

Annex No 9

to Order of the Minister of Justice

No 103-L

of 29 March 2019

STATUTE

OF THE DIVISION FOR MOBILISATION AND CIVIL DEFENCE OF THE MINISTRY OF JUSTICE

1. GENERAL PROVISIONS

1. The Division for Mobilisation and Civil Defence (hereinafter referred to as “the Division”) of the Ministry of Justice (hereinafter referred to as “the Ministry”) is a professional structural assisting subdivision of the Ministry.
2. The Statute of the Division shall be approved by the Minister of Justice (hereinafter referred to as “the Minister”).
3. The Division shall operate based on the Constitution, laws, other legal acts, as well as the Statute of the Ministry and this Statute.

2. OBJECTIVES AND TASKS OF THE DIVISION

4. The objective of the Division shall be the organisation, co-ordination and implementation of the activities related to mobilisation preparation and civil defence at the time of peace.
5. The tasks of the Division shall be as follows:
 - (1) to manage the system of mobilisation preparation;

- (2) to ensure scientific and methodical, information, methodical support of activities related to elaboration of mobilisation preparation projects and plans;
- (3) to prepare measures ensuring the implementation of defence order (assignment) with regard to mobilisation preparation;
- (4) to organise and implement the execution mobilisation and civil defence plans and the conduct of training exercises;
- (5) to exercise the record-registration of conscripts of the Ministry;
- (6) to organise the preparation activities with regard to the civil defence of the management staff of civil defence;
- (7) to co-ordinate issues and organise measures concerning the field of civil defence.

3. FUNCTIONS OF THE DIVISION

6. With a view of implementing its objectives and tasks, the Division shall perform the following functions:
 - (1) preparing draft orders of the Minister and the General Secretary with regard to mobilisation and civil defence, as well as submitting them for signature;
 - (2) carrying out activities related to informing relevant employees about the orders of the Minister and the General Secretary with regard to mobilisation and civil defence;
 - (3) carrying out the activities related to mobilisation preparation of the Ministry;

- (4) carrying out scientific and methodical, information, methodical and organisational activities related to elaboration of mobilisation preparation projects and plans of the Ministry;
- (5) carrying out activities related to the conduct of training exercises of the Ministry;
- (6) conducting, in a prescribed manner, the record-registration of conscripts of the Ministry and carrying out activities related to enlisting of conscripts in the reserve subject to special military record-registration;
- (7) carrying out activities related to elaboration of civil defence plans of the Ministry;
- (8) submitting recommendations on the development of civil defence of the Ministry and on the investments, material and technical resources and labour resources required for that purpose;
- (9) carrying out preparation activities with regard to civil defence of the management staff of the Ministry;
- (10) carrying out activities related to oversight over the performance of duties with regard to civil defence by the Ministry, bodies subordinate to the Ministry, organisations and institutions placed under the subordination of the Ministry;

4. COMPETENCES OF THE DIVISION

7. The competences of the Division shall be as follows:

- (1) submitting recommendations on the improvement of activities related to mobilisation preparation, as well as mobilisation and civil defence;

- (2) co-ordinating measures with regard to mobilisation preparation, as well as mobilisation and civil defence.

5. CO-ORDINATION AND MANAGEMENT OF THE DIVISION

8. The activities of the Ministry shall be managed by the Minister.
9. The activities of the Division shall be co-ordinated by the relevant Deputy Minister, within the scope of his or her powers for co-ordination.
10. The activities of the Division shall be supervised by the General Secretary.
11. The Division shall operate under the direct supervision of the head of the Division.
12. The head of the Division shall be directly accountable to the relevant Deputy Minister and the General Secretary.
13. The documents created through the performance of functions of the Division shall be signed by the Minister or the relevant Deputy Minister or the General Secretary.
14. The head of the Division may, upon the assignment or consent of the immediate superior, sign the documents created through the performance of functions of the Division.