Based on Article 21(1) of the National Statistics Act (OJ RS, No. 45/95 and 9/01) I adopt

RULES OF PROCEDURE

on the work of statistical advisory committees at the Statistical Office of the Republic of Slovenia

I. INTRODUCTORY PROVISIONS

Article 1

These Rules of Procedure shall regulate the organisation and working methods of statistical advisory committees (hereinafter: advisory committees).

Article 2

Advisory committees at the Statistical Office of the Republic of Slovenia (hereinafter: SARS) shall be established as professional methodological advisory bodies.

Advisory committees shall be established for wider fields of work as defined by the programme of statistical surveys.

II. ORGANISATION OF WORK OF STATISTICAL ADVISORY COMMITTEES

Article 3

Advisory committees shall be established, and their fields of work and the institutions appointing their members on SARS’s request shall be determined by the Director-General of SARS with a Decision.

Article 4

The tasks performed by advisory committees shall be:
- to exchange knowledge about sources and methodological solutions in implementing statistical surveys;
- to discuss the content of the current medium-term and annual programmes of statistical surveys and to provide initiative regarding amendments of and supplements to these programmes;
- to propose rationalisation and modernisation of national statistics in the field of work covered by the advisory committee;
- to discuss classifications from the field of work covered by the advisory committee, which could be used as national standards;
- to inform the Statistical Council of the Republic of Slovenia about the implementation of tasks performed by the advisory committee and about the issues important for the Statistical Council of the Republic of Slovenia if deemed necessary;
- to discuss questions and initiatives of data providers and data users;
- to inform the public about the work of the advisory committee, documents, opinions and proposals, especially on SURS’s website.

Article 5

Advisory committees shall operate on the basis of these Rules of Procedure and the agenda for individual meetings.

Article 6

If necessary, advisory committees shall inform each other about the contents of their work and shall co-ordinate their tasks.

Advisory committees shall inform the Statistical Council of the Republic of Slovenia, other advisory committees and the general public about their activities by publishing draft minutes, adopted minutes of meetings and other important documents on SURS’s website.

III. MEMBERSHIP IN STATISTICAL ADVISORY COMMITTEES

Article 7

Advisory committees shall have external and internal members.

External members of advisory committees shall be appointed by heads of institutions on SURS’s request. As a rule, a deputy member shall also be appointed to replace the member in case of his/her absence.

Internal members of advisory committees shall be appointed by SURS’s Director-General from among SURS’s employees.

Membership in an advisory committee shall not be time limited. When a member is no longer employed in the institution that appointed him/her, his/her mandate in the advisory committee shall terminate and the institution shall appoint a new member.

Article 8
SURT’s Director-General shall propose to the advisory committees for appointment the President, the Deputy President and the Secretary of the advisory committee.

The President, the Deputy President and the Secretary of the advisory committee shall be appointed for three years with the possibility of re-appointment.

As a rule, the President shall not be a SURT’s employee.

**Article 9**

The President of the advisory committee shall be involved in preparing the agenda for the meeting, chair the meeting, summarize the views of individual items, review and sign the minutes.

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

The Secretary of the advisory committee, in cooperation with the President of the advisory committee and the head of SURT's organizational unit which falls within the field of work of the advisory committee, shall prepare the agenda, be responsible for organizing the meeting and preparing documents for the meeting, and prepare the minutes of the meeting.

**Article 10**

The President of the advisory committee or members of the advisory committee can propose at the meeting of the advisory committee that persons who are not members of the advisory committee be invited to participate in the next meeting of the advisory committee and to discuss certain issues if the advisory committee thinks that these persons could contribute to the clarification of issues discussed by the advisory committee.

**IV. WORKING GROUPS**

**Article 11**

For solving particular issues that are subject of their work, advisory committees may establish special working groups.

The proposal for the establishment of a working group shall be submitted by the advisory committee to SURT’s Director-General. The proposal shall state the reasons for the establishment of the working group, the tasks and objectives, deadlines for implementing the tasks, the proposal for the working group Chair, Deputy Chair and Secretary, the proposal for working group members, the anticipated date when the activity of the working group should end and the anticipated method of reporting.

SURT’s Director-General shall decide about the proposal by adopting a Decision.
Article 12

Experts from the field of work of the advisory committee shall be appointed to cooperate as members of the working group.

The working group Chair or Deputy Chair shall report on the work of the working group to SURS’s Director-General and at the meeting of the advisory committee that proposed the establishment of this working group.

The Secretary of the working group, in cooperation with the Chair of the working group and the head of SURS’s organizational unit which falls within the field of work of the working group, shall prepare the agenda, be responsible for organizing the working group meeting and preparing documents for the meeting, and prepare the minutes of the meeting.

V. WORKING METHODS AND CONVENING THE MEETINGS OF ADVISORY COMMITTEES

Article 13

Meetings of advisory committees shall be convened by the President of the advisory committee and by SURS’s Director-General at least once every year and a half.

Convening of the meeting of the advisory committee can also be proposed by members of the advisory committee in writing. The reason for convening the meeting must be explained and appropriate documents must be prepared and sent to the President and the Secretary of the advisory committee.

Article 14

The time and place of the meeting and the proposal of the agenda shall be determined in cooperation with SURS’s representatives responsible for the field covered by the statistical advisory committee.

The time and place of the meeting and the proposal of the agenda of the advisory committee whose content is predominantly covered by an authorised producer of national statistics shall be determined by the head of the statistical unit at the authorised producer and the President of the advisory committee in co-operation with SURS’s employee responsible for the particular field covered by the advisory committee.

Article 15

The invitation to the meeting shall be signed by SURS’s Director-General. The invitation to the meeting and the proposal of the agenda shall be sent to members of the advisory committee and the head of the institution that appointed its member not later than seven days before the date of the meeting, as a rule by e-mail. The
invitation shall include the draft agenda and links to the documents published on SURS’s website.

In exceptional cases, the invitation and the documents may be sent to members of the advisory committee within a shorter period or the documents may be submitted at the meeting. The shorter period shall be justified by the President of the advisory committee at the meeting and the justification shall be entered into the minutes.

**Article 16**

As a rule, the meeting of the advisory committee shall take place if at least half of its members are present; persons acting in place of members as determined by Article 7 of these Rules of Procedure shall be regarded as members of the advisory committee.

If a member of the advisory committee can not take part in the meeting, he/she shall inform SURS about this not later than three days before the meeting is to take place. As a rule, such member shall be replaced by a deputy member.

**Article 17**

The agenda of the meeting shall be proposed for adoption by the President of the advisory committee. The agenda shall be adopted if agreed by the majority of the members of the advisory committee present at the meeting.

The agenda shall include also the review of the minutes of the previous meeting. Any comments shall be entered in the minutes of the current session.

**Article 18**

The advisory committee shall form opinions, positions and proposals regarding the documents discussed.

**Article 19**

Minutes shall be kept of the meeting of the advisory committee.

The minutes shall include:
- the serial number, place and date of the meeting;
- the name of the chair of the meeting;
- the name of the keeper of the minutes;
- the names of present/absent members and non-members together with the names of institutions that appointed them;
- the agenda of the meeting;
- the positions, opinions and proposals adopted by the advisory committee regarding individual items on the agenda.
Article 20

Draft minutes shall be submitted for comments to the President and the members of the advisory committee who were present at the meeting of the advisory committee within 21 days after the meeting.

The deadline for comments to draft minutes shall be 10 days after their receipt.

The coordinated minutes shall be treated as final.

The President of the advisory committee shall sign the coordinated minutes; in case of his/her absence, the minutes shall be signed by the person who chaired the meeting.

Not later than 45 days after the meeting of the advisory committee the minutes shall be published on SURS's website. All members of the advisory committee shall be informed about this.

Article 21

These Rules of Procedure shall enter into force on the day of signature by SURS's Director-General.

Irena Križman,
Director-General

Ljubljana, 21 January 2011