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C O N T E N T S

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MINISTRIAL DECISIONS AND APPROVALS

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Structure of Special Account in the Ministry of National Education and Cults.

Amendment and replacement of the no: B1/819 re " Structure of Special accounts for the financing of Research Works and relative services or activities carried out by the Higher Educational Institutions or Technological Educational Institutions of the Country"

Practise of students of the Veterinary department of the Aristotle University of Thessaloniki.

Determination and planning of the European Program " SOCRATIS".

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no: KA/679/22-8-96

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Amendment and replacement of the no: B1/819 decision re "Structure of Special Accounts for the Financing of Research projects and relative services or activities carried out by the Higher Educational Institutions or Technological Institutions of the Country"

THE MINISTERS  
OF FINANCE AND NATIONAL EDUCATION AND CULTS

In consideration of:

1. The provisions of line c' par. 3 of art. 50 re " Special Account of Ministry of National Education and Cults for the development of The Community Framework Support sums " of Law 2413/1966 (G.G. 124/A).
2. The provisions of art. 23 par. 1 and 24 par. 1 and 2, case b' of L. 1538/85 re " Government and Governmental instruments" (G.G. A137).
3. The decision B1/819 re " Structure of Special accounts for the financing of research works and relative services or activities carried out in the Higher Educational Institutions or Technological Institutions of the Country".
4. The no: 92/50 directive of EEC of June 18th 1992 with regards the co-ordination of the procedures for the conclusion of the Public contracts for services rendered (No L209/1 24-7-92 of the Official Gazette of European Communities) and the no: 89 665/EEC of December 21st 1989 with regards the legislative, prespective and Administrative provisions with regards the application of the

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TRANSLATION OFFICE - ATHENS

procedures for the recourse in the sector of State-supplying and Public Works contracts' conclusion (No: L395/33 30-12-89 of the Official Gazette of European Communities).

5. The fact that, the State Budget is not burdened from the application of this decision, we hereby decide:

We amend and replace the no: B1/819 decision, as follows:

#### Article 1

##### Structure of Special Account - Object

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1. It is hereby structured in each one of the Higher Educational Institutions and technological Institutions of the Country, a Special Account, which shall be referred hereunder as "Account", for the development of the sums offered for scientific research, training, grounding, technological development and rendering of specific services.

2. The Account's object is the distribution and management of amounts deriving from any source and destined for the covering of expenses of any kind, necessary for the needs of educational, research, training, developmental projects as well as projects of continuing preparation and projects for the rendering of scientific, technological and Artistic services, the elaboration of special studies, the execution of tests, measurements and analysis of laboratory tests, the granting of opinions, the drawing up of specifications for and on behalf of third persons and other relative services or activities attributing to the

connection of education (training) and research with the  
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TRANSLATION OFFICE - ATHENS

production and are carried out or rendered by the Scientific personnel of Higher Educational Institutions or technological Institutions or with the collaboration of other qualified scientists.

## Article 2

Sources of the Account  
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1. The sources of the account are:

- a) The annual subsidy from the State Budget, within the limits of State subsidy.
- b) Amounts from the Public Investments' budget distributed either through the each time programs of development of education or research and technology in force or by any other way.
- c) Special contributions and financing from Public Utilities, other Public sectors, Private Enterprises or individuals, International Organizations and inter vivos or causa mortis donations.
- d) Income from services rendered to third persons, from the commercial exploitation of patents, know-how and products arising from subsidizing projects and annuities from Account's assets.
- e) Loans of any type.
- f) Revenues from deductions imposed upon projects in progress.

2. The conveyors contributing to the account, are entitled to specify a) The type of expenses to be covered with the amounts they offer and b) the period of time, within which these amounts should be spent.

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TRANSLATION OFFICE - ATHENS

## Article 3

## The instruments of Account's Management and Administration

1. The Account's Management and Administration is carried out by its instruments and is independent from the Management and Administration of Higher Educational Institutions or Technological Institutions. The HEI and TEI Administration is following up and controls on the basis of the procedures provided by the Directive of subsidy of art. 9 hereof, the functions and results of the special account.
2. The instruments responsible for the account's Management and Administration are:
  - a) The Education and research committee.
  - b) The Secretariat of the account.

## Article 4

## Committee for the Management of the special Account

1. The Committee for the management of the Special Account, hereinafter called " The Committee", is constituted by the Rector's Council of each Higher Educational Institution and technological Educational Institutions respectively. The Committee is consisted from representatives of all departments of the HEI or of TEI plus one of the Vice-Chancellor's of HEI, appointed by the Rector's Council or one from the Vice-Presidents of TEI, appointed by the TEI's Council respectively. If the Vice-Presidents do not satisfy the criteria of par. 2 of this article, the President of TEI executes the duties of President.

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Each representative of a department of HEI, is appointed together with his substitute from the General meeting of the department, formed in this case, pursuant to the provided for in art. 12 par. 1 line c' of L. 2083/92 special synthesis. With regards the TEI, the representative is appointed in analogical application of art. 12 par. 8 of L. 1404/83, in relation with the Scientific Personnel and with the procedures provided for by art. 7 of M.D. E5/1585/84 (G.G. 191/27-3-84 b.B'). Following the appointment of the departments' representatives, the rector's Council of HEI or the Council of TEI, issues an act certifying the establishment of the Committee of the Special Account.

2. When HEI are involved, the Committee's members must be members of the Teaching and Research staff of the University, which, in priority, shall belong to the ranks of Professors and Associate Professors. With regards TEI, the Committee's members, are members of the Scientific Personnel, which, in priority belong to the ranks of Professor and Assistant Professor and holders of Doctorate Diploma. In both cases, the committee's members must have a wide educational and research experience, documented with publications in well-known magazines, books and monographs, from self-reliant development and execution of projects and experience in matters of planning, management and projects' administration. With regards HEI in particular, the committee's members, must have published 4 scientific works, during the last three years, in magazines of international circulation.

3. The term of the committee's members, is three years.

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4. Following the invitation of the committee's President, who is a Vice-Chancellor of HEI or Vice-President of TEI, the members of the Committee are called in first meeting. In this meeting the Vice-President is elected between the new members by secret vote. If the committee's members exceeds the number of nine, then a special seven-membered instrument may be consisted by the President and Vice-President of Committee and from five members elected by the Committee between its members. In case the members of Committee are six or seven, the formation or not of the said seven-membered instrument is decided by the Committee, which elects it in accordance with those provided for in the preceding paragraph. The five members' appointment has a personal character which is not assigned to their substitutes.

In case of formation of this specific seven-membered instrument, the powers and authorities (3) till (11) of par. 6 of present article may be assigned.

5. The substitutes may participate in the committee's meetings, but when the regular members are present, they are not entitled to vote.

6. The Committee, has the following powers and authorities:

1) It works out the proposals to the HEI's Senate or to TEI meetings correspondingly, with regards the Institution's research policy.

2. It assists the HEI's Rector's Office or TEI Council as well the HEI Senate or the TEI's meeting in the co-ordination of research, educational and training projects of HEI or TEI, financed through the Special Account and is introducing the

taking of measures for securing account's sources.

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3. It suggests to HEI Senate or to TEI meeting, in accordance with the legislative procedures, ways of appreciation, selection, financing, payment of expenses and application of the educational, research, technological projects results and in general of those undertaken within the frames herein and of the general projects' provisions.

4. It approves, pursuant to the above procedures, proposals for the finance of scientific, technological, educational and training projects from the Account in cooperation with the Faculties, departments and sectors, within the frames of Finance Directive of the Special Account of art. 9 of present decision.

5. It draws up the annual scientific and Financial budget and the report of Account's movement, granting any necessary information to the rector of HEI or President of TEI, the HEI Senate or TEI meeting, the Ministers of National Education and Cults, Development, Finance and other interested parties, with reports or special publications.

6. It draws up the Finance Directive of the special Account and the regulation for the distribution of results, arising from scientific projects (patents, software, constructions etc) and the remunerations of those having the copyright. This regulation is approved by the HEI Senate or TEI meeting and constitutes part of the Finance Directive of art. 9 hereof.

7. It entrusts rewarded studies, order facilitate its objects, to HEI or TEI's personnel or third persons, following documentation of the effectiveness of the object and in accordance with the procedures provided for in the Finance

Directive.

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TRANSLATION OFFICE - ATHENS



8. It accepts subsidies of any kind, donations and third persons contributions, determining the specific terms of acceptance and distribution.

9. It looks for sources for the Account Finance and undertakes any necessary action for the accomplishment of that purpose.

10. It takes care for the information of scientific community of HEI and TEI in relation with programmes and projects coming to their knowledge.

11. It grants scholarships, pursuant to the specific regulation approved by the HEI Senate or TEI's meeting, within the limits of finance of art. 9 of this present.

12. It employs qualified personnel for the dept. of Secretariat.

13. It supervises the work of Secretariat and appoints the person in charge of it.

14. It maintains the archives of final reports of projects and programs subsidized through the Account.

#### Article 5

#### Operation of Committee

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1. The committee is called after invitation of the President, whenever is necessary, either this meeting is required by the 1/3 of its members or by the senate of HEI or by TEI meeting.

2. The Committee is in quorum, when they are present half of its members. The committee's decision is taken with absolute majority of the present members, pursuant to those provided for in art. 12

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par.5 line b' of L. 1268/1982, unless othrewise is expressly provided herein. In case of equality of vote , the President's vote is the cast one.

3. The duties of secretary are exercised by the Head of Commitee's Secretariat or the Account or by his substitute.

Article 6

Secretariat

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1. The Secretariat is staffed in accordance with its needs, either by scientific or other personnel of HEI or TEI, which is allotted with a decision of HEI Senate or the TEI' session, following proposal of Commitee or by new personel employed when decided by the Commitee and is remunerated with the amounts of the account.

2. The secretariat has the following powers and authorities:

a) It follows up the accounting and operational movement of the Account and proceeds with the payment of expenses on the order of the scientist in charge of each project, when the expenses are expressly provided for in the approved project's budget.

Otherwise, the approval of the Commitee's President is required or of some other body appointed by the Finance Directive.

It exercises the duties of Secretariat for the Commitee, introducing the matters in relation with it.

2. It studies and elaborates with its members or in co-operation with other persons the quidelines specified by the Commitee or is proposing new quidelines to the Commitee.

3. It takes care for the execution of the commitee's decision.  
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## Article 7

Procedure of distribution, management and justification  
of the amounts of the Account

1. The income of the Account coming from any of the sources referred to in art. 2 hereof, is deposited with a Bank Account having the title " Special Account" and are withdrawn and distributed upon the special orders of the Committee's President or by a member of the Committee duly authorised from him.
2. Up to a 25% per cent of the total budget of each project, subsidied through the account and in particular by any of its sources, is distributed in priority to each of the Institutions for a possible use by the personnel, for the installations and those who are involved with the execution of the subsidied project and in relation with the operational expenses of the Account. This percentage is determined on the basis of the decision or the contract of project's financing and within the framework, set by the conveyor of Finance and the Finance Directive of art. 9 of this decision. After the deductions of the above expenses any surplus of the Account, general subsidies or income from the administration of the Special Account's management, is distributed by the Committee after the approval of the budget submitted by the Committee to the HEI Senate or TEI's session. The Budget is drawn up with the agreeable opinion of the Rector's Council of HEI or the Board of Trustees of TEI.

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3. The movement of the Special Account, the control and the payment order burdening the Account and in favour of the beneficiaries, is carried out pursuant to the present decision and the Code of Books and data as same is in force without any reference or restriction from the provisions applying to the distribution, allotment and consumption of the Institutions credits and in deviation of the provisions with regards the Public Finance, the State supplies, the Public investments, the entrustment of project studies and any other general or special provision.

4. The Scientist in charge for the accomplishment of the project gives the order for the realization of the expenses, when the expenses are strictly provided for, in the project's budget. Otherwise, it is also required the approval of the President's Committee or any other body appointed by the Finance Directive. In particular, the various categories of expenses to be realized as follows:

A. Personnel's occupation:

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a. The remuneration for the members of the HEI or TEI personnel, participating in the execution of the specific project, when the respective provision is included in the approved proposal for the execution of this project, with the reservation of the provisions of art. 26 par. 16 of L. 2083/93, if the presuppositions for their application are existing, with regards the provided highest limit of their remuneration.

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TRANSLATION OFFICE - ATHENS

b. Additional Scientific and Technical personnel, required for the accomplishment of each specific project, approved by the Committee being not a member of HEI and TEI personnel, is employed by contract of Work's entrustment or Work contract of specific time, signed by the Head of the Committee's secretariat, following authorisation and order of the Committee, contained in the respective approval decision.

c. In cases of personnel's employment with Private Law Work contract of specific time or project, the various employers' contributions provided for by the legislation in force are burdening the project's budget.

d. The financial support for students occupied with research or other projects or the support of research activities, when their work does not exceed the limit of 12 hours per week, may arise to the sum of Drs. 500.000 per annum, with amount's readjustment pursuant to the official ratio of the annual inflation.

B. Personnel's travelling in Greece and abroad.

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a. The travelling of the group members, in Greece or abroad, in charge for the project's execution and when this travelling is necessary, are realized within the framework approved by the committee and having as sole justification, the decision for the accomplishment of this project without the intervention of any other body. For those who travel, the travel expenses and a daily remuneration are paid in Drachamae or foreign currency, determined by the Committee with regards all personnel and these expenses shall be paid pursuant to the legislation in force for

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TRANSLATION OFFICE - ATHENS

b. In case, the members of the group entrusted to carry out the project, which do not belong to the Scientific personnel of HEI and TEI and the Head of which is not the Scientist in charge of the project, travel in Greece, the approval of the person in charge of them, is also required.

c. The days, they are moving outside the Institution's Head office for the fulfillment of the project's needs, do not count for the completion of the highest permitted limit of days for travelling outside the Head office, in force for the scientific personnel of HEI and TEI.

d. The foreign currency required for travelling abroad of the group members, is granted by the Bank of Greece and its Branch-Offices and in case of lack of them, by Branch-Offices of Commercial Banks, following a specific order of the Committee's Head of Secretariat or the Account.

C. Supplies - Projects executions:

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a. The supplies of consumable or not materials, instruments, machinery, furniture, laboratory equipment and books and the execution of works of any kind, necessary for the fulfillment of projects, as same are provided in the relative budget and included in the approving decision of the Committee are realized with the order of the Scientist in charge of the project, at the care and responsibility of the Secretariat's personnel and the like assistance of the Institution's special services.

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TRANSLATION OFFICE - ATHENS

- b. Supplies or projects' accomplishment up to the amount of Drs. 2.000.000 each one of them, are carried out directly without tender or taking of bids, following estimation of the prices pertaining in the market.
- c. Supplies or projects' accomplishment, being estimated to cost over the amount of Drs. 2.000.000 are carried out with non official tender and full justification of the choice made, notified to Committee, especially in the case, when the last bidder is not selected.
- d. The non consumable materials of any kind, the supply of which is made for the needs of projects' realization and are burdening the credits of Account, are distributed in accordance with the committee's decision, after the completion of these projects and in proportion with the contractual obligations. These materials are written down by the Secretariat in the Book of Materials' distribution.

D. Lease of real estate, transportation means and equipment.

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The lease of real estate, transportation means and laboratory or mechanical equipment, necessary for the realization of the subsidized projects, as same are defined in the approving decision of the Committee, within the framework of the approved budget, are realized as follows:

- a. Leases for which the annual rent for each one of them does not exceed the amount of Drs. 2.000.000, are directly concluded without tender or taking of bids, after the respective estimation of the prices pertaining in the market.

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TRANSLATION OFFICE - ATHENS

b. Leases for which, the annual rent for each one of them, exceeds the amount of Drs. 2.000.000, are concluded with a non official tender and full justification of the choice, notified to the Committee, especially in case the bidder is not selected.

c. The above lease contracts are concluded on the order of the Scientist in charge of the project, by the Head of Committee's Secretariat or the Account, who sign the necessary lease contracts.

E. Tax and Insurance settlements.

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The tax and insurance deductions on the profit and payments of the Special Accounts, are settled in accordance with the general legislation and the Ministry of Finance circulations. The projects subsidied by the European Union, are excepted from VAT, in accordance with the regulations of these bodies.

Article 8

Financial Audit

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1. The regular audit of the Financial management of the Account and the audit of the Balance-sheet is every year by two chartered Accounts, appointed with the Senate's decision or the TEI session, from a list of ten chartered Accountants, drawn up by the Association of Chartered Accountants at the application of the Senate or TEI's session. The audit's expenses burden the Account.

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TRANSLATION OFFICE - ATHENS



2. The expenses' audit shall be made on the basis of the original justificatories, that is, the invoices and the suppliers receipts or receipts for services rendered, which are kept by the secretariat for each one of the expenses made and separately for each one of the projects in progress.

3. The Accounting (budgetary) period of the Account coincides with the Fiscal year. The first Accounting (budgetary) period commences on the day the Account opens.

4. The chartered Accountants, who exercise the regular audit of the Financial management of the Audit, submit, till the end of June of each year, a report for the management and results of the accounting (budgetary) period which has ended. The reports are submitted to the Minister of National Education and Cults, the minister of Development, the Minister of Finance, the Court of Auditors, the HEI Senate or TEI's session and the Account's committee.

5. The Minister of National Education and Cults may ask whenever he wishes extra-ordinary audits of the Financial management of the Account. The Special Account, is subject at any time to audit, pursuant to the provisions of P.D. 393/1994 (G.G. A' 219).

#### Article 9

##### Directive of subsidy

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1. The Committee draws up and publishes the Special Account Directive of subsidy, where are analytically described the instruments and procedures for the estimation, choice and subsidy

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TRANSLATION OFFICE - ATHENS

of the activities referred to in par. 2 of article 1 for the financial management of projects and the spread of the research and other activities results, subsidied through the Account.

2. The Directive also determines the authorities and obligations of the person in charge of the project, the various categories of activities (development of educational structure, research projects, training projects e.t.c) and matters in relation with the remuneration of those participating in the projects, subsidied through the Account.

3. The Directive of subsidy is approved by the HEI's Senate or TEI's session.

4. "The Directive of subsidy", may be amended or supplemented, when it is necessary. The Directive and each of its amendments are notified to the Ministry of National Education and Cults, Ministry of Development and Ministry of Finance.

5. Till the Directive's publication, the above matters, are settled with decisions taken by the Committee.

6. By decision taken by the HEI senate of TEI's session, they entrust to the Committee and assign to the Account the obligations' fulfillment, undertaken from the Institution and in relation with the Committee's authorities.

#### Article 10

#### Structure of Special Account in the Institute of technological Institution

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HELLENIC REPUBLIC MINISTRY OF FOREIGN AFFAIRS

TRANSLATION OFFICE - ATHENS

1. It is hereby incorporated in the Institute of Technological Institution Special Account for the development of the projects' amounts, subsidized through programs or for special purposes, hereinafter called as "the Account".

2. The object of the Account is, the distribution and management of amounts deriving from any source and destined for the cover of expenses of any kind, necessary for the needs of research projects and relative services or activities, materialized or rendered by the main personnel of I.T.E or other qualified scientists, serving the I.T.E. purposes.

3. The Account's sources are those referred to in article 2 of these presents.

4. The instruments of Administration and management of the Special Account of I.T.E are: The Scientific Council (S.C) of I.T.E. and the Account's secretariat.

A. The Scientific Council, as instrument of Administration and management of the Special Account of I.T.E, hereinafter called as "The Council", has the following authorities:

a) It draws up each year or every two years the frame of the scientific activities of ITE, being subject to the approval of the Minister of National Education and Cults.

b) It determines the procedures of estimation, choice, subsidy, payment of expenses and the taking up of the results of the scientific projects.

c) On the basis of the aforementioned procedures, it estimates, choices and approves suggestions for the subsidy, from the Account, of research projects or entrusts studies upon

renumeration to I.T.E personnel or third persons.  
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HELLENIC REPUBLIC MINISTRY OF FOREIGN AFFAIRS

TRANSLATION OFFICE - ATHENS

d) It draws up the annual and financial report for the management of the account and grants any necessary information to the Ministries of National Education and Cults, Industry, Energy and Technology and other interested parties, with reports or special publications.

e) it co-ordinates the various research activities, taking any necessary measure for their smooth development.

f) It undertakes any necessary action for securing monetary sources, accepts subsidies, donations or third persons contributions of any kind in the Account, determining the specific terms and conditions of their acceptance and distribution.

g) It employs qualified personnel order to staff the secretariat, appoints the person in charge of it, supervising its activities.

In order the council to exercise the above authorities, is called, when is necessary, in extra-ordinary meetings and operates in accordance with the provisions of art. 2 of P.D. 567/84 re " Settlement of matters in relation with the internal operation e.t.c. of I.T.E.". The duties of secretary in keeping the minutes in these meetings, are exercised by the Haed of Account's secretariat.

The Secretariat is staffed, in analogy with its needs, either from scientific personnel or other of I.T.E, pursuant to Scientific Council's decision, or by new personnel employed with the Council's decision and is remunerated from the Account's amounts.

The Secretariat, has the following authorities:  
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HELLENIC REPUBLIC MINISTRY OF FOREIGN AFFAIRS

TRANSLATION OFFICE - ATHENS



- a) It follows up the accounting and managerial movement of the Account and proceeds with the payment of expenses, upon the order of the Scientist in charge of each project.
- b) It assists the Council, introduces the subjects of its authorities and is elaborating the guidelines specified by the Council.
- c) It takes care for the execution of the Council's decision. The provisions of art. 7,8 and 9 of the present decision apply with regards the procedure of distribution, management, justification of the Account's amounts, the Financial audit, the drawing up and publication of the "Directive of Reasearch Finance". When reference is made in these provisions in relation with HEI and TEI, Senate or session and Committee, the meaning is, for the purposes of the present article's application, the I.T.E., the Scientific Council of I.T.E, the Council and the Secretariat respectively.

This decision to be published in the Goverment Gazette.

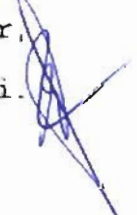
Athens, August 2nd 1996

The Ministers of

Finance	National Education and Cults
A. Papadopoulos	Georg. Papandreou.

True translation of the attached document.

The translator,  
Eleni Karvouni.



REPUBLIQUE HELLENIQUE  
MINISTÈRE DES AFFAIRES ÉTRANGÈRES

Vu pour l'usage de la signature ci-dessus  
du Trésorier de la Mission des Affaires  
Étrangères, le présent est certifié et annexé.

Athènes, le 30 OCT. 1996

Le Secrétaire



EVGENIA THEODORI  
SECRETARIE

