

## **Decision amending the Decision on Establishing the Institute for Standardization of Serbia**

*("Official Gazette of the Republic of Serbia",  
No. 93/2015 and 27/2016)*

### **I. BASIC PROVISIONS**

#### **Article 1**

The Institute for Standardization of Serbia was founded under the Decision on Establishing the Institute for Standardization of Serbia (Official Gazette of RS", No. 16/07) and entered in the Register of the Commercial Court of Belgrade, registration sheet 7-356-00, under the decision No. I Fi 314/08 dated 1 October 2008, as independent non-profit organization.

In accordance with the provisions of the Decision amending the Decision on Establishing the Institute for Standardization of Serbia (Official Gazette of RS", No. 88/09), the Institute was entered in the Register of the Commercial Court of Belgrade, registration sheet 5-1208-00, under the decision No. I Fi 569/09 dated 4 January 2010, as an institution.

#### **Article 2**

The Institute for Standardization of Serbia (hereinafter referred to as: the Institute), as a national standardization body in the Republic of Serbia, is organized as an institution and operates in compliance with the regulations governing the legal status of public services.

The Institute shall have the capacity of a legal person.

The Institute shall have rights, obligations and responsibilities as provided for by the law, this Decision and the Statute.

The Institute shall be liable by its entire assets for its obligations in legal transactions with third persons.

The ministry responsible for standardization shall perform the supervision of the legality of the Institutes's work.

The Institute shall be entered in the court register.

### **II. NAME AND HEAD OFFICE OF THE INSTITUTE**

#### **Article 3**

The name of the Institute is: Institute for Standardization of Serbia. The abbreviated name of the Institute is: ISS.

The head office of the Institute is in Belgrade, at the address: 2, Stevana Brakusa Street.

### **III. SEAL AND STAMP**

#### **Article 4**

The Institute shall have a large and a small seal of round shape and a rectangular-shaped stamp.

The wording of the large, the small seal and the stamp is inscribed in Serbian language, in Cyrillic script.

The large and small seal shall be rimmed by an outer thick line and an inner thin line, with a small coat of arms of the Republic of Serbia in the center, around which the words: Institute for Standardization of Serbia are inscribed in the first row, and the words: Republic of Serbia, Belgrade, in the second row.

Under the coat of arms in the center of the small seal, the ordinal number of the seal is inscribed in Roman numerals.

The diameter of the large seal is 32 mm, and the small one is 24 mm.

The Institute shall have a rectangular-shaped stamp, 65 mm long and 35 mm wide, at the top of which there is a small coat of arms of the Republic of Serbia, and under which, in respective rows, there follow:

- 1) words: Republic of Serbia;
- 2) words: Institute for Standardization of Serbia;
- 3) space for inscribing the reference number under which the document with the affixed stamp is entered;
- 4) space for inscribing the issuance date of the document;
- 5) words: Belgrade.

The number of seals and stamps, their use and safeguarding, as well as the persons in charge of handling the seal and the stamp shall be specified in an enactment issued by the Director of the Institute.

### **IV. FOUNDER OF THE INSTITUTE**

#### **Article 5**

The founder of the Institute is the Republic of Serbia, for which the founding rights are exercised by the Government, Belgrade, 11 Nemanjina Street (hereinafter: the Founder), in accordance with the law.

The assets operated by the Institute are state-owned.

The Founder shall provide the offices, assets and equipment for the Institutes's work, in compliance with the law.

The assets referred to in the paragraph 2 of this Article shall be managed by the Institute in compliance with the law and this Decision.

### **V. ACTIVITIES OF THE INSTITUTE**

#### **Article 6**

The Institute shall perform the following tasks:

- 1) adopt, publish, review and withdraw Serbian standards in accordance with the rules of the Institute;
- 2) provide the interpretation of Serbian standards, as well as the interpretation of the application of Serbian standards at the request of the interested parties;
- 3) ensure the compliance of Serbian standards with international and European standards;
- 4) keep the register of adopted and withdrawn Serbian standards in accordance with the rules of the Institute;

- 5) participate in the development and review of international and European standards in the areas of interest for the Republic of Serbia;
- 6) cooperate with the international and European organizations for standardization and national standardization bodies of the signatory states of respective agreements in the area of standardization;
- 7) perform the standardization related tasks in accordance with the obligations arising from ratified international agreements to which the Republic of Serbia is a signatory;
- 8) ensure the public availability of adopted and withdrawn Serbian standards, publications, as well as standards and publications of relevant international, European and national standardization bodies, and carry out the sale thereof;
- 9) deliver information, at a request of any state administration authority, if a relevant Serbian standard has been adopted in the field regulated by a technical regulation, or is pending for the adoption, or if there is a corresponding international or European standard;
- 10) act as an enquiry point for standards, for providing information and notifications related to standards in accordance with the requirements provided for in the relevant international agreements and the obligations arising from the membership in relevant international and European organizations for standardization;
- 11) represent and act in the interest of the Republic of Serbia in the area of standardization within the international and European organizations for standardization;
- 12) approve the use of national mark of conformity with the Serbian standards in accordance with the rules of the Institute;
- 13) render the rules based on which the Serbian standards are adopted, published, reviewed and withdrawn;
- 14) delegate to the interested parties, in accordance with its rules, preparation of proposals of Serbian standards in specific fields;
- 15) promote the application of Serbian standards;
- 16) provide technical assistance for implementation, i.e., compliance with Serbian standards;
- 17) duties related to certification of products, management systems and persons;
- 18) perform other tasks in the area of standardization, in accordance with the law and this Decision.

The activities performed by the Institute as referred to in the paragraph 1, clauses 1), 2), 4), 8), 13), 14), 15) and 16) of this Article shall apply also to related documents.

The activities referred to in paragraph 1, clauses 16) and 17) the Institute shall not perform for the same legal subject.

The Institute shall not perform the activities referred to in the paragraphs 1 and 2 of this Article with the aim of making profit.

## **VI. FINANCING OF THE INSTITUTE**

### **Article 7**

The funds for the operation of the Institute shall be provided by:

- 1) charging the membership fee;
- 2) selling the Serbian standards, related documents and other publications;
- 3) charging for the services rendered;
- 4) the budget of the Republic of Serbia;
- 5) other sources in accordance with the law.

The funds referred to in paragraph 1, clause 5) of this Article shall mean grants (donations) and other income made in compliance with the law.

The funds referred to in paragraph 1, clause 5) of this Article shall be provided with prior consent of the Founder.

The funds required for the fees of the Institute's membership of European and international organizations for standardization shall be provided from the budget of the Republic of Serbia.

## **Work Programme of the Institute**

### **Article 8**

The amount of the Institute's funds provided from the budget of the Republic of Serbia shall be determined based on the annual Work Programme (hereinafter: Work Programme), taking into account the expected income from membership fees, selling of Serbian standards, related documents and other publications, charges for services, as well as the expected income from other sources.

The Institute shall render the Work Programme for each calendar year and deliver it to the ministry responsible for standardization matters in the fourth quarter of the current year for the next year.

The Founder shall approve the Work Programme, as well as any amendments thereto.

The Work Programme shall include: ordinary and extraordinary activities, Plan for the adoption of Serbian standards and the financial plan.

Upon passing of the Law on Budget, the Institute shall render the Work Programme and, as necessary, the amendments to the Work Programme in accordance with the law governing the budgetary system.

If the Work Programme is not rendered by the beginning of the calendar year to which it refers, employee salaries shall be calculated and paid in the manner and under conditions laid down in the Work Programme for the previous year until the Work Programme for the current year is rendered.

## **VII. PLAN FOR THE ADOPTION OF SERBIAN STANDARDS AND TRANSPARENCY**

### **Article 9**

The Serbian standards shall be adopted on the basis of the Plan for the adoption of Serbian standards that is determined at least once a year and is publicly available on the website of the Institute.

The Plan for the adoption of Serbian standards shall contain information on standards and related documents that the Institute is planning to adopt or modify, as well as on standards and related documents that are already adopted or modified based on the previous Plan for the adoption of Serbian standards which are not the result of identical or equivalent adoption of international or European standards.

The Plan for the adoption of Serbian standards shall also contain information on the number of international and European standards for which it is expected, based on available data of international and European standardization organization, to be taken over by the Institute into the national standardization system.

The proposed annual Plan for the adoption of Serbian standards shall be published on the official website of the Institute.

### **Article 10**

For each single standard or related document, the Plan for the adoption of Serbian standard shall contain:

- 1) scope of a standard or related document;
- 2) development phase of a standard or related document;
- 3) references to any international standard or related document which are used as a basis for the adoption of Serbian standard or related document.

The Institute shall publish a brief notice on the existence of the Plan for the adoption of Serbian standards in its journal or on the website, and if possible, in any European publication pertaining to the standardization activities.

## **VIII. ADOPTION, PUBLICATION AND WITHDRAWAL OF SERBIAN STANDARDS**

### **Article 11**

The enactment by which a Serbian standard or related document is declared to be adopted, as well the enactment on withdrawal of Serbian standard or related document, shall be passed in the form of a resolution by the Director of the Institute.

The enactment referred to in paragraph 1 of this Article, as well as the information on adoption and withdrawal of Serbian standards and related documents, along with the date of adoption and the reference number of the enactment referred to in paragraph 1 of this Article, shall be published in the journal of the Institute and on its the website.

Withdrawn standards and related documents shall be available in the Institute.

## **IX. MEMBERSHIP OF THE INSTITUTE**

### **Article 12**

A member of the Institute may be: a company, other legal person or entrepreneur incorporated according to the regulations of the Republic of Serbia, as well as any natural person who is a citizen of the Republic of Serbia (hereinafter referred to as: interested parties).

The membership of the Institute may not be transferred or taken over.

The manner of admittance to and termination of the membership shall be specified by the Statute and other documents of the Institute.

### **Article 13**

A member of the Institute shall be entitled to participate directly or through its authorized representative in the work and decision-marking of the Institute management bodies, as well as in the management of the Institute, in compliance with this Decision and the Statute.

### **Article 14**

A member of the Institute shall be obliged to:

- 1) comply with provisions of the Law on Standardization, this Decision, the Statute and general enactments of the Institute;
- 2) participate actively in achieving the goals, programmes and plans of the Institute;
- 3) pay the membership fee to the Institute on a regular basis;
- 4) promote the application of Serbian standards and related documents.

### **Article 15**

A member of the Institute shall be entitled to benefits, such as:

- 1) special discount when buying the standards, related documents and other publications;
- 2) special discount when paying for the services provided by the Institute in performing the activities of standardization;

- 3) special discount when paying the fees for participation in seminars, conferences, consultative meetings and other expert meetings organized by the Institute independently or in cooperation with other legal entities and organizations;
- 4) other benefits in compliance with this Decision and the Statute.

The decision on the benefits that the members of the Institute are entitled to shall be taken by the Managing Board.

The benefits referred to in paragraph 1, clause 2 of this Article shall not apply to the activities of providing technical assistance on the application of and/or compliance with the requirements of Serbian standards and the activities of certification of products, management systems and persons.

The benefits referred to in paragraph 1 of this Article, as well as the criteria for determination of the special discount, shall be specified by the Statute.

### **Article 16**

Other rights and obligations of any member of the Institute shall be also specified by the Statute.

### **Article 17**

The membership of the Institute may be terminated if:

- 1) any member voluntarily resigns from membership;
- 2) any Institute member, being a legal person or entrepreneur, discontinues its operation, or any Institute member, being a natural person, passes away;
- 3) a member is excluded;
- 4) the Institute discontinues its operations.

The decision on the termination of membership shall be taken by the Director of the Institute.

### **Article 18**

The membership fee is regular contribution of the members to the general development of the Institute and to the national standardization in the Republic of Serbia.

The criteria for determining the amount of the membership fee shall be specified by the Statute.

The amount of the membership fee shall be determined under a special decision of the Managing Board, upon a proposal of the Director of the Institute, for each calendar year.

The decision on the amount of the membership fee for the subsequent year shall be taken not later than the end of the current year.

## **X. ACCESS OF MICRO, SMALL AND MEDIUM ENTERPRISES AND ENTREPRENEURS TO STANDARDS AND STANDARDIZATION**

### **Article 19**

In order to stimulate and facilitate the access of micro, small and medium enterprises and entrepreneurs (hereinafter: SMEs) to standards and the procedure of standards development, the Institute shall be undertaking the following activities:

- 1) identification of the standardization projects which are of particular interest to SMEs;
- 2) providing access to the standardization activities with no commitments for SMEs to become members of the Institute;

- 3) providing free access or special discount for participation in standardization activities;
- 4) providing free access to draft standards;
- 5) providing free abstract of standards on the website of the Institute;
- 6) approval of special discounts for obtaining a standard or obtaining a set of standards at discounted prices.

## **XI. MANAGEMENT BODIES OF THE INSTITUTE**

### **Article 20**

The management bodies of the Institute shall be: the Assembly, Managing Board, Director and Supervisory Board.

### **Assembly**

### **Article 21**

The Assembly comprises the Founder and the members of the Institute taking part, directly or through authorized representatives, in the work thereof.

Companies and other legal persons, members of the Institute, as well as the Founder, shall take part in the work of the Assembly through their authorized representatives.

Entrepreneurs and natural persons, members of the Institute, shall directly participate in the work of the Assembly.

Any member of the Institute, or its representative, as well as the representatives of the Founder in the Assembly, shall have one vote each.

### **Article 22**

Any company and another legal person, member of the Institute, shall appoint one representative each to the Assembly.

Representative of the Institute member must have a written authorization of the company or other legal person which appointed him/her, wherein such authorization may be permanently valid or just for one Assembly session.

The minister responsible for standardization matters shall delegate at least three representatives of the Founder to the Assembly of the Institute, one of whom is the representative of the ministry responsible for the standardization matters, while other representatives are delegated upon a proposal of the ministries interested in the standardization matters.

A request for appointing the authorized representatives of the Founder shall be submitted by the Director of the Institute.

If the membership of any member of the Institute is ceased, its representative's capacity as the Assembly member shall be concurrently ceased.

### **Article 23**

The Assembly shall:

- 1) render the Statute;
- 2) render the annual Plan for the adoption of Serbian standards and related documents;
- 3) elect and release the President of the Assembly;
- 4) accept the financial statement of the Institute;
- 5) adopt the report on the implementation of the annual Plan for the adoption of Serbian standards and related documents;

- 6) render its own rules of procedure;
- 7) pass the Rulebook on the membership of the Institute;
- 8) perform also other tasks pursuant to the law, this Decision and the Statute.

The enactment referred to in paragraph 1, clause 1) of this Article shall be rendered by Assembly with the consent of the Founder.

The enactments referred to in paragraph 1, clauses 1) and 2) of this Article shall be passed by the Assembly at a proposal of the Managing Board.

#### **Article 24**

The Assembly of the Institute shall have a President who shall be accountable for the work to the Assembly.

The Assembly President's term of office shall be four years, with a possibility of re-election.

The manner and procedure of election and release, as well as the manner of the Assembly President's work, shall be specified by the Statute and the Assembly's rules of procedure.

The President of the Assembly shall convene and chair the sessions thereof and perform other duties as provided for by the Statute and the Assembly's rules of procedure.

#### **Article 25**

The Assembly shall take decisions at regular and extraordinary sessions.

A regular session of the Assembly shall be convened at least once a year at a proposal of the Managing Board.

An extraordinary session of the Assembly shall be convened within 30 days as of the submission date of a reasoned written request by the Founder, Managing Board or by a fifth of the Assembly members.

#### **Article 26**

The decisions of the Assembly shall be valid if the session is attended by at least one third of its members.

The Assembly shall take decisions in open vote by the majority of votes of the attending Assembly members.

The Assembly may take decisions on particular issues, at a request of the majority of the attending members, by secret vote.

The Assembly may take decisions on particular issues by correspondence (through a correspondence session), in such a manner as to forward a brief written explanation of particular issues together with draft decisions to all members at the same time.

In such case, the Assembly members shall deliver their answers concerning the suggested decisions for particular issues to the Institute in writing within the prescribed time which may not be shorter than 15 days.

A decision that is put to vote according to paragraphs 4 and 5 of this Article shall be deemed adopted if the majority of the Assembly members vote in favour.

#### **Article 27**

The Assembly's work and decision-making procedures shall be specified by the Statute and the Assembly's rules of procedure.

## **Managing Board**

### **Article 28**

The Managing Board is a body managing the operations of the Institute and shall be accountable for its work to the Founder.

The Managing Board shall have a chairperson and four members.

The chairperson and the members of the Managing Board shall be appointed and released by the Founder.

Two members of the Managing Board shall be nominated by the responsible ministry, one of them being a representative of the ministry responsible for standardization.

Two members of the Managing Board shall be nominated by the Assembly of the Institute within the members of the Institute.

One member of the Managing Board shall be nominated within the employees of the Institute.

The manner of the Managing Board members' nomination within the members of the Institute and the employees of the Institute shall be specified by the Statute.

### **Article 29**

The Managing Board shall:

- 1) render the Work Programme, as well as any amendments thereto;
- 2) render the rules of the Institute pursuant to which the Serbian standards and related documents are adopted, published, reviewed, maintained and withdrawn, upon a proposal of the Expert Council;
- 3) adopt the report on the Work Programme implementation;
- 4) adopt the financial statement of the Institute;
- 5) adopt the semi-annual report on the Work Programme implementation;
- 6) propose the Statute to the Assembly;
- 7) decide on managing the assets of the Institute;
- 8) make the decision under which the amount of membership fee is determined for every year;
- 9) make a decision on the amount of fees for standards, related documents and other publications;
- 10) render the rules of procedure in accordance with the law;
- 11) appoint and release the chairperson and the members of expert councils;
- 12) decide on managing the high value assets in compliance with the law regulating the legal status of companies;
- 13) propose to the Assembly the Annual Plan for the adoption of Serbian standards;
- 14) approve the enactment on internal organization and jobs classification in the Institute;
- 15) render other general enactments of the Institute;
- 16) perform also other tasks pursuant to the law, this Decision and the Statute.

The Managing Board shall render the enactments referred to in paragraph 1, clauses 1) and 4) of this Article with the consent of the Founder, and the enactment referred to in paragraph 1, clause 12) of this Article with the previously obtained consent of the Founder.

The Managing Board shall render the documents referred to in the paragraph 1, clauses 1) and 3) of this Article at a proposal of the Director.

The decision on the amount of fees for standards, related documents and other publications, as well as on the

amount of fees for services provided by the Institute when performing the activities in the area of standardization, shall be published in the "Official Gazette of the Republic of Serbia".

### **Article 30**

The terms of office of the chairperson and the Managing Board members shall be four years, with a possibility of re-appointment.

In case any Managing Board member's term of office should expire prior to the expiry of the time period for which such member is appointed, a new member shall be appointed for the term of office until the expiration date of the term of office of the member for whose office the new member is appointed.

The Managing Board shall take decisions by the majority of votes of the total number of members, except the decision referred to in Article 29, paragraph 1, clause 9), which shall be taken unanimously.

The Managing Board's work and decision-making procedures shall be specified by the rules of procedure thereof and the Statute.

### **Article 31**

The persons who meet the following conditions shall be nominated for the chairperson and members of the Managing Board:

- 1) higher education at the second cycle studies (graduate academic studies-master, specialist academic studies, specialist professional studies), and/or at undergraduate studies of at least four years;
- 2) at least three years of professional experience with the tasks pertaining to standardization or related activities;
- 3) managerial experience;
- 4) not convicted for criminal offences.

### **Article 32**

The chairperson and the Managing Board members shall be entitled to remuneration for their work.

The level of remuneration referred to in the paragraph 1 of this Article shall be determined by the Managing Board under a special decision. The criteria for determining the level of remuneration of the chairperson and the Managing Board members, as well as the manner of payment, shall be specified by the Statute.

The remuneration for the work of the chairperson and the Managing Board members shall be paid for the month in which the session is held.

The remuneration for the work of the chairperson and the Managing Board members shall be paid only for the session they attended.

### **Director**

### **Article 33**

The Director shall manage the activities of the Institute and be liable for the legality of the work and operations, as well as for professional work of the Institute.

As regards his/her work, the Director shall be accountable to the Managing Board.

The Director of the Institute shall be appointed and released by the Founder, at a proposal of the Managing Board.

The Managing Board shall nominate a candidate for the Director of the Institute on the basis of a conducted public competition.

The requirements to be met by the candidate for the Director shall be laid down in the Statute.

The Director's term of office shall be five years and the same person may be reappointed as the Director.

The Director shall not be a member of the Managing Board, a member of the Supervisory Board and a member of the Institute.

The Director shall not be a member of any managing body or a member of any supervisory body of any legal entity that is a member of the Institute or applicant for certification.

### **Article 34**

The Director shall:

- 1) represent and act on behalf of the Institute;
- 2) organize and manage the work of the Institute;
- 3) take care of the legality of work and operations, as well as the professional activities of the Institute;
- 4) take care of the assets exploitation;
- 5) propose the Work Programme, as well as any amendments thereto, to the Managing Board;
- 6) propose the semi-annual report on the Work Programme implementation to the Managing Board;
- 7) propose the report on the Work Programme implementation to the Managing Board;
- 8) propose the report on the implementation of the annual Plan for the adoption of Serbian standards and related documents to the Assembly;
- 9) propose to the Managing Board the decision under which the amount of membership fee is determined for each year;
- 10) propose to the Managing Board the decision on the amount of fees for standards, related documents and other publications;
- 11) propose enactments that are considered and rendered by the Managing Board;
- 12) render the rules of the conformity assessment with Serbian standards, as well as the rules on using the national mark of conformity with Serbian standards, upon a proposal of the Expert Council;
- 13) render the enactment on internal organization and jobs classification in the Institute, with the consent of the Managing Board;
- 14) take the decision on the admittance to the membership of the Institute and the termination of the membership thereof;
- 15) render the documents defining the work and establishing the rules for the certification activities and the activities related to providing technical assistance on the application of and/or compliance with the requirements of Serbian standards;
- 16) pass the decision on the prices for the services provided by the Institute when performing the activities of certification activities and the activities of technical assistance on the application of and/or compliance with the requirements of Serbian standards;
- 17) render the enactment on the adoption and/or withdrawal of Serbian standards and related documents;
- 18) render the enactment on establishing a technical committee, which shall provide for the composition of the committee, tasks to be performed thereby, deadlines of their completion, and other matters relevant for the work of the committee, as well as the decisions on the dissolution of the committee, upon a proposal of the Expert Council;
- 19) take decisions concerning the operations of the Institute, except those taken by the Managing Board;
- 20) implement and enforce the decisions of the Assembly and the Managing Board;
- 21) decide on rights and obligations of the employees at the Institute, in compliance with the law;
- 22) perform also other tasks pursuant to the law, this Decision and the Statute.

### **Article 35**

In case the Director is absent or unavailable, an employee of the Institute with special authorizations and responsibilities, who shall be authorized in writing for representation and signature by the Director, within the limits of the Director's powers, shall represent and act on behalf of the Institute.

The Director may authorize an employee of the Institute or any other person to represent or act on behalf of the Institute in relevant legal operations, with the scope and matters of the authorization being set forth in writing.

## **Supervisory Board**

### **Article 36**

In accordance with the law, this Decision and the Statute, the Supervisory Board shall be a body for controlling the legality of work and financial operations of the Institute and shall be accountable for its work to the Founder.

### **Article 37**

The Supervisory Board shall comprise a chairperson and two members.

The Founder shall appoint and release the chairperson and the members of the Supervisory Board.

One member of the Supervisory Board shall be nominated by the Assembly of the Institute within the members of the Institute.

The second member of the Supervisory Board shall be nominated by the employees of the Institute.

The third member of the Supervisory Board shall be nominated by the ministry responsible for standardization.

The manner of nominating the Supervisory Board members within the members of the Institute and the employees of the Institute shall be specified by the Statute.

The term of office of the Supervisory Board members shall be four years, with a possibility of re-appointment.

In case any Supervisory Board member's term of office should expire prior to the expiry of the time period for which such member is appointed, a new member shall be appointed for the term of office until the expiration date of the term of office of the member for whose office the new member is appointed.

### **Article 38**

The persons who meet the following conditions shall be nominated for the chairperson and members of the Supervisory Board:

- 1) higher education at the second cycle studies (graduate academic studies-master, specialist academic studies, specialist professional studies), and/or at undergraduate studies of at least four years;

Clauses 2) and 3) (*deleted*)

- 4) not convicted for criminal offences.

In addition to the conditions referred to in paragraph 1 of this Article, it is necessary for a Supervisory Board member nominated by the ministry responsible for standardization to have experience with tasks in the field of economics, finance, law or corporate management.

### **Article 39**

The Supervisory Board shall:

- 1) supervise the legality of work of the Institute management bodies;
- 2) inspect the trustworthiness and completeness of the report on the Work Programme implementation;
- 3) inspect the trustworthiness and completeness of the financial statement;
- 4) perform also other tasks pursuant to the law, this Decision and the Statute.

#### **Article 40**

The Supervisory Board shall work and decide in its sessions.

The Supervisory Board sessions shall be held as necessary, but not more than four times a year.

The Supervisory Board shall make decisions by open ballot, with votes in favour of such decisions being required by no less than two members of the Supervisory Board.

The sessions shall be convened and chaired by the chairperson of the Supervisory Board.

#### **Article 41**

At least once a year the Supervisory Board shall submit a report to the Founder, for its information, on the performed supervision of the legality of the work of the Institute management bodies, financial transactions and other matters relevant for the work of the Institute.

If necessary, the Founder may ask for extraordinary reports from the Supervisory Board.

#### **Article 42**

The chairperson and the Supervisory Board members shall be entitled to remuneration for their work.

The level of remuneration referred to in the paragraph 1 of this Article shall be determined by the Managing Board under a special decision.

The criteria for determining the level of remuneration of the chairperson and the Supervisory Board members, as well as the manner of payment, shall be specified by the Statute.

The remuneration for the work of the chairperson and the Supervisory Board members shall be paid for the month in which the session is held.

The remuneration for the work of the chairperson and the Supervisory Board members shall be paid only for the session they attended.

#### **Article 43**

The Supervisory Board's work and decision-making procedures shall be specified by its rules of procedure and the Statute.

## **XII. EXPERT BODIES**

### **Expert councils**

#### **Article 44**

For the purposes of guiding the professional work in relevant fields of standardization, expert councils as expert bodies, shall be established in the Institute.

## **Article 45**

The Managing Board shall appoint and release chairperson and members of the expert councils for respective fields of standardization.

Members of the expert councils shall be elected within renowned experts and researchers in the fields for which the expert councils are established.

An expert council shall be established under an enactment of the Managing Board and shall account for its work to the Managing Board.

The chairperson and the members of an expert council shall be appointed for a five-year period and may be re-appointed upon the expiration thereof.

As necessary, the chairperson of an expert council shall attend sessions of the Assembly, and/or the Managing Board, with no voting right.

## **Article 46**

Expert councils shall be established for the following fields of standardization:

- 1) The Expert Council for the fields within the responsibility of the International Organization for Standardization (ISO) and the European Committee for Standardization (CEN);
- 2) The Expert Council for the fields within the responsibility of the International Electrotechnical Commission (IEC), the International Telecommunication Union, the Sector for Standardization of Telecommunications (ITU), the Joint Committee for Information Technology (ISO/IEC JTC 1), the European Committee for Electrotechnical Standardization (CENELEC) and the European Telecommunications Standards Institute (ETSI);

As necessary, the Managing Board may take a decision on establishing a joint expert council or on establishing more than one expert council for the fields of standardization referred to in the paragraph 1 of this Article.

The number of members of an expert council for a specific field of standardization, criteria for the appointment and release of the chairperson and members of an expert council, as well as other matters relevant for the work of an expert council shall be specified by the Statute and other documents of the Institute.

## **Article 47**

The Expert Council shall:

- 1) propose to the Managing Board the adoption of the rules of the Institute based on which the Serbian standards and related documents are adopted, published, reviewed, maintained and withdrawn;
- 2) propose to the Director the adoption of the rules on conformity assessment with Serbian standards, as well as the rules on using the national mark of conformity with Serbian standards;
- 3) propose to the Director the establishing and disbanding of the technical committees for the purpose of implementation of the Work Programme, the Annual Plan for the adoption of Serbian standards, as well as the amendments to enactments on the establishment of these committees;
- 4) prepare the expert grounds for the Work Programme, the Annual Plan for the adoption of Serbian standards, as well as the program documents of the Institute;
- 5) suggest proposals and opinions on the Institute's work organization;
- 6) render its own rules of procedure;
- 7) perform also other duties pursuant to this Decision, the Statute, and its rules of procedure.

In cases when for objective reasons it is not possible to establish a technical committee, the Expert Council shall perform the duties of the technical committee in the process of the development and adoption of

Serbian standards and related documents that need to be adopted in order to fulfil the commitments arising from the membership of European and international organizations for standardization.

#### **Article 48**

Other matters related to the expert councils' work and decision-making procedures shall be specified by the rules of procedure thereof and the Statute.

### **Technical committees**

#### **Article 49**

The technical committees, as expert bodies, shall be established for the purpose of adoption, review and withdrawal of Serbian standards and related documents in respective fields of standardization, depending on the interest of the interested parties.

The fields of standardization for which the technical committees are established shall be identified according to the fields of standardization for which the technical committees of international and European organizations for standardization have been established.

#### **Article 50**

The technical committees shall be established by the Director, upon a proposal of the Expert Council.

The technical committee members shall be appointed within the prominent experts in the respective field for which the Serbian standard and/or related document is developed.

The technical committees shall have a secretary appointed within the employees of the Institute.

The work in the technical committees shall be voluntary and based on general principles of standardization as laid down in Article 4 of the Law on Standardization.

Other matters relevant for the work and establishing of the technical committees shall be specified by the Statute and the rules of the Institute rendered by the Managing Board.

#### **Article 51**

As necessary, the Director may render a decision on the establishment of one or more expert bodies in the field of certification or provision of technical assistance on the application and/or compliance with Serbian standards.

The work of expert bodies shall be specified by the Statute.

### **XIII. GENERAL ENACTMENTS**

#### **Article 52**

The Statute shall be the highest general enactment of the Institute.

Amendments of the Statute, as well as to other general enactments, shall be made according to the procedure and in the manner specified for passing thereof.

The Statute shall be published in the "Official Gazette of the Republic of Serbia".

### **Article 53**

Pursuant to the law, this Decision and the Statute, the Institute shall render also other general enactments, such as rulebooks, rules of procedure, and other documents regulating specific matters associated with the activities of the Institute, as well as the decisions regulating the matters relevant for the work of the Institute.

The general enactments referred to in the paragraph 1 of this Article shall be posted on the notice-board of the Institute and shall come into force on the eighth day as of the day of its posting.

## **XIV. TRANSPARENCY OF WORK**

### **Article 54**

The work of the Institute shall be public.

The transparency of work shall be accomplished through publishing the information and details on the work of the Institute in the official journal, special publications, on the web presentation of the Institute, as well as through providing the information and details on the work of the Institute to public media.

The provision of information and details on the work of the institute to public media shall fall within the responsibility of the Director of the Institute, or a person authorized by the Director in writing.

## **XV. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 55**

The employees of the Institute for Standardization of Serbia shall continue to work at the Institute and shall exercise their rights and obligations in compliance with the law and general enactments of the Institute.

### **Article 56**

The existing bodies of the Institute shall continue to perform their scope of activities till the expiry of the respective terms of office they have been appointed for, and/or till their release and the appointment of the new bodies, pursuant to the law and this Decision.

Expert councils shall continue to work as expert bodies, in compliance with the Law on Standardization and this Decision.

The technical committees which have been established prior to the effective date of this Decision shall continue to work as expert bodies, in compliance with the Law on Standardization and this Decision.

### **Article 57**

The Institute shall harmonize its general enactments within six months from the day this Decision comes into force.

### **Article 58**

This Decision is to be published in the "Official Gazette of the Republic of Serbia".