

# **Rules of Procedure of the Nuclear Regulatory Agency**

Adopted with CM Decree 199 of 29.08.2002, promulgated in Official Journal 86 of 10.09.2002, in force as of 10.09.2002 amended OJ 46 of 3.06.2005, 78 of 30.09.2005 in force as of 1.10.2005, amended OJ 48 of 13.06.2006 2005 in force as of 1.05.2006, OJ 63 of 3.08.2007 in force as of 3.08.2007, amended OJ 93 of 24.11.2009, amended OJ 74 of 28.09.2012.

## **Chapter I**

### **General Provisions**

Art. 1. These Rules of Procedure delineates the structure, activity, organization of work, functions and number of personnel of the Nuclear Regulatory Agency, hereinafter referred to as "the Agency" and its administrative units.

Art. 2. (1) The Agency is an administration that assists the Chairman in the implementation of his/her authorities and technically ensures his/her activities.

(2) The Agency is a state budget legal entity with headquarters in Sofia.

## **Chapter II**

### **Authorities of the Chairman of the Agency**

Art. 3. (1) The Chairman of the Agency is an independent specialized body of the executive power who implements the state regulation of the safe use of nuclear energy and ionising radiation and the safe management of radioactive waste and spent nuclear fuel, within the framework of the authorities granted to him/her by law.

(2) The Chairman manages the Agency and represents it before third parties.

(3) The Chairman of the Agency shall be designated by a decision of the Council of Ministers and shall be appointed by the Prime Minister for a period of five years and may be selected for one more term of office.

(4) (In force as of 01.01.2003) The Chairman of the Agency is a primary distributor of budgetary credits.

(5) The Chairman of the Agency manages the property allotted to the Agency – state property.

Art. 4. The Chairman of the Agency shall:

(1) In the field of the state regulation of the safe use of nuclear energy and ionizing radiation and the safe management of radioactive waste and spent nuclear fuel:

a) Organize the preparation and implementation of the necessary activities on issuing of licenses and permits envisaged in the Act on Safe Use of Nuclear Energy;

b) Grant, amend, supplement, renew, suspend and revoke licenses and permits for safe implementation of the activities under the Act on Safe Use of Nuclear Energy and requires the information needed for establishing the implementation of conditions of issued licenses and permits and compliance with the requirements for nuclear safety, radiological and physical protection;

c) Control the fulfillment of safety requirements and standards related to the safe use of nuclear energy and ionizing radiation, the management of radioactive waste and spent nuclear fuel, as well as the conditions of the licenses and permits granted, including facilities with elevated danger which are important for the nuclear safety in commissioning, exploitation and

decommissioning of the NPP;

d) Issue and withdraw individual licenses to work at nuclear facilities;

e) Undertake enforcement measures and impose administrative penalties in the cases provided for under the Act on Safe Use of Nuclear Energy;

f) Assign (contract) nuclear safety and radiation protection related expertise, researches and studies in the use of nuclear energy and ionizing radiation and in the management of radioactive waste and spent nuclear fuel;

g) Implement the interactions with other competent authorities of the executive power vested with some regulatory and control functions related to nuclear energy and ionizing radiation use, and propose to the Council of Ministers measures for coordination of the activities;

h) Establishes by order surveillance areas around nuclear facilities and other sites with Sources of Ionizing Radiation.

(2) (Amended - OJ. 74 of 2012) In the field of application of Safeguards in accordance with the Treaty on the Non-proliferation of Nuclear Weapons and the Treaty on establishment of European atomic energy community (Euratom):

a) (Amended - OJ. 74 of 2012) Check the obligations compliance of Republic of Bulgaria to eliminate the diversion of nuclear material for the manufacturing of nuclear weapons;

b) (Amended - OJ. 74 of 2012) in cases when it's provisioned in the Treaty on establishment of European atomic energy community (Euratom), with the Agreement and the Additional Protocol to it, collect and submit to the IAEA and the European Commission (EC) the information subject to, including through inspections at the sites;

c) (Amended - OJ. 74 of 2012) Ensure the carrying out of inspections on the territory of the Republic of Bulgaria by IAEA inspectors and EC inspectors, including granting of access to the inspected sites for the fulfillment of the objectives of the inspections;

d) (Amended - OJ. 74 of 2012) related to the exchange of information, implement the interactions with the competent authority under the Act on export Control of defense related products and Goods and Technologies With Possible Dual Use;

e) (revoked - OJ. 74 of 2012);

3. Implement the international co-operation of the Republic of Bulgaria in the field of safe use of nuclear energy and ionizing radiation, and safety of management of radioactive waste and spent nuclear fuel;

4. Ensure the Agency representation to the Permanent Mission of the Republic of Bulgaria to the UN, OSCE and other international organizations in Vienna;

5. (Amended - OJ. 63 of 2007, amended. No. 74 2012) Participate through representatives in the working groups on preparation of the Republic of Bulgaria for accession to the European Union and carrying out the accession negotiations and within his powers in accordance with ASUNE submits the information set with Euratom to competent institutions;

6. (Amended - OJ. 93 of 2009, in force from 24.11.2009) Be a member of the Board of the Decommissioning of Nuclear Facilities Fund and through a designated by him/her representative participate in the management of the Radioactive Waste Fund;

7. (Amended - OJ. 74 of 2012) Provide individuals, legal persons and state bodies with objective information referring to nuclear safety and radiation protection. The information is publicly announced in accordance with the national legislation and international obligations;

8. Submit annually to the Council of Ministers a report on the status of nuclear safety and radiation protection upon use of nuclear energy and ionizing radiation and upon management of

radioactive waste and spent nuclear fuel, as well as on the operation of the Agency;

9. Co-ordinate the drafting process and submit to the Council of Ministers the reports for implementation of country obligations under the Convention on Nuclear Safety and the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management;

10. (Amended - OJ. 74 of 2012) Perform the functions of a competent authority and a contact point for notification of an accident and for provision of assistance according to the Convention on Early Notification of a Nuclear Accident and the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency;

11. (Amended - OJ. 74 of 2012) Perform the functions of central body, contact point and coordinator on implementation of obligations in accordance with the Convention for Physical Protection of Nuclear Material;

12. (Amended - OJ. 74 of 2012) Develop and submit for adoption to the Council of Ministers regulations for the application of the Act on the Safe Use of Nuclear Energy and proposes changes and additions in them when it's necessary for improvement of the normative requirements taking into account the exploitation experience, conclusions made of the safety analyses and technologies' development;

13. (Amended - OJ. 46 of 2005) Designate by an order the members of the Advisory Council on Nuclear Safety and of the Advisory Council on Radiation Protection;

14. (new - OJ. 46 of 2005, amended. No.. 74 2012) performs the functions of competent authority and a contact point for the ECURIE system in case of radiological danger;

15. (prev. item 14 - OJ. 46 of 2005) Exercise other powers as may be entrusted thereto by the national legislation.

16. (new - OJ. 63 of 2007, repealed. No.. 74 of 2012);

17. (prev. item 15 - OJ. 46th 2005, renumbered from Item 16, OJ. 63 of 2007), and exercise provided by other law powers.

Art. 5. (1) (Amended - OJ. 74 of 2012) In the exercise of the powers thereof, the Chairman is assisted by two Deputy-Chairmen who are designated by a decision of the Council of Ministers on a motion by the NRA Chairman and are appointed by the Prime Minister.

(2) The authorities of the Chairman of the Agency when being abroad or on a leave are carried out by a Deputy-Chairman, designated by an order of the Chairman of the Agency for each specific occasion.

(3) Apart from the cases pursuant to Par. 2 the Chairman of the Agency may delegate by order part of his/her authorities pursuant to Art. 4 to the Deputy-Chairmen.

(4) The Chairman of the Agency grants annual leaves to the Agency Deputy-Chairmen and sends them on business trips in the country, and if he/she is authorized by the Prime Minister - abroad.

Art. 6. (1) (Amended - OJ. 46 of 2005, issue. 74 2012) The Chairman of the Agency is the authority responsible for appointment of the servants in the Agency. He/she may to the Executive Secretary some of his/her authorities related to the civil-service relationship with the Agency personnel, with the exception of appointment and release of personnel, as well as the imposition of disciplinary penalties.

(2) The Chairman may delegate to the Executive Secretary the conclusion, amendment and repealing of contract of employment with the personnel in the administration of the Agency.

Art. 7. The Chairman of the Agency establishes by order internal rules, methodologies and directions related to the activities of the Agency including the management of the remuneration.

By an order of the Chairman other issues, related to the organization of the work in the administration of the Agency, may be settled.

Art. 7a. (New - OJ. 46 of 2005) (1) Advisory Council on Art. 9 ASUNE assist the Chairman, at its request, give opinions on matters of nuclear safety and radiation protection

(2) (Amended - OJ. 74 of 2012) The activities of the Council are funded by Agency budget.

### **Chapter III**

#### **Structure and functions of the Agency administration**

##### **Section I General Provisions**

Art. 8. The Agency administration assists the Chairman of the Agency in implementation of his/her authorities, ensures technically his/her activities and carries out activities on the administrative servicing of legal entities and the general public.

Art. 9. (1) (Amended - OJ. 74 of 2012) The Agency administration is organized in one General Department and four Departments separated in General and Specialized Administration and internal audit unit.

(2) Divisions and sections within the departments pursuant to Par. 1 are created, transformed and closed down by an order of the Chairman, with which their function is determined.

Art. 10. (1) (Amended - OJ. 46 of 2005, issue. 48th, 2006 issue. 63 2007)The total number of personnel in the organizational and administrative units of the Agency is 114, including a Chairman and two Deputy-Chairmen.

(2) The distribution of the personnel in the different organizational and administrative units is determined by an annex.

##### **Section II Executive Secretary**

Art. 11. (1) The Executive Secretary implements the administrative management of the Agency administration, thus carrying out the legal orders of the Chairman and is accountable for his/her activities before the Chairman.

(2) The Executive Secretary:

1. directs coordinates and controls the functioning of the administration on the exact compliance with the legislation;
2. ensures the necessary conditions for normal and effective work of the administrative units of the Agency concerning organizational and technical matters;
3. Ensures the general management of the process on attestation of the personnel in the Agency, Agency's administration, promotion in civil service and the training of the personnel;
4. Organizes and controls the work with documentation and other information carriers and their storage, as well as the protection of the company and state secrets (classified information);
5. organizes the use of real estate and other movables - state property, rendered for use to the Agency;
6. Prepares a draft of the Agency budget related to the means necessary for the administrative ensuring of the Agency activity;
7. prepares annual report on the condition of the administration and submits it to the Chairman;

8. Controls for the lawfulness and objectiveness of the spending of financial and material resources rendered for use to the Agency;
  9. organizes the distribution of tasks for execution between the administrative units of the Agency;
  10. carries out the general coordination of the Agency administration with the administration of other bodies of the executive power;
  11. approves internal rules by which matters related to the order and organization of the administrative servicing of legal entities and the general public not settled by this Rules of Procedure, are resolved;
  12. Implements other tasks entrusted to him/her by the Agency Chairman.
- (3) In the absence of the Executive Secretary his/her functions for every specific case are implemented by a specially designated, by the Agency Chairman, director of a department.

#### Section. 11a

##### Employee information security and financial controller

- Art. 11a. (1) The employee information security and financial controller is appointed by the President of the agency and his direct subordinates.
- (2) The employee information security is appointed under the Act protection of classified information and perform tasks under the law and regulations for its implementation.
- (3) (Amended - OJ. 74 of 2012) Financial Controller implements preliminary judicial review under the Financial Management and Control 7 public sector.
- (4) (New - OJ. 74 of 2012) Financial Controller performs the necessary checks and express an opinion on the legality of the financial activities of agency.
- (5) (new - OJ. 74 of 2012) The procedure for preliminary Control of the financial controller is determined by internal regulations in accordance with instructions of the Minister of Finance.

#### Section II b

##### Internal Audit Unit

- Art. 11b (1) (Amended - OJ. 74 of 2012) Internal Audit Unit is directly subordinate to the Agency's Chairman and performs the internal audit in accordance with the Act on Internal Audit in the Public Sector.
- (2) The unit in accordance with (1) performs the internal audit of all structures, programs, activities and processes in the Agency.
- (3) The internal audit unit reports through its head of unit directly to the Agency's Chairman.
- (4) The unit in accordance with (1):
1. plans, performs and reports the internal audit in accordance with the requirements of the Act on Internal Audit in the Public Sector, Internal Audit Standards in the Public Sector, the Code of ethics of internal auditors and methodology affirmed by the financial minister for internal audit in the public sector;
  2. develops on the base of risk assessment three-year strategic plan and annual plan for its activity which are affirmed by the Chairman;
  3. develops audit plan for each audit assignment which contains range, aims, time period and resource distribution for the tasks of the assignment, audit approach and techniques, type and size of the checks;
  4. submits to the Agency's Chairman independent and objective assessment for the condition of audited systems for financial management and control;

5. Evaluates the identification processes, risk assessment and management, implemented by the Agency's Chairman;
6. Checks and evaluates: the compliance of activities with the legislation, inner acts and treaties; reliability and range of financial and operational information; organization created on keeping assets and information; effectiveness, efficacy and economy of activities; implementation of tasks, treaties, engagements taken and aims' achievement;
7. consults the Agency's Chairman by his call as giving advices, opinion, training and others with the scope of improvement of the risk management and control activities without taking leader responsibilities for that;
8. Reports and discuss with the Chairman and structures' leaders, which activity is audited, the results of each processed audit and submits audit report;
9. gives recommendations in the audit reports for improvement of adequacy and effectiveness of systems for financial management and control, assist the Chairman in developing an action plan and processes checks for monitoring the implementation of the recommendations;
10. Develops and submits to the Chairman an annual report for internal audit activity in accordance with Art. 40 of the Act on Internal Audit in the Public Sector;
11. Assures the professional qualification promotion of inner auditors and establishes contacts with other internal audit units of organizations of public sector with the scope of good practices exchange.

### Section III General Administration

Art. 12. The General Administration of the Agency is organized in the Department of Administrative, Legal & Financial Services.

Art. 13. The Department of Administrative, Legal & Financial Services has the following functions:

1. participates in the preparation or individually prepares statements on drafts for legislative acts sent for coordination, including on drafts for international agreements;
2. (Amended - OJ. 74 of 2012) Preparation and conduction of procedures in accordance with Public Procurement Law, submits statements on the lawfulness of contracts for public procurement by the Chairman of the Agency and on the lawfulness of drafts for individual administrative acts and makes proposals for resolving matters of legal character;
3. carries the legal representation of the Agency in the courts of law;
4. (Amended - OJ. 74 of 2012) organizes and carries out the registry and archive activity in the way of receiving, processing, registering and submitting all correspondence to its destination, processes and sends the outgoing correspondence, maintains bookkeeping and maintains the document archives related to the activities of the Agency and the entry to the registers of the issued permissions, licenses and individual licenses;
5. organizes the financial and accounting servicing, registering and accounting for material assets, supplies the Agency personnel with stationary and consumables, organizes the repairs and maintenance of the premises;
6. Prepares the draft budget of the Agency, controls the appropriate spending of the financial means and reports on the implementation of the Agency budget.
7. ensures the transport servicing of the Agency personnel;
8. Ensures the housekeeping of real estate and movables rendered for use to the Agency and

keeps the documentation related to them;

9. Carries out the activities related to the management of the human resources of the Agency;
10. establishes the organization on the working environment safety and carries out the control on the compliance of the rules for ensuring the working environment safety;
11. establishes the organization on the defense and mobilization preparedness;
12. (revoked - OJ. 46 of 2005);
13. (revoked - OJ. 63 of 2007);
14. assists technically the activity of the consultative councils within the Chairman of the Agency;
15. (revoked - OJ. 63 of 2007).

#### Section IV Specialized administration

Art. 14. (1) the specialized administration of the Agency is organized into the following departments:

1. General Department of Safety Regulation of Nuclear Facilities;
2. Department of Safety Analyses, Assessment and Research and Development;
3. Department of Radiation Protection and Emergency Preparedness;
4. (Amended - OJ. 63 of 2007) Department of International Co-operation (2) The departments pursuant to Par. 1 assist and ensure the implementation of the authorities of the Chairman of the Agency according to the Act on the Safe Use of Nuclear Energy.

(2) Directorates under. 1 assist and support the implementation of the powers of the NRA ASUNE.

(3) (Amended - OJ. 74 of 2012) The on-site unit at the Kozloduy NPP is included in the General Department of Safety Regulation of Nuclear Facilities. It has the status of a division and carries out control over the nuclear safety and radiation protection of the Kozloduy NPP in the framework of the authorities given to it by the Chairman of the Agency pursuant to these Rules of Procedure. The on-site unit benefits the category, positions and ranks in the Agency.

Art. 15. (1) (Amended - OJ. 74 of 2012) The General Department of Safety Regulation of nuclear facilities assists the Chairman of the Agency in the implementation of his/her regulatory and control functions with regard to the activities connected with nuclear facilities, nuclear material, and radioactive waste from nuclear facilities.

(2) The department pursuant to par. 1 carries out the following activities:

1. (suppl. - OJ. 46 of 2005) Plans and carries out inspections, assesses and undertakes actions for optimization of the effectiveness of control over the nuclear safety;
2. participates in the analyzing of incidents, emergencies, failures of structures, system sand equipment related to nuclear safety and radiation protection, operational data and indicators;
3. (amended and supplemented. - OJ. 46 of 2005, amended. No.. 74 2012) controls the compliance of the nuclear facilities with the legislative acts on nuclear safety and radiation protection and maintaining an effective system for activities management which assures priority to safety and high culture of safety and security;
4. (amended and supplemented. - OJ. 46 of 2005, amended. No.. 74 2012) participates in evaluation processes of submitted by the applicant documents, proposes the requiring of additional information for compliance with the requirements on nuclear safety, radiological and physical protection and prepares the issuing, motivation for refusal, amendment,

supplementation, renewal, termination and revoking of licenses and permits, as well as the issuing of motivation for refusal and revoking of individual licenses and licenses for specialized training for activities in nuclear facilities and SIR;

5. (suppl. - OJ. 46 of 2005)proposes assignments for research, analysis and expertise related to the assessment of nuclear safety;

6. Participates in the preparation of data for the IAEA information systems with regard to the operation of nuclear facilities and the emergency events related to them;

7. participates in the emergency team of the Chairman of the Agency for action in case of accidents;

8. (Amended - OJ. 74 of 2012)develops drafts for internal rules and other internal acts related to activities management, performed by the directorates;

9. (Amended - OJ. 74 of 2012)Keeps registers of the issued permits and licenses for operation of nuclear facilities and individual licenses for specialized education as well as the issued licenses for work in nuclear facilities and SIR. In the register are also included all changes, renewals, terminations and revokes;

10. (revoked - OJ. 74 of 2012);

11. (Amended - OJ. 46 of 2005) participates in the preparation of the national reports on the implementation of the obligations ensuing from the Convention on Nuclear Safety and the Joint Convention on Safety in Management of Radioactive Waste, as well as in the preparation of the reports on the bilateral agreements in the field of safe use of nuclear energy;

12. verifies the compliance of the obligations undertaken in accordance with the Treaty on the Non-Proliferation of Nuclear Weapons;

13. (Amended - OJ. 74 of 2012)Prepares the necessary information in connection with the application of Safeguards, pursuant to the Treaty on the Non-proliferation of Nuclear Weapons and assists the IAEA and EC inspectors in the implementation of their control activities;

14. (Amended - OJ. 46 of 2005) participates in the implementation of the control over the physical protection of nuclear material, radioactive substances and nuclear facilities, as well as in the activities of the permanent Inter-institutional Commission on Physical Protection of the Kozloduy NPP;

15. prepares the documentation related to issuing of licenses for activities involving arms and goods and technologies with a possible dual use and inputs information into the automated inter-institutional system for control over the foreign trade activities involving arms and goods and technologies with a possible dual use;

16. (Amended - OJ. 46 of 2005) Controls and analyzes the system for selection, training and maintaining the qualification of the personnel of the organizations operating nuclear facilities;

17. (Amended - OJ. 46 of 2005) controls the compliance with the limits and conditions for safe operation at nuclear facilities;

18. (Amended - OJ. 74 of 2012)Inspects the fulfillment of the timetables for periodic tests and technical servicing of structures, systems and components related to nuclear safety and radiation protection;

19. (Amended - OJ. 74 of 2012)Inspects the technical condition of structures, systems and components related to nuclear safety and radiation protection and the housekeeping;

20. (Amended - OJ. 74 of 2012) inspects the radiation conditions in the premises and on-site, at the precautionary measures action planning zone of nuclear facilities;

21. Controls the implementation of the nondestructive testing of metal of pipelines and

equipment related to nuclear safety and radiation protection;

22. Controls the implementation of the maintenance activities related to nuclear safety and radiation protection;

23. Implements control over the technical safety of equipment with increased risk on the territory of the nuclear power plants;

24. Carries out the obligations of a contact point, responsible for the physical protection of nuclear material;

25. Participates in the current work related to the preparation and implementation of programs and projects for assistance to the Agency financed through international co-operation;

26. Prepares documents, summarizes information, carries out analyses and prepares expert assessments related to the management of the Decommissioning of Nuclear Facilities Fund and the Radioactive Waste Fund.

27. (new - OJ. 46 of 2005) support the qualification examination Commission of the agency to issue certificates of competency and training and the sessions;

28. (new - OJ. 46 of 2005) shall keep a record of the cases of trafficking identified nuclear materials and ionizing radiation sources and prepares data for the IAEA information about them;

29. (new - OJ. 63 of 2007) participated in the preparation of analyzes, opinions, reports, information and reports as well as the development of the official position of the Agency matters within the department resulting from the accession of Bulgaria to the European Union;

30. (new - OJ. 63 of 2007) preparing documents related to the implementation of obligations under a safeguards under the Treaty establishing a Euratom, on the occasion of inspections on the territory of the Republic of Bulgaria;

31. (new - OJ. 74 of 2012) Participates in development of regulations on implementing the ASUNE, including that proposes changes and additions if necessary;

32. (new - OJ. 74 of 2012) participates in the preparation of annual report for the condition of nuclear safety and radiological protection;

33. (new - OJ. 74 of 2012) Annually submits information to EC for radioactive release from the site of NPP in accordance with Art.37 of Euratom Treaty;

34. (new - OJ. 74 of 2012) Implements independent regulatory control of radioactive releases of NPP's site.

Art. 16. (1) The Department Safety Analyses, Assessment and Research and Development assists the Chairman in the implementation of his/her regulatory and control functions with regard to the assessment of the submitted by the applicant, respectively the holder of a license or a permit documentation for issuing of permits and licenses for carrying out activities in nuclear facilities.

(2) The department pursuant to par. 1 carries out the following activities:

1. (suppl. - OJ. 74 of 2012) Assesses the design basis and functioning of structures, systems and equipment, including facilities with elevated danger related to nuclear safety and their compliance with the established requirements;

2. (Amended. - OJ. 74 of 2012) proposes the performance of: independent expertise of structures, systems and equipment related to nuclear safety, including facilities with elevated danger; analyses and assessment of transients and emergency modes in nuclear power plants; reliability, thermo hydraulic and probabilistic analysis of safety; strength calculations of pipelines and equipment, including facilities with elevated danger; designs and projects for construction of nuclear facilities and their decommissioning; computer codes and models related to nuclear safety;

3. (Amended - OJ. 46 of 2005) participates in the preparation of the national reports on the implementation of the obligations ensuing from the Convention on Nuclear Safety and the Joint Convention on Safety in Management of Radioactive Waste, as well as in the preparation of the reports on the bilateral agreements in the field of safe use of nuclear energy;
  4. (suppl. - OJ. 74 of 2012) participates in the analyzing of incidents, events, failures of structures, systems and equipment related to nuclear safety, including facilities with elevated danger and radiation protection, as well as of operational data and indicators;
  5. Participates in the preparation of data for the IAEA information systems with regard to the operation of nuclear facilities and the emergency events related to them;
  6. participates in the emergency team of the Chairman of the Agency for action in case of emergencies;
  7. develops drafts for internal rules and other acts in the field of the activities carried out by the department;
  8. (suppl. - OJ. 74 of 2012) organizes the activity on assigning and acceptance of expertise, research and development related to nuclear safety and radiation protection on the use of nuclear energy and ionizing radiation and in the management of radioactive waste and spent nuclear fuel, including facilities with elevated danger, financed by the Agency budget;
  9. Participates in the current work related to the preparation and implementation of programs and projects for assistance to the Agency financed through international co-operation.
  10. (revoked - OJ. 74 of 2012);
  11. (Amended - OJ. 46 of 2005, amended. No.. 74 2012) Assists the work of the Agency Qualification Examination Commission for issuing individual licenses, including facilities with elevated danger which are important for nuclear safety in commissioning, exploitation and decommissioning, as well as the preparation and carrying out of the sessions.
  12. (new - OJ. 63 of 2007) participated in the preparation of analyzes, opinions, reports, information and reports as well as the development of the official position of the Agency matters within the department resulting from the accession of Bulgaria in the European Union.
- Art. 17. (1) (Amended - oj. 46 of 2005, amended. No.. 74 2012) The Department of Radiation Protection and Emergency Preparedness assists the Chairman of the Agency in performing his/her regulatory and control functions related to the sources of ionizing radiation and related to emergency planning and emergency preparedness.
- (2) The department pursuant to par. 1 carries out the following activities:
1. (Amended - oj. 46 of 2005, amended. No.. 74 2012) Plans and carries out preventive, current and subsequent inspections in facilities with sources of ionizing radiation, maintains dosimetric equipment and performs the necessary radiation measurements;
  2. (Amended. No.. 74 2012) evaluates radiation-defensive projects of sites with SIR;
  3. (Amended. No.. 74 2012) Analyzes and evaluates extraordinary related to radiological protection of sites with SIR;
  4. (Amended - OJ. 46 of 2005) Analyzes and evaluates the information on securing the radiation protection in the issuing of licenses and permits for activities with sources of ionizing radiation;
  5. (Amended - OJ. 46 of 2005) prepares the issuing, motivation for refusal, amendment, supplementation, renewal termination and revoking of licenses and permits, as well as the issuing of motivation for refusal and revoking of individual licenses;
  6. proposes assignments for research, analysis and expertise related to the assessment of radiation protection;

7. (Amended - OJ 46 of 2005) independently and in coordination with other specialized and control bodies undertakes the necessary measures for ensuring the safety in case of detection of sources of ionizing radiation of unknown origin, as well as in the cases of detection of abandoned sources of ionizing radiation;
8. participates in the emergency team of the Chairman of the Agency for action in case of radiological emergencies;
9. (Amended - OJ. 46 of 2005, repealed. No.. 74 of 2012);
10. (Amended. No.. 74 2012) Keeps a specialized database for emergency events related to nuclear safety and radiation protection;
11. (Amended. No.. 74 2012) Keeps registers of the issued permits and licenses for activities with SIR, as well as their changing, renewal, termination and revoke;
12. (Amended - OJ. 46 of 2005) participates in the preparation of the national reports on the implementation of the obligations ensuing from the Joint Convention on Safety in Management of Radioactive Waste, as well as in the preparation of the reports on the bilateral agreements in the field of safe use of nuclear energy;
13. Develops drafts for internal rules and other internal acts related to insuring the quality of the activities carried out by the department;
14. (Amended - OJ. 46 of 2005) Keeps account of the cases of detected illegal trafficking of nuclear material and sources of ionizing radiation and prepares the relevant data for the IAEA information systems;
15. (Amended - OJ. 46 of 2005, amended. No.. 74 2012) Implements the duties of competent authority and contact point in accordance with the Convention on Early Notification of a Nuclear Accident and the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency and for the purposes of early information exchange systems of EC and IAEA in the following ways:
  - a) Collects and processes the incoming data which characterizes the radiation status;
  - b) maintains an emergency station within the national automated system for monitoring of the gamma background on the territory of the Republic of Bulgaria and keeps dosimeters for radiation measurement;
  - c) Collects and processes incoming data which characterizes the development of an accident and prepares prognoses;
  - d) (Amended - OJ. 46 of 2005, amended. No.. 74 2012) develops an emergency plan and maintains emergency preparedness of the Agency;
  - e) (Amended - OJ. 46 of 2005, amended. No.. 74 2012) provides the work of Agency's emergency team;
  - f) (revoked -OJ. 74 of 2012);
  - g) notify emergency and take action to provide assistance under Convention on Early Notification of a Nuclear Accident, Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency, and under bilateral agreements;
  - h) (new - OJ. 46 of 2005) organized training for action in crises employees of the agency;
16. Notifies in case of accidents and undertakes actions for rendering assistance according to the Convention for Notification in Case of a Nuclear Accident, The Convention for Assistance in case of Nuclear Accident or Radiation Emergency Situation and according to bilateral agreements;

17. Organizes and maintains the automated information system of the Agency – local networks, communication equipment and computer equipment;
18. researches and implements information and communication technologies, ensures the protection of information from unauthorized access;
19. implements and operates the specialized automated systems for assistance of the actions of the emergency team of the Chairman of the Agency;
20. participates in the current work related to the preparation and implementation of programs and projects for assistance to the Agency financed through international co-operation;
21. (new - OJ. 63 of 2007) prepares documents, summarizes information, carries out analyses and drafts expert assessments related to the management of the Radioactive Waste Fund.

Art. 18. (Amended - OJ. 63 of 2007) The Department of International Co-operation assists the Chairman of the Agency with regard to the matters pertaining to the international co-operation and European integration.

(2) The department pursuant to par. 1 carries out the following activities:

1. organizes and co-ordinates the co-operation in the field of safe use of nuclear energy and ionizing radiation and the safe management or radioactive waste and spent nuclear fuel with the international organizations and the countries with which Bulgaria has signed bilateral agreements; maintains business contacts with those countries and organizations through their contact points;
2. participates in the drafting of intergovernmental and inter-institutional agreements for co-operation with other countries in the field of the safe use of nuclear energy and ionizing radiation and the safe management or radioactive waste and spent nuclear fuel;
3. organizes the preparation and the participation of the Bulgarian delegation in the sessions and meetings of the governing bodies of the international organizations and participates in the preparation and submission of technical assistance projects and financing from these organizations.
4. (revoked - OJ. 74 of 2012);
5. organizes and submits to the international organizations, as well as on a bilateral basis proposals for fellowships and scientific visits, interregional and regional training courses and seminars, international conferences, symposia, technical committee meetings, advisory group meetings and expert groups on the issues of safe use of nuclear energy and ionizing radiation and the safe management or radioactive waste and spent nuclear fuel;
6. organizes and participates in the preparation of the national reports on the implementation of the obligations ensuing from the Convention on Nuclear Safety and the Joint Convention on Safety in Management of Spent Nuclear Fuel and Safety in Management of Radioactive Waste, as well as in the obligations ensuing from the bilateral agreements;
7. (Amended - OJ. 63 of 2007) prepares, summarizes and takes part in the presentation before the President, the National Assembly, the Commission on Foreign Policy to the National Assembly, the Council of Ministers and the Ministry of Foreign Affairs statements and information related to the activities lying within the competencies of the Chairman of the Agency in fulfilling the Treaty on the Non-proliferation of Nuclear Weapons, the Agreement and the Additional Protocol to it, other agreements in the field of nuclear power, as well as related to the co-operation with IAEA, the Group of Nuclear Suppliers, the Zangger Committee and other international forums;
8. (Amended - OJ. 63 of 2007) takes part in the preparation and presentation of the national reports with regard to the competencies of the Chairman of the Agency before international

forums, related to the fulfillment of the Treaty on the Non-proliferation of Nuclear Weapons and the other agreements in the field of the nuclear energy, as well as in the fulfillment of the obligations of the Republic of Bulgaria in the field of international export control regimes for non-proliferation of nuclear weapons;

9. renders assistance for holding of international activities in the Republic of Bulgaria in the field of the safe use of nuclear energy and ionizing radiation and the safe management of radioactive waste and spent nuclear fuel;

10. (suppl. -OJ. 46 of 2005, amended. No.. 74 2012)co-ordinates the co-operation between the Republic of Bulgaria and the international organizations on the issues of technical co-operation in the field of the safe use of nuclear energy and ionizing radiation and the safe management of radioactive waste and spent nuclear fuel, through an Agency expert attached to the Permanent Mission of the Republic of Bulgaria to the UN, OSCE and to other international organizations in Vienna;

11. organizes and carries out the protocol activity related to visits of foreign delegations and officials to the Agency and prepares the relevant documents for business trips of the Agency personnel;

12. (Amended -OJ. 46 of 2005, issue. 63 of 2007, issue. 74 2012)organizes and coordinates the interaction between Republic of Bulgaria and IAEAon the issues of the membership in International Nuclear Information System;

13. (Amended - OJ. 63 of 2007)organizes and takes part in the activity on management of programs and projects for assistance of the Agency, financed through the technical co-operation;

14. (Amended - OJ. 63 of 2007) organizes and coordinates the work of related to the preparation and implementation of the negotiations for the accession of the Republic of Bulgaria to the European Union in the field of nuclear safety and radiation protection;

15. (Amended - OJ. 63 of 2007) prepares analyses, statements, reports, information on all matters of European integration in the field of nuclear safety and radiation protection; presents proposals for approximation of the legislative basis; takes part in the working groups within the coordination council for preparation of the Republic of Bulgaria for accession to the European Union;

16. (Amended - OJ. 63 of 2007 co-ordinates and assists the development of the official position of the Agency relatedto the issues on European integration;

17. keeps the international correspondence, prepares and co-ordinates the plans for international activity of the Agency.

18. (new - OJ. 63 of 2007, amended. No.. 74 2012)participates in the preparation and operatively organizes the process of information implementation on Agency's internet website;

19. (new - OJ. 63 of 2007) organizes public appearances Chairman of the Agency or the authorized officials of the agency liaise with the administrative departments for information and public relations National Assembly, Council of Ministers and other central executive authorities and non-governmental organizations as well as departments of public relations international organizations.

## Section V

### Inspector on the control of nuclear safety and radiation protection

Art. 19. (1) The Inspector on the control of nuclear safety and radiation protection is an official of the Agency administration, who works under a contract of employment and/or a civil-service relationship and is authorized by an order of the Chairman of the Agency to carry out control in

accordance with the Act on the Safe Use of Nuclear Energy and according to the determined in this Rules of Procedure functions of the unit in which he/she is appointed.

(2) Eligibility for appointment to the office of an inspector on the control of nuclear safety and radiation protection shall be granted to an official of the specialized administration of the Agency who:

1. (Amended - OJ. 74 of 2012) shall be a Bulgarian citizen, citizen of other EU member state, other country which is a side of the Agreement on the European Economic Area, or of Switzerland Confederacy;
2. shall be of full legal age
3. shall not be under legal disqualification
4. shall not have been sentenced to a term of imprisonment for an offence of general character;
5. shall not be deprived under relevant procedure from the right to occupy a specific position;
6. shall not be a sole trader, shareholder, member, managing director, managerial agent, consultant or member of a management body or supervisory body of a company or an organisation performing activities under the Act on the safe use of nuclear energy;
7. (revoked - OJ. 63 of 2007).

(3) The Chairman of the Agency may delegate authorities for an inspector on the control to other official of the Agency who:

1. (Amended - OJ. 63 of 2007) meet the requirements of para. 2, items 1 to 6;
2. has working experience for not less than five years in the field of state regulation of the safe use of nuclear energy, ionizing radiation, and the safe management of radioactive waste and spent nuclear fuel.

(4) The inspector on the control establishes his/her identity by an official identity card or presents credentials on the basis of which he/she is authorized to carry out the inspection.

## Chapter IV Organization of the work in the Agency

### Section I General provisions

Art. 20. The employees holding managerial positions in accordance with the delineated by this Rules of Procedure functions of the directed by them administrative unit shall:

1. assign specific tasks to the employees in the administrative unit, control the timely and the qualitative implementation of the tasks and account for the activity of the unit;
2. ensure the coordination with the other administrative units on matters of mutual competencies according to the distribution of the activities between them, for each specific case;
3. propose for appointment, promotion in rank, distribution of bonuses, award, enhancement of the qualification, imposition of penalties and releasing of employees from the administrative unit directed by them.

Art. 21. (1) In the course of implementation of their tasks the administrative units of the Agency prepare statements, reports, analyses, programs, information, proposals for decisions on specific problems and methodology matters, drafts for acts and development ion their implementation.

(2) Apart from the state by this Rules of Procedure functions the administrative units in case of necessity implement also other tasks related to their activities.

Art. 22. (1) The civil servants and the persons working under a contract of employment in

the administrative units of the Agency carry out their activity according to their job descriptions.

(2) The assignment of tasks to the civil servants and the persons working a contract of employment in the administrative units and the control over their work are carried out by their immediate superiors.

Art.23 (Revoked - OJ. 74 of 2012).

## Section II Internal Service Activities

Art. 24. (1) The documentation received in the Agency registry including these related to the administrative servicing of the legal entities and the general public, as well as the applications for issuing of permits, licenses and individual licenses are entered into the incoming register, marking as well their receipt date.

(2) The organization and order of implementation of the internal service activity are established by internal rules for the circulation of documents approved by an order of the Chairman.

Art. 25. (1) The Agency keeps public registers in which the following documents issued by the Chairman of the Agency are entered:

- 1.licenses and permits, as well as their amendment, renewal, suspension and revoking;
- 2.individual licenses for work in nuclear facilities and with sources of ionising radiation, as well as their revoking.

(2) The circumstances which are subject to entry in the registers pursuant to Par. 1 and the order for their entry are determined by the regulation pursuant to Art. 26, Par. 1 of the Act on the Safe Use of Nuclear Energy.

(3) To each register pursuant to Par. 1 is kept an archive that contains the documents for all issued permits, licenses or individual licenses. The documents are kept in the archive at least five years after the expiration of the term of validity of the permit, respectively the license and the individual license, as far as nothing else is envisaged in the Law.

(4) (Repealed - OJ. 74 of 2012).

(5)The registers are kept in electronic form and on a hard copy.

## Section III

### Working time

Art. 26(1) (Previous Article. 26th - OJ. 46 of 2005)The working time for the personnel of the Agency in a 5-day working week is from 9:00 am until 5:30 pm with a 30 minutes lunch break between 12am and 1 pm.

(2) (New - OJ. 46th 2005) The distribution of the working time of employees performing specific tasks related to crisis management and emergency planning and preparedness, the chairman of the agency.

Art. 27.(1) (Prev. text of Art. 27th - OJ. 63 of 2007)The visiting hours of the Chairman, the Deputy-Chairmen, the Executive Secretary, as well as the units which carry out administrative services to legal entities and the general public are announced on specially designated for this purpose places in the premises of the Agency.

(2) (New - OJ. 63 of 2007) reception hours listening to citizens and representatives of organizations on proposals and reports to be published accessible place in the agency.

#### Section IV Employees

Art. 28.(1) (Prev. text of Art. 28th - OJ. 46 of 2005)In the organizational structure and the administrative units of the Agency work persons on civil service contracts and under contracts of employment.

(2) (New-OJ. 46 of 2005) working in the agency shall not disclose circumstances and facts become known or in connection with the performance of official duties, except where provided for by law.

Art. 29. (1) For the implementation of certain tasks related to the Agency activity the Chairman of the Agency may hire external assistants as experts.

(2) The rights and obligations of the persons pursuant to Par. 1 are determined by the concluded with them contract by the Chairman of the Agency.

Art. 30. (Amended - OJ. 46 of 2005, issue. 63 of 2007, effective 1.01.2008, repealed. No.. 74<sup>th</sup> from 2012).

Art. 31. (1) For exemplary execution of their official duties the employees in the Agency can be awarded by awards in accordance with Art.88 of Act on the Civil Servant.

(2)The awarding of the employees is done by a decision of the Chairman of the Agency.

(3) (revoked - OJ. 74 of 2012).

#### Final Provisions

§1. (1) The provision pursuant to Art. 30 enters into force as of 01.07.2002 and the provision pursuant to Art. 3 Par. 4 enters into force as of 01.01.2003.

(2) Until the entering into force of the provision pursuant to Art. 3 par. 4 the Chairman of the Agency is a secondary distributor of budgetary credits under the Council of Ministers budget.

§2. This Rules of Procedure is adopted on the basis of §3 of the Transitional and Final Provisions of the Act on the Safe Use of Nuclear Energy and in relation to Art. 8 Par. 3 of Act on the Safe Use of Nuclear Energy and Art. 11 of the Law on Administration.

---

FINAL PROVISIONS to the Decree № 206 of the Council of Ministers 27 September 2005 adopting the Statutes of the Ministry of Economy and Energy (OJ. 78 of 2005, effective 1.10.2005).

... § 3. The words "Minister of Energy and Energy Resources" "Minister of Energy and Energy Resources", "Ministry of Energy and Energy Resources "and" The Ministry of Energy and Energy Resources "shall be replaced by "Minister of Economy and Energy", "the Minister of Economy and Energy ", " Ministry of Economy "and" The Ministry of Economy "in the following acts:

9. The Rules of the Nuclear Regulatory Agency, approved by Decree № 199 of the Council of Ministers in 2002 (promulgated, OJ. 86 of 2002, as amended. Amended and supplemented. No.. 46 2005);

§ 24. Minister of Finance to make the necessary changes in the budgets of relevant authorities regarding the establishment of the Ministry of Economy and Energy.

23 FINAL PROVISIONS to Decree № 176 of the Council of Ministers 25 July 2007 amending the Rules of Procedure of the Agency Nuclear Regulatory (OJ. 63 of 2007, effective 3.08.2007)

The § 14. This Decree shall enter into force on the day of its publication in the "Official Gazette" except § 12, which shall enter into force on 1 January 2008 Annex to Art. 10, para. Article 2. 10, para. 2 Amended. - OJ. 46 2005 issue. 48, 2006 effect from 1.05.2006, amended. No.. 63 of 2007, with effect from 3.08.2007, the issue. 74 of 2012)

Appendix to Art. 10 Par. 2

Number of Personnel in the organizational structures and administrative units of the Nuclear Regulatory Agency - 114 positions

Chairman 1

Deputy Chairmen 2

Executive Secretary 1

Financial Controller -1

Internal Audit Unit-2

Employee Information Security - 1

General Administration 17

Inclusive:

Department of Administrative, Legal & Financial Services 17

Specialized Administration 89

Inclusive:

General Department of safety Regulation of Nuclear Facilities 30

Inclusive:

Territorial Unit for Control on Nuclear Safety and  
radiation Protection of Kozloduy NPP in Kozloduy 6

Department of Safety Analyses, Assessment and Research and Development 21

Department of Radiation Protection and Emergency Preparedness 24

Department of International Co-operation 11