

Rules of procedure

RULES OF PROCEDURE of the Ministry of Justice

Adopted by Ordinance of the Council of Ministers no. 38 of 23.02.2015, promulgated, SG, no. 16 of 27.02.2015, in force from 27.02.2015, amended, no. 48 of 27.06.2015, in force from 27.06.2015, amended and supplemented, no. 54 of 29.06.2018, in force from 29.06.2018, amended, no. 5 from 15.01.2019, in force from 15.01.2019, no. 15 of 21.02.2020, in force from 1.07.2020, amended and supplemented, no. 28 of 6.04.2021, in force from 6.04.2021.

Chapter One

GENERAL PROVISIONS

Art. 1. The Rules determine the organization, activity, functions and number of employees of the Ministry of Justice, hereinafter referred to as "the Ministry", and of its organizational structures and administrative units.

Art. 2. (1) The Ministry of Justice is a legal entity of budgetary support with seat in Sofia and with address 1, Slavyanska Str.

(2) The Ministry of Justice is an administration, which assists the Minister of Justice in the exercise of his/her powers, ensures his/her technical activity and performs activities for the administrative servicing of the citizens and the legal entities.

Chapter two

MINISTER OF JUSTICE

Section I

Powers of the Minister of Justice

Art. 3. (1) The Minister of Justice, hereinafter referred to as "the Minister", is a central sole body of the executive power, which manages, coordinates and controls the implementation of the state policy in the field of justice and performs all other functions assigned to him/her by the Constitution. The Republic of Bulgaria, by an international treaty or by an act of Community law, by law or by an act of the Council of Ministers.

(2) The Minister manages and represents the Ministry of Justice.

Art. 4. (1) In the implementation of the political program of the government, in the development of drafts of normative acts and in the implementation of his/her powers the Minister is assisted by three deputy ministers.

(2) The Minister delegates by order the powers of the Deputy Ministers and determines their functions.

(3) The functions of the Minister in his/her absence are performed by a Deputy Minister appointed for each specific case.

Art. 5. On the basis of the Constitution of the Republic of Bulgaria and in implementation of the laws the Minister:

1. carries out the interaction between the judiciary and the executive;
2. manages the activity on the elaboration of drafts of normative acts, related to the judicial system and by the activities, which are within his/her powers, as well as on the elaboration of opinions on drafts of normative acts, prepared by other central bodies of the executive power;
3. participates in the organization of the qualification of the judges, prosecutors and investigators;
4. (Amended, SG no. 54/2018, in force from 29.06.2018) manages the property of the Ministry of Justice;
5. (Amended, SG no. 54/2018, in force from 29.06.2018) proposes a draft budget of the judiciary and submits it for discussion in the plenum of the Supreme Judicial Council;
6. exercises management and control of the activity for protection of the bodies of the judiciary;
7. carries out activities related to the state and private bailiffs, the notaries, the registration judges and the assignees in bankruptcy;
8. manages the activity for the preparation of drafts of international agreements in the legal field and controls their implementation;
9. represents the Republic of Bulgaria at the meetings of the Council of the European Union for Justice and Home Affairs in the part "Justice";

10. manages and controls the preparation of materials within his/her competence, which are presented to the institutions of the European Union;

11. coordinates the activity of all bodies and institutions in the Republic of Bulgaria on the issues related to the Cooperation and Evaluation Mechanism, established by a Decision of the European Commission of 13 December 2006;

12. manages the activity for elaboration and submits for consideration by the Council of Ministers drafts of acts, which adopt measures at national level, necessary for implementation and application of acts of the European Union in the areas within his/her competence;

13. carries out international legal cooperation and international legal assistance in matters within his/her competence;

14. gives an opinion, expresses consent, respectively disagrees, on behalf of the Republic of Bulgaria, when requested, for admission of other states as members of international bodies and organizations or for accession of states to international acts, when the Ministry of Justice is designated for central body by virtue of the constituent acts of international bodies or organizations or by virtue of provisions of international acts;

15. determines the criteria and the procedure for conducting the election of the candidates for judge in the European Court of Human Rights in accordance with Art. 21 and 23 of the Convention for the Protection of Human Rights and Fundamental Freedoms and organizes its implementation;

16. organizes and conducts the procedure for selecting a candidate for Judge and Advocate General at the Court of Justice of the European Union and Judge at the General Court;

17. (Suppl. - SG, no. 54 from 2018, in force from 29.06.2018) manages the activities related to the international adoption under the Family Code, and performs the functions assigned to the Ministry as a central body under the international conventions in the field of international adoption and child protection, as well as international cooperation on issues related to alimony obligations;

18. exercises general management and control over the activity for execution of sentences;

19. creates and transforms the places of imprisonment - prisons, correctional facilities, prison dormitories and pre-trial detention facilities;

20. (Amended, SG no. 54/2018, in force from 29.06.2018) manages and controls the investment activity in the Ministry of Justice;

21. exercises other powers assigned to him/her by law or by an act of the Council of Ministers.

Art. 6. (1) In exercising the powers under art. 5 the Minister:

1. is responsible for his/her activity before the National Assembly within the framework of the parliamentary control procedure;

2. participates in the plenary sittings of the National Assembly and in the sittings of the parliamentary committees;

3. (Amended, SG no. 54/2018, in force from 29.06.2018) chairs the sittings of the plenum of the Supreme Judicial Council and may attend the sittings of the panel of judges and the prosecutorial board of the Supreme Judicial Council, not taking part in the vote;

4. makes proposals under Art. 34 of the Law on Bulgarian Citizenship to the President of the Republic of Bulgaria;

5. participates in the work of the Council of Ministers;

6. makes contacts and interacts with the other bodies of the executive power;

7. interacts with professional and non-governmental organizations with regard to the exercising of the powers assigned to him/her;

8. interacts and cooperates with state bodies and non-governmental organizations in other countries, as well as with international organizations and institutions;

9. (Supplemented, SG no. 54/2018, in force from 29.06.2018) submit to the Council of Ministers an annual report on the activities of the Ministry and its subordinate administrative structures;

10. submits to the Chief Secretary of the Council of Ministers an annual report on the state of the administration under Art. 62, para. 1 of the Administration Act;

11. submit to the Minister of Finance an annual report on the state of the financial management and control systems.

(2) The Minister establishes councils as expert advisory units for solving expert problems of his/her special competence, manages and ensures their activity. The councils include experts and representatives of non-governmental organizations involved in the activities of the Ministry.

Art. 7. The Minister forms and implement the information strategy and policy, which in compliance with the provisions of the Constitution and the laws shall guarantee openness and accessibility of the activity of the administration headed by him/her.

Section II

Political cabinet

Art. 8. (1) The political cabinet shall include three deputy ministers, the head of the cabinet, the parliamentary secretary and the director of the Public Relations and Protocol Directorate.

(2) The Political Cabinet shall be under the direct subordination of the Minister and shall assist his/her activity in formulating and developing the government policy in the field of justice, as well as in presenting this policy to the public.

(3) For the implementation of the program of the Council of Ministers the political cabinet shall propose to the Minister strategic priorities, goals and decisions related to his/her competence and shall monitor their implementation, such as:

1. periodically collect, summarize and analyze the information necessary for the development of the strategic goals and priorities of the Ministry;

2. develop strategic guidelines in the field of Justice;

3. monitor the progress of the implementation of the indicators within the Cooperation and Evaluation Mechanism;

4. compile and implement the Information Strategy and Policy of the Ministry in the short and long term;

5. organize the work program of the Minister and the relations with the bodies of the executive power, with the non-governmental organizations and with the institutions of the European Union;

6. organize the relations of the Minister with the National Assembly and with the European Parliament.

(4) The activity of the political cabinet shall be supported by advisers, experts and technical assistants.

Art. 9. (1) The work of the political cabinet shall be organized by the Head of the cabinet.

(2) The Head of the cabinet:

1. organizes the preparation and monitors the progress of the implementation of the government program in the part "Justice";

2. prepares the work program of the Minister and coordinates the preparation of the reports, opinions and positions on the bilateral and multilateral international cooperation in the field of justice and the necessary materials for the meetings and the international participations of the Minister;

3. organizes and controls the work of the advisers, experts and technical assistants to the political cabinet;

4. carries out the relations with the other members of the Council of Ministers, with the representatives of the state bodies and with the bodies of the local self-government, with the institutions of the European Union, as well as with the political and public organizations and with the citizens.

Art. 10. The Parliamentary Secretary:

1. organizes the relations of the Minister with the parliamentary groups and the committees of the National Assembly, of the European Parliament and, if necessary, represents him/her before them;

2. provides the materials related to the work of the Ministry from the activity of the National Assembly and its committees;

3. participates in the development of the draft legislative program of the Ministry and controls its implementation;

4. informs the Minister about the proposed changes in the submitted draft laws, which are in the sphere of his/her powers;

5. provides periodic information on the adopted laws and decisions and provides it for analysis and evaluation to the head of the political cabinet;

6. coordinates and participates in the elaboration of answers to topical questions and inquiries by deputies;

7. maintains up-to-date information on the status of the draft laws from their submission for consideration to the Council of Ministers to the promulgation of the adopted law in the State Gazette.

Chapter three

STRUCTURE, FUNCTIONS AND ORGANIZATION OF THE WORK OF THE MINISTRY

Section I

Structure

Art. 11. (1) The Ministry shall be organized in directorates, Security unit and inspectorates.

(2) The total number of the staff in the administrative units in the Ministry and its distribution are indicated in the Appendix.

Art. 12. (1) The Minister with an order establishes departments and sectors in the directorates.

(2) The Minister approves the structure of the administrative units and the job schedules upon proposal of the Secretary General.

Section II

Secretary General

Art. 13. (1) The Chief Secretary carries out the administrative management of the Ministry, coordinates the operative activity of the Ministry in execution of the legal orders of the Minister, works under his/her management and is accountable for his/her activity before the Minister.

(2) The Secretary General manages, coordinates and controls the functioning of the Ministry by:

1. represents the Ministry in the cases when this is explicitly authorized by the Minister;

2. ensures the organizational connection between the political cabinet and the administrative units in the Ministry;
3. organizes the distribution of the tasks for implementation between the administrative units of the Ministry;
4. creates conditions for normal and efficient work of the units in the Ministry;
5. exercises general control over the implementation of the assigned tasks;
6. controls and is responsible for the work with the documents, for their storage and for the protection of the official secret;
7. manages, coordinates and controls the preparation of statements of the Minister on materials for meetings of the Council of Ministers and is responsible for their archiving;
8. plans and reports on the implementation of the annual objectives of the Ministry;
9. approves the job descriptions of the employees in the Ministry;
10. organizes and is responsible for the preparation of an annual report on the state of the administration and presents it to the Minister.

Section III

Internal Audit Directorate

Art. 14. (1) The Internal Audit Directorate is under the direct supervision of the Minister and carries out internal audit under the Law on Internal Audit in the Public Sector of all structures, programs, activities and processes in the Ministry, including the spending units of funds of the European Union, the spending units of budget of a lower degree to the Minister and of the Prison Affairs Fund State Enterprise in accordance with Art. 13 of the Public Sector Internal Audit Act (PSIAA).

(2) Internal Audit Directorate:

1. plans, performs and reports on the internal audit activity in accordance with the requirements of the Public Sector Internal Audit Act, the Internal Audit Standards, the Code of Ethics of Internal

Auditors, the internal audit status and the Public Sector Internal Audit Methodology approved by the Minister of Finance;

2. prepares on the basis of the risk assessment a three-year strategic plan and an annual plan for its activity, which shall be approved by the Minister;

3. prepares an audit plan for each assurance audit engagement, which contains the scope, objectives, duration and allocation of resources for the implementation of the engagement;

4. submits to the Minister an independent and objective assessment of the condition of the audited systems for financial management and control;

5. assesses the processes for identification, assessment and risk management, introduced by the Minister;

6. checks and assesses: the compliance of the activities with the legislation, the internal acts and contracts; the reliability and comprehensiveness of financial and operational information; the established organization for protection of assets and information; efficiency, effectiveness and economy of activities; the implementation of tasks, contracts, commitments and the achievement of objectives;

7. consults the Minister at his/her request under the conditions of Art. 8 of the PSIAA;

8. reports and discusses with the Minister and with the heads of the structures, whose activity is audited, the results of each performed audit commitment for assurance and presents an audit report;

9. gives recommendations in the audit reports for improvement of the adequacy and efficiency of the systems for financial management and controls and carries out inspections for monitoring the implementation of the recommendations according to an action plan, approved by the Minister;

10. prepares and submits to the Minister an annual report on the internal audit activity in accordance with Art. 40 of the PSIAA;

11. ensures the improvement of the professional qualification of the internal auditors and establishes contacts with the other internal audit units by the public sector organizations for the purpose of exchange of good practices;

12. develops and implements a program for quality assurance of the audit activity, which includes internal and external evaluations.

Section IV

Inspectorate under Art. 46 of the Administration Act

Art. 15. (Amended, SG no. 54/2018, in force from 29.06.2018) (1) The Inspectorate is under the direct supervision of the Minister and ensures the performance of his/her control functions in the conduct of state policy by implementing administrative control in the Ministry, including the activity of the secondary spending units with the Minister.

(2) The Inspectorate carries out its activity according to internal rules, which have been approved by the Minister.

(3) The Inspectorate performs the following functions:

1. performs scheduled and unscheduled inspections of structures, activities and processes in the administration;

2. checks for the observance of the normative acts and the internal rules for the organization of work in the Ministry and in the structures, the heads of which are secondary spending units with budget to the Minister;

3. checks the implementation of the obligatory instructions, given by the competent control bodies during inspections in the Ministry, in the secondary budget units, including the obligatory prescriptions of the bodies, which exercise state control over the activity of health care in the places of imprisonment;

4. considers received alerts for corruption of employees of the Ministry and of the secondary budget units, carries out inspections and informs the Minister about the results;

5. carries out inspections on alerts from citizens and organizations against illegal or incorrect actions or inactions of employees of the Ministry and the secondary spending units in accordance with an order established by the Minister;

6. carries out subsequent inspections for the implementation of the given recommendations in connection with previously performed inspections;

7. makes an assessment of the corruption risk by the order of the Methodology under Art. 32, para. 1, point 6 of the Act on Counteracting Corruption and on the Forfeiture of Illegally Acquired Property (ACCFIAP) and proposes measures for its restriction;

8. exercises control and carries out inspections under the ACCFIAP, verifying the declarations under Art. 35, para. 1 of the law and carries out the procedure for establishing a conflict of interests;

9. draws up acts for establishment of administrative violations in case of established violations by the employees of the administration, when it is provided by law;

10. carries out inspections on the provision of administrative services;

11. participates in the implementation of joint inspections and projects for implementation and adaptation to the Bulgarian conditions of the successful anti-corruption practices and instruments applied in the Member States of the European Union;

12. participates in the development of projects and makes proposals for new or for amendment of existing interdepartmental acts, which regulate the organization of work and the activity of the administrative units in the Ministry and the secondary budget spending units;

13. perform sother functions in connection with the administrative control, which derive from normative acts or are assigned by the Minister, according to his/her powers.

(4) The Inspectorate prepares a strategic and annual plan for its activity, which shall be approved by the Minister.

(5) The Inspectorate carries out its planned inspections on the basis of an annual plan approved by the Minister.

(6) The Inspectorate carries out scheduled and unscheduled inspections on the basis of an order of the Minister or his/her written order.

(7) The Inspectorate does not carry out inspections in the commercial companies with state participation in the capital and the state enterprises under art. 62, para. 3 of the Commercial Law.

(8) The Inspectorate does not carry out inspections regarding budgetary discipline.

(9) The head of the inspectorate submits an annual report to the Minister on the activity of the inspectorate during the respective year.

(10) The Inspectorate sends to the General Inspectorate annually by March 1 a report on the inspections carried out during the previous year.

(11) In the performance of their functions the employees of the inspectorate have the right to request documents, data, information, references and other carriers of information from the inspected persons, which are necessary for carrying out the inspections.

(12) When carrying out inspections, inspectors have the right to request information from state and local authorities, judicial authorities and other institutions.

(13) The employees in the Ministry and in the secondary spending units are obliged to render full assistance to the inspectors in the performance of their functions.

Section V

Security Unit

Art. 16. (1) The Security Unit performs activities for the protection of the classified information, such as:

1. performs the tasks assigned to it by the Classified Information Protection Act and monitor the observance of the requirements of this Act and of the other normative acts, regulating the protection of the classified information;
2. develops a plan for protection of the classified information through physical and technical means and monitor its implementation;
3. carries out periodic inspections of the reporting and the movement of the materials and documents, containing classified information, as well as keeps records of the cases of unregulated access and the measures taken;
4. carries out the procedure for the ordinary survey under Art. 47 of the Classified Information Protection Act and keeps a register of the surveyed persons;
5. monitors the correct determination of the level of classification of the information in the Ministry;
6. organizes and conducts the training of the employees in the Ministry in the field of the protection of the classified information;

7. provides methodological guidance to the secondary budget spending units and to the organizational units in the Ministry for compliance with the requirements of the Classified Information Protection Act.

(2) The Security Unit performs information security activities, such as:

1. develops and proposes for approval by the Minister methodology, procedures and assessment of the security of the information systems;

2. investigates and analyzes the incidents in the field of information security, the reactions in case of incidents and proposes actions for improvement of the information security in the administration;

3. periodically (At least twice a year) prepares reports on the state of information security in the administrative unit and submits them to the Minister.

(3) The Security Unit performs activities in the field of disaster protection and defense-mobilization preparation, such as:

1. develops and maintains in readiness for implementation the plans for protection in case of disasters, for readiness for work in wartime and of the wartime plan;

2. organizes the preparation of the management staff for work in a state of war, in a state of war and emergency;

3. organizes a round-the-clock operational duty for maintaining readiness for announcement in case of bringing from peaceful to martial law and in case of disasters;

4. plans and distributes the financial resources provided to the Ministry with regard to the provision of the activities related to the defense of the country;

5. provides methodological guidance to the secondary budget spending units and to the organizational units in the Ministry on issues related to disaster protection and defense mobilization training.

(4) The unit is managed by an information security officer, who is directly subordinated to the Minister.

Section VI

Finance Controller

Art. 17. (1) The financial controller is directly subordinated to the Minister and carries out preliminary control for legality according to the Law for the financial management and control in the public sector.

(2) The financial controller carries out the necessary inspections and expresses an opinion on legality with regard to the financial activity of the Ministry.

(3) The order and the manner for carrying out preliminary control by the financial controller is determined by internal acts in accordance with the instructions of the Minister of Finance.

Section VII

General administration

Art. 18. The general administration is organized in:

1. Office Directorate;
2. Legal Activities Directorate;
3. Finance and Budget Directorate;
4. Property Management Directorate;
5. Human Resources Management Directorate;
6. Public Relations and Protocol Directorate.

Art. 19. Office Directorate:

1. organizes and carries out the office processes by means of an automated information system;

2. carries out activities in connection with archiving and storage of the documentation of the Ministry;
3. records, investigates and directs the incoming correspondence by competence;
4. makes inquiries and prepares certified copies of documents stored in the office and institutional archives;
5. monitors the implementation of the resolutions of the political cabinet and the Secretary General and prepares reports on the tasks not completed in time;
6. provides the necessary information to the members of the political cabinet and to the Secretary General related to the meetings of the Council of Ministers;
7. develops draft rules for the clerical activity, the document circulation and for the archival activity of the Ministry;
8. maintains an archive of the draft acts submitted to the Council of Ministers;
9. organizes the informing of the directorates regarding the acts of the Council of Ministers, referring to the activity of the Ministry and of the secondary budget spending units to the Minister;
10. performs the functions of administrator of the automated information system of the Ministry;
11. organizes a reception of the Ministry on received complaints and letters of citizens;
12. organizes and ensures the activities for the consideration and resolution of the alerts and the proposals of the citizens together with the Legal Activities Directorate.

Art. 20. Legal Activities Directorate:

1. renders assistance on legal issues by preparing opinions;
2. prepares projects and coordinates for legality the individual administrative acts and contracts, issued by the Minister or by employees authorized / empowered by him/her, with the exception of those issued / concluded in the exercise of the special competence of the Minister;

3. carries out the procedural representation before judicial, arbitration and administrative bodies;
4. undertakes actions for collection of the receivables of the Ministry;
5. checks the compliance of the incoming documents with the requirements of the Law on the State Seal and the National Flag of the Republic of Bulgaria, as:
 - a) enters in a special register in the order of their receipt all acts on which the state seal is affixed, which shall be entered also electronically;
 - b) sends the originals of the documents on which the state seal is affixed;
 - c) arranges and stores the certified copies by types of documents in special binders;
 - d) certifies copies of documents on which the state seal is affixed;
6. prepares draft decisions for granting or refusing to grant access to public information under the Access to Public Information Act on the basis of a motivated opinion submitted by the respective directorate on the availability of the information and its nature;
7. renders legal assistance to the Minister in exercising his/her powers in connection with the activity of the secondary spending units with budget;
8. coordinates, according to legality, the draft acts of the Minister in his/her capacity of a body, exercising the rights of the state in the capital of the trade company with state participation;
9. renders legal assistance in carrying out the activity of the established councils to the Minister;
10. (New, SG no. 28/2021, in force from 6.04.2021) assists the Minister in exercising his/her powers in connection with the distribution of the subsidy for political parties and coalitions in accordance with the provisions of the Law on Political Parties jointly with other designated administrative units.

Art. 21. Finance and Budget Directorate:

1. applies the national budget policy and budget legislation;

2. ensures the financial-accounting and budgetary activities of the administration in compliance with the Accounting Act, the Public Sector Financial Management and Control Act, the Public Finance Act, the normative acts and the instructions of the Ministry of Finance regulating the budgetary policy of the Ministry as the first-level spending unit and spending unit under international programs;

3. organizes the process of elaboration and compilation of the medium-term budget forecast and the draft budget for the system of the Ministry according to the normative regulation and the instructions of the Ministry of Finance and in program format;

4. develops and compiles the budgets of the Ministry and the secondary budget spending units, as well as the consolidated budget of the Ministry, proposing corrections and reflecting the approved changes in the budget of the Ministry and the secondary spending units by policies, budget programs, functions, groups, activities and paragraphs of the Unified Budget Classification;

5. analyzes, distributes and approves through the System for electronic budget payments the limit for the expenses between the spending units in the system of the Ministry and approve the payments;

6. participates in the process of management of the budget funds of the Ministry in accordance with the principles of legality, economy, efficiency, and publicity, by:

(A) monitoring compliance with financial discipline;

b) performing correct preparation of primary and secondary accounting documents and reflecting them in a timely manner in the accounting registers;

(c) applying the double signature system in respect of commitments and expenditure;

7. performing the accounting of the revenues and expenditures of the central administration of the Ministry according to the full budget classification on accounting accounts from the Accounting Plan of the budget enterprises and the paragraphs from the Unified Budget Classification;

8. keeping accounting and balance sheet real estate of the Ministry, as well as the properties provided for the needs of the judiciary;

9. organizeing the activities related to the obligations arising from the ownership of the real estates, used by the judiciary - taxes, fees, rents, insurances, submission of tax declarations in time;

10. preparing the monthly and quarterly reports on the cash execution of the budget, the accounts for funds from the European Union and the accounts for foreign funds, the reports for the execution of the program budget of the central administration of the Ministry;

11. summarizing the reports of the central administration and of the secondary budget spending units to the Minister referred to in point 10, ensuring the timely presentation of the consolidated reports to the respective institutions;

12. preparing the quarterly turnover sheets, the annual balance sheet of the administration, the consolidated turnover sheets and the balance sheet for the Ministry;

16. (New, SG no. 28/2021, in force from 6.04.2021) assisting the Minister in exercising his/her powers in connection with the distribution of the subsidy for political parties and coalitions in accordance with the provisions of the Law on Political Parties jointly with other designated administrative units.

Art. 22. (Amended, SG no. 54/2018, in force from 29.06.2018) Property Management Directorate:

1. organizes, is responsible for and exercises control over the correct, lawful and efficient use and management of the immovable and movable property, which have been provided to the Ministry;

2. studies the necessity of new construction, reconstructions and major repairs for the buildings, which have been submitted for management to the Ministry;

3. prepares nominal lists of the central administration, summarizes the expenses of the central administration and the secondary spending units with budget for acquisition of fixed tangible assets, design, reconstructions and major repairs and proposes them for approval by the Minister;

4. organizes the preparation of the technical assignments for assignment of design, reconstruction and maintenance of the buildings of the Ministry, proposing that they be included through applications for public procurements;

5. exercises control over the implementation of the investment policy for construction, repairs and acquisition of tangible fixed assets;

6. organizes the actual acceptance of the properties provided for management;

7. prepares and carries out the actual transfer of properties not required by the Ministry;

8. organizes the procedure for renting out properties, managed by the Ministry and representing terrains or parts of buildings, as well as the control over the implementation of the concluded lease contracts in accordance with the State Property Act and the regulations for its implementation;

9. manages the departmental housing fund of the Ministry, as:

a) organizes the actual acceptance of the departmental dwellings provided by the regional governors or by an act of the Council of Ministers;

b) maintains a register and keeps the files of the departmental dwellings;

c) maintains and organizes the repair of the departmental dwellings;

10. prepares and coordinates, according to legality, draft contracts in connection with the management of property, to which the Ministry is a party, presenting in case of disagreement a motivated opinion;

11. maintains a register and keep the files of the properties in management of the Ministry;

12. supports the activity of the secondary spending units in managing the properties provided to them;

13. organizes and carries out the material and technical supply of the Ministry (machines, equipment, spare parts, inventory, organizational equipment, consumables and materials, furniture);

14. is responsible for the proper technical operation and maintenance of the vehicles of the Ministry;

15. organizes and ensures the cleaning and is responsible for the sanitary-hygienic conditions in the administrative buildings of the Ministry and the adjacent terrains;

16. Proposes that administrative actions be taken with regard to real estate and movables in order to achieve maximum efficiency;

17. organizes the planning of the public procurements and prepares a schedule for assignment of public procurements;

18. participates in the preparation and conduct of public procurement in accordance with the Public Procurement Act for selection of a contractor, as well as in the conclusion of public procurement contracts;

19. is responsible for the development, amendment and supplementation of the internal rules for the management of the public procurement cycle;

20. carries out procedural representation before the Commission for Protection of Competition and before the Supreme Administrative Court in connection with appeals filed under the Public Procurement Act, with the explicit authorization of the Minister;

21. keeps and maintains a register of the conducted public procurements;

22. is responsible for the storage of the documentation on the conducted procedures for awarding public procurements;

23. prepares analyses and legal opinions, which are related to the public procurements conducted in the Ministry and in the secondary spending units;

24. prepares and sends the necessary information to the Public Procurement Agency and to the European Commission for publication in the Official Journal of the European Union, where applicable.

Art. 23. Human Resources Management Directorate:

1. develops and assists in the implementation of a modern policy and strategy for human resources management in the Ministry;

2. develops and maintains up-to-date the official and nominal schedule of the positions in the Ministry;

3. organizes and participates in the holding of competitions for vacant positions under official legal relations and in the selection for appointment of employees under labor legal relations;

4. prepares drafts of documents on the emergence, amendment and termination of official and labor legal relations and other individual administrative acts in the field of human resources management;

5. carries out procedural representation before the courts in cases, the subject of which is related to labor disputes and disputes regarding the emergence, content and termination of official legal relations, with the explicit authorization of the Minister;
6. organizes, coordinates and supports the activities for the development, modification and approval of the job descriptions and the evaluation of the performance of the position of the employees in the Ministry;
7. maintains and updates the existing databases and registers related to human resources management, compile, maintain and store the official and labor files of the employees in the Ministry;
8. keeps the disciplinary cases initiated and considered by the Disciplinary Board;
9. maintains the administrative register in the part containing information about: the administrative structures and their governing bodies, the vacant positions in the administration, the announcements for the competitions for civil servants and the official legal relations;
10. (Amended, SG no. 54/2018, in force from 29.06.2018) maintains the public register of the submitted declarations under Art. 35, para. 1 of ACCFIAP;
11. registers the orders issued by the Security General Directorate and the Execution of Sentences General Directorate, related to the legal relations of the employees;
12. plans, organizes and coordinates the training of the employees in the Ministry of Career and Professional Development;
13. organizes the long-term secondment of employees of the Ministry to institutions of the European Union;
14. organizes and coordinate the activity of the Ministry in the field of the policy for ensuring healthy and safe working conditions;
15. is responsible for the inclusion of the new employees in the administration;

16. consults the heads of the administrative units and the employees on issues related to the management of the human resources and on the creation of conditions for good motivation of the employees.

Art. 24. Public Relations and Protocol Directorate:

1. provides the mass media with information about the activity of the Ministry and about the public appearances of the Minister, for which media coverage is envisaged;
2. organizes information campaigns for preliminary presentation of bills prepared in the Ministry;
3. organizes press conferences and interviews of the Minister and his deputies;
4. prepares daily a review of the central press and a printed bulletin for the Minister, for the Deputy Ministers and for the Secretary General;
5. prepares drafts of communications to the mass media to each bill or by-law submitted by the Minister to the Council of Ministers;
6. analyzes the public moods and assessments related to the activity of the Ministry;
7. prepares draft programs and organizes the stay of foreign delegations and guests;
8. organizes meetings with ambassadors or other associates of embassies, informing in due time the political cabinet and the interested directorates;
9. organizes protocol meetings of the Minister, the Deputy Ministers, the Head of the Political Cabinet and the Secretary General;
10. prepares orders for business trips abroad and organize the issuance and processing of passports and visas;
11. maintains the information necessary for the implementation of international contacts;
12. organizes the program of the Minister, the Deputy Ministers, the Secretary General and other employees of the Ministry during official and working visits abroad;

13. provides the translations during the events organized by the Ministry.

Section VIII

Specialized administration

Art. 25. The specialized administration is organized in:

1. Inspectorate of the Minister of Justice under the Judiciary Act;
2. Legislation Council Directorate;
3. Strategic Development and Programs Directorate;
4. International Legal Cooperation and European Affairs Directorate;
5. Interaction with the Judiciary Directorate;
6. Procedural Representation of the Republic of Bulgaria before the European Court of Human Rights Directorate;
7. e-Justice and Registers Directorate;
8. Bulgarian Citizenship Directorate;
9. International Legal Protection of the Child and International Adoptions Directorate.

Art. 26. (1) The Inspectorate of the Minister of Justice under the Judiciary Act:

1. inspects the activity of the state and private bailiffs, of the registering judges, including the activity on the formation, movement and closing of the enforcement cases, the registration cases, and summarize and analyzes the practice in these cases;
2. inspects the activity of the registration officials under the Commercial Register Act;
3. checks and analyzes the activity of the notaries together with the inspector-notaries;

4. assists the Minister in exercising his/her powers to prepare proposals for the adoption of interpretative decisions or interpretative decrees, as well as to prepare opinions on proposals made for the adoption of interpretative decisions or interpretative decrees;

5. exercises current control over the proper organization and conduct of the internship for acquiring legal capacity and participates in the conduct of the examination for acquisition of legal capacity;

6. organizes and coordinates the monitoring of the implementation of the normative acts, related to the judicial system, and prepare periodic reports to the Minister for summarizing the results of the monitoring;

7. prepares proposals / requests for disciplinary action with regard to guilty officials under the Judiciary Act, the Private Bailiffs Act and the Notaries and Notarial Activity Act and for making recommendations to the private bailiffs and to the Chamber of Private Bailiffs and assists the Minister in connection with disciplinary proceedings;

8. participates in disciplinary panels of the disciplinary commission at the Chamber of Private Bailiffs and represents the Minister in disciplinary proceedings instituted against private bailiffs in the Chamber of Private Bailiffs and against notaries - in the Notary Chamber of the Republic of Bulgaria;

9. (Amended, SG no. 28/2021, in force from 6.04.2021) assist the Minister in exercising his powers of selection and control over the assignees in bankruptcy;

10. performs other inspections assigned by the Minister;

11. participates in examination commissions in conducting competitions for state bailiffs, registering judges, notaries, assistant notaries for substitution, private bailiffs, assistant private bailiffs, assignees in bankruptcy;

12. participates in the elaboration of drafts of normative acts, related to the activity of the bodies of the judiciary.

(2) The Inspectorate of the Minister of Justice shall consist of inspectors under the Judiciary Act, who shall be headed by a Chief Inspector.

(3) The inspections of the inspectors by the Inspectorate of the Minister of Justice are carried out on complaints, signals, ex officio, as well as on a plan approved by the Minister.

(4) The Chief Inspector shall submit an annual report on the activity of the Inspectorate to the Minister of Justice.

Art. 27. Legislative Council Directorate:

1. prepares drafts of laws and by-laws, related to the judicial system and to the activities, which are within the competence of the Minister;

2. when drafting normative acts, analyzes the standards and recommendations of the European Commission for Democracy through Law (Venice Commission) and the Advisory Council of European Judges;

3. prepares opinions on the constitutionality and legality of the draft laws and by-laws before their submission for consideration by the Council of Ministers;

4. prepares, at the request of the chairman of the respective leading committee of the National Assembly, opinions on bills submitted by Members of Parliament;

5. participates in the elaboration of drafts of normative acts, by which measures, necessary for the implementation and application of acts of the European Union are adopted at national level;

6. participates in the study of the results of the application of the laws and prepares proposals for amendment and systematization of the legislation;

7. prepares opinions on constitutional cases to which the Minister is a party, except in the cases in which the Minister has explicitly assigned the preparation to another directorate;

8. (New, SG no. 54/2018, in force from 29.06.2018) supports the preparation of the participation of the Minister for the meetings of the Council of Ministers, when necessary, together with other directorates;

9. (New, SG no. 54/2018, in force from 29.06.2018) participates in teams for carrying out impact assessment of drafts of normative acts together with experts from directorates related to the prepared draft ;

10. (New, SG no. 28/2021, in force from 6.04.2021) assists the Minister in exercising his/her powers in connection with the distribution of the subsidy for political parties and coalitions in

accordance with the provisions of the Political Parties Act, monitoring the changes in the legislation, relevant to the planning and distribution of state subsidies to political parties and coalitions.

Art. 28. Strategic Development and Programs Directorate:

1. analyzes and summarizes information on the implementation of the indicators of progress under the Cooperation and Evaluation Mechanism and ensures the conduct of the expert missions of the European Commission in this regard;
2. assists the Minister with regard to the dialogue with the European Commission, the General Secretariat of the European Commission and with the Representation of the European Commission in the Republic of Bulgaria within the framework of the Cooperation and Evaluation Mechanism;
3. develops a draft schedule for the actions related to the implementation of the obligations of the Republic of Bulgaria under the Cooperation and Evaluation Mechanism, and monitors the implementation of the schedule;
4. participates in the development of strategies for development of the justice system;
5. expertly assists the Minister in the performance of his/her functions of program operator, executing agency, beneficiary, etc. in connection with international programs and projects, maintaining a database of ongoing projects;
6. provides methodological guidance and monitoring to the units for implementation of projects - in the development, management and implementation of projects financed by foreign donors, for modernization of justice, for which the beneficiary is the Ministry and its structures;
7. participates in the process of programming programs, financed by the European Union and by other international organizations and institutions, in the part within the competence of the Ministry;
8. participates in the process of elaboration of strategic documents of the Ministry, in which measures are set, for which financial provision with funds from foreign donors is necessary;
9. together with potential beneficiaries in the system of the Ministry carries out an assessment of the needs for external financing of the policies and programs implemented by the Ministry and identifies appropriate donor programs;

10. analyzes the results for the Republic of Bulgaria, published in the EU Information Board, in the field of justice.

Art. 29. (Amended, SG no. 54/2018, in force from 29.06.2018) International Legal Cooperation and European Affairs Directorate:

1. supports the activity of the Minister and the leadership of the Ministry on the issues of the cooperation in the civil and criminal law field within the framework of the European Union, the international organizations and the relations with other countries;

2. prepares the participation of the Minister in the meetings of the Council of the European Union for Justice and Home Affairs in the part "Justice";

3. participates with its representatives in the meetings of the working groups and bodies of the European Union, the Council of Europe, the United Nations, the Organization for Economic Cooperation and Development, the Hague Conference on Private International Law and other international organizations on cooperation in civil and criminal matters and company law;

4. proposes the undertaking of measures at national level and participates in the elaboration of drafts of normative acts, necessary for the introduction, implementation and application of acts of the European Union, in the areas of competence of the Ministry and sends the necessary information to the European Commission. ;

5. manages and ensures organizationally and technically the activity of Working Group 4 "Company Law" and Working Group 33 "Cooperation in the Field of Justice" at the Council for European Affairs at the Council of Ministers;

6. prepares opinions on drafts of international agreements in the field of civil and criminal law;

7. carries out the preparation for the accession of the Republic of Bulgaria to multilateral international treaties in the field of civil and criminal law, including giving an opinion on their compliance with domestic law, as well as on the need for relevant national legislative measures;

8. carries out the preparation and participates in the negotiations for concluding bilateral contracts for legal aid in civil cases and contracts for legal aid in criminal cases, extradition and transfer of convicted persons;

9. assists the Minister in connection with the exercise of his/her powers with regard to the extradition and transfer of convicted persons and in connection with requests for legal assistance

to judicial and investigative bodies, prosecutor's offices and judicial-executive services; provides methodological assistance to the competent authorities on international judicial, investigative and prosecutorial requests for legal assistance and on orders for enforcement proceedings;

10. organizes the work related to the exequatur of the Bulgarian court and arbitration decisions abroad and of the foreign court and arbitration decisions, which are sent for recognition and execution in the Republic of Bulgaria, on the transfer of criminal proceedings and on the recognition of sentences;

11. maintains information on international legal assistance in civil and criminal matters, extraditions, transfers of convicted persons, transfers in criminal proceedings and the recognition of sentences;

12. supports the participation of the Ministry of Justice in the Interdepartmental Council for the participation of the Republic of Bulgaria in NATO on issues related to legal cooperation;

13. participates with its experts in working groups and subcommittees related to the implementation of the Agreement between the Government of the Republic of Bulgaria and the Government of the United States on cooperation in the field of defense on issues related to the procedures for exercising criminal jurisdiction;

14. assists the Minister in exercising his/her powers in determining the criteria and procedures for conducting the selection of candidates for judge of the European Court of Human Rights, Judge and Advocate General at the Court of Justice of the European Union and Judge at the General Court.

Art. 30. Interaction with the Judiciary Directorate:

1. prepares the proposals of the Minister to the Supreme Judicial Council for determination of the number, the judicial districts and the seats of the regional, district, administrative and appellate courts according to Art. 30, para. 1, point 2 of the Judiciary Act;

2. prepares the opinions of the Minister regarding the proposals of the Commission on the proposals and the attestation according to Art. 38, para. 1, point 2 of the Judiciary Act, as well as on other issues provided for in the Judiciary Act;

3. assists the Minister in the organization of the meetings of the Supreme Judicial Council;

4. prepares the documentation related to determining the number of the state bailiffs and the entry judges;

5. carries out the activities for preparation and conducting of the competitions for holding the position of state bailiff, private bailiff, assistant private bailiff, registering judge, notary, assistant notary for replacement and assignee in bankruptcy;

6. prepares the documentation related to the appointments, transfers, dismissal or removal from office, determination of remuneration under Art. 276 and 291 of the Judiciary Act and the imposition of disciplinary sanctions on bailiffs and registry judges;

7. prepares the documentation related to the powers of the Minister under art. 401, para. 3 of the Judiciary Act, for promulgation of the lists of experts and translators in the State Gazette and on the Internet;

8. prepares the documentation related to the distribution of the trainee lawyers and the conduct of the examination for acquiring legal capacity;

9. prepares the documentation related to the exercise of the powers of the Minister under the Private Bailiffs Act and the Notaries and Notarial Activity Act;

10. collects information on the formation, movement and completion of the enforcement cases of the state and private bailiffs and of the registry cases;

11. prepares statistical reports and reports related to the powers of the Minister;

12. carries out activities under Art. 75a of the Private Bailiffs Act through financial inspectors;

13. carries out activities under the Law for assistance and financial compensation of victims of crimes;

14. assist the Minister in exercising his powers under Chapter Three of the Regulations for Implementation of the Law on Protection from Domestic Violence;

15. (revoked, SG no. 54/2018, in force from 29.06.2018);

16. (revoked, SG no. 54/2018, in force from 29.06.2018);

17. (revoked, SG no. 54/2018, in force from 29.06.2018);

18. (revoked, SG no. 54/2018, in force from 29.06.2018);

19. (revoked, SG no. 54/2018, in force from 29.06.2018);

20. (revoked - SG 54/2018, in force from 29.06.2018);

21. (revoked, SG no. 54/2018, in force from 29.06.2018);

22. (revoked, SG no. 54/2018, in force from 29.06.2018);

23. (New, SG no. 28/2021, in force from 6.04.2021) assists the Minister in exercising his/her powers to qualify the assignees in bankruptcy.

Art. 31. (1) Procedural Representation of the Republic of Bulgaria before the European Court of Human Rights Directorate:

1. carries out the procedural representation of the Republic of Bulgaria before the European Court of Human Rights (ECtHR);

2. conducts negotiations for reaching friendly agreements with the other party and prepares draft agreements, which are subject to approval by the Council of Ministers;

3. carries out the necessary actions related to the implementation of the entered into force decisions of the ECtHR in cases to which the Republic of Bulgaria is a party;

4. summarizes and analyzes the established violations of the European Convention for the Protection of Human Rights and Fundamental Freedoms and prepares proposals for taking specific measures, including legislative ones, aimed at stopping or preventing these violations;

5. studies, analyzes and summarizes the ECtHR's practice in implementing the European Convention for the Protection of Human Rights and Fundamental Freedoms, helping to disseminate this practice;

6. participates in the preparation of draft laws and proposes other measures in response to the decisions of the ECtHR;

7. prepares opinions on the compliance of the current legislation with the Constitution, the European Convention for the Protection of Human Rights and Fundamental Freedoms and other international acts in the field of human rights;

8. prepares opinions on constitutional cases to which the Minister is a party, related to the implementation of the European Convention for the Protection of Human Rights and Fundamental Freedoms;

9. renders methodological assistance and gives specific explanations to the bodies of the judiciary on analysis and implementation of entered into force decisions of the ECtHR;

10. establishes contacts and coordination with non-governmental organizations in connection with the activities and projects within the competence of the Ministry, affecting human rights;

11. maintains a database of ECtHR decisions and information in the field of human rights;

12. prepares and proposes to the Minister of Justice an annual report to the National Assembly on the implementation of the decisions of the European Court of Human Rights;

13. participates in assignments with its representatives in the meetings of the working groups and human rights bodies of the UN, the Council of Europe and the European Union;

14. (New, SG no. 54/2018, in force from 29.06.2018) prepares reports on compliance with the Convention for the Protection of Human Rights and Fundamental Freedoms and the practice of the ECtHR of draft laws and codes, which are subject to consideration by the Council of Ministers, according to Art. 28, para. 3 of the Law on Normative Acts.

(2) The Directorate shall assist the Minister in exercising his/her powers under Art. 60f of the Judiciary Act, by:

1. giving an opinion and proposal to the Minister for rejection of the application of citizens and legal entities for compensation for damages from violations of their right to hearing and resolve the case within a reasonable time or proposing a draft agreement, including the amount of compensation due according to ECtHR practice ;

2. preparing reports on the paid compensations during each quarter and sending them to the Supreme Judicial Council.

Art. 32. e-Justice and Registers Directorate:

1. organizes and participates in the development and updating of the long-term strategy of the Ministry and of the secondary spending units in the field of information and communication technologies, complying them with the domestic and international strategic documents in the field of e-government and e-justice;
2. is responsible for the gradual implementation of the goals set in the strategic documents and the implementation of the domestic and international normative base and standards in the field of information security and cybersecurity;
3. participates in domestic and international projects and programs, development of concepts, proposals for changes in normative documents related to e-government and e-justice;
4. organizes the planning, construction and maintenance of the information infrastructure of the Ministry;
5. is responsible for the overall operability of the information infrastructure, the provided internal and external information services, the reliable and secure data storage;
6. renders assistance to the employees of the Ministry in connection with the electronic management;
7. accepts applications and issues certificates of criminal record to citizens born abroad or with an unknown place of birth;
8. prepares certificates for criminal record, requested for official purposes by the court, the prosecutor's office, the bodies of the Ministry of Interior, the investigation, the places of imprisonment, the departments, etc .;
9. receives the bulletins sent by the courts, which he/she enters in an alphabetical control register and stores them together with the prepared cards in the card file;
10. processes the information received from foreign countries about convicted Bulgarian citizens abroad and provides to other countries information and copies of the bulletins for criminal records of foreign citizens convicted on the territory of the Republic of Bulgaria;
11. carries out certification with APOSTILLE of acts of the courts and the notaries in accordance with the Declaration under art. 6, para. 1 of the Hague Convention on the Abolition of the

Requirement for Legalization of Foreign Public Acts of 1961 (in force for the Republic of Bulgaria from April 30, 2001);

12. keeps and maintains the Unified Register of Mediators and of the organizations that train mediators;

13. keeps a register of the public services performed by the Ministry as a controller of personal data under the Personal Data Protection Act;

14. assists the Minister in exercising his/her powers under the Non-Profit Legal Entities Act, including keeping and maintaining the Central Register of Non-Profit Legal Entities designated for public benefit activities and a special register of foreigners at the Central Register of Non-Profit Legal Entities. non-profit purpose for carrying out public benefit activity.

Art. 33. Bulgarian Citizenship Directorate:

1. (Amended, SG no. 54/2018, in force from 1.01.2019) forms files on the received applications and proposals and ensures the conduct of an interview with the candidates when submitting the documents;

2. (Amended, SG no. 54/2018, in force from 1.01.2019) verifies the applications and proposals for change of citizenship and the documents attached to them for their compliance with the regulatory requirements;

3. (Amended, SG no. 54/2018, in force from 1.01.2019) prepares orders for termination of the proceedings for change of citizenship;

4. organizes the conduct of the conciliation procedure;

5. prepares and organizes the meetings of the Citizenship Council, sends the draft minutes to the chairman and the members of the council, as well as to the representative of the President of the Republic of Bulgaria;

6. prepares a final protocol with the opinion of the Citizenship Council on each file and presents it to the Chairman of the Citizenship Council;

7. prepares draft proposals of the Minister to the President of the Republic of Bulgaria for issuing a decree or for refusing to issue a decree for acquisition, restoration, release or deprivation of Bulgarian citizenship, as well as for revocation of naturalization;

8. (Amended, SG no. 54/2018, in force from 29.06.2018) provides information through the website of the Ministry of Justice to each candidate regarding the status of his file;

9. prepares the certificates provided for in the Bulgarian Citizenship Act (BCA);

10. prepares the notifications under art. 37, para. 2 of the BCA;

11. keeps the diary and the registers under Art. 38 LBG on paper and electronic media;

12. prepares opinions on drafts of normative acts, related to the issues of the Bulgarian citizenship;

13. prepares answers and gives opinions on received applications, complaints and proposals related to Bulgarian citizenship.

Art. 34. International Legal Protection of the Child and International Adoptions Directorate:

1. In the field of international adoption:

a) performs the functions assigned to the Ministry as the central body under the 1993 Convention for the Protection of Children and Co-operation in Respect of Intercountry Adoption;

b) reviews adoptive files and files of children for entry in the registers of international adoptions;

c) keeps the registers under Art. 113, para. 1 of the Family Code;

d) sends the applications of persons with habitual residence in the Republic of Bulgaria who wish to adopt a child with habitual residence abroad to the competent foreign authorities and organizations;

e) supports expertly and technically the activity of the International Adoption Council;

f) assists the Minister in implementing the special measures for adoption of children under Art. 112, para. 6 of the Family Code;

g) reviews the documents and prepares drafts of written consents of the Minister for adoption;

h) reviews applications for authorization for mediation in international adoption, studies the capabilities, knowledge and resources of applicants and prepares reports to the International Adoption Council;

i) inspects the activities of accredited organizations and prepare reports to the International Adoption Council;

2. In the field of international legal protection of the child:

a) carries out the activities assigned to the Ministry as the central body under the 1980 Hague Convention on the Civil Aspects of International Child Abduction, the Hague Convention on Jurisdiction, Applicable Law, Recognition, Enforcement and Co-operation in Respect of Parental Responsibility and Protection Measures children of 1996 and the European Convention on the Recognition and Enforcement of Decisions on the Exercise of Parental Rights and the Restoration of the Exercise of Parental Rights;

b) carries out the activities assigned to the Ministry as the central body under Regulation no. 2201/2003 on jurisdiction and the recognition and enforcement of judgments in matrimonial matters and the matters of parental responsibility;

c) carries out the activities assigned to the Ministry as the central body under Regulation no. 4/2009 on jurisdiction, applicable law, recognition and enforcement of judgments and cooperation in matters relating to maintenance obligations;

d) (New, SG no. 54/2018, in force from 29.06.2018) carries out the activities assigned to the Ministry as a central body under the Hague Convention on the International Collection of Child Support and Other Members of the family from 2007;

e) (previous point "d" - SG, no. 54 from 2018, in force from 29.06.2018) liaises with the central authorities of the states for sending and receiving applications for return of children and for exercising the right personal relationships in cases of cross-border transfers of children and applications for recognition and enforcement of maintenance decisions;

f) (previous point "e" - SG, no. 54 of 2018, in force from 29.06.2018) interacts with the police bodies and with the directorates for social assistance for localization and undertaking of measures for protection of the children in cases of cross-border transfers of children and at the request of other countries to establish the social status of children in the framework of the international exchange of information under Regulation no. 2201/2003;

g) (previous point "e", amended, SG no. 54 of 2018, in force from 29.06.2018) interacts with the GRAO General Directorate of the Ministry of Regional Development and Public Works, the Ministry of Interior the National Revenue Agency, the National Legal Aid Bureau and the Registry Agency for processing applications and requests under Regulation no. 4/2009 and the 2007 Hague Convention on the International Recovery of Child Support and Other Family Members. which are related to maintenance obligations.

Section IX

Organization of work in the Ministry

Art. 35. The administrative units in the Ministry in the performance of their functions and assigned tasks prepare opinions, reports, reports, memos, analyzes, programs, concepts, positions, information, memoranda, draft decisions on specific issues, drafts of internal administrative acts, drafts of administrative acts of the Council of Ministers, when the submitter of the draft is the Minister, participate with their representatives in working groups, etc.

Art. 36. (1) The incoming and created as a result of the activity of the Ministry documents are registered in the automated information system.

(2) When filing the documents, an inspection is carried out for the presence of all materials, indicated in them, and an official file is formed.

(3) The organization, the order and the manner of movement of the official files is determined by the Rules for the office activity and the document circulation in the Ministry, approved by an order of the Minister.

(4) The samples of the interdepartmental documents are an appendix to the rules under para. 3.

Art. 37. The proposals and alerts submitted to the Minister are considered by the order of Chapter Eight "Proposals and signals" of the Administrative Procedure Code.

Art. 38. (1) Written or oral proposals and alerts, submitted personally or through an authorized representative by telephone, telegraph, telex, fax or e-mail, are registered, reflecting the sender, the date of receipt and the issue set forth in the proposal or in the alert, as well as the employees who have been assigned the preparation of the decision on them.

(2) No proceedings are instituted on anonymous proposals or alerts, files sent with a copy to the Minister, as well as on alerts referring to violations committed more than two years ago.

(3) The proposals and alerts, which are not within the competence of the Minister, are forwarded not later than 7 days from their receipt to the competent bodies, except when there are data that the issue has already been referred to them. The referrer shall be notified of the referral.

(4) Requests, complaints, alerts and proposals, which in their statement contain obscene expressions, shall not be registered and shall not be considered.

Art. 39. A decision on the proposal is taken no later than two months after its receipt by the Ministry and is communicated to the sender within 7 days. The decision is not subject to appeal.

Art. 40. (1) The decision on the alert shall be taken not later than two months from its receipt. The decision on the signal shall be in writing, motivated and communicated to the sender within 7 days from its issuance.

(2) The decision, rendered on a submitted alert, may not be subject to appeal.

(3) The decision on the alert shall be executed within one month from its enactment. Exceptionally, when this is necessary for particularly important reasons, the period may be extended, but by no more than two months, of which the sender shall be notified.

Art. 41. The heads of the relevant structural units report to the Secretary-General on all matters on which general coordination is required.

Art. 42. For exemplary performance of their official duties the employees may be awarded with distinction.

Art. 43. (1) The working hours of the employees in the administration are with variable limits from 7.30 to 18.30 with a period of obligatory presence from 10.00 to 16.00 and with a lunch break of 30 minutes between 12.00 and 14.00 at the obligatory working off of the normal duration of the 8-hour working day.

(2) The duration and the procedure for reporting the working hours under para. 1 is determined by an order of the Minister.

(3) The working hours of the unit for administrative service may not be shorter than the working hours of the Ministry (from 9.00 to 17.30), differing from the duration and the order for reporting, determined in the order under para. 2.

(4) In the cases when there are users of administrative services in the office premises at the end of the announced working hours, the work of the unit shall continue until the end of their service, but not more than two astronomical hours after the announced working hours.

(5) A different order for use of the breaks shall be established in the unit for administrative service, so as to ensure uninterrupted regime of work with the users within the working hours announced for the unit.

Art. 44. (1) The access of external persons to the buildings of the Ministry shall be permitted after issuing a pass by the security guard or after presenting a document, authorizing the entry.

(2) The pass shall contain the three names of the person visited by the user and the time of entry. At the end of the visit, the employee who conducted the meeting, shall sign the pass and enter the time of departure.

FINAL PROVISIONS

to Decree no. 155 of the Council of Ministers of 25 June 2015 for determination of secondary budget spending units of the Ministry of Justice (SG, issue 48 of 2015, in force from 27.06.2015)

.....
§ 6. (1) The execution of the decree is assigned to the Minister of Justice.

(2) Within one month from the entry into force of the decree the Minister of Justice and the heads of the secondary budget spending units of the Ministry of Justice shall bring the organizational structures and the administrative units in compliance with the decree.

TRANSITIONAL AND FINAL PROVISIONS

to Decree no. 108 of the Council of Ministers of 22 June 2018 for amendment and supplement of the Rules of Procedure of the Ministry of Justice (SG, issue 54 of 2018, in force from June 29, 2018)

§ 13. Within one month from the entry into force of the decree, the Minister of Justice shall bring the administrative units in compliance with it.

§ 14. The decree enters into force on the day of its promulgation in the State Gazette, with the exception of § 10, point 1, which enters into force on 1 January 2019.

FINAL PROVISIONS

to Decree no. 5 of the Council of Ministers of 11 January 2019 for the amendment of normative acts of the Council of Ministers (SG, issue 5 of 2019, in force from 15.01.2019)

§ 4. Within one month from the entry into force of the decree the Minister of Justice and the executive director of the Registry Agency shall bring their structures in compliance with the decree.

.....

FINAL PROVISIONS

to Decree no. 23 of the Council of Ministers of 18 February 2020 for amendment of normative acts of the Council of Ministers (SG, issue 15 of 2020, in force from 21.02.2020)

§ 3. Within one month from the entry into force of §§ 1 and 2 the Minister of Justice and the Director General of the Security General Directorate shall bring the staff of the respective structure in accordance with the decree.

§ 4. The decree enters into force on the day of its promulgation in the State Gazette, with the exception of § 2, which enters into force on 1 July 2020.

Appendix
to Art. 11, para. 2
(Amended, SG no. 48/2015,
in force from 27.06.2015,
no. 54 of 2018,
in force from June 29, 2018,
no. 5 of 2019,
in force from 15.01.2019,
no. 15 of 2020,
in force from 1.07.2020)

Number of staff in the organizational structures and the administrative units in the Ministry - 259 full-time positions

(Title amended, SG no. 48/2015, in force from 27.06.2015, no. 5 of 2019, in force from 15.01.2019, no. 15 of 2020, in force from 01.07.2020)

Political Cabinet,

including experts and technical assistants

8

Internal Audit Directorate

10

Inspectorate under Art. 46 of the Administration Act

10

Security Unit

3

Finance Controller

1

Secretary General

1

General administration,
71

including:

Office Directorate
13

Legal Affairs Directorate
8

Finance and Budget Directorate
15

Property Management Directorate
21

Human Resources Management Directorate
6

Public Relations and Protocol Directorate
8

Specialized administration,
155

including.:

Inspectorate of the Minister of Justice under the Judiciary Act
14

Legislation Council Directorate
17

Strategic Development and Programs Directorate

15

International Legal Cooperation and European Affairs Directorate

24

Directorate for Interaction with the Judiciary

16

Procedural Representation of the Republic of Bulgaria before the European Court of Human Rights Directorate

13

e-Justice and Registers Directorate

19

Bulgarian Citizenship Directorate

21

International Legal Protection of the Child and International Adoptions Directorate

16