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СТАЛНА КОНФЕРЕНЦИЈА
ГРАДОВА И ОПШТИНА

Mechanisms for achieving gender equality at the local level

**MECHANISMS FOR
ACHIEVING GENDER
EQUALITY AT THE LOCAL LEVEL**



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The Constitution of the Republic of Serbia stipulates that the state shall guarantee equality of women and men at all levels and shall develop the policy of equal opportunities (Constitution of the Republic of Serbia, Article 15), which leads to foundation of institutional mechanisms for improvement of gender equality at the national, provincial and local level, and with the adoption of the Law on Gender Equality (Official Gazette of RS, no. 104/09) local self-government units are under obligation to form such bodies and/or appoint an employee in charge of gender equality. Also, a large number of international documents support or even require such efforts.

Since the rights, needs and interests of male and female citizens are most directly accomplished and satisfied in the local community, such legal solutions should contribute to the improvement of this field and creating conditions for complete equality of women and men at local level.

We would like to remind that, so far, only some local self-governments have had established bodies dealing with gender equality, although, starting from 2002, considerable efforts have been made to establish such bodies. The OSCE, the Ministry of State Administration and Local Self-Government, the National Assembly, the Provincial Secretariat of Labor, Employment and Gender Equality have participated in these efforts and the Directorate of Gender Equality has considered this issue its priority task ever since its establishment.

All of the above brings us also closer to European values and European standards, wherein the discrimination of women is unacceptable, and this presents the foundation for respect of basic human rights, as well as the prerequisite of sustainable development in the 21st century, which can no longer ignore the potential of women.

Natalija Mićunović, PhD
Director of the Gender Equality Directorate

Participation of women in public life of local communities and especially in decision making processes presents a fundamental basis of good management and democracy in a society and in a state. In recent years, modern Europe, its institutions and organizations, and in particular the Council of Europe, have increasingly indicated the need and benefit of inclusion of women in public life.

Equal participation of women at all levels of political decision making is also one of the basic prerequisites for the accession of Serbia into the European Union, as well as the establishment and respect for laws guaranteeing equal rights to women and men.

The Standing Conference of Towns and Municipalities, as an association representing all local governments of Serbia, has recognized the problem of non-equality of women and men in our society, and has undertaken the obligation to give its maximum in order to mitigate non-equality, and gradually eliminate it in full.

The General Secretary of the Standing Conference
of Towns and Municipalities
Djordje Staničić

Mechanisms for Gender Equality at the Local Level – Activities of the OSCE in the period 2002 - 2010

In the last several decades, Serbia has been facing substantive changes within social and political transformation. The aspirations towards the accession to the European Union, as well as a comprehensive reform of state and social system have led to improvement of gender equality policies and equal opportunities, in order to secure successful implementation of these policies.

In this context, in 2002, the OSCE Mission to Serbia (previously known as the OSCE Mission to Yugoslavia) initiated a ***pilot project Appointment of Persons in Charge of Gender Equality at the Local Level***. The objectives of this project were to eliminate gender-based discrimination, strengthen the position of women in politics and establish principles of equal opportunities in local communities. In addition, the intention of the project was to encourage the political will which would lead to administrative reforms to reflect gender equality and include a gender perspective, especially in relation to allocation of budgetary funds, as well as implementation development programs at the local level.

The main objective of this project was to create possibilities, at a later stage, to have the **official presence of persons in charge of gender equality as employees with a permanent mandate in local executive structures**.

This project consisted of four stages, and each of these phases included training of persons in the field of gender equality in twenty new municipalities at a time. Before the completion of the project in 2008, the OSCE had trained several hundred employees of local administrations, male and female councilors as well as the representatives of non-governmental sector in the following municipalities and districts: Aleksinac, Arandelovac, Belgrade (town assembly), Bor (district), Boljevac, Bujanovac, Valjevo, Velika Plana, Vrbas, Vrdnik, Žitište, Zaječar, Zrenjanin (town) and (district), Jagodina, Kladovo, Kovačica, Kučevo, Kikinda, Knjaževac, Kragujevac, Kruševac, Loznica, Lebane, Majdanpek, Medveđa, Negotin, Nova Crnja, Niš (district), Niš (town assembly), Novi Sad (town assembly), Novi Pazar, Novi Bečej, Požarevac (district), Piroć, Prokuplje, Preševo, Priboj, Prijepolje, Ruma, Sremska Mitrovica, Sombor, Subotica, Sečanj, Senta, Sjenica, Topola, Tutin, Užice and Čačak.

Also, the OSCE prepared a training program for the education of persons who will be in charge of gender equality and established partnerships with similar program, which had already been initiated in the region, such as Women Can Do It and the programs of the National Democratic Institute (NDI). Also, all of the activities of the OSCE were supported by all the relevant state structures such as gender equality mechanisms and the Ministry of Local Self-Government. More recently, the OSCE has made contacts and established excellent co-operation

with the Standing Conference of Towns and Municipalities, which has been intensively dealing with all the issues of importance in local life, including the issue of gender equality.

Despite various difficulties, all the municipalities have enthusiastically accepted the idea since the very beginning, including those municipalities that had not been included in the OSCE's project. It was obvious that the need to establish the principle of gender equality at local level was becoming important and there were more participants with various programs and initiatives (for example, the program of gender budgeting at the local level implemented by UNIFEM).

At the moment, there are approximately 70 different forms of local gender equality bodies in Serbia. These bodies are established in accordance with the statute of municipalities or towns, as commissions, councils or committees, as standing or provisional bodies of local assemblies of municipalities and towns, or a municipality designates a person in charge of gender equality, and the enthusiasm to become more familiar with the needs of male and female citizens at local level has not decreased or ceased. On the contrary, it seems that the adoption of the Law on Gender Equality and the Article related to the issues of gender equality at local level have been a strong incentive for the issue of equal opportunities for women and men.

During 2009, towards the end of the activities within the project of Appointment of Persons in Charge of Gender Equality at the Local Level, the OSCE Mission also engaged Marijana Pajvančić, Professor PhD, to summarize practical experience and experience resulting from legal and strategic documents and prepare a description of competences and models of local mechanisms for gender equality. The brochure also contains municipal and town decisions on foundation of relevant bodies, in order to enable municipalities and towns in Serbia to have good practices they could follow.

The OSCE Mission would like to take this opportunity to thank all women and men who have eagerly participated in the activities aimed at the improvement of the status of women and equal opportunities in their related municipalities since 2002. We also believe we have made good grounds for future activities in this field for both non-governmental organizations and mechanisms of gender equality at all levels.

Daiana Falloni
Head of Democratization Department
The OSCE Mission to Serbia

LOCAL MECHANISMS FOR GENDER EQUALITY

“Local and regional governments play, and must play, a crucial role in implementation of the right to equality of their citizens and residents, in particular of women and men, in all areas of their responsibilities” (the Preamble of the European Charter for Equality of Women and Men at the Local Level)

Part I

Normative framework – proposal of provisions that are desirable and useful to be included in the normative documents of a local community

In compliance with the intention to integrate gender equality in social policies created at all levels of power, it would be useful to adjust the institutional normative framework and make it a suitable for implementation of the policy of equal opportunities not only at the level of organization of central power and the Autonomous Province of Vojvodina, but also at the level of local self-government units. This is particularly important because the largest number of individual rights of male and female citizens is accomplished in the local community and their everyday needs and interests are directly satisfied.

Arguments:

The European Charter for Equality of Women and Men at Local Level stresses the following as the basic initial principles for achieving equality of women and men:

- Equality of women and men as a fundamental right and an obligation of local communities to implement this right in all areas of their jurisdiction, as well as an obligation to eliminate all forms of direct or indirect discrimination.

- Overcoming and eliminating multiple instances of discrimination and disadvantage based on gender differences as well as on differences in race, color, ethnic and social affiliation, genetic characteristics, language, religion or beliefs, political or other opinion, affiliation to national minority, property, birth, disability, age, sexual orientation or social and economic status.
- Equal opportunities for participation of women and men in decision making processes as a precondition of a democratic society, which also means undertaking of special measures by local authorities and adoption of necessary strategies with the aim to promote and accomplish equal representation and participation of women and men in all segments of administration.
- Elimination of gender stereotypes, as a key factor for achieving equality of women and men, therefore local authorities must encourage elimination of stereotypes and obstacles upon which the inequalities in status and position of women are based, and which give rise to the unequal evaluation of roles of women and men in the society.
- Integration of gender perspective in all activities of local community is a condition for achieving equality of women and men and in accordance with this gender equality, in particular women's experiences at local level, including their living and working conditions, must be analyzed and taken into account when drafting strategies, methods and instruments effecting everyday living of local population.
- Action plans and programs and means for their implementation are the instruments for improving gender equality not only at the level of central power but also in local communities. That is why local communities are assigned a task to adopt local action plans to achieve equality of women and men and ensure financial funds necessary for their implementation.

In addition, a part of arguments directly contributing to establishment of institutional mechanisms of gender equality in local life could also be found in other international documents and in the Constitution of the Republic of Serbia¹. For example, one of the conclusions of the Inter-Parliamentary Union indicates the use of non-discriminatory expressions in legal regulations. The Constitution of the Republic of Serbia, as the fundamental and supreme legal document in the legal system, contains several provisions relevant for the establishment and institutionalization of mechanisms for gender equality at local level:

1. Recently adopted Law on Gender Equality (adopted on December 11, 2009) in Article 39 regulates the issue of gender equality at local level and ensures stability of local mechanisms for gender equality in order to provide sustainability so it is not directly influenced by the change of assembly majority in the local community, as it was the case before.

Obligations of Bodies of Local Self-Government Units

Article 39

Within their competence, the bodies of local self-government units shall ensure gender equality and accomplishment of equal opportunities.

Local self-government units shall encourage and improve gender equality within their competence and affairs related to gender equality.

During the process of adoption of development plans and other documents, the competent local self-government units shall consider measures and activities in the function of gender equality and accomplishment of equal opportunities.

Within existing organization and articles of internal organization and job description, local self-government units shall establish a permanent working body or appoint an employee in charge of gender equality and accomplishment of equal opportunities, in accordance with this law.

- It shall oblige all state bodies, also including bodies established in a municipality and in other units of local self-government to implement the policy of equal opportunities and to relate this policy explicitly to accomplishment of equality between women and men (Article 15);
- It shall provide for an option to set up special measures in order to accomplish equality of persons or a group of persons who are essentially in an unequal position, and to define non-discriminatory nature of such measures (Article 21 paragraph 4).
- It shall govern the right of citizens to free legal aid, which presents an integral part of the entire system of protection of human and minority rights (Article 67);
- It shall guarantee the right of municipalities and other units of local self-government to define independently, within the frameworks prescribed by the Constitution and law, the organization and competences of their bodies and public services (Article 179).
- It shall establish competence of municipalities in the area of human rights, including the right of municipalities to take care of establishment, protection and promotion of human and minority rights (Article 190 paragraph 3).

1. As for the statute of the municipality, it would be useful and desirable to incorporate in it some of the following provisions concerning the accomplishment of equality of women and men at the local level

1.1. Use of non-discriminatory terminology in legal regulations

The introduction of non-discriminatory terminology in local regulations may be approached in two ways: either by simultaneously using both genders in the documents of the local community (e. g. for a male president/for a female president) or by prescribing non-discriminatory terminology in the statute by a general provision and setting up grounds to use non-discriminatory terminology in the documents to be adopted by the bodies of local community. This provision should be systematically contained in the introductory – general provisions of the statute because it is of principled nature.

This provision might read as follows:

“All nouns used in this document and in all other general and individual acts of the local community and its bodies in male gender shall be also used in female gender.

Nouns describing official positions and functions in the municipality may only be used in the form expressing the gender of persons holding them.”

1.2. General provision guaranteeing equality of women and men in the local community

The provision of the statute of the municipality making the obligation of the municipality to take care of the accomplishment of human and minority rights operative should be systematically contained in the introductory and general provisions of the statute because it is of general nature.

This provision might read as follows:

„Within its competence, the municipality shall take care of the accomplishment of equality of women and men in the territory of the municipality.”

1.3. The obligation of the local community to conduct, according to the Constitution and law, and within the competence of the local community and its bodies, the policy of equal opportunities aimed at accomplishment of equality of women and men

Since the policy of equal opportunities is not only implemented at the level of the Republic or the autonomous province but at the level of the local community as well (municipality, town), the obligation of the local community to conduct the policy of equal opportunities within its competences should be incorporated in the regulations governing the rights and duties of the local community prescribed by the Constitution and law, which make their contents operative. Because of its general nature, following the Constitution of Serbia, this provision should be contained in the general and basic provisions of the statute of the local community.

This provision might read as follows:

“Within its competence, the municipality is obliged to conduct the policy of equal opportunities aimed at accomplishment of equality of women and men and in order to eliminate all forms of non-equality or non-equality of positions and rights.”

1.4. Establish an option for prescribing and adopting special measures in the local community within the competence of the local community

The instruments used to implement the policy of equal opportunities and accomplish equality of persons or a group of persons who are in essence in unequal position are the special measures for elimination of discrimination. Since the municipality is one of the subjects having a constitutional obligation to conduct the policy of equal opportunities, special measures being the instruments to accomplish such a policy, the municipality should also have, within its competence, an option to prescribe special measures in order to accomplish equality of women and men, within the local community as well. In addition, an explicit provision of the statute is also required denying discriminatory nature. Contrary-wise, special measures could be contested before the Constitutional Court as

discriminatory. In the composition of the statute of the municipality, the provision on special measures and their non-discriminatory nature should be contained in the introductory, basic provisions because it is a general rule.

This provision might read as follows:

“Within its competence, the municipality shall undertake special measures in order to eliminate or substantially mitigate unequal status of women and men and all persons in such a position.

Special measures to be undertaken by municipality within its competence are not considered discrimination.”

1.5. Obligation of municipality and its bodies to take care of protection and accomplishment of equality of women and men

The Constitution, in general, shall oblige the local community to take care of protection, improvement and accomplishment of human and minority rights and freedoms in the local community. This obligation shall be accomplished by the local community within its competences, according to the Constitution, law and statute of the local community. Since the provision of the Constitution is general, and the Law on Local Self-Government does not prescribe its contents in details, the statute of local community is a general legal act which could make the scope of work of local community operative.

This provision might read as follows:

“Within its competence, the municipality shall take care of the protection and improvement of accomplishment of human and minority rights at the territory of municipality.

Within their competences, the municipal bodies:

- monitor the accomplishment of human and minority rights at the territory of municipality;
- propose and undertake the measures to improve the accomplishment of human and minority rights at the territory of municipality;
- propose and undertake the measures to protect human and minority rights, take care of organization and organize protection of human and minority rights in the territory of the municipality;
- take special care of equality of women and men, as well as establishment and implementation of equal opportunities for accomplishing the rights of persons or a group of persons who are essentially in unequal position at the territory of municipality.

The protector of citizens’ rights (ombudsman) is established as an integral part of the system of protection of human and minority rights at the territory of municipality, as well as the municipal service of free legal aid.”

1.6. The right to equal opportunities for participation in decision making process related to public affairs and the right to equal representation of women and men in local self-government units

The right of citizens to participate in the decision making process related to public affairs, as one of the basic democratic principles based on the assumption of equal opportunities for participation in the public life of the local community. Local community itself also has an opportunity to promote active participation of male and female citizens in political life of the local community and to encourage such participation by special measures. In addition, the local community may particularly promote and encourage the participation of women and men from the minority groups and from the multiply discriminated groups in the public life.

This provision might read as follows:

“Male and female citizens of the municipality shall have the right to participate in the decision making process related to affairs within the competence of municipality, directly and through their directly elected representatives, actively and under equal conditions and without discrimination.

Within its competence, the municipality may prescribe special measures aimed at the accomplishment of the right referred to in paragraph 1 of this Article. Special measures to be undertaken by the municipality shall particularly encourage the participation of women and men from the minority groups and from the multiply discriminated groups in the public life.

Municipal bodies are particularly obliged to ensure equal representation of women and men during elections, appointments and nominations to be decided on by the municipal bodies. Municipal bodies shall provide 50% of the representatives of less represented gender, which shall never be under 30% for all positions which require election or nomination.

At least one position of president/vice-president of the assembly of the municipality shall be provided for less represented gender.”

1.7. Establishment of institutional mechanisms for gender equality within the municipality

The establishment of institutional mechanisms for achieving gender equality at the local level is a prerequisite for implementation of the policy of equal opportunities created by central government, as well as by self-government units. The main goal of institutional mechanisms for achieving gender equality on the local level is to secure equality of women and men in local communities, within the scope of work of local community and local bodies.

When selecting specific institutional solution it is necessary to coordinate **two basic and equally important requirements:**

- A requirement to establish local mechanisms for achieving gender equality, as an integral part of the structure of local power in order to enable them to participate directly in the decision making process related to issues within the competence of local self-government (a body with the municipal assembly), in order to enable them

to participate actively in the process of proposing the decisions, as well as to be directly involved in implementation (a body with the municipal administration or as one of the services of the president of the municipality/major) and be able to directly react in case of violations of gender equality or violations of the rights guaranteed by the statute and other regulations of the municipality related to gender equality (e. g. a person with the local ombudsman office), and to work actively and directly in the local communities on the accomplishment of gender equality (e. g. a contact person or a body with office of the local community council) and

- A requirement to have a rational organizational form of activities and rational use of local resources.

One should be guided by the concrete circumstances and the needs of the local community wherein an institutional mechanism for achieving gender equality is being established. In accordance with this, the statute of the municipality² should generally contain an option to form local institutional mechanisms for gender equality, profile and define their basic competences, guarantee budgetary support to the activities of local mechanisms of gender equality and refer to the decision on the general act defining more precisely other issues of importance for the status, competence and method of activities of institutional mechanisms of gender equality at local level.

The provision of the statute might read as follows:

Institutional mechanisms for accomplishment of gender equality are established in municipality.

Institutional mechanisms for gender equality enable accomplishment of equality of women and men in the local community and within the competence of the local community they actively participate in the decision making related to the issues of importance for the accomplishment of gender equality of women and men, in particular of multiply discriminated persons and in order to achieve this:

- they participate in drafting, proposing, considering and issuing opinions on the proposed decisions and other regulations and general acts of municipality, from the standpoint of accomplishment of equality of women and men and their influence on the status and implementation of the rights of women and men in local community;
- they participate in the drafting, proposing, considering and giving opinions on strategic documents of the municipality (development plan and program of municipality; spatial and urban planning documents; budget; investment policy and capital investments, etc.) in respect to the accomplishment of equality of women and men and the influence they have on the status and rights of women and men in the local community;
- they participate in the drafting, proposing, considering and giving opinions on the special measures to be undertaken by municipality within its competences with the aim to improve equality of women and men in certain fields, and particularly equality of multiply discriminated persons;
- they participate in the drafting of indicators and monitor the implementation of municipal regulations,

² At this moment the Law on Local Self-Government does not govern institutional mechanisms for gender equality at the local level. Since the above mentioned Law does not prohibit the establishment of institutional mechanisms for gender equality in the local community under the circumstances not governed by the law, the statute of municipality may establish a legal framework for their establishment at local level. The attachment points out the statutory framework and the grounds of establishment of institutional mechanisms for gender equality at local level, while the annexes contain concrete practical examples of decisions establishing various modalities of local gender equality bodies.

strategic documents of municipality, budget, as well as the effects of special measures on the accomplishment of equality of women and men in municipality;

- they actively take part in promotion of principles of equality of women and men at local level and in overcoming stereotypes;
- they propose programs, organize and actively participate in organization of continuing training of employees in municipal units working on achieving of equality of women and men;
- they initiate, propose, consider and give opinions on the proposals for the election and appointments from the standpoint of accomplishment of the right to equal representation of women and men in political life of the municipality (municipal administration, public services, management structures in schools, health institutions and social care institutions, institutions for children, cultural institutions, etc.);
- they monitor adherence and application of international standards on gender equality in the local community in regulations, policies and measures undertaken by municipality and its bodies, in particular in the fields of: education, health, labor and employment, human rights of women, violence against women, equal representation of women at decision making positions, finances and budget, institutions and mechanisms to accomplish gender equality, etc; they notify violation of standards in public and propose measures for their respect and application;
- they cooperate with the local institutional mechanisms to accomplish gender equality in other municipalities;
- they also perform other activities within the competence of municipality, which relate to accomplishment of equality of women and men in municipality, as prescribed by the Constitution, laws and the statute of municipality.

Municipality issues decision prescribing in more details which local institutional mechanisms are to be set up in the municipality, their compositions, method for election of the members, makes their competences operative, specify organization and method of operation and defines other issues of importance for the local institutional mechanism of gender equality.“

2. Which issues need to be precisely defined in the Rules of Procedure

The following issues need to be regulated in the Rules of Procedure of the assembly of the municipality and in the Rules of Procedure of the local institutional mechanism for achieving gender equality:

2.1. Organizational issues:

- Establish a standing working body of the assembly of municipality in charge of gender equality (and equal opportunities).³ Possibly, if there are ways, the position of the male/female advisor to the president of the assembly of the municipality in charge of gender issues should be set up.

³ The name for local institutional mechanisms should be considered because different names exist. I think there are arguments to advocate the name of the Commission on Gender Equality and Equal Opportunities, if it is to be a working body of the municipal assembly.

- Define the number and the structure of male/female members of this body. The body would have two types of members of different status. The members of the permanent composition shall participate in the decision making process and the members of the extended composition shall take part in the examination of issues, but they do not have the right to decide. The permanent composition (mixed) should include 50% of women and 50% of men as well as the representatives of NGOs. The extended composition should include male and female experts in the fields concerned, depending on the subject in the agenda.
- Prescribe the procedure for election of the members.
- Make the competences of the working body of the assembly operative:
 - According to the fields of activities (e. g. development plans and programs, local strategies and strategic documents, budget, utilities, social care, health care, etc.)
 - According to the degree and capacity of the powers (e. g. initiation, submission of proposals, consideration, provision of opinions, participation in decision making process, etc.).

2.2. Procedural issues⁴ - establish procedures and prescribe procedural rules to provide:

- Institutional framework and procedural assumptions to enable, under equal conditions, the accomplishment of the right of women and men to participate in the decision making process providing equal, impartial, just and timely acceptable resolution of issues of importance for their status, rights and needs.
- To set up and define a set of minimal procedural standards, which create favorable environment for equal opportunities for equal participation of women and men in the decision making process;

The set of minimal procedural standards might relate to:

- The right of the gender equality assembly body to equal access to information relevant for the decision making process and the obligation of the municipal units to ensure the same;
- Set up the procedures ensuring regular, timely and complete information on the issues that are planned to be included in the agenda of the assembly session, using modern communication technologies;
- An obligation of proposer of the decision to explain his/her proposal, as well as that the components of the explanation are related to realization of effects (potential consequences) of the application of the decision to women and men;

⁴ In respect of procedural rules, please note the option to apply analogly to mentioned basic rules and principles and other institutional mechanisms of gender equality as well, which are to be set up at local level. In such cases, procedural rules would be defined in the rules of procedure of the body within which local mechanisms for gender equality are to be established, or in the rules of procedure of the local mechanism for gender equality.

- Set up procedural rules, primarily how to plan the activities of the municipal assembly, which shall ensure that the assembly body in charge of gender equality (male/female president of this body) is included in the drafting of the agenda of the municipal assembly session;
- Procedural rules including the obligations to consult the assembly's gender equality body related to definition of local policies, drafting of strategic planning documents, budgetary process, adoption of decision in the domain of municipal competences, namely of other units of local self-government;
- To set up special rules how to consult and how to take part in the decision making process in the municipality in case of multiply discriminated persons;
- Depending on the issue in the agenda, if necessary (if possible) and under the request of the assembly's gender equality body or under the request of a certain number of councilors (this is compulsory), arrange special consultations with women (the women's board, NGOs, etc.).

- Make the contents of consultations operative and define the scope and quality of participation in decision making process. Depending on the issue in the agenda of the municipal assembly, as well as on the effects and consequences of the decision of the municipal assembly to the resolution of the status of women and men, define quality and scope of powers of the assembly's gender equality body in the process of consultations. Consultations may have the following forms:
 - To arrange previous discussion on the proposal;
 - To request to arrange public discussion on the proposal;
 - To give an opinion on the proposal;
 - To submit amendments to the proposal;
 - To submit own proposal;
 - To approve the decision and regulate the consequences in case of lack of approval: the adoption of the decision is not possible without the approval (blocking of decision making process); remittal of the decision to re-consideration (procedure for solution of blockade of decision making process);
 - The right to file a request to schedule municipal referendum (previous, subsequent, optional, compulsory, advisory), etc.

3. What should be regulated in the municipal decision which prescribes the method of election of the bodies of the local community office or in the statute of the local community office?

In the decision or in other general legal act of the municipality governing the status of local community offices it would be useful to specify how to elect its bodies, as well as the affairs within its competence, in particular in case of rural local community offices, as follows:

- Possibility to appoint a contact person in charge of gender equality in the local community office;
- As a part of the rules governing the election of the bodies of the local community office to define:
 - the guarantees for the principle of gender equality in the adoption of decisions on the affairs within the competence of the local community office;
 - to set up the principle of equal representation of women and men in the bodies of local community office (50% of women and 50% of men), as well as the special measure in the form of quotas for less represented gender in the council of the local community office (not less than 30% of representatives of less represented gender in the bodies of the local community office).

Part II

INSTITUTIONAL MECHANISMS OF GENDER EQUALITY - Examples of models at local level -

Various modalities of institutional mechanisms for achieving gender equality established at local level are presented in this part.

Example 1: Assembly's body for gender equality – standing working body of the municipal assembly

1.1 Composition

The composition of the assembly's body for gender equality should meet several criteria. First, it should not have a large number of members so they could work efficiently.

Second, the body should consist of the representatives of both genders. This is not a matter of formality but a matter of substance, because the measures and activities related to gender equality are not only the problem of one of the genders, but a common problem of both genders.

Third, it would be necessary to include male/female representatives of non-governmental sector, male and female experts in certain issues. Normative framework set up by the Rules of Procedure of the assembly must be taken into account. The Rules of Procedure shall prescribe an option that male/female experts take part in the activities of working bodies. However, their position is different from the position of councilors, because they cannot take part in the adoption of decisions (conclusions) of working body, but only in the discussion conducted within the working body. There are also several possibilities to meet this criterion.

Fourth, the head of this body might be male/female vice-president of the assembly.

The composition of the assembly's body for gender equality::

The assembly's body might have two types of members. Male/female councilors would be one group. It would be the permanent personnel composition of the body. The second group would include male/female representatives of non-governmental sector, male/female experts. They would make changeable personnel composition of the assembly's body for accomplishing gender equality. The number of these members would be defined in advance (e. g. if the body has 20 members, 5 members would be representatives of the civil sector). The representatives of the civil sector would not be appointed in advance. Depending on the issue examined at the session, male/female experts, representatives of NGOs dealing with the issues relevant for specific case would be invited to attend the session.

This solution requires amending of the Rules of Procedure (or at least broader interpretation of its provisions) in order to ensure that a certain number of members of the assembly's body for accomplishment of gender equality is reserved for non-governmental sector.

Also, this solution might prove to be inapplicable because the composition of non-governmental sector is changeable, therefore male/female representatives to attend the sessions must be delegated each time. An alternative might be that part of members are permanent members (e. g. 3 of 5), and that two places in the body are free in order to ensure that the most competent experts and those who know the circumstances to be discussed at the session best are included in its activities.

The assembly's body would be of permanent composition but its male/female members would have different rights in the decision making process. The first group would be made of councilors and the second group would be made of male/female representatives of non-governmental sector. This second group would not have the right to take part in the decision making process but only in the discussion on the presented proposals.

1.2. Competences

Competences of the assembly's body:

- To consider, propose and give opinions on proposed decisions, other regulations and general acts in competence of the assembly, from the standpoint of accomplishment of gender equality;
- To consider the issues within the competence of the assembly related to gender equality; to take stances in their respect and propose how to solve them;
- To consider proposals for election and appointments to be decided on by the assembly, from the standpoint of accomplishment of equal representation of genders in public and political life (administration, public services, education, etc.), give opinion and proposals of its own;
- To submit amendments to proposed decisions and measures of the executive bodies and other proposers;

- To consider proposals and applications addressed to the assembly from the standpoint of accomplishment of gender equality, to propose to the assembly and to the competent bodies to undertake measures to resolve the issues raised in the applications and inform the applicants on the undertaken activities;
- To initiate strategies, policies and measures contributing to promotion of gender equality;
- To evaluate annual reports and take stances on the application of decisions and measures related to gender equality;
- To consider action plans for promotion of gender equality and submit proposals in this respect;
- To cooperate with other working bodies of the assembly related to issues within their competence, concerning gender equality, and, if necessary, it may hold a common meeting with other working bodies of the assembly;
- To propose to the assembly to form ad hoc working body (fact-finding board, commission) which shall evaluate accomplishment of gender equality and establish facts on certain phenomena or events concerning gender equality.
- To monitor the implementation of gender equality standards in the documents and the policy of the assembly and the executive board, and in particular in the fields of: education, health services, labor and employment, human rights of women, violence against women, equal representation of women at decision making positions, institutions and mechanisms to accomplish gender equality, finances, etc.;
- To propose issues in the domain of accomplishment of gender equality to be considered at the session of the assembly.

Competences of the Commission for Gender Equality and Equal Opportunities are prescribed in Article... paragraph... **of the statute of the municipality:**

Article 47

The Commission for Gender Equality and Equal Opportunities shall monitor the accomplishment of gender equality, propose the activities and measures, especially of those intended for achieving of the policy of equal opportunities at the town level and perform other activities specified in the Rules of Procedure of the town assembly.

The scope of activities of the Commission is also prescribed in Article ... **of the Rules of Procedure of the assembly of the municipality:**

Article 58

The Commission for Gender Equality and Equal Opportunities shall have a president and 10 members. The Commission for Gender Equality and Equal Opportunities shall monitor the accomplishment of gender equality, propose activities and undertaking of measures, especially of those achieving the policy of equal opportunities at the town level.'

Example 2: Body (person) with the municipal council or with the municipal administration

The introduction of mechanisms to accomplish gender equality includes institutionalized forms of actions not only at the level of the assembly, being the general representation of citizens, but also within the executive branch where the decisions are prepared. The process of accomplishment of gender equality assumes the possibility of direct participation in drafting of decisions and policy that included contents related to general principle of gender equality and instruments for their practical application. This is why there is a need to set up institutional mechanisms not only at the level of assemblies but within the executive branch as well.

Various institutional solutions for body /person with the municipal council or with the municipal administration are possible.

It may be:

1. a male/female member of the municipal council,
2. a person who is a head of some of special department,
3. an inter-department body to ensure inter-department cooperation (an individual in charge in each of the departments dealing with gender equality),
4. a special organizational unit within some of the existing departments or
5. the council of the municipal gender equality chamber.⁵

2.1. Composition

If it is to be established as a body, its composition should be mixed (women and men). Its male/female members should be from different political parties and from non-governmental organizations and from the circles of independent male/female experts as well.

2.2. Competences

The body with the municipal council for accomplishment of gender equality might have the following competences:

- To consider and propose inter-disciplinary (inter-department) policies and strategies to encourage and improve gender equality;

⁵ The description of possible gender equality bodies may also include the Office of Gender Equality Accomplishment on the model of the Youth Office, the Roma Office or the Office of Local Economic Development. In view of the size, resources and capacities of the local community, it would be good to have this as an alternative as well, although it is probably the most difficult form of organization to be achieved.

- To undertake actions and propose undertaking of short-term measures contributing to the accomplishment of gender equality strategies;
- To assess at least once a year the efficiency of measures for accomplishment of gender equality and to inform the executive board and the assembly accordingly;
- To monitor the conditions in the domain of accomplishment of gender equality, collect the data on the indicators concerning the accomplishment of gender equality and propose measures for promotion of gender equality;
- To define the program for collection, processing and publication of statistical data (gender sensitive statistics) and other data bases, which shall not be discriminatory and stereotyped in relation to genders;
- To supervise and regularly publish the reports on representation of women and men elected and appointed to the positions with the town services and with the public institutions and services;
- To monitor continually and analyze the criteria applied on the occasion of selection in various procedures of election and appointment to public positions and to propose measures to eliminate obstacles having negative effects to election and appointment of less represented gender;
- To consider the programs and propose the measures to encourage and train women to take part in public and political life;
- To monitor the process of implementation of general and regional international standards and mechanisms to accomplish gender equality;
- To propose, to the executive board, the matters of interest to accomplish gender equality it finds necessary to be contained in the agenda of the executive board or the assembly sessions;
- To provide inter-department cooperation related to gender equality matters;
- To perform other activities related to accomplishment of gender equality in compliance with the Constitution, law, the statute of the municipality and the general act of the municipality governing the competences of the local institutional mechanism for accomplishment of gender equality.

Example 3: The Commission (Council) on Gender Equality to be established by the president of the municipality

The advantage of having local institutional mechanism for gender equality (commission, council, office)⁶ or similar body in the office of president of municipality is a favorable position in the structure of municipal bodies;

⁶ The description of possible gender equality bodies may also include the Office for Gender Equality Accomplishment on the model of the Youth office, the Roma Office or the Office for Local Economic development. In view of the size, resources and capacities of the local community, it would be good to have this as an alternative as well, although it is probably the most difficult form of organization to be achieved.

possibility to influence directly the drafting of policies and adoption of decisions; efficient operations; possibility to include male/female representatives of NGOs and male/female experts, as the members of this body who may increase the quality of operations concerning gender equality in local life.

The following may be marked as disadvantages: lower visibility in public; lack of transparency in decision making process and shortage of democratic procedures, in particular in case of more direct participation of male and female citizens in the process of decision making and their influence to the contents of decisions; the fact that this body is to be established on the grounds of an internal act of the president of the municipality (order/decision), which may jeopardize its existence after the election of another person for the president of the municipality; there are no established criteria defining the composition of this body and its staff is to be appointed by the president of the municipality to establish it, which shows the absence of democratic procedures in respect of election of its members.

Pursuant to Article ... of the statute of the municipality (Official Gazette of the Municipality of ... , no...), on... the president of municipality adopted

DECISION
ON ESTABLISHMENT AND APPOINTMENT OF THE MEMBERS OF
THE COMMISSION FOR ADVANCEMENT OF GENDER EQUALITY

I

The Commission for Advancement of Gender Equality (hereinafter referred to as the Commission) is hereby established.

II

The members of the Commission for Advancement of Gender Equality are:

1. The head of the department in charge of social activities;
2. Bachelor of engineering;
3. Senior expert associate in department in charge of social activities;
4. Gender equality coordinator;
5. Gender equality coordinator;
6. The head of treasury section with the department of economic, financial and accounting affairs;
- 7.

III

The tasks of the Commission are:

- to consider and propose inter-disciplinary, inter-line policies and strategies for advancement of gender equality;
- to undertake actions and propose short-term measures for achieving gender equality;
- to evaluate the results of measures in this field at least once a year;
- to collect data on gender equality and, if necessary, to order researches;
- to define the program of data collection, processing and publication of statistical data (gender sensitive statistics) and other data bases, which shall not be of discriminatory and biased in respect of gender;
- to publish the reports on representation of women and men at elected and appointed positions and
- to propose measures and programs for training of women to participate in public and political life.

IV

This decision shall enter into force on the date of its adoption.

V

Upon its entering into force this decision shall revoke the decision on establishment and appointment of the members of the Commission for Advancement of Gender Equality no. ... of

PRESIDENT OF MUNICIPALITY

Part III

List of competences of local gender equality body including examples of certain jobs in the fields under the competence of the municipality

3.1. The principles on which the competences of gender equality institutional mechanisms at local level are based

Citizens shall participate in decision making either directly or through freely elected representatives in the bodies of local self-government (Article 1 of the Law on Local Self-Government).

The right of citizens and bodies of local self-government to define and manage certain public jobs of direct common and general interest based on their own responsibilities and in the interest of local population (Article 1 of the Law on Local Self-Government).

3.2. Fields of competence of municipality related to gender

3.2.1. Plan and program of local community development – Incorporation of gender aspect into designing development and planning in municipality, as well as into the strategic documents designing development of municipality (e. g. realization and identification of needs of women and men; equal participation in identification of priorities and deciding on priorities; human resources as component of development and indicators of the same; engagement of professional and expert potential of women; monitoring of effects of implementation of development plans and strategies on the status of women and men).

3.2.2. Spatial and urban planning documents – Special needs of women and men are to be included in the drafting and adoption of plans, e. g. employment; access to services; cultural life; education (locations of schools); family obligations; health care (type of institution, equipment, network, health care service in rural areas); number and locations of kindergartens, parks, playgrounds, recreation zones, institutions for permanent accommodation or daily accommodation of elderly and diseased persons, etc.

Needs and priorities to be identified based on relevant local and other data, including gender assessment/analysis conducted by local community and its bodies. Local institutional mechanisms for gender equality should be also included in identification of priorities based on the review of the data on needs.

3.2.3. Budget – Gender aspect of budgetary process; definition of needs and priorities; gender analysis of budgetary resources and their purposes; participation of local institutional mechanisms for gender equality in

the process of budget drafting (to be included in the contents of the instructions on the drafting of budget); supervision of spending of budgetary resources; creation and provision of budgetary resources for the operation of local institutional mechanism of gender equality; realization of budgetary effects and use of budgetary resources on the status of women and men in the municipality.

3.2.4. Capital improvements and investment policy – Participation in drafting and decision making on capital improvements and formulation of investment policy in particular and definition of priorities; special measures for priorities in investment policy and capital improvements, especially for multi-discriminated groups (e. g. water supply systems in the Roma settlements, procurement of vehicles for transportation of disabled persons, no sidewalk ramps, sound traffic lights...)

3.2.5. Utilities – Equal representation in management bodies of public companies and at decision making positions; evaluation of needs of women and men in the field of utilities; participation in designing of development plans for activities in the field of utilities, definition of priorities and participation in deciding on priorities, etc.

3.2.6. Conditions for development of entrepreneurship – Identification of requirements and difficulties of local female entrepreneurs; linking local entrepreneurs; organization of education for starting up business, but also continuing professional training of female entrepreneurs (EU standards, market, banks, loans, securities...); participation in drafting of special measures to encourage entrepreneurship, especially for multi-discriminated persons (training; loans under special conditions, formation of local guarantee fund); participation in adoption of decisions on special measures; monitoring of effects of special measures on the status of women and men, etc.

3.2.7. Settlement, utilization and protection of building land – The principle of equal representation in management bodies and management structures whereas the minimal quota is at least 30% of less represented gender; participation in making decisions related to use of land, establishment of requirements and priorities in this field; control of use of funds obtained on the grounds of utilization of construction land.

3.2.8. Use of business premises - The principle of equal representation in management bodies and management structures whereas the minimal quota is at least 30% of less represented gender; identification of requirements and priorities in the use of business premises; participation in adoption of the decision on priorities in the use of business premises; control of use of funds obtained on the grounds of business premises.

3.2.9. Social care – Establishment of requirements, priorities and programs in this field and participation in adoption of decisions on the contents, scope and programs of social protection and their financing (e. g. assistance of single parents, home care and aid to elderly and disabled persons, daily care for the elderly; assistance to victims of domestic violence; SOS telephone lines; assistance to multiply discriminated groups, etc.); organization of municipal service of free legal aid especially to victims of violence and multiply discriminated persons and groups); equal representation of genders and quotas – at least 30% of less represented gender in management structures and in management positions.

3.2.10. Protection of children – Establishment of requirements, priorities and programs for protection of children and participation in adoption of decisions on contents, scope and programs for protection of children and their financing (e. g. placement in institutions for children; locations of kindergartens and equal coverage of municipal areas with institutions for children; capacities and equipment of kindergartens; working hours of kindergartens adjusted to working parents; holidays and recreation for children, etc.); equal representation of genders and quotas – at least 30% of less represented gender in management bodies and management positions.

3.2.11. Public transportation of passengers in local traffic– Establishment of requirements, definition of priorities, participation in decision making processes on the issues related to organization of public transportation (e. g. locations of city transport stops suitable to the requirements of employed parents, school children, financing of public transport for school children, financing of public transport for self-supporting parents, etc.); organization and financing of public transport for disabled persons; organization of transport of school children and adjustment of departure times to the working hours at schools.

3.2.12. Establishment, payment and control of local public revenues – Establishment of requirements, definition of priorities and participation in decision making on the use and spending of funds from public revenues; control of spending of funds from local public revenues.⁷

3.2.13. Information to local population – Proposals and participation in the drafting of instruments for accomplishment of the right to equal access of women and men to local media and in particular for multiply discriminat-

⁷ Primary income of local community is defined in Article 6 of the Law on Financing of Local Self-Government (Official Gazette of RS, no. 62/2006): „Primary income made at the territory of the local self-government belongs to it, follows:

- 1) Property tax, except for the tax on transfer of absolute rights and taxes on inheritance and gifts;
- 2) Local administrative fees;
- 3) Local utility fees;
- 4) Residential taxes;
- 5) Fees for use of land;
- 6) Fees for use of construction land;
- 7) Fees for protection and improvement of environment;
- 8) Income from concessions for performance of utility activities and income from other concession jobs to be concluded by the unit of local self-government pursuant to law;
- 9) Fines imposed in misdemeanor proceedings for offences prescribed by the act of the assembly of the local self-government unit and property confiscated in the proceedings concerned;
- 10) Income from lease, namely from rent of immovable property owned by the state to be used by the unit of local self-government and indirect beneficiaries of its budget;
- 11) Income from sale of movable property to be used by the unit of local self-government and indirect beneficiaries of its budget;
- 12) Income to be accomplished by the bodies and organizations of local self-government units performing their activities;
- 13) Income from interest on budgetary resources of local self-government unit;
- 14) Income on grounds of donations to local self-government unit;
- 15) Income on grounds of self-contributions;
- 16) Other income prescribed by law.“

Articles 7 – 33 of the Law prescribe in details certain income, e. g.. local administrative fees, local utility fees, residence stamp duties, self-contributions, income from lease and income from donations.

ed persons; proposals of measures to enable favorable surroundings to accomplish the right of women and men to access to local media under equal conditions; proposals and participation in adoption of decisions on special measures to contribute to the establishment of equal conditions for access to local media, shall provide better information to women and their higher visibility in public, especially in case of multiply discriminated persons (e. g. special permanent columns in printed media; radio and TV programs at standardized times and in regular intervals; planning and proposals of program contents of these columns, namely of radio and TV programs).

3.2.14. Monuments and memorials of local significance – Proposals and participation in decision making process on monuments and memorials dedicated to famous women.

3.2.15. Working hours and working conditions of the institutions rendering services to citizens – Identification of requirements, proposal and participation in deciding on working hours of these institutions, especially adjustments of working hours to the requirements of employees, parents with small children, single parents; identification of requirements, proposals and participation in decision making process on special measures directed to satisfaction of requirements of disabled persons and of multiply discriminated persons (e. g. special services for the elderly, needs of women in rural areas).

3.2.16. Public fairs of local importance – Realization and identification of requirements, possibilities and potentials, proposals of programs and participation in deciding on organization of fairs and manifestations to present works of women as well; organization of a special fair of entrepreneurship and works of women; special measures to present works of women from rural areas (e. g. on the occasion of October 15 - international day of women from rural areas) and special measures to present works of multiply discriminated persons (e. g. on the occasion of the international day of disabled persons).

3.2.17. Sports, physical education, recreation – The right to equal representation and quota of at least 30% of less represented gender in participation in management structures of sports clubs, as well as in management positions; realization of requirements, identification of priorities, participation in decision making and deciding on development plans of sports, physical education and recreation and policies in these fields; realization of requirements, definition of priorities, participation in decision making on utilization of budgetary resources intended to meet the requirements in the field of sports, physical education and recreation; equal distribution of budgetary resources for these purposes (equal utilization of resources and equal evaluation of male and female sports); special measures for disabled persons and multiply discriminated persons, special measures for female recreation sports and recreation of children (e. g. working hours in accordance with the requirements of employed parents; options that parents and children may exercise in the same premises (e. g. the project of *Mummy, Daddy and Me Practicing Together*); control of utilization of budgetary resources especially from the view point of beneficiaries they are intended for.

3.2.18. Providing legal aid to citizens – Identification of requirements, definition of priorities, submission of proposals and participation in decision making on forms of organizations and provided legal aid, especially free of charge legal aid for victims of domestic violence, victims of discrimination, multiply discriminated persons,

single parents (e. g. municipal free legal aid, cooperation with the office of the local ombudsman, legal clinics at the faculties of law where they exist).

3.2.19. Public recognitions and awards – Establishment of municipal recognition (award) for female activism and work, in particular for works of multiply discriminated persons, namely for contribution to accomplishment of gender equality at local level; proposing female candidates for recognitions to be awarded by the local community as well as by the provincial or the republic recognitions and awards.

3.2.20. Fulfillment of requirements in respect of medical services of interest for citizens – Identification of requirements, definition of priorities in the domain of rendering and organization of medical services, in particular for rural women and multiply discriminated persons (e. g. planning and organization of scheduled systematic medical checks of risky population in respect of risky diseases; planning, definition of programs and organization of information of male and female citizens on prevention of diseases; working hours of medical institutions adjusted to working hours of employees; realization of requirements, planning and organization of medical care in rural areas (activities of doctors, mobile medical teams, organization of transport to places where medical institutions are located, etc.).

3.2.21. Care for accomplishment of human and minority rights – Monitoring of accomplishment of equality of women and men in the local community, especially of accomplishment of rights of multiply discriminated persons; realization of requirements, identification of priorities, initiation, proposals and participation in decision making on special measures to improve the status of women and, in particular, of multiply discriminated persons; co-operation with the ombudsman in the local community in monitoring of accomplishment of gender equality, in particular in monitoring of violations of the rights to gender equality and the rights of multiply discriminated persons.

Part IV

Description of jobs and status of persons professionally engaged with municipality or other local self-government unit to perform jobs related to accomplishment of gender equality

Logistical support is required for successful and quality operations of institutional mechanisms of gender equality with the municipality. In addition to offices and pecuniary (financial) resources necessary to perform the jobs entrusted to them, one of the important elements of logistical support is to engage professionally at least one person to render assistance in organization of operations and activities of local institutional mechanisms for gender equality.

4.1. The status of person in charge of gender equality with the municipality

Municipality and the act on scope of working positions (either in the municipal administration or in the municipal management), depending of the possibilities in each municipality, shall provide for:

- A special work post for a person to be engaged as a male/female advisor for issues of gender equality (to have at least university qualifications, to be at least an independent advisor and to possess essential knowledge in the area of gender equality and human rights of women and practical experience working on these issues).
- Within the existing systematization of work posts, guided by the capacities of the local community and employees, and within other jobs related to issues of gender equality (e. g. employment and economy; health and social care, care for children, etc..) to define the jobs related to gender equality as well.

4.2. Framework description of jobs related to gender equality within municipality

The basic activities to be performed by a person in charge of gender equality within the municipality include:

- To take case of implementation of municipal regulations and monitor their implementation, as well as of special measures related to issues of gender equality and to report on problems observed in practice;
- To analyze regulations, strategies, other documents and special measures to be adopted by the municipality from a gender point of view and inform institutional mechanisms of gender equality in local life about the same;
- To initiate amendments and supplements to regulations and special measures, and to draft proposals of amendments, supplements or adoption of new regulations and missing regulations, namely of special measures if there is absence of such measures or if they need to be supplemented or amended, in agreement with the institutional mechanisms of gender equality;
- If necessary and under the request of the institutional mechanisms for gender equality at local level, to collect the data classified by gender in the given area of interest for the accomplishment of gender equality with the municipality;
- To monitor operations, render professional assistance in the performance of activities, assist in planning and organization of operations and activities of the institutional mechanisms of accomplishment of gender equality with the municipality as well;
- To organize regular periodical training of employees from municipal departments on issues of gender equality, in particular on integration of gender approach into policies, strategies and documents to be adopted by the bodies of the local community;

- To initiate execution of protocols on cooperation of the bodies of local self-government and other organizations and bodies in charge of accomplishment of gender equality at local level;
- To inform and advise the municipal bodies and bodies in charge of accomplishment of gender equality regarding the issues of importance for accomplishment of gender equality at local level.

ANNEXES:

Annex 1.

Models of statutes of municipalities and towns, the Standing Conference of Towns and Municipalities

Special Working Bodies of the Assembly

Article 48

In addition to permanent working bodies prescribed by the Rules of Procedure of the town assembly, the town assembly shall also establish the following permanent bodies: the council to monitor implementation of the code of ethics, the youth council, the council for users of public services and the gender equality commission.

The working conditions for special working bodies and performance of professional and administrative technical jobs shall be provided by the town administration.

(...)

Commission for Gender Equality

Article 54

The Commission for Gender Equality shall monitor accomplishment of gender equality, render opinions on proposals of regulations and decisions to be adopted by the town assembly, propose activities and undertake measures, in particular those to be used to accomplish the policy of equal opportunities at the town level.

Upon an invitation, other persons may take part in the activities of the Commission for Gender Equality, however, with no right to make decisions.

Article of the statute of the municipality regulating the issue of gender equality

Pursuant to Article 191 of the Constitution of the Republic of Serbia (Official Gazette of RS, no. 98/2006), Articles 11 and 32 item 1) of the Law on Local Self-Government (the Official Gazette of RS, no. 129/2007) and Article 93 of the Statute of the Municipality of Velika Plana (the Inter-Municipal Official Gazette of the Municipalities of Velika Plana and Smederevska Palanka, no. 12/2002 and 22/2005), the Assembly of the Municipality of Velika Plana, at the fourth session held on October 6, 2008 adopted

THE STATUTE OF THE MUNICIPALITY OF VELIKA PLANA

(...)

II. COMPETENCE OF THE MUNICIPALITY

Article 11

Municipality shall, within its competence and in accordance with the Constitution and laws:

(...)

33) see to accomplishment, protection and improvement of human rights and individual and collective rights of the members of national minorities and ethnic groups, see to accomplishment, protection and improvement of equality of women and men, adopt strategies and special measures directed to accomplishment of equal opportunities to exercise rights and eliminate non-equality;

This statute shall enter into force eight days after its publication in the Inter-Municipal Official Gazette of the Municipalities of Velika Plana and Smederevska Palanka.

No. 110-8/2008-I

In Velika Plana, October 6, 2008

THE ASSEMBLY OF THE MUNICIPALITY VELIKA PLANA

THE PRESIDENT

(Seal)

Radosav Dinčić

The truthfulness of this copy is certified by:

THE SECRETARY Zoran Milošević

Annex 2:

Decision on gender equality within the bodies of local self-government and within the bodies of local communities

Pursuant to Article 20 item 32 of the Law on Local Self-Government (Official Gazette of RS, no. 129/2007) paragraph 2 of the Declaration on Gender Equality, as well as pursuant to Article 42 item 35 of the Statute of the Municipality of Žitište (Official Gazette of the Municipality of Žitište, no. 16/2008) and Article 102 of the Rules of Procedure of the Assembly of the Municipality of Žitište (Official Gazette of the Municipality of Žitište, no. 18/2008), the Assembly of the Municipality of Žitište, at the session held on October 29, 2009 adopted

DECISION ON GENDER EQUALITY WITHIN THE BODIES OF LOCAL SELF-GOVERNMENT AND WITHIN THE BODIES OF LOCAL COMMUNITIES OF THE MUNICIPALITY OF ŽITIŠTE

Article 1

This decision shall govern the principle of gender equality within the bodies of local self-government and the bodies of local communities of the municipality of Žitište (hereinafter referred to as the Decision).

Article 2

In the municipality of Žitište, the principle of gender equality shall be applied during elections, appointments, nominations and constitution, particularly in:

- Municipal council and its working bodies;
- Working bodies and commissions to be established by the president of the municipality pursuant to his/her authority;
- Assistants in the municipality of Žitište;
- Municipal administration;
- Management bodies of public companies, institutions and organizations, which are founded by the municipality of Žitište;
- Councils of the local communities at the territory of the municipality of Žitište.

When electing members of the bodies and the working bodies and appointing managers in municipal administration referred to in paragraph 1 of this Article, at least 30% of representatives of less represented gender must be ensured.

Article 3

Gender equality principle shall be applied when forming the delegations of the municipality of Žitište. Gender equality principle shall also apply when forming official delegations of the municipality of Žitište, which especially refers to the delegations to take part in the activities to present the municipality within the exercise of competences. Women and men have the right to represent the municipality equally and without discrimination in international and inter-municipal cooperation implemented within the competences of the municipality, to be represented and take part in the activities related to international and inter-municipal cooperation and institutions the municipality is a member of. Women and men shall be equally represented in the composition, election and appointment of the delegations to represent the municipality in international and inter-municipal cooperation, fair manifestations, as well as in the projects of cross border cooperation.

The delegation shall be composed of at least 30% of persons of less represented gender.

Article 4

Gender equality principle shall be integrated and implemented in all areas the competences of the municipality of Žitište.

Gender equality principle shall be integrated in all strategic documents of the municipality of Žitište and in particular in the Development Strategy of the municipality and in the budget of the municipality.

Drafting of the budget of the municipality of Žitište shall include gender equality principle, which shall be incorporated in the Instructions on Preparation of Financial Plans prescribing the method of drafting and adoption of budget.

Article 5

The Commission for Gender Equality shall actively participate in the drafting and adoption of strategic documents, and in particular in the drafting and adoption of the Development Strategy of the municipality and the budget of the municipality of Žitište.

The Commission shall, in cooperation with the body of the administration and other bodies, institutions and organizations, submit the decisions and other special measures intended for accomplishment of equality of women and men to the assembly of the municipality, for its consideration, as well as the municipal action plan for achieving equality of women and men.

Article 6

This decision shall enter into force eight days after its publication in the Official Gazette of the Municipality of Žitište.

All bodies, public companies, institutions and local communities, which are referred to in this decision, are obligated to comply their statutes and other general documents with it, within the period of 6 months from the date of this decision entering into force.

The Republic of Serbia – AP Vojvodina
The Municipality of Žitište
THE ASSEMBLY OF THE MUNICIPALITY
No. I-020-35/2009
On 29 October 2009
Žitište

The President of the Assembly of the Municipality of Žitište
Jonel Filip

Explanation

Article 15 of Constitution of the Republic of Serbia (Official Gazette of RS, no. 98/2006), Article 20 item 32 of the Law on Local Self-Government (Official Gazette of RS, no. 129/2007) and Article 42 item 35 of the Statute of the Municipality of Žitište (Official Gazette of the Municipality of Žitište, no. 16/2008) and the Declaration on Gender Equality make legal grounds for the adoption of the Decision on Gender Equality. The Declaration on Gender Equality adopted by the Assembly of AP Vojvodina strives to accomplish the policy of equal opportunities for women and men in all fields, and in particular in the fields of labor and employment, political and public life, social and health care, education, information, culture and sports.

The draft of the proposed decision on the gender equality within the bodies of local self-government and within the bodies of local communities in the municipality of Žitište has been made on the grounds of the initial proposals by male and female councilors of the assembly of the municipality of Žitište in accordance with the proposal of the plan of activities of the Commission for Gender Equality of the assembly of the municipality of Žitište, as well as on the grounds of the results of the activities on the project *Time for Budget According to Women's Requirements*, which has been implemented in the municipality of Žitište under the financial support by UNIFEM.

The Law on Local Elections (Official Gazette of RS, no. 129/2007) does not govern the election of the mem-

bers of the bodies of local self-governments, and it is neither governed by the Decision on Local Communities at the territory of the municipality of Žitište (Official Gazette of the Municipality of Žitište, no. 5/2003), and in accordance with Article 20 paragraph 3 of the Law on Local Elections, the gender equality principle is to be incorporated in the draft proposal of the mentioned decision. In order to make the mentioned principle legal, on the occasion of both nomination of the members of the bodies of local self-government (the Municipal Council), the appointment of the managers within the municipal administration (by the head of the municipal administration) and on the occasion of nomination of the members of the management bodies of public companies, institutions and organizations, established by the municipality of Žitište, it was offered in the draft of the proposal of this decision. The same principle is also foreseen for the nomination of the commission and the working bodies to be established by the president of the municipality, whereas the nomination of the delegation to participate in the presentation of the municipality shall be separately governed.

The decision also regulates the participation of the Commission for Gender Equality in drafting and adoption of regulations on the competence of municipality, and especially of strategic documents, including the Development Strategy of the Municipality of Žitište and the budget of the municipality of Žitište. The goal is to integrate gender equality into in all sectors of the policy of this municipality, particularly in case of the most important documents defining the strategy of development and making municipal competences operative through budget items.

In order to implement this decision there shall be no new liabilities in the budget of the municipality of Žitište.

The proposal submitted by
the Group of Male and Female Councilors of the
Assembly of the Municipality of Žitište

Annex 3

The Rules of Procedure of the Commission for Gender Equality and Equal Opportunities

Pursuant to Article 58 of the Rules of Procedure of the Assembly of the Town of Niš (Official Gazette of the Town of Niš, no. 100/2008), at the session held on April 3, 2009, the Commission for Gender Equality and Equal Opportunities adopted

THE RULES OF PROCEDURE OF THE COMMISSION FOR GENDER EQUALITY AND EQUAL OPPORTUNITIES

Article 1

These Rules of Procedure shall regulate the method of operation and decision making of the Commission for Gender Equality and Equal Opportunities (hereinafter referred to as the Commission).

Article 2

The Commission shall monitor the accomplishment of gender equality and propose the activities and measures, especially those intended for achieving the policy of equal opportunities at the level of the town.

Article 3

The Commission has the president and 10 members.

Article 4

The sessions of the Commission are convened by the president of the Commission when necessary or if required by a member of the Commission.

The president of the Commission is obligated to convene the session of the Commission if it is required by the president of the assembly of the town.

In case the president of the Commission does not act in accordance with the paragraph 2 of this Article, the session of the Commission shall be convened by the president of the assembly, whereas the presiding of the session concerned shall be elected.

Article 5

The members of the Commission and the interested persons may submit proposals for the session of the Commission.

In accordance with these Rules of Procedure the interested persons are: citizens, associations of citizens, media, bodies and organization of the town of Niš.

Article 6

The president of the Commission shall send invitations for the session to the members of the Commission, containing the draft agenda based on the received papers, the place and the time of the session.

The received papers and the minutes of the previous session shall be submitted to the members of the Commission together with the invitations.

The members of the Commission may also be informed about the session of the Commission by telephone or electronically.

Article 7

The president of the Commission shall preside the session

In case of absence of the president, the oldest present member of the Commission shall be presiding the session.

Article 8

The amendments of the agenda may be exceptionally made at the session if the reasons for such amendments are supported by arguments and if there is a relevant documentation in writing submitted before the commencement of the session at the latest.

Article 9

The sessions of the Commission are open for public.

Any member of the Commission shall have the right to propose that some specific person is summoned to attend the session.

Article 10

The Commission shall decide in the majority of votes of the total number of members.

The councilor, who is not a member of the Commission or any other persons who is invited, may attend and take part in the activities of the Commission without the right to vote.

Article 11

The proposals of the Commission must be complete, supported by arguments and made in writing and submitted to the assembly of the town.

Article 12

The president of the Commission shall report to the working body at the session of the assembly.

The Commission may also appoint another person to report.

Article 13

The minutes of the session of the Commission shall be kept and it shall contain: the names of the present and the absent members, issues discussed, opinions, proposals and other documents the Commission had examined, any dissenting opinions, the person in charge of reporting to the Commission for the session of the assembly of the town.

The minutes shall be signed by the president, namely by the presiding person and the person keeping the minutes.

Article 14

This Rules of Procedure shall enter into force on the date of its adoption and shall be displayed at the information board of the assembly of the town of Niš.

Annex 4:

The Decision on the Establishment of the Commission for Gender Equality

Pursuant to Article 32 of the Law on Local Self-Government (Official Gazette of RS, no. 129/2007) and Article 39 of the Statute of the Municipality of Gadžin Han (Official Gazette of the Town of Niš, no. 63/2008), the Assembly of the Municipality of Gadžin Han, at the session held on June 26, 2009 adopted

DECISION ON ESTABLISHMENT OF THE COMMISSION FOR GENDER EQUALITY

1.

The Commission for Gender Equality is hereby established, and consists of the following members:

- President of the Commission

1. Danijela Živković, commercial manager,

- Members of the Commission

2. Ljiljana Stamenković, lawyer,

3. Danica Ristić, lawyer,

4. Violeta Krstić, lawyer,

5. Maja Krspogačin, teacher.

2.

The competences of the Commission are:

- to consider, propose and define the opinions on proposed decisions and other regulations and general acts within the competence of local self-government, in respect of gender equality;

- to consider proposals for the election and appointment to be decided on by the assembly from the aspect of accomplishment of gender equality in public and political life, to define opinions and give proposals;

- to consider annual reports and form opinions on the implementation of decisions and measures from the aspect of gender equality;

- to draft and consider the action plans for improvement of gender equality;

- to communicate and cooperate with other working bodies of the assembly of the municipality related to the issues of their competences related to gender equality;
- to monitor the implementation of established standards on gender equality in the documents and the policy of the assembly and the municipal council, in particular in the field of education, health care, labor and employment, violence against women, equal representation of genders at positions related to decision making and finances;
- to propose actions and concrete measures in order to achieve gender equality.

3.

The adoption of this decision shall revoke the decision on the establishment of the Commission for Gender Equality published in the Official Gazette of the Town of Niš, no. 32/2003.

4.

This decision shall be published in the Official Gazette of the Town of Niš, no. 06 – 149/2009-II
In Gadžin Han on June 26, 2009

THE ASSEMBLY OF THE MUNICIPALITY OF GADŽIN HAN

THE PRESIDENT,
Dejan Ignjatović

Annex 5:

The Decision on the Establishment of the Council for Gender Equality

Pursuant to Article 32 of the Law on Local Self-Government (Official Gazette of the Republic of Serbia, no. 129/07), Article 41, paragraph 4, item 22 of the Statute of the Town of Novi Pazar (Official Gazette of the Municipality of Novi Pazar, no. 14/2008), Articles 43, 49 and 50 of the Rules of Procedure of the Assembly of the Town of Novi Pazar (Official Gazette of Novi Pazar, no. 16e/2008”) and the Decision on Special and Standing Working Bodies of the Assembly of the Town of Novi Pazar, the Assembly of the Town at the session held on March 9, 2009 adopted:

DECISION

ON ESTABLISHMENT OF THE COUNCIL FOR GENDER EQUALITY AND EQUAL OPPORTUNITIES

Article 1

The following persons were appointed the members of the Council for Gender Equality and Equal Opportunities:

1. Miljana Kovačević, higher medical school
2. Zahra Gaši, pensioner
3. Zora Mijaljević, lawyer
4. Slavica Arsenijević, lawyer
5. Danijela Stojanović, worker
6. Zibija Šarenkapić, teacher of literature
7. Dr Mirsala Aličković, doctor
8. Naja Ajdinović
9. Dragana Vujsić, administrative clerk
10. Rizo Trtovac, teacher
11. Dr Admir Škrijelj, doctor
12. Muradija Nokić, entrepreneur
13. Dr Edina Huseinović, doctor
14. Dr Alma Jerebičanin, doctor
15. Munevera Džogović

Article 2

The task of the Council for Gender Equality and Equal Opportunities is:

To monitor the improvement, strengthening and affirmation of gender equality.

To give opinions on the drafts of regulations and decisions to be adopted by the assembly.

To propose activities and measures, intended especially for achieving the policy of equal opportunities at the level of the town;

To consider the coordination of applicable laws and drafts of new laws in this area with the international conventions, covenants and treaties on human rights of women, minority groups (national minorities, refugees and displaced persons, disabled persons and other vulnerable groups);

To monitor the regulations related to the activities of non-governmental organizations and the regulations related to the improvement of gender equality and equal opportunities and to encourage the strengthening of cooperation between the bodies of local self-government and national sector;

To propose the adoption of the Local regulation related to action for gender equality and equal opportunities, to put in place the adequate institutional, financial and professional assumptions, also including good will and positive intentions of all relevant subjects in the local community;

To propose the establishment of gender sensitive budget;

To propose the setting up of the uniform data base containing gender sensitive statistics at the level of the town.

Article 3

This decision is to be published in the Official Gazette of Novi Pazar.

No. 02-25/09

In Novi Pazar on 9 March 2009

THE ASSEMBLY OF THE TOWN OF NOVI PAZAR

THE PRESIDENT

**Milan Veselinović, Engineer of Organizational
Sciences**

Annex 6:

The Competences of the Commission for Gender Equality

The competences of the Commission for Gender Equality and Equal Opportunities are prescribed in Article 47, paragraph 2 of the Statute of the Town of Niš (Official Gazette of the Town of Niš, no. 88/2008):

Article 47

The Commission for Gender Equality and Equal Opportunities shall monitor the accomplishment of gender equality, propose activities and measures, especially those intended for accomplishment of the policy of equal opportunities at the level of the town and perform other jobs prescribed in the Rules of Procedure of the town assembly.

The scope of activities of the Commission is also prescribed in Article 58 of the Rules of Procedure of the Assembly of the Town of Niš (Official Gazette of the Town of Niš, no. 88/2008):

Article 58

The Commission for Gender Equality and Equal Opportunities shall have the president and 10 members.

The Commission for Gender Equality and Equal Opportunities shall monitor the accomplishment of gender equality and shall propose activities and undertaking of measures, especially those intended for accomplishment of the policy of equal opportunities at the level of the town

Annex 7:

The scope of work for the professional positions related to gender equality

Pursuant to Article 2 of the Law on Maximum Number of Employees with the Local Administration (Official Gazette of RS, no. 104/2009), Article 59 of the Law on Local Self-Government (Official Gazette of RS, no. 129/2007) and Article 69 of the Decision on Municipal Administration (Official Gazette of the Municipality of Žitište, no. 16/2008), the head of the Municipal Administration of Žitište, under the approval of the Municipality of Žitište municipality adopts

THE RULES OF PROCEDURE OF INTERNAL ORGANIZATION AND SCOPE OF WORK FOR THE PROFESSIONAL POSITIONS OF THE MUNICIPAL ADMINISTRATION OF THE MUNICIPALITY OF ŽITIŠTE

(...)

Position no. 57:

PROFESSIONAL POSITIONS IN THE FIELD OF GENDER EQUALITY, PROJECT DRAFTING AND MANAGEMENT

DESCRIPTION OF JOBS:

- To monitor normative and legal regulations and professional literature in the field of gender equality and implementation of the policy of equal opportunities;
- To monitor and report on the implementation of the municipal decisions on gender equality;
- To render professional –technical assistance in the activities of the bodies of the assembly of the municipality and the municipal council in the domain of gender equality;
- To participate in the activities of the Commission and other municipal bodies working on gender equality;
- To participate in the preparation and development of projects, programs, plans and other documents in the field of gender equality;

- To perform statistical-record keeping and other jobs for the needs of the Commission on Gender Equality and of a member of the municipal council in charge of gender equality;
- To provide professional support and analyze municipal decisions, programs, strategic and other documents in respect of gender equality;
- To monitor and keep gender equality statistics of the municipality of Žitište;
- To initiate the issues of importance for the improvement of the policy of equal opportunities and gender equality at the territory of the municipality of Žitište;
- To maintain contacts and cooperate with the bodies, institutions and mechanisms for gender equality – The Directorate of Gender Equality of the Ministry of Labor and Social Policy, the Provincial Secretariat of Labor, Employment and Gender Equality, the Provincial Institute for Gender Equality, other municipal bodies for gender equality at the territory of RS, institutions of ombudsman, as well as with the non-governmental organizations focused on gender equality;
- To perform other jobs in the field of gender equality;
- To participate in the preparation of the project documentation for the investments at the level of municipality, in accordance with the orders of the president of the municipality, the decisions of the assembly of the municipality, the municipal council and the municipal administration;
- To participate in preparation of projects for capital investments and collection of capital;
- To render professional support in the preparation of entrepreneurship initiatives, in accordance with the adopted decisions of the president of the municipality and the municipal council;
- To collect the data on available resources of the municipality and on the possibilities of capital investments, and distribute the data and analysis to the competent services by means of available computer equipment;
- To assist the expert associate in preparation of project programs and management of jobs of the office of the Provincial Development Fund;
- To participate in achievement of cooperation with the Development Fund of AP Vojvodina and the Development Fund of the Republic of Serbia and with other investment funds of AP Vojvodina and the Republic of Serbia;
- To give proposals related to cooperation with international organizations and funds;
- To monitor implementation and report on the results of the project of approved financing;

- To perform other jobs according to the order of the department manager and the head of the municipal administration;

Broj izvršilaca: 2

Posebni uslovi: VII stepen stručne spreme, Tehnički fakultet, Ekonomski fakulteti, Fakultet organizacionih nauka, pedagoško-učiteljski fakultet, prirodno-matematički fakultet – odsek za geografiju, stručni ispit za rad u organima državne uprave, 1 godina radnog iskustva.

