

On the basis of Articles 30 and 60a of the Law on Spatial Development and Construction of Structures (“Official Gazette of the Republic of Montenegro”, no. 51/08, 34/11 and 35/13), the Ministry of Sustainable Development and Tourism enacts

RULEBOOK

ON THE MANNER AND PROCEDURE FOR THE CONDUCTING OF PUBLIC COMPETITION

I. BASIC PROVISIONS

Scope of the Rulebook

Article 1

This rulebook prescribes the manner and procedure for the conduction of public competition for urban development-architectonic design for particularly complex and attractive parts of urban units and other spaces and sites, and the manner and procedure for the conduction of public competition to define the location in particular cases (hereinafter: competition).

Competition

Article 2

Competition, for the purpose of this Rulebook, consists of a set of actions for the preparation and publication of the announcement and the solicitation and evaluation of original designs proposed for the given topic.

The conduction of the competition is based on the following principles: quality of design, independent decision making, equality, anonymity, transparency, fairness in awarding, and the applicability of the competition results.

Competition Announcement and Conducting Bodies

Article 3

The competition shall be announced and conducted by the state administration body competent for spatial development activities, i.e. local government body (hereinafter: announcer).

The competition can be announced and conducted on the basis of at the request of interested users of space.

Competition conduction activities can be conferred by the announcer to other person (hereinafter: conductor), that meets the preconditions for professional and

technical qualifications and references in the organisation of competitions, and organisational and financial capacities for competition conducting.

Evaluation, ranking and selection of competition entries shall be performed by the jury.

Competition for Urban Development-Architectonic Design for Particularly Complex and Attractive Parts of Urban Units and Localities

Article 4

The programme design, composition design or landscape design and the conceptual architectonic design for one, and/or more objects and the ground design or landscape design for parts or an entire unit of a given location shall be selected in the competition for urban development-architectonic design for particularly complex and attractive parts of urban units and other spaces from Article 30 paragraph 1 of the Law on Spatial Development and Construction of Structures (hereinafter: the Law).

The urban development-architectonic design from paragraph 1 of this Article can be the following design: urban development, architectonic-urban development, and/or architectonic.

Competition to Define Location in Particular Cases

Article 5

The urban development, i.e. urban development-architectonic design for structures of general interest shall be selected in the competition to define location in particular cases from Article 60 of the Law.

Locations from paragraph 1 of this Article for structures of general interest shall be defined by the Government of Montenegro (hereinafter: the Government), and for local structures of general interest by the executive authority of the local self-government unit, in accordance with the law.

The urban development-architectonic design from paragraph 1 of this Article can be the following design: urban development, architectonic-urban development, and/or architectonic.

II. TYPES OF COMPETITIONS

Types of Competitions According to Participants

Article 6

Depending on the participants, the competition can be national and international.

National competition is the competition in which persons with headquarters, i.e. residence in the territory of Montenegro.

International competition is the competition in which persons with headquarters, i.e. residence in the territory of another country can participate, along with persons from paragraph 2 of this article.

Types of Competitions According to Manner of Announcement

Article 7

The competition, depending on the manner of announcement can be: general, general with invitation and invitational.

In the general competition all interested persons that meet the conditions of the competition can participate.

General competition with invitation is the type of competition in which previously invited persons that meet the conditions of the competition can participate.

Invitational competition is announced for specific tasks and needs, in which the announcer invites certain participants to participate in the competition, on the basis of previous professional qualifications and other conditions of the task.

The invited participants in the invitational competitions confirm in written form their participation in the competition before the deadline set in the competition announcement.

The announcer and jury, on the basis of previous professional qualifications and other conditions of the task, determine the final selection of the invited participants.

Competitions can be anonymous and non-anonymous.

In the anonymous competitions, participants' anonymity is guaranteed by the conditions declared in the competition announcement.

In the non-anonymous competition, participants in the competition are informed about the names of all participants in the competition.

Types of Competitions According to Task

Article 8

Depending on its task, there can be conceptual and project competitions.

Conceptual competition is announced and conducted in order to obtain designs and ideas for a certain topic, area or location, which will serve for future planning, design or defining of project task.

Conceptual competition can be implemented as preparation for the project competition, or in order to select participants in the invitational competition.

Project competition is announced and conducted in order to obtain designs for certain architectonic or urban development tasks, and in which the selected design serves as the basis for further development of the planning and technical documentation.

Types of Competitions According to Form

Article 9

Depending on its form, the competition can be single-stage and two-stage.

Single-stage competition is announced and conducted for tasks with a clearly set programme of intent and contents.

Single-stage competition can be continued, as an extended competition, if the jury cannot reach the decision on a single, first place entry; in this case, the competition is extended to a more narrow competition, in which the right to participate is given only to the equally ranked entries from the previous phase of the single-stage competition.

The jury is obliged to clearly formulate tasks and obligations to the equally ranked participants in the extended competition, and the announcer is obliged to assign adequate and equal remuneration for additional engagement of the jury.

The procedure of extended competition is conducted in the same way as the procedure for the second stage in the two-stage competition.

Two-stage competition is announced and conducted, if needed, for complex tasks, with complex issues and diverse functional and technical or ambient demands.

In the first stage of the two-stage competition, ideas are selected and the settings of the programme are tested.

In the second stage of the two-stage competition, the final conceptual design for the design is obtained, based on which the next development phase of competition documentation can take place.

The right to participate in the second stage of the competition is given to a precisely defined number of participants in the announcement of the competition. These participants shall obtain this right through selection by the jury, according to clearly defined criteria in the first stage of competition.

Results of the two-stage competition shall be published after the completion of the second stage of the competition.

III. MANNER AND PROCEDURE FOR THE ANNOUNCEMENT AND CONDUCTING OF THE COMPETITION

Competition Announcing

Article 10

The decision to announce the competition contains the following:

- Title of the competition announcer;
- Subject of the competition;
- Type and form of the competition;
- Amount of funds allocated for the competition, amount of funds allocated for individual prizes and the manner of the competition financing;
- Contents of the competition material;
- Contents and equipment of the competition entry;
- Provisional deadlines for the competition;

- Names and surnames of jury members;
- Professional reporters;
- Performers of administrative tasks during the competition.

In the event the competition conduction is delegated to the conductor, the announcer supervises the conduction of the competition.

Competition Conducting

Article 11

Conducting of the competition encompasses the following:

- 1) Project task preparation;
- 2) Competition documentation drafting, professional review and evaluation of the competition, competition documentation and competition task;
- 3) Preparation of preliminary review of competition expenses and the drafting of the final financial calculation regarding the competition conducting activities;
- 4) Announcement publication;
- 5) Holding meetings of the jury and reporters and keeping of minutes;
- 6) Enabling public access to competition documentation to all interested persons, organising copying of competition documentation, reception of evidence on the payment of remuneration for competition material (template, CD, etc.), registering participants in the competition and submitting competition documentation to the participants in the competition within eight days from the day the application was received;
- 7) Organising the receiving of participants' questions and jury's answers, submitting answers in written form to all participants;
- 8) Receiving competition entries and issuing a certificate on submission, keeping of entries from the moment of submission until the end of the competition;
- 9) After the jury reaches its decision, informing of all participants in the competition on the competition results, submitting jury reports to all participants in the competition, jury members and competition announcers;
- 10) Organising exhibitions of entries and defining the duration of exhibition, and the public discussion on the competition results;
- 11) Completing and filing the competition documentation;
- 12) Filing of entries and organising the drafting of the catalogue of competition entries;
- 13) Filing of awarded and purchased entries and the returning of the remaining entries to their authors;
- 14) Performing other organisational and administrative activities related to competition implementation.

Jury

Article 12

The jury shall consist of at least five members, renowned experts and representatives of the announcer.

Jury members can also be qualified representatives of the submitter of the request to announce the open call (user of land, investor, etc.).

The professional member of the jury is independent from the announcer, i.e. they cannot be related to or employed with the announcer.

The representative of the announcer is the person appointed to the jury, qualified to evaluate competition entries on the basis on some of the criteria determined by the competition announcement.

A person with residence in the territory of another country can be the member of the jury in the national competition.

At least two persons residing in the territory of another country have to be in the jury in the international competition.

There must be an odd number of jury members, and their total number shall be defined according to the scope and character of the competition task.

The number of professional jury members must exceed one half of the total number of jury members.

If the participants, by the announcement of the competition, need to possess special professional qualifications or experience, professional jury members need to have at least the same qualifications, and/or experience.

The composition of the jury shall remain unchanged during the entire competition.

The announcers shall appoint deputy jury members.

The professional member of the jury who is not able to participate in the jury's activities shall be replaced by the deputy jury member.

Tasks of Jury Members

Article 13

Jury members:

- 1) Participate in the preparation of the competition task;
- 2) Provide professional opinion on competition entries and verify the announcement of the competition;
- 3) Provide written explanations and answers to questions posed by the participants;
- 4) Participate in the opening, sorting and reviewing of all submitted entries and, with the assistance of reporters, register the entries that meet the formal criteria established by the competition announcement, and/or the entries that do not meet these formal criteria and which will not be evaluated in the continuation of the competition;
- 5) Establish criteria to evaluate competition entries in accordance with the competition aims;

- 6) Evaluate and rank the entries, in accordance with the established criteria;
- 7) Reach decision which establishes the final ranking of participants, on the basis of which the process of awarding, purchasing and remunerating of competition entries takes place in accordance with the competition announcement;
- 8) Compose a report containing explanations of the awarded, purchased and remunerated entries, and, if needed, the remaining competition entries as well;
- 9) Submit to the announcer concrete recommendations regarding the reaching of conclusions during the competition, in written form;
- 10) Perform other activities envisaged by the competition.

Competition Fund

Article 14

Competition fund consists of financial funds deposited by the announcer for the announcing and conducting of the competition

Competition fund consists of:

- 1) Competition prize fund;
- 2) Award for work in the evaluation of competition entries;
- 3) Remuneration for the organisation of the competition.

Financial funds that comprise the competition fund shall be paid to the announcer by the party that submitted the request for the announcement of the competition before the jury reaches their decision.

Awards, Purchases and Remuneration

Article 15

Following the recommendation of the jury, the announcer establishes the number and the amount for awards, purchases and remuneration in the competition.

The award is the financial amount awarded to the participant as the recognition of their competition entry.

Purchase of the competition entry is the acknowledgment of the competition entries and the financial amount for which the competition entry in question is bought from the participants.

Remuneration is the reimbursement paid to the participants for the making of the competition entry in the event of an invitational competition.

Competition Task

Article 16

The competition task is the document which establishes the field, purpose, aims of the competition, scope of work, methods, rules and standards that the offered design needs to meet with the competition entry.

The competition task shall become the integral part of competition documentation after its verification by the signatures of jury members.

The announcer may delegate the completion of the competition task to the conductor, and/or another legal or physical entity.

Amendments to the competition task after the commencement of the competition may be performed only if they do not change the character of the competition task, before the deadline set for the provision of answers to the questions posed by participants.

Competition Task Contents

Article 17

Depending on the type of competition, the competition task contains:

- 1) Quantitative programme of the structure or space expressed in surface, or if necessary, volume of the space;
- 2) Urban development parameters;
- 3) Conditions of the location;
- 4) Special conditions for proper performance of all functions in the spatial structure:
 - Intent,
 - Contents,
 - Indicators of capacity,
 - Technological and functional conditions,
 - Structural parameters;
- 5) Other conditions important for the competition subject.

Evaluation Criteria

Article 18

Evaluation criteria have been established in advance as quantitative and qualitative, non-discriminatory criteria and measurements on the basis of which the jury shall reach its decision in the competition.

Evaluation criteria are established by the announcement of the competition and are listed in it according to the order of their importance.

On the basis of the degree to which a competition design meets some or all of the concrete and precise criteria defined in advance, the jury evaluates the competition entries.

The jury establishes the number of points with which each of the criteria shall be evaluated.

Evaluation is performed on the basis of following criteria:

- 1) Spatial criterion, on which the spatial concept of the design is evaluated, the relation between parts and the whole of space or structure, architectural value, spatial comfort, quality of space, engineering rationality and technical feasibility;
- 2) Programme criterion, on the basis of which the functionality and the functional justification of the design is evaluated, the rational usage of space, respecting and meeting competition task and spatial programme;
- 3) Economic criterion, on the basis of which the following is evaluated: economy and economic aspects of the projected design, economic adequacy of the design in the competition task, rationality and practicality, reliability of use and exploitation, the envisaged maintenance expenses with regard to the character of the space;
- 4) Aesthetic criterion, on the basis of which the following is evaluated: originality, innovativeness, authenticity and creative uniqueness, completeness and consistency of the design;
- 5) Ecological criterion, particularly: relation to the protection, preservation and improvement of the environment's quality, sustainable use of natural resources, energy efficiency and use of renewable energy sources.

Competition Participant

Article 19

Competition participant (hereinafter: participant) is the physical or legal entity that accepted the conditions of the competition by obtaining competition documentation and received the right to compete according to the competition's conditions.

To participate in the competition, the participant has to meet the professional and other conditions determined by the announcement of the competition.

By submitting their works at the competition, participants accept the conditions for further developing of planning and technical documentation, defined by the announcement of the competition.

Legal persons that submit their entries as participants shall name the person that meets professional and other conditions in accordance with this rulebook and the announcement of the competition, i.e. meets the conditions to participate in the competition.

Ineligible Participants

Article 20

The following persons cannot be participants:

- 1) Persons directly engaged in the preparation and conducting of the competition in question;
- 2) Persons closely related to persons from item 1 of this Article and those directly cooperating during the competition (spouses, permanent business partners, permanent associates, etc.);
- 3) Persons permanently employed with the competition announcer.

Conditions for Participation in the Competition

Article 21

Conditions for participation in the competition are the demands set before the participants on the basis of the competition task.

Conditions for participation in the competition shall be defined by the announcer after the proposal of the jury and they shall be published in the announcement of the competition.

Mandatory conditions for the participation in the competition are the following:

- 1) Competition entries need to contain all the graphic and textual documents demanded by the announcement of the competition, and other data;
- 2) Competition entries need to be submitted to the announcer in time and in the manner established by the announcement of the competition.

Competition Language

Article 22

The announcer shall announce and conduct the competition and prepare the competition documentation in the Montenegrin language.

International competitions shall be announced and conducted in the English language as well.

Competition Announcement

Article 23

The competition shall be announced in at least one daily newspaper distributed in the territory of Montenegro, on the website of the competition announcer, on the website of the state administration body competent for the affairs of spatial design if that body is not the announcer, and on other websites defined by the announcer.

Invitational non-anonymous competition, with the names of invited participants, shall be announced in accordance with paragraph 1 of this Article.

Along with the manners listed in paragraph 1 of this Article, the international competition shall be published in international media and websites defined by the announcer.

Competition Announcement

Article 24

The announcement of the competition defines: competition topic, information and data on the location or area, aim of development, contents and rules of the equipment in competition entries, type and form of competition, manner of determining and necessary proof of the right to participate in the competition, criteria for the evaluation of entries and the manner of award distribution, mutual relations, rights and obligations of all subjects in the competition procedure and the activities after the competition.

Data in the competition announcement cannot be changed after the announcement.

Notwithstanding paragraph 2 of this article, amendments to the announcement can be made if the character of the competition is not changed, during the first 15 days before the competition deadline, i.e. before the deadline envisaged for answers to the participants' questions.

Jury members sign the announcement, by which they confirm their consent with the conditions of the competition and the evaluation criteria.

The announcement of the competition shall contain:

- 1) Title of the competition and the title of the announcer, i.e. conductor;
- 2) Title, name and surname of the authorized person of the announcer, i.e. conductor;
- 3) Aim of the competition;
- 4) Form of the competition;
- 5) Task of the competition;
- 6) In the event of an invitational competition:
 - number of envisaged or invited participants,
 - criteria for the selection of participants,
 - names and surnames of invited participants,
 - deadline for the submission of requests for participation,
 - deadline for the reaching of the decision on the acceptance of qualification;
- 7) Mandatory conditions for participation in the competition;
- 8) Composition of the jury and reporters;
- 9) Obligations of the announcer toward the decision of the jury;
- 10) Contents of competition documentation;
- 11) Conditions, amount of remuneration, manner and address for the obtaining of competition documentation;
- 12) Competition deadlines;
- 13) Contents of competition entries;
- 14) Manner of competition entries treatment, form-wise and technically;
- 15) Recommendations of the competition announcer and the relevant provisions for the competition task and technical regulations;

- 16) Criteria on the basis of which the evaluation of entries shall be performed;
 - 17) The type and amount of awards, purchases and remunerations to be awarded by the announcer, and the reimbursement to be paid to all participants, if so defined by the competition;
 - 18) The manner of realisation of the first-place entry, the price offered and deadlines (if defined), and whether the contract after the completion of the competition shall be concluded between the announcer and the author of the first-place entry, and the subject of the aforementioned contract;
 - 19) Conditions for the protection of copyright and injury to the competition rules;
 - 20) Contents of the competitor's statement;
 - 21) Language in which the competition shall be announced and conducted.
- The number of submitted entries to the competition cannot be less than three.
- The announcement of the competition from Article 5 of this Rulebook shall be submitted to the Government by the local government body in order to obtain consent in accordance with the law.

Competition Deadlines

Article 25

At least 60 days need to pass between the date of the publication of the competition and the date for the submission of entries.

The deadline from paragraph 1 of this Article can be prolonged only within the first 15 days of the deadline set for the submission of competition entries, with the obligation to notify all participants.

Competition Documentation

Article 26

Competition documentation is the collection of documents, data and conditions submitted to the participants as the basis for the production of the competition entries.

Competition documentation shall contain:

- 1) Competition announcement;
- 2) Competition task with the project programme, urban development and technical conditions to protect architectural heritage which were mutually harmonised;
- 3) Geodetic surveys, topographic maps;
- 4) Data from the urban development plan, information on location, obtained urban development obligations;
- 5) Legal framework (application of laws, other regulations, norms and standards);
- 6) Feasibility study (if it exists) and other existing studies;
- 7) Financial aspects of the competition task, envisaged budget, etc;
- 8) Other conditions important for the competition task.

When figures are requested from the participants as annex to the competition entry, competition documentation should contain precise demands, tables and digital templates to which these figures should be entered.

Obtaining of Competition Documentation

Article 27

Competition documentation shall be obtained in person or submitted by mail.

For the obtaining or submitting competition documentation, the announcer shall charge only the costs of copying and submission of competition documentation.

Competition documentation can be downloaded in electronic format from the website of the announcer or a different website, with the conditions set by the announcement of the competition.

Competition Entry

Article 28

Competition entry is the collection of graphic, textual, numerical and other attachments submitted by the participant for the evaluation and selection to the jury.

The competition entry shall contain:

- 1) Graphic attachments;
- 2) Displays of spatial models;
- 3) Textual attachments;
- 4) Explanation sketches;
- 5) Numerical attachments;
- 6) Tables;
- 7) Economic and investment attachments;
- 8) Other information relevant for the competition entry, contained in the announcement.

The participant can submit only one competition entry.

The competition entry shall contain only one design, unless the announcement of the competition allows alternative designs.

The competition entry shall consist of certain attachments in analogue and digital format.

The announcement shall define the number of graphic and textual attachments and the manner of project treatment.

The jury evaluates and ranks only the competition entries in which the attachments were made in accordance with the announcement of the competition.

The participants shall mark all parts of the competition entry with the same code, in accordance with the competition conditions provided in the announcement of the competition.

Competition Participant's Statement

Article 29

Together with the competition entry, the participant in the anonymous competition shall submit:

1) Sealed envelope marked "author" which shall also contain the statement of the participant, marked with the code, on the acceptance of competition conditions and the manner of award distribution;

2) Sealed envelope marked "contact" which shall contain data on the address to which the competition entry shall be submitted after the competition.

Statement of participants from paragraph 1 item 1 of this Article shall contain the name and surname of the author of the competition entry and the associates included in the production of the competition entry (team of authors).

Legal persons participating in the competition shall state the name of the person authorised to be their representative.

With the statement from paragraph 1 item 1 of this Article, participants shall provide evidence on meeting the requirements of the competition, if so defined in the announcement of the competition.

If it is requested in the competition announcement, the team of authors shall submit also the manner of distribution of the potential award or remuneration in percentage, with the data for payment of all authors and associates.

Participants in the non-anonymous competition can mark their competition entry with their name.

Competition entries (all of the boards) have to be together in a special envelope, with the code at the corner of the envelope, and clearly marked with: "Competition – do not open".

The participant is obliged to submit along with the competition entry two sealed opaque envelopes containing names and surnames of members of the team of authors, i.e. the addresses for the return of entries, clearly marked with: "Competition – do not open".

Competition Participant's Statement Contents

Article 30

The participant's statement confirms:

- 1) That the participant has the right to compete according to the competition conditions;
- 2) That the participant consents to the competition conditions provided in the competition announcement;
- 3) That the participant consents to possible further development of the competition entry;
- 4) The authorship of the competition entry, authorisation for its submission and authorisation to further use the competition entry by the announcer for the purpose of publication and promotion of the competition;

5) That the participant submits evidence on professional qualifications, capacity and authorisation for further work in the development of planning and technical documentation;

6) That, if they would like, they can remain anonymous during the organisation of the exhibition of entries.

The statement in paragraph 1 of this Article shall be signed by the author, all members of the team of authors, and by the authorised person in the event of a legal person.

The template of the statement in paragraph 1 of this Article shall be submitted with the competition announcement.

Submission of Competition Entries

Article 31

Competition entries containing the list of submitted documents shall be submitted by the deadline defined in the competition announcement to the defined address, and the costs shall be covered by the participant.

When competition entry is submitted it needs to meet formal conditions for the entry contents defined by the competition publication.

If the competition entry is submitted by post, the date of submission shall be the date on the post office's confirmation on the reception of the packages.

If the competition entry is submitted directly to the announcer, the date of submission shall be the date on the certificate of reception of the competition entry by the announcer.

If the entries are submitted by mail or other means of communication, the announcer of the competition and their headquarters should be listed as receiver.

If the competition announcement states so, competition entries can be submitted electronically as well.

Receiving Competition Entries

Article 32

The announcer shall receive competition entries in the following way:

1) All entries received shall be registered in the official list of received entries with the date and time of reception, number of received attachments and possible remarks;

2) The announcer shall issue an authenticated certificate on the reception of the entry with the stated date and time of reception;

3) The announcer shall keep the entries received before they are submitted to the jury;

4) After the deadline for the submission of entries, the announcer shall make minutes on the reception of entries with one member of the jury and inform the chair of

the jury about this, and the secretary of the jury if necessary.

Conditions of the Competition Procedure

Article 33

The jury evaluates competition entries and decides on the awarding of prizes, purchase and remuneration if the number of entries submitted corresponds to the number defined by the competition announcement.

Decision on the Competition Procedure Suspension

Article 34

The announcer suspends the competition procedure if, after the deadline for the submission of entries, the number of entries submitted does not amount to the number of entries defined in the competition announcement.

The announcer can suspend the competition procedure for objective and provable reasons which could not be foreseen at the time the procedure was initiated and which prevent the finalisation of the commenced procedure.

If reasons from paragraph 2 of this Article occur, the announcer can suspend the competition procedure only during the first half of the deadline for the submission of entries.

The decision on the suspension of the competition procedure together with the explanation shall be submitted by the announcer to the competition participants within three days after the date when the decision was reached.

Opening of Competition Entries

Article 35

Opening of competition entries shall be performed by the reporter or jury members.

The jury classifies and reviews the entries and together with the reporter registers the entries and keeps the minutes on the opening of entries.

Minutes on the opening of entries shall contain:

- 1) Number under which the entry is recorded;
- 2) Code of the entry;
- 3) Working code of the entry;
- 4) Meeting of formal conditions for entry content in the competition announcement;
- 5) Formal conditions for entry contents from the competition announcement which were not met.

Reporter

Article 36

The reporter is the physical person or legal entity defined by the announcer according to professional qualifications in the area of the competition task.

The reporter shall perform the prior review of competition entries, establish whether competition conditions given in the competition task were met and report to the professional jury during all stages of the competition.

The announcer can appoint a consultant from the particular area of the competition task as the reporter.

Prior Review of Entries

Article 37

The reporter performs the prior review of the competition entries that the jury takes into further consideration and evaluation.

The reporter shall compose a report on the performed prior review of competition entries.

The report from paragraph 2 of this law shall contain:

1) Review of all given elements of the competition task in the submitted entries, as follows:

- on the meeting of basic criteria from the competition announcement;
- on the meeting of the project programme, particularly the quantitative parameters;
- on the meeting of special conditions (feasibility, stages, economy, construction, harmonisation with the existing regulations, etc.);

2) Written explanation of those elements set by the jury for the reporter as the task for treatment in the beginning or during the evaluation of entries.

Meeting of the Jury

Article 38

In its first meeting, the jury chooses the chair and the vice-chair, if they had not been appointed by the announcer.

After receiving the minutes on the reception of entries, the chair of the jury calls a meeting of the jury which starts their professional work in the analysis and evaluation of entries received.

The work of the jury is managed by the chair, or the vice-chair of the jury.

The jury meets and reaches decisions in plenary sessions closed for the public.

Manner of Decision Making by the Jury

Article 39

The jury reaches decisions with majority of votes of all members.

The member of the jury who does not agree with the decision of the majority can provide a separate opinion to the report of the jury.

During the review of entries, the jury decides which competition entries can be considered for awards or purchases (shortlisted), i.e. they evaluate and rank the chosen entries.

Entries are ranked so that for each position in a round of selection, the selection takes place between entries proposed for that position.

If no proposed entries get the required majority of votes, the selection between two highest ranked entries is repeated.

The entry considered outside the conditions of the competition, provided it possesses the necessary qualities, can be proposed for a special prize or award, which requires the obtaining of consent by the announcer on the additional financial means outside the fund for awards defined in the competition announcement.

In the project competition, an entry “outside the conditions of the competition” cannot be proposed as the basis to realise the competition design.

Decision of the Jury

Article 40

The decision of the jury determines the final ranking of the participants, award, purchases and remuneration for competition entries.

In the competition, one prize shall be awarded for the first, second and third places each.

In the competition it is possible to award more than one prize in the same amount.

In the project competition, all the awarded entries need to meet the conditions of the future realisation of the competition design.

The purchase shall be the award for the competition entries that provide qualitative complete or partial design of the competition task.

Report of the Jury

Article 41

The jury completes the report on its work which shall be signed by all jury members.

After the report is signed, the jury opens envelopes marked “author” and determines the identity of the competition entries’ authors, by comparing working codes with the entry codes.

The jury enters the identity of participants in the attachment to the jury’s report.

The jury's report shall contain:

- 1) Title of the announcer, and/or the conductor and the name and surname of the authorised person;
- 2) Data on:
 - jury members, their residence and the reporter,
 - the period in which the jury worked, the number of plenary meetings,
 - possible contacts with participants in the competition,
 - number of entries received and their state at the time of reception,
 - entries which were excluded from the competition,
 - entries whose participation in the competition was confirmed;
- 3) Report from the previous review of entries;
- 4) Description of jury's work, number and evaluation of excluded entries with the explanation of reasons for exclusion;
- 5) Evaluation and explanation of awarded, purchased and, if needed, all other entries;
- 6) Decision of the jury on the ranking of entries and, accordingly, prizes awarded, purchases, special awards and remuneration;
- 7) Optionally, conclusions and proposals after the competition with the aim to properly apply the competition results;
- 8) Separated opinions of jury members.

Determining the Right to Participate in the Competition

Article 42

After the decision and the establishing of the identity of participants, the jury shall determine the right to participate in the competition for all participants, especially for the winners of awards, purchases or special awards in accordance with the conditions of the competition task.

If the verification demonstrates that the participant failed to respect the conditions of the competition and the provisions of this Rulebook, such participants shall be disqualified from the competition by the jury.

If the competition entry was not submitted within the deadline proscribed by the competition announcement, the jury shall return the entry within three days to the competition participant, unopened.

Recommendations of the Jury

Article 43

The jury provides information they obtained in the process of evaluation of competition entries in the form of recommendations to the announcer, in order to contribute to the further development and elaboration of tasks, amendments to the competition task which the announcer could find useful.

Recommendations shall be submitted after determining the right to participate in the competition in the attachment to the jury's report.

Publishing the Results of the Public Competition

Article 44

The announcer shall publish results of the public competition in the same manner in which the invitation to the competition was announced.

Publication of competition results and jury's report shall be submitted to the participants, in accordance with the competition announcement.

Contents of the Publication of the Results of the Public Competition

Article 45

The publication of the competition results shall contain:

- 1) Title of the announcer and conductor and the name and surname of the authorised person;
 - 2) Description of the competition task;
 - 3) Total number of participants;
 - 4) Winners of awards, purchases and special awards;
 - 5) Stating the reference of the competition information, the decision of the jury,
- and/or the report of the jury.

Public Exhibition of Competition Entries

Article 46

The announcer publicly exhibits all the received competition entries no later than 30 days after the awarding of prizes.

Public exhibition of entries shall be organised by the announcer in the form of exhibition of entries and/or publication on the Internet.

With the competition entries, the following shall also be published: name of the author, title of the legal entity and the name of the authorised person, awards for entries, recommendations for purchase and short listing of entries for evaluation.

The entries that were excluded from the competition shall also be exhibited, as well as the report of the jury.

During the public exhibition of entries, the public discussion on the results of the competition shall be organised.

Keeping of Competition Documents

Article 47

All documents and minutes of the jury shall be kept and filed with the announcer of the competition after the competition.

Return of Entries

Article 48

The awarded and purchased competition entries shall be kept by the competition announcer.

Other competition entries shall be returned within 15 days from the day the competition results were published.

IV. DIVISION OF THE COMPETITION FUND

Awards Fund

Article 49

All awards, purchases and remuneration shall be paid to the participants by the announcer.

The jury can, within the total funds intended for this purpose, redistribute the number, ranking and amount of awards, purchases and remunerations, and to establish special awards and acknowledgements if the competition announcement provides so.

When the fund from paragraph 2 of this Article is established, the importance and the complexity of the task shall be taken into account, including the demanded degree and scope of the development of the given task.

All awards, purchases and remuneration shall be paid in the amount stated in the competition announcement.

Awards and purchases must be awarded in the amount of the total fund for awards prescribed by the competition announcement.

Remuneration for the Work of the Jury and Reporter

Article 50

Remuneration for the work of the jury and reporter in the evaluation of competition entries shall be paid by the announcer from the competition fund.

Remuneration for the work of all jury members cannot be smaller than the amount for the second prize; however, for the chair of the jury, the remuneration shall be 20% higher than the remuneration for other jury members.

Remuneration for the reporter shall amount to 50% of the remuneration for jury members.

Remuneration shall be paid to the reporter after the adoption of the report from the prior review of entries by the jury in the jury's report.

Remuneration for the Conductor's Work

Article 51

Remuneration for the conductor's work shall be paid by the announcer from the competition fund.

The amount of funds needed to conduct and organise other activities in the competition, such as the expenses for the organisation of the exhibition, producing the catalogue, etc. shall be established by contract with the conductor.

V. MUTUAL RELATIONS

Copyright

Article 52

The author of the competition entry is the participant who created the competition entry, thus declaring the work of authorship under his/her name by submitting it to the competition.

The team of authors are the signees of the competition entry, co-authors, and thus holders of all common copyright.

The ceding of some or transfer of all property rights of the author shall be determined by the announcement of the competition.

The ceding of some or the transfer of all property rights of the author, if they had not been determined by the announcement of the project, shall be subject to copyright contract or other contracts between the author and the announcer, after the completion of the competition.

Application of the Competition Results

Article 53

Application of competition results shall be performed through further development of planning and technical documents; the relation between the announcer and the authors of awarded entries shall be regulated by separate contracts, in accordance with the conditions published in the competition announcement.

The first prize award shall have the right of first refusal in the drafting of planning and technical documents.

The author is obliged to respect the conditions for the drafting of planning and technical documents in the manner defined by the competition announcement, and/or by the decisions and recommendations of the jury.

The awarded entry can be used only for the construction of the structure which is the subject of the competition.

VI. FINAL PROVISION

Coming into Force

Article 54

This Rulebook shall come into force on the eighth day from the day of its publishing in the "Official Gazette of Montenegro".

Number: 04-2150/2
Podgorica, 22 November 2013

MINISTER
Branimir Gvozdenović