

Order N05/81

of the Minister of Culture and Monument Protection of Georgia

2 April 2014

Tbilisi

on the approval of the Regulations of the National Centre for the Georgian Book – a legal entity of public law

In compliance with paragraph 2 of Article 2 of the Government of Georgia Resolution N245 of 20 March 2014 on “the Creation of the National Centre for the Georgian Book – a legal entity of public law”, **I hereby order:**

Article 1

To approve the Regulations (enclosed) of the National Centre for the Georgian Book – a legal entity of public law.

Article 2

To enforce the Order upon promulgation.

Acting Minister

Aleksandre Margishvili

Regulations of the National Centre for the Georgian Book – a legal entity of public law

Article 1 - General Provisions

1. The National Centre for the Georgian Book – a legal entity of public law (hereinafter “the Centre”) is established in compliance with the Government of Georgia Resolution N245 of 20 March 2014.
2. The Centre shall carry out its activities in conformity with the Constitution of Georgia, international treaties to which Georgia is a party, and the present Regulations.
3. In order to achieve the goals under the present Regulations and to fulfill the functions assigned to it, the Centre shall be capable to acquire legal rights and duties; to enter into contracts; to sue and be sued.

4. The Centre shall hold its own balance account, seal and stamp featuring the name of the Centre, account at the State Treasury of Georgia, settlement account and any other bank account, as well as other attributes of a legal entity.
5. Legal address of the Centre: N4, Sanapiro Str, Tbilisi.

Article 2 – Goals and Objectives of the Centre

1. Goals of the Centre shall be:

- a) To develop the process of translating Georgian and foreign literature;
- b) To promote Georgian literature abroad;
- c) To assist foreign translators and publishers who are interested in Georgian literature and to fund Georgian literature translation projects;
- d) To promote the participation of Georgian publishers, translators and authors in various literary activities abroad and to organize Georgia's national programme at the international book fairs.

2. Objectives of the Centre shall be:

- a) To determine a strategy for the translation and publication of Georgian literature abroad, and to organize competitions for and to offer special programmes to foreign publishing houses planning to publish literary translations from Georgian;
- b) To develop a strategy for the improvement of quality of Georgian and foreign literary translations; to organize special seminars and conferences for literary translators and to offer them short-term resident programmes;
- c) To use the resource of Georgian emigrants for the translation of Georgian authors in different languages;
- d) To develop a national stand concept and art programmes and to organize the setting up of unified national stand with the goal of promoting Georgian literature abroad;
- e) To announce special contests for Georgian publishers in order to arrange for the translation of foreign authors into Georgian;
- f) To organize special conferences and forums in order to develop the publishing sector in Georgia;
- g) To promote the development of the institute of literary agents;
- h) To organize special seminars for Georgian publishers in the area of copyrights;
- i) To develop a new strategic plan for public relations and to popularize Georgian literary process in Georgia and abroad;
- j) To develop relations with international organizations; to cooperate with the private sector and to obtain additional funds for the implementation of joint projects.

Article 3 – Authorities of the Centre and Scope of Activities

The Centre shall have the authority to:

1. contribute to the process of translating and publishing Georgian literature abroad;
2. develop a strategy aimed at improving the quality of translation of Georgian and foreign literature;
3. cooperate with respective governmental, art, educational and other institutions of Georgia and foreign countries;
4. organize conferences, sessions, symposiums, meetings, seminars and consultations both on international and local level;
5. carry out any other activity prescribed or permitted by law;
6. promote the participation of Georgian publishers, translators and authors in international projects; organize Georgia's national programme at the international book fairs.

Article 4 – Management and Structure of the Centre

1. The Supervisory Board of the Centre shall exercise supervision over art-related activities of the Centre whereas the Director of the Centre shall be responsible for managing organizational and administrative activities of the Centre.
2. Main directions and structure of the Centre, upon consent of the Supervisory Board, shall be approved by the Director on the basis of an individual administrative law act.

Article 5 – Authorities of the Director of the Centre

1. Activities of the Centre shall be managed by the Director who shall be appointed to and dismissed from his/her position by the Minister of Culture and Monument Protection of Georgia.
2. The Director of the Centre shall:
 - a) approve the Centre's manning table, wages-fund and budget by consent of the Ministry;
 - b) manage the organizational and administrative activities of the Centre; bear personal responsibility for the lawfulness and effectiveness of such activities;
 - c) represent the Centre at every level without power of attorney; issue power of attorney and enter into contracts;
 - d) manage and dispose of the Centre's property in compliance with the law and by consent of the Supervisory Board; shall bear responsibility for the Centre's property and for the purposeful spending of its monetary funds;

- e) enter into labour contracts with employees and, where necessary, with invited specialists in compliance with the Labour Code of Georgia; shall make decisions on employee incentives and disciplinary liability;
 - f) issue individual administrative law acts within the scope of his/her competence;
 - g) work out and approve, by consent of the Supervisory Board, the Centre's manning table, structure, budget and internal regulations;
 - h) approve action plans of the Centre's structural entities; determine the main course of activities;
 - i) propose to the Ministry of Culture and Monument Protection of Georgia, by consent of the Supervisory Board, amendments to the Centre's Regulations, as well as recommendations regarding the reorganization and dissolution of the Centre;
 - j) be authorized to carry out any other activity necessary for the fulfillment of the goals and objectives of the Regulations;
 - k) notify the Ministry of Culture and Monument Protection of Georgia of the name of the person authorized to act as Director of the Centre during his/her absence.
3. The Director may have his/her authorities terminated ahead of schedule in the following cases:
- a) Out of his/her own free will;
 - b) Upon entry into force of a guilty verdict delivered against him/her by the court;
 - c) If he/she is recognized legally incapable or if his/her capability is limited;
 - d) After his/her death;
 - e) At the recommendation of the Supervisory Board and by decision of the Minister;
 - f) In any other case under the applicable laws of Georgia.

Article 6 – Supervisory Board of the Centre

1. Art-related activities of the Centre shall be managed by the Supervisory Board consisting of seven members and meeting at least once a month.
2. Candidate members of the Supervisory Board shall be nominated by educational, research institutes or/and initiative groups (consisting of at least ten people).
3. Composition of the Supervisory Board shall be approved by the Minister of Culture and Monument Protection of Georgia.
4. The Supervisory Board term of office shall be equal to the total period of chairmanship of its members but in any case shall be no longer than 24 months.
5. The Supervisory Board shall be headed by its chair elected, by rotation, from among the members of the Board for a period of 12 months.
6. Procedures for the election of the Supervisory Board Chair by rotation shall be determined by the Board.
7. The Supervisory Board shall:

- a) give its consent to the Centre's draft budget and hear the Director's report on the implementation thereof;
- b) review and determine the Centre's art policy and its main directions; supervise the implementation of these directions;
- c) consider the projects and competition applications submitted to the Centre;
- d) discuss the issues relating to the structural reorganization of the Centre;
- e) give its consent to draft amendments or/and additions to the regulations elaborated by the Director of the Centre.
- f) hears and reviews reports and action plans of the heads of its structural entities, findings/reports of individual employees, problematic issues, cooperation reports;
- g) considers the subject matter and level of projects prepared by the Centre for obtaining grants; discusses the issues relating to cooperation with other art and educational institutes of Georgia and foreign countries;
- h) considers complaints regarding the Centre's activities and, where necessary, submits respective recommendations to the Ministry of Culture and Monument Protection of Georgia.

8. A member of the Supervisory Board may have his/her authorities terminated ahead of schedule in the following cases:

- a) Out of his/her own free will;
- b) At the recommendation of the Supervisory Board and by decision of the Minister, if a member concerned is regularly absent from the Supervisory Board's meetings;
- c) If a member concerned is recognized legally incapable or if his/her capability is limited;
- d) After death;
- e) By decision of the Minister of Culture and Monument Protection of Georgia;
- f) In any other case under the applicable laws of Georgia.

Article 7 – State Regulation of the Centre

1. State control of the Centre shall be ensured by the Ministry of Culture and Monument Protection of Georgia exercising supervision over the lawfulness, expediency and effectiveness of the Centre's financial-economic and other activities.
2. The Ministry of Culture and Monument Protection of Georgia shall be authorized to require from the Centre the submission of materials and information that are necessary for carrying out control.
3. The Ministry of Culture and Monument Protection of Georgia shall be authorized to suspend or repeal any wrongful decision made by the Centre.

Article 8 –Property of the Centre

1. The State shall deliver to the Centre the property which is necessary for the implementation of its goals and functions.
2. The Director of the Centre shall manage the Centre's assets and property in compliance with the laws of Georgia.
3. The Centre may, by consent of the Ministry of Culture and Monument Protection of Georgia, carry out the following activities:
 - a) acquire real property; sell, mortgage or otherwise dispose of the Centre's property;
 - b) take up a loan;
 - c) act as a guarantor;
 - d) determine manning table and wages-fund;
 - e) determine the limits on the amount of employee incentives, as well as on fuel and communication expenses due to be incurred by the Centre;
 - f) other decisions regarding the Centre's property if they go beyond the scope of the Centre's normal activities.
4. The Ministry of Culture and Monument Protection of Georgia should explain the reason why it refuses to carry out any of the activities indicated in paragraph 3 of this Article. Such refusals may be appealed against at a superior body or/and at a court.
5. Activities under subparagraphs (b) and (c) of paragraph 3 of this Article shall be subject to consent by the Ministry of Finance of Georgia.

Article 9 – Funding of the Centre

1. A source of funding of the Centre may be:
 - a) respective budget allocations;
 - b) grant proceeds;
 - c) income earned from the works performed under contracts;
 - d) contributions;
 - e) any other income received in compliance with the Georgian laws.
2. All costs and incomes of the Centre shall be included in its financial accounts.
3. All incomes and proceeds shall go entirely towards the fulfillment of the Centre's goals and functions.

Article 10 – Reorganization and Dissolution of the Centre

1. The Centre may be reorganized and dissolved in compliance with the applicable laws of Georgia.

2. Any asset remaining after the dissolution of the Centre shall become a state property.

Article 11 – Amendments and Additions to the Regulations

Amendments and additions may be made to the Regulations in compliance with the applicable laws of Georgia.