

Decree №893 of the Minister of Internal Affairs of Georgia

of 16 November 2012

**On the approval of the Statute of Reforms and Development Agency of the Ministry of Internal Affairs
of Georgia**

Tbilisi

In accordance with paragraph 2 of Article 18 of the law of Georgia “On Structure, Competence and Rules of Activity of Government of Georgia”, subsections “a”, “k” and “n” of Section 11 of the Statute endorsed by the Decree №614 of the President of Georgia of 27 December 2004, “On the Approval of the Statute of the Ministry of Internal Affairs of Georgia”

I hereby order as follows:

Article 1

“Statute of Reforms and Development Agency of Ministry of Internal Affairs of Georgia” will be approved in the annexed form.

Article 2

This decree will take effect after publication.

Minister of Internal Affairs

IrakliGharibashvili

Statute of Reforms and Development Agency (Department) of the Ministry of Internal Affairs of Georgia

Chapter I

General Provisions

Article 1. Status and accountability of Reforms and Development Agency (Department)

1. Reforms and Development Agency (hereinafter - Agency) of the Ministry of Internal Affairs of Georgia (hereinafter - Ministry) represents a structural subdivision of the Ministry, which performs the tasks assigned to it by the Statute of the Ministry and by this Statute.
2. Agency is accountable to the Minister of Internal Affairs of Georgia (hereinafter - Minister) or/and the Deputy Minister in charge.

Article 2. Legal and organizational basis of activity of the Agency

In performing its activities, the Agency is guided by the Constitution of Georgia, international treaties and agreements of Georgia, laws of Georgia, decrees and orders of the President of Georgia, resolutions and orders of the government of Georgia, the Statute of the Ministry, the present Statute, other decrees of the Minister, and other legal acts.

Chapter II

Agency's Tasks and Competence

Article 3. Tasks of the Agency

1. The Agency's tasks include:
 - a) Elaboration of the Ministry's development policy;
 - b) Elaboration of short, mid and long term plans in order to support reforms and development of the Ministry;
 - c) Elaboration and/or participation in elaboration of strategic and agency level documents;

- d) Participation, within its competence, in interagency coordination frameworks;
 - e) Analysis of the Ministry's development plans;
 - f) Assessment, within its competence, of strategic and security environment of Georgia.
Participation in periodical update of the threat assessment document;
 - g) Elaboration of strategic and agency level documents of the Ministry and their implementation monitoring within its competence;
 - h) Elaboration, within its competence, of policy and priorities in order to ensure transparency and accountability of the Ministry and the involvement of society;
 - i) Elaboration of Ministry's policy regarding participation within bilateral and multilateral frameworks and cooperation within its competence;
 - j) Planning and coordination of the Ministry's reform process.
2. The Agency carries out other tasks defined by the Minister of Internal Affairs.

Article 4. Competence of the Agency

1. The following falls within the competence of the Agency:

- a) Elaboration of the Ministry's development policy and plans and monitoring of their implementation;
- b) Monitoring and analysis of the Ministry's reform process;
- c) Analysis, within its competence, of security policy and determination of relevant tasks;
- d) Elaboration, within its competence, of policy and priorities in order to ensure transparency and accountability of the Ministry and the involvement of society;
- e) Participation in ensuring harmonization of relevant legislation with Euro-Atlantic standards;
- f) Periodical analysis of the Ministry's system and activities;
- g) Planning and coordination of the Ministry's reform process.

2. The Agency exercises other powers determined by the Minister of Internal Affairs.

Chapter III

Administration of the Agency

Article 5. Director of the Agency

1. The Agency is headed by a director, who is appointed and dismissed by the Minister.
2. Director of the Agency
 - a) Manages and directs the activities of the Agency and regulates the issues falling within the competence of the Agency;
 - b) Submits proposals about the Agency's structure, staff list and activities organization to the Minister or/and the Deputy Minister in charge;
 - c) Is responsible for the implementation of the Constitution and the legislation of Georgia within the sphere of competence of the Agency;
 - d) Submits to the Minister or/and the Deputy Minister in charge, on the basis of current legislation, candidates for appointment in the Agency;
 - e) Approves working plans of the Agency;
 - f) Makes a referral to the Minister, in accordance with the legislation, on the promotion or disciplinary responsibility matters of the Agency staff;
 - g) Signs or endorses the documents prepared in the Agency;
 - h) Distributes tasks and functional responsibilities between units and individual employees of the Agency, gives them instructions and assignments;
 - i) Applies to the administration of the Ministry about allocation of funds and material goods, that are necessary for the fulfillment of the tasks of the Agency;
 - j) Signs contracts with certain highly qualified specialists in case of granting proper authority by the Minister;
 - k) Submits proposals to the administration of the Ministry on issues, which fall within the competence of the Agency;
 - l) Submits a report to the Minister, annually or upon request, on the activities performed by the Agency;
 - m) Exercises other powers in accordance with Georgian legislation and the assignment of the Minister;

Article 6. Deputy Director of the Agency

1. Director of the Agency has a Deputy Director or Deputy Directors, who is/are appointed and dismissed by the Minister.
2. In the absence of the Director of the Agency, his/her duties are carried out by one of the Deputy Directors, assigned by the Director.

Chapter IV

Structure of the Agency

Article 7. Structural Units of the Agency

Structural Units of the Agency are:

1. Planning and Policy Division;
2. Reforms Coordination Division:
 - a) Section for Reform Implementation and Monitoring;
 - b) Section for Legislation Analysis and Harmonization.

Article 8 Competence of structural divisions of the Agency

1. Main functions of the Planning and Policy Division are:
 - a) Forming the policy of the Ministry in concrete directions;
 - b) Elaboration of strategic and agency-level documents and/or participation in their preparation;
 - c) Analysis of police and security systems of foreign states, main directions of development of international organizations and strategic documents and coordination of information exchange in the respective field;
 - d) Cooperation with police and security systems of foreign states, international organizations, academic circles and individual experts for the purpose of experience sharing;
 - e) Elaboration of development plans by means of coordination with relevant competent agencies;
 - f) Elaboration, on the basis of respective analysis, of recommendations on the development or/and creation of structural subdivisions of the Ministry, initiation of special projects and processes;

g) Planning of the reform process of the Ministry.

2. Main functions of the Section for Reform Implementation and Monitoring of the ReformsCoordination Division are:

a) Elaboration of action plans, for the realization of strategic and agency-level documents, and the monitoring of their implementation;

b) Evaluation, within its competence, of the activity of structural subdivisions of the Ministry and elaboration of respective recommendations;

c) Elaboration, within its competence, of respective projects and action plans, and monitoring of their implementation, for the purposes of introducing transparency and accountability within the system of the Ministry and enhancing the involvement of society;

d) Elaboration of respective projects, in coordination with structural subdivisions of the Ministry, their realization and monitoring of their implementation for the purpose of carrying out reforms;

e) Participation, within its competence, within the framework of bilateral and multilateral cooperation;

f) Coordination of the reform process of the Ministry.

3. Main functions of the Section for Legislation Analysis and Harmonization of the Reform Coordination Division are:

a) Analysis of relevant legislation of foreign states and the respective directives of the EU;

b) Elaboration of respective normative acts on the basis of the analysis made and/or participation in their elaboration;

c) Submission, in cooperation with competent subdivisions of the Ministry, of respective normative acts to the administration of the Ministry for the purpose of their further initiation.