

**THE STATUTES  
OF THE INSTITUTE OF SOIL SCIENCE AND PLANT CULTIVATION – STATE  
RESEARCH INSTITUTE**

**Chapter I**

**General provisions**

**§ 1.**

The Institute of Soil Science and Plant Cultivation – State Research Institute, hereinafter referred to as "the Institute", operates on the basis of:

- 1) the Act of 30 April 2010 on research institutes (Journal of Laws of 2010, item 1350, as amended), hereinafter referred to as "the Act";
- 2) the Regulation of the Council of Ministers of 31 May 1950 on the establishment of the Institute of Soil Science and Plant Cultivation (Journal of Laws No. 24, item 212);
- 3) the Regulation of the Council of Ministers of 16 May 2005 on granting the status of a state research institute to the Institute of Soil Science and Plant Cultivation in Pulawy (Journal of Laws No. 85, item 730);
- 4) these Statutes.

**§ 2.**

1. The seat of the Institute is the city of Pulawy.
2. The Institute has legal personality.
3. The Institute may create branches, subsidiaries and local units.
4. The Institute has the status of a state research institute.
5. The Institute may use names: IUNG-PIB, Instytut Uprawy Nawożenia i Gleboznawstwa – PIB, and the English name: The Institute of Soil Science.
6. The Institute has the right to use a round seal with the image of the emblem of the Republic of Poland in the centre and the name of the Institute in the rim.

**§ 3.**

The Institute is supervised by the minister responsible for agriculture.

**§ 4.**

The Institute implements tasks resulting from:

- 1) the multiannual program established for the Institute by the Council of Ministers on the basis of public finance regulations;
- 2) a plan of scientific and research and development work;

- 3) contracts for the implementation of research projects;
- 4) orders from the supervisory body;
- 5) orders from public administration bodies and institutions;
- 6) civil law contracts for the provision of research services;
- 7) other agreements and commissions within the scope resulting from the Institute's scope of activity;
- 8) separate legal acts.

## **Chapter II**

### **Detailed provisions**

#### **§ 5.**

The main subjects of the Institute's activities are:

- 1) conducting scientific research (basic, applied, industrial), development and research and development activities;
- 2) adapting the results of scientific research, development work and research and development activity to the needs of practice;
- 3) implementing results of scientific research, development work and results of research and development activities,
  - in the field of agricultural and related sciences, classified as "Research and development in other natural and technical sciences " - PKD 72.19.Z and "Research and development in the field of biotechnology". - PKD 72.11.Z.

#### **§ 6.**

1. The activities referred to in § 5 are in particular:

- 1) conducting scientific research, development work, research and development activities, and carrying out tasks concerning:
  - a) the development and improvement of crop production technologies on arable land, taking into account environmental and economic conditions,
  - b) breeding of hops and tobacco and the maintenance of genetic resources of these plants,
  - c) agricultural production systems,
  - d) ecology and weed control,
  - e) plant yield biology, phytochemistry and quality of plant products,
  - f) fertilisation and tillage systems,
  - g) methods for improving soil fertility,

- h) agro-meteorology and regionalisation of crop production, with reference to projected climate change,
  - i) soil science and the valorisation and rational use of agricultural production space,
  - j) assessing the causes and degree of soil degradation, soil contamination and developing principles for soil protection and remediation,
  - k) databases and information on the country's agricultural production area,
  - l) the organisational and economic conditions of crop production,
  - m) tests and analyses relating to the safety and quality of plant raw materials and food,
  - n) forecasting and assessing the impact of legislative changes related to with the authorisation of fertilisers and soil enhancers for marketing and use,
  - o) assessment of the performance and environmental impact of fertilisers and soil enhancers, including their authorisation for use,
  - p) assessment of the impact of agriculture on the environment,
  - q) shaping and evaluation of agricultural policy,
  - r) qualifying and listing fertilisers for use in organic farming,
  - s) developing and introducing innovative solutions for plant cultivation and the use of agricultural production space,
  - t) developing alternative lines of crop production,
  - w) other works and research in the field of natural and technical sciences related to the cultivation and fertilisation of crops and the use of agricultural production space;
- 2) adapting research and development results to the needs of practice;
  - 3) implementing the results of scientific research and development work referred to in paragraph 1, point 1.
2. Due to running of its main activities, the Institute can:
- 1) disseminate and commercialise the results of research and development;
  - 2) carry out research and analyses and prepare opinions and expert opinions in the field of conducted scientific research and development works;
  - 3) prepare assessments concerning the condition and development of plant production in Poland and abroad, the use of agricultural production space and the possibility of implementing in Poland of the achievements of world science and technology in the field of plant cultivation and shaping the agricultural environment;
  - 4) conduct standardization and unification activities in the field of plant cultivation, fertilization and shaping the environment;
  - 5) maintain and develop databases related to the subject of the Institute's activities;

- 6) conduct activity in the field of scientific, technical and economic information, inventions and protection of intellectual property, as well as support for innovation of enterprises;
  - 7) manufacture apparatus, devices, materials and other products and carry out validation of testing and measurement methods, as well as perform calibration of apparatus in connection with scientific research and development works;
  - 8) conduct publishing activities related to the conducted scientific research and development work;
  - 9) organize and participate in national and international research projects;
  - 10) cooperate with national and international research centers;
  - 11) carry out activities related to the organisation of conferences, seminars, symposia and other forms of dissemination of knowledge;
  - 12) maintain and develop IT networks.
3. In addition to the tasks referred to in paragraphs 1 and 2, the Institute may carry out the tasks laid down for a State research institute by the Council of Ministers in its multiannual programmes, and may also provide or co-conduct a doctoral school and other forms of training with other qualified entities.

#### § 7.

The Institute shall carry out tasks related to scientific research or development works in the field:

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| 1) research and development works in other natural and technical sciences   | PKD 72.19.Z |
| 2) research and development works in biotechnology  | PKD 72.11.Z |
| 3) other technical research and analyses  | PKD 71.20.B |
| 4) production of fertilizer and nitrogen compounds  | PKD 20.15.Z |
| 5) cultivation of crops, legumes, oil crops for seeds excluding rice  | PKD 01.11.Z |
| 6) cultivation of spices and aromatic plants, and plants used in the manufacture of medicines and pharmaceutical products | PKD 01.28.Z |
| 7) arable crops combined with animal husbandry (mixed activity)   | PKD 01.50.Z |
| 8) higher education   | PKD 85.42.Z |
| 9) museum activity  | PKD 91.02.Z |
| 10) activities connected with organization of fairs, workshops, congresses  | PKD 82.30.Z |

#### § 8.

1. The Institute carries out other activities under the rules laid down in the Act of 6 March 2018. - The Law of Entrepreneurship (Journal of Laws of 2019, Item 1292, as amended), separated in financial and accounting terms, in the scope:

1) cultivation of vegetables, including melons, root crops and tuber plants	PKD 01.13.Z
2) tobacco cultivation	PKD 01.15.Z
3) cultivation of trees and fruit shrubs, both seed and stone types	PKD 01.24.Z
4) cultivation of other fruit trees and shrubs, and nuts	PKD 01.25.Z
5) breeding of dairy cattle	PKD 01.41.Z
6) breeding of other cattle and buffaloes	PKD 01.42.Z
7) breeding and rearing of horses and other equidae	PKD 01.43.Z
8) breeding of sheep and goats	PKD 01.45.Z
9) breeding and rearing of pigs	PKD 01.46.Z
10) breeding and rearing of poultry	PKD 01.47.Z
11) breeding and rearing of poultry of other animals	PKD 01.49.Z
12) service activities supporting crop production	PKD 01.61.Z
13) service activities after harvest	PKD 01.63.Z
14) treatment of seeds for plant propagation purposes	PKD 01.64.Z
15) forest management and other forestry activities, excluding harvesting of forestry products	PKD 02.10.Z
16) obtaining wood	PKD 02.20.Z
17) breeding and rearing of fish and other aquatic organisms in inland waters	PKD 03.22.Z
18) production of fruit and vegetable juices	PKD 10.32.Z
19) distillation, rectification and mixing of spirits	PKD 11.01.Z
20) other printing	PKD 18.12.Z
21) service activities connected with preparation to printing	PKD 18.13.Z
22) bookbinding and related services	PKD 18.14.Z
23) producing electrical energy	PKD 35.11.Z
24) wholesale of grains, unmanufactured tobacco, seeds, and feeds for animals	PKD 46.21.Z
25) wholesale of flowers and plants	PKD 46.22.Z
26) wholesale of livestock	PKD 46.23.Z
27) wholesale of fruits and vegetables	PKD 46.31.Z
28) wholesale of milk, dairy products, eggs, oils and edible fats	PKD 46.33.Z
29) retail sale of fruit and vegetables in specialized shops	PKD 47.21.Z
30) other retail sales made outside the shops, stalls and marketplaces	PKD 47.99.Z
31) hotel and similar accommodation facilities	PKD 55.10.Z

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| 32) tourist accommodation and other short-stay accommodation facilities               | PKD 55.20.Z |
| 33) other accommodation   | PKD 55.90.Z |
| 34) restaurants and other permanent catering facilities                               | PKD 56.10.A |
| 35) other food service activities   | PKD 56.29.Z |
| 36) publishing books  | PKD 58.11.Z |
| 37) publishing journals and other periodicals   | PKD 58.14.Z |
| 38) activities related to the management of IT equipment                              | PKD 62.03.Z |
| 39) data processing; website management (hosting), and similar activities             | PKD 63.11.Z |
| 40) activities of Internet portals  | PKD 63.12.Z |
| 41) purchase and sale of real estate on own account                                   | PKD 68.10.Z |
| 42) leasing and management of own or leased real estate                               | PKD 68.20.Z |
| 43) other professional, scientific and technical activities, not classified elsewhere | PKD 74.90.Z |
| 44) activities of historical sites and buildings and the like tourist attractions     | PKD 91.03.Z |
2. The activities referred to in section 1 shall be separated in financial and accounting terms from the activities referred to in § 5 of the Statutes and shall be carried out by the organizational units in accordance with the scope of their tasks as defined in the organizational rules of the Institute.

#### **§ 9.**

1. The organs of the Institute are:
  - 1) Director;
  - 2) Scientific Council.
2. The powers and duties of the Institute's organs are regulated by law.

#### **§ 10.**

1. The Scientific Council has 30 members, including:
  - 1) 15 research and technical research employees;
  - 2) 15 persons from outside the Institute.
2. The Scientific Council acts on the basis of the regulations it has adopted.
3. The possibility of participating in the meetings of the Scientific Council by electronic means of communication is provided for, as well as the possibility of voting by means of an information and communication system, if this system ensures the secrecy of voting.

#### **§ 11.**

Employees referred to in § 10 section 1 point 1:

- 1) holding a post-doctoral degree or an academic title, constitute 13 members of the Scientific Council;

- 2) holding the academic degree of doctor, constitute 2 members of the Scientific Council.

#### § 12.

1. The Director appoints the College as a consultative and advisory body.
2. The Director determines the name, composition, tasks and working procedures of the College.

#### § 13.

1. The employment of a researcher at the Institute is preceded by a competition.
2. The competition is announced by the Director and a competition committee is appointed.
3. The information about the competition shall include, in particular: the name of the post to which the competition relates, the formal requirements, the list of documents to be submitted by a candidate, the date and place of submission of documents and the composition of the selection board.
4. The information about the competition is published on the Institute's website, on the website of the minister responsible for science in the Public Information Bulletin and on the website of the European Commission in the European portal for mobile researchers.
5. Candidates should submit the documents listed in the information about the competition. The competition committee will conduct an interview with the candidates meeting the formal requirements.
6. On the basis of the documents submitted and the interview, the selection board will select the winner of the competition and forward to the Director a request for an employment relationship with that person.
7. The competition may be unsolved, and in such a case, a new competition for a given position may be announced.

#### § 14.

1. The Disciplinary Committee at the Institute shall consist of 3 elected members.
2. The Director shall administer the elections to the disciplinary committee and, to this end, shall appoint an election committee consisting of 5 members who are staff members of the Institute, who have given their written consent to sit on the election committee, and indicate its chairman.
3. Persons who sit on the election committee may not stand for election to the disciplinary committee.
4. The right to stand for election shall be vested in a full-time scientific and research and technical staff member employed at the Institute not less than one year from the date of commencement of the procedure for selecting a disciplinary committee.

5. A full-time scientific and technical research staff member employed at the Institute shall be entitled to vote.
6. Applications to the disciplinary committee shall be reported by the persons referred to in section 5 to the chairman of the election committee within 14 days of the date on which the Director ordered the election.
7. The election committee shall inform the staff of the Institute of the date of the election and publish a list of candidates for members of the disciplinary committee at least 7 days before the date of the election.
8. Voting is secret. The disciplinary committee shall be composed of the candidates who receive the highest number of votes in turn.
9. In the event that more candidates than are to be elected receive the largest number of votes, the chairman of the election committee orders additional voting from among the persons who received the largest number of votes.
10. The Election Board draws up a record of the election, which it forwards to the Director.
11. The Director announces the results of the election.

#### **§ 15.**

1. The structure of the Institute corresponding to its subject matter and scope of activity shall be laid down in the Organizational Regulations established by the Director of the Institute, after consultation with the Scientific Council and the company trade union organizations.
2. The conditions of employment of the Institute's staff, their rights and duties are defined by: the Act and the work regulations in force at the Institute, and in matters not regulated by the Labour Law.
3. The qualifications of the Institute's scientific staff necessary to occupy particular positions will be determined by the Director by way of an order.

#### **§ 16.**

1. The Institute is authorized to confer doctoral and post-doctoral degrees in the field of agricultural sciences, agriculture and horticulture.
2. The Institute conducts doctoral studies, run or co-run a doctoral school with other authorised entities and provides other forms of education, including postgraduate studies, training and supplementary courses.

#### **§ 17.**

1. The Institute shall have a disciplinary committee responsible for doctoral students and a disciplinary appeals committee.

2. The disciplinary committees referred to in section 1 shall be composed of the chairman of the adjudicating panel, who shall be a researcher, and one doctoral student and one researcher each.
3. The composition of the committee shall be appointed by the Director of the Institute after consultation with the Scientific Council.
4. Where a doctoral school is co-run by other qualified entities, disciplinary committees shall be appointed in the coordination unit.

**§ 18.**

The Institute's financial management is based on an annual financial plan established by the Director of the Institute after the opinion of the Scientific Council.

**Chapter III**

**Final provisions**

**§ 19.**

1. In matters not regulated by these Statutes, the provisions of the Act shall apply.
2. Amendments to the Statutes shall be made in accordance with the procedure provided for the adoption of the Statutes.

**§ 20.**

1. The Statutes of the Institute approved by the Minister of Agriculture and Rural Development on 11 March 2011, amended by Annexes: No. 1 of 8 August 2012, No. 2 of 21 October 2016, No. 3 of 8 February 2017 and No. 4 of 13 September 2017, expire.
2. The Statute enters into force on the date of approval by the Minister of Agriculture and Rural Development.