

CERTIFIED TRANSLATION FROM THE SERBIAN LANGUAGE

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**INSTITUTE OF PUBLIC HEALTH OF VOJVODINA**

**STATUTE  
OF THE INSTITUTE OF PUBLIC HEALTH OF VOJVODINA**

**Novi Sad 26<sup>th</sup> December 2006**



Pursuant to Article 136 Para 1 Item 1 of the Law on Healthcare ("Official Gazette of the Republic of Serbia", no. 107/05) and with reference to Article 12 of the Decision on Establishment of the Institute of Public Health of Vojvodina ("Official Journal of the APV" no. 11/2006), the temporary Management Board of the Institute of Public Health of Vojvodina at its 61<sup>st</sup> session held on 26<sup>th</sup> December 2016 adopted the following:

## **STATUTE OF THE INSTITUTE OF PUBLIC HEALTH OF VOJVODINA**

### **1. INTRODUCTORY PROVISIONS**

#### **Article 1**

The Statute of the Institute of Public Health of Vojvodina (hereinafter: the Statute) shall govern: the activity, internal organisation, management, business operations, requirements pertaining to appointment and relief of duty of the Director as well as criteria for appointment of the Assistant Director responsible for educational and scientific and research activity as well as other issues significant for the work and operation of the Institute of Public Health of Vojvodina (hereinafter: the Institute).

#### **Article 2**

Institute shall perform its business activities by using the state-owned assets.

#### **Article 3**

The founder's rights and responsibilities toward the Institute shall be vested in the Executive Council of the Autonomous Province of Vojvodina (hereinafter: the Founder).

#### **Article 4**

The Institute shall be a healthcare institution having the legal entity status.

### **2. NAME, SEAT, SEAL, STAMP, LOGO AND FLAG**

#### **Article 5**

The Institute's name shall read: „The Institute of Public Health of Vojvodina”

The Institute's seat is in Novi Sad, 121 Futoška Street.

#### **Article 6**

The Institute may change its name and seat.

#### **Article 7**

The Institute shall have the seal and stamp in compliance with the law.



The seal shall be of round shape, 58 mm in diameter, with the Coat of Arms of the Republic of Serbia in the middle and the following circular text inscribed: „Republic of Serbia, Autonomous Province of Vojvodina, the Institute of Public Health of Vojvodina, Novi Sad”.

The text of the seal shall be written in the Serbian language and Cyrillic script as well as in the Hungarian, Romanian, Slovak, and Ruthenian language and script.

Should the Institute have a number of seal pieces, they shall be marked by numbers.

The Institute shall also have a small-size seal, 28 mm in diameter, with the Coat of Arms of the Republic of Serbia in the middle and the circular text specified in Para 2 of this Article inscribed in the Serbian language and Cyrillic script.

#### **Article 8**

The Institute shall also have a stamp, with the dimensions 50 mm by 30 mm with the text identical to the seal inscribed in the Serbian language, Cyrillic script and additional space reserved for the filing protocol number and date, and indication of the place and seat's address.

#### **Article 9**

The Director of the Institute shall regulate the manner of handing over, handling, care, keeping and recording the number of the Institute's seal pieces.

The employee handling the seal and stamp shall be charged therewith on the basis of their signature and shall be personally responsible for its proper use and keeping.

The seal and stamp shall be kept locked after their use.

#### **Article 10**

The Institute shall have its trademark – a logo and a flag.

In its lower part the logo of the Institute presents an open book with a snake stretching across the middle and wrapping itself around a bat with the year of 1920 thereunder as the year of Institute establishment. There are three towers and a white dove with the olive twig in its beak that is bordered by the inscription “The Institute of Public Health of Vojvodina” in the Serbian language and Cyrillic script.

The flag of the Institute is of green colour with the logo of the Institute in yellow colour across the middle, the flag dimensions are 160 by 80 centimeters.

### **3. LEGAL TRANSACTIONS AND REPRESENTATION**

#### **Article 11**

The Institute shall be held accountable under the law with its operating assets for the obligations arising from legal transactions with the third persons.

The Institute shall have the public revenue subaccount as well as one's own revenue subaccount which shall be administered by the Treasury in compliance with the law.



#### Article 12

The Institute shall be represented by the Director.

#### Article 13

The Director of the Institute may, by means of the power of attorney, grant specific powers for representation of the Institute to other persons.

The power of attorney shall be issued in writing.

The issued power of attorney may be revoked at any time.

### 4. INSTITUTE ACTIVITIES

#### Article 14

Pursuant to the Law on Healthcare, the Institute shall perform the healthcare activities in the field of public health on a number of levels.

The Institute shall perform the healthcare activity in the following fields:

- Social medicine;
- Microbiology and parasitology;
- Hygiene;
- Epidemiology.

The Institute shall register the following activities:

#### 85142 Other forms of healthcare.

- provision of preventive and diagnostic healthcare services in the field of social medicine including the organisation of healthcare service, health education, health statistics, informatics and economics in healthcare sector, epidemiology, microbiology, parasitology, virology and immunology; hygiene and environment protection, medical biochemistry, toxicological chemistry, sanitary chemistry, medical biology, community hygiene, nutrition, ecotoxicology;
- monitoring, research and study of health status and culture of the population, condition and quality of the environment, causes, occurrence and spread of communicable, non-communicable and other diseases of greater social and medical significance, impact of environmental factors on health, as well as organisation, operation and development of the healthcare service;
- proposing and undertaking measures with a view to protecting and improving human health;
- performing specialised healthcare within the fields of social medicine, epidemiology, bacteriology, parasitology, virology, immunology and hygiene;
- undertaking measures to prevent, early detect, suppress and extinguish epidemics of communicable diseases, as well as eliminate health consequences caused by natural and other disasters and accidents;
- monitoring and studying hygienic and other conditions in which population live and work as well as the quality control of the air, waste water, special-purpose water, solid waste substances, water in public swimming pools, surface and underground water, health safety of food products, drinking water and general purpose items, day and night level of community noise in the environment and proposing measures to improve and protect the population health;



- assessment of the environmental risk factors to population health and proposal of measures aimed at protecting life and health of people in the environment;
- environmental pollution impact assessment;
- studying of population nutrition, diseases and conditions resulting from the poor and insufficient nutrition and proposing and undertaking measures for their elimination;
- performing bacteriological, virological, parasitological, chemical, toxicological and biochemical analyses of food products, water, general purpose items, biological materials;
- granting expert opinions on hygienic, technical and technological procedures and projects of construction and reconstruction of industrial, sewerage, water-supply structures as well as urbanisation of settlements and other facilities;
- examination of the quality of expertise of the healthcare institutions in compliance with the powers;
- participation in implementation of the healthcare information system development and collection, processing and analysis of the health and statistical and other data on the health status of the population, hygienic circumstances and organisation, staff, equipment and operation of healthcare institutions and proposal of measures for their improvement and development;
- participation in identification, implementation and monitoring of implementation of professionally and scientifically established methods of prevention and diagnostics in the field of healthcare, that is, specialised fields in which it performs a healthcare activity;
- organisation and implementation of measures and activities aimed at the promotion of health and health education;
- participation in development and planning of healthcare service, monitoring and participation in implementation of healthcare and health insurance programmes;
- monitoring and studying of the healthcare systems, organisation of healthcare activities and economic aspects of health and diseases;
- proposing and undertaking the measures to improve healthcare and organisation of healthcare activities;
- identifying, proposing and implementing the measures during natural disasters and other emergency situations;
- proposing the measures aimed at preventing undesired complications and consequences in provision of healthcare, general safety of citizens during their stay in the healthcare institution and participation in ensuring control of implementation of these measures;
- participation in planning and realisation of tasks of medical supply of medicines, medical resources and medical equipment.

80324 Faculty of Medicine.

Postgraduate studies (specialisation and subspecialisation in the field of social medicine, microbiology and parasitology, hygiene and epidemiology);

- organisation and realisation of programmes of education, professional development, specialisations and subspecialisations for students and secondary school students, healthcare professionals, healthcare associates and other associates and workers.

80420 Adult education and any other education not mentioned elsewhere.

This activity shall include:

- adult education, that is, education of population outside the system of regular school and university education in daily and evening classes in schools or special adult education institutions;
- any kind of training performed by radio and television network or by means of distance learning;
- education not defined by levels of education.

74700 Cleaning of facilities.

This activity shall include disinfection, disinsection and deratisation according to epidemiological indications in compliance with the Law on Protection of Population Against Communicable Diseases.



74203 Engineering.

This activity shall include development of projects aimed at conditioning, cooling, cleaning and testing of the air pollution, acoustics projects etc.

- development and implementation of the study concerned with electronics, energy, mining, chemical industry, mechanical engineering, system-engineering and safety engineering.

74300 Technical testing and analysis.

This activity shall include as follows:

- measurements concerning water and air cleanliness, measuring radioactivity etc. and analysis of potential pollutions such as smoke, waste water pollutions etc.;
- testing hygienic safety of food.

74140 Consulting and management affairs.

This activity shall include as follows:

- providing advice, guidance and operational support to business and public services;
- public relations and communication;
- provision of advice and assistance to business and public services in the affairs of planning, organisation, efficiency and control, informing of the management body etc.;
- provision of management advice such as the advice provided to the farms by agricultural engineers and agricultural economists.

73104 Research and experimental development in medical sciences in the fields of social medicine, microbiology and parasitology, hygiene and epidemiology.

72100 Provision of advice concerning the computer equipment.

This activity shall include as follows:

- providing advice on the type and configuration of computer equipment and use of related software;
- analysis of needs and problems of users and proposing the optimal solutions.

72200 Provision of advice and development of computer programmes.

This activity shall include as follows:

- analysis, design and programming of ready-made systems;
- user needs and problems analysis and provision of advice on the optimal solutions;
- development, preparation and provision of documentation for ready-made programmes, ordered for special users' needs;
- development, preparation and provision of documentation for ready-made atypical programmes;
- preparation of user-customised programmes etc.

72300 Data processing.

This activity shall include as follows:

- data processing on the basis of user-based or own programmes;
- complete data processing;
- data entry services;
- management and operation of data processing systems belonging to other entities.

72400 Development of databases.

This activity shall include as follows:

- databases related activities;
- development of databases; collection of data from a single or more sources;
- data storage: preparation of computer records on specific information according to the previously determined form;



- availability of databases; provision of data in a particular order or sequence, by means of direct access or selective availability to each user or specific users, as requested.

72600 Other computer-related activities.

Research and development.

This field shall include three types of research and development activities:

- basic research: experimental and theoretic work which includes gaining of new knowledge based on phenomena and facts, without specific application or use;
- applied research: original research undertaken for the purpose of gaining new knowledge, directly targeted at the specific goal or object;
- experimental development; systematic work, based on familiar knowledge obtained as a result of research and/or practical experience, aimed at production of new materials, products and devices, setting up of new processes, systems and services as well as at essential improvement of those which have been already produced or introduced into production.

71340 Rental of other machines and equipment not mentioned elsewhere.

This activity shall include as follows:

- rental and lease of other machinery and equipment, without the operator, not mentioned elsewhere;
- measuring and control equipment.

22250 Other activities concerned with the media printing.

This activity shall include as follows:

- preparation and development of the detailed design, sketches, samples, models and other reprographic products;
- manual preparation of data such as selection, entry and linking to the data in an appropriate database;
- other graphic activities.

22220 Printing, not mentioned elsewhere.

This activity shall include as follows:

- printing of magazines and other periodicals, books and brochures, maps, atlases, posters, advertising catalogues, leaflets and other printed advertising, registers, albums, logbooks, calendars, commercial materials on the duplicators, computer printers and copiers and thermocopiers.

22130 Publishing of magazines and similar periodical editions.

22110 Publishing of books, brochures, music books and other publications.

## 5. INTERNAL ORGANISATION

### Article 15

With a view to more efficient and sound performance of activities, supervision of the expert work, the following organisation units shall be set up in the Institute:

1. Centre for Health Promotion;
2. Centre for Analysis, Planning and Organisation of Healthcare;
3. Centre for Informatics and Biostatistics in Healthcare;
4. Centre for Disease Control and Prevention;
5. Centre for Hygiene and Human Ecology;
6. Centre for Microbiology;
7. Legal and Economic-Financial Affairs Department;
8. Technical and Related Affairs Department.



The tasks in the field of social medicine shall be performed by the Centres specified in the points 1, 2 and 3 in the previous paragraph of this Article, whereas the tasks in the field of epidemiology shall be performed by the Centre specified in the point 4 of the same Article.

Establishment of specialised organisation units shall be regulated by the enactment on organisation and job classification passed by the Director.

## 6. GOVERNING BODIES OF THE INSTITUTE

### Article 16

The governing bodies of the Institute shall include as follows:

1. Director
2. Management Board
3. Supervisory Board

The Director, the members of the Management and Supervisory Board shall be appointed and relieved of duty by the Founder.

#### 1. Director

### Article 17

The person, who in addition to criteria stipulated by the Law, also meets the following requirements, may be appointed the Director of the Institute:

- to be a specialist doctor in any field within the activities of the Institute as well as hold the degree of the Doctor of Sciences, or
- to hold a university degree in the field of law or economics and has completed the training in the field of the healthcare management,

The founder shall relieve the Director of the Institute of duty before expiry of their term of office due to the reasons laid down by the Law.

In accordance with the activity of the Institute, the Director shall nominate the assistant responsible for educational and scientific and research activity.

The person who meets the following requirements may be appointed the Assistant Director for educational and scientific and research activity:

- to hold a degree of the Doctor of Medical Sciences;
- to have completed at least five years of service in the field of education and scientific and research work.





## Article 18

Director of the Institute shall:

1. manage and organise the work process of the Institute;
2. be accountable for timely and quality provision of health care and undertaking internal quality control of professional work of healthcare professionals and healthcare associates;
3. see to the legality of the Institute operation and be accountable for legality of its operation thereof;
4. take decisions on rights and responsibilities of the employees arising from their employment contract, in compliance with the law and general acts;
5. be responsible for implementation of the financial plan and work programme of the Institute , in compliance with the law;
6. pass the enactment on organisation and job classification in the Institute;
7. pass the decisions pertaining to granting approvals for specialisations and sub-specialisations of healthcare professionals and healthcare associates;
8. be responsible for enforcement of court rulings, enactments and orders issued by the inspection and other bodies authorised under the law;
9. establish the manner of organising and undertaking healthcare services during the strikes in compliance with the law;
10. perform other tasks stipulated by the law and other regulations, this statute and other general acts of the Institute.

## 2. Management Board

## Article 19

The Management Board, as the management body, in addition to the tasks stipulated by the Law on Healthcare shall:

1. take decisions on financial liabilities pertaining to the current operation;
2. adopt the procurement plan and take decisions regarding alienation of capital assets, in compliance with the law;
3. adopt the plan of professional development for healthcare professionals and healthcare associates and provide conditions for its implementation;
4. decide on the write-off of unpayable and aged receivables;
5. appoint its temporary commissions and other working bodies;
6. make decisions on construction, adaptation of facilities and investment maintenance as well as provision of funds for the aforementioned works upon the Founder's approval;
7. make decisions on obtaining, granting for use, that is, leasing and placing a mortgage lien on the real estate in the state ownership used by the Institute, upon the approval of the competent state authority and the Founder, in compliance with the law;
8. determine the fees of healthcare services provided by the Institute at the employer's request and debited to the employer's account, as well as the healthcare services not included in the healthcare insurance;
9. take into consideration the report on the performed internal control activities in the Institute at least twice a year;
10. adopt the Rules of Procedure pertaining to its work;
11. perform other tasks within the competence of the Management Board in compliance with the law, this statute and other general acts of the Institute.



#### Article 20

The president of the Management Board shall convene the session of the Management Board as needed.

The president of the Management Board shall be obliged to convene the session at the proposal of:

1. the Director of the Institute;
2. the Founder of the Institute;
3. at least two members of the Management Board, and
4. the Supervisory Board.

#### Article 21

With a view to resolving specific issues within the scope of work of the Management Board or direct decision-making on specific issues, the Management Board shall establish temporary commissions.

The composition and number of temporary commissions, their tasks and powers, shall be determined by the Management Board on the basis of the decision on their establishment.

### 3. Supervisory Board

#### Article 22

Supervisory Board of the Institute shall:

1. take into consideration the annual, half-year and quarterly work and performance report and a final statement of the Institute;
2. oversee enforcement of law and other regulations concerning financial operation of the Institute;
3. oversee enforcement of decisions by the Management Board;
4. adopt the Rules of Procedure pertaining to its work;
5. perform other tasks stipulated by the law and this statute.

The Supervisory Board shall submit an annual report on performed supervision to the Founder.

#### Article 23

The members of the Management and Supervisory Board shall be jointly responsible for any damages inflicted to the Institute as a result of their decision, should that decision be made by ultimate negligence or with the intention to cause damages, except if in making decision they have a dissenting opinion which is stated in the minutes of meeting.

### 7. EXPERT BODIES OF THE INSTITUTE

#### Article 24

Expert bodies of the Institute shall include ad follows:

1. Expert Council;
2. Expert College;
3. Ethics Committee;
4. Quality Improvement Commission.



## 1. Expert Council

### Article 25

The Expert Council shall be an advisory body of the Director and the Management Board.

The Expert Council shall comprise six members.

The members of the Expert Council shall include the healthcare professionals with the university degree which are appointed by the Director upon the proposal of the Institute centres.

The Director of the Institute may not be the member of the Expert Council.

The Expert Council shall meet at least once in thirty days.

### Article 26

The Expert Council shall:

1. consider and make decisions on the issues pertaining to the expert work of the Institute;
2. propose the programme of expert work as well as expert development of the Institute;
3. propose the plan of professional development of healthcare professionals and healthcare associates;
4. propose the plan to improve the quality of the expert work in the Institute;
5. monitor and organise implementation of the internal quality control of the expert work in the Institute;
6. propose members of the Ethics Committee of the Institute;
7. propose the members of the Management and Supervisory Board from among the employees of the Institute;
8. adopt the Rules of Procedure pertaining to its work;
9. perform other tasks stipulated by the law and present statute.

The Expert Council shall elect the president from among its members who shall manage the work of the Expert Council.

The Expert Council shall make decisions by majority vote of the total number of its members.

The work of the Expert Council shall be public.

## 2. The Expert College

### Article 27

The Expert College as an expert body shall consider and assume expert and doctrinary attitudes in the work of the Institute.

The members of the Expert College include heads of the organisation units and the Institute Director.

The work of the Expert College shall be managed by the Institute Director.

The Expert College shall meet as needed, at the proposal of the Director or heads of the organisation units of the Institute.



### 3. Ethics Committee

#### Article 28

The Ethics Committee of the Institute is an expert body which shall monitor provision and implementation of healthcare in line with the principles of professional ethics.

The Director of the Institute shall appoint the Ethics Committee at the proposal of the Expert Council of the Institute.

The Ethics Committee shall consist of seven members – five members from among the healthcare employees of the Institute and two members from among the citizens with the Bachelor of Laws degree, who live in the territory for which the Institute has been established.

The term of office of the Ethics Committee member shall last four years.

#### Article 29

The Ethics Committee of the Institute shall:

1. monitor and analyse application of professional ethics principles in performing healthcare activity;
2. monitor and analyse the ethicality of relations between healthcare professionals and patients, especially in the field of the patients giving their consent to the proposed medical measure;
3. monitor, analyse and give an opinion on application of the professional ethics principles in prevention, diagnostics, treatment, rehabilitation, research, as well as introduction of new healthcare technologies;
4. contribute to developing habits of respect for and application of the professional ethics principles in performing a healthcare activity;
5. perform continuous advisory activities in all matters pertaining to provision of healthcare;
6. adopt the Rules of Procedure pertaining to its work;
7. consider other ethical issues in performing the Institute activities.

The Institute Director shall provide conditions for the work of the Ethics Committee.

### 4. Quality Improvement Commission

#### Article 30

Duties and tasks of the Quality Improvement Commission in the Institute shall be carried out by the Quality Committee.

The Quality Committee is an expert body which shall see to continuous improvement of the work quality of the Institute, in compliance with the law.

The members of the Quality Committee shall comprise the Director, a representative of the quality management, coordinators for environment protection and laboratory accreditation and heads of the Institute organisation units.

The manner of work, the tasks and duties of the Quality Committee shall be more closely regulated by the Rules of Procedure of the Quality Committee.



## 8. INTERNAL CONTROL

### Article 31

The internal control system shall be established in the Institute for all transactions of income and expense account, financial assets and liabilities account and financing account, as well as management of the state property, by means of setting up a special Internal Control Section.

The Internal Control Section shall be established within the Legal and Economic-Financial Affairs Department of the Institute with a view to ensuring enforcement of laws, regulations, rules and procedures; effective operation; economical, efficient and dedicated use of funds; securing of funds and investments from loss, also including fraud, irregularities or corruption; integrity and reliability of information, accounts and data.

Internal control affairs shall be performed by the three internal controllers who need to have university degree in economics and law.

Internal controllers shall be directly accountable to the Director of the Institute.

The Internal Control Section shall submit its report on performed internal control duties to the Management Board twice a year at least.

### Article 32

The provisions of the law governing the budgetary system as well as the regulations adopted for implementation of the said law shall apply to the procedure and manner of undertaking the internal control in the Institute.

## 9. INSTITUTE ASSETS

### Article 33

The Institute assets shall comprise the rights of use, management and disposal of the state-owned assets which shall refer to immobile and mobile assets, financial resources and securities as well as other property rights.

With regard to use, management and disposal of the state-owned assets, the Institute shall have duties and responsibilities stipulated by the law.

### Article 34

The Institute shall have a right and responsibility to protect the state-owned assets against damages in compliance with its purpose.

In accordance with the Para 1 of this Article, the Institute shall secure the state-owned assets.

## 10. PUBLICITY OF WORK

### Article 35

The Institute shall keep the public informed of its work.



Informing the public of the Institute's work shall be performed by the Director, that is, the person authorised by him/her.

## 11. OFFICIAL AND BUSINESS SECRET

### Article 36

In exercising rights of patients to privacy and confidentiality of information, all healthcare professionals, healthcare associates and other persons employed in the Institute shall be obliged to safeguard the information constituting the official secret in compliance with the Law on Healthcare.

### Article 37

With a view to performing and ensuring specific tasks in the Institute effectively, certain information and enactments shall constitute a business secret which may be communicated to the third persons only in the manner prescribed by the law and this statute.

The business secret, within the meaning of Para 1 of this Article, shall constitute as follows:

1. the layout plan of physical and technical security of the Institute;
2. the information referring to the assessment of the Institute assets;
3. the information communicated by the state authorities to the Institute as confidential;
4. the information containing the bids in the call for proposals and public bidding until the call results, i.e., the public bidding results, have been published;
5. other information that have been determined as a business secret under the law, other regulations and by the decision of competent authorities.

### Article 38

Communication of documents or information shall not be considered violation of confidentiality of the business secret should those documents, that is, information be communicated in compliance with the law and this statute.

Communication of those documents or information which are necessary for discharge of their duties at the sessions of the Management Board and Supervisory Board, shall not be considered violation of confidentiality of the business secret.

The employee who communicates the information constituting a business secret at the sessions of the Management Board and Supervisory Board shall warn the persons present that those documents and information are considered the business secret and that they shall be obliged to keep them as such.

## 12. ENVIRONMENT PROTECTION AND IMPROVEMENT

### Article 39

The Institute shall be obliged in performing its activities to ensure enforcement of environment protection measures and during organisation of the work process provide for preventive measures aimed at protecting life and health of employees and patients, in compliance with the law.

With a view to implementing the tasks and duties specified in Para 1 of this Article, the Management Board of the Institute, at the proposal of the Director, shall adopt corresponding general acts and decisions and decide on providing funds for those purposes.



### 13. STATUTE AND OTHER GENERAL ACTS

#### Article 40

In addition to the Statute, other general acts regulating the work and operation of the Institute shall be adopted in the Institute as well as the general acts whose adoption is mandatory under the law and other regulations that have been passed so as to implement those laws.

#### Article 41

The initiative for adoption, modification and amendment of the Statute, that is, other general act and its modification and amendment thereof, may be started by:

1. the Director;
2. the Management Board;
3. the Supervisory Board;
4. the Founder.

The initiative in Para 1 of this Article shall be submitted to the Management Board.

The Management Board shall inform the person submitting the initiative of its decision thereof within 15 days of its receipt.

#### Article 42

Any modifications and amendments to the Statute, that is, other general act, shall be undertaken in the manner and following the procedure according to which the act was adopted.

### 14. INTERIM AND FINAL PROVISIONS

#### Article 43

The general acts envisaged under this Statute shall be adopted within six months from the date of entry into force of this Statute.

Until the adoption of general acts from Para 1 of this Article, the existing general acts shall apply unless they are contrary to the provisions of this Statute.

#### Article 44

Upon entry into force of this Statute, the Statute of the Institute of Healthcare Novi Sad, number: 01-426/2 of 22<sup>nd</sup> May 1997 including the modifications and amendments thereto number: 01-966/2 of 10<sup>th</sup> August 2002 shall cease to be applicable.



**Article 45**

This Statute, upon the obtained approval of the Founder, shall enter into force the following day from the date of its publication on the notice board of the Institute.

**PRESIDENT OF THE TEMPORARY MANAGEMENT BOARD**

**Prof. Mirjana Vojinović-Miloradov, MD**

The Ministry of Healthcare of the Republic of Serbia issued the previous Opinion number 110-00-502/2006-02 of 25<sup>th</sup> January 2007 to the provisions of this Statute which govern the area of healthcare, that is, specialised fields in which the Institute performs healthcare activity, the internal organisation and requirements pertaining to the appointment and relief of duty of the director.

The Executive Council of the Autonomous Province of Vovodina granted its approval to this statute on the basis of the Decision no. 022-00209/2007 of 19<sup>th</sup> April 2007.

This Statute has been published on the notice board of the Institute on 10<sup>th</sup> May 2007.

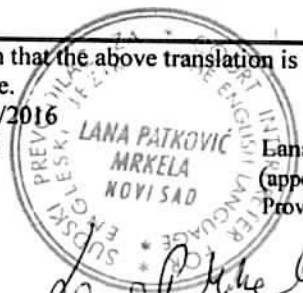
**DIRECTOR**

**Prof. Mirjana Martinov-Cvejin, PhD**

I hereby confirm that the above translation is in full conformity with the original document presented to me in the Serbian language.

Novi Sad, 23/06/2016

File. No: 263/16



Lana Patković Mrkela, Court Interpreter for the English Language  
(appointed under Decision no.101-74-00018/2007-01 of March 2<sup>nd</sup> 2007 of the  
Provincial Secretariat for Regulations, Administration and National Minorities)



*Anna G. Jurek*



CERTIFIED TRANSLATION FROM THE SERBIAN LANGUAGE

Pursuant to Article 136 Paragraph 1 Item 1 of the Law on Healthcare („Official Gazette of the RS no. 107/05) and Article 42 of the Statute of the Institute of Public Health of Vojvodina, the Management Board of the Institute of Public Health of Vojvodina at its 17<sup>th</sup> session held on 2<sup>nd</sup> March 2009 adopted the following

**DECISION ON  
MODIFICATIONS AND AMENDMENTS  
TO THE STATUTE OF THE  
INSTITUTE OF PUBLIC HEALTH OF VOJVODINA**

Article 1

In the Statute of the Institute of Public Health of Vojvodina to which the Executive Council of the Autonomous Province of Vojvodina granted an approval by issuing the Decision no. 022-00209/2007 of 19<sup>th</sup> April 2007, Article 15 Paragraph 1 shall be modified and shall read as follows:

„With a view to more efficient and sound performance of activities, supervision of the professional work, the following organisation units shall be set up in the Institute:

1. Centre for Health Promotion;
2. Centre for Analysis, Planning and Organisation of Healthcare;
3. Centre for Informatics and Biostatistics in Healthcare;
4. Centre for Disease Control and Prevention;
5. Centre for Hygiene and Human Ecology;
6. Centre for Microbiology (Bacteriology and Parasitology);
7. Centre for Virology;
8. Legal and Economic-Financial Affairs Department;
9. Technical and Related Affairs Department.”

Article 2

In Article 25 Paragraph 2 the word „six“ shall be replaced with the word „seven“.

Article 3

Upon an approval obtained from the Founder, this Decision shall come into force on the eighth day from the date of its publication on the notice board of the Institute of Public Health of Vojvodina.

**PRESIDENT OF THE MANAGEMENT BOARD**  
Prof. Mirjana Vojinović-Miloradov, MD

The Ministry of Healthcare issued the previous Opinion by means of the enactment no. \_\_\_\_\_ of \_\_\_\_\_ to the provision of Article 1 of this Decision.

The Executive Council of the Autonomous Province of Vojvodina granted an approval to this Decision by means of the Decision no. \_\_\_\_\_ of \_\_\_\_\_.

This Decision was published on the notice board of the Institute of Public Health of Vojvodina on \_\_\_\_\_.

**DIRECTOR OF THE INSTITUTE**  
Dr Marija Jevtić, Assistant Professor

I hereby confirm that the above translation is in full conformity with the original document presented to me in the Serbian language.

Novi Sad, 27/06/2016  
File. No: 269/16

Lana Patković Mrkela, Court Interpreter for the English Language  
(appointed under Decision no. 101-74-00018/2007-01 of March 2<sup>nd</sup> 2007 of the Provincial Secretariat for Regulations, Administration and National Minorities)

*Lana Patković Mrkela*

CERTIFIED TRANSLATION FROM THE SERBIAN LANGUAGE

Pursuant to Article 136 Paragraph 1 Item 1 of the Law on Healthcare („Official Gazette of the RS no. 107/05) and Article 42 of the Statute of the Institute of Public Health of Vojvodina, the Management Board of the Institute of Public Health of Vojvodina at its 28<sup>th</sup> session held on 12<sup>th</sup> August 2010 adopted the following:

**DECISION  
ON  
MODIFICATIONS AND AMENDMENTS  
TO THE STATUTE OF THE  
INSTITUTE OF PUBLIC HEALTH OF VOJVODINA**

Article 1

In the Statute of the Institute of Public Health of Vojvodina to which the Executive Council of the Autonomous Province of Vojvodina granted an approval by issuing the Decision no. 022-00209/2007 of 19<sup>th</sup> April 2007 on the basis of the Decision no. 022-00235/2009 of 15<sup>th</sup> April 2009 Article 3 shall be modified and shall read as follows:

„The founder’s rights and responsibilities toward the Institute shall be vested in the Government of the Autonomous Province of Vojvodina (hereinafter: the Founder). “

Article 2

In Article 14 Paragraph 2 shall be modified and shall read as follows:

“Pursuant to the law the Institute shall perform the healthcare activity in the following fields:

- physical, mental and social health of population;
- health promotion;
- environment and population health;
- working environment and population health;
- healthcare management, quality and efficiency of the healthcare system;
- integrated public health information system;
- public health in natural and other more severe disasters and emergency situations.”

In Article 14 following Paragraph 2, Paragraph 3 shall be added which shall read as follows:

„In performing healthcare activities in the fields specified in Paragraph 2 of this Article, the Institute shall undertake the following activities in the territory of the Municipalities of Bač, Bačka Palanka, Bački Petrovac, Beočin, Bečej, Vrbas, Žabalj, Srbobran, Sremski Karlovci, Temerin, Titel as well as in the territory of the City of Novi Sad:



- monitor, assess and analyse the health status of the population and notify the competent authorities and public;
- monitor and study health problems and risks to population health;
- propose the elements of the healthcare policy, plans and programmes including measures and activities aimed at safeguarding and enhancing the population health;
- inform, educate and train the population to take care of their own health;
- conduct evaluation of efficiency, access and quality of healthcare;
- plan development of professional training for healthcare professionals and healthcare associates;
- encourage development of an integrated healthcare information system;
- undertake applied research in the field of public health;
- cooperate and develop a social community partnership aimed at identifying and solving healthcare problems of the population;
- perform social and medical, hygienic and ecological, epidemiological and microbiological healthcare activities;
- conduct bacteriological, serologic, virological, chemical, and toxicological examinations and tests concerned with production and trade of food products, water, air, general purpose items, as well as with diagnostics of communicable and non-communicable diseases;
- coordinate, harmonise and professionally link the work of the state-owned healthcare institutions in the territory for which it has been founded;
- cooperate with other healthcare institutions in the territory for which it has been founded as well as with competent local self-government authorities and other institutions and organisations of significance for improvement of public health;
- manage medical waste;
- perform other tasks in compliance with the law."

The previous Paragraph 3 shall become Paragraph 4.

### Article 3

Following Article 14, Article 14a shall be added which shall read as follows:

#### „Article 14a"

„In addition to the tasks specified in Article 14 Paragraph 3 of the Statute, the Institute shall coordinate and monitor the professional work of institutes of public health and other healthcare institutions which perform hygienic and epidemiological as well as social and medical activity in the territory of the Autonomous Province of Vojvodina, propose long-term healthcare measures with the set priorities and shall manage their implementation methodologically in the territory of the Autonomous Province of Vojvodina, propose to the institute of public health established in the territory of the Republic of Serbia necessary measures in cases of natural and other more severe disasters and accidents and shall implement them in cooperation with other institutions.

The Institute shall also perform educational and scientific and research activities".



Article 4

Upon an approval obtained from the Founder, this Decision shall come into force on the eighth day from the date of its publication on the notice board of the Institute of Public Health of Vojvodina.

PRESIDENT OF THE MANAGEMENT BOARD

Prof. Mirjana Vojinović-Miloradov, MD

The Ministry of Healthcare issued the previous Opinion by means of the enactment no.110-00-258/2010-02 of 7<sup>th</sup> October 2010 to the provisions of Article 2 and 3 of this Decision.

The Government of the Autonomous Province of Vojvodina granted an approval to this Decision by means of the Decision no. 022-727/2010.

This Decision was published on the notice board of the Institute on \_\_\_\_\_ 2010.

DIRECTOR OF THE INSTITUTE

Prof. Marija Jevtić, MD

I hereby confirm that the above translation is in full conformity with the original document presented to me in the Serbian language.

Novi Sad, 27/06/2016

File. No: 267/16

Lana Patković Mrkela, Court Interpreter for the English Language  
(appointed under Decision no.101-74-00018/2007-01 of March 2<sup>nd</sup> 2007 of the Provincial Secretariat for Regulations, Administration and National Minorities)



*Lana Patković Mrkela*



*Lana Patrović*



CERTIFIED TRANSLATION FROM THE SERBIAN LANGUAGE

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Pursuant to Article 136 Paragraph 1 Item 1 of the Law on Healthcare („Official Gazette of the RS“, no. 107/05, 72/09-other law, 88/10, 99/10 an 57/11) and Article 42 of the Statute of the Institute of Public Health of Vojvodina, the Management Board of the Institute of Public Health of Vojvodina at its 4<sup>th</sup> session held on 11<sup>th</sup> June 2012, adopted the following:

**DECISION**

**ON MODIFICATIONS OF THE STATUTE OF THE  
INSTITUTE OF PUBLIC HEALTH OF VOJVODINA**  
(IV modifications)

Article 1

In the Statute of the Institute of Public Health of Vojvodina to which the Executive Council of the Autonomous Province of Vojvodina granted an approval by issuing the Decision no. 022-00209/2007 of 19<sup>th</sup> April 2007, the Decision no. 022-00235/2009 of 15<sup>th</sup> April 2009 as well as the Government of the Autonomous Province of Vojvodina by means of the Decision no. 022-727/2010 of 3<sup>rd</sup> November 2010, Article 14 Paragraph 4 shall be modified and shall read:

The Institute shall register the following activities:

86.90 Other human health activities

which shall include as follows:

- activities of medical laboratories for:  
blood analysis, medical, that is, clinical biochemistry, microbiology,  
pathohistology;

85.42 University education

which shall include as follows:

- the first, second and third university education degree;

85.59 Other education

which shall, among other things, include as follows:

- education which is not defined according to the education degree,
- academic tutorship,
- learning centres offering remedial courses,
- exam preparation classes,
- computer training.



86.22 Specialist medical practice

which shall include as follows:

- medical consultations and treatment in specialised fields of medicine by the specialist doctor.

71.20 Technical testing and analysis

which shall include as follows:

- physical, chemical and other analytical tests of all types of materials and products including as follows:
  - testing of acoustics and vibrations,
  - hygienic testing of food,
  - food production control,
  - quality and reliability testing
  - analysis of shortcomings,
  - testing and measuring of environmental indicators; air and water pollution etc.
  - award of certificates for the products including the consumer goods,
  - award of compliance certificates for products, processes, services, management systems and experts,
  - testing along with the use of models

72.19 Research and development in other natural and technical and technological sciences

which shall include as follows:

- research and development in medical sciences

58.14 Publishing of magazines and periodicals

which shall include as follows:

- publishing of magazines and periodicals which are published less than four times a week. This information may be published either in print or electronic form, including the internet publication.

38.12 Collection of hazardous waste

which shall include as follows:

- collection of solid and non-solid waste, collection of contagious waste and other substances and preparations hazardous to human health and environment,
- identification, processing, packing and labelling the waste to be transported,
- collection of hazardous waste such as biologically hazardous waste and activities in the hazardous waste transfer stations.





38.22 Treatment and disposal of hazardous waste

which shall include as follows:

- disposal and treatment before disposal of solid and non-solid hazardous waste, infectious waste and other substances and preparations hazardous to human health and environment,
- hazardous waste treatment plant operation.

Article 2

Upon an approval obtained from the Founder, this Decision shall come into force on the eighth day from the date of its publication on the notice board of the Institute of Public Health of Vojvodina.

PRESIDENT OF THE MANAGEMENT BOARD

Prof. Mirjana Vojinović-Miloradov, MD

The Ministry of Healthcare issued the previous Opinion by means of the enactment no. \_\_\_\_\_ of \_\_\_\_\_ to the provisions of Article 1 of this Decision.

The Government of the Autonomous Province of Vojvodina granted an approval to this Decision by means of the Decision no. \_\_\_\_\_ of \_\_\_\_\_.

This Decision was published on the notice board of the Institute on \_\_\_\_\_2010.

DIRECTOR OF THE INSTITUTE

Dr Vladimir Petrović, Assistant Professor

I hereby confirm that the above translation is in full conformity with the original document presented to me in the Serbian language.

Novi Sad, 27/06/2016

File No: 268/16

Lana Patković Mrkela, Court Interpreter for the English Language  
(appointed under Decision no.101-74-00018/2007-01 of March 2<sup>nd</sup> 2007 of the  
Provincial Secretariat for Regulations, Administration and National Minorities)



*Lana Patković Mrkela*

SUDSKI PREVODILAC ZA  
ENGLJSKI JEZIK  
LANA PATKOVIĆ  
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THE ENGLISH LANGUAGE

