



REPUBLIC OF CROATIA
MINISTRY OF FINANCE
DIRECTORATE FOR FINANCIAL MANAGEMENT, INTERNAL AUDIT AND
SUPERVISION
SECTOR FOR HARMONIZATION OF INTERNAL AUDIT AND FINANCIAL
CONTROL

PROCEDURE

**FOR ACTING IN CASE OF REQUEST FOR STUDY
VISIT/INTERNATIONAL COOPERATION TO THE CENTRAL
HARMONIZATION UNIT WITHIN THE MINISTRY OF
FINANCE OF THE REPUBLIC OF CROATIA**

version 1.0

Zagreb, September 2014

1. OBJECTIVE AND PURPOSE

The objective of this procedure is to define the way of proceeding in case representatives from related institutions from the EU member states, candidate countries, potential candidate countries for EU membership and other countries (hereinafter: applicant), express interest or want to submit a request for study visit/international cooperation (hereinafter: request) to the Central Harmonization Unit of the Ministry of Finance in the Republic of Croatia (hereinafter: CHU)

The purpose of this procedure is to ensure purposeful, timely and cost-effective allocation of human resources within the CHU.

The procedure is result of previous practices and ways of proceeding in cases of expressing interest by interested party for acquiring necessary knowledge and experience related to accession process of the Republic of Croatia to the EU membership as well as experience of the Republic of Croatia as an EU member state in relation to the internal financial control development.

The procedure contains a description for submitting the request to the CHU and acting upon received request.

2. SUBMITTING THE REQUEST FOR THE STUDY VISIT/INTERNATIONAL COOPERATION TO THE CHU

Applicant must submit a request to the Ministry of Finance of the Republic of Croatia to the Directorate for Financial Management, Internal Audit and Supervision.

The request must contain the following data:

- a) explanation of need for study visit or for other form of international cooperation
- b) explanation of reason for choosing the CHU for study visit/international cooperation
- c) topics which are of interest for participants of study visit/international cooperation (including elaboration of topics and explanation of the reason for choosing it)
- d) target group of participants and number of participants
- e) proposed date of visit (in case proposing of cooperation agreement elaborate the plan of visit)
- f) contact-person and a e-mail address to which the CHU can submit a response.

The request is submitted in a form which is an integral part of this procedure.

Note:

- dates, topics, manner of cooperation and similar questions will be considered based on above-described written request which should be approved from the Head of Institution or by authorized person)
- take into account the proposed date of visit which can not be earlier than 30 work days starting from the day of submitting of the request
- expenses of travel, local transportation, accommodation and food are borne by the applicant, as the expenses of translation from Croatian language to English or to official language of applicant.

3. ACTING UPON THE RECEIVED REQUEST FOR STUDY VISIT/INTERNATIONAL COOPERATION WITH THE CHU

Upon receipt of request the CHU will:

- ✓ Consider the received request in a manner:
 - a) to assess the justification of the request on the basis of given explanations for the need of visit/cooperation
 - b) to consider the proposed topics and dates of visit in order to harmonize with the availability of the CHU staff.

- ✓ Prepare a response to the request in which will:
 - a) if the request is not accepted
 - explain the rejection of request

 - b) if the request is accepted
 - give approval on suggested topics or eventually suggest amendments
 - give approval on suggested dates of visit or eventually suggest other
 - prepare detailed schedule of visit and select persons which will prepare the presentations for the need of carrying out the planned visit
 - prepare and attach to the response on the request the draft of cooperation agreement (in case of such cooperation)

- ✓ To deliver the response on the submitted request via e-mail, and if the response on the submitted request is positive, to demand the applicant to confirm the proposed visit schedule (and sign the agreement if foreseen).

4. ANNEXES

Annex 1: Request form for the study visit/international cooperation with the CHU

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