

Based on Article 16 (1) of the National Statistics Act (Official Gazette of the Republic of Slovenia No. 45/95 and No. 9/01), the Statistical Council of the Republic of Slovenia at its first meeting on 11 July 2001 adopted the following:

RULES OF PROCEDURE

of the Statistical Council of the Republic of Slovenia

INTRODUCTORY AND ORGANISATIONAL PROVISIONS

Article 1

These Rules of Procedure shall regulate the tasks, organisation and working methods, as well as the decision-taking of the Statistical Council of the Republic of Slovenia (hereinafter: Council).

The Council shall implement tasks within its respective area of competence as required by law, in the manner and procedure stipulated by these Rules of Procedure and in accordance with the law.

Article 2

The tasks performed by the Council shall be:

- to make initiatives and proposals regarding strategic and development issues of national statistics, to discuss starting points and guidelines of the programme of statistical surveys, and to hold debates concerning the report on the implementation of this programme;
- to discuss the content of the programme of statistical surveys, providing initiatives on appropriate amendments to the programme;
- to discuss proposals of acts and other regulations in the field of national statistics;
- to propose and participate in determining the methodological bases of statistical surveys of national importance;
- to cooperate with the Statistical Office of the Republic of Slovenia (hereinafter: Office) in identifying the public need for data;
- to make proposals for the rationalisation and modernisation of national statistics;
- to make initiatives and proposals for international statistical cooperation;
- to propose classifications for use as national standards;
- to resolve problems regarding the operation and use of the statistical information system;
- to provide answers to questions and initiatives of data providers and users;
- to propose the establishment or disbanding of statistical advisory committees; and
- to carry out other tasks in accordance with the National Statistics Act.

In connection with the tasks outlined in the previous paragraph, the Council shall adopt findings, positions and opinions, communicating them to the Office and to authorised agents of national statistical activities, as well as to the general public.

Article 3

The members of the Council shall be: three representatives of the National Assembly of the Republic of Slovenia, one representative of the National Council of the Republic of Slovenia, two representatives of the Government, one representative of the Bank of Slovenia, one representative of employers and one of employees, one representative of the judiciary, and two recognised experts in the field of statistics, as well as two representatives of the Office.

The institutions referred to in the previous paragraph shall appoint members of the Council. One representative of employees and one representative of employers shall be appointed by the Economic and Social Council of the Government of Slovenia, whereas the Statistical Society of Slovenia shall appoint two recognised experts in the field of statistics.

Article 4

The mandate of Council members shall be four years.

Article 5

The members of the Council shall elect from amongst themselves the President of the Council and his or her Deputy. The head of the Office may not act as the President of the Council.

The Deputy shall act in place of the President in his or her absence, carrying out tasks for which the President has authorised him or her.

Article 6

If necessary, the President of the Council may invite representatives of other institutions and other experts to Council meetings.

Article 7

The Office shall provide any administrative and technical assistance required in view of the operations of the Council.

Article 8

The Council shall have a Secretary who keeps the minutes and prepares documents for Council meetings. The head of the Office shall appoint by resolution an employee as Council secretary.

WORK PROGRAMME OF THE COUNCIL

Article 9

At the beginning of the term of office, the Council shall draft and adopt its work programme.

The programme shall be supplemented to whatever extent proves necessary.

III. RELATIONSHIP BETWEEN THE COUNCIL AND STATISTICAL ADVISORY COMMITTEE

Article 10

The Council is a professional methodological advisory body intended for strategic and development issues of national statistics.

Article 11

Statistical advisory committees established at the Office, in accordance with the law, for wider fields of work as defined by the programme of statistical surveys, shall coordinate their work with the Council's programme of work.

Article 12

The Council and the statistical advisory committees shall advise each other, coordinate tasks, and report on the exercise of their duties and any issues that might arise.

For the purpose referred to in the previous paragraph and for the purpose of informing the general public, drafts of the minutes of the Council and the statistical advisory committees, together with other important documents, shall be published electronically on the Office Web site.

WORKING METHODS, CONVENING MEETINGS AND DECISION-TAKING

Article 13

Meetings shall be convened and chaired by the President of the Council. The President shall convene the meetings at his or her discretion, not less than twice a year and upon written request by at least two members of the Council.

Meetings shall be regular or extraordinary (correspondence) meetings.

Article 14

An invitation to each meeting, together with a proposed agenda, shall be submitted to Council members not later than seven days before the date of the meeting.

All documents relevant to agenda points shall be attached to the invitation to the meeting. In exceptional cases, the invitation and the respective documents may be sent within a shorter period or subsequent to the meeting, or they may be submitted to Council members at the meeting; such occasions must be specially justified by the President of the Council.

Article 15

The President of the Council shall fix the time and place of the meeting and shall draw up the proposed agenda.

Each Council member shall have the right to propose amendments to the agenda. All amendments must be made in writing.

Article 16

The Council shall be deemed to have a quorum if the majority of Council Members are present at the meeting. The quorum shall be verified at the beginning of the meeting and prior to each voting, if necessary.

Voting at the meeting shall be public. On individual issues, Council members shall vote 'for' or 'against' the proposal, or shall 'abstain'. The President of the Council shall establish the results of voting.

A decision shall be adopted when the majority of members present vote in favour of it.

Article 17

The President of the Council shall establish the quorum at the beginning of the meeting. Then the draft minutes of the previous meeting shall be dealt with. Notes on draft minutes of the previous meeting may be entered only subject to decisions adopted by present Council members.

The President of the Council shall fix the agenda after adoption of the draft minutes of the previous meeting. The agenda may be extended or reduced only when grounds for such action has occurred after the convened meeting, and when the Council adopts a decision thereof.

Article 18

The Council shall adopt decisions subsequent to their proposal by the President of the Council or Council members.

Article 19

Minutes shall be kept of the meetings of the Council.

The minutes shall include:

- the ordinal number, place and date of the meeting;
- the name of the chairman of the meeting;
- the names of present and absent Council members;
- the names of other invited persons;
- the agenda of the meeting;
- the positions, opinions and proposals adopted by the Council for individual items on the agenda; and
- decisions adopted.

The Council Secretary shall keep the minutes.

If a decision is adopted at the meeting that requires implementation forthwith, it shall be established in the minutes that the decision in question has been verified.

A Council member may request that his or her opinion on an individual matter be entered into the minutes separately.

The President of the Council shall sign the minutes and submit them within 10 days to Council members and invited guests at the meeting.

Article 20

In exceptional cases, when only one issue of which the Council Members are already acquainted is under discussion, the President of the Council may organise a correspondence meeting.

The Secretary of the Council shall send documents to the Council members indicating the deadline and person to be notified of his or her vote. The time limit for adopting the decision must not be shorter than 24 hours.

In the instance that Council members fail to communicate their decision, it shall be deemed that they disagree with the proposal. The proposal shall be adopted if more than half the Council members vote in favour of it.

At the following meeting of the Council, the President of the Council shall inform Council members of the decision reached at the correspondence meeting.

Article 21

These Rules of Procedure shall enter into force on the day of their adoption at a Council meeting.

Rudolf Moge

President of the Statistical Council of the Republic of Slovenia