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Certified translation from Croatian language
Statute
of the Croatian Geological Survey

**STATUTE
OF THE CROATIAN GEOLOGICAL
SURVEY**

Pursuant to Art. 54, Par. 1 of the Institutions Act (OG no. 76/93, 29/97, 47/99, 35/08, 127/19 and 151/22) and Art. 33, Par. 3 of the Act on Higher Education and Scientific Activity (OG no. 119/22) (hereinafter referred to as: the Act), the Governing Board of the Croatian Geological Survey, on its 15th session held on 19 December 2023, adopted the following

STATUTE OF THE CROATIAN GEOLOGICAL SURVEY

I GENERAL PROVISIONS

Article 1

(1) This Statute regulates the status, activities, name, seat, emblem and stamp, internal organization, management and representation, bodies and scope of their work, election to scientific, assistant, and professional positions, transparency of operations, financing of operations, assets, profit and responsibility, as well as other matters of importance for the activities and operations of the Croatian Geological Survey (hereinafter referred to as: the Survey).

(2) Terms used in this Statute with gender significance, regardless of whether they are used in the masculine or feminine form, encompass both the masculine and feminine genders equally.

Article 2

(1) The Survey was established on 3 July 1909 by the Decree on the Constitution of the Geological Committee of the Kingdom of Croatia and Slavonia, under the name: Royal Geological Committee of the Kingdom of Croatia and Slavonia.

(2) Based on the Institutions Act, the Survey is a public institution the founding rights of which belong to the Republic of Croatia, and the rights and duties of the founder are carried out by the ministry responsible for science (hereinafter referred to as: the Ministry).

(3) Pursuant to the decision of the Ministry: Class: 640-02/92-01/21, Reference number: 533-02-380-92-4, dated 10 July 1992, the Survey was entered into the Register of Scientific Research Organizations of the Ministry as a working scientific research organization in the field of scientific research activities – geology.

(4) Pursuant to the decision of the Ministry: Class: 640-02/95-01/058, Reference number: 533-01/95-2, dated 15 December 1995, the Survey was entered into the Register of Scientific Research Legal Entities of the Ministry in the scientific field of natural sciences.

(5) Pursuant to the decision of the Ministry: Class: 640-02/97-01/004, Reference number: 533-02-97-2, dated 20 February 1997, the Survey was entered into the Register of Scientific Research Legal Entities of the Ministry in the scientific field of natural sciences.

(6) Upon the entry into force of the Act, the Croatian Geological Survey continued its work as a public scientific institute, established by the Republic of Croatia.

II STATUS OF THE SURVEY

Article 3

- (1) The Croatian Geological Survey carries out its activities, operates, and participates in administrative operations under the name: Hrvatski geološki institut.
- (2) Abbreviated name of the Survey is: HGI.
- (3) The name of the Survey in the English language is: CROATIAN GEOLOGICAL SURVEY.
- (4) Abbreviated name of the Survey in the English language is: HGI-CGS.
- (5) The name of the Survey is displayed on the building of the Survey.
- (6) The seat of the Survey is in Zagreb, Ulica Milana Sachsa 2.

Article 4

- (1) The founder decides on the change of the name and seat of the Survey.
- (2) The change of the name and seat of the Survey is entered into the court register.

Article 5

- (1) The primary activity of the Survey is scientific research in the field of natural sciences – area: geology, and in the field of engineering sciences – area: mining, petroleum, and geological engineering.
- (2) As part of its regular activities, the Survey performs the tasks of the Geological Service of the Republic of Croatia in accordance with the law governing geological research.
- (3) The Survey performs the following tasks:
 - research, making, and publication of basic geological maps with accompanying legends
 - fundamental and applied geological research
 - collection, valorization, storage, and distribution of all types of geological data
 - research and experimental development in natural, technical, and technological sciences
 - technical testing and analysis
 - implementation of monitoring programs for the purpose of supervising and assessing the condition of groundwater and surface water
 - implementation of other monitoring programs for the purpose of supervising and assessing the condition
 - sampling and testing of water, rock, sediment, and soil
 - expert work in environmental protection
 - research of mineral raw materials
 - preparation of documentation on mineral raw material reserves
 - conducting mining exploration work
 - preparation of oil and mining projects
 - exploratory drilling
 - hydrogeological research
 - geophysical research

- engineering geological research
- geothermal research
- geotechnical research
- geological and hydrographic research of the seabed, lakes, and watercourses
- research of active tectonics and seismotectonic research
- sedimentological, paleontological, stratigraphic, mineralogical, petrological, geochemical, structural geological, geomorphological, geodetic, and geomathematical research
- aerial surveying
- geomatics research
- collection, organization, analysis, and visualization of spatial data
- speleological research
- research of slags
- geological, hydrogeological, geochemical, and engineering-geological modeling
- computational activities and modeling
- library and archive activities
- research and promotion of geo-heritage and geo-tourism
- publishing books, journals, and periodicals
- formation of scientific and professional collections
- organization of scientific conferences and workshops
- dissemination of scientific research results
- participation in educational activities
- registration and management of EU projects
- organization of scientific and professional conferences, schools, and workshops
- popularization of geology and geoscience.

(4) The Survey may change its activities. The decision to change its activities is made by the Governing Board with the prior consent of the founder.

Article 6

- (1) For its daily operations, the Survey has a stamp and a rectangular seal containing the full name of the Survey and its seat.
- (2) If the Survey has multiple such stamps or seals, they must be marked with serial numbers.
- (3) The Head of the Survey decides on the number, use, destruction, and the persons responsible for the safekeeping of the stamp or seal.

Article 7

(1) The Croatian Geological Survey has a rectangular emblem with stylized letters “HGI – CGS”, with a green and blue background with crossed geological hammers, and the year 1909. In the block with the emblem, the full name of the Survey is written in both Croatian and English.

III ASSETS AND FINANCING

Article 8

- (1) The Survey is a legal entity entered in the court register.

- (2) The Survey operates independently and carries out its activities in the manner defined by the law, the founding act, this Statute, and other general acts of the Survey.
- (3) The assets of the Survey consist of rights to all real estate and movable property, as well as other property rights that, until 24 August 1993, i.e., the date the Institutions Act came into force, were social assets that the Survey was entitled to manage.
- (4) The assets of the Survey are also rights to assets acquired by the Survey after the entry into force of the Institutions Act.
- (5) The Survey manages, uses, and disposes of its assets in accordance with the law, this Statute, and in line with the principles of good management.
- (6) For obligations undertaken in legal transactions, the Survey is liable with all of its assets – full liability.
- (7) The founder of the Survey has joint and unlimited liability for its obligations.
- (8) The Survey may establish a branch, a company, or another legal entity, or acquire shares or stakes in already established companies, with the prior consent of the founder.

Article 9

- (1) The Head is responsible for the optimal use of space and technical infrastructure, as well as the scientific equipment of the Survey.
- (2) The Head appoints a responsible person or assigns a group of scientists to take care of the maintenance of the capital scientific equipment. Capital scientific equipment in the premises of the Survey must be accessible to the broader academic community.

Article 10

- (1) The Survey is financed by the founder's funds, assigned revenue, and its own revenue in accordance with the Law.
- (2) The founder's funds consist of funds from the state budget of the Republic of Croatia for financing the activities of the Survey.
- (3) Assigned revenue of the Survey consists of revenue arising from its core activity and the activities connected with it, including:
 - Funds from the Croatian Science Foundation and other foundations
 - Funds from European structural and investment funds, as well as other EU funds and programs
 - Revenue generated from scientific and professional projects
 - Revenue from funds, donations, and other relevant sources of financing scientific activities.
- (4) The Survey's own revenue consists of revenue generated from performing activities on the market and under market conditions which do not hinder the achievement of its core mission nor undermine the reputation, independence, and dignity of the Survey.

Article 11

- (1) The Survey is financed by funds from the state budget of the Republic of Croatia through program agreements, assigned and own revenue.
- (2) Funds from the state budget of the Republic of Croatia are allocated to the Survey based on a program agreement for financing the basic budget component, the developmental budget component, and the operational budget component.
- (3) The Survey independently manages its own revenue in accordance with the financial plan and the criteria and methods for using its own revenue. The criteria and methods for using its own revenue are established by the minister with a regulation. The method of managing own revenue is regulated by the Survey's Regulation on Own Revenue.

Article 12

- (1) The Survey has a single current account for conducting financial transactions.

IV LEGAL STATUS, REPRESENTATION, AND PRESENTATION OF THE SURVEY

Article 13

- (1) The Survey is represented by the Head who acts on its behalf.
- (2) The Head of the Survey has full authority in legal transactions within the scope of the Survey's activities entered in the court register.
- (3) The Head of the Survey is authorized to independently enter into contracts in legal transactions on behalf of and for the account of the Survey, up to a value of EUR 130,000.00.
- (4) Contracts exceeding the amount mentioned in the paragraph above may only be entered into by the Head with prior consent from the Governing Board.
- (5) The Survey cannot enter into contracts in legal transactions exceeding EUR 500,000.00 without the consent of the founder.

Article 14

- (1) The Head may transfer his authority for representation or for concluding a specific legal transaction to another employee of the Survey or to a person outside the Survey issuing a power of attorney.

Article 15

- (1) In relations with financial institutions, in addition to the Head, financial documents are signed by authorized persons appointed by the Head.
- (2) Scientific and professional reports, in addition to the Head, are signed by the head of the scientific research unit and the scientific or professional project manager.

V BODIES OF THE SURVEY

Article 16

- (1) The bodies of the Survey are:
 1. Governing Board
 2. Head
 3. Scientific Board
 4. Scientific Advisory Council
 5. Ethical Committee
 6. Disciplinary Committee
 7. College
 8. Board of Scientific-Research Units

1. Governing Board

Article 17

- (1) The Survey is managed by the Governing Board and the Head. The Governing Board ensures the legality of the scientific institute's operations and the rational use of material and human resources.
- (2) The Governing Board consists of five members.
- (3) Three members of the Governing Board are appointed and dismissed by the founder.
- (4) One member of the Governing Board is appointed and dismissed by the Scientific Board.
- (5) A member of the Governing Board appointed by the Scientific Board of the Survey must be selected at least from the ranks of research associates.
- (6) One member of the Governing Board is appointed and dismissed by the Workers' Council.
- (7) The founder appoints the Chair and Deputy Chair of the Governing Board.
- (8) The Chair and members of the Governing Board are appointed for a term of four years.

Article 18

- (1) A member of the Governing Board appointed by the Scientific Board or the Workers' Council may be dismissed before the expiration of the term for which he was appointed, by a decision of the body that appointed him, if:
 - his employment relationship with the Survey ends
 - he requests his own dismissal
 - he fails to fulfill the duties of a member
 - he loses the ability to perform his duties
 - his behavior harms the reputation of the position he holds

Article 19

- (1) The Governing Board has the following powers:

- adopts the Statute
- adopts the mission and the development strategy
- approves the program contract proposal
- adopts the financial plan, makes decisions on the financial plan and annual report
- appoints and dismisses the Head and Deputy Heads
- approves the annual report of the Head
- monitors the implementation of decisions made by the Scientific Board and the Head
- monitors the execution of the financial plan and the management of financial resources in accordance with the Law and the Statute of the Survey
- proposes to the founder changes in activities and status changes of the Survey
- adopts the work and development program of the Survey and monitors its implementation
- adopts the Disciplinary Responsibility Regulation
- adopts the Regulation on the Procedure for the Transfer of Employees from one Organizational Unit to Another
- adopts the Regulation on Internal Organization
- adopts the Work Regulation
- adopts the Regulation on Own Revenue
- adopts the Regulation on Safeguarding and Processing of Archival Material
- adopts the Regulation on Library Operations
- adopts the Regulation on the Quality Assurance System and Quality Improvement
- adopts the Occupational Health and Safety Regulation
- adopts the Fire Safety Regulation
- adopts the Regulation on the Organization and Implementation of Measures for Protection Against Ionizing Radiation
- adopts the Information System Security Policy
- adopts the Regulation on the Use of E-Mail
- adopts the Regulation on the Use of Passwords
- adopts the Regulation on the Acceptable Use of Computer Equipment
- adopts the Regulation on the Procedure for Reporting Irregularities and the Appointment of a Trusted Person
- adopts the Gender Equality Plan
- adopts the Regulation on the Use of Official Vehicles
- adopts the Regulation on Simple Procurement
- adopts the Guidelines for Risk Management and the Risk Register
- adopts other Regulations that are not within the area of responsibility of any other body of the Survey

Article 20

- (1) The Governing Board of the Survey performs the duties within its area of responsibility at sessions.
- (2) The Governing Board adopts the Rules of Procedure which more specifically define issues not regulated by the Law or the provisions of this Statute.

2. Head

Article 21

- (1) The Head is the manager and leader of the Survey.
- (2) The Head has the following powers:
 - organizes the work and operations
 - proposes to the Governing Board the adoption of acts from Article 19 of the Statute
 - prepares the program contract proposal
 - proposes the financial plan
 - manages the execution of the financial plan of the Survey in accordance with the Law, the Statute, and the provisions of the program contract
 - manages the assets of the Survey with the consent of the Governing Board
 - executes decisions of the Governing Board and undertakes measures and issues instructions for their implementation
 - decides on the establishment and termination of employment contracts
 - decides on rights and obligations arising from employment
 - proposes to the Governing Board the work and development program of the Survey in accordance with the scientific policy of the Scientific Board and the guidelines for the development of the Survey
 - submits to the Governing Board and the Scientific Board an annual report on the implementation of the development strategy of the scientific institute, the operations, and the execution of the program contract
 - oversees the use of financial resources
 - organizes the work of the Geological Service of the Republic of Croatia as a regular activity of the Survey
 - performs other tasks established by legal regulations, the Statute, and other general acts of the Survey

Article 22

- (1) The Head of the Institute is appointed by the Governing Board based on a public competition among senior research associates, scientific advisors, and scientific advisors with tenure in the fields and areas of the Survey's core activities as defined in Article 5, Paragraph 1 of the Statute.
- (2) The deadline for applying to the competition may not be shorter than 30 days.
- (3) At the proposal of the Scientific Board, the Governing Board appoints a Competition Committee composed of three members, who verify whether the applicants meet the general and specific requirements for the position of the Head in accordance with the Statute of the Survey.
- (4) Applicants who have applied for the position of the Head and who meet the competition conditions will present their programs to the Governing Board and the Scientific Board of the Survey.
- (5) The competition conditions for the election of the Head are as follows:
 - they must be appointed to a scientific position of a senior research associate, a scientific advisor, or a scientific advisor with tenure in the fields and areas of the Survey's core activities as defined in Article 5, Paragraph 1 of the Statute
 - they must have at least three years of work experience in managerial positions in a scientific institution or in leading national and international competitive scientific projects

- they must have proposed a work and development plan for the Survey
- (6) The Scientific Board provides an opinion on the applicants' programs to the Governing Board.
- (7) The Governing Board of the Survey, based on the opinion of the Scientific Board on the applicants' programs, appoints and dismisses the Head of the Survey.
- (8) The Head is appointed for a period of four years, and the same person may be reappointed as Head.

Article 23

- (1) The Head's term of office ends before the expiration of the period for which he was appointed in the following cases:
- upon qualifying for pension
 - with the termination of the employment contract
 - with the transfer to another position
 - with the establishment of an employment relationship with another legal entity
- (2) The Governing Board may dismiss the Head before the expiration of their term of office in the following cases:
- if the Head requests his own dismissal
 - if reasons arise that, according to the labor law or regulations, lead to the termination of the employment relationship
 - if the Head does not act in accordance with the law, the Statute of the Survey, or other general acts, or unjustifiably fails to implement the decisions of the Governing Board or the Scientific Board
 - if through careless or improper work the Head causes significant damage to the Survey, or if he neglects or acts irresponsibly in performing his duties
- (3) Before adopting a decision on dismissal, the Head must be given the opportunity to explain his position about the reasons for dismissal.
- (4) The Head who has been dismissed has the right to seek judicial protection by filing a lawsuit if he believes his rights have been violated in accordance with the Institutions Act.
- (5) If the Head's term of office ends, or if he is dismissed before the expiration of the term he was appointed for, the Governing Board appoints an acting Head from the ranks of senior research associates, scientific advisors, or scientific advisors with tenure, for a maximum of one year, until a new Head is appointed through a public competition.

Article 24

- (1) The Head has two Deputy Heads. Deputy Heads are appointed by the Governing Board at the proposal of the Head from among the employees in scientific positions.
- (2) The scope of responsibilities and the duration of the term of office of Deputy Heads are determined by the decision on appointment.
- (3) A Deputy Head may be appointed mostly until the expiration of the Head's term of office. The same person may be reappointed as Deputy Head.
- (4) In the case of absence or impediment of the Head, a Deputy Head will substitute the Head.

(5) A Deputy Head cannot be a member of the Governing Board nor the Chair of the Scientific Board.

3. Scientific Board

Article 25

- (1) The Scientific Board is the expert board of the Survey.
- (2) The Scientific Board performs the following tasks:
 - establishes and implements the scientific policy
 - makes decisions on scientific and professional issues
 - establishes additional criteria for the election and re-election to scientific, assistant, and professional positions
 - conducts re-elections and elections to scientific, assistant, and professional positions
 - provides the Head with an opinion on the program contract proposal
 - provides the Governing Board with an opinion in the process of appointing the Head
 - proposes to the Governing Board the mission and strategy for the development of the scientific institution
 - elects emeritus scientists
 - elects and dismisses members of the Governing Board
 - proposes candidates for members of scientific field committees
 - adopts the Ethical Code
 - adopts the Regulation on Work Outside the Survey
 - adopts the Regulation on Awards and Recognitions
 - adopts the Regulation on Additional Conditions for Election to Scientific Positions
 - adopts the Regulation on Additional Conditions for Election to Professional Positions
 - adopts the Regulation on Additional Conditions for Election to Assistant Positions
 - adopts the Regulation on Additional Conditions for Re-Election to Scientific Positions
 - adopts the Regulation on Mentoring
 - adopts the Regulation on Evaluating the Work of Assistants
 - provides the Governing Board with a prior opinion on the adoption of the Statute and the Regulation on Internal Organization
 - performs other tasks defined by the law, the Statute, and other general acts of the Survey.

Article 26

- (1) The Scientific Board of the Survey consists of:
 - the Head
 - representatives of employees in scientific positions
 - two representatives of employees in assistant positions.
- (2) The Scientific Board has forty members.
- (3) Elections for representatives are held before the constitution of the new Scientific Board.
- (4) Elections for representatives of employees in scientific positions are conducted within the scientific-research organizational units, proportionally to the number of employees in scientific positions compared to the total number of employees in scientific positions at the Survey.

- (5) Representatives of employees in scientific positions are elected by secret ballot, with a simple majority of votes of the employees in scientific positions within the scientific-research organizational units. The head of the scientific-research organizational unit organizes the voting.
- (6) The term of office of the representative of employees in scientific positions lasts four years.
- (7) One representative of employees in assistant positions is elected from the field of natural sciences, and the other from the field of technical sciences.
- (8) The representative of employees in assistant positions from the natural sciences is elected by secret ballot, with a simple majority of votes of the employees in assistant positions in the field of natural sciences. The Scientific Board organizes the voting.
- (9) The representative of employees in assistant positions from the field of technical sciences is elected by secret ballot, with a simple majority of votes from employees in assistant positions in the field of technical sciences. The Scientific Board organizes the voting.
- (10) The term of office of the representative of employees in assistant positions lasts two years.
- (11) A representative of employees in assistant positions, at the time of election, must have been employed in an assistant position at the Survey for at least two years.
- (12) The same person may be elected as a representative of employees in assistant positions mostly twice.

Article 27

- (1) The Scientific Board elects the Chair and Deputy Chairs for a four-year term from among senior research associates, scientific advisors, and scientific advisors with tenure, excluding the Head, Deputy Heads, and heads of scientific-research units.
- (2) The Scientific Board of the Survey performs the tasks within its area of responsibility at sessions.
- (3) The Chair of the Board manages and organizes the work of the Scientific Board.
- (4) In the Chair's absence or incapacity, the Deputy Chair will take over his duties.
- (5) The Scientific Board adopts the Rules of Procedure which define in more detail the matters not regulated by the Law or the provisions of this Statute.

Article 28

- (1) The Scientific Board may appoint committees to address specific issues within its area of responsibility.
- (2) The number of members and the scope of the committee's work are determined by the decision on appointment.

4. Scientific Advisory Council

Article 29

- (1) The Survey may appoint a Scientific Advisory Council. The Scientific Advisory Council is an advisory body to the Head.
- (2) The Scientific Advisory Council consists of prominent international and domestic scientists, and if necessary, experts in the Survey's field of activity. The Scientific Advisory Council has at least five members.

- (3) Members of the Scientific Advisory Council are proposed and appointed by the Scientific Board.
- (4) Members of the Scientific Advisory Council convene at the invitation of the Head.
- (5) The primary task of the Scientific Advisory Council is to assess the quality and significance of scientific research, initiate new directions for international cooperation, and propose directions of strategic research.
- (6) The term of office for members of the Scientific Advisory Council is four years. The same person may be reappointed to the Scientific Advisory Council.

5. *Ethical Committee*

Article 30

- (1) The Survey establishes an Ethical Committee to promote and protect ethical principles in scientific activities, professional work, interpersonal relations, and public appearances of scientists, assistants, and other employees.
- (2) The Ethical Code is adopted by the Scientific Board. The Ethical Code defines ethical actions and the procedure for preventing and sanctioning unethical conduct.
- (3) The decision of the Ethical Committee regarding the violation of the Ethical Code is forwarded to the Head of the Survey, who is obliged to act in accordance with the Disciplinary Responsibility Regulation.
- (4) The National Council adopts guidelines that establish the minimum ethical principles. The minimum ethical principles are an integral part of the Survey's Ethical Code.

6. *Disciplinary Committee*

Article 31

- (1) An employee of the Survey is subject to disciplinary action for violations of his work duties and for damaging the reputation of the Survey.
- (2) The Survey establishes a Disciplinary Committee.
- (3) The Governing Board adopts the Disciplinary Responsibility Regulation, which defines the composition of the Disciplinary Committee, disciplinary actions, disciplinary sanctions, and the disciplinary procedure.
- (4) Disciplinary responsibility, as determined in the disciplinary procedure, may result in the termination of the employment contract.
- (5) An employee of the Survey can only be subjected to disciplinary actions for an act that, at the time it was committed, was defined as a disciplinary offense under the Disciplinary Responsibility Regulation from paragraph 3 of this article and for which a disciplinary sanction was prescribed.

7. *College of the Survey*

Article 32

- (1) The College of the Survey is an advisory body to the Head.
- (2) College sessions are held at the Head's invitation, typically every two weeks.

(3) The College of the Survey consists of the Head, the Chair of the Scientific Board, the heads of organizational units, the Deputy Heads, the representative of the Scientific Board on the Governing Board, and others invited by the Head.

(4) The Head presides over the College sessions, proposes the agenda, and leads the sessions.

Article 33

(1) The College performs the following tasks:

- discusses programs related to core activities and contracted projects
- informs the Head about activities performed in the previous period
- proposes activities for improvement of the Survey's operations
- proposes decisions for the Head to make

(2) Minutes are kept of the College sessions.

8. Board of Scientific-Research Units

Article 34

(1) The Board of scientific-research units is the advisory body of the head of a scientific-research unit.

(2) The Board of scientific-research units consists of project managers and other employees, as needed.

(3) Sessions of the scientific-research units are held at the invitation of the head of the scientific-research unit.

(4) The head of a scientific-research unit presides over the sessions of the Board, proposes the agenda, and leads the sessions.

(5) Minutes are kept of the sessions.

VI INTERNAL ORGANIZATION OF THE SURVEY

Article 35

(1) The activities of the Survey are organized into organizational units in accordance with the Regulation on Internal Organization of the Survey.

(2) The organizational units of the Survey are:

- Scientific-Research Units
- Administrative-Technical Units

(3) The Scientific-Research Units of the Institute are:

- Department of Geology
- Department of Hydrogeology and Engineering Geology
- Department of Mineral Resources and Marine Geology

(4) The Administrative-Technical Units are:

- Office of the Head
- Department of Legal, Human Resources, and General Affairs
- Department of Accounting and Finance

- Information Technology Support Department
- Occupational Health and Safety Department
- Library and Professional Documentation repository.

Article 36

- (1) A scientific-research unit is an organizational unit within which work is carried out on one or more related topics, using shared space and equipment.
- (2) A scientific-research unit is managed by the head of the unit.
- (3) The head of the unit is appointed by the Governing Board based on elections held within the scientific-research unit, with the prior approval of the Head. The head of the unit is elected through an internal competition announced by the Survey two months before the expiration of the current term of office. The head of the unit is elected by secret ballot, with a majority vote of more than half of the total number of employees in the scientific-research unit, and the term of office lasts until the Head's term expires. In the event that no one applies for the internal competition, the Head proposes the head of the unit to the Governing Board. The head of the unit must be elected to a scientific position.

Article 37

- (1) In the administrative-technical units, administrative, technical, and other general tasks of interest to all organizational units of the Institute are carried out.
- (2) The Head coordinates the work of the administrative-technical units.
- (3) Managers of administrative-technical units are appointed by the Head of the Survey.

VI ORGANIZATION OF WORKPLACES

Article 38

- (1) Scientific positions include: research associate, senior research associate, scientific advisor, and scientific advisor with tenure.
- (2) Assistant positions are: assistant and senior assistant.
- (3) Professional positions include: professional associate, senior professional associate, and professional advisor.
- (4) Scientific, assistant, and professional positions are defined by the Regulation on Internal Organization.

Scientific Positions

Article 39

- (1) The criteria for election to scientific positions are prescribed by the Law.

(2) A person can be employed in a scientific position at the Survey if they have the appropriate level of education in the relevant scientific field and area, meet the National criteria for election to a scientific position, and fulfill additional criteria established by the Survey's general act. Additional criteria for election to scientific positions are prescribed by the Regulation on Additional Conditions adopted by the Scientific Board.

Assistant Positions

Article 40

(1) The criteria for election to assistant positions are prescribed by the Law, while additional criteria for election to assistant positions are prescribed by the Regulation on Additional Conditions for Election to Assistant Positions adopted by the Scientific Board.

(2) Every employee in an assistant position has a mentor appointed by the Scientific Board, and, as a rule, this is the project manager of the project in which implementation the assistant participates.

(3) Upon the proposal of the project manager, the Scientific Board may appoint another person as mentor.

(4) Mentorship is further regulated by the Regulation on Mentorship, which is adopted by the Scientific Board.

(5) Every year, the Scientific Board evaluates the work of assistants in accordance with the Law.

(6) The criteria, content of the report, and the procedure of adopting the report are further regulated by the Regulation on the Evaluation of Assistants and Senior Assistants adopted by the Scientific Board.

Professional Positions

Article 41

(1) The criteria for election to professional positions are prescribed by the Law, and additional criteria for election to professional positions are prescribed by the Regulation on Additional Conditions for Election to Professional Positions adopted by the Scientific Board.

Election to vacant scientific, assistant, and professional positions

Article 42

(1) The election to vacant scientific, assistant, and professional positions is carried out based on a public competition, which is published in accordance with the Law and Collective Agreements, and conducted in accordance with the provisions of the Law.

(2) Upon the proposal of the head of a unit, and with prior consent of the Head of the Survey, the Scientific Board makes a decision to announce the competition, which also includes a decision on the appointment of an expert committee as its integral part.

(3) After the completion of the procedure, the Survey concludes an employment contract with the selected candidate.

Election to a higher scientific position

Article 43

- (1) A scientist who believes he meets the criteria for election to a higher position is obliged to submit a request for election to the position before the expiration of the term for which he was elected or re-elected.
- (2) The election to a higher scientific position is carried out in accordance with the provisions of the Law.

Re-Election to a Scientific Position

Article 44

- (1) The procedure for the re-election of a scientist to a scientific position is carried out in accordance with the provisions of the Law.

Other Workplaces

Article 45

- (1) The positions of other employees are determined by the Regulation on Internal Organization.
- (2) The decision on the appointment to other positions is made by the Head based on a public competition.

Honorary Title of a Scientist

Article 46

- (1) The honorary title is emeritus scientist.
- (2) The honorary title can be awarded to a particularly distinguished scientist, a retired employee of the Survey who was employed in the position of a scientific advisor with tenure.
- (3) Upon receiving the honorary title, the emeritus scientist gains the following rights:
 - to have an advisory role
 - to publish scientific papers under the name of the Survey
 - to participate in scientific projects of the Survey
 - to be a member of committees in procedures for acquiring PhD titles
 - exceptionally, with the special consent of the Scientific Board, to serve as a mentor to PhD students.
- (4) A proposal for awarding the honorary title, along with a justification and a bibliography of works, may be submitted to the Scientific Board by the Head of the Survey or at least three members of the Scientific Board.
- (5) The Scientific Board of the Survey decides on the award of the honorary title of emeritus scientist by a majority vote of the total number of members.
- (6) The honorary title is permanent.

Adjunct Scientist and Adjunct Assistant

Article 47

- (1) The Survey may engage an adjunct scientist or an adjunct assistant for a period of five years.
- (2) An adjunct scientist is a person who is not employed by the Survey but meets the criteria for election to a scientific position.
- (3) An adjunct assistant is a person who is not employed by the Survey but meets the criteria for election to an assistant position.
- (4) An adjunct scientist or adjunct assistant is selected in accordance with the provisions of the Law, and a public competition is held for the selection of the adjunct scientist or adjunct assistant.
- (5) The term “adjunct” must be placed in front of the abbreviation in accordance with the provisions of the Law when referring to an adjunct scientist or an adjunct assistant.

VII PUBLISHING ACTIVITY

Article 48

- (1) The Survey publishes the scientific journal *Geologia Croatica* in English, basic geological maps of the Republic of Croatia and accompanying legends, as well as other scientific and professional publications.

VIII TRANSPARENCY OF THE SURVEY'S WORK

Article 49

- (1) The work of the Survey is public.

Article 50

- (1) Only the Head, the Chair of the Scientific Board, the heads of scientific-research units, project managers, and authorized employees may inform the public via the media about the Survey's activities within their area of responsibility. The Head must be informed of any statements made.

IX TRADE SECRET

Article 51

- (1) A trade secret includes data that are designated as trade secret by law, other regulations, or a general act of the Survey.

Article 52

- (1) Trade secrets include:
 - documents and data that the Head declares as trade secrets,
 - data that the competent authority communicates to the Survey as confidential

- measures and methods of acting in the event of extraordinary circumstances
- documents and data related to defense
- the plan of physical and technical security of the Survey's facilities and assets
- other documents and data whose disclosure or provision to unauthorized persons would be contrary to the interests of the Survey, its founder, or other state bodies, or would harm its business reputation, or the interests or reputation of its employees.

(2) Documents and data that represent trade secrets can be communicated to other persons by the Head and persons authorized by him.

Article 53

- (1) All employees of the Survey who have gained knowledge of data that constitute a trade secret in any manner are obligated to protect it.
- (2) Violation of the duty to protect a trade secret is considered a serious breach of obligations.
- (3) The Head is directly responsible for the protection of a trade secret.

X GENERAL ACTS

Article 54

- (1) The general acts of the Survey are the Statute, regulations and rules of procedure.

Article 55

- (1) Amendments and supplements to the Statute and other general acts are adopted through the same procedure by which they themselves were adopted.
Consolidated texts of the acts are adopted by the Head of the Survey.
- (2) General acts come into force no earlier than eight days after their publication on the Survey's website, except in exceptional and particularly justified cases, where they come into force on the day of publication.

XI TRANSITIONAL AND FINAL PROVISIONS

Article 56

- (1) Until the adoption of new general acts of the Survey, the existing acts shall remain in force, unless they are in conflict with this Statute.

Article 57

- (1) On the date this Statute enters into force, the Statute of the Croatian Geological Survey adopted on 28 January 2014, and the Statute on Amendments to the Statute of the Croatian Geological Survey adopted on 23 February 2018, shall cease to be valid.

Article 58

(1) This Statute shall enter into force after receiving prior consent from the Ministry, eight days after its publication on the Survey's website.

Chairperson of the Governing Board

(Signed by hand)

Dragan Krasić, PhD, BSME

It is hereby determined that on 09/01/2024 the Ministry gave their Consent for the Survey's Statute.

It is hereby determined that the Survey's Statute was published on the website of the Survey on 15/01/2024, and it entered into force on 23/01/2024.

Stamp reading:

CROATIAN GEOLOGICAL SURVEY
1 ZAGREB - Sachsova 2

Head

(Signed by hand)

Slobodan Miko, PhD, BSGE

End of translation

I, Ana Jovanović court interpreter for English and Italian, as appointed by the Decision of the Ministry of Justice and Public Administration, Class: UP/I-710-02/23-01/179, Reg.no.: 514-03-03-02/05-23-06 of 28 April 2023, do hereby certify that the above translation is a faithful and complete translation of the original document written in the Croatian language.

Cert.-No. – 193/2025

Date: 30 April 2025

Ana Jovanović