

Consolidated text  
Valid from: 4. 7. 2006

**STATUTE OF  
"JOŽEF STEFAN" INSTITUTE**

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Pursuant to Article 46 of the Institutes Act (Official Journal of the RS – old version, No. 12/91, OJ of the RS/I, No. 17/91, OJ of the RS, No. 55/92, 13/93, 66/93, 45/94 – Dec. of CC, 8/96 and 36/00) and the Ordinance on Conversion of the “Jožef Stefan” Institute, Ljubljana, into a public research institute (Official Journal of the RS, No. 13/92, 65/99, 71/02, 91/02 in 11/06 ), and amendments of the Statute of “Jožef Stefan” Institute, approved by the Government of the RS on 11 April 2006, the Board of Governors of the Institute approved the following consolidated text at its 58<sup>th</sup> session held on 4 July 2006:

## **STATUTE OF “Jožef Stefan” Institute**

### **I. INTRODUCTORY PROVISIONS**

#### **Article 1**

The Institute “Jožef Stefan” (hereinafter: the Institute) is a public research institute performing thorough research, applicative research and development, training and post-graduate education of researchers, education and consultancy on special expert fields of natural and mathematical, biological and medical, and technical sciences, and providing for development and operation of the research infrastructure.

#### **Article 2**

The Institute is a legal subject acting in legal relations independently in the framework of its activities, including all the rights and obligations, and excluding restrictions.

The Institute shall be liable for its obligations with all the available funds.

#### **Article 3**

The name of the Institute is: Inštitut “Jožef Stefan”

Abbreviated name: IJS

Registered office: Ljubljana, Jamova 39

The name of the Institute in English: Jožef Stefan Institute, Ljubljana, Slovenia

Abbreviated name in English: JSI

#### **Article 4**

Pursuant to the Decree on the Introduction and Use of the Standard Classification of Activities (Official Journal of the RS, No. 2/02), the Institute shall perform the following activities:

K/73.101	Research and experimental development on natural sciences,
K/73.102	Research and experimental development on technology,
K/73.103	Research and experimental development on agriculture and related activities,
K/73.104	Research and experimental development on medicine,
M/80.301	Higher professional education,
M/80.302	Tertiary professional education,
M/80.303	University education,
M/80.422	Other education and training, Unltd.,
K/72.100	Consultancy on computer devices,
K/72.2	Consultancy and provision of software,
K/72.300	Data processing,
K/74.140	Entrepreneurship and management consulting services,
K/74.300	Technical tests and analyses,
K/74.871	Organisation of exhibitions, fairs and congresses,
DE/22.110	Publishing of books,
DE/22.130	Publishing of magazines and periodicals,
DL/33.100	Manufacture of medical and surgical equipment and orthopedic accessories,
DL/33.300	Manufacture of equipment for industrial process control,
O/90.02	Waste management,
O/90.021	Waste collection and disposal,
O/90.022	Disposal facilities, incineration of waste and other methods of solid waste disposal,
O/90.023	Management of hazardous wastes,
O/92.511	Library activities.

## **Article 5**

The Institute shall perform its research, educational and other expert activities, which were the purpose of its foundation, as a multi-disciplinary and inter-disciplinary research institute, having relations with tertiary and other related organisations in the country and the world.

Within the Programme of its work, the Institute as a public service shall run research programmes representing a complete field of research, which is expected to remain current in the world for the following decade, and is at the same time of priority interest for Slovenia to perform long-term research as a state.

The Institute shall perform applicative research and provide for development and operation of the research infrastructure within the National Research Programme.

The Institute shall also perform its activities for other needs and clients, in accordance with its annual action plan, which shall be in line with the Institute's Action Plan.

## **II. ORGANISATION OF INSTITUTE**

### **1. Departments, laboratories and centres**

#### **Article 6**

In relation to performance of its activities, the Institute's organisation shall follow the requirements of the discipline, goals, size and extent of each activity, and shall consist of research, educational, infrastructural and other expert units (hereinafter: units).

The research units of the Institute shall include departments and laboratories. Educational, infrastructural and other expert units shall be established as centres.

#### **Article 7**

Departments shall perform research activities of the Institute, which are, considering the selected fields of research, defined as long-term programming guidelines of the Institute, representing the core research fields in relation to their size and extent. A department shall be an independent organisational unit.

#### **Article 8**

Laboratories and centres shall perform the activities of the Institute, which are defined as continuous programming orientations towards specific disciplines or fields of work, and do not represent the core research or educational fields in relation to their size and extent.

Laboratories and centres can be organised as independent organisational units or can be parts of departments. Laboratories and centres can merge into departments if such integration of disciplines and fields of work assures the formation of a core research field.

#### **Article 9**

The activities of departments, laboratories and centres as independent organisational units shall be coordinated in relation to the implementation of the programming guidelines for research, educational and other expert activities within wider fields of the Institute's activities, namely: physics, chemistry, bio-chemistry and environment, electronics and information technology, nuclear engineering and energy engineering, or other adequate inter-disciplinary fields.

The Institute shall perform its activities by the implementation of research programmes, research projects, development programmes and projects, as well as projects for establishment and programmes for operation of the research infrastructure.

### **Article 10**

Scientific disciplines and programming guidelines, as well as the core and wider research and educational fields, shall be examined, directed and decided by the Scientific Council of the Institute.

## **2. Administrative services and technical services**

### **Article 11**

Specific tasks of the Institute shall be performed by the units organised as services, in consideration of individual fields of their activities.

Services shall be organised to handle mutual affairs on the field of administrative, legal, human resources, commercial, financial, accounting and other administrative tasks.

Services shall be organised on the field of maintenance and other technical tasks.

## **3. Supporting activities**

### **Article 12**

Independent organisational units can be formed to perform the tasks, which represent a special expert support to the research and educational activities of the Institute, providing that performance of supporting activities is important for the entire Institute or wider research, educational or expert activities.

Independent organisational units can also be formed in relation to the technical support for mutual operations performed by the services.

## **4. Organisation rules**

### **Article 13**

Internal organisation of the Institute shall be specifically regulated by the organisational rules adopted by the Director of the Institute on the basis of the opinion provided by the Scientific Council of the Institute, and in accordance with the Board of Governors of the Institute.

The organisational rules shall define the following:

- method and procedures for establishment or closure of research, educational and other expert units (departments, laboratories, centres);
- inter-disciplinary integration of research, educational and other expert units into wider research or educational fields;
- expert and organisational possibilities for cooperation of research, educational and other expert units in order to perform research programmes and projects;
- procedures for establishment or closure of organisational units within administrative services, technical services and for performance of supporting activities.

#### **Article 14**

The Scientific Council of the Institute shall be obliged to examine all proposals for establishment or closure of research, educational and other expert units (departments, laboratories, centres), for inter-disciplinary integration of units into wider research or educational fields, as well as for expert and organisational possibilities of their cooperation in order to perform research programmes and projects.

Pursuant to the provisions regulated by the organisational rules and in accordance with the opinion of the Scientific Council of the Institute, the Director of the Institute shall decide on the establishment or closure of research, educational and other expert units.

Considering the organisation rules, the Director of the Institute shall also decide on the establishment or closure of organisational units within administrative services, technical services and supporting activities.

### **III. ADMINISTRATION AND MANAGEMENT OF THE INSTITUTE**

#### **1. Administration of the Institute**

#### **Article 15**

The Institute shall be managed by the Board of Governors of the Institute (hereinafter: the Board of Governors).

The Board of Governors shall evaluate and adopt the statute and other general acts, the Action Plan of the Institute, annual and five-year reports on the implementation of the Action Plan, annual programme of work for the Institute, budget and annual accounts, shall appoint and dismiss the Director, approve the appointment of senior managers and researchers, examine the initiatives of the Scientific Council of the Institute and make the related resolutions, report to the founder on the work of the Institute at least once per year, and perform other tasks in compliance with the regulations.

With the approval of the founder, the Board of Governors shall adopt the statute, the Action Plan of the Institute and shall appoint and dismiss the Director of the Institute.

### **Article 16**

The Board of Governors of the Institute shall consist of top experts from the fields of science, technology, economics and social sciences that are related to the research activities of the Institute.

The Management Board shall have nine members, of whom:

- five shall be appointed on behalf of the founder by the Government of the Republic of Slovenia, thus four members shall be appointed upon the proposal of the ministry in charge of the research activities, and one member upon the proposal of the ministry in charge of economy;
- two members shall be appointed by the Board of Governors of the Institute upon the Director's proposal with the approval of the Scientific Council of the Institute among the users of the Institute's activities, who have a long-term interest in integration of the Institute's research activities;
- two members shall be elected by the employees of the Institute among themselves.

The term of office of the Board of Governors of the Institute's members shall be four years.

### **Article 17**

The members of the Board of Governors of the Institute, who are employees of the Institute, shall be elected by all the employees. Any employee of the Institute can be elected a member of the Board of Governors.

### **Article 18**

In case of early termination of the office of a member of the Institute's Management Board, who was elected by the employees of the Institute, a substitute member shall be elected for the period until the expiration of the term of office of the member, whose office terminated earlier.

### **Article 19**

The work of the Board of Governors shall be managed and coordinated by the President of the Board of Governors. The President of the Board of Governors shall be elected by the members of the Board of Governors and shall be proposed to the minister in charge of science. The President of the Board of Governors shall convene and preside the session, sign resolutions and other acts and handle other matters, for which he/she has been authorised by the Board of Governors.



The procedures used by the Board of Governors shall be regulated by the Rules of Procedure, which shall define references, preparation and direction of sessions, methods of resolving and approval of standpoints, the minutes, establishment of commissions and other working bodies and information on the work of the Board of Governors.

## **2. Management of the Institute**

### **Director of the Institute**

#### **Article 20**

The Director of the Institute (hereinafter: the Director) shall hold a management and expert office, comprising the implementation of the programming guidelines, organisation and management of work, operations of the Institute and responsibility for the legality of operations.

Within his/her competences, the Director shall represent the Institute, organise and manage the work and operations of the Institute, organise and supervise the implementation of the Institute's action plan, implement the decisions of the Board of Governors, adopt the Institute's general acts in compliance with the Law and other regulations, take decisions related to the rights, obligations and responsibilities of the employees under the employment relationship pursuant to the Law and other regulations, appoint expert commissions and other working bodies solving specific issues, which are under his/her competence, and shall perform other duties in compliance with the regulations.

#### **Article 21**

The Director shall represent the Institute towards third persons without limitations. Within his/her competence, the Director shall be allowed to authorise another person for representation in specific matters, who cannot transfer such authorisation to a third person.

In case of Director's absence the Institute shall be represented by a person, who has been authorised by Director in writing. The Director shall also state eventual limitations of powers in such power of attorney.

If the Director has been absent for more than six months, his/her substitute shall be defined by the Board of Governors.

#### **Article 22**

The Director shall be appointed and dismissed by the Board of Governors in accordance with the Law and the instrument of constitution of the Institute, and with the approval of the founder.

The Director's term of office shall be five years. The same person can be reappointed after the expiration of his/her term of office.

### **Article 23**

Any person fulfilling the following conditions can be appointed Director:

- he/she should hold a Ph. D. from the field of the Institute's activities;
- he/she should fulfil other conditions required by the regulations on scientific activities and the institutes.

Candidates for the Director's office should prepare the Institute's action plan for a five-year period and present it to the Board of Governors and the Scientific Council of the Institute.

### **Article 24**

The Director shall be appointed under a public competition published in a printed medium. The public competition shall be made pursuant to the Board of Governors' resolution, which shall define the conditions to be fulfilled by the candidate, his/her term of office, the deadline for receipt of candidates' applications and the deadline for a notice on selection.

Unless the Director is appointed within the deadline stated in competition, the competition shall be repeated. The Board of Governors can appoint Acting Director with the founder's approval for the period until the appointment of Director, but for no longer than one year.

### **Assistant Director**

#### **Article 25**

With the approval of the Board of Governors of the Institute, the Director of the Institute shall appoint at most three Assistant Directors for offices related to the work and operations of the Institute or assistance in their implementation.

Competences and powers of attorney of Assistant Directors as senior managers shall be defined by the Director of the Institute in the decisions on their appointment.

The appointment procedure for Assistant Directors shall be conducted with a public competition. The term of office of assistant directors shall be five years, whereby it shall terminate upon the termination of office of the Institute's Director, who appointed him/her.

### **Heads of research, educational and other expert units**

#### **Article 26**

The Director shall appoint heads of departments and independent laboratories as senior researchers for expert and operational management and performance of research and educational work and development of the employees.

Any person fulfilling the conditions for a responsible project holder can be appointed senior researcher, as defined by the regulations from the field of research activities.

The number of senior researchers shall be defined by the number of departments and independent laboratories, which shall be established pursuant to the Statute and the rules of organisation.

The Scientific Council of the Institute and the Board of Governors shall give their approval of appointment of senior researchers.

The appointment procedure for senior researchers shall be conducted with a public competition and shall be based on the presented and approved research and/or educational and action plans of proposed heads.

The term of office of senior researchers shall be four years and they can be reappointed after the termination of office.

#### **Article 27**

The Director shall appoint senior managers for expert and operational management of educational and other expert tasks.

The number of heads of centres shall be defined by the number of centres, which shall be established pursuant to the Statute and the rules of organisation.

#### **Heads of administrative services, technical services and supporting activities**

#### **Article 28**

With the approval of the Board of Governors, the Director shall appoint heads of services as employees with special powers and responsibilities to implement the operational tasks of the Institute performed in the services.

The powers and responsibilities of heads of services shall be defined with the act on appointment. The number of heads of services shall be defined by the number of services, which shall be established pursuant to the Statute and the rules of organisation.

The appointment of heads of services of the Institute shall be conducted with a public competition. The term of office of heads of the Institute's services shall be four years.

### **Article 29**

The Head of services and heads of other units, which do not perform operational tasks of the Institute, shall be appointed by the Director.

### **Article 30**

The number of heads of other units supporting the performance of activities shall be defined by the number of organisational units, which shall be established pursuant to the Statute and the rules of organisation.

## **3. Scientific Council of the Institute**

### **Article 31**

The Scientific Council of the Institute (hereinafter: the Scientific Council) shall be an expert body of the Institute, establishing the guidelines for the scientific research and educational activity of the Institute and shall be responsible for educational and professional development of the researchers. The Scientific Council shall discuss, coordinate and decide on the research and educational programme and other expert and programming matters from the field of the Institute's activities, including in particular:

- proposals of long-term guidelines for research, development, educational and other expert activities of the Institute;
- formulation of expert scientific bases for preparation of the research and educational programmes;
- coordination of concepts concerning the preparation of the Institute's action plan;
- examination and comments to the Institute's annual action plan;
- election of researchers for scientific-research and research-development titles according to the rules on elections;
- proposals and comments about the purchase of significant research equipment;
- discussion and initiatives, proposals and comments about the organisation and the development conditions in relation to the activities;
- opinion on the appointment of the Institute's Director;
- performance of other tasks in compliance with the Statute.

### **Article 32**

The Scientific Council shall have fifteen members.

Fourteen members of the Scientific Council shall be appointed among recognised researchers with adequate research titles or adequate titles of university

teachers, heads of research, educational and other expert units, holding a Ph. D. from science, and heads of programmes.

The members of the Scientific Council shall be appointed for a period of four years. Seven of the members shall be appointed every two years, as the term of office of seven members upon the constitution of the Scientific Council was only two years.

The Director shall be a member of the Scientific Council due to his/her office.

### **Article 33**

The composition of the Scientific Council should assure adequate representation of individual research and educational fields in relation to the extent and significance of their activities within the Institute. Every five years the Scientific Council shall verify the number of positions by individual wider research and educational fields of the Institute's activities.

The organisational units forming wider research and educational fields of the Institute shall appoint their candidates in consideration of the number of positions for their field. The appointment shall consider which wider research and educational field was represented by the member of the Scientific Council, whose term of office has expired.

### **Article 34**

The Director shall conduct the procedure for appointment of the candidates by wider research and educational fields of the Institute's activities, following the rules on the procedure for appointment of the Scientific Council's members, which have been adopted by the Director in agreement with the Board of Governors and the Scientific Council.

The Director shall confirm selected candidates for members of the Scientific Council after the procedure has been conducted by wider research and educational fields of the Institute's activities.

### **Article 35**

The appointed members of the Scientific Council can be dismissed. The rules for appointment of the Scientific Council's members apply by analogy for dismissal.

### **Article 36**

In case of early termination of the term of office of a member of the Scientific Council, a substitute member shall be appointed for the period until the expiration of the term of office of the member, whose office terminated earlier.

If a member of the Scientific Council is unable to attend the meetings of the Scientific Council due to his/her longer absence (more than six months), which

can result in significant deterioration of the Scientific Council's work, or if adequate representation of wider research and educational fields is no longer guaranteed, another member can be appointed.

A substitute member shall be appointed among the researchers of the wider research and educational field, which was represented by the member of the Scientific Council, whose term of office was terminated.

#### **Article 37**

The members of the Scientific Council shall elect the President and two Vice-Presidents of the Scientific Council among themselves.

The President and Vice-Presidents shall be elected for four years.

The term of office of the President and Vice-Presidents can be shorter if their term of office as members of the Scientific Council is terminated earlier.

#### **Article 38**

The methods of work of the Scientific Council shall be defined with the rules of procedure of the Scientific Council adopted by the Council.

### **4. Commissions and other working bodies**

#### **Article 39**

The Board of Governors, Director and Scientific Council can appoint permanent and/or temporary commissions or other working bodies to assist them in their work.

The field of work, composition and competences of each commission and/or another working body shall be defined with the appointment of the commission and/or another working body.

## **IV. ACKNOWLEDGEMENTS OF THE INSTITUTE**

#### **Article 40**

The Institute shall award honorary titles, acknowledgements and awards to individuals or organisations.

The types of honorary titles, acknowledgements and awards, as well as the principles, criteria and procedures of selection shall be defined with the rules on honorary titles, acknowledgements and awards of the Institute.

## **V. FUNDS FOR OPERATIONS OF THE INSTITUTE**

### **Article 41**

The sources, methods and conditions for acquisition of funds for performance of the activities of the Institute as a public institution shall be defined in its instrument of constitution.

The Institute shall spend any profit for performance and development of its activities. The allocation of profit shall be defined by the founder following the proposal of the Board of Governors of the Institute.

Any loss shall be covered in accordance with the Law and the decision of the founder.

### **Article 42**

The Institute shall establish a research fund to promote new research and educational fields, support training for researchers, stimulate integration of foreign researchers in the work of the Institute, and for other purposes, which are important for the Institute's activities, but no additional source of financing has been defined for them.

The research fund shall be financed from donations and other sources.

### **Article 43**

The research fund shall be managed by the Director.

Any funds from the research fund can be granted on the basis of a competition within the Institute. The competition shall precisely define the amount, purpose and procedure for granting the funds.

The Director shall report on the use of the funds from the research fund to the Board of Governors.

## **VI. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 44**

The Institute shall adjust the existing general acts of the Institute with the provisions of this Statute within three (3) months after the Statute has come into effect.

### **Article 45**

The Statute shall be adopted by the Board of Governors of the Institute with the approval of the founder.

The procedure for amendments shall be the same as for its adoption.

#### **Article 46**

The validity of the provisions of the Institute's Statute of 23 September 2003 shall expire upon the enforcement of the provisions of this Statute.

The consolidated text of the Statute shall come into effect when it has been confirmed by the Board of Governors of the Institute.

President of the Board of Governors of the Institute:  
Irena Mlinarič Raščan, Ph. D., Assist. Prof.