



Pursuant to Article 6 of the Croatian Science Foundation Act (Official Gazette 117/01, 45/09, 92/10, 78 /12), the Board of the Croatian Science Foundation at its fourth session held on 25 July 2013 passed the

STATUTE OF THE CROATIAN SCIENCE FOUNDATION

General Provision

Article 1

The Statute regulates the Foundation's purpose and manner in which it operates including other issues relevant to the Foundation achieving its purpose such as its name and headquarters, assets, the governing bodies and representation of the Foundation, its funding and finances, oversight of operations, accountability in legal transactions, internal structure, manner of passing and publishing general acts and decisions, confidentiality of information, the right of access to information, cessation and other issues of importance for the work of the Croatian Science Foundation (hereinafter: Foundation).

Article 2

The terms used in this Statute that have a gender meaning, regardless of whether they are used in the masculine or feminine gender, relate to the male and female gender in an equivalent manner.

Name and headquarters of the Foundation

Article 3

The name of the Foundation is the Croatian Science Foundation.

The abbreviated name of the Foundation is HRZZ.

The name of the Foundation translated into the English language is the Croatian Science Foundation.

The Foundation's headquarters are located in Zagreb, Ilica 24.

The Foundation operates and undertakes legal transactions under its full or abbreviated name.

Article 4

In order to perform tasks within its scope, the Foundation may establish offices outside its headquarters.

The structure and the scope of the offices are governed by the Rule on Internal Structure.

Article 5

The Foundation has a seal. The Foundation's seal is a circle with a diameter of 30 mm where the Foundation's registered name appears along the inner rim, with the address of the Foundation's headquarters in the middle.

The seal is used in legal transactions and is accompanied by the signature of the authorised person. The Foundation's general acts and official documents are authenticated with the official seal.

Incorporation and assets

Article 6

The founder of the Foundation is the Republic of Croatia.

The Foundation was established pursuant to the Croatian Science Foundation Act (Official Gazette no. 117/01, 45/09, 92/10 and 78 /12) for an indefinite period of time.

Article 7

The Foundation has acquired the role of a legal entity by being registered in the Register of Foundations pursuant to the resolution of the Ministry of Justice, Administration and Local Self-Government Class: UP/I-230-01/02-01/11 Reg. no: 514-09-02-02-2 of 21 February 200.

Article 8

The Foundation's assets amount to HRK 10,000,000.00.

The assets referred to in Paragraph 1 of this Article are ensured by the Foundation's founder.

The Foundation's purpose and the way it achieves its purpose

Article 9

The Foundation has been established for the fundamental purpose of developing and promoting science and technological development in the Republic of Croatia, with the ultimate goal of ensuring sustainable

social and economic development while encouraging employment and taking into account the principles of social inclusion.

The Foundation 's assets are intended that it, on its own, or through the revenue it acquires, continually achieve a public benefit and charitable purpose pursuant to the Foundations and Funds Act, and is according to the principle of transparency and public accountable obligated to management its assets and income.

Article 10

In order to fulfil its basic purpose, the Foundation provides grants to fundamental, applied and developmental scientific research that are of strategic interest to the Republic of Croatia, by funding scientific projects and research grants belonging to the following the programme frameworks:

- Programmes for supporting advanced scientific research recognised at an international level by investing in lead-edge scientific ideas and outstanding researchers in all areas of science in the Republic of Croatia,
- Programmes for supporting outstanding scientific groups by financing the internetworking of scientific organisations, researchers, scientific equipment and premises including the development of scientific capacity which are of a strategic interest,
- Programmes for supporting collaboration between scientific institutions and industries by funding scientific research with potential technological application for the needs of social and economic development,
- Programmes for supporting the development of future outstanding scientists by funding the development of scientific careers in accordance with social and economic needs, including encouraging interdisciplinarity,
- Programmes for supporting participation by Croatian scientists and scientific organisations in the projects associated with European and international funds for science and innovation, by encouraging the lodging of applications to the European and international funds, funding of approved outstanding projects that have not received support and by additional funding of approved and funded projects,
- Programmes for supporting research in the humanities and social science,
- Unity Through Knowledge Fund programmes- programmes to encourage scientific cooperation between Croatian scientists at home and abroad, in order to

interconnect with international scientific institutions and attract talent to the Croatian research system.

Article 11

The Foundation makes decisions on aid independently, and is required to manage its assets and revenues while adhering to the principles of transparency, public accountability and freedom of scientific activity and creativity in accordance with the Foundation's general acts.

Article 12

Beneficiaries of the Foundation's grants can be doctoral students, postgraduate doctoral students, scientists and scientific organisations, in accordance with the regulations governing scientific activity.

All the Foundation's grants fund doctoral and/or postdoctoral students.

Associates in the grants, projects and scholarships can be students, researchers and professionals in scientific organisations and businesses from Croatia and abroad.

Article 13

Grants are awarded solely on the basis of public calls that are published on Foundation's website in the Croatian and English language.

Article 14

Evaluation is performed by an objective, standard, scientific and professional peer review.

Article 15

The evaluation of project proposals is based on the principles of quality, transparency, equal treatment of all project proposals, efficiency, speed and confidentiality.

The conditions, criteria and procedure for awarding, evaluating, funding and monitoring grants to scientific projects is determined by the Ordinance on the Conditions and Procedure for Awarding Grants for Fulfilling the Purpose of the Foundation and the Foundation's other general acts.

Consent to the text of the Ordinance on the Conditions and Procedure for Awarding Grants for Fulfilling the Purpose of the Foundation is given by the ministry responsible for science.

Article 16

The results of scientific research falling under the protection of intellectual property rights should be treated by the beneficiaries in accordance with the Foundation's general acts.

The Foundation's strategic plan

Article 17

The Foundation's Board proposes to the Croatian Parliament a strategic plan for the Foundation for a five-year period in which programmes are devised that are consistent with long-term strategic directions for the development of the Republic of Croatia.

The Foundation's strategic plan identifies and develops priority scientific areas in order to strengthen integration of the Croatian scientific system into the European research area, links scientific research to innovation and production processes, and ensures the utilisation of EU funds for science and innovation.

Based on the Foundation's strategic plan, principles of scientific excellence and a balanced development of scientific fields are respected.

The Foundation's bodies

Article 18

The Foundation's bodies are the Board and executive director.

The Board

Article 19

The Board manages the work and oversees the running of the Foundation's operations.

The procedure established by the Croatian Science Foundation Act provides that members of the Board are appointed and dismissed by the Croatian Parliament.

The duration of the mandate and reasons for dismissal of a member of the Board are defined by the Croatian Science Foundation Act.

Four months prior to expiration of the mandate, the Board will inform the ministry responsible for science and higher education of the forthcoming expiry of a mandate.

If the mandate of members of the Board expires, and the Croatian Parliament has not dismissed or fails to appoint new members to the Board, members of the Board shall perform their duties until a decision on the appointment of new members or a decision on dismissal has been made.

Article 20

For the purpose of managing the Foundation, the Board, in particular:

- Adopts the Foundation's Statute, which governs the manner of achieving the purpose and the internal structure of the Foundation, in addition to other issues important for achieving the Foundation's purposes
- Determines the Foundation's proposed strategic plan
- Adopts the Foundation's annual work programme
- Adopts the Ordinance on the Conditions and Procedure for the Awarding Grants for Achieving the Purpose of the Foundation, the Book of Rules on the Internal Structure of the Foundation, the Book of Rules on Management of Scientific Results of Project that are Suitable for Protection of Intellectual Property Rights, the Board's Rules of Procedure, the Foundation's Book of Rules on Prevention of Conflict of Interest
- Adopts general acts governing the Foundation's other matters of work and activities
- Provides interpretation of the provisions of the Statute and other general acts
- Decide on the use of the Foundation's assets, makes decisions on awarding grants, decides on the allocation of funds for the Foundation's purposes and operational costs in accordance with the Foundation's strategic plan and annual work programme, decides on acquiring funds from associated activities and other decisions directed towards the management of funds for the Foundation's work
- Adopts the Foundation's financial plan
- Passes decisions on covering the Foundation's losses
- Appointed and dismisses the executive director
- Establishes and organises the Office of the Foundation
- Establishes permanent and temporary scientific and technical committees made up of local and/or international experts in order to collect research project proposals, to analyse and evaluate such proposals, process applications, make recommendations to the Board and perform other tasks within its scope

- Establishes permanent and temporary working bodies that provide opinions, proposals and expert explanations, prepares specific questions for discussions and making decisions, and also performs other tasks within its scope
- Submits reports on the Foundation's work
- Decides on the publication of decisions of the Board and the decision to publish decisions in the English language for which it has assessed are important to scientists from other countries
- Decides on all matters in the second instance for which the executive director has made previous first-instance decisions
- Perform other duties in accordance with the law, the Foundation's Statute and general acts.

Article 21

The Board makes decisions at its sessions.

The sessions of the Foundation's Board are convened by the president of the Board at least once every three months.

The session may be held if attended by a majority of the Board members.

A valid decision by the Board is made through a majority vote of members that are present, except where expressly stipulated that certain decisions require a majority vote of all members.

The manner of undertaking work by the Board is governed in detail in the Board's Rules of Procedure.

Article 22

Board members are entitled to a lump sum fee for the work they undertake.

The fee amount is decided by the Board.

The fees are paid exclusively from the Foundation's revenues.

Board members have the right to receive reimbursement of actual essential costs incurred in the undertaking of their duties.

Article 23

A Board member may be dismissed if requesting such dismissal or upon request by the Board.

The Foundation's Board may determine a proposal for the dismissal of a member of the Board on the basis of a written initiative by a Board member.

Upon receipt of the written initiative for determining a proposal for the dismissal of a Board member, the president of the Board shall convene a meeting of the Board within 15 days.

If an initiative is lodged to determine a proposal for dismissing the president of the Board, and the president of the Board does not convene a session within a determined deadline, the session of the Board may be convened urgently by the vice-president of the Board.

If the session within a further period of 15 days is not convened by the vice-president of the Board, the session will be convened and run by a member of the Board whom the Minister of Science and Higher Education has authorised.

The Board decides on the submitted initiatives by a majority vote of all its members and the determined proposal for the dismissal of a member of the Board is submit to the Croatian Parliament.

The president and vice-president of the Board

Article 24

The Board has a president and vice-president of the Foundation's Board, who are elected by members of the Foundation amongst themselves by a majority vote of all members. The vice-president replaces a prevented or absent president.

Besides the vice-president, for performing a particular task, the president of the Board may be replaced by other members of the Board whom the Board has appointed.

Article 25

The president of the Board:

- Represents formally and generally the Foundation
- implements the Board's decisions
- Manages the affairs of the Foundation in accordance with the Board's decisions
- Convenes and presides over the Board's meetings
- Is responsible for the legality of the Foundation's operations
 - Proposes to the Board the financial plan, yearly financial statements and other financial reports
 - Submits reports to the Board regarding operations, state of affairs and the financial condition of the Foundation
 - Performs other duties in accordance with the law and this Statute.

The president of the Board may give written authorisation to the executive director to conclude certain types of contracts and undertake other legal affairs, which includes concluding particular contracts and undertaking particular other legal affairs.

Executive Director

Article 26

The executive director of the Foundation runs the operations of the Foundation and in carrying out his or her tasks, in particular:

- Manages the operations of the Foundation and independently manages the Office of the Foundation
- Provides organisational and advisory support to the Board and other bodies of the Foundation in implementing the Foundation's programmes
- Prepares proposed general acts and decisions and proposes them to the president of the Board
- Implements the Board's decisions and independently performs all the tasks based on such decisions
- Manages public relations, legal transactions, financial operations, international cooperation, reports to the Board on the work undertaken by the Foundation and proposes new measures and improvements in the Foundation's work
- The president of the Board proposes financial plans, yearly final statements and other financial reports
- Preparing business reports, state of affairs and the financial condition of the Foundation
- Proposes employment measures in the office of the Foundation
- Manages human resources, makes decisions in resolving workers' rights at the first-instance level and is the person in charge of all employees in the Offices of the Foundation
- Participates in meetings of the Board without a voting right
- Performs other tasks for which he or she has been assigned or specifically received power-of-attorney from the Board
- Performs other tasks for which he or she has been assigned or specifically received power-of-attorney from the president of the Board.

Article 27

Within the framework of the amount of funds ensured for specific purposes by the financial

plan and up to the sum of HRK 20,000.00, the executive director may autonomously decide on:

- The spending of financial resources for low-cost procurement of equipment and services necessary for the regular work and operation of the Offices of the Foundation,
- Payments for fulfilling the rights of employees at the Foundation which are established by employment contracts and/or the general acts and/or by decision of the Board,
- Sending employees to professional development courses and in regards to costs of such professional development whereby a particular professional development programme is completed,
- Sending employees on official trips in order to ensure regular operation of the Offices of the Foundations and in regards to costs of official trips.

The executive director is authorised to liquidate the costs incurred to carry out the decisions of the Board without limitations.

In the absence of the chief executive, the president of the Board is authorised to decide on allocating the financial resources of the Foundation to the extent and under the conditions laid down in this Article.

Article 28

The executive director is appointed by the Foundation's Board on the basis of a public tender for employment for a period of five years, and such a person shall enter employment for an indefinite period of time.

The conditions and criteria for the selection of the executive director are determined by the Book of Rules on the Internal Structure of the Foundation.

Article 29

The Board shall dismiss the executive director if he or she does not perform his or her duties in accordance with the employment contract, in accordance with the law, general acts of the Foundation and the decisions of the Board; furthermore, if the executive director does not participate in the sessions or otherwise fails to meet his or her obligations; if it is determined that the executive director has personal or business interests that are contrary to the interests of the Foundation; if the executive director's behaviour and statements undermine the reputation of the Foundation.

Members of foundation bodies

Article 30

Members of foundation bodies should undertake the Foundation's work in a conscientiously manner, in accordance with the Croatian Science Foundation Act and other statutory regulations, this Statute, other general acts of the Foundation and decisions of the Board.

Article 31

Members of foundation bodies may not apply for or participate in the Foundation's projects and programmes during their membership in the foundation bodies and for an additional one year upon completion of their membership.

Members of the foundation bodies may not be members of other senior professional bodies that are involved in the quality of the entire science and higher education system, nor may they be employees of the ministry responsible for science and higher education, university rectors, deans of faculties and directors of scientific institutes. They shall notify the Board OF membership or employment that prevents them from performing duties as a member of a foundation body.

Article 32

Members of foundation bodies and those who collaborate with the Foundation in any capacity are required to declare any conflict of interest in accordance with the Croatian Science Foundation Act and general act on preventing conflict of interest.

Funding, finances and oversight of the Foundation's work

Article 33

The Foundation is also funded through other income earned from other activities such as collecting funds for financing the Foundation's programmes and projects, funds generated through cooperation with foreign foundations, funds provided by European funds, and from activities aimed at popularising science.

The Office of the Foundation shall prepare an annual activity plan in accordance with the activities referred to in Paragraph 1 of this Article.

(3) In accordance with the accepted activity plan, the Office of the Foundation conducts activities relating to acquiring funds for funding the Foundation's programmes and projects.

Article 34

Revenue from assets consists of interest and other yields from financial assets, including rent and related fees in the event that the Foundation owns property or other movable property other than cash or financial assets.

Article 35

Endowments are financial resources, goods, services and rights from companies, natural persons, associations, foundations, trusts and other endowments from domestic and foreign persons that the Foundation receives for achieving its foundation purpose.

For endowments referred to in Paragraph 1 of this Article, tax exemptions and privileges pursuant to statutory regulations shall apply.

Article 36

If the Foundation, based on statutory regulation of by decision of the Government of the Republic of Croatia, becomes the owner of shares of stakes in a company owned or partly owned by the Republic of Croatia, the Foundation shall not have any controlling rights; however, the respective part of the dividend becomes the Foundation's income.

The Foundation may generate revenue pursuant to Article 17, Paragraph 5 of the Foundations and Funds Act.

Article 37

The Foundation's other income shall be deemed to be the acquirement of income from supplementary activities such as organising charity events, production and sale of printed materials, emblems, badges and similar activities.

Article 38

The financial year of the Foundation commences on 1 January and ends on 31 December of the same year.

The Foundation's Board shall, within one month after the end of the quarter, submit to the ministry responsible for science and higher education, a financial report on the Foundation's work.

Upon completion of the financial year, the Foundation's Board is responsible towards the Croatian Parliament and government bodies for submitting relevant work-related reports and financial statements to the ministry responsible for science and to other bodies in accordance with the provisions of Article 31, Paragraph 3 of the Foundations and Funds Act.

Article 39

The Foundation's Board shall submit annually a report on the Foundation's work to the Croatian Parliament.

Article 40

The Foundation operates using an independent Croatian kuna and foreign currency bank account held at a commercial bank.

Article 41

For executing legal transactions whereby the assets of the Foundation are alienated, reduced or burdened, prior consent must be acquired from the ministry responsible for science and higher education, and subsequently from the ministry responsible for general administration affairs.

The decision on the current legal transactions (monthly payments of overheads and other running costs, etc.), the decision on legal transactions which leads to an increase of the Foundation's assets, and the decision to allocate the fruits of the Foundation's assets is made independently by the Board.

Article 42

The Foundation is accountable for its operations through its entire assets. Losses by the Foundation are covered from the Foundation's funds.

Internal structure

Article 43

For the purpose of organising implementation of the evaluation procedures, providing administrative support to the scientific committees, preparing project funding proposals for the Board, managing administrative and professional activities, monitoring implementation and financing of projects, as well as other administrative, technical and professional jobs, the Board has established the Office of the Foundation.

The Office of the Foundation

Article 44

The work of the Office of the Foundation is organised into the department of legal Affairs and contracting, the department of financial affairs, the department of information systems, the department of public relations department of project evaluations and the department of international cooperation.

The structure and scope of the Office of the Foundation shall be governed by the Book of Rules on Internal Structure.

General acts of the Foundation

Article 45

General and particular acts of the Foundation must conform to the provisions of the Croatian Science Foundation Act and this Statute.

Article 46

The Board passes the Statute and directs it to the ministry responsible for science and higher education for receiving prior consent. After obtaining the prior consent, the Board shall submit an application for registration of amendments to the Statute with the ministry responsible for general administration affairs. The Statute shall be published on the date of the enactment of the resolution based upon which the ministry responsible for general administration affairs has given approval to the Foundation's Statute.

Article 47

For the purpose of passing general acts for which Article 6, Paragraph 2 of the Croatian Science Foundation Act establishes the obligation to obtain the prior approval from the ministry responsible for science and higher education, the Board adopts the general act and directs it to the competent ministry for consent.

General acts for which the competent ministry has given consent shall be published after the acquired consent has been granted, and shall enter into force on the date of its publication.

When passing other general acts and especially the annual work programme and financial plan, the Croatian Science Foundation will submit such documents to the ministry responsible for science.

The publication of general acts and decisions

Article 48

The Foundation's statute and general acts relating to the conditions and procedures for awarding grants, the manner of evaluating and programmes, including programmes, tenders and a list of funded projects containing the basic data must be published on the Foundation's website.

The Board may decide that certain documents or collections of documents for which it deems are important to scientists from other countries are published on the website and translated into the English language.

Article 49

Other decisions and documents are published at the discretion of the Board.

When making a decision on publishing certain decisions, the Board is guided by the principle of protecting the confidentiality of information regarding project proposals and the outcomes of research projects in the period prior to publishing the results and outcomes of implemented projects.

Particular decisions relating to the financial management of a project, such as, for instance, responses to requests from a project manager, amendments to a financial and work plan, and the like, are not published. The decisions that are not published are to be relayed only to those who have a legal interest in the matter.

Confidentiality of information

Article 50

Members of the Foundation's bodies, experts involved in the evaluation process, employees in professional departments and other persons involved in the work of the Foundation are required to keep information confidential that concerns the proposals and the outcomes of research projects with which they have become acquainted while performing their duties and participating in the work of the Foundation.

Information on project proposals that were not accepted for funding and the identity of the assessor who performed the task of scientific assessment for the Foundation are confidential and are not placed at the disposal of third parties even in the case of acquiring the right of access to information.

The obligation of professional secrecy shall not apply to documents and decisions that the Board has published, nor does it apply to the scientific results and outcomes of implemented projects following their publication.

Number: 0-1330-2013

An affirmed violation of the obligation of professional secrecy is a reason for the dismissal of a member of a foundation body.

Acquiring the right of access to information

Article 51

The right of access to information is acquired on the basis of the applicable regulations and in accordance with such regulations.

Article 52

In the first instance, requests for access to information are resolved by the executive director.

In the second instance, the requests are resolved by the Foundation's Board.

Cessation of the Foundation

Article 53

The Foundation ceases if the value of its assets falls below the amount stipulated by the Croatian Science Foundation Act.

In the event of cessation of the Foundation, the Foundation's remaining assets may be used to establish a fund with the same name and purpose, and in such a case, any remaining assets will become the property established fund. In such a case, the Board will determine the proposed decision on establishing the fund and direct it to the ministry responsible for science and higher education

If the remaining assets of the Foundation are not sufficient to convert the Foundation into a fund, the Foundation's Board will determine a proposed decision on allocation of the remaining assets to a foundation or fund in the Republic of Croatia, which has a similar purpose and shall direct the proposed decision to the Government of the Republic of Croatia.

Final provision

Article 54

With the enactment of this Statute, the Croatian Science Foundation's Statute passed on the seventh session of the Board held on 26 May 2011, number O-1598-2011 ceases to be valid.

President of the Board
Academician Dario Vretenar

CONTENTS

Statute of the Croatian Science Foundation.....	1
General Provision	1
Name and headquarters of the Foundation	1
Incorporation and assets	1
The Foundation's purpose and the way it achieves its purpose	2
The Foundation's strategic plan	2
The Foundation's bodies	3
The Board.....	3
The president and vice-president of the Board.....	3
Executive Director	4
Members of foundation bodies.....	6
Funding, finances and oversight of the Foundation's work	6
Internal structure	7
The Office of the Foundation	7
General acts of the Foundation	7
The publication of general acts and decisions	8
Confidentiality of information	8
Acquiring the right of access to information	8
Cessation of the Foundation	8
Final provision	8