

Parliament of Georgia

Resolution

On the Approval of the Statute of the State Council of Heraldry at the Parliament of Georgia

In accordance with Article 17¹ of the Law of Georgia On the Procedure for Use of the State Symbols of Georgia and Article 221(1) and (2) of the Rules of Procedure of the Parliament of Georgia,

the Parliament of Georgia shall resolve:

1. To approve the Statute of the State Council of Heraldry at the Parliament of Georgia (attached).
2. To declare invalid Resolution No 5778-Il of 29 February of 2008 of the Parliament of Georgia On the State Council of Heraldry at the Parliament of Georgia (Legislative Herald of Georgia, Part III, No 35, 6.3.2008, Art. 374).
3. This Resolution shall enter into force upon its promulgation.

Chairperson of the Parliament of Georgia

Archil Talakvadze

Tbilisi

29 September 2020

No 7200-Il

Statute of the State Council of Heraldry at the Parliament of Georgia

Chapter I.

General Provisions

Article 1 – State Council of Heraldry at the Parliament of Georgia

1. The State Council of Heraldry at the Parliament of Georgia (the State Council of Heraldry) is a body operating at the Parliament of Georgia, which regulates issues related to the state symbols of Georgia and symbols of state significance.
2. When carrying out its activities, the State Council of Heraldry shall be guided by the Constitution of Georgia, the Organic Law of Georgia On State Symbols of Georgia, the Law of Georgia On the Procedure for Use of State Symbols of Georgia, the Law of Georgia On Symbols of State Significance, the Rules of Procedure of the Parliament of Georgia, this Statute and other relevant legal acts.
3. The State Council of Heraldry has an account in the state treasury, its own seal and a blank form.

Chapter II.

Main Functions and Powers of the State Council of Heraldry



Article 2 – Main functions of the State Council of Heraldry

The main functions of the State Council of Heraldry shall be to:

- a) draw up proposals regarding the state symbols of Georgia;
- b) draw up proposals on the use of state symbols of Georgia;
- c) participate in creating the symbols of the Autonomous Republics of Abkhazia and Adjara, and self-governing units, and in establishing the procedure for their use, and developing appropriate recommendations;
- d) participate in establishing procedures for using the state symbols of Georgia and other heraldic signs during the organisation of state ceremonies, official events and military parades, and issue appropriate recommendations and opinions;
- e) participate in creating the heraldic signs of the state institutions of Georgia, the uniforms and distinctive signs of state military and special institutions of Georgia, departmental awards, sets of flags and emblems, and in establishing procedures for their use, and issue relevant recommendations and opinions;
- f) carry out other functions provided for by the legislative acts of Georgia.

Article 3 – Powers of the State Council of Heraldry

The State Council of Heraldry shall be authorised to:

- a) receive from scientists and other specialists the services necessary to perform its functions and exercise its powers, and request and receive from authorities, public institutions, officials, organisations, individuals and legal entities the information necessary for the performance of these functions and the exercise of powers, in accordance with the Law;
- b) create and manage the register of the state symbols of Georgia and symbols of state significance, in which the said symbols and their descriptions, relevant technical data, the number of manufactured units, and other relevant information shall be registered;
- c) have and manage its own website;
- d) ensure the popularisation of the state symbols of Georgia and symbols of state significance;
- e) hold exhibitions, seminars and conferences on matters of heraldry;
- f) ensure the collecting of heraldic patterns and symbols of historical, cultural and/or state significance, and heraldic signs with valuable artistic content related to Georgia, and hold relevant exhibitions;
- g) publish literature on matters of heraldry;
- h) develop artistic images for heraldic patterns.

Chapter III.

Structure of the State Council of Heraldry

Article 4 – Officials of the State Council of Heraldry

The officials of the State Council of Heraldry shall be:

- a) the Chairperson of the State Council of Heraldry;
- b) the Deputy Chairperson of the State Council of Heraldry;



c) the Head of the Service of the State Council of Heraldry.

Article 5 – Chairperson of the State Council of Heraldry

1. The State Council of Heraldry shall be headed by the Chairperson of the State Council of Heraldry. The Chairperson of the State Council of Heraldry shall be appointed and dismissed by the Chairperson of the Parliament of Georgia.

2. In accordance with the legislation of Georgia, the Chairperson of the State Council of Heraldry shall:

a) manage the activities of the State Council of Heraldry, coordinate the activities of the structural units of the State Council of Heraldry, and be responsible for the performance of their duties;

b) issue orders within his/her competence, sign official documents, and conclude contracts, agreements and memoranda on behalf of the State Council of Heraldry;

c) represent the State Council of Heraldry and act on its behalf with authorities, public institutions, officials, organisations, individuals and legal entities;

d) on behalf of the State Council of Heraldry, grant representative powers, including powers of attorney (issue a power of attorney) for representation in courts;

e) submit the staff list of the State Council of Heraldry to the Chairperson of the Parliament of Georgia for approval;

f) appoint and dismiss public servants of the State Council of Heraldry, determine their rights and duties, and approve the job descriptions of public servants of the State Council of Heraldry;

g) approve the internal regulations of the State Council of Heraldry;

h) use forms of incentives and disciplinary measures in relation to the public servants of the State Council of Heraldry;

i) dispose the financial resources and other property of the State Council of Heraldry, manage the financial activities of the State Council of Heraldry, be responsible for the protection and targeted use of the property of the State Council of Heraldry;

j) before 1st May of every year, submit to the Parliament of Georgia the draft budget statement for the following year on the budget estimate of the State Council of Heraldry and the maximum number of employees;

k) implement measures to improve the material and technical base of the State Council of Heraldry;

l) exercise other powers.

Article 6 – Deputy Chairperson of the State Council of Heraldry

1. The Chairperson of the State Council of Heraldry shall have one deputy. The Deputy Chairperson of the State Council of Heraldry shall be appointed and may be dismissed by the Chairperson of the State Council of Heraldry in agreement with the Chairperson of the Parliament of Georgia.

2. The Deputy Chairperson of the State Council of Heraldry shall:

a) perform the duties of the Chairperson of the State Council of Heraldry in his/her absence;

b) exercise other powers based on an order of the Chairperson of the State Council of Heraldry.

Article 7 – Head of the service of the State Council of Heraldry



1. The head of the service of the State Council of Heraldry shall be appointed and may be dismissed by the Chairperson of the State Council of Heraldry.
2. The head of the service of the State Council of Heraldry shall:
 - a) head the relevant service and coordinate its activities;
 - b) draw up annual and forward-looking work plans;
 - c) exercise other powers granted under this Statute and the regulations of the service.
3. The head of the service of the State Council of Heraldry shall be responsible to the Chairperson of the State Council of Heraldry for his/her activities and the activities of the structural units subordinated to him/her.

Article 8 – Public servants of the State Council of Heraldry

1. The State Council of Heraldry shall employ public officers and other public servants. Public servants of the State Council of Heraldry shall perform the duties provided for by the legislation of Georgia, their job descriptions and relevant agreements.
2. The staff list of the State Council of Heraldry shall be approved by the Chairperson of the Parliament of Georgia upon the recommendation of the Chairperson of the State Council of Heraldry.

Article 9 – Structural units of the State Council of Heraldry

1. The structural units of the State Council of Heraldry, their heads and main tasks shall be determined by this Statute and the regulations of the relevant structural unit, which is approved by the Chairperson of the State Council of Heraldry upon the recommendation of the head of the said structural unit.
2. The structural units of the State Council of Heraldry are:
 - a) the Design Office;
 - b) the Administrative Office.

Article 10 – Main tasks of the Design Office

The main tasks of the Design Office shall be:

- a) the development of common artistic images of state symbols and distinctive signs of Georgia;
- b) the planning and development of artistic concepts of state heraldic signs;
- c) editorial and publishing activities;
- d) the planning and development of general types of theoretical parts of the state symbols and distinctive signs of Georgia;
- e) research and analysis of historical material on matters of heraldry in and outside Georgia;
- f) the promotion of the dissemination of civic education on matters of heraldry;
- g) the drawing up of a proposal for informational and legislative support to ensure respect for the state symbols of Georgia;
- h) the drawing up of proposals on the creation and use of the state symbols and distinctive signs of Georgia;



i) participation in creating the heraldic signs of state institutions of Georgia, special uniforms and distinctive signs of state military and special agencies of Georgia, departmental awards, sets of flags and emblems, and in establishing the procedure for their use, and the preparation of appropriate recommendations and opinions;

j) participation in establishing the procedure for use of the state symbols of Georgia and other heraldic signs during the organisation of state ceremonies, official events and military parades, and the preparation of appropriate recommendations and opinions.

Article 11 – Main tasks of the Administrative Office

The main tasks of the Administrative Office shall be:

a) the keeping of personal files of public servants of the State Council of Heraldry; the preparation of draft orders of the Chairperson of the State Council of Heraldry, and the registration and proper forming of orders;

b) legal support for the activities of the State Council of Heraldry and, within the scope of its competence, consultation with public servants of the State Council of Heraldry regarding their legal status, restrictions, benefits and other issues related to the service;

c) the creation and organisation of programmes for the upgrading of qualifications and the retraining of public servants of the State Council of Heraldry;

d) the ensuring of unified records management of the State Council of Heraldry;

e) the receiving, registering and sending or delivering of correspondence;

f) the ensuring of the issuance of public information in accordance with the procedures established by the Law, and the regulation of public relations;

g) the provision of computer equipment services and the introduction of new technologies in the State Council of Heraldry, and the management of the official website of the State Council of Heraldry;

h) the preparation of the draft budget of the State Council of Heraldry, the planning of financial provision, and the accounting and analysis of expenditures of financial resources and material assets;

i) the preparation and submission of financial reports in accordance with the procedure established by the legislation of Georgia;

j) the determination of business trip expenses and economic expenses of the State Council of Heraldry;

k) the regulation of the accounting and reporting of the State Council of Heraldry, and the maintenance of accounting policy;

l) the preparation of quarterly and annual balance sheets and other reports in accordance with the procedure established by the legislation of Georgia and the submitting of them to the relevant bodies;

m) inventory record-keeping;

n) the coordination and control of activities related to public procurement carried out by the State Council of Heraldry;

o) the drafting of contracts to be concluded with supplier organisations and individuals and legal entities in accordance with the procedures established by the legislation of Georgia;

p) the ensuring of acquisitions, imports, registration and issuance of material assets necessary for the State Council of Heraldry.

Chapter IV.

Final Provisions



Article 12 – Approval of the Statute of the State Council of Heraldry

The Statute of the State Council of Heraldry shall be approved by a Resolution of the Parliament of Georgia.

Article 13 – Reorganisation of the State Council of Heraldry

The State Council of Heraldry shall be reorganised in accordance with procedure established by the legislation of Georgia.

