

"Approved"

By Order No. 1/30/20 of February 3, 2020

(as amended on 28.11.2025 N1/279/25)

Statute of the Parliamentary Budget Office of Georgia

Chapter I

General Provisions

Article 1

1. The Parliamentary Budget Office of Georgia (hereinafter – PBO) is the structural unit of Parliamentary Secretariat of Georgia (hereinafter - the Parliamentary Secretariat), whose main task and function is to provide financial, budgetary, economic and other type of analytical information to the Parliament of Georgia, its committees, fractions, independent members of the Parliament and Parliamentary Secretariat.
2. The PBO is guided by the Constitution of Georgia, the rules of procedure of the Parliament of Georgia, other normative acts, the Statute of Parliamentary Secretariat, by the present Statute and other decrees of the Chairman of the Parliament of Georgia.

Chapter II

Main Functions of the PBO

Article 2

1. The main functions of the PBO are:
 - a) Provide analytical information on financial, budgetary, macroeconomic and public finance management issues to the Parliament of Georgia, Parliamentary Committees, fractions, independent Members of the Parliament and Parliamentary Secretariat in form of opinions, reports, reviews, research publications and other forms;
 - b) Periodic analysis of main fiscal, macroeconomic and public finance management trends;
 - c) Assessment of the official macroeconomic forecasts that are used as the basis for budget aggregates; Preparation of independent macroeconomic/fiscal forecasts for short/medium-term;
 - d) Preparation of opinions and additional information on financial impact assessment of the bills submitted to the Parliament of Georgia as a legislative initiative;
 - e) Providing appropriate financial calculations to the members of the Parliament, parliamentary fractions and parliamentary committees in the process of the bill drafting.

2. The PBO submits the results of the analysis and findings in forms of opinions, reports, reviews, and research publications. The PBO is not restricted to only present the results of the analysis and findings in the forms provided above.
3. The PBO does not provide recommendations on defining the budgetary, tax, monetary and public finance supervision policy.
4. Opinions, reports, reviews, research publications prepared by the PBO are transparent and public.

Chapter III

The management and the staff of the PBO and its structural divisions

Article 3

1. The PBO is supervised by the head of the PBO.
2. The Head of the PBO, upon the nomination of the Chairman of the Budget and Finance Committee of the Parliament of Georgia, shall be appointed and dismissed by the Chairman of the Parliament of Georgia in 5 years term. The appointment of same person to the position of the Head of the PBO is only permitted twice in a row. A candidate for the position of the Head of the PBO shall be selected solely on the basis of his/her professional and/or academic experience.
3. The head of the PBO:
 - a) Manages the activities of the the PBO, oversees the activities of the structural divisions of the PBO, is responsible to the Chairman of the Parliament of Georgia and the Supervisory Board of the the PBO for the proper performance of the duties assigned to the the PBO;
 - b) Signs official documentation attributed within the competence of the PBO;
 - c) Supervises the distribution of official correspondence within the PBO's staff and oversees its performance; Ensures timely review of the PBO's correspondence and supervises the administration of correspondence;
 - d) Distributes the functions between the staff of the PBO;
 - e) Prepares and submits to the Supervisory Board of the PBO a 3-year medium-term development strategy of the PBO within 3 months after being appointed;
 - f) In accordance with the procedure, at the end of the February of each year, submits to the Supervisory Board of the PBO, for approval, annually updated medium-term development strategy of the PBO for the next 3 years, activity plan and activity report of the PBO.
 - g) Submits written information to the Budget and Finance Committee of the Parliament of Georgia twice a year, on the activities performed by the PBO during the relevant session period, within 10 days after the end of the spring and fall sessions;

- h) Oversees the maintenance of the work discipline, carries out activities for the improvement of the safety and working conditions of the PBO's staff;
- i) Submits proposals to the head of the Parliamentary Secretary on the encouragement of the PBO's staff and on the commencement of disciplinary proceedings against them, in accordance with the procedure established by the legislation of Georgia;
- j) Is authorised to request and receive information and documentation on matters within the competence of the PBO in accordance with the procedure established by the legislation of Georgia;
- k) Ensures timely processing and delivery of proactively reported public information within its competence;
- l) Exercises other powers granted to him/her by the legislation of Georgia.

Article 4 (28.11.2025 N1/279/25)

In case of absence of the head of the PBO, one of the heads of the structural division of the PBO shall be temporarily appointed to the position of the head of the PBO on the basis of the decree of the Chairman of the Parliament of Georgia.

Article 5 (28.11.2025 N1/279/25)

The head of the PBO and the heads of the structural divisions of the PBO are the officials of the Parliamentary Secretariat.

Article 6

1. The staff of the PBO are public servants performing duties assigned by the legislation of Georgia, Statute of the Secretariat of the Parliament of Georgia, by the Present Statute, the job descriptions and an employment agreement. (14.09.2023 N1/270/23)
2. The staff of the PBO (except the head of the PBO) shall be appointed and dismissed by the head of the Parliamentary Secretariat in accordance with the procedure established by the Law of Georgia on Public Service.

Chapter IV

Structural divisions of the Budget Office

Article 7 (28.11.2025 N1/279/25)

Structural divisions of the PBO are:

- a) Budget Analysis Division;
- b) Macroeconomic Analysis and Tax Policy Division;
- c) Cost Estimates and Legislation Support Division.

Chapter V

Functions of the structural divisions of the PBO

Article 8

The functions of the structural divisions of the PBO are defined by the present.

Article 9 (28.11.2025 N1/279/25)

The functions of the Budget Analysis Division are:

- a) Preparation of the review on the draft Law of Georgia on the State Budget and attached documents;
- b) Preparation of the review on the draft law on the amendments in the Law of Georgia on the State Budget and attached documents;
- c) Preparation of periodic (monthly/quarterly (Accrued)/annual) review of the state budget implementation process;
- d) Preparation of the review on the implementation of the budget of the Autonomous Republics of Abkhazia and Adjara and the local self-government units;
- e) Research preparation on fiscal policy and public finance management;
- f) Preparation of appropriate opinions for submission to the Budget and Finance Committee of the Parliament of Georgia, as required by the rules of procedure of the Parliament of Georgia.

Article 10 (28.11.2025 N1/279/25)

The functions of the Macroeconomic Analysis and Tax Policy Division are:

- a) Assessment/analysis of official macroeconomic forecasts used as a basis for budget aggregates, submitted by the Government of Georgia to the Parliament of Georgia;
- b) Preparation of independent short/medium-term macro-fiscal forecasts ;
- c) Analysis of the current macroeconomic situation in the country and its determinants, studying interrelations between macroeconomic indicators;
- d) Preparation of periodic (monthly/quarterly/annual) analysis of the key macroeconomic trends;
- e) Preparation of research papers on macroeconomic environment/tax policy issues.

Article 11 (28.11.2025 N1/279/25)

The functions of the Cost Estimates and Legislative Support Division are:

- a) Examination of the financial impact of the bills submitted to the Parliament of Georgia in the form of legislative initiative and preparing appropriate opinions;
- b) Providing appropriate financial calculations to the members of Parliament, Parliamentary fractions and Parliamentary Committees within 4 weeks after the submission of the appropriate request (this period may be extended by an agreement between the PBO and the party requesting the financial calculations);
- c) Preparation of research papers on the financial and economic impact of the issues included in the draft laws, as well as on issues related to the support of the legislative process;
- d) Preparation of additional information, if necessary, on financial substantiation of the draft laws submitted to the Parliament of Georgia.

Chapter VI

Supervisory Board of the PBO

Article 12

1. The activities of the PBO are coordinated by the Supervisory Board of the PBO.
2. The composition of the Supervisory Board of the PBO shall be determined in accordance with paragraph 5 of Article 217 by the rules of procedures of the Parliament of Georgia.
3. The Supervisory Board of the PBO should schedule a sitting at least twice a year. An extraordinary meeting of the Supervisory Board of the PBO may be convened at the request of the Chairman of Supervisory Board or at least two members of the Supervisory Board.
4. The Supervisory Board evaluates the activities of the PBO annually. The Supervisory Board of the PBO has the right to hear expert opinions on the specific issues of the PBO reports and on the analysis carried out by the PBO.
5. The Supervisory Board of the PBO, within one month after the submission, should review and agree on PBO's annual report, annual activity plan and 3 year medium-term development strategy, renewed annually, if necessary. The Supervisory Board of the PBO has the right to issue recommendations on the activities of the PBO.

Chapter VII

The approval of the Statute and reorganization of the PBO

Article 13

1. The Statute of the PBO shall be approved by the Chairman of the Parliament of Georgia upon the nomination by the head of the PBO and/or by the Supervisory Board of the PBO.
2. The reorganization of the PBO shall be carried out in accordance with the procedure established by the legislation of Georgia.