

# **RULES OF PROCEDURE OF THE NUCLEAR REGULATORY AGENCY**

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## **Chapter I**

### **GENERAL PROVISIONS**

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

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

(2) The Agency is a legal entity, funded by the State budget, with headquarters in Sofia.

## **Chapter II**

### **AUTHORITIES OF THE CHAIRPERSON OF THE AGENCY**

**Art. 3.** (1) The Chairperson of the Agency is an independent specialized executive authority who implements the state regulation of the safe use of nuclear energy and ionizing radiation and the safe management of radioactive waste and spent nuclear fuel, within the framework of the authorities granted by law.

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

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

(4) The Chairperson of the Agency is a first-level spending unit.

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

**Art. 4.** The Chairperson of the Agency shall:

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

a) Organize the preparation and implementation of the necessary activities on issuance of licenses and permits, as provided by the Act on the Safe Use of Nuclear Energy (ASUNE);

b) Grant, amend, renew, suspend and revoke licenses and permits for safe implementation of the activities under the ASUNE and request the information needed for verification of the

implementation of conditions of issued licenses and permits and compliance with the requirements with regards to nuclear safety, radiological and physical protection;

c) Control the fulfilment of the safety requirements and standards related to the safe use of nuclear energy and ionizing radiation, the management of radioactive waste and spent nuclear fuel, as well as the conditions of the licenses and permits granted, including high risk facilities which are relevant to the nuclear safety in commissioning, operation and decommissioning of nuclear facilities;

d) Provide methodological guidance on the performance of the technical supervision of the high risk facilities on the territory of a nuclear power plant, that are relevant to the nuclear safety;

e) Issue, suspend and revoke registration certificates for performing activities under ASUNE and individual certificates to physical persons, who perform activities related to ensuring and/or control of the nuclear safety and radiation protection in nuclear facilities, instructors of full-scope simulators and qualified radiation protection experts;

f) Undertake enforcement measures and impose administrative penalties in the cases provided by the ASUNE;

g) Assign nuclear safety and radiation protection related expert assessments, research and studies in the field of the use of nuclear energy and ionizing radiation and management of radioactive waste and spent nuclear fuel;

h) Implement the interactions with the executive authorities, which perform specialized control functions in accordance with the powers granted to them by the ASUNE;

2. Organize and coordinate the implementation of the obligations of the Republic of Bulgaria ensuing from the Agreement between the Republic of Austria, the Kingdom of Belgium, the Kingdom of Denmark, the Republic of Finland, the Federal Republic of Germany, the Hellenic Republic, the Republic of Ireland, the Italian Republic, the Grand Duchy of Luxembourg, the Kingdom of Spain, the Kingdom of Sweden, the European Atomic Energy Community (Euratom) and the International Atomic Energy Agency (IAEA) for the implementation of Art. III (1) and (4) of the Treaty on the Non-Proliferation of Nuclear Weapons (NPT), as well as under the Additional Protocol to the Agreement, respectively:

a) Control the fulfilment of the obligations of the Republic of Bulgaria in order to prevent the diversion of nuclear material for the manufacturing of nuclear weapons;

b) In cases when it is provisioned in the Treaty on Establishment of European Atomic Energy Community (Euratom), with the Agreement and the Additional Protocol to it, collect and submit to the IAEA and the European Commission (EC) the information subject to, including through inspections at the sites;

c) Ensure the carrying out of inspections on the territory of the Republic of Bulgaria by IAEA inspectors and EC inspectors, including providing access to the inspected sites for the fulfilment of the objectives of the inspections;

d) Implement the interaction with the competent authority under the Defence-Related Products and Dual-Use Items and Technologies Export Control Act in the exchange of information related to the Agreement and the Additional Protocol to it;

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

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

5. Ensure the representation of the Agency within his/her competence according the ASUNE in the relevant working groups, committees and institutions of the European Communities and working groups on European issues at national level and within the framework of his/her powers under the ASUNE provide to the competent institutions the applicable information according to the Euratom Treaty;

6. Be Plenipotentiary of the Republic of Bulgaria to the Joint Institute for Nuclear Research in Dubna, Russia (JINR-Dubna);

7. Be a member of the Board of the Decommissioning of Nuclear Facilities Fund and through a designated by him/her representative, participate in the management of the Radioactive Waste Fund with the Minister of Energy;

8. Provide objective information on the state of the nuclear safety and radiation protection to individuals, legal persons and state authorities. Any such information shall be made public in accordance with the national legislation and international obligations;

9. Submit annually to the Council of Ministers report on the state of nuclear safety and radiation protection on the use of nuclear energy and ionizing radiation and the management of radioactive waste and spent nuclear fuel, as well as on the activities of the Agency;

10. Organize and coordinate the preparation of reports in implementation of the obligations under the Convention on Nuclear Safety and the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management and the relevant Directives of the European legislation; Submit to the Council of Ministers reports on the implementation of the respective Conventions;

11. Perform the functions of a competent authority and a contact point for notification of an accident and for provision of assistance according to the Convention on Early Notification of a Nuclear Accident and the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency;

12. Perform the functions of a central authority, point of contact and coordinator for the implementation of the obligations under the Convention on the Physical Protection of Nuclear Material;

13. Draft and submit to the Council of Ministers for adoption regulations on the application of ASUNE and propose instruments amending and supplementing the said regulations, where this is necessary for improvement of the statutory requirements, taking into account the operating experience, lessons learnt from safety analyses, and the advances in science and technology;

14. Appoint the members of the Advisory Council on Nuclear Safety, Advisory Council on Radiation Protection and of the Commission for the cooperation with the Joint Institute for Nuclear Research in Dubna (JINR) by an order and chair their meetings; the Chairperson may appoint another person to chair the meetings;

15. Perform the functions of competent authority and a contact point for the ECURIE system in case of radiological emergency;

16. Awards employees of the Agency according to the procedure established by law;

17. Exercise other powers as may be entrusted thereto by legislation.

**Art. 5.** (1) In the exercise of his/her powers thereof, the Chairperson shall be assisted by two Deputy Chairpersons, who are designated by a decision of the Council of Ministers on a motion by the NRA Chairperson and who are appointed by the Prime Minister.

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

(3) Apart from the cases pursuant to para 2, the Chairperson of the Agency may delegate by order a part of his/her authorities pursuant to Art. 4. to a Deputy-Chairperson.

(4) The Chairperson of the Agency grants annual leaves to the Deputy-Chairpersons and authorizes their duty travel in the country; and if he/she is authorized by the Prime Minister - abroad.

**Art. 6.** The Chairperson of the Agency is the appointing authority, as well as the employer of the Agency staff.

**Art. 7.** The Chairperson of the Agency establishes by order internal rules, methodologies and guidelines related to the activities of the Agency including the organizing of the remuneration. By an order of the Chairperson, other issues related to the organization of the work in the administration of the Agency, may be settled.

**Art. 8.** (1) The Advisory Councils under Art. 9 of ASUNE assist the Chairperson by, upon his/her request, giving opinions on matters related to nuclear safety or radiation protection.

(2) The activities of the Advisory Councils are funded by Agency budget.

## **Chapter III**

### **STRUCTURE AND FUNCTIONS OF THE AGENCY ADMINISTRATION**

#### **Section I**

##### **General Provisions**

**Art. 9.** The Agency administration assists the Chairperson of the Agency in the exercise of his/her powers, ensures technically his/her activities and carries out activities on the administrative servicing of legal entities and the general public.

**Art. 10.** (1) The Agency administration is organized in five departments - the General Department on Nuclear Safety and four departments and comprises General and Specialized Administration and internal audit unit.

(2) Divisions and units within the departments pursuant to para 1 are created, transformed and closed down by an order of the Chairperson which determines the distribution of their functions.

**Art. 11.** (1) The total number of employees at the Agency is 114, including a Chairperson and two Deputy-Chairpersons.

(2) The staff distribution in the different organizational and administrative units is determined by an annex to this document.

#### **Section II**

##### **Executive Secretary**

**Art. 12.** (1) The Executive Secretary implements the administrative management of the Agency administration, thus carrying out the lawful orders of the Chairperson and is accountable for his/her activities before the Chairperson.

(2) The Executive Secretary shall:

1. Organize, coordinate and control the functioning of the administration for the exact compliance with the legislation through Integrated Management System (IMS);
2. Ensure the necessary conditions for normal and effective work of the administrative units of the Agency concerning organizational and technical matters;
3. Ensure the human resource management activities at the Agency,
4. Organize and control the document management workflow at the Agency;
5. Organize the use of real estate and other movables - state property, rendered for use to the Agency;

6. Be responsible for the preparation of an annual report on the state of the administration;
  7. Organize drafting and amending of legislation, related to the activities of the Agency;
  8. Organize the task distribution among the administrative units;
  9. Carry out the general coordination of the Agency administration with the administrations of other bodies of the executive power;
  10. Organize work on proposals and alerts in accordance with the provisions of Chapter Eight of the Code of Administrative Procedure;
  11. Implement other tasks arising from the legislation or entrusted to him/her by the Agency Chairperson.
- (3) In the absence of the Executive Secretary his/her functions, for every specific case, are executed by a director of a department, specially designated by the Agency Chairperson.

### **Section III**

#### **Information Security Officer and Financial Controller**

Art. 13. The information security officer and the financial controller are appointed by the Chairperson of the Agency, who is their direct supervisor.

- (2) The information security officer is appointed under the Classified Information Protection Act and performs tasks under this act and regulations on its implementation.
- (3) The Information Security Officer plans and coordinates the defence and mobilization training activities at the Agency.
- (4) The Financial Controller implements preliminary legality review under the Financial Management and Control in the Public Sector Act.
- (5) The Financial Controller performs the necessary checks and expresses opinion on the legality in relation to the financial activities of the Agency.
- (6) The procedure for preliminary control by the Financial Controller is determined by internal regulations in accordance with the instructions of the Minister of Finance.

### **Section IV**

#### **Internal Audit Unit**

Art. 14 (1) The Internal Audit Unit supports the Agency Chairperson in the development and the operation of relevant and effective systems for financial management and control at the Agency.

The unit is under direct supervision of the Chairperson. In performing its internal audit activities, the unit shall:

1. Plan, perform, and report its activities in accordance with the Financial Management and Control in the Public Sector Act, Internal Audit Standards, Internal Auditors Code of Ethics, rank of the unit, and approved by the Minister of Finance methodology;
  2. Provide the Agency Chairperson with independent and objective assessment of the condition of audited structures, programs, activities, and processes at the Agency, including the compliance with the principles for lawfulness, good financial management, and transparency;
  3. Consult the Agency management, upon request, by providing advices, opinion, training etc. with the aim of improvement of the risk management and control activities without taking managerial responsibility thereof;
- (2) The unit leader under para 1 develops and submits to the Chairperson annual report about the internal audit activity in accordance with Art. 40 of the Internal Audit in the Public Sector Act.

## **Section V**

### **General Administration**

Art. 15. The General Administration of the Agency is organized within the General Administration Department.

Art. 16. The General Administration Department shall:

1. Participate in the preparation or independently prepare statements on drafts of legislation;
2. Participate in the preparation of a plan for the development of the regulatory framework for nuclear safety, radiation protection, physical protection, and emergency planning and preparedness;
3. Participate in the preparation of drafts of legislation;
4. Monitor and analyse national legislation and, jointly with the Specialized Administration departments, prepare proposals for the respective changes in the legislation;
5. Ensure the fulfilment of the NRA Chairperson's responsibilities under the Access to Public Information Act;
6. Prepare and carry out procedures in accordance with the Public Procurement Law, submit statements on the lawfulness of contracts, draft of individual administrative acts and make proposals for resolving matters of legal character;
7. Carry out the legal representation of the Agency in the courts of law and propose assignment of legal representation of the Agency;

8. Maintain the registry and archiving activities in the way of receiving, processing, registering and distributing all correspondence to its destination, process and send the outgoing correspondence;
9. Organize the financial and accounting servicing, registering and accounting of the material assets, provides office supplies for the Agency staff, organize the repairs and maintenance of the property;
10. Prepare the draft budget of the Agency and report on its implementation;
11. Ensure the transport services for the Agency staff;
12. Ensure the housekeeping of real estate and movables rendered for use to the Agency and keep the respective documentation;
13. Carry out the activities related to the management of the human resources of the Agency;
14. Manage the activities for establishing safe working environment;
15. Explore and implement information and communication technologies and ensure the information security; organise and implement the activities necessary to maintain the computer network.
16. Perform the functions of a point for information and public relations;
17. Organize and implement the protocol activities related to visits of Bulgarian and foreign delegations

## **Section VI**

### **Specialized Administration**

**Art. 17.** (1) The specialized administration of the Agency comprises the following departments:

1. General Department on Nuclear Safety;
2. Safety Analyses and Assessment Department;
3. Radiation Protection Department;
4. International Cooperation Department.

(2) The departments pursuant to para 1 assist and ensure the implementation of the authorities of the Chairperson of the Agency according to the ASUNE;

(3) The On-site Unit at the Kozloduy NPP is a part of the General Department on Nuclear Safety, with a rank of a division. The unit carries out control of the nuclear safety and radiation protection at the Kozloduy NPP in the framework of the authorities given to it by the

Chairperson of the Agency pursuant to this Rules of Procedure. For the job positions at the On-site Unit, the requirements of the National Classification of Professions and Positions are applicable.

**Art. 18.** (1) The General Department on Nuclear Safety assists the Chairperson of the Agency in the implementation of his/her regulatory and control functions with regard to the activities connected with nuclear power plants, research reactors and facilities for spent nuclear fuel, nuclear material and emergency preparedness activities in case of nuclear or radiation accident, as well as with regard to the qualification and certification of personnel in nuclear facilities and sites with sources of ionizing radiation.

(2) General Department on Nuclear Safety shall:

1. Prepare any of the following: issuance, justification for refusal, supplement, renewal, suspension or revocation of licenses and permits for activities regarding nuclear power plants, research reactors, and spent fuel management facilities;
2. Plan and conduct inspections for assessment of the nuclear safety of nuclear power plants, research reactors and SNF management facilities, of the physical protection of nuclear facilities and sites with radioactive sources, as well as of the holders of licenses for specialized training for activities in nuclear facilities and with sources of ionizing radiation;
3. Carry out assessments to ascertain the compliance with the regulatory requirements under para 1;
4. Assess events in nuclear facilities, including failures of structures, systems and components related to nuclear safety and radiation protection;
5. Propose assignment of studies, analyses and expert assessments related to nuclear safety and physical protection;
6. Participate in the preparation of data for the IAEA information systems on the operation of nuclear facilities and the relevant emergency events;
7. Participate in the Emergency team, reporting to the Chairperson of the Agency, for action in case of accident and transboundary transfer of radioactive substances;
8. Drafts internal rules and other internal acts related to management of the activities of the Department;
9. Prepare any of the following: issuance, justification for refusal, amendment, renewal, suspension, or revocation of licenses and permits for specialized training for activities in nuclear facilities and with sources of ionizing radiation;
10. Prepare issuance, justification for refusal, suspension, or revoking of individual certificates of competence;
11. Organize the activity of the Agency Qualification Examination Commission;

12. Keep registers of the issued permits and licenses for activities in nuclear facilities and individual licenses for specialized training as well as the issued certificates of competence to individuals who carry out activities related to ensuring and/or control of nuclear safety and radiation protection in nuclear facilities, instructors of full-scope simulators and qualified radiation protection experts;
13. Organize the training, maintaining and improving the professional qualification of the employees in the Specialized Administration of the Agency;
14. Coordinate and support the process of knowledge management in the areas of activity of the specialized administration of the Agency;
15. Organize the activity of the NRA Training Center and carry out the interaction with other organizations for exchange of knowledge in order to increase the capacity in the field of regulation of the activities and facilities;
16. Participate in the preparation of the national reports on the implementation of the obligations ensuing from the Convention on Nuclear Safety and the Joint Convention on Safety in Management of Radioactive Waste, and the respective Directives of the European legislation;
17. Control the fulfillment of the obligations under Art. 5 item 12 of ASUNE;
18. Prepare documents in connection with the application of Safeguards, pursuant to the NPT and assists the IAEA and EC inspectors in the implementation of their control activities;
19. Individually or together with other control bodies perform control of the physical protection of nuclear material, nuclear facilities, and radioactive substances;
20. Control the fulfillment of the conditions of the licenses and permits issued for activities with nuclear power plants, research reactors, and SNF facilities;
21. Inspect technical status and the fulfilment of the timetables for periodic tests and maintenance of structures, systems and components related to the nuclear safety and radiation protection;
22. Inspect the radiation conditions in the nuclear power plant premises and on-site, as well as at the precautionary action zone and urgent protective action planning zone;
23. Control the implementation of the maintenance activities in nuclear power plants that are related to the nuclear safety and radiation protection;
24. Implement control over the technical supervision activities of the high-risk facilities at the nuclear power plants sites relevant to the nuclear safety, and which are carried out by the licensee's specialized unit;
25. Assist the Chairperson of the Agency in the performance of his/her functions as a competent authority, contact point and coordinator of the implementation of the Convention on Physical Protection of Nuclear Material and nuclear facilities;

26. Participate in the work, carried out for the preparation and implementation of programs and projects for assistance to the Agency financed through international cooperation;
27. Monitor the established cases of illicit trafficking of nuclear materials and radioactive substances and prepare the respective input data for the IAEA information systems;
28. Monitor and analyze the IAEA and EU documents within the competency of the Department and prepare proposals for the respective changes in the national and internal documents and practices;
29. Participate in the preparation of analyses, expert opinions, and reports, as well as in the elaboration of the official position of the Agency, within the competency of the Department ensuing from the membership of the Republic of Bulgaria in the European Union;
30. Participate in the preparation of draft regulations for the implementation of the ASUNE, including proposing amendments and supplements, as appropriate;
31. Participate in the preparation of annual report on the state of nuclear safety and radiation protection;
32. Participate in the regulatory control of radioactive releases at the Kozloduy NPP site;
33. In cooperation with other specialized and control bodies undertake the necessary measures to ensure the safety in case of discovery of unknown or orphan source of ionizing radiation or nuclear material, as well as in the case of seizure of sources of ionizing radiation or nuclear material by the specialized bodies of the Ministry of Interior or by the specialized bodies of the National Investigation Service;
34. Maintain a database of the events, related to nuclear safety and radiation protection;
35. Evaluate activities related to emergency planning and preparedness at nuclear facilities, as well as during the transport of nuclear material, and transit transport of nuclear material or spent fuel;
36. Assist the Chairperson of the Agency in the performance of his/her functions as a competent authority and contact point under the Convention on Early Notification of a Nuclear Accident and the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency and for the purposes of European Union and IAEA systems for early exchange of information;
37. Elaborate the emergency plan for the case of a nuclear accident or radiological emergency, maintain emergency preparedness and participate in national and international exercises for emergency response;
38. Assist the Chairperson of the Agency in fulfilling the obligations ensuing from bilateral agreements related to notification and request for / rendering assistance in the event of a nuclear accident;
39. Perform activities related to the maintenance of the equipment for radiation measurements in the Agency;

40. Serves as the national coordinator of the IAEA International Nuclear Information System.

**Art. 19.** (1) The Safety Analyses and Assessment Department assists the Chairperson in the implementation of his/her regulatory and control functions with regard to the assessment of the submitted by the applicant, respectively the holder of a license or a permit, documentation for issuing of permits and licenses for carrying out activities in nuclear facilities, excluding radioactive waste management facilities.

(2) The Safety Analyses and Assessment Department shall:

1. Review the safety analysis of the design basis and functioning of structures, systems and equipment, important for nuclear safety and assess the compliance with the established requirements;
2. Recommend the request for additional information to establish compliance with nuclear safety requirements;
3. Propose the conducting of additional research and independent expertise of: structures, systems and components important for safety; analyses and assessments of transient and emergency modes at nuclear power plants; reliability, thermal-hydraulic and probabilistic safety analyses; strength calculations for pipelines and equipment; projects for construction of nuclear facilities; computer codes and models related to nuclear safety
4. Plan and conduct inspections at nuclear facilities, including high-risk facilities, which are important for nuclear safety;
5. Participate in the preparation of the national reports on the implementation of the obligations ensuing from the Convention on Nuclear Safety and the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management, as well as in the preparation of the reports on the bilateral agreements in the field of the safe use of nuclear energy;
6. Monitor and analyze IAEA and European Union documents, within the competency of the Department, and prepare proposals for the respective changes in the national and internal documents and practices;
7. Participate in the analyzing of incidents, accidents, failures of structures, systems and equipment important for safety, including high-risk facilities as well as of operational data and indicators;
8. Participate in the preparation of data for the IAEA information systems with regard to the operation of nuclear facilities and the relevant emergency events;
9. Participate in the emergency team, reporting to the Chairperson of the Agency, for action in case of emergency;
10. Participate in the preparation of draft legislation, drafts internal rules, and other acts within the scope of Department activities;

11. Participate in the work carried out for the preparation and implementation of programs and projects for assistance to the Agency, which are financed through international cooperation;

12. Participate in the preparation of analyses, opinions, reports, information and accounts, as well as in the elaboration of the official position of the Agency on issues within the competence of the Department ensuing from the membership of the Republic of Bulgaria in the European Union and, where necessary, ensure the participation in the relevant working groups, committees and institutions of the European Communities.

**Art. 20.** (1) The Radiation Protection Department assists the Chairperson of the Agency in the implementation of his/her regulatory and control functions with regard to radiation protection in nuclear facilities and during activities with sources of ionizing radiation.

(2) The Radiation Protection Department shall:

1. Prepare any of the following: issuance, justification for refusal, suspension, renewal or revocation of licenses and permits for activities with sources of ionizing radiation, as well as licenses or permits for safe management of radioactive waste and decommissioning of nuclear facilities and sites with radioactive substances;

2. Plan and carry out inspections, evaluate and initiate measures for the optimization of the radiation protection in nuclear facilities, sites with sources of ionizing radiation, sites with increased concentration of natural radionuclides and regarding radioactive waste management and decommissioning of nuclear facilities and sites with radioactive substances;

3. Perform analyses and evaluations regarding radiation protection in nuclear facilities and activities with sources of ionizing radiation related to the functions of para 1;

4. Perform on-site inspection regarding the radiation situation and the conditions in nuclear facilities and sites with sources of ionizing radiation;

5. (revoked, SG No.12 of 12.02.2021)

6. (revoked, SG No.12 of 12.02.2021)

7. (revoked, SG No.12 of 12.02.2021)

8. Carry out regulatory control of the radioactive releases from the nuclear facilities' sites and annually provides information to the EC on radioactive releases from the Kozloduy NPP site pursuant to Art. 37 of the Euratom Treaty;

9. Participate in the Emergency Team, reporting to the Chairperson of the Agency for response in case of nuclear or radiation emergency and in the case of transboundary transfer of radioactive substances;

10. Participate in the analysis and investigation of incidents and accidents in nuclear facilities and sites with sources of ionizing radiation;

11. Propose the assigning of studies, analyses and expert opinions related to the evaluation of radiation protection in nuclear facilities and sites with sources of ionizing radiation;

12. Keep registers of the issued permits and licenses for activities with sources of ionizing radiation and of the submitted notifications for carrying out activities under Art. 56, para. 2 of ASUNE;
13. Oversee the reporting and control of radioactive sources and RAW in nuclear facilities and sites with sources of ionizing radiation;
14. (revoked, SG No.12 of 12.02.2021)
15. (revoked, SG No.12 of 12.02.2021)
16. Participate in the preparation of the national report on the implementation of the obligations ensuing from Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management and the Convention on Nuclear Safety, as well as in the preparation of reports on bilateral agreements in the field of the safe use of nuclear energy;
17. Participate in the preparation of the Annual Report on the Agency activities on the state of the nuclear safety and the radiation protection;
18. Draft internal rules and other internal acts related to quality assurance of the activities performed by the Department;
19. Participate in the development of statutory instruments on the implementation of the ASUNE, including proposals amendments, as appropriate;
20. Participate, as appropriate, in the analysis and evaluation of the radiation situation in the controlled area and the supervised area of nuclear facilities and sites with sources of ionizing radiation, as well as in the precautionary actions zone and the urgent protective actions planning zone around nuclear facilities;
21. Participate in the work carried out for the preparation and implementation of programs and projects for providing assistance to the Agency, funded through international cooperation;
22. Prepare materials, summarize information, carry out analyses and prepare expert assessments in connection with the management of the Radioactive Waste Fund and Nuclear Facilities Decommissioning Fund;
23. Participate in the preparation of analyses, opinions, reports, information and accounts, as well as in the development of the official position of the Agency on matters within the competence of the Department ensuing from the membership of the Republic of Bulgaria in the European Union and, where necessary, ensures participation of the Republic of Bulgaria in the activities of the relevant working groups, committees and institutions of the European Community;
24. Monitor and analyze IAEA and European Union documents on issues of the competence of the Department and make the appropriate proposals for changes in national and internal documents and practices;
25. Organize the medical monitoring and the individual dosimetry control of the authorized staff under Art. 100 of ASUNE;

26. (revoked, SG No.12 of 12.02.2021)

27. Cooperate with the specialized control bodies in the field of radiation protection;

28. Perform analysis of incidents and accidents at sites with sources of ionizing radiation, related to radiation protection.

**Art. 21.** (1) The International Cooperation Department assists the Chairperson of the Agency on international relations matters.

(2) The International Cooperation Department shall:

1. Coordinate the preparation or independently prepare opinions on draft legislation submitted for coordination, including on drafts of international agreements and positions on drafts of acts of the institutions of the European Union;

2. Coordinate the elaboration of a plan for the development of the regulatory framework for nuclear safety, radiation protection, physical protection, and emergency planning and preparedness;

3. Coordinate the preparation or independently prepare drafts of legislation, including acts, which ensure the fulfilment of the NRA obligations ensuing from the membership of the Republic of Bulgaria in the European Union, other international organizations and under international agreements to which the Republic of Bulgaria is a party;

4. Monitor and analyze the international treaties, the documents of the European Union and the IAEA standards in the field of nuclear safety and radiation protection, together with the Departments of the specialized administration makes the respective proposals for changes in the legislation;

5. Organize the preparation of drafts of international agreements for cooperation with other countries in the field of the safe use of nuclear energy and ionizing radiation and safe management of RAW and spent fuel;

6. As appropriate, ensure participation in the activities of working groups, committees and bodies of the European Union and other international organizations;

7. Organize and coordinate the cooperation in the field of the safe use of nuclear energy and ionizing radiation and the safe management of radioactive waste and spent nuclear fuel with the international organizations and the countries with which Bulgaria has signed bilateral agreements;

8. Organize the planning and participation of the Bulgarian delegation in the sessions and meetings of the governing bodies of the international organizations;

9. Coordinate the work related to the fulfilment of the NRA obligations ensuing from the membership of the Republic of Bulgaria in the IAEA, European Union and the Nuclear Energy Agency at the Organization for Economic Cooperation and Development in the field of the safe use of nuclear energy and ionizing radiation and the management of RAW and spent fuel and

recommend to the Chairperson representatives of the Agency to participate in the activities of relevant councils, committees and working groups;

10. Organize and administer the activities ensuing from the functions of the Plenipotentiary of the Republic of Bulgaria to the JINR - Dubna;

11. Organize and participate in the work on the preparation of the national reports on the fulfilment of the obligations of the Republic of Bulgaria ensuing from the Convention on Nuclear Safety and Joint Convention on Safety in Management of Spent Nuclear Fuel and Safety in Management of Radioactive Waste as well as in the preparation of reports in fulfillment of the obligations under the European legislation;

12. Prepare opinions and information on the implementation of international treaties in the field of the safe use of nuclear energy and ionizing radiation and the safe management of RAW and spent fuel;

13. Prepare and coordinate the plans for the international activity of the Agency, maintain the international correspondence, facilitates international events;

14. Make proposals for participation of Bulgarian representatives in international events on the safety issues in the use of nuclear energy and ionizing radiation and in the management of RAW and spent fuel;

15. Coordinate the interaction between the Republic of Bulgaria and the international organizations on the issues of technical cooperation in the field of the safe use of nuclear energy and ionizing radiation and the safety management of radioactive waste and spent fuel directly or through an Agency expert attached to the Permanent Mission of the Republic of Bulgaria in Vienna, to the UN, OSCE and to other international organizations;

16. Serve as the national coordinator of activities under the IAEA Country Program Framework for setting the priorities for granting technical assistance;

17. Serve as the national coordinator of activities within the IAEA Global Nuclear Safety and Security Network Initiative;

18. Organize and coordinate with the Departments the activities for the Agency participation in projects for cooperation in the field of nuclear safety pursuant to Euratom Regulation (Euratom) No 237/2014 of the Council of 13.12.2013 establishing Instrument for Nuclear Safety Cooperation (OJ L/2014, p. 77).

## **Section VII**

### **Nuclear Safety and Radiation Protection Inspector**

**Art. 22.** (1) The nuclear safety and radiation protection inspector is a staff member of the specialized administration of the Agency, who works under an employment contract or civil service employment relationship, and is authorized by an order of the Chairperson of the Agency

to carry out control in accordance with the ASUNE and according to the determined in this Rules of Procedure functions of the unit in which he/she is appointed.

(2) Eligibility for appointment as a nuclear safety and radiation protection inspector shall be granted to a staff member of the specialized administration of the Agency who:

1. Is a Bulgarian citizen, citizen of other EU Member State, other country, a party to the Agreement on the European Economic Area, or the Swiss Confederation;
2. Is of full legal age;
3. Is not under legal injunction ;
4. Has not been sentenced to a term of imprisonment for an offence of general character;
5. Is not deprived under relevant procedure from the right to occupy a specific position; 15
6. Is not a sole trader, shareholder, member, managing director, managerial agent, consultant or member of a management body or supervisory body of a company or an organisation performing activities under the ASUNE.

(3) The Chairperson of the Agency may authorize other staff to act as inspectors, who:

1. Meet the requirements of para 2, items 1 to 6;
2. Have working experience for not less than 10 years in the field of the use of nuclear energy or ionizing radiation, management of radioactive waste or spent nuclear fuel, or in the field of the state regulation of the safe performance of these activities.

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

## **Chapter IV**

### **ORGANIZATION OF THE WORK AT THE AGENCY**

#### **Section I**

##### **General provisions**

**Art. 23.** The staff holding managerial positions in accordance with the functions, delineated by this Rules of Procedure, of the administrative unit they are appointed to manage shall:

1. Assign specific tasks to the employees in the administrative unit, control the timeliness and quality of the implementation of the tasks and report the activity of the unit;
2. Ensure the interaction with the other administrative units on matters of mutual competencies; as the activities shall be distributed as advised in the internal correspondence for each specific case;

3. Propose appointment, promotion, allocation of bonuses, award, qualification enhancement, imposition of penalties, and dismissal of employees in their administrative unit.

**Art. 24.** (1) In the course of implementation of their tasks, the administrative units of the Agency prepare expert opinions, reports, analyses, programs, information, proposals for solutions of specific problems and methodological issues, draft acts and instruments on their implementation.

(2) In addition to the functions defined by this Rules of Procedure, the administrative units, as appropriate, perform other tasks related to the unit activities.

**Art. 25.** (1) The civil servants and the persons working under employment contract in the administrative units of the Agency carry out their activity according to their job descriptions.

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

(3) The employees of the Agency are obliged not to disclose circumstances and facts, which became known to them upon or during the performance of their duties, except as otherwise provided by law.

**Art. 26.** (1) In order to fulfil certain tasks, related to the activity of the Agency, the Chairperson of the Agency may appoint part-time employees as experts.

(2) The rights and obligations of the persons under para 1 shall be determined by the contract concluded with the Chairperson of the Agency.

**Art. 27.** (1) For excellent performance the employees of the Agency may be awarded in accordance with Art. 88 of the Civil Servants Act.

(2) The award under para 1 is authorized by order of the Chairperson of the Agency.

## **Section II**

### **Internal Activities**

**Art. 28.** (1) The documentation received in the Agency registry including these related to the administrative servicing of the legal entities and the general public, as well as the applications for issuing of permits, licenses and individual licenses shall be entered into the incoming register including their receipt date.

(2) The organization and procedure for implementation of the internal activities shall be established by internal rules for the document workflow, approved by an order of the Chairperson.

**Art. 29.** (1) The Agency keeps public registers of the following documents:

1. Licenses and permits, as well as their amendment, renewal, suspension or revoking;

2. Individual licenses for work in nuclear facilities and with sources of ionising radiation, as well as their revoking;

3. Activities with negligible radiation risk.

(2) The circumstances which are subject to entry in the registers pursuant to para 1 and the procedure for their entry are determined by the regulation pursuant to Art. 26, para 1 of the ASUNE.

(3) To each register pursuant to para 1, an archive is kept that contains the documents for all issued permits, licenses or individual licenses. The documents are kept in the archive at least five years after the expiration of the term of validity of the permit, respectively the license and the individual license, except as otherwise provided by law.

(4) The registers are kept in electronic form and as a hard copy.

### **Section III**

#### **Working time**

**Art. 30.** (1) The working time for the Agency staff is 8 hours a day for a five-day, 40-hour workweek. The working hours are flexible from 8:00 to 18:30 with a core time from 10.00 to 12.00 and from 13.30 to 16.30 with at least 30 minutes compulsory lunch break, that has to be taken between 12.00 and 13.30;

(2) Working time allotment, method of calculation and control over the observance of the established working hours are set by an act of the Chairperson of the Agency. The Chairperson may establish different working hours and rules for their calculation and reporting for specific administrative units and/or staff of the Agency depending on their functions and tasks.

**Art. 31.** (1) The visiting hours of the Chairperson and the Deputy-Chairpersons, the Executive Secretary and the administrative units, which provide administrative services to individuals and legal entities are announced on specially designated for this purpose places in the premises of the Agency.

(2) The reception hours for citizens and representatives of organizations on proposals and alerts are announced on accessible place in the premises of the Agency.

### **FINAL PROVISION**

Paragraph sole: The Rules of Procedure is adopted on the grounds of Art. 8, para 3 of ASUNE Appendix: To Art. 11, para 2 (Amended SG No. 102/2017, effective 1.01.2018)

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

Chairperson 1

Deputy Chairpersons 2

Executive Secretary 1

Financial Controller 1

Internal Audit Unit 2

Information Security Officer 1

General Administration 18

Inclusive:

Department of Administrative Legal Financial Services 17

Specialized Administration 88

Inclusive:

General Department on Nuclear Safety 29

Inclusive: On-site Unit for Control of Nuclear Safety and Radiation Protection at the Kozloduy NPP in Kozloduy 6

Safety Analyses and Assessment Department 18

Radiation Protection Department 30 D

Department of International Cooperation 11