

Order

No 459

18 December 2018

Tbilisi

On the Approval of the Statute and Structure of the Office of Public Defender of Georgia

In accordance with Article 26 (1) of the Organic Law of Georgia on the Public Defender of Georgia and paragraph 1 (a) of the order No 375 of Public Defender of Georgia on Approval of Action Plan in Order to Implement Reorganization process of the Office of Public Defender, **I hereby order:**

1. Statute of the Office of Public Defender is hereby approved from 18 December 2018 (Annex 1 of this order).
2. Structure of the Office of Public Defender is hereby approved from 18 December 2018 (Annex 2 of this order).
3. This order shall be distributed among the staff of the office by the Division of Case Proceedings through the electronic task management system (eDocument)
4. This order enters into force upon signature.
5. Order could be appealed in the administrative chamber of the Tbilisi City Court (Tbilisi, Davit Aghmashenebeli Alley 6) within 1 month from the date of being informed about the order.

Nino Lomjaria

Public Defender

[Signature]

Approved by:

Order No 459 of 18 December 2020 of Public Defender of Georgia

Amended by:

Order No 62 of 15 April 2019 of Public Defender of Georgia

Order No 150 of 13 August 2019 of Public Defender of Georgia

Order No 161 of 29 August 2019 of Public Defender of Georgia

Order No 131 of 7 December 2020 of Public Defender of Georgia

Annex 1

Statute of the Office of Public Defender of Georgia

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Chapter I. Organisation, structure, tasks and functions of the Office of Public Defender of Georgia

Article 1. General Provisions

1. The Office of Public Defender of Georgia (hereinafter referred to as "Office") is designed to ensure the activities of the Public Defender of Georgia in accordance with Article 26 of the Organic Law of Georgia on the Public Defender of Georgia.
2. The Office in its activities shall be guided by the Constitution of Georgia, the universally recognized principles and norms of the international law, the international treaties and agreements of Georgia, the Organic Law of Georgia on the Public Defender of Georgia, the Statute of the Office of Public Defender of Georgia, the Internal Regulations of the Public Defender's Office of Georgia, and other legislative and subordinate normative acts.
3. The structure, functions, organization and the rule of the operation of the Office shall be determined by the statute of the Office of Public Defender of Georgia adopted in accordance with the Organic Law of Georgia on the Public Defender of Georgia, the Internal Regulations of the Office of Public Defender of Georgia and other decisions of Public Defender of Georgia.
4. When carrying out its duties, the Office shall act on behalf of the Public Defender of Georgia and shall be accountable to him/her.
5. The state budget shall be the source of financing of the Office. The Office is entitled to receive grants. The Office shall be accountable for the proper use of the budgetary funds according to the legislation of Georgia.
6. The Office shall have an account in the treasury and the expenses list.
7. The Office has a round stamp on which the State Emblem is displayed in accordance with paragraph 1(a) of Article 5 of the Organic Law of Georgia on the State Emblem and has the inscription "Office of Public Defender of Georgia".
8. The rule for the use of the state flag and state emblem by the Office shall be determined by the legislation of Georgia.
9. The Office shall have a logo that is approved by the Public Defender of Georgia. The rules for using the logo of the Office shall be approved by the order of Public Defender.
10. The location of the Office is Tbilisi, 150 Davit Aghmashenebeli Ave.
11. The addresses of regional offices are:
 - a) Kutaisi, 18 Shota Rustaveli str;
 - b) Batumi, 10 Nodar Dumbadze str;
 - c) Zugdidi, 58 M. Kostava str;
 - d) Gori, 1 Sameba str;
 - e) Marneuli, 59 Shota Rustaveli str;
 - f) Akhalkalaki, 4 Chavchavadze str;
 - g) Telavi, 1 Saakadze Square;
 - h) Ozurgeti, 9 Davit Aghmashenebeli str;
 - i) Mestia, 19 Seti Square

Order No 62 of Public Defender of Georgia, 15 April 2019.

Order No 131 of Public Defender of Georgia, 7 December 2020.

Article 2. Main tasks and functions of the Office

1. The Office is designed to ensure the activities of the Public Defender of Georgia and its task shall be to assist the Public Defender of Georgia in timely detection of human rights violation, active response and prevention, ensuring high standard of human rights protection in the state.

2. The main tasks of the Office shall be the provision of analytical, organizational, legal, documentary, informational, financial, material and technical service to the Public Defender's activities.

3. The functions of the Office shall be:

- a) reactive detection of human rights violations;
- b) proactive detection of human rights violations;
- c) prevention of human rights violations and developing response mechanisms;
- d) examining applications received by the Public Defender, determining their admissibility according to relevant structural units and preparing response within the competence of the Office;
- e) ensuring qualified administrative, financial and logistical/communication/technological/technical support;
- f) coordination and management of documents;
- g) developing and managing human resources, finding motivated and qualified staff members that share organizational values;
- h) ensuring functioning of the office in accordance of existing legislation;
- i) ensuring good reputation of the Office in international relations and strengthening cooperation with various international organizations, foreign ombudsman institutions and national human rights institutions;
- j) raising visibility, reputation and trust of Public Defender in the public, ensuring affective communication between Public Defender and the society;
- k) facilitating systemic changes through qualified analytics, preparing high-quality reports and recommendations and supervising their implementation;
- l) working in the direction of strategic litigation in Constitutional Court of Georgia;
- m) raising awareness about human rights through supervising human rights education;
- n) prevention of human rights violations in the area of defense through monitoring and effective response;
- o) prevention of ill treatment of detained persons in accordance with the Optional Protocol of the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment.
- p) monitoring protection of human rights and freedoms guaranteed by the Constitution and other legislation of Georgia in criminal cases, effective response to violations and their prevention;
- q) monitoring protection of universally recognized rights and freedoms of the child and effective response to violations;
- r) monitoring protection human rights and freedoms related to gender equality and effective response to violations;
- s) assisting Public defender in implementing the powers assigned to him/her by the Law of Georgia on Elimination of all Forms of Discrimination;
- t) monitoring protection of rights of persons with disabilities and effective response to violations;
- u) ensuring timely, qualified and well-founded response to applications received by the Office and detected violations in relation to civil, political, economic, social, labor, cultural and other rights;
- v) detecting and preventing human rights violations in territories that are occupied and affected by conflict and ensuring timely response;
- w) perform other duties in accordance with the mandate of Public Defender.

Article 3. Organization of the work and structure of the Office

1. Primary structural units of the Office:

- a) - *[Removed]*;
- b) Department of Admissibility and Response;
- c) Department of Administration and Finance;

- d) Department of Citizen Service;
 - e) - *[Removed]*;
 - f) Department of Legal Aid and Human Resources;
 - g) International Relations Division;
 - h) Division of Public Relations and Event Management;
 - i) Analytical Department;
 - j) Division of Strategic Litigation;
 - k) Department of Human Rights Education;
 - l) - *[Removed]*;
 - m) National Preventive Mechanism (Department);
 - n) Department of Criminal Justice;
 - o) Department of the Rights of the Child;
 - p) Department of Gender;
 - q) Department of Equality;
 - r) Department of the Rights of Persons with Disabilities;
 - s) Department of Protection of Civil, Political, Economic, Social and Cultural Rights;
 - t) Division of East Georgia (territorial body);
 - u) Division of West Georgia (territorial body);
2. Structural units of the Office are the services set up according to specific fields under this Statute for the implementation of the powers of the Public Defender of Georgia, which are financed by the Office budget.
 3. The structure of the Office shall be determined by the Statute approved by Public Defender.
 4. Public servants employed by the Office shall be appointed and dismissed by the Public Defender.
 5. The labour relations of the employees of structural units of the Office shall be regulated by the Law of Georgia on Public Service, Labor Code of Georgia, the Statute of the Office, Rules and Procedures of the Office and other decisions of Public Defender made in accordance with Georgian legislation.
 6. The head/deputy head(s) of the structural unit within his/her competence shall sign:
 - a) internal documentation prepared within the competence of the structural unit;
 - b) correspondence of the structural unit;
 - c) other documentation within the competence of the structural unit in accordance with unified rules of case management of the Office.
 7. The number, positions and remuneration of the Office employees shall be determined by the staff scheme approved by the Public Defender of Georgia.
 8. Job descriptions of the staff shall be approved by the Public Defender in accordance with Georgian legislation.

Chapter II. Leadership of the Office

Article 4. Public Defender and Deputy Public Defenders of Georgia

1. Leadership of the Office shall consist of: Public Defender of Georgia, First Deputy Public Defender of Georgia, and Deputy Public Defenders of Georgia.
2. The Public Defender of Georgia shall have a First Deputy and two Deputies who shall be appointed and dismissed by the Public Defender of Georgia.
3. The First Deputy Public Defender of Georgia shall lead the Office. Leadership of the Office by the First Deputy Public Defender implies exercising other functions (labor relations, administrative functions, case management, technical, logistic and financial directions) apart from the thematic and functional directions determined by the Public Defender.

4. Powers and thematic and functional areas of First Deputy Public Defender and Deputy Public Defenders shall be determined by the order of the Public Defender.

Article 5. First Deputy Public Defender

1. The main powers and duties of First Deputy Public Defender shall be to:

- a) manage and represent the Office in the relationship with third persons;
- b) supervise the performance of the obligations related to the implementation of labour relations with the employees of the Office;
- c) submit proposals on the employment politics and promotion and dismissal of the employees to the Public Defender
- d) make decisions for the effective functioning of the Office (sign relevant documents) and supervising their implementation;
- e) supervise the management of the Office budget, submit a proposals on the income and expenditure of the annual budget of the Office and, if necessary, on the additional draft budget, to the Public Defender of Georgia;
- f) supervise the management of material resources of the Office and make relevant decisions;
- g) supervise procurement procedures for functioning of the Office and signing relevant contracts in accordance with Georgian legislation;
- h) sign grant agreements and supervise administration of projects to ensure functioning of the Office, in accordance with Georgian legislation;
- i) issue individual administrative acts within his/her competence;
- j) assign tasks to employees and exercise other necessary powers to ensure proper management of the Office;
- k) ensure active participation and representation of the Office in the international relations;
- l) supervise the work of structural units determined by the order of Public Defender, which implies:
 - l.a) develop strategy of structural units, develop corresponding action plan and supervise its implementation;
 - l.b) receive reports from structural units regarding their work on a regular basis;
 - l.c) authorizing and/or signing documentation prepared by structural units in accordance with his/her or Public Defender's decision;
 - l.d) authorizing the documentation prepared in accordance with the Article 21 of the Law on the Public Defender;
 - l.e) assign tasks to relevant structural units;
 - l.f) supervising the fulfillment of obligations set forth by legislation and internal regulations of the Office by the relevant thematic structural units;
 - l.g) developing recommendations to improve the work of relevant thematic structural units;
- m) meet with representatives of state bodies and interested persons in order to discuss the problems set forth in the proposals/recommendations prepared by thematic structural units of the Office;
- n) international representation in order to discuss the problems set forth in the proposals/recommendations prepared by thematic structural units of the Office;
- o) communication with the state bodies regarding the work of thematic structural units of the Office;
- p) communication with the media regarding the work of thematic structural units of the Office;
- q) develop recommendations to improve the work of thematic structural units of the Office, present them to the staff and ensure their implementation;
- r) request information from civil servants employed by the Office in accordance with relevant rules to ensure effective implementation of his/her powers;
- s) fulfill other functions assigned by the Public Defender;
- t) exercise other functions not set forth by the Statute but necessary for the effective functioning of the Office.

2. The First Deputy Public Defender shall be obliged to:
 - a) present the report on the work carried out by the Office to the Public Defender annually;
 - b) fulfil the obligations set forth by the Statute in good faith;
 - c) fulfill the tasks related to the functioning of the Office assigned to him/her by the Public Defender;
 - d) attend regular meetings with Public Defender;
 - e) fulfill other obligations set forth by the legislation of Georgia, Statute, internal rules and regulations and other acts;
 - f) ensure the confidentiality of relevant documents.
3. According to the powers set forth by the Article 26(3) of the Law on the Public Defender of Georgia civil servants employed by the Office are subordinates of the First Deputy Public Defender.
4. The First Deputy Public Defender of Georgia shall sign the following documents within his/her competence:
 - a) documents, orders and other official documentation prepared by the Office (for internal and external communication);
 - b) agreements and contracts signed on behalf of the Office, including procurements, grants and other documentations related to them.

Article 6. Deputy Public Defender

1. Powers and duties of the Deputy Public Defender shall be:
 - a) supervise the work of structural units determined by the order of Public Defender, which implies:
 - a.a) develop strategy of structural units, develop corresponding action plan and supervise its implementation;
 - a.b) receive reports from structural units regarding their work on a regular basis;
 - a.c) authorizing and/or signing documentation prepared by structural units in accordance with his/her or Public Defender's decision;
 - a.d) authorizing the documentation prepared in accordance with the Article 21 of the Law on the Public Defender;
 - a.e) assign tasks to relevant structural units;
 - a.f) supervising the fulfillment of obligations set forth by legislation and internal regulations of the Office by the relevant thematic structural units;
 - a.g) developing recommendations to improve the work of relevant thematic structural units;
 - b) meet with representatives of state bodies and interested persons in order to discuss the problems set forth in the proposals/recommendations prepared by thematic structural units of the Office;
 - c) international representation in order to discuss the problems set forth in the proposals/recommendations prepared by thematic structural units of the Office;
 - d) communication with the state bodies regarding the work of thematic structural units of the Office;
 - e) communication with the media regarding the work of thematic structural units of the Office;
 - f) develop recommendations to improve the work of thematic structural units of the Office, present them to the staff and ensure their implementation;
 - g) request information from civil servants employed by the Office in accordance with relevant rules to ensure effective implementation of his/her powers;
 - h) exercise other functions not set forth by the Statute but necessary for the effective functioning of the Office.
2. The Deputy Public Defender shall be obliged to:
 - a) supervise and coordinate work of the structural units assigned to him/her by the order of the Public Defender;
 - b) present the report on the work within his/her competence to the Public Defender annually;
 - c) fulfill the tasks related to the functioning of the Office assigned to him/her by the Public Defender;
 - d) attend regular meetings with Public Defender;

- e) fulfill other obligations set forth by the legislation of Georgia, Statute, internal rules and regulations and other acts;
 - f) ensure the confidentiality of relevant documents.
4. The Deputy Public Defender of Georgia shall sign the following documents within his/her competence:
- a) official documentation prepared by the Office;
 - b) internal documentation prepared by the Office.

Article 7. Functional supervision of the work of the Office

1. Apart from the thematic supervision First Deputy Public Defender and Deputy Public Defenders shall be assigned by the task of functional supervision of the Office.
2. The office shall have three functional direction: a) reactive detection of the human rights violations; b) proactive detection of the human rights violations; c) supervision of the functioning of preventive and response mechanisms of human rights violations.
3. Reactive detection of the human rights violations shall consist of:
- a) developing unified strategy to reactively detect human rights violations;
 - b) collecting and studying quantitative and analytical data regarding reactively detected human rights violation;
 - c) evaluating data obtained by reactive means and making decisions to distribute resources in order to improve effectiveness of data collection;
 - d) discussing ideas for improving reactive methods;
 - e) collecting information of good international practices in the direction of reactive detection and integrating them in the work of the Office;
 - f) researching relevant information and initiating the process of creating and updating standards for providing service for citizens;
 - g) including and coordinating all the relevant positions/units in the process of creating service standards;
 - h) ensuring the development of standards for providing service for citizens;
 - i) developing procedure for receiving feedback from citizens, analyzing the results of the feedback on the regular basis;
 - j) developing online means for ensuring quality control of the service, analyzing data received as a result of quality control, detecting systemic problems and developing appropriate response.
4. Proactive detection of the human rights violations shall consist of:
- a) developing strategy to proactively detect human rights violations and supervise its implementation;
 - b) determining main strategy and criteria for proactive detection;
 - c) analysis of existing tendencies and coordination of the work of the staff;
 - d) development and implementation of the methods of proactive detection for regional bodies;
 - e) collecting information of good practices of ombuds institution in the direction of proactive detection and integrating them in the work of the Office
 - f) work in the direction of developing sources for detection of violations and relevant communication;
 - g) evaluating measures taken in the direction of proactive detection and initiation of relevant changes.
5. Systemic change and prevention function shall consist of:
- a) developing policy for prevention human rights violation, determining and prioritizing target groups, prevention methodology, thematic directions and other important components.
 - b) evaluation and analysis of preventive measures on a regular basis, identifying the need for changes and updating prevention policy;
 - c) developing form, structure, and standards for the recommendations of Public Defender, implementing and supervising relevant changes;
 - d) developing the methodology for informing addressees about provisions and timeframe for fulfilling the recommendations. Analysis of the reports and evaluation of implemented changes;
 - e) developing measures for systemic supervision of recommendations.

6. For the purposes of fulfilling the functions set forth by this article civil servants employed by the Office are subordinates of First Deputy Public Defender and Deputy Public Defenders.

Chapter III. Structural units of the Office

Article 8. Reception of Citizens (Division)

[Removed]

Order No 131 of Public Defender, 7 December 2020

Article 9. Department of Admissibility and Response

1. The Department is a primary structural unit of the Office.
2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the First Deputy Public Defender, who carry out supervision over the Department on the basis of the established rule.
4. Objectives of the Department shall be: evaluating applications/complaints determining their admissibility for relevant structural units and respond within its competence.
5. Main tasks of the Department of Admissibility and Response shall be:
 - a) evaluating admissibility of received applications and responding within its competence;
 - b) ensuring swift response on special cases in terms of admissibility;
 - c) continuous development of the process of evaluating admissibility;
6. The functions of the Department shall be:
 - a) evaluate admissibility of submitted applications/complaints and distribute them among the respective structural units for further response;
 - b) initiation and coordination of development/creating of standards of admissibility;
 - c) continuous communication with structural units regarding criteria and policy for admissibility;
 - d) analysis of problems in the process of evaluating admissibility and plan relevant measures in response;
 - e) individual evaluation of complex and special cases with relevant structural units;
 - f) making response on received applications/complaint in accordance with established rules of case management;
 - g) examining cases of violation within the competence of the Department and providing timely response;
 - h) obtaining relevant documents and information from various organizations and bodies regarding the cases of violation within the competence of the Department according to unified rules of case management;
 - i) analyzing received information and preparing summarizing document;
 - j) collecting statistical information regarding received applications/complaints and presenting it to the management and heads of structural units upon request;
 - k) sending the cases not falling under the competence of Public Defender to the relevant administrative bodies;
 - l) presenting quarterly reports/information to the management and supervising timeframes for case management;
 - m) perform other functions stemming from the specificity of the activities of the Department.
7. Department of Admissibility and Response shall be managed by the Head of the Department who has a Deputy.
8. In the absence of the Head of the Department Deputy Head exercises his/her functions.

Article 10. Department of Administration and Finance

1. The Department represents a primary structural unit of the Office.
2. The Department shall act on behalf of the Public Defender of Georgia when exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the First Deputy Public Defender of Georgia, who supervise the performance of the Department on the basis of the rule established by law.
4. Objective of the Department shall be to provide qualified administrative, financial, logistic/communication/technological/technical support to the Office.
5. Main tasks of the Department Shall be to;
 - a) provide high quality budgeting and financial accounting;
 - b) providing effective and timely logistical support;
 - c) ensure centralized accounting and maintenance of the material assets owned by the Office;
 - d) facilitate the proper functioning of the Office with information technologies and communications tools;
 - e) ensure labor safety in the Office.
6. Functions of the Department shall be to:
 - a) coordinate and manage financial and logistic activities of the Office
 - b) conduct accounting activities in accordance with existing standards and prepare expense, quarterly, annual financial, balance and statistic reports;
 - c) prepare draft annual budget of the Office, ensure realization of the budget;
 - d) account financial and material actives and passives of the Office, analysis of quarterly and annual financial reports, prepare proposals for overcoming gaps;
 - e) technological and methodological advancement of accounting work;
 - f) planning, implementation and accounting procurements of the Office;
 - g) technical support of tender commission, prepare tender documentation, prepare agreements with the physical and legal persons that won the tender and presenting it to First Deputy Public Defender. Inspection of implementation of tender agreement;
 - h) maintenance of building and material-technical resources of the Office;
 - i) registration of material resources and library (if present) of the Office;
 - j) protect the material values accounted on the balance sheet of the Office;
 - k) coordinate the ongoing and capital repair of the Office buildings, ensuring proper functioning of electrical and plumbing systems and fire safety;
 - l) supply the vehicles accounted on the balance sheet of the Office with fuel, lubricant and spare parts;
 - m) control the proper use of the resources of the Office by the employees of the Office in accordance with the established limits;
 - n) determine needs of IT support; provide IT support by maintaining relevant applications, portals and networks;
 - o) making inventory material and financial resources of the Office;
 - p) proper planning of project budget financed by grants;
 - q) administrative and financial management of projects financed by donors – providing relevant financial accounting and reporting;
 - r) presenting relevant periodic reports to relevant persons regarding the process of project implementation;
 - r¹) prepare measures to ensure labor safety in the Office, present them to the management and implement them in agreement with the management;
 - r²) identify existing and possible threats, implementing preventive measures for preventing accidents and professional diseases;
 - r³) educate staff of the Office on labor safety

r⁴) inform and consult with the staff of the Office on labor safety and protection of health;

r⁵) ensure fulfilling duties of employer set forth in the Law of Labor Safety;

s) perform other functions stemming from the specificity of the activities of the Department.

7. Department of Administration and Finance shall be managed by the Head of the Department who has a Deputy.

8. In the absence of the Head of the Department Deputy Head exercises his/her functions.

Order No 62 of Public Defender, 15 April 2019.

Order No 161 of Public Defender, 29 August 2019

Article 11. Department of Citizen Service

1. The Department represents a primary structural unit of the Office.

2. The Department shall act on behalf of the Public Defender of Georgia when exercising its functions.

3. The Department shall be accountable to the Public Defender of Georgia and the First Deputy Public Defender of Georgia, who supervise the performance of the Department on the basis of the rule established by law.

4. Objective of the Department shall be to coordinate the reception and high quality consultation of persons and ensure proper functioning of document management.

5. Tasks of the Department shall be to:

a) coordinate the reception and consultation of persons concerned through communication means;

b) provide informational support to the persons concerned;

c) organize visits to examine alleged violation in accordance of established criteria;

d) ensure proper electronic management of documents;

e) conduct archival activities for the Office;

6. Functions of the Department shall be to:

a) receive persons concerned at the Office, inform them and provide appropriate consultation and high quality service;

b) ensure development and implementation of standards of providing service to citizens, present standards to regional offices and ensure their implementation;

c) maintain communication means, including the hotline, and ensure their proper, continuous and high quality functioning;

d) develop standards of quality service via communication means and ensure their implementation;

e) explain the competence of the Public Defender of Georgia to persons concerned;

f) evaluate severity of cases received via communication means and plan appropriate response, organize timely field visit within the competence of the Department;

g) proper collection of information in case of field visit, provide proper assistance to relevant persons within the powers and competence of the Department;

h) provide support to interested persons and refer them to relevant structural units of the Office in case of need;

i) organizing document management of the Office, developing methodological guidelines and ensuring their implementation;

j) registering official blanks (with the state emblem) of the Office;

k) perform other functions stemming from the specificity of the activities of the Department.

7. Department of Citizen Service shall be managed by the Head of the Department who has a Deputy.

8. In the absence of the Head of the Department Deputy Head exercises his/her functions.

Order No 131 of Public Defender, 7 December 2020.

Article 12. *[Removed]*

Order No 131 of Public Defender, 7 December 2020.

Article 13. Department of Legal Aid and Human Resources

1. The Department is a primary structural unit of the Office.
2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the First Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Department shall be to ensure the compatibility of the Office to the existing legislation, management and development of human resources, bringing in motivated and qualified staff members sharing organizational values.
5. Tasks of the Department shall be to:
 - a) ensure compatibility of the documents and decisions of the Office with the law, except the documents set forth in Articles 14 and 21 of the Law on Public Defender of Georgia;
 - b) protect the interests of the Office and represent the Office in Court;
 - c) bring in qualified and motivated staff members who share relevant values;
 - d) motivate staff members and ensure job satisfaction;
 - e) prepare claims, counterclaims, appellate and cassation complaints, a complaint subject to a time limit and other court or arbitration documents set forth by the Georgian legislation;
 - f) analysis of court disputes of the Office;
 - g) create database of court disputes of the Office;
 - h) conduct proceedings on the instances of noncompliance with the legitimate request of the Public Defender;
 - i) examine complaints regarding misconduct of the staff members of the Office;
 - j) develop strategy for human resources management and development and ensure its implementation;
 - k) create and develop methodology of management of human resources;
 - l) bring in human resources, select candidates/organize competitions, prepare draft orders on appointment, transfer, dismissal, encouragement, disciplinary action, vacation and duty trips and prepare labor contracts;
 - m) determine qualification criteria for each position by analyzing work, coordinate creating job descriptions;
 - n) create and administration of database of staff members, creation staff member files, control of providing documents set forth by the Georgian legislation;
 - o) prepare draft orders and relevant database regarding staff.
 - p) create and implement systems of motivation, career advancement and evaluation, prepare proposals for the management regarding necessary measures;
 - q) organizing system of internship in order to prepare qualified staff members, ensure their professional development and acquiring practical skill. Organize and supervise internships;
 - r) maintain electronic databases for management of human resources;
 - s) initiate and organize necessary measures for development of human resources;
 - t) analyze remuneration of staff members in comparison with their work;
 - u) discuss and respond on the issues set forth by staff members regarding labor conditions;
 - v) implement modern system of staff evaluation and supervise evaluation process, plan/organize professional development of the staff and find relevant resources;
 - w) organize events for ensuring teamwork and development of non-formal relations between staff members
 - x) examine correspondence and prepare response within the competence of the Department;
 - y) prepare proposals regarding structural, staff related, normative or technical nature and present them to the management;
 - z) provide staff with health insurance;
 - z¹) create database of using working hours by analyzing data from electronic system;

- z²) administration of electronic program for management of human resources;
 - z³) perform other functions stemming from the specificity of the activities of the Department.
 - 7. Department of Legal Aid and Human Resources shall be managed by the Head of the Department who has a Deputy.
 - 8. In the absence of the Head of the Department Deputy Head exercises his/her functions.
- Order No 150 of Public Defender, 13 August 2019.*

Article 14. International Relations Division

- 1. The Division is a primary structural unit of the Office.
- 2. The Division shall act on behalf of the Public Defender of Georgia in exercising its functions.
- 3. The Division shall be accountable to the Public Defender of Georgia and the First Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
- 4. Objective of the Division shall be to ensure high reputation of the Office in the international relations and strengthen the relations with various international organizations and ombuds institution/national human rights institutions.
- 5. Tasks of the Division shall be to:
 - a) develop strengthen international relations of the Office with foreign ombuds institutions/NHRIs, international organizations/networks;
 - b) provide support in the direction of protocol.
- 6. Functions of the Division shall be to:
 - a) develop a relevant strategy and an action plan in the field of the Public Defender/the Office;
 - b) organize and coordinate relations of the Public Defender/the Office with international and local human rights organizations, foreign ombuds institutions/NHRIs, diplomatic missions, ombuds/NHRI international networks;
 - c) ensure active participation of the Office in the activities of international associations/networks of ombuds institutions/NHRIs;
 - d) analyze information about the work, mandate and resources of international a international associations/networks of ombuds institutions/NHRIs and present it to the structural units of the Office on a quarterly basis.
 - e) plan international events (conferences, presentations, meetings, etc.) of the Public Defender (internal and external) and coordinate work of other structural units for this purpose;
 - f) organize reception of foreign delegations and representations, provide protocol support, coordinate work of other structural unit, receive delegations/persons conducting official visits.
 - g) provide technical support to Public Defender/Deputies to participate in international conferences, events and meetings, prepare speeches if necessary;
 - h) detect gaps in the process of organizing international events/visits and make relevant response;
 - i) organize and support international visits of the staff members, communicate with organizers and provide other technical support;
 - j) prepare quarterly newsletters about international relations and participation of the representatives of the Office in international visits;
 - k) prepare and coordinate reports for the international organizations, that do not require conducting additional analysis;
 - l) detect opportunities to participate in international grants/projects and inform management;
 - m) prepare initiatives/projects regarding signing bilateral/multilateral agreements/memoranda with international partners;
 - n) coordinate the process of accreditation in Global Alliance of National Human Rights Institutions (GANHRI) in the Office, plan necessary activities, and request necessary information;

- o) coordinate and communicate with subcommittee on accreditation of Global Alliance of National Human Rights Institutions (GANHRI) for the purposes of clarifying issues regarding accreditation;
 - p) prepare application of the Office for receiving accreditation from Global Alliance of National Human Rights Institutions (GANHRI);
 - q) perform other functions stemming from the specificity of the activities of the Division.
7. International Relations Division shall be managed by the Head of the Division.
8. In the absence of the Head of the Division Deputy Public Defender shall appoint the person exercising the functions of the Head of the Division.
- Order No 131 of Public Defender, 7 December 2020.*

Article 15. Division of Public Relations and Event Management

1. The Division is a primary structural unit of the Office.
2. The Division shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Division shall be accountable to the Public Defender of Georgia, who carries out supervision over the Division on the basis of the established rule.
4. Objective of the Division shall be to ensure trust, high reputation and visibility of the Office in public. Also, to ensure effective communication between the Office and public.
5. Tasks of the Division shall be to:
 - a) ensure raising of trust and visibility of Public Defender/the Office;
 - b) protect Public Defender/the Office from the risks that damages the reputation;
 - c) organize events.
6. Functions of the Division shall be to:
 - a) ensure effective communication of the Public Defender of Georgia or other employees of the Public Defender's Office with media and public;
 - b) develop informational policy and submit it to management;
 - c) organize press conferences and briefings, inviting media and provide them with relevant materials;
 - d) provide public/interested parties with relevant information determined informational policy of the Office, develop forms of communication;
 - e) record and archive media appearances of Public Defender/Office representatives;
 - f) monitor media daily and distribute relevant information in the Office;
 - g) prepare press releases for media, governmental and non-governmental, local and international organizations;
 - h) publish information on the webpage of the Office in a timely manner;
 - i) manage social media, share information (text, photo, video, infographics, polls, ets) on social media;
 - j) respond to messages received via social media, respond to information published about Public Defender;
 - k) organize events of the Office, invite relevant persons and coordinate work of structural units;
 - l) create and update contact information database of government bodies, non-governmental sector, media, representatives of international organizations;
 - m) organize public meetings/lectures of Public Defender within the country;
 - n) communicate with media via social media and means of non-formal communication to timely inform them regarding the planned on conducted activities of Public Defender;
 - o) identify criteria necessary for communication with media (dress code, social networks, etc.)
 - p) evaluate effectiveness of conducted activities and events and identify need for change;
 - q) perform other functions stemming from the specificity of the activities of the Division.
7. International Relations Division shall be managed by the Head of the Division.

8. In the absence of the Head of the Division Public Defender shall appoint the person exercising the functions of the Head of the Division.

Article 16. Analytical Department

1. The Department is a primary structural unit of the Office. The Department contains secondary structural unit – Division of Statistics.

2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.

3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule. Division of Statistics shall be accountable to the Head of the Analytical Department Public Defender of Georgia and the Deputy Public Defender.

4. Objective of the Department shall be to support systemic changes via qualified analytics, preparing high quality reports and recommendations and their systemic monitoring.

5. Tasks of the Department shall be to:

- a) collect and produce internal statistics, collect, organize and share external statistics with the staff, exercise budget control in terms of implementing recommendations issued by Public Defender;
- b) prepare annual and other reports of Public Defender, collection of information;
- c) analysis of draft laws initiated in the Parliament, ensure inclusion of Public Defender in the legislative process;
- d) provide analytical support of the work of the Office.

6. Functions of the Department shall be to:

- a) develop and update methodology for processing internal statistical data (methodology should include geographic, substantial, thematic and other components);
- b) receive, organize, process and distribute statistical data among the staff in accordance with methodological document;
- c) placing existing internal documents, recommendations and other internal and external documents in unified system accessible to other structural units, continuous development of said database;
- d) conduct quarterly analysis of generalized internal statistical data;
- e) prepare statistical reports for internal use and for submitting to state/international institutions;
- f) prepare methodological document for processing important statistical data for structural units, request statistical data from structural units, collection and organization of data and sharing with the staff in case of need;
- g) analysis of budget/draft state budget, communication with state institutions and coordination with the staff of the Office to ensure implementation of recommendations issued by Public Defender; Organize working format with the Ministry of Finance to implement recommendations reflected in the decree of the Parliament (where additional funds are necessary);
- h) prepare guidelines for annual report of Public Defender, research and analysis of legal practice to continuously develop the guidelines;
- i) cooperate with relevant structural units to prepare annual report of Public Defender (to exercise this function Department prepares action plan, schedule for requesting the information and list of responsible persons);
- j) prepare special reports of Public Defender on topics not falling under the competence of other structural units; coordinate preparation of special reports that fall under the competence of two or more structural units;
- k) collect, systemize, and analyze the results of shadow reports submitted by Public Defender; identify international treaties/mechanisms, that allows submission of shadow reports and research relevant procedures;

- l) prepare shadow reports with thematic departments and submitting them in international organizations;
- m) prepare and coordinate reports for international organizations that imply conducting secondary and additional analysis;
- n) submit opinions in the process of enforcing the decisions of European Court of Human Rights in cases against Georgia, submit third party opinions to ECHR;
- o) analyze the report of the Government submitted to the Parliament as prescribed by the Articles 228¹, 228², 228³ of the Rules and Procedures of the Parliament and prepare relevant report;
- p) analyze reports related to human rights submitted to government institutions and to Parliament, submit the opinion of the Public Defender to Parliament;
- q) make periodic analysis of draft laws, prepare legal conclusions in case of need and identifying necessary changes;
- r) monitoring amendments to the legislation and prepare periodic reports (in cooperation with relevant thematic department) for the purpose of submitting it to Public Defender and subsequently – to Parliament;
- s) analyze reasons of declining adoption of draft laws submitting by Public Defender and results of discussing such draft laws, submitting the results to the management and relevant structural unit;
- t) prepare action plan to implement resolutions adopted by Parliament in accordance with the annual report of the Public Defender; implement the action plan/meet with government agencies and discuss progress reports;
- u) prepare action plan to implement recommendations set forth in special reports and participate in its implementation;
- v) prepare speeches for Public Defender/Deputies in coordination with relevant thematic departments (in case of need);
- w) develop formats of communication and working meetings and implement it with relevant public institutions;
- x) prepare analysis of thematic research and/or legislation on human rights issues, when thematic departments are not able to conduct relevant research;
- y) identify gaps in the Law of Public Defender of Georgia, propose ways to fill the gaps and advocate necessary amendments to the Parliament;
- z) update strategy of Public Defender periodically;
- z¹) measure and evaluate annual work of thematic departments in the direction of statistical and essential data in accordance of the decision of Public Defender/Deputy;
- z²) prepare relevant recommendations and submit them to structural units of the Office to develop the process of preparing recommendations/proposals;
- z³) perform other functions stemming from the specificity of the activities of the Department.

7. Division of Statistics ensures implementation of tasks and functions set forth in paragraphs 5(a) and 6(a-g) of this article. Division of Statistics shall be accountable to the Head of the Analytical Department Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.

8. Analytical Department shall be managed by the Head of the Department. Division of the Statistics shall be managed by the Head of the Division.

9. In the absence of the Head of the Department Public Defender shall appoint the person exercising the functions of the Head of the Division.

Article 17. Division of Strategic Litigation

1. The Division is a primary structural unit of the Office.

2. The Division shall act on behalf of the Public Defender of Georgia in exercising its functions.

3. The Division shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carries out supervision over the Division on the basis of the established rule.
4. Objective of the Division shall be to conduct strategic litigation in the Constitutional Court of Georgia on behalf of Public Defender.
5. Tasks of the Division shall be to:
 - a) prepare and update action plan for strategic litigation;
 - b) conduct strategic litigation in the Constitutional Court of Georgia.
6. Functions of the Division shall be to:
 - a) prepare and update action plan for strategic litigation;
 - b) communicate and meet with structural units of the Office for the purpose to develop action plan of strategic litigation;
 - c) prepare report on implementation of action plan of strategic litigation and submit to Public Defender/Deputies;
 - d) determine admissibility criteria for submitting claims and amicus curiae opinions to Constitutional Court of Georgia (about Article 60.4 (a-h) of the Constitution of Georgia) according to Article 17(1) of the Organic Law of Georgia on Public Defender of Georgia.
 - e) prepare guidelines on competence set forth Article 60.4 (h), that shall inform citizens about powers set forth in the said article;
 - f) submit claims to Constitutional Court of Georgia according to Article 60.4 (a) of Constitution of Georgia;
 - g) examine applications/complaints in relation to appealing to Constitutional Court of Georgia;
 - h) submit claim to Constitutional Court on the basis of individual application according to Article 60.4 (a) of Constitution of Georgia;
 - i) submit claim to Constitutional Court on the competences of state bodies according to Article 60.4 (d) of Constitution of Georgia;
 - j) submit claim to Constitutional Court on constitutionality of referendum and/or elections according to Article 60.4 (h) of Constitution of Georgia;
 - k) submit amicus curiae opinions to Constitutional Court of Georgia;
 - l) attend sessions of Constitutional Court and present the position of Public Defender in accordance with Georgian legislation;
 - m) generalize annual practice of Constitutional Court and present it to thematic structural units;
 - n) submit amicus curiae opinions to common courts;
 - o) attend meetings/discussions that concern constitutional litigation on behalf of Public Defender;
 - p) take part in preparing draft normative act that should be adopted in place of void act that was considered void as a result of the complaint of Public Defender;
 - q) perform other functions stemming from the specificity of the activities of the Division.
7. Division of Strategic Litigation shall be managed by the Head of the Division.
8. In the absence of the Head of the Division Public Defender shall appoint the person exercising the functions of the Head of the Division.

Article 18. Department of Human Rights Education

1. The Department is a primary structural unit of the Office.
2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Department shall be to raise awareness on human rights through supervising human rights education.
5. Tasks of the Department shall be to:

a) monitor formal process of human rights education (preschool, school, university and professional education);

b) prepare recommendations to redress problems identified in the process of supervision;

c) conduct awareness raising activities and coordinate process of non-formal education by Public Defender to improve human rights education.

6. Functions of the Department shall be to:

a) develop relevant strategy and action plan as a result of monitoring formal process of human rights education;

b) develop relevant indicators and methodology to effectively monitor formal process of human rights education;

c) conduct periodic research to evaluate quality of human rights education for the purpose of monitoring formal process of human rights education;

d) examine individual applications/complaints regarding human rights education;

e) develop methodology for examining individual applications/complaints regarding human rights education;

f) develop parameters for systemic and analytic measurement of issues of human rights education and cooperate with Analytical Department for the purpose of preparing annual report of Public Defender;

g) prepare recommendations/proposals to redress problems in the process of formal human rights education in accordance with article 21 of the Organic Law on the Public Defender of Georgia and monitor their implementation;

h) discuss results of monitoring formal education on human rights with representatives of state institutions and conduct dialogue for the purpose of redressing the problems;

i) inform Division of Strategic Litigation if identified problem requires constitutional action;

j) develop annual action plan for filling the gaps identified as a result of the monitoring of formal process of human rights education;

k) conduct relevant activities (considering existing resources) to redress problems existing in the formal process of human rights education;

l) coordinate process of non-formal education in the Office, prepare strategic document and monitor its implementation;

m) maintain printed materials of the Office;

n) perform other functions stemming from the specificity of the activities of the Department.

7. Department of Human Rights Education shall be managed by the Head of the Division.

8. In the absence of the Head of the Department Public Defender shall appoint the person exercising the functions of the Head of the Department.

Article 19. Department of Human Rights in the Area of Defense

[Removed]

Order No 131 of Public Defender, 7 December 2020

Article 20. National Preventive Mechanism (Department)

1. The Department is a primary structural unit of the Office exercising the functions of Special Preventive Group.

2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.

3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.

4. Objective of the Department shall be to prevent torture, inhuman or degrading treatment or punishment at the places of detention, pre-trial detention and other facilities of restriction of liberty in accordance with Optional Protocol of the Convention against Torture or other Cruel, Inhuman or Degrading Treatment or Punishment, by the means of monitoring and analysis.

5. Tasks of the Department shall be to:

- a) monitor the places of detention, pre-trial detention and other facilities of restriction of liberty to prevent torture, inhuman or degrading treatment or punishment;
- b) exercise systemic monitoring of defense forces (ministry of defense, ministry of internal affairs, special penitentiary service and other relevant state bodies) to evaluate human rights situation;
- c) prepare reports/recommendations/proposals and supervise their implementation;
- d) make analysis of relevant legislation within the competence of the Department;
- e) cooperate with relevant organization in accordance with tasks of the Department;
- f) ensure transparent functioning of the Department and continuous development;

6. Functions of the department shall be to:

- a) exercise functions set forth in the Article 18 of the Law on the Public Defender of Georgia in order to fulfill the objectives of the Department;
- b) prepare draft document in accordance with Article 21 of the Law on the Public Defender of Georgia in order to fulfill the objectives of the Department;
- c) prepare annual plan of monitoring places of detention and other facilities of restriction of liberty and facilities within defense forces;
- d) adopt the statute of Special Preventive Group (updating the statute), select members and their ensure their training;
- e) prepare instruments of monitoring places of detention and other facilities of restriction of liberty and facilities within defense forces and ensure their continuous update;
- f) monitor places of detention and other facilities of restriction of liberty and facilities within defense forces (planned or ad hoc) and document violations;
- g) prepare reports on monitoring places of detention and other facilities of restriction of liberty and facilities within defense forces;
- h) conduct special monitoring of places of detention and other facilities of restriction of liberty and facilities within defense forces and prepare special reports of Public Defender;
- i) prepare recommendations and proposals to redress problems identified in the special reports or other documents (in accordance with Article 21 of the Law on the Public Defender of Georgia) as a result of monitoring places of detention and other facilities of restriction of liberty and facilities within defense forces;
- j) supervise the implementation of recommendations and proposals identified in the special reports or other documents as a result of monitoring places of detention and other facilities of restriction of liberty and facilities within defense forces (plan meetings, request information, cooperate with the Analytical Department of the Office), create and update database of recommendations/proposals.
- k) cooperate with the Analytical Department of the Office to prepare annual report of the Public Defender;
- l) make analysis of the Georgian legislation in the area of prevention mistreatment and protection of human rights in defense forces;
- m) prepare draft recommendations/proposals in accordance with Article 21 of the Law on the Public Defender of Georgia to redress problems identified as a result of the analysis of the Georgian legislation in the area of prevention mistreatment and protection of human rights in defense forces;
- n) cooperate with the Division of Strategic Litigation/Analytical Department to redress problems identified as a result of the analysis of the Georgian legislation in the area of prevention mistreatment and protection of human rights in defense forces;

- o) prepare plan of cooperation with relevant international organizations to prevent mistreatment and protect human rights in the area of defense;
- p) provide necessary information to international organizations in the area of prevention mistreatment and protection of human rights in defense forces (prepare shadow reports with the Analytical Department if necessary)
- q) prepare draft report for the UN Subcommittee for the Prevention of Torture (SPT);
- r) take part in the international events representing National Preventive Mechanism to raise qualification and share experience;
- s) prepare and make public annual report about the work of the National Preventive Mechanism;
- t) publish reports, recommendations, internal documentation (without harming the work of the NPM) and other information proactively on the webpage of the Public Defender;
- u) create consultative council of NPM, invite new members, share information with the council and organize council meetings;
- v) plan educational activities in the areas within the competence of NPM;
- w) perform other functions stemming from the specificity of the activities of the Department.

7. National Preventive Mechanism (Department) shall be managed by the Head of the Department who has a Deputy(s).

8. In the absence of the Head of the Department Deputy Head exercises his/her functions.

Order No 131 of Public Defender, 7 December 2020.

Article 21. Special Preventive Group

1. Special Preventive Group is created on the basis of competition in accordance with article 19¹ of the Law on Public Defender of Georgia order to fulfil the functions of NPM, which regularly monitors human rights situation at the places of detention, pre-trial detention and other facilities of restriction of liberty, psychiatric institution, care homes, children's homes in order to ensure protection from torture and other cruel, inhuman or degrading treatment or punishment.
2. Special Preventive Group is subordinated to National Preventive Mechanism (Department).
3. Experts of Special Preventive Group shall be selected via competition. Competition takes place once a year and its terms and conditions are determined by the order of Public Defender on statute of competition commission for selection of experts of Special Preventive Group in the Office of Public Defender.
4. Selected experts sign an agreement with the Public Defender which sets forth the rights, duties and remuneration of the experts.
5. Experts exercise the powers set forth in the Articles 18, 19 and 19¹ of the Law on Public Defender of Georgia

Article 22. Department of Criminal Justice

1. The Department is a primary structural unit of the Office.
2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Department shall be to monitor the situation of human rights and freedoms set forth by the Constitution and other legislation of Georgia in criminal cases, prevention and effective response to detected violations.
5. Tasks of the Department shall be to:

- a) examine the cases of human rights violations at the places of detention, pre-trial detention and other facilities of restriction of liberty, examine the violations of procedural and material rights set forth by the Georgian legislation during criminal trials;
- b) effective response to detected violations of human rights violation at the places of detention, pre-trial detention and other facilities of restriction of liberty, and violations of procedural and material rights set forth by the Georgian legislation during criminal trials;
- c) prevention violations of procedural and material rights set forth by the Georgian legislation during criminal trials.

6. Functions of the Department shall be to:

- a) examine complaint of persons at the places of detention, pre-trial detention and other facilities of restriction of liberty;
- b) examine complaints regarding violation of procedural rights during criminal proceedings;
- c) start proactive examination in case of receiving information regarding human rights violations of persons violation of procedural rights during criminal proceedings;
- d) start proactive examination in case of receiving information regarding violation of procedural rights during criminal proceedings;
- e) prepare methodological document regarding the implementation of powers set forth in the Article 18 of the Law on Public Defender of Georgia, and ensure its regular updating;
- f) examine human rights situation of persons at the places of detention, pre-trial detention and other facilities of restriction of liberty in accordance to Article 18 of the Law on Public Defender of Georgia;
- g) examine human rights situation during criminal proceedings in accordance to Article 18 of the Law on Public Defender of Georgia;
- h) document violations by photographing evidence in accordance to rules set forth by the Imprisonment Code;
- i) meet regularly with national preventive mechanism to exchange information and coordinate work, effective response to received information, create plan of field visits and case management;
- j) prepare annual report on human rights situation at the places of detention, pre-trial detention and other facilities of restriction of liberty, share the report with national preventive mechanism;
- k) prepare annual report on violations of procedural rights during criminal proceedings;
- l) prepare and supervise recommendations/proposals to redress human rights situation of persons at the places of detention, pre-trial detention and other facilities of restriction of liberty;
- m) prepare and supervise recommendations to impose responsibility in cases of violation of procedural rights during criminal proceedings;
- n) prepare and supervise recommendations to redress (if possible) violation of procedural rights during criminal proceedings;
- o) prepare amicus curiae briefs to redress violations of human rights at the places of detention, pre-trial detention and other facilities of restriction of liberty or violations of procedural and material rights during criminal proceedings;
- p) prepare special reports for systemic correction of human rights violations at the places of detention, pre-trial detention and other facilities of restriction of liberty or violations of procedural and material rights during criminal proceedings, supervise implementation of recommendations set forth in the report;
- q) use powers in accordance with Article 21 of the Law on Public Defender of Georgia for correction human rights situation at the places of detention, pre-trial detention and other facilities of restriction of liberty or violations of procedural and material rights during criminal proceedings;
- r) inform Division of Strategic Litigation about legislative gaps for correction human rights situation at the places of detention, pre-trial detention and other facilities of restriction of liberty or violations of procedural and material rights during criminal proceedings;

- s) prepare special reports for prevention of systemic violation of procedural rights during criminal proceedings, supervise implementation of recommendations set forth in the report;
 - t) analysis of draft laws to prevent systemic violation of procedural rights during criminal proceedings and presenting proposals to Analytical Department;
 - u) prepare general recommendations for prevention of systemic violation of procedural rights during criminal proceedings, address relevant state bodies, supervise the implementation of the recommendations;
 - v) meet with state bodies for prevention of systemic violation of procedural rights during criminal proceedings;
 - w) prepare special reports for prevention of systemic violation of procedural rights during criminal proceedings;
 - z) perform other functions stemming from the specificity of the activities of the Department.
7. Department of Criminal Justice shall be managed by the Head of the Department who has a Deputy(s).
8. In the absence of the Head of the Department Deputy Head exercises his/her functions

Article 23. Department of the Rights of the Child

1. The Department is a primary structural unit of the Office. The Department includes S
2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Department shall be to monitor and respond to violations of universally acknowledged rights and freedoms of the child.
5. Tasks of the Department shall be to:
 - a) examine and effectively respond to individual and systemic violations of rights of the child;
 - b) monitor the implementation of UN Convention on Rights of the Child and other international and national legislation;
 - c) promote rights and freedoms of the child raise awareness in this direction in the country;
6. Functions of the Department shall be to:
 - a) examine and respond to applications/complaints or cases initiated by the Office relating to violation of child's rights;
 - b) prepare recommendations/proposals and monitor their implementation;
 - c) monitor child care and support institutions, programs and bodies;
 - d) detect violations of child's rights by parents and guardians and make appropriate response;
 - e) detect violations of child's rights in educational and didactic institutions and study other problems in this area;
 - f) prepare special and thematic reports on the situation of child's rights;
 - g) cooperate with NPM in order to strengthen monitoring of child's rights in places of detention and other facilities of restriction of liberty;
 - h) support implementation of UN Convention on Rights of a Child by preparing relevant recommendations, reports and cooperation with relevant bodies/agencies;
 - i) monitor national programs, legislation and policies in relation of situation of child's rights, advocating change;
 - j) inform Division of Strategic Litigation on gaps in the legislation in the area of child's rights;
 - k) develop means to ensure participation of children in the work of the Office;
 - l) raise public awareness by organizing trainings, workshops and seminars;
 - m) raise awareness professionals and service providers working with children;
 - n) ensure participation of civil society organization in the work of the Office via functioning of consultative council on protection and monitoring of child's rights;

- o) strengthen cooperation with local and international organizations in the area of child's rights;
 - p) perform other functions stemming from the specificity of the activities of the Department.
7. Department of the Rights of the Child shall be managed by the Head of the Department.
8. In the absence of the Head of the Department Public Defender shall appoint the person exercising the functions of the Head of the Department.

Article 24. Department of Gender

1. The Department is a primary structural unit of the Office.
2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Department shall be to monitor human rights and freedoms in the area of gender equality, and effectively respond on violations.
5. Tasks of the Department shall be to:
 - a) examine and effectively respond to individual and systemic violations of gender equality and women's rights;
 - b) ensure integrating gender equality issues in the human rights work of the Office;
 - c) raise awareness about gender equality in the public and relevant state institutions;
6. Functions of the Department shall be:
 - a) examine and respond to applications/complaints relating to gender equality and women's rights;
 - b) prepare recommendations/proposals and monitor their implementation
 - c) monitor implementation of national and international legislation regarding gender equality;
 - d) monitor implementation of state services for the victims of violence against women and domestic violence;
 - e) inform Division of Strategic Litigation on gaps in the legislation in the area of gender equality and women's rights;
 - f) prepare special and thematic reports on gender equality and women's rights and monitor response on the violations described in the reports;
 - g) cooperate with NPM in order to strengthen monitoring the situation of gender equality in places of detention and other facilities of restriction of liberty;
 - h) raise awareness of the staff of the Office on gender equality in cooperation with Human Resources Department;
 - i) promote gender equality issues in the daily work, reports, statements and recommendations of the Public Defender;
 - j) raise capacity of the Office in the direction of advocating gender issues in human rights protection mechanisms;
 - k) raise capacity of service providers in the direction of gender equality and women's rights;
 - l) support implementation of gender equality policy on the level of central and municipal government;
 - m) raise public awareness by organizing seminars, meetings, and discussions;
 - p) perform other functions stemming from the specificity of the activities of the Department.
7. Department of Gender shall be managed by the Head of the Department.
8. In the absence of the Head of the Department Public Defender shall appoint the person exercising the functions of the Head of the Department.

Article 25. Department of Equality

1. The Department is a primary structural unit of the Office.

2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Department shall be to support Public Defender in exercising powers set forth in the Law of Georgia on Elimination of All Forms of Discrimination.
5. Tasks of the Department shall be to:
 - a) examine and effectively respond to individual and systemic violation in the direction of right to equality;
 - b) monitor implementation of national and international acts in the area of equality;
 - c) raise awareness about equality in the public;
6. Functions of the Department shall be:
 - a) examine and respond to applications/complaints relating to right to equality;
 - b) prepare recommendations/proposals and monitor their implementation; prepare and submit amicus curiae opinions to support realization of right to equality;
 - c) monitor central and local government policies/programmes in the area of the right to equality;
 - d) support implementation of international standards on national level by means of reflecting them in reports and opinions;
 - e) prepare special and thematic reports on right to equality and monitor implementation of the reports;
 - f) inform Division of Strategic Litigation on gaps in the legislation in the area of equality;
 - g) strengthen cooperation formats with local and international human rights mechanisms in the area of equality;
 - h) raise capacity of representatives of state agencies, support development of interagency response mechanisms in the area of equality;
 - i) support capacity raising of private institutions to integrate issues of equality in their work;
 - j) raise public awareness by organizing seminars, meetings, and discussions;
 - k) perform other functions stemming from the specificity of the activities of the Department.
7. Department of Gender shall be managed by the Head of the Department.
8. In the absence of the Head of the Department Public Defender shall appoint the person exercising the functions of the Head of the Department.

Article 26. Department of the Rights of Persons with Disabilities

1. The Department is a primary structural unit of the Office.
2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Department shall be to monitor of the human rights situation of the persons with disabilities and effective response to violations.
5. Tasks of the Department shall be to:
 - a) examine and effectively respond to individual and systemic violations of human rights of persons with disabilities;
 - b) monitor the implementation, promote and protect the UN Convention on Rights of Persons with Disabilities;
 - c) promote rights and freedoms of the persons with disabilities and raise awareness in this direction in the country;
6. Functions of the Department shall be to:
 - a) examine and respond to applications/complaints relating to violation of rights of persons with disabilities;
 - b) prepare recommendations/proposals and monitor their implementation;

- c) monitor care and support institutions, programs and bodies that work in the direction of the rights of persons with disabilities;
 - d) detect violations of the rights of child and adult persons with disabilities in educational and didactic institutions and study other problems in this area;
 - e) prepare special and thematic reports on the situation in the direction of rights of persons with disabilities;
 - f) cooperate with NPM in order to strengthen monitoring of rights of persons with disabilities in places of detention and other facilities of restriction of liberty;
 - g) advocate implementation of principles enshrined in UN Convention on Rights of Persons with Disabilities by preparing relevant recommendations, reports and statements;
 - h) ensure participation of civil society organizations and persons with disabilities in the work of the Office via functioning of consultative council on protection and monitoring of the rights of persons with disabilities;
 - i) monitor national programs, legislation and policies in relation of the rights of persons with disabilities, advocating change;
 - j) inform Division of Strategic Litigation on gaps in the legislation in the area of rights of persons with disabilities;
 - k) coordinate the work of monitoring group on UN CRPD implementation;
 - l) raise awareness of professionals and service providers working with persons with disabilities;
 - m) ensure effective implementation of the policies that promote rights of persons with disabilities by cooperating with relevant bodies and participating in working groups on central and municipal level;
 - n) raise public awareness by organizing seminars, meetings, and discussions;
 - o) strengthen cooperation with local and international organizations in the area of rights of persons with disabilities;
 - p) perform other functions stemming from the specificity of the activities of the Department.
7. Department of the Rights of the Child shall be managed by the Head of the Department who has a Deputy.
8. In the absence of the Head of the Department Deputy head shall exercise his/her functions.

Article 27. Department of Protection of Civil, Political, Economic, Social and Cultural Rights

1. The Department is a primary structural unit of the Office.
2. The Department shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Department shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Department shall be to provide effective and timely response regarding the applications/complaints received by the Office on civil, political, economic, social, labor, cultural, and other rights.
5. Tasks of the Department shall be to:
 - a) completely examine cases and all the relevant circumstances within the competence of the Department;
 - b) timely, qualified and well-founded response and monitoring of its fulfillment;
 - c) systemic research and analysis on the issues within its competence;
 - d) raise awareness about civil, political, economic, social, cultural, and other rights and freedoms in the public;
6. Functions of the Department shall be:
 - a) examine cases related to the violation of human rights and fundamental freedoms within the competence of the Department and prepare relevant response;
 - b) detection of relevant information and systemic communication with the interested parties;
 - c) request documents and information relevant to the case at hand from various bodies and organizations;
 - d) analysis of received information and preparation of relevant report/document;

- e) research national and international practices relevant to the case at hand;
 - f) cooperation with other departments or external experts in the process of preparation recommendations/decisions, if necessary;
 - g) ensure well-founded reasoning of prepared recommendations/decisions;
 - h) plan subsequent steps to monitor the implementation of recommendations, meet with relevant bodies, discuss recommendations and make necessary amendments;
 - i) continuous evaluation of the standards of recommendations and making necessary changes;
 - j) visit regions about the issues within the competence of the Department;
 - k) coordinate work in the direction of proactive detection, identify target groups and relevant means for detection;
 - l) cooperate with the units responsible for response and change, help them in advocating recommendations, if necessary;
 - m) develop internal mechanisms for case management, task distribution and control of timeframes, initiate relevant changes;
 - n) coordinate preventive work in the direction of violations within the competence of the Department;
 - o) make analysis of the legislation and bills and prepare relevant recommendations/proposals in the areas within the competence of the Department;
 - p) initiate constitutional claims regarding legislation adopted about the issues within the competence of the Department;
 - q) prepare special/thematic reports of the Public Defender within the competence of the Department and monitor their implementation;
 - r) prepare draft chapters of annual report of the Public Defender in cooperation with the Analytical Department;
 - s) plan educational activities in the areas within the competence of the Department;
 - t) perform other functions stemming from the specificity of the activities of the Department.
7. Department of Protection of Civil, Political, Economic, Social and Cultural Rights shall be managed by the Head of the Department.
8. In the absence of the Head of the Department Public Defender shall appoint the person who shall exercise the functions of the Head of the Department.

Article 28. Adviser Regarding the Human Rights in the Conflict-Affected Regions

1. Adviser is the Specialist of first category of third rank of the Office;
2. Adviser shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. Adviser shall be accountable to the Public Defender of Georgia and the First Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the work of Adviser shall be to:
 - a) proactively and reactively detect human rights violations on occupied and conflict affected territories;
 - b) examine problematic human rights issues on occupied and conflict affected territories and their relevant documentation;
 - c) make relevant response on problematic human rights issues on occupied and conflict affected territories using all relevant means;
 - d) ensure awareness raising on occupied and conflict affected territories about human rights.
6. Functions of the Adviser shall be to:
 - a) regularly inform Public Defender about human rights situation on occupied and conflict affected territories;

- b) examine human rights violations on occupied and conflict affected territories and prepare relevant recommendations/proposals (coordinate with relevant thematic department in case of need);
- c) develop proactive and reactive means for detecting human rights violations on occupied and conflict affected territories;
- d) regularly communicate with non-governmental organizations and population on conflict affected territories for identifying human rights violations on early stages;
- e) inform population on occupied and conflict affected territories about the mandate of Public Defender;
- f) consult with Public Defender regarding response on human rights violations on occupied and conflict affected territories;
- g) cooperate with government agencies, national and international organizations for informing them about recommendations of Public Defender on human rights situation on conflict affected territories;
- h) analyze violations and tendencies on conflict affected territories and prepare relevant statements, and reports for international organizations;
- i) ensure active communication with national and international agencies to redress problems on the conflict affected territories;
- j) take part in preparation of statements, parliamentary reports, and presentations of Public Defender;
- k) perform other functions and tasks appointed by Public Defender stemming from the specificity of the activities of the Adviser.

Article 29. Territorial Bodies – Divisions of East and West Georgia

1. Territorial Bodies – Divisions of East and West Georgia are primary structural units of the Office.
2. The Divisions shall act on behalf of the Public Defender of Georgia in exercising its functions.
3. The Divisions shall be accountable to the Public Defender of Georgia and the Deputy Public Defender, who carry out supervision over the Division on the basis of the established rule.
4. Objective of the Division of West Georgia shall be to ensure proactive detection of human rights violations in order to effectively implement the mandate of Public Defender.
5. Functions of the Division of East Georgia shall be to:
 - a) create and maintain informational means to proactively detect human rights violations;
 - b) identify and document individual and systemic violations;
 - c) advocate response to systemic violations and problems;
 - d) develop methodology of proactive detection and generalize the practice;
 - e) facilitate efforts of the relevant structural units of the Office through employees of the Division, in order to monitor regional penitentiary institutions, temporary detention centers and other closed facilities, meet with local government and beneficiaries;
 - f) plan activities in the direction of human rights education;
 - g) register submitted correspondence, applications/complaints and other documentation in the electronic case management system;
 - h) receive interested person in the regional office, provide legal consultation and inform them about the mandate of Public Defender;
 - i) meet with representatives of governmental and non-governmental institutions, attend meetings related to the issues within the competence of Public Defender;
 - j) perform other functions stemming from the specificity of the activities of the Division.
6. Division of West Georgia is managed by the Head of the Division of West Georgia.
7. Territories within the competence of the Division of West Georgia: a) Imereti, b) Racha-Lechkhumi and Lower Svaneti; c) Autonomous Republic of Adjara; d) Samegrelo and Upper Svaneti; e) Guria. Division also supervises persons employed on the territory of West Georgia by grant projects.
8. Main Office of the Head of the Division of West Georgia shall be in Kutaisi;

9. Objective of the Division of East Georgia shall be to ensure proactive detection of human rights violations in order to effectively implement the mandate of Public Defender.

10. Functions of the Division of East Georgia shall be to:

- a) create and maintain informational means to proactively detect human rights violations;
- b) identify and document individual and systemic violations;
- c) advocate response to systemic violations and problems;
- d) develop methodology of proactive detection and generalize the practice;
- e) facilitate efforts of the relevant structural units of the Office through employees of the Division, in order to monitor regional penitentiary institutions, temporary detention centers and other closed facilities, meet with local government and beneficiaries;
- f) plan activities in the direction of human rights education;
- g) register submitted correspondence, applications/complaints and other documentation in the electronic case management system;
- h) receive interested person in the regional office, provide legal consultation and inform them about the mandate of Public Defender;
- i) meet with representatives of governmental and non-governmental institutions, attend meetings related to the issues within the competence of Public Defender;
- j) perform other functions stemming from the specificity of the activities of the Division.

11. Division of East Georgia is managed by the Head of the Division of East Georgia.

12. Territories within the competence of the Division of East Georgia: a) Kakheti, b) Lower Kartli; c) Inner Kartli; d) Samtskhe-Javakheti; e) Mtskheta-Mtianeti; f) Tbilisi. Division also supervises persons employed on the territory of East Georgia by grant projects.

13. Main Office of the Head of the Division of East Georgia shall be in Tbilisi;

14. In the absence of the Head of the Divisions Public Defender shall appoint the person who shall exercise the functions of the Head of the Divisions.

Article 30. Consultative Bodies Established with the Public Defender

1. In order to study various issues within the competence of the Office, Public Defender is entitled to establish commissions, public councils and specialized centers for consultation (hereinafter “Consultative Bodies”)

2. Consultative Bodies shall be established by the order of Public Defender, which determines its tasks, chair (deputy chair and secretary in case of need) and members, coordinator, time limit for fulfilling the task, rules for preparing conclusions and proposals and structural units supporting the work of Consultative Bodies.

3. Consultative Body shall be entitled to adopt documents necessary for its work.

4. Conclusions and proposals prepared by the Consultative Body shall be submitted to Public Defender within set time limit.

5. Work and recording of sittings of Consultative Body is supported by relevant structural unit.

6. In order to facilitate the work of the Office, experts, consultants and specialists shall be invited.

7. Chair of the Consultative Body shall be accountable to the Public Defender, if otherwise is not determined at the time of establishing Consultative Body.

Article 31. Transitional Provisions

1. Statute can be amended by the Order of Public Defender of Georgia.

2. Reorganization and liquidation of the Office is carried out according to rules established by legislation of Georgia.