

RTA Welcome Pack to Serbia

*Version 1.0*

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# SECTION 1 WHO IS WHO IN TWINNING

## 1.1. About Twinning

Twinning is an initiative of the European Commission that was launched in the context of the preparation for enlargement of the European Union.

Twinning is a joint project of a grant nature and is governed by the **Twinning Manual.** The Manual**,** as well as all other information relevant for the instrument can be found on the following website:

[**http://ec.europa.eu/enlargement/tenders/twinning/index\_en.htm**](http://ec.europa.eu/enlargement/tenders/twinning/index_en.htm)

The website is regularly updated and contains the most important documents and manuals with rules and procedures which are to be applied by the Twinning stakeholders. Among the key items to be found on the website are:

* Twinning Manual
* Annexes to the Twinning Manual
* The consolidated list of Member State Mandated bodies
* National contact points 'Institution Building' - Member States
* National contact points 'Institution Building' - Candidate Countries
* The circulation of Twinning project fiches
* The latest issue of Twinning news

## 1.2. Ministry of Finance, Government of the Republic of Serbia, Department for Contracting and Financing of EU Funded Programmes (CFCU)

The Department for Contracting and Financing of EU Funded Programmes (CFCU) carries out the tendering and contracting elements for Institution Building programmes and Investment support. Under DIS the CFCU should cooperate with EU Delegation in respect of obtaining ex-ante approval of all procedures/processes as defined in the List of ex-ante controls to be performed by the Commission that is part of the Commission decision on conferral of management. Under DIS, all the procedures related to sound financial management are checked solely by CFCU for which purpose the appropriate quality control system should be put in place.

CFCU is responsible for the overall budgeting, tendering, contracting, payments, accounting and financial reporting aspects of all procurement in the context of the decentralised EU funded programmes in Serbia. The CFCU carries out the tendering and contracting elements for Institution Building programmes. The CFCU operates in close cooperation with the SPOs and Line Ministries and Governmental Bodies which are the final beneficiaries of the projects.

In terms of twinning projects implementation, CFCU has the role of the Twinning Administrative Office in liason with the Delegation of the European Commission in Belgrade.

In the Department for Contracting and Financing of EU Funded Programmes activities shall be performed within the following subunits:

1. Division for Tender Preparation and Project and Contract Management
2. Division for Tender Evaluation and Contracting
3. Division for Financial Management, Financial Control and Accounting
4. Division for Quality Control
5. Section for Horizontal Issues Coordination under IPA
6. Division for First Level Control of Projects Financed under IPA Component Cross-Border and Transnational Cooperation

CFCU in liason with the Delegation of the European Commission is the signatory of Twinning contracts and the CFCU has a role of the Contracting Authority with the rights and obligations emanating from this role.

In practice, the CFCU, among others, executes the following tasks:

* Coordinates, supervises and provides quality control during Twinning project fiche preparation phase;
* Coordinates and chairs Twinning selection meetings;
* Provides procedural support to Twinning partners and conducts control (financial and procedural) of all Twinning contracts during Contract preparation phase;
* Monitors implementation of Twinning projects, controls project reports, approves/cosigns amendments to the contracts, verifies the achievement of mandatory results and executes financial control as well as payments based on eligible and approved expenditures;

Provides support to the RTAs in practical aspects of their secondment (liaising with other Authorities, providing advice on procedural matters, etc.)

National Contact Point (NCP) for Twinning projects implemented in Serbia as Beneficiary Country is the **Twinning NCP in CFCU Quality Control Division.** The Delegation of the European Commission is represented by Twinning Coordinator.

As defined in the Twinning Manual, Twinning NCP has the following roles:

* The central point of communication between the Commission and the BC. Also the central contact point for other BC and MS NCPs;
* Channeling information to BC Ministries and other relevant bodies and coaching them on the process and development of Twinning projects and the subsequent contracts;
* Co-ordination of administration of all Twinning activities in the BC and resolving any horizontal administrative obstacles;

Training the BC administrations involved in Twinning in the procedural, financial and technical provisions of the Twinning manual

* Attending Commission meetings with other BC and MS NCPs.

**CONTACT DETAILS:**

Ministry of Finance, Government of the Republic of Serbia

Department for Contracting and Financing of EU Funded Programmes (CFCU)

3-5 Sremska St., Belgrade, 11000, Serbia

Phone No.: (+381 11) 2021-412

E-mail: twinning@mfin.gov.rs

***Note:***

*CFCU and its Twinning NCP are the main contact point for the MS and BC Twinning partners during the preparation and implementation of Twinning projects.*

*Newly arriving RTAs are requested to get in contact with the CFCU for all issues related to their installation in Serbia.*

## 1.3. The Delegation of the European Commission in Serbia

The EU Delegation works in close co-operation with the Serbian Government in screening the negotiating chapters and preparing for the opening of negotiating chapters. The Delegation also works with the Serbian Government on the delivery of extensive programmes in support of Serbia's accession priorities, notably in implementing economic and structural reforms, as well as strategies for the judiciary, fighting corruption, modernising public administration and tackling discrimination. The successful completion of negotiations and modernisation of Serbia, which the EU has been supporting through sizeable technical assistance to the country and its people, will lead Serbia to full membership in the EU.

Following the policy of decentralisation, the processes of project tendering, contracting as well as financial and administrative management are taken care of by the national implementing structures in the candidate country under supervision of the Commission and the EU Delegation (acting as an ex-ante authority) in DIS, while the role of EU Delegation as the ex-ante authority in EDIS is not present.

Additionally, the EU Delegation participates in quarterly implementation and monitoring meetings with the PAO. EUD also ensures the attendance by PIU representatives to monthly meetings with the CFCU as well as monitors of the implementation of projects.

**CONTACT DETAILS:**

Delegation of the European Union to the Republic of Serbia

40 Vladimira Popovica St., GTC Avenue, Block 19a, Belgrade, 11070, Serbia

Phone No.: (+381 11) 3083-200

Fax: (+381 11) 3083-201

E-mail: Tanja.CINCAR-KNEZEVIC@eeas.europa.eu

## 1.4. European Integration Office (SEIO)

European Integration Office (SEIO) is the principal Serbian authority responsible for the coordination of the EU assistance.

As regards the Twinning project, European Integration Office (SEIO is responsible for their programming and monitoring of their implementation. It is also a member of Steering Committees of all Twinning projects.

**CONTACT DETAILS:**

European Integration Office
34 Nemanjina St., Belgrade, 11000, Serbia
Phone No. (+381 11) 3061-100, 3061-102, 3061-103,

fax: (+381 11) 3061-110
E-mail: office@seio.gov.rs

# SECTION 2 RTA INSTALLATION TIPS

As an introduction, every future RTA should attend a two-day seminar organized by the Twinning Coordination Unit in DG Enlargement in Brussels. The participants will receive guidance on the procedures governing Twinning, as well as have an opportunity to discuss the substance of their projects with representatives of the relevant DGs. The seminars are held every six months and each RTA receives an individual invitation to the training.

Upon their arrival to Serbia, RTAs should contact the CFCU in order to arrange a short meeting to discuss RTAs installation, answer any questions and discuss any important issues related to the project. RTAs are requested to officially notify the CFCU of their arrival.

The RTAs are invited to contact the CFCU in case they require any guidance or information related to procedural aspects of their secondment or need assistance in their contacts with the Serbian authorities, as well as to discuss all other matters related to implementation of their respective Twinning contracts. Before moving to Serbia, RTAs are expected to find a suitable hotel where he/she will stay for up to 30 days, after which the RTAs are expected to move to a permanent accommodation.

***Note:***

*Newly arriving RTAs are invited to get in contact with the CFCU in order to obtain guidance on eligibility of costs and assistance in case of any installation problems.*

## 2.1. Status of RTA in the Republic of Serbia

The nationals of the European Union enter the Republic of Serbia on the basis of a valid passport or other valid proof of identity, issued by their respective country.

RTA is obliged to submit a temporary stay application available at the competent police administration (address further in the text) in order to register the residence and to obtain a temporary residence permit. RTA should apply for a temporary residence permit within 3 days after the entry to the Republic of Serbia.

RTA is granted a stay and work permit outside the annual quota as a foreigner working pursuant Aricle 30 of the Foreigners Law („Official Glazette of RS“, no. 97/08) prescribing that a foreign citizen may be granted temporary stay on the basis of professional activity.

In case the temporary residence permit needs to be prolonged, the application for the renewal shall be submitted to a competent police administration no later than 30 days before the existing temporary residence permit expires. The validity of the temporary stay can be prolonged for additional one year.

In case of leaving Serbia permanently before the end of the validity of the temporary residence permit, RTA should inform the competent police administration about the departure (cancellation of residence).

### 2.1.1. Temporary Residence Permit

**RTA’s Residence Permit**

The application for the issuance of the RTA’s first temporary residence permit should be submitted in person at the competent police administration, i.e. at:

Police Headquarters in Belgrade

Department for Foreigners

35 Savska St., Belgrade, 11000, Serbia

For the first temporary residence permit, the following documents should be enclosed with the application (i.e. Registration of temporary stay):

* Valid travel document (travel document should be valid at least 6 months after the end of the requested temporary residence period),
* Notification of residence (notified on the presence of the foreign citizen staying in Serbia within relevant police department accquainted in 12 hours of expert arrival; oranizations or individuals who provide services of accomodation are obliged to get notification of residence)
* Two colour photographs (size 4x3 cm),
* Proof of payed submission fees for temporary stay (residence fee RSD 15.780 in case of 12 months temporary residence permit or RSD 10.540 in case of 3 months temporary residence permit residence, submission fee RSD 290 and sticker permit fee RSD 390)
* Three filled-in applicaiton forms for temporary residence permit (filled in on the spot)
* Proof of justified reasons for temporary stay, i.e. certificate issued by the Beneficiary indicating RTA’s engagement in the Twinning project
* Proof of health insurance
* Proof of means of subsistence

***Note:***

*Foreign citizen shall submit the applicaiton for termporary residence permit in person to the relevant Police Administration.*

**Health Insurance**

RTAs are obliged to contract insurance coverage, for themselves and their accompanying family members, for health care costs arising from accident or illness throughout the entire period of their secondment.

For EU member states for which health insurance is valid in Serbia, under condition that the Republic of Serbia and the respective EU country have signed an agreement on social insurance which regulates the health insurance for foreigners. In that case, the proof of health insurance is European Health Insurance Card, or other evidence determined by the convention.

Here is link to the list of EU member states who signed agreement: <http://www.eng.rfzo.rs> and http://www.rfzo.rs/index.php/zastita-ino-actual/medjunarodni-sporazumi-actual.

In case RTA’s country of origin has not signed the aforementioned agreement and RTA cannot obtain a proof of the health insurance, the competent police administration will issue a confirmation of the submitted request for health insurance under the regulations on health insurance for foreigners in Serbia. The costs for such insurance are reimbursed by the project for up to EUR 200/person/month.

With the said confirmation, RTA shall report to the competent office of the National Insurance Health Fund (<http://www.eng.rfzo.rs>).

**RTA’s family Residence Permit**

In case RTA will be accompanied by the family, the family members have to submit a request for the temporary residence permit at the relevant Police Administration in their respective country of residence.

Members of RTA’s family should submit the same documents as stated above (except the Letter from the Beneficiary institution).

In addition to the documents stated above, the following documents should be enclosed:

* For the spouse (original and an authorized translation):
* Wedding certificate (not older than 6 months)
* For the children (original and an authorized translation):
* Birth certificates (not older than 6 months)

After the Serbian embassy issues the temporary residence permit, the members of family should enter the Republic of Serbia within 30 days and report to the competent police administration.

***Note:***

***Useful information and application forms are available also on the Internet:*** [***http://www.mup.gov.rs/cms\_eng/home.nsf/inf-for-foreigners.h***](http://www.mup.gov.rs/cms_eng/home.nsf/inf-for-foreigners.h)

In order to help in the process of obtaining the residence permit, please feel free to contact the CFCU: *twinning@mfin.gov.rs.*

### 2.1.2. RTA Mission Letter

The mission letters are prepared by the CFCU. They are intended to facilitate the installation of RTAs and to accelerate the administrative procedures for registering in the country. They certify that the RTA is a long-term expert working on an EU-funded project. These official documents must be presented for certain purposes, for example when registering the car or renting an apartment.

There are two types of mission letters:

1. The CFCU prepares the Mission Letter (see model in Annex A2) and transmits it to the RTA at his/her home country work address, once the contract is endorsed by the CFCU.

This letter is issued in English and signed by the Head of CFCU/ Programme Authorising Officer.

2. The CFCU can also supply RTA with the Mission Letter containing additional information.

Such letters contain information about the exact duration of stay of the RTA and his/her monthly income. This type of mission letter is only issued to RTAs who are already in Serbia, upon their request.

###

### 2.1.3. Customs

In accordance with Article 26 of the Framework Agreement[[1]](#footnote-1) between the European Commission and the Government of Serbia, RTAs are exempt from customs duties, import duties and other fiscal charges on import of personal belongings, including vehicle and house furniture.

For the implementation of the customs procedure and the customs formalities, it is necessary to hire an authorized freight forwarder in Serbia.

In order to use the right of exemption, RTA should submit the request for the exemption to the customs house in charge in accordance to the place of RTA’s residence in the Republic of Serbia.

The following documentation should be enclosed to the request:

* Copy of valid passport (no need for translation or certification by public notary)
* Copy of Residence permit
* Evidence of ensured dwelling (e.g. lease contract)
* Copy of Twinning Contract’s Special Conditions, signed, dated and stamped by the Senior Programme Officer (SPO) of the Beneficiary institution
* Certificate issued by the Beneficiary institution indicating RTA’s engagement in the Twinning project
* The list of household objects that are intended for importation (i.e. inventory list). The inventory list should be prepared in Serbian language, in two (2) signed copies and it should include the quantity and value of imported items (e.g. 10 pairs of shoes).

The personal belongings imported under exemption of customs duties cannot be sold, given to the others for usage, pawned, rented or used for other purposes in the period of 5 years from the date of the import customs declaration, unless the import duties from which the importer was exempted are previously paid at the authorised customs house.

Bringing foreign currency into Serbia is free, but amount is limited. When you are leaving the country you can bring up to EUR 10.000 per person without any special authorisation. Foreign nationals and Serbian nationals who live and work abroad for more than one year, can bring a higher amount based on certificate of entry of foreign currency exchange account or passbook. The duty of every passanger crossing the border with the amount higher than EUR 10.000 is to be reported to the custom authorities. Turnover of payment cards is free.

For more detail information please see: <http://www.carina.rs/en/Passengers/Pages/Passengers.aspx>

### 2.1.4. Tax Exemptions

RTA is exempted from personal income tax on all income arising from the performance of his/her duties as RTA, in line with the Article 26 of the Framework Agreement.

## 2.2 Accommodation

### 2.2.1. Hotel accommodation

The RTA is entitled to up to 30 days (the actual number of nights spent in a hotel) of additional full per diem to stay in a hotel during the first days of his/her stay in Serbia. The spouse and the children of the RTA are entitled to 50% of the abovementioned rate. The claim for these extra per diem must be substantiated by a hotel invoice.

For the complete list of hotels in Belgrade please refer to the http://www.beogradhoteli.com/hotel\_belgrade.html

Upper margins of acceptable rents of accomodation for Serbia are approximately EUR 100-120 per day.

### 2.2.2. Permanent housing

**General information**

Upper margins of acceptable rents of accomodation for Serbia are EUR 1.000-2.500 per month, depending on the number of family members (the spouse and the children of the RTA).

**Lease agreement**

In order to conclude the lease agreement, RTA and the landlord can use the standard lease agreement.The agreement should at least fulfil the following requirements:

* Identification of the landlord’s bank account number;
* Indication of the number of bedrooms;
* Determination of the lease end-date set at no later than the end of the project’s workplan duration;

The RTA must keep the original of the lease agreement with the rest of financial documents of the project, for verification by the auditors and the CFCU.

**Real Estate Agents**

RTAs are advised to use a reputable real estate agent, the list of which is available on the internet. The agents’ fee which is introduced in the Twinning contract budget and which fully covers the related costs is one month’s rental fee.

## 2.3 RTA Assistant(s)

RTA is responsible for selecting an assistant who will provide assistance through the entire period of the RTA secondment. Assistant(s) as a rule may not have or recently (past six months) have had any contractual relation with the beneficiary administration. The recommended salary for the RTA assistant which should be introduced in the Twinning contract budget amounts to € 1500 per month.

### 2.3.1. Recruitment

The MS is responsible for the recruitment of the RTA assistant. Please note that the selection process must be competitive. The award and conclusion of this service contract will in general be governed by the provisions of private sector input. These provisions are explained in Annex A4 to each Twinning Contract "Contract Award Procedures". The recruitment of a suitable project assistant may commence before signature of the Twinning Contract and particulars inserted in the Twinning work plan.

A minimum of three candidates must be assessed/ interviewed.

The following documents are to be kept in the file in the English language following the recruitment process:

* Terms of Reference for the position (a short job description)
* CVs of at least three candidates
* Justification of the choice signed by the RTA

A copy of the CVs and the justification should be submitted to the CFCU for its records.

A template of an advertisement for the employment of the RTA assistant which can be used is attached as Annex 3.

**Advertisements on internet websites**

The costs of recruitment (press advertisements, interviews, employment agency fees, etc.) cannot be refunded from the Twinning budget.

Advertisement can be published on CFCU’s website without any cost. In order to have your advertisement published on the websites please contact twinning@mfin.gov.rs.

In addition to the abovementioned websites, the MS may decide to publish the advertisement on the commercial sites dedicated for recruitment. Several sites of this kind are operating in Serbia and are easily accessible through internet. The costs related to publishing of advertisements on commercial websites are to be born by the respective MS.

**Advertisements in Daily newspapers**

Advertisements can also be published in daily newspapers which charge fee for these services. The costs related to publishing of advertisements in daily newspapers are to be borne by the respective MS.

## 2.4 Telecommunications

The land-line telephone services telephone service providers in Serbia are Telekom Serbia, Orion telekom and SBB. The prices on the services provided can be found on respective web pages.

Public telephones can be used with telephone cards costing RSD 200 and RSD 300 bought in a post office, retail outlets or at a kiosk.

The mobile phone service providers in Serbia are Mobilna telefonija Srbije (MTS), Telenor and VIP. The prices on the services provided can be found on respective web pages. Both prepaid and post-paid service can be used. In case prepaid service is used, the accounts can be recharged by buying charging cards at kiosks, petrol stations, supermarkets, authorized dealers, etc.

***Note:***

*The purchase of a mobile telephone and the costs arising from its use can under no circumstances be financed out of the Twinning budget.*

## 2.5 Post, Couriers and Messengers

All the necessary information regarding postal services as well as the information on opening hours of postal offices is available at [www.posta.rs](http://www.posta.rs).

The Central Post Office “Pošta Beograd” in Savska 2 is open 24 hours a day (Phone No.(+381 11) 264-5-392).

In addition to postal services, logistics, money and IT services can be used as well.

## 2.6 Transport and Travel

### 2.6.1 Driving

Foreign nationals and residents living abroad may enter the country in a vehicle bearing foreign registration plates and drive as long as the reasons (visit, holiday, business) for it exists.

Foreign nationals and local nacionals living abroad can come to our country with foreign vehicle registration plates and use it for the durations of the reasons of their visit (visit, vacation, business obligations).

Foreign nationals residing in the coutry longer than three months (for the purpose of the education, marriage, business obligations etc.) can temporarily import a vehicle with exemption from payment of duties under the following conditions:

1. If the vehicle meets the requriments prescribed by the Regulation on the import of motor vehicles (Official. Gazette of RS, no. 106/2005, 27/2009 and 57/2009) – at least Norm Euro 3 is nessesary.
2. That person is allowed to stay in the coutry longer than three months.

**Driving licences**

European Member States’ driving licenses are valid in Serbia.

**Buying a vehicle in Serbia**

RTAs that have registered their residence in Serbia are allowed to purchase a vehicle. The VAT exemption does not apply to buying a new or used vehicle, i.e. tax payment on the transaction has to be settled at the tax office.

When buying a new vehicle, the selling company will issue an invoice and other relevant documents needed for the vehicle registration.

When buying a used vehicle, sales contract with the previous owner has to be signed. The previous owner is also obliged to transmit the registration documents to the new owner (including mandatory insurance policy), which have to be submitted to the police headquarters in order to obtain new registration documents. The mandatory vehicle insurance is valid until the end of the period indicated in the insurance policy. In spite of the different name of the policy holder, there is no need to issue a new mandatory insurance policy until the existing one expires.

**Traffic regulations**

Traffic regulations in Serbia are similar to those in EU countries. When travelling around the country drivers should not exceed the following limitations:

* 30 km/h in area of schools
* 50 km/h in populated areas,
* 80 km/h outside of populated areas,
* 120 km/h on motorways.

The use seat belts is obligatory. The use of a mobile phone by the driver is not permitted, unless a "hands-free" device is being used. Headlights must be on all the time while driving.

The police can be reached by dialling 192.

**Parking in Belgrade**

Parking zones are always clearly indicated and it is prohibited to park anywhere else. In order to park in the centre of Belgrade it is necessary to purchase a parking ticket from a parking meter parking tickets, ‘parkomats’, SMS messages and electornic tickets (from parking attendants).

The parking meters are located in a parking zone (each zone has its own parking price as well as the allowed time of parking). With numeric signs of parking zone there are also differences in the colour of each zone that can be found on the proper traffic signalization.

The valid parking ticket (if not acquired through mobile phone) should be placed on the dashboard inside the car for inspection. There is also possibility to purchase daily ticket and payment can be made through four different mehtods. If the user does not pay in any of those ways or exceeds the allowed parking time, the controllers JKP "Parking servis" shall issue an order to pay a daily ticket for this vehicle and leave it in a prominent place.

Person shall acquire the ability to use PPK provided that he is resident in the zoned part of the city and the car in its ownership, which proves through the ID and viacle registration certificate.

http://www.parking-servis.co.rs/en/

**Public Garages**

In public garages the logic of zone parking is not in use nor there is a time limit. Prices are different for each garage individually. Public garages can be found on several locations throughout (mainly in the center) of the town.

### 2.6.2 Public transport

**Belgrade City Transport**

Belgrade has a reliable, well-integrated bus, trolleybus and tram network. Maps and timetables canbefound at <http://www.gsp.rs/english/dailylines.htm> . Lines cover most of the city. The major points where the public transport lines meet are Student square (Studentski trg), Railway station, Slavia Square, etc.

Regular bus, trolleybus and tram routes close down around 12.00 p.m. From 12.00 p.m. to 4.00 a.m. night buses and trams are running. For the night timetables please check <http://www.gsp.co.yu/english/nightlines.htm>.

Tickets for trams and buses can be bought in most of kiosks. For more information please visit https://www.busplus.rs/

**Taxi**

There are taxi association in Belgrade, for more information please visit

<http://www.beograd.rs/cms/view.php?id=201690>

### 2.6.3 Inter-city transport

According to the Twinning Manual, local travel for the MS experts (RTA and short/medium duration missions) in the BC, but outside the capital, must be specified and budgeted separately. Whenever possible, the use of public transport is mandatory.

Detailed information about the train timetable and cost of tickets to all destinations is available on the Serbian Railways website http://www.zeleznicesrbije.com/active/en/home.htmlTickets can be purchased at railway stations.

For travel within Serbia, buses are a very convenient mean of transport and there are regular departures to all major towns. In Belgrade there are two intercity central bus stations located next to each other. For more information on timetable please visit <http://www.bas.rs/> and http://lasta.rs/ Belgrade airport “Nikola Tesla” is the main airport in Serbia. Belgrade is directly connected with most of the European capitals. Beogread airport is at 18km from the city centre. For more information please refer tothe following website: <http://www.beg.aero/welcome.54.html>

There is a direct bus line A1 connecting the airport and the city centre. The buses depart from the Slavia Square every 20 minutes. Thelatest airport bus timetable can be found at http://www.busevi.com/red-voznje/details/261-linija-a1-trg-slavija-aerodrom-qnikola-teslaqIt takes 30 minutes from the airport to the city centre.

###

### 2.7 Banking

Serbian currency is Dinars (RDS). Dinar banknotes come in 5000, 2000, 1000, 500, 200, 100, 50, 20 and 10 denominations. Coins are delivered in 20, 10, 5, 2 and 1 Dinars. For updated version of exchange rate please check the website of National Bank of Serbia ([www.nbs.rs](http://www.nbs.rs)).

Banks in Serbia provide full personal banking services.

The RTA is free to open a bank account, for which the following documents should be enclosed:

Valid passport with residence permit (valid at least 6 months following the date of the abovementioned request) and permit for temporary stay.

All major credit and debit cards can be used throughout the country.

The list of all banks can be found on the National Banks of Serbia website.

## 2.8 Medical Services

### 2.8.1 Health insurance in Serbia

Serbia’s health care system is centrally controlled and based on the principles of social health insurance. Provision and funding of services are largely public, although private providers also operate in the market. The public health care system is managed by a single public health insurance fund: the National Insurance Health Fund (http://www.eng.rfzo.rs).

Primary health care is delivered through health centres, emergency care centres, and pharmacies. Each municipality has health centre with a network of primary health care units, dentistry and pharmacy services. Health centres provide general medical consultations, primary care, care of pre-school children, school medicine and dental care. In case of emergencies the number available is 112.

###  2.8.2 RTA Health insurance

As described previously under the part 2.1.1. Residence Permit, the procedure of obtaining health insurance under the regulations on health insurance for foreigners in Serbia is managed by the the National Insurance Health Fund (<http://www.eng.rfzo.rs>).

Resident Twinning Advisers are obliged to contract insurance coverage, for themselves and their accompanying family members, for health care costs due to accident or illness for the entire period of their secondment. The maximum costs for such insurance as well as recommended coverage are defined in the Twinning Manual. It is the responsibility of the MS Project Leader to ensure that the RTA is adequately insured.

Where there is a bilateral agreement for social security coverage between the MS of origin and the host BC, RTAs are obliged to take the necessary steps. Complementary coverage for costs not covered under the bilateral agreement and for emergency repatriation in case of accident or severe illness may be charged to the project within the same ceilings.

Where there is no bilateral agreement on social security the project will reimburse full coverage for health care costs due to sickness or accident, including emergency repatriation as above.

The insurance coverage reimbursed by the project will not include capital indemnity in case of death or invalidity due to accident or illness. It is understood that the MS employer provides such coverage.

## 2.9 Language Courses and Schools

### 2.9.1 Serbian language courses

There are several schools in Belgrade which offer classes in Serbian as a foreign language. Although RTA will have personal assistant fluent in his/her language, any attempt to learn Serbian will be welcomed by host institution and people in Belgrade. Two options exist for learning Serbian, private course and tutors, and more information you can find at Serbian Translation Association website [www.prevodi.rs](http://www.prevodi.rs).

You can also take clases in language schools:

**Institute for Foreign Languages, 35** Gospodar Jovanova Str., Phone No. (+381 11) 2625-427,

website: [www.isj.rs](http://www.isj.rs)

**Ilija M. Kolarac Foundation**, 5 Studenski trg, Str., Phone No. (+381 11) 263 50 73,

website: [www.kolarac.rs](http://www.kolarac.rs)

**Berlitz**, 9 Avalska Str., Phone No. (+381 11) 308 74 66,

website [www.berlitz.co.rs](http://www.berlitz.co.rs)

### 2.9.2 Schools for children

There are a number of accredited schools for foreign nationals in Belgrade. Below is a list of international schools (nursery, primary and secondary) in Belgrade:

**Name and Website of Schools**

International Nursery School Belgrade, [www.insb.edu.rs](http://www.insb.edu.rs)

British International School Belgrade, [www.british-int-school.org.uk](http://www.british-int-school.org.uk)

Chartwell International School Belgrade, <http://chartwell.edu.rs>

Crnjanski High School, [www.crnjanski.edu.rs](http://www.crnjanski.edu.rs)

Ecole Francaise de Belgrade, [www.efb.rs](http://www.efb.rs)

Deutschen Schule Belgrad, [www.dsbelgrad.com](http://www.dsbelgrad.com)

The International School of Belgrade, [www.isb.rs/isb](http://www.isb.rs/isb)

Scuola Italiana Milena Pavlovic Barilli, [www.mpbarilli.com](http://www.mpbarilli.com)

Prima International School, [www.prima-school.com](http://www.prima-school.com)

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# SECTION 3 ANNEXES

## ANNEX 1 RTA Mission Letter

TO WHOM IT MAY CONCERN

This is to certify that *(****name of RTA)*** is designated as Resident Twinning Advisor in Twinning contract ***(name of the contract)***, contract no. ***(contract number*),** signed by the Ministry of Finance, Government of the Republic of Serbia, Department for Contracting and Financing of EU Funded Programmes (CFCU), on ***(date of signature)***.

Mr/Mrs ***(name of RTA)*,** from ***(MS administration)*** will assist **(Name of *Beneficiary Institution*)** from ***(date of beginning and end of the PAA assignment/project duration).***

Under the Framework Agreement between the European Commission and the Government of Serbia signed on 29 November 2007 (published in Official Gazette of the Republic of Serbia, No.124-07 on 26th December 2007), ANNEX A: GENERAL CONDITIONS RELATING TO FINANCING AGREEMENTS, this expert is covered by the following provisions:

Article 25 - Granting of facilities for the implementation of programmes and execution of contracts

Article 26 - Rules on taxes, customs duties and other fiscal charges

At least the same procedural privileges shall apply to such contractors as applicable to contractors under any other bilateral or multilateral agreement or arrangements for assistance and technical co-operation.

…

c) Profit and/or income arising from Community financed contracts shall be taxable in the Republic of Serbia in accordance with the national/local tax system. However, natural and legal persons, including expatriate staff, from the Member States of the European Union or other countries eligible under IPA executing Community financed contracts shall beexempted from those taxes in the Republic of Serbia.

d) Personal and household effects temporally imported for personal use by natural persons (and members of their immediate families), except the citizens of the Republic of Serbia and foreign citizens with permanent residence in the Republic of Serbia, engaged in carrying out tasks defined in technical co-operation contracts, shall be exempted from customs duties, import duties, taxes and other fiscal charges having equivalent effect, the said personal and household effects being reexported or disposed of in the state, in accordance with the regulations in force in the Republic of Serbia after termination of the contract.

Belgrade, \_\_\_\_\_\_\_\_\_\_\_\_

Programme Authorising Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nataša Šimšić, Assistant Minister

1. Framework Agreement between the Government of the Republic of Serbia and the Commission of the European Communities on the rules for co-operation concerning ec-financial assistanceto the Republic of Serbia in the framework of the implementation of the assistance under the Instrument for Preaccession Assistance (IPA) [↑](#footnote-ref-1)