

The name of the recommendation

Administrative service name			
Administrative service code			
Regulatory body (responsible for implementing the recommendation)			
The legal framework governing the administrative procedure			
Regulations to be amended / adopted / revoked to implement recommendations			
Deadline for implementation of recommendations			
1. SHORT DESCRIPTION OF THE PROBLEM			
2. SUMMARY OF RECOMMENDATIONS			
RECOMMENDATION	NECESSARY MODIFICATION / REVOCATION / ADOPTION REQUIRED		IF THE ANSWER IS YES, WHICH REGULATION
	Yes	No	
Cancellation of services			
Joining the services			
To determine the legal ground and required documentation			
<i>Determine the legal basis if there is none</i>			
<i>Modify if the legal basis is incorrect</i>			
Deadlines			
<i>Shortening the prescribed deadline</i>			
<i>Prescribing deadlines by a separate law</i>			
Administrative Request Form			
<i>Improvement of existing form</i>			

<i>Implementation of the request form</i>			
Financial expenses			
<i>Elimination of unlawfully charged fees / charges</i>			
<i>Reduction in the amount of financial expense</i>			
Obtaining information ex officio and documents obtained from the client **** <i>The form is also accompanied by an Annex with details of the recommendations</i>			
Documentation			
<i>Elimination of unnecessary documentation</i>			
<i>Changing the form of documents (original, certified copy, copy, copy with original for inspection)</i>			
Validity period and issue of act / document /			
<i>Extension of validity period</i>			
<i>Termination of validity period</i>			
<i>Implementing notification instead of request for renewal of the act</i>			
<i>Prescribing the relevant administrative act / document /</i>			
Transparency of administrative procedure			
<i>Are elements of the administrative procedure publicly available***</i>			
<i>Public availability of register / records of issued acts</i>			
Introducing notification filing and thereby simplifying / eliminating steps within the decision-making process			
Introducing One-Stop-Shop for multiple procedures in a row			
Apply the "Silence of management means approval" rule when possible.			
Stop using seals (specify on which documentation to submit)			

**** *The box on the public availability of elements of the administrative procedure is to be filled in, only if there are certain specifics in relation to the general recommendation on the public*

Note: *The most common types of recommendations and short formulations are given, which should be followed uniformly. Exceptionally, it is possible to add other types / formulations, as the case may be. When filling in the table, delete from the table those types of recommendations that do not relate to the specific procedure.*

3. EXPLANATION

4. CONTENT OF RECOMMENDATIONS WITH THE DRAFT OF REGULATIONS WHICH ARE PROPOSED FOR AMENDMENTS (if there is proposed changes in regulations)

5. REVIEW OF THE PROVISIONS OF REGULATIONS WHICH ARE PROPOSED FOR AMENDMENTS

6. ANALYSIS OF THE EFFECTS OF RECOMMENDATIONS (AEP)