



BULGARIAN ACADEMY OF SCIENCES
INSTITUTE OF GENERAL AND INORGANIC CHEMISTRY

REGULATIONS

For the structure, activities and management of the
Institute of General and Inorganic Chemistry
at the Bulgarian Academy of Sciences

1. INTRODUCTION

The Institute of General and Inorganic Chemistry (IGIC) at the Bulgarian Academy of Sciences (BAS) was founded by a Decree of the Council of Ministers of Bulgaria on 11.11.1959.

The Presidium of BAS took a decision to split the former Chemical Institute of BAS into the Institute of General and Inorganic Chemistry and the Institute of Organic Chemistry (Protocol No 5, item 1 from 18.03.1960).

By decree No 1921/25.03.1985 of the State Council of Bulgaria, IGIC was awarded the “St. Cyril and Methodius” Ist grade order for the achieved success in fundamental and applied research and on the occasion of its 25 anniversary.

2. GENERAL

Article 1. These Regulations deal with the structure, activities and management of IGIC –BAS. They are compiled on the basis of the Law and Statute of BAS and the existing legal acts.

Article 2. IGIC is a permanent scientific unit of BAS.

Article 3. IGIC is an autonomous scientific organization seated in Sofia, funded by the state budget, having its own bank account; it is a legal entity entitled to conclude contracts and to be a party in court and arbitral proceedings.

Article 4. Subject of the activities of IGIC:

- a. Fundamental and applied scientific research in conformity with the European and national priorities in the field of inorganic chemistry, analytical chemistry, theoretical chemistry, adsorption, catalysis, inorganic material science and utilization of natural resources, including direct participation in the application of the scientific results in practice.
- b. Training of PhD students.
- c. Participation at the training of students on a contract basis with the Higher schools.
- d. Training of highly-qualified specialists by post-graduate education.
- e. Consulting and expert activities.

- f. Development of new technologies of preparation and methods of characterization and analysis of materials; elaboration of original scientific instrumentation and unique apparatuses; automation of apparatuses; improvement of existing technologies, materials and devices related with the progress in science, the needs of the economic development of the country and the international scientific cooperation.
- g. Economic activities, implementation of new technologies and pilot plants, marketing. The units of IGIC that are entitled to economic activities are specified by the Director after a decision of the Scientific council. The economic activities are managed by the head of the unit or a person authorized by the Director and are regulated by specific financial rules and in case that such are missing – by the Regulations of IGIC for contracting with external entities.
- h. Service activities.
- i. Organization of national and international scientific forums, congresses, conferences, symposia, schools, seminars, round-tables, etc.
- j. Publishing of the results of the scientific research in national and international scientific journals.
- k. Popularization of IGIC's achievements.

Article 5. The activities of IGIC are realized on the basis of: research plans; projects for scientific cooperation with national and international scientific institutions; contracts with ministries, foundations, Bulgarian and foreign organizations and firms. The Institute also performs unscheduled tasks on the basis of contracting with external assignors.

3. STRUCTURE AND MANAGEMENT

Article 6. The structure of the Institute includes:

- a. Governing body:
 - General assembly of scientists;
 - Scientific council;
 - Director;
 - Deputy Directors;
 - Scientific Secretary.
- b. Structural scientific units – departments and laboratories;
- c. Auxiliary units – administration, accounting office, workshops;
- d. Temporary and permanent entities.

Article 7. General assembly of scientists

- a. The General assembly of scientists includes all persons with academic grade and scientific degree permanently employed at IGIC;
- b. The General assembly of scientists elects a Chairperson for a period of 4 years;
- c. The Director, Deputy Directors and Scientific secretary cannot be elected as Chairperson of the General assembly.

- d. The General assembly of scientists is convened by its Chairperson, by the Director of IGIC, by the Chairperson of the Scientific council (after a decision of the Scientific council), as well as by one fifth of its members.
- e. The General assembly of scientists:
 - elects and deselects its representatives in the General assembly of BAS;
 - elects, changes and complements the staff of the Scientific council;
- f. The General Assembly of scientists:
 - approves, alters and amends the Rules for the activities of IGIC;
 - jointly with the Scientific council approves the annual scientific reports of the Institute's members;
 - discusses the programs of the candidates for Director of IGIC and sends the protocols of the discussions to the Governing council of BAS;
- g. The General assembly of scientists can take decisions provided that more than one half of its members are present, except for the cases according to Article 7, paragraph e, when decisions are taken with a secret vote with a majority of more than one half of the reduced member list (reduction up to 20% is allowed).

Article 7. Scientific council

- a. The Scientific council is a collective body for scientific management of the Institute elected for a period of 4 years.
- b. As members of the Scientific council habilitated persons from IGIC and other scientific institutions are elected according to the Statute of BAS. The Director is by right member of the Scientific council.
- c. The number of the members of the Scientific council is between 15 and 25. The number of the external members cannot surpass one third of the total number of members of the Scientific council.
- d. The staff of the Scientific council can be renewed within the period of its functioning, according to the Statute of BAS.
- e. The Scientific council:
 - determines the scientific policy of IGIC;
 - approves the plans for the research and educational work of the members of the Institute and, together with the General assembly of scientists – the annual report of the Institute;
 - approves the terminated scheduled and contracted studies;
 - approves the Rules for specific activities;
 - approves, by proposal of the Director, the budget funding of the Institute and controls its implementation;
 - takes decisions about establishing scientific structural units at the Institute;
 - approves the Deputy Directors and the Scientific secretary proposed by the Director;
 - elects by secret vote the Heads of the scientific structural units;
 - enrolls and discharges PhD students, elects their tutors and approves the subject of the PhD thesis.

Article 9. Director of IGIC

- a. The Director of IGIC should be a habilitated scientist with a scientific degree, permanently employed at IGIC;
- b. Following a competition, the Director is elected by the Governing council of BAS for a period of 4 years;
- c. The Director leads and manages all activities of the Institute according to the Law and Statute of BAS and the present Regulations;
- d. The Director:
 - represents IGIC to all bodies and organizations, legal and physical entities in the country and abroad;
 - disposes of the budget of IGIC and its funds;
 - organizes and manages the execution of the administrative tasks of the Institute;
 - appoints, discharges and pensions off scientists and auxiliary staff at the Institute in accordance with the Labor Code by following the procedure established by the Law and Statute of BAS;
 - enrolls and discharges PhD students in accordance with the decisions of the Scientific council of IGIC;
 - takes decisions about disposing of the property of IGIC in favor of the latter, which should be acknowledged by the Scientific council;
 - exercises functions assigned to him through legal acts by BAS authorities or ensuing from IGIC contracting;
 - makes motions to the Scientific council for announcing competitions for the academic grades “Professor” and “Associated Professor”.

Article 10. Deputy Directors

- a. The candidate for Deputy Director, after being approved by the Scientific council, is appointed by the Director for a period of 4 years.
- b. The Deputy Director should be a habilitated scientist, permanently employed at IGIC. He acts as a Director in the latter’s absence and executes activities assigned to him in written form by the Director.
- c. The Deputy Director is authorized to sign all financial-accounting documents for which he has a bank specimen.

Article 11. Scientific secretary

- a. The candidate for Scientific secretary, after being approved by the Scientific council, is appointed by the Director for a period of 4 years.
- b. The Scientific secretary should be a habilitated scientist, permanently employed at IGIC. He assists the Director in scheduling and reporting the research and educational activities. He also executes activities assigned to him in written form by the Director. The Scientific secretary is in charge of the timely preparation and presentation of the drafts of the research plan, report and assignment orders of the Institute, as well as for the participation of IGIC in international cooperation;

- d. The Scientific secretary is authorized to sign all financial-accounting documents for which he has a bank specimen.

Article 12. Advisory bodies

- a. Advisory bodies of the Director on scientific-organizational and financial-economic issues are the Governing board of IGIC and the Enlarged Governing board of IGIC.
- b. The permanent staff of the Governing board is determined by Director's order and includes the Heads of scientific structural units, the Chief accountant and representatives of the trade unions.
- c. The protocols of the Governing board meetings are led by an elected secretary and are stored in the administration office of IGIC.
- d. Permanent members of the Enlarged Governing board of IGIC are: the Director, the Deputy Directors, the Scientific secretary, the Chairman, the Deputy Chairman and the Secretary of the Scientific council, the Heads of departments, the representatives of IGIC at the General assembly of BAS and the Chief accountant.

Article 13. Scientific structural units

- a. The scientific structural units of IGIC include departments and laboratories.
- b. Establishing, reorganization and closure of structural scientific units are done by decision of the Scientific council.
- c. Head of a structural scientific unit at IGIC should be a habilitated scientist permanently appointed at the Institute.
- d. Heads of structural scientific units at IGIC are elected by the Scientific council using secret vote following a motion by a member of the Scientific council or by the corresponding structural unit for a period of 4 years, but not after the due age of his retirement.

Article 14. Accounting office

- a. The accounting office is an auxiliary unit at the Institute, which is in charge of all financial-economic activities related to the realization of the research plan, projects, contracts and other tasks of the Institute.
- b. The Chief accountant, together with the Director, is in charge of the implementation and observation of all legal acts and regulations.

Article 15. Administration and auxiliary units

- a. The administration and the auxiliary units help in the realization of the research plan of the Institute and execute other necessary tasks.
- b. Heads of the auxiliary units are appointed by the Director of IGIC.

Article 16. Temporary and permanent entities at IGIC

- a. Temporary entities at IGIC can be established in order to mobilize the scientific potential of the Institute for solving a significant scientific or applied problem or a set of problems.
- b. Temporary entities at IGIC can be established on request of external assignors.
- c. Heads of the temporary entities are appointed by the Director of IGIC in conformity with the request of the assignor.
- d. Permanent entities at IGIC are established in order to attend to and coordinate specific functions of the Institute (e.g., build up and facilitate contacts between science and industry, integrate with the Higher education system, public relations, etc.).
- e. Decisions about establishing permanent entities at IGIC are taken by the Scientific council. The activities of each entity are regulated by special Rules, approved by the Scientific council.
- f. Heads of the permanent entities are elected by the Scientific council on motion by the Director of IGIC.

Article 17. Representatives of IGIC at the General assembly of BAS

The representatives of IGIC at the General assembly of BAS should be habilitated scientists from the Institute. They are elected and deselected by the General assembly of IGIC using secret vote.

Article 18. Colloquium of IGIC

- a. The Colloquium of IGIC includes all habilitated scientists with permanent employment at IGIC under the conditions of Article 136 (7) of the Labor Code. At this Colloquium scientific reports of general significance for the Institute are presented, e.g.:
 - lectures by guest-scientists;
 - special invited lectures;
 - periodical presentation of the results of the scientific and applied research of the separate laboratories.
- b. For procedures requiring a vote, the meeting of the Colloquium of the IGIC is considered regular if at least 2/3 of its list members are present. The list may not be reduced by more than one-sixth, reducing only members who are on leave and business trip. The decision is taken by open ballot and a simple majority of those present.
- c. The Colloquium of IGIC discusses the projects for theses of candidate PhD students (self-trained education) and makes a proposal to the Scientific council for enrolling a PhD student on self-trained education.
- d. The Colloquium of IGIC discusses the reports of PhD students before termination of their training period and takes decision about the quality of the research performed.
- e. The Colloquium of IGIC organizes a preliminary defense of the project of a thesis for the educational and scientific degree “doctor” for the three types of training (regular, extramural and self-trained), as well as for the scientific degree “doctor of sciences”.
- f. The Colloquium of IGIC makes a motion to the Scientific council about the type and terms of the subsequent procedures and proposes the members of the scientific jury.

- g. The seminars of the separate scientific departments include all habilitated scientists of the corresponding department with permanent employment at IGIC under the conditions of Article 136 (7) of the Labor Code. At these seminars scientific reports are presented, which are of interest for the department.
- h. At the seminars of the departments the annual reports on the activities of the PhD students and the implementation of the individual research plans for each year of their training are discussed. The seminars determine a habilitated person as a referee of a project for PhD thesis, submitted for enrolling a PhD student on self-training education.
- i. The Heads of the colloquium and the seminars are elected by the Scientific council of IGIC.

Article 19. Staff of IGIC and labor relations

The staff of IGIC includes:

- a. Governing body, habilitated and not habilitated scientists, specialists, auxiliary and administrative personnel, workers, employed according to the Institute's staff list;
- b. Part-time staff (highly qualified scientists, specialists and workers from external organizations, retired persons and students, employed under the conditions and according to the legal acts and the Regulations of IGIC).
- c. PhD students.

Article 20. Employment and dismissal

- a. Governing body is appointed according to the Statute of BAS; habilitated and non-habilitated scientists – according to the rules of the Law for development of the academic staff in Republic Bulgaria and the Regulations of its implementation; all other staff is appointed in accordance with the requirements of the Labor Code and other legal acts.
- b. Appointment orders are issued by:
 - the President of BAS for the Director;
 - the Director of IGIC for all employees.
- c. The orders for appointment, reassignment, leaves, dismissal, pension, etc. are formulated by a member of the administration in charge of the personnel.

Article 21. Attestation

The Institute performs periodical attestation of the scientific staff and of the specialists with high-school and higher education.

- a. The Director appoints an Attestation commission with the Scientific secretary as the Chairman.
- b. The Attestation commission can make motions for increasing, decreasing the academic degree or discharging, as well as for announcing competitions for academic degrees.
- c. The Attestation commission expresses an opinion in cases of extending the employment contract of habilitated scientists after the due date of their retirement, according to the operating Regulations.

Article 22. Competitions for academic degrees

IGIC announces competitions for academic degrees following the decision of the Scientific council. Motions for announcing competitions are made in the following order:

- a. For the academic degree “Professor” – by the Director.
- b. For the academic degree “Associate professor” – by the Director.
- c. For the academic degree “Chief assistant” – by the Director or the Head of Department.
- d. All competitions are announced in the State gazette and in a national daily newspaper.

Article 23. Training of PhD students

- a. PhD students (regular or extramural) can be trained at IGIC by state order or within ongoing projects. In the latter case the decision about announcing a PhD position is taken by the Scientific council.
- b. All PhD positions (regular or extramural training) are announced in the State gazette and in a national daily newspaper.
- c. PhD students (regular or extramural) are enrolled after an admission examination. Upon enrollment the PhD students sign a model contract with IGIC.
- d. PhD students on free training can also be educated at IGIC. The decision about enrolling a PhD student on free training is taken by the Scientific council after a motion by the IGIC’s Colloquium.

Article 24. Labor relations

- a. The labor relations at IGIC are realized in accordance with the existing laws, decrees and legal acts.
- b. Trade-union activities at IGIC are realized in accordance with the existing legal acts.
- c. The rights and obligations of the different positions are regulated by means of corresponding positional characteristics.

Article 25. Activities in favor of third (legal or physical) parties

- a. Staff members of IGIC can perform research, service or expert activities in favor of third (legal or physical) parties, by using to that purpose the legally fixed worktime and/or facilities of IGIC only in case that these activities are approved by a decision of state or BAS governing bodies and/or are realized within written contracts with IGIC, represented by the Director. Deviations from this obligation represent violation of the labor relations and are sanctioned in accordance with the Labor Code.

5. FUNDING AND BUDGET

Article 26. The financial activities of IGIC are executed in accordance with the order defined in the Statute of BAS.

Article 27. In the realization of the financial activities the Director is assisted by the Chief accountant whose rights and obligations are defined in the Decree for chief accountants.

Article 28. For the execution of unscheduled scientific tasks the Institute can conclude contracts with external assignors – ministries, business organizations, national and international scientific organizations, foundations, etc. The incomes by these contracts are used for funding the contracted tasks, for extra payment of the staff working on the contracts according to the established regulations, and for enlarging the facilities of the Institute. The contracts are made according to the Regulations of IGIC for contracting with external organizations.

- a. Applying for, execution, reporting and payment of the scientists and other staff of IGIC, participating in the work on projects within the EC frame and on international research programs and projects proceed according to the Regulations for applying, execution, reporting and payment of international projects and the Regulations for contracting projects/tasks for applied research by the permanent scientific units of BAS with external assignors (approved by the General assembly of BAS).
- b. Additional rewards of the staff working on the project depending on the concrete activities are calculated at the recommended month rate defined by the EC by taking into account the correction coefficient for Bulgaria.

Article 29. The service activities of IGIC are managed by the Head of the respective laboratory or a person authorized by the Director and are performed by authorized members of the staff. These activities are subject to the Regulations of IGIC for service activities and for contracting with external organizations.

Article 30. The Institute has the right to use on purpose part of the financial income, as well as the full amount of the budget savings (except for the savings from the fund for salaries and scholarships) according to the legal acts valid for the country and the Regulations of IGIC for service activities and for contracting with external organizations.

6. PROPERTY

Article 31. The Institute manages the afforded registered and working capital and the special funds in conformity with their purpose according to the Statute of BAS and the legal acts.

7. ADDITIONAL ARRANGEMENTS

Article 32. Correspondence

- a. The incoming correspondence, after being registered in the incoming book, is reported to the Director and in case of his absence, to the Deputy Director, who takes a resolution, determines the executor and gives instructions.
- b. The originals of the incoming correspondence, the issued orders, as well as copies of the outgoing correspondence are stored in the administration office of IGIC according to the rules of BAS.

Article 33. Seal, logo, distinctions

- a. The Institute has a round seal with inscription *Bulgarian Academy of Sciences and Institute of General and Inorganic Chemistry* in the middle. The seal is kept by a person authorized by the Director.
- b. The logo of IGIC is:



- c. The distinctions of IGIC are:
 - Badge of honor of IGIC Ist degree;
 - Badge of honor of IGIC;
 - Diplomas.

Article 34. Expert evaluations and standpoints elaborated by the members of IGIC

- a. All expert evaluations and standpoints related to national or regional problems, projects and activities, elaborated by IGIC employees in their capacity of BAS members, should be approved by the Scientific council of IGIC.
- b. In case that those are not presented to or approved by the Scientific council, a note should be added that the evaluation/standpoint is a personal opinion of the corresponding expert and does not engage IGIC.

Article 34. Bulletin of IGIC

IGIC issues a non-periodic electronic *Bulletin of IGIC* where decisions of the Governing body and the Scientific council, as well as changes in the personnel, important events and other information of interest are published. The editor-in-chief and the editors of the issue are appointed by the Director.

8. FINAL ARRANGEMENTS

1. The present Regulations for the structure, activities and management of the Institute of General and Inorganic Chemistry of BAS were compiled on the basis of the Law and Statute of BAS and the existing legal acts.
2. Separate Rules are elaborated for specific activities of the Institute such as: contracting with external organizations; service activities; working conditions; working discipline; participation of retired habilitated scientists in the research activities, etc.
3. The Regulations were discussed at a meeting of IGIC's staff and the approved proposals were included therein.
4. The present Regulations were approved by the General assembly of the scientists of IGIC on 24.12.1994 (protocol No 4/1994); changed and amended by the General assembly of the scientists of IGIC (protocols No 7/2007, 12/2008, 14/2009, 30/2012, 32/2014, 47/2019).