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 Riga

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**Regulation of the Corruption Prevention and Combating Bureau**

*Issued in accordance with*

*Section 75, Paragraph one of*

*the State Administration Structure Law*

**I. General Provisions**

1. This Regulation shall determine the structure, key functions and work organisation of the structural units of the Corruption Prevention and Combating Bureau (hereinafter - the Bureau).
2. The number of key specialists (internal auditors) of the Bureau, the number of officials and employees (hereinafter – employees) in the Bureau and divisions, functions of divisions, title names, title codes in accordance with the Profession classifier, title status (employee or official), title unit and level, requirements to be proposed for employees, distribution of competencies of employees and subordination, to the extent the present Regulation and regulatory enactments do not set otherwise, shall be determined by the list of titles, regulations of divisions and job descriptions.

**II. Structure of the Bureau**

1. The Bureau shall have the following divisions:
	1. Chancellery;
	2. Legal Division;
	3. Internal Security Division;
	4. Financial Division;
	5. Policy Planning Division;
	6. Division of Control of Public Officials Activities;
	7. Division of Control of Political Parties Financing;
	8. Division of Information Analysis;
	9. Division of Criminal Intelligence Process;
	10. Division of Intelligence Support
	11. Division of Investigations
2. The head of the Bureau shall be the highest official of the Bureau. Deputy directors of the Bureau, key specialists (internal auditors) and the following divisions shall be directly reporting to the head of the Bureau:
	1. Policy Planning Division;
	2. Legal Division;
	3. Internal Security Division;
	4. Financial Division.
3. The following divisions shall be directly reporting to the Deputy Director on corruption prevention matters of the Bureau:
	1. Policy Planning Division;
	2. Division of Control of Political Parties Financing;
	3. Division of Control of Public Officials Activities.
4. The following divisions shall be directly reporting to the Deputy Director on corruption combating matters of the Bureau:
	1. Division of Information Analysis;
	2. Division of Criminal Intelligence Process;
	3. Division of Intelligence Support;
	4. Division of Investigations

**III Work Organisation of the Bureau**

1. The head of the Bureau shall assign duties to deputy directors, heads of divisions, being under direct subordination of him/her and other employees, being under direct subordination of him/her, who shall ensure fulfilment of the duties. The head of the Bureau may assign direct duties to any employee of the Bureau, who shall inform his/her direct manager on that.
2. Deputy directors of the Bureau shall be responsible for fulfilment of the duties assigned to them by the head of the Bureau.
3. A deputy director of the Bureau shall assign duties to the heads of divisions subordinate to him/her, who shall ensure fulfilment of the duties. A deputy director of the Bureau may assign direct duties to any employee of the divisions subordinate to him/her, who shall inform the direct head on that.
4. Deputy directors of the Bureau shall give recommendations for determination of labour payment of the heads of divisions subordinate to them.
5. The head of the Bureau shall determine procedure for execution of the duties of the absent officials and employees of the Bureau.
6. The head of the Bureau shall convoke meetings of the Council of the Bureau at his/her discretion or at least within one month after proposal of the member of the council of the Bureau. The head of the Bureau shall provide notification on the place and time of the planned meeting of the council at least one week in advance.

**IV. Competency of Divisions of the Bureau**

1. Competency of the deputy directors of the Bureau is determined in the Law on Corruption Prevention and Combating Bureau, Regulation of the Corruption Prevention and Combating Bureau and other regulatory enactments.
2. Deputy director on corruption combatting matters shall organise and control the compliance of distribution and utilisation of financial means for the needs of operational activities with regulatory enactments.
3. The head of the division shall:
	1. plan, organise and lead the work of the division, assign duties to the employees of the division and be responsible for fulfilment of the duties assigned to the division;
	2. provide information to the official, being directly reporting to, regarding results achieved by the division and employees, as well as shall provide recommendations on the structure and work organisation of the division, appointment of employees in the position, transfer to another position or discharge from the position, the scope of duties, motivation, calling to disciplinary liability and qualification increase of the employee;
	3. prepare recommendations for the strategy of operations and work plan of the Bureau pursuant to the competency of the division;
	4. ensure timely and high quality fulfilment of the requirements of regulatory enactments and head of the Bureau or duties assigned by the deputy director of the Office pursuant to subordination.
4. **Internal auditor shall:**
	1. in performance of his/her duties be independent from other structural units of the Bureau;
	2. assess the efficiency of risk management and facilitate improvement of risk management processes in the Bureau;
	3. support the management of the Bureau for improvement and provision of efficient control measures, when performing independent and objective assessment of the internal control system;
	4. develop and submit for approval to the head of the Bureau the strategic plan of the internal audit and annual plan;
	5. submit to the head of the Bureau the internal audit annual report, including the opinion on the internal control system as well as work scope of the Bureau;
	6. provide to the head of the Bureau recommendations on the necessary improvements in the internal control system;
	7. supervise implementation of the recommendations for internal audit approved by the head of the Bureau;
	8. coordinate cooperation and information exchange between the internal and external auditors;
	9. ensure supervision of the implementation of recommendations made by auditors of the State Audit Office and external auditors in the Bureau;
	10. perform planned internal audits on the basis of risk assessment and provide consultations to the management and employees of the Bureau in order to facilitate achievement of targets of the Bureau;
	11. perform also the duties of the head of the internal audit structural unit set by the Internal Audit Law;
	12. be entitled to become acquainted with the documents, financial means, premises and other material values, being at the disposal of the Bureau, as well as to receive from employees copies of documents and explanations with regard to the issues of the internal audit, when performing the set duties;
	13. provide consultations in order to increase the value of management, risk management and control processes of the Bureau and improve them;
	14. when providing consultations, align the nature and scope thereof in each particular case with the employee of the Bureau, who requests for consultation.
		* 1. **The Chancellery shall:**

17.1 coordinate work of the head of the Bureau, deputy director of the Bureau, divisions subordinate to the head of the Bureau and direct subordinate employees;

17.2 organise management of documents and electronic information;

17.3 organise visits of foreign delegations, international meetings and trips abroad of the employees of the Bureau;

17.4 organise management of the objects of the state secret and information classified by the North Atlantic Treaty Organisation (NATO), European Union and foreign institutions;

17.5 ensure development of the public relations strategy of the Bureau and coordinate the implementation thereof;

17.6 coordinate cooperation with the international organisations and foreign institutions.

18. **Legal Division shall:**

18.1 represent the Bureau in the court and other institutions pursuant to assignment of the head of the Bureau;

18.2 prepare draft decisions of the head of the Bureau in the administrative and administrative violations matters;

18.3 review agreements, where the Bureau is one of the parties, and prepare interdepartmental agreements;

18.4 independently assess the effective internal regulatory enactments, give recommendations for necessary changes and prepare draft internal regulatory enactments, as well as perform consolidation of the amended internal regulatory enactments;

18.5 perform legal follow-up of the outgoing documents, pursuant to the assignment of the head of the Bureau;

18.6 perform prior additional examination of the lawfulness of the decision of the administration;

18.7 organise personnel planning and recruitment, provide accounting of the personnel.

19. **Internal Security Division shall**:

19.1 ensure and control the object of the state secret, protection and compliance with the confidentiality regime of the information, classified by the North Atlantic Treaty Organisation (NATO), European Union and foreign institutions, in Baltic countries;

19.2 perform administration (management) of the technical security systems of the administrative building and organisation of security measures;

19.3 ensure operation and security of the computer network as well as operation of the information systems, installation of software and technical support of computer technique;

19.4 review submissions, complaints and other materials regarding the way of acting of employees of the Bureau, including non-compliance with the basic principles of the professional ethics and conduct set in the Code of Ethics of the Bureau;

19.5 perform incidental (on the specific case), random and regular follow up of the decision of the administration;

19.6 perform operational activities and investigation, in order to detect criminal offences provided by the Criminal Law in the state institution service, should the official or employee have committed it.

20. **Financial Division shall**:

 20.1 lead, coordinate and forecast budget planning of the Bureau and preparation of the request, shall give recommendations regarding re-division of the budget;

20.2 organise accounting of the Bureau, in accordance with the regulatory enactments and instructions developed by the Ministry of Finance and the Treasury;

20.3 organise the receipt and accounting of the financial means provided for investigatory operations of the Bureau;

20.4 organise and ensure accounting of bails;

20.4 perform accounting of material assets and prepare draft reports of writing-off material assets;

20.5 organise acquisition of goods and services in accordance with the procedure set by regulatory enactments.

21. **Division of Control of Public Officials Activities shall**:

21.1 control execution of compliance with additional restrictions and prohibitions set for public officials by the Law On Prevention of Conflict of Interest in Activities of Public Officials as well other regulatory enactments;

21.2 examine declarations of the public officials within the scope set by the Law On Prevention of Conflict of Interest in Activities of Public Officials;

21.3 assess the compliance of the way of acting of a public official with the property and financial means of a public person with the requirements of regulatory enactments;

21.4 review submissions and prepare draft replies, perform departmental inspections, administrative record-keeping and record-keeping in the administrative violation matters within the competency of the division;

21.5 prepare information for public on the detected violations as well as performed measures for prevention thereof;

21.6 participate in the development of draft regulatory enactments, preparation of opinions regarding draft regulatory enactments as well as public education with regard to compliance with restrictions and prohibitions set by the Law On Prevention of Conflict of Interest in Activities of Public Officials, in accordance with the competition of the division.

22. **Division of Control of Political Parties Financing shall**:

22.1 control execution of the Financing of Political Organisations (Parties);

22.2 perform departmental inspections, administrative record-keeping and record-keeping in administrative violation matters;

22.3 control compliance with restrictions of pre-election campaigns set by the laws on pre-election campaigns, in accordance with the competence set by the laws on pre-election campaigns;

22.4 prepare information for public regarding regulations of pre-election campaigns, which shall be complied with by persons not related to political organisations and unions thereof;

22.5 prepare information for public regarding the established violations of the regulations of pre-election campaigns and regulations of financing of political organisations (parties) and unions thereof, as well as regarding performed measures for prevention thereof;

22.6 participate in development of draft regulatory enactments, preparation of opinions regarding draft regulatory enactments as well as public education on the financial operation declarations submitted by political organisations (parties) and unions thereof, established violations in submission thereof and regarding compliance with restrictions set by the Law On Financing of Political Organisations (Parties), in accordance with the competency of the division.

23. **Policy Planning Division shall:**

23.1 develop draft development planning, informative reports and legal acts;

23.2 independently perform analysis of draft legal acts and regulatory enactments and give recommendations to responsible institutions regarding making amendments to the regulatory enactments or development of new draft regulatory enactments;

23.3 coordinate execution of assignments given to other institutions specified in the planning documents in the field of corruption prevention and combating;

23.4 coordinate and ensure execution of the international requirements on corruption prevention and combating, as well as implementation of the requirements and recommendations determined by other organisations related to anticorruption issues, which Latvia has joined or has showed an intention to join;

23.5 organise and ensure public education on corruption prevention and combating, prepare methodological and training materials;

23.6 develop methodology for corruption prevention and combating in the state and local government institutions and private sector;

23.7 organise the research and analysis of public thought.

24. **Division of Information Analysis shall:**

24.1 ensure development, accounting and analysis of execution of the performance results and performance indicators of the Bureau;

24.2 prepare public reports of the Bureau and informative reports regarding the operation of the Bureau;

24.3 collect and analyse information on non-compliance with additional restrictions and prohibitions set for public officials by the Law On Prevention of Conflict of Interest in Activities of Public Officials as well as other regulatory enactments, including violations of restrictions and prohibitions set by the Law On Prevention of Conflict of Interest in Activities of Public Officials, which were established, when examining the information specified in declarations of public officials;

24.4 collect and analyse information regarding established violations of the regulations of pre-election campaigns and regulations of financing of political organisations (parties) and unions thereof;

24.5 collect information about departmental inspections performed by the Bureau, initiated criminal proceedings, administrative violations record-keepings, results of operational activities and perform data analysis within the framework of administrative violations matters, matters of investigatory operations, criminal cases and departmental inspections;

24.6 collect information and perform analysis regarding the situation in the country in the area of corruption prevention and combating and prepare reports;

24.7 perform information analysis pursuant to request of other divisions of the Bureau.

25. **Division of Criminal Intelligence Process shall**:

25.1 in accordance with the Investigatory Operations Law and Criminal Procedure Law, perform investigatory operations and special investigation activities in order to detect criminal offences provided by the Criminal Law in the state institution service, if they are related to corruption, as well as criminal offences, which are related to violations of financing of political organisations (parties) and unions thereof, if they are not under the competency of the state security institutions, in accordance with law;

25.2 review submissions and materials, perform departmental inspections and prepare draft replies;

25.3 perform investigatory operations within the competency of the division and processing and analysis of information acquired as a result of special investigation activities;

25.4 detain and convoy persons, who are being suspected or convicted for committing criminal offences, in accordance with the procedure set by regulatory enactments;

25.5 prepare information for public regarding the established violations as well as performed measures for prevention thereof;

25.6 participate in the development of draft regulatory enactments and preparation of opinions regarding the draft regulatory enactments, in accordance with the competency of the division.

26. **Division of Intelligence Support shall**:

26.1 organise and perform technical support for intelligence support and special investigation activities;

26.2 perform processing of the information acquired as a result of intelligence support and special investigation activities;

26.3 perform the assigned intelligence support and special investigation activities.

27. **Division of Investigations shall**:

27.1 perform investigation activities, in order to investigate criminal offences provided by the Criminal Law in the state institution service, in accordance with the Criminal Procedure Law, if they are related to corruption, as well as criminal offences, which are related to violations of regulations of financing of political organisations (parties) and unions thereof, if they are not in the competency of the state security institutions in accordance with law;

27.2 review submissions and materials, perform interdepartmental inspections and prepare draft replies;

27.3 perform execution of requests for legal aid from foreign competent authorities in criminal proceedings;

27.4 organise and ensure storage and accounting of the removed material evidence and arrested property;

27.5 prepare information for public regarding the established violations and investigation of criminal offences;

27.6 participate in the development of draft regulatory enactments and preparation of opinions regarding draft regulatory enactments, in accordance with the competency of the division;

27.7 represent the Bureau in organisations related to the anticorruption issues, which Latvia has joined or has expressed an intention to joint, pursuant to the assignment of the head of the Bureau and within the framework of the competency.

**V. Verification of the Decision of the Administration**

28. The prior general verification of the usefulness and lawfulness of the decision of the administration shall be performed by the person developing the draft decision and all higher officials pursuant to the subordination sequence, by putting a visa on the draft, as well as by a person making a decision by signing the decision.

**VI. Final Provision**

29. To declare invalidity of the Corruption Prevention and Combating Bureau Regulation No. 1-4/4 “Regulation of the Corruption Prevention of Combating Bureau’’, adopted on 4 August 2014.

Head of the Bureau */Signature/* J.Streļčenoks

Agreed with the Prime Minister on 31 May 2016.