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The Statutes for the National Centre for Laboratory Research and Risk Assessment

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The Statute is enforced by the [Government act](#) § 43 section 5.

Chapter 1: General provisions

§ 1. The National Centre for Laboratory Research and Risk Assessment

- (1) The National Centre for Laboratory Research and Risk Assessment (hereinafter *Centre*) is a national institute that is managed by the Ministry of Rural Affairs (hereinafter *Ministry*).
- (2) In English, the Centre is called the *National Centre for Laboratory Research and Risk Assessment*.

§ 2. The symbols of the Centre

- (1) The Centre has a round 35 mm diameter seal in the centre which is the small coat of arms of Estonia. The upper edge of the ring contains the words "Riigi Laboriuuringute ja Riskihindamise Keskus".
- (2) The Centre has its own logo that can be used on the document template of the Centre and on other printed material and merchandise the Centre may issue. The use of the Centre's logo and document templates is regulated by the document management rules.

§ 3. The location of the Centre

The Centre is located in Tartu and the postal address is: 30 Fr. R. Kreutzwald st, Tartu, 51006. The departments of the Centre that are located elsewhere are noted in the statute of the department.

Chapter 2: The operating area and tasks of the Centre

§ 4. The operating area

The aim of the Centre is to perform laboratory research and risk assessments in the fields of animal health, food safety and related areas.

§ 5. The tasks of the Centre

The tasks of the Centre are the following:

- 1) To perform laboratory tests and analysis in its purview based on the orders of respective institutions and coordinating the methods of analysis with relevant parties;
- 2) To perform laboratory analysis and tests according to the animal disease prevention programme in the volume ordered by the Agriculture and Food Board in accordance with

the given deadline, and to represent the results of the laboratory tests and analysis performed according to this program to the Agriculture and Food Board in a legal act or according to the contracts;

- 3) To ensure fast conduction of laboratory tests and analysis in case of extremely dangerous, dominant or other outbreak of animal diseases and to identify the cause of the disease and if needed working together with European Union's reference lab or science and development facilities;
- 4) To ensure conducting of laboratory analysis in case of zoonotic and food-based disease outbreaks to identify the pathogen and to provide an accurate characterization of it;
- 5) To conduct laboratory tests and analysis, following the enactment rules of relevant legal acts, standards and guidelines, including comparison tests;
- 6) To give risk analysis in respective field, involving independent experts if needed and to arrange the necessary media actions in case the need arises;
- 7) To offer support for developing the laboratory services and training in area of the relevant expertise;
- 8) To participate in carrying out the development plan, other strategic development documents, and in composing common investment plans for state run laboratory facilities;
- 9) To participate in the science projects related to its purview;
- 10) To organize training in the area of expertise and to council relevant institutions and persons in questions related to its purview;
- 11) To carry out tasks arising from relevant legal acts;

Chapter 3: Management of the Centre

§ 6. The Manager of the Centre

The Centre is managed and represented by the Director whose contract is signed by the Minister based on the proposition of the chancellor in the respective ministry.

§ 7. Director

- (1) The Director:
 - 1) runs the Centre, organizes its operations by themselves or through their deputies, carries out tasks in the competence of the Centre according to the Statutes and is responsible for the tasks issued to the Centre;
 - 2) coordinates, directs and controls the performance of the employees and departments under their control;
 - 3) is responsible for the accurate and practical fulfilment of requirements rising from the legal acts regulating the work of the Centre and reports to the respective minister through the chancellor;
 - 4) gives the Minister suggestions on the structure of the Centre;
 - 5) gives the Minister suggestions on the budget of the Centre and controls the accurate and practical usage of the budget;
 - 6) makes suggestions to the respective minister about arranging the work of the Centre;
 - 7) signs employment contracts with the staff of the Centre, stops or terminates those contracts if the need arises, determines the tasks of the employees and their wages based on their contract (hereinafter *job description*), gives out incentives and warnings to the employees;
 - 8) signs contracts in the name of the Centre based on the level of authority and authorizes other people to do so if the need arises;

- 9) establishes the statutes of the department, staff, the document management procedures, work schedules and reporting procedures of the Centre and other documents regulating the operations of the Centre;
- 10) issues written or verbal orders for running the Centre, coordinating its work or record management;
- 11) determines the fee for services provided by the Centre and establishes the basics for calculating it;
- 12) implements the internal control system of the Centre;
- 13) implements the economical and purposeful usage of the property of the state in the Centre according to the guidelines set in the Law of public property;
- 14) controls the monetary assets of the Centre and ensures their purposeful and rational use;
- 15) carries out the duties arising from legal acts and verbal and written tasks issued by the Minister and chancellor.

(2) In case the director is absent, their duties are performed by the deputy director assigned by the director.

§ 8. Deputy Director

- (1) The Centre has up to three appointed Deputy Directors.
- (2) The Deputy Director:
 - 1) manages the work of relevant departments via department managers;
 - 2) manages the creating of strategic development documents in their purview, and is responsible for enforcing them;
 - 3) coordinates the cooperation of their departments with other departments;
 - 4) makes propositions to the Director in terms of budget and for using the budget means;
 - 5) Represents the Centre as per their level of authority and the mandate received from the Director;
 - 6) fills in for the Director in case of their absence and performs the tasks appointed by the Director;
- (3) The tasks, rights and responsibilities of the Deputy Directors are specified in their employment contracts and job description.

§ 9. Head of Department

- (1) The Head of Department:
 - 1) runs the department and assures the competent and in-time completion of relevant tasks is responsible for the running and development of the department;
 - 2) manages the performance of employees;
 - 3) participates in the development of strategic documents in their department;
 - 4) gives verbal and written tasks to employees;
 - 5) follows orders issued by their managers, reports possible issues and gives reports about the operations of the department;
 - 6) represents the department while running their duties and gives opinions and coordination in questions that lay in the competence of the department;
 - 7) makes propositions to their manager about the changes of the structure, staff and work arrangement of the department, for motivating the staff and making them accountable and to determine staff wages;
 - 8) represents the Centre based on authority received from the Director or Deputy Director and cooperates with relevant parties;

9) cooperates with government institutions and institutions run by government, science and development institutions, other organizations and other relevant parties.

(2) The subordination of the department manager, their tasks, rights and responsibilities are determined by the statute of the department managers or their employment contract and job description.

Chapter 4: The structure of the Centre and the main tasks of the departments

§ 10. The structure of the Centre

- (1) The Centre consists of departments.
- (2) The department may have bureaus as part of their structure. The bureaus whose tasks involve laboratory services, are called laboratories.
- (3) The tasks of the departments, their competency, management roles, the tasks of the divisions in the department and the replacement of the department manager are determined by the statutes of the department.
- (4) The department may involve employees external to the department.
- (5) The employees who are working in positions external to the department subordinate to the director or Deputy Director based on their employment contract and are carrying out tasks coming from their employment contract and job description.
- (6) The employment contracts of the employees external to the department are signed and terminated by the director who outlines their tasks, subordinations, rights and responsibilities in the employment contract and job description.

§ 11. The departments of the Centre and their main tasks

- (1) The Centre has the following departments:
 - 1) The department of virology-serology;
 - 2) The department of bacteriology-pathology;
 - 3) The department of molecular analysis;
 - 4) The department of microbiology;
 - 5) The department of chemistry;
 - 6) The department of instrumental analysis;
 - 7) The department in Tallinn;
 - 8) The department in Saaremaa;
 - 9) The department of risk analysis;
 - 10) The department of quality control;
 - 11) Development and general department.
- (2) The main tasks of the department of virology-serology are the following:
 - 1) to perform virology and serology tests and analysis to identify the pathogens of viral diseases and infections, pathogens of bacterial and parasitical diseases and prion proteins;
 - 2) to conduct analysis and research to identify potential extremely dangerous, potent or other pathogens of animal diseases and to characterize those pathogens;
- (3) The main tasks of the department of bacteriology-pathology are:
 - 1) to perform bacteriological, parasitological and mycological analysis to identify and characterize bacteria, parasites and fungi;
 - 2) to perform research to identify the antibiotic resistance of specific bacteria;

- 3) to perform autopsy of animal carcasses and to perform pathology-anatomy, histology and immunohistochemical tests;
 - 4) to perform tests in case of animal disease and food-based illness outbreaks to determine the possible pathogens.
- (4) The main tasks of the department of molecular analysis are:
- 1) to conduct molecular-biological tests for identifying and characterizing viruses, bacteria and parasites;
 - 2) to carry out tests in case of animal disease and food-based illness outbreaks to determine the possible pathogens responsible for it;
 - 3) to perform analysis to determine the antibiotic resistance of zoonotic and commensal bacteria; 4) to perform full-genomic sequencing of microorganisms and the bioinformatical analysis of the results.
- (5) The main tasks of the department of Microbiology are:
- 1) to carry out microbiological analysis to determine the quality of test samples and their accordance to the safety requirements;
 - 2) to perform antibiotic resistance analysis of bacteria and to perform analysis of test samples to determine the contaminants;
 - 3) to use mathematical prognostic models and to perform infection tests to determine food safety and shelf-life;
 - 4) to perform analysis in case of food-based illness outbreaks to determine the possible pathogen.
- (6) The main tasks of the department of Chemistry are:
- 1) to perform chemical analysis to determine the composition of the test samples and their accordance to the quality requirements;
 - 2) to coordinate and perform the sensory evaluation of test samples.
- (7) The main tasks of the department of Instrumental analysis are:
- 1) To perform chromatography and mass spectrometry-based analysis to determine the composition, quality and safety of test samples;
 - 2) To perform analysis for determining the contaminants.
- (8) The main tasks of the department located in Tallinn are:
- 1) to perform microbiological, parasitological and chemical analysis to determine the quality and safety of test samples;
 - 2) to perform analysis to determine the contaminants;
 - 3) to perform analysis in case of food-based illness outbreaks to determine the possible pathogen.
- (9) The main task of the department located in Saaremaa is to perform microbiological, parasitological and chemical analysis to confirm the quality of the test samples and to confirm the necessary safety standards.
- (10) The main tasks of the department of the risk assessment are:
- 1) to arrange the drafting of independent risk assessments based on scientific principles, to follow the international risk assessment guidelines in their respective field and to report the risks;
 - 2) to counsel the politicians and respective institutions about the risk assessment results for drawing conclusions, to offer means to avoid, reduce or remove risks, to gather and analyse data necessary for scientific advice, to work together with science and development institutions and to participate in the work of international risk assessment networks.

- (11) The main tasks of the Quality control department are:
- 1) to develop and improve the management system of the Centre;
 - 2) to coordinate and arrange the quality management of the Centre;
 - 3) to coordinate the risk management of the practical work performed by the Centre;
 - 4) to design and control the requirements issued to the test laboratories based on the auditing programme;
 - 5) to ensure proper service for the customers using the services of the laboratory, to arrange the logistics, receipt and registration of the test samples and issuing of the test results.
- (12) The main tasks of the Development and general department are:
- 1) to coordinate the composition of strategic development documents for the Centre, to offer training based on their level of competence and to manage the rooms of the Centre and to provide technical service;
 - 2) to arrange the budgeting and financial management of the Centre, management of the public property and record keeping, document management and archiving, human resources and occupational health and safety, procurement of necessary inventory and services, including joint acquisitions and the management and development of the info. systems for the Centre;
 - 3) to perform analysis of the laboratory services and to compose necessary reports.

Chapter 5: Funding of the Centre, property, record keeping and auditing

§ 12. The budget and assets of the Centre

- (1) The Centre has its own budget.
- (2) The budget of the Centre is confirmed, changed and controlled by the person entitled, and therefore by the rights of the respective ministerial statute.
- (3) The Centre is funded from the state budget, funds acquired from offering paid services related to the main tasks of the Centre, and funds allocated from programmes and projects, in addition to other incomings.
- (4) The tenure, usage and disposal of the property belonging to the Centre is regulated by respective legal acts.

§ 13. Record keeping, control and auditing

- (1) The financial and statistical record keeping of the Centre is determined by respective legal acts.
- (2) The Centre is accountable to the Minister responsible for its purview, who directs and coordinates the operations of the Centre based on the legislation and performs supervisory control over the Centre.
- (3) The purposeful usage of the Centre's funds allocated from the state budget and the following of statute of the Centre in its operations is controlled according to legal acts.

Chapter 6: Rearrangement of the Centre and liquidation

§ 14. Rearrangement of the Centre and liquidation

The operations of the Centre are rearranged by the Ministry of Rural Affairs based on the order of Estonian Government.

Chapter 7: Application settings

§ 15. The abrogation of the statutes

Statute no. 54 "Veterinaar- ja Toidulaboratooriumi põhimäärus" of the Minister of Agriculture, dating back to 7th May 2010, is declared abrogate.

§ 16. Commencement of the statutes

The statutes come in force on 1st January 2023.

Urmas Kruise
Minister of Rural Affairs

Marko Gorban
Chancellor