

REGULATIONⁱ

ON THE COMMISSION FUNCTION FOR THE ADAPTATION AND IMPLEMENTATION OF NOMENCLATURES

This regulation is drafted on the basis of the "Law on Collegial Bodies", implying the law no. 8480, dated 27.05.1999 "On the functioning of collegial bodies of state administration and public entities", DCM no. 426, dated 15.05.2013, "On the establishment, functioning, duties of the National Commission for Nomenclature", as amended,

Article 1

Object

The purpose of this regulation is to regulate the organization and functioning of the National Commission for Nomenclature, arranging the relations of the members of the Commission, the way of documenting the meetings and determining the communication among the members of the Commission and INSTAT administration.

Article 2

Definitions

"Commission" implies the National Commission for Nomenclature;

"Chairman" implies the Chairman of the National Commission for Nomenclature;

"Secretariat" implies certain persons to cover the duty of the Secretariat of the National Commission for Nomenclature;

"Member" implies members of the National Commission for Nomenclature;

"Classifications" implies the statistical tools that allow the grouping and preparation of statistical data, inter-institutional statistical comparison, the comparison of statistics at a European and world level.

"Law on collegial bodies" implies law no. 8480, dated 27.05.1999 "On the functioning of collegial bodies of state administration and public entities";

"DCM" implies Decision of the Council of Ministers no. 426, dated 15.05.2013, "On the establishment, functioning, duties of the National Commission for Nomenclature", as amended.

Article 3

The role and duties of the National Commission for Nomenclature

1. The Commission directs the work for the adaptation and implementation of Nomenclatures/Classifications in the country.
2. The Commission has the following duties:
 - i. The Commission drafts and approves the annual activity plan for the following year.
 - ii. The Commission issues guidelines for the practical implementation of Nomenclatures. The National Commission for Nomenclature may set up working groups, according to its areas and needs, composed of all the institutions included in the Commission, or part of them. The rules for the functioning of these groups and the degree of their responsibility are determined by a special decision of this commission.
 - iii. The Commission discusses and decides on the further dismantling of the Nomenclature structure and, in rare cases, the aggregation or suppression of its own subdivisions, in proportion with the specific situation of the country and the international rules for setting up nomenclatures.
 - iv. The members of the Commission for the Adaptation and Implementation of Nomenclatures, submit in writing the report on the problems, proposals that arise during the process of implementation of Nomenclatures/Classifications, for the sectors that their institution covers, no later than 10 days from the date of meeting.
 - v. The Commission drafts and approves the annual activity plan for the following year.
 - vi. The Commission issues guidelines for the practical implementation of Nomenclatures.

Article 4

Approval of Nomenclatures

1. INSTAT or other institutions submit new or revised classifications to the Commission for discussion and approval.

2. Classifications based on European or international law must be translated into Albanian by official translators from the Ministry of Justice.
3. Translation is not required, in cases of nomenclature related to the "acquis communautaire" translated by the Ministry for Europe and Foreign Affairs, or internationally recognized world organizations.
4. The National Commission for Nomenclature approves the Nomenclatures preliminary, by open ballot.
5. After approval, the Institute of Statistics, in cooperation with the responsible institution, prepares the nomenclatures, the accompanying report and additional materials, then sends it for approval to the Council of Ministers.
6. The Nomenclatures, preliminary approved by the Commission, are then approved by a special decision of the Council of Ministers.

Article 5

Meetings of the National Commission for Nomenclature

1. The Commission meets not less than 2 (two) times a year and as many times as necessary for cases related to European and international reviews of nomenclatures.
2. The meeting of the Commission for the adaptation and implementation of nomenclatures is convened by the Chairman or his appointed deputy.
3. In special cases, the Commission may convene on the proposal of 2 (two) or more members, after agreement by the Chairman of the Commission.
4. The Chairman decides on the date and time of the next meeting, which is notified in writing not less than 10 days in advance, announcing the agenda of the meeting.
5. As a rule, the meeting of the Nomenclature Commission takes place in the premises of INSTAT, unless the President decides otherwise.
6. The meeting of the Nomenclature Commission is convened by communicating the time, place and agenda of the meeting. Meeting notice is accompanied by the materials to be reviewed by all members of the Commission.

7. The notification of the meeting is sent by the Secretariat in written and electronic form to the official addresses of the members of the Nomenclature Commission, submitted in advance to the secretariat.
8. The date of the notification of members will be considered the date of sending the notice electronically. As a rule, the member of the Nomenclature Commission sends the confirmation of receiving the relevant notice. The meeting of the Commission may be convened for special cases, in which case the above criteria may not be applied. The request for summoning in such cases should contain the reason for its summoning and the agenda.
9. The Chairman of the Commission is the General Director of the Institute of Statistics. In the absence of the Chairman, the Commission is temporarily chaired by the Deputy Chairman, who is elected by him.
10. The Chairman of the Commission directs the meeting and discussions, and ensures the implementation of the law by making fair decisions.
11. The meeting of the Commission is canceled when less than ½ of Members are present. The meeting is postponed to another day, scheduled by the Chairman or his deputy. In case of non-participation of a member without any reasons for 1 (one) year, or his failure to declare in writing, the Chairman of the Commission, after receiving the approval of the Commission, notifies the head of the relevant institution and, in case of recurrence, requests his replacement.

Article 6

The Secretariat of the National Commission for Nomenclature

1. The service of the secretariat is provided by INSTAT, according to an internal order of the General Director of INSTAT, for the appointment of persons covering the duty of the secretariat.
2. The Commission appoints one of its members with the task of supervising the work of the secretariat.
3. The Secretariat of the Commission facilitates the organization of meetings and maintains the relevant documentation of meetings.
4. The Secretariat keeps the relevant meeting records and signs them, after obtaining the prior approval of all members of the Commission.

Article 7

Meeting materials and the way they are presented for review

1. Materials to be submitted for consideration at the meeting of the Commission are deposited with the Secretariat that distributes them to the members, no later than 5 days from the date of the meeting.
2. In cases when the submitted materials are considered incomplete by the Chairman, the Secretariat returns them to the responsible structures that have prepared them.
3. The responsible structures review the materials and send them back to the Secretariat, within three days of their return by the Chairman.
4. For each meeting, the written reports of the members, the meeting records and Commission decisions are kept in a special file.

Article 8

The decision-making and ballot procedure in the Commission meetings

1. The National Nomenclature Commission makes decisions collegially by open ballot.
2. Decisions are made by a majority of members' votes participating in the meeting, who have the right to vote.
3. Each member of the Commission has the right to one ballot.
4. The Chairman votes the last.
5. Abstention is not allowed in the ballot. The ballot against is argued and reflected in the records.
6. In case the ballot result is equal and the ballot is not secret, then the Chairman's ballot is decisive.
7. In case the ballot result is equal and the ballot is secret, then the ballot is performed once again. If the ballot is again equal, then it is postponed to the next meeting.

8. In cases when remarks are made against the submitted material, then it is voted in principle and, if it is a pro ballot, it is passed to voting any proposals made by each member and, finally, it is decided on the ammended material during the meeting. Otherwise, the material is not approved.

9. The decisions of the Commission are signed by the Chairman or his deputy and the secretariat of the Commission.

Article 9

Meeting records

1. Records are kept during each meeting of the Commission that contain a summary of the discussions held, the date and place of the meeting, the members who attended, the issues discussed, the decisions made and the ballot form and outcome.

2. The records are kept by the Secretariat and sent for approval to each member attending the meeting. If there are no objections from the members, then the meeting records are made clear and signed by the Chairman and all members participating in the meeting.

3. In cases when the meeting has been held for a period of more than one day, then the records summarize discussions held during each day.

4. The members of the Commission may request that the reasons of the decision against the approved decision shall be noted in the records.

This regulation enters into force after the approval by the Commission for Nomenclature.

NATIONAL COMMISSION FOR NOMENCLATURE

HEAD

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ⁱ Përkthimi nuk është zyrtar