



**STANDARDIZATION INSTITUTE  
OF THE REPUBLIC OF MACEDONIA**

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**STATUTE**  
of the Standardization Institute of the Republic of Macedonia

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Skopje, December 2003

Pursuant to Article 11, paragraph 1 of the Law on standardization (Official gazette of Republic of Macedonia, no.54/2002) and article 7 of the Decision for foundation of the Standardization Institute of the Republic of Macedonia, adopted by the Government of the Republic of Macedonia (Official Gazette of the Republic of Macedonia, no. 14/2003), the Council of the Standardization Institute of the Republic of Macedonia on the session held on December 17, 2003 has adopted the

## STATUTE

### I. General provisions

#### *Article 1*

By this Statute is defined the name, address and organizational form of the Standardization Institute of the Republic of Macedonia (here and after: Institute), the activities, the representation and presentation, the organs and the responsibilities and duties, the rights and obligations of the members of the Institute, the financing and other items referring the activities of the Institute.

#### *Article 2*

The Institute is a public organization.  
The Institute presents a legal entity.

### II. Status Provisions

#### *Article 3*

*Name of the public organization:* **Standardization Institute of the Republic of Macedonia**

Abbreviation name: **Institute**

*Title in English:* **Standardization Institute of the Republic of Macedonia**

The location of the Institute is in Skopje.

The Institute has own logo.

#### *Article 4*

##### **Seal**

The stamp of the Institute has round shape defined with diameter of 35mm. The coat of arms of Republic of Macedonia is placed in the middle of the stamp, surrounded

with the following key message " Standardization Institute of the Republic of Macedonia -Skopje"

### **Stamp**

The stamp that certifies receipt of documents is defined with parallelogram shape, dimensioned 60 x 40 mm, carrying the key message " Standardization Institute of the Republic of Macedonia -Skopje"

" As title under each there is a table consisted of the data of reception (date, organizational unit, number, annex and value)

The stamp (memorandum) has parallelogram shape. The coat of arms of Republic of Macedonia is placed on it, underneath it is the key message " Standardization Institute of the Republic of Macedonia -Skopje ", data of the reception (date and number), and at the last line is written the word Skopje.

## **III. Objectives of Institute**

### *Article 5*

The Standardization Institute of the Republic of Macedonia has the following goals to achieve:

- Promotion of quality of the products, activities and services;
- Improvement of the level of security, medical and health care, protection of the environment;
- Rational use of the man power, materials and energy in the process of production and exchange of products;
- Improvement of the production effectiveness;
- Reinforce of the international trade by decreasing or eliminating the trade barriers

## **IV. Assignments and Tasks of Institute**

### *Article 6*

In accordance with the Law for standardization, the Institute executes the following assignments and tasks:

- Implementation of the standardization process in Republic of Macedonia;
- Preparation, adoption, publication of the Macedonian standards and other documents in venue of the Macedonian national standardization;
- Overtake of foreign standards, regional and international standards and other relevant documents;
- Keeping the registration of the Macedonian standards;
- Publication and sales of the Macedonian standards and other documents venue to standardization;

- Creation and maintenance of data base of standards and other documents venue to the Macedonian national standardization as well as distribution of information from the data base;
- Collection and maintenance of international, European and other standards and standardization related documents, as well as standards and standardization documents of other national standardization bodies, creation and maintenance of data base and distribution of information;
- Sales of standards and standardization documents pursuant to agreements and membership into international, regional and other national standardization bodies;
- Distribution of information regarding the Macedonian national standardization and the referent activities;
- Follow the programmes of the European and international standardization as well as gives referent information;
- Execution of notification procedures in standardization venue, technical procedures and conformity assessment procedures in accordance to the TBT (Technical Barriers in Trade) Agreement of WTO (World Trade Organization);
- Publishing of newsletter in order to announce all the adopted Macedonian national standards and referent information on activities within the Macedonian, European and international standardization;
- Publishing of catalogues, brochures and other types of information letters in venue of the Macedonian standardization and related activities;
- Promotion of the Macedonian national standards as well as the European and international ones;
- Education in the field of standardization and referent activities;
- Organization of training courses and advising sessions venue to use and interpretation of standards and referent standardization documents;
- Confirmation of the products conformity, production processes or the services in reference to the technical procedures;
- Arrangement of agreements and contracts with interested parties from Republic of Macedonia or abroad for activities regarding the standardization or referent ones;
- Represents the interests of the Macedonian national standardization within the International and European Standardization Organization and independently arranges and concludes agreements and contracts with them;
- Cooperation with other national standardization organizations that have the same or similar interests and independently arranges and concludes agreements and contracts with them;
- Execution of the obligations that derive out of the membership within the International and European Standardization Organization;
- Execution of the obligations that derive out of the standardization venue in regarding the ratification contracts that are concluded by the Republic of Macedonia;
- Other assignments and tasks that are in accordance with other laws and legislation rules;

By agreement with the founder, the Institute executes also other assignments and tasks.

*Article 7*

All the activities that are performed and executed by the Institute are not profit aiming.

**V. Membership, Rights and Obligations of the Members of Institute**

*Article 8*

Every legal or natural entity has the right to be member of the Institute.

The status of member of Institute can be easily gained by signing a written subscription form and prove for paid membership fee.

In the subscription form, under paragraph 2 of this article, the legal entities appoint authorized representative that has to be permanently employed by the entity that requests to become member of Institute.

*Article 9*

The member of the Institute has the following rights:

- Participation on the Council of the Institute meetings and right to vote in accordance to the Book of rules of the work of the Institute Council;
- Participation in the work of the organs and technical work bodies of the Institute;
- Gives initiatives for execution and realization of the Institute assignments and tasks;
- Participation in the election of the Institute Council representatives;
- Possibility to be elected as Institute Council representative;
- To be continually informed about all going-on activities of Institute;

*Article 10*

The member of the Institute has the following rights:

- To receive free of charge the Newsletter of the Institute;
- Discount buying Macedonian standard;
- Discount for certain services provided by the Institute;
- Discount on the participation fees for seminars and training courses that are organized by the Institute;
- To receive the Annual report of the Institute;

*Article 11*

The Member of the Institute is obligated on the following:

- To respect the Law on standardization, the Statute, the Decisions and internal Acts that are adopted and concluded by the Institute;

- To pay regularly the annual membership fee;
- To allow access to all relevant information for the work of the Institute;

#### *Article 12*

The Council of the Institute defines the membership fee.

The amount of the membership fee is defined on the following bases:

- For the legal entities: depends on the type of activities that the entity is dealing with, the annual gross/net income and the number of employees;
- For natural entities: the fee is determined as percentage of the average gross salary of Republic of Macedonia for the previous year;

The representatives of the founder are not obligated to pay membership fees.

The membership fee is paid once per year (annually).

#### *Article 13*

The membership within the Institutes can be breached by the following reasons:

- By written statement of the Member expressing the will for quitting the membership;
- Death of the member as natural person or discontinuity of legal entity;
- Pursuant to decision concluded by the Council of the Institute.

The members' authorized person signs the written statement for membership discontinuity.

#### *Article 14*

The Council of the Institute adopts decision for excluding a member in case if the member does not respect or violates the conclusions of Article 11 consisted in this Statute.

## **VI. Bodies of the Institute**

#### *Article 15*

The bodies of Institute are:

- The Assembly;
- The Council;
- The Director;
- The Board for supervision of the financial issues

## **The Assembly**

### *Article 16*

The Assembly of the Institute (here and after: Assembly) is consisted of the members of the Institute and representatives of the founder (here and after: members of the Assembly)

The representatives of the founder are appointed by the Government of the Republic of Macedonia, upon suggestion of the Minister of Economy.

### *Article 17*

The Assembly performs the following tasks:

- Adopts the Annual Work Program of the Institute
- Reviews and adopts the Annual Work Report of the Institute;
- Adopts the Work Report for the Council of the Institute;
- Adopts other acts of the Institute in accordance with the founder;
- Adopts the Statute, its changes and additions by agreement of the Minister of Economy;
- Adopts the Book of Rules of the Assembly;
- Appoints and dissolves the members of the Institute Council;
- Decides upon discontinuity of membership within the Institute;
- Gives explanation for conclusions of the Statute

### *Article 18*

The president of the Assembly or his/her Deputy leads the work of the Assembly.

The candidate for President of the Assembly or the Deputy of the president has to accomplish the following criterion:

- Level of education-university degree
- Experience in the venue of standardization;
- Literate in at least one foreign widely recognized language

The Assembly elects the President and the Deputy president.

The Assembly is represented by the President, who signs all the acts that are adopted by the Assembly and performs other tasks that might be assigned to him/her by the Assembly.

### *Article 19*

The Assembly might authorize of the Institute Council to make and adopt changes and additions in regard to the Annual work programme.

## **The Council**

### *Article 20*

The Institute of Council (here and after: Council) manages the work of the Institute.

### *Article 21*

The Council is consisted of nine members in the following composition: three representatives of the founder, four representatives of the members of the Institute, one representative of the Institute personnel and the President of the Assembly.

The representatives of the founder are delegated by the Government of the Republic of Macedonia upon suggestion of the Minister of Economy, for period of four years, with possibility for repeated election (mandate).

The representatives of the members of the Institute are appointed and elected by the members of the Institute for period of four years, with possibility for repeated election (mandate).

The employees appoint the representative of the Institute personnel for period of four years, with possibility for repeated election (mandate).

The members of the Council are appointed and dissolved by the Assembly of the Institute, for period of four years, with possibility for repeated election (mandate).

The President of the Assembly is elected and appointed by the members of the Council.

### *Article 22*

In case of membership discontinuity for member participating in the Institute that was representative in the Council, by all means the mandate within the Council is breached.

### *Article 23*

The President of the Council convokes the meetings of the Council.

In case of absence of the President, the Deputy president presides with the meeting.

### *Article 24*

The Book of rules of the Council determines the work and adoption procedures of the Council.



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*Article 25*

Managing the work of the Institute, the Council performs the following assignments and tasks:

- Suggest Annual work programme of the Institute;
- Adopts Financial Plan in agreement with the founder;
- Suggests Annual Work report of the Institute and Annual Financial report in accordance to the Annual Work programme;
- Implementation of the Annual Work Programme and other programme acts of the Institute;
- Adopts the Book of rules for the work of the Institute;
- Establishes and annuls the technical work bodies;
- Adopts act for internal organization and systematization of the jobs within the Institute;
- Adopts an act upon which the membership fees are defined, the amount of the fee per year and ways of payment;
- Adopts an act upon which the prices of the standards are defined, the publications and other services;
- Adopts other acts and decisions in reference to the management and work of the Institute;
- Reviews and adopts the report submitted by the Director;
- Creates policy for bilateral, regional and international cooperation;
- Implementation of the acts that are in venue of the Council;
- Suggests to the President of the Assembly to convoke session of the Assembly;
- Suggests decisions that are in venue of the Assembly;
- Appoints and dissolves the Director of the Institute;
- Expresses its opinion on certain questions to the Assembly and the Director;
- Decides upon the amount for participation in the Council sessions that the members should receive

*Article 26*

In order to execute special assignments in specific areas, the Council can appoint or dissolve temporary or permanent professional board.

*Article 27*

The Council decides upon deliverance of suffices of financial profit performed in the previous year.

**Director**

*Article 28*

The Director is appointed or dissolved by the Council.

The Director is appointed for period of four years with possibility to be given another mandate.

The Director can be appointed only by open public job announcement.

*Article 29*

The Government of Republic of Macedonia also has to approve the decision for appointing or dissolving the Director.

*Article 30*

At least three months before the expiry of the Directors mandate, the open public job announcement has to be published in daily newspaper.

The candidates for Director have to accomplish the following criteria:

- Education level: university degree;
- At least 10 years of work experience;
- At least 5 years work experience in venue of the standardization and referent activities to it;
- To have management and organizational skills;
- Literate in at least one foreign widely recognized language

*Article 31*

The Director cannot be member of the Board for financial supervisory or member of other management board within a legal entity that is member of the Institute in the same time.

*Article 32*

In case of open local job announcement none of the candidates do not fulfill the requirements, or non-candidate applies on the announcement or the selection is not completed yet, in that case the mandate of the Director is extended for six more months, at the most.

*Article 33*

Under the following reasons the Director can be dissolved before the expiry of the mandate:

- Upon his/her requirement
- While performing his/her duties does not respect and implement the Law for Standardization, violent the Statute and the Acts of the Institute, transgresses the decisions of the Council and acts on contrary;
- By unscrupulous or incorrect work causes damage for the Institute or neglects and inaccurately executes his/her tasks in a way that might cause major difficulties or breaks in the activities and work of the Institute;

Before adopting the decision for dissolving of the Director, the Council must notify him/her upon the reasons for this decision and to give him/her opportunity to express his/her attitude, opinion upon the same.

The Council informs the founder upon the reasons for dissolving the Director

*Article 34*

The Director executes the following assignments and tasks:

- Organization and management of the work of the Institute;
- Takes responsibility on the professionalism and quality of the work and performance of the Institute;
- Represents and presents the Institute at third parties;
- Takes responsibility for the lawful work of the Institute;
- Takes responsibility for the preparation of the financial plan for the forthcoming year;
- Takes responsibility for the preparation of the annual financial report;
- Suggest the basis of the business policy and development of the Institute;
- Adopts the Macedonian national standards and other documents of the Macedonian standardization;
- Gives suggestion on the organizational constitution and job systematization of the Institute to the Council;
- Adopts and instruction for implementation of the Law, Seal and Stamp of the Institute;
- Prepares Quarterly Activities Report on the work of the Institute for the Council perusal;
- Decides upon job employments and redeployments in accordance to the job systematization;
- Decides on the rights and duties off the employees regarding the employment status;
- Suggests to the Council adoption of acts referring to the execution of the assignments and tasks of the Institute;
- Takes responsibility for the preparation of all the documents and materials for the Councils' sessions;
- Takes responsibility for the implementation of the conclusions and decisions of the Assembly and the Council that are in Directors' responsibility venue;
- Takes responsibility on the professional and qualified approach and preparation of the Annual Work programme, Development programme (other programme acts of the Institute) in collaboration with the Institutes' personnel and other technical work groups i.e. professional boards;
- Takes responsibility for implementation of the Annual Work programme and other programme acts referring to the preparation and adoption of the Macedonian national standards as well as other documents of the Macedonian national standardization;
- Invites the founder of the Institute to appoint its representatives to the organs of the institute;

- Executes other assignments and duties in accordance with the Law on standardization and other laws and regulations, the Statute and the acts of the Institute:
- Participates on the Councils' sessions and takes participation in the work of the Council as non-voting member

## **BOARD FOR CONTROL OF MATERIAL AND FINANCIAL WORK**

### *Article 35*

A Board for control of material and financial work performs the material and financial control in Institute.

The Founder appoints the members of the Board for control of the material and financial work.

The Board for control of the material and financial work submits annually a report on its work to the Founder and the Director of the Institute.

## **VII INFORMATION-CONTACT BODY**

### *Article 36*

The information-contact body performs duties and tasks in compliance with the Law on Standardization and related to the obligations deriving from the Agreement for Trade Technical Barriers of WTO which refer to the notification procedures and information supply for the standards, technical regulations and conformity assessment procedures.

## **VIII TECHNICAL WORKING BODIES**

### *Article 37*

Technical working bodies perform the professional work in the field of standardization: technical committees and working groups.

The technical working bodies of Paragraph 1 of this Article are founded for specific field, upon initiative of the interested parties.

### *Article 38*

The Council establishes and terminates technical working bodies for performing professional work.

Any member of the Institute may become member of the technical working bodies.

*Article 39*

The participation in the work of the technical working bodies is realized without predominant individual interest above the joint interest in the procedure for preparation of the Macedonian standards.

**IX FUNDING OF THE INSTITUTE**

*Article 40*

The Institute provides the funds to perform its activity from:

- The Budget of Republic of Macedonia;
- Membership fees;
- Selling of standards and other documents related to standardization, publications etc.
- Services provided by the Institute, training, seminars etc.
- Author rights, gifts, donations from the country and abroad;
- Other resources in accordance with the Law.

*Article 41*

The amount of the funds provided by the Budget of the Republic of Macedonia is determined according to the scope of duties and tasks, in compliance with annual working program of the Institute.

*Article 42*

The amounts needed to cover membership fees and representation of the Institute in the international and European standardization organizations are provided by the Budget of the Republic of Macedonia.

*Article 43*

The Institute informs the Government of Republic of Macedonia for the execution of the activities of the annual working program of the Institute at least once a year.

*Article 44*

In case if there is a shortage emerged due to duties and tasks, financed in accordance with Article 20, in the Law on Standardization, the Founder decides whether to cover it.

*Article 45*

The Institute may use the surplus of income over expenses for development of its activities.

The council decides for the way of use of these funds.

## **X INTERNAL ORGANIZATION**

*Article 46*

The employees in the Institute perform the tasks, the duties, and the tasks determined with the Act on organization and the Act on systematization of the Institute.

## **XI PUBLICITY OF THE WORK OF THE INSTITUTE**

*Article 47*

The work of the Institute is public.

The Institute informs the public for its work through

- announcement of the working program
- announcement of the annual working report
- informing about the adopted standards
- other ways of informing

## **XII CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

*Article 48*

All documents and data determined with an Act of the Institute, which if possessed by unauthorized individual will jeopardize the interests of the Institute and its business reputation, are considered confidential.

*Article 49*

Copyrights for the Macedonian standards and other publications, belong to the Institute. Partial or complete copying or distributing of Macedonian standards and other publications is prohibited.

**XIII PROCEDURE FOR CHANGING AND UPDATING THE STATUTE**

*Article 50*

Changing and updating the statute is performed with the same predicted procedure as for its adoption.

**XIV TRANSFER AND FINAL PROVISIONS**

*Article 51*

The Government of Republic of Macedonia appoints acting director, until appointment of Director by the Council.

*Article 52*

The Statute enters into force on the day of approval of the Minister of Economy.

Skopje, 17 December 2003

President of Assembly

Prof. Milan Kosevski

According article 11, paragraph 2 of the Law on Standardization, the Minister of Economy gave accord of the Statute of the ISRM with decision no. 02-863/1, 09.02.2004.