
DECREE
ON THE ESTABLISHMENT OF THE
CROATIAN STANDARDS INSTITUTE



HZN

Croatian
Standards Institute

On the basis of paragraph 1 of Article 5 of the Law on Standardization (*Official Gazette No. 163/2003*), the Government of the Republic of Croatia adopted at its session held on October 27, 2004 the following

D E C R E E
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FOUNDER AND NAME OF INSTITUTION

Article 1

By this Decree, the Republic of Croatia shall establish a public institution under the name of Hrvatski zavod za norme (hereinafter referred to as: HZN) for the purpose of achieving standardization goals and performing the activities and tasks of the national standardization.

The name of the HZN in English is the Croatian Standards Institute.

The abbreviated name of the institution is HZN.

The head office of the HZN is in Zagreb.

Article 2

The HZN is a legal entity having rights and obligations prescribed by the law, this Decree and the Statute.

The HZN shall be registered in the Court Register.

Article 3

The Statute shall regulate the internal organization of the HZN in detail.

ACTIVITIES OF THE CROATIAN STANDARDS INSTITUTE

Article 4

The HZN shall carry out the activities laid down by the Law on Standardization and this Decree as follows:

1. preparation, adoption and publication of Croatian standards and other documents related to standardization,
2. representation of the Croatian standardization in international and European standards organizations,
3. maintaining the collection of Croatian standards and keeping the register of Croatian standards,
4. editing, publication and distribution of Croatian standards, other documents and publications in the field of standardization,
5. establishing and maintaining the relevant databases of standards and other documents related to standardization and providing information on standards and other documents,
6. publishing information on Croatian standards as well as on other documents relating to standardization in the Official Bulletin,
7. providing information on national, European and international standards to the public, in particular to the economy sector,
8. promoting the application of Croatian standards,
9. procuring and maintaining the collection of European standards, international standards, and important national and branch normative documents,

10. establishing the infrastructure of advisory bodies (programming committees) and technical bodies (technical committees/subcommittees and working groups) for performing tasks of the Croatian standardization,
11. provision and coordination of participating of Croatian representatives in the work of international and European organizations for standardization,
12. cooperation with national standards bodies of other countries,
13. performing tasks of the enquiry point in the context of WTO/TBT Agreement,
14. performing tasks as a contact point for Codex Alimentarius,
15. performing tasks relating to the information procedure in the field of technical standards and regulations,
16. preparation, adoption and publication of standards supporting the implementation of technical legislation,
17. establishing and maintaining the database on Croatian standards related to technical legislation,
18. preparing lists of Croatian standards connected with specific technical regulations to be published in the Official Gazette of the Republic of Croatia,
19. publishing of the Official Bulletin announcing public enquiry on draft Croatian standards, public enquiry on draft European standards, and providing information on new Croatian standards and on the withdrawal of Croatian standards, as well as other information from the field of standardization,
20. performing the certification of conformity with Croatian standards,
21. establishment, development and maintenance of Croatian technical terminology,
22. providing professional training in the field of standardization and related activities,
23. cooperation with government bodies in their work, particularly in providing support for the implementation of technical legislation,
24. cooperation with business and professional associations, institutions of higher education and similar institutions in their work,
25. cooperation in development and research projects relating to standardization.

The HZN activities referred to in points 1 to 7 of paragraph 1 of this Article are of interest to the Republic of Croatia and are carried out exclusively by the HZN.

The HZN activities referred to in points 13 to 18 of paragraph 1 of this Article shall be performed in accordance with the needs and requirements of competent government bodies.

The HZN activities shall be performed in accordance with the rules of European standards bodies.

The HZN activities are not performed for the purpose of making profit.

MEMBERSHIP IN THE CROATIAN STANDARDS INSTITUTE

Article 5

In order to achieve its interests relating to the Croatian standardization, every legal or natural person established or resident in the Republic of Croatia may be a member of the Croatian Standards Institute.

The participation of the HZN members in the work of the HZN shall be determined in detail by the Statute.

Issues related to membership, termination of membership, the membership fee and the mode of its payment are regulated by the Statute and internal regulations adopted by the HZN Administrative Board.

ORGANIZATION AND BODIES OF THE CROATIAN STANDARDS INSTITUTE

Article 6

The HZN bodies comprise the Administrative Board, the Expert Council and the Director General.

Article 7

The Administrative Board manages the affairs of the HZN.

The Administrative Board shall adopt the Statute, the internal regulation on the structure and organizing of work, the internal regulation on the salaries of employees and the work and development programs, and shall supervise their implementation. It shall also decide on the financial plan and the annual account, propose the changes of activities and of the status, submit proposals and opinions on specific issues to the Government of the Republic of Croatia and the HZN Director General, as well as pass decisions and carry out other activities laid down in this Decree and the Statute.

The Administrative Board consists of a president and six members appointed by the Government of the Republic of Croatia for the period of four years.

The majority of Administrative Board members are the representatives of the Expert Council.

The Government of the Republic of Croatia may relieve the president and the members of the Administrative Board of their duties before the expiry of the period for which they have been appointed.

The Administrative Board shall pass decisions by the majority vote of its members.

The president and the members of the Administrative Board are entitled to receive fees for their work in accordance with the HZN internal regulations.

Article 8

The HZN Statute shall regulate the constitution, activities and organizing of work of the Expert Council.

The Expert Council shall propose to the Government of the Republic of Croatia candidates from among their own members for the membership in the Administrative Board.

Article 9

The Director General is the head of the HZN. The Director General is appointed and relieved of his duties by the Gov-

ernment of the Republic of Croatia in accordance with the law and the Statute.

The Director General represents and acts for the HZN, organizes and performs the HZN activities, takes all legal actions in the name and for the account of the HZN, represents the HZN in all proceedings in the courts, administrative and other government bodies and legal persons exercising public authority. He executes the decisions passed by the Administrative Board, carries out other activities laid down in this Decree and the Statute, and is responsible for the legality of the HZN activities.

Article 10

The HZN Director General has a deputy and one or more assistants who are appointed and relieved of their duties by the Administrative Board on the proposal of the Director General.

The Deputy Director General replaces the Director General within the scope of authority of the Director General, and is subject to the provisions referred to in paragraph 2 of Article 9 of this Decree.

Article 11

The professional work of the HZN is performed within internal organizational units and is managed by heads of organizational units.

The heads referred to in paragraph 1 of this Article are appointed and relieved of their duties by the Director General of the HZN.

Article 12

The HZN Director General cannot conclude any legal deals concerning the disposal or encumbrance of immovable assets without the approval of the Administrative Board.

The Director General cannot act without a specific authorization of the Administrative Board as the other party to a contract and conclude agreements with the HZN in his name or for his account or for the account of other persons, or in the name and for the account of other persons.

The Director General may empower, without a specific authorization of the Administrative Board, a head of an internal organizational unit or some other person to represent the HZN in legal actions within the scope of his authority and in accordance with the provisions of the law regulating obligative relationships.

The Statute of HZN defines the limits concerning the acquisition, encumbrance and disposal of immovable and other HZN assets, as well as the value of other legal deals for which the consent of the Government of the Republic of Croatia is necessary.

ASSETS OF THE CROATIAN STANDARDS INSTITUTE

Article 13

Funds for the HZN activities comprise:

1. funds from the government budget
2. funds generated from the HZN activities
3. membership fees
4. funds from other sources
5. immovable and movable assets taken over from the State Office for Standardization and Metrology.

Article 14

Funds for the HZN activities referred to in points 1 to 7 of paragraph 1 of Article 4, and funds needed for the activities arising from international agreements binding on the Republic of Croatia are provided from the budget of the Republic of Croatia.

The HZN shall obtain the funds from the budget of the Republic of Croatia on the basis of an approved annual work program which shall comprise all the planned activities of the HZN.

The funds to be provided from the budget of the Republic of Croatia shall be allocated in the government budget as the HZN funds.

Upon the adoption of the government budget, the work program and activities referred to in paragraph 1 of this Article shall be adjusted, if necessary, in line with the amount of funds allocated for that year.

Article 15

The HZN assumes the liability for its obligations and guarantees it with all its assets.

The Republic of Croatia assumes solidary and unlimited liability for the HZN obligations.

The HZN is not carrying out its activities for the purpose of making profit. If in the course of its functioning the HZN makes profit, the profit shall be used solely for carrying out and development of the HZN activities.

If in the course of its functioning the HZN incurs a loss, a decision on how to recover the loss shall be passed by the Government of the Republic of Croatia on the proposal of the Administrative Board.

Article 16

The ministry responsible for the field of science shall conduct the supervision of the legality of the HZN activities and its internal regulations.

**INTERNAL REGULATIONS OF
THE CROATIAN STANDARDS INSTITUTE**

Article 17

The Administrative Board shall adopt the HZN Statute with the consent of the Government of the Republic of Croatia.

The Statute shall define in detail the structure, authority, organizing of work and decision making of particular bodies of the HZN, mutual rights and obligations of the founder and the HZN, as well as other issues relevant to the carrying out of the HZN activities.

The Administrative Board shall adopt the HZN Statute within the period of 30 days from the day of appointing the members of the Administrative Board.

The Statute and other internal regulations of the HZN must be in line with the law and this Decree.

**PUBLICITY OF WORK OF THE CROATIAN
STANDARDS INSTITUTE**

Article 18

The work of the Croatian Standards Institute is public.

The Director General takes care of the publicity of the HZN work.

The Administrative Board submits the report on its activities to the Government of the Republic of Croatia once a year.

**START OF OPERATING OF THE CROATIAN
STANDARDS INSTITUTE**

Article 19

Until the Director General is appointed, a temporary director of the HZN shall make preparations for the start of operating of the institution and shall submit the request for its registration in the Court Register.

The Government of the Republic of Croatia shall appoint a temporary director within 15 days from the day of entering into force of this Decree.

Upon the adoption of this Decree, the temporary director shall extend an adequate public invitation to legal or natural persons that can become members of the HZN to submit a written application for the HZN membership within three months from extending the invitation.

The Government of the Republic of Croatia shall appoint the members of the HZN Administrative Board within 30 days from the day of entering into force of this Decree.

TRANSITIONAL AND FINAL PROVISIONS

Article 20

The premises of the Croatian Standards Institute are located in Zagreb, Ulica grada Vukovara 78.

The Croatian Standards Institute shall take over tangible assets and equipment from the State Office for Standardization and Metrology intended for performing the activities related to standardization.

The division of premises, tangible assets and equipment shall be done in accordance with the specially developed divisional study. The divisional study shall be made by December 31, 2004.

Article 21

The Croatian Standards Institute shall take over from the State Office for Standardization and Metrology the employees that as of December 31, 2004 perform the tasks relating to standardization.

ENTRY INTO FORCE

Article 22

This Decree shall enter into force on the eighth day after its publication in the *Official Gazette*.

Prime Minister
D.Sc. Ivo Sanader

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