I. GENERAL PROVISIONS

Article 1

The activities of the state administration include the immediate implementation of acts, issuing regulations for their implementation, carrying out administrative oversight and other administrative and professional activities.

The activities of the state administration shall be regulated by law.

Article 2

The activities of the state administration shall be carried out by state administration bodies.

The activities of the state administration defined by a special act may be transferred to bodies of local and regional self-government units or other legal persons vested with public authority based on law (hereinafter referred to as: legal persons vested with public authority).
Article 3

State administration bodies are ministries, state administration organisations and state administration offices.

Ministries and state administration organizations are central state administration bodies, while state administration offices are established as state administration offices of the first instance in regional self-government units.

Article 4

For the purpose of carrying out specific state administration activities within the competence of central state administration bodies, regional units may be established in counties, cities and municipalities.

Article 5

For the purpose of carrying out specific state administration activities within the competence of state administration offices in regional self-government units, branch offices may be established in cities and municipalities.

Article 6

Ministers, their deputies and assistants, directors of state administration organisations, as well as their deputies and assistants are officials of the Republic of Croatia.

The officials referred to in paragraph 1 of this Article shall not be allowed to simultaneously perform duties in bodies of legislative authority, judicial authority or act as members of the representative body of local and regional self-government units.

The officials referred to in paragraph 1 of this Article may put on hold their office in bodies of legislative authority, judicial authority or representative bodies of local and regional self-government units, which is incompatible with the duty they have been appointed or elected to perform, and upon termination of their office in state administration bodies, upon their personal request, continue to perform duties in bodies of legislative authority or in representative bodies of local and regional self-government units.

Article 7

State administration activities in the state administration bodies shall be performed by civil servants appointed by public competition, unless otherwise prescribed by law. Technical and auxiliary activities in the state administration bodies shall be carried out by civil service employees.

The rights, obligations, responsibilities and the method of determining the salaries of civil servants and civil service employees in state administration bodies shall be prescribed by regulations on civil servants and employees.

Article 8
The members of national minorities referred to in Article 22, paragraph 2 of the Constitutional Act on the Rights of National Minorities shall be guaranteed representation in ministries and state administration organisations, taking into account their total share in the population of the Republic of Croatia; in state administration offices in regional self-government units their total share in the population of the county shall be taken into account.

The Government of the Republic of Croatia (hereinafter referred to as: the Government) shall supervise the implementation of the representation of national minority members in the state administration bodies.

Article 9

The Government shall coordinate and supervise the performance of state administration activities.

Article 10

The funds for the operation of state administration bodies shall be provided in the state budget.

Article 11

The funds for carrying out state administration activities transferred to the bodies of local and regional self-government units and to legal persons vested with public authority, shall be provided in accordance with the special act under which the authority has been transferred.

Article 12

The operation of the state administration bodies, the bodies of local and regional self-government units and of legal persons vested with public authority in the activities transferred to them shall be public.

The public may be excluded only exceptionally, in cases specified by law.

Article 13

The damage suffered by a citizen, a legal person or another party due to illegal or irregular operations of state administration bodies, bodies of local and regional self-government units or legal persons vested with public authority in state administration activities transferred to them shall be compensated by the Republic of Croatia.

Article 14

In performing activities within their scope, state administration bodies shall be independent within their powers under the law.

Article 15
An appeal may be filed against individual acts, actions or measures of state administration bodies, bodies of local and regional self-government units and legal persons vested with public authority with regard to the state administration activities transferred to them, passed by them in the first instance. In cases when an appeal is not permitted, court protection may be requested.

II. ACTIVITIES OF THE STATE ADMINISTRATION

1. IMMEDIATE IMPLEMENTATION OF ACTS AND OTHER REGULATIONS

Article 16

In directly applying acts and other regulations, state administration bodies, bodies of local and regional self-government units and legal persons vested with public authority shall decide in administrative matters, keep the prescribed registers, issue certificates and other documents, as well as perform other administrative and professional activities.

2. PASSING IMPLEMENTING REGULATIONS

Article 17

Ministers and directors of state administration organisations shall issue ordinances, orders and instructions for the implementation of acts and other regulations when expressly authorised to do so, within the limits of their powers.

Article 18

An ordinance shall elaborate in more detail the individual provisions of an act for the purpose of their application.

An order shall command or forbid certain actions.

An instruction shall prescribe the manner of operation in state administration bodies, bodies of local and regional self-government units and legal persons vested with public authority.

Ordinances, orders and instructions shall be published in the Official Gazette, and shall come into force on the eighth day from their publication at the earliest, unless these regulations exceptionally specify that, for especially important reasons, the day on which they come into force shall be the day of their publication.

3. IMPLEMENTATION OF ADMINISTRATIVE OVERSIGHT

Article 19

In the implementation of administrative oversight, state administration bodies shall supervise the implementation of acts and other regulations and the lawfulness of the operations and actions of state administration bodies, bodies of local and regional self-government units and of legal persons vested with public authority in performing the state administration activities transferred to them.
Article 20

In the implementation of administrative oversight, state administration bodies shall supervise in particular:

1. the lawfulness of operations and actions,
2. decisions in administrative matters,
3. the efficiency, cost-effectiveness and purposefulness in carrying out state administration activities,
4. the effectiveness of the internal organisation and the competence of civil servants and civil service employees in executing state administration activities, and
5. the attitude of civil servants and civil service employees towards members of the public and other parties.

Article 21

If in implementing administrative oversight the state administration bodies find that the law has been broken or that there are irregularities in the adoption of regulations or general acts, in operations or actions, that there are deficiencies in deciding in administrative matters, that the internal organisation is not purpose-directed, that the level of professional competence is not satisfactory or that there is an improper attitude on the part of civil servants and civil service employees towards members of the public they shall carry out measures that fall within their competence in order to eliminate the observed illegal actions or irregularities, in particular by:

1. requesting reports, data and other information on the performance of state administration activities,
2. discussing the state of the implementation of state administration activities, and proposing measures to be undertaken in order to carry out specific state administration activities,
3. initiating a procedure for establishing the responsibility of the pertinent civil servants or civil service employees,
4. directly undertaking, within the scope of their competence, actions belonging within the competence of state administration bodies, bodies of local and regional self-government units or legal persons vested with public authority at the expense of such bodies, when they come to the conclusion that an act or other regulation cannot be implemented in any other way and that a state administration body, bodies of local and regional self-government units or legal persons vested with public authority have not carried out a certain state administration activity within the required or appropriate timeframe,
5. also undertaking other measures prescribed by a special act.
Article 22

Within their competence:

1. the ministries and state administration organisations shall supervise the operation of state administration bodies, the bodies of local and regional self-government units and of legal persons vested with public authority in the state administration activities that have been transferred to them,

2. state administration offices in regional self-government units shall supervise the operation of the bodies of local and regional self-government units and of the legal persons vested with public authority with regard to the state administration activities that have been transferred to them in the county area.

The competent ministry may give orders to the county prefect or the mayor with regard to the implementation of state administration activities transferred to the bodies of a county, city or municipality.

The manner of deciding in a particular, individual administrative matter cannot be determined by an individual order.

4. SPECIAL PROVISIONS CONCERNING INSPECTIONAL OVERSIGHT

Article 23

In the implementation of inspectional oversight, in accordance with a special act, direct inspection shall be made of general and individual acts, the conditions and the manner of work of the legal and natural persons concerned, and measures prescribed by law and other regulations shall be taken so as to bring the state and operations established into conformity with the law and other regulations.

Inspectional oversight shall be performed by inspectors and other civil servants authorised for carrying out oversight, when so prescribed by a special act (hereinafter referred to as: inspectors).

Article 24

Inspection activities shall be performed in the first instance by state administration offices in regional self-government units, in the second instance by central state administration bodies, unless otherwise provided by a special act.

Central state administration bodies may also directly perform inspection activities that fall within the competence of state administration offices in regional self-government units.

Article 25

Inspectors shall carry a special card, as proof of their official status, identity and powers.
The manner of keeping registers and the form of the inspector identification card shall be prescribed by the head of the competent central state administration body.

Article 26

The inspectors shall also be entitled to, in accordance with the law and other regulations, inspect the premises, business documents, buildings, objects, goods and other items of the persons concerned, hold hearings of individuals in administrative proceedings, inspect the documents on the basis of which the identity of persons can be established, and perform other activities in accordance with the purpose of inspectional oversight.

Article 27

In carrying out inspectional oversight, inspectors shall act in such a manner so as not to jeopardise confidential information established as such by law or other regulations.

Civil servants of the state administration bodies, state bodies, bodies of local and regional self-government units and other legal persons shall indicate to the inspector the information that is to be considered confidential according to regulations and their general acts.

Article 28

If he or she should find that an act or other regulation has been violated, the inspector has the right and obligation, under the law or other regulations:

1. to order that the deficiencies or irregularities be eliminated within a given time,

2. to report a criminal offence to the competent state body or impose a misdemeanour sentence under the law or other regulations,

3. to take other measures and perform other activities for which he/she is authorised under special regulations.

Article 29

The inspector shall write up the minutes of the inspection performed, the state of affairs established and the measures taken and the measures and actions ordered.

The inspector shall give one copy of the minutes of the inspection to the natural person or to the official person of the state body, body of local and regional self-government unit or of a legal person.

The inspector shall keep a register of the inspections performed.

Article 30

If the established deficiencies have not been eliminated within the given time, the inspector shall take appropriate measures and actions, within the scope of his or her powers under the law or other regulations.
Article 31

If in implementing inspectional oversight the inspector encounters physical resistance, or if there are reasonable grounds for expecting such resistance, the inspector may request the assistance of authorised official persons of the competent police administration.

Article 32

In performing inspectional oversight, the inspector shall be liable if he or she should fail to take or to order measures or activities which he or she should take or order to be taken under the law or other regulations, if he or she should exceed his or her powers under the law or other regulations, if he or she should fail to file the appropriate report or fail to inform the competent state bodies of the deficiencies established, as well as in other cases prescribed by a special act.

5. OTHER ADMINISTRATIVE AND PROFESSIONAL ACTIVITIES

a) Monitoring

Article 33

State administration bodies shall monitor the state of affairs within their scope by collecting the necessary facts and figures, elaborating appropriate professional documents and in other appropriate ways.

On the basis of professional documents elaborated (reports, studies, analyses etc.) and the knowledge of the state of affairs within their scope acquired in other ways, state administration bodies shall take measures and actions for which they are authorised under the law and other regulations and give proposals for regulations and other acts within their competence to the competent state bodies.

b) Drafting regulations and other professional activities

Article 34

State administration bodies shall prepare drafts of regulations that are within the scope of their activities, draw up expert documents for settling or clarifying certain phenomena, prepare proposals for answers or give answers to questions of the representatives as well as perform other professional activities for the bodies of the executive authority.

Article 35

State administration bodies shall also perform other professional activities that are within their scope, cooperate with institutions both in Croatia and abroad, and within the scope of their competence provide clarifications for legal persons and members of the public.

III. ORGANISATION OF THE STATE ADMINISTRATION

A) MINISTRIES AND STATE ADMINISTRATION ORGANISATIONS
1. Ministries

Article 36

Ministries shall be established for the purpose of carrying out state administration activities in one or more administrative areas. As a rule, in ministries that are established for several administrative areas, administrative organizations shall be established as a part of such ministries. Administrative organizations within the ministry shall be directorates, bureaus and central offices.

Article 37

Ministries shall perform administrative and other professional activities within their scope, in particular, they shall:
1. directly apply acts and other regulations,
2. ensure the implementation of acts and other regulations,
3. prepare drafts of acts and other regulations,
4. decide in administrative matters in the first instance when expressly authorised by law to do so as well as in the second instance, unless otherwise prescribed by law.
5. carry out administrative and inspectional oversight,
6. keep the prescribed registers,
7. monitor the state of affairs within their scope, and propose to the competent state bodies the carrying out of appropriate measures,
8. draw up expert documents for the decision-making procedure in state bodies,
9. secure cooperation between professional and scientific institutions, and propose that the competent state bodies establish certain services and professional institutions.

a) The Minister

Article 38

The Minister shall represent the ministry and manage its work, in particular:
1. implement the policy established by the Government,
2. issue implementing regulations when expressly authorised by law to do so,
3. see to it that acts and other regulations are implemented properly and in a timely manner, in matters of common interest ensure the cooperation of the ministry and state bodies, local and regional self-government units, legal persons vested with public authority and other legal persons,
4. carry out measures, in accordance with the law and other regulations, against civil servants and civil service employees in cases of breach of official duty.

The Minister shall also have other obligations and powers specified by a special act or other regulations.
b) Deputy Minister

Article 39

The Minister may have a deputy. The Deputy Minister shall be appointed and relieved of duty by the Government, at the proposal of the Minister. For his or her work, the Deputy Minister shall be responsible to the Minister and the Government.

The Deputy Minister shall substitute for the Minister in the event of his or her absence or other commitments, and also perform other activities entrusted to him by the Minister.

If no Deputy Minister has been appointed, the Assistant Minister appointed by the Minister shall substitute for the Minister.

c) Secretary General

Article 40

The Secretary General of the ministry shall directly coordinate the work of the internal organisational units of ministries and of the administrative organizations within the ministries, see to the professional training and upgrading of the skills of civil servants and civil service employees during their employment as well as the adequate and orderly use of assets and equipment, supervise the work of civil servants and civil service employees, and carry out other activities entrusted to him or her by the minister.

The Secretary General of the ministry shall be appointed by the Government, on the proposal of the Minister.

For his or her work, the Secretary General of the ministry shall be responsible to the Minister.

d) Assistant Minister

Article 41

A Minister may have one or more Assistant Ministers. The Assistant Minister shall be appointed by the Government, on the proposal of the Minister.

As a rule, the Assistant Minister manages the work of a particular internal organisational unit of the ministry, and also carries out other activities entrusted to him by the Minister.

The Assistant Minister shall be responsible for his or her work to the Minister.

e) Administrative organisations within ministries

Article 42

As a rule, the administrative organisations within the ministries shall be established as:
1. directorates, when established for an administrative area from the scope of a ministry in which mostly administrative tasks are performed, having a certain degree of independence in their work,

2. bureaus, when established for an administrative area from the scope of a ministry in which mostly expert and analytical tasks are performed that require specific method of operation in the ministry. Exceptionally, bureaus may be entrusted with certain administrative activities if so required due to the interconnection between expert and administrative activities.

3. central offices, when established for an administrative area from the scope of a ministry, in which mostly specific economic and economy-related administrative activities are performed, and when the performance of such activities requires a specially organised service, independence in operation and specific method of operation in the ministry.

Article 43

The operation of administrative units established within ministries shall be managed by an Assistant Minister, that is, a Director with the rank of Assistant Minister.

2. State administration organisations

Article 44

State administration organisations shall be established for the purpose of performing state administration operations in one or several administrative areas.

As a rule, state administration organizations shall be established as state directorates, bureaus and central offices.

Article 45

State administration organisations shall perform administrative, professional and other activities within their competence, in particular:

1. investigate and look into specific matters which require specific methods of operation, and which must be carried out within the framework of the state administration,
2. maintain the prescribed registers,
3. decide in administrative matters when expressly authorised by law to do so,
4. carry out administrative, that is, inspectional oversight,
5. prepare drafts of acts and proposals of other regulations,
6. prepare expert documents for the decision-making procedure in state bodies,
7. co-operate with state administration bodies, local and regional self-government units and other legal persons,
8. co-operate at the international level,
9. gather, sort and sift through information of interest to the activities assigned to them,
10. perform other activities established by law and other regulations.

Article 46
The operation of state administration organizations shall be managed by the Director.

The Director shall be appointed and relieved of duty by the Government, on the proposal of the Prime Minister, with the prior opinion of the competent Minister. For his or her work the Director shall be responsible to the Government, that is, to the competent Minister.

The Director shall represent the state administration organization and manage its operation, in particular:

1. ensure the implementation of acts and other regulations,
2. issue implementing regulations when expressly authorised by law to do so,
3. see to it that tasks are carried out properly and in a timely manner and undertake measures for ensuring efficiency of operation, distribute tasks and give work instructions, see to the professional training and upgrading of the skills of civil servants and civil service employees during their employment and to the adequate and orderly use of assets and equipment, as well as undertake measures specified by law, for establishing responsibility when a breach of official duties has been committed.

The Director shall also have other obligations and powers established by law or other regulations.

### Article 47

The Director of the state administration organization may have a deputy.

The Deputy Director shall be appointed and relieved of duty by the Government, on the proposal of the Director. The Deputy shall be responsible to the Director for his or her work.

The Deputy Director shall substitute for the Director in the event of his or her absence or other commitments, and also perform other activities entrusted to him by the Director.

If no Deputy Director has been appointed, the Government shall appoint the person who shall act as substitute for the Director.

### Article 48

The Director of a state administration organisation may have one or more assistants, appointed and relieved of duty by the Government on the proposal of the Director.

The Assistant Director manages the work of an internal organisational unit of an administrative organisation, and also performs other activities entrusted to him or her by the Director.

The Assistant Director shall be responsible for his or her work to the Director.
B) STATE ADMINISTRATION IN A COUNTY, CITY AND MUNICIPALITY

1. State administration offices

Article 49

For the purpose of carrying out state administration tasks in several administrative areas in the area of a regional self-government unit, a state administration office shall be established.

The internal organization of the state administration office shall be determined by a Government regulation.

Article 50

The state administration office in the regional self-government unit shall perform administrative and other professional tasks within the administrative areas for which it has been established, in particular:

1. directly implement laws and other regulations and ensure their implementation,
2. decide in administrative matters in the first degree, unless this has been assigned by a special act to central state administration bodies or legal persons with public authority or entrusted to bodies of local and regional self-government units,
3. carry out administrative and inspectional oversight,
4. monitor the state of affairs within its competence and give proposals to central bodies of state administration on measures for improving the state of affairs in specific administrative areas.

2. Head of the state administration office

Article 51

The operation of the state administration office in the regional self-government unit shall be managed by the Head of the Office.

The Head of the state administration office in a regional self-government unit shall be the top official of that office.

The Head of the state administration office in a regional self-government unit shall be appointed and relieved by the Government, on the proposal of the Minister competent for general administrative tasks, on the basis of a public competition.

For performing duties in the state administration office in regional self-government units, the Head of the Office shall be responsible to the Government and the Minister competent for general administrative tasks.

Article 52

The public competition referred to in Article 51 paragraph 3 of this Act shall be carried out by the ministry competent for general administrative tasks.
Article 53

The Head of the state administration office in a regional self-government unit shall manage the operations of the office, in particular:

1. ensure the implementation of acts and other regulations,
2. see to it that tasks are carried out properly and in a timely manner, coordinate activities within the state administration office and carry out direct supervision over office activities, distribute tasks and give work instructions, see to the professional training and upgrading of the skills of civil servants and civil service employees during their employment and to the adequate and orderly use of assets and equipment, as well as undertake measures specified by law, for establishing responsibility when a breach of official duties has been committed.
3. supervise state administration activities in branch offices in municipalities and cities,
4. safeguard the cooperation of the state administration office in regional self-government units with bodies of local and regional self-government units and legal persons vested with public authority.

Article 54

The Head of the state administration office may have a deputy appointed and relived of duty by the Minister competent for general administrative affairs, on the proposal of the Head of the Office and on the basis of a public competition.

The Deputy Head of the state administration office shall substitute for the Head of the Office in the event of his or her absence or other commitments, and also perform other activities entrusted to him or her by the Head of the Office.

If no Deputy Head of the state administration office has been appointed, the Minister competent for general administrative affairs shall appoint a civil servant who shall perform the tasks of the Deputy Head of the state administration office, for a period no longer than six months.

3. Branch offices of the state administration office

Article 55

For the purpose of carrying out specific state administration tasks within the competence of the state administration office in a regional self-government unit, branch offices may be established in cities and municipalities designated by the Government, on the proposal of the Head of the state administration office.

The branch office shall be managed by the Head of the branch office, responsible for his or her work to the Head of the state administration office in regional self-government units.

C) PERFORMANCE OF STATE ADMINISTRATION ACTIVITIES TRANSFERRED TO LOCAL AND REGIONAL SELF-GOVERNMENT UNITS AND TO LEGAL PERSONS VESTED WITH PUBLIC AUTHORITY
Article 56

Within the scope of the state administration activities transferred to them, bodies of local and regional self-government units and legal persons vested with public authority shall:

1. decide in administrative matters in the first and second degree, when such activities have been expressly placed by law in the sphere of their competence,

2. keep registers specified by law and other regulations, and issue the prescribed certificates and other documents,

3. perform other state administration activities expressly placed within their competence by law.

Article 57

The persons responsible for the expert performance of state administration activities transferred in accordance with the law shall be the county prefect, the mayor, the head of the municipality and the director of the legal person vested with public authority.

Article 58

To civil servants and employees who perform the state administration activities that have been transferred to local and regional self-government units and legal persons with public authority, the regulations governing the professional qualifications and training of civil servants and civil service employees shall apply.

D) INTERNAL ORGANISATION OF STATE ADMINISTRATION BODIES

Article 59

The internal organisation and office operation of state administration bodies shall be regulated by a Government regulation.

The Government regulation shall establish the internal organisation, the names of internal organisational units of state administration bodies and the spheres of their competence, the manner in which they are managed, the approximate number of civil servants and civil service employees necessary for carrying out activities falling within the competence of these units, the manner in which the activities are planned, the office hours, work days and other issues of special importance for the operation of state administration bodies.

On the basis of the Regulation on Internal Organisation of State Administration Bodies referred to in paragraph 1 of this Article, the Ordinance on Internal Order shall establish the number of civil servants and civil service employees needed, as well as their main tasks and activities and the professional requirements necessary for their performance, the powers and responsibilities of such civil servants and civil service employees, and other matters of importance for the work of state administration bodies that are not regulated by the Government regulation.

Article 60
The Ordinance on Internal Order referred to in paragraph 3 of Article 59 of this Act shall be issued:

1. for a ministry, by the Minister,

2. for a state administration organisation, by the Director,

3. for a state administration office in a regional self-government unit, by the Head of the Office

E) RELATIONS OF THE GOVERNMENT OF THE REPUBLIC OF CROATIA WITH STATE ADMINISTRATION BODIES, LOCAL AND REGIONAL SELF-GOVERNMENT UNITS AND WITH LEGAL PERSONS VESTED WITH PUBLIC AUTHORITY, INTERRELATIONS OF STATE ADMINISTRATION BODIES AND THEIR RELATIONS WITH LOCAL AND REGIONAL SELF-GOVERNMENT UNITS AND WITH LEGAL PERSONS VESTED WITH PUBLIC AUTHORITY

1. relations of the Government of the Republic of Croatia with state administration bodies, local and regional self-government units and with legal persons vested with public authority

Article 61

In carrying out oversight over the performance of state administration activities, the Government may:

1. cancel the regulations of state administration bodies and local and regional self-government units on the state administration activities that have been transferred to them,

2. submit to the Constitutional Court of the Republic of Croatia a request for an evaluation of the compliance of the regulations of legal persons vested with public authority in the state administration activities that have been transferred to them with the Constitution and the law,

3. discuss the state of affairs in an individual body of the state administration, a body of a local or regional self-governance unit or a legal person vested with public authority, and determine the measures that such a body, body of a local or regional self-government unit or person must undertake for the purposes of carrying out state administration activities within their competence, and in particular to relieve of duty or to propose relieving of duty the top official of the state administration body, or the legal persons with public authority, in accordance with the Act on Local and Regional Self-Government and the law under which the authority has been transferred to them,

4. initiate a procedure for establishing the responsibility of civil servants and civil service employees,

5. also take other measures in accordance with the law and other regulations.

2. Interrelations of state administration bodies
Article 62

Ministries and state administration organisations shall cooperate and provide expert assistance to each other within the spheres of their competence, provide information about the data recorded in official registers, coordinate their work plans, establish joint expert commissions and task groups for issues of common interest, organise common professional consultations, and also encourage and organise other forms of such cooperation.

Article 63

Ministries and state administration organisations shall provide professional assistance to state administration offices in regional self-government units, in particular handle issues and occurrences connected with the execution of acts and other regulations in a professional manner, provide expertise and clarifications, and organise professional consultations on the methods for implementing acts and other general issues of importance for the proper operation and improvement of the methods and efficiency of operation in state administration offices in regional self-government units.

Article 64

Ministries shall implement administrative oversight of the operation of state administration offices in regional self-government units and undertake appropriate measures, in particular initiate procedures for establishing the responsibility of civil servants, and directly carry out activities within the competence of a state administration office in a regional self-government unit if they determine that an act or some other regulation cannot be executed in any other way and also that the state administration office in a regional self-government unit has not acted in accordance with prior instructions and within the assigned time.

3. Relations of state administration bodies with local and regional self-government units and with legal persons vested with public authority

Article 65

Within their scope, state administration bodies shall supervise the operation of bodies of local and regional self-government units and legal persons vested with public authority in the performance of administrative activities, and in this respect they shall be authorised in particular to:

1. supervise whether the transferred state administration activities are performed correctly, in time and in accordance with the law,

2. discuss the state of affairs in an individual body of a local and regional self-government unit or a legal person vested with public authority, and specify the measures that such a body or a person shall undertake for the purpose of carrying out state administration activities, and in particular discontinue the execution of general acts of bodies of the local and regional self-government units and the legal persons vested with public authority in the state administration activities transferred to them, and propose to the Government of the Republic of Croatia to undertake measures as defined in Article 61, subparagraphs 1 and 2 of this Act, propose the relieving of duty of the top official of the legal persons with public authority, in
accordance with the Act on Local and Regional Self-Government and the law under which the authority has been transferred to them,

3. initiate procedures for establishing the responsibility of civil servants and civil service employees in bodies of local and regional self-government units or in legal persons vested with public authority,

4. also take other measures in accordance with the law and other regulations.

In implementing state administration activities, state administration bodies shall cooperate with bodies of local and regional self-government units and with legal persons vested with public authority, provide them with professional assistance, and in particular, carry out expert analyses of issues and occurrences related to the implementation of acts and other regulations, give them professional opinions and explanations as well as hold expert consultations on the methods of implementing acts and also on other general issues of importance for the proper conduct and improvement of work methods and work efficiency in the area of state administration activities.

IV. THE FUNDS OF STATE ADMINISTRATION BODIES

Article 66

The funds for the operation of state administration bodies shall be determined by the national budget.

By 30 September of the current year, state administration bodies shall submit to the Government of the Republic of Croatia their requests for funds to be provided for the next budget year on the basis of work plans, accompanied by the appropriate statement of reasons.

If during a budget year the extent of the work of state administration bodies should increase considerably pursuant to acts or other regulations, additional funds shall be provided for the purpose of carrying out such activities; if the extent of the anticipated activity should decrease, the funds shall be decreased in proportion to the decrease of the activity of that state administration body.

Article 67

If several state administration bodies have certain common material costs (heating, lighting, cleaning etc.), the Government of the Republic of Croatia may, in consultation with those bodies, decide that the funds for covering such material costs be allocated to only one of the bodies in question.

A state administration body shall maintain the equipment, premises and other assets, insure them in the amount of their actual value, and keep an appropriate register, in accordance with special regulations.

Article 68
A state administration body may use certain items of equipment together with another body of the state administration, with a body of a local and regional self-government unit or a legal person vested with public authority.

The joint use of items of equipment shall be regulated by an agreement between the state administration bodies, the bodies of local and regional self-government units or legal persons vested with public authority.

The Government of the Republic of Croatia may order that two or more state administration bodies shall jointly use items of equipment.

**Article 69**

The top officials of state administration bodies shall decide on the use of funds, the equipment, the purchase or sale of movable items of equipment, transfer of the usage right, the disposal, sale, servitude or lease of such items, up to the amount specified by the Government.

The equipment of state administration bodies may be transferred without compensation only to another state body, for the purpose of performing state administration activities, and also to a local and regional self-government unit or a legal person vested with public authority.

**Article 70**

The top official of the state administration body shall decide on the allocation and use of funds, in accordance with the national budget.

The allocation of funds of state administration bodies shall be made according to a preliminary estimate and the final allocation by the annual statement of accounts of the state administration body.

The preliminary estimate of funds shall be adopted before the beginning of the year it relates to, and no later than 15 days after the adoption of the national budget.

**Article 71**

The top official of the state administration body, as the executing party, and the head of the accounting office shall both be responsible for the use of funds in accordance with the law.

The top official of the state administration body may transfer his or her executing powers to one or more assistant executors, in accordance with regulations.

**Article 72**

The final allocation of funds of state administration bodies shall be performed by the annual statement of accounts.
State administration bodies keep records on the balance and flow of funds in accordance with special regulations.

The Minister for finance shall issue regulations governing the details of the financial and material operations of state administration bodies, as well as the duties, rights and obligations of the executing parties and the heads of the accounting office in state administration bodies, unless otherwise provided by a separate act.

V. RELATIONS BETWEEN STATE ADMINISTRATION BODIES AND MEMBERS OF THE PUBLIC

Article 73

The relations between state administration bodies and members of the public shall be based on mutual cooperation and trust and the respect for human dignity.

State administration bodies shall provide members of the public and legal persons with information, notifications, instructions and professional assistance concerning those activities about which the members of the public and legal persons have contacted the state administration bodies.

State administration bodies shall inform the public about the activities from the sphere of their competence, and report on their work via the mass media or in some other appropriate manner.

Certain reports may be refused only if making such reports public would be a breach of the duty to keep official secrets, or if it would be contrary to other protected interests of members of the public and legal persons.

Article 74

Reports on the performance of state administration activities can be made by ministers, directors of state administration organisations and heads of state administration offices in regional self-government units.

The heads referred to in paragraph 1 of this Article may authorise individual civil servants to make certain reports.

Civil servants authorised to make certain reports shall be personally responsible for their correctness and timeliness. Any unauthorised provision of reports or provision of reports that are not correct or timely shall be a serious breach of official duty.

Article 75

Ministers, directors of state administration organisations, heads of state administration offices in regional self-government units, or the civil servant authorised by them, may hold conferences with representatives of mass media on important issues related to performing state administration activities.
Ministers and directors of state administration organisations may decide that the drafts of those regulations in the preparation of which the public is particularly interested shall be published in mass media, and also invite all interested parties to give their comments on the draft of such regulations.

Article 76

When state administration bodies hold consultations or some other form of professional analysis of issues from the sphere of their competence, the public shall be informed about it via the press or other mass media, and representatives of the mass media shall be allowed to be present.

Article 77

State administration bodies shall organise their work and activities in such a manner that members of the public and legal persons may exercise their constitutional rights and interests protected by law, as well as fulfil their civic duties in a simple and efficient manner.

Article 78

In deciding in administrative matters, it shall not be permitted to request from parties to obtain, in the course of the proceedings, certificates on facts recorded in official registers by state administration bodies, bodies of local and regional self-government units and legal persons vested with public authority. Such certificates must be obtained ex officio.

Article 79

If in administrative proceedings, members of the public and legal persons, or their representatives or attorneys, appear in response to a summons, and if, through no fault on their part, the official action, for which they have been summoned, is not performed, such parties shall be entitled to request compensation for the costs they have incurred.

A decision regarding the compensation for such costs shall be made by the person conducting the proceedings who summoned the party, on the basis of regulations stipulating compensations for witnesses in administrative proceedings.

Against the decision referred to in paragraph 2 of this Article the party may file an appeal to the body competent for deciding in the second instance. If there is no body in the second instance, an administrative dispute against the decision may be initiated directly.

The costs referred to in paragraph 1 of this Article shall be paid from the funds secured for the operation of the body conducting the administrative proceeding. If the official action has not been performed due to a fault or gross negligence on the part of an official person, the compensation paid can be reimbursed at the expense of such an official person.

Article 80

State administration bodies shall enable citizens and legal persons to file objections and complaints about the work of the state administration bodies as well as about the
improper attitude of civil servants with parties addressing them in order to exercise their rights and interests or perform their civic duties.

State administration bodies shall put in a visible place in their offices technical and other means necessary for filing objections and complaints (a box or a book of complaints etc.), and also enable objections or complaints to be stated orally.

Objections and complaints shall be reviewed by the top official of the state administration body to whose work they relate.

The top official of the state administration body shall reply to objections or complaints filed by citizens and legal persons within 30 days from the day of filing.

Article 81

The heads of state administration offices in regional self-government units shall report to the competent ministries and state administration organisations on the measures taken to improve the attitude towards members of the public and towards legal persons, on the objections and complaints filed, important comments and suggestions, as well as on the measures taken in this respect.

Article 82

The number of working hours in a week, the scheduling of office hours in a day and other issues related to office hours of state administration bodies shall be regulated by a Government Regulation.

Article 83

For the purpose of carrying out certain administrative activities, opening days may be organized in places that are outside the places in which county and city offices and their local offices are located.

The head of the state administration office in regional self-government units shall decide what activities will be performed on office days, and also the place and time at which they will be performed.

Citizens and legal persons shall be appropriately informed about the activities that will be performed on office days, and about the place and time at which they will be performed.

Article 84

The names of the state administration bodies shall be affixed on the buildings in which such bodies are located.

The location of offices of state administration bodies shall be displayed on a suitable place in the building.
The names of the civil servants and civil service employees and the names of the activities they perform shall be displayed at the office entrances.

**Article 85**

Direct supervision over the implementation of the provisions of this Act that regulate the conditions and the manner of achieving transparency in the work of state administration bodies shall be carried out by the central state administration body competent for general administration activities.

**Article 86**

Local and regional self-government units as well as legal persons vested with public authority in the performance of state administration activities transferred to them, shall also act as prescribed by the provisions of Articles 82 to 93 of this Act.

**VI. TRANSITIONAL AND FINAL PROVISIONS**

**Article 87**

On the day the Act on the State Administration System (Official Gazette No 75/93) enters into force, the Administration Act (Official Gazette Nos 16/78, 50/78, 29/85, 41/90, 47/90 and 53A/91) shall cease to apply, with the exception of the part regulating working relations of employees in administrative bodies, until the adoption of acts on civil servants and civil service employees and their salaries.

**Article 88**

On the day the Act on Amendments to the Act on the State Administration System (Official Gazette No 15/00) enters into force, State Secretaries in ministries shall cease to perform the duty of State Secretary.

**Article 89**

The internal organization of the state administration office in regional self-government units shall be regulated by a Government regulation within 6 months from the day the Act on Amendments to the Act on the State Administration System (Official Gazette 59/01) enters into force.

The ministry competent for general administrative affairs shall publish a public competition for the position of the Head of the state administration office in a regional self-government unit within 30 days from the day the Act on Amendments to the Act on the State Administration System (Official Gazette 59/01) enters into force.

Until the Head of the state administration office is appointed, the tasks of the Head of the state administration office shall be performed by the county office director appointed by the Government within 15 days from the day the Act on Amendments to the Act on the State Administration System (Official Gazette 59/01) enters into force.

The Head of the state administration office in the regional self-government unit shall pass an Ordinance on the Internal Organization of State Administration within 30 days from the day the provision referred to in paragraph 1 of this Article enters into force.
Article 90

The state administration office in the regional self-government unit shall take over the civil servants and employees in county offices.

Civil servants and employees in county offices shall continue carrying out the tasks they performed prior to the entry into force of the Act on Amendments to the Act on the State Administration System (Official Gazette 59/01) until a decision is made on the basis of the Ordinance referred to in Article 91 paragraph 4 of this Act.

The Head of the state administration office shall issue the decision referred to in paragraph 2 of this Article no later than 30 days from the day the Ordinance on Internal Order enters into force.

Civil servants and employees in county offices who performed the tasks of receiving and sending mail, archiving and other filing operations, that is, other tasks for the needs of the county prefect as well as the administrative departments and services of the county within the competence of its self-government may be taken over by the county on the basis of an agreement.

To civil servants and employees who are not reassigned in accordance with the provision of paragraph 3 of this Article, the provisions of the Act on Civil Servants and Civil Service Employees shall apply.

Article 91

From the day of entry into force of the Act on Amendments to the Act on the State Administration System (Official Gazette 59/01), county offices and their branch offices shall continue operating as internal organizational units of the state administration office in regional self-government units, until the regulation referred to in Article 91 paragraph 1 of this Act has been passed.

State administration offices in regional self-government units shall take over the activities, equipment, filing and other documents, means of operation, financial means as well as rights and obligations of county offices.

State administration offices in regional self-government units shall continue operating on the business premises of the county office.

Business premises in the ownership of the county which were used by county offices acting as state administration bodies and which the counties gained based on the provisions of the Act on Local and Regional Self-Government (Official Journal Nos 90/92, 94/93, 117/93, 5/97, 17/99, 128/99, 51/00 and 105/00) shall continue to be used by state administration offices in regional self-government units under the same conditions of use as the county offices up until the entry into force of the Act on Amendments to the Act on the State Administration System (Official Gazette 59/01).

Ownership rights over the business premises referred to in paragraph 4 of this Article may be arranged between the Republic of Croatia and the county by a special agreement.

Article 92

The Government shall harmonise the Regulation on the Content of the Names of Bodies of State Administration, Local and Regional Self-Government (Official Journal No 25/94) with the provisions of the Act on Amendments to the Act on the State Administration System (Official Gazette 59/01) within 30 days from the day of entry into force of that Act.

Article 93
Administrative bodies of the City of Zagreb shall continue to perform state administration activities until this issue is regulated by a special act.