**

**OPŠTINA ŠAVNIK**

**PLAN INTEGRITETA**

Šavnik, 28.09.2022.god.

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|  |  Plan integriteta |  |
|  |  Opština Šavnik |  |
|  | REGISTAR RIZIKA | PROCJENE I MJERENJE RIZIKA | REAGOVANJE NA RIZIK | PREGLED I IZVJEŠTAVANJE O RIZICIMA |  |
|  | Oblasti rizika | Radna mjesta | Osnovni rizici | Postojeće mjere kontrole | Preostali rizici(rezidualni) | Vjer. | Posljedice | Procjena | Predložene mjere za smanjenje/otklanjanje rizika | Ogovorna osoba | Rok | St. | Kratak opis i ocjena realizacije mjere |  |
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| 1.1 | Rukovođenje i upravljanje |

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| Predsjednik/ca opštine |

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| Zloupotreba diskrecionih ovlašćenja |

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| Izvještaj o radu Predsjednika opštine i organa I službi lokalne uprave |

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| Neadekvatan nadzor nad radom od strane Skupštine opštine |

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| Jačanje transparentnosti rada | Predsjednik/ca Opštine | kontinuirano |

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| 1.2 | Rukovođenje i upravljanje |

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| Predsjednik/ca Opštine |
| Predsjednik/ca Skupštine |
| Sekretar/ka Skupštine |
| Glavni/na administratorka |
| Starješine organa lokalne uprave |

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| Nedozvoljeno lobiranje, drugi nejavni uticaj ili drugi oblici kršenja principa transparentnosti |
| Sukob interesa i narušavanje ugleda organa |
| Primanje nedozvoljenih poklona ili druge nedozvoljene koristi |
| Primanje sponzorstava i donacija suprotno zakonskim odredbama |
| Nepodnošenje izvještaja o prihodima i imovini javnih funkcionera |
| Neblagovremeno rješavanje upravnih predmeta po žalbama u drugostepenom postupku,neadekvatan nadzor nad radom organa lokane uprave |

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| Zakoni i podzakonska akta |
| Interna akta institucije |
| Etički kodeks |
| Zakon o sprečavanju korupcije |
| Zakon o slobodnom pristupu informacijama |
| Zakon o zaštiti podataka o ličnosti |

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| Donošenje odluka pod eksternim uticajem, suprotno javnom interesu;Nedovoljno transprentan rad;Negativna ocjenja javnog mjenja i gubitak povjerenja javnosti u rad predsjednika Opštine, organa lokalne uprave i službi zbog nedovoljne transparentnosti i informisanja javnosti o radu Opštine;Nepoštovanje zakonske obaveze evidentiranja poklona i njihove vrijednosti;Nepoštovanje zakonske obaveze evidentiranja primljenih sponzorstava i donacija i njihove vrijednosti;Sukob interesa;Neobjavljivanje dokumenata na internet  |

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| Puna transparentnost u procedurama odlučivanja u oblastima iz nadležnosti Opštine i Skupštine opštine; | Predsjednik/ca Opštine, | kontinuirano |

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| Predsjednik/ca Skupštine, |
| Sekretar/ka Skupštine, |
| Glavni/na administrator/ka, |
| Starješine organa lokalne uprave |
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| Redovno informisati građane o postupcima izrade i donošenja akata od javnog interesa u cilju njihovog aktivnog učešća; |  | kontinuirano |  |
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| Vođenje evidencije o primljenim poklonima; | Starješine organa i službi |  |  |
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| 1.2 | Rukovođenje i upravljanje |

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| Predsjednik/ca Opštine |
| Predsjednik/ca Skupštine |
| Sekretar/ka Skupštine |
| Glavni/na administratorka |
| Starješine organa lokalne uprave |

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| Zloupotreba korišćenja službenih vozila |
| Nedovoljna zaštita ličnih podataka |
| Neblagovremeno postupanje po zahtjevima za slobodan pristup informacijama |

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| Zakoni i podzakonska akta |
| Interna akta institucije |
| Etički kodeks |
| Zakon o sprečavanju korupcije |
| Zakon o slobodnom pristupu informacijama |
| Zakon o zaštiti podataka o ličnosti |

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| Dostaviti Agenciji za sprečavanje korupcije do kraja marta tekuće godine za prethodnu godinu pisani izvještaj o primljenim sponzorstvima i donacijama sa kopijom dokumentacije u vezi sa tim sponzorstvima i donacijama; |  |  |

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| Obaveze izrade izvještaja u vezi sa zahtjevima za slobodan pristup informacijama; | Starješine organa i službi | kontinuirano |  |
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| Blagovremeno postupanje po zahtjevima za slobodan pristup informacijama; | Starješine organa i službi | kontinuirano |  |
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| Proaktivno objavljivati informacije iz člana 12 Zakona o slobodnom pristupu informacijama uz odgovarajući način zaštite ličnih podataka; | Starješine organa i službi | kontinuirano |  |
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| Edukacija; | Starješine organa i službi | kontinuirano |  |
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| 1.3 | Rukovođenje i upravljanje |

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| Predsjednik/ca Opštine |

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| Narušavanje integriteta institucije |
| Gubitak povjerenja građana u rad službenika i institucije |
| Neadekvatno strateško  |

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| Zakoni i podzakonska akta |
| Interna akta institucije |
| Podjela radnih zadataka |

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| Neadekvatno sprovođenje nadzora i kontrole nad radom organa lokalne uprave i stručnih i posebnih službi |

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| Redovno u toku godine izvještavati o sprovođenju strateških dokumenata, planova i programa | Predsjednik/ca Opštine | kontinuirano |

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| 1.3 | Rukovođenje i upravljanje |

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| Predsjednik/ca Opštine |

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| planiranje rada institucije |

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| Zakoni i podzakonska akta |
| Interna akta institucije |
| Podjela radnih zadataka |

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| Neadekvatno sprovođenje nadzora i kontrole nad radom organa lokalne uprave i stručnih i posebnih službi |

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| 2.1 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| Predsjednik/ca Opštine |
| Predsjednik/ca Skupštine |
| Sekretar/ka skupštine |
| Glavni/na administrator/ka |
| Starješine organa lokalne uprave |
| Rukovodioci odjeljenja |

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| Neadekvatno i neujednačeno obavljanje poslova zbog neodgovarajućeg pravnog okvira za zapošljavanje, stavljanje na raspolaganje, prestanak radnog odnosa i otpremninu, ocjenu rada, obuke, nepostojanje kriterijumaza nagrađivanje službenika |

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| Zakon i pozakonska akta |
| Interna akta institucije |
| Etički kodeks |
| Ocjenjivanje službenika i namještenika |

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| Rizik zapošljavanja neadekvatnog kadra;Nedostatak jasnih pravila za napredovanje;Nedovoljno sredstava iz Budžeta za stručno usavršavanje i osposobljavanje; |

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| Izvršiti analizu postojećeg kadra;Izvršiti procjenu postojećeg kadra za efikasno sprovođenje poslova iz nadležnosti opštine;Prilikom planiranja Budžeta opredijeliti sredstva za stručno usavršavanje zaposlenih;Vršiti redovno ocjenjivanje zaposlenih u skladu sa Zakonom o državnim službenicima i namještenicima; | Predsjednik/ca Opštine | kontinuirano |

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| Glavni/na administrator/ka |
| Starješine organa i službi |
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| 2.2 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| svi zaposleni |

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| Primanje nedozvoljenih poklona ili druge nedozvoljene koristi |

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| Zakoni i podzakonska akta |

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| Primanje poklona suprotno odredbama zakonaNedovoljna informisanost zaposlenih o obavezi prijavljivanja poklona  |

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| Donijeti i objaviti obavještenje kojim će se svi službenici upoznati o obavezi prijavljivanja svih poklona, a neposredni rukovodioci obavezati da ažurno vode evidenciju o primljenim poklonima i izvještavaju nadležnu službu | starješine organa lokalne uprave | kontinuirano |

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| Donijeti interno uputstvo o vođenju evidencije primljenih poklona zaposlenih | Predsjednik/ca Opštine |  |  |
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| 2.3 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| Javni funkcioneri/ke |
| Ostali zaposleni |

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| Povrede profesionalnih, etičkih pravila i pristrasno ponašanje |
| Neetično i neprofesionalno ponašanje prema strankama u postupku |

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| Zakoni i podzakonska akta |
| Etički kodeks |

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| Nerazumljivi i nedorečeni propisi;Zaposleni nijesu dovoljno upoznati sa propisima; |

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| Edukacija o etičkom i profesionalnom poslovanju;  | Javni funkcioneri/ke | kontinuirano |

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| Ostali zaposleni |
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| Pokretanje disciplinskih postupaka |  | kontinuirano |  |
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| 2.4 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| Predsjednik/ca Opštine |
| Predsjednik/ca Skupštine |
| Glavni/na administrator/ka |
| Sekretar/ka skupštine |
| Starješine organa lokalne uprave |
| Lice odgovorno za postupanje po prijavama zviždača |

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| Neprijavljivanje korupcije i drugih nezakonitih radnji |
| Ugrožavanje službenog lica kod otkrivanja i prijavljivanja sumnje na korupciju i druge povrede integriteta |
| Ugrožavanje zaštite podataka |

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| Zakon o sprječavanju korupcije |
| Zakon o zaštiti podataka o ličnosti |
| Zakon o zaštiti diskriminacije na radnom mjestu |

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| Neadekvatno postupanje po prijavama zviždačaNarušavanje zaštite identiteta i prava zviždača |

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| Donijeti interno uputstvo za evidenciju prijava korupcije unutar institucije i postupanje po prijavama, kao i zaštitu identiteta lica koje je podnijelo prijavu | Predsjednik/ca Opštine | kontinuirano |

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| Obavještavati zviždače o mjerama koje su preduzete po njihovoj prijavi | starješine organa lokalne uprave | kontinuirano |  |
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| Postupati po preporukama Agencije za sprječavanje korupcije (u slučajevima kad Agencija sprovodi postupak po prijavi) i izvještavati Agenciju o preduzetim radnjamaPostupati po preporukama Agencije za sprječavanje korupcije (u slučajevima kad Agencija sprovodi postupak po prijavi) i izvještavati Agenciju o  | Lice odgovorno za postupanje po prijavama zviždača | kontinuirano |  |
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| 2.4 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| Predsjednik/ca Opštine |
| Predsjednik/ca Skupštine |
| Glavni/na administrator/ka |
| Sekretar/ka skupštine |
| Starješine organa lokalne uprave |
| Lice odgovorno za postupanje po prijavama zviždača |

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| Neprijavljivanje korupcije i drugih nezakonitih radnji |
| Ugrožavanje službenog lica kod otkrivanja i prijavljivanja sumnje na korupciju i druge povrede integriteta |
| Ugrožavanje zaštite podataka |

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| Zakon o sprječavanju korupcije |
| Zakon o zaštiti podataka o ličnosti |
| Zakon o zaštiti diskriminacije na radnom mjestu |

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| Neadekvatno postupanje po prijavama zviždačaNarušavanje zaštite identiteta i prava zviždača |

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| preduzetim radnjama |  |  |

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| 2.5 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| Predsjednik/ca Opštine |
| Predsjednik/ca skupštine |
| Sekretar/ka skupštine |
| Glavni/na administrator/ka |
| Starješine organa lokalne uprave |

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| Neefikasna i neracionalna kadrovska politika |
| Nerspoloživost potrebnim kadrovskim kapacitetima |

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| Zakoni i podzakonska akta |

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| Nedovoljni kadrovski kapaciteti u određenim službamaKadrovski plan nije usklađen sa potrebama institucijeNeispunjavanje zadataka na nivou organa lokalne uprave |

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| Izvršiti procjenu potrebnog kadra za efikasno sprovođenje poslova iz nadležnosti Opštine | Predsjednik/ca Opštine | kontinuirano |

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| Starješine organa lokalne uprave |
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| Donošenje kadrovsko plana | Predsjednik/ca Opštine |  |  |
| Sekretar/ka lokalne uprave |
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| Unapređenje Pravilnika o unutrašnjoj organizaciji I sistematizaciji radnih mjesta | starješine organa lokalne uprave |  |  |
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| 2.6 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| predsjednik Opštine |
| potpredsjednik Opštine |
| predsjednik Skupštine Opštine |
| sekretar Skupštine |
| starješine organa lokalne uprave |

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| Povrede profesionalnih, etičkih pravila i pristrasno ponašanje |
| Narušavanje integriteta institucije |

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| Plan i program obuka |
| Interna akta institucije |

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| Nedostatak stručnog znanja i vještina kadra Nedovoljno transparentan rad etičke komisije za lokalne javne funkcionere i etičke komisije za lokalne službenike i namještenike |

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| Obezbijediti redovno sprovođenje plana i programa stručnog usavršavanja | predsjednik Opštine | kontinuirano |

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| potpredsjednik Opštine |
| predsjednik Skupštine Opštine |
| sekretar Skupštine |
| starješine organa lokalne uprave |
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| 2.6 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| predsjednik Skupštine Opštine |
| sekretar Skupštine |
| starješine organa lokalne uprave |

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| Povrede profesionalnih, etičkih pravila i pristrasno ponašanje |
| Narušavanje integriteta institucije |

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| Plan i program obuka |
| Interna akta institucije |

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| Nedostatak stručnog znanja i vještina kadra Nedovoljno transparentan rad etičke komisije za lokalne javne funkcionere i etičke komisije za lokalne službenike i namještenike |

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| Sprovoditi obuke zaposlenih o etici i integritetu | predsjednik Opštine |  |

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| potpredsjednik Opštine |  |
| predsjednik Skupštine Opštine |  |
| sekretar Skupštine |  |
| starješine organa lokalne uprave |  |
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| Redovno stručno usavršavanje zaposlenih | predsjednik Opštine | kontinuirano |  |
| potpredsjednik Opštine |
| predsjednik Skupštine Opštine |
| glavni administrator |
| starješine organa lokalne uprave |
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| analiza rada Etičkih komisija | predsjednik SO | kontinuirano |  |
| sekretar Skupštine |
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| 3.1 | Planiranje i upravljanje finansijama |

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| Predsjednik/ca Opštine |
| Sekretar/ka Sekretarijata lokalne uprave |

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| Neadekvatno strateško planiranje i izvršavanje budžeta |

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| Zakoni i podzakonska akta |
| Državna revizija |

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| Neadekvatno planiranje budžeta |

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| Osigurati učešće svih relevantnih subjekata i jedinica prilikom planiranja budžeta | Predsjednik/ca Opštine | kontinuirano |

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| Sekretar/ka Sekretarijta lokalne uprave |
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| Donijeti Internu proceduru o planiranju i pripremi Nacrta Odluke o budžetu  | Predsjednik/ca Opštine |  |  |
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| 3.1 | Planiranje i upravljanje finansijama |

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| Sekretar/ka Sekretarijata lokalne uprave |

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| Neadekvatno strateško planiranje i izvršavanje budžeta |

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| Zakoni i podzakonska akta |
| Državna revizija |

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| Neadekvatno planiranje budžeta |

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| Pohađati relevantne obuke i seminare na temu planiranja budžeta | Predsjednik/ca Opštine | kontinuirano |

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| Sekretar/ka sekretarijata |
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| 3.2 | Planiranje i upravljanje finansijama |

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| Predsjednik/ca Opštine |
| službenik za javne nabavke |

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| Neadekvatno sprovođenje postupaka javnih nabavki |
| Prekoračenje i zloupotreba službenih nadležnosti |

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| Zakoni i podzakonska akta |
| Podzakonska akta |

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| Odstupanje od realizacije aktivnosti predviđenih ugovorima o javno nabavci |

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| Redovno sprovođenje unutrašnjih finansijskih kontrola | Predsjednik/ca Opštine | kontinuirano |

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| Sekretar/ka Sekretarijata lokalne uprave |
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| Postupati po preporukama iz izvještaja o izvršenoj reviziji | Starješine organa lokalne uprave | kontinuirano |  |
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| Podnositi skupštini kvartalne izvještaje o ostvarenim prihodima i rashodima | Predsjednik/ca Opštine | kontinuirano |  |
| Sekretar/ka Sekretarijata lokalne uprave |
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| Donijeti interno uputstvo o praćenju sprovođenja ugovora o javnim nabavkama |  |  |  |
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| 3.3 | Planiranje i upravljanje finansijama |

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| Predsjednik/ca Opštine |
| službenik za javne nabavke |

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| Nedozvoljeno lobiranje, drugi nejavni uticaj ili drugi oblici kršenja principa transparentnosti |

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| Zakoni i podzakonska akta |
| Obaveza sastavljanja izvještaja |

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| Nedovoljna transparentnost javnih nabavki |

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| Donijeti interno uputstvo o praćenju sprovođenja ugovora o javnim nabavkama  | Predsjednik/ca Opštine | kontinuirano |

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| Kvartalno izvještavanje rukovodstva o realizaciji ugovora javnim nabavkama | Starješine organa lokalne uprave | kontinuirano |  |
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| 3.3 | Planiranje i upravljanje finansijama |

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| Predsjednik/ca Opštine |
| službenik za javne nabavke |

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| Nedozvoljeno lobiranje, drugi nejavni uticaj ili drugi oblici kršenja principa transparentnosti |

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| Zakoni i podzakonska akta |
| Obaveza sastavljanja izvještaja |

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| Nedovoljna transparentnost javnih nabavki |

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| 3.4 | Planiranje i upravljanje finansijama |

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| Službenik/ca za javne nabavke |
| Članovi komisija za otvranje i vrednovanje ponuda |

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| Donošenje nezakonitih odluka |
| Iskorišćavanje javne funkcije ili službenog položaja |
| Sukob interesa |
| Nezakonitosti i narušavanje integriteta u postupcima javnih nabavki  |

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| Zakoni i podzakonska akta |
| Mogućnost ulaganja žalbi |
| Obaveza sastavljanja izvještaja |

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| Postoji mogućnost davanja prednosti određenoj firmi kroz neobjektivno bodovanje pristiglih ponuda zbog prijateljskih i rođačkih veza (klijentelizam, nepotizam, kronizam) ili sukoba interesa |

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| Unijeti antikorupcijsku klauzulu u sve ugovore o javnim nabavkama  | Službenik/ca za javne nabavke | kontinuirano |

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| Članovi komisija za otvaranje i vrednovanje ponuda |
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| Provjera izjava o nepostojanju sukoba interesa članova tenderskih komisija i službenika za javne nabavke i obrazaca za imovinu | Službenik/ca za javne nabavke | kontinuirano |  |
| Članovi komisija za otvranje i vrednovanje ponuda |
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| 3.5 | Planiranje i upravljanje finansijama |

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| službenik za javne nabavke |

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| Nedozvoljeno lobiranje, drugi nejavni uticaj ili drugi oblici kršenja principa transparentnosti |

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| Zakoni i podzakonska akta |
| Portal javnih nabavki |

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| Nedovoljna transparentnost javnih nabavki |

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| Objavljivati ugovore i sve anekse ugovora na internet stranici | službenik za javne nabavke | kontinuirano |

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| Objavljivati pozive za učešće u postupcima javnih nabavki i druge dokumente | službenik za javne nabavke |  |  |
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| 3.6 | Planiranje i upravljanje finansijama |

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| službenici koji pripremaju tehničke specifikacije |

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| Iskorišćavanje javne funkcije ili službenog položaja |

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| Etički kodeks |
| Inspekcijska kontrola |

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| Davanje prednosti ođrenoj firmi u procesu javne nabavke, na način da se tehnička specifikacija prilagođava za određenu firmu |

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| Obavezno uključivanje po jednog eksperta iz oblasti na koju se odnosi konkretna javna nabavka u sastav komisije | Službenici koji pripremaju tehničke specifikacije | kontinuirano |

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| 3.6 | Planiranje i upravljanje finansijama |

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| službenici koji pripremaju tehničke specifikacije |

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| Iskorišćavanje javne funkcije ili službenog položaja |

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| Etički kodeks |
| Inspekcijska kontrola |

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| Davanje prednosti ođrenoj firmi u procesu javne nabavke, na način da se tehnička specifikacija prilagođava za određenu firmu |

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| Promjena sistema tako da više eksperta radi na tehničkoj specifikaciji koja ne smije sadržati diskriminatroske kriterijume  | službenici koji pripemaju tehničke specifikacije | kontinuirano |

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| 4.1 | Čuvanje i bezbjednost podataka i dokumenata |

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| Starješine organa i službi |

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| Nesavjestan i nestručan rad |

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| Zakoni i podzakonska akta |
| pojačan službeni nadzor |
| Etički kodeks |
| Edukacija |

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| Nedovoljna zaštita povjerljivih podataka zbog neadekvatnih mjera administrativne zaštite tajnih podtaka |

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| Izvršiti analizu da li su mjere fizičke i tehničke bezbijednosti efikasne i primjenjive | Starješine organa i službi | kontinuirano |

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| Donijeti odluke kojima će se označiti stepen tajnosti podataka koji su u posjedu institucije |  | kontinuirano |  |
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| Vršiti redovne kontrole nad primjenom i razvrstavanjem dokumentacije u cilju sprječavanja gubljenja, oštećenja ili neevidentiranja dokumentacije |  | kontinuirano |  |
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| 5.1 | Izrada i sprovođenje propisa  |

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| Starješine organa lokalne uprave |

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| Kršenje principa transparentnosti kod pripreme i donošenja akata  |
| Nesavjestan i nestručan rad i neblagovremeno i neažurno obavljanje povjerenih poslova |
| Sukob interesa |

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| Zakoni i podzakonska akta |
| Interna akta institucije |
| Obaveza sastavljanja izvještaja |

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| Donošenje odluka pod eksternim uticajem, suprotno javnom interesuTeško razumljivi i nedorečeni propisiPropusti i zloupotrebe u primjeni propisaNeadekvatno pružanje usluga iz nadležnosti SekretarijataNedovoljna transparentnost prilikom donošenja odluka i zaključivanja ugovora o zakupu  |

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| Intenzivirati praćenje sprovođenja od strane neposrednih rukovodilaca | Starješine organa lokalne uprave | kontinuirano |

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| Razmotriti potrebu za organizovanjem dodatnih obuka za određen broj stručnih saradnika | Starješine organa lokalne uprave | kontinuirano |  |
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| 5.1 | Izrada i sprovođenje propisa  |

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| Starješine organa lokalne uprave |

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| Kršenje principa transparentnosti kod pripreme i donošenja akata  |
| Nesavjestan i nestručan rad i neblagovremeno i neažurno obavljanje povjerenih poslova |
| Sukob interesa |

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| Zakoni i podzakonska akta |
| Interna akta institucije |
| Obaveza sastavljanja izvještaja |

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| službenih zgrada i prostorija za potrebe održavanja sportskih, kulturnih, sajamskih, naučnih, stručnih i drugih potreba i manifestacija |

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| Revizija internih akata i uputstava | Starješine organa lokalne uprave |  |

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| Vršiti redovne obuke zaposlenih | Starješine organa lokalne uprave |  |  |
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| Zaposliti kadar sa odgovarajućim stepenom stručnosti | Predsjednik/ca Opštine | kontinuirano |  |
| Starješine organa lokalne uprave |
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| Propisati obavezno potpisivanje izjave o nepostojanju sukoba interesa  | Svi zaposleni | kontinuirano |  |
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| Objavljivanje ugovora na internet stranici opštine | Starješine organa lokalne uprave | kontinuirano |  |
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| 6.1 | Upravljanje kadrovima i vođenje centralne kadrovske evidencije |

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| Predsjednik/ca Opštine |
| Starješine organa i službi |

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| Primanje nedozvoljenih poklona ili druge nedozvoljene koristi |
| Neefikasna i neracionalna kadrovska politika |
| Pogrešan unos podataka u personalni dosije |
| Neocjenjivanje rada zaposlenih |
| Neprepoznavanje lica zaduženog za vođenje kadrovske evidencije i upravljanje  |

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| Zakoni i podzakonska akta |

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| Nedovoljna informisanost zaposlenih o obavezi prijavljivanja poklona;Nedovoljno razvijen nivo svijesti zaposlenih za prijavljivanje korupcije i drugih nezakonitih radnji unutar organa;Favorizovanje zaposlenog prilikom ostvarivanja prava iz oblasti službeničko namješteničkih odnosa; |

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| Upoznavanje svih zaposlenih o obavezama prijavljivanja korupcije;Određivanje lica za evidenciju primljenih poklona;Dostavljanje Agenciji za sprečavanje korupcije podataka o primljenim poklonima;Obezbijediti punu transparentnost u oblasti upravljanja kadrovima; | Predsjednik/ca Opštine | kontinuirano |

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| Starješine organa i službi |
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| 6.1 | Upravljanje kadrovima i vođenje centralne kadrovske evidencije |

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| Predsjednik/ca Opštine |
| Starješine organa i službi |

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| ljudskim resursima |
| Kadrovski plan nije usklađen sa potrebama organa |

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| Zakoni i podzakonska akta |

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| Edukacija i obuka lica za upravljanje ljudskim resursima i vođenje kadrovske evidencije; |

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| Sprovoditi ocjenjivanje rada službenika;Prilagoditi kadrovski plan potrebama organa lokalne uprave;Edukacija; |  |  |

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| 6.2 | Upravljanje kadrovima i vođenje centralne kadrovske evidencije |

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| sekretar Sekretarijata |

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| Narušavanje principa transparentnosti |
| Neadekvatno izvršavanje radnih obaveza |
| Neadekvatna zaštita i bezbjednost službenika u odnosu na upotrebu i korišćenje sredstava za rad |

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| Zakoni i podzakonska akta |
| Interna akta institucije |
| Mjere tehničkog i fizičkog obezbjeđenja prostorija |

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| Nemogućnost sveobuhvatnog praćenja kadrovske politike zbog nepostojanja interne elektronke baze podatakaMogućnost nezakonitog uticaja ili nedostatka motivacije za rad usljed nepovoljnog materijalnog položaja službenikaSlužbenici nijesu dovoljno upoznati sa procedurama zaštite na radu |

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| Razmotriti mogućnost izrade interne elektronske baze podataka | sekretar Sekretarijata | kontinuirano |

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| Razmotriti mogućnost unapređenja materijalnog položaja radnika  | predsjednik Opštine |  |  |
| Starješine organa i službi |
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| 7.1 | Kancelarijsko poslovanje |

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| sekretar Sekretarijata |

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| Nesavjestan i nestručan rad |
| Neblagovremeno i neažurno obavljanje povjerenih poslova |
| Zloupotreba službenog položaja |
| Greške prilikom razvrstavanja dokumenata zbog nedovojlnog boja zaposlenih |

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| Zakoni i podzakonska akta |
| Uredba o kancelarijskom poslovanju |
| Etički kodeks |

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| Neadekvatno postupanje sa službenom dokumentacijom i informacijama zbog nedovoljnih mjera fizičke bezbijednosti i tehničke sigurnostiOdstupanje od pravilnog zavođenja irazvođenja predmetaOdstupanje od pravilnog arhiviranja |

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| Povećati broj zaposlenih na poslovima pisarnice/arhive kako bi se posao efikano obavljao | sekretar Sekretarijata |  |

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| Edukacija zaposlenih u Sekretarijatu i zaduženih u ostalim organima za prijem pošte | sekretar Sekretarijata | kontinuirano |  |
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| Edukacija zaposlenih u Sekretarijatu koji obavljaju arhivske  |  | kontinuirano |  |
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| 7.1 | Kancelarijsko poslovanje |

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| sekretar Sekretarijata |

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| Nesavjestan i nestručan rad |
| Neblagovremeno i neažurno obavljanje povjerenih poslova |
| Zloupotreba službenog položaja |
| Greške prilikom razvrstavanja dokumenata zbog nedovojlnog boja zaposlenih |

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| Zakoni i podzakonska akta |
| Uredba o kancelarijskom poslovanju |
| Etički kodeks |

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| Neadekvatno postupanje sa službenom dokumentacijom i informacijama zbog nedovoljnih mjera fizičke bezbijednosti i tehničke sigurnostiOdstupanje od pravilnog zavođenja irazvođenja predmetaOdstupanje od pravilnog arhiviranja |

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| Pojačan stručni nadzor | Sekretar/ka Sekretarijata lokalne uprave | kontinuirano |  |
| sekretar Sekretarijata |
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| 8.1 | Upravljane konsolidovanim računom trezora, kao i podračunima i drugim računima |

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| sekretar Sekretarijata |

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| Zloupotreba službenog položaja |
| Nepostojanje adekvatne kontrole |

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| Zakoni i podzakonska akta |
| Interna akta institucije |
| Obaveza sastavljanja izvještaja |

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| Nedovoljan stepen stručnosti zaposlenih;Nepotpuna evidencija u trezoru; |

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| Obezbijediti stalnu kontrolu od strane neposrednih rukovodilaca;  | Direktor/ica Uprave lokalnih javnih prihoda | kontinuirano |

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| Rukovodioci odjeljenja |
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| Vršiti provjeru zakonitosti namjenskog trošenja sredstava; | Sekretar/ka Sekretarijata lokalne uprave | kontinuirano |  |
| sekretar Sekretarijata |
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| Obezbijediti stalnu kontrolu praćenja trošenja budžetskih sredstava; | Sekretar/ka Sekretarijata lokalne uprave | kontinuirano |  |
| sekretar Sekretarijata |
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| 9.1 | Utvrđivanje, naplata i kontrola lokalnih javnih prihoda (poreza, prireza, taksi i naknada) |

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| Direktor/ica Uprave lokalnih javnih prihoda |

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| Nepotpuna baza podataka, što uslovljava mogućnost netačnog utvrđivanja i naplate prihoda; |
| Primanje nedozvoljenih poklona, neetičko, pristrasno i neprofesionalno ponašanje prema strankama; |

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| Zakoni i podzakonska akta |
| Interna akta institucije |

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| Nepoštovanje pravila i postupaka utvrđenih zakonom koji regulišu ovu oblast;Neadekvatna informatička podrška;Duga procedura prinudne naplate nenaplaćenih lokalnih javnih prihoda; |

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| Analizirati postojeću bazu podataka i sagledati mogućnost uvođenja novog programskog rješenja; | sekretar Sekretarijata | kontinuirano |

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| koordinator odsjeka za lokalne prihode |
| Direktor/ica Uprave lokalnih javnih prihoda |
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| 9.1 | Utvrđivanje, naplata i kontrola lokalnih javnih prihoda (poreza, prireza, taksi i naknada) |

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| Direktor/ica Uprave lokalnih javnih prihoda |

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| Nepotpuna baza podataka, što uslovljava mogućnost netačnog utvrđivanja i naplate prihoda; |
| Primanje nedozvoljenih poklona, neetičko, pristrasno i neprofesionalno ponašanje prema strankama; |

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| Zakoni i podzakonska akta |
| Interna akta institucije |

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| Nepoštovanje pravila i postupaka utvrđenih zakonom koji regulišu ovu oblast;Neadekvatna informatička podrška;Duga procedura prinudne naplate nenaplaćenih lokalnih javnih prihoda; |

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| Vršiti redovnu kontrolu evidencije o primljenim poklonima; | Direktor/ica Uprave lokalnih javnih prihoda |  |

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| 10.1 | Poslovi u vezi sa imovinskim pravima i ovlašćenjima na državnoj imovini kojom raspolaže i koju koris |

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| Savjetnik za imovinsko-pravne poslove |
| sekretar Sekretarijata |

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| Netačna i nepotpuna evidencija imovine opštine; |
| Povrede profesionalnih, etičkih pravila i pristrasno ponašanje; |
| Zloupotreba službenog položaja |

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| Zakoni i podzakonska akta |

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| Neblagovremena obrada podataka iz oblasti imovine Opštine;Nepoštovanje zakona i drugih propisa;Netransparentno upravljanje imovinom; |

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| Vođenje evidencije o svojinsko-pravnim promjenama; | Sekretar/ka Sekretarijata lokalne uprave | kontinuirano |

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| sekretar Sekretarijata |
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| 14.1 | Spašavanje i zaštita ljudi i imovine od požara, eksplozija, havarija i drugih akcidentnih i vanredni |

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| Komandir/ka službe zaštite i spašavanja |
| Zaposleni u službi zaštite i spašavanja |

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| Neadekvatno postupanje u slučaju elementarnih nepogoda; |
| Neadekvatna ili neblagovremena nabavka opreme; |

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| Zakoni i podzakonska akta |

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| Nedovoljan broj stručnog kadra;Nastanak posljedica usljed prirodnih nepogoda (suše, požara ili poplave...); |

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| Saradnja sa subjektima čija su sredstva i djelatnost rada u funkciji zaštite i spašavanja;Edukacija službenika; | Komandir/ka Službe zaštite i spašavanja | kontinuirano |

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| Edukacija zaposlenih u službi zaštite i spašavanja; | Komadir/ka Službe zaštite i spašavanja | kontinuirano |  |
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| 14.1 | Spašavanje i zaštita ljudi i imovine od požara, eksplozija, havarija i drugih akcidentnih i vanredni |

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| Komandir/ka službe zaštite i spašavanja |
| Zaposleni u službi zaštite i spašavanja |

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| Neadekvatno postupanje u slučaju elementarnih nepogoda; |
| Neadekvatna ili neblagovremena nabavka opreme; |

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| Zakoni i podzakonska akta |

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| Nedovoljan broj stručnog kadra;Nastanak posljedica usljed prirodnih nepogoda (suše, požara ili poplave...); |

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 Menedžerka integriteta, Predsjednik,

 Milijana Ašanin mr Jugoslav Jakić

 Br. 02-018-082/22-1850/1

 Šavnik, 28.09.2022.godine.