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Please note that this version does not include the following decisions and amendments to the Order: Official Gazette no. 187/2004, 65/2005 and 46/2006.

Order of Internal Organization of Ministry of Justice

(Official Gazette No 35/04 & 92/04)

I. GENERAL PROVISIONS

Article 1

By this order the internal organization of the Ministry of Justice (in further text, the Ministry) is set; names of managerial organizations in the Ministry's system and other internal organizational units, their domain and way of managing them, and a general number of government employees of the Ministry, in those areas where they're not set by special regulations.

Article 2

Internal organization, management, as well as the required number of employees is set up in a way that the Ministry can perform managerial and other professional work which are by law given into its jurisdiction and domain.

II. INTERNAL ORGANIZATION AND WORK DOMAIN

Article 3.

To perform work tasks from the Ministry's domain, the following managerial organizations and other internal organizational units are created:

1. Cabinet of the Minister
2. Secretariat of the Ministry
3. Civil law department
4. Criminal law department
5. Department for international legal assistance, co-operation and human rights
6. Department for human resources and organization in the judiciary
7. Department for finances and procurement
8. Department for prison system
9. Department for cooperation with international criminal courts
10. Department for cooperation with the European Court for Human Rights
11. Judicial Academy
12. Information technology (IT) sector

1. CABINET OF THE MINISTER

Article 4

Cabinet of the Minister is a special organizational unit of the Ministry which, for the Minister and State Secretary, performs work tasks related to: petitions and complaints of citizens, protocol work, public relations with media, internal control and other professional and administrative work for the Minister

2. SECRETARIAT OF THE MINISTRY

Article 5

Secretariat of the Ministry is a special organizational unit of the Ministry which does administrative and professional work tasks for the needs of the Ministry, and especially: undertaking measures to ensure work efficiency, technically coordinating work of internal org. units of the Ministry and of Managing Departments within the Ministry, takes care of professional training of employees during their service, takes care of timely and correct way of using property and equipment for work purposes, undertakes internal control and control of financial and material business of the courts, state attorney's and penal system bodies, and performs other work given by the Minister.

To do that work the following Units are organized:

- a) Unit for Human Resources and Legal Matters
- b) Unit for General, Technical and Miscellaneous Matters
- c) Unit for internal supervision and supervision of judiciary and prisons

a) Unit for Human Resources and Legal Matters

Article 6

This unit does managing and professional work tasks related to: preparing drafts of sub-law acts within the area of work relations, preparing solutions regarding work relations for employees, keeping files on all employees in judiciary and all other registers from the area of work relations, does all work related to employing of employees and ending employment, preparing drafts of law proposals and other rules of the Ministry and Secretariat, and with Ministry's Departments prepares texts of sub-law acts from the Ministry's and Minister's domain, follows all day to day engagements of the Minister, State Secretary and Assistant Ministers in relation to the activities of the Croatian government and Croatian parliament, takes care of timely receiving of materials and documents from all Dept. and sending those to Government, Parliament and other bodies, summarizes work plans of the Ministry, and gives professional opinion about law proposals and rule propositions.

Article 7

b) Unit for General, Technical and Miscellaneous Matters

It does administrative, technical and miscellaneous work of the ministry. It is divided into:

- 1. Section for general matters
- 2. Section for technical and miscellaneous matters

1. SECTION FOR GENERAL MATTERS

Article 8

Section for general matters performs administrative work of: receiving and delivering mail, placement of the acts, sending off, archiving and keeping the registry material created by the work of the Ministry, running an register of real estate managed by the Ministry and all work regarding copying/transcribing.

To do the tasks of the Section there are two Subsections:

- Writing office subsection
- Copying/transcribing subsection.

Writing office subsection

Article 9.

Writing office subsection does administrative work of receiving and delivering mail, placing of the acts, sending off, archiving and keeping the registry material created by the work of the Ministry.

Copying/transcribing subsection

Article 10.

The copying/transcribing subsection does all work of transcribing for all internal organizational units of the Ministry.

2. SECTION FOR TECHNICAL AND MISCELLANEOUS MATTERS

Article 11.

The section for technical and miscellaneous matters does work of official transport, library, delivery, photocopying, maintaining the building and technical aids and cleaning.

c) Unit for internal supervision and supervision of judiciary and prisons

Article 12.

Unit for internal supervision and supervision of judiciary and prisons does work of supervising financial and material business inside the Ministry, courts, state attorneys offices and penal bodies/prisons, oversees legality of their actions and allotted spending of given work funds and proposes measures for rational spending of those funds. Does other work given by the Minister, State Secretary and secretary of the Ministry.

3. CIVIL LAW DEPARTMENT

Article 13.

Civil law department is a managing organization in the structure of the Ministry which does managing and professional work tasks related to: making of the law and sub-law acts proposition drafts, implementing of the laws and other regulations, executing managing supervision from the

civil law area and doing legal, professional and administrative works of succession

To perform work of the Civil Law Department, the following bodies are organized:

- a) Land-registry law sector Sektor za zemljišnoknjižno pravo
 - a.1) Land-registry database Unit Odjel za bazu zemljišnih podataka
 - a.2) Legislation making and supervision Unit Odjel za nadzor i izradu propisa
- b) General civil law legislation Unit
- c) Property rights Unit
- d) Unit for special property matters
- e) Second-degree administrative procedures Unit
- f) Succession Unit.

a) Land-registry law sector

Article 13a.

Land-registry section makes law proposition drafts and sub-law acts which regulate land-registry books, internal organization, managing land-registry books and land-registry procedure, participates in realization of the development programme EOP-of land-registry books as well as other programmes and tasks of regulating holder's and owner's register which result from special regulations, gives professional assistance and oversees work of the court's land-registry departments, participates in programme creation and professional training of the land-registry clerks, and does other work related to land-registry books.

a.1) Land-registry database Unit

Article 13b.

Land-registry database Unit performs work related to managing land-registry books and land-registry procedure, participates in realization of the development programme EOP-of land-registry books as well as other programmes and tasks of regulating holder's and owner's register which result from special regulations,

a.2) Legislation making and supervision Unit

Article 13c.

Legislation making and supervision Unit makes law proposition drafts and sub-law acts which regulate land-registry books, internal organization, gives professional assistance and oversees work of the court's land-registry departments, participates in programme creation and professional training of the land-registry clerks, and does other work related to land-registry books.

b) General civil law legislation unit**Article 14.**

General civil law legislation unit does managerial and professional work tasks related to making of the law proposition drafts and sub-law acts and other regulations from the area of civil law and especially committing, commercial, civil, litigator, bankruptcy, enforcement and inheritance law; it analyzes and gives suggestions for harmonizing general civil law regulations with the EU law; executes these laws within the Ministry's domain, oversees work on these procedures and gives expert opinions.

c) Property rights unit**Article 15.**

Property rights unit does managerial and professional work tasks related to making of the law proposition drafts and sub-law acts and other regulations from the area of property rights and other material rights, land-registry rights and property transactions, lesser and lessee relations; it analyzes and gives suggestions for harmonizing property rights regulations with the EU law; participates in procedures of organizing, restructuring and managing of land-registry books; executes these laws and other regulations within the Ministry's domain, oversees work on these procedures and gives expert opinions.

Article 16. - deleted

Article 17. - deleted

d) Unit for special property matters**Article 18.**

Unit for special property matters does managerial and professional work tasks related to making of the law proposition drafts and sub-law acts and other regulations from the area of property rights related to construction and agriculture land, forests and forest land, land consolidation, expropriation and other ownership limitations, part of the agrarian operations which are not in domain of other state administration bodies, compensation for property taken during the Yugoslav communistic governing; implements managerial control overseeing work of state administration bodies in charge of property rights in counties and the town of Zagreb; within Ministry's domain executes other regulations also if those regulations are not within other department's domain and gives expert opinions.

e) Second-degree administrative procedures unit**Article 19.**

Second-degree administrative procedures unit does second-degree expropriations procedures and compensations for property taken during the Yugoslav communistic government, and other second-degree procedures. This unit implements managerial control overseeing work of state administration bodies in charge of property rights in counties and the town of Zagreb under the law; To do the tasks of the Unit special territorial units in Split, Rijeka, Osijek and Varaždin are organized. Tasks in the territorial unit are performed by independent executors.

f) Succession unit**Article 20.**

Succession unit organizes, harmonizes and directly performs tasks related to the succession of the former SFRY (Socialistic Federative Republic of Yugoslavia), evaluates and coordinates works of ministries and other state admin. bodies in implementing succession, gives the Government of RC and other state admin. bodies opinions about expert issues of the succession, does other legal, professional and administrative work related to succession.

4. CRIMINAL LAW DEPARTMENT**Article 21.**

Criminal Law department is a managerial organization in the Ministry's structure which performs managerial and professional work tasks related to: making of the law proposition drafts and sub-law acts and other regulations and executing the laws and other regulations from the area of criminal law, professional processing of amnesty cases and work related to having a criminal and misdemeanor register and deleting of the verdicts for criminal acts and misdemeanors.

The following units are organized to perform the tasks of the department:

- a) Criminal Legislation unit,
- b) Amnesty unit,
- c) Criminal registry unit,
- d) Misdemeanor register unit.

a) Criminal Legislation unit**Article 22.**

Criminal Legislation unit performs managerial and professional work tasks related to making of the law proposition drafts and sub-law acts and other regulations and executing the laws and regulations from the area of criminal-material law, criminal-procedural law and misdemeanor law and also does suggestions and opinions on regulation drafts from other regions of the law in relation to criminal disposition, and does other work given by the Minister from the criminal law area.

b) Amnesty unit**Article 23.**

Amnesty unit performs managerial and professional work tasks related to making of the law proposition drafts and sub-law acts and other regulations and executing the laws and other regulations from the area of pardon and amnesty, and especially taking in of requests, collecting needed reports and processing the amnesty cases from the jurisdiction of the President of the Republic, and does other work from this area given by the Minister.

c) Criminal registry unit**Article 24.**

Criminal registry unit performs managerial and professional work tasks related to running the register of legally valid sentenced persons, register of sentences and all changes by the sentences, issuing certificates, receipts and excerpts from register data, erasing convictions and does administrative procedure for rehabilitation decisions.

The following subsections for doing the work of the unit are:

1. Register subsection
2. Managerial work subsection

1. REGISTER SUBSECTION**Article 25.**

Register subsection does managerial and other work related to running the register of legally valid sentenced persons on the system for EOP and parallel card-file system, entering the sentences and all changes by the sentences into the register system, following the start of lawful rehabilitation for each conviction, erasing convictions and bringing up the rehabilitation decisions.

2. MANAGERIAL WORK SUBSECTION**Article 26.**

Managerial work subsections does managerial and professional work tasks related to receiving and sending off of the acts, archiving, receiving clients, issuing certificates and excerpts of the data and receipts for realizing rights abroad.

d) Misdemeanor register unit**Article 27.**

Misdemeanor register unit performs managerial and professional work tasks related to running the register of persons against whom a legally valid misdemeanor decision has been reached, register of legally valid decisions, issues certificates, receipts and excerpts from the register, and does administrative procedure for rehabilitation decisions.

The following subsections for doing the work of the unit are:

1. Register subsection
2. Managerial work subsection

1. REGISTER SUBSECTION**Article 28.**

Register subsection does managerial and other work related to running the register of persons

against whom a legally valid misdemeanor decision has been reached on the system for EOP, receiving of clients, issues certificates, receipts and excerpts from the register.

2. MANAGERIAL WORK SUBSECTION

Article 29.

Managerial work subsections does managerial and professional work tasks related to receiving and sending off of the acts, archiving, registering entry deleting from misdemeanor register and does administrative work for bringing up the rehabilitation decisions.

5. DEPARTMENT FOR INTERNATIONAL LEGAL ASSISTANCE, CO-OPERATION AND HUMAN RIGHTS

Article 30.

Department for international legal assistance, co-operation and human rights is an managerial organization in the Ministry's structure which performs professional and managerial work tasks of international legal assistance in criminal and civil matters; extradition works; preparing, creating and realizing international contracts in international legal assistance matters, international cooperation in judicial matters, human rights and the rights of national minorities; preparing work for joining the international institutions in judicial matters, human rights and the rights of national minorities; harmonizing laws in matters from the Department's domain; work of preparing projects and creating the basis for realizing international integration projects within Department's domain; following the application of international documents about human rights and the rights of national minorities and creating regulated reports; makes drafts of regulations for harmonizing legislation with taken international obligations from the Department's domain; gives opinions about regulation drafts in the Department's domain; makes regulation drafts which put in order the protection of human rights and the rights of national minorities and the control of their implementation, preparatory work for harmonizing the judicial system with standards and regulations of the EU, coordinating work of harmonizing legislation in the areas of the Ministry's domain, cooperation with international institutions in the harmonization process, creation of the programme for enabling the judiciary system for harmonization with standards and regulations of the EU and cooperation with international organizations in the programme implementation, and does other work from this area by the order of the Minister.

To do the task of the Department for international legal assistance, co-operation and human rights the following units are organized:

- a) Unit for international legal assistance
- b) Unit for international cooperation,
- c) Unit for human rights and rights of minorities,
- d) Unit for law harmonization (to EU law)

a) Unit for international legal assistance

Article 31.

Unit for international legal assistance performs professional and managerial work of preparing international contracts in the questions of extradition and international legal assistance in criminal

matters, and legal assistance in civil matters; makes the drafts of the law propositions and sub-law acts and implementation of international contracts from the area of judiciary and international legal assistance in criminal and civil matters; extradition works and other work from this area by the order of the Assistant Minister.

The following sections are organized to the work of the Unit:

1. Extradition and international legal assistance in criminal matters Section
2. International legal assistance in civil matters Section

1. EXTRADITION AND INTERNATIONAL LEGAL ASSISTANCE IN CRIMINAL MATTERS SECTION

Article 32.

Extradition and international legal assistance in criminal matters Section performs professional and managerial work of preparing international contracts in the questions of extradition and international legal assistance; makes the drafts of the law propositions and sub-law acts and implementation of international contracts and conventions from the area of international legal assistance in criminal matters; extradition work and transferring of penal sanctions implementation, and does other work in this area by the order of the Head of the Unit.

2. INTERNATIONAL LEGAL ASSISTANCE IN CIVIL MATTERS SECTION

Article 33.

Section for international legal assistance in civil matters performs professional and managerial work of preparing international contracts in the civil matters; makes the drafts of the law propositions and sub-law acts and implementation of international contracts and conventions from the area of international legal assistance in civil matters; gives opinions about the legalization of documents to be used abroad; provides legal assistance to judicial bodies in proceedings of determining reciprocity, issuing of receipts of reciprocity in accordance with the law; obtains information about relevant foreign law for judicial bodies and does other work from this area by the order of the Head of the section.

b) Unit for international cooperation

Article 34.

Unit for international cooperation performs professional and managerial work of preparing international documents regarding the questions of international cooperation in the area of judiciary within the Ministry's domain; preparing work for projects and project's basis for joining the international institutions in judicial matters, and implementing acts to join the membership of international bodies and organizations; makes drafts of regulations for harmonizing legislation with taken international obligations from the Department's domain; gives opinions about regulation drafts in the Department's domain; performs managerial control over application of regulation within Department's domain, participates in the work of relevant international and other bodies, and does other work by the order of the Head of the unit.

c) Unit for human rights and rights of minorities**Article 35.**

Unit for human rights and rights of minorities performs professional and managerial work of preparing international documents regarding the questions of human rights and rights of the minorities within Ministry's domain; follows the application of international documents of human rights and rights of the minorities; makes reports and assures harmonization of legislation with international documents of human rights and rights of the minorities; makes regulation drafts which put in order the protection of human rights and the rights of national minorities, follow the state of human rights and the rights of national minorities in Republic of Croatia, cooperate with international bodies and organizations in the area of human rights and the rights of national minorities, and perform other work given by the order of the Minister and Assistant Minister

d) Unit for law harmonization of Croatian judiciary to EU law**Article 36.**

Unit for law harmonization to EU law performs professional work of preparing for harmonization of the judicial system to standards and regulations of EU (*acquis communautaire*), coordinating work of harmonizing legislation in the areas of judicial domain of the Ministry, cooperation with international institutions in the harmonization process,; working on creation of the programme for enabling the judiciary system for harmonization with standards and regulations of the EU and cooperation with international organizations in the programme implementation (CARDS programmes and other multilateral or bilateral programmes as well as programmes of some institutions and organizations); cooperates with judicial bodies in implementations of such programmes, follows the state of harmonizing legislation in the areas of judicial domain of the Ministry, and makes required reports and drafts of the programme of measures, and does other work given by the order of the Minister and Assistant Minister.

6. DEPARTMENT FOR HUMAN RESOURCES AND ORGANIZATION IN THE JUDICIARY**Article 37.**

Department for human resources and organization in the judiciary is an managerial organization in the Ministry's structure which performs professional and managerial work tasks related to: making of the law proposition drafts and sub-law acts and implementation of organizational regulations within the area of judiciary; work of judicial management, administrative and technical work related to assignments, dismissals and disciplinary responsibility of officials in judiciary; and work related to the structure, organization and work of public notary's services and lawyer's profession as well as work related to leading the administrative disputes.

To perform work of the Department for human resources and organization in the judiciary, the following bodies are organized:

- a) Judicial Administration Sector
 - a.1) Supervision of court and state attorney's administration Unit
 - a.2) Supervision of public notary's and lawyer's service Unit
- b) Unit for human resources and organizational legislation
- c) Unit for employment matters in judiciary

a) Judicial Administration Sector**Article 37a.**

Judicial administration section performs managerial and professional work tasks related to: controlling and giving directions for regular work performance of court and state attorney's administration; making of the law proposition drafts and sub-law acts and implementation of organizational regulations which organize public notary's and lawyer's service; inspection of working area and equipment of public notaries, publishing of contests and assignment of public notaries, overseeing work of public notaries; cooperation with Croatian Public Notary Chamber and Croatian Bar Association and does other work from the area of judicial administration of public notary's and lawyer's profession given by the Minister.

a.1) Supervision of court and state attorney's administration Unit**Article 37b.**

Supervision of court and state attorney's administration Unit performs managerial and professional work tasks related to: controlling and giving directions for regular work performance of court and state attorney's administration; dealing with damages restitution for unfoundedly kept in custody or convicted persons, and performs other tasks given by the Minister.

a.2) Supervision of public notary's and lawyer's service Unit**Article 37c.**

Supervision of public notary's and lawyer's service Unit making of the law proposition drafts and sub-law acts and implementation of organizational regulations which organize public notary's and lawyer's service; inspection of working area and equipment of public notaries, publishing of contests and assignment of public notaries, overseeing work of public notaries; cooperation with Croatian Public Notary Chamber and Croatian Bar Association and does other work from the area of judicial administration of public notary's and lawyer's profession given by the Minister.

b) Unit for human resources and organizational legislation**Article 38.**

Unit for human resources and organizational legislation performs legal and professional work tasks related to making of the law proposition drafts and sub-law acts and application of the laws and other regulations related to the structure and domain of the courts, state attorney's and misdemeanor court judges, making of the sub-law acts from the area of judiciary; making the law and sub-law acts drafts from the area of public notary's service; performs administrative and professional work in relation to the appointment of judicial officials, as well as preparation for taking a bar exam and public service exam, as well as collecting yearly statistics about the work of judicial bodies, and performs other work in the area of judiciary given by the Minister.

c) Unit for employment matters in judiciary**Article 39.**

Unit for employment matters in judiciary performs managerial and professional work tasks related to labor-legal and status questions of the government employees in judicial bodies, making the

drafts for laws and other regulations from the area of employee's relations, giving expert opinion and explanation about application of the law and other regulations from the area of employee's relations, performs work related to planning and development of employment policy for government employees and employees in judicial bodies, defining standards with job description, professional work on questions related to application of award measures, defining standards for the employment procedure for entering civil service, and does other work related to government employees and employees in judicial bodies.

c) Unit for judicial administration

Article 40. - deleted

7. DEPARTMENT FOR FINANCES AND PROCUREMENT

Article 41.

Department for finances and procurement is a managerial organization in the Ministry's system which performs managerial and professional work tasks related to financially-planning and accounting tasks, material business, procurement and investment for the Ministry, judicial and prison bodies.

To perform the tasks of the Department for finances and procurement the following bodies are organized:

- a) Sector for finances, treasury and accounting
 - a.1) Finance-planning and treasury Unit
 - a.2) Accounting-financial Unit
- b) Building maintenance and procurement Sector
 - b.1) Building maintenance Unit
 - b.2) Procurement Unit.

a) Sector for finances, treasury and accounting

Article 42.

Sector for finances, treasury and accounting performs managerial and professional work tasks related to financial and accounting work, treasury work and other work given by the Minister.

To perform work of the Sector the following units are organized:

- a.1) Finance-planning and treasury Unit
- a.2) Accounting-financial Unit

a.1) Finance-planning and treasury Unit

Article 43.

Finance-planning and treasury Unit performs managerial and professional work tasks related to creating and executing the state budget for all beneficiaries in judiciary and the penal system bodies; making of the drafts of financial plans and programmes of all purposes and their follow-up, makes professional instructions for orderly work of the users of Ministry's Division, does

managerial and professional work tasks related to implementation to the state treasury system for judicial bodies, penal system bodies, follows regulations from the state treasury's domain, executes control over applications of the treasury for the users of Ministry's Division, makes the instructions for the implementation of state treasury for the users of Ministry's Division, prepares and controls the rightness of documentation before the entry into the treasury system, takes care of deadlines for submitting reservations and demands for payment from the treasury system, and does other work from this area given by the Minister.

To perform the work of the Unit, the following sections are organized:

1. Finance-planning section
2. Treasury section.

1. Finance-planning section

Article 44.

Finance-planning section performs managerial and professional work tasks related to creating and executing the state budget for all beneficiaries in judiciary and the penal system bodies; making of the drafts of financial plans and programmes of all purposes and their follow-up, makes professional instructions for orderly work of the users of Ministry's Division, and performs other tasks from its area.

2. Treasury section

Article 45.

Treasury section does managerial and professional work tasks related to implementation to the state treasury system for judicial bodies, penal system bodies, follows regulations from the state treasury's domain, executes control over applications of the treasury for the users of Ministry's Division, makes the instructions for the implementation of state treasury for the users of Ministry's Division, prepares and controls the rightness of documentation before the entry into the treasury system, takes care of deadlines for submitting reservations and demands for payment from the treasury system, and performs other tasks from its area.

a.2) Accounting-financial Unit

Article 46.

Accounting-financial Unit performs managerial and professional work tasks related to making of statements of accounts, analytical account plans, accounting, bookkeeping and controlling bookkeeping documentation, payroll accounts and other incomes of the officials, state employees, dealing with cash and non-cash payments of all obligations, registering all needed bookkeeping registers and statistics from financial and material business and does other work from this area given by the Minister.

To perform the work of the Unit, the following sections are organized:

1. Accounting section,
2. Payroll accounts and Cash desk section.

1. Accounting section

Article 47.

Accounting section does managerial and professional work tasks related to regulations from the field of accounting, creation of the half-year report and main financial reports, participates in the creation of the yearly inventory of the Ministry, executes timely and legal registering of all business events, analytically makes the account plan, takes care of paying all obligations within given deadline, makes expense overviews by type pursuant to law regulations, follows application of regulations related to payroll accounts and compensations, does registering within payroll account and compensation's domain pursuant to law regulations, does other work from its area

2. Payroll accounts and Cash desk section

Article 48.

Payroll accounts and Cash desk section does managerial and professional work tasks related to payments and payouts by the cash desk pursuant to legal regulations, follows the application of regulations related to payroll accounts, contracts and cash payments, performs liquidation and payroll accounts and other personal incomes of Ministry's employees, makes statistical and other reports regarding the personal incomes of employees, yearly reports for the tax administration of health and pension insurance, and does other work from its area.

b) Building maintenance and procurement Sector

Article 49.

Building maintenance and procurement Sector does managerial and professional work tasks related to needs planning and organizing of procurement and storage of equipment and material for the needs of the Ministry, judicial and penal system bodies, control and overseeing of regulated and appropriate use and placement of equipment, participating in making of the state budget, financial plans and programmes by users and purpose, market questioning, collecting and processing offers, managing the required documentation, harmonizing the situation with material bookkeeping, performs managerial and professional work tasks related to planning of building, adaptation and planned maintenance of business buildings of the Ministry, judicial and penal system bodies, participates in making of the state budget, organizes professional and administrative-technical work on realization of building and adapting buildings, executes control over building work performance, verifies bills and accounting situations of performed work, collects and processes offers, runs a registry and performs other work given by the Minister.

To perform work of the Sector the following units are organized:

- b.1) Building maintenance Unit
- b.2) Procurement Unit.

b.1) Building maintenance Unit

Article 50.

Building maintenance Unit performs managerial and professional work tasks related to planning of building, adaptation and planned maintenance of business buildings of the Ministry, judicial and penal system bodies, participates in making of the state budget, organizes professional and

administrative-technical work on realization of building and adapting buildings, executes control over building work performance, verifies bills and accounting situations of performed work, collects and processes offers, runs a registry and performs other work given by the Minister.

b.2) Procurement Unit

Article 51.

Procurement Unit obavlja does managerial and professional work tasks related to needs planning and organizing of procurement and storage of equipment and material for the needs of the Ministry, judicial and penal system bodies, control and overseeing of regulated and appropriate use and placement of equipment, participating in making of the state budget, financial plans and programmes by users and purpose, market questioning, collecting and processing offers, managing the required documentation, harmonizing the situation with material bookkeeping and performs other work given by the Minister.

Article 52. – deleted (? – should be, but not stated in nn92-04)

8. DEPARTMENT FOR PRISON MANAGEMENT

Articles 53 – 121 *have not been translated at this time due to the CARDS 2002 Project not concentrating on prison management.*

9. DEPARTMENT FOR COOPERATION WITH INTERNATIONAL CRIMINAL COURTS

Article 122.

Department for cooperation with international criminal courts performs managerial and professional work tasks related to work of cooperation of The Republic of Croatia's Government with International Court of Justice, International Criminal Court for Former Yugoslavia, International Criminal Court, and other existing and future international criminal courts, and to follow, harmonize and directs the work of state bodies authorized for cooperation with international criminal courts and other legal tasks which work is of importance to cooperation with those courts.

To perform work from the Department's domain, the following units are organized:

- a) ICTY Cooperation Unit,
- b) Unit for Cooperation with other international criminal courts.

a) ICTY cooperation unit

Article 123.

ICTY Cooperation Unit performs managerial and professional work tasks related to work of cooperation of The Republic of Croatia's Government with International Criminal Court in Den Haag, prepares decisions and opinions, takes position on legal issues, follows, harmonizes and directs the work of state bodies authorized for cooperation with International Criminal Court in Den Haag.

b) Unit for cooperation with other international criminal courts**Article 124.**

Unit for cooperation with other international criminal courts performs managerial and professional work tasks related to work of cooperation of The Republic of Croatia's Government with other international criminal courts, follows, harmonizes and directs the work of state bodies authorized for cooperation with international criminal courts and The International Court of Justice.

10. DEPARTMENT FOR COOPERATION WITH THE EUROPEAN COURT FOR HUMAN RIGHTS**Article 125.**

Department for cooperation with The European Court for Human Rights performs professional and administrative work tasks related to representing The Republic of Croatia before The European Court for Human Rights.

To perform that work, the following units are organized:

1. Unit for Representation before the European Court for Human Rights,
2. Unit for enforcement of judgements of The European Court for Human Rights.

Unit for Representation before the European Court for Human Rights**Article 126.**

Unit for Representation before The European Court for Human Rights follows the regulations relating to human rights protection, follows bringing and changing of domestic and international regulations regarding the human rights protection, follows and analyses the practice of The European Court for Human Rights for the purpose of representing The Government of Republic of Croatia before The European Court for Human Rights or for the purpose of reaching a friendly solution between the parties.

Article 127.

The Unit collects information by inspection of the case files or in other suitable way, determines the facts on the basis of which the decisions before the administrative or court bodies have been made in Republic of Croatia against which there has been a procedure started before The European Court for Human Rights; makes the declarations to The European Court for Human Rights and performs other work given by the Minister or Assistant Minister.

Unit for enforcement of judgements of The European Court for Human Rights**Article 128.**

Unit for enforcement of judgements of The European Court for Human Rights takes care of enforcing verdicts and decisions of The European Court for Human Rights through the authorized state bodies in Republic of Croatia, and reports about it to the Minister's Board of the Council of Europe.

Article 129.

The Unit follows the compatibility of domestic regulation with the European Convention for Protection of Human Rights and Basic Freedoms, its protocols, judicial practice of the European Court, and if, on the basis of a certain case which was considered by the European Court, finds that a domestic regulation is not consistent with the European Convention and the practice of European Court, gives incentive for harmonization to authorized bodies in Republic of Croatia; and performs other work given by the Minister or Assistant Minister.

11. JUDICIAL ACADEMY**Article 130.**

Judicial Academy is organized as a bureau inside the Ministry.

Judicial Academy is led by a director with an Assistant Minister's position.

Article 131.

Judicial Academy performs work of continuous professional training of judges and other judicial officials, counselors and judge's and state attorney's trainees in judicial bodies, cooperates with courts, law universities, professional organizations and bodies in Republic of Croatia in creation and implementation of professional training programmes, and cooperates with international institutions and bodies in the field of continuous professional training, takes care of insuring the conditions for continuous professional training, and does other work related to professional training of judicial bodies in Republic of Croatia.

To perform the work of Judicial Academy there are organized:

- a) Unit for professional training of personnel in judicial bodies
- b) Unit for cooperation with domestic and foreign organizations for professional training in judiciary.

a) Unit for capacity building of personnel in judicial bodies

Article 132.

The Unit performs legal and professional work tasks related to preparing and organizing of continuous professional training of judicial officials, counselors and judge's and state attorney's trainees in judicial bodies, organizes different forms of professional training of judges and other judicial officials and employees in judicial bodies, takes care of insuring the conditions for continuous professional training, performs professional and office work for the Judicial Academy.

Article 133.

The Unit runs a registry of Judicial Academy's participants, issues certificates of completed training from certain field of training which serve for service promotion, and does other work related to professional training given by the Assistant Minister.

b) Unit for cooperation with domestic and foreign organizations for professional training in judiciary.

Article 134.

The Unit makes a professional training programme in cooperation with courts, law faculties, professional organizations and bodies in Republic of Croatia and abroad.

Article 135.

The Unit runs the preparation, in cooperation with judicial bodies, for the professional training of judges and other judicial officials, counselors and judge's and state attorney's trainees in judicial bodies and in similar institutions abroad. Provides professional training literature, publishes publications with studies made during training at Judicial Academy, and does other work related to professional training given by the Assistant Minister.

12. INFORMATION TECHNOLOGY SECTOR

Article 136.

The IT Sector, as an independent structure's unit, performs managerial and professional work tasks related to planning and procurement of information system in the Ministry's authority; organization of maintenance of IT equipment and IT training, and does other work related in this filed given by the Minister.

To perform the tasks of the Sector there are organized:

- a) Unit for procurement of IT equipment,
- b) Unit for IT capacity building

a) Unit for procurement of IT equipment

Article 137.

Unit for procurement of IT equipment , performs managerial and professional work tasks related to planning and procurement of information system in the Ministry's authority; does the division of IT equipment to the courts and state attorneys, controls the use of given equipment to the courts and state attorneys, performs other work given by the Minister and Head of the Sector.

b) Unit for IT capacity building

Article 138.

Unit for IT capacity building performs work tasks in relation to organizing training of state employees in courts and state attorneys about operating and maintenance of given IT equipment, and performs other work given by the Minister and Head of the Sector.

III. MANAGING THE MINISTRY

Article 139.

The Minister represents the Ministry and manages its work.

The State Secretary replaces the Minister in case of his absence or being prevented and performs other work given by the Minister.

Assistant Ministers manage the work of Departments of the Ministry.

Ministry's Secretary manages the work of the Secretariat of the Ministry.

The director with the position of Assistant Minister manages the Department for Prison System, and he/she is also the Head of Central Office of Department for Prison System.

Judicial Academy is managed by a director with an Assistant Minister's position.

The Head of Sector manages the work of IT Sector.

Article 140.

Work of the Sector is managed by the Head of Sector.

At the head of Units in structural bodies of the Ministry are Heads.

Work of the services of Central Office of Department for Prison System are managed by Heads

At the head of the Cabinet of the Minister there is Minister's secretary.

Penitentiaries and prisons are managed by Managers.

Center for Education is managed by Supervisor with a position of Head of Unit.

At the head of Sections of Units are Supervisors.

At the head of Subsections in Sections are Supervisors.

At the head of Compartments of Subsections are Supervisors.

Article 141.

The State Secretary is responsible for his/her work to the Minister and the Government of Republic of Croatia.

The Director of Department for Prison System is responsible for his/her work to the Minister and the Government of Republic of Croatia.

The Ministry's Secretary and Assistant Ministers are responsible for their work to the Minister

The Judicial Academy Director is responsible for his/her work to the Minister.

Center for Education Supervisor with a position of Head of Unit is responsible for his/her work to the Director of Department for Prison System and the Minister.

Heads of Sectors within Departments are responsible for their work to the Minister and the Assistant Minister who managing that Department.

Heads of Services in the Central Office are responsible for their work to the Director of Department for Prison System and the Minister.

Heads of Units in the Central Office are responsible for their work to the Director of Department for Prison System and the Minister.

Heads of Units within the Secretariat of the Ministry are responsible for their work to the Minister and Ministry's Secretary.

Heads of Units within Departments are responsible for their work to the Minister and to the Assistant Minister managing that Department.

Penitentiary and Prison Managers are responsible for their work to the Director of Department for Prison System and the Minister

Penitentiary and Prison Assistant managers are responsible for their work to the Managers, Director of the Department and the Minister.

Heads of Units in penitentiaries and prisons are responsible for their work to the Managers, Director of the Department and the Minister.

IV. MINISTRY'S WORKING HOURS

Article 142.

The Ministry works during the workdays from 8.00 until 16.00 hours

V. EMPLOYEES OF THE MINISTRY

Article 143.

Work and tasks from the Ministry's domain, depending on the type, complexity, professional education level and other conditions are performed by employees placed in work places, pursuant to regulations.

The general number of employees required to perform works in the Ministry's domain are located in a table which is a part of this Order and is not published in the «Official Gazette».

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 144.

The issues that are of importance to work of the Ministry and are not arranged by Law, Order of the Principles of Internal Structuring of the State Administration Bodies and this Order, will be

arranged by Book of Rules for the Internal Work of the Ministry, especially a number of required employees with a designation of their basic work and tasks and professional conditions required for their realization, as well as their authorizations and responsibilities..

Book of Rules for the Internal Work of the Ministry will be done by the Minister of Justice within 60 days of this Order coming into force.

Article 145.

By coming into force of this Order, the Order of the Internal Organization of the Ministry of Justice becomes non-valid. («Official Gazette», no. 70/2001, 4/2002, 48/2003, 179/2003 & 8/2004).

Article 146.

This Order comes into force on the day of being published in the «Official Gazette».

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Case no: 5030106-04-4
Zagreb, March 10, 2004.

President
dr. sc. Ivo Sanader, v. r.