

REGISTER OF TERRITORIAL UNITS

LEGISLATION

The survey is conducted according to the Law on register of territorial units (Official gazette SRS, no 19/89 and Official gazette RS, no 53/93, 67/93 and 48/94) and the Regulation on statistical surveys (Official gazette RS, no 110/2009), passed by the Government of the Republic of Serbia pursuant to Article 8, the Official statistics law (Official gazette RS, no 104/2009).

METHODOLOGICAL BACKGROUNDS

Objective and scope of survey

The objective of maintaining the Register of territorial units is to apply a unified approach and single coding for territorial determinations and identification of existing and new-established territorial units, in order to ensure efficient and effective data usage. Regarding the linking and application of the data of this Register with other registers, this Register is envisaged for the whole social system of information.

The Register includes the records of enumeration districts that are created within statistical units for the purpose of census of population.

As provided by legislation, the Geodetic Office of the RS is in charge of maintaining the graphic part of the Register, while the SORS assigns registration numbers for territorial units.

The Register consists of alphanumeric and graphic data of all territorial units of the Republic of Serbia: autonomous provinces, administrative districts, towns/cities, municipalities/city municipalities, cadastral municipalities, settlements, local communities and statistical units.

The following data are maintained for every territorial unit:

1. title, description and registration number;
2. graphic presentation and defined boundaries, and data source;
3. data on territorial unit of higher territorial level, where the subject unit is a composite part;
4. data on changes (type, source, date).

Registration number is a numerical code assigned to a territorial unit from the moment of establishing to the moment when it ceases to exist. The identification of territorial units through the system of registration numbers is especially significant in automatic data processing, for following the history of changes, creating databases of territorial units, coding territorial units in other records and registers. These registration numbers are numerical codes used as a general standard.

The following principles are respective for the system of registration numbers:

- single coding that ensures reliable identification of a territorial unit within the Republic of Serbia;
- permanent codes;
- unique codes;
- long term codes – when ceasing to exist, the registration number of a territorial unit shall not be assigned to any other unit of the subject type;
- possible automatic control ensured by installing a control number, by module 11, which is assigned by including all codes that are the unique determinants for a territorial unit.

Coverage

The Register of territorial units includes all territorial units of the Republic of Serbia and it is regularly maintained/updated, with annual cross-sections.

Method, timing and data sources

The Register of territorial units is regularly updated, in accordance with the applicable legislation.

The data sources for the Register of territorial units are official gazettes of the respective authorities.

The published legal acts of the RS represent sources of data on the establishment and boundaries, as well as the changes relevant for the Register, for the Republic, the autonomous provinces, cities/towns, municipalities, cadastral municipalities and settlements.

The statutes and other legal acts of municipalities/towns/cities published in the official gazettes of local government units are the sources of data on the establishment, territorial distribution and changes with city municipalities and local communities.

In addition, the data on statistical and enumeration districts are updated for the requirements of population census in cooperation with the Republic geodetic institute and respective authorities of local government.

Individual data protection

No measures of individual data protection are envisaged.

Main features and indicators

Statistical unit is the smallest permanent territorial unit. The network of statistical units is created within a settlement, i.e. within a cadastral municipality. Any territorial changes of the units of higher hierarchical level entail for the analysis and implementation of the changes to the level of statistical unit. The division of a statistical unit shall be implemented only for legal, i.e. methodological reasons, and the boundaries of statistical units shall be revised when the field facts require that. A statistical unit contains one or several **enumeration districts**. When defining local communities the boundaries of which lay partly along the boundaries of a statistical unit, the subject boundaries are defined by enumeration districts. Enumeration districts are not permanent territorial units and they are created for the purpose of population censuses. The criteria for defining the size of an enumeration district are the number of households and the type of settlement.

Settlement is anthropologic and geographic unit with its own coverage and title, regardless the number of houses; it is situated within one municipality and a title of settlement may not be repeated in a municipality. The title, status and boundaries of a settlement are defined by legal acts of the Republic or the autonomous provinces. Excepted here are the settlements, i.e. the territorial units of Belgrade and Niš that cover the territory of several city municipalities and these territorial organizations are stipulated by respective legal acts.

Cadastral municipality generally covers the area of a settlement, and in special cases, one cadastral municipality may be established for two or more settlements or for the area of one settlement, several cadastral municipalities may be formed. The title, status, boundaries and changes of cadastral municipalities are determined by legal acts.

Local community is a territorial unit established by local government units (municipality/city/town) in order to meet the requirements and interests of local population. The title, boundaries and changes are stipulated by the legal acts of local government units. A local community may include one or several settlements, and within the area of one settlement, several local communities may be formed.

Municipality is a territorial local government is practically implemented. A municipal territory represents a natural and geographic whole, economically interrelated territory that features developed infrastructure and constructed communication network among settlements, with the municipality head office seated as a centre. A municipality is integral to one administrative district. Two or more municipalities of the Republic of Serbia may not bear the same title. The title, status, boundaries of municipalities and respective changes are stipulated by the legislation of the Republic, i.e. by the statute of cities/towns.

Cities/towns are territorial units determined by legislation and they represent economic, administrative and cultural centers of wider areas; the city/town territory is a natural geographic whole, economically interrelated territory that features developed communication network among settlements, with the city/town head office seated as a centre. Pursuant to their status, cities/towns may establish city/town municipalities.

Administrative districts are territorial units defined by the Regulation of the Government of the Republic of Serbia for implementing operations of ministries and organization out of their seats. The title, boundaries and changes respective to administrative districts are stipulated by the Government of the Republic of Serbia.

The City of Belgrade is an individual territorial unit, which is defined by the Constitution and respective legislation as the capital of the Republic of Serbia.

Autonomous provinces are territorial units defined by the Constitution where the citizens practice their rights to provincial autonomy.

Republic of Serbia is a territorial unit with unalienable boundaries. They are modified in the procedure envisaged for the changes of the Constitution.

Representative data

The data of the Register are representative on all levels of territorial units.

Harmonization with international recommendations, standards and practice

The Register of territorial units creates a basis for the inception and maintaining of the codes of territorial units in accordance with the NUTS nomenclature.

SURVEY ORGANIZATION

Authority

The organization and maintenance of the Register of territorial unit are in charge of the Statistical Office of the Republic of Serbia (certain operations are carried out by the office through its organizational units and in cooperation with the City administration of Belgrade, Institute for informatics and statistics), and the Republic geodetic authority (through its real estate cadastre services).

The Republic geodetic authority provides graphic presentations of all territorial units.

Responsiveness

The obligation of providing data is stipulated by the Law on register of territorial units.

Timetable

The respective data are entered in the Register after the changes have occurred.

Anticipated changes are establishment of territorial unit, cessation of territorial unit; boundaries' changes; changed territorial level distribution; changed title; changed registration number and changed status of territorial unit.

The data on changes are compiled immediately after the changes have occurred and any territorial changes of the Register's units entail respective analysis, control and updating of the Register' s data.

For the purpose of census implementation, the boundaries of statistical units shall be revised and enumeration districts formed, in the calendar year preceding the census year.

SURVEY INSTRUMENTS

Guidelines

The materials applicable for the survey implementation are the Methodology of keeping single records and single register of territorial units – Methodological papers, number 390 (the Federal Statistical Office, 2000) and the Guidelines for revision of statistical documents and formation of enumeration districts for 2011 Census of population (SORS, 2010).

Questionnaires

The changes relevant for the Register are the changes certified by a decision of the respective authority. The changes are implemented through the application envisaged for keeping the Register. The changes of territorial units can be the following:

1. Formation of territorial unit (separation, division, adjoining, or otherwise)
2. Cessation of territorial unit (annexation, division, adjoining, or otherwise)
3. Boundaries' changes (partly separation, annexation, or otherwise)
4. Changed distribution of territorial unit
5. Changed title of territorial unit
6. Changed status of territorial unit
7. Technical amendments.

The forms used in the revision of statistical and enumeration districts for the purpose of census of population:

- *KSK-4G/2011*, containing elements of the RTU base (alphanumeric) and updated description of statistical unit boundaries;
- *KSK-4P/2011*, containing elements of the RTU base (alphanumeric) and updated description of statistical unit boundaries.

For every statistical and enumeration district provided are graphic presentations, i.e. analogous or orthophoto sketches from the graphic base of the Republic geodetic authority.

Nomenclatures and classifications

The system of coding is an integral part of the Methodology of keeping single register of territorial units and the following codes are envisaged:

- type of unit codes;
- type of change codes;
- source of change codes.

The respective nomenclature, i.e. the coding system for the Republic, autonomous provinces, administrative districts, municipalities and settlements can be found at the SORS site (as of 1 January current year).

Publications

The data of the Register are published in the regular SORS publications – Municipalities of Serbia, Statistical Yearbook, etc.

The special publications are released ten-annually (for each census year): Systematic list of settlements, List of settlements in alphabetical (Cyrillic) order and List of settlements in alphabetical (Latin) order, as well as The changes in composition and titles of settlements (for the period from 1948 to the census year) as their integral part.

The publication *Review of changes in administrative and territorial distribution of municipalities* for the period between two censuses is released after the census completion.

Database

The database of the Register of territorial units is envisaged for the use of data on territorial units for economic, administrative, public announcement and other purposes.

The Register database enables graphic presentation of territorial units up to the level unit.

The Register database is used:

- for preliminary operations and implementation of population census;
- for sample selection for implementing interview surveys;
- for analysis and dissemination of population census results;
- to ensure data comparability in time, regardless administrative, territorial and other changes (according to the data on territorial units it is possible to efficiently re-group the data of previous censuses);
- for application in GIS technology, i.e. for presenting statistical surveys results (territory data), for designing and creating statistical atlases, thematic charts, etc.

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