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REGULATION
On the Organization of the Work of the Supreme Judicial Council and its Administration

Chapter one
GENERAL PROVISIONS

Art. 1. This regulation lays down the organisation of the work of the Supreme Judicial Council (SJC), as well as the structure, the functions and the organisation of work of its administration.

Art. 2. (1) The Supreme Judicial Council shall be permanent body, representing the judiciary and ensuring its independence.

(2) The activity of the SJC shall be implemented on the principles of lawfulness, solidarity, responsibility, publicity, openness and political neutrality.

(3) The Supreme Judicial Council shall be a legal entity with headquarters in Sofia. It shall be represented by one of its elected members, designated by a decision of the SJC.

(4) The Supreme Judicial Council has a round stamp with the image of the coat of arms of the Republic of Bulgaria and the words "Republic of Bulgaria. Supreme Judicial Council."

Art. 3. (1) The Supreme Judicial Council shall consist of twenty five members, elected pursuant to the Constitution and the Law on Judiciary (LJ).

(2) Members of the Supreme Judicial Council by right shall be the Chairman of the Supreme Court of Cassation, the Chairman of the Supreme Administrative Court and the Prosecutor General.

(3) Eleven of the members of the SJC shall be elected by the National Assembly and eleven - by the bodies of the judiciary.

(4) The mandate of the elected members shall be five years. They cannot be reelected immediately after the expiry of this period.

Art. 4. (1) When implementing its powers the SJC shall interact with the President of the Republic of Bulgaria, the National Assembly, the Constitutional Court, the Council of Ministers, the Minister of Justice and the administration of the Ministry of Justice as well as with other central and territorial bodies of the executive power.

(2) The Supreme Judicial Council shall cooperate with the professional organisations of the judges, the prosecutors and the investigators, the judicial employees and with other non-profit legal entities.

(3) In implementing its powers the SJC shall be supported by administration.

Chapter two
SUPREME JUDICIAL COUNCIL

Section I
Competence of the Supreme Judicial Council

Art. 5. The Supreme Judicial Council shall manage its activity on the basis of the functions assigned to it by the Constitution of the Republic of Bulgaria and the Law on Judiciary.

Art. 6. (1) The Supreme Judicial Council shall:

1. discuss the draft budget of the judiciary, proposed by the Minister of Justice, shall table it in the Council of Ministers for inclusion in the draft Law on the State Budget of the Republic of Bulgaria and shall control its implementation;
2. determine the number, the judicial districts and the headquarters of the Regional, the District, the Administrative Courts and the Courts of Appeal upon a proposal or after coordination with the Minister of Justice, and for the Military Courts – coordinated with the Minister of Defense; for the implementation of this activity the SJC, according to the level of workload, may open and close courts, may change the judicial districts and the headquarters of the courts;
3. determine the number of the judges, the prosecutors and the investigators in all courts, Prosecutor's Offices and bodies of Investigation, as well as the number of the judicial employees – upon proposal or after coordination with the administrative heads of the bodies of the judiciary, and for the prosecutors and the investigators-also with the Prosecutor General, and may create new positions and discharge the free ones;
4. determine the number of the court employees according to the level of the workload – upon a proposal or after coordination with the administrative heads of the bodies of the judiciary, and for the bodies within the structure of the Prosecutor's Office – also with the Prosecutor General, and may create new positions and discharge free positions;
5. organize and conduct the competitions for the positions of the judges, the prosecutors and the investigators in the cases provided by the law;
6. appoint, promote, reduce in rank, transfer and discharge the judges, prosecutors, administrative heads and their deputies, except for the Chairman of the Supreme Court of Cassation, the Chairman of the Supreme Administrative Court and the Prosecutor General;
7. determine the number of the administrative heads and their deputies for the respective bodies of the judiciary and shall appoint and dismiss them, except for the Chairman of the Supreme Court of Cassation, the Chairman of the Supreme Administrative Court and the Prosecutor General;
8. make proposal to the President of the Republic of Bulgaria for the appointment and discharge the Chairman of the Supreme Court of Cassation, the Chairman of the Supreme Administrative Court and the Prosecutor General;
9. elect and dismiss the Director of the National Investigation Service, who is also Deputy Prosecutor General for the matters of Investigation;
10. determine the remunerations of the judges, the prosecutors and the investigators;
11. analyze and report every year the workload of the bodies of the judiciary;
12. appraise the judges, the prosecutors and the investigators and the administrative heads and their deputies in the cases provided by the law according to criteria, laid down by the Ordinance under Art. 209 a of the LJ;
13. keep and preserve the cadre files of each judge, prosecutor and investigator;
14. prepare and approve Code of Conduct of Bulgarian magistrates and Code of Conduct of the judicial employees;
15. request and summarize every six months the information for the activity of the Courts, the Prosecutor's Office and the National Investigating Service;
16. prepare and table in the National Assembly up to 31 May a summarized annual report for its activity and the work of the Inspectorate to the Supreme Judicial Council, as well as the

annual reports of the Supreme Court of Cassation, the Supreme Administrative Court and the Prosecutor General;

17. create and maintain Electronic Public Register of all its decisions and the reasons thereto;
18. provide system integration and interoperability of automated information system of the judiciary;

19. organize, guide and control the participation of judges, prosecutors and investigators in the international legal cooperation, including their participation in the National Judicial Network; 20. assign to the Inspectorate within the Supreme Judicial Council the carrying out of checks, in addition to its annual work programme;

21. suspend from duty judges, prosecutors and investigators in the cases of Article 230 SJC;
22. propose to the President of the Republic of Bulgaria judges, prosecutors and investigators for decoration with orders or medals for exceptional or big merits in implementing the judicial power;

23. adopt decisions for stimulation of judges, prosecutors and investigators with honors or award for high professional qualities, excellent execution of their official obligations and high moral qualities;

24. commission the judges, prosecutors and investigators, enlisted as permanent lecturers in the NIJ upon a proposal by the Institute and on its expense;

25. assess the need of judicial assistants and the prosecutors' assistants in the courts and prosecutor's offices according to the level of the workload of the relevant body;

26. adopt prognoses, programmes and plans for development of the judiciary;

27. support the bodies of the judiciary in the activities of creating and maintaining the Unified information system for counteracting crime;

28. coordinate the cooperation of the judiciary with other state and international organizations and ensure the representation in them;

29. adopt decisions on disciplinary cases against judges, prosecutors and investigators as well as against administrative heads and their deputies;

30. confirm, repeal or amend the penalties "remark" and "reproach" of magistrates, imposed by the administrative heads;

31. issue Uniform classifier of the positions in the administration of the bodies of the judiciary for the titles of the positions, minimum degree of education and other requirements for the relevant position, remuneration for the position, grade of the position and remuneration for grade according to the provision of Art. 341, paragraph 1 of LJ;

32. coordinate the curriculums of the National Institute of Justice;

33. organize the development and the functioning of a financial management and control system in the bodies of the judiciary and the internal audit in absorption and management of the budgetary resources;

34. give opinion to the Council of Ministers and the National Assembly on draft laws, related to the judiciary.

35. The Supreme Judicial Council shall decide on elected members to sign documents related to performance of service representing the SJC.

(2) Produces and publishes annual program for its work, which specifies the activities on the relevant priorities.

(3) In implementation of the Constitution of the Republic of Bulgaria and the Law on Judiciary, the Supreme Judicial Council shall implement its powers by approving decisions, regulations, ordinances, rules and methodologies.

Art. 7. (1) The Supreme Judicial Council shall ensure the funds, necessary for carrying out all the trainings provided by the Law in the budget of the National Institute of Justice.

Section II

Powers of the person, representing the Supreme Judicial Council

Art. 8. (1) The Supreme Judicial Council shall be represented by one of the elected members, designated by a decision of the SJC.

(2) The functions of the Representative SJC are to:

1. represent the SJC before the institutions in the country, in international forums and institutions;
 2. convene sessions of the SJC, when the chairperson is absent;
 3. preside the sessions of the SJC when the Minister of Justice is absent;
 4. inform the public about the activity of the SJC;
 5. sign all the documents, related to the execution of the position “member of the SJC”, with the elected members of the SJC;
 6. sign all the documents, related to the execution of the position “Chief inspector of the Inspectorate to the SJC”;
 7. sign all the documents, related to the execution of the position “Chief Secretary”;
 8. sign all the documents, related to the execution of the position “Head of the Internal audit” and “Internal auditor”.
 9. conclude contracts to which SJC is a party, following a decision by the SJC;
 10. represent the SJC in its capacity of contracting authority under the Law on Procurement;
 11. after the decision for authorization of experts from Legal Directorate for legal representation has been approved by the SJC, he/ she shall sign the act of authorization.
 12. announce an order list of the categories of information to be classified as an official secret, generated and stored in the SJC after a decision of the SJC;
 13. accept and distribute the correspondence to the committees.
- (3) The person, representing the SJC may assign the fulfillment of some of his/hers functions to other members of the SJC or to the Chief Secretary.
- (4) When using leave of absence, the person, representing the SJC shall notify a member of the SJC by seniority.
- (5) In case of inability to fulfill his/hers functions under article 8, paragraph 2 the SJC the person, representing the SJC shall name his/hers replacement among the elected members.

Section III

Budget of the Judiciary

Art. 9. (1) The independent budget of the judiciary shall be part of the state budget.

(2) The bodies of the judiciary shall have an independent budget, which shall be approved by the National Assembly, distributed for the Supreme Judicial Council, the Inspectorate to the SJC, the bodies of the judiciary and the National Institute of Justice.

(3) The budget of the judiciary shall include all revenues from the activity of the bodies of the judiciary and the National Institute of Justice and the revenues from notary fees, gathered under art. 86, paragraph 3 of the Law on notaries and notary activity, debts on writs of execution, issued for the benefit of the bodies of the judiciary and gathered by the National Revenue Agency according to the Tax-Insurance Procedure Code, as well as the amounts from the sale of rights and belongings withdrawn with a judicial act for the benefit of the state after the deductions made under art. 18, paragraph 1. P. 2 of the Law on the National Revenue Agency, the expenses for the maintenance of the bodies of the judiciary, the Inspectorate to the Supreme Judicial Council and the National Institute of Justice, except for the expenses which by virtue of the Law on Judiciary are determined under the budget of the Ministry of Justice, the relations with the central budget and other budgets and the funding of the budget balance.

(4) The budget of the judiciary shall consist of the budgets of the SJC, the Inspectorate to the Supreme Judicial Council, the bodies of the judiciary, which are legal entities and the National Institute of Justice.

Art. 10. (1) The Minister of Justice shall propose a draft budget of the judiciary and shall submit it to the SJC for discussion.

(2) The draft annual budget of the judiciary, prepared by the SJC with detailed rationale shall be submitted to the National Assembly by the Council of Ministers.

(3) When adopting the State budget, the National Assembly shall hear a report of the SJC, presented by a member of Committee “Budget and Finance”, immediately after the report of the Councils of Ministers. Art. 11. (1) The Supreme Judicial Council shall be primary independent budget spending unit and the bodies of the judiciary, which are legal entities – secondary budget spending units.

(2) The Supreme Judicial Council shall organize the execution of the budget of the judiciary through the Inspectorate to SJC, the Supreme Court of Cassation, the Supreme Administrative court, the courts, the Prosecutor General and the National Institute of Justice.

(3) The Supreme Judicial Council shall distribute the budget of the judiciary according to a full budget classification and by quarters and shall approve the budget accounts of the bodies of the judiciary.

Art. 12. (1) The Supreme Judicial Council shall organise and control the execution of the budget of the judiciary.

(2) The Supreme Judicial Council shall draw up an annual report on the cash execution of the budget of the judiciary according to a full budget classification with detailed rationale and present it to the Council of Ministers to be included in the report on the execution of the State budget.

Art. 13. The Supreme Judicial Council shall designate with a decision the members of the Committee “Budget and Finance” – judiciary budget spending units, with a right of first signature on the accounting documents and two employees of the administration of SJC – with right of second signature.

Art. 14. The compulsory public and health insurance and the compulsory insurance against accident of the members of the SJC, the judges, prosecutors and investigators, the judicial employees as well as of the bailiffs and the registry judges shall be charged to the budget of the judiciary.

Chapter three.

ORGANISATION OF THE WORK OF THE SUPREME JUDICIAL COUNCIL

Section I

Committees to the Supreme Judicial Council

Art. 15. The Supreme Judicial Council shall elect among its members standing and ad hoc committees which shall support its activity.

Art. 16. (1). The standing committees shall consist of elected members of the SJC, which can be changed after two years and a half.

(2) Each committee shall elect from among its members a chairman and committees which consist of more than five members, and elected vice chairman. An elected member may be elected to be chairperson or vice chairmen of only one permanent committee.

(3) Each standing committee shall have a technical assistant and at least one expert from the administration of the SJC. The committee may draw up external experts and/or consultants and an appropriate remuneration shall be determined for them.

(4) The members of the SJC who are not members of the relevant committee may participate in all the meetings without a right to vote.

(5) The standing committees may form working groups from their members.

(6) Each committee may assign to one or more of its members the carrying out of representative, examination or other activities, related to the performance of its functions.

(7) The sessions of the standing committees shall be regular and extraordinary. The standing committees shall meet regularly once a week, whose short verbatim report shall be published on the website of the SJC.

(8) The agenda, the regularity and the duration of the meetings shall be determined by the committees.

(9) The standing committees shall meet and take decisions if more than half of their members are present. The committees shall adopt a decision by a majority of more than half of the members present to the meeting in open voting. The decisions of the committees shall be published on the website of the SJC.

(10) The committee shall be convened by its chairperson or by a request of one third of its members.

(11) The committees may hold joint meetings when general issues are considered. Those meetings shall be presided by one of the chairpersons.

(12) When joint meetings are held each committee shall take its decision on the considered matter separately. When there are differences of opinions each committee shall prepare a separate report for the SJC and shall propose a draft decision.

(13) The standing committees may adopt internal rules for their work in accordance with this regulation.

(14) The Supreme Judicial Council can make changes to the type, the number and the composition of the standing committees.

Art. 17. The standing committees of the SJC shall be:

1. Committee on proposals and appraisal of the judges, prosecutors and investigators;
2. Committee "Professional ethics and prevention of corruption";
3. Committee on analysis and reporting the level of workload of the bodies of judiciary;
4. Committee on Disciplinary proceedings;
5. Committee "Budget and finance";
6. Committee "Public communication";
7. Committee on Legal Affairs;
8. Committee "International relations";
9. Committee "Professional qualification, information technologies and statistics";
10. Committee "Judicial administration";
11. Committee on detection and prevention of conflict of interests and interaction with the Inspectorate by the SJC.

Art. 18 (1) The Supreme Judicial Council may establish ad hoc committees for execution of specific tasks related to its powers. For execution of specific tasks external experts may be drawn.

(2) The existence of the ad hoc committees shall be terminated with the expiration of the term, for which they have been created, or before the term set – by a decision of the SJC.

Art. 19. The committees may prepare arrangements with other bodies and organizations which shall be subject to subsequent approval by the SJC.

Art. 20. (1) The committee on proposals and appraisal of the judges, prosecutors and investigators shall consist of ten members, divided into two subcommittees. The subcommittee

for the judges shall consist of five judges and the subcommittee for the prosecutors and investigators - of five prosecutors and investigators. The committee shall propose draft decision to the SJC for:

1. the number of the judges, prosecutors and investigators, as well as the number of the administrative heads and their deputies;
2. the appointment, promotion in rank or in position and dismissal of judges, prosecutors and investigators;
3. the appointment and dismissal of the administrative heads and deputies of the administrative heads, except for the Chairman of the Supreme Court of Cassation, the Chairman of the Supreme Administrative Court, the Prosecutor General and the Director of the National Investigation Service, who is also deputy Prosecutor general on the matters of investigation;
4. decisions for acquisition of irremovability status of judges, prosecutors and investigators.

(2) The Committee on proposals and appraisal of the judges, prosecutors and investigators shall conduct the appraisal of the judges, prosecutors and investigators, as well as

the administrative heads and their deputies by being supported by auxiliary assessment committees in the bodies of the judiciary.

(3) The Committee on proposals and appraisal of the judges, prosecutors and investigators shall hold:

1. appraisal for acquisition of irremovability status of judges, prosecutors and investigators;
2. periodical appraisal of the deputy administrative heads and the judges from the Supreme Court of cassation and the Supreme Administrative Court, the deputies of the Prosecutor General and the prosecutors from the Supreme Prosecutor's office of Cassation, the Director and the investigators from the National Investigation Service;
3. periodical appraisal of the administrative heads in the bodies of the judiciary, except for the chairpersons of the Supreme Court of Cassation, the Supreme Administrative Court and the Prosecutor General.

(4) The Committee on proposals and appraisal of the judges, prosecutors and investigators shall discuss the proposals under Art. 38, paragraphs 2 and 3 LJ together with the annexes thereto and the opinion of the Committee "Professional ethics and prevention of corruption" under art. 23, paragraph 2 and shall submit them to the SJC with a reasoned written statement for each one of them.

Чл. 21 (1) The Committee "Professional ethics and prevention of corruption" shall consist of ten members. The Committee shall:

1. complete investigations, gathers the necessary information and shall prepare opinion on the moral qualities possessed by the candidates in the competitions for taking positions in the bodies of the judiciary;
2. examine signals for behavior, contradictory to the Rules of professional ethics and presents the results of the investigation to the SJC;
3. gather and analyse information about existence of corruption events in the judicial system and shall submit it to the SJC;
4. inform the SJC when there are signals by citizens and state bodies about corruption as well as in cases of publications in the media and shall complete check or present the information to the committees for professional ethics for completing a check;
5. organize the fulfilment of the activities under the approved Anti-corruption strategies and the action plan to them;

6. prepare the participation of the SJC in joint events with other state bodies and nonprofit legal entities in relation to the problems of counteracting corruption;
7. prepare draft agreements for joint activity and exchange information with other state and public structures, created for counteraction of corruption;
8. prepare annual report for its activity, which shall be published on the Internet site of the SJC.
9. maintain control over the implementation of the Code of Ethics of Bulgarian magistrates and draw up proposals for periodic updates.

(2) The Committee "Professional ethics and prevention of corruption" shall prepare and present to the Committee on proposals and appraisal of the judges, prosecutors and investigators an opinion on the moral qualities of the participant in the contest in the following cases:

1. regarding the first three candidates, ranked in the relevant free position in the competition for junior judges and prosecutors, as well as for initial appointment in the bodies of the judiciary;
2. regarding the first three candidates for each position in the competition for promotion in position and for transfer of a judge, prosecutor and investigator in the bodies of the judiciary;
3. in relation to all the candidates when electing administrative head.

Art. 22 The Committee on analysis and reporting the level of workload of the bodies of judiciary consists of ten members. The Committee shall:

1. prepare and propose for adoption to the SJC indicators and rules for assessment of the workload of the bodies of the judiciary;
2. based on the summarized statistical information on the activity of the bodies of the judiciary shall analyze and report each year the level of the workload of the bodies of the judiciary;
3. according to the reported level of the workload of the bodies of judiciary propose to the SJC to create or close courts or to make changes in the court regions and the courts headquarters;
4. according to the reported level of the workload of the bodies of judiciary in the case of closing courts, prosecutor's offices and bodies of investigation or in cases of reduction of the positions shall propose to the SJC to open the relevant position in another equivalent body of the judiciary in the same appellate region, if possible;
5. according to the reported level of the workload of the bodies of judiciary propose to the SJC to transform vacant positions, to open new ones or to reduce the vacant position for judges, prosecutors and investigators and management positions.

Art. 23 The Committee on Disciplinary proceedings shall consist of seven members. The Committee shall:

1. examine the files and the orders of the administrative heads for imposing disciplinary sanctions "reprimand" and "reproach" to judges, prosecutors and investigators;
2. submit proposals to the SJC for confirmation, repeal or amendment of the sanctions under p. 1;
3. carry out eligibility check of the proposals for imposing disciplinary sanctions;
4. summarize the results of the disciplinary proceedings and report them to the SJC;
5. timely approach the bodies under Art. 311 LJ for information for disciplinary infringements of judges, prosecutors and investigators;
6. make proposal to the SJC to assign to the Inspectorate to the SJC the performance of checks in case of information for disciplinary infringements;

Art. 24. The Committee "Budget and finance" shall consist of five members. The Committee shall:

1. prepare short term and long term budget prognoses;

2. propose rules and procedures for financial management and control in the judiciary;
3. propose to the SJC rules and guidelines related to the activity of the bodies of the judiciary and the administration of the Supreme Judicial Council;
4. prepare a draft annual budget of the judiciary;
5. prepare a plan for the distribution of the budget resources to the bodies of the judiciary by budget accounts;
6. propose distribution of the budget resources of the bodies of the judiciary by the budget accounts.
7. propose rules and mechanisms for determining the amount of the remunerations of the judges, the prosecutors and the investigators and the judicial employees;
8. prepare analyses of the current financial status of the judicial system and keep financial statistics;
9. render methodological assistance to the bodies of the judiciary on the issues of budget, financial management and financial servicing;
10. approve a three-year strategic plan and the annual plan for the control activity, prepared by Directorate "Internal financial control" and submit it for approval to the SJC;
11. approve project proposals and control the absorption of funds from programmes under international and internal projects, related to the Supreme Judicial Council and the judiciary.

Art. 25. Committee "Public Communication" consists of five members.

Committee shall:

1. propose to the SJC a draft of media strategy;
2. conducts the information policy of SJC;
3. ensure coordination and interaction with bodies of the judiciary, institutions, NGOs and professional associations of magistrates;
4. analyze the effectiveness of SCM media strategy and prepare periodic reports for the members of the SJC;
5. approves expertise by participating in workshops and meetings on international and interdepartmental projects, related to public relations.

Art. 26. The Committee on Legal Affairs shall consist of five members. The Committee shall:

1. prepare opinions on draft laws and normative acts of the Council of Ministers and other central bodies of the executive power, which refer to the judicial system;
2. prepare draft report for the work of the SJC and the Inspectorate to the SJC as well as opinions on the reports submitted by the Supreme Court of Cassation, by the Supreme Administrative Court and the Prosecutor General;
3. prepare opinions on cases before the Constitutional Court, to which the SJC is a party;
4. prepare statements on court procedures of particular public interests, in which SJC participates;
5. summarise statements received by the judges, the prosecutors and the investigators as well as by the judicial employees when discussing the draft normative acts;

Art. 27. The Committee "International legal cooperation" shall consist of five members. The Committee shall:

1. coordinate the work of the SJC on implementing the measures on the mechanism for cooperation and verification;
2. coordinate the fulfilment of the activities within the competence of SJC under the Strategy for reform of the judicial system and the Programme for its implementation and related to the international legal cooperation;
3. approve and propose to SJC for approval statements on the reports on the judicial system, prepared by the Institutions of the European Union, the World Bank, non-government organisations etc;

4. participate with its representatives in interdepartmental meetings and other current initiatives in the field of the international cooperation and the European integration;
5. approve the project proposals and coordinate the development and implementation of the international projects, related to the SJC and the judiciary, including the EU PHARE Programme;
6. approve the information in the electronic register of the International projects and programmes in the field of the judicial system;
7. participate in the preparation and conclusion of bilateral cooperation agreements between the SJC of the Republic of Bulgaria and the bodies of the judiciary in other countries;
8. participate with its representatives in the work and the initiatives of the European Network of Councils for the Judiciary and in the activity of other international organizations to which Bulgaria is a member after the accession to the EU.
9. approves the programmes for the organization of the visits of foreign delegations and guests;
10. carries out coordination with the other state institutions in the field of international legal cooperation and relations.

Art. 28. The Committee "Professional qualification, information technologies and statistics" shall consist of five members. The Committee shall:

1. develop draft decisions of the SJC that the law requires in order to the implementation of e-justice;
2. determine compulsory qualification courses in cases of promotion of judges, prosecutors and investigators and appointment of administrative heads;
3. determine specializations of the judges, prosecutors and investigators;
4. organise the scientific development of issues, connected with the activity of SJC;
5. organise the preparation and the conducting of scientific – practical events for separate problems of the work of SJC;
6. discuss actual problematic issues of the activity of the National Institute of Justice, related to improvement of the didactics of the training process and applying the contemporary modern technologies in training;
7. cooperate for the coordination of the scientific and the applied studies of the law faculties in the country on the issues of the organisation and the functioning of the judicial power;
8. contribute for acquainting with the foreign scientific achievements with regard to their use for accepting the achievements of the Law of the European Union by the bodies of the judiciary;
9. assist the SJC in organising, together with the Ministry of Justice, the implementation of the Information strategy of the Courts of the Republic of Bulgaria;
10. maintain contacts with the similar units (committees and councils) at the Supreme Judicial Councils of other states.
11. prepare and submit for approval by the SJC statistical forms and methodological instructions for their completion, in consultation with the Committee on the analysis and measure the workload of the bodies of the judiciary;
12. gather and proceed statistical information.

Art. 29. The Committee "Judicial administration" shall consist of five members. The Committee shall:

1. prepare methodical instructions for the work of the judicial administration;
2. organise the development of programmes for improving the qualification of the judicial employees;
3. determine the number of the judicial employees in the bodies of the judiciary, according to approved criteria upon proposals of the relevant administrative heads and within the framework of the approved budget;

4. conduct competition for the position “Chief Secretary of the SJC”
 5. prepare and propose to the SJC model job descriptions by positions for the judicial employees in the bodies of the judiciary;
- Art. 28. The Committee on detection and prevention of conflict of interests and interaction with the Inspectorate by the SJC. The Committee shall:
1. receive and process the declarations under art. 12 of the law on Prevention and Detection of Conflict of Interests (LPDCI), submitted by persons, who hold public positions in the judicial system;
 2. announce on the Internet site of the SJC the declarations under art. 12 of the LPDCI in accordance with the requirements of the Law on personal data protection (LPDP);
 3. prepare and keep register of the declarations under art. 13 LPDCI;
 4. carry out control for the performance of the duties of the magistrates under art. 12-16 LPDCI;
 5. in cases there is data that an administrative head of the judiciary, judge, prosecutor or investigator has infringed a provision of LPDCI, it shall send a signal to the Committee for detection and prevention of conflict of interests together with certified copies of documents related to the signal;
 6. interact with the Inspectorate to the Supreme Judicial Council and the bodies of the judiciary in relation with matters of the committee’s competence;
 7. take into consideration the acts with the results of the planned, topical and control checks, completed by the Inspectorate to the Supreme Judicial Council;
 8. Prepare analysis of the summarized results, the recommendations given by the ISJC and their implementation;
 9. analyze the positive and negative findings for the work of the bodies of the judiciary;
 10. give recommendations, make proposals for measures and subsequent actions on the findings, subject to analysis;
 11. coordinate and control the implementation of the recommendations given;
 12. assign the performance of checks by the administrative heads of the bodies of the judiciary;
 13. prepare an annual report for its activity.

Section II

Sessions of the Supreme Judicial Council

- Art. 31. (1) The Supreme Judicial Council shall adopt its acts at sessions.
- (2) The sessions of the SJC shall be public, except for the sessions under Art. 33, paragraph 4 of LJ.
- (3) The sessions of the SJC shall be held at least once a week in the building of the SJC.
- (4) The sessions may also be conducted in another settlement or another building upon decision of the SJC.
- Art. 32. (1) The sessions of the SJC shall be convened by the chairing person, and in his/hers absence by the person, representing the SJC.
- (2) The members of the SJC shall be notified about the date and the hour of the session, the draft agenda and the materials for the session shall be presented to them at least three days in advance and at the same time the agenda shall be posted on the website of the SJC.
- (2) Sessions of the SJC may also be scheduled by notifying its members at the previous session.
- Art. 33. (1) A session of the SJC shall be held if at least half of its members are present.
- (2) The Minister of Justice shall organize and preside the sessions of the SJC.

(3) When the Minister of Justice is absent the sessions may be presided by the person, representing the SJC, and when he/she is absent by a member of the SJC, designated by seniority.

(4) In the cases of paragraph 3, the Minister of Justice shall notify in advance his/hers substitute, in order to organize the session. In those cases a deputy minister designated by the Minister may be present at the session.

Art. 34. (1) The Supreme Judicial Council shall conduct regular sessions according to the agenda, proposed by the chairing person.

(2) The draft agenda for the sessions shall be prepared by the Chief Secretary.

Art. 35. (1) Matters for consideration at the sessions of SJC may be submitted by its members.

(2) The bodies of the judiciary and the Minister of Justice shall submit matters for consideration according to their powers.

(3) The Chief Secretary may submit matters within his/hers competence.

Art. 36. (1) The Supreme Judicial Council shall consider materials, submitted to the administration of the SJC.

(2) The Committees within the SJC and the Chief Secretary, shall be responsible for the prepared and submitted to the session materials.

(3) The coordination of the preparation of the materials for consideration at a session of the SJC shall be carried out by the Chief Secretary.

Art. 37. (1) At the beginning of the session the chairing person shall propose the agenda, which shall be approved by the SJC.

(2) Additional issues may be included in the approved agenda only upon a decision of the SJC, adopted by a majority of more than half of the present by an open voting.

Art. 38. (1) At the sessions of the SJC when discussing and voting the decisions, the Chief Secretary and a stenographer shall be present, and in the cases of Art. 32, paragraph 2 of LJ a deputy minister, authorised by the Minister of Justice shall also be present.

(2) The Chief Inspector from the Inspectorate to the SJC shall participate in the sessions of the SJC, but shall not participate in the voting.

(3) Upon decision of the SJC persons who are related to the considered issue may also be heard at the sessions.

(4) The persons, invited to attend the session, may participate in the discussion and present references on the discussed issues. They shall be entered in the record of the session.

Art. 39. (1) The decisions of the SJC shall be approved with majority of more than half of the present, by open voting, except otherwise provided by the Constitution or the Law on Judiciary.

(2) Decisions taken in closed session shall be announced publicly.

Art. 40. A member of SJC shall not have right to participate in the voting of decisions, which refer personally to him or to his spouse or relative in direct line, in lateral line up to fourth degree and by marriage up to third degree or if there are other circumstances, which raise doubts about his/her impartiality.

(2) In the cases under Art. 35, para. 1 JSA SJC member is obligated to remove himself during the voting on the decision not later than 24 hours before the meeting by announcing the circumstances necessitated the removal. If good cause is not familiar with the agenda for the meeting, a member of the SJC is removed by resolution the Council, announced by the circumstances necessitated the removal.

(3) If the agenda of the meeting included the SJC extra points and if there are the circumstances under par. 1 and 2, the council postponed consideration of the item.

Section III

Drawing up the acts of the Supreme Judicial Council

Art. 41. (1) During the sessions of the SJC an audio recording technique shall be used and full and short stenographic protocol shall be drawn up and shall be published on the website of the SJC.

(2) The full stenographic record of the session shall be worked out in five working days after the end of the session. The record shall be signed by the chairing person who shall be responsible for its authenticity.

(3) After the end of the session until the end of the next working day at the latest, a short version of the full stenographic record which shall reflect all the adopted decisions shall be draw up. The short record shall be coordinated with the Chief Secretary after being signed by the stenographer/s.

(4) Corrections of obvious factual mistakes in it can be made only upon a decision by SJC.

(5) The full stenographic record as well as the audio records shall be kept by the Chief Secretary and shall be used only in the building of the SJC. The time limits for keeping shall be laid down in the Internal rules for the document circulation.

Art. 42. The approved decisions shall be finished technically by the administration of the SJC within 3 days after their adoption unless the SJC has determined another term.

Art. 43. (1) The acts of the SJC shall be signed by the chairing person or by the person, representing the SJC.

(2) The stamp shall be laid by the Secretary General or by appointed by him person from the administration of the SJC.

(3) Copies of the approved decisions of the SJC shall be provided upon request by other interested persons after permission by the Chief Secretary.

Art. 44. After the entry into force of the decision for appointment, promotion, lowering in rank and transfer of a judge, prosecutor and investigator, the SJC shall notify the person, who shall take office within one month.

Section IV

Rights and Obligation of the members of the Supreme Judicial Council

Art. 45. (1) The members of the SJC, except for those who exercise scientific and lecturer's activity shall stop working on the position which they had occupied before their election and for the time of their mandate in the SJC.

(2) The time, during which the members of the SJC exercise their functions shall be recognized as length of service under Art. 164, paragraphs 1 – 5 of LJ.

(3) The members of the SJC shall be commissioned under Art. 8, paragraph 4 of the Ordinance

on the business trips in the country, adopted by a Decree № 72 of the Council of Ministers of 1986 (promulgated in SG № 11 of 1987, amended SG № 21 of 1991, SG №2 of 1994, SG № 62 of 1995, SG № 34 of 1997, SG № 40 of 1999, SG № 2 of 2008 and SG № 2 of 2011).

(4) The members of the SJC shall use the facilities of the bodies of the judiciary.

Art. 46 An elected member of SJC respect the criteria for incompatibility laid down in Art. 18 of JSA.

Art. 47 (1) A member of the SJC must be present to the sessions and the committees of the SJC in which he/she is elected.

(2) SJC member may participate in no more than four permanent committees.

(3) Every member of the SJC may participate in a standing committee to which he/she is not a member without a right to vote.

Chapter four

INTERNAL AUDIT

Section I

General provisions

Art. 48. (1) A Directorate “Internal Audit” shall be established within the Supreme Judicial Council, which shall assist the judiciary in achieving its goals by identifying and assessing the risks and evaluating the adequacy and efficiency of the financial management and control systems (the internal control).

(2) Directorate “Internal Audit” shall be directly subordinated to the SJC and shall carry out the internal audit activity in accordance to the Law on Internal Audit in the Public Sector.

(3) The Directorate shall carry out the internal audit of all structures, programmes and processes in the SJC, the Inspectorate to the SJC, the bodies of the judiciary and the National Institute of Justice – lower level budget spending units in accordance with Art. 13 of the Law on Internal Audit in the Public Sector.

(4) The internal audit shall be carried out through execution of specific audit obligations for reassurance and consulting.

(5) The director of the Internal Audit Directorate shall report the results of the executed audit obligations and for the entire activity of the directorate of the SJC through the relevant competent committee depending on the substance of the results.

Section II

Structure, functions and organization of the work of the Internal Audit Directorate to the Supreme Judicial Council

Art. 49. The activity of the directorate shall be carried out by head of the internal audit – director and internal auditors- state, chief senior and junior.

Art. 50. In carrying out the internal audit activity the head of the internal audit and the internal auditors shall:

1. plan, complete and report the internal audit activity according to the requirements of the Law on internal audit in the public sector, the internal audit standards in the public sector, the Code of Ethics of the Internal Auditors, the Statute of the Internal Audit Directorate and the rules for the organization of the activity in the Internal Audit Directorate, approved by a decision of the SJC; 2. prepare a three-year strategic plan and an annual plan for their activity on the basis of risk assessment which should be approved by the SJC;

3. prepare an audit plan for each audit obligation, which consists of scope, goals, duration and distribution of resources for execution of the obligation, the audit approach and techniques, the type and the scope of the checks;

4. provide the SJC and the administrative heads of the bodies of the judiciary with an independent and objective assessment of the state of a process, a system or other subject of the audit;

5. check and assess the conformity of the activity with the laws, the regulations and the internal normative acts, the internal acts and the contracts; the reliability and the comprehensiveness of the financial and operative information; the established organization for preserving the assets and the information, effectiveness, efficiency and the economy of the activities; execution of tasks, contracts, the commitments and the achieving of the goals;

6. consult the SJC and the administrative heads of the bodies of the judiciary at their request, by giving advice, opinion, provide training and etc. with the purpose of improving the processes of risk management and control, without taking management responsibility for this;

7. the head of the audit team and the internal auditors shall discuss with the administrative heads of the bodies of the judiciary, whose activity is subject to the audit, the results of every completed audit obligation and prepare audit report;

8. the head of the internal audit and the internal auditors shall give recommendations in the audit reports for improvement of the activities of the subjects of the audit, the adequacy and the efficiency of the financial management and control systems and perform checks for following the implementation of the recommendations;

9. prepare and submit to the SJC an annual report for the internal audit activity according to Art.

40, paragraph 5 of the Law on Internal Audit in the Public Sector, which shall be included in the report under Art. 20, paragraph 3 of the Law on financial management and control in the public sector;

10. improve their professional qualification and make contacts with the other internal audit units from the organizations of the public sector with the purpose of exchange of good practices.

Section III

Statute of the Internal Auditors

Art. 51. (1) The head of the internal audit and the internal auditors shall be judicial employees and shall be appointed and dismissed by the SJC. They must meet the requirements of the LIAPS.

(2) In completing the activity of internal audit in the system of the judiciary the head of the internal audit and the internal auditors shall have the rights and shall respect the obligations, provided in Chapter three, Section II of the LIAPS.

(3) The head of the internal audit shall carry out the administrative guidance of the internal auditors for completing the audit obligations and the overall activity of the Directorate.

Art. 52. The appointment, the appraisal and the promotion in rank of the head of the internal audit and the internal auditors shall be carried out according to the approved by the SJC internal rules for conducting competitions for appointment, appraisal and promotion in rank of the internal auditors in the Internal Audit Directorate in the SJC.

Art. 53. The commissioning of the head of the internal audit and the internal auditors and the use of paid and unpaid leave shall be authorized by the person, representing the SJC.

Art. 54. (1) The head of Internal audit and the internal auditors shall perform their activity also in compliance with the LJ, the Labour Code and the normative acts related to them on the basis of job descriptions, approved by the SJC. They must perform their official obligations and individual responsibilities impartially, accurately and competently in compliance with their job descriptions.

(2) The functional description, the establishment plan and the type job descriptions of the head and the internal auditors shall be an integral part of this regulation.

(3) In case of an official need, the internal auditor shall be obliged to perform their official obligations and work overtime.

Chapter five

ADMINISTRATION OF THE SUPREME JUDICIAL COUNCIL

Section I

General provisions

Art. 60. (1) In implementing its activity the administration of the SJC shall be guided by the principles of lawfulness, impartiality, competence, responsibility, effectiveness, publicity, transparency and respect to the professional ethics of the judicial employees.

(2) The administration of the SJC shall be managed by Chief Secretary.

(3) In implementing its functions the administration of the SJC shall interact with the bodies of the judiciary and with other state and municipal institutions, not included in the judicial system as well as non-profit legal entities.

Section II

Chief Secretary

Art. 56. (1) A person who meets the requirement of art. 164, paragraph 2 LJ may be appointed as a Chief Secretary of the SJC.

(2) The Chief Secretary shall be appointed by a decision of the SJC after a competition, held by Committee “Judicial Administration” at the SJC.

(3) The Chief Secretary shall implement the administrative management of the administration for fulfilment of the acts of the SJC.

(4) The Chief Secretary shall manage, coordinate and control the functioning of the administration. The Chief Secretary shall:

1. appoint, dismiss and send on a mission in the country or abroad the employees from the administration of the SJC;
2. organize and conduct the competitions, the appraisal and the promotion in rank of the judicial employees from Administration of the SJC according to Internal rules, approved by him/her;
3. carry out methodological guidance and control in respect to the judicial administrators;
4. organise the preparation of the sessions of the SJC;
5. propose to the chairing person a draft agenda for the sessions of the SJC;
6. control directly the activity of Department “Stenographers” on the preparation of the full and short stenographic record from the sessions of the SJC;
7. keep the records and the shorthand records from the sessions of the SJC;
8. organise the implementation of the decisions of the SJC;
9. participate in the sessions of the SJC and present statements on issues of the agenda of his/hers competence;
10. require from the bodies of the judiciary, the central and the territorial bodies of the executive power, the bodies of the local government as well as from other bodies and organisations information and materials, necessary for implementing the authorities of the SJC;
11. may participate in the meetings of the Standing committees to the SJC without a right to vote;
12. participate in meetings and committees with representatives of other bodies or organisations upon their invitation or assignment by the SJC;
13. implement contacts with representatives of the bodies of the judiciary, the legislative power, the central and the territorial bodies of the executive power and the bodies of local government, of international bodies and organisations, as well as with citizens;
14. control the expenses of the administration of the SJC;
15. be responsible for the creating of conditions for normal and effective work of the units of the administration;
16. control and be responsible for the work with the documents, for their preservation and archiving and for the preservation of the official information;
17. determine the order for the document circulation, the registration and the archive activity in the administration;
18. organise and be responsible for the maintenance of the Internet site;
19. organize and control the activities of stock maintenance, building sanitation and technical support of the installation and the equipment in the buildings;

20. perform other functions assigned by the SJC and/or the person representing the Supreme Judicial Council.
 21. stimulate the judicial employees from the administration of the SJC by an insignia of honor or a reward for high professionalism shown, excellent performance of duties and high moral qualities;
 22. organize the training of the judicial employees and the improvement of their qualification.
- (5) The Chief Secretary in execution of his/her duties shall issue orders, which shall be obligatory for the judicial employees.
 - (6) The Chief Secretary shall approve the establishment plan of the administration of the SJC.
 - (7) When absent the Chief Secretary may delegate his/ hers powers to a judicial employee from the administration and to determine his/hers functions by an order.

Section III

Functions and organisation of the work of the Administration of the Supreme Judicial Council

Art. 57. (1) The judicial employees who assist the activities of the SJC under art. 30, paragraph 1

LJ shall be structured in an administration and organized in directorates as follows:

1. Legal Directorate;
2. Budget and Finance Directorate;
3. Judicial personnel, competitions for magistrates and judicial statistics Directorate;
4. Information technologies Directorate;
5. Directorate "Organizational –administrative activity"
6. Public Relations and Protocol Directorate
7. International Activity Directorate

(2) The Directorates shall function through departments and / or sectors.

(3) Other structural units may be created in the administration of the SJC.

Art. 58. The Directorates shall be managed by a director, who shall organize, coordinate and control the execution of the assigned functions and shall timely report for their execution.

(2) The directors of directorates shall distribute the tasks to the sectors and units regarding their nature and specifics, and shall propose to the Chief Secretary measures for improving the organization of the work in the directorate.

(3) The directors of directorates shall timely inform the Chief Secretary about the problems incurred in relation to the performance of their functions.

Art. 59. (1) The departments shall be managed by head of department who shall organize, coordinate and control the work of the judicial employees in the relevant department and the timely execution of the tasks assigned to him/her.

(2) The head of department shall distribute the tasks in the relevant units regarding their nature and specifics, and shall propose to the Chief Secretary and the director of directorate measures for improving the organization of the work in the department.

(3) The heads of departments shall timely inform the Chief Secretary and the director of directorate about the problems incurred in relation to the performance of their functions.

Art. 60. (1) The sectors shall be managed by head of sector who shall organize, coordinate and control the work of the judicial employees in the relevant sector and the timely execution of the tasks assigned to him/her.

(2) The head of sector shall distribute the tasks among the judicial employees in the sector and shall propose to the director of directorate and the head of department measures for improving the organization of the work in the sector.

(3)The heads of sectors shall timely inform the director of directorate and the head of department about the problems incurred in relation to the performance of their functions.

Art. 61. The Legal Directorate shall perform the following functions:

1. in relation with the normative activity:

- a) participate in the preparation of draft normative acts on the implementation of the LJ;
- b) participate in the preparation of statements of the SJC on the normative acts, referring to the judicial system and submitted for approval or coordination by the SJC;
- c) prepare proposals and statements on principle issues and decisions, methodical instructions and strategies for the judicial system;
- d) prepare analysis, statements, reports and draft decisions on issues, assigned by the SJC, related to exercising of its authorities;
- e) organise the maintenance and the summarising of the legal information in the administration of the SJC;
- f) assist SJC in collecting and analyzing disciplinary practice and provide information on keeping a register of the disciplinary proceedings.

2. in connection with the procedural representation of the SJC:

- a) prepare statements of claims, complaints, objections and written comments on the proceedings in which the SJC is a party and participate in them under the authority of the board;
- b) prepare complaints, objections and comments to the administrative authorities and participates in administrative proceedings before them under the authority of SJC;
- c) at the request of the Ministry of Justice prepares statements on the 'complaints at the European Court of Human Rights against the Republic of Bulgaria;
- d) prepare draft opinions to the Constitutional Court in cases in which the SJC was constituted;
- e) prepare draft opinions on the issues discussed by the plenary of the Supreme Court and the Supreme Administrative Court, the organization of the judiciary;

3. in relation to the legal assistance of the activity of the committees within the SJC:

- a) provide expert participation in standing committees of the SJC;
- b) support the activities of handling signals of citizens and public authorities for any acts of corruption, violating professional ethics in the judiciary or in the movement of court, prosecution and investigative cases and prepare draft responses;
- c) carry out activities aimed at implementing the adopted strategies for combating corruption and the action plan with them;
- d) organize the drafting of agreements for cooperation and exchange of information with state and public bodies in the field of countering corruption;
- e) prepare statements and draft documents on procedures for conducting competitions for employees in the administration of the SJC;
- f) provide legal services to the activities associated with the introduction and development of information technology in the judiciary and the administration of the SJC;
- g) prepare a draft analysis of the summarized results of the planned, thematic and control inspections of the Inspectorate by the SJC, its recommendations and their implementation;
- h) prepare legal opinions and documentation procedures and activities of the SCM and / or other structural units in the administration of the SJC;
- i) carry out methodological support and coordination of the legal service activities in other departments of the administration of the SJC;
- j) prepare and coordinate the legality of draft contracts, there is disagreement over deliver a reasoned opinion;
- k) keep and maintain a register of contracts concluded by SJC;
- l) organize and control the process of planning and organization of public procurement proceedings in which the SJC is the contracting authority;

m) depending on the complexity and amount of public procurement propose to the Secretary General of the SJC the appointment of working groups for the preparation of documentation for participation in the procedure, including terms of reference, criteria, methodology, evaluation indicators and specific technical requirements;

n) complete records of the public procurement proceedings, held by the SJC, provide their archiving and maintain Register of the proceedings, conducted during the calendar year

Чл. 62. Directorate “International activity” shall::

1. participate organisationally in the fulfilment of the engagements of the judiciary under the Common position of the Member States of the European Union, for the cooperation in the field of justice;

2. draft proposals for approval, amendment and supplement of the acts within the competence of the SJC on international projects, related to the judiciary;

3. organize the development and summarize upon assignment by the SJC statements on reports, referring to the judiciary, prepared by the institutions of the European Union, intergovernmental organisations, local and foreign non profit legal entities.

4. examine and analyze the acts of the European institutions and timely informs the SJC about the initiatives, referring to the judicial system;

5. prepare information and participate upon assignment by the SJC in the activity of the interdepartmental working groups, related to the international legal cooperation in the field of judicial system;

6. interact with the structures of the judiciary and the state administration, the central and the territorial bodies of the executive power, local and foreign non profit legal entities and international institutions on issues, related to the international cooperation in the field of the judiciary.

7. organize and coordinate activities related to membership of the SJC and representatives of the judiciary in the European Network of Councils for the Judiciary, Judicial Regulatory Authorities in the Balkan Area, the European Judicial Network in Civil and Commercial Matters, the Regional Cooperation Council, the Consultative Council of European Judges, etc. international organizations;

8. upon assignment by the Committees of the SJC, for the needs of their activities, address questions to ENCJ, translate and summarize the responses received;

9. communicate with foreign judicial councils, prepare answers and distribute by competence questions, related to the structure and functioning of the judiciary in Bulgaria;

10. maintain and update the information related to the international activities of the SJC on the SJC website;

11. translate, maintain and update information on the English version of the website of SJC;

12. coordinate the technical assistance from the European and the international institutions, directed to the SJC and the bodies of the judiciary;

13. prepare, maintain and update a register of the status of the international programmes and projects in sector “Justice”, elaborate and update rules for the organization of the register;

14. support the development and the implementation of programmes and projects in the field of international cooperation related to the needs of the SJC, the judicial system and the judicial administration;

15. held the international correspondence of the SJC and perform translations for the needs of the members of the SJC, the administration of the SJC and bodies of the judiciary;

16. organize and coordinate visits by representatives of the similar to the SJC institutions and partner organizations and prepare a draft program for the residence of foreign delegations and guests;

17. organizes secondments abroad for members of the SJC, magistrates, court staff and experts, seconded by Council decision

18. prepare, maintain and update information for the needs of the SJC about the seconded abroad persons from the bodies of the judiciary;

19. translate documents related to the the participation of representatives of the judiciary in international meetings;

20. organize and coordinate with the Ministry of Foreign Affairs and the Permanent Representation of Bulgaria to the EU the secondment of representatives of the judiciary as a national expert in the structures of the EU and foreign missions.

Art. 63. Finance and Budget Directorate shall perform functions for preparing the draft budget of the judiciary and organise the implementation of the budget:

1. in connection with the budget financing:

a) prepare a the budget accounts for the costs of the secondary spending units within the approved by the National Assembly budget of the judiciary and the elements of the NDA and propose them for approval by SJC;

b) organize ongoing financing of the secondary spending in the budget of the judiciary, in accordance with the approved budget accounts through the electronic payment system "SEBRA" as: process daili initiated orders, monitor the performance of the costs of bodies of the judiciary within the their approved budget accounts; maintain daily records of the acquired funds through SEBRA paragraphs of the NDA;

c) prepare proposals for adjustments to the budget and the budget accounts of the secondary administrators on requests by bodies of the judiciary or officially after expert analysis;

d) make adjustments to the budget accounts of secondary spending units, after their approval by the SJC and promptly send the updated budget accounts of bodies of the judiciary;

e) prepare monthly budget breakdown of the budget of the judiciary and update it under corrections, approved by the SJC

e) sends every month applications for subsidy to the Ministry of Finance according to the Law on State Budget of the Republic of Bulgaria (LSBRB);

g) maintain a record of monthly monitoring of the implementation of the budget of bodies of the judiciary in the main paragraphs and subparagraphs of the NDA;

h) maintain a record of the distribution of additional funds allocated in the budget the Judiciary under sources;

i) maintain an electronic file the state of the buildings used and heating systems of the bodies of the judiciary;

j) analyze the costs incurred by criteria set by the leadership of the SJC;

k) collects and keeps the received documentation from the bodies of the judiciary related to compensations due to magistrates and judicial employees;

l) collects and keeps the received documentation from the bodies of the judiciary related to compensation under the Act of State liability for damages inflicted;

m) prepare opinions on the demands of bodies of the judiciary to carry out repairs and monitoring compliance of the approved appropriately for the subject solutions;

n) organize control on the composition and primary documents-signed acts for repairs, conclusive acts and protocols for objects conceded for managing to the SJC.

2. In relation to the financial estimates and analysis

a) develop long-term and medium-term forecasts for the budget of the judiciary;

b) draw up a draft budget of the judiciary for the current year based on accepted estimates;

c) defend and methodological reason the draft budget of the judiciary;

d) provide methodological guidance on the preparation of the budget of the judiciary. Prepare analyzes and reports on opinions of the competent authorities relating to the budget of the judiciary;

e) distribute approved by the National Assembly budget of the judiciary for the calendar year among judicial authorities (including aggregated budgetary accounts of the courts) by elements of the the Unified budget classification;

f) prepare monthly information on the implementation of the budget of the judiciary on past performance periods and inform the Supreme Judicial Council;

g) establish and maintain an arrays of financial and statistical information related to the budget of the judiciary and its implementation;

h) maintain an array for the allocation of additional funds by the judiciary;

i) update the budget of the judiciary;

- j) consolidate and analyze on a monthly basis data for the resources for salary of the bodies of the judiciary;
 - k) exercise preliminary control at assuming obligations and expenditure, according to the internal rules and procedures for on preliminary control in the administration of the SJC.
3. in connection with the financial – accounting and methodological activity:
- a) develop long-term, medium-term and annual budget forecasts for the budget of the SJC and its administration;
 - b) allocated in paragraphs of the Unified Budget Classification the approved budget of the SJC and his administration for the relevant year;
 - c) consider the cash execution of the budget of the SJC and its administration;
 - d) analyze and control the maintenance costs of the SJC and its administration and if necessary propose an adjustment of the individual paragraphs;
 - e) carry out financial and accounting servicing of the SJC and his administration, according to the Accounting Act and other normative acts;
 - f) organize inventory of assets, liabilities, debts and obligations of the SJC and its administration;
 - g) prepare monthly, quarterly and annual reports on budget expenditures and extra-budgetary accounts and funds of the SJC and its administration;
 - h) prepare quarterly and annual turnover registers of the SJC and its administration;
 - i) ensure the maintenance of accounting records of the administration of the SJC;
 - j) organises unified accounting in the system of the SJC, prepares unified individual chart of accounts of the used accounts and sub-accounts;
 - k) prepare explanatory report to the quarterly reports and annual financial statements, which disclose the accounting policy in bodies of the judiciary;
 - l) adopt and summarize monthly, quarterly and annual reports on budget expenditures of the bodies of the judiciary and submit them to the Ministry of Finance and the National Audit Office;
 - m) adopt and summarize quarterly and yearly trial balances of bodies of the judiciary and submit them to the Ministry of Finance and the National Audit Office;
 - n) maintain accounting records on key indicators of the Unified budget classification;
 - o) process documents and accounts of income and expenditure in the Unified account and the maintain correspondence with the National Revenue Agency;
 - p) maintain correspondence with bodies of the judiciary on the release of limits and reverse speed to clear the payments received in settlement (SEBRA);
 - q) controls the financial and the non-financial information, presented in the periodical reports for the cash execution of the budget accounts and the annual financial reports of the secondary budget spending units and their analysing;
 - s) gives methodological instructions on the application of the normative acts, related to the financial accounting activity, in connection with the preparation of the accounts for the cash implementation of the budget (monthly, quarterly and annually) and the operating records of all the secondary budget spending units;
 - t) on the basis of accounts prepare statements, opinions and suggestions for podobravane financial discipline and accountability;
 - u) organize the development and ensure the system of financial management and control in bodies of the judiciary;
 - v) conducts periodical seminars for the training of the accountants in the judicial system;
 - w) provide conditions for internal and external audit in SJC;
 - x) prepare proposals, opinions on questions from bodies of the judiciary concerning the implementation of regulations on wages and social relations;
 - y) provide assistance to bodies of the judiciary on issues related to wages;
 - z) prepare statements of SJC regarding issues and problems raised by other agencies, oversight, and financial institutions.

Art. 64. Judicial personnel, competitions for magistrates and judicial statistics Directorate shall:

1. in relation to the keeping and preserving the cadre files of the judges, prosecutors and investigators and judicial statistics;
 - a) draft, keep and preserve a paper copy of the cadre file of every judge, prosecutor and investigator in the Republic of Bulgaria;
 - b) keep and preserve an electronic copy of the cadre files of the magistrates from the bodies of the judiciary;
 - c) gather, summarize and control the preparation of the establishment plans of the bodies of the judiciary;
 - d) periodically prepare information and proposals to the working committees within the SJC for approval of the number of staff in the bodies of the judiciary by the Supreme Judicial Council;
 - e) ensure the necessary information to the committees of the SJC (Committee on proposals and appraisal of the judges, prosecutors and investigators, Committee "Professional ethics and prevention of corruption, Committee "Judicial administration) regarding the situation of the staff in the judiciary and the proposals of the bodies under art. 38, paragraph 3 LJ;
 - f) send to the Regional, the District, the Administrative, the Military courts and the Courts of Appeal, the Prosecutor's Offices and Investigation services the updated statistical forms and methodical instructions for filling them;
 - g) collect and process the statistical information;
 - h) analyze the final results after the end of the periodical processing of the statistical information;
2. in connection with the competitions of magistrates:
 - a) provides the necessary information to committees of the SJC, in conjunction with personnel status of the judiciary and suggestions bodies of art. 38, para. 3 JCA;
 - b) organize and conduct the competition for junior judges and prosecutors, for initial appointment, the competitions for promotion in position and for transfer of judge, prosecutor and investigator in the bodies of the judiciary and for election of administrative heads;
 - c) organize the receiving and the check of the candidates' documents for all types of competitions;
 - d) support the activity of the competition committees when conducting the scheduled written and oral exams, as well as the interviewing of the admitted candidates;
 - e) provide technical organization in conducting the competitions for magistrates;
3. in relation to the appraisal of judges, prosecutors and investigators, administrative heads and deputy administrative heads, support the activity of the relevant SJC Committee as follows:
 - a) during appraisal for acquiring tenure of judges, prosecutors and investigators;
 - b) during periodic appraisal of the deputy administrative heads and judges from the Supreme Court and the Supreme Administrative Court, the deputies of the the Prosecutor General and the prosecutors of the Supreme Cassation Prosecutor's Office and the Supreme Administrative Prosecution Office and the Director of the National Investigation Service;
 - c) during the periodic appraisal of the administrative heads of the bodies of the judiciary, with the exception of the Presidents of the Supreme Court of Cassation, the Supreme Administrative Court and the Prosecutor General.

Art. 65. Information Technologies Directorate shall:

1. in connection with the introduction of the modern information technologies and communications:
 - a) develop programmes for introduction of modern information technologies and communications in the administration of the SJC and the bodies of the judiciary and organize their implementation;
 - b) develop technical specifications for introduction of a specialized applied software and technical equipment in the SJC and the bodies of the judiciary;

- c) participate in the development and application of methodologies, rules and procedures in the field of information technologies in the SJC and the bodies of the judiciary;
 - d) assist the SJC in execution of its powers related to the realization of the Strategy for computerization of the judiciary;
 - e) prepare statements on the submitted by the SJC projects for the development of information technologies and communications;
 - f) develop, apply and control the implementation of safety procedures of the information systems with a view of ensuring effective protection of the information resources of the SJC;
2. in relation to the software and hardware maintenance and the upgrade of the information systems used:
- a) coordinate and assist the planning of providing the necessary hardware and software in the bodies of the judiciary;
 - b) provide the maintenance and use of technical and program equipment in the administration of the SJC;
 - c) provide the proper functioning and upgrade of the legal-information systems used in the SJC and the Internet site of the SJC;
 - d) maintain the information database and the good condition of the computer network in the administration of the SJC;
 - e) ensure the functioning of the antivirus software;
 - f) prepare instructions and methodology for work, training and support of the employees of the administration of the SJC in the work with computer products;
 - g) assist the provision of security of the information and communication systems of the SJC;
 - h) ensure the maintenance of the computer techniques, the local networks and the communication equipment in the SJC;
 - i) organize the purchase of new hardware, introduce new systems and connect them to the existing network of the SJC;
3. in connection with the information servicing of the activities in the bodies of judiciary:
- a) participate in the building and development of the automated information systems in the bodies of the judiciary;
 - b) ensure the development and the management of the automated information systems in the bodies of the judiciary;
 - c) ensure the interoperability between the systems under p. a), used by the bodies of the judiciary;
 - d) coordinate the activities of the efficient application of the measures for publicity and transparency in relation to the publication of the judicial acts of the courts.

Art. 66. Organisational – administrative Directorate shall:

1. in connection with the administrative servicing of the sessions:
- a) ensure organizationally the sessions of the SJC and its other activities;
 - b) preserve the acts of the SJC and the materials to them;
 - c) ensure organizationally and technically the activities of the committees within the SJC and the subcommittees work and expert groups established by them;
 - d) finalize technically the accepted decisions by the SJC;
 - e) ensure the preparation and sending within three days after the session the copies-excerpts of the decisions of the SJC to the relevant interested bodies and persons;
 - f) coordinate the execution of tasks, ensuing from the decisions of the SJC;
 - g) ensure the processing of the documents, received by the SJC from the bodies of the judiciary, the Minister of Justice and other state bodies and organizations;
 - h) be responsible for the processing of classified information;

i) performs other specific stenographic activities related to the document circulation;
j) prepare and maintain a register of the disciplinary cases and keep the correspondence on the movement of cases.

2. as regards the human resources:

a) prepares and update the establishment plan and the job descriptions of the employees from the administration;

b) prepares the acts, related to the occurrence, the change and the termination of the employment legal relations;

c) keeps and preserve the cadre dossiers of the members of the SJC and the employees from the administration.

3. in connection with the document circulation and the material – technical supply, shall:

a) organise, implement and control the movement of the incoming, the outgoing and the internal correspondence;

b) systematise and preserve the documents from the current archive;

c) ensure information about the received and the sent correspondence;

d) forward the incoming and the outgoing correspondence;

e) compile, preserve, process and organise the using of the current and the archive documentation fund of the SJC;

f) prepare and keep a register of the disciplinary case files and carries on the correspondence on the movement of the case files;

4. in relation to the activities related to the transport services and the maintenance of the vehicles, owned by the Supreme Judicial Council:

a) ensures the transport servicing of the members of the Supreme Judicial Council and its administration;

b) organizes and controls the activity of operating, repairs, maintenance and decommissioning of the transport equipment of the Supreme Judicial Council;

c) provides the registration, insurance and the annual technical examination of the vehicles;

5. in relation to the material-technical supply of the Supreme Judicial Council:

a) provides the technical servicing and maintenance of the building of the Supreme Judicial Council, the systems and the equipment and places requests for current renovation works;

b) ensures the conditions for the provision of the Supreme Judicial Council with techniques, consumable supplies and furnishing;

c) makes deliveries of detergents and ensures the hygiene in the building of the Supreme Judicial Council;

d) participates in the annual inventory of movables;

Art. 67. Public relations and protocol Directorate shall:

1. as regards the public relations of the SJC:

a) provide the expert servicing to the SJC in the field of work with the media and public organizations;

b) develop and implement the Media strategy of the SJC;

c) ensure the realization of the information policy of the SJC and the coordination of its realization;

d) provide transparency and publicity of the activity of the SJC and its administration and organize the legally established access to information;

e) monitor the publications in the press, related to the judiciary and analyses them;

f) provide methodological assistance in the preparation and implementation of media policy;

g) analyze the effectiveness of the media strategy of SJC, prepare periodical reports for the members of the SJC;

h) organize, when necessary after the end of a session a press conference (briefing) of the members of the SJC and gives information on the issues discussed during the session;

- i) keep archives of the reflection in the media of the work of the SJC;
 - j) organize, summarize, select and provide periodical information to the media on the matters on the agenda and the work of the SJC;
 - k) ensure access for the media to information on the work of the committees and the administration under terms and conditions determined by a decision of the SJC
 - l) organize, coordinate and support the appearances of the members of the SJC in the mass media;
 - m) prepare expert opinions when participating in work groups and meetings for international and intradepartmental projects, related to the public relations;
 - n) mediate, where necessary between the SJC or its members in their relations with other state and international institutions, as well as with public organizations;
 - o) support the person, representing the SJC in execution of his/hers functions in front of the media and public organizations;
 - p) present to the media official statements on behalf of the Council after authorization;
2. as regards the protocol activity of the SJC:
- a) support the organization of protocol presentations of the members of the SJC;
 - b) organize the reception of citizens in the Administration of the SJC;
 - c) perform other protocol activities assigned by the SJC and by the Chief Secretary.

Section IV

Employees in the Administration of the SJC

Art. 68. (1) The activity of the administration of the SJC shall be implemented by judicial employees working on employment relationship.

(2) The judicial employees in the administration of the SJC shall implement their official activity in compliance with the LJ, the Labour Code and the normative acts, related to them, on the basis of job descriptions, approved by the Chief Secretary.

Art. 69. (1) The commissioning and the specialisation abroad of the judicial employees shall be performed by the Chief Secretary.

(2)) The commissioning of employees in the country and the use of paid or unpaid leave by them shall be permitted by the Chief Secretary.

Art. 70. (1) The judicial employees shall be obliged to fulfil their official obligations impartially and precisely according to their functional and job description.

(2) For exemplary and punctual fulfilment of their official obligations the employees shall have right to distinctions and awards in compliance with rules, approved by the SJC.

(3) The judicial employees may form and be members of organization which protect their professional interests.

Art. 71. (1) Additional obligations may be assigned to the judicial employees temporary – up to forty five working days in the year when an official need arises.

(2) In case of an official need the judicial employees shall be obliged to fulfill their official obligations and work overtime.

(3) In execution their official duties the judicial employees shall identify themselves by a service card with their full name and position designated thereon.

FINAL PROVISIONS

§ 1. This Regulation shall be adopted on the basis of Art. 30, paragraph 4 of the Law on Judiciary and a Decision of the Supreme Judicial Council under Protocol № 42 of 11 October 2012.

§ 2. The Regulation shall enter into force from the day of its adoption with a decision of the SJC.

§ 3. The Regulation for the Work of the Supreme Judicial Council and its Administration, adopted by a decision of the SJC under Protocol № 34 of 27 October 2011 (SG, 99 of 2011) shall be repealed.