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|  |  Izvještaj o sprovođenju plana integriteta za 2024. godinu |  |
|  |  JU OŠ „Zarija Vujošević“ Mataguži, Podgorica |  |
|  | REGISTAR RIZIKA | PROCJENE I MJERENJE RIZIKA | REAGOVANJE NA RIZIK | PREGLED I IZVJEŠTAVANJE O RIZICIMA |  |
|  | Oblasti rizika | Radna mjesta | Osnovni rizici | Postojeće mjere kontrole | Preostali rizici(rezidualni) | Vjer. | Posljedice | Procjena | Predložene mjere za smanjenje/otklanjanje rizika | Ogovorna osoba | Rok | St. | Kratak opis i ocjena realizacije mjere |  |
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| 1.1 | Rukovođenje i upravljanje |

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| direktor |

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| Donošenje nezakonitih odluka |

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| Interna akta institucije |

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| Upotreba širokih diskrecionih ovlašćenja |

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| Redovna kontorla u procesu odlučivanja i usaglašenosti odluka sa zakonom. | menadžer | trideseti decembar dvije hiljade dvadeset četvrte godine |

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 | RealizovanoSve Odluke koje se odnose na rad škole se blagovremeno i u zakonskom roku objavljuju na sajtu škole i na oglasnoj tabli. |
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| 1.2 | Rukovođenje i upravljanje |

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| direktor |

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| Donošenje nezakonitih odluka |

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| Zakoni i podzakonska akta |

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| Donošenje odluka pod eksternim uticajem i drugih neprihvatljivih uticaja |

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| Puna transparentnost prilikom donošenja odluka,propisa i drugih opštih akata | menadžer | trideseti decembar dvije hiljade dvadeset četvrte godinee |

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 | RealizovanoU izvještajnom periodu je obezbijedjena je puna transparentnost i javnost u radu objavljivanjem Odluka na oglasnoj tabli škole.Sjednice Školskog odbora se održavaju redovno u skladu sa Godišnjim planom rada i zaključcima. |
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| 1.2 | Rukovođenje i upravljanje |

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| direktor |

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| Donošenje nezakonitih odluka |

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| Zakoni i podzakonska akta |

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| Donošenje odluka pod eksternim uticajem i drugih neprihvatljivih uticaja |

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| 1.3 | Rukovođenje i upravljanje |

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| direktor |

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| Nedozvoljeno lobiranje ili drugi nejavni uticaj |

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| Zakon o sprječavanju korupcije |

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| Primanje sponzorstva i donacija suprotno odredbama Zakona o sprječavanju korupcije  |

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| Redovna kontrola evidencije o primljenim sponzorstvima i donacijama | menadžer | trideseti decembar dvije hiljade dvadeset četvrte godine |

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 | RealizovanoSve donacije su evidentirane na propisanom obrascu kao I način trošenja istih.Izvještaj je u zakonskom roku predat nadležnom organu. |
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| 1.4 | Rukovođenje i upravljanje |

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| Nedozvoljeno lobiranje ili drugi nejavni uticaj |

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| Evidentiranje primljenih poklona |

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| Nepoštovanje zakonske obaveze evidentiranja primljenih sponzorstava i donacija . |

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| Dostavljanje pisanog izvještaja o primljenom donacijama i sponzorstvima Agenciji za sprječavanje korupcije na propisanom obrascu u zakonskom roku . | menadžer | trideseti april dvije hiljade dvadeset pete godine  |

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 | RealizovanoIzvještaj o primljenim donacijama za 2024.godinu je u zakonskom roku predat Agenciji za sprječavanje korupcije .Izvještaj je podnijet na propisanom obrascu. |
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| 1.5 | Rukovođenje i upravljanje |

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| Neadekvatno strateško planiranje rada institucije |

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| Podjela radnih zadataka |

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| Odstupanje u sprovodjenju strategije razvoja institucije ,programa i planova rada. |

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| Redovno izvještavanje o sprovodjenju strategije razvoja o mjerama za unapredjenje rada ustanove i poboljšanju rada ustanove .planu razvoja ustanove. | menadžer | trideseti septembar dvije hiljade dvadeset pete godine |

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 | RealizovanoNema odstupanja u sprovodjenju strategije razvoja ustanove u odnosu na prethodni period izvještavanja.Redovno je izvještavano o sprovodjenju planova i  |
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| 1.5 | Rukovođenje i upravljanje |

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| direktor |

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| Neadekvatno strateško planiranje rada institucije |

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| Podjela radnih zadataka |

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| Odstupanje u sprovodjenju strategije razvoja institucije ,programa i planova rada. |

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 | programa razvoja. |
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| 2.1 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| direktor |

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| Nezakonito donošenje odluka pri procesu zapošljavanja |

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| Interne i eksterne kontrole |

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| Zapošljavanje bez javnog konkursa suprotno zakonu i Pravilniku o organizaciji i sistematizaciji radnih mjesta . |

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| Kontrola procesa zapošljavanja zaposlenih u instituciji | nastavnik | trideseti septembar dvije hiljade dvadeset pete godine |

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 | RealizovanoKonkursi i proces zapošljavanja se realizuju na osnovu zakonksih odredbi i važeće procedure putem javnog oglašavanaj.Konkursi se raspisuju na osnovu Pravilnika o unutrašnjoj organizaciji i sistematizaciji radnih mjesta i nakon dobijene saglasnosti od monistarstva prosvjete ,nauke i inovacija.Konkursi se realizuju u skladu sa zakonksim propisima. |
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| 2.2 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| svi zaposleni |

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| Neprijavljivanje poklona i odsustvo evidencije poklona |

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| Zakoni i podzakonska akta |

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| Primanje poklona suprotno odredbama zakona. |

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| Donijeti interno upustvo o vodjenju evidencije o primljenim poklonima | nastavnik | trideseti septembar dvije hiljade dvadeset pete godine |

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 | RealizovanoDonijeto je interno upustvo o obavezi prijavljivanja poklona. |
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| 2.3 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| direktor |
| koordinator |

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| Narušavanje principa transparentnosti |

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| Zakoni i podzakonska akta |

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| Gubitak i smanjenje povjerenja javnosti u rad institucije zbog nedovoljne transparentnosti i informisanosti javnosti o radu institucije. |

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| Proaktivnno objavljivanje informacija iz člana 12 Zakona o slobodnom pristupu informacija i druge informacije od javnog interesa uz odgovarajući način zaštite podataka koji su od značaja za privatnost i podataka koji su označeni stepenom tajnosti. | nastavnik | trideseti septembar dvije hiljade dvadeset pete godine |

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 | RealizovanoOmogućena je puna javnost u radu uz objavljivanje Odluka na sajtu i oglasnoj tabli škole i uz poštovanje principa tajnosti podataka za Odluke koje su poslovna tajna. |
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| 2.4 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| direktor |

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| Narušavanje principa transparentnosti |

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| Zakoni i podzakonska akta |

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| Neppravovremeno informisanje javnosti o relevantnim odlukama o radu institucije. |

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| Omogućiti dostupnost relevantnih dokumenata na web stranici,facebook-u stranici škole ,na oglasnoj tabli. | nastavnik | trideseti septembar dvije hiljade dvadeset pete godine |

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 | RealizovanoSve informacije koje su bitne za rad škole su redovno objavljenje na sajtu škole ,fejsbuk stranici i oglasnoj tabli. |
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| 3.1 | Planiranje i upravljanje finansijama |

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| službenik za javne nabavke |

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| Neadekvatno sprovođenje postupaka javnih nabavki |

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| Zakon o javnim nabavkama |

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| Sukob interesa u postupku javnih nabavki i odstupanja od zakonskih procedura. |

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| Donošenje plana za tekuću godinu do kraja januara tekuće godine. | nastavnik | trideseti septembar dvije hiljade dvadeset pete godine |

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 | RealizovanoPlan javnih nabavki za 2025.godinu je usvojen od strane organa upravljanja.Službenica za javne nabavke imenovana od strane škole je u zakonksom roku objavila plan na CEJN - |
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| 3.2 | Planiranje i upravljanje finansijama |

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| službenik za javne nabavke |

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| Neadekvatno sprovođenje postupaka javnih nabavki |

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| Zakon o javnim nabavkama |

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| Nedovoljna transparentnost prilikom sprovodjenja postupka javnih nabavki. |

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| Podnošenje izvještaja o sprovedenim postupcima javnih nabavki na godišnjem nivou | nastavnik | trideseti septembar dvije hiljade dvadeset pete godine |

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 | RealizovanoPrilikom sprovodjenja postupka javnih nabavki obezbijedjena je transparentnost .Polugodišnji izvještaji za 2024.godinu o sprovedjenju jednostavnih nabavki su uradjeni na propisanim obrascima i podneseni Direktoratu za politiku javnih nabavki. |
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| 3.3 | Planiranje i upravljanje finansijama |

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| računovođa |

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| Neblagovremeno i neažurno obavljanje povjerenih poslova |

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| Interna kontrola |

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| Nedovoljna transparentnost u postupku raspolaganja budžetskim sredstvima. |

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| Kontinuirano dostavljanje kvartalnih finansijskih izvještaja o raspolaganju budžetskim sredstvima u skladu sa Pravilnikom o načinu sačinjavanja i podnošenja finansijskih izvještaja budžeta,državnih fondova i jedinica lokalne samouprave. | nastavnik | trideseti septembar dvije hiljade dvadeset pete godine |

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 | RealizovanoKvartalni finansijski izvještaji u prethodnom periodu su uradjeni na propisanim obrascima i predati u zakonskom roku resornom organu kao i godišnji finansijksi izvještaj. |
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| 4.1 | Čuvanje i bezbjednost podataka i dokumenata |

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| direktor |
| ostali zaposleni  |

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| Ugrožavanje zaštite podataka |

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| Interne i eksterne kontrole |

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| Neadekvatna evidencija i čuvanje ličnih podataka i dokumenata. |

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| Redovna kontrola podataka u MEIS aplikaciji. | nastavnik | trideseti decembar dvije hiljade dvadeset pete godine |

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 | RealizovanoZaposleni redobno unose podatke u meis  |
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| 4.1 | Čuvanje i bezbjednost podataka i dokumenata |

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| ostali zaposleni  |

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| Ugrožavanje zaštite podataka |

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| Interne i eksterne kontrole |

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| Neadekvatna evidencija i čuvanje ličnih podataka i dokumenata. |

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 | aplikaciju a kontrolu sprovodi ministarstvo prosvjete,nauke i inovacija. |
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| 4.2 | Čuvanje i bezbjednost podataka i dokumenata |

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| ostali zaposleni  |

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| Nesavjestan rad |

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| Interna kontrola |

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| Neblagovremeno ažuriranje podataka u meis aplikaciji. |

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| Stručna pomoć nastavnom osoblju o Meis aplikaciji. | nastavnik | trideseti decembar dvije hiljade dvadeset pete godine |

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 | RealizovanoSvim zaposlenima se pruža kontinuirano stručna pomoć što se tiče unošenja podataka na meis portal od strane stručnog lica -ict koordinatora. |
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| 4.3 | Čuvanje i bezbjednost podataka i dokumenata |

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| svi zaposleni |

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| Nesavjestan rad |

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| Interna kontrola |

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| Curenje povjerljivih informacija sadržanih u meis aplikaciji. |

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| Pojačati nadzor nad podacima sadržanih u Meis aplikaciji. | nastavnik | trideseti decembar dvije hiljade dvadeset pete godine |

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 | RealizovanoNe postoji mogućnost zloupotrebe što se tiče unošenja podataka u meis aplikaciju jer svi zaposleni imaju posebne lozinke. |
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|  | **PODNOSILAC IZVJEŠTAJA** |  | **STARJEŠINA/ODGOVORNO LICE U ORGANU VLASTI** |  |
|  | **Menadžer integriteta** |  |  |  |  |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |