Certified translation
from the Croatian language
REPUBLIC OF CROATIA

INSTITUTE FOR
ANTHROPOLOGICAL RESEARCH

Public Scientific Institute
of the Republic of Croatia

STATUTE

(CONсолIDАTED TEXT)

Zagreb, January 2011
At the session held on March 15th, 2005 and the session held on September 20th, 2007 and November 19th, 2007, pursuant to Article 54 of the Act on Institutions (Official Gazette of the Republic of Croatia “Narodne novine” No. 76/93), Article 26, Paragraph 2 of the Act on Scientific Activity and Higher Education (Official Gazette of the Republic of Croatia “Narodne novine” No. 123/03), and the Regulation on Amendments to the Act on Scientific Activity and Higher Education (Official Gazette of the Republic of Croatia “Narodne novine” No. 198/03) and Article 39 of the Act on Amendments to the Act on Scientific Activity and Higher Education (Official Gazette of the Republic of Croatia “Narodne novine” No. 105/04), Act on Amendments to the Act on Scientific Activity and Higher Education (Official Gazette of the Republic of Croatia “Narodne novine” No. 174/04, hereinafter referred to as the Act ), the Governing Board of the Institute for Anthropological Research, with the consent of the Founder, the Ministry of Science, Education and Sports, issued the present

STATUTE
OF THE INSTITUTE FOR ANTHROPOLOGICAL
RESEARCH

(CONсолиДАТеD TeXТ)
with amendments of June 17th, 2010, register no. 40-497/20

I BASIC REGULATIONS

Article 1

This Statute defines the status, name, address, activity, seal and trademark of the Institute for Anthropological Research (hereinafter referred to as the Institute), its legal status, source of funding and projects, legal representative, internal structure, governance and management, the procedure of appointing scientists and researchers, the legal position of other employees, the transparency of the Institute, the Institute's professional secrets and protected data, as well as other important issues regarding the business activities of the Institute, while respecting ethical principles.

The Institute was founded for the purpose of implementing scientific anthropological programmes which are of strategic interest to the Republic of Croatia.

II LEGAL STATUS

Article 2

Pursuant to the decision of the Council of the Institute for Medical Research and Occupational Health of the University of Zagreb, the Institute was founded on September 27th, 1991, after 32 schools and scientific institutes of the University of Zagreb confirmed the need to found such an institute. Institutionalized scientific research activity in the field of anthropology has been ongoing since 1984 in the Laboratory, and afterwards in the Department for Anthropology of the Institute for Medical Research and Occupational Health of the University of Zagreb. Based on the decision of the Ministry of Education, Technology and Information Science of February 10th, 1992, the Institute officially began operating under the name Institute for Anthropological Research of the University of Zagreb.
The Institute for Anthropological Research, as a scientific institution, became a public institution when the Act on Institutions (Official Gazette of the Republic of Croatia “Narodne novine” No. 76/93) came into force, whereby the Republic of Croatia gained founder's rights.

When the Act on Scientific Activity (Official Gazette of the Republic of Croatia “Narodne novine” No. 96/93 and 34/94) and the Act on Amendments to the Act on Scientific Activity (Official Gazette of the Republic of Croatia “Narodne novine” No. 29/96) came into force, the Institute was established by virtue of a Regulation of the Government of the Republic of Croatia, based on the opinion of the National Scientific Council, confirming that scientific and research activities of the Institute incorporate a program of continuous research activities and project assignments obligatory according to the contract, with the purpose of implementing the National Scientific Research Program, and the opinion of the Ministry, based on the report of expert committee, confirming that the Institute for Anthropological Research will be able to competently perform scientific research, as a public institute founded by the Republic of Croatia (hereinafter referred to as: the Founder).

The Ministry of Science, Education and Sports of the Republic of Croatia (hereinafter referred to as: the Ministry) takes over the rights and obligations of the founder of the Institute.

Article 3

The primary task of the Institute is to conduct scientific research in anthropology and human genomics, in the field of humanities, social sciences and natural sciences, biomedicine and health. The Institute implements scientific programmes that are of strategic interest to the Republic of Croatia and, together with other scientific institutions and institutions of higher education, establishes a scientific infrastructure of interest to the whole system of scientific and higher educational activity.

III TITLE, HEAD OFFICE, ACTIVITY, SEAL AND TRADEMARK OF THE INSTITUTE

1 Title

Article 4

The Institute shall carry out its activities, operate and participate in legal transactions under the title: Institute for Anthropological Research, hereinafter referred to as the Institute.

The abbreviated title of the Institute is IA.
The title of the Institute in Croatian is: Institut za antropologiju.
The title of the Institute is written on a sign on the building of the head office of the Institute.
The title of the Institute is protected according to the Companies Act.

2. Head office

Article 5

The head office of the Institute is in Zagreb, Ljudevita Gaja 32.
Article 6

The founder shall decide on the change of the title and the address of the head office. Change of the name and the address of the head office shall be entered in the court register of institutions.

3. Activity

Article 7

The basic activity of the Institute is scientific activity in anthropology and human genomics, in the fields of humanities, social sciences and natural sciences, biomedicine and health, especially related to research of population structure.

The Institute, as a public scientific institution, within its organisational departments implements scientific researches that are of strategic interest to the Republic of Croatia.

The programme of the Institute consists of programmes of permanent scientific activity, contractual scientific projects, collaborative programmes and programmes of educational, publishing and advertising activities related to anthropology.

Article 8

The activity of the Institute includes:

- Systematic scientific, developmental and academic research in anthropology and human genomics;
- Scientific and developmental research in related scientific fields;
- Publishing of the results of scientific, developmental and academic research;
- Publishing activity;
- Scientific training and maintenance and development of scientific infrastructure;
- Providing consultant services, production of studies and expert opinions for the needs of the founder and other procurers;
- Popularisation of the results of scientific and expert researches in anthropology and human genomics;
- Library and documentation activity;
- Cooperation with the related domestic and foreign scientific and academic institutions in the implementation of scientific researches;
- Cooperation with the institutions of higher education in the implementation of degree programs in undergraduate, graduate and postgraduate studies in accordance with the law and the signed contracts with institutions of higher education;
- Organisation of international and domestic scientific and expert symposiums, congresses, conferences and workshops;
- Implementation of part of the election process to scientific and associate titles in accordance with the law and this Statute.
4. Seal

Article 9

The Institute shall use a seal without the coat of arms of the Republic of Croatia, in the shape of a circle 30 mm in diameter, that consists of the trademark, the title and the address of Institute head office.

If there are more seals, they shall be marked with a serial number.

The ordering, use and replacement of seal shall be carried out in the manner prescribed by the law.

The Director of the Institute shall decide on the number, proper use, storage and destruction of seals mentioned in paragraphs 1 and 2.

5. Trademark of the Institute

Article 10

The Institute shall have a trademark that consists of stylized Glagolitic letters “IA” and has the following appearance:

![Trademark Image]

IV LEGAL STATUS, REPRESENTATION AND PRESENTATION OF THE INSTITUTE

Article 11

The Institute is a scientific organisation registered in the court register and in the Register of Scientific Organizations of the Ministry.

Article 12

The Institute works independently and performs its activities in accordance with the Regulation, the Act on Science and Higher Education, this Statute and other enactments of the Institute.

The Assets of the Institute consist of the equipment and other resources needed for its activity, acquired until the day when the Regulation entered into force.

Resources that the Institute acquired after the Regulation entered into force shall also comprise the assets of the Institute.

Article 13

The Institute can found companies and acquire shares in companies with the consent of the Ministry.
Article 14

The Institute shall be liable with all its assets for its obligations from legal transactions – full liability.

The Founder of the Institute shall be jointly and fully liable for its obligations.

Article 15

The Institute shall hold a unique transaction account through which it shall conduct financial transactions.

Article 16

The Institute shall be presented and represented by its Director.

Article 17

The Director of the Institute shall have full authority in legal transactions within the scope of Institute activities entered in the court register.

The Director of the Institute can enter into contracts by himself up to the amount of HRK 100,000.00.

The Director can enter into Contracts amounting to more than HRK 100,000.00 and up to HRK 1,500,000.00 only with previous approval of the Governing Board.

Any amounts higher than HRK 1,500,000.00 can be entered into by the Institute only with the approval of the founder of the Institute or the Ministry which took over the rights and obligations of the founder.

V FINANCIAL SOURCES AND PROJECTS

Article 18

The funding for the work of the Institute shall be provided from:

- The state budget of the Republic of Croatia;
- The budgets of counties, municipalities and cities;
- The National Foundation for Science, Higher Education and Technological Development of the Republic of Croatia;
- Own income earned on the market from tuitions, scientific, artistic and expert projects, studies, expert’s reports, publishing and other activities;
- University and other foundations, earned profits from companies and other legal entities;
- Direct investments from individuals, companies and other legal entities;
- Donations;
- Implementation of mutual contractual scientific projects with domestic and international scientific and academic institutions that provide the funds for scientific activities;
- Other sources in accordance with the law.
Article 19

Part of the funds earned by contracting projects on the market shall be used for the payment of overhead expenses and paid into the budget of the Institute according to enactments of the Institute.

Article 20

The Institute shall be financed from its budget.
The budget of the Institute shall be adopted by the Governing Board further to the proposal of the Director and the Scientific Council, with the approval of the Ministry.

Article 21

Salaries, in accordance with the organisation of the positions, as well as the basic expenses for the maintenance of the building and equipment in the Institute, shall be provided from the funding referred to in Article 18.

Material and other expenses for the work on scientific projects shall be provided pursuant to special contracts with the Ministry, in accordance with the programme of financing scientific activity.
The funding referred to in paragraphs 1 and 2 hereof shall jointly make up the expenses of work on scientific projects.

Scientists or associates can be temporarily hired on special contractual projects and the expenses for their work shall be provided from the funding of those projects.

Projects financed from third party's funding shall be implemented in accordance with the general business terms regarding the purchase of goods and the offering of services on the market.

VI INTERNAL ORGANISATION OF THE INSTITUTE

Article 22

Internal organisation of the institute is defined by the Regulations which are drafted by the Governing Board.

Internal organisation of the Institute consists of:

1. Director's office,
2. Scientific departments of the Institute,
3. Administrative departments.

1 Director's office

Article 23

Work related to work organisation and business activity of the Institute shall be performed in the Director's office.

Article 24

2 Scientific departments of the Institute

The departments are the basic organisational units of the Institute. The work of the department is based on continuous scientific researches, scientific projects and collaborative
programmes approved by the Ministry and other contractual projects from the area of the basic activity of the Institute.

The following departments are established in the Institute:
1. Department of Anthropological Biometry,
2. Department of Linguistic Anthropology and Socio-Cultural Research,
3. Department of Human Ecology,
4. Department of Medical Anthropology,
5. Department of Mathematical Modelling and Biostatistics,
6. Department of Population Genetics,
7. Department of Molecular Anthropology,
8. Department of Anthropological Archaeology,
9. Department of Molecular Genetics, Forensic Anthropology and Ancient DNA Analysis

Article 25

The organisation and activity of each department are determined by the enactments of the Institute.

3 Administrative sub-departments

Article 26

Administrative sub-departments of the Institute are:

- Sub-department for general and administrative business and human resources;
- Sub-department for accounting and financial affairs;
- INDOC service and library.

Every sub-department shall have its head which shall be appointed by the Director.

VII BODIES OF THE INSTITUTE

1 Governing Board

Article 27

According to the Statute, the Governing Board shall conduct the financial and business politics of the Institute, make decisions on the disposition of the assets referred to in Article 17 paragraph 3 of this Statute, supervise the implementation of the work programme and development of the Institute, and make decisions on issues which are not under the authority of other bodies according to this Statute.

Article 28

The Governing Board of the Institute has five members, out of which the President and two members of the Governing Board are appointed by the Minister, one member is chosen by members of the Scientific Council of the Institute through secret voting, and one member is appointed by the Employee Council.

If the Employee Council referred to in paragraph 1 hereof is not established, one member of the Governing Board shall be appointed and revoked by the employees of the Institute through direct and secret voting in the way prescribed by the Labour Act regarding the election of the Employee Council with only one member.
The term of office of the members of the Governing Board shall be two years.

Article 29

A member of the Governing Board can be relieved from duty before the expiration of the period for which he was appointed:

- If they themselves request to be relieved of duty;
- If they do not fulfil their members’ duties;
- If they lose the ability to fulfil their duty;
- If their behaviour damages the reputation of their position.

The procedure of determining the terms for relieving a member of duty can be initiated by any member of the Governing Board by submitting a request to the Board.

After receiving the request referred to in paragraph 2 hereof, the Minister shall decide on relieving of duty the members of the Governing Board that he appointed, and the Scientific Council shall relieve the member of the Governing Board that it appointed.

Article 30

The Governing Board shall adopt:
- The Statute of the Institute for which the Minister shall give consent, based on the proposal of the National Council for Science;
- Regulations on the Internal Organisation of the Institute;
- Regulations on the Organisation of the Positions of the Institute;
- Regulations on the Salaries of the Employees of the Institute;
- Regulations on Work.

The Governing Board of the Institute shall also carry out the following activities:
- Appoint and relieve of duty the Director of the Institute;
- Appoint and relieve of duty the Assistant Director of the Institute at the proposal of the Director;
- Make the decision on the foundation or termination of organisational units of the Institute at the proposal of the Scientific Council;
- Make the decision to award honorary title to a meritorious scientist at the proposal of the Scientific Council;
- Adopt the Budget of the Institute at the proposal of the Director and the Scientific Council with the consent of the Ministry;
- Adopt the balance sheet of the Institute;
- Adopt individual decisions related to entering into an employment contract as second-level body;
- Adopt the final decision on the necessity for further employment of a scientist that is not elected to a higher title and the corresponding position after the second election;
- Deliver proposals and opinions on certain issues or disputes to the founder, Director and the Scientific Council;
- Propose to the founder change in the name and address of the Institute;
- Carry out other activities prescribed by the law and the Foundation Act.
Article 31

The Governing Board of the Institute shall adopt decisions at meetings.
The Meetings of the Governing Board shall be convened by the president of the Governing Board.
The Governing Board of the Institute shall discuss and adopt decisions when more than half of the total number of members of the Governing Board is present at the meeting.
The Governing Board shall adopt decisions with a majority of more than half of the total number of members.
At the meetings of the Governing Board, the Director and Assistant Director shall be present, as well as the trade union branch representative, without voting right.

Article 32

If necessary, the Governing Board shall adopt its own Regulations on Work regarding issues that are not regulated by law or the provisions of this Statute.

Article 33

The Governing Board can name committees for the purpose of dealing with various issues in its area of activity.
The number of members of the committees and area of their work shall be determined by decisions on appointments.

2 Director

Article 34

The Director is both the manager and head of the Institute.
The Director shall organize and manage all work and business activities of the Institute, especially:

- Represent and act for the Institute;
- Be liable for the legality of the work of the Institute;
- Execute Institute enactments and adopt applicable directives;
- Execute the decisions of the Governing Board;
- Propose the Regulations on the Internal Organisation of the Institute to the Governing Board;
- Propose the Regulations on the Organisation of Positions to the Governing Board;
- Propose the Regulation on Salaries to the Governing Board;
- Propose the Regulation on Work to the Governing Board;
- Propose the changes in the organisation of the Institute to the Governing Board, taking into consideration the opinion of the Scientific Council;
- Propose the appointment and the relief of the Assistant Director to the Governing Board;
- Deliver propositions and opinions on certain issues to the Governing Board;
- Submit the annual report on the work of the Institute and the balance sheet to the Governing Board;
- Decide on the distribution of profit up to the amount of HRK 100,000.00;
- Decide on the start and termination of employment of employees in accordance with the law;
- Decide on the rights from employment in the first degree;
- Decide on determining the need for further work of an employee that is not elected into higher title and the corresponding position after the second election;
- Represent the Institute in all procedures before courts, administrative and other government bodies;
- Give written authorisation to other individuals to represent the Institute in legal transactions;
- Determine the individuals authorised for the signing of financial and other documentation;
- Appoint and relieve the Editors in Chief of Institute editions on the basis of the decision of the Scientific Council;
- Send the enactments of the Institute to the Ministry for approval;
- Give consent for the application of projects to tenders of the Ministry and other projects that are executed at the Institute;
- Give consent for the work of the employees outside the Institute in accordance with the Statute;
- Decide on the appointment of consultants for certain areas within the scientific projects on the proposition of the project supervisor;
- Carry out other activities determined by the Act, the law, the Statute or other enactments of the Institute.

Article 35

A person that is a Croatian citizen and that fulfils the minimum conditions for the election into the scientific title of scientific associate in the humanities, social and natural sciences as well as biomedicine and health, can be appointed as the Director of the Institute.

The Director of the Institute shall be appointed and relieved by the Governing Board of the Institute.

The Director shall be appointed to the period of four years on the basis of a public tender.

The same person can be reappointed as Director.

Article 36

The tender for the election of the Director of the Institute shall be announced by the Governing Board on the basis of the provisions of the Act on Institutions.

The tender is announced in the National Gazette, the daily press and on the websites of the Institute.

In the process of appointing the Director of the Institute, the Governing Board shall establish a tender committee for the election of the Director on the basis of the proposal of the Scientific Council of the Institute which proposes candidates for the tender committee to the Governing Board.

The Governing Board of the Institute shall adopt the decision on the appointment of the Director on the basis of the report of the tender committee and delivers it to the Ministry along with the complete documentation related to the election process.

Article 37

If nobody applies to the announced tender or none of the applied candidates is chosen, the tender shall be repeated.
Until the appointment of the Director on the basis of a repeated tender, an Acting Director will be appointed to a period not longer than one year.

Article 38

The Director can be relieved before the end of the period for which he was appointed. The Governing Board has the obligation to relieve the Director of his duties in the following cases:

- If the Director demands to be relieved of duty under the terms of the employment contract;
- If there are reasons which according to the special regulations or the regulations regulating work relations lead to the termination of the employment contract;
- If the Director does not act according to the regulations or the enactments of the Institute, does not execute the decisions of the bodies of the Institute or acts against them;
- If the Director causes greater damage to the Institute because of malpractice, or neglects his duties in a way that could cause greater interferences in the functioning of the Institute.

Before making a decision about relieving the Director of duties, the Director must be given the opportunity to make a statement regarding the reasons for his relief.

If the Director is relieved of duties, an Acting Director will be appointed. The Governing Board has a duty to invite to a tender for the appointment of a Director within 30 days after the appointment of the Acting Director.

Article 39

A Director relieved of duty, dissatisfied with the decision on relieving from duty, within 30 days after receiving a decision on relieving from duty, has the right to demand protection of his rights by law suit.

3. Assistant Director and heads of departments

Article 40

Assistant Director performs all assignments from the Institute Director work area which he entrusts him with.

Assistant Director is appointed by the Governing Board on the proposition of the Director.

A person proposed to be Assistant Director must be a scientist elected to a scientific title.

Article 41

A head of department performs and is responsible for all the organizational and other work for which he has an authorization from the Director and is responsible for it.

A head of department shall be appointed at the proposal of the Scientific Council to a time period that cannot be longer than the duration of the mandate of the Director.
4. Scientific Council

Article 42

In the Scientific Council, the scientists and individuals elected to the associate positions or their representatives decide on scientific and expert issues.

The Scientific Council is competent for the following activities determined by the Law and the Statute:
– Determining and implementing the scientific policy of the Institute;
– Discussing and deciding on scientific and expert issues;
– Conducting part of the election process to scientific titles, when the Institute is authorised to do so;
– Conducting the election procedures to scientific, associate and professional titles;
– Appointing and relieving part of the members of the Governing Board of the Institute in accordance with the Statute;
– Proposing the candidates for the committee for the election of the Director of the Institute to the Governing Board;
– Giving the Governing Board of the Institute previous opinion in the process of adopting the Statute;
– Conducting other activities determined by the decision on the founding and the Statute of the Institute.

Article 43

The members of the Scientific Council of the Institute are:
– All permanently employed employees of the Institute elected into a scientific title;
– The supervisors on approved scientific projects;
– The representative of the employees in the professional title;
– The representative of the employees in the associate title.

Article 44

The Scientific Council elects its president by the majority of the members present. Mandate of the president of the Scientific Council lasts for two years. The same person can be re-elected for the president of the Scientific Council.

Article 45

Representatives in the professional and associate title in the Scientific Council are elected by employees of the Institute in professional or associate titles by secret vote.

For the implementation of the election of the representatives referred to in paragraph 1 of this Article, the Scientific Council appoints the committee that shall implement these elections within 30 days from the day of the appointment.

The committee shall deliver the minutes of the election procedure to the Scientific Council. On the grounds of the minutes, the Scientific Council shall adopt a decision on the election of one employee representative in the professional title and one employee representative in the associate title.
Article 46

At meetings, the Scientific Council of the Institute shall conduct activities within its competencies.

The Scientific Council of the Institute shall discuss and make legitimate decisions when more than half of the total number of members is present at the meetings.

The Scientific Council of the Institute shall make decisions with a majority of more than half of the total number of members.

Article 47

The Scientific Council shall bring its own work regulations with which the issues that are not regulated by law or provisions hereof are determined.

VIII EMPLOYEES OF THE INSTITUTE, ELECTIONS TO TITLES AND POSITIONS

Article 48

Scientists, associates and administrative staff are employed in the Institute. Employees referred to in paragraph 1 of this Article are appointed to scientific and associate positions, as well as administrative positions.

The number of employees in scientific and associate positions and administrative positions is determined by the Regulations on the Organisation of the Positions of the Institute.

1 Scientific titles and positions

Article 49

Scientific titles and positions are: scientific associate, senior scientific associate and scientific advisor.

The acquisition of the scientific title does not depend on the position.

Article 50

The procedure for the election into a scientific title shall be initiated by an individual who considers that they fulfil the terms for the election into a particular scientific title. The procedure can be initiated by the scientific organization that the individual has signed an employment contract with.

The request for the election to a scientific title is submitted to a scientific organization authorised to implement a part of the election procedure.

Article 51

Procedure for the election to the scientific titles, deadlines and period to which the individual is elected to the scientific title are determined by the law. Terms for the election to the scientific titles are defined by the National Council for Science by virtue of special regulations according to the law.
Article 52

The general condition for the election of scientists into the scientific position in the Institute is the registration in the register of scientists in the same or higher scientific title, or the election to the scientific title implemented within the procedure of the election to a scientific position. Election to scientific positions in the Institute shall be to the period of five years according to additional terms for the election referred to in the Regulations for the Election to Scientific Titles of the Institute.

Election to scientific positions shall be carried out on the basis of a public tender which is released by the Institute and implemented by the Scientific Council. A tender is announced in the National Gazette of the Republic of Croatia “Narodne novine”, the daily press and on the websites of the Institute.

At the same time, the Scientific Council shall appoint the Tender Committee, which shall assess applications and deliver reports on them to the Scientific Council. That report is the basis for a decision of the Scientific Council on the election of the candidate to a particular scientific position.

Article 53

With the person elected into the scientific position, a non-fixed term employment contract shall be concluded with the obligation of re-election or promotion in accordance with the law.

An employee cannot be elected more than twice to the position of scientific associate or senior scientific associate.

The obligation of implementing re-election to a scientific position shall stop after the employee is chosen for a second time to the scientific position of scientific advisor.

Article 54

Authorisation for the implementation of election procedure to a scientific title is given to the Institute by the Minister by virtue of a special act, on the proposition of the National Scientific Council, if the Institute complies with all the terms of the law.

2 Honorary title of a meritorious scientist

Article 55

The Institute shall give an honorary title of a meritorious scientist to its distinguished scientist.

Honorary title of a meritorious scientist is permanent.

The proposition for giving an honorary title of a meritorious scientist shall be initiated by the Scientific Council. The proposition must consist of the consent of the proposed person, curriculum vitae and list of their publications, as well as a description of their distinguished contributions to science.

The Scientific Council of the Institute shall appoint a committee for the evaluation of the proposal that shall consist of three members in the title of scientific advisor, one of whom has to be a scientific advisor from the Institute, and one has to be a scientific advisor or full professor from outside the Institute. Within the period of 60 days from the day of the assignment, the committee shall give a report on the proposal to the Scientific Council.

The decision on awarding an honorary scientific title shall be adopted by the Governing Board on the basis of the proposal of the Scientific Council.
Article 56

The honorary title of a meritorious scientist shall be awarded to a retired scientific advisor in permanent title of the Institute that complies with most of the following conditions:

- Whose scientific work contributed to the development and progress of the Institute;
- Who has an extensive scientific bibliography;
- Whose excellence is recognized internationally;
- Who is a member of prestigious international scientific organizations;
- Who has been involved in organizing international scientific conferences;
- Who has won major national and/or international prizes and awards for scientific research;
- Who has held prominent positions in scientific bodies, in administrative and/or other councils of relevant institutions (ministries, commissions, national and regional councils, etc.).

Article 57

A distinguished scientist may participate in the work of the Institute in the following ways:

- They may have an advisory role;
- They may participate in scientific projects of the Institute;
- They may use the infrastructure of the Institute which is necessary for scientific research;
- They can be a member of a commission in the proceedings for the election to scientific titles, and procedures in obtaining a Ph. D. degree;
- They can participate in editing the Institute's publications;
- They can publish scientific papers in the Institute's publications;
- Exceptionally, with special approval of the Scientific Council, they may be a mentor to junior researches.

A meritorious scientist shall have the right to present themselves as a meritorious scientist of the Institute of Anthropological Research.

Distinguished scientists can receive a remuneration when they actively participate in research projects.

3 Associate titles and positions

Article 58

Associate titles and positions are assistant and senior assistant.

Article 59

A person who has completed a university graduate program may be elected as an assistant in the associate title.

A person who has completed post-graduate studies and earned an academic Ph. D. degree may be elected as a senior assistant in the associate title.
Article 60

Elections to the associate title and associate position are unique. They are carried out on the basis of public tenders announced by the Institute, conducted by the Scientific Council. The public tender shall be published in the Official Gazette of the Republic of Croatia “Narodne novine”, daily newspapers and on the official website of the Institute.

In the process of electing into the associate title and position, the Scientific Council shall appoint a committee of three members. It is the Committee's responsibility to report to the Scientific Council within 30 days from the day of the appointment on the candidate's compliance with the conditions for the election to an associate title. Based on this report, the Scientific Council shall decide on the election to the associate title and position.

Article 61

With the persons elected to the associate title of assistant and associate position of assistant, a contract employment shall be concluded for a specified time, for a maximum of six years.

With an assistant who has earned an academic Ph. D. degree and who was elected to the associate senior assistant title and associate position of senior assistant, an employment contract shall be concluded for a specified time, for a maximum of four years.

With an assistant who has within six years, or in a shorter period of time, achieved a Ph. D. degree, the Institute shall conclude an employment contract for an associate position of senior assistant, providing that the contract last no more than a total of ten years since the conclusion of the contract referred to in paragraph 1 of this Article.

4 Expert titles and positions

Article 62

Expert titles and positions are expert associate, senior expert associate and expert advisor.

Article 63

To the title of expert associate may be elected a person who has completed a university graduate program.

To the title the senior expert associate may be elected a person who has completed a university graduate program and has six years of experience in the profession, or has a Master of Science degree or is a specialist in a certain area and has three years of working experience in the profession, or has an academic Ph. D. degree.

To the title of expert advisor may be elected a person who has completed a university graduate degree and has twelve years of experience in the profession, or has a Master of Science degree, or is a specialist in a certain area and has nine years of working experience in the profession, or has an academic Ph. D. degree and six years of experience in the profession.

Article 64

Elections to the expert title and expert positions are unique.

They shall be carried out on the basis of public tenders announced by the Institute and conducted by the Scientific Council. The public tender shall be published in the Official Gazette of the Republic of Croatia “Narodne novine”, daily newspapers and on the official website of the Institute.
In the process of electing into the expert title and expert positions, the Scientific Council shall appoint a committee of three members. It is a committee's responsibility to report to the Council within 30 days from the day of appointment on the candidate's compliance with the conditions for the election to an associate title. Based on this report, the Scientific Council shall decide on the election to an expert title and expert position.

Article 65

With the person elected to the expert title and expert position, a non-fixed term employment contract shall be signed.

Article 66

If there is a tender for a scientific position, an election to the title can be carried out within the same procedure, if some of the candidates have not been elected.
In that case, the election of all the candidates, who meet the conditions for the respective title but have not been elected, shall be carried out.
After the procedure of election to the title, the Institute shall complete the procedure of election to the position within sixty days.

5 Employees of the Institute's services

Article 67

Employees of the Institute's services are employed at general and administrative positions and human resources, Accounting and Finance Department, and INDOC services.
The positions of employees from the first paragraph of this article and the number of employees in these positions and the conditions for the jobs shall be determined by the Regulations on the Organisation of the Positions of the Institute.

IX WORK OUTSIDE OF THE INSTITUTE AND CONFLICT OF INTEREST

Article 68

Scientists of the Institute may conclude contracts with third parties if such work does not adversely affect the work of the Institute and if the contractual relationship is not concluded with an organization whose activity overlaps with the activity of the Institute.
Approval for the work of employees under contract with third parties shall be given by the Director.
The Director shall prohibit or restrict the work of employees in the case of conflict of interest.
Conflict of interest is any action of the Institute's staff in another institution in the field of activities of the Institute by which an employee acquires financial or other benefits, or it could adversely affect the operation of the Institute and compete with it.
X PARTICIPATION IN HIGHER EDUCATION

Article 69

The Institute collaborates with universities in scientific research and in the performance of educational programmes in accordance with the scientific programme of the Institute and the research and study programmes in higher education.

Cooperation as per paragraph 1 is determined in more detail in a contract between higher education institutions and the Institute.

Higher education institutions and the Institute agree to establish the scientific infrastructure for the benefit of the entire system of scientific activity and higher education.

Article 70

Scientists of the Institute may participate in teaching in higher education institutions in undergraduate, graduate and postgraduate studies.

Consent for teaching in higher education shall be given by the Director in accordance with the guidelines of the Scientific Council.

Work outside the Institute should, preferably, be organized after working hours at the Institute and may not adversely affect the conscientious and timely performance of duties at the Institute.

XI TRANSPARENCY OF THE INSTITUTE

Article 71

The work of the Institute is public, in accordance with regulations of the Act on Institutions.

The transparency of the work on scientific projects and programmes for other clients shall be decided jointly by the client and the Director of the Institute.

The Institute is obligated to inform the public about the performance of activities for which it was founded in a timely and accurate manner.

Article 72

Only the Director, President of the Governing Board and persons authorized by the Director can inform the public about the activities and operations of the Institute through the press and the electronic media.

XII PUBLISHING ACTIVITIES

Article 73

The results achieved by scientific and expert work in the field of activities of the Institute shall be published in the Institute's and other publications.
Publications may be regular, occasional and special, and their content must comply with the Institute’s activities.

The editorial board and editor in chief of each edition shall be appointed and dismissed by the Director of the Institute, based on proposals of the Scientific Council and the Regulations on the Institute's publishing activities.

International labels, publisher, editors (or editor), year of publication, number or series, editor in chief, technical editor, lecturer, proofreader, etc. must be visible in each edition.

Article 74

The Institute has a priority right to publish papers produced by the Institute within the framework of scientific work on scientific projects in accordance with the enactments of the Institute.

If the Institute does not publish a paper with a positive review within three years, its author has the right to freely dispose with this paper.

Damage compensation may be claimed from an author who violates the above obligation.

In relation to the paper that was created at the Institute or from its material it must be stated that it was made within the scientific project of the Institute.

XIII INTELLECTUAL PROPERTY

Article 75

The Institute shall acquire the property rights and the exclusive and unlimited right to use the scientific and other material resulting from work on the Institute's projects in accordance with signed contracts.

If in performing their duties an employee creates an authored or co-authored paper, the employment contract defines the scope and duration of the rights of the Institute to use the paper, according to the Act on Copyright and Related Rights.

Due to the specificity of scientific and other projects of the Institute and authored papers that are created within an individual’s employment at the Institute, in the case of termination of work relationship, the Institute has the right to organize the completion of the authored paper.

The regulations of this article shall remain in effect for the entire duration of copyright, regardless of the possible termination of employment at the Institute.

XIV PROFESSIONAL SECRETS AND PROTECTED DATA

Article 76

Professional secrets and protected data are documents which might harm the business reputation or the interests or reputation of the employees, if communicated or disclosed to unauthorized persons.
Article 77

The following are considered professional secrets and protected data:
- Documents that the Director has declared as such;
- Information that a competent authority communicates as confidential to the Institute;
- Measures and Procedures in case of emergency;
- Documents relating to defence;
- Plan of the physical and technical security of facilities and property of the Institute;
- Other documents and information the revealing of which to an unauthorized person would be contrary to interests of the Institute, its founder and state bodies.

Documents and data which are professional secrets can be communicated to other persons by the Director and persons authorized by the Director.

The violation of professional secrecy is a serious breach of duty.

The Director and the president of the Governing Board shall ensure the confidentiality of professional secrets.

XV ETHICAL PRINCIPLES

Article 78

Scientists and other employees of the Institute shall respect and promote ethical values in their scientific and research activities, business and public relations.

The Ethics Committee of the Institute shall consist of three members elected by the Scientific Council of the Institute to a period of four years.

The Ethics Committee shall adopt legitimate decisions by a two-thirds majority.

XVI ENACTMENTS OF THE INSTITUTE

Article 79

The Statute and regulations of procedures on important issues regarding the activities of the Institute are enactments of the Institute.

The Governing Board adopts the Statute of the Institute and the Regulations on the Organisation of the Positions of the Institute, with the consent of the Founder, and the opinion of Scientific Board, at the proposal of the Director.

The minister approves the Statute, based on the opinion of National Council for Science.

Article 80

The Statute foresees the following regulations:
- Regulations on the Internal Organisation of the Institute;
- Regulations on the Organisation of the Positions of the Institute;
- Regulations on the Salaries of the Employees of the Institute;
- Regulations on Work.
Article 81

Besides the Regulations mentioned in Article 81 of this Statute, the Institute may, in accordance with the law, adopt other regulations necessary for the operation and functioning of the Institute.

Article 82

Amendments to the enactments shall be adopted by the same procedure as enactments themselves.

The enactments shall come into force on the eighth day of their announcement on the Institute's bulletin board, and in exceptional and specially justified cases on the day of their announcement.

XVII TRANSITIONAL AND FINAL PROVISIONS

Article 83

Upon the entry of this Statute into force, Statute no. 40-141/01, of February 06th, 2001, shall cease to have effect.

Within three months from the date of entry into force of this Statute, enactments of the Institute prescribed by this Statute shall be adopted.

Article 84

This Statute shall enter into force, with the consent of the Ministry, eight days after its announcement on the bulletin board of the Institute.

Register no: 40-1111/07
Zagreb, November 19th, 2007.

President of the Governing Board:

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Professor Stipan Janković, Ph.D.

I hereby confirm that the Statute was announced on the bulletin board of the Institute November 07th, 2007.

Director of Institute

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Academician Pavao Rudan

*Snježana Đurđek, M.Ed., sworn court interpreter for the English and Spanish language, appointed by Decree No. 4 Su-837/10 of 7 February 2011 by the President of the County Court in Zagreb, do hereby certify and attest that the above translation fully complies with the Croatian original.*