

**STATUTE**  
**OF THE INSTITUTE FOR STANDARDIZATION OF SERBIA**  
(„Official Gazette of RS“, No 29/2017)

**I BASIC PROVISIONS**

**Article 1**

The Institute for Standardization of Serbia (hereinafter referred to as: the Institute) is the national standardization body in the Republic of Serbia.

The Statute shall define: the name and head office of the Institute; seal and stamp; logo (logotype); activities; financing; rights, obligations and responsibilities in legal transactions; internal organisation; representation in legal transactions; management bodies of the Institute; expert bodies; membership of the Institute; transparency of work; official and business secret; general enactments; and the rights and obligations of employees.

**Article 2**

The Institute was founded under the Decision on Establishing the Institute for Standardization of Serbia („Official Gazette of RS“, No. 16/07 and 88/09) for the purpose of accomplishing the objectives referred to in Article 5 of the Law on Standardization („Official Gazette of RS“, No. 36/09, 46/2015), adoption of Serbian standards and related documents and for performing other standardization activities.

The Institute is organized as an institution and operates in compliance with the regulations governing the legal status of public services.

The Institute shall be entered in the court register and shall have the capacity of a legal person.

The Institute shall have rights, obligations and responsibilities as provided for by the Law, the Decision on Establishing the Institute and the Statute.

The assets operated by the Institute are state-owned.

**Article 3**

In accordance with the law, the Government of the Republic of Serbia at the address: Nemanjina 11, Belgrade (hereinafter referred to as: the Founder) shall exercise the rights and obligations of the Founder of the Institute.

The founder shall provide the Institute with necessary facilities (building), means and equipment, in accordance with the Law.

**Article 4**

The Institute is a member of international and European organizations for standardization as follows:

- 1) International Organization for Standardization (ISO),
- 2) International Electrotechnical Commission (IEC),
- 3) European Committee for Standardization (CEN, Comité Européen de Normalisation),
- 4) European Committee for Electrotechnical Standardization (CENELEC, Comité Européen de Normalisation Electrotechnique).

The Institute shall represent and act in the interests of the Republic of Serbia before the management bodies and technical committees of the organizations specified in paragraph 1 of this Article as well as before international and regional organizations involved in standardization matters.

The Institute may become a member of other international and European organizations for standardization in accordance with the law and other regulations and in a manner prescribed by the Statute.

## **II NAME AND HEAD OFFICE**

### **Article 5**

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

The abbreviated name of the Institute is: ISS.

In addition to the name in Serbian language, when dealing with foreign countries the Institute may use the name in English: Institute for Standardization of Serbia.

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

## **III SEAL AND STAMP**

### **Article 6**

The Institute shall have a large and a small seal of round shape, 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.

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

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 diameter of the small one is 24 mm.

The large seal shall be used to corroborate the authenticity of the documents and enactments by which the Institute renders decisions or communicates officially with other legal entities, state administration bodies, citizens and employees.

The small seal shall be used for similar purposes as the large one and shall be affixed instead of the large one when the use of the large one is inconvenient.

### **Article 7**

The Institute shall have a rectangular-shaped stamp, 62 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) wording: Republic of Serbia;
- 2) wording: Institute for Standardization of Serbia;
- 3) space for inscribing the reference numbers under which the document onto which the stamp is affixed is entered;
- 4) space for inscribing the issuance date of the document;
- 5) wording: Belgrade.

The wording of the stamp is inscribed in Serbian language, in Cyrillic script.

The stamp shall be affixed on the Institute's internal documents which are made in a number of copies, including the archive copy kept in the Institute archives, and may be also used for designating the name of the Institute on envelopes and other wrappings in which official mail is sent, as well as for other similar purposes.

### **Article 8**

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

## **IV LOGO (LOGOTYPE)**

### **Article 9**

The Institute shall have its logo (logotype), the visual appearance and the use of which shall be defined by a specific enactment rendered by the Managing Board of the Institute.

The Institute's logotype shall be registered in accordance with the law governing the matter of seals.

## **V ACTIVITIES**

### **Article 10**

The Institute shall perform the following activities:

- 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 line 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 international and European organizations for standardization and with national standardization bodies of the signatory states of respective agreements in the area of standardization;
- 7) perform tasks concerning the standardization in line with the obligations arising from ratified international agreements of 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 body, if a relevant Serbian standard has been adopted in the area 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 the national conformity mark with Serbian standards in compliance 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 the implementation, i.e. fulfillment of the requirements given in Serbian standards;
- 17) perform the activities of certification of products, management systems and persons;
- 18) perform also other activities in the area of standardization.

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

The Institute cannot perform the activities referred to in Paragraph 1, Articles 16 and 17 for the same legal entity.

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

## **VI FINANCING**

### **Article 11**

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

### **Article 12**

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 referred to as: the 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 adopt the Work Programme for each calendar year and submit it to the ministry responsible for the standardization activities (hereinafter: the Ministry), in the fourth quarter of the current year for the next year.

The Work Programme, as well as any amendments thereto, shall be agreed by the Founder.

The Work Programme contains: regular and extraordinary activities, the Plan for the adoption of Serbian standards and Financial plan.

After the adoption of the Law on State Budget, the Institute adopts the Work Programme, and if necessary makes amendments to the Work Programme in accordance with the law regulating the budget system.

If the Work Programme is not adopted by the beginning of the calendar year for which it is made, the salaries of the employees are calculated and paid in the manner and under the conditions determined by the Work Programme for the previous year, until the adoption of the Work Programme for the current year.

### **Article 13**

Total expenditures of the Institute as included in the financial plan of the Work Programme may not exceed the expenditures required for successful performance of the Institute's activities.

In financial transactions the Institute shall apply the laws and other regulations governing the matter of budget beneficiaries of the Republic of Serbia.

## **VII RIGHTS, OBLIGATIONS AND RESPONSIBILITIES IN LEGAL TRANSACTIONS**

### **Article 14**

The Institute shall, in all legal transactions, act independently, in its own name and for its own account.

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

The Institute shall have one or more business account included in the consolidated account of the Treasury of the Republic of Serbia.

In legal transactions, the Institute is represented and presented by the Director of the Institute. In case of absence or inability of the Director, the Institute is represented by the employee from the Institute who is authorized in writing by the Director, and within the limits of his/her authority.

## **VIII PLAN FOR THE ADOPTION OF SERBIAN STANDARDS AND TRANSPARENCY**

### **Article 15**

Serbian standards are adopted according to the Plan for the adoption of Serbian standards, which is determined at least once a year and publicly available on the web site of the Institute.

The Plan for the adoption of Serbian standards contains the information about Serbian standards and related documents which Institute intends to adopt or amend, which Institute adopted or amended according to the previous Plan for the adoption of Serbian standards, as well as the ones that are currently being adopted and/or amended and which are not identical or equivalent with European and International standards.

Plan for the adoption of Serbian standards also contains the information regarding the number of European and International standards which are expected to be adopted by the Institute in the national standardization system.

The proposed Plan for the adoption of Serbian standards is posted on ISS web site.

### **Article 16**

The Plan for the adoption of Serbian standards contains also the following information for each particular standard or related document:

- 1) the scope of the standard or related document;
- 2) the development stage of the standard or related document;
- 3) reference to each International standard or related document used as the basis (reference) for the adoption of Serbian standard or related document.

Brief information referring to the existence of the Plan for the adoption of Serbian standards is published in ISS Bulletin or on ISS web site, and when possible, in the European publication on standardization activities.

The Institute will not refuse to have a discussion at the European level regarding a particular standardization issue originating from the Plan for the adoption of Serbian standards, in accordance with the rules set by the European organizations for standardization, and will not undertake any action that may influence a decision regarding that issue.

During the development of the European Harmonization Document or after its approval by the European organizations for standardization, the Institute will not undertake any activity until the planned harmonization in these organizations for standardization and will not publish new or amended Serbian standard that is not fully harmonized with the existing European Harmonized Standard.

#### **Article 17**

Institute, upon the request of the European organizations and national standardization bodies, submits the standard drafts for remarks, and the replies to the possible remarks will be answered in the period not longer than 3 months.

After receiving the remarks referring to the possibility of the standard draft having negative effect on internal market, the Institute will take them into consideration with the European organizations for standardization, before their approval.

The Institute shall:

- 1) grant the access to the texts of Serbian standards drafts to all interested parties, as well as allow them to submit the remarks; and
- 2) enable other national standardization bodies to get involved in the planned activities, either passively, or actively, by sending observers.

### **IX ADOPTION, PUBLICATION AND WITHDRAWAL OF SERBIAN STANDARDS**

#### **Article 18**

The act (decision) announcing that a Serbian standard or related document is adopted, or the act (decision) on the withdrawal of a Serbian standard or related document, shall be made by the Director of the Institute in the form of the decision.

The act from Paragraph 1 of this Article as well as the information on the adoption and withdrawal of Serbian standards and related documents with the date of the adoption and the number of the act from Paragraph 1 of this Article, is published in ISS Bulletin and posted on ISS web site.

The withdrawn standards and related documents are available at the Institute.

### **X MEMBERSHIP OF THE INSTITUTE**

#### **Enrolment to the Institute**

#### **Article 19**

The membership of the Institute is voluntary.

The member of the Institute may be: a company, an undertaking and 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: the interested parties).

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

#### **Members' Rights and Obligations**

#### **Article 20**

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

## **Article 21**

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 as compared to the determined amount of charges for 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 organizations; and
- 4) other similar benefits.

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 Rulebook on Membership and the Decision rendered by the Managing Board of the Institute.

The benefits referred to in Paragraph 1, bullet 2 of this Article do not apply to the activities of providing technical assistance for the implementation and fulfillment of the requirements of Serbian standards, as well as to the activities referring to the certification of products, management systems and persons.

## **Article 22**

A member of the Institute shall be obliged to:

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

Other rights and obligations of the Institute members shall be specified by the Rulebook on Membership rendered by the Assembly of the Institute.

## **Admittance to Membership**

### **Article 23**

In order to be admitted to the membership of the Institute, the interested parties shall submit a written application for admittance to membership with a signed statement acknowledging the accession to membership and acceptance of rights and obligations arising from the membership, in compliance with the Decision on Establishing the Institute and this Statute.

For legal persons and entrepreneurs this statement must be verified with a seal.

Applications for admittance without a signed statement acknowledging the accession to membership and acceptance of rights and obligations arising from the membership shall not be considered.

The manner of submission and content of applications for admittance to membership with the statement acknowledging the accession to membership and acceptance of rights and obligations arising from the membership shall be specified by the Rulebook on Membership rendered by the Assembly of the Institute.

### **Article 24**

The decision on admittance and/or denial of admittance to membership shall be rendered by the Managing Board of the Institute on the grounds of documents referred to in Article 23, paragraph 1 of this Statute.

The decision referred to in paragraph 1 of this Article shall come into force on the day of its adoption and it shall be delivered to the member of the Institute in writing by registered mail.

Legal and natural persons dissatisfied with the decision on denial of admittance to membership may submit an appeal to the Managing Board of the Institute within eight days of its receipt.

The decision of the Managing Board pertaining to the appeal against the decision to deny admittance to membership shall be final and shall take effect on the day of its adoption and it shall be delivered to the applicant in writing and by registered mail.

### **Membership fee**

#### **Article 25**

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

The amount of the membership fee shall be determined under a special decision by the Managing Board of the Institute, which is adopted at the 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.

#### **Article 26**

The amount of the membership fee for the members of the Institute which are companies and other legal persons making profit shall be determined on the basis of the number of their employees.

The same amount of the membership fee shall be determined for all members which are entrepreneurs.

For the members which are the legal persons not making profit, the amount of the membership fee shall be determined on the basis of the type of their respective activities.

The same amount of the membership fee shall be determined for all members which are natural persons.

The criteria for determining the amount of the membership fee shall be specified under the decision referred to in Article 25, paragraph 2 of the Statute.

#### **Article 27**

The membership fee is paid into the sub-account for the regular activities of the Institute – own revenue, which is included in the consolidated account of the Treasury of the Republic of Serbia, once in full amount, and at the latest until the end of March of the current year.

The members admitted to the membership, shall pay the full amount of the membership fee, no later than 15 days from the date of the decision on their admission to membership.

#### **Article 28**

Members may give their contribution to the development of certain areas of national standardization or to certain related projects by donating individual grants.

The individual grants of the members and the manner of its use shall be defined by a special enactment rendered by the Managing Board.

### **Cessation of the membership**

#### **Article 29**

The membership of the Institute may be ceased if:

- 1) a member voluntarily resigns from membership;
- 2) the cessation of the work of ISS member, in case is a legal entity or entrepreneur;
- 3) a member dies, in case of natural person;
- 4) a member is excluded.
- 5) the Institute discontinues its operations.



### **Article 30**

A member wishing to resign from membership in the Institute for any reason is obliged to submit a written notice to the Institute at least 30 days before the intended day of resigning, i.e. before the end of the year.

### **Article 31**

The membership, within the meaning of Article 29, Item 2 of this Statute, shall cease if a member of the Institute being a legal person is deleted from the registry of business entities, court register, register of associations and/or other register.

### **Article 32**

The membership of the Institute may cease by excluding in the following cases:

- 1) due to a failure to pay the membership fee within a calendar year;
- 2) due to severe and systematic failure to fulfil the obligations, non-compliance with the Statute and other general enactments of the Institute or non-compliance with the Assembly and/or Managing Board decisions;
- 3) due to damage caused to the reputation of the Institute.

### **Article 33**

The decision on the termination of membership shall make the Director of the Institute.

The decisions on the termination of membership in regard to Article 32, Item 2) and 3) of this Statute shall be made upon previously conducted plea for which an invitation in writing by registered mail must be delivered to the member. In case the invited member does not respond to the invitation, the decision shall be adopted without the plea of the member.

The decision referred to in paragraph 1 of this Article shall come into force on the day of its adoption and it shall be delivered to the member of the Institute in writing by registered mail.

Members of the Institute dissatisfied with the decision referred to in paragraph 1 of this Article may submit an appeal to the Managing Board of the Institute within eight days from the day of the receipt of such a decision. The decision of the Managing Board pertaining to the appeal shall be final and shall take effect on the day of its adoption and it shall be delivered to the member in writing and by registered mail.

### **Article 34**

In case of cessation of the membership due to a resignation or exclusion, the paid membership fee for the current year shall not be returned to the member.

### **Article 35**

A member whose membership ceased due to a failure to fulfil the obligations, non-compliance with the Statute and other general enactments of the Institute or due to non-compliance with the Assembly and/or Managing Board decisions, may re-apply for admittance to membership only after the reason for cessation is eliminated but not before the expiry of six months from the day of adoption of decision on cessation of the membership.

## **XI MICRO, SMALL AND MEDIUM SIZED ENTERPRISES AND ENTREPRENEURS ACCESS TO STANDARDS AND STANDARDIZATION**

### **Article 36**

In order to encourage and facilitate the access to standards and standards development procedures for micro, small and medium sized enterprises and entrepreneurs, the Institute will undertake the following activities:

1. identifying, in their annual work programmes, the standardization projects, which are of particular interests to SMEs;
2. giving access to standardization activities without obliging SMEs to become a member of a national standardization body;
3. providing free access or special rates to participate in standardization activities;
4. providing free access to draft standards;
5. making available free of charge on their website abstracts of standards;
6. applying special rates for the provision of standards or providing bundles of standards at a reduced price.

### **Article 37**

The Institute will submit yearly reports on the activities described in Article 36, as well as about all other measures for the improvement of the conditions for the implementation and standard development and adoption processes it has provided for micro, small and medium sized enterprises and entrepreneurs, to the European organizations for standardization.

The reports mentioned in Paragraph 1 of this Article will be freely available on ISS web site.

## **XII INTERNAL ORGANIZATION**

### **Article 38**

Internal organization of the Institute, the names of the workplaces, the job descriptions, number of employees and special conditions for performing the work are established in the act on internal organization and systematization of workplaces, shall be passed by the Director, with the approval of the Managing Board.

## **XIII MANAGEMENT BODIES**

### **Article 39**

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

### **Assembly**

### **Article 40**

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 respective 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 respective representative, as well as the representatives of the Founder in the Assembly, shall have one vote each.

## **Article 41**

Any company and other legal entity, being a member of the Institute, shall appoint one representative each to the Assembly.

The representative shall have a written authorization of the Institute member that has appointed him/her and this authorization may be permanent or valid just for one session of the Assembly.

The Minister responsible for the standardization activities will delegate at least 3 representatives of the Founder for the Assembly. One of them is from the ministry responsible for standardization activities, and the others are delegated by the ministries interested in standardization process and activities.

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 terminated, its representative's capacity as the Assembly member shall be concurrently terminated.

## **Article 42**

The Assembly shall:

- 1) render the Statute;
- 2) render the annual Plan for the adoption of Serbian standards;
- 3) adopt the report on the implementation of the annual Plan for the adoption of Serbian standards;
- 4) accept the financial statement of the Institute;
- 5) consider and adopt the programme and other documents related to the Institute development;
- 6) consider the matters of the interest for the Institute work and make suggestions and recommendations thereof;
- 7) pass the Rules of Procedure on its work;
- 8) pass the rulebook on the membership of the Institute;
- 9) elect and release the Chairperson of the Assembly;
- 10) nominate two Managing Board members within the members of the Institute;
- 11) nominate one Supervisory Board member within the members of the Institute;
- 12) pass other general acts of the Institute pertaining to its competence;
- 13) perform also other tasks pursuant to the law, Decision on Establishing the Institute and this Statute.

The enactments referred to in paragraph 1, Items 1) of this Article shall be passed by the Assembly with the consent of the Founder.

The enactments referred to in the paragraph 1, Items 1), 2), and 3) of this Article shall be passed by the Assembly at a proposal of the Managing Board.

The annual Plan for the adoption of Serbian standards referred to in the paragraph 1, Item 2) of this Article shall be posted on the official website of the Institute.

The Assembly may authorize the Managing Board to render between two regular sessions the annual Plan for the adoption of Serbian standards on its behalf, as well as amendments thereto.

In the case referred to in paragraph 5 of this Article, the Managing Board shall submit a report at the first subsequent Assembly session, including the reasoning for each respective document rendered or decision made as referred to in paragraph 5.

In case referred to in Paragraph 1, Items 10 and 11 of this Article, the Assembly may propose only those members who have fulfilled all the obligations of the Rules of Membership of the Institute.

For performing certain tasks and activities from its scope, the Assembly may establish permanent and temporary working bodies.

### **Article 43**

The Assembly of the Institute shall have a Chairperson who shall account for his work to the Assembly.

The Chairperson of the Assembly shall be elected by the members of the Assembly within themselves and by the majority of vote of all attending Assembly members.

Prior to the voting for the Chairperson of the Assembly, the Assembly shall decide between the open or closed ballot.

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

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

### **Article 44**

The Chairperson of the Assembly shall:

- 1) represent the Assembly;
- 2) convene and chair the Assembly sessions;
- 3) propose the agenda of the Assembly sessions;
- 4) initiate the discussion on matters pertaining to competence of the Assembly;
- 5) sign the decisions and other enactments rendered by the Assembly;
- 6) take care of the Assembly rules of procedure implementation;
- 7) coordinate the work of the Assembly and working bodies thereof;
- 8) perform also other duties pursuant to the Decision on Establishing the Institute, this Statute and its rules of procedure.

### **Article 45**

The Assembly may release the Chairperson of the Assembly before the expiry of the appointment period, in case of:

- 1) resignation;
- 2) termination of the membership of the Institute member which he represents;
- 3) unreasonable failure to fulfil his duty or inability to fulfil his duty for a period of more than one year;
- 4) harming the reputation of the Institute by his behaviour.

In addition to reasons specified in paragraph 1 of this Article, the Chairperson of the Assembly may be released before the expiry of the appointment period if the proposal for his release is submitted by at least one fifth of the Institute members, the Managing Board or the Founder. The proposal for release shall be submitted in writing and must be reasoned.

### **Article 46**

The Assembly shall make decisions at regular and at extraordinary sessions.

The minutes of the meeting signed by the secretary, Chairperson and two verifiers of the minutes shall be taken at the Assembly 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 mandatorily within 30 days as of the submission date of a written request by the Managing Board, or by a fifth of the Assembly members, or by the Founder.

The sessions shall be convened and chaired by the Chairperson of the Assembly, i.e. the authorized Assembly member who replaces him in case of his unavailability.

Professional and administrative tasks related to the Assembly work shall be carried out in the Institute.

#### **Article 47**

The Managing Board members, Supervisory Board members, Director of the Institute, chairpersons of expert councils and other invited person may take part in the work of the Assembly sessions, but with no right to vote.

#### **Article 48**

An invitation for Assembly session shall be delivered to all Assembly members not later than 15 days prior to the day of the meeting. This invitation shall contain: information on whose initiative the session is convened, information on type of the meeting, date, time and place of the session, the proposed agenda, as well as the way of delivering the documents to be considered at the session.

#### **Article 49**

The decisions of the Assembly shall be valid if the session is attended by a third of its members minimum.

The Assembly shall make decisions by open ballot with the majority of votes of the attending members.

The Assembly shall pass the Statute by a two-third majority of votes of the attending members.

The Assembly may decide on particular issues, at a request of the majority of the attending members, by secret ballots.

The Assembly may decide 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 this 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 pursuant to paragraphs 5 and 6 of this Article shall be deemed adopted if the majority of the Assembly members vote in favour.

#### **Article 50**

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

### **Managing Board**

#### **Article 51**

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

Two members of the Managing Board are delegated by the responsible ministry, one of them being the representative of the ministry responsible for standardization activities.

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.

#### **Article 52**

Members of the Managing Board nominated by the Assembly of the Institute within the members of the Institute shall be elected at the session of the Assembly by secret ballot.

The number of candidates to choose from must be higher than the number of members stipulated in Paragraph 5 of the Article 51 of the Statute. The candidates who received the highest number of votes of the attending Assembly members shall be nominated for the members of the Managing Board, in accordance with Paragraph 7 of the Article 42.

The nomination and election process of the Managing Board members referred to in paragraph 1 of this Article shall be specified by the rules of procedure of the Assembly.

### **Article 53**

A Managing Board member nominated within the employees of the Institute shall be elected by secret ballot. The candidate who received the highest number of votes of the employees in the Institute shall be nominated for a member of the Managing Board. The nomination and election process of the Managing Board member shall be specified by the enactment rendered by the Director of the Institute.

A member of the Managing Board within the employees of the Institute cannot be called for disciplinary liability for the views and opinions presented at the Managing Board sessions.

### **Article 54**

The Managing Board shall:

- 1) propose the Work Programme, as well as its amendments and corrigenda to the Assembly;
- 2) adopt the semi-annual and annual reports on the Work Programme implementation;
- 3) adopt the financial statement;
- 4) propose the Statute to the Assembly
- 5) render the rules of the Institute pursuant to which the Serbian standards and related documents are adopted, published, reviewed, maintained, and withdrawn, at the proposal of the expert council;
- 6) propose and establish the annual Plan for the adoption of Serbian standards and related documents to the Assembly for the adoption;
- 7) render the Rules of the work procedure in accordance with the Law;
- 8) render the rules of procedure of the Managing Board;
- 9) adopt the general enactment on the intellectual property of the Institute;
- 10) take decisions on managing the assets of the Institute;
- 11) take decisions on managing the high value assets, in accordance with the Law referring to the legal issues of companies;
- 12) make the public ad and, accordingly, propose the candidate for the Director to the Founder;
- 13) consider and adopt the employment contract concluded with the Director of the Institute;
- 14) render the enactment on internal organization and jobs classification in the Institute;
- 15) make the decision on the benefits the members of the Institute are entitled to;
- 16) solve the complaints and make the decision on the admittance to the membership of the Institute and the termination of the membership of the Institute;
- 17) render the act on the establishment of expert councils;
- 18) appoint and release the chairperson and the expert council members and decide on the criteria for appointment and dismissal of the chairperson and members of the Expert Councils;
- 19) render the amount of fee for the work of the Managing and Supervisory Board by a special decision;
- 20) make the decision under which the amount of membership fee is determined for each year at the proposal of the Director;
- 21) make the decision on the amount of fees for standards, related documents and other publications, as well as on the amount of the fees for services provided by the Institute when performing the activities in the area of standardization at the proposal of the Director;
- 22) implement and enforce the decisions of the Assembly;
- 23) propose to the Assembly the decisions within its competences;
- 24) render amendments to the annual Plan for the adoption of Serbian standards and related documents upon authorization given by the Assembly;

- 25) decide on issues related to the membership of the Institute in international and European organizations for standardization;
- 26) decide on issues related to the nomination of representatives of the Institute for the members of certain bodies within international and European organizations for standardization;
- 27) render also other general documents and enactments of the Institute within its competences;
- 28) perform also other tasks pursuant to the law, Decision on Establishing and this Statute.

The decisions referred to in Paragraph 1, Items 1 and 3 of this Article shall be rendered by the Founder, while the decision referred to Paragraph 1, Item 11 of this Article, subsequent to the consent from the Founder.

Acts referred to in Paragraph 1, Items 1 and 2 of this Article, will be rendered by the Managing Board upon the proposal from the Director.

The proposed annual Plan for the adoption of Serbian standards and related documents shall be posted on the official website of the Institute.

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 55**

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.

#### **Article 56**

The Managing Board may establish permanent or ad hoc working bodies to carry out certain professional activities and tasks within the scope of its competence.

#### **Article 57**

The chairperson of the Managing Board shall:

- 1) represent the Managing Board;
- 2) convene and chair the Managing Board sessions;
- 3) propose the agenda of the Managing Board sessions;
- 4) initiate the discussion on matters pertaining to the competence of the Managing Board;
- 5) sign the decisions and other enactments rendered by the Managing Board;
- 6) take care of the implementation of the rules of procedures rendered by the Managing Board and other general enactments of the Institute;
- 7) coordinate the work of the Managing Board members;
- 8) take care of the enforcement of the Assembly and Managing Board decisions;
- 9) agree with the Director of the Institute about the matters relevant for the operation of the Institute, its management and other bodies;
- 10) perform also other tasks pursuant to this Statute.

#### **Article 58**

The Managing Board shall work and decide in its sessions.

The sessions of the Managing Board shall be convened as necessary, at least once in two months.

The minutes of the meeting signed by the chairperson and a verifier of the minutes shall be taken at the Managing Board sessions.

The sessions shall be convened and chaired by the chairperson of the Managing Board, i.e. by the authorized Managing Board member who replaces him/her in case of his/her unavailability.

The chairperson of the Managing Board shall convene the sessions on his/her own initiative, but shall be required to convene them within 30 days from the day the Assembly Chairperson or at least three Managing Board members or the Founder or the Director of the Institute have submitted the reasoned written request thereof.

Professional and administrative tasks related to the Managing Board work shall be carried out in the Institute.

#### **Article 59**

The Director of the Institute shall participate in the work of the Managing Board sessions with no right to vote.

The Chairperson of the Assembly, chairperson of expert council and other person may participate in the work of the Managing Board sessions, subject to invitation by the Managing Board chairperson and with no right to vote.

#### **Article 60**

The Managing Board shall make decisions by open ballot and by the majority of votes of the total number of the Managing Board members, except the decision referred to in Article 54, Paragraph 1, Items 14 and 21, which must be unanimous.

At a request of majority of the total number of members, the Managing Board may make decisions on particular issues by secret ballot.

#### **Article 61**

The chairperson and/or the Managing Board member may be released before the expiry of the appointment period, in case of:

- 1) resignation;
- 2) the released is requested by the body which appointed him;
- 3) the membership of the Institute member which he represents is terminated;
- 4) unreasonable failure to fulfil his duty for a period of more than three months;
- 5) unable to fulfil his duty for a period of more than six months;
- 6) his behaviour harms the reputation of the Institute.

In addition to the reasons referred to in Paragraph 1 of this Article, the Chairperson or a member of the Managing Board may be relieved of duty even before the expiration of the term to which he/she was appointed, if the proposal for his dismissal is submitted by three members of the Managing Board.

In addition to the reasons referred to in Paragraph 1, Item 2 of this Article, the member of the Managing Board from the ranks of employees may be relieved of duty even before the expiration of the term to which he/she was appointed, if the proposal for his dismissal is submitted by the majority of the total number of employees. The proposal must have an explanation and it has to be in writing.

In cases referred to in Paragraph 1 of this Article, the Institute shall request from the Assembly of the Institute to propose a new candidate for the member of the Managing Board from among the members of the Institute from the Founder members.

If an employee of the Institute who is appointed as the member of the Managing Board terminates employment in the Institute, at the same time, his mandate in the Managing Board ceases.

In cases referred to in this Article, the Institute shall initiate the procedure for the dismissal of the Chairperson or the member of the Managing Board.



## **Article 62**

If a Managing Board member is released before the expiry of the appointment period, the Founder shall appoint a new member according to the same procedure under which the appointed member is released.

The term of office of the newly appointed Managing Board member shall be valid until the expiry of period for which the released member was appointed.

## **Article 63**

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

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

The net remuneration for the work of the Managing Board members shall not be higher than one total average salary per employee, without the taxes and contributions, paid in the Republic of Serbia in the month of October for the year proceeding the year for which the Work Programme is rendered, unless otherwise stipulated by the enactment of the Government.

The net remuneration for the work of chairperson of the Managing Board may not be higher than the amount referred to in paragraph 3 of this Article increased by 50%, unless otherwise stipulated by the enactment of the Government.

The remuneration shall be paid to the Chairperson and members for the month the session was organized in, into the Chairperson and members accounts.

The remuneration shall be paid to the Chairperson and members only for the session they attended.

## **Article 64**

Other matters related to the work and decision-making procedures of the Managing Board shall be specified by the rules of procedure thereof.

## **Director**

## **Article 65**

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 Director's term of office shall be five years and the same person may be reappointed to this position.

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 person that is a member of the Institute or the submitter of the application for certification.

## **Article 66**

The Managing Board shall nominate a candidate for the Director of the Institute on the basis of a conducted public competition which shall be announced at least three months before the expiration date of the current term of office. In case no candidate is applied for a public competition or none of the candidates meet the requested requirements or the nominated candidate is not appointed, the public competition shall be repeated.

The nominated candidate for the Director of the Institute may be a person who meets the following requirements:

- 1) the citizenship of the Republic of Serbia;
- 2) a higher education degree;
- 3) at least ten years of experience in the profession, while at least five years of professional activities pertaining to the standardization and related activities;
- 4) experience in organizing and managing business;
- 5) knowledge of English or other foreign language;
- 6) knowledge of computers and common application programs;
- 7) without final verdict for criminal offenses for which the sentence of imprisonment of at least six months is stipulated by the law.

A candidate for the Director shall submit to the Managing Board the proposal of business policy and development of the Institute for the period of validity the term of office.

### **Article 67**

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 of the professional activities of the Institute;
- 4) take care of the asset exploitation;
- 5) decide on rights and obligations of the employees at the Institute, in compliance with the law;
- 6) render the enactment on the criteria for setting the amounts of salaries, allowances and other earnings of the employees of the Institute, subject to the consent of the Managing Board;
- 7) render general and specific enactments of the Institute for which, in accordance with the law, Decision on Establishing the Institute and this Statute, the Assembly and the Managing Board shall have no competence;
- 8) take care of keeping the business and official secret of the Institute;
- 9) take care of the transparency of work of the Institute and notify the public on the work and results achieved;
- 10) propose to the Managing Board the basis of the business policy and development of the Institute;
- 11) propose to the Managing Board the Work Programme and its amendments and corrigenda;
- 12) propose to the Managing Board the semi-annual and annual reports on the realization of the Work Programme;
- 13) notify the Founder about the conditions for the appointment or dismissal of member of the Institute's bodies appointed by the Founder;
- 14) submit to the Founder, for information purposes, the semi-annual and annual report on the Work Programme realization as adopted by the Managing Board;
- 15) render the enactment on adoption and/or withdrawal of Serbian standards and related documents;
- 16) propose to the Managing Board the enactment on membership fee amounts for each year;
- 17) propose to the Managing Board the enactment on the amount of fees for purchasing standards, related documents and other publications;
- 18) propose enactments that are considered and/or passed by the Managing Board;
- 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) propose to the Assembly the report on the realization of the annual plan for the adoption of Serbian standards;
- 22) take care of preparation of materials for the Assembly and the Managing Board sessions;
- 23) render the rules for the assessment of conformity with Serbian standards, as well as the rules of the implementation of the national mark of conformity, at the proposal of the expert council;
- 24) render the documents that define the work and establish the rules for the certification activities and rendering technical assistance for the implementation or fulfilment of the requirements of Serbian standards;
- 25) render the enactment on the fees for services provided by the Institute in rendering certification activities, technical assistance for the implementation or fulfilment of the requirements of Serbian standards;
- 26) decide on the issues regarding the conformity assessment systems and schemes with the requirements of Serbian standards;
- 27) decide on the acceptance and release to the membership of the Institute;
- 28) render the enactment on establishing the national technical committee for standards and related documents, which shall provide for the composition of the national technical committee, tasks to be performed by the national technical committee and deadlines of their completion, and other matters relevant for the work of the national technical committee, as well as the decisions on the termination of the national technical committee, at a proposal of the Expert Council;
- 29) propose to the Managing Board the appointment or dismissal of the chairperson and members of the expert councils;
- 30) take care of the rights and obligations of the Institute being the member of international and European organizations for standardization;
- 31) suggest to the Managing Board participation of representatives of the Institute in the work of the managing and other bodies of international and European organizations for standardization;
- 32) propose to the Managing Board the grounds for participation (program) and the delegation of the Institute at the General Assembly sessions and other sessions of different international and European organizations for standardization;
- 33) perform also other tasks pursuant to the law, Decision on Establishing and this Statute.

#### **Article 68**

The Director is employed by the Institute and is entitled to all rights and obligations arising from the employment therein, unless otherwise prescribed by the law.

The mutual rights and obligations of Director and the Institute shall be regulated by the labour contract which, on behalf of the Institute, shall be concluded by the chairperson of the Managing Board.

#### **Article 69**

The Director may establish permanent or ad hoc working bodies to carry out certain professional activities within its competence, to prepare proposal measures and/or to make particular decisions.

#### **Article 70**

The Director shall be released from duty upon the expiry of the appointment period.

The Director may be released from duty before the expiry of the appointment period in case he/she resigns or is dismissed.

The Director shall submit the resignation to the Founder and is obliged to advise the Managing Board concurrently thereof. The resignation must be in writing and reasoned.

The Managing Board shall nominate the candidate for the position of Acting Director within 15 days from the day of the receipt of notice from the Founder stating that the Director's resignation letter is accepted. The Acting Director may be appointed for a term of six months.

In specific justified circumstances, and for the purpose of preventing the appearance of material damage, the Founder may decide about the appointment of the Acting Director for an additional term of six months.

The outgoing Director shall carry out only current activities that are necessary for smooth daily operation of the Institute.

## **Supervisory Board**

### **Article 71**

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

### **Article 72**

The Supervisory Board shall comprise a chairperson and two members.

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

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 within the employees of the Institute.

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

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 terminate 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 73**

A Supervisory Board member nominated by the Assembly of the Institute within the members of the Institute shall be elected at the session of the Assembly by secret ballot.

The candidate who won the majority of votes of the attending Assembly members shall be nominated as a Supervisory Board member on behalf of the Assembly.

The nomination and election process of the Supervisory Board member referred to in paragraph 1 of this Article shall be specified by the rules of procedure of the Assembly.

### **Article 74**

A Supervisory Board member nominated within the employees of the Institute shall be elected by secret ballot. The candidate who won the majority of votes of the employees in the Institute shall be nominated as a member of the Supervisory Board.

The nomination and election process of the Supervisory Board member shall be specified by the enactment rendered by the Director of the Institute.

The Director of the Institute shall have no right to take part in the election of a candidate for a Supervisory Board member within the employees in the Institute.

## **Article 75**

The Supervisory Board shall:

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

## **Article 76**

The Supervisory Board shall work and decide in its sessions.

The sessions of the Supervisory Board shall be held as necessary, but not less than four times per year.

The minutes of the meeting, signed by the chairperson and the attending members of the Supervisory Board, shall be taken at the Supervisory Board sessions.

The sessions shall be convened and chaired by the chairperson of the Supervisory Board, i.e. by the authorized member who replaces him/her in case of absence.

The chairperson of the Supervisory Board shall convene the sessions on his own initiative, but shall be required to convene them within 30 days from the day the Managing Board or one fifth of the Institute members or two Supervisory Board members or the Founder or the Director of the Institute have submitted the reasoned written request thereof.

Professional and administrative tasks related to the Supervisory Board work shall be carried out in the Institute.

## **Article 77**

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.

## **Article 78**

The chairperson of the Supervisory Board shall:

- 1) represent the Supervisory Board;
- 2) convene and chair the Supervisory Board sessions;
- 3) propose the agenda for the Supervisory Board sessions;
- 4) initiate the discussion on matters pertaining to competence of the Supervisory Board;
- 5) sign the decisions, reports and other enactments rendered by the Supervisory Board;
- 6) take care of the implementation of the rules of procedures rendered by the Supervisory Board;
- 7) coordinate the work of the Supervisory Board members;
- 8) perform also other duties stipulated by the law, the Decision on Establishing the Institute and its rules of procedure.

## **Article 79**

In carrying out the duties, the Supervisory Board may inspect all the documents of the Institute, check the authenticity thereof and the veracity of data therein, request the reports and explanations from the Managing Board, the Director of the Institute and employees in the Institute as well as review the condition of property of the Institute.

The Managing Board, Director and employees of the Institute shall make available all necessary documents and provide all information significant for supervision to the Supervisory Board.

## **Article 80**

The term of office of the chairperson and members of the Supervisory Board shall terminate upon expiry of the appointment period.

The chairperson and/or the Supervisory Board member may be released before the expiry of the appointment period, in case of:

- 1) resignation;
- 2) the release is requested by the body which nominated him/her;
- 3) the membership of the Institute member which he represents is terminated;
- 4) unreasonable failure to fulfil his duty or inability to fulfil his duty for a period of more than one year;
- 5) his behaviour harms the reputation of the Institute.

In addition to reasons specified in paragraph 1 of this Article, the chairperson or the Supervisory Board member may be released before the expiry of the appointment period if the proposal for his release is submitted by Managing Board, two members of the Supervisory Board or the majority of the total number of employees in the Institute. The proposal must be in writing and reasoned.

If the membership of any member of the Institute is terminated, Institute will request from the Assembly to nominate new candidate for the member of the Supervisory Board, and the Institute will commence the procedure for the change of the Supervisory Board member from the members of the Institute delegated by the Founder.

If the employment in the Institute is terminated to an employee who is nominated as a Supervisory Board member, the term of office in the Supervisory Board is concurrently terminated as well.

In cases referred to in Paragraph 2 and 3 of this Article, the Institute will commence the procedure for the release of the chairperson or Supervisory Board member.

## **Article 81**

If a Supervisory Board member is released before the expiry of the appointment period, the Founder shall appoint a new member according to the same procedure under which the nominated and/or appointed member was released.

The term of office of the newly appointed Supervisory Board member shall be valid until the expiry of period for which the released member was appointed.

## **Article 82**

The Supervisory Board shall submit a report at least once a year to the Founder, for 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.

The Founder may request extraordinary reports from the Supervisory Board, if the necessity arises.

## **Article 83**

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 net remuneration for the work of the Supervisory Board members shall not be higher than one total average salary per employee, without the taxes and contributions, paid in the Republic of Serbia in the month of October for the year proceeding the year for which the Work Programme is rendered, unless otherwise stipulated by the enactment of the Government.

The net remuneration for the work of chairperson of the Supervisory Board may not be higher than the amount referred to in paragraph 3 of this Article increased by 50%, unless otherwise stipulated by the enactment of the Government.

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

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

#### **Article 84**

Other matters related to the work and decision-making procedures of the Supervisory Board shall be specified by the rules of procedure thereof.

### **XIV EXPERT BODIES**

#### **Expert Councils**

#### **Article 85**

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

#### **Article 86**

The Managing Board shall appoint and release the chairpersons and members of the expert councils for respective fields of standardization upon the proposal of the Director.

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

#### **Article 87**

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) (Expert Council for General Fields of Standardization);
- 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) (Expert Council for Standardization in the Fields of Electrical Engineering, IT and Telecommunications).

As necessary, the Managing Board may decide 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.

#### **Article 88**

The Expert Council referred to in Article 87, Paragraph 1, Item 1, shall have from 10 to 20 members having the expert knowledge as well as the experience in the adoption or application of standards and related documents in one or more of the following areas:

- 1) basic standards,
- 2) services,

- 3) health protection,
- 4) environment protection,
- 5) civil engineering and materials thereof,
- 6) mechanical engineering,
- 7) transport and packaging,
- 8) chemistry and technologies thereof,
- 9) safety at work,
- 10) food,
- 11) materials,
- 12) utility infrastructure systems and energy,
- 13) products and services for information society,
- 14) household appliances and products,
- 15) sports and recreation,
- 16) heating, cooling, ventilation and air-conditioning.

#### **Article 89**

The Expert Council referred to in Article 87, Paragraph 1, Item 2 shall have from 5 to 10 members having the expert knowledge as well as the experience in the adoption or application of standards and related documents in one or more of the following areas:

- 1) general electrical engineering,
- 2) electroenergetics,
- 3) electronics,
- 4) information technologies,
- 5) telecommunications.

#### **Article 90**

The Founder and the Institute members shall have the right to nominate candidates for the chairperson and expert council members.

The nomination of candidates for the chairperson and expert council members shall be conducted on the basis of an invitation sent by the Director of the Institute upon the Managing Board decision.

Each nomination shall contain:

- 1) first and last name of the candidate;
- 2) capacity the nomination is submitted for (for the chairperson or the member);
- 3) name of the expert council the nomination is submitted for;
- 4) curriculum vitae of the candidate;
- 5) brief information on the candidate's experience related to the standardization in the areas of the expert council's competence the nomination is submitted for;
- 6) candidate's consent in writing;
- 7) brief view of the candidate's work within the expert council;
- 8) name of the Institute member submitting the nomination.

The invitation referred to in paragraph 2 of this Article shall be repeated until the Institute receives a sufficient number of candidates who meet the requirements referred to in Article 88, 71 and/or 89 of this Statute.



## **Article 91**

The expert council shall:

- 1) propose to the Managing Board the adoption of 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 rules for the assessment of conformity with Serbian standards and the use of the national mark of conformity with Serbian standards;
- 3) prepare the expert grounds for the Work Programme, the annual Plan for the adoption of Serbian standards, as well as the programme documents of the Institute;
- 4) propose to the Director the establishing and termination of the national technical committees for standards and related documents for the purpose of implementation of the Work Programme and the annual Plan for the adoption of Serbian standards and related documents, as well as amendments to enactments on establishing these committees;
- 5) suggest proposals and opinions on the Institute's work organization;
- 6) render its own rules of procedure;
- 7) perform also other tasks pursuant to the Decision on Establishing the Institute, this Statute and its rules of procedure.

In cases when for objective reasons it is not possible to establish a national 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 92**

The Managing Board shall release from duty the chairperson and members of expert council upon expiry of their respective appointment period.

The chairperson and/or the member of expert council may be released before the expiry of the appointment period, in case of:

- 1) resignation;
- 2) the membership of the Institute member which nominated him/her is terminated;
- 3) unreasonable failure to fulfil his duty for a period of more than six months;
- 4) inability to fulfil his duty for a period of more than one year;
- 5) harming the reputation of the Institute by his behaviour.
- 6) representation of his own interests only or the interest of the Institute member which nominated him/her and neglect the common interests and interest of the Institute.

In addition to reasons referred to in paragraph 2 of this Article, the expert council chairperson may be released before the expiry of the appointment period if it is proved that the chairperson does not act in accordance with the decisions rendered by the Institute bodies or the expert council managed by him/her.

A proposal for release of a chairperson or the expert council member may be submitted to the Managing Board by one third of the expert council members or the Director of the Institute. The proposal must be in writing and reasoned.

## **Article 93**

If an expert council member is released before the expiry of the appointment period, the Managing Board shall appoint a new member pursuant to the procedure referred to in Article 90 of this Statute.

The term of office of the newly appointed expert council member shall be valid until the expiry of period for which the released member was appointed.

#### **Article 94**

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

#### **National technical committees**

#### **Article 95**

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

In addition to the activities referred to in paragraph 1 of this Article, the technical committees shall observe the work of corresponding technical committees of international and European organizations for standardization and participate therein and shall carry out other tasks related to standards and standardization in their respective fields.

#### **Article 96**

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

The technical committees shall submit their reports and be liable for their work to the Expert Council.

The technical committees shall have a chairperson and not less than two members.

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 technical committees shall have no legal personality; instead, their respective chairpersons shall represent them.

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.

Exceptional from the Paragraph 7 of this Article, the Director, by a separate enactment, may prescribe for the chairperson and members of the technical committee to pay the fee for the participation in the technical committee work.

The amount and the manner of payment from the Paragraph 8 of this Article, is determined by the Director with the consent from the Managing Board.

#### **Article 97**

If necessary, the technical committees may establish subcommittees, working groups and other permanent and ad hoc low-level working bodies for the purpose o.

The technical committees shall, within its competencies, propose to the Director of the Institute the adoption of Serbian standards and related documents in their respective areas of standardization.

Other matters relevant for the work and decision-making procedures of the technical committees, as well as for their establishing, reorganization and dissolution of activities shall be specified by the rules of the Institute rendered by the Managing Board.

## **XV TRANSPARENCY OF WORK**

### **Article 98**

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.

The Institute shall withhold the information or the access to documents to the public media if the required information and/or documents are deemed as official or business secret of the Institute.

### **Article 99**

The Institute shall publish, at least once in six months, a report including a list of Serbian standards in preparation and a list of Serbian standards which have been adopted and/or withdrawn in the previous period.

The report referred to in the paragraph 1 of this Article shall be posted on the official website of the Institute and the notice on the report shall be published in the Institute's journal.

## **XVI OFFICIAL AND BUSINESS SECRET**

### **Article 100**

The data designated as confidential by the law or by any other enactment shall be deemed as business secret, as well as the data the disclosure of which or giving the access to unauthorized persons could be detrimental to the interests of the Institute and its business reputation.

The data constituting a business secret may be disclosed to the third parties only by Director or people authorized by him/her in writing, subject to prior confidentiality warning.

Violation of duty pertaining to keeping the business secret shall be deemed as a severe violation of labour obligation.

The Director shall take care of the business secret keeping.

The data designated as the business and official secret and the level of their respective confidentiality shall be defined by enactment rendered by the Director.

## **XVII GENERAL ENACTMENTS**

### **Article 101**

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

Amendments to 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 102**

Pursuant to the law, the Decision on Establishing the Institute and this Statute, the Institute shall also render 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.

## **XVIII TRANSITIONAL AND FINAL PROVISIONS**

### **Article 103**

General enactments of the Institute which must be in conformity with this Statute shall be passed within six months from the day this Statute comes into force.

### **Article 104**

Subject to previously obtained consent of the Founder, this Statute shall be published in the “Official Gazette of the Republic of Serbia” and shall come into force on the eighth day from the day of its publication.

On the day this Statute comes into force, the Statute of the Institute for Standardization of Serbia (“Official Gazette of RS”, No. 6/11) shall cease to apply.