

Institutional Rules of the State Commission on Information Security and its administration

Adopted by Council of Ministers Decree No. 38 of 22.02.2017 (State Gazette No. 19 of 28.02.2017)

Chapter One

General provisions

Article 1. The rules govern the activities of the State Commission on Information Security (SCIS), as well as the structure, organisation of work and the number of personnel in its administration.

Article 2. (1) State Commission on Information Security is the authority responsible for the policy of the Republic of Bulgaria in the field of protection of classified information.

(2) State Commission on Information Security is a legal entity funded by government budget allocations, with a Sofia-based head office.

(3) The Chairperson of the State Commission on Information Security shall have first-level spending authority status.

Chapter two

COMPOSITION, STRUCTURE AND ORGANISATION OF SCIS

Section I

Composition and powers of the SCIS

Article 3. (1) State Commission on Information Security is a collegial body composed of five members, including the Chairperson and the Deputy-Chairperson.

(2) Members of SCIS may only be persons with university degree.

Article 4. (1) The composition of SCIS shall be determined by decision of the Council of Ministers on a proposal from the Prime Minister.

(2) The Chairperson and the members of the SCIS shall be appointed by the Prime Minister for a period of 5 years.

Article 5. State Commission on Information Security fulfils its activity determined with the Classified

Information Protection Act (CIPA), such as:

- 1.organise, implement, coordinate and oversee the protection of classified information;
- 2.ensuring equal protection of classified information;
- 3.carries out its activities in close liaison with the Ministry of Defence, the Ministry of Interior, the Ministry of Foreign Affairs and security and public order services.

Article 6. In the course of its activities SCIS:

- 1.gives guidelines and approves action plans in the event of a risk of damage to the interests of the State as a result of unauthorised access to classified information;
- 2.analyses and evaluates the readiness in the protection of classified information and issues mandatory instructions in this area;
- 3.develops and submits for approval by the Council of Ministers draft legislation related to the protection of classified information;
- 4.carries out general guidance on the vetting procedure activities on the reliability of those who need to handle classified information, and on the activity on issuing security clearance for the respective security classification level;
- 5.conducts vetting procedure jointly with the security services and on their proposal issues security clearances to individuals proposed for appointment as information security officers;
- 6.conducts vetting procedure together with security and public order services in the cases specified in Art. 45a, paragraph 3 (CIPA) and shall issue or refuse to issue security clearance;
- 7.carries out receipt, storage, transportation and delivery of documents and/or materials containing classified information;
- 8.keeps a register of the materials and the documents containing classified information constituting state or official secrets;

9. in the case of unauthorised access to information classified as “TOP SECRET” shall immediately inform the Prime Minister;
10. organises and coordinates training for handling classified information;
11. provides methodological guidance to information security officers;
12. issues mandatory instructions to the obliged entities as per Classified Information Act (CIPA);
13. perform any other functions assigned to it by law or by decree of the Council of Ministers.

Article 7. (1) The Chairperson of SCIS:

1. shall represent SCIS;
2. shall convene and preside over the meetings of SCIS;
3. shall submit an annual report on the overall activities on the protection of classified information to the Council of Ministers;
4. shall provide uniform in size and contents information about the activities of SCIS to the Chair of the National Assembly, the President and the Prime Minister of the Republic of Bulgaria;
5. shall appoint and dismiss civil servants and conclude and terminate the employment contracts of staff under an employment relationship of the Administration of SCIS;
6. shall approve the staff list of the official positions in the Administration of SCIS;
7. shall approve classificatory of the positions referred to in Art. 10a of CIPA and shall issue an order for its enforcement;
8. shall represent SCIS before other state bodies and third parties and shall enter into the necessary contracts for its activities;
9. shall order business trips and authorise leaves of the other members of SCIS;

10. shall second, authorise the leaves and reward the personnel of the administration;

11. shall issue orders and shall adopt internal rules for organisation of SCIS in the exercise of his legal authority;

12. shall perform other functions assigned to it by law, by the Council of Ministers or by decision of the SCIS.

(2) For the implementation of individual activities, the Chairperson may authorise other members of SCIS or administration staff.

(3) In the absence of the Chairperson his functions under paragraph 1 shall be performed by the Deputy-Chairperson or another SCIS member by an order of the Chairperson on a case-by-case basis.

Article 8. The Chairperson, the Deputy-Chairperson and the members of SCIS shall use the leaves provided for in labour law.

Article 9. The Deputy-Chairperson shall assist the Chairperson in the exercise of his functions.

Article 10. (1) Members of SCIS are on equal level and carry out functions of the commission on the basis of its decisions as well as the tasks attributed to them by the Chairperson.

(2) SCIS members must keep the secret and fulfil their obligations in good faith.

Section II

Organisation of the work of SCIS

Article 11. (1) State Commission on Information Security is permanent body.

(2) State Commission on Information Security shall deal with and decide on matters within its competence during meetings.

(3) SCIS meetings shall not be public.

(4) SCIS meetings shall be held when they are attended by at least three members of its membership.

(5) By Decision of SCIS during specific meetings of SCIS external experts or administration staff of the Commission may be invited to attend without the right to vote on decisions.

Article 12. In the absence of the Chairperson of SCIS meetings are chaired by the Deputy-Chairperson or another authorised by the chairperson member of SCIS.

Article 13. (1) SCIS meetings are ordinary and extraordinary.

(2) State Commission on Information Security meets regularly at least once a week after prior announced draft agenda. The draft agenda and the materials for the meeting shall be submitted to SCIS members no later than two days before the meeting.

(3) Additional points may be placed on the agenda on a proposal from a member of SCIS before or during the meeting, and the proposal shall be put to the vote.

(4) State Commission on Information Security is convened on an extraordinary meeting by the chairperson either on his own initiative or at the request of at least two of its members.

Article 14. (1) A Member's absence from meeting of SCIS shall be admissible only if he or she is:

1. on a business trip;

2. on a statutory leave;

3. performing other pressing official activities, for which the Chairperson had been noticed.

(2) Documents attesting to the absence under subparagraphs 1 and 2 of paragraph 1 shall be annexed to the minutes of the meeting concerned.

Article 15. (1) State Commission on Information Security shall adopt decisions.

(2) Decisions under paragraph 1 shall be adopted in an open vote by a majority of more than half of the total number of its members.

(3) A member of the Commission that disagrees with the decision shall sign it with reservations. A dissenting opinion shall be motivated within 3 days and shall be attached to the decision.

(4) A member of the Commission that was not present at the meeting can motivate dissenting opinion within 3 days of removal of the grounds referred to in Art. 14, Para. 1.

(5) In the case of meetings with a quorum of three members of the SCIS the decisions shall be made unanimously.

Article 16. (1) Minutes of the meetings held shall be prepared which shall be signed by those members of SCIS who have attended the meeting.

(2) In the minutes referred to in paragraph 1 shall be specified the names of the members present at the meeting, the issues discussed on the agenda, discussions and decisions adopted by SCIS.

Chapter three

STRUCTURE AND FUNCTIONS OF THE ADMINISTRATION of SCIS

Section I

General provisions

Article 17. (1) In the exercise of its powers SCIS is assisted by an administration.

(2) The total number of SCIS and its administration is 298 posts and is allocated in accordance with the Annex.

(3) The administration is general and specialised and is structured in directorates.

Section II

Secretary-General

Article 18. (1) The administration management is carried out by a Secretary-General who shall be appointed by the Chairperson and shall be accountable to SCIS.

(2) The Secretary-General shall manage, coordinate and monitor the functioning of the Administration of SCIS.

(3) The Secretary-General shall:

1. assist the members of SCIS in the exercise of their mandate;

2. propose to the Chairperson for approval the draft agendas for the meetings of the SCIS;
 3. organise the preparation of SCIS meetings, coordinate and monitor the preparation of the materials for consideration;
 4. be responsible for the working conditions of SCIS and its administration;
 5. monitor the compliance with the deadlines for the fulfilment of tasks emerging from decisions of SCIS and orders of the Chairperson;
 6. coordinate the interoperability of the administration of SCIS with the administrations of public bodies and non-governmental organisations;
 7. draw up an annual report on the status of the administration, which, after approval by the Chairperson of SCIS shall be submitted to the Secretary-General of the Council of Ministers;
 8. carry out the overall control and coordination between the administrative units of SCIS in the execution of the tasks assigned resulting from the decisions of the Commission and of the Chairperson;
 9. coordinate and monitor the operation and management of the state property provided to SCIS;
 10. organise, coordinate and control the activities on handling the documentation and the archives of SCIS and their storage;
 11. approve the job descriptions of employees in the administration of SCIS;
 12. perform any other tasks allocated to him/her by the Chairperson of SCIS or by SCIS through the Chairperson;
- (4) In the absence of Secretary-General his/her functions are assigned on a case-by-case basis by the chairperson to one of the directors of directorates.

Section III

Internal audit unit

Article 19. (1) The Internal Audit Unit carries out internal audits of all structures, programmes, activities

and processes in SCIS and its administration in accordance with the Public Sector Internal Audit Act.

(2) The Internal Audit Unit is directly subordinated to the Chairperson of SCIS and shall perform internal audit under the Public Sector Internal Audit Act.

(3) The Head of the Internal Audit Unit shall report directly to the Chairperson of SCIS.

(4) The Internal Audit Unit:

1. plans, conducts and reports the internal audit activity in accordance with the requirements of the Public Sector Internal Audit Act, the International Standards for the Professional Practice of Internal Auditing, the Code of Ethics of internal auditors, the statute of the Internal Audit Unit and the methodology for internal auditing in the public sector approved by the Ministry of Finance;

2. based on a risk assessment draws a three-year strategic plan and annual activity plan which shall be approved by the Chairperson of SCIS;

3. prepares an audit plan for each audit engagement, which contains the scope, objectives, timing and resource allocation for the commitment;

4. gives the Chairperson independent and objective assessment on the status of the audited financial management and control systems;

5. evaluates the processes for identification, assessment and management of risk introduced by the Chairperson of SCIS;

6. verifies and assesses: the compliance of activities with the law, internal acts and agreements; the reliability and comprehensiveness of financial and operational information; the arrangements in place for the safeguarding of assets and information; the effectiveness, efficiency and economy of activities; execution of the tasks, contracts, commitments and achievement of objectives;

7. consult the Chairperson at his request, by giving advises, opinions, training, and other in order to improve risk management processes and control without taking management responsibility for it;

8. reports to and discusses with the Chairperson of SCIS and the Heads of structures whose activity has been audited, the results of any audit engagement and submits audit report;

9. issues recommendations in audit reports to improve the adequacy and effectiveness of financial management and control systems, assists the Chairperson in preparing an action plan and carry out inspections to monitor implementation of the recommendations.

(5) The Head of the internal audit unit shall prepare and submit to the Chairperson of SCIS annual activity report of the internal audit in accordance with Art. 40 of the Public Sector Internal Audit Act.

Section IV

Financial controller

Article 20. (1) The Financial Controller is directly subordinated to the Chairperson of SCIS and operates under the Public Sector Financial Management and Control Act.

(2) The financial controller carries out prior control on legality in the overall performance of SCIS by giving written opinions on the lawfulness of:

1. decisions or actions, based on which the commitments are made or expenditure effected before the decision on the financial commitment or the implementation of expenditure;

2. decisions or actions relating to the disposal of assets and resources, including commitment and expenses;

3. decisions or actions related to management of the property of SCIS, including giving it for rent for the purpose of obtaining income therefrom.

(3) The procedure and method for prior control by the financial controller shall be laid down by internal rules approved by the Chairperson of SCIS in accordance with directions of the Minister of Finance.

(4) In the absence of the financial controller his/her functions shall be executed shall by appointed by the Chairperson of SCIS employee of the Financial and Economic Activities and Property Management Directorate on a case-by-case basis, in accordance with the Art. 13, para. 3, point 2 of the Public Sector Financial Management and Control Act.

Section V

General administration

Article 21. General administration ensures technically the activities of SCIS and its specialised administration and is organised in three Directorates:

1. Financial and Economic Activities and Property Management Directorate;
2. Human Resources and Training and Methodological Activities Directorate;
3. Bureau Directorate

Article 22. Financial and Economic Activities and Property Management Directorate:

1. carry out the financial services of SCIS and its administration;
2. shall draw up the draft budget and the budget prognosis of SCIS;
3. accounts the execution of the budget of SCIS;
4. organises, implements and monitors financial activities and accounting in SCIS in accordance with existing legislation;
5. organises the reporting of SCIS's revenue and expenditure in the Unified Budget Classification in accordance with the budget;
6. is responsible for the proper and efficient use of budgetary resources in SCIS;
7. shall ensure the storage of accounting records in accordance with the Accounting Act and its implementing regulations and internal rules and instructions;
8. is responsible for the proper use and management of movable and immovable assets of SCIS;
9. plans, organises, develops and implements investment projects relating to property and infrastructure;
10. is responsible for the supply, storage, management and use of materials and inventories;
11. organises the repair, maintenance and insurance of facilities;

12. plans and has its representative in the public procurement procedures;
13. is responsible for the transport activities of SCIS and its administration;
14. organises the maintenance, repair and technical inspection of official cars and radio means;
15. organises and supervises the activities on guaranteeing health and safety conditions at work;
16. organises the implementation of activities related to the protection and prevention of occupational risks;
17. organises cleaning and sanitation in the buildings of SCIS and their external surrounding areas.

Article 23. Human Resources and Training and Methodological Activities Directorate:

1. prepares acts for the creation, modification and termination of service and employment relationships, shall draw up, keep and maintain personnel records, personal staff files and other documents relating to work and employment of members of SCIS and of the administration, shall draw up the certificates and other documents relating to labour and official legal employment relations;
2. draws up and updates the staff and name plans of the administration and submits them for approval to the Chairperson of SCIS;
3. prepares classification of the positions under Art. 10a of the Classified Information Protection Act and order for its implementation and proposes them to the Chairperson of SCIS for validation and signature;
4. organises the preparation and updating of employees' job descriptions in the administration;
5. organises and maintains the application of the systems for assessment, salaries and career progression of employees in SCIS;
6. is responsible for the training and staff development, by proposing and implementing programmes for training and qualification for employees in SCIS;

7. draws up statistical summaries of salaries and staff movement in SCIS;

8. organises and has a representative in the committees conducting competitions as per Civil Servant Act, the Ministry of the Interior Act and the Labour Code;

9. participates in the development of internal acts governing the organisation of the salaries of SCIS and its administration;

10. draws up the contracts of administrative staff of SCIS contracted outside the approved staff establishment plan;

11. organises the services of SCIS and its administration in the field of human resources and draws up specific references needed for the activity;

12. makes entries in the Register of administrative structures and acts of the executive bodies;

13. organises, coordinates and participate in training for handling classified information;

14. keeps a register of information security officers who have passed initial training on the protection of classified information and issues certificates of training;

15. organises the issuance of official cards and special courier cards of couriers carrying classified information;

16. provides methodological guidance and control over the bodies entrusted with training in the field of protection of classified information.

Article 24. Bureau Directorate:

1. performs service on document processing and control over the document movement in SCIS as well as document services of the Chairperson, Deputy Chairperson and members of SCIS;

2. organises, implements and monitors the movement of correspondence of SCIS containing unclassified information;

3. carries out activities of safekeeping of files and archives;
4. carries out activities in organising, processing, storage and use of documents in the institutional archive;
5. carries out activities on conservation and use of document funds, current scientific documentary processing of documents and their transmission to the state archives;
6. provide technical preparations and storing materials for the meetings of SCIS;
7. ensures the preparation of the minutes and shorthand of the meetings of SCIS and their storage;
8. carries out the protocol activities of the members of SCIS and its administration;
9. organises missions abroad and drafts orders for missions of the members of SCIS and its administration;
10. draws up translations of acts, official correspondence and documents necessary for the work of SCIS and its administration;
11. processes and manage a database of international correspondence;
12. processes and maintains a database for formal and informal holidays of the institutions and members of the public authorities and their administrations;
13. is responsible for updating the website of SCIS.

Section VI

Specialised administration

Article 25. Specialised administration assists SCIS in carrying out its powers and it is organised in 5 directorates:

1. Legal and International Legal Affairs Directorate;

2. Classified Information Protection Directorate;

3. Information Funds and Systems Directorate;

4. Security Directorate

5. Special Courier Service Directorate.

Article 26. Legal and International Legal Affairs Directorate:

1. ensures legally the activity of the Chairperson of SCIS, SCIS and its administration;

2. coordinates for legal compliance the acts of the Chairperson of SCIS and acts of the Secretary General in accordance with the powers delegated to him/her;

3. develops draft regulatory acts on the protection of classified information and opinions on their compliance with international standards for the protection of classified information;

4. develops and delivers reasoned opinions on legal issues of SCIS;

5. supports the implementation of the general control of the protection of classified information;

6. ensures proper notice of the observance of the law in the pursuit of the activities of general and specialised administration in SCIS;

7. is involved through its representatives in the procedures for recruitment of staff in SCIS and monitors the lawfulness of the acts relating to the creation, modification and termination of service and employment;

8. delivers opinions on the legality of treaties to which SCIS is a party;

9. represents SCIS before courts and other jurisdictions in proceedings to which it is party or has a legal interest in the proceedings;

10. ensures legally the activity on public procurement in SCIS;
11. analyses the results of implementation of regulations and international agreements on the protection of classified information and gives opinions on the need to take appropriate national legislative measures;
12. analyses the experiences and work of the international organisations and foreign legislation, carries out surveys on international issues and maintains database in this respect;
13. drafts, organises, participates and coordinates negotiations on the conclusion of international agreements in the field of the protection of classified information, as well as international agreements for cooperation with allied services and security authorities of other countries or international organisations;
14. drafts reasoned opinions for visit authorisations to individuals to carry out inspections under international treaties on mutual protection of classified information;
15. coordinates the preparation and implementation of the programmes and projects with international funding in the field of protection of information;
16. participates in the training on handling classified information;
17. takes part in drawing up the annual report on the overall status of the protection of classified information.

Article 27. Classified Information Protection Directorate:

1. is responsible for the organisation, implementation, coordination and control over the activities on the protection of classified information against unauthorised access;
2. monitors the application of the measures, procedures and means for the protection of classified information in physical, documentary, personnel, cryptographic and industrial security and security of automated information systems or networks;
3. organises and monitors the implementation of the obligations on the protection of classified information contained in international treaties to which the Republic of Bulgaria is a party;

4. prepares a draft report to Chairperson of SCIS regarding the powers of SCIS as per the Art. 9 pt. 13 (CIPA);

5. develops common guidelines and action plans in the event of a threat of damage to the interests of the State as a result of unauthorised access to classified information;

6. prepares analysis on the preparedness in the protection of classified information on the risk of damage to a legally protected interests and proposes for approval mandatory instructions in this field;

7. carries out preventive actions to prevent and reduce the harmful effects from unauthorised access to classified information;

8. assists SCIS in the overall coordination of the vetting procedure of those who need to handle classified information and of issuing security clearances to access classified information at the respective security classification level;

9. assists SCIS in the overall coordination of the vetting procedure of individuals or legal entities applying for a contract or executing a contract involving access to classified information;

10. performs jointly with the security services the vetting procedure of the individuals proposed for appointment as information security officers;

11. performs jointly with the security and public order services the vetting procedure of the individuals in the cases specified in Art. 45a, Paragraph 3 (CIPA);

12. proposes to issue certificates confirming to foreign authorities that Bulgarian individuals or legal entities hold an appropriate personnel or respectively facility security clearance;

13. performs jointly with the security services vetting procedure of Bulgarian nationals who apply for posts or for the execution of specific duties involving handling classified information of another country or an international organisation;

14. assists SCIS in organising the process for opening and functioning of registries in the sphere of international relations;

15. analyses the results of the checks of organisational units done by the authority responsible for direct control and, if necessary, propose amendments to the common security policy on

classified information;

16. ensures compliance with the procedure for extension of time limits for the protection of classified information and proposes to SCIS draft decision under Art. 34, para. 2 (CIPA);

17. ensures compliance with the procedure for destruction of information, by analysing proposals of organisational units and proposes to SCIS draft decision under Art. 33, para. 5 (CIPA);

18. develops and proposes directions on methodological guidance on information security officers;

19. assists SCIS in carrying out the overall control over the activities of the authorities responsible for the distribution and transfer of cryptographic keys and materials;

20. carries out a comprehensive assessment of the security of national automated information systems and networks intended for handling NATO and EU classified information and foreign classified information and points of presence of CIS of NATO and the EU for the Republic of Bulgaria;

21. participates in the training on handling of classified information;

22. takes part in drawing up the annual report on the overall status of the protection of classified information.

Article 28. Information Funds and Systems Directorate:

1. keeps a register of documents and materials containing classified information constituting state or official secret under Art. 35 (CIPA) and monitors its up-to-date status;

2. establishes and maintains unified register of issued, withdrawn or revoked personnel and facility security clearances, certificates and confirmations, of refusals for issuing or terminations and monitors their relevance;

3. establishes and maintains registers of organisational units, their heads, information security officers and registries and monitors their relevance;

4. keeps a register under Art. 33 (CIPA);
5. establishes and maintains a register under Art. 45a (CIPA);
6. maintains register of the registers referred to in paragraphs 1 to 5;
7. establishes and maintains specialized automated information system of the directorate;
8. does reference-analytical activity;
9. participates in the training on handling of classified information;
10. assists SCIS in carrying out control over the protection of classified information;
11. takes part in drawing up the annual report on the overall status of the protection of classified information.

Article 29. (1) The Security Directorate:

1. organises and carries out registration, accounting, distribution, storage and reproduction of documents and materials containing classified information;
2. is responsible for the development, operation and maintenance of all communications and information systems and networks of SCIS;
3. draws up and updates the security documents of the automated information systems and networks of SCIS intended for handling classified information;
4. monitors the correct determination of the security classification level by SCIS and its administration;
5. develops an action plan in case of unauthorised access to classified information in SCIS;
6. draws up a plan for the protection of classified information in case of war, war situation or other emergency;

7. keeps a register of cases of unauthorised access to classified information and the measures taken of which immediately informs the Chairperson of SCIS;

8. conducts ordinary vetting procedure as per CIPA of individuals from SCIS administration;

9. together with security and public order services conducts industrial security vetting procedures for the needs of SCIS;

10. organizes and carries out the training of the administration of SCIS in the field of the protection of the classified information;

11. draws up a plan for the guarding of the building of SCIS by physical and technical resources and monitors its execution;

12. organises, carries out and supervises the security guard and access control in the state property managed by SCIS;

13. interacts with the security and public order services in ensuring events organized by SCIS;

14. is responsible for the establishment, development, exploitation and maintenance of the special security systems of SCIS;

15. organises the defence and mobilisation preparedness and is responsible for the readiness for response in case of crises;

16. participates in the training on handling of classified information;

17. takes part in drawing up the annual report on the overall status of the protection of classified information.

(2) The Director of the Directorate is also the Information Security Officer.

Article 30. (1) Special Courier Service Directorate:

1. receives, sorts, stores, makes lists of, transports and delivers the correspondence and materials containing classified information, in accordance with the Classified Information Protection Act and its implementing regulation;

2. ensures the protection of classified information against unauthorised access during its receipt, sorting, enlisting, storage, transportation and delivery;

3. analyses and makes assessment of risk factors and takes the appropriate measures to protect classified information from unauthorised access;

4. keeps record for accounting the materials containing classified information;

5. participates in the training on handling of classified information;

6. in cases of disasters and emergencies and setting up a “war situation” or “state of war” operates by providing military post liaison in accordance with terms and conditions defined by the Minister of Transport, Information Technologies and Communications, the Minister of Defence Chairperson of SCIS;

7. ensures compliance terms for carrying guns under the rules of the Ministry of the Interior Act (MIA);

8. takes part in drawing up the annual report on the overall status of the protection of classified information.

(2) Territorial units in the Special Courier Service Directorate are:

1 Central Unit” with the following sectors:

a) Sector in charge of Storage and Distribution of Correspondence;

(b) Sector in charge of Routes which includes courier post — Sofia, courier post — Blagoevgrad, and courier post — Kyustendil.

2 “Territorial unit” with the following sectors:

(a) Vratsa courier sector, which includes courier post - Vratsa and courier post - Montana;

(b) Veliko Turnovo courier sector, which includes courier post — Veliko Tarnovo, courier post – Pleven and courier post — Ruse;

(c) Varna courier sector, which includes delivery at courier post — Varna, courier post — Dobrich, and courier post — Shumen;

d) Burgas courier sector, which includes courier post — Burgas and courier post — Yambol;

(e) Stara Zagora courier sector, which includes courier post — Stara Zagora and courier post — Kardzhali;

(f) Plovdiv courier sector, which includes courier post — Plovdiv, courier post — Pazardzhik and courier post — Smolyan.

(3) The areas of action of the territorial units shall be laid down by an act of the Chairperson of SCIS.

Chapter four

ORGANISATION OF THE WORK OF THE ADMINISTRATION OF SCIS

Article 31. State Commission on Information Security may contract external assistants and experts in connection with the performance of specific tasks.

Article 32. (1) Administrative staff carries out the tasks entrusted to them correctly, carefully and impartially, in accordance with the state laws.

(2) The staff shall be responsible to his/her superior for the execution of the work in line with their job descriptions.

Article 33. (1) In the performance of their duties, the members of SCIS and the administration staff shall certify their position by an official card.

(2) The holder of the professional card in the course of their duties shall be assisted by the state authorities and local government authorities, security and public order services as well as by other organisational units and individuals and legal entities.

(3) The terms and conditions for the issue, use and storage of official cards shall be laid down by internal rules approved by the Chairperson of SCIS.

Article 34. (1) Staff executing the tasks under Art. 9, Para. 18, of CIPA carry guns under Art. 81, Para. 3 of the Regulation on the Implementation of the Classified Information Protection Act under the terms and conditions set out in the Ministry of Interior Act and the regulations on its implementation.

(2) Staff under paragraph 1 shall be insured for death and disability as a result of an accident in the course of or in connection with the performance of their duties, and on Civil Liability at the expense of the budget of SCIS.

Article 35. Directorates are managed by directors who organise, control, plan and coordinate, have the responsibility for the activities and for the performance of the tasks of the respective directorate functions as laid down in the Rules.

Article 36. Internal coordination between directorates, document processing and movement, as well as the order, means and control over the performance of duties are set out in internal rules and instructions for the work of the administration.

Article 37. (1) The working time of ДКСИ and its administration is from 9,00 a.m. to 17,30 p.m. with a lunch break from 12,00 to 12,30 p.m. in 5 working days per week.

(2) For the working time of the employees who perform functions related to Art. 9 pt 18 (CIPA), the rules of the Ministry of Interior Act apply.

Article 38. Access regime and fire protection shall be endorsed by the Chairperson of SCIS in accordance with physical security requirements.

Article 39. The reception hours of the Chairperson, Deputy-Chairperson and the members of SCIS are announced at specially designated place in the building of the administration.

Article 40. (1) The conditions, procedure and criteria for salaries and additional rewards of the members of SCIS and the administrative staff shall be laid down in internal rules on the salaries.

(2) For exemplary performance of their duties, employees of SCIS administration may be awarded by the Chairperson of the commission with awards such as honorary certificate or honorary sign of SCIS.

FINAL PROVISION

Sole paragraph. The rules is adopted on the grounds of Art. 5 of the Classified Information Protection Act and § 67, paragraph 1 of the Transitional and Final Provisions of the Act amending the Ministry of Interior Act (State Gazette No 81 of 2016).

Annex to Art. 17, para. 2

Total number of the staff of the State Commission on Information Security and its administration — 298	
Chairperson	1
Deputy-Chairperson	1
Members	3
Secretary-General	1
Internal Audit Unit	2
Financial Controller	1
General administration	52
of which:	

Financial and Economic Activities and Property Management Directorate	28
Human Resources and Training and Methodological Activities Directorate	12
Bureau Directorate	12
Specialised administration of which:	237
Legal and International Legal Affairs Directorate	13
Classified Information Protection Directorate	24
Information Funds and Systems Directorate	11
Security Directorate	34
Special Courier Service Directorate including territorial units	155