ЗАТВЕРДЖЕНО

Наказ Національної школи суддів України

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**REGULATIONS**

**on the Information Technology Department**

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

1. **General Provisions**

1.1. The Information Technology Division of the National School of Judges is an independent structural unit of the National School of Judges (hereinafter referred to as the Division, NSJU, respectively), subordinated to the Rector of the NSJU and accountable to and under the control of the Chief of Staff of the NSJU, who coordinates the activities of the Division.

1.2. In its activities, the Division shall be guided by the Constitution of Ukraine, acts of the President of Ukraine and the Cabinet of Ministers of Ukraine, the Law of Ukraine ‘On the Judiciary and the Status of Judges’, anti-corruption legislation, decisions of congresses of judges of Ukraine, the Council of Judges of Ukraine and the High Qualifications Commission of Judges of Ukraine, the Statute of the National School of Judges, the Rules of the National School of Judges, orders of the National School of Judges, other legal acts and this Regulation.

1.3. The work of the Division shall be carried out in accordance with the work plans of theNSJUand the work plans of the Division, as well as individual instructions of the NSJU leadership.

1.4. The Division shall function in accordance with the structure and staffing list approved in accordance with the established procedure.

2. Main tasks of the Division

2.1. The main task of the Department is to implement and provide technical support for the latest information technologies in the educational, research and management activities of the NSJU.

3. Functions of the Department

3.1 The Department performs its tasks in accordance with the assigned tasks:

3.1.1. Ensures the functioning of the information network between the structural subdivisions of the NSJU.

3.1.2. Ensures the functioning of the official web-site of the NSJU and its systematic updating.

3.1.3. Ensures the functioning of the common structured database of the NSJU and systematically updates it.

3.1.4. Ensures the operability of the NSJU network resources.

3.1.5. Ensures the operation of the NSJU computer classes.

3.1.6. Provides information and technical support for the work of symposia, conferences, seminars held by the NSJU.

3.1.7. Provides logistical (information technology) support for the organisation of the educational process.

3.1.8. Ensures immediate elimination of situations related to damage to the NSJU software and databases.

3.1.9. Carries out preventive work to maintain the performance of computing equipment of the NSJU.

3.1.10. Develops and carries out information and technical support of educational activities of the NSJU.

3.1.11. Organises and conducts seminars on studying the latest computer technologies and new software by the NSJU employees.

3.1.12. Monitor news and trends in the development of information systems, software, databases and databanks.

3.1.13. studies and summarises experience in information support of the educational process.

3.1.14. Prepares proposals for the introduction of new information technologies into the activities of the NSJU.

3.1.15. Prepares proposals for the acquisition, development or exchange of technical support.

3.1.16. Negotiates with organisations providing services of communication, software and hardware equipment for the NSJU.

3.1.17. Provides explanations to the employees of the NSJU on information and technical iNSJUes.

3.1.18. Maintains office work and ensures storage of documents in the Division in accordance with the Instruction on Office Work in the NSJU.

3.1.19. Prepares work plans of the Division, prepares proposals to the work plan of the NSJU.

3.1.20. Prepares reports on the implementation of the Division's work plans.

4. Rights of the Division

4.1 The Division has the right to:

4.1.1. Receive information on iNSJUes related to the areas of work from the employees of the NSJU.

4.1.2. To get acquainted with the documents, materials, orders of the NSJU, necessary for the performance of the tasks assigned to the Division.

4.1.3. With the consent of the heads of the relevant structural units of the NSJU, engage employees in the development and implementation of activities for which the Department is responsible.

4.1.4. Participate in meetings, conferences and other events on iNSJUes within the competence of the Division.

5. Head of the Department

5.1. The Department is headed by the Head, who is appointed and dismissed by the order of the Rector of the National School of Economics and Business in accordance with the requirements of the current legislation.

5.2. The qualification requirements for the position of the Head of the Division are: complete higher education in the field of information technologies at the educational qualification level of master (specialist); professional work experience in managerial positions for at least 3 years or professional work experience in other areas for at least 5 years. In some cases, a person who does not have the above work experience may be appointed to the position of the Head of the Department.

5.3. In case of his/her absence, the duties of the Head of the Division shall be performed by the Chief Specialist of the Division on the basis of the order of the NSJU.

5.4. The Head of the Department:

5.4.1. Carry out general management of the Division, ensure the fulfilment of its tasks, and organise its work.

5.4.2. Make proposals on distribution of duties between employees and control their work.

5.4.3. Signs and endorses prepared documents and is personally responsible for the performance of tasks assigned to the Department.

5.4.4. Manages the preparation and development of the Department's work plans in accordance with the work plans of the NSJU.

5.4.5. Participate in meetings, workshops, presentations and other events on iNSJUes within the competence of the Division.

5.4.6. Organise and control the timely and qualitative consideration by the employees of the Department of orders and instructions of the Rector of the NSJU, the High Qualifications Commission of Judges of Ukraine, the State Judicial Administration of Ukraine and other state authorities.

5.4.7. Analyses the status and development trends in the area within the competence of the Division, makes proposals for eliminating negative and consolidating positive trends.

5.4.8. Takes necessary measures to improve the organisation of the Department's work.

5.4.9. Ensure the establishment and functioning of an information network between the structural subdivisions of the NSJU to provide employees with free access to the necessary information.

5.4.10. Ensures the creation and functioning of a common structured database, which allows organising, storing, processing and searching for the necessary information in the NSJU database.

5.4.11. Controls the implementation of information and technical support of symposia, conferences, seminars held by the NSJU.

5.4.12. Ensures the functioning of the official web-site of the NSJU.

5.4.13. Ensure cooperation with the staff of the Department of Scientific and Methodological Support of the Courts of General Jurisdiction and Library and Publishing Activities on the content of the official web-site of the NSJC.

5.4.14. Organises support of contracts with organisations providing communication, software and hardware services for the NSJU.

5.4.15. Organises educational and methodological work on studying the latest computer technologies and new software by the employees of the .

5.4.16. Organise systematic analysis of the hardware and software market.

5.4.17. Ensures preparation of proposals for the acquisition, development or exchange of hardware.

5.4.18. Provides advisory assistance to the NSJU employees in the field of information technology.

5.4.19. Promotes professional growth and advanced training of the Division's employees.

5.4.20. Submits proposals to the Vice-Rector for organisational activities of the NSJU on dismissal and transfer of the Department employees, rewards and penalties.

5.4.21. Participates in conducting interviews with candidates for positions in the Division.

5.4.22. Ensure that the employees of the Department comply with the requirements for non-disclosure of information contained in documents marked ‘For Official Use’ and technical protection of information.

5.4.23. Ensure that the employees of the Division comply with the Internal Labour Regulations, labour discipline, safety rules and labour protection instructions.

5.4.24. Control the record keeping and storage of documents in the Department.

5.4.25. Organise work with documents in accordance with the current legislation and the Instruction on Record Keeping in the NSJU.

5.4.26. Organise work on material, technical and methodological support of the Division.

6. Responsibilities

6.1. The indicators of performance evaluation of the Division's employees are the quality and timeliness of performance of job tasks and duties, the work plans of the NSJU, the work plans of the Division, orders and instructions of the NSJU management.

6.2. Employees of the Division shall be responsible in accordance with the current legislation of Ukraine for:

6.2.1. Failure to comply with the requirements of the current legislation, organisational and administrative acts in the course of performing their functions.

6.2.2. Failure to perform or improper performance of official duties, work plans of the NSJU, work plans of the Division, orders and instructions of the NSJU management.

6.2.3. Disclosure of information contained in documents marked ‘For Official Use Only’ and personal data that they have become aware of in connection with the performance of their official duties.

6.2.4. Exceeding their official powers, failing to comply with the provisions established by the Regulations of the NSJU, violation of the Internal Labour Regulations, labour discipline and requirements for labour protection and fire safety.

6.2.5. Inefficient or inappropriate use of software and improper storage of equipment in their use.

7.1. The Department interacts with other structural subdivisions of the NSJU, subdivisions of bodies, institutions and establishments within the limits of its powers.

7.2. In accordance with the requirements of the NSJU Regulations and orders of the Rector, employees of the Department participate in the work of permanent and temporary interstructural formations of the NSJU: commissions, committees, working groups, etc., including those formed on a project-target basis, to implement interrelated tasks that require the joint efforts of various structural subdivisions of the NSJU.