



Bosnia and Herzegovina  
Federation of Bosnia and Herzegovina  
Zenica-Doboj Canton  
Ministry of Education, Science, Culture and Sports  
PEDAGOGICAL INSTITUTE ZENICA

THREE-YEAR WORK PLAN OF THE PEDAGOGICAL INSTITUTE, AN  
ADMINISTRATIVE ORGANIZATION WITHIN THE MINISTRY OF EDUCATION,  
SCIENCE, CULTURE AND SPORTS OF ZENICA-DOBOJ CANTON

---

FOR THE PERIOD 2023 - 2025

NOVEMBER, 2022

## **1) Introduction**

The Three-Year Work Plan of the Pedagogical Institute, an administrative organization within the Ministry of Education, Science, Culture and Sports of the Zenica-Doboj Canton, is an implementation document that operationalizes strategic goals, priorities and measures from the Zenica-Doboj Canton Development Strategy for the period 2021 - 2027 (*Official Gazette of Zenica-Doboj Canton*, number: 3/21), (hereinafter: the Strategy) just like the tasks falling under the competence of the Pedagogical Institute, represents the basis for the preparation of the Annual Work Plan of the Pedagogical Institute and the Ministry and was prepared in accordance with provisions of the Law on Development Planning and Management in the Federation of BiH (*Official Gazette of Federation of BiH*", number: 32/17), Regulation on three-year and annual planning, monitoring and reporting in the Federation of BiH (*Official Gazette of Federation of BiH*, number: 74/19 and 2/21), Zenica-Doboj Canton Development Strategy for the period 2021-2027 (*Official Gazette of Zenica-Doboj Canton*, number: 3/21) and the Law on Cantonal Ministries and Other Bodies of Cantonal Administration (*Official Gazette of Zenica-Doboj Canton*, number: 10/15 and 8/22). By carrying out the tasks and duties falling under the competence of the Pedagogical Institute, as determined under the laws and by-laws in the field of preschool, primary, secondary education and adult education, as well as under Article 18 (3) of the Law on Cantonal Ministries and Other Bodies of Cantonal Administration, the Pedagogical Institute will, through synchronization of their tasks with the tasks of the Ministry, during the period 2023 - 2025, contribute to the achievement of the strategic goal: 2. Improve the quality of life and ensure equal opportunities for all citizens through creating a sustainable and fair social environment, and the strategic priority 2.1. Improvement of services in the education sector and aligning with labour market needs

## **2) Overview of the projects and activities implemented under the Annual Work Plan for the previous calendar year**

Work was done aimed at preparing subject curricula that are based on learning outcomes for regular elementary school and grammar school, and peer review was conducted. While, from the formal and legal point of view, no document that would be called the draft was determined, it can be considered that the goal was realized. In the 2022/2023 school year, piloting of subject curricula was started in a representative sample of schools for the 1<sup>st</sup> and 6<sup>th</sup> grades of elementary school and the 1<sup>st</sup> and 3<sup>rd</sup> grades of the grammar school. Within the segment of curriculum-related tasks, opinions were, also, given about the curricula prepared by schools for the respective occupations of Mechanical Technician for Computer-Aided Design, Chemical Technician in Pharmaceutical Industry, Architectural Technician, Nutrition Technician, Food Processor, for adult-education occupations Reinforcement Concrete Worker, Joiner-Roofing Carpenter, CNC Operator

All visits to educational institutions planned for the purpose of pedagogical-expert / expert supervision in 2022 were completed. Namely, two visits to 91 primary and secondary schools and students' residence (182 visits) and three visits to preschool institutions at the end of the first semester and in June of the 2020/2021 school year (70 visits) and one visit at the beginning of the 2022/2023 school year (37 visits) were made. A total of 289 visits were made in 2022 and situation reports were prepared. Based on the situation as identified in the said reports, summary reports on performed pedagogical-expert / expert supervision (5 summary reports) were prepared and the Ministry and the Inspectorate of Education and Science were informed about the observed situation. The process of

evaluation of the work of principals and assistant principals of educational institutions for the 2021/2022 school year was conducted and decisions on performance evaluation were issued.

The activities of monitoring and evaluating the work of teachers and pedagogues for the 2020/2021 – 2023/2024 school year evaluation cycle were carried out and 215 teachers and expert associates were evaluated.

Work was also carried out with regard to tasks relating to the professional development of teachers, expert associates and management of educational institutions. Within the scope of the said tasks, the following trainings were implemented: 1. On-line training with school teachers and pedagogues involved in the process of curriculum piloting (368 persons); 2. "Promoting the reading culture and habits of elementary school pupils in the Zenica – Dobož Canton" as part of the project with the Rotary Club of Zenica for representatives of selected schools, class teachers and Bosnian/Croatian/Serbian language and literature teachers; 3. Seminar for the Programme of Compulsory Preschool Education in the Year Before Starting School (POPOiO) in the 2021/2022 school year. Technical support was provided for the activities of domestic and international organizations that conducted training for teachers and other school employees as part of the projects (GIZ, MIOS, British Council, CIVITAS, Rijaset of the Islamic Community of BiH, OSCE, USAID).

Cantonal competitions in mathematics, physics, informatics and German language were held for students.

Work was done with a view to updating the databases for 2021/2022 and setting up databases for 2022/2023. This is a continuous database-related activity: number of elementary schools, secondary schools; of elementary school pupils, secondary school students; of primary school teachers, secondary school teachers; number of teachers by subject, number of other staff in primary schools and secondary schools, qualifications and occupations by school, teaching material and teaching aids in primary schools and secondary schools, clubs by primary and secondary schools, teaching work by primary and secondary schools.

Activities within the scope of the implementation of the "Vocational Education and Training in Bosnia and Herzegovina" (VET Project) project between the Ministry and GIZ continued, under the competence of the Pedagogical Institute.

### **3) A brief description of the key orientations of the Three-Year Work Plan and the conducted consultation process**

The key orientation of the Pedagogical Institute in the field of preschool, primary and secondary education and adult education is support for improving the quality of the teaching process through the improvement of curricula and educational infrastructure, aligning of the education system with the needs of the labour market, support for inclusive teaching, modernization and flexibility of the teaching process in non-crisis and crisis conditions. The key orientations will be achieved through the implementation of the planned activities on the realization of measures from the Zenica - Dobož Canton Development Strategy, as well as the tasks falling under the competence of the Pedagogical Institute, primarily through the activities of Measure 2.1.1. Improve the match between the education system and the needs of the labour market and 2.1.3. Modernization of the education system for quality and flexible delivery of classes in non-crisis and crisis situations, and by providing support for the work of preschool, primary, secondary and adult education institutions, providing support for the users of educational institutions, and providing support for the functioning of the Pedagogical Institute.

#### **4) Description of institutional capacities with an analytical overview of key deficiencies and needs of administrative bodies with regard to planned programmes (measures) for the next three-year period**

The Pedagogical Institute, as an administrative organization within the Ministry of Education, Science, Culture and Sports, has a unified organization without internal organizational units, and the Pedagogical Institute is managed by the Director of the Pedagogical Institute, the managerial civil servant of the Ministry who is accountable to the Minister. The classification of jobs of the Pedagogical Institute is an integral part of the Rulebook on the internal organization and classification of jobs of the Ministry of Education, Science, Culture and Sports of Zenica - Dobož Canton, which is adopted by the Minister. The work and employment relations of civil servants and employees in the Pedagogical Institute, and the entire work and functioning of the Pedagogical Institute, are governed by the by-laws that are adapted by the Ministry. The part of the Rulebook that concerns the Pedagogical Institute envisages 20 job positions for civil servants, one job position for the managerial civil servant, the Director of the Pedagogical Institute, and two employee job positions. It can be noted from the existing internal organization of the Pedagogical Institute, that the focus is on the performance of expert tasks in the field of education, and that, for instance, it foresees that economic and financial, organizational, logistical and other similar tasks are performed at the level of the Ministry, that is, the competent division or the job position for such tasks within the Ministry. The Pedagogical Institute currently has 18 employees or 79%, including the Director of the Pedagogical Institute, as follows: 1 managerial civil servant, the Director of the Pedagogical Institute, 1 Expert Adviser for Legal and General Affairs, 12 Expert Advisers for Education, 1 Expert Adviser for Education - Inclusive Education, 1 Expert Adviser for Information Systems and Databases, 1 Senior Officer - Technical Secretary and 1 Driver. The current number of employees does not adequately fill the job positions as determined under the Rulebook and does not meet the growing workload, which has been particularly notable following the declaration of the COVID 19 pandemic, expansion of the type and the scope of tasks that are placed under the competence of the Pedagogical Institute by regulations, delegation of tasks by the Ministry, as well as due to the programme planning and implementation of obligations from strategic documents and regulations of the Federation of Bosnia and Herzegovina and Bosnia and Herzegovina. The aggravating circumstance is that two employees will be meeting the requirements for the termination of their employment relationship by operation of law during this planning period, and it is, therefore, important to fill the positions with new employees in a timely manner.

There is a need to amend the part of the Rulebook that concerns the Pedagogical Institute in order to create conditions for hiring a larger number of civil servants and, thus, ensuring the prerequisites for the smooth, continuous, professional and efficient performance of tasks falling under the competence and scope of work of the Pedagogical Institute, the legal, professional and efficient performance of which is the responsibility of the Director of the Pedagogical Institute. Furthermore, there is a need to improve the current material and technical working conditions for the smooth performance of work (information and communication support, platforms, problem of lack of space, meeting rooms, information technology resources and their networking, etc.).

## **5) Possible problems and risks in terms of the implementation of the Three-Year Work Plan**

Possible problems and risks include re-declaration of a state of disaster in the area of the Zenica-Doboj Canton due to the COVID-19 pandemic or other natural disasters, untimely adoption of the budget, i.e. functioning that is based on a decision on temporary financing for the first quarter of 2023, the long procedure for filling vacant job positions, interdepartmental inconsistency of legal acts and by-laws, as well as due to the lack of expert staff. Possible risks can also develop in the context of the implementation of tasks that fall under the competence of the Pedagogical Institute or that are delegated to the Pedagogical Institute, and that are implemented in cooperation with international organizations that are either in full, or with a small share of the Ministry, financed by international organizations.

## A. Main Programme

Main programme name	Main programme code	Sources and amounts of planned funds in million BAM			
		Sources	2023	2024	2025
Support for the promotion and improvement of the quality of preschool, elementary, secondary and adult education	n/a	<b>Budget funds</b>	0.601	0.606	0.626
		<b>Loans</b>	-	-	-
		<b>EU funds</b>	0.045	0.045	0.045
		<b>Other donations</b>	-	-	-
		<b>Other funds</b>	0.010	0.010	0.010
		<b>Total</b>	0.656	0.661	0.681

### A1. Programmes (Measures) for the Implementation of the Main Programme

Programme (Measure) name	Programme code	Indicators	Start value	Target value by years		
				2023	2024	2025
1. Improve the match between the education system and the labour market needs	n/a	Updated Information on deficient occupations and unemployment structure as recorded at the Cantonal Employment Service of Zenica-Doboj Canton is prepared and the education system needs to be adjusted therewith	0	-	-	Information prepared
		Unemployment rate	38,8 (2019)	36.5	34.2	31.9
		Number of persons caught doing "undeclared work" in Zenica-Doboj Canton	276 (2019)	261	247	233
2. Modernization of the education system for quality and flexible delivery of classes in non-crisis and crisis situations	n/a	Curricula for primary and secondary schools are improved	0 (2019)	0	1	1
		Number of reconstructed buildings of educational institutions	0 (2019)	33	66	100
		The number of pupils and students who have achieved superior achievements in sports, culture and/or learning	0 (2019)	17	33	50
3. Increase the quality of the tourist offer and the valorisation of tourist resources	n/r	Number of tourist arrivals (2019)	38,854 (2020)	42,736	44,678	46,622
		Number of overnight stays by tourists (2019)	125,317 (2020)	137,847	144,113	150,380
		Number of domestic tourist arrivals (2019)	20,558 (2020)	22,656	23,687	24,717
		Number of overnight stays by domestic tourists (2019)	83,066 (2020)	91,372	95,526	99,679
4. Providing support for the work of preschool, primary, secondary and adult education institutions and providing support for institution users	n/a	Support is provided for the work of preschool, primary and secondary education institutions and users of institutions within the scope of the competence of the Pedagogical Institute	100% (2021)	100%	100%	100%
5. Supporting and ensuring conditions for performance of tasks falling under	n/a	The ratio of the costs of programme to the total Budget of the institution	95%	100%	100%	100%

the competence of the Pedagogical Institute and synchronization with the Ministry's competences						
---	--	--	--	--	--	--

## A2. Activities / Projects for Implementing the Programmes (Measures) from Table A1.

Programme (Measure) number and name: 1. Improve the match between the education system and the labour market needs									
Name of the strategic document, designation of the strategic goal, priority and measure undertaken as a programme: Zenica-Doboj Canton Development Strategy for the period 2021-2027, Measure 2.1.1.									
Activity/Project name	Deadline for completion	Expected activity/project result	Main body in charge (smallest organizational part)	PIP <sup>2</sup>	Adopted <sup>3</sup> (Yes/No)	Sources and amounts of planned funds in million BAM			
						Sources	2023	2024	2025
1.1. Prepare information on the number of students by qualification and occupation in secondary schools of the Zenica-Doboj Canton for the period 2020/2021 – 2023/2024	2024	Information on the number of students by qualification and by occupation in secondary schools of the Zenica-Doboj Canton for the period 2020/2021 – 2023/2024 is prepared	Pedagogical Institute	-	NO	Budget funds	0.000	0.005	0.005
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
						<b>Total</b>	<b>0.000</b>	<b>0.005</b>	<b>0.005</b>
1.2. Innovate the existing curricula and develop new curricula for the existing as well as for new qualifications and occupations (secondary education)	2023-2025 Continuously	The proposal of the curricula (subject curricula) for general secondary education (grammar school) is determined	Pedagogical Institute	-	NO	Budget funds	0.005	0.005	0.005
						Loans	-	-	-
						EU funds	0.025	0.025	0.025
		Other donations				-	-	-	
		Other funds				-	-	-	
		<b>Total</b>				<b>0.030</b>	<b>0.030</b>	<b>0.030</b>	
1.3. Give opinions on TVET curricula that are prepared in schools and on the curricula of religious schools and private schools	2023-2025 Continuously	95% of requests from schools asking for opinions to be provided on the prepared curricula are processed	Pedagogical Institute	-	NO	Budget funds	0.015	0.015	0.015
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
						<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>

1.4. Give opinions on the specific contents of secondary education curricula	2023-2025 Continuously	95% of requests asking for opinions to be provided on specific contents are processed	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	0.015	0.015	0.015
1.5. Give opinions/proposals on the adult education institutions' curricula for adult education	2023-2025 Continuously	95% of requests/initiatives for adult education curricula are processed	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	0.015	0.015	0.015
1.6. Conduct continuous professional development of teaching staff with a view to updating their knowledge and developing additional skills	2023-2025 Continuously	70% of the teaching population is covered in various forms of training, an average of 25% per year	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.005	0.005	0.005
		Approximately 13 trainings are organized per year				<b>Loans</b>	-	-	-
						<b>EU funds</b>	0.020	0.020	0.020
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	0.025	0.025	0.025
1.7 Monitor and evaluate the work of teachers and expert associates for the evaluation cycle 2020/2021 – 2023/2024	2023-2025 Continuously	Work of all teachers and expert associates who are subject to evaluation in this cycle is monitored and evaluated at the rate of 100%	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	0.015	0.015	0.015
1.8 Participate in the establishment and development of the institutional framework for the development of lifelong entrepreneurial learning through a multisectoral partnership for lifelong and entrepreneurial learning	2023-2025 Continuously	Participation in the establishment and development of the institutional framework for the development of lifelong entrepreneurial learning through a multisectoral partnership for lifelong and entrepreneurial learning	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.005	0.005	0.005
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	0.010	0.010	0.010
						<b>Total</b>	0.015	0.015	0.015
1.9 Provide support for	2023-2025	Stakeholders are involved in the activity of	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015



improving the quality of the practical training and its scope in secondary education	Continuously	the innovation of the curriculum of practical classes				<b>Loans</b>	-	-	-
		A minimum of 5 trainings for teachers/mentors for realizing in-company practical training are organized				<b>EU funds</b>	-	-	-
	<b>Other donations</b>					-	-	-	
	<b>Other funds</b>					-	-	-	
	<b>Total</b>	<b>0.015</b>				<b>0.015</b>	<b>0.015</b>		
1.10 Provide support for the adoption of the programme to promote the integration of entrepreneurial key competences in learning at ISCED Levels 2 and 3, integration of entrepreneurial key competences in learning in primary and secondary schools in the Zenica-Doboj Canton	2023-2025 Continuously	Participate in the activities of the Ministry related to the Programme adoption	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
		Make sure, in the process aimed at determining the proposals of curricula, to integrate content/activities that contribute to the development of entrepreneurial key competences appropriate for the age of the students				<b>Loans</b>	-	-	-
	<b>EU funds</b>					-	-	-	
	<b>Other donations</b>					-	-	-	
	<b>Other funds</b>	-				-	-		
<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>						
1.11 Implement a project aimed at strengthening the capacity and professional work of the Pedagogical Institute	2023	The interactive website of the Pedagogical Institute for cooperation with educational institutions is created and put into operation	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>						
<b>Total for Programme (Measure) 1.</b>						<b>Budget funds</b>	0.120	0.125	0.125
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	0.045	0.045	0.045
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	0.010	0.010	0.010
<b>Total</b>	<b>0.175</b>	<b>0.180</b>	<b>0.180</b>						
<b>Programme (Measure) number and name: 2. Modernization of the education system for quality and flexible delivery of classes in non-crisis and crisis situations</b>									
<b>Name of the strategic document, designation of the strategic goal, priority and measure undertaken as a programme: Zenica-Doboj Canton Development Strategy for the period 2021-2027 – Strategic goal 2, Priority 2.1, Measure 2.1.3</b>									

Activity/Project name	Deadline for completion	Expected activity/project result	Main body in charge (smallest organizational part)	PIP <sup>2</sup>	Adopted <sup>3</sup> (Yes/No)	Sources and amounts of planned funds in million BAM			
						Sources	2023	2024	2025
2.1 Improve curricula in primary and secondary schools	2023-2025 Continuously	Improve the proposal of curricula (53 subject curricula) for regular elementary education and general secondary education (grammar school) as the result of the piloting implemented in the 2022/2023 school year. Information on the implementation of the curricular reform, i.e. the creation of subject curricula based on the learning outcomes for regular primary education and general secondary education (grammar school) is prepared	Pedagogical Institute	-	NO	Budget funds	0.020	0.020	0.020
						Loans			
		EU funds							
		Other donations							
		Other funds							
		<b>Total</b>				<b>0.020</b>	<b>0.020</b>	<b>0.020</b>	
2.2 Participate in the modernization of school buildings and teaching equipment, with an emphasis on equipping rooms for practical classes and sports halls/playgrounds for physical education	2023-2025 Continuously	Data on the condition of facilities and the situation of classes are continuously collected and processed to ensure that the Ministry has relevant indicators of modernization needs by schools	Pedagogical Institute	-	NO	Budget funds	0.020	0.020	0.020
						Loans			
						EU funds			
						Other donations			
						Other funds			
						<b>Total</b>	<b>0.020</b>	<b>0.020</b>	<b>0.020</b>
2.3 Participate in adapting the school facilities for the realization of inclusive teaching, Provide	2023-2025 Continuously	Data on students with difficulties and the condition of facilities and teaching equipment in terms of inclusive education are	Pedagogical Institute	-	NO	Budget funds	0.020	0.020	0.020
						Loans			
						EU funds			
						Other donations			

expert support for inclusive school teams		continuously collected and processed to ensure that the Ministry has relevant indicators of the needs with regard to the adaptation of facilities to inclusive education. Expert support for inclusive school teams.				<b>Other funds</b>			
						<b>Total</b>	<b>0.020</b>	<b>0.020</b>	<b>0.020</b>
2.4 Enhance the attractiveness of school sports, culture and educational achievements, and encourage the increase of clubs in primary and secondary schools	2023-2025 Continuously	A minimum of 5 cantonal knowledge competitions are organized annually (mathematics, physics, informatics, English language and German language).	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.020	0.020	0.020
		<b>Other donations</b>							
		<b>Other funds</b>							
		Activities of schools in the fields of sports, culture and school clubs are regularly monitored through pedagogical and expert supervision and monitoring and evaluation of the work of teachers				<b>Other funds</b>	<b>0.020</b>	<b>0.020</b>	<b>0.020</b>
2.5 Participate in enhancing the capacity for preschool education through support for the implementation of the program of compulsory preschool education through the training of the implementers of the Programme for Compulsory Preschool Education and preschool teachers.	2023-2025 Continuously	100% of implementers of the Programme for Compulsory Preschool Education in the year before starting elementary school are covered by the training	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.020	0.020	0.020
		<b>Other donations</b>							
		<b>Other funds</b>							
		25% of preschool teachers are included in the training on an annual basis				<b>Total</b>	<b>0.020</b>	<b>0.020</b>	<b>0.020</b>
2.6 Participate in the development of the model of stimulation of superior educational achievements through monitoring and	2023-2025 Continuously	Data on educational achievements in schools are continuously collected and processed - One analysis with regard	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.020	0.020	0.020
		<b>Other donations</b>							
		<b>Other funds</b>							

collecting data on educational achievements for the Ministry		to the collected data is submitted to the Ministry per year				<b>Total</b>	<b>0.020</b>	<b>0.020</b>	<b>0.020</b>
2.7. Provide support for the implementation of full digitization in primary and secondary schools	2023-2025 Continuously	Support is provided in terms of the introduction and functioning of digital platforms in 90 schools (primary and secondary) within the scope of the competence of the Pedagogical Institute	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.020	0.020	0.020
						<b>Loans</b>			
						<b>EU funds</b>			
						<b>Other donations</b>			
						<b>Other funds</b>			
<b>Total</b>	<b>0.020</b>	<b>0.020</b>	<b>0.020</b>						
2.8 Participate in the analysis and projections of demographic trends and the number of students in schools, with the projection of the use of school facilities and their future status	2025	Available data from the annual work programmes of schools are submitted to the Ministry	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.000	0.000	0.020
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>			
<b>Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.020</b>						
<b>Total for Programme (Measure) 2.</b>						<b>Budget funds</b>	0.140	0.140	0.160
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
<b>Total</b>	<b>0.140</b>	<b>0.140</b>	<b>0.160</b>						
<b>Programme (Measure) number and name: 3 Increasing the quality of the tourist offer and valorisation of tourist resources</b>									
<b>Name of the strategic document, designation of the strategic goal, priority and measure undertaken as a programme: Zenica-Doboj Canton Development Strategy for the period 2021-2027 – Strategic goal 1, Priority 1.3, Measure 1.3.1</b>									
<b>Activity/Project name</b>	<b>Deadline for completion</b>	<b>Expected activity/project result</b>	<b>Main body in charge (smallest organizational part)</b>	<b>PIP<sup>2</sup></b>	<b>Adopted<sup>3</sup></b>	<b>Sources and amounts of planned funds in million BAM</b>			
3.1 Support the application of contemporary knowledge	2023-2025 Continuously	The innovated curricula referred to in the previous	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.030	0.030	0.030
						<b>Loans</b>	-	-	-

in tourism through the innovation of curricula and formal curricula for adult education		points include contemporary knowledge in tourism and contribute to the improvement of the tourist offer				<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.030</b>	<b>0.030</b>	<b>0.030</b>
<b>Total for Programme (Measure) 3.</b>						<b>Budget funds</b>	0.030	0.030	0.030
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.030</b>	<b>0.030</b>	<b>0.030</b>
<b>Programme (Measure) number and name: 4. Providing support for the work of preschool, primary, secondary and adult education institutions and providing support for institution users within the scope of competences of the Pedagogical Institute</b>									
<b>Name of the strategic document, designation of the strategic goal, priority and measure undertaken as a programme: -</b>									
Activity/Project name	Deadline for completion	Expected activity/project result	Main body in charge (smallest organizational part)	PIP <sup>2</sup>	Adopted <sup>3</sup> (Yes/No)	Sources and amounts of planned funds in million BAM			
						Sources	2023	2024	2025
4.1 Provide support for preschool institutions and users of preschool institutions in accordance with the Law on Preschool Education and related regulations within the scope of the competence of the Pedagogical Institute	2023-2025 Continuously	100% of requests from institutions and individuals with regard to exercising rights from the Law on Preschool Education and related regulations within the scope of competences of the Pedagogical Institute are processed	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>
4.2 Provide support to primary education institutions and users of primary education institutions in accordance with the Law on Primary Education and related regulations within the scope of competences of the Pedagogical Institute	2023-2025 Continuously	100% of requests from institutions and individuals with regard to exercising rights from the Law on Elementary School falling under the competence of the Pedagogical Institute are processed	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>
4.3 Provide support to secondary education	2023-2025 Continuously	100% requests of institutions and	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-

institutions and users of secondary education institutions in accordance with the Law on Secondary Education and related regulations within the scope of competences of the Pedagogical Institute		individuals with regard to exercising rights from the Law on Secondary School and related regulations falling under the competence of the Pedagogical Institute are processed				<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>
4.4 Provide support to adult education institutions and users of adult education institutions in accordance with the Law on Adult Education and related regulations within the scope of competences of the Pedagogical Institute	2023-2025 Continuously	100% requests of institutions and individuals with regard to exercising rights from the Law on Adult Education and related regulations falling under the competence of the Pedagogical Institute are processed	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>
4.5 Perform expert supervision of the work of preschool institutions	2023-2025 Continuously	9 expert supervisions of the work of approximately 37 preschool institutions are carried out.	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
		9 reports on the observed situation are submitted to the Ministry				<b>Loans</b>	-	-	-
		Decisions on the performance evaluation for principals for the 2022/2023, 2023/2024 and 2024/2025 school years are adapted				<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>
4.6 Perform pedagogical and expert supervision of the work of primary and secondary schools and students' residence	2023-2025 Continuously	6 pedagogical and expert supervisions of the work of approximately 60 primary and 30 secondary schools and 1 students' residence are carried out - number to be checked	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
		6 reports on the observed situation are submitted to the Ministry				<b>Loans</b>	-	-	-
		Decisions on the performance evaluation for principals				<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>

		for the 2022/2023, 2023/2024 and 2024/2025 school years are adapted							
4.7 Review of the proposals of annual work programmes of preschool, primary and secondary education institutions and of adult education institutions and their approval in accordance with regulations	2023-2025 Continuously	The proposals of Annual Work Programmes of approximately 129 institutions are reviewed and approvals of Annual Work Programmes are issued in accordance with the regulations for the 2023/2024, 2024/2025, 2025/2026 school years	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
<b>Total</b>	0.015	0.015	0.015						
4.8 Give opinions with regard to the performance of educational activity by institutions and individuals falling under the competence of the Pedagogical Institute (opinions with regard to the fulfilment of teachers' obligations and with regard to the work ability, dismissal of the principal, imposition of educational and disciplinary measures, transfer of students to another school, determination of the topics of empirical research for the purpose of taking of professional exams for pedagogues etc.)	2023-2025 Continuously	90% of requests asking for opinions to be provided are processed	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
<b>Total</b>	0.015	0.015	0.015						
4.9 Prepare analyses of students' performance in terms of their learning and conduct at the end of the school year in elementary schools	2023-2025 Continuously	3 analyses of pupils' performance in terms of their learning and conduct at the end of the school year in elementary schools are prepared (2022/2023, 2023/2024 and 2024/2025 school years) and forwarded to the Ministry for information	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
<b>Total</b>	0.015	0.015	0.015						
4.10 Prepare analyses of	2023-2025	3 analyses of students'	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015

students' performance in terms of their learning and conduct at the end of the school year in secondary schools	Continuously	performance in terms of their learning and conduct at the end of the school year in secondary schools are prepared (2022/2023, 2023/2024 and 2024/2025 school years) and forwarded to the Ministry for information				<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>
4.11 Maintain databases with regard to the annual work programmes of preschool, primary and secondary education institutions and adult education institutions	2023-2025 Continuously	Updated databases from Annual Work Programmes by school years (2022/2023, 2023/2024, 2024/2025, 2025/2026 school years) are set up	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>						
4.12 Prepare proposals for the school calendar for primary and secondary schools	2023-2025 Continuously	Proposals of school calendar for primary and secondary schools for 2023/2024, 2024/2025 and 2025/2026 school years are prepared and forwarded to the Ministry for adoption	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>						
4.13 Respond to the applications of domestic and international organizations for the implementation in schools of projects related to educational activity that have been forwarded to the Pedagogical Institute for processing	2023-2025 Continuously	90% of applications are addressed	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.015	0.015	0.015
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
<b>Total</b>	<b>0.015</b>	<b>0.015</b>	<b>0.015</b>						
<b>Total for Programme (Measure) 4.</b>						<b>Budget funds</b>	0.195	0.195	0.195
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-



						Other funds	-	-	-
						Total	0.195	0.195	0.195
<b>Programme (Measure) number and name: 5. Support and ensuring conditions for efficient performance of the function of the Pedagogical Institute and synchronization with the activities of the Ministry</b>									
<b>Name of the strategic document, designation of the strategic goal, priority and measure undertaken as a programme: -</b>									
Activity/Project name	Deadline for completion	Expected activity/project result	Main body in charge (smallest organizational part)	PIP <sup>2</sup>	Adopted <sup>3</sup> (Yes/No)	Sources and amounts of planned funds in million BAM			
						Sources	2023	2024	2025
5.1 Resolve non-administrative cases (answers to clients' inquiries, correspondence with bodies of the same and different level of authority, as well as legislative and judicial authorities and similar)	2023-2025 Continuously	95% of cases resolved compared to the number of received cases	Pedagogical Institute	-	NO	Budget funds	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
Total	0.008	0.008	0.008						
5.2 Prepare opinions, approvals, answers to parliamentary questions and initiatives falling under the competence of the Pedagogical Institute	2023-2025 Continuously	100% of opinions, approvals, answers to parliamentary questions relating to the competences of the Pedagogical Institute are prepared	Pedagogical Institute	-	NO	Budget funds	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
Total	0.008	0.008	0.008						
5.3 Prepare Annual and Three-Year Plans and the Annual Report on the Work of the Pedagogical Institute coordinated with the planning documents of the Ministry	2023-2025 Continuously	3 three-year work plans, 3 annual work plans and 3 annual reports on the work of the Pedagogical Institute	Pedagogical Institute	-	NO	Budget funds	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
Total	0.008	0.008	0.008						
5.4 Perform tasks relating to human resources (addressing rights from labour relations, filling of positions, Register of Civil Servants, cooperation with the FBIH Civil Service Agency) for civil servants and employees of the	2023-2025 Continuously	100% of requests and activities of data provision for the FBIH Civil Service Agency's Register are implemented	Pedagogical Institute	-	NO	Budget funds	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
Total	0.008	0.008	0.008						

Pedagogical Institute									
5.5 Analyse and monitor legal acts (state, Federation, cantonal levels), in particular, in the field relating to education, that relate to the functioning of the Pedagogical Institute	2023-2025 Continuously	Regulations at the BiH, FBiH, Cantonal levels are regularly monitored and analysed	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
<b>Total</b>	<b>0.008</b>	<b>0.008</b>	<b>0.008</b>						
5.6 Ensure participation of civil servants and employees of the Pedagogical Institute in trainings, seminars, workshops, conferences for the purpose of their education, professional training and professional development	2023-2025 Continuously	Participation of civil servants and employees of the Pedagogical Institute in trainings, seminars, workshops, conferences is ensured in accordance with the Human Resources Development Plan of the Pedagogical Institute	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
<b>Total</b>	<b>0.008</b>	<b>0.008</b>	<b>0.008</b>						
5.7 Strengthen the institutional capacities through provision of material and technical equipment, coordinated with the activity of Ministries in this segment	2023-2025 Continuously	100% of funds intended for material and technical equipment of the Pedagogical Institute are realized in the part of the budget intended for these purposes of the Ministry	Pedagogical Institute in cooperation with the Economic and Financial Section of the Ministry	-	NO	<b>Budget funds</b>	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
<b>Total</b>	<b>0.008</b>	<b>0.008</b>	<b>0.008</b>						
5.8 Provide expert and operational support within the Pedagogical Institute and for educational institutions falling under the competence of the Pedagogical Institute	2023-2025 Continuously	Expert and operational support within the Pedagogical Institute and for the educational institutions is provided	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-
						Other funds	-	-	-
<b>Total</b>	<b>0.008</b>	<b>0.008</b>	<b>0.008</b>						
5.9 Planning and managing of financial resources of the Pedagogical Institute	2023-2025 Continuously	1 Framework Budget Document, 1 annual budget, 4 quarterly and 12 monthly operational plans are prepared on an	Pedagogical Institute in cooperation with the Economic and Financial Section of the Ministry	-	NO	<b>Budget funds</b>	0.008	0.008	0.008
						Loans	-	-	-
						EU funds	-	-	-
						Other donations	-	-	-

		annual basis in cooperation with the Economic and Financial Section				<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.008</b>	<b>0.008</b>	<b>0.008</b>
5.10 Participate in the implementation of activities aimed at implementing the measures prescribed under the Strategy for the Fight against Corruption of the Zenica-Doboj Canton	2023-2025 Continuously	Participation in the preparation of the Integrity Plan and the plan for the fight against corruption in the Ministry and support is provided for the person designated for monitoring the implementation of the activities of the Ministry	Pedagogical Institute	-	NO	<b>Budget funds</b>	0.008	0.008	0.008
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.008</b>	<b>0.008</b>	<b>0.008</b>
5.11 Participate, as an organizational unit of the Ministry, in the implementation of the established internal control system of the Ministry in accordance with the provisions of the Law on Financial Management and Control in Public Sector in FBiH	2023-2025 Continuously	Orders of the Ministry's coordinator for financial management and control and the established process and risk assessment map are complied with, and participation in the preparation of reports on the functioning of the financial management and control on an annual level in the context of data relating to the Pedagogical Institute as an organizational unit	Pedagogical Institute in cooperation with the Economic and Financial Section of the Ministry	-	NO	<b>Budget funds</b>	0.018	0.018	0.018
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.018</b>	<b>0.018</b>	<b>0.018</b>
5.12 Participate in the implementation of the obligations of the Ministry related to European integration in the segments falling under the competence of the Pedagogical Institute with a view to implementing the Decision on the Coordination System of the European Integration Process	2023-2025 Continuously	Participation in the work of Working Groups for European Integration, with a civil servant from the Pedagogical Institute as a member of the Working Group in his/her capacity as a representative of the Ministry	Pedagogical Institute in cooperation with other Divisions of the Ministry	-	NO	<b>Budget funds</b>	0.018	0.018	0.018
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-
						<b>Total</b>	<b>0.018</b>	<b>0.018</b>	<b>0.018</b>
<b>Total for Programme (Measure) 5.</b>						<b>Budget funds</b>	<b>0.116</b>	<b>0.116</b>	<b>0.116</b>
						<b>Loans</b>	-	-	-
						<b>EU funds</b>	-	-	-
						<b>Other donations</b>	-	-	-
						<b>Other funds</b>	-	-	-

	<b>Total</b>	<b>0.116</b>	<b>0.116</b>	<b>0.116</b>
--	--------------	--------------	--------------	--------------