



*INSTITUT ZA STANDARDIZACIJU  
CRNE GORE*

**STATUT  
INSTITUTA ZA STANDARDIZACIJU  
CRNE GORE**



*INSTITUTE FOR STANDARDIZATION  
OF MONTENEGRO*

**STATUTE  
OF THE INSTITUTE FOR  
STANDARDIZATION OF MONTENEGRO**

Na osnovu člana 7 stav 3 Zakona o standardizaciji ("Službeni list CG", broj 13/08) i člana 6 Odluke o osnivanju Instituta za standardizaciju Crne Gore ("Službeni list RCG", broj 21/07), Skupština Instituta na sjednici od 5 marta 2008. godine, donijela je

## STATUT INSTITUTA ZA STANDARDIZACIJU CRNE GORE

### I OPŠTE ODREDBE

#### Član 1

Institut za standardizaciju Crne Gore (u daljem tekstu: Institut) je samostalna neprofitna organizacija osnovana Zakonom o standardizaciji i Odlukom o osnivanju Instituta za standardizaciju Crne Gore (u daljem tekstu: Odluka), radi ostvarivanja ciljeva standardizacije i donošenja crnogorskih standarda i srodnih dokumenata, kao i obavljanja drugih poslova iz oblasti standardizacije.

Institut je pravno lice, s pravima i obavezama utvrđenim zakonom, Odlukom i ovim Statutom.

Institut se registruje u Centralnom registru Privrednog suda.

#### Član 2

Osnivač Instituta je Vlada Crne Gore (u daljem tekstu: Osnivač).

Pursuant to the paragraph 3 of the Article 7 of the Law on standardization ("Official Gazette of the Republic of Montenegro", No. 13/08) and the Article 6 of the Decree on establishing the Institute for standardization of Montenegro ("Official Gazette of the Republic of Montenegro", No. 21/07), Council of the Institute, in its session held on March 5, 2008, passed the following

## STATUTE OF THE INSTITUTE FOR STANDARDIZATION OF MONTENEGRO

### I GENERAL PROVISIONS

#### Article 1

Institute for Standardization of Montenegro (hereinafter referred to as *the Institute*) shall be an independent nonprofit organization established according to the Law on standardization and Decree on establishing the Institute for standardization of Montenegro (hereinafter referred to as *the Decree*), for the purpose of reaching the standardization aims and passing Montenegrin standards and related documents and performing other duties relevant to the standardization activities.

The Institute is legal entity with the rights and obligations deriving from the Law, this Decree and its Statute.

The Institute shall be registered with the Central Registry of the Commercial Court.

#### Article 2

The Government of Montenegro is the founder of the Institute (hereinafter referred to as the Founder).

### Član 3

Ovim Statutom utvrđuje se naziv i sjedište Instituta, pečat i štambilj, znak (logotip), djelatnost Instituta, prava, obaveze i odgovornosti u pravnom prometu, zastupanje i predstavljanje u pravnom prometu, poslovna tajna, način obavještanja javnosti o radu, finansiranje, bliža organizacija Instituta, način sticanja i prestanka članstva, način učestvovanja članova Instituta u radu Instituta, način utvrđivanja i plaćanja članarine, način izbora članova skupštine Instituta, organi instituta, djelokrug organa Instituta i način odlučivanja, opšta akta Instituta i druga pitanja od značaja za rad Instituta.

## II NAZIV I SJEDIŠTE INSTITUTA

### Član 4

Puni naziv Instituta je: "Institut za standardizaciju Crne Gore".

Naziv Instituta na engleskom jeziku je: "Institute for standardization of Montenegro».

Skraćeni naziv Instituta je: "ISME"

Sjedište Instituta je u Podgorici.

## III PEČAT I ŠTAMBILJ

### Član 5

Institut ima pečat i štambilj.

### Član 6

Pečat Instituta ima oblik kruga sa prečnikom 32mm u čijoj je sredini grb Crne Gore.

### Article 3

The Statute shall define the name and the registered office of the Institute, seal and stamp, logo (logotype), the activities of the Institute, rights, obligations and responsibilities in legal transactions, representing it in legal transactions, business secret, modality of providing information to the public regarding its performances, financing, closer organization of the Institute, the acquiring and cessation of the membership, the way of participating the Institute's members in the operations of the Institute, the modality of defining and paying the membership fee, the way of selecting the Council of the Institute members, the bodies of the Institute, the scope of competences of the bodies of the Institute and the mode of decision-making, general documents of the Institute and other important issues for the very performance of the Institute.

## II NAME AND THE REGISTERED OFFICE OF THE INSTITUTE

### Article 4

The full name of the Institute shall be Institut za standardizaciju Crne Gore.

The name of the Institute in English Language shall be the Institute for Standardization of Montenegro.

The short name of the Institute shall be ISME.

The registered office of the Institute shall be in Podgorica.

## III SEAL AND STAMP

### Article 5

The Institut has its seal and stamp.

### Article 6

The stamp of the Institute is circular with the radius of 32 mm including Montenegrin blazon in the very centre.

Pečat Instituta sadrži tekst: "Crna Gora, Institut za standardizaciju Crne Gore – Podgorica".

Tekst pečata Instituta ispisuje se na crnogorskom jeziku, latinicom.

Institut može imati i druge pečate različitih oblika i veličina.

Broj pečata, vrsta, veličina, čuvanje i način njegove upotrebe, kao i rukovanje pečatom Instituta bliže se reguliše posebnim uputstvom direktora Instituta.

#### Član 7

Štambilj Instituta je pravougaonog oblika dimenzije 60 x 30mm i sadrži tekst: "Institut za standardizaciju Crne Gore – Podgorica" i rubrike za upis datuma prijema podneska, broj pod kojim će se podnesak zvesti i broj priloga uz podnesak.

Tekst štambilja ispisuje se na crnogorskom jeziku, latinicom.

### IV ZNAK (LOGOTIP)

#### Član 8

Institut ima svoj znak (logotip).

Logotip Instituta "ISME" izrađen je u skladu sa posebnim propisom koji donosi Upravni odbor, na predlog direktora.

Logotip Instituta se registruje u skladu sa zakonom kojim se uređuju žigovi.

The stamp of the Institute shall contain the following text: "*Crna Gora, Institut za standardizaciju Crne Gore - Podgorica*".

The text of the Institute's stamp shall be written in Montenegrin language, in Latin alphabet.

The Institute may also have the stamps of different shapes and sizes.

The number of the stamps, its type, size, keeping, the mode of its use and the stamp handling shall be detailed and regulated in special guideline adopted by the Director of the Institute.

#### Article 7

The seal of the Institute is rectangular, dimensions 60 x 30mm, and it shall contain the following text: "*Institut za standardizaciju Crne Gore - Podgorica*", the columns for entering the date of memorial acceptance, the reference number of the memorial and the number of the accompanying annexes.

The text of the seal shall be written in Montenegrin language, in Latin alphabet.

### IV LOGO (LOGOTYPE)

#### Article 8

The Institute has its logo (logotype).

The Institute's logotype "*ISME*" is created in accordance with the special regulation adopted by Managing Board, upon the Director's proposal.

The Institute's logotype shall be registered in accordance with Seal Structure Law.

## V DJELATNOST INSTITUTA

### Član 9

Institut :

- 1) priprema programe i godišnje planove donošenja crnogorskih standarda;
- 2) uspostavlja infrastrukturu savjetodavnih i tehničkih tijela (tehnički komiteti) za obavljanje poslova crnogorske standardizacije;
- 3) donosi, razvija, preispituje, mijenja, dopunjava i povlači crnogorske standarde i srodne dokumente;
- 4) vodi registar i održava zbirku crnogorskih standarda i srodnih dokumenata;
- 5) obezbjeđuje dostupnost javnosti crnogorskih standarda, srodnih dokumenata, publikacija, kao i standarda i publikacija odgovarajućih evropskih i međunarodnih organizacija i drugih zemalja i vrši njihovu prodaju;
- 6) uspostavlja i održava baze podataka o standardima i srodnim dokumentima;
- 7) promoviše primjenu crnogorskih standarda i srodnih dokumenata;
- 8) ostvaruje saradnju sa upravom, stručnim, naučnim i privrednim subjektima koja se odnose na obuke, promocije i druge aktivnosti iz oblasti standardizacije;
- 9) daje osnovu za izradu tehničkih propisa;
- 10) predstavlja i zastupa interese Crne Gore u oblasti standardizacije u regionalnim, evropskim i međunarodnim organizacijama i tijelima za standardizaciju;
- 11) obezbjeđuje i koordinira učešće crnogorskih predstavnika u radu međunarodnih i evropskih organizacija za standardizaciju;
- 12) saraduje sa nacionalnim tijelima za standardizaciju drugih država;
- 13) vrši nabavku i održava zbirke standarda i srodnih dokumenata koje

## V ACTIVITIES OF THE INSTITUTE

### Article 9

The Institute shall perform the following activities:

- 1) Preparing the programs and annual plans for adoption of Montenegrin standards;
- 2) Setting up advisory and technical bodies infrastructure (technical committees) for performing Montenegrin standardization processes;
- 3) Adopting, developing, revising, changing, amending and withdrawing of Montenegrin standards and related documents;
- 4) Keeping the register and maintaining the collection of Montenegrin standards and related documents;
- 5) Providing Montenegrin standards, related documents and publications to the public, as well as standards and publications of the relevant international and European organizations and other countries, and selling their copies;
- 6) Setting up and maintaining the data bases regarding standards and related documents;
- 7) Promoting the application of Montenegrin standards and related documents;
- 8) Establishing cooperation with the administrative, professional, scientific and economic entities with respect to the trainings, promotions and similar activities relating to the field of standardization;
- 9) Making the basis for drafting technical regulations;
- 10) Acting for and representing the interests of Montenegro in the field of standardization before regional, European and international organizations and bodies for standardization;
- 11) Ensuring and coordinating the participation of Montenegrin representatives in the work of international and European organizations for standardization;
- 12) Cooperating with other countries' national bodies for standardization;
- 13) Procuring and maintaining the collections of standards and related

donose evropske i međunarodne organizacije za standardizaciju, kao i važnijih nacionalnih i granskih dokumenata drugih država iz oblasti standardizacije;

- 14) preuzima kao nacionalne standarde, evropske i međunarodne standarde na jezicima koji se koriste u okviru evropskih i međunarodnih organizacija za standardizaciju;
- 15) obezbjeđuje usaglašenost crnogorskih standarda i srodnih dokumenata sa evropskim i međunarodnim standardima i srodnim dokumentima;
- 16) djeluje kao kontaktna tačka (Contact point) u postupcima notifikacije i kao informacioni centar (Enquiry point) za WTO/TBT (Sporazum o tehničkim preprekama trgovini Svjetske trgovinske organizacije) u oblasti standarda i sa njima povezanih postupaka ocjene usaglašenosti;
- 17) djeluje kao kontaktna tačka za Codex Alimentarius;
- 18) odobrava upotrebu znaka usaglašenosti sa crnogorskim standardima i srodnim dokumentima u skladu sa svojim pravilima;
- 19) realizuje ugovor koji se zaključuje između Osnivača i Instituta za svaku poslovnu godinu, a kojim se uređuju prava i obaveze Osnivača i Instituta u vezi sa brojem standarda, srodnih dokumenata, kao i finansijskim sredstvima za tu godinu a koja se od strane Osnivača obezbjeđuju za rad Instituta (u daljem tekstu: Ugovor o izvođenju);
- 20) obavlja i druge poslove iz oblasti standardizacije u skladu sa zakonom, Odlukom i ovim statutom.

#### Član 10

Institut, u skladu sa svojim pravilima, može da angažuje stručne organizacije i asocijacije za izradu predloga crnogorskih standarda i srodnih dokumenata u specifičnim oblastima.

documents that are passed by other European and international organizations for standardization, as well as of other countries' national documents and branch documents from the area of standardization;

- 14) Adopting European and international standards in the languages that are used within international and European organizations for standardization as the national ones;
- 15) Ensuring the conformity of Montenegrin standards and related documents with European and International standards and related documents;
- 16) Acting as a Contact point in the procedures for notification, and as an Enquiry point for WTO/TBT, both within the field of standards and related procedures for conformity assessment;
- 17) Acting as a contact point for Codex Alimentarius;
- 18) Approving the use of mark of conformity with Montenegrin standards and with related documents in line with its own rules;
- 19) Implementing the contracts concluded between the Government of the Republic of Montenegro (hereinafter referred to as the Founder) and the Institute for each business year, which govern the rights and obligations both of the Founder and of the Institute with respect to the number of standards and related documents to be developed, as well as to any financial resources to be provided by the Founder for the functions of the Institute and for any year concerned (hereinafter referred to as Contract of Performance);
- 20) Performing also other duties relevant to the standardization activities, in line with the Law, this Decree, and its Statute.

#### Article 10

In line with its own rules, the Institute may engage professional organizations and associations for creating the proposal of Montenegrin standards and related documents in specific areas.

## VI PRAVA, OBAVEZE I ODGOVORNOSTI U PRAVNOM PROMETU

### Član 11

Institut u pravnom prometu nastupa samostalno u svoje ime i za svoj račun.

### Član 12

Za obavezu u pravnom prometu sa trećim licima Institut odgovara svojom imovinom.

### Član 13

Institut ima jedan ili više poslovnih računa za redovno poslovanje.

## VII ZASTUPANJE I PREDSTAVLJANJE U PRAVNOM PROMETU

### Član 14

U pravnom prometu Institut predstavlja i zastupa direktor.

U slučaju odsutnosti ili spriječenosti direktora, Institut predstavlja i zastupa zaposleni u Institutu sa posebnim ovlašćenjima i odgovornostima koga direktor pismeno ovlasti za predstavljanje i zastupanje u granicama datih ovlašćenja.

Direktor može ovlastiti zaposlenog u Institutu ili drugo lice da u određenim poslovima i postupcima pred sudom ili drugim organima predstavlja ili zastupa Institut, s tim što se u punomoćju određuje obim i sadržina datih ovlašćenja.

## VI RIGHTS, OBLIGATIONS, AND RESPONSIBILITIES OF THE INSTITUTE IN LEGAL TRANSACTIONS

### Article 11

The Institute shall act independently in all legal transactions within the scope of its competences in its own name and for its account.

### Article 12

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

### Article 13

The Institute has one or more business accounts for regular operating.

## VII ACTING FOR AND REPRESENTING THE INSTITUTE IN LEGAL TRANSACTIONS

### Article 14

The Institute is represented by the Director in all legal transactions.

In case of his absence or inability to come, the Institute shall be represented by an employee of the Institute having special authorisation and responsibilities accredited in written form by the Director for the purpose of acting for and representing it within the given scope of duties.

The Director may authorize the employee of the Institute or the other one to act for or represent the Institute before the court or the other bodies having defined the scope of duties and table of content within the authorization scope.

## VIII POSLOVNA TAJNA

### Član 15

Poslovnu tajnu predstavljaju dokumenta i podaci čije bi saopštavanje neovlašćenom licu moglo nanijeti štetu interesima Instituta i njegovom poslovnom ugledu.

Direktor Instituta utvrđuje dokumenta i podatke koji se smatraju poslovnom tajnom.

## IX JAVNOST RADA

### Član 16

Rad Instituta je javan.

Javnost rada ostvaruje se objavljivanjem informacija i podataka o radu Instituta u posebnim publikacijama Instituta, na internet stranici Instituta kao i pružanjem informacija o radu Instituta sredstvima javnog informisanja.

Akt o donošenju, odnosno povlačenju crnogorskog standarda objavljuje se u "Službenom listu Crne Gore".

Za davanje informacija o radu Instituta sredstvima javnog informisanja nadležni su predsjednik Skupštine, predsjednik Upravnog odbora, kao i direktor Instituta odnosno lice koje on ovlasti pisanim ovlašćenjem.

## X FINANSIRANJE

### Član 17

Sredstva za finansiranje rada, Institut stiže:

- iz budžeta Crne Gore;
- naplatom članarine;
- prodajom standarda, srodnih dokumenata i drugih publikacija;

## VIII BUSINESS SECRET

### Article 15

Business secret means the documents and data whose transmitting could endanger the interests of the Institute and its business power.

The Director of the Institute shall determine the documents and data considered as business secret.

## IX PERFORMANCE TRANSPARENCY

### Article 16

The performance of the Institute shall be public.

Performance transparency shall be achieved by publishing the information and data about the Institute's activities in the Institute's special publications, its website and by providing the information about the Institute's activities to the news media.

The act adopting or withdrawing Montenegrin standards shall be published in the „Official Gazette of Montenegro“.

Informing the public of the performance activities of the Institute shall be approved by the Chairman of the Council, the Chairman of the Managing Board and the Director of the Institute relatively authorised one by the Director in written form.

## X FINANCING

### Article 17

The Institute shall provide the funds for its functioning from:

- The Budget of the Republic of Montenegro;
- Collecting membership fees;
- The sale of the standards, related documents and other publications;



- naplatom usluga;
- iz drugih izvora.

Pod sredstvima iz drugih izvora podrazumijevaju se donacije i drugi prihodi ostvareni u skladu sa zakonom.

### Član 18

Institut sredstvima iz člana 17 stav 1, alineja 1 ovog Statuta obezbjeđuje:

- sprovođenje ugovora o izvođenju;
- plaćanje članarine po osnovu članstva u evropskim i međunarodnim organizacijama za standardizaciju;
- ostvarivanje međunarodne saradnje u ime Crne Gore a u oblasti standardizacije, kao što je predstavljanje u evropskim (CEN, CENELEC, ETSI) i međunarodnim (ISO, IEC, ITU) organizacijama za standardizaciju.

### Član 19

Institut podnosi Osnivaču na saglasnost program rada i godišnji plan donošenja crnogorskih standarda i srodnih dokumenata, sa predlogom Ugovora o izvođenju, kojim su obuhvaćena sredstva neophodna za sprovođenje programa i plana rada Instituta za narednu godinu.

## XI UNUTRAŠNJA ORGANIZACIJA

### Član 20

Institut ima organizacionu strukturu u kojoj su naznačeni stručni poslovi standardizacije, poslovi međunarodne saradnje, poslovi obuke i kvaliteta i administrativno - logistički poslovi.

Stručni poslovi standardizacije odnose se na razvoj, donošenje, preispitivanje i povlačenje crnogorskih standarda i srodnih dokumenata.

- Charging for the Institute's services;
- Other sources

The funds referred to as those from other sources shall imply donations and other receipts collected in line with the Law.

### Article 18

The funds that are obtained from the Article 17, paragraph 1 for functioning of the Institute shall be for:

- the implementation of Contracts of Performance
- payment of the membership fees for any membership in European and international organizations for standardizations;
- activities of international cooperation on behalf of Montenegro with respect to standardization activities, such as those practiced with European (CEN, CENELEC, ETSI) and international (ISO, IEC, ITU) organizations for standardization.

### Article 19

Programs and annual plans for passing Montenegrin standards and related documents, together with the proposal of Contract of Performance shall be tabled to the Founder for its approval.

## XI INTERIOR ORGANIZATION

### Article 20

The Institute has organizational structure specifying professional standardization activities, international cooperation activities, training and quality as well as administrative - logical activities.

Professional standardization activities include development, adopting, reviewing and withdrawing of Montenegrin standards and related documents.

Poslovi međunarodne saradnje sadrže predstavljanje i zastupanje interesa Crne Gore u oblasti standardizacije u međunarodnim i evropskim organizacijama i tijelima za standardizaciju, kao i saradnje sa nacionalnim tijelima za standardizaciju drugih država.

Poslovi obuke i kvaliteta obuhvataju edukaciju u primjeni svih standarda.

Administrativno logistički poslovi su administrativno - organizacioni, finansijski, kadrovski, pravni poslovi i slični poslovi.

Aktom o unutrašnjoj organizaciji i sistematizaciji radnih mjesta u Institutu utvrđuje se unutrašnja organizacija Instituta, nazivi radnih mjesta, opis poslova, broj izvršilaca i posebni uslovi za obavljanje poslova.

## XII ČLANSTVO U INSTITUTU

### Član 21

Institut je trajno otvoren za prijem u članstvo svih zainteresovanih strana.

Članstvo u Institutu je dobrovoljno.

Članstvo u Institutu se stiče prijavljivanjem za učlanjenje, prihvatanjem prava i obaveza i plaćanjem članarine.

Članovi Instituta mogu biti privredno društvo i drugo pravno lice ili preduzetnik koji su osnovani po propisima Crne Gore, kao i fizičko lice koje je državljanin Crne Gore.

Članstvo u Institutu prestaje: dobrovoljnim istupanjem, prestankom postojanja člana pravnog lica, zbog spriječenosti člana fizičkog lica, isključenjem i prestankom rada Instituta.

Članstvo u Institutu se ne može prenositi ni preuzimati.

International cooperation activities include representing the interests of Montenegro in the area of standardization at the international and European organizations and standardization bodies and cooperation with national bodies for standardization of the other countries.

Training and quality activities include the education regarding the implementation of all standards.

Administrative – logical activities are administrative – organizational, financial, personnel, legal activities and similar activities.

Act on interior organization and systematization of the positions in the Institute shall govern interior organization of the Institute, job titles, job descriptions, the number of the performers and special conditions for the operating activities.

## XII MEMBERSHIP IN THE INSTITUTE

### Article 21

The Institute shall be permanently open for accepting all interested parties in the membership.

The membership in the Institute is voluntary.

The membership of the Institute shall be approved based on the application therefore, accepting the obligations and paying the membership fee.

Any business organization, any other legal entity, or any entrepreneur set up under regulations in force in the Republic of Montenegro, as well as any natural person that is a resident of the Republic of Montenegro may be members of the Institute.

The membership in the Institute shall cease by voluntary withdrawal, the cessation of legal entity member, due to inability of natural person member, exemption or termination of the Institute operating.

The membership in the Institute shall not be transferred or taken over.

## Član 22

Sticanje članstva, prestanak članstva, visina članarine, prava i obaveze člana Instituta bliže se uređuju Pravilnikom o članstvu u Institutu, koji donosi Upravni odbor na predlog direktora.

## XIII ORGANI INSTITUTA

### Član 23

Organi Instituta su: Skupština Instituta, Upravni odbor i direktor.

## SKUPŠTINA INSTITUTA

### Član 24

Najviši organ upravljanja Instituta je Skupština Instituta (u daljem tekstu: Skupština).

Skupštinu čine 15 članova.

Sedam članova Skupštine imenuje Osnivač, a ostale članove Skupštine biraju članovi Instituta, pri čemu se vodi računa da izbor članova Skupštine osigura predstavljanje svih zainteresovanih strana u poslovima standardizacije.

Mandat članova Skupštine traje četiri godine, uz mogućnost ponovnog izbora za još jedan mandat.

Način rada i odlučivanja Skupštine bliže se uređuje Poslovnikom o radu Skupštine.

## Article 22

Membership Guide in the Institute, adopted by the Managing Board at the proposal of the Director includes the method of reaching and cessation of the membership, membership fee, rights and obligations of the members of the Institute.

## XIII THE BODIES OF THE INSTITUTE

### Article 23

The Bodies of the Institute shall be: Council of the Institute, Managing Board and the Director.

## COUNCIL OF THE INSTITUTE

### Article 24

Council of the Institute shall be the highest management body of the Institute (hereinafter referred as the Council).

Council shall be composed of 15 members.

The Founder shall appoint seven members to the Council, whereas the Institute members shall appoint the other members through taking care to ensure that the selected members represent all stakeholders concerned about the standardization activities.

The Council members shall be appointed to a four-year term, and they may be reappointed once more.

The method of work and mode of decision-making of the Council shall be regulated by the Rules of Procedure of the Council.

## Član 25

Skupština obavlja sljedeće poslove:

- 1) donosi poslovnik o svom radu;
- 2) bira i razrješava predsjednika Skupštine;
- 3) usvaja Statut, na predlog Upravnog odbora i uz saglasnost Osnivača;
- 4) bira i razrješava dva člana Upravnog odbora iz reda članova Instituta i verifikuje izbor Upravnog odbora u cjelini;
- 5) usvaja program rada i godišnji plan za donošenje standarda i srodnih dokumenata, kao i akta u vezi sa razvojem Instituta, uz saglasnost Osnivača;
- 6) daje saglasnost na predlog Ugovora o izvođenju koji se zaključuje između Osnivača i Instituta za svaku poslovnu godinu u vezi sa brojem standarda i srodnih dokumenata koje Institut treba da donese na godišnjem nivou i finansijskim sredstvima za tu godinu, koja se obezbjeđuju za rad Instituta iz budžeta Crne Gore;
- 7) usvaja godišnji izvještaj o radu, finansijski plan i finansijski izvještaj;
- 8) bira nezavisnog revizora;
- 9) obavlja druge poslove utvrđene zakonom, Odlukom i ovim Statutom.

Za obavljanje određenih poslova i zadataka iz svog djelokruga rada, Skupština može da osniva stalna i povremena radna tijela.

## Član 26

Predsjednika Skupštine biraju članovi Skupštine iz svojih redova na prvoj redovnoj sjednici, većinom glasova prisutnih članova Skupštine.

## Article 25

Council shall perform the following:

- 1) Adopt the Rules of Procedure;
- 2) Appoint and relieve of duty the Chairman of the Council;
- 3) Adopt the Statute, at the proposal of Managing Board and upon a consent by Founder;
- 4) Appoint and relieve of duty two members of Managing Board being the members of the Institute and verifies the appointment of the entire Managing Board;
- 5) Approve the work program and annual plan for passing standards and related documents, as well as regulations governing development of the Institute, along with the consent by the Founder;
- 6) Give approval to the proposal of Contract of Performance that is concluded between the Founder and the Institute for each business year including the number of the standards planned to be adopted by the Institute for a year as well as funds for a year being provided from the Budget of the Republic of Montenegro for the operating of the Institute;
- 7) Approve annual performance report, financial projections and financial statements;
- 8) Select an independent auditor;
- 9) Perform also other duties defined under the Law, Statute and Decree.

Council may establish permanent and temporary working bodies for the purpose of performing some activities and tasks.

## Article 26

The Chairman of the Council shall be selected through voting by the majority of the Council members present at its first regular session.

Mandat predsjednika Skupštine traje četiri godine, uz mogućnost izbora za još jedan mandat.

Predsjedniku Skupštine prestaje mandat ako podnese ostavku, ako članu Instituta čiji je predstavnik prestane članstvo u Institutu, ako je spriječen da obavlja svoju dužnost u periodu dužem od jedne godine i ako Skupština izglasa njegovo nepovjerenje.

Ostala pitanja koja se odnose na rad predsjednika Skupštine bliže se uređuju Poslovníkom o radu Skupštine.

#### Član 27

Predsjednik Skupštine saziva Skupštinu, po pravilu jednom godišnje, a obavezan je da sazove Skupštinu na:

- zahtjev Upravnog odbora,
- osnovu obrazloženog zahtjeva najmanje trećine članova Skupštine.

#### Član 28

Skupština punovažno odlučuje ako zasijedanju prisustvuje najmanje dvije trećine članova Skupštine, a odluke se smatraju donešenim ako za njih glasa većina prisutnih članova Skupštine, osim kod donošenja Statuta Instituta gdje je potrebna dvotrećinska većina prisutnih članova Skupštine.

Pravo glasa na sjednicama Skupštine imaju samo članovi Skupštine.

Svaki član Skupštine ima jedan glas.

Sjednicama Skupštine prisustvuju predsjednik Upravnog Odbora i direktor Instituta, bez prava odlučivanja.

Način odlučivanja i rada Skupštine bliže se uređuje Poslovníkom o radu Skupštine.

The term of office of the Chairman of the Council shall be four years, with the opportunity for one re-nomination and/or reappointment.

The Chairman of the Council shall cease the term of office in case of submitting the resignation, in case of being unable to perform the activities longer than a year as well as in case the Council votes the distrust.

Other issues regarding the work of the Chairman of the Council shall be detailed in the Rules of Procedure of the Council.

#### Article 27

The Chairman of the Council shall convene the meeting once a year as a rule, and shall be liable to convene the meeting upon the request of the Managing Board and against the argued request by at least one third of the Council members.

#### Article 28

The Council shall lawfully make the decisions in case there are at least two thirds of the Council members, and the decisions shall be considered as adopted if being approved by the majority of the present Council members, except in case of adopting the Statute of the Institute where two thirds of the present Council members are required.

Only the members of the Council have the rights to vote at the Council meetings.

One member of the Council means one vote.

The Chairman of Managing Board and the Director of the Institute take part in the Council meetings having no rights to vote.

Rules of Procedure describes manner of decision making and the performances of the Council.

### Član 29

O radu Skupštine vodi se zapisnik.

Stručno administrativni poslovi za rad Skupštine obavljaju se u Institutu.

### UPRAVNI ODBOR

#### Član 30

Upravni odbor ima predsjednika i četiri člana koji se imenuju i biraju iz redova istaknutih stručnjaka, naučnih radnika i privrednika.

Dva člana Upravnog odbora imenuje i razrješava Osnivač.

Dva člana Upravnog odbora bira i razrješava Skupština iz redova članova Instituta, a koji nijesu imenovani od strane Osnivača.

Jednog člana Upravnog odbora biraju i razrješavaju zaposleni u Institutu.

Predsjednik Upravnog odbora bira se iz reda članova Upravnog odbora prostom većinom.

Predsjednik Skupštine ne može biti član Upravnog odbora.

Mandat predsjednika i članova Upravnog odbora traje četiri godine, uz mogućnost ponovnog imenovanja, odnosno izbora za još jedan mandat.

#### Član 31

Ako je članu Instituta, iz čijih je redova izabran član u Upravni odbor, prestalo članstvo u Institutu, prestaje i njegov mandat u Upravnom odboru.

#### Član 32

Člana Upravnog odbora iz reda zaposlenih u Institutu biraju zaposleni Instituta, glasanjem na sastanku zaposlenih kojem prisustvuje najmanje tri četvrtine od ukupnog broja zaposlenih u Institutu.

### Article 29

It shall be kept the record of the performances of the Council operating.

Professional – administrative operations for the performance of the Council shall be carried out in the Institute.

### MANAGING BOARD

#### Article 30

Managing Board shall have its Chairman and four members appointed from among the ranks of distinguished experts, scientists and economists.

Two members of the Board shall be selected by the Council, from among the rank of the Institute members that have not been nominated by the Founder.

One member of the Managing Board shall be selected by the staff of the Institute.

The Managing Board Chairman shall be selected from among the Managing Board members, upon the votes by the simple majority.

The Chairman of the Council may not be a member of the Managing Board.

The term of office of both the Managing Board Chairman and the Managing Board members shall be four years, with the opportunity for one re-nomination and/or reappointment.

#### Article 31

In case of cessation of the membership fee in the Institute, member appointed from among the Institute ranks as the Managing Board member, it shall also cease its term of office in the Managing Board.

#### Article 32

The member of Managing Board from among the rank of the Institute employees shall be appointed by the Institute employees, upon the votes at their meeting where there are present at least three fourths of the total number

Sastanak zaposlenih saziva direktor.

Za predstavnika zaposlenih izabran je kandidat za kojeg se izjasni većina od ukupnog broja zaposlenih u Institutu.

### Član 33

Upravni odbor obavlja sljedeće poslove:

- 1) donosi poslovnik o svom radu;
- 2) odlučuje o poslovanju Instituta;
- 3) predlaže Skupštini na usvajanje Statut Instituta;
- 4) predlaže Skupštini na usvajanje program rada i godišnji plan donošenja crnogorskih standarda i srodnih dokumenata kao i Ugovor o izvođenju;
- 5) razmatra godišnji izvještaj o radu, finansijski plan i finansijski izvještaj;
- 6) bira i razrješava direktora Instituta;
- 7) na predlog direktora odlučuje o pitanjima u vezi sa članstvom Instituta u međunarodnim i evropskim organizacijama za standardizaciju i pitanjima saradnje sa nacionalnim tijelima za standardizaciju drugih država i o tome izvještava Skupštinu;
- 8) stara se o pripremi zasjedanja Skupštine i predlaže Skupštini odluke iz njene nadležnosti;
- 9) donosi pravila Instituta na osnovu kojih se izdaju i donose crnogorski standardi i srodni dokumenti u određenoj oblasti;
- 10) daje saglasnost o formiranju i prestanku rada tehničkih komiteta za obavljanje poslova donošenja crnogorskih standarda i srodnih dokumenata, na predlog direktora;

of the Institute employees.

The Director shall convene the meetings of the employees.

The representative member from among the rank of the employees shall be appointed upon the votes of the majority of the total number of employees.

### Article 33

Managing Board shall perform the following:

- 1) Adopt the Rules of Procedure;
- 2) Make decisions on the Institute's operating;
- 3) Propose the Statute of the Institute to the Council for its approval;
- 4) Propose the work program and annual plan for passing Montenegrin standards and related documents as well as proposal of a contract of performance to the Council of the Institute for its approval;
- 5) Consider annual performance report, financial projections and financial statements of the Institute;
- 6) The Director shall be appointed to and relieved of duty by the Managing Board;
- 7) Make decisions on the activities regarding the membership of the Institute in international and European organizations for standardization as well as the cooperation with the other countries' national bodies for standardization and reports the Council on it;
- 8) Take care of the arrangement of any meeting of the Council and give suggestions to the Council with respect to decision-making under its competence;
- 9) Approve the rules of the Institute, based on which Montenegrin standards and related documents for a field concerned are approved;
- 10) Give approval to the establishing and cessating of technical committees works regarding the performances on Montenegrin standrads and related documents adopting upon the proposal of the Director;

- 11) donosi pravila o upotrebi znaka usaglašenosti sa crnogorskim standardima i srodnim dokumentima;
- 12) usvaja akt o organizaciji i sistematizaciji radnih mjesta u Institutu, na predlog direktora;
- 13) donosi i druge opšte akte iz nadležnosti rada Instituta;
- 14) utvrđuje visinu članarine za pojedinu godinu;
- 15) donosi cjenovnik standarda i srodnih dokumenata, uz saglasnost Osnivača;
- 16) donosi cjenovnik ostalih usluga Instituta;
- 17) obavlja i druge poslove u skladu sa zakonom, Odlukom i ovim Statutom.

Cjenovnik standarda, srodnih dokumenata i drugih publikacija i cjenovnik usluga Instituta objavljuje se u « Službenom listu Crne Gore ».

#### Član 34

Upravni odbor radi i odlučuje na sjednicama.

Upravni odbor odluke donosi većinom glasova od ukupnog broja članova.

Za obavljanje određenih poslova i zadataka iz svog djelokruga rada, Upravni odbor može formirati stalna i povremena radna tijela.

Način rada Upravnog odbora bliže se uređuje Poslovníkom o radu Upravnog odbora.

O radu Upravnog odbora vodi se zapisnik.

Stručno administrativni poslovi za rad Upravnog odbora obavljaju se u Institutu.

- 11) Approve the rules for use of mark of conformity with Montenegrin standards and related documents;
- 12) Approve the regulation on internal organization and job classification for the Institute upon a proposal by the Director;
- 13) Approve also other general regulations under the Institute's competences;
- 14) Approve the regulation governing annual membership fee;
- 15) Approve the pricelist for standards and related documents upon a consent by the Founder;
- 16) Approve the list of prices to be charged for other services delivered by the Institute;
- 17) Perform also other duties in line with the Law, the Decree and the Statute.

The list of prices to be charged for standards, related documents and other publications shall be published in the "Official Gazette of the Republic of Montenegro".

#### Article 34

Managing Board shall operate and make decisions at the meetings.

Managing Board shall make the decisions through voting by the majority of the total number of the members.

Managing Board may establish permanent or temporary working bodies for performing of some activities within its scope of competences.

The Rules of Procedure shall detail the activities of Managing Board.

Managing Board performances shall be recorded.

Professional – administrative activities for the Managing Director operating shall be performed within the Institute.



### Član 35

Predsjednik Upravnog odbora Instituta:

- 1) predstavlja Upravni odbor;
- 2) saziva i vodi sjednice Upravnog odbora;
- 3) predlaže dnevni red za sjednice Upravnog odbora;
- 4) pokreće raspravu o pitanjima iz djelokruga Upravnog odbora;
- 5) potpisuje akta koja donosi Upravni odbor;
- 6) stara se o primjeni Poslovnika o radu Upravnog odbora i drugih opštih akata instituta;
- 7) obavlja i druge poslove određene zakonom, Odlukom i ovim Statutom.

### Član 36

Predsjednik Upravnog odbora saziva sjednice Upravnog odbora po sopstvenoj inicijativi, na zahtjev najmanje dva člana Upravnog odbora, kao i na zahtjev direktora Instituta.

### Član 37

Članovi Upravnog odbora imaju pravo na mjesečnu nadoknadu u visini prosječne zarade u Crnoj Gori. Zbog dodatnog angažovanja, Predsjedniku Upravnog odbora ova nadoknada se uvećava za 20 %.

Član Upravnog odbora ima pravo da se pismeno odrekne nadoknade.

### Article 35

The Chairman of the Managing Board of the Institute shall perform the following:

- 1) Represent the Managing Board;
- 2) Convene and chair the Managing Board meetings;
- 3) Propose the agenda for the Managing Board meetings;
- 4) Moot the discussion regarding the issues from the Managing Board scope of competences;
- 5) Sign the regulations adopted by the Managing Board;
- 6) Take care of the application of the Rules of Procedure of the Managing Board as well as the other general regulations of the Institute;
- 7) Perform also other duties provided for by the Law, the Decree and the Statute.

### Article 36

The Chairman of the Managing Board shall convene the Managing Board meetings on his own, according to the request of at least two members of the Managing Board and upon the request of the Director of the Institute.

### Article 37

The Managing Board members shall be entitled to the monthly earnings corresponding the average earnings in Montenegro. On the account of supplementary engagement, the Chairman of the Managing Board shall earn additional 20%.

The Managing Board member shall be entitled to give up formally the earning.

## DIREKTOR

### Član 38

Direktora bira i razrješava Upravni odbor na osnovu javnog konkursa.

Mandat direktora traje četiri godine, uz mogućnost ponovnog izbora za još jedan mandat.

Direktor ne može biti član Upravnog odbora, kao ni član Skupštine.

### Član 39

Za direktora može biti birano lice koje ima:

- državljanstvo Crne Gore i prebivalište u Crnoj Gori;
- visoku stručnu spremu;
- najmanje deset godina radnog iskustva od čega najmanje pet godina u obavljanju rukovodećih poslova;
- najmanje dvije godine radnog iskustva u vršenju stručnih poslova u oblasti standardizacije i srodnih djelatnosti;
- znanje engleskog jezika;
- znanje rada na računaru;
- dokaz da nije osuđivan na безусловnu kaznu zatvora za djelo koje ga čini nedostojnim za vršenje funkcije;
- druge uslove predviđene zakonom.

Javni konkurs za izbor direktora sprovodi Upravni odbor u skladu sa zakonom.

## DIRECTOR

### Article 38

The Director shall be appointed to and relieved of duty by the Managing Board.

The term of office of the Director shall be four years with the possibility of one reappointment.

The Director may be neither a member of the Managing Board nor a member of the Council.

### Article 39

The Director shall be a person having:

- Citizenship of Montenegro as well as the residence in Montenegro;
- High level of qualification;
- At least ten years of professional experience out of which at least five years in governing managing functions;
- At least two years of professional experience in performing professional functions regarding standardization and related activities;
- English language literacy;
- Computer skills;
- The evidence he/she has not been convicted of the unconditional sentence of confinement for the commitment presenting him/her as unworthy for the function;
- The other conditions prescribed by the Law.

Open competition for the Director's position shall be governed by the Managing Board in accordance with the Law.

## Član 40

Direktor obavlja sljedeće poslove:

- 1) organizuje i rukovodi radom Instituta;
- 2) zastupa i predstavlja Institut;
- 3) stara se o zakonitosti rada Instituta i odgovara za zakonitost rada Instituta;
- 4) stara se o stručnosti rada Instituta;
- 5) donosi akt o donošenju odnosno povlačenju crnogorskih standarda i srodnih dokumenata;
- 6) predlaže akt o organizaciji i sistematizaciji radnih mjesta Instituta i prosljeđuje ga Upravnom odboru na usvajanje;
- 7) stara se o korišćenju i raspolaganju imovinom Instituta;
- 8) izvršava odluke Skupštine i Upravnog odbora;
- 9) odlučuje o pravima i obavezama zaposlenih u Institutu u vezi sa radnim odnosima zaposlenih, u skladu sa zakonom;
- 10) po potrebi formira savjetodavna tijela odnosno stručne savjete radi usmjeravanja stručnog rada za pojedine oblasti standardizacije;
- 11) odlučuje o imenovanju predstavnika Instituta za rad u tijelima međunarodnih i evropskih organizacija za standardizaciju;
- 12) priprema odgovarajuće izvještaje i finansijske iskaze;
- 13) obavlja i druge poslove utvrđene zakonom, Odlukom i ovim Statutom.

## Article 40

The Director shall perform the following duties:

- 1) organize and manage the work and operations of the Institute,
- 2) represent and act for the Institute;
- 3) ensure and be liable for the legality of the Institute's functions,
- 4) take care of the professional approach to the Institute's functions,
- 5) approve regulations on adopting and/or annulling Montenegrin standards and related documents,
- 6) suggest regulations on the internal organization and job classification of the Institute, and shall table it to the Managing Board for its approval,
- 7) take care of the use and disposal of the assets of the Institute,
- 8) enforce decisions taken by the Council and the Managing Board,
- 9) decide on the rights and obligations of the staff of the Institute deriving from the labor relations, in harmony with the Law,
- 10) compose, as necessary, advisory bodies or professional councils for the purpose of directing specific activities to certain standardization fields,
- 11) make decisions on nominating the representatives of the Institute for the operating in the international and European organizations for standardization;
- 12) prepare required financial statements;
- 13) perform also other duties provided for by the Law, the Decree and the Statute.

#### XIV PRELAZNE I ZAVRŠNE ODREDBE

##### Član 41

Izmjene i dopune ovog Statuta vrše se po postupku i na način koji je propisan za njegovo donošenje.

##### Član 42

Ovaj Statut stupa na snagu osmog dana od dana objavljivanja u "Službenom listu Crne Gore", nakon davanja saglasnosti Vlade Crne Gore.

Predsjednik Skupštine Instituta,  
Jadranka Pavićević, s.r.

#### XIV TRANSITIONAL AND FINAL PROVISIONS

##### Article 41

Amendments and supplements of the Statute shall be ensured according to the method prescribed for its adoption.

##### Article 42

This Statute shall enter into force on the eighth day as of its publishing in the "Official Gazette of the Republic of Montenegro" following its assent by the Government of Montenegro.

Chairwoman of the Council of the Institute,  
Jadranka Pavićević, s.r.