EU-projekt: Podrška Pravosudnoj akademiji: Razvoj sustava obuke za buduće suce i državne odvjetnike
EU-project: Support to the Judicial Academy: Developing a training system for future judges and prosecutors

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CROATIAN CENTRAL STATE ADMINISTRATIVE OFFICE FOR PUBLIC ADMINISTRATION

("Official Gazette" 78/06, 128/06), consolidated version (21.8.2008)

Pursuant to Article 84, paragraph 2 of Act on civil servants (Official Gazette 78/06) the State secretary of Central State Administrative Office for Public Administration adopts this

ORDINANCE

ON CONTENT OF SPECIAL REPORT ON PERFORMANCE AND EFFICIENCY EVALUATION OF CIVIL SERVANTS

Article 1

By this Ordinance the content of special report on performance and efficiency evaluation of civil servants is determined.

Article 2

The Head of State Office shall evaluate civil servants at the proposal of their direct superior official.
The report model on performance and efficiency evaluation of civil servant shall form an integral part of this Ordinance.

Article 3

The report on performance and efficiency evaluation of civil servants shall comprise:
   1) basic data on civil servant and the workplace
   2) survey of planned work
   3) survey of unplanned work
   4) periodic control on performance and efficiency
   5) proposal on performance and efficiency evaluation
Article 4

The basic data on civil servant and the workplace are: data on state body and internal organisational unit where the civil servant is employed, name and surname of civil servant, name of workplace and the report period covering the performance and efficiency evaluation of civil servant.

Article 5

The survey of the planned work shall comprise the aims and tasks that civil servant should perform, deadlines of the planned work, the date when the civil servant and the direct superior official have defined the planned aims and tasks including their signatures thereof.

Article 6

The survey of unplanned works shall comprise the amendments of the planned aims and tasks (unplanned work) as well as the deadlines of unplanned works. The unplanned works are those the civil servant had performed during the reporting time, which were not predictable thereof.

Article 7

The periodic control of performance and efficiency shall comprise the result of the control of planned and unplanned work, which is determining the implementation and non-implementation of planned and unplanned work, the reasons of non-implementation and the quality performance evaluation, the date of periodic performance and efficiency control, confirmed by signature of civil servant and the direct senior official. The control of performance and efficiency shall be implemented periodically, at least semi-annually.

Article 8

The proposal of performance and efficiency evaluation of civil servant shall comprise the proposal of performance and efficiency evaluation expressed through the grading report ranged from "outstanding" to "failure", explanation of proposed evaluation grade, the signature of the direct superior official and the date of proposed evaluation grade. The explanatory part of the proposed performance and efficiency evaluation shall comprise in short the reasons of proposed specific evaluation in regard to the quality of work and the implementation of aims and tasks executed within the planned period.

Article 9

The remark of civil servant regarding the proposed evaluation shall be implemented in the form of a short statement of reasons giving the explanation why the proposed evaluation is not satisfactory namely by giving a note that he is informed about the evaluation and has no remarks thereof.
Article 10
The opinion about the evaluation proposal shall be implemented in the form of short explanation of reasons, giving the argumentation why the civil servant, being directly under the authority of superior who has proposed the evaluation, shall not accept the proposed evaluation namely by giving a note that he has no remarks regarding the proposed evaluation.

Article 11
The performance and efficiency of the civil servant shall be evaluated by grade report as:

1) "outstanding"
2) "excellent"
3) "good"
4) "satisfactory"
5) "failure"

Article 12
This Ordinance shall enter into force on the eighth day after the day of its publication in the Official Gazette.
Class: 080-07/06-01/01
File No.: 515-05-06-22
Zagreb, 5 July 2006

The State secretary
Antun Palarić, m.p.

REPORT ON PERFORMANCE AND EFFICIENCY EVALUATION OF CIVIL SERVANTS

State Office_______________________________________
Internal organisational unit ___________________________
Name and surname of civil servant _______________________
Work place___________________________________________
Reporting period _________________________________

2. SURVEY OF PLANNED WORKS¹

<table>
<thead>
<tr>
<th>Ordinal number</th>
<th>Planned aims and tasks</th>
<th>Implementation deadline of planned works</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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<td>4.</td>
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</tbody>
</table>
Date                                             Signature

___________________________ _____________________

1 filled in by direct superior official
2 signed by civil servant and direct superior official

3. SURVEY OF UNPLANNED WORKS

<table>
<thead>
<tr>
<th>Ordinal number</th>
<th>Amendments of planned aims and tasks (unplanned works)</th>
<th>Implementation deadlines of unplanned work</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

3 filled in by direct superior official
4 starting with the ordinal number which is continuing after the last ordinal number of the planned works table

4. PERIODIC CONTROL OF PERFORMANCE AND EFFICIENCY

<table>
<thead>
<tr>
<th>Ordinal number</th>
<th>Result of control of planned and unplanned works (implemented-non implemented, non implementation reasons, grade of the implementation quality)</th>
<th>Date</th>
<th>Signatures</th>
</tr>
</thead>
<tbody>
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</table>
5. PROPOSAL OF PERFORMANCE AND EFFICIENCY EVALUATION

Proposed grading:
a) outstanding
b) excellent
c) good
d) satisfactory
e) failure

Explanation:

________________________________________________

________________________________________________

______________________
Date Signature

*filled in by direct superior official

6. REMARKS ON PROPOSED EVALUATION

1. Remarks – explanation

________________________________________________

________________________________________________

2. No remarks

________________________________________________

Date Signature

*filled in by the evaluated civil servant

7. OPINION ON PROPOSED EVALUATION

1. Remarks – explanation
### 2. No remarks

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

10 filled in by the direct superior of the official servant proposing the evaluation grade