



REPUBLIC OF SLOVENIA
**OFFICE OF THE GOVERNMENT
SECRETARY-GENERAL**

Pursuant to Article 53 (2) of the Rules of procedure of the Government of the Republic of Slovenia (*Uradni list RS*, No. 43/01, 23/02 – amended 54/03, 103/03, 114/04 and 26/06), the acting Secretary General of the Government of the Republic of Slovenia issues for the purpose of implementing Articles 8 and 8a of the Rules of procedure of the Government of the RS the following

Instruction No. 10 for implementing the provisions of Rules of Procedure of the Government of the Republic of Slovenia

Article 1 (Introductory provision)

This Instruction shall specify the contents and form of a covering letter to government documents and of assurances of impact assessment and harmonisation.

This Instruction shall be without prejudice to the Rules applicable to the preparation of positions on proposals decided by the representatives of the Governments of the Member States in the European Union institutions.

Article 2 (Covering letter)

The covering letter to document shall be made on the form included in this Instruction (Annex 1).

Article 3 (Explanation of effects and harmonisation)

The government document shall include the explanation of impact assessment and harmonisation if the adoption of document concerned has effects referred to in Article 8 (3) (3) of the Rules of Procedure of the Government and in other cases laid down in Annex 1 of this Instruction.

The effect on public finance shall be explained on the form provided in Annex 2 of this Instruction, the effect on procedures of public administration or justice and on obligations of parties to these procedures shall be explained on the form provided in Annex 3 of this Instruction. The effect on the compliance of Slovenian legislation with

the *acquis* shall be explained on the form *statement of harmonisation*. If there are no effects, the forms shall not be submitted.

Article 4
(Inclusion of the explanation of effects and harmonisation)

In the government documents proposing the adoption of draft laws and other proposals of the National Assembly acts, the explanation of effects, if any, shall be included in the recital to the Act or other regulation in accordance with provisions of the National Assembly of Slovenia Rules of Procedure. The prescribed forms shall be included as follows:

- the form concerning financial effects (Annex 2) shall be included into the recital to the Act before the Section "Assessment of financial effects of a draft law on the budget and other public finance". Indication of earmarked financial resources shall be added to the form;
- the form stating the compliance of a draft law with the *acquis* shall be attached to the government document; in the Section "Review of arrangements in other legal systems and compliance of proposed legislation with the *acquis*", the recital to the Act shall recapitulate data on EU regulations transposed, data on full harmonisation with the transposed EU regulations and data from the correlation tables. The Section shall also include comparative legal review in accordance with the National Assembly of Slovenia Rules of Procedure;
- the form concerning the effects on procedures of public administration or justice and on obligations of parties to these procedures (Annex 3) shall be included in the Section "Other effects of the adoption of the Act" of the recital to the Act.

In other government documents, the explanation of effects and harmonisation shall be included immediately after the covering letter to the government document. The part of the document relating to the explanation of effects and harmonisation shall be clearly marked and appropriately entitled.

Article 5
(Transitional provision)

Upon entry into force of this Instruction, the following shall be repealed:

- Instructions No. 5 and 6 for implementing the Rules of Procedure of the Government of the Republic of Slovenia;
- Annex to the Instruction No. 1 for implementing the Rules of Procedure of the Government of the Republic of Slovenia.

The repealed provisions referred to in the previous paragraph shall continue to apply to government documents which are submitted to the government procedure prior to the entry into force of this Instruction.

Article 6
(Final provision)

This Instruction shall be published in the information system of the Government of the RS and shall enter into force on 1 January 2007.

Ref. No.: 00701-21/2005-28
Ljubljana, 4 January 2007

Božo Predalič, MSc.
SECRETARY GENERAL
OF THE GOVERNMENT OF THE RS

ANNEX 1

Document heading with the proposer's name and e-mail address of its head office

*Code / classification code /
Ljubljana, date / use of Word field "Date" is not permitted /
EVA / for acts published in Uradni list RS /*

SECRETARIAT GENERAL OF THE GOVERNMENT
OF THE REPUBLIC OF SLOVENIA
Gp.gs@gov.si

SUBJECT: *quotation of the title of a government document – proposal for discussion*

1. **Government decisions proposal** (*copy of a decision or operative part of a decision, notation of legal basis, indication of decision annexes and recipients*):

2. **Persons responsible for expert preparation and harmonisation of the document:**

Government representatives to participate in the work of the National Assembly of the RS:

3. **Document may be published on the Internet: YES / NO.**
If the answer is no, indicate exemptions referred to in Article 6 of the Access to Information of a Public Character Act:

4. Explanation of the proposed urgent or summary procedure concerning a law proposal in the National Assembly of the RS:

Proposal and explanation of the reasons for the proposed abridgment of time limits laid down in the Rules of Procedure (Article 17 (3) of the Rules of Procedure of the Government of the RS):

5. Short summary of the document: (obligatory only where a document exceeds five pages)

6. Impact assessment and harmonisation of government document (if there are no effects referred to in Article 8 (3) (3) of the Rules of Procedure of the Government, only the statement under I is made; if document has effects, only the statement under II is made).

I. I declare that this document has no effects in the areas referred to in Article 8 (3) (3) of the Rules of Procedure of the Government of the RS and/or has negligible financial effects (less than € 40 000 in the current and subsequent three years).

The document has passed the inter-ministerial coordination with:

II. I declare that the proposed document:

	<i>has effects / has no effects</i>	on public finance in the amount exceeding € 40 000 in the current and subsequent three years
	<i>has effects / has no effects</i>	on the compliance of the Slovenian legislation with the <i>acquis</i>
	<i>has effects / has no effects</i>	on procedures and/or customer service of public administration/judiciary (citizens and legal persons) and/or on clients' obligations to public administration (administrative burdens)
	<i>has effects / has no effects</i>	on the economy, on the scope of state aid
	<i>has effects / has no effects</i>	on environment
	<i>has effects / has no effects</i>	on social situation of individuals

/ If the effects are present, they have to be explained. Effects under (a), (b) and (c) are to be explained in the core of the document on the appropriate form; other effects are to be presented in a descriptive form /

	<p>has been previously published on the proposer's website and non-governmental organisations and/or representatives of interested stakeholders have participated in the consideration of the document. Municipalities and associations of municipalities have also participated in the consideration; or the document does not concern them. Date of publication: Involved organisations and/or representatives: The following organisations, representatives have delivered their opinions:</p>	<p>YES / NO</p>
	<p>all received comments, civil society proposals have been fully taken into account; or the foregoing have not been received</p>	<p>YES / NO</p>
	<p>has been language edited</p>	<p>YES / NO</p>
	<p>has passed the inter-ministerial coordination or the inter-ministerial coordination is not required <i>(Indication of bodies which the document has been coordinated with. If the document is not harmonised give reasons thereof or indicate non-coordinated subject-matter; attach obtained opinions)</i></p>	<p>YES / NO</p>

/Negative answers, except under point (j), must be explained in the core of the document. Negative answers under point (g) and (i) need not be explained if the document does not entail a proposal to adopt a regulation. Inter-ministerial (non)coordination under point (j) must not be additionally explained in the document itself.

First name and surname
MINISTER or DIRECTOR or
SECRETARY GENERAL OF THE
GOVERNMENT

Annexes: ...

Explanation (obligatory for: financial consequences exceeding € 200 000; financial consequences exceeding € 40 000 and persisting beyond the period of three years, covered by the form; and law proposals):

Reasons for the necessity of the procedure or other administrative obligation and the public interest to be achieved. Evidence that public interest cannot be achieved by any other means simpler for the clients.	<i>written explanation</i>
Compliance with the principle "one-stop shop" (principle according to which a client does not have to attend to affairs concerning one life event or business matter at different locations). Location of the service or location where obligations are to be carried out.	<i>written explanation</i>
Time consumed and expenses (administrative fee, payment for service...) incurred by a client in relation to the procedure or obligation.	<i>written explanation</i>
Documents to be submitted by a client for the procedure to be carried out. Cutback in the number of documents to be submitted or an explanation why no such cutback is made.	<i>written explanation</i>
Method of payment for service, administrative fees... (cash, credit and debit cards, through e-moneta, other).	<i>written explanation</i>
Area and life event or business matter at the State Portal e-uprava which the procedure refers to or proposal to introduce other event.	<i>written explanation</i>
Additional space to indicate proposal for a new event. 	
The scope of the procedure to be rendered viable electronically and through other advanced paths; or explanation why not possible.	<i>written explanation</i>
Data required for the procedure to be obtained by the competent authority from official records and the manner of obtaining them.	<i>written explanation</i>