# APPROVED

Order of the Rector of the National School of Judges of Ukraine

07.06.2011 No. 222 as amended

**REGULATIONS**

**on the Odesa Regional Branch of the National School of Judges of Ukraine**

# 1. General provisions

1.1. The Odesa Regional Branch of the National School of Judges (hereinafter referred to as the Regional Branch) is a non-balance sheet, separate structural subdivision of the National School of Judges (hereinafter referred to as the NSJU), without the status of a legal entity, which on behalf of the NSJU carries out activities related to the organisation and conduct of training of judges, including those elected to administrative positions in courts, periodic training of judges to improve their qualifications, training of employees of the apparatus of local courts in Odesa, Mykolaiv, Kherson regions, Ulyana

1.2. Full name of the Regional Office:

1.2.1. in Ukrainian - **Odesa Regional Branch of the**

**National School of Judges of Ukraine**

1.2.2. in Russian - **Odesa Regional Branch**

**of the National School of Judges** of Ukraine

1.2.3. in English - **Odesa Regional Branch**

**of the National School of Judges of Ukraine**

1.3. Short name of the Regional Branch:

1.3.1. in Ukrainian - **Odesa Regional** Branch **of the** NSJU

1.3.2. in Russian - **Odesa Regional** Branch **of the National** School of Judges

1.3.3. in English - **Odesa RB** NSJU

1.4. Location of the regional office: **65119, м.**

**Odesa, 29 Shevchenko Avenue.**

1.5. In its activities, the Regional Branch shall be guided by the Constitution of Ukraine, laws of Ukraine, resolutions of the Verkhovna Rada of Ukraine, decrees of the President of Ukraine, acts of the Cabinet of Ministers of Ukraine, other bylaws, acts of the High Qualifications Commission of Judges of Ukraine and other judicial authorities, orders of the Rector of the NSJS, as well as the Statute of the NSJS and this Regulation.

1.6. The structure and number of Regional Offices shall be approved by the order of the Rector of the NSJU in agreement with the High Qualifications Commission of Judges of Ukraine.

1.7. The Regional Branch is accountable and controlled by the Vice-Rector for Judicial Training on issues of organising and conducting training of judges and court staff - to the Vice-Rector for Judicial Training, and on issues of organisational support of the Regional Branch - to the Vice-Rector for Organisational Support.

1.8. The Regional Branch uses the property on the balance sheet of the NSJU

1.9. The Regional Branch is headed by the Director, who is appointed and dismissed by the order of the Rector of the NSJU.

1.10. Qualification requirements for the position of the Director of the Regional Office are as follows: complete higher education in legal or pedagogical professional field at the educational qualification level of master's degree, specialist; professional work experience in managerial positions for at least 3 years or professional work experience in other fields for at least 5 years. In certain cases, a person who does not have the above work experience may be appointed to the position of the Regional Branch Director.

1.11. In the absence of the Director of the Regional Office, the Chief Specialist of the Regional Office shall perform his/her duties in accordance with the order of the Rector.

1.12. Director of the Regional Office:

1.12.1. Carry out general management of the Regional Office and ensure the performance of its functions in the specified territory in accordance with the tasks and powers established by these Regulations.

1.12.2. Represent the Regional Office in all bodies, institutions, enterprises and organisations within the powers established by this Regulation.

1.12.3. He/she represents the interests of the NSJU within the powers defined by the power of attorney of the Rector of the NSJU.

1.12.4. Plans the work and carries out the activities of the Regional Office in accordance with the NSJU Action Plan for the relevant year.

1.12.5. Organises and coordinates the work on organising and conducting training of judges and court staff.

1.12.6. Analyses the state and development trends in the area within the competence of the Regional Office, makes proposals to eliminate negative and consolidate positive trends.

1.12.7. Take necessary measures to improve the organisation of the Regional Office.

1.12.8. Participate in meetings and other events on issues within the competence of the Regional Office.

1.12.9. Distribute job responsibilities among the employees of the Regional Office and make proposals to their job descriptions, which are approved by the Rector of the NSJU.

1.12.10. Take measures to improve the skills of the employees of the Regional Office.

1.12.11. Promotes the professional growth of the employees of the Regional Office.

1.12.12. Submits proposals to the Vice-Rector for Judicial Training of the National School of Judges on dismissal and transfer of the Regional Office employees, rewards and penalties.

1.12.13. Ensure compliance of the Regional Office employees with the internal labour regulations.

1.12.14. Control the record keeping and storage of documents in the Regional Office.

1.12.15. Organises work with documents in accordance with the current legislation and the Instruction on Record Keeping of the NSJU approved by the order of the Rector of the NSJU.

1.12.16. Organises the work on material, technical and methodological support of the Regional Office.

1.12.17. Notify the Rector of the NSJU of all circumstances that threaten the preservation of the material assets of the NSJU at the Regional Office.

1.12.18. Exercises other powers referred to the competence of the Regional Office by this Regulation, as well as those provided for by the current legislation of Ukraine and orders of the Rector of the NSJU.

1.13. Employees of the Regional Office shall be appointed to the position by the order of the Rector of the NSSU on the proposal of the Director of the Regional Office.

**2.** **Main tasks of the Regional Office**

2.1. The main task of the Regional Branch is to organise and conduct training of judges, including those elected to administrative positions in courts, periodic training of judges to improve their qualifications, training of staff of local courts of Odesa, Mykolaiv, Kherson regions, Ulyanovsk, Gaiworon and Holovanivskyi district courts of Kirovohrad region and improvement of their qualifications.

# 3. Functions of the Regional Office

3.1. Organises and conducts training of judges and court staff within the defined territory.

3.2. Participates in determining the main directions of training of judges and court staff.

3.3 Participates in the development of plans and programmes, as well as other educational and methodological documentation related to the activities of the NSJC.

3.4. Participate in thematic seminars and scientific and practical conferences, etc.

3.5. Ensures an appropriate level of training of judges and court staff.

3.6. Involve the most experienced judges, legal practitioners, scholars, and other specialists in teaching at the Regional Office in accordance with the requirements of the current legislation.

3.7. Promote the conclusion of transactions in the interests of the NSJC in accordance with the current legislation of Ukraine to fulfil its tasks provided for by the NSJC Statute.

3.8. Create appropriate conditions for highly productive labour, ensure compliance with labour legislation, safety rules, and social insurance.

3.9. Reports to the NSSU on the tasks performed.

# 4. Rights of the Regional Office

4.1 The Regional Branch shall have the right to:

4.1.1. Receive information from the NSSU employees on issues related to its area of work.

4.1.2. To get acquainted with the documents, materials, orders of the Rector of the NSJU necessary for the performance of its tasks.

4.1.3. To notify the Rector of the NSJU of the assignment to the Regional Office of the performance of work that does not fall within its competence or goes beyond it, as well as cases of failure of the NSJU employees to provide documents and other materials necessary for the Regional Office to resolve the issues raised.

4.1.4. To involve, with the consent of the heads of structural subdivisions, the employees of the NSSU in planning and conducting events for which the Regional Office is responsible.

4.1.5. Participate in meetings, conferences and other events on issues within the competence of the Regional Office.

# 5. Responsibilities

5.1. The indicators for assessing the performance of the Regional Office's employees shall be the quality and timeliness of their official tasks and duties.

5.2. The Director of the Regional Office shall be personally liable for untimely and poor performance of the functions assigned to it.

5.3. Employees of the Regional Office shall be personally liable for poor or untimely performance of their official duties, as well as for failure to take measures to eliminate violations of the law.

5.4. The limits of liability of the employees of the Regional Office shall be established by the applicable law.

**6.** **Relations with other structural subdivisions of the National School of Judges**

6.1. The Regional Branch in the performance of its functions shall interact with structural subdivisions of the NCJS in accordance with the procedure provided for in the Regulations of the NCJS Staff.

**7.** **Establishment and Termination of the Regional Branch**

7.1. Establishment and termination of the Regional Branch shall be carried out by order of the Rector of the NSJU with subsequent introduction of appropriate changes to the structure of the NSJU.

**8.** **Amendments to the Regulations**

8.1. Amendments and additions to this Regulation shall be made in the manner in which this Regulation is approved.