection of a person's life or freedom, or alternatively for the protection of public health and environment, the OWCP will notify the requesting party about the availability of the document containing the information sought, i.e. provide them with a copy of the relevant document within 48 hours of the request receipt.

In case it is reasonably unable to respond to an enquiry for public information, i.e. to ensure inspection or provide a copy of the relevant document within 15 days of receipt, the OWCP shall notify the requesting party about the delay within 7 days of the enquiry receipt and specify a new deadline – which may not exceed 40 days as of the enquiry receipt day – for its response to the same.

In case the OWCP decides to refuse – partly or completely – to inform the requester about the availability of the information sought; fails to respond to the request within the time prescribed; denies access to the document containing the information sought; or fails to issue/serve a copy of such a document, the OWCP is under the obligation to render – without

undue delay and no later than 15 days from the request receipt – a ruling on the request refusal, which must include the reasoning behind the particular ruling. On their part, the requesters may – within 15 days of the ruling receipt – approach the Public Trustee with a complaint against the same.

An OWCP decision to respond to a public information request will not be rendered in the form of a ruling but rather as an official note.

Access to the information request form, the presentation of the OWCP operational schemes, as well as instructions on the procedures relevant to the realization of citizens' rights are available on the OWCP website <http://www.tuzilastvorz.org.rs>.