

General Acts of Agency

Rules of Procedure:

29.08.2014 – Rules of Procedure of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

Rulebooks:

19.08.2016 – Rulebook on the Workplace Discipline and Disciplinary and Material Accountability of the Employees in the Professional Service of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

27.07.2016 – Rulebook on the Manner of Conducting Video Surveillance in the Facility of “Panko Brashnarov Palace” on the Part of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

25.12.2015 – Rulebook on the Official Clothing for the Employees in the Professional Service of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

29.02.2016 – Rulebook on the Use of Official Mobile Phones and the 3G USB Modem in the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

06.04.2015 – Code of Conduct for the Members of the Council and the Employees in the Professional Service of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

30.03.2015 – Rulebook on Amending and Supplementing the Rulebook on Defining the Duration of the Annual Leave of the Employees in the Professional Service of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

12.03.2015 – Rulebook on Defining the Duration of the Annual Leave of the Employees in the Professional Service of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

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27.02.2015 – Rulebook on the Vocational Training, Education and Specialization of the Employees in the Professional Service of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

30.01.2015 – Rulebook on Amending and Supplementing the Rulebook of the Agency for Audio and Audiovisual Media Services on the Use of Representation Funds ([download as PDF](#))

18.06.2015 – Rulebook on on the Use, Management and Maintenance of the Vehicles of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

23.01.2015 – Rulebook on the Systematization of Posts in the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

23.01.2015 – Rulebook on the Internal Organization and Work of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

23.01.2015 – Rulebook on Reporting, Responding to and Resolving Incidents in the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

23.01.2015 – Rulebook on Defining the Obligations and Responsibilities of the IT System Administrator and Authorized Personnel in the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

23.01.2015 – Rulebook on Ensuring Transparency in the Work of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

27.12.2014 – Rulebook on the Manner of Conducting Video Surveillance in the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

12.12.2014 – Rulebook on the Procedures Relating to the Financial and Accounting operations of the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

04.12.2014 – Rulebook on the Terms, Manner and Procedure of Keeping and Erasing the Recordings of Radio and Television Programming Services ([download as PDF](#))

04.12.2014 – Rulebook on Workplace Safety and Health Management ([download as PDF](#))

04.12.2014 – Rulebook on the Terms, Manner and Procedure of Issuing a Copy of a Recording of an Information Aired Within the Frameworks of a Broadcaster's Programming Service at the State, Regional or Local Levels in the Republic of Macedonia ([download as PDF](#))

Request Form for Issuing a Copy of a Recording

The Request Form for issuing a copy of a recorded information aired by a broadcaster's programming service can be downloaded [here](#)

Note: The Agency will issue the requested copy of a recording if the request is supported by a photocopy of a document proving that a court proceeding has been initiated; a statement (certified by a notary) showing intention to initiate a court proceeding, or written correspondence from relevant state institutions and other bodies or entities.

19.11.2014 – Rulebook on the Manner of Creating a Backup Copy, Archiving and Maintenance, as well as Restoring of the Preserved Personal Data ([download as PDF](#))

19.11.2014 – Rulebook on the Form and Content of the Official ID of the Personnel Authorized to Perform Expert Supervision and the Manner of its Issuance and Withdrawal ([download as PDF](#))

19.11.2014 – Rulebook on the manner of Destroying Documents, as well as the Manner of Destroying, Erasing and Cleaning the Medium in the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

19.11.2014 – Rulebook on the Technical and Organizational Measures for Ensuring Personal Data Confidentiality and Protection in the Agency for Audio and Audiovisual Media Services ([download as PDF](#))

14.10.2014 – Rulebook on the Manner of Submitting Supporting Documentation Along with the Correspondence and Applications Sent to the Archiving Office of the Agency for Audio and Audiovisual Media Services ([download PDF file](#))

List of Information of Public Character:

The list of information of public character can be downloaded [here](#)

Administrative Supervision:

The Written Report Form concerning Conducted Administrative Supervision can be downloaded at this [link](#)

Expert Supervision:

The Written Report Form concerning Conducted Expert Supervision can be downloaded at this [link](#)

Guidelines:

06.04.2015 – Guidelines on determining the deadline for acting upon the decisions of the Agency for Audio and Audiovisual Media Services ([download PDF file](#))

19.11.2015 – Guidelines on the manner of keeping records about the persons authorized to perform personal data processing, and keeping records about transferring media outside the premises of the Agency for Audio and Audiovisual Media

Services ([download PDF file](#))

Plan:

27.12.2015 – Plan for creating a system of technical and organizational measures for ensuring confidentiality and protection of personal data processing in the Agency for Audio and Audiovisual Media Services ([download PDF file](#))