

EDUCATION AND TEACHER TRAINING AGENCY

THE STATUTE OF THE EDUCATION AND TEACHER TRAINING AGENCY (Consolidated text for internal use)

The consolidated text of the Statute of Education and Teacher Training Agency consists of:

The Statute of the Education and Teacher Training Agency (Our ref: 023-01/07-01/0015, 0561-07-1 of 26th January 2007), which entered into force on 29th January 2007.

The Statute on the amendments to the Statute of the Education and Teacher Training Agency (Our ref: 023-01/07-01/0015, 561/1-09-2 of 3rd November 2009), which entered into force on 21st December 2009.

The Statute on the amendments to the Statute of the Education and Teacher Training Agency (Our ref: 023-01/11-01/0041, 0561-11-4 of 18th July 2011), which entered into force on 22nd September 2011.

Zagreb, September 2011

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EDUCATION AND TEACHER TRAINING AGENCY

In accordance with Article 10 of the Act on the Education and Teacher Training Agency (Official Gazette, 85/06) and Article 54 of the Act on Public Institutions (Official Gazette, 76/93, 29/97 and 47/99), the Governing Board of the Education and Teacher Training Agency, at the meetings held on 26th January 2007, 3rd November 2009, and 18th July 2011, adopted

THE STATUTE OF THE EDUCATION AND TEACHER TRAINING AGENCY

(Consolidated text)

I. GENERAL PROVISIONS

Article 1

The Statute defines in detail the organisation of the Education and Teacher Training Agency (hereinafter: the Agency), the scope of authority and the decision-making procedures of individual bodies, the procedure related to the supervision of educational staff and other important issues relevant for the role and function of the Agency in accordance with the law.

Article 2

The Agency is a public institution.

The Agency is independent in performing its function and activities in accordance with the law.

Article 3

The founder of the Agency is the Republic of Croatia.

The duties and obligations of the founder of the Agency are carried out by the ministry responsible for education (hereinafter: the Ministry)

The Seat

Article 4

The seat of the Agency is in Zagreb, Donje Svetice 38.

The Stamp and Seal

Article 5

The Agency has seven round stamps, 30 mm in diameter, with the name of the Agency written in an outer circle, which are in use for the daily functioning of the Agency.

The Agency has two round stamps, 25 mm in diameter, with the name of the Agency written in an outer circle, which are in use for the daily functioning of the Agency.

The Agency has one round stamp, 38 mm in diameter, with the name of the Agency written in an outer circle, and the coat of arms of the Republic of Croatia in the centre.

Article 6

The Agency has four rectangular seals that contain the name of the Agency and the space for a document's registration number and the date of the receipt.

The Agency has six rectangular seals that contain the name of the Agency, and are in use for the daily functioning of the Agency.

Article 7

The safekeeping and proper use of the stamps and seals are the responsibility of the director, or the person appointed by the director.

II. THE ROLE OF THE AGENCY

Role

Article 8

The role of the Agency is to provide professional assistance and advisory service in education.

The Agency participates in the monitoring, improvement and development of education in the areas of pre-school, primary and secondary-school education, adult education, education of the children of Croatian citizens abroad, and children of foreign citizens.

In performing its role and function the Agency:

- participates in the development and implementation of the national curriculum,
- provides professional assistance and guidelines for institutions, their principals, pre-school, primary and secondary-school teachers, and school counsellors (hereinafter: educational staff) in relation to providing education,
- organises and provides training for educational staff and principals, unless stated differently by separate regulations,
- administers license examinations for educational staff in accordance with separate regulations,
- administers the procedure of the promotion of educational staff and principals into higher ranks in accordance with separate regulations,
- gives opinions on programmes in pre-school education, teaching programmes in primary and general secondary education, general education programmes in secondary vocational schools and in adult education, unless stated differently by separate regulations,
- gives opinions on teaching programmes in general education, as a part of the verification process of educational institutions
- monitors the development and implementation of the Croatian National Educational Standard as a part of the national curriculum,
- exercises the supervision of educational staff,
- participates in the organisation and implementation of student competitions and annual reviews,
- participates in the development and monitoring of national programmes,
- is engaged in information-documentation and publishing activities,
- is engaged in other activities in the education system in accordance with the law and regulations issued by the minister responsible for education (hereinafter: the minister).

Professional Assistance and Advisory Service

Article 9

Professional assistance or monitoring the educational attainments in educational institutions aims at the provision of comprehensive advisory service in finding solutions for specific issues related to teaching and learning, proposing effective strategies and guidelines for development, and giving instructions to educational institutions, their principals, teachers and non-teaching staff in relation to the attainment of educational goals.

Professional assistance referred to in Paragraph 1 of this Article is provided by advisers and senior advisers of the Agency.

The scope of work of advisers and senior advisers is regulated by the Rules on Internal Organisation.

The Supervision of Educational Staff

Article 10

The supervision of educational staff is exercised in institutions providing pre-school, primary and secondary-school education.

The Agency exercises the supervision by on-site examination of the work of an educational institution, the quality of work of its educational staff and the school principal as the professional leader of the institution.

Article 11

The director of the Agency decides about the supervision of educational staff, and in his absence the person authorised by the director.

The Agency is obligated to initiate the supervision of educational staff at the request of the school inspection.

Advisers and senior advisers of the Agency, who meet the requirements for school supervisor prescribed by the Act on the Supervision of Educational Staff, are authorised to exercise the supervision of educational staff.

Article 12

The supervision of educational staff consists of:

- the examination of the institution's annual plan of activities and its implementation
- classroom observation and the observation of other forms of educational work
- the examination of school records and documents,
- interviews with students, parents and teaching and non-teaching personnel.

Article 13

During the supervision of educational staff, adviser or senior adviser examines particularly:

- the implementation of the annual plan of activities,
- the organisation and conducting of lessons and other forms of educational work,
- an adequate use of textbooks, teaching materials and aids,
- whether lessons are conducted in accordance with didactic and methodic teaching requirements,
- whether school records are diligently kept,

- the monitoring and assesment of students,
- the continuous professional development of educational staff.

Article 14

Adviser or senior adviser is obligated to inform on time the principal of the educational institution about the time when the supervision of educational staff will take place.

By way of derogation from paragraph 1 of this Article, the supervision of educational staff may be done unannounced, if the purpose of the supervision so requires.

The principal of the educational institution and the person whose work is being supervised are obligated to present for examination all records, documents, other data and information, as well as provide the necessary conditions for the supervision to take place.

Article 15

Upon the supervision of educational staff, an adviser or senior adviser writes a report.

The report referred to in paragraph 1 of this Article contains, in particular:

- the description of the state of affairs (the data of the person being supervised, the conditions in which lessons and other educational activities are conducted, the teaching plan and other school records and documents, the quality of teaching and the implementation of the teaching plan, the fulfilment of teaching goals, the means of monitoring and assesment of student attainment, the elements and criteria for monitoring and assesment, the issues referred to in the conversation),
- the measures that the educational institution needs to take in order to correct the irregularities and deficiencies identified by the supervision,
- the measures that they propose to the responsible administrative body,
- the deadline for the implementation of the proposed measured.

The report needs to be clear. Before finalising the report the adviser discusses about the findings of the supervision with the principal, the supervised person and the school counsellor.

The report is delivered to the principal of the educational institution, the person whose work was supervised, the state-government office of the county, responsible for education, or the City of Zagreb local-government office responsible for education, the initiator of the request for supervision, the responsible Ministry and the school inspection of the Ministry.

Article 16

The persons referred to in Article 15, paragraph 3 of this Statute may file a complaint regarding the report of the adviser or senior adviser to the Ministry.

The responsible directorate of the Ministry decides on the complaint regarding the report on the supervision of the educational staff.

III. INTERNAL ORGANISATION

Article 17

Organisational units of the Agency are divisions, departments and regional offices.

Divisions

Article 18

For the purposes of fulfilling the role referred to in Article 8 of this Statute, the following divisions are established in the Agency:

- The Division of Legal, Financial and Auxiliary Affairs
- The Division of General Affairs
- The Division of Pre-school and Primary School Education
- The Division of Secondary Education
- The Division of School Supervision

The Head of Division manages the work of the division.

The Division of Legal, Financial and Auxiliary Affairs is managed by the secretary of the Agency.

Departments

Article 19

Departments are established in some Divisions for the purposes of fulfilling some of the functions.

In the Division of Legal, Financial and Auxiliary Affairs the following departments are established:

- The Department of Legal Affairs, Human Resources and Auxiliary Affairs
- The Department of Financial Affairs

In the Division of General Affairs the following departments are established:

- The Department of Joint Affairs
- The Department of International Cooperation and EU Projects

In the Division of Pre-school and Primary Education the following departments are established:

- The Department of Pre-school and Lower-primary Education
- The Department of Upper-primary Education

The Head of Department manages the work of the department.

Regional Offices

Article 20

The Agency has regional offices in Split, Rijeka and Osijek. The Agency can establish regional offices in other cities, too.

A regional office is not a legal person, and the functioning and operation of regional offices is the responsibility of the Agency.

Regional offices are established for the purposes of fulfilling the role referred to in Article 8 of this Statute in a specific part of the territory of the Republic of Croatia, in accordance with Articles 21, 22 and 23 of this Statute.

The Head of Regional office manages the work of the regional office.

Article 21

The name of the regional office in Split is Education and Teacher Training Agency, Regional Office Split.

The seat of the regional office is in Split, 32 Tolstojeva street.

Regional office Split fulfils the roles of the Agency for the following counties:

Zadarska, Šibensko-kninska, Splitsko-dalmatinska and Dubrovačko-neretvanska.

Article 22

The name of the regional office in Rijeka is Education and Teacher Training Agency, Regional Office Rijeka.

The seat of the regional office is in Rijeka, 6 Trpimirova street.

Regional office Rijeka fulfils the roles of the Agency for the following counties:

Primorsko-goranska, Ličko-senjska and Istarska.

Article 23

The name of the regional office in Osijek is Education and Teacher Training Agency, Regional Office Osijek.

The seat of the regional office is in Osijek, 6/I Strossmayerova street.

Regional office Split fulfils the roles of the Agency for the following counties:

Virovitičko-podravska, Požeško-slavonska, Brodsko-posavska, Osječko-baranjska and Vukovarsko-srijemska.

IV. THE MANAGEMENT THE AGENCY

Governing Board

Article 24

The Agency is managed by the Governing Board.

The Governing Board has the chairperson and six members.

Article 25

The chairperson and the members of the Governing Board are appointed and dismissed by the Government of the Republic of Croatia at the proposal of the Minister.

The mandates of the chairperson and the members of the Governing Board last for four years since the day of the establishment of the Governing Board, and they can be re-appointed.

The mandate of the chairperson or a member of the Governing Board can be terminated before the deadline referred to in paragraph 2 of this Article upon the receipt of the personal written request, or if the person does not perform one's duties, as defined by the Rules on the Work of the Governing Board.

Article 26

If the number of the members of the Governing Board decreases for any reason, the Governing Board is obligated to notify the founder about the need for the appointment of another member within 8 days from the day of the receipt of this information.

The mandate of the newly appointed member of the Governing Board lasts until the expiry of the mandate to which the former member was appointed.

The additional appointment of the members of the Governing Board is regulated by the provisions of Article 25, paragraph 1 of this Statute.

Article 27

The Governing Board of the Agency:

- adopts the Statute of the Agency, with the prior consent of the Ministry
- adopts the Annual plan of activities and the Financial plan, with the prior consent of the Ministry
- adopts the Annual report of the director on the work and operation of the agency
- adopts the General Legal Act on Workplaces and the number of employees needed for professional, advisory, administrative, technical and auxiliary jobs, with the prior consent of the Ministry
- adopts other general legal acts of the agency
- publishes an open competition for the appointment of the director of the Agency
- defines the Development plan of the Agency
- decides on the management of the property in accordance with the law and the Statute of the Agency
- decides on the division of profit of the Agency in accordance with the law
- appoints and dismisses the director of the Agency
- appoints and dismisses assistant directors and heads of regional offices, at the proposal of the director
- decides on the employer's rights pertaining to work relations, as the 2nd instance body
- approves the catalogue of teacher training seminars and other publications of the Agency
- performs other duties in accordance with the law and the Statute of the Agency.

Article 28

The Governing Board holds meetings.

The meetings of the Governing Board are organised when necessary.

The chairperson of the Governing Board calls a meeting.

The proposal for arranging a meeting of the Governing Board can be issued by any member of the Governing Board or the director of the Agency.

The chairperson of the Governing Board chairs the meeting of the Governing Board, and in his/her absence the member of the Governing Board appointed by the chairperson.

Article 29

The Governing Board reaches decisions regarding issues in their authority by open ballot, unless the law, or the General Legal Act of the Agency, or a special decision of the Governing Board requires that the decisions about some issues are reached by secret ballot.

The decisions and conclusions of the Governing Board are legitimate if they are reached by the majority vote of the Governing Board members.

The chairperson of the meeting announces the voting results.

Article 30

The Governing Board meetings are recorded in the minutes.

The minutes are kept by the member of the Governing Board appointed at the meeting by the Governing Board, or an employer of the Agency appointed to keep minutes of the meeting in accordance with general legal acts of the Agency.

The minutes of the meeting are a document that records the work of the Governing Board.

The minutes contain:

- the number, place and time of the meeting
- the name and surname of the chairperson of the meeting, the names of the present and absent members, with a note for those who excused their absence
- the names of other persons present at the meeting
- the statement that the number of present members is sufficient for reaching valid decisions
- the proposed and adopted agenda
- the course of work at the meeting and issues discussed, with the note on which members participated in the discussion, and the summary of their contribution
- the voting results regarding the issues on the agenda
- separate opinion of a member of the governing board, in case he/she wishes that it is entered into the minutes of the meeting
- the time the meeting was closed or adjourned
- the note referring to the attachments that are an integral part of the minutes
- the signatures of the chairperson and the recording secretary.

Article 31

The decisions reached at the Governing Board meeting are made public in the form of the summary of the minutes.

The summary of the minutes is announced on the Agency's notice board.

The Governing Board adopts the Rules of Conduct that regulate the work of the Governing Board

Article 32

The Governing Board can form working groups for the tasks defined by the law, for the examination of particular issues or drafting individual legal acts.

The working groups referred to in paragraph 1 of this Article are formed by the decision of the Governing Board which defines the members, tasks, the means of work, etc.

The Director

Article 33

The director is the executive and professional leader of the Agency

The director represents the Agency, conducts business activities and the professional work of the Agency, and is responsible for the quality and legality of the Agency's work.

Article 34

The director of the Agency:

- organizes and directs the business activities and the professional work of the Agency
- represents the Agency in all procedures before the courts, administrative and other government bodies, legal persons with public authority and other persons
- undertakes all legal actions in the name of the Agency
- proposes to the Governing Board the Annual plan of activities and the Financial plan of the Agency, and is responsible for their implementation

- proposes to the Governing Board the Annual report on the work of the Agency
- proposes to the Governing Board the draft Statute and other general legal acts of the Agency
- proposes to the Governing Board the appointment and dismissal of the assistant directors and the heads of regional offices
- participates in the work of the Governing Board without the right to vote
- as the 1st instance body decides on the employment and the termination of employment of the Agency's employees
- selects external associates (scientists and experts) for the tasks related to the functions of the Agency
- adopts the reports of the heads of regional offices and the heads of divisions on the work of regional offices and divisions.

Article 35

The director can, in the scope of his authority, authorize another person inside or outside the Agency to represent the Agency in legal affairs.

Article 36

Without a special approval of the Governing Board, the Director cannot enter into contracts with other institutions in his/her name and interest, in his/her name and the interest of other persons, or in the name and interest of other persons.

Article 37

A person who meets the criteria required for the senior adviser, in accordance with the law and this Statute, can be appointed as the director of the Agency.

The director is appointed and dismissed by the Governing Board of the Agency.

The mandate of the director of the Agency lasts for four years, and he/she can be re-appointed.

Article 38

The director of the Agency is appointed on the basis of an open competition.

The Governing Board decides on the publishing of an open competition at least three months before the end of the current mandate.

The open competition is announced in the Official Gazette and the daily press.

The content of the open competition must comply with the law and this Statute.

Article 39

If there are no applications for the open competition, or none of the candidates is selected, the open competition will be repeated.

Until the director is appointed on the basis of a repeated open competition, the Governing Board will appoint the acting director of the Agency for a period of maximum one year.

Article 40

In the cases, and following the procedure regulated by the law, the director can be dismissed before the expiry of the mandate to which he/she was appointed.

The Governing Board is obligated to dismiss the director before the expiry of the mandate to which he/she was appointed, if the conditions for the dismissal are fulfilled in accordance with the provisions of the Act on Public Institutions, or if the director neglects the duties of the executive and professional leader of the Agency.

In the case that the director is dismissed, the Governing Board will appoint the acting director of the Agency, and publish an open competition for the appointment of the director within 30 days from the day of the appointment of the acting director.

Assistant directors

Article 41

The director of the Agency may have up to five assistant directors.

The director decides who of the assistant directors will have all the rights, authority and responsibilities of the directors in the case of his/her temporary absence.

An assistant director helps the director in organising and executing the managerial and professional tasks in the Agency, and performs other duties, in accordance with the general legal acts of the Agency, and by appointment of the director.

An assistant director is responsible for his/her work to the director of the Agency.

Article 42

An assistant director is appointed and dismissed by the Governing Board, at the proposal of the director.

A person who meets the criteria required for the senior adviser, in accordance with the law and this Statute, can be appointed as an assistant director.

The mandate of an assistant director lasts for four years, and he/she can be re-appointed.

The Heads of Regional Offices

Article 43

The head of a regional office organises the work and operation of the regional office.

The head of a regional office is responsible for his/her work to the director and assistant director.

Article 44

The head of a regional office is appointed and dismissed by the Governing Board, at the proposal of the director.

A person who meets the criteria required for the adviser or senior adviser, in accordance with the law and this Statute, can be appointed as the head of a regional office.

The mandate of the head of a regional office lasts for four years, and he/she can be re-appointed.

Article 45

An assistant director and the head of a regional office can be dismissed before the expiry of his/her mandate in the following cases:

- at his/her own request,
- if the conditions are fulfilled for the termination of the employment contract, in accordance with the special regulations or legislature regulating work relations,

- if he/she does not comply with the regulations or general legal acts of the Agency, or arbitrarily ignores or acts against the decisions of the Agency's bodies,
- if his/her irresponsible or irregular acts cause major damages to the Agency or if he/she neglects or irresponsibly carries out his/her duties, thus causing or allowing major disorders in the functioning of the Agency

The Heads of Divisions

Article 46

The head of a division manages and organises the work of the division.

The head of a division is responsible for his/her work to the director and assistant director.

The tasks and duties of the head of a division are regulated by the rules on the internal organisation.

Article 47

A person who meets the criteria required for the adviser or senior adviser, in accordance with the law and this Statute, can be selected as the head of a division.

A person who meets the criteria required for the adviser or senior adviser, in accordance with the law and this Statute, or a person who has a bachelor and master degree or integrated bachelor and master degree, or master degree in law, and at least three years of work experience can be selected as the head of the Division for School Supervision.

The head of a division is selected on the basis of an open competition.

The open competition is published in the daily press.

The Heads of Departments

Article 48

The head of a department manages and organises the work of the department.

The head of a department is responsible for his/her work to the director and assistant director.

The tasks and duties of the head of a department are regulated by the rules on the internal organisation.

Article 49

A person who meets the criteria required for the adviser or senior adviser, in accordance with the law and this Statute, can be selected as the head of Department of Joint Affairs.

A person who meets the criteria required for the adviser or senior adviser, in accordance with the law and this Statute, or a person who has a bachelor and master degree or integrated bachelor and master degree, or master degree in law, economy or other appropriate degree, in accordance with the regulations on the education of educational staff, and at least four years of relevant work experience, of which at least two related to the management of EU funds, can be selected as the head of the Department for International Cooperation and EU Projects.

A person who meets the criteria required for the adviser or senior adviser, in accordance with the law and this Statute, can be selected as the head of Department of Pre-school and Lower-primary Education, and the Department of Upper-primary Education, in the Division of Pre-primary and Primary Education.

A person who has a bachelor and master degree or integrated bachelor and master degree, or master degree in law, and at least three years of work experience can be selected as the head of the Department of Legal Affairs, Human Resources and Auxiliary Affairs in the Division of Legal, Financial and Auxiliary Affairs.

A person who has a bachelor and master degree or integrated bachelor and master degree, or master degree in economy, and at least three years of work experience can be selected as the head of the Department of Financial Affairs, in the Division of Legal, Financial and Auxiliary Affairs.

The head of a department is selected on the basis of an open competition.

The open competition is published in the daily press.

The Secretary of the Agency

Article 50

The Agency has the secretary.

The secretary of the Agency is also the head of the the Division of Legal, Financial and Auxiliary Affairs.

The tasks and duties of the secretary are regulated by the Rules on the Internal Organisation.

Article 51

A person who has a bachelor and master degree or integrated bachelor and master degree, or master degree in law, and at least five years of work experience can be employed as the secretary of the Agency.

The secretary is employed on the basis of an open competition.

The open competition is published in the daily press.

The Governing Board decides on the secretary's employment and termination of employment, at the proposal of the director.

The Professional Council of the Agency

Article 52

The Professional Council of the Agency is a collegial body of professionals.

The Professional Council:

- discusses about the professional issues related to the functioning of the Agency, in accordance with the law, the Statute and other general legal acts of the Agency
- gives opinions and proposals to the Governing Board and the director regarding the organisation of work and the development of the Agency.

Article 53

The members of the Professional Council are the director, assistant directors, the heads of the regional offices and the heads of the divisions.

The director chairs and convenes the Professional Council.

The Professional Council of a Division and The Professional Council a Regional Office

Article 54

The professional council of a division or the professional council a regional office is a professional body established in a division or a regional office.

The professional council of a division or a regional office:

- discusses about the professional issues related to the functioning of the Agency that are in the scope of activity of the division or regional office,
- examines and proposes measures for the improvement of working conditions in the division or regional office.

Article 55

The members of the professional council of a division or a regional office are advisers and senior advisers of the division or regional office.

The head of division or regional office chairs and convenes the professional council of a division or a regional office.

Article 56

The means of work and decision-making procedures of the professional councils referred to in Articles 52 and 54 of this Statute are regulated by the Rules on the Work of the Professional Council.

V. THE EMPLOYEES OF THE AGENCY

Article 57

Professional tasks in the Agency are performed by advisers and senior advisers.

A person who has an appropriate bachelor and master degree or integrated bachelor and master degree, or an appropriate master degree, in accordance with the regulations on the education of educational staff, at least three years of work experience in teaching, and complies with other conditions defined by this Statute or other general legal acts of the Agency, can be selected as an adviser.

A person who has an appropriate bachelor and master degree or integrated bachelor and master degree, or an appropriate master degree, in accordance with the regulations on the education of educational staff, at least seven years of work experience in teaching, and complies with other conditions defined by this Statute or other general legal act of the Agency, can be selected as a senior adviser.

An appropriate degree that is a legal prerequisite for the selection of advisers and senior advisers is a teaching degree obtained at an institution of higher education, or a degree obtained from other institutions of higher education, plus additional training in pedagogy, psychology and the methodology of teaching, in accordance with the Rules on Internal Organisation.

Besides general and legally prescribed conditions, the knowledge of one foreign language and basic computer literacy are the requirements for the selection of advisers and senior advisers.

Article 58

Advisers and senior advisers are employed on the basis of an open competition published in the daily press.

The open competition must contain the name of the job, the number of employees, the requirements for employment, the evidence on the fulfilment of the requirements, the deadline for application and the period within which the applicants will be informed about the results of the competition.

The director decides on the selection of a candidate for adviser or senior adviser.

Continuous professional development, in accordance with the plan of activities of the Agency, is obligatory for advisers and senior advisers.

Article 59

External assistants – scientists, teachers, teacher trainers and other experts in education – can participate in the fulfilment of the function of the Agency, with the prior consent of the director, in accordance with Article 34 of this Statute.

Teacher trainers (county coordinators of teacher training) and selected among educational staff and appointed by the director.

The Decision referred to in paragraph 1 of this Article determines the rights and duties of external assistants of the Agency.

Article 60

The jobs and the number of employees needed for the fulfilment of professional, advisory and administrative, technical and auxiliary tasks are defined by the rules on the internal organisation.

The conditions of the employment of the Agency's employees are stated in the rules referred to in paragraph 1 of this Article.

The Agency cannot employ persons who, under special regulations, are not suitable for the work in educational institutions.

VI. THE PROPERTY OF THE AGENCY

Article 61

The property of the Agency are the assets obtained, in accordance with the provisions of this Statute, from the founder, by providing services, or from other sources.

All the employees of the Agency are responsible for good care of the Agency's assets.

Article 62

The contracts for the procurement of assets needed for the fulfilment of the function of the Agency cannot be made until the funds are secured, in accordance with the law.

Article 63

The director of the Agency decides on the acquisition, mortgaging or selling of the real-estate and other assets of the Agency, in the cases when their individual value does not exceed 200,000.00 kuna.

The director of the Agency, with the prior consent of the Governing Board, decides on the acquisition, mortgaging or selling of the real-estate and other assets of the Agency, in the cases when their individual value does not exceed 500,000.00 kuna.

The acquisition, mortgaging or selling of the real-estate and other assets of the Agency, whose individual value exceeds the amount referred to in paragraph 2 of this Article, requires

the prior consent of the Ministry.

Article 64

The profit of the Agency is determined by the financial report at the end of the financial year.

The Governing Board decides on the allocation of the earned profit.

The earned profit can only be used for the development and improvement of the functioning of the Agency.

Article 65

The Agency guarantees for its commitments with the whole property in its possession.

The responsibility of the Agency's founder for the Agency's commitments is solidary and unlimited.

VII. THE TRANSPARENCY OF PUBLIC WORK

Article 66

The work of the Agency is public.

The Agency informs the public about the fulfilment of its function, or parts of its function through:

- the mass media,
- seminars, conferences and symposia,
- Agency's publications,
- other appropriate ways.

Article 67

Due to the nature of its function, the Agency is responsible for timely and appropriate provision of information to citizens, legal persons and other clients about the terms and conditions under which they can benefit from the services of the Agency within the scope of its function.

The Agency is responsible for dealing with the complaints of citizens, state-government bodies, regional and local-government bodies, and legal persons that are in the scope of function of the Agency, and for the timely provision to the complainants of necessary information, data and instructions about the measures taken.

The data and information about the work and functioning of the Agency are provided by the director or a person authorized by the director.

Article 68

The Governing Board and the director are responsible, within the scope of their function, to provide certain data, in accordance with the law, to competent authorities.

The Agency submits a report about its work to the Ministry.

The report referred to in paragraph 2 of this Article is submitted by the director of the Agency once a year, in accordance with Article 27, line 3, and Article 34, line 5 of this Statute.

Article 69

The Governing Board and the director inform the employees about the terms and conditions of the Agency's work by:

- enacting general legal acts
- announcing the decisions and conclusions
- other appropriate means.

Article 70

The publicity of the Agency's work is the responsibility of the Governing Board and the director.

Business Secret

Article 71

Business secret are:

- Data and documents that are classified by the law or other regulation as business secret
- Data and documents whose disclosure to an unauthorised person could damage the work, interests and reputation of the Agency.

Article 72

The data and documents that are classified as business secret must be kept secret by all the employees of the Agency, regardless the means by which they obtained these data or documents.

The obligation to keep business secrets is obligatory for the employees of the Agency even after the termination of employment.

Unauthorised disclosure of business secrets is a grave breach of business relations and can result in the termination of employment.

Article 73

The submission of data or documents to competent authorities, that are entitled to them in accordance to regulations or authority pertaining to their function, are not considered as the disclosure of business secret.

VIII. GENERAL AND SINGLE LEGAL ACTS OF THE AGENCY

Article 74

Besides the Statute, general legal acts of the Agency are:

- The Rules on Employment
- The Rules on Internal Organisation
- The Rules on the Safety at Work
- The Rules on Fire Protection
- The Rules on the Work of the Governing Board
- The Rules on the Work of the Professional Council
- other general legal acts.

Article 75

The general legal acts referred to in Article 74 of this Statute are announced at the notice boards in the seat and the regional offices of the Agency.

The general legal acts referred to in Article 74 of this Statute enter into force on the eighth day from the day of the announcement at the notice board of the Agency.

In exceptional and justified cases the general legal acts may enter into force on the day of the announcement at the notice board of the Agency.

Article 76

The Agency ensures that every employee, at his/her own request, can see the general legal acts.

The Agency ensures that every client, at his/her own request, can see the general legal acts that regulate the services to which he/she is entitled to.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 77

The general legal acts referred to in Article 74 of this Statute will be enacted within six months from the day of the entry into force of this Statute.

Article 78

In accordance with this Statute, the Rules on Employment and the Rules on Internal Organisation, the employees, employed by the Institute of Education of the Republic of Croatia on the day of entry into force of the Act on the Education and Teacher Training Agency, will be offered employment contract within 15 days from the day of entry into force of the above mentioned general legal acts.

Article 79

This Statute enters into force after the approval of the Ministry, on the day of the announcement at the notice board of the Agency.

Our ref: 023-01/07-01/0015

0561-07-1

Zagreb, 26th January 2007

The chairperson of the Governing Board
Tomislav Horvat, BA

The Statute, publicly announced at the notice board, entered into force on 29th January 2007.

The transitional and final provision from the Statute, on the changes and amendments of the Statute of the Education and Teacher Training Agency (Our ref: 023-01/07-01/0015, 561/1-09-2 of 3rd November 2009)

Article 3

This Statute on the changes and amendments of the Statute of the Education and Teacher Training Agency enters into force after the approval of the Ministry, on the day of the announcement at the notice board of the Agency

Our ref: 023-01/07-01/0015
561/1-09-2
Zagreb, 3rd November 2009

The chairperson of the Governing Board
Ružica Razum, PhD

The Ministry of Science, Education and Sports gave the approval of the Statute on the changes and amendments of the Statute of the Education and Teacher Training Agency on 2nd December 2009.

The Statute on the changes and amendments of the Statute of the Education and Teacher Training Agency, publicly announced at the notice board, entered into force on 21st December 2009.

The transitional and final provision from the Statute, on the changes and amendments of the Statute of the Education and Teacher Training Agency (Our ref: 023-01/07-01/0015, 561/1-09-2 of 18th July 2011)

Article 13

This Statute, issued with the prior consent of the Ministry, enters into force on the eighth day from the day of the announcement at the notice board of the Agency.

Our ref: 023-01/11-01/0041
0561-11-4
Zagreb, 18th July 2011

The chairperson of the Governing Board
Mihaela Adamović, LL. B.

The Ministry of Science, Education and Sports gave the approval of the Statute on the changes and amendments of the Statute of the Education and Teacher Training Agency on 6th September 2011.

The Statute on the changes and amendments of the Statute of the Education and Teacher Training Agency, publicly announced at the notice board on the 14th September 2011, entered into force on 22nd September 2011.