

Registration number 211

APPROVED

Ministry of Education,
Culture and Research

/signature/

Seal: Ministry of Education, Culture and Research of the Republic of Moldova, IDNO
1006601000107

REGISTERED

At the Public Services Agency

IDNO 1005600029223

Registrar M. Jimbei /signature/

(name, surname, signature)

Seal: Public institution "Public Services Agency", IDNO 1002600024700, Republic of Moldova
Chisinau, 007

**CHARTER
OF THE PUBLIC INSTITUTION
(INSTITUTE OF ZOOLOGY)
(new version)**

Chisinau, 2018

Chapter I

General provisions

1.1. The Institute of Zoology (hereinafter - Institute) is an organization in the field of research and innovation carrying out fundamental and / or applied research activity, experimental development, implementation of scientific results and innovations, technology transfer, the training and further training of scientific staff in the field of zoology, entomology, parasitology, ichthyology, hydrobiology, ecotoxicology and ecology.

1.2. The Institute is a legal entity having the status of a public institution, founded by the Ministry of Education, Culture and Research according to the Decision of the Government of the Republic of Moldova on the activity of some public law organizations in the fields of research and innovation no. 50 of 16.01.2018. The Institute of Zoology is the rightful successor of the Institute of Zoology of the Academy of Sciences of Moldova, founded by the Academy of Sciences of Moldova on the basis of the Decision no. 15 of 08.02.1991. The Institute carries out its activity in in accordance with the provisions of the Constitution of the Republic of Moldova, the Code on science and innovation, the Education Code, the international treaties to which the Republic of Moldova is a party, other normative acts, including the normative acts of the Ministry of Education, Culture and Research and this Charter.

1.3. The Institute has distinct assets, has its own balance sheet, current account and other bank accounts, has a round stamp with the State Coat of Arms of the Republic of Moldova, emblem and letterhead, as well as other corporate symbols.

1.4. The Institute's activity period is unlimited.

1.5. Legal address of the Institute: MD-2028, 1, Academiei str., Chisinau mun., Republic of Moldova

1.6. Official name of the Institute:

- a) in Romanian: Public Institution Institute of Zoology;
- b) in English: Public Institution Institute of Zoology;
- c) Abbreviated name: P. I. Institute of Zoology

Chapter II

Institute's purpose, main directions of scientific research and objectives

2.1. The purpose of the Institute's activity is to organize and conduct fundamental and applied scientific research in the field of zoology, entomology, parasitology, helminthology, hydrobiology, ichthyology, ecotoxicology and ecology.

2.2. Research profile of the Institute: Systematic research, sustainable development and valuation of the diversity of the animal world, monitoring of aquatic and terrestrial ecosystems.

2.3. The priority direction of scientific research is the study of the structural and functional organization, dynamics and evolution of animal populations and communities, development of pathways and methods of protection and rational approach to enhance the value of the animal world.

The main directions of scientific research are as follows:

1) Study of diversity, structural and functional organization and evolution of the terio-herpetofaunistic communities, protection, optimization and elaboration of the concept of practical use of the diversity of fauna of economic importance in the conditions of geo-anthropogenic transformations;

2) Diversity, ecological and ethological adaptation strategies for avifauna in natural, recreational and urban ecosystems, development of guidance and protection recommendations of bird populations;

3) Systematic research, diversity and structural and functional organization of insect communities, development of pest control methods;

4) Diversity of communities of endo- and ectoparasites, their interaction in the system host-parasite in plants and animals, development of prevention and treatment measures;

5) Diversity, functioning of hydrobiont communities, including ichthyofauna, determination of their role in the processes of bioaccumulation, bioamplification, circuit of substances and energy in aquatic ecosystems, ecotoxicology, determination of tolerability and support capacity of ecosystems, development of principles of conservation of hydrobiocenosis, the management of fish productivity and the sustainable use of aquatic resources;

6) Ecophysiological biogeochemistry, taxonomy and molecular phylogeny of animals;

2.4. The main objectives of the Institute are:

a) Deepening of the level of knowledge and innovation based on zoological, entomological, hydrobiological, ichthyological, parasitological, ecotoxicological and molecular biology;

b) Enhancing the scientific support based on knowledge given to the national economy by implementing in the national and international circuit of the results of investigations in the field of biodiversity conservation, rational utilization of environmental resources;

c) Strengthening national and international collaboration by promoting interdisciplinary and international investigations, attracting community funds for research and innovation, initiation and implementation of international projects;

d) Increasing the performance of scientific staff by creating and strengthening scientific schools, promoting the mobility of senior researchers and young researchers in the scientific centers of



excellence, the implementation of modern methodologies and a high competence and culture management;

e) Strengthening the scientific and technical basis and use of the modern research methods, etc.;

2.5. In order to achieve its objectives, the Institute will carry on the following functions:

a) performs fundamental and applied scientific research, technological and experimental works, oriented towards obtaining and implementing in the economic circuit of some new, or improved products, services and processes;

b) develops advanced technologies within the scientific departments of the field of activity;

c) develops recommendations for the application of scientific results in the national economy, contributes to their implementation and to the enhancement of the national scientific potential;

d) ensures the training of high-qualified scientific staff, by doctoral research, in partnership with higher education institutions and post-doctoral studies, according to the existing normative regulations;

e) establishes, supports and develop scientific schools;

f) provides scientific advice to public institutions and economic agents, performs for reward expert appraisal and endorsement of materials related to the profile of the Institute's activity;

g) performs works in the field of activity of the Institute on the basis of economic agreements;

h) creates, supports and develops the experimental, scientific and technical basis, creates innovative, technological and experimental units with various forms of organization and financing, in accordance with the legislation in force;

i) establishes direct relationship with similar organizations in the field of science and innovation from the republic and abroad;

j) establishes branches and joint centers with other organizations, in accordance with the legislation in force and with the consent of the Ministry of Education, Culture and Research;

k) performs the funding of research and innovation activities, including investments in projects and programs;

l) The Institute may also carry out other activities related to its own field of activity, with the consent of the founder and, as the case may be, with the authorization of the competent authorities.

2.6. In order to accomplish its functions, the Institute has the following duties:

a) establishes its structure and functioning mechanisms, according to the provisions of the regulatory framework, choosing the methods of activity;

b) determines the main directions of the scientific researches, correlated with the state policy in the field of science and innovation, the world trends in the field of science development, with the needs of the national economy and society;

c) examines and approves the research plans, providing financial, technical and material assistance

of the planned works;

d) supports and develops the experimental informational, technical and scientific basis;

e) benefits from the right to motivated risk in the activity related to the research and innovation fields;

f) participates in various competitions in order to obtain funding for the innovation and research fields;

g) promotes scientific collaborations on a national and international level, in particular participation in calls under the community innovation and research programs and projects;

h) establishes and maintains cooperation relations with the Academy of Sciences of Moldova, performs activities through its full members and correspondent members of the Academy and participates in the activity of science departments;

(i) develop direct relationship with similar organizations in the field of innovation and research in the country and abroad;

j) participates in various international scientific programs and concludes agreements with international organizations;

k) edits scientific works and scientific journals, coordinates the activities of scientific journals founded by the Institute and ensures their editing;

l) creates scientific and informational databases;

in) promotes innovation activity and stimulates the capitalization of scientific achievements;

n) disseminates scientific knowledge and results of scientific researches;

o) organizes national and international scientific events (congresses, conferences, seminars, conferences, roundtables, etc.);

p) delegates research scientists, including abroad, in a professional capacity or at scientific events;

q) stimulates scientific creativity, organizes advanced courses and retraining courses of specialists in the field, staff assessing, as per the provisions of regulatory framework;

r) informs the Ministry of Education, Culture and Research, Sciences Division of the Academy of Sciences, the authorities and public opinion on its point of view on the issues regarding the development of science and society;

s) involves in its activity foreign citizens and stateless persons;

t) ensures the training of the scientific staff through doctoral studies and postdoctoral programs within the limits of the regulatory framework in force;

u) participates in the developing of scientific research programs and projects;

v) contribute to the development of concepts and programs regarding the research and innovation fields;



- w) participates in the expert appraisal and endorsement of state projects and programs in the field of research and innovation;
- x) endorses draft laws and other regulatory acts on state policy in the field of research and innovation, the country's social and cultural life on a contractual basis;
- y) contributes to the implementation of scientific results;
- z) enters as established, scientific works, submits to the Ministry of Education, Culture and Sciences Division of the Academy of Sciences of Moldova reports on research results;
- aa) manages the available financial resources, provides stock, statistical records and bookkeeping submits reports to the relevant authorities;
- bb) contributes to the maintenance and development of institutional infrastructure and management of the Institute's assets;
- cc) carries out other duties deriving from the provisions of the regulatory framework.

2.7. The Institutè is responsible for:

- 1) level and quality of its scientific investigations;
- 2) methods and means of activity;
- 3) contractual relations established with legal entities and natural persons from the country and from abroad;
- 4) protection and capitalization of the intellectual property objects produced inside;
- 5) rational and efficient use of material, financial, intellectual and information resources;
- 6) labor protection, safety techniques, work discipline;
- 7) maintenance and management of the assets;
- 8) conducting research which could have negative impact on humans, society or the environment.

2.8. The Institute ensures the organization of periodic assessment, legal compliance to scientific, financial and economic parameters of operating of the Institute according to the requirements and accreditation criteria.

2.9. the Institute is responsible for the maintenance and assets management, including library funds, in accordance with the regulations in force.



Chapter III

The governing bodies, Institute's organizational and functional structure

3.1. The Institute's structure may have subunits, departments, centers, divisions, laboratories and other organizational structures necessary to achieve its purpose. The institution's structure shall be considered by the Scientific council at the proposal of the Director and approved by the Ministry of Education, Culture and Research.

The institution's structure is governed by the Institute's Rules, approved by the Scientific council and signed by the founder.

3.2 The structural units of the Institute contain:

- a) research structural units
- b) management structural units
- e) temporary scientific teams

3.3. The main tasks of the research structural units are:

- a) carrying out fundamental and applied research at the level of the methodological and modern methodical requirements in accordance with the term and volume fixed;
 - b) developing programs and projects in the field of science and innovation;
 - c) ensuring the development of scientific directions at the contemporary level;
 - d) submitting reports on the results of scientific activities;
 - e) use in the scientific and innovation field of activity of the most advanced methods and new knowledge in the specific field of activity;
 - f) developing and improvement of scientific research methods;
 - g) ensuring the reliability of the experimental data and the investigations' results;
 - h) use of the Institute's assets in professional activities;
 - i) respecting intellectual property rights and confidentiality with employees and with investigations' beneficiaries;
 - j) training of highly qualified staff;
 - k) creating a favorable climate for research;
- etc.

3.4. The main duties of the structural management units are:

Finance and accounting service

- a) development and submission of budget proposals;
- b) distribution of budget allocations according to the budget classification;
- c) collecting the revenues under the conditions provided by the national legislation in force;
- d) ensuring the accurate organization of accounting in accordance with the normative and legislative acts in force;



- e) carrying out preventive control on the proper drawing up of documents in due time and the legality of the operations carried out;
- f) control of the efficient use of the means, in accordance with their intended purpose, within the budgetary limits approved, as well as control of the integrity of financial resources and assets;
- g) calculation and payment in due time of salaries, allowances and other payments to employees;
- h) making settlement transactions with natural persons and legal entities, according to commitments;
- i) participation in the inventory of financial resources, settlements and assets, the properly determination in due time of the inventory results and their registration in accounting;
- j) preparing and submitting the financial reports within the time limit set;
- k) keeping accounting documents, records, approved budgets, and others documents, as well as their handing over to the archive in a manner prescribed.
- l) exercising other competences and responsibilities provided by the legislation.

International relations and technology transfer service

- a) ensuring the collaboration of the Institute's subdivisions with the International Relations and Technology Transfer Directorate of the Ministry of Education, Culture and Research;
- b) providing the necessary support for the preparation and registration of research project applications, as well as for identifying partners abroad;
- c) concluding cooperation agreements with foreign institutions;
- d) preparation of representative materials for promoting the Institute's image;
- e) providing the necessary support for the preparation and registration of technology transfer projects applications;
- f) providing assistance for the preparation of business plans and projects of innovations implementation;
- g) providing assistance at the registration of copyrights and invention patents;
- h) ensuring the participation of scientific researchers at exhibitions and other activities promoting scientific results.



Human resources department, legal department, chancellery, work protection

- a) organizing and conducting personnel recording operations at the Institute;
- b) drawing up documents in the field of procedures and labor specific rules;
- c) coordination and personnel providing according to the Institute's profile, record of compliance of staff with qualification requirements;
- d) employment, transfer and dismissal of employees in accordance with the labor law in force;

- e) organization of competitions, staff certifications and implementation of related committees' decisions;
- f) coordinating and carrying out secretarial duties;
- g) recording and keeping in the organization's archive of all documents prepared according to the rules in force;
- h) enforcing strict compliance with the labor safety rules.

3.5. Temporary scientific collectives are created by the decision of the Institute's director, with the approval of the Scientific council for the carrying out of specific works. According to activity's peculiarities, own or in collaboration with other entities in the country or abroad. specialized or interdisciplinary collectives may be organized.

Institute's governing bodies

3.6. Institute's management is ensured by:

- a) the scientific council;
- b) the administrative council;
- c) director

3.7. The Scientific council is the consultative body of the Institute, elected by secret ballot during the meeting of the research scientists who are full members of the Institute, for a period of 4 years, among the Institute's scientists as well as from outside. The Council has an odd number of members in proportion to the number of Institute's scientists as set out in the Institute's Regulation. A representative of the Ministry of Education, Culture and Research is a member of the Scientific Council ex officio.

3.8. The members of the Scientific council shall be elected by the general meeting of the Institute's scientific staff, among research scientists with scientific degree / qualification or scientific experience, with 50% plus one of the votes of those who attended the meeting. The General meeting of the scientific staff is deliberative if at least 2/3 of its members participate.

3.9. The Director, the deputy directors, the scientific secretary, the honorary director, the full members and the correspondent members of the Academy of Sciences of Moldova, Institute's employees, are members of the Scientific council ex officio. The council has a representative of the trade union or of the employees, if they are not constituted in the trade union, as well as a representative of young researchers. People from other organizations in the field of science and innovation, representatives of the public authorities, of trade unions shall attend the meetings of the Scientific council as guests.

3.10. The Chairman of the Scientific council is the director of the Institute, and the secretary of the Scientific council is the Scientific secretary.



3.11. The meeting of the Scientific council is deliberative if at least 2/3 of its members attend it, and decisions shall be adopted by the simple majority of the members' votes present at the meeting. If the meeting was not deliberative, it shall be convened repeatedly in maximum 15 days.

The decisions of the Scientific council are recorded in the minutes, signed by the chairman and the secretary.

3.12. The Scientific council shall be convened in ordinary sessions at least once a quarter and in extraordinary meetings where necessary. Extraordinary meetings of the council are convened by its chairman on his/her own initiative as well as at the request of one third of the council's members or the representative of the founder.

3.13. The Scientific council has the following duties:

- a) establishes the priority and perspective directions in the Institute's activity;
- b) approves the Institute's Charter and internal regulations and, as well as the subdivisions' regulations;
- c) organizes the self - assessment of the Institute's activity, the results of the activities carried out within research projects, of scientific structural units and the activity of each research scientist, approves the activity report on the research projects and the report on Institute's activity;
- d) elects on the basis of competitive selection process, the heads of the scientific structural units and the research scientists;
- e) considers and approves the work programs within the ongoing projects as well as programs of managerial activity in accordance with state policy in the field of research and innovation;
- f) considers matters regarding the modification of the Institute's structure, distribution and use of the financial means granted to the development and research and activity;
- g) examines matters regarding scientific collaboration with similar national and international organizations;
- h) adopts the Institute's Charter, the regulations and other documents concerning the activities carried out;
- i) assesses and approves / refuses to approve the recommendation of scientific works for publication;
- j) appoints the editor-in-chief and editorial board of the scientific editions founded by the Institute;
- k) recommends scientific works and candidatures for the prizes, national and international awards;
- l) approves research subjects and projects according to the Institute's profiles, confirms the managers / coordinators / consultants / in the field;
- m) approves the results of internal assessment of research scientists;
- n) submits candidatures for election as a full member and correspondent member of the Academy of Sciences of Moldova;

o) recommends candidates for the award of scientific degrees, scientific and didactic degrees and honorary titles;
etc.

3.14. The Chairman of the Scientific council has the following duties:

- a) convenes and chairs the meetings of the Scientific council;
- b) proposes the agenda of the meetings of the Scientific council;
- c) solves problems related to the efficient activity of the Scientific council;
- d) performs other duties stipulated by the present Charter;

3.15. Secretary of the Scientific council:

- a) draws up and countersigns the minutes and the extracts from the minutes of the Scientific council;
- b) informs the members of the Scientific council about their activity's organizational issues;
- c) performs other functions, entrusted by the chairman of the Scientific council.

3.16. The Administrative council ensures the operative management of the Institute and consists of director, deputy directors and managers of the structural units of the Institute, the scientific secretary, chief accountant and trade union or employees' representative.

3.17. The Administrative council exercises its powers and shall be responsible within the limits of the competences proposed by the director and approved by the Scientific council. The Administrative council sets out the specific actions necessary to achieve the objectives resulting from:

- a) the strategy of the institute's development programs;
- b) the annual research and development program;
- c) the revenue and expenses budget;
- d) the investment program;
- e) the quality assurance system;
- f) other issues related to the organization of the Institute's activity.

3.18. The Director of the Institute is elected on the basis of a competitive selection process by the Ministry of Education, Culture and Research, for a period of 4 years. The conditions and contest procedure are set out in Regulation approved by the Order of the Ministry of Education, Culture and Research. During the contest the candidates for the position of director present the managerial program at the General meeting of the permanent scientific staff.

3.19. The Director of the Institute has the following duties and responsibilities:

- a) carries out the general management of the Institute's activity and bear responsibility for the fulfillment of his/her tasks, for the rational use of human, material, innovative and financial resources, according to the legislation in force;



- b) represents the Institute in relations with the Ministry of Education, Culture and Research, in relations with public administration authorities, non-governmental organizations, etc.;
- c) organizes the development of the Institute's activity programs, annual and perspective plans of scientific works, training of staff and conducts scientific events, organizes the control of their fulfillment, the assessment of the completed works;
- d) promotes the cooperation of the Institute with the profile national and international centers;
- e) submits to the employees and to the hierarchically superior organization, in the manner and within the prescribed period, activity reports, statistical data on the organization's activity, reports on the use of public funds;
- f) discusses at the general meeting with the Institute's staff the Institute's annual report of activity;
- g) ensures the execution of the legislation, decisions and resolutions of the hierarchically superior authorities;
- h) hires and dismisses personnel in accordance with the legislation in force;
- i) organizes contests for filling vacant positions and scientific staff assessment;
- j) submits, according to the decision of the Scientific council, the documents for the award of scientific and scientific and didactic titles, entitles persons to acts doctoral supervisors;
- k) ensures the Institute's participation in the establishment of the University academic consortium Doctoral School;
- l) concludes contracts for performing the necessary works for the proper functioning of the organization;
- m) is responsible for the efficiency of the Institute's activity, for the proper management of human, material and financial resources, according to the legislation in force.
- etc.

3.20 The functional structure of the Institute may stipulate the positions of deputy directors for the scientific activity and administrative activity, as well as heads of structural units, which activity is governed by the Institute's Rules. The Scientific council of the Institute elects the Deputy director and the scientific secretary. By decision of the Institute's Scientific council may be granted the title of honorary director, which is not considered as a remunerated position.

Chapter IV

Institute's Staff

- 4.1. The Institute's staff consists of: management staff, specialty staff, auxiliary staff.
- 4.2. Specialty staff includes probationer research scientists, research scientists, senior research scientists, coordinators research scientists, principal research scientists, scientific advisers, invited research scientists, librarians, bibliographers, engineers and specialists.

- 4.3. The competencies, duties and responsibilities of each position are set out in the job description approved by the director and confirmed by the employee's personal signature.
- 4.4. The scientific positions may be held within the prescribed period established by the legislation in force, on the basis of contest organized by the Institute according to an Internal regulation, with the conclusion of an individual labor contract with the research scientist.
- 4.5. The auxiliary staff is employed in accordance with labor law.
- 4.6. The rights and responsibilities of the management staff, specialty staff, auxiliary staff are stipulated in the individual labor contract and in the job description.
- 4.7. The assessment of the scientific staff shall be carried out by attestation of competencies in accordance with the legislation approved by the Ministry of Education, Culture and Research.
- 4.8. The dismissal of employees is carried out on the grounds stipulated by the legislation in force.

Chapter V

Institute's assets and financial resources

- 5.1. The Institute's assets consist of the property owned by the State, entrusted to the Institute with the right of administration or free use, in accordance with the legislation in force, as well as of own property, acquired through legal acts.
- 5.2. The Institute may have its own property on the basis of ownership right.
- 5.3. The Institute is entitled, with the consent of the founder, to lease / rent the premises held, as well as unused temporary equipment, and the revenue obtained are used as special means according to the legislation in force.
- 5.4. The Institute's financial resources consist of:
- a) financial resources granted from the state budget;
 - b) financial resources obtained in the form of funding with special purpose of projects within the national programs, grants, donations and sponsorships of foundations and other non-commercial foreign or international organizations, scientific programs, projects won by contest and others;
 - c) financial resources obtained by leasing the Institute's assets;
 - d) financial resources obtained through the conclusion of scientific and production contracts or scientific advisory contracts with legal entities or natural persons in the country or abroad;
 - e) financial resources obtained from other activities provided by the present Charter and not prohibited by the legislation in force.
- 5.5. The Institute can establish prize funds, material incentives, support of scientific and innovation activity, funds of social, technical and scientific development, funds of insurance, as well as other funds, in accordance with the legislation of the Republic of Moldova.

5.6. The Institute may dispose in its own right of the revenues from the activities not forbidden by the current legislation and this Charter, as well as of the goods purchased from these revenues.

5.7. The Institute's financial resources are held on budgetary and treasury accounts and special accounts in accordance with the legislation in force of the Republic of Moldova.

Chapter VI

Institute's reorganization and dissolution

6.1. The Institute can be reorganized as stipulated in the Civil Code of the Republic of Moldova. In case of reorganization, the continuity of scientific research shall be ensured.

6.2. The Institute shall be dissolved on the basis of:

- a) the decision of the Ministry of Education, Culture and Research;
- h) the court decision in the cases provided by art. 87 of the Civil Code;
- c) other grounds provided by law.

6.3. In case of Institute's dissolution, its assets shall be used to achieve its purposes according to the Charter, according to founder's decision.

Chapter VII

Final provisions

7.1. This Charter is approved by the Ministry of Education, Culture and Research and registered in accordance with the legislation in force.

Seal: Ministry of Education, Culture and Research of the Republic of Moldova, Chancellery.

Seal: Public institution "Public Services Agency", IDNO 1002600024700, Republic of Moldova Chisinau, 007

