

RA Presidential Decree "On Establishing the Procedure To Be Followed in Government Activities"

1. GENERAL PROVISIONS

1. These Procedures lay down the organizational grounds for the exercise of powers vested in the Republic of Armenia Government (hereinafter, "the Government") under the Constitution and laws of the Republic of Armenia, as well as the procedures for organizing the activities of the Government, preparing and summoning its sessions, adopting decrees, and ensuring their enforcement.

2. In the Republic of Armenia, executive authority is exercised by the Government, the powers of which are laid down in the Republic of Armenia Constitution and laws.

Throughout its activities, the Government shall abide by the Republic of Armenia Constitution, laws, decisions of the National Assembly, decrees and orders of the President, decrees of the Government and the Republic of Armenia Prime Minister (hereinafter, "the Prime Minister"), and these procedures.

3. The Government shall organize its activities by means of sessions, which are implemented by the Staff of the Government.

The Prime Minister shall lead the everyday activities of the Government and coordinate the activities of ministers. The Prime Minister shall adopt decrees in cases prescribed by these Procedures.

A member of government may fulfill the functions of a minister-coordinator in the lines specified and in accordance with the order established by the Prime Minister, namely: policy making in specific fields of activity, coordination of activities of central executive bodies, marz governors and the Mayor of Yerevan. Also, if so instructed by the Prime Minister, he may assign tasks to central chief executive officers and perform monitoring over implementation thereof.

Members of government are assigned coordinating functions by virtue of a Presidential decree based on a proposal from the Prime Minister.

4. Government policy for separate areas is developed and implemented by national executive bodies (henceforth NEB), which are established, reorganized and liquidated by a decree of RA President at the proposal of Prime Minister. The NEB are RA ministries, Government-affiliated public administration bodies.

4.1. The NEB implements its activity in accordance with RA legislation, RA international agreements and other legal documents within the frameworks of authorities, reserved to it by the latter.

4.2. The NEB has statute, a round stamp depicting RA National Emblem and its name in Armenian and other languages, letter-heads, symbols and other identifying instruments.

4.3. The statute and structure of the NEB is approved of by Government. The NEB statute shall define its:

- a) full name and location;
- b) administration areas and tasks;
- c) organization of administration and supervision and the authorities of the leadership;
- d) main tasks of its structural sub-divisions;
- e) order of state property management, ownership and use;
- f) other main provisions with regard to organization of its activity.

4.4. RA ministry (henceforth ministry) is the superior body over public administration bodies and organizations constituting its system. Ministry system is composed of minister, deputy ministers, advisors, press secretary, aides and consultants, ministry staff, territorial divisions, public administration bodies, acting within the area of ministry's management, as well as of state-run non-commercial organizations, handed over to the subordination of ministry.

4.5. The system of a Government-affiliated public administration body is composed of its head, deputy heads of public administration body head, public administration body staff, territorial divisions, as well as of state-run non-commercial organizations, handed over to its subordination.

4.6. The NEB staff is a public management office, which ensures a full and effective implementation of authorities reserved to NEB by legislation, and its participation in civil and legal relations. The structure of NEB staff involves structural subdivisions (department, division, secretariat) and separated subdivisions (agency, inspectorate), whose functions are set by Government. Agency is a public management body for implementation of operations for rendering services envisaged by law and in some cases by legislation. Inspectorate is a public management body for implementation of oversight operations and application of responsibility measures, envisaged by law and in some cases by legislation.

4.7. The territorial policy of Government is implemented by marzpets (governors), (by mayor in Yerevan), who coordinate the activity of NEB's territorial services.

4.8. The authorities and the order of activity of governors and Yerevan mayor are established by RA Constitution, RA laws, decrees and orders by RA President, decisions by Government and Prime Minister.

2. ORGANIZING THE ACTIVITIES OF THE GOVERNMENT

5. The Government shall organize its activities in accordance with the Program of Activities of the Government.

Prior to January 15 of each year, the Government shall draft and endorse a Program of Activities for the respective year, broken down by sectors, in line with the social-economic situation in the Republic of Armenia, the prospect of development, the necessity of promoting development in certain regions, and needs arising out of emergency situations.

6. The Annual Program of Activities of the Government shall be broken down by quarters. Annual programs of activities of the Government shall specify agencies

responsible for implementation, as well as deadlines and sources of funding.

7. The Program of Activities of the Government shall be drafted by the Staff of the Government on the basis of suggestions made by ministers and marzpets (and the Mayor of Yerevan).

The implementation of the Program of Activities of the Government shall be monitored by the Staff of the Government.

8. Within 10 days after the end of each quarter, the Staff of the Government shall draft and submit to the Government a progress report on issues discussed during the respective quarter; within a one-month period following the end of each year, a similar progress report shall be filed on the execution of the Annual Program of Activities of the Government.

9. The Government may decide to create committees to address issues pertaining to its activities, to draft various legal acts, to prepare issues for consideration by the Government, or to make suggestions and produce opinions or reports to be submitted to the Government on certain events or facts.

3. PROCEDURE OF PRESENTING ISSUES TO THE GOVERNMENT FOR CONSIDERATION

10. Issues reserved to the authority of the Government under the Republic of Armenia Constitution and laws shall be presented to the Government for consideration, provided that such matters fall within the ambit of the Program of Activities of the Government. In specific cases, urgent issues, as well as issues provided under paragraph 67(3) hereof, shall be presented to the Government for consideration.

11. Issues may be presented to the Government by the President of the Republic, the Prime Minister, and ministers. In the absence (temporary work incapacity, official leave, holiday, or vacancy) of a minister, the respective deputy of the minister may present issues to the Government for consideration.

Agencies and inspectorates under the jurisdiction of ministries, regional administration bodies, and public administration bodies adjunct to the Government may present issues to the Government for consideration through the minister in charge of their sector. Standing committees (councils, services) created by laws of the Republic of Armenia, the President of the Court of Cassation of the Republic of Armenia, the Prosecutor General of the Republic of Armenia, the Chairman of Central Bank of the Republic of Armenia and local self-governance bodies may do the same through the Prime Minister.

12. The following issues may be presented to the Government for consideration:

- a) Issues concerning the exercise of the legislative initiative by the Government-in the form of draft laws of the Republic of Armenia or draft decisions of the National Assembly of the Republic of Armenia;
- b) Issues pertaining to the authority of the Republic of Armenia President-in the form of draft decrees or orders of the Republic of Armenia President;
- c) Issues pertaining to the authority of the Government-in the form of a respective decree of the Government; and
- d) Legislative initiatives of members of the Republic of Armenia National Assembly,

which have been submitted to the Government for its opinion.

Issues that do not require a legislative or sub-legislative solution shall be presented to the Government for consideration in the form of reports, recommendations, and other forms that are commonly practiced and do not contradict the legislation, which do not need consent as required under these Procedures, unless the instructions from which the documents originate provide otherwise. In these cases, as well as in the cases provided under sub-paragraphs "a", "b", and "d" of this paragraph, the Government shall adopt a protocol decree.

13. Issues that are presented to the Government for consideration shall be well-founded and not redundant, and shall be aimed at finding principally new solutions to issues that have already been addressed or harmonizing them with newly-adopted legislation.

14. The official presenting the issue shall be responsible for ensuring that the issue is well-founded, reasonable, and that the supporting materials are credible and complete.

15. Draft laws of the Republic of Armenia and draft decisions of the Republic of Armenia National Assembly, which are presented to the Government for consideration, shall be consistent with the Republic of Armenia Constitution and laws.

Draft laws of the Republic of Armenia do not have to comply with the requirements of existing laws, if such drafts contemplate new principles of regulation in a sector, or if they are aimed at proposing amendments or supplements to such existing laws.

16. Other issues presented to the Government for consideration shall be consistent with the Constitution and laws of the Republic of Armenia, decisions of the National Assembly, decrees and orders of the Republic of Armenia President, and decrees of the Government, unless they propose amendments or supplements to, or new solutions to be regulated under, decrees or orders of the Republic of Armenia President or decrees of the Government.

17. If necessary, documents supporting the issues presented to the Government for consideration shall clearly specify the acts and sections of the existing legislation to which they propose amendments or supplements, or the acts they propose to nullify. In these cases, the issue shall be accompanied with draft amendments or supplements to the respective act.

18. A package of draft laws and legal acts of the Republic of Armenia, which is presented to the Government for consideration, shall contain:

- a) The proposed draft;
- b) The justification for adopting the draft;
- c) The necessity of requesting additional financial resources in connection with the issue presented, as well as a report on amendments contemplated in the revenues and expenditures of the state budget;
- d) Drafts of other legal acts to be adopted in connection with the adoption of the draft in question, or a report to justify that there is no necessity of adopting other legal acts in connection with the adoption of the draft; and
- e) In the event a draft law is presented, a list of decisions of the Republic of Armenia National Assembly, which enabled the Government to adopt decrees with the force of law in the sector to be regulated by the proposed draft law, or a statement on the absence thereof.

The consent of the Minister of Justice and the concerned ministries shall be obtained in connection with draft laws of the Republic of Armenia and draft normative decisions of the Republic of Armenia National Assembly, draft decrees and orders of the Republic of Armenia President, and draft decrees of the Government and the Prime Minister. The drafts regarding the activities of Office of Prosecutor General of the Republic of Armenia, judicial system of the Republic of Armenia and Central Bank of the Republic of Armenia shall be presented to the heads of the above-mentioned bodies for opinion.

Prior to submitting them to the Republic of Armenia Minister of Justice for his consent, draft laws of the Republic of Armenia and draft normative decisions of the Republic of Armenia National Assembly, draft decrees and orders of the Republic of Armenia President, and draft decrees of the Government and the Prime Minister shall obtain the consent of other concerned ministers within a five-day term after receiving them.

Within a 15-day period, the consent of the Republic of Armenia Minister of Justice shall be obtained concerning draft laws of the Republic of Armenia and draft normative decisions of the Republic of Armenia National Assembly, draft decrees and orders of the Republic of Armenia President, and draft decrees of the Government and the Prime Minister, which are presented to the Government for consideration.

If no objections and suggestions are received concerning the draft during the aforementioned period, the draft may be submitted to the Government Staff without them.

19. Objections and suggestions made by the Republic of Armenia Minister of Justice and concerned ministers with regard to draft laws of the Republic of Armenia and draft normative decisions of the Republic of Armenia National Assembly, draft decrees and orders of the Republic of Armenia President, and draft decrees of the Government and the Prime Minister, as well as the objections and suggestions presented by the heads of the Office of Prosecutor General of the Republic of Armenia, judicial system of the Republic of Armenia and Central Bank of the Republic of Armenia with relation to the drafts on the activities of the foregoing bodies shall be attached to the respective draft laws of the Republic of Armenia and draft normative decisions of the Republic of Armenia National Assembly, draft decrees and orders of the Republic of Armenia President, and draft decrees of the Government and the Prime Minister.

20. The consent required under paragraphs 18 and 19 hereof shall be obtained by the official presenting the issue, and in his absence, the substituting official.

21. The official presenting the issue to the Government for consideration shall make the necessary corrections and adjustments to the draft in question on the basis of the objections and suggestions filed by the Republic of Armenia Minister of Justice and other concerned ministers, after which the draft shall be presented to the Staff of the Government. If the Republic of Armenia Minister of Justice and other concerned ministers do not have objections and suggestions concerning the draft in question, then their consent shall be documented by means of either making a note on the draft or preparing a separate letter.

If the Republic of Armenia Minister of Justice and other concerned ministers have objections and suggestions concerning the draft in question, then the official presenting the draft shall attach a statement on either the objections and suggestions that have

been accepted or, in the event of discrepancies, the reasons for rejecting them.

22. Suggestions concerning the development of certain branches of the Armenian economy or the assignment of capital investments, material resources, and financial resources may be presented to the Government by members of the Government only during the period of drafting the state budget of the Republic of Armenia.

Exceptions to the provisions of this paragraph shall be permitted, if such issues arise during the year due to reasons that are beyond the control of the aforementioned bodies.

23. Draft laws and other legal acts of the Republic of Armenia, alongside with the necessary supporting documents and materials shall be presented to the Government [either in electronic carriers of information or in other ways] in one copy. Such documents and materials, together with a cover letter of the minister submitting the issue, shall be delivered to the Staff of the Government.

24. The Chief of Staff of the Government shall, within one day of receiving documents and cover letters, report them to the Prime Minister in accordance with the established procedure.

25. For the purpose of presenting issues to the Government for consideration, the Prime Minister may instruct that opinions or conclusions be issued concerning the enforcement or contents of draft laws of the Republic of Armenia, draft decisions of the National Assembly, draft decrees and orders of the Republic of Armenia President, draft decrees of the Government and the Prime Minister, or other documents. If so instructed by the Prime Minister, the respective minister or the Chief of Staff of the Government may communicate such instructions.

The instructions provided under this paragraph shall be executed during the period established by the Prime Minister and, if such a period is not established, then within a 15-day period.

26. If an instruction is issued in accordance with paragraph 25 above concurrently to several ministers or regional administration bodies, then the first listed addressee shall be responsible for ensuring that the instruction is carried out; the name of the first addressee on the list shall be marked "collect". All the other public administration bodies that received the instruction in question shall present to the one responsible for implementation suggestions, objections, and necessary materials in order to enable the one responsible for implementation to respond to the Prime Minister before the required deadline.

If the word "collect" does not exist in the instruction, then all the officials responsible for its implementation, which are mentioned in the instruction, shall file their opinions on implementation directly to the Prime Minister.

27. If the deadline specified in an instruction is breached objectively or due to another excusable reason, the official responsible for its implementation shall present a letter, together with all the supporting arguments, asking the Prime Minister to extend the deadline and proposing a new deadline.

28. Documents presented to the Government or the Prime Minister shall be examined

preliminarily by the Staff of the Government during a 15-day period. The official presenting an issue to the Government for consideration may be required to file additional documents, materials, and supporting arguments.

If necessary, a representative of the respective republican executive body in charge of or concerned with the issue under consideration, a representative of the Staff of the Republic of Armenia President, or other officials may be invited to attend such discussions.

The consent of the concerned republican executive bodies on issues presented to the Government for consideration shall be obtained, if such issues affect the sectors covered respectively by such bodies. In the event of discrepancies, a protocol on issues not agreed upon shall be attached to the documents, specifying the causes of the discrepancy.

29. Documents presented to the Government shall be assigned to a discussion of the Government by a note signed by the Republic of Armenia President or Prime Minister, upon submission by the Chief of Staff of the Government.

Before incorporating draft decrees and orders of the Republic of Armenia President in the agenda of a Government session, the Staff of the Government shall submit such drafts, together with the opinions collected from concerned sources, to the Republic of Armenia President for his consent.

30. Draft laws and other legal acts of the Republic of Armenia, as well as supporting materials, which have been presented to the Government or Prime Minister in breach of these Procedures shall be returned by the Chief of Staff of the Government, in order for them to be presented in accordance with the prescribed procedures.

4. PROCEDURE OF SUMMONING, CONDUCTING, AND DECISION-MAKING IN SESSIONS OF THE GOVERNMENT

31. Regular sessions of the Government shall be summoned on every Thursday.

If necessary, sessions of the Government may be summoned on other days, including non-working days.

Regular sessions of the Government shall be summoned and chaired by the President of the Republic or, upon his instruction, the Prime Minister.

Extraordinary sessions of the Government shall be summoned upon necessity, at the initiative of the Republic of Armenia President or Prime Minister, or by a decree of the Government.

32. The Staff of the Government shall perform all the work related to the preparation of Government sessions and ensure that the sessions are held.

33. Government sessions shall be summoned in accordance with the respective monthly timetable of sessions, which shall specify the dates and issues incorporated in the agendas of regular sessions.

34. The timetable and agendas of Government sessions shall be endorsed by the Prime Minister.

The agenda of a Government session may be modified by the Republic of Armenia President or Prime Minister or, at the initiative of Government members, the official chairing the session.

35. A timetable of Government sessions shall be drafted by the Staff of the Government on the basis of the Annual Program of Activities of the Government and the pending urgent issues, in line with the requirements of these Procedures.

36. Members of the Government, invitees and, if necessary, other individuals shall be notified of an upcoming Government session and the issues to be discussed during the session, but no later than three days prior to the commencement of the session.

The President of the Republic, the Prime Minister, members of the Government, and invited officials shall receive the agenda of an upcoming session, the issues incorporated in the agenda, and related materials no later than prior to the date referred to in this paragraph.

37. Government sessions are convened in Yerevan City, at Government residence, located at 1, Government Building, Republican Square.

38. Government sessions may take place at an external venue at the initiative of the Republic of Armenia President or Prime Minister, and with the consent of the Republic of Armenia President.

39. A Government session shall begin at the time scheduled in advance and end on the same day on which it began. Sessions may be conducted with adjournments. Session adjournments may be announced by the official chairing the session, provided that each adjournment last no less than 30 minutes. The discussion of issues that require lengthy discussion may be postponed to the following day. If additional documents or studies are required, the discussion of issues may be postponed until the next regular or extraordinary session.

40. The Chief of Staff of the Republic of Armenia President and the Chief of Staff of the Government shall participate in sessions (including in-camera sessions) of the Government with the right to a consultative vote.

The heads of standing committees (services, councils) created by laws of the Republic of Armenia may also take part in sessions of the Government with a consultative vote.

Advisors to the Prime Minister, members of the Government Staff, and others may be invited to take part in sessions of the Government.

A list of those invited to take part in a session of the Government or in the discussion of a particular issue shall be prepared by the Chief of Staff of the Government with the consent of the Prime Minister. The Chief of Staff of the Government shall ensure their participation in the session.

41. Government sessions shall be held in camera if:

a) The discussion is concerned with issues dealing with information deemed state

secrecy, official secrecy, or other secrecy protected by law; and

b) In the cases referred to in Article 59 of the Republic of Armenia Constitution, when the discussion is concerned with the issue of appealing to the Republic of Armenia Constitutional Court or the National Assembly of the Republic of Armenia.

42. The participation of members of the Government in sessions of the Government shall be mandatory. A member of the Government may be absent from a session of the Government in the cases provided under paragraph 11 of these Procedures and, in other cases, with the consent of the Prime Minister.

A session of the Government shall have legal capacity if it is attended by at least more than half of the members of the Government.

43. The agenda issues of a session shall be adopted without voting, by a pronounced statement of the official chairing the session.

44. The official chairing a session of the Government shall determine the order in which agenda issues shall be discussed.

45. Prior to the discussion, a presentation of the issue shall be made by either members of the Government or, in their absence, or with the consent of the official chairing the session, their deputies.

Any presentation of an issue discussed in a Government session may last up to 20 minutes; speeches may last up to 5 minutes; up to 2 minutes may be assigned for reports. Upon necessity, the chairman may define any other duration.

46. The presentation of an issue shall be followed by speeches concerning the issue.

The chairman shall express his opinion on the issue in question at the end.

47. Speeches shall be deemed completed after the presenter has expressed his opinion on the discussion.

48. A decree of the Government on each issue in the agenda shall be adopted after the discussion of the issue has ended, prior to commencing upon the discussion of the next issue, except of cases in which the discussion of an issue is postponed.

49. A decree of the Government shall be adopted by means of an open vote, if more than half of the Government members attending the session have voted for. Voting is conducted by "for" and "against".

In the event of equality of votes, the vote of the Prime Minister shall be decisive.

Only the Prime Minister and ministers of the Republic of Armenia may take part in the voting.

50. Draft laws of the Republic of Armenia and draft decisions of the National Assembly, as well as draft decrees and orders of the Republic of Armenia President shall, once approved by the Government, be presented to the Republic of Armenia National Assembly or the Republic of Armenia President in accordance with the procedure laid

down in paragraph 18 hereof, alongside with the documents required by law. If the need to further modify a draft arises during discussions in a Government session, the presenter will receive an assignment to do so; in this situation, the officials responsible for implementation and a deadline shall be defined.

51. If a draft presented during a Government session is rejected, the protocol of this decree shall be sent to the official who submitted the draft.

52. The Prime Minister shall sign decrees of the Government and submit them to the Republic of Armenia President for endorsement. Appendices to decrees of the Government and the Prime Minister shall be signed by the Chief of Staff of the Government.

Decrees of the Government and the Prime Minister shall be submitted to the Prime Minister for his signature by the Chief of Staff of the Government.

53. Minutes of Government sessions shall be taken. The procedure of taking minutes of Government sessions shall be prescribed by the Government. The Chief of Staff of the Government shall ensure that minutes of the Government sessions are taken.

Minutes of Government sessions shall be signed by the official chairing the session.

54. If a Government session resulted in instructions being given to heads of republican executive bodies, heads of other public bodies, and officials, then the Staff of the Government shall, within a two-day period, send them to the respective bodies and officials in the form of an excerpt from the minutes of the Government session in question.

5. PROCEDURE OF REGISTERING, PUBLISHING, AND EFFECTUATING DECREES OF THE GOVERNMENT

55. Decrees of the Government shall be registered by the Staff of the Government in the Register of Government decrees: reference numbers shall be assigned to such decrees, and their adoption date (day, month, and year) shall be marked.

The numbering of decrees for each year shall begin with the first decree taken during the first session of January and end with the last decree taken in December of the same year.

56. Decrees of the Government shall be promulgated and shall become effective in the manner prescribed by law.

57. Upon endorsement by the Republic of Armenia President or, in cases provided by Article 78 of the Republic of Armenia Constitution, upon being signed, decrees of the Government shall be retained in the Staff of the Government in accordance with the established procedure. After receiving the endorsed decrees of the Government, the Staff of the Government shall, within a two-day period, be delivered to the Republic of Armenia President, the National Assembly, republican executive bodies, and regional administration bodies. A list of other bodies to which such decrees shall be delivered shall be defined by the Chief of Staff of the Government.

Decrees of the Government shall be delivered by the Staff of the Government in accordance with the procedure prescribed by the Chief of Staff of the Government.

58. Decrees of the Government or parts or sections thereof, which contain information constituting state secrecy, official secrecy, or other secrecy protected by law, shall not be subject to publication.

6. CONSIDERATION OF OTHER ISSUES BY THE GOVERNMENT

59. The Chief of Staff shall report to the Prime Minister the receipt of documents from the Republic of Armenia President or the Republic of Armenia National Assembly on a same-day basis.

60. Letters, notes, telegraphs, and other documents received from ministers of the Republic of Armenia, territorial administration bodies, other public bodies and officials, and local self-governance bodies, on which a decree of the Government or the Prime Minister need not be taken, shall be processed in cases prescribed by the legislation.

61. The Prime Minister shall issue instructions concerning letters, notes, telegraphs, and other documents received by the Staff of the Government, which shall be assigned by a note of the Prime Minister to the respective bodies of executive authority and forwarded to them directly or through the Chief of Staff of the Government.

If necessary, the Prime Minister or, upon his instruction, the respective minister or Chief of Staff of the Government shall hold consultative meetings on the aforementioned documents.

62. The Prime Minister shall define the procedure in which the documents referred to in paragraph 60 hereof shall be prepared for being reported to the Prime Minister, and the instructions and protocols of consultative meetings assigned to implementing entities and other bodies of executive authority.

The instructions referred to in this paragraph may be issued for the purpose of ensuring the fulfillment of decrees of the Government or the Prime Minister or, upon instruction of the Prime Minister, of instructions communicated under the signature of the Chief of Staff of the Government, and for the purpose of drafting decrees of the Government or the Prime Minister or preparing suggestions on such draft decrees.

63. Instructions issued in connection with issues covered under this section shall be fulfilled during the period specified in such instructions.

The Chief of Staff of the Government shall have the exclusive power to extend, with the consent of the Prime Minister, the deadline for fulfilling such instructions.

64. If an instruction is issued in accordance with this section concurrently to several implementing bodies, then the first listed addressee shall be responsible for ensuring that the instruction is carried out; the name of the first addressee on the list shall be marked "collect". All the other public administration bodies that received the instruction in question shall present to the one responsible for implementation suggestions, objections, and necessary materials in order to enable the one responsible for implementation to respond to the Prime Minister before the required deadline.

If the word "collect" does not exist in the instruction, then all the officials responsible for its implementation, which are mentioned in the instruction, shall file their opinions on

implementation directly to the Prime Minister.

65. An instruction shall be deemed fulfilled if all the issues raised in it have been resolved or all the questions answered in substance.

7. PRIME MINISTER

66. The Prime Minister shall adopt decrees within the scope of the powers vested in him by the Republic of Armenia Constitution, laws, decrees and orders of the President, and decrees of the Government.

67. The Prime Minister shall adopt decrees at his initiative.

Members of the Government may also raise the issue of the Prime Minister adopting a decree.

The Prime Minister shall, subject to suitability, discuss various issues under his authority in a session of the Government.

The Prime Minister shall:

- a) Oversee the activities of bodies of executive authority;
- b) Create working groups and commissions to resolve ongoing issues;
- c) Decide upon issues of official trips and receptions in accordance with the prescribed procedures;
- d) In cases and in accordance with a procedure prescribed by the legislation, sign international treaties of the Republic of Armenia and delegate the power or instruct to sign inter-governmental treaties;
- e) defines, in cases, envisaged by legislation, the size of staff of NEB and territorial administration bodies. The size of staff of RA Ministry of Defense, Ministry of Foreign Affairs, National Security Service and Police is defined by Government. The size of advisors, press secretary, aides and consultants of a minister, head of a government-affiliated public administration body, as well as the size of aides of a deputy ministers is defined by Government.
- f) appoints and dismisses heads of Government-affiliated public administration bodies, deputies of head of NEB, after consulting with the head of a corresponding NEB, with exception of cases, envisaged by legislation; appoints to and dismisses people from key positions in the Public Service of the Government staff, Prime Minister's advisors, press secretary, aides, consultants. The director of RA National Security Service, heads of Real Estate Cadastre State Committee, State Taxation Service, State Customs Committee, chief of RA police are appointed and dismissed by RA president at the proposal of Prime Minister. RA Defense Minister, deputy heads of National Security Service are appointed and dismissed by RA President. Deputy ministers of Foreign Affairs are appointed and dismissed by RA President at the proposal of Prime Minister. Deputy chief of RA Police is appointed and dismissed by RA President at the proposal of the head of public administration body.
- g) Encourage and apply disciplinary sanctions in relation to ministers and the officials he appoints under paragraph "f" above, as well as civil servants in cases provided by the legislation;
- h) Represent the Government in foreign states and international organizations;
- i) Appoint representatives of the Government in international and inter-governmental structures;

- j) In cases provided by law, suspend or terminate the effect of ministerial normative acts;
- k) Define a procedure for monitoring the enforcement of decrees and instructions of the Government and the Prime Minister; and
- l) Fulfill authorities, envisaged by RA Constitution, RA laws and other legal documents and by this Order.

68. Decrees of the Prime Minister shall be signed by the Prime Minister or, in specific cases, the implementing ministers, if so provided explicitly by the legislation, or if the Prime Minister considers necessary for his decree to be co-signed by a minister/-s.

69. Decrees of the Prime Minister shall be registered in a separate register and numbered in accordance with the procedure prescribed hereunder for decrees of the Government. Decrees of the Prime Minister shall be retained in the Staff of the Government.

70. Decrees of the Prime Minister shall be publicized and shall become effective in accordance with a procedure prescribed by law.

71. In the absence of the Prime Minister, a member of the Government shall perform his functions within the ambit of issues covered by his decisions on the basis of a decree of the Prime Minister, which shall define the scope of issues to be delegated in this manner.

72. Prime Minister or Minister for Regional Government and Coordinating the Operation of Infrastructures and Minister-Cabinet Chief of Staff, examine regularly, at the order of Prime Minister, the efficiency of implementation of legal acts and orders of RA President, Government and Prime Minister and take measures to eliminate defects.

73. The Prime Minister shall regularly hear progress reports of Republic of Armenia ministers and heads of republican executive bodies and regional administration bodies concerning the fulfillment of decrees and instructions of the Government and the Prime Minister, and the measures taken to address shortcomings in their fulfillment.

74. The Prime Minister shall have advisors, a Press Secretary, and assistants, whose duties shall be distributed by the Prime Minister.

7.1. Head of National Executive Body (NEB)

74.1. The head of NEB leads the NEB and manages the activity of public administration bodies and organizations, constituting its system. Head of NEB is guided in his activity by RA legislation, RA international agreements and other legal documents.

74.2. The head of NEB implements tasks and operations reserved to him by legislation and is responsible for drafting and implementation of the policy in the authorized area, assessing and analyzing the current situation and ensuring long-term development.

74.3 Head of NEB appointed to and dismissed in accordance with the order set by RA legislation and is accountable to RA President, Government and Prime Minister.

74.4. Head of NEB

a) manages, coordinates and supervise the current activity of public administration

- bodies and organizations constituting NEB system, is responsible for implementation of tasks and operations, assigned to NEB;
- b) proposes appropriate suggestions to Government, regarding tasks, goals and activity areas, envisaged by legislation and other legal documents;
 - c) hears and submits to Government approval the annual report and the annual balance of public administration bodies and organizations activity, making the NEB system, examines the results of their activity studies, approves the estimate of NEB's annual maintenance expenses, its performance and the authenticity of the results of double examination of their financial reports;
 - d) implements the management of NEB's staff within the frameworks of authorities, established by law and NEB's statutes.
 - e) submits to Government's approval, in accordance with law, the statute and structure of NEB and public bodies and organizations, constituting NEB system.
 - f) cancels or invalidates, within the frameworks of authorities, set by legislation and other legal documents, orders, decrees, assignments, directives and other instructions of chief of staff of NEB, heads of staff of separated subdivisions of NEB, as well as heads of subordinated state non-commercial organizations, which contradict the requirements of legislation.
 - g) in accordance with legislation and NEB statute, defines the boundaries of authorities of structural divisions of NEB;
 - h) implements supervision over management, ownership and use of state property by NEB;
 - i) in accordance with legislation, submits to Government or Prime Minister's approval the size of staff of NEB system;
 - j) implements distribution of duties among his or her deputies;
 - k) appoints and dismisses NEB's personnel, as well as applies disciplinary penalties and encouragement measures by the order and cases, envisaged by RA legislation;
 - l) is entitled to form task forces, commissions;
 - m) within the boundaries of his or her authorities adopts and publicize, in accordance with legislation, departmental legal documents, issues orders, gives instructions, acts, without latter of attorney, on behalf of RA or NEB, as well as issues letters of attorney for acting on behalf of RA or NEB, including also letters of attorney with re-authorized right;
 - n) grants, in accordance with cases, stipulated by law, ranks, special status;
 - o) fulfils other authorities, envisaged by legislation, RA international agreements and other legal documents.

74.5 In the absence of head of NEB, his or her duties are fulfilled, at the latter's order, by one of his deputies.

74.6. Deputy Head of NEB

- a) coordinates the work of NEB system in the assigned areas for implementation of the reserved policy;
- b) coordinates within the boundaries of his or her authorities, implementation of necessary work for ensuring the policy in the assigned area through public administration bodies and other organizations acting within the NEB through issuing instructions and directives
- c) in accordance with NEB's objectives and tasks, issues certain instructions and tasks to bodies in NEB system in the assigned areas, implements supervision over their fulfillment;
- d) provides the head of NEB with regular information on current situation in the assigned area;

- e) ensures supervision over fulfillment of orders and instructions, issued by the head of NEB in the assigned areas and informs him or her on the results;
- f) implements other authorities, set by legislation and other legal documents.

74.7 Head of NEB and his deputies have the right to a paid leave, in accordance with RA Labor Code and in accordance with order, set by it. The leave to the head of NEB is given by Prime Minister with the accord of RA President, the leave to deputy of NEB head is given by Prime Minister.

74.8 The following disciplinary penalties may be applied to the head of NEB or his deputies in the event of careless fulfillment of their duties;

- a) reprimand,
- b) severe reprimand,
- c) dismissal.

74.9 The following encouragement measures may be applied to head of NEB or his or her deputies in case of conscientious fulfillment of their duties;

- a) rewarding with diploma for conscientious work;
- b) rewarding with a memorable gift or a valuable present
- c) rewarding with medal.

74.10. Disciplinary penalties and encouragement measures, envisaged by this Order, are applied by RA President or Prime Minister, the disciplinary penalty stipulated by point "c" of article 74.8 only by person entitled to make appointments.

8. STAFF OF THE GOVERNMENT

75. The Staff of the Government shall ensure the fully-fledged and efficient performance of the functions vested in the Republic of Armenia Government, as well as the sound operation of the Republic of Armenia Government and its engagement in civil law affairs.

76. The Staff of the Government shall be headed by the Chief of Staff of the Republic of Armenia Government.

77. The Staff of the Government shall prepare the issues presented to the Government for consideration, including the issuing of opinions on such issues and analytical and information materials and suggestions on such issues. In order to prepare issues for consideration by the Government, the Staff of the Government shall hold preliminary discussions of such issues either in pre-sessions held by the Chief of Staff of the Government ahead of each session of the Government, or in the structural units of the Staff. If necessary, a representative of the respective republican executive body in charge of or concerned with the issue under consideration, a representative of the Staff of the Republic of Armenia President, or other officials may be invited to attend such discussions.

The Staff of the Government shall also ensure that issues presented to the Prime Minister are prepared for discussion and decrees of the Prime Minister drafted.

78. The Staff of the Government shall ensure oversight of the fulfillment of decrees and instructions issued by the Government and the Prime Minister.

79. The by-laws and structure of the Government Staff shall be approved by the Government, the number of members of Staff-by the Prime Minister, and the Staff enrolment lists-by the Chief of Staff.

80. The Chief of Staff of the Government appoint to positions within the Staff of the Republic of Armenia Government and dismiss from such positions senior, leading, and junior civil servants and individuals who are not covered by the list of civil service positions.

9. RECEPTION OF CITIZENS AND CONSIDERATION OF THEIR APPLICATIONS, COMPLAINTS, AND SUGGESTIONS

81. Reception of citizens by the Government and the consideration of their applications, complaints, and suggestions shall be carried out in accordance with procedures prescribed in the Republic of Armenia legislation.

82. Reception of citizens by the Government and the consideration of their applications, complaints, and suggestions shall be organized by the Staff of the Government. The Government shall examine and process such applications, complaints, and suggestions of citizens, which have not been addressed by the respective bodies of executive authority, as well as in cases in which complaints are filed against the heads of such bodies.

83. The Staff of the Government shall:

- a) Discuss, analyze, and consolidate the applications, complaints, and suggestions of citizens to the Government, and periodically report to the Republic of Armenia Prime Minister on the status of applications; and
- b) Regularly monitor the measures taken by bodies of executive authority towards receiving citizens and examining their applications, complaints, and suggestions, and propose ways of improving this work.

The findings of citizen receptions by the Staff of the Government and the results of reviewing their applications, complaints, and suggestions, as well as the progress of measures in this respect shall be reported by the bodies of executive authority in sessions of the Government.

10. ADMINISTRATIVE MANAGEMENT IN BODIES OF EXECUTIVE AUTHORITY

84. Administrative management of the Government shall be performed in accordance with the "Administrative Management Procedures of Government" approved by the Government.

85. The Staff of the Government shall organize administrative management in the Government.