

**Regulations**  
**On the Operation of the Centre for Functional Genomics and Bio-chips**

**1. GENERAL RULES**

**Art. 1**

The signatories of these Regulations are on the basis of the Agreement on joint acquisition and use of research equipment for preparing and analysing bio-chips, concluded in 2003 and later annexes to this agreement, co-owners of the research equipment for preparing and analysing bio-chips. The equipment is installed in the Centre for Functional Genomics and Bio-Chips (CFGBC, further called Centre) of the Faculty of Medicine (MF) of the University of Ljubljana (UL).

With these Regulations the signatories regulate more precisely the mode of use of equipment according to Par. 1 and the regulations in connection with the use thereof.

**Art. 2**

With these Regulations the signatories agree that they take part in the decision of operation of the Centre for functional genomics and bio-chips, namely, by determining the rules on the operation of the Centre in these Regulations and by co-operation of its representatives in the organs of the Centre. By signing these Regulations they become so called “members of the Centre”.

**Art. 3**

The headquarters of the Centre is in the premises of the UL Faculty of Medicine, Zaloška 4, Ljubljana. The Centre operates through a subordinate account of the UL Faculty of Medicine.

**II. ORGANS OF THE CENTRE**

**Art. 4**

The Centre is headed and represented by the head, who is proposed by the university teachers of the Institute of biochemistry and the Medical Centre for Molecular Biology UL MF among its teachers and research workers. The head is certified by the Management Board of the Centre. The head is appointed for 4 years with a right to repeated appointment.

**Art. 5**

Beside the head of the Centre, the university teachers of the Institute of biochemistry and the Medical Centre for Molecular Biology of UL MF also propose for confirmation to the

Management Board of the Centre an assistant of the head of the Centre. The mandate of the head of the Centre is regarding the time in conformance with the mandate of the assistant of the head of the Centre.

The head of the Centre appoints a secretary for the period of his mandate.

#### **Art. 6**

The assistant of the head of the Centre attends to his duties upon the instructions of the head of the Centre.

The secretary attends to his duties upon the instructions of the head and those of the assistant of the head of the Centre.

#### **Art. 7**

In the period of a longer absence of the head of the Centre (more than 30 work days) the assistant takes over all the competences and obligations of the head of the Centre up to his return to his working place.

#### **Art. 8**

The highest management organ of the Centre is the Management board (UO) consisting of representatives of all members of the Centre so that each member appoints one member of UO and its deputy. Beside the member and its deputy appointed by the UL Faculty of Medicine, a member of UO with voting right is also the head of the Centre according to his duty.

The members of the UO are appointed for a period of four years, and can be appointed once again. The members of the UO elect the president for its own mandate, for four years the most, whereby the president can be appointed once again. Members of the UO of new members are appointed at joining of a new member. The mandate of newly appointed members of the UO is with respect of time bound to the mandate of the current UO.

Three months prior to the conclusion of the mandate period of the UO, all members of the Centre are invited to appoint new members of the UO. Should prior to the conclusion of the mandate period the member not present a proposal, the mandate of the old members is prolonged in a new mandate period. Upon the proposal a member of the UO can be exchanged during the mandate.

To the meetings of the UO there are also invited the president of the Scientific advisory board and the assistant of the head of the Centre, both without voting right.

Every member can at any time exit from the Consortium. It has to present a written declaration, an explanation for the withdrawal is not necessary. Thereby the UO does not vote in these matters and adopts the resignation declaration. Membership ceases on the day of receipt of the resignation declaration.

The member, who does not pay its obligations, is invited to express its interest on further activity in the Centre and to pay all overdue obligations. Should the obligations not be remitted within the term as set, the members of the UO present a proposal for dismissal of the member.

The member, who severely violates the rules of these Regulations, is invited to resolve these violations. Should the member not resolve the violations within a determined term, the members of the UO can propose a proposal for dismissal of the member.

The proposal for dismissal of a member is brought by the UO. The proposal is accepted if an absolute majority of the members of UO votes on behalf of same.

### **Art. 9**

The members of the Centre propose the members of the Scientific advisory board (SAB), which consist of five members. The members of the SAB are voted by the UO of the Centre. A member of the SAB cannot be a member of the UO. The members of the SAB appoint their president.

SAB has its regular meetings at least once a year. Beside regular meetings a meeting can also be convened upon a proposal by the head of the Centre or upon a proposal of five members of the Centre. To the meetings of the SAB also the head of the Centre is invited, however, without right to vote.

The competences of the Scientific advisory board are the following:

- it cooperates in preparing the program directions of the Centre, and
- it helps at promotion of the activities of the Centre.

### **Art. 10**

UO performs the following tasks:

- adopts program directions,
- reviews and verifies annual programs which enable the coordinated acquisition of durable material and chemicals and a timetable of operation,
- adopts a financial and comprehensive report prepared by the head,
- determines the amount of the yearly contribution on the basis of the cost of operation of the Centre,
- decides upon the joining of new members and the propagation of operation in connection therewith,
- decides upon the dismissal of the members,
- handles matters for creating and supplementing infrastructural capabilities of the Centre,
- determines the price of the application of instruments for the members of the Centre and external users,
- certifies strategic staff directions and changes,
- determines and adopts organisational rules, such as the Regulations on operation of the Centre for functional genomics and bio-chips, and adopts other general acts necessary for the operation of the Centre,

- elects the president of the UO,
- certifies head and the assistant head of the Centre, and
- proposes and elects the members of the Scientific advisory board.

#### **Art. 11**

The president of the UO convenes a regular meeting of the UO at least once a year. The president convenes a meeting also more often upon the request the head of the Centre or upon request of at least five members of the Centre.

#### **Art. 12**

The president of the UO regularly informs the members on the operation of the Centre in a manner that after each meeting he sends agreed minutes of the session of the UO. After the symposium of the anniversary of the Centre, each member receives one copy of the Proceedings for additional information on current and future projects going on in the Centre.

#### **Art. 13**

The members of the UO decide upon the matters according to Art. 10 with public voting, whereas the members of the SAB and the head of the Centre are voted with secret voting. Upon the wish of the majority of the members of the UO secret voting is made possible also at deciding upon other matters.

On joining of new members and dismissal of members the members of UO vote with absolute majority, whereby the proposal is accepted provided the majority of all members of UO decided for same. With the same majority of UO also the proposal of the head of the Centre is certified, the president of UO is voted and members of SAB are voted.

The remaining decisions of UO are accepted provided that for acceptance thereof more than a half of present members of UO have voted.

### **III. OPERATION OF MEMBERS OF THE CENTRE**

#### **Art. 14**

Members of the Centre have a priority right of operation in the Centre within the frame which is accordant with the frame of the financial investment (contribution) of a member for the operation of the Centre, such as evident from the previous Agreement and Annexes to the agreement on joint acquisition and use of research equipment for preparing bio-chips and analysis thereof.

#### **Art. 15**

At execution of all activities each member of the Centre has to proceed with carefulness of a good master and expert.

Each member has to deal in conformance with ethical standards and rules of the valid legislation.

#### **Art. 16**

Each member acquires the right to intellectual property on those results arising from its research work. On results arising from joint research work of two or several members, the participant members will have co-ownership namely, each in a share in conformance with its investment at performing research work.

In monographs, scientific and professional articles, diplomas, doctoral theses and seminars it should be cited in the contribution that a part of the experiment was performed in the Centre.

#### **Art. 17**

Possible author rights arising at research work belong to the authors.

#### **Art. 18**

Each user is bound to protect confidential data of other members of the Centre. A detailed definition regarding confidential data is set by the users.

#### **Art. 19**

Members of the Centre ensure the possibility of including undergraduate and postgraduate students in the operation of the Centre. Heads of chairs or of institutes, respectively, coordinators of postgraduate studies or mentors arrange with the head of the Centre on the concrete inclusion of students into the operation of the Centre.

#### **Art. 20**

Once a year the members of the Centre settle the contribution to the operation cost of the Centre (managing the Centre, supporting the web-sites and functional cost). The amount of the contribution is determined by the UO for every year, but not more than EUR 1.500,00. The amount of the contribution is agreed with absolute majority of votes.

#### **Art. 21**

UO adopts regulations of entry, use and dwelling in the premises of the Centre. In the regulations also individuals are designated, who are acquainted with all research workers that have permission for the entry. On entry of research workers who are not permanently established in the premises of the Centre an evidence book is kept.

Each member has the right to work in the Centre. The member announces the aim of its work by delivering a Yearly plan of work in the beginning of the current year. For a term of work and access to the Centre, the research workers of the member agree with the leadership and the staff in the Centre, or by e-mail: [cfgbc@mf.uni-lj.si](mailto:cfgbc@mf.uni-lj.si). Prior to the beginning of work the research workers fill in “Permits for work in CFGBC” signed by the supervisory person of the member of the Centre, The document “Permit for the work in CFGBC” is a component part of the Regulations.

The research workers must consistently consider the regulations and the conditions of work in the Centre, which are cited in the document “Permit for the work in CFGBC” At each visit to the Centre the external visitors and collaborators of the Centre have to inscribe in the “Inscription book of the CFGBC”.

These rules are a component part of the Regulations and change or are supplemented with an agreement of the UO.

#### **Art. 22**

All possible disagreements arising among the members of the Centre in connection with the work of the Centre are solved as per agreement, in the opposite case on disagreements a joint arbitration of three members will decide, which will be designated by the Management board of the Centre for each individual case.

#### **Art. 23**

Provisions of the agreement concluded previously and of annexes to the agreement on joint purchase and use of research equipment for preparing and analysing bio-chips remain in force.

### **IV. TRANSITIONAL AND FINAL PROVISIONS**

#### **Art. 24**

The Regulations enter into force when signed by authorised representatives of all members of the Centre.

With the beginning of enforcement of these Regulations there ceases to be valid “The Regulations on the operation of the Centre for functional genomics and bio-chips” dated 7 December 2005.

#### **Art. 25**

The Regulations on the operation of the Centre for functional genomics and bio-chips is signed in sixteen (16) copies, whereof each party of the agreement receives one copy.

Ljubljana, 21 October 2014

L.S.

Prof.Dr. Dušan Šuput, Dr.Med.

Dean of UL Faculty of Medicine

Date:

Seal: University of Ljubljana, Faculty of Medicine

L.S.

Dr. Matjaž Oven

Director of Biofarmaceutika

Lek Pharmaceutical Company, d.d.

Date: 12 March 2015

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Ksenija Butenko Černe

Member of Management board

Lek Pharmaceutical Company, d.d.

Seal: Lek Pharmaceutical Company d.d.

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Dean of UL Biotechnical Faculty

-Date: 26 January 2015

Seal: University of Ljubljana, Biotechnical Faculty

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Prof.Dr. Borut Bpžič

Dean of UL , Faculty of Pharmacy

Date: 8 January 2015

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Proxy Director of Institute of Chemistry

Date:

Seal: National Institute of Chemistry, Ljubljana,Slovenia

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Dr. Andrej Simončič

Director Agricultural Institute

Date:

Seal: Agricultural Institute, Ljubljana, Slovenia

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Prof.Dr. Tamara Lah Turnšek

Director of National Institute of Biology

Date: 23 January 2015-77/2015

Seal: National Institute of Biology, Ljubljana, Slovenia

Prim. Janez Remškar, Dr.Med.

General Director of Institute of Oncology

Date: 25 November 2014

Seal: Institute of Oncology, Ljubljana

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Mag. Simon Vrhunec  
Proxy General Director of University Medical Centre Ljubljana  
Date: Seal:

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Prof.Dr. Jadran Lenarčič  
Director of Jožef Stefan Institute  
Date: 17 December 2014 Seal: Jožef Stefan Institute, Ljubljana, Slovenia

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Mr. Sašo Peterlin  
Proxy Director of the Blood Transfusion  
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Date: 20 November 2014 No. IZP 1-552/2014  
Seal: Blood Transfusion Centre of Slovenia

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Mrs. Zora Levačič, Dr.Med.  
Director of the National Laboratory for Health,  
Environment and Food  
Date: 10 April 2015 Seal: National Laboratory for Health,  
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Rector of the University of Nova Gorica  
Date: 31 March 2015 Seal: University of Nova Gorica

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Prof.Dr. Andrej Kirbiš  
Dean of UL Veterinary Faculty  
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Prof.Dr. Nikolaj Zimic  
Dean of UL Faculty of Computer and  
Information Science  
Date Seal: University of Ljubljana, Faculty of  
Computer and Information Science

L.S.  
Prof.Dr. Igor Papič  
Dean of UL Faculty of Electrical Engineering  
Date: 28 November 2014 Seal: University of Ljubljana, Faculty of  
Electrical Engineering



## PERMIT for work in the CFGBC

Name and surname of the researcher:			
Institution:			
Department:			
Name and surname of the responsible person or mentor:			
Term of work in the CFGBC:			
Taking possession of key:	Date:	Returning the key:	Date:
Taking possession of the card:	Date:	Returning the card:	Date:
Taking possession of the code:	Date:	Cancellation of the code:	Date:

*With my signature I certify that I am acquainted with the mode of access to the premises, the mode of work in the laboratory and the protection of equipment as well as of data in the Centre for functional genomics and bio-chips.*

Signature of the researcher:
Signature of the responsible person or mentor:
Date:

Provisions of work in the Centre for functional genomics and bio-chips:

1. The researcher, who wants to perform experiments in the laboratories of the CFGBC, himself or jointly with the mentor presents himself at the head of the CFGBC. The latter jointly with the responsible technical staff makes him acquainted with the mode of access to the premises, the mode of work in the laboratory and the protection of equipment and data.
2. At the first visit of every calendar year the researcher presents a signed permit for the work in the CFGBC.
3. Prior to the beginning of performing experiments the researcher examines the occupation of the apparatus and reserves the term of work on the electronic address: [CFGBC@mf.uni-lj.si](mailto:CFGBC@mf.uni-lj.si) or directly on the electronic address of the staff of the Centre.
4. In the case of work for several weeks the research worker accepts keys and/or a card. For the work outside the regular working time he can also acquire a secret code for switching off the alarm system. For misuse of the protection of the secret of the code and possible arising consequences the researcher is personally responsible.
5. At entrance to the premises of the CFGBC the researcher – the visitor inscribes himself into the book on the corridor beside the kitchen. He registers the time of arrival, the aim of the work and apparatus used.
6. At the conclusion of the work from the premises of the CFGBC, the researcher – the visitor in the book registers the time of departure and checks whether he is the last one in the premises.
7. The last researcher is bound to shut all windows, to shut all internal doors, to switch off the lights, activate the alarm system and lock all (4) entrance doors.