

REGULATIONS
on the Research Service of the Verkhovna Rada of Ukraine
Legal Entity Identification Code 22907278 (*new edition*)

KYIV
2022

I. General Provisions

1. According to Article 7 of the Verkhovna Rada Rules of Procedure, the Research Service of the Verkhovna Rada of Ukraine (hereinafter referred to as the Research Service) is an institution providing scientific and research, informational and analytical support for the activities of the Verkhovna Rada of Ukraine, its bodies, members of the parliament of Ukraine and parliamentary factions (parliamentary groups) in the Verkhovna Rada of Ukraine.

The Research Service conducts professional training (advanced training) of people's deputies of Ukraine, employees of the Secretariat of the Verkhovna Rada of Ukraine, assistant consultants of people's deputies of Ukraine, officials of state authorities and local self-government.

2. In its activities, the Research Service is governed by the Constitution of Ukraine, laws of Ukraine, resolutions of the Verkhovna Rada of Ukraine, other normative legal acts, orders of the Chairman of the Verkhovna Rada of Ukraine, orders of the Secretariat of the Verkhovna Rada of Ukraine and these Regulations.

3. The Research Service shall perform its tasks and functions provided for by these Regulations on the basis of the following principles:

1) rule of law: ensuring legality, legal certainty, respect for human rights, non-discrimination and equality before the law, preventing arbitrariness in the activities of the Research Service and its employees;

2) political impartiality – equal treatment of people's deputies of Ukraine and deputy factions (deputy groups) in the Verkhovna Rada of Ukraine, regardless of party affiliation;

3) confidentiality – non-disclosure of information provided to the Research Service by the official having ordered a particular research (hereinafter referred to as the Customer); publication of research results of public interest no earlier than 30 calendar days after the date of providing the document on the research results to the customer;

4) professional competence – ensuring a high level of competence of the employees of the Research Service in performing the tasks and functions provided for in this Regulation and interacting with the customer;

5) relevance and objectivity – providing the customer with accurate, up-to-date, objective, apolitical information, in the preparation of which research methods and the stance of the researcher did not influence the results obtained;

6) compliance, timeliness and quality – provision of high-quality information and research materials meeting the specified criteria, within the prescribed time and in the appropriate form.

4. The name of the Research Service is as follows:

1) A full name:

In Ukrainian – Дослідницька служба Верховної Ради України;

In English – the Research Service of the Verkhovna Rada of Ukraine;

2) An abbreviated name:

In Ukrainian – ДСВРУ;

In English – RSVRU.

5. The Research Service is a legal entity having separate budget and bank accounts opened in accordance with the law; a seal bearing the State Coat of Arms of Ukraine and the name of the Research Service; logo; letterhead (Appendix 1 to these Regulations); and stamps.

6. The research service is a budgetary institution.

7. Types of activity of the Research Service according to the classification of economic activity types: research and experimental development in the field of social sciences and humanities; advanced training and professional development.

8. Location of the Research Service: Nestorivskyi Lane, 6, Kyiv city, 04053 Ukraine.

II. Main Tasks of the Research Service

9. The main tasks of the Research Service are as follows:

1) information research and analytical support for the activities of the Verkhovna Rada of Ukraine, its bodies, people's deputies of Ukraine and, parliamentary factions (parliamentary groups) of the Verkhovna Rada of Ukraine;

2) professional development (advanced training) of people's deputies of Ukraine, employees of the Secretariat of the Verkhovna Rada of Ukraine, assistant consultants of people's deputies of Ukraine

III. Information Research and Analytical Activities of the Research Service

10. To fulfil the task provided for by Subparagraph 1 of Paragraph 9 of the Regulations, the Research Service shall:

1) elaborate scientific concepts for the development of legislative regulation of public relations on its own initiative or upon the request of the Chairman of the Verkhovna Rada of Ukraine;

2) conduct scientific research on the legislative regulation of public relations on its own initiative or upon the request of the Chairman of the Verkhovna Rada of Ukraine;

3) conduct case study analysis on issues related to the development of draft laws that are under consideration in the Verkhovna Rada of Ukraine; consideration of the White Paper submitted by the Cabinet of Ministers of Ukraine to the Verkhovna Rada of Ukraine and other state policy topical issues:

upon the request of the Chairman of the Verkhovna Rada of Ukraine; First Deputy Chairman of the Verkhovna Rada of Ukraine; Deputy Chairman of the Verkhovna Rada of Ukraine; bodies of the Verkhovna Rada of Ukraine; parliamentary factions (parliamentary groups) of the Verkhovna Rada of Ukraine; people's deputies of Ukraine; Head of the Verkhovna Rada Secretariat; and Deputy Head of the Verkhovna Rada Secretariat, whose functional duties include coordinating the Research Service activities;

upon the request of the Head of the Verkhovna Rada Secretariat; the Deputy Head of the Verkhovna Rada Secretariat, whose functional duties include coordinating the Research Service activities; or an official of the Verkhovna Rada Secretariat – a correspondent of the European Center for Parliamentary Research and Documentation – within the framework of cooperation with inter-parliamentary information networks: the European Center for Parliamentary Research and Documentation (hereinafter referred to as ECPRD); the Eastern Partnership Parliaments Research Network (hereinafter referred to as EPPRN);

4) provide informational support to officials of the Verkhovna Rada of Ukraine and people's deputies of Ukraine in preparation for briefings, speeches, etc.;

5) scrutinize the implementation of the adopted legislative act upon the request of the standing committee of the Verkhovna Rada of Ukraine;

6) take an advisory part in drafting the legislation of Ukraine pertaining to the most important issues for the development of society and the state, as well as while preparing the draft Plan of legislative work of the Verkhovna Rada of Ukraine; monitor the implementation of the Plan of legislative work of the Verkhovna Rada of Ukraine upon the request of the Chairman of the Verkhovna Rada of Ukraine or the lead parliamentary committee;

7) perform an express analysis of risks of draft laws registered in the Verkhovna Rada of Ukraine, upon the request of the Chairman of the Verkhovna Rada of Ukraine;

8) summarize the results of activities of the Verkhovna Rada of the respective convocation upon the request of the Chairman of the Verkhovna Rada of Ukraine or the Head of the Verkhovna Rada Secretariat.

11. Regarding issues pertaining to activities provided for in Paragraph 10 of the Regulations, the Research Service prepares the following analytical and informational materials in writing:

1) the concept of the branch legislation development (up to 50 pages): analytical material that determines the current state of the legislation branch, contains information

on factors affecting its content, proposals for solving problems and improving legislation (Subparagraph 1 of Paragraph 10);

2) guide to legislation (up to 500 pages): a systematic presentation of the analysis of the effectiveness of legislative regulation in various fields of social relations, trends in the domestic legislation development in the context of the reforms implementation, fulfilment of the Association Agreement between Ukraine, on the one hand, and the European Union, the European Atomic Energy Community and their member states, on the other hand, and other international obligations of Ukraine (Subparagraph 2 of Paragraph 10);

3) parliamentary study (up to 30 pages): a comprehensive analytical review related to the development of draft laws that are under consideration in the Verkhovna Rada of Ukraine; consideration of the White Paper submitted by the Cabinet of Ministers of Ukraine to the Verkhovna Rada of Ukraine; other topical issues of state policy; scrutiny of the implementation of adopted legislative acts (Subparagraphs 3, 5 of Paragraph 10);

4) analytical note on comparative law (up to 20 pages): a review or summary of certain legal aspects of the foreign states legislation; the EU acquis; acts of international law (Subparagraph 3 of Paragraph 10);

5) review dossier (up to 10 pages): an analytical compilation of materials published in academic sources; media; legal and regulatory sources, which is presented in accordance with standard academic criteria for the layout of research materials (Subparagraph 3 of Paragraph 10);

6) request to ECPRD or EPPRN, as well as a response to a request from ECPRD or EPPRN: a document drawn up according to the established practice of information processing that is commonly used at ECPRD or EPPRN related to certain issues of legal regulation; organizational and administrative activities (Subparagraph 3 of Paragraph 10);

7) informational reference (up to three pages): a summary of the major current issues of the public policy; issues related to drafting legislation that is under consideration in the Verkhovna Rada of Ukraine; consideration of the White Paper submitted by the Cabinet of Ministers of Ukraine to the Verkhovna Rada of Ukraine (Subparagraphs 4, 7 of Paragraph 10);

8) proposals for a draft law; the Verkhovna Rada Legislative Work Plan (Subparagraph 6 of Paragraph 10);

9) analytical note on the results of monitoring the implementation of the Plan of Legislative Work of the Verkhovna Rada of Ukraine (Subparagraph 6 of Paragraph 10);

10) analytical report on the results of the activities of the Verkhovna Rada of Ukraine – informational and analytical material for newly elected people's deputies of Ukraine, containing an overview of the legislative activity of the Verkhovna Rada of

Ukraine of the corresponding convocation, a list of state policy issues requiring legislative regulation (Subparagraph 8 of Paragraph 10)

12. Should the Research Service participate in drafting a legislative act, it shall not participate in preparation of parliamentary studies, review dossiers or informational reference on issues related to such a draft law during its consideration in the Verkhovna Rada of Ukraine.

13. The Research Service shall draw up the analytical and informational materials in the form of original electronic documents that shall be signed by the Head of the Research Service of the Verkhovna Rada of Ukraine using a qualified electronic signature; the materials shall appear on the letterhead of the Research Service in electronic form (Appendix 1 to these Regulations). The Research Service shall maintain a database of analytical and informational materials in the electronic form, as well as archival storage of systematized paper copies of the originals of the relevant electronic documents. A request to the Research Service shall be made using the relevant template (Appendix 2 to these Regulations) and shall be submitted using the Unified Automated System for working with documents in the Verkhovna Rada of Ukraine, as well as on the webpage *Information Resources* under the heading *External Information Resources* on the official website of the Verkhovna Rada of Ukraine.

14. Analytical and informational materials drawn up by the Research Service shall not be deemed official information of the Verkhovna Rada of Ukraine, its bodies or officials.

15. Analytical and information materials provided for in Subparagraphs 1-5, 7-10 of Paragraph 11 of the Regulations shall be published on the webpage *Information Resources* under the heading *External Information Resources* on the official website of the Verkhovna Rada of Ukraine with the written consent of the customer, or no sooner than 30 calendar days after the provision of such materials to the customer in writing; they may also be made public through the media, information resources, or social media.

Analytical and informational materials provided for in Subparagraphs 1 and 2 of Paragraph 11 of the Regulations, developed on the Research Service's own initiative, shall be published in 30 calendar days following their finalization.

Responses to requests received from ECPRD or EPPRN (Subparagraph 6 of Paragraph 11 of these Regulations) shall not be subject to publication.

IV. The Research Service Activity in the Field of Professional Development (advanced training)

16. To perform the task provided for by Subparagraph 2 of Paragraph 9 of the Regulations, the Research Service shall:

1) conduct trainings, master classes, special courses and seminars, taking into account practical needs determined by the Secretariat of the Verkhovna Rada, as well

as on a contractual basis upon the request of state authorities or bodies of local self-government;

2) organize professional development (advanced training) for people's deputies of Ukraine; employees of the Secretariat of the Verkhovna Rada of Ukraine, assistant consultants of people's deputies of Ukraine; on a contractual basis – for representatives of state authorities, bodies of local self-government, and other legal entities and individuals; take part in organizing internship programs of the Secretariat of the Verkhovna Rada of Ukraine for young citizens who do not hold public service positions;

3) involve professionals from higher education or academic institutions representatives of public authorities, local government bodies or experts on a contractual basis to conduct training events.

17. Regarding activities provided for in Paragraph 16 of the Regulations, the Research Service shall:

- 1) develop educational and training syllabuses and plans;
- 2) develop educational, methodological and information materials.

V. Organization of the Research Service Activities

18. In order to perform its tasks, the Research Service shall:

1) cooperate with the Research Services of national parliaments of foreign states; the Research Service of the European Parliament; foreign libraries and academic institutions, and experts;

2) interact with the inter-parliamentary information networks ECPRD and EPPRN;

3) obtain, in the manner prescribed by law, the necessary information from central executive authorities, self-governmental bodies, enterprises, institutions, organizations and, non-governmental associations;

4) create working groups;

5) participate in the working groups created by the Verkhovna Rada of Ukraine and its bodies;

6) translate into the state language the EU *acquis*; acts of international law necessary for the preparation of analytical and informational materials;

7) highlight the results of its activities by posting relevant materials on the webpage *Information Resources* under the heading *External Information Resources* on the official website of the Verkhovna Rada of Ukraine, as well as distributing them in the media, social media and in the information resources;

8) interact with domestic academic institutions and centres; libraries; higher education institutions; hold conferences, seminars, scientific readings, round tables and expert discussions;

9) prepare for publications of analytical and information materials developed by the Research Service;

10) organize the document flow in the prescribed manner.

19. The procedure for providing analytical and information materials of the Research Service and the criteria for assessing their quality shall be determined by the Procedure for providing analytical and information materials of the Research Service of the Verkhovna Rada of Ukraine and the criteria for assessing their quality (Appendix 3 to the Regulations).

VI. Research Service Staff

20. The Research Service shall be led by the Head, who shall be appointed to the position by the Chairman of the Verkhovna Rada of Ukraine based on a competition and shall be dismissed by the Chairman of the Verkhovna Rada of Ukraine on the grounds provided for by law.

The Head of the Research Service shall be a citizen of Ukraine, be fluent in the official language and speak a foreign language, which is one of the languages of the European Union countries (no lower than B2 level); have a doctorate in law; an academic title of professor; and shall also meet one of the following requirements:

1) No less than seven years of experience in occupying managerial academic positions;

2) No less than seven years of work experience in occupying managerial academic and teaching positions;

3) No less than seven years of work experience in occupying managerial positions in state bodies, institutions or organizations;

4) No less than seven years of total work experience in accordance with the requirements specified in Subparagraphs 1-3 of the Paragraph.

21. The Research Service Head shall:

1) organize and ensure the activities of the Research Service;

2) make propositions to the Chairman of the Verkhovna Rada of Ukraine on the maximum number of the Research Service staff; its organizational structure; manning table; amendments to the Regulations;

3) appoint and dismiss the First Deputy Head of the Research Service and Deputy Head of the Research Service; distribute duties between them;

4) approve the qualification requirements for the positions of the Research Service staff members, including proficiency in a foreign language, which is one of the languages of the countries of the European Union (no lower than B2 level); approve job descriptions for the Research Service staff members;

5) appoint and dismiss the Research Service staff members;

6) approve the Regulations on certification of the Research Service staff members and the certification commission composition;

7) determine official salaries for the Research Service staff members according to the manning table, as well as allowances, additional payments and bonuses in accordance with the terms of remuneration determined by the Cabinet of Ministers of Ukraine;

8) apply incentive measures and, in accordance with the established procedure, make propositions for awarding the Research Service staff members with state awards, distinctions; impose disciplinary sanctions on the Research Service staff members according to the law;

9) represent the Research Service in relations with public authorities; bodies of local self-government; individuals; legal entities; and, non-governmental formations not having the status of a legal entity; international organizations; foreign institutions and organizations;

10) approve Regulations on the Research Service structural subdivisions;

11) issue Orders that shall be deemed mandatory for the Research Service staff members; organize control over their implementation;

12) approve the Research Service work plans; reports on its activities; other documents pertaining to organizing the Research Service activities; the main directions for the use of its funds within the limits of budgetary appropriations and funds received for the contracts execution;

13) on behalf of the Research Service, conclude civil and other agreements necessary to ensure its activities; represent, without special authorization, the Research Service in the courts; issue powers of attorney to the staff members to represent the Research Service interests;

14) manage funds, within the framework of the Research Service budget approved in the prescribed manner; manage other property of the Research Service in accordance with the legislation.

22. The Research Service Head shall have a First Deputy Head and a Deputy Head. The First Deputy Head of the Research Service and the Deputy Head of the Research Service shall be citizens of Ukraine, be fluent in the state language and a foreign language that is one of the languages of the countries of the European Union (not lower than B2 level), have a scientific degree of doctor of sciences.

23. The level of proficiency in a foreign language, which is one of the languages of the countries of the European Union (Paragraph 20, 21, 22 of the Regulations), according to the global scale of the Common European Recommendations for Language Education, shall be certified by a certificate, diploma or another document.

24. The main structural subdivisions of the Research Service are departments, which can form sectors.

Persons whose professional competence meets the qualification requirements of the relevant positions shall be appointed to the positions of the Research Service staff members.

VI. Interaction of the Research Service with the Verkhovna Rada of Ukraine and the Secretariat of the Verkhovna Rada of Ukraine

25. The Chairman of the Verkhovna Rada of Ukraine shall approve the maximum number of the Research Service staff, its organizational structure and a manning table on the proposition of the Research Service Head.

26. The Procedure for conducting a competitive selection for the position of the Research Service Head shall be approved by the Secretariat Head of the Verkhovna Rada of Ukraine.

27. The Research Service Head shall be appointed and dismissed by the Chairman of the Verkhovna Rada of Ukraine on the proposition of the Secretariat Head of the Verkhovna Rada of Ukraine in the manner prescribed in Paragraph 20 of the Regulations.

28. The Research Service shall report:

1) annually, before February 15 of the current year, to the Chairman of the Verkhovna Rada of Ukraine on their activities for the previous year;

2) every six months, before the 15th day of the month following the end of the six months, to the Secretariat Head of the Verkhovna Rada of Ukraine about their activities for the previous six months.

29. Interaction between the Research Service and structural subdivisions of the Secretariat of the Verkhovna Rada of Ukraine shall be carried out through the Secretariat Head of the Verkhovna Rada of Ukraine, Deputy Head of the Secretariat of the Verkhovna Rada of Ukraine, whose functional duties include coordinating the Research Service activities.

VII. Funds and Property of the Research Service

30. The funds of the Research Service shall consist of appropriations from the general fund of the state budget and own revenues of the Research Service received from sources not prohibited by law.

The Research Service, in accordance with the established procedure, shall credit its own income in the form of fees for services provided thereby within the framework of its main activities; charitable contributions; grants, etc. to bank accounts opened under the law.

The said proceeds shall be included in the special fund of the state budget and shall be used in accordance with the Procedure established by the budgetary legislation.

31. The property of the Research Service shall consist of fixed and current assets, other property items, the value of which shall be reflected in the independent balance sheet.

The Research Service shall have the right to use its property to ensure participation in civil legal relations, including financial and economic activities, in accordance with the objectives of its activities and within the limits of its civil legal capacity.

32. The Research Service shall maintain accounting records; submit tax and statistical reports in the manner prescribed by law for institutions funded through the state budget.

33. The Research Service shall have the right to write off fixed assets from the balance sheet and sell obsolete or unused property according to the procedure established by law upon approval of the Secretariat Head of the Verkhovna Rada of Ukraine.

The funds received from the property sale shall be used to improve working conditions for the Research Service.

VIII. Reorganization and Liquidation of the Research Service

34. The reorganization and liquidation of the Research Service shall be carried out under the law.

35. Following the liquidation of the Research Service, the property of the Research Service, which belongs to the property complex ensuring the activities of the Verkhovna Rada of Ukraine, shall be used for its intended purpose.