**APPROVED**

**Order of the Rector of the National School of Judges of Ukraine**

**of 18.03.2025№**

**PROVISIONS**

**About the Communications Center of the National School of Judges of Ukraine**

1. **General provisions**
   1. The Communications Center of the National School of Judges is established as a department and is an independent structural unit of the National School of Judges (hereinafter referred to as the Center, NSJU, respectively), subordinated to the Rector of the NSJU, accountable to and under the control of the Chief of Staff, who coordinates the Center's activities.
   2. In their activities, the Center's employees are guided by the Constitution of Ukraine and laws of Ukraine, decrees of the President of Ukraine and resolutions of the Verkhovna Rada of Ukraine, acts of the Cabinet of Ministers of Ukraine, the Laws of Ukraine "On the Judiciary and Status of Judges", "On Prevention of Corruption", "On Protection of Personal Data", "On Information", "On Access to Public Information", "On the Procedure for Coverage of Activities of State Authorities and Local Self-Government Bodies in Ukraine by Mass Media", "On Citizens' Appeals", the Labor Code of Ukraine, and the Laws of Ukraine "On the Protection of the Rights of Citizens".
   3. The work of the Center is carried out in accordance with the work plans of the National School of Social Sciences of Ukraine and the work plans of the Center, as well as individual instructions of the management of the National School of Social Sciences of Ukraine.
   4. The Center operates in accordance with the structure and staffing approved in accordance with the established procedure.
2. **Main tasks of the Center**
   1. The main objectives of the Center are:
      1. Coverage of the NSSU activities on the official website of the NSSU, on the NSSU pages in social media and on the NSSU channels in messengers.
      2. Participation in the organization of events and activities of the NSSU by planning and coordinating the participation of NSSU employees and management to ensure proper organization of events/activities and their coverage on the NSSU online resources and in the media.
      3. Preparation and editing of information materials (articles, announcements, press releases, social media posts, etc.) about the participation of the NSSU staff and management in events and activities.
      4. Providing information support for the establishment of official communications between the staff and management of the NSDCU to exercise their powers in informing the professional community, media and the public about the activities of the NSDCU.
      5. Conducting systematic outreach activities on the activities of the NSDC through the NSDC's own communication channels and media resources
      6. Using Communication Tools to Create a Positive Image of the NSPS .
      7. Planning, preparing and conducting communication activities aimed at highlighting, positioning and popularizing the activities of the NSSU .
      8. Conducting video filming, preparing video clips and creating photo illustrations of events and activities with the participation of the NSPS, as well as creating photo illustrations of celebrations, holidays and memorable dates at the NSPS for publication and distribution on the official NSPS website, on the NSPS pages in social networks and the NSPS channels in messengers.
      9. Creation of graphic content and animated videos for informational messages and special occasions (holidays, memorable dates, etc.) to be posted on the official website, social media pages and channels in the NSSU messengers.
      10. Creation of unique visual content (photo, video and graphic) for information messages and videos to be posted on the official website, social media pages and channels in the NSSU messengers.
      11. Facilitating effective communication and maintaining ongoing business relations with the professional community, media and the public in order to increase trust and build a positive image of the NSDC.
3. **Functions of the Center**
   1. Center in accordance with the assigned tasks:
      1. Establishes and maintains regular relations with the media to inform the public about the activities of the NSDC.
      2. Provides informational, methodological and organizational support to the staff and management of the NSDC in the exercise of their powers in the field of informing the public about the activities of the NSDC.
      3. Ensures photo and video filming of events and activities with the participation of employees and management of the NSSU.
      4. Ensures the formation and updating of the media contact database.
      5. Ensures the development of unique visual content about the activities of the NSDC and its placement on the official communication resources of the NSDC (website, social media pages, messenger channels).
      6. Monitors news reports on the activities of the NSDC published in the legal media, on the websites of news agencies, in online editions of newspapers, magazines and social networks. Prepares analytical reports for the NSDC management based on the monitoring.
      7. Organizes work on preparing information messages about the activities of the NSDC to be disseminated on the official communication resources of the NSDC (website, social media pages, messenger channels).
      8. Organizes the creation of graphic content and animated videos for information messages and special occasions (holidays, memorable dates, etc.) to be posted on the official communication resources of the National School of Social Sciences of Ukraine (website, social media pages, messenger channels).
      9. Prepares visual products to accompany information messages about the activities of the NSDC on the official communication resources of the NSDC (website, social media pages, messenger channels).
      10. Organizes briefings, press conferences, webinars, interviews and other events with the participation of the NSSU staff and management for media and the public.
      11. Organizes the creation of unique visual content (photo, video and graphic) to inform about the activities of the National School of Social Sciences.
      12. Organizes work on the content and effective functioning of the official pages of the NSSU in social networks and channels in messengers, and the use of other modern means of communication to inform the public about the activities of the NSSU.
      13. He works on the layout and computer layout of information materials of the NSSU.
      14. The Center ensures timely and high-quality processing of orders and instructions of the management of the National School of Judges, the High Qualifications Commission of Judges of Ukraine, the High Council of Justice, the State Judicial Administration of Ukraine and other public authorities on issues within the Center's competence.
      15. The Center provides timely and high-quality processing of appeals from public authorities, public associations, enterprises, institutions and organizations, and citizens on issues within the Center's competence.
      16. Provides advice and clarification on issues within the Center's competence.
      17. Participates in meetings and, on behalf of the NSSU management, conferences, seminars, round tables and other events where issues related to the fulfillment of the tasks assigned to the NSSU are considered.
      18. Ensures the fulfillment of other tasks, orders and instructions of the NSSU management arising from the tasks, functions and activities of the NSSU.
      19. Maintains office work and ensures the storage of documents in the Center in accordance with the Instruction on Office Work in the National School of Law.
      20. He prepares the Center's work plans and prepares proposals for the NSSU work plan.
      21. Prepares reports on the implementation of the Center's work plans.
   2. Employees of the Center are obliged not to disclose or prevent leakage of information that they have become aware of in connection with the performance of their official duties, including personal data of individuals, confidential and other restricted information, the regime of which is established by the laws of Ukraine "On State Secrets", "On Information", "On Personal Data Protection" and "On Access to Public Information", except in cases determined by law.
4. **Rights of the Center**

4.1 The Center has the right to:

4.1.1. Receive information from the NSSU employees on issues related to the areas of its work.

4.1.2. To familiarize himself/herself with documents, materials, orders of the NSSU necessary for the performance of his/her tasks.

4.1.3. Involve employees of other structural subdivisions of the NSPS with the consent of their heads to discuss, study and consider issues within the Center's responsibility for their joint resolution.

4.1.4. Participate in meetings, conferences and other events on issues within the competence of the Center.

1. **Head (director) of the Center**
   1. The Center is headed by the Head (Director) of the Center, who is appointed and dismissed by the Rector of the National School of Economics and Business in accordance with the procedure established by law.
   2. The position of the Head (Director) of the Center shall be held by a person who has a complete higher education with a master's degree (specialist) in PR/communications/journalism or humanities, at least 3 years of professional experience in managerial positions or at least 5 years of professional experience in other fields. In some cases, a person who does not have the above work experience may be appointed to the position of the Head of the Center.
   3. Head (Director) of the Center:
      1. He is responsible for the general management of the Center, ensures the fulfillment of its tasks, and organizes its work.
      2. Makes suggestions on the distribution of responsibilities among employees and supervises their work.
      3. Signs and endorses prepared documents in accordance with the Regulations and Instruction on Record Keeping in the NSDC, and is personally responsible for the fulfillment of the tasks assigned to the Center.
      4. Participates in meetings, workshops, presentations and other events on issues within the Center's competence.
      5. Supervises the implementation by the Center of legislative and other regulatory acts, orders and instructions of the management of the NSDC, controls the timely consideration by the Center's employees of appeals from public authorities, public associations, enterprises, institutions and organizations, and citizens on issues within the Center's competence.
      6. Provides advice and clarification on issues within the Center's competence.
      7. Organizes and controls the timely and high-quality execution by the Center's employees of orders and instructions of the NSDC management.
      8. Gives oral instructions or written orders to the employees of the Center in the areas within the competence of the Center.
      9. Supervises the record-keeping and preservation of documents in the Center, organizes work with documents in accordance with the current legislation of Ukraine and the Instruction on Record Keeping in the NSDC.
      10. Organizes work on the material, technical and methodological support of the Center.
      11. Ensures interaction and coordination with other structural units of the NSSU.
      12. Takes necessary measures to improve the organization of the Center's work.
      13. Promotes the professional growth and advanced training of the Center's employees
      14. Submits proposals to the Rector of the NSESU regarding dismissal and transfer of the Center's employees, encouragement or application of disciplinary measures.
      15. Participates in interviews with candidates for vacant positions at the Center.
      16. Participates in the preparation of plans and reports of the Center's work for a certain calendar period.
      17. He/she is obliged to comply with the requirements of labor legislation, the NSSU Collective Agreement, internal labor regulations, business etiquette, occupational safety, occupational sanitation, occupational health and fire protection requirements.
      18. He/she is obliged to comply with the requirements for non-disclosure of information marked "For Official Use Only", technical protection of information, and preservation of personal data of persons who became known in connection with the performance of official duties.
      19. Transfer material assets provided for personal use to perform job duties to a person designated by management in the event of dismissal.
2. **Responsibility**
   1. The indicators of the Center's performance are the quality and timely fulfillment of tasks and job responsibilities by the Center's employees, the NSSU work plans, the Center's work plans, orders and instructions of the NSSU management.
   2. Employees of the Center are responsible in accordance with the current legislation of Ukraine for:
      1. Poor or untimely performance or failure to perform their official duties, the work plans of the NSDC, the work plans of the Center, orders and instructions of the NSDC management.
      2. Failure to comply with the requirements of applicable laws, organizational and administrative acts in the performance of their functions.
      3. Disclosure of information contained in documents marked "For Official Use Only" and personal data that they have become aware of in connection with the performance of their official duties.
      4. Exceeding their official powers, failure to comply with the provisions established by the Regulations of the National Security and Defense Service of Ukraine, violation of the Internal Labor Regulations, labor discipline, and requirements for labor protection and fire safety.
      5. Inefficient or inappropriate use of software and improper storage of equipment in their use.
3. **Interaction**
   1. The Center interacts with other structural subdivisions of the NSSU, subdivisions of bodies, institutions and establishments within the limits of its powers.
   2. In accordance with the requirements of the NSSU Regulations and orders of the Rector, the Center's employees participate in the work of permanent and temporary interstructural formations of the NSSU: commissions, committees, working groups, etc., in particular, those formed on a project-targeted basis, to implement interrelated tasks that require the combined efforts of various structural units of the NSSU.

**DONE:**

Chief Specialist

of the legal department

\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025 Alina Klimenko

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