STRUCTURAL REGULATION OF THE MINISTRY OF FOREIGN AFFAIRS

Chapter one.
GENERAL PROVISIONS

Art. 1. With the regulation shall be determined the organisation, the order of activity, the functions and the number of the staff of the Ministry of Foreign Affairs called hereinafter "the Ministry" and of its organisational structures and administrative units.

Art. 2.(1) The Ministry of Foreign Affairs shall be a corporate body at budget maintenance with headquarters in Sofia, No 2 Alexander Zhendov street.

(2) The Ministry of Foreign Affairs shall be organised in directorates assisting the Minister of Foreign Affairs in implementing his authorities, ensure technically his activity and implement activities for administrative servicing of the citizens and the corporate bodies.

Chapter two.
AUTHORITIES OF THE MINISTER OF FOREIGN AFFAIRS

Section I.
General provisions

Art. 3.(1) The Minister of Foreign Affairs, called hereinafter "the Minister" shall be a central sole body of the executive power.

(2) The Minister shall manage and represent the Ministry of Foreign Affairs.

Art. 4.(1) (amend. SG 119/02 – in force from December 16, 2002) At implementing the political programme of the government, at developing drafts of normative acts and in implementing his authorities the Minister shall be assisted by four deputy Ministers and chief secretary.

(2) The Minister shall delegate with an order authorities to the deputy Ministers and to the chief secretary and define their functions.

(3) The functions of the Minister in his absence from the country, when he is at a trip in the country or when he uses lawful leave, shall be implemented by a deputy Minister determined with an order.

Section II.
Authorities of the Minister

Art. 5.(1) The Minister shall be a central sole body of the executive power who directly conducts the foreign policy of the Republic of Bulgaria.

(2) The Minister shall:
1. implement the foreign policy of the Republic of Bulgaria in its relations with other states and ensure the maintenance and the development of the political dialogue and the cooperation in the commercial - economic, the cultural and the scientific sphere;

2. maintain and develop the diplomatic and the consular relations of the Republic of Bulgaria with other states;

3. manage the work of the diplomatic representations of the Republic of Bulgaria and give instructions to the chiefs of these representations for implementing general co-ordination of the activities related with other ministries and departments abroad;

4. implement the official relations and the working contacts with the diplomatic and the consular representations and missions of the international organisations accredited in the Republic of Bulgaria and control the fulfilment of the international obligations of the Republic of Bulgaria to them as host country;

5. implement the representation of the Republic of Bulgaria at the international government organisations where it is a member or benefits certain status;

6. approve the positions and the members of the Bulgarian delegations without these of government delegations, participating in the work of international organisations member of which is the Republic of Bulgaria or where it has a definite status; approve the positions and the members of the Bulgarian delegations, with exception of the government delegations, participating in the work of the international diplomatic and other conferences carried out under the aegis of international organisations; approve the reports on the activity of these delegations;

7. prepare and lead in co-ordination with the competent ministers and chiefs of departments the negotiations for accession of the Republic of Bulgaria to multilateral intergovernmental organisations, associations of states and multilateral structures as well as the positions, the objectives and the tasks of the country at participating in them;

8. co-ordinate and participate in the preparation, the concluding and the implementation of international agreements;

9. implement the registration at the UN and preserve the international agreements concluded by the Bulgarian state;

10. protect the rights and the interests of the Bulgarian state and the Bulgarian citizens and corporate bodies abroad;

11. undertake diplomatic actions for preservation of the Bulgarian cultural - historic heritage and monuments abroad; observe and direct the activity of "Ephoria for support of the Bulgarian monastery "St. Georgy Zograf" and the Seclusion shelter "Dostoino est";

12. render co-operation to the activity of the Bulgarian institutes abroad in the field of science, education, culture and information;

13. protect the rights and the freedoms of the persons belonging to the Bulgarian national communities and minorities in compliance with the international legal standards in this field and the interests of the country;
14. implement the interdepartmental co-ordination in the field of foreign policy by:
   a) interacting with the high level bodies of the state power in implementing their international activity; co-ordinating the visits of state and government delegations at the highest level in the Republic of Bulgaria and abroad, participating in their preparation and conduct;
   b) interacting with the other Ministers and chiefs of departments for the issues connected with the international co-operation implemented by them, and co-ordinating visits of delegations at Ministerial level in the Republic of Bulgaria and abroad with regard to be ensured the foreign policy interests and priorities of the country;

15. manage, co-ordinate and control the overall activity for accession of the Republic of Bulgaria to the North Atlantic Treaty Organisation (NATO);

16. (Amend., SG 85/02) manage and control the overall activity for accession of the Republic of Bulgaria to the European Union (EU) by:
   a) heading the delegation for the negotiations and present the final positions of the Republic of Bulgaria on the individual subjects of the negotiations before the Council of Ministers of the European Union;
   b) present the positions of the Republic of Bulgaria to the institutions created by the European agreement for association;
   c) present, jointly with the Minister of European Issues to the Council of Ministers draft decisions on issues related to the accession of the Republic of Bulgaria to the European Union;
   d) controlling the concrete fulfilment on behalf of the Republic of Bulgaria the agreements achieved with the EU;
   e) co-ordinating the programme priorities with the national head of the aid submitted by the European Union in compliance with the priorities of the process of preparation of the country for membership in the EU and participating in the processes of monitoring and utilisation of this aid.

17. manage and co-ordinate the overall activity for accession of the Republic of Bulgaria to the West European Union (WEU);

18. organise the selection, the training, the qualification and the movement of the diplomatic staff, including the chiefs of overseas representations and the honorary consuls as well as the selection and the presentation of Bulgarian citizens for employees or experts in international government organisations; upon proposal of the interested Ministers and chiefs of departments approve the status and the diplomatic rank of their employees at the diplomatic representations of the Republic of Bulgaria;

19. participate in the work of the Consultative council for national security at the President of the Republic of Bulgaria and of the Council for security at the Council of Ministers;

20. implement also other functions, assigned to him with a law or with a decree of the Council of Ministers.

(3) At implementing his activity the Minister shall issue regulations, ordinances, instructions and orders.
Section III.
Political office

Art. 6.(1) The Minister of Foreign Affairs shall form subordinated directly to him political office.

(2) The political office shall include the deputy Ministers, the chief of the office, the parliamentary secretary and the chief of the unit for public relations.

(3) (New, SG 85/02) Participating in the work of the political office of the Minster of Foreign Affairs shall also be the Minister of European Issues who, in his activity, shall be assisted by the administration of the Ministry of Foreign Affairs.

(4) (Prev. para 3 - SG 85/02) The work of the office shall be assisted by councillors, experts and technical assistants.

Art. 7.(1) The political office shall be an organisational structure assisting the Minister in formulation, developing and implementation of concrete decisions for accomplishing the foreign policy programme of the government as well as in presenting it to the public.

(2) The political office shall have organisational, consultative and information - analytical functions, in the implementation of which it shall:

1. collect, analyse and summarise the information, necessary for the development of political decisions;

2. synthesise assessments and propose scenarios and prognoses for the development of the foreign policy relations;

3. co-ordinate the information and the decisions in the Ministry;

4. implement the relations of the Minister with the public;

5. exchange information with the political offices of the other Ministries for the implementation of the government programme.

(3) The political office shall implement its consultative functions carrying out every week sessions under the leadership of the Minister.

Art. 8.(1) The work of the political office shall be organised by the chief of the office.

(2) The chief of the office shall:

1. implement the connections with the Council of Ministers, the Ministers and the other state bodies, with political and public organisations and with citizens;

2. co-ordinate with the chief secretary the current activity of the administration;

3. organise and control the work of the experts and the technical assistants at the office;

4. participate in the sessions for general issues of the co-ordination and the information policy of the government, organised by the chief of the political office of the Prime Minister and
inform the Minister about the discussions carried out.

Art. 9. The deputy Ministers shall:
1. participate in the work of the political office;
2. manage, control and be responsible for the activity of the units of the Ministry in connection with the fulfilment of the tasks of their competence;
3. represent the Ministry, substitute and assist the Minister in his work, when and how they have been authorised by him and his instructions;
4. implement also other official functions, assigned to them by the Minister.

Art. 10. The parliamentary secretary shall:
1. organise the connections of the Minister with the National Assembly, the parliamentary groups, the permanent and the temporary commissions of the National Assembly and if necessary represent him before them;
2. ensure all the materials from the activity of the National Assembly and its commissions;
3. participate in the working out of the draft legislative programme of the Ministry and coordinate its implementation;
4. give periodically information about the discussions, the raised issues and the decisions of the commissions and assist the chief of the political office in formulation of the concrete tasks for the office and the administration on the basis of this information;
5. inform personally the Minister about all the proposals in the texts of draft laws that are in his sector or in which the Ministry is interested;
6. collect reverse information about the effect of the passed laws and decisions and concede it for analysis and assessment to the chief of the political office;
7. participate with the parliamentary secretaries of the other Ministries in the sessions for the issues of general co-ordination and planning, organised by the parliamentary secretary of the Council of Ministers.

Art. 11. The speaker of the Ministry shall:
1. express according to the instructions of the Minister publicly the positions of the Republic of Bulgaria for the foreign policy of the country and about international issues;
2. assist the Minister in implementing of the political public appearing;
3. prepare and together with directorate “Information and public relations” disseminate to the diplomatic representations in the Republic of Bulgaria, to the diplomatic representations of the Republic of Bulgaria abroad and to the mass media official information about the activity of the Minister and the Ministry;
4. work with directorate “Information and public relations” in close co-operation, regulated by
Section IV. 
Interaction of the Minister with other state bodies

Art. 12.(1) The Minister shall implement his authorities in interaction with the other Ministers and bodies of the executive power as well as with the National Assembly and with the President of the Republic of Bulgaria for conducting the unified state foreign policy.

(2) The Minister shall issue acts in co-ordination with the other Ministers and co-ordinate the acts issued by them in cases determined with a law or with a decree of the Council of Ministers.

(3) The Minister shall develop himself or together with other Ministers and submit for approval to the Council of Ministers:

1. drafts of international agreements, conventions and contracts;

2. drafts of normative acts, rulings and decisions.

(4) The Minister shall submit proposals for appointing of ambassadors and general consuls abroad.

(5) The Minister shall present to the Council of Ministers annual report about the activity of the Ministry.

Chapter three.

Chapter III. AUTHORITY OF THE MINISTER OF EUROPEAN ISSUES
(New, SG 85/02)

Art. 12a. (New, SG 85/02) The Minister of European issues shall ensure the implementation of a unified co-ordinated policy of the Republic of Bulgaria on all issues of the relations with the European Union by:

1. co-ordinating the concrete fulfilment by the Republic of Bulgaria of the agreements achieved with the European Union;

2. carrying out systematic monitoring, co-ordinating and harmonising the activity of the directorates for European integration with the other ministries and administrative bodies;

3. co-ordinating the correspondence of the individual ministries and administrative bodies with the institutions of the European Union and with the Mission of the Republic of Bulgaria to the European Communities in Brussels;

4. appointing a national co-ordinator for relations with the Office for technical assistance in exchange of information (TAIEX Office) at the General Directorate "Expansion of the European Commission";

5. approving the heads and the members of the delegations for the individual sectors of keeping the dialogue at the proposal of the respective minister or head of leading administrative body;
6. working out the final draft of the National Programme for adoption of the achievements of the law of the European Communities at the proposal of the operative groups and presenting it to the Council for European Integration for consideration.

Chapter four.
STRUCTURE, FUNCTIONS AND ORGANISATION OF THE WORK OF
THE MINISTRY (Prev. Chapter III - SG 85/02)

Section I.
General provisions

Art. 13.(1) The Ministry shall be structured in 21 directorates and inspectorate.
(2) In the structure of the Ministry shall be included also the diplomatic representations of the Republic of Bulgaria abroad.
(3) (Amend., SG 85/02) The total number of the staff in the organisational structures and the administrative units of para 1 shall be 1845.
(4) The number of the staff of the separate organisational structures and administrative bodies of para 1 is pointed out in the appendix.

Art. 14. The Minister of Foreign Affairs shall approve the structure of the administrative units and the pay-rolls upon a proposal by the chiefs of the administrative units.

Section II.
Chief secretary

Art. 15. The chief secretary shall manage, co-ordinate and control the operational functioning of the administration by:
1. organising the distribution of the tasks for implementation among the administrative units of the Ministry;
2. being responsible for the conditions for normal and efficient work of the units of the Ministry;
3. ensuring the organisational connection between the political office and the units of the administration within his authorities;
4. being responsible for the work and the control over the preservation of the documents and protection of the state and official secret;
5. co-ordinating and controlling the activity for management and use of the state assets, conceded to the Ministry for management and use;
6. implementing also other functions, assigned to him by the Minister;
7. participating together with the chief secretaries of the other Ministries in the work for the general co-ordination and planing, organised by the chief secretary of the Council of
Ministers.

Section III.
Inspectorate

Art. 16.(1) The Inspectorate shall be directly subordinated to the Minister.

(2) The inspectorate shall implement control over the activity of the Ministry and the other administrative units, established at the Minister as well as preliminary financial control.

(3) The inspectorate shall:

1. carry out planned and thematic inspections by an order of the Minister;
2. inform the Minister about the findings from the inspections and make proposals for removal of the offences;
3. control the observance of the prescriptions of the competent bodies upon carried out inspections and internal audits;
4. give opinion on issues related to the financial and administrative discipline;
5. participate in working out draft instructions, ordinances and directions.

Section IV.
General administration

Art. 17. The general administration shall be organised in:

1. directorate "Human resources";
2. directorate "Office";
3. directorate "Legal - normative servicing";
4. directorate "Financial - economic activities";
5. directorate "Management of ownership";
6. directorate "Information and public relations".

Art. 18. Directorate "Human resources" shall:

1. organise, plan and implement the selection and the qualification of the employees of the Ministry, including the diplomatic representations;
2. maintain information system about the staff and a filing system with personal and cadre files of all the employees of the Ministry;
3. form and present to the Minister proposals about movement in rank of the diplomatic employees;
4. prepare reports and proposals to the Testimony commission of the Ministry about the rotation of diplomatic, administrative and technical employees;

5. prepare statements about changes in the structure and the staff of the structural units in the Ministry and the diplomatic representations;

6. prepare and register the documents, connected with the occurrence, the change and the termination of labour and official legal relations;

7. develop the payroll and the job descriptions of the employees of the Ministry, including the diplomatic representations;

8. preserve the documents and issue the certificates for labour practice for settling the labour legal status and ensuring of the Bulgarian citizens, who work at the foreign diplomatic and other representations and in the representations of international organisations in the country.

Art. 19. Directorate "Office" shall:
1. organise, implement and control the movement of the incoming, the outgoing and the internal correspondence;

2. organise and control the work with the secret documents;

3. process and compile the archive funds of the ministry and of the diplomatic representations abroad as well as personal funds;

4. render methodical assistance and control over the offices at the diplomatic representations;

5. compile, preserve, process and organise the use of the current, the archive and the library fund of the Ministry;

6. accept, process, send according to competence and send answers of letters, appeals, signals and applications of citizens, submitted to the Reception of the Ministry.

Art. 20. Directorate "Legal - normative servicing" shall:
1. rendering assistance on legal issues to the Minister and to the structural units of the Ministry, co-ordinate the work for the preparation and the presentation of the documents for the participation of the Minister in the sessions of the Council of Ministers;

2. implement the procedure representation before the courts and the other jurisdictions for cases, to which a party is the Ministry, undertake the necessary legal activities for collecting of receivables of the Ministry, analyse and summarise the results of the court cases against and initiated by the Ministry;

3. prepare statements about drafts of laws and other normative acts, participate in the preparation of drafts of normative acts; analyse the results of the implementation of the normative acts, connected with the activity of the Ministry;

4. follow the lawfulness of the employment contracts and the administrative acts, connected with the occurring, the changing and the terminating of the employment and the official legal relations of the employees of the Ministry, of the orders for imposition of disciplinary penalties and for looking of proprietary responsibility from the guilty officials;
5. participate in the compiling and the concluding of contracts, except the international contracts.

Art. 21. Directorate "Financial - economic activities" shall:
1. plan, organise and manage the financial - accounting activity, the account of the materials and the preservation of the state assets in the system of the Ministry and its divisions in the country and abroad;
2. prepare the draft budget of the Ministry;
3. exercise preliminary and follow-up control over the lawful and the efficient spending of the pecuniary resources and material resources;
4. plan and control the collection of own revenues from state securities as well as their spending in the system of the Ministry;
5. ensure financially, according to the approved budget credits, the maintenance of the Ministry, in this number the diplomatic representations, and implement control over the fulfilment of the approved plan – accounts and draft design documentation for capital expenses;
6. methodically manage, control and implement checks of the financial – accounting activity, the accounting of the materials and the discipline of the secondary administrators with budget credits.

Art. 22. Directorate "Management of the ownership" shall:
1. manage the activities for acquiring, use, management and disposition with immovable properties and chattels – state ownership;
2. organise and implement the material – technical and the transport ensuring;
3. ensure conditions for the implementation of the Law for the public orders;
4. implement activities for the concluding and the fulfilment of contracts.

Art. 23. Directorate "Information and public relations" shall:
1. prepare and co-ordinate the public appearing of the Minister, his deputies, the chief secretary and the employees of the Ministry;
2. organise the preparation and conduct information campaigns according to the priorities of the Bulgarian foreign policy;
3. ensure the official accreditation for foreign correspondents, staying permanently and temporary in the country;
4. prepare, co-ordinate, control and analyse the activity of the press attaches and the press offices in the Bulgarian diplomatic representations abroad;
5. prepare analyses on the basis of information from the representations and the foreign mass
media;
6. maintain and update the site of the Ministry in Internet.

Section V.
Specialised administration

Art. 24. The specialised administration shall be organised in:
1. directorate “NATO and international security”
2. directorate "European integration";
3.
directorate “UN and Security Council”;
4. directorate "Human rights and international humanitarian organisations";
5. directorate “Europe I”;
6. directorate “Europe II”;
7. directorate “Europe III”;
8. directorate “American states”
9. directorate "Near East and Africa";
10. directorate "Asia, Australia and Oceania";
11. directorate "International law";
12. directorate “Foreign policy analyses and planing”;
13. directorate "Consular relations";
14. directorate “Protection of the activity and the information”;
15. directorate "State protocol”;

Art. 25. Directorate “NATO and international security” shall assist the Minister in the following fields:
1. integration with NATO and participation of the Republic of Bulgaria in the Euro-Atlantic council for partnership and in the initiative "Partnership for peace";
2. European policy for security and defence;
3. international co-operation in the struggle with terrorism;
4. co-operation with the West European Union;
5. participation of the Republic of Bulgaria in the Organisation for Security and Co-operation
in Europe;
6. military-political aspects of the European security and the regional co-operation in the field of security and defence;
7. control and non proliferation or arms for mass destruction;
8. control over the conventional arms in regional and global scale;
9. issues of the global security and disarmament that are of the competence of First committee of the General Assembly of the UN, the Commission for disarmament and the Conference for disarmament in Geneva;
10. participation of the Republic of Bulgaria in the Vasenaar agreement and in other multilateral and bilateral agreements for non proliferation and export control over the trade with arms and with commodities and technologies with double designation.

Art. 26.(1) Directorate "European integration", which operational management is co-ordinated by the Minister of European issues and chief negotiator with the European Union, shall assist the Minister in the following spheres:
1. conducting of the negotiations for accession of the Republic of Bulgaria to the European Union;
2. participation in the political dialogue with the European Union, with its institutions and with the member countries, with the associated countries and the countries candidates on the issues of the European integration;
3. integration in the common policies of the European Union;
4. integration in the common foreign policy and the security policy of the European Union;
5. participation of the Republic of Bulgaria in the institutions, created by force of the European agreement for association;
6. (Amend., SG 85/02) co-ordination of the programme priorities with the national head of the support, rendered by EU in compliance with the priorities
7. foreign economic policy and representation of the Republic of Bulgaria at the international economic organisations;
8. formation of the position of the Republic of Bulgaria about the reform of the institutions of the European Union and participation in the debates about the future of the European Union;
9. acquainting of the Bulgarian public with the European integration.

(2) The Minister of European Issues and the chief negotiator with the EU shall, through the directorate, ensure the conducting of unified co-ordinated policy of the Republic of Bulgaria on all issues of the relations with the European Union, the fulfilment of the achieved agreements under the European agreement for association; control and harmonise the activity of the directorates for European integration at the other Ministries and departments.

Art. 27. Directorate “UN and Security Council” shall:
1. prepare the positions of the Republic of Bulgaria in the political debates at the UN on general political issues, global initiatives and challenges in the world, on the reform of UN, on the work of the Security Council and the relations between the UN and other international organisations;

2. prepare the positions and the participation of the Republic of Bulgaria in the economic and the social debates at the basic bodies of the UN as well as in the specialised economic organisations of the UN;

3. prepare the positions and the participation in all technical and other specialised bodies of the UN;

4. analyse, develop and co-ordinate positions on occurring crises and conflicts, preventive actions, peace keeping operations of the UN;

5. co-ordinate the participation of Bulgarian military and police troops in the preparation of positions of the UN for operations for peace keeping and management of crises;

6. analyse the policy and the practice of sanctions of the UN Security Council and their consequences for third countries;

7. analyse the new tendencies and aspects in the field of the international co-operation for the objectives of development, including the technical co-operation within the UN through its specialised agencies.

Art. 28. Directorate "Human rights and international humanitarian organisations" shall assist the Minister in the following spheres:

1. observing of the generally accepted universal and regional standards in the field of the human rights and basic freedoms;

2. harmonisation of the Bulgarian legislation and practice with the European standards in the field of the human rights;

3. co-operation with the different control – implementation and monitoring mechanisms for human rights;

4. protection of the right of Bulgarian communities and minorities abroad;

5. participation of the Republic of Bulgaria in multilateral forums and fulfilment of obligations and engagements, ensuing from the membership of the Republic of Bulgaria in the UN and the organisations of the system of UN, the Council of Europe, OSCE, as well as engagements, undertaken by the Republic of Bulgaria as party in international agreements in the field of human rights;

6. applications of the Republic of Bulgaria in connections with its electing as member of bodies and organisations of the system of the UN, OSCE and other international organisations in the field of human rights;

7. operational management of the work of the permanent representations on issues, which are of the competence of the directorate;

8. the procedure representation of the Republic of Bulgaria before the European Human
Rights Court in Strasbourg;

9. control of the Committee of the Ministers of the Council of Europe over the fulfilment of the decisions of the European Human Rights Court in Strasbourg;

10. interaction with the structures of the civil society – international and Bulgarian, in the field of human rights.


1. participate in the preparation and the implementation of political visits between the Republic of Bulgaria and the countries of the respective region;

2. prepare and conduct negotiations for concluding of international political agreements, as well as other bilateral contracts of political character and follow their fulfilment;

3. observe and analyse the work of the regional government organisations and make proposals for participation in their initiatives;

4. implement contacts, co-ordinate and render co-operation to Bulgarian ministries, departments, institutes and organisations in the implementation of the connections and the exchange in the respective spheres of their competence;

5. prepare summarised information, assessments and analyses about the internal political and economic situation and the foreign policy of the countries of the respective region and make proposals for the development of the relations with them;

6. participate in the conducting of the policy on the issues of the Bulgarian minorities and communities and of our con-patriots, living permanently in these countries, and in the activity for protection of the Bulgarian cultural and historic heritage;

7. implement operational management and control of the activity and inform the overseas representations in the countries of the respective regions at the fulfilment of their tasks;

8. maintain permanent contacts with the diplomatic representations of the countries of the corresponding region accredited in the Republic of Bulgaria.

Art. 30. Directorate "International law" shall:

1. assist the Minister in conducting the foreign policy of the country with means of the international law, prepare proposals for settlement of problems in the sphere of the international law, participate in the development of concepts with character of international law;

2. prepare statements and participate in the preparation and the concluding of the international agreements of the Republic of Bulgaria, give legal opinions on their interpretation and implementation;

3. assist the Minister in the implementation of his tasks, ensuing from the legislation in effect, about the participation f the Republic of Bulgaria in international agreements and inform him about the cases of non compliance, making the respective proposals;
4. implement international legal analyses and make proposals for solving the issues of international legal character, occurred in the process of work of the diplomatic representations of the Republic of Bulgaria abroad, give consultations of international legal character;

5. render co-operation for the protection of the interests and the rights of the Bulgarian state with regard to the state territory, the spaces, in which it exercises its territorial jurisdiction, as well as for the protection of the rights of the Republic of Bulgaria in the spaces out of the national jurisdiction of the states;

6. ensure the working out of government statements on the issues, considered by Committee VI of the General Assembly of the UN and participate in its work;

7. work out the drafts of positions of the government on applications for international employees in bodies and organisations, which are dealing with legal problems as well as opinions, as well as opinions about applications for the jury members of the International Court of UN and of other international court bodies;

8. on the basis of a decision of the Council of Ministers prepare letters of proxy for conducting of negotiations and for signing of international agreements, as well as for participation in international conferences and other international forums;

9. assist the Minister in the fulfilment of the functions for preservation and registration of the international contracts, to which the Republic of Bulgaria is a party, as well as at performing of depository functions.

Art. 31. Directorate "Foreign policy analyses and planning" shall:
1. develop complex issues, falling within the functional competence of more than one directorate and including the problems of different sectors and regions;

2. co-ordinate the interaction and the information ensuring with other departments;

3. co-ordinate the preparation of positions of the Ministry and national positions on different issues;

4. organise and assess the overall process of information – investigation work of the overseas missions;

5. prepare information bulletins on different issues of the foreign policy of the country and about global international problems;

6. work out together with directorate “UN and Security Council” the positions on regional conflicts, entered in the agenda of the UN, requiring combination of the global with the bilateral and the regional issues.

Art. 32.(1) Directorate "Consular relations" shall assist the Minister in conducting the foreign policy of the Republic of Bulgaria in the field of the consular relations, the implementation of the consular functions, the consular servicing of Bulgarian and foreign individuals and corporate bodies, the regime for entering and stay of foreigners, the preparation and the updating of the normative base for consular issues and for the accession of the country to the European "Zone of freedom, security and justice".
(2) The directorate "Consular relations" shall:

1. implement the diplomatic protection of the interests of the Bulgarian state in its relations with other states and with the international government organisations;

2. implement diplomatic and judicial defence of the rights of the Bulgarian citizens and corporate bodies abroad;

3. implement the consular servicing of Bulgarian and foreign individuals and corporate bodies and implement the regime for entering and stay of foreigners in the country;

4. assist the protection of the rights and the legal interests of the Bulgarians, living outside the Republic of Bulgaria, the establishment and the activity of their organisations, aiming at the preservation and the development of the Bulgarian language, cultural and religious tradition and assist the Bulgarian Orthodox Church in carrying out its functions abroad;

5. undertake diplomatic actions for protection of the Bulgarian state properties, possessions, cultural - historic heritage and monuments abroad;

6. render assistance to the activity of the Bulgarian institutes abroad in the field of science, education, culture and information;

7. prepare drafts, make proposals and give statements about drafts of normative acts, regulating consular issues and issues of the sphere “Justice and internal affairs” in the process of approximation of the Bulgarian legislation with the legislation of the European Union;

8. work out the main directives, carry out methodological management and give practical instructions for the work of the consular offices at the Bulgarian diplomatic representations;

9. implement interaction with the competent departments and institutions in the country for conducting unified and lawful activity for the consular issues and in particular the applying of the visa regime, for the border pass control and for the counteraction to the illegal migration and fight against the cross-border crime;

Art. 33. Directorate "Protection of the activity and the information" shall:

1. organise and control the fulfilment of the measures related to the physical, the technical and the fire protection of the diplomatic representations and the building of the ministry;

2. exercise control over the programmes for leasing real estates outside the country, for renting, buying or construction of new buildings and real estates for the needs of the diplomatic and consular representations, as well as for carrying out repair activities in them;

3. manage the activity on the organisation and transportation of the diplomatic mail between the ministry and the diplomatic representations;

4. implement reliable transfer of the open and closed messages, exchanged between the ministry and the diplomatic and consular representations;

5. carry out, by cryptographic methods and devices the processing of the information exchanged between the Ministry and the diplomatic and the consular representations with the purpose of guaranteeing the protection of the state and official secret;

6. create, develop, maintain and administer the computer networks in the ministry and in the
diplomatic representations;

7. develop the plan for bringing the Ministry in readiness for work from peace to war time, the creating and the maintaining of the war time automated system for management of the Ministry.

8. organise and control the activities for development of the plans for activity of the diplomatic representations of the Republic of Bulgaria at extraordinary circumstances and at bringing into readiness for work in war time;

9. organise measures for the defence – mobilisation preparation and protection of the employees of the Ministry, the members of their families in the country and abroad and the members of the diplomatic corps, accredited in the Republic of Bulgaria at disasters, accidents, catastrophes and other crisis situations.

Art. 34.(1) Directorate "State protocol" shall implement the activity comprising the diplomatic protocol and the state ceremonial.

(2) At implementing the diplomatic protocol the directorate "Diplomatic protocol" shall:

1. ensure the official protocol correspondence;

2. compile, update and disseminate the Reference book of the diplomatic corpse in the Republic of Bulgaria, the list of the foreign heads of state, government leaders, leaders of international organisations and of foreign representations;

3. ensure the implementation of the diplomatic ceremonies at welcome of newly appointed extraordinary and plenipotentiary ambassador at arrival in the country, handing over of the accreditation letters to the President of the Republic by a newly appointed extraordinary and plenipotentiary ambassador, farewell meetings, rewarding and seeing off at the ultimate departure of an extraordinary and plenipotentiary ambassador from the country, signing of official documents;

4. ensure the conceding of the diplomatic privileges and immunities;

5. ensure the protocol servicing at the appointment in our country of foreign ambassadors, military attaches and general or honorary consuls, the appointment abroad of our ambassadors, military attaches and general or honorary consuls.

(3) At implementing the state ceremonial directorate "State protocol" shall:

1. ensure the preparation and the conducting of official meetings and visits in our country and abroad at level head of state, chairman of the National Assembly, Prime Minister, Minister of Foreign Affairs, as well as of official holidays and ceremonies with their participation on the territory of the Republic of Bulgaria;

2. determine and control the order for the use of the state symbols according to the requirements of the corresponding laws;

3. compile and co-ordinate the general programme of the official visits in our country or abroad at level head of state, chairman of the National Assembly, Prime Minister, Minister of Foreign Affairs;
4. compile and co-ordinate with the other structural units of the Ministry the programme of
the official meetings and visits in our country and abroad of the Minister of Foreign Affairs;

5. preserve and update the list for arrangement of the official persons and the bodies of the
state and local power in the Republic of Bulgaria.

Section VI.
Organisation of the work at the Ministry

Art. 35.(1) In implementation of the functions and the assigned concrete tasks the structural
units in the Ministry shall prepare statements, accounts, reports, report notes, analyses,
programmes, concepts, positions, information, memorial notes, drafts for decisions of
concrete issues, internal acts, draft of normative acts, drafts of international agreements and
other documents.

(2) The structural units of the Ministry shall directly interact for issues of mixed competence,
the leading unit summarising the ultimate statement.

Art. 36. With objective to be ensured co-ordination and operativeness for activities, referring
to two or more structural units, the following order for work shall be observed:

1. general co-ordination:

a) with a resolution of the Minister, the deputy Ministers, the chief secretary and the directors
of the directorates on the documents shall obligatory be determined the leading unit, the
concrete tasks for implementation, the instruction for co-ordination with other units, the
person, implementing this, and the term;

b) the leading unit pointed at first place as addressee or in a resolution shall be the basic one
implementing the assigned task and chief co-ordinator accomplishing the necessary co-
ordination between the units; the other units shall obligatory send to the leading unit their
statement about issues of joint competence;

c) the leader of the structural unit, prepared and co-ordinated the corresponding document,
shall obligatory sign it or re-sign it before submitting for signature to the Minister, the deputy
Ministers and the chief secretary;

d) structural units, that have received documents with resolution about issues, that are not of
their competence, shall send them to the competent structural unit;

e) instructions, orders and informations to all or to part of the diplomatic representations of
the Republic of Bulgaria shall be sent by the Minister, the deputy Ministers, the chief
secretary and the chiefs of structural units within the framework of their competence;

f) about issues, that are not only of their competence, the structural units shall have
 correspondence with the diplomatic representations after co-ordination with the directorate,
observing their activity;

2. subordination:

a) the chiefs of the structural units shall report to the sector deputy Ministers or to the chief
secretary all issues of their competence as well as the fulfilment of the assigned tasks;

b) the chiefs of the structural units directly subordinated to the Minister shall report to him;

3. mutual information:

a) analytical reports, informations, memorial notes and other materials of general character shall be conceded to the interested structural units;

b) structural units, that have received information and materials of the competence of also other units, shall announce this to the interested by the due order;

4. control of the fulfilment:

a) the general control of the fulfilment of the assigned tasks shall be implemented by the Minister, the deputy Ministers and the chief secretary within the framework of their competence;

b) the chiefs of the structural units in the Ministry shall implement overall control over the activity of the unit as well as over the fulfilment of the tasks ensuing from their functional competence;

c) the control over the movement of the incoming and outgoing correspondence shall be implemented by directorate "Office" except the correspondence of structural units with independent offices, determined by the Minister of Foreign Affairs.

Art. 37. (1) The working time of the administration shall be from 9.00 to 17.30 with lunch break 30 minutes in the period from 12.00 to 14.00.

(2) The working time of those on duty shall be determined according to an approved schedule for the services and the units having duties or the employees working with shifts.

(3) The working time of separate employees in structural units can be determined different from the working time, defined in para 1.

Art. 38. The heads of the diplomatic representations shall approve regulations for the internal order of work upon co-ordination with directorate "Legal and normative services" and directorate "Protection of the activity and the information", which shall specify the requirements for the fulfilment of the functions of the individual employees and offices, the relations between them, the distribution of the working time, the determining of the hours on duty, the rest and other issues, related to the activity of the representations.

Art. 39. (1) The permit regime of the Ministry shall be organised and controlled in compliance with the normative acts and the rules for entering and leaving for employees and citizens, for bringing in and taking out materials, provided with an instruction, approved by the Minister.

(2) The employee on duty for the Ministry shall report to the chief secretary about the breaches of the pass regime implemented out of the working time.

Art. 40. The employees and the members of their families can accept orders, medals or other
official rewards of other country only with the permission of the Minister.

Art. 41. The employees in the Ministry can be awarded with object and monetary prizes with value up to three monthly salaries of the corresponding employee.

Concluding provision

Sole paragraph. The regulation is approved pursuant to art. 42, para 4 of the Law for the administration.

Appendix to art. 13, para 4 of the structural regulation (Amend., SG 85/02)

Total number of the personnel in the organisational structures and the administrative units of the Ministry of Foreign Affairs – 1845

<table>
<thead>
<tr>
<th>Political Office</th>
<th>92</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Secretary</td>
<td>1</td>
</tr>
<tr>
<td>Inspectorate</td>
<td>9</td>
</tr>
</tbody>
</table>

General administration:

- Directorate "Human resources" | 42 |
- Directorate "Office" | 49 |
- Directorate "Legal and normative services" | 22 |
- Directorate "Financial and economic activities" | 134 |
- Directorate "Management of ownership" | 278 |
- Directorate "Information and public relations" | 23 |

Specialised administration:

- Directorate "NATO and international security" | 43 |
- Directorate "European integration" | 54 |
- Directorate “UN and Security Council” | 27 |
- Directorate "Human rights and international humanitarian organisations" | 41 |
- Directorate "Europe - I" | 120 |
- Directorate "Europe - II" | 145 |
- Directorate "Europe - III" | 47 |
- Directorate "American states" | 4 |
- Directorate "Near East and Africa" | 70 |
- Directorate "Asia, Australia and Oceania" | 48 |
- Directorate "International Law" | 27 |
- Directorate "Foreign policy analyses and planning" | 10 |
- Directorate "Consular relations" | 273 |
- Directorate "Protection of the activity and the information" | 98 |
- Directorate "State protocol" | 151 |