APPROVED

Order of the Rector of the National

Schools of Judges of Ukraine

\_\_\_\_\_\_\_\_\_\_\_\_2024 р. № \_\_\_\_

**PROVISIONS**

**About the Department "Training Center for Court Staff Training"**

**National School of Judges of Ukraine**

1. **General provisions**

1.1. The Training Center for Court Staff Training of the National School of Judges (hereinafter referred to as the Center) is an unbalanced, separate structural subdivision (on the rights of a department) 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 to organize and   training and professional development of employees of the   of local   and   courts of appeal, the High Anti-Corruption Court, the Supreme Court (except for   judicial assistants) (hereinafter referred to as court staff) and employees of the Judicial Protection Service (hereinafter referred to as employees of the Service) under a separate decision.

1.2. Full name of the department "Training Center for Court Staff Training" of the National School of Judges of Ukraine:

1.2.1. In Ukrainian - the department "Training Center for Court Staff" of the National School of Judges of Ukraine

1.2.2. In English - "Training Center for Court Staff" Department of the National School of Judges of Ukraine

1.3. The abbreviated name of the department is "Training Center for Court Staff of the National School of Judges":

1.3.1. In Ukrainian, the department "NC PPAS" of the NSJU.

1.3.2. In English - "TCCS" Department of the NSJU.

1.4. Location of the Department "Training Center for Court Staff" of the National School of Judges: 14 Zhylianska St., Kyiv, 01032.

1.5. In its activities, the Center is 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, decisions of the High Qualifications Commission of Judges of Ukraine and other judicial bodies, the Statute of the NSJU, the NSJU Rules of Procedure, orders of the Rector of the NSJU, other legal acts and this Regulation.

1.6. The Center's activities are carried out in accordance with the plans of the NSPS and the Center's work plans, as well as individual instructions of the NSPS management.

1.7. The structure and staffing of the Center shall be approved by the Rector of the NSJU.

1.8. Employees of the Center shall be appointed by order of the Rector of the NSJU on the proposal of the Head (Director) of the Center.

1.9. The Center is accountable and controlled by the Vice-Rector in the area of organization and conduct of training and/or advanced training of court staff, training of the SJA staff - to the Vice-Rector in the area of responsibility, and by the Chief of Staff of the National School of Judges - in terms of organizational support of the Center's activities.

1.10. The Center uses the property that is on the balance sheet of the National School of Law.

1.11. The Center has a round seal with the name of the structural subdivision and the corresponding stamps, samples of which are approved by the order of the Rector of the NSESU.

1. **Main tasks and functions of the Center**
   1. The main objectives of the Center are:

2.1.1. Training and advanced training of court staff and employees of the Service, taking into account their needs and priority areas of development and operation of the courts and the Service.

2.1.2. Coordination of activities of regional branches of the National School of Judges of Ukraine and departments of court staff training and initial training of judges of the National School of Judges of Ukraine in terms of training and advanced training of court staff and employees of the Service.

2.1.3. Determining, jointly with the staffs of local and appellate courts, the High Anti-Corruption Court, the Supreme Court, and the Judicial Protection Service, the main needs and areas of training and professional development of the relevant categories of court staff and employees of the Service.

2.1.4. Ensure unity (unification), predictability and practical orientation of training and advanced training programs for court staff and employees of the Service, and create a database of relevant courses and training programs.

2.1.5. Introduce modern methods and interactive forms of teaching using innovative technologies and computer equipment in the training of court staff and employees of the Service to acquire and improve the knowledge, skills and abilities necessary for the successful performance of their duties.

2.1.6. Providing training activities with methodological materials, in particular, manuals, analytical reviews, recommendations for improving the professional training of court staff and employees of the Service in accordance with the best international practices.

2.1.7. Monitoring the successful implementation of training programs and advanced training of court staff and employees of the Service.

2.1.8. Ensure monitoring and evaluation of the quality of training of court staff and employees of the Service and improve their skills.

2.1.9. Organizing and holding international and national round tables, forums and conferences, etc. in cooperation with other structural subdivisions of theNSJU and courts.

2.1.10. Organization of interaction with other structural subdivisions of the NSJU to check the readiness of the educational, methodological and logistical support of the educational process of the Center.

2.2 In accordance with the objectives, the Center shall perform the following functions:

2.2.1. Organizes and conducts training and advanced training of court staff and employees of the Service taking into account their needs and priority areas of development and operation of the courts and the Service.

2.2.2. Coordinates and ensures approval of plans, schedules, and training programs for training and advanced training of relevant categories of court staff and employees of the Service.

2.2.3 Organizes, in cooperation with the relevant structural subdivisions of the National School of Judges, the staffs of local and appellate courts, the High Anti-Corruption Court, the Supreme Court, and the Court Security Service, the formation of groups of trainees from among court staff and employees of the Service.

2.2.4. Determines the forms of organization and types of training and advanced training of court staff and employees of the Service.

2.2.5. In cooperation with other subdivisions of the NSJU, organizes scientific, methodological, material and technical support for the process of training and advanced training of court staff and employees of the Service.

2.2.6. Organize the development of materials (courses) taking into account the unity (unification), predictability and practical orientation of training and advanced training programs for court staff and employees of the Service.

2.2.7. Ensure participation of highly qualified and experienced judges, retired judges, court staff, employees of the High Council of Justice, State Judicial Administration of Ukraine and its territorial departments, teachers of higher education institutions, employees of state institutions, organizations and other persons with relevant knowledge in the development of courses and teaching.

2.2.8. Provides educational, methodological and logistical support for training and advanced training of court staff and employees of the Service.

2.2.9. Ensure control over the successful implementation of training programs for training and advanced training of court staff and employees of the Service.

2.2.10. On behalf of the Rector of the National School of Judges, monitor the quality of training and advanced training of court staff and employees of the Service.

2.2.11. Summarizes and analyzes the results of training and advanced training sessions for the relevant categories of court staff and employees of the Service, prepares relevant reports, submits proposals for improving the organization, forms and methods of training.

2.2.12. Provides organizational measures for holding international and national round tables, forums, conferences, methodological seminars, workshops, trainings, etc. in cooperation with other structural subdivisions of the NSJUand courts.

2.2.13. Prepare proposals to the NSJU work plan, the NSJU main events plan, etc.

2.2.14. Provide documentary support for the Center's activities and keep records in accordance with the Instruction on Record Keeping in the NSJU

2.2.15. Prepares information reports on the Center's activities related to training and advanced training of relevant categories of court staff and employees of the Service, international and national roundtables, forums, conferences, methodological seminars, workshops, trainings, etc. for posting on the SJA website and in the media.

2.2.16. Maintains the Center's webpage on the NSJU website and ensures its information content.

**3. Rights of the Center**

3.1 The Center has the right to:

3.1.1. Receive information from the NSJU employees on issues related to the areas of work

3.1.2. To get acquainted with the documents, materials, orders of the Rector of the NGSU necessary for the performance of the tasks assigned to the Center.

3.1.3. To notify the management of the SSU of entrusting the Center with the performance of work that does not fall within its competence or goes beyond its limits, as well as of cases when the SSU employees fail to provide documents and other materials necessary for the Center to resolve the relevant issues.

3.1.4. To involve, with the consent of the heads of structural subdivisions, the employees of the SSU in planning and conducting events which the Center is responsible.

3.1.5. Participate in meetings, conferences and other events on issues within the competence of the Center.

**4. Head (director) of the Center**

4.1 The Center is headed by the Head (Director), who is appointed and dismissed by the order of the Rector of the NSPS in compliance with the requirements of the current legislation.

4.2. The qualification requirements for the position of the Head (Director) of the Center are as follows: higher legal education at the master's (specialist's) level, professional experience in managerial positions for at least 3 years or professional experience in other fields for at least 7 years.

4.3. The duties of the Head (Director) of the Center in his/her absence shall be performed by one of the employees of the Center upon the proposal of the Head (Director) of the Center in accordance with the order of the Rector of the NSESU.

4.4. Head (Director) of the Center:

4.4.1 Ensures and coordinates the work of the Center in organizing and conducting training and/or advanced training of court staff and employees of the Service.

4.4.2. Ensures and coordinates the work of the Center in holding international and national round tables, forums, conferences, methodological seminars, workshops, trainings, etc. in cooperation with   and other structural subdivisions of theNSJU and courts.

4.4.3. He/she represents the Center in all bodies, institutions, enterprises and organizations within the powers defined by this Regulation and by instructions of the NSJU management.

4.4.4. Manages the preparation of the Center's work plans in accordance with the work plans of the SSU.

4.4.5. Ensure statistical and analytical analysis of the quality of organization of the Center's training process.

4.4.6. Ensures interaction and coordination with other structural subdivisions of the NSJU to fulfill the tasks assigned to the Center.

4.4.7. Analyzes the state and development trends in the area within the competence of the Center, submits proposals for eliminating negative and consolidating positive trends

4.4.8. Take necessary measures to improve the organization of the Center's work.

4.4.9. Participate in meetings and other events on issues within the competence of the Center.

4.4.10. Signs and endorses prepared documents and is personally responsible for fulfillment of tasks assigned to the Center.

4.4.11. Submit proposals on distribution of duties among the Center's employees and control their work.

4.4.12. Organize and control the timely execution by the Center's employees of orders and instructions of the Rector of the National School of Judges, decisions of the High Qualifications Commission of Judges of Ukraine, orders of the State Judicial Administration of Ukraine and other state bodies.

4.4.13. Ensures that the Center's employees comply with the requirements for non-disclosure of information contained in documents marked "For Official Use Only", technical protection of information, ensures that the Center's employees comply with the NSJU Internal Labor Regulations, safety rules and occupational safety and health instructions.

4.4.14. Submit proposals for dismissal and transfer of the Center's employees, encouragement or application of disciplinary measures.

4.4.15. Promote professional development and professional growth of the Center's employees.

4.4.16. Supervise the record keeping and storage of documents at the Center, organize work with documents in accordance with the current legislation of Ukraine and the Instruction on Record Keeping at the NSJU

4.4.17. Responsible for keeping the seal of the Center and for its correct use.

4.4.18. Organize work on material, technical and methodological support of the Center and ensure the safety of material and technical assets.

4.4.19. Performs other assignments of the NSJU management.

**5. Responsibility**

5.1. The indicators of the Center's performance evaluation shall be the timeliness and quality of performance by the Center's employees of their official duties, the NSJU work plans, the Center's work plans, orders and instructions of the NSJU management.

5.2. Employees of the Center shall be liable in accordance with the current legislation of Ukraine for:

non-compliance with the requirements of applicable laws, organizational and administrative acts in performance of their functions;

failure to perform or improper performance of official duties, work plans of theNSJU, work plans of the Center, orders and instructions of theNSJU management;

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;

exceeding their official powers, failure to comply with the provisions established by the Regulations of theNSJU, violation of the NSJU's internal labor regulations, labor discipline and occupational health and safety requirements;

inefficient or inappropriate use of and improper storage of equipment in their use.

**6. 6.**

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

6.2. In accordance with the requirements of the NSJU Regulations and orders of the Rector of the NSJU, the Center's employees participate in the work of permanent and temporary interstructural formations of the NSJU: commissions, committees, working groups, etc., in particular, those formed on a project-targeted basis, to implement interrelated tasks that require the combined efforts of various structural units of the NSJU.

**7. Establishment and termination of the Center's activities**

7.1. The Center established and terminated in accordance with the order of the Rector of the NSJU with subsequent introduction of appropriate changes to the structure of the NSJU.

**8. Amendments and additions to the Regulation**

8.1. Amendments and additions to these Regulations shall be made on the basis of an order of the Rector of the NSJU.

DONE:

Acting head (director) of the department

"Training center for training

employees of court staff"

\_\_\_\_\_\_\_\_\_\_\_\_2024Tetiana FRANYUK

APPROVED:

Vice-rector

\_\_\_\_\_\_\_\_\_\_\_\_\_ 2024 Natalia SHUKLINA

Chief of staff

\_\_\_\_\_\_\_\_\_\_\_\_\_ 2024 Zenoviy Kholodnyuk

Acting Head of the Department

of the legal department

\_\_\_\_\_\_\_\_\_\_\_\_2024Iryna PANASENKO

Head of the Documentary Department

provision and control

\_\_\_\_\_\_\_\_\_\_\_\_2024Tatiana SHALAYEVA

Head of the department

on work with personnel

\_\_\_\_\_\_\_\_\_\_\_\_2024 Oleg Tsymbalyuk