**INSTRUCTIONS**

**on the procedure for accreditation of journalists and media workers in the Economic Security Bureau of Ukraine**

1. This Instruction defines the procedure for accreditation of journalists and mass media workers (hereinafter referred to as media representatives) for admission to the central office of the Economic Security Bureau of Ukraine and territorial departments of the ESBU (hereinafter referred to as the ESBU).
2. Accreditation of media representatives at the ESBU is carried out in accordance with the Constitution of Ukraine, the Laws of Ukraine "On information", "On printed mass media (Press) in Ukraine", "On television and radio broadcasting", "On news agencies", "On the procedure for coverage of activities of state authorities and local self-government bodies in Ukraine by Mass media", this Instruction and other regulatory legal acts.
3. The following are eligible for accreditation: Ukrainian media registered in accordance with the current legislation of Ukraine, online media, independent journalists and media workers as well as foreign correspondents and representatives of foreign media accredited by the Ministry of Foreign Affairs of Ukraine.
4. Mass media representatives accredited in accordance with the procedure established by this Instruction shall be admitted to the ESBU in order to create favorable conditions for the professional activities of the mass media, ensure the right of everyone to information, and provide comprehensive and objective coverage of the ESBU.

 In case of holding an open event at the ESBU, media representatives are admitted upon presentation of identity documents and proof of their professional affiliation.

 Information about the time, place and other circumstances of such an event is posted on the official website of the ESBU.

1. Accreditation of media representatives in the ESBU is carried out on a voluntary basis and provides for the honest performance by journalists and media workers of their professional duties in compliance with the requirements of the Constitution, laws of Ukraine other regulatory legal acts, professional ethics and moral principles of society.
2. Access to the buildings and separate premises of the ESBU shall be subject to the general operating hours of the state body. In order to comply with the safety, procedure and procedures of the ESBU, sanitary, fire and other standards access to the buildings and separate premises of the ESBU may be restricted.
3. The accreditation of media representatives and interaction with them shall be organized by the responsible persons of the ESBU who ensure interaction with the media.
4. Media access to the event venue shall be granted according to the lists previously prepared by the responsible persons ensuring interaction with the media.

 Admission begins 1 hour before the event and ends 10 minutes before the event.

 No more than three persons from one broadcasting organization and two persons from one print media outlet, news agency or online publication may be admitted to the venue at the same time.

1. Persons responsible for interaction with the media shall ensure:
* early notification of the mass media about the date, time and place of the planned events by publishing announcements on the official website of the ESBU;
* provision of separate seats for the media during press conferences and briefings, places for installing equipment, suitable for audio and video recordings;
* explanation to the mass media of the procedure of the ESBU, the territorial department of the ESBU, the possibilities and methods of obtaining information about their current activities and work plans;
* provision of information materials necessary for work in paper and/or electronic form.
1. Media have the right to:
* receive information about planned events in advance;
* to be present at briefings, press conferences and other events specially organized for mass media in the places where relevant events are held;
* receive the necessary information from persons who provide interaction with mass media, including at briefings, meetings and press conferences;
* get acquainted with informational and reference materials (agenda, texts of statements, etc.), as well as receive their electronic copies;
* use own technical equipment for audio and video recording,
* photography.
1. The media are obliged to:
* use your rights in good faith and not abuse them;
* respect the rights and not interfere with the work of ESBU employees and other media persons;
* do not use mobile phones during events, observe a business style of clothing.
1. ESBU may terminate the accreditation of a person in case of:
* a court finds a person guilty of an administrative offense or crime;
* in case of expiration of the temporary accreditation period;
* in case of failure to confirm accreditation in accordance with clause 3 of this Instruction;
* at the request of the mass media (in respect of one or all persons accredited by the mass media). In this case, the media outlet may accredit another person (persons) instead of the one whose accreditation is terminated.
1. Media representatives are granted access to visit the ESBU bodies:
* Director of the Economic Security Bureau of Ukraine - to visit the ESBU;
* the First Deputy and Deputy Directors of the Economic Security Bureau of Ukraine - to visit the territorial departments of the ESBU whose activities they direct and control;
* heads of territorial departments of the ESBU and their deputies - to visit a subordinate territorial department of the ESBU.
1. Accreditation of media representatives in the ESBU is carried out free of charge for each event separately and upon submission of a media application (hereinafter referred to as the application) in the form specified in Appendix 1 to this Instruction or an application of a media representative (hereinafter referred to as the application) in the form specified in Appendix 2 to this Instruction.
2. The submission on the letterhead of the editorial office signed by the head of the media outlet (or other authorized person) shall include:
* full name of mass media;
* the date and number of state registration of mass media;
* the address of the mass media editorial office;
* e-mail address (if available) of mass media;
* surname, first name, patronymic (if available) of the mass media representative in respect of whom the submission is made;
* contact numbers of mass media editorial offices or mass media representatives (if available).

Copies of documents certifying the person and certifying his professional affiliation to the relevant mass media (document certifying the identity of a citizen of Ukraine, a foreigner or a stateless person, an editorial certificate or a press card) are attached to the submission, and the purpose, date and terms of the visit to the ESBU body are indicated.

1. The statement states:
* surname, name and patronymic (if any) of the media representative;
* address of the media representative;
* the number of the media representative's communication means;
* e-mail address (if any) of the media representative.

Attached to the application are copies of documents certifying the identity of the person and certifying his professional affiliation (a document certifying the identity of a citizen of Ukraine, a foreigner or a stateless person an editorial certificate or a document issued by a professional association of journalists, a press card) and the purpose, date and terms of visits to ESBU bodies.

1. The submission or application is sent to the postal address of the ESBU body or to the email address no later than three working days before the planned visit and is considered within two days from the date of registration of the submission or application.
2. A submission or statement that does not contain the information specified in clauses 7, 8 of these Instructions will not be considered and within two days from the date of registration of the submission or statement in written or electronic form, the responsible persons of the ESBU who ensure interaction with media representatives, reported by the media or media representatives.

Consideration of a submission or application for accreditation and admission to the ESBU authorities is resumed after providing the information specified in clauses 7 and 8 of these Instructions.

1. Mass media representatives are denied accreditation and access to ESBU bodies in the event of potentially dangerous activities, the introduction of an observation or quarantine regime or the presence of other restrictions established by law.
2. Termination of accreditation, as well as any other actions (inaction) of ESBU related to accreditation may be appealed.
3. These Instructions are posted on the official website of the ESBU.

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