

CHARTER

OF "REPUBLIC OF ARMENIA GOVERNMENT STAFF" PUBLIC ADMINISTRATION INSTITUTION

I. GENERAL PROVISIONS

1. "Republic of Armenia Government Staff" public administration institution (hereinafter, the Staff) provides for full and efficient exercise of powers entrusted to the Government of the Republic of Armenia, regular activities of the Government of the Republic of Armenia and the Government's participation in civil legal relations.

The Staff is headed by the Chief of the Staff of the Government of the Republic of Armenia (hereinafter Chief of the Staff).

2. The Staff carries out its activities in accordance with the Constitution of the Republic of Armenia, the Legislation of the Republic of Armenia and the present Charter.

3. The Charter and the structure of the Staff are approved by the Government of the Republic of Armenia. The level of staffing is established by the Prime Minister of the Republic of Armenia, with the list of staff confirmed by the Chief of the Staff.

4. The Staff has a round seal and a letterhead featuring Republic of Armenia's coat of arms and its full name in Armenian, an emblem and other means of identification.

5. The Staff system includes the structure (structural units: secretariat, department, division) and subordinate state non-profit organizations.

6. The Staff is an organization without legal entity status which is subject to undergo registration by the registering legal entity in accordance with the established procedure of the Legislation of the Republic of Armenia.

7. On behalf of the Republic of Armenia, within the scope of its competence, the Staff can obtain and execute property rights and personal non-property rights, incur obligations, appear in the court as a plaintiff or a defendant.

8. The Staff has an account balance of its own.

9. The Staff cannot carry out entrepreneurial activities. By means of procurement transactions, the Staff can obtain commodities, services and works for the Republic of Armenia or alienate commodities, implement tasks and render services on behalf of the Republic of Armenia, with the receipts credited to corresponding consolidated treasury accounts of the Republic of Armenia. State duty can be charged for the operations carried out and services rendered by the Staff in accordance with the amount and procedure established by law.

10. The Staff carries out its financial operations through the treasury system. Purchases for the Staff needs are made as prescribed by the Law of the Republic of Armenia "On Purchasing".

11. The Republic of Armenia bears responsibility for the Staff's liabilities.

12. The Staff has a registered address at Government House 1, Republic Square, Yerevan.

II. THE MAIN TASKS AND FUNCTIONS OF THE STAFF

13. The Staff's main tasks are as follows:

- a) in accordance with the established procedure, preparation of draft laws, decisions of normative character of the National Assembly of the Republic of Armenia, decrees and orders of the President of the Republic of Armenia, draft decisions of the Government and the Prime Minister of the Republic of Armenia for consideration in the Government of the Republic of Armenia.
- b) coordination of drafting work for the program of activities of the Government of the Republic of Armenia, control over implementation of annual programs.
- c) regularly conducted analyses of the state of affairs in the relevant spheres of economy, legal or state administration, identification of priority issues and, based thereon, formulation of proposals.
- d) control over implementation of decisions and directives issued by the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia by the Ministries and other republican and territorial bodies of state administration of the Republic of Armenia.

14. In accordance with its terms of reference, the Staff carries out the following functions:

- a) provides for the drafting of the programs of activity of the Government of the Republic of Armenia in accordance with the operating procedures of the Government of the Republic of Armenia.
- b) within a ten-day period upon completion of each quarter prepares and submits to the Government of the Republic of Armenia reference notes on such issues as may have been discussed during the quarter and, upon completion of the year, on implementation of annual programs of activity of the Government of the Republic of Armenia.
- c) prepares agenda items for discussion by the Government of the Republic of Armenia,
- d) with the aim of preparing issues submitted to the session of the Government of the Republic of Armenia implements their preliminary discussion with the Chief of the Staff in the pre-sessions and (or) structural subdivisions of the Staff that are held before each session of the Government of the Republic of Armenia.
- e) provides conclusions, materials and proposals of analytical and informational character on the issues, which are to be considered in the Government of the Republic of Armenia.
- f) 15 days ahead of Cabinet discussions, examines the documents submitted to the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia. If necessary, additional documents, materials, substantiations may be requested from the agencies concerned or representatives invited from central executive authorities, the Staff of the President of the Republic of Armenia or such other official bodies competent or interested in the matter.
- g) submits draft decrees and orders of the President of the Republic of Armenia to the President of the Republic of Armenia before they are included in the agenda of the session of the Government of the Republic of Armenia.
- h) organizes discussion of issues submitted to the Prime Minister of the Republic of Armenia for consideration, as well as discussion of draft decisions of the Prime Minister of the Republic of Armenia.
- i) provides for the whole process of preparations for the sittings of the Government of the Republic of Armenia.
- j) schedules sessions of the Government of the Republic of Armenia proceeding from the program of the current year activities and current urgent issues of the Government of the Republic of Armenia.
- ja) within a 2-day period organizes the delivery of assignments of the session of the Government of the Republic of Armenia in the form of excerpt of the current session protocol to the Heads of Republican executive bodies, heads and officials of other state bodies.
- jb) within 2 days of receipt of ratified decisions of the Government of the Republic of Armenia in accordance with the established procedure organizes the delivery of the decisions to the President of the Republic of Armenia, the National Assembly of the Republic of Armenia, republican executive, territorial administration and other relevant bodies.

jc) registers and numbers the decisions of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia in separate registration books in accordance with operating procedures of the Government of the Republic of Armenia ascertained by the decree of the President of the Republic of Armenia.

jd) organizes receptions of citizens in the Government of the Republic of Armenia, as well as provides for due consideration, analysis and summarizing of their applications, complaints and proposals, periodically reporting back to the Prime Minister of the Republic of Armenia the status of applications so received.

je) ensures control over implementation of decisions and assignments of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia.

jf) carries out control over the insurance of the activity measures project implementation.

III. THE STAFF ADMINISTRATION

15. Staff administration is implemented by the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia, and Staff management is carried out by the Chief of the Staff within the power entrusted to them under Republic of Armenia laws and the present Charter.

16. The Government of the Republic of Armenia:

- a) may reorganize and suspend the activities of the Staff;
- b) approves the Staff Charter and all subsequent amendments;
- c) assesses the composition and the size of assets handed to the Staff.

17. The Prime Minister of the Republic of Armenia:

- a) exercises control over Staff activities;
- b) in accordance with the procedure established by the Legislation of the Republic of Armenia appoints Staff officials to and relieves of civil service senior positions, as well as decides on incentives and disciplinary measures.
- c) within the scope of its power prescribed by law and the present Charter, suspends or considers outdated the orders, instructions, mandate letters, assignments and directives that contradict the requirements of the Legislation of the Republic of Armenia;
- d) confirms the number of Staff workers;
- e) carries out control over preservation and maintenance of State property attached or handed to the institution for use;
- f) exercises other powers prescribed by law, other legal acts and the current Charter.

18. The Chief of the Staff:

- a) directs and organizes the Staff current activities;
- b) returns the drafts of laws and other legal acts of the Republic of Armenia and other material on them submitted to the Government of the Republic of Armenia or the Prime Minister of the Republic of Armenia if they have been submitted with violation of the order of activity of the Government of the Republic of Armenia established by the decree of the President of the Republic of Armenia;
- c) within a one-day period, reports to the Prime Minister of the Republic of Armenia about the receipt of official documents from the President of the Republic of Armenia, from the National Assembly of the Republic of Armenia, as well as about incoming draft laws and other legal acts along with the required documents and materials (one sample) for substantiation and with a cover letter signed by the Minister who submitted the question,
- d) submits to the Prime Minister of the Republic of Armenia for consideration such letters, cables and other documents received from Ministers of the Republic of Armenia, territorial administration entities, as well as from other state bodies and officials, local self-government authorities as do not call for a decision to be passed by the Government of the Republic of Armenia or the Prime Minister of the Republic of Armenia,

- e) With the aim of submitting questions to the Government of the Republic of Armenia for consideration under the instruction of the Prime Minister of the Republic of Armenia delivers assignments to the Ministries of the Republic of Armenia, territory government bodies for the implementation of the requirements or for sharing an opinion or a conclusion about the drafts of the laws of the Republic of Armenia, decisions of the National Assembly of the Republic of Armenia, decrees and orders of the President of the Republic of Armenia, drafts decisions and other documents of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia on the above-mentioned documents, as well as delivers assignments to corresponding officials of the executive body on the implementation of requirements of the letters, assignments, telegrams and other documents received in the Government of the Republic of Armenia;
- f) convenes and holds consultations with the aim of carrying out decisions and assignments of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia involving heads, specialists, experts of branch and territory bodies;
- g) submits the documents, submitted to the Government of the Republic of Armenia for consideration, to the President of the Republic of Armenia or the Prime Minister of the Republic of Armenia for resolution;
- h) prolongs the terms of assignment implementation under the instruction of the Prime Minister of the Republic of Armenia;
- i) participates in the sessions of the Government of the Republic of Armenia;
- j) with consent of the Prime Minister of the Republic of Armenia specifies the list of the invitees to the current session or for consideration of the issue of the current session of the Government of the Republic of Armenia and ensures their participation in the session;
- ja) submits the decisions of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia to the Prime Minister of the Republic of Armenia for signing;
- jb) signs the appendixes of the decisions of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia;
- jc) ensures the registration of the sessions of the Government of the Republic of Armenia;
- jd) specifies the list of bodies which are subject to delivery of decisions of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia;
- je) carries out control over the implementation of decisions and assignments of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia;
- jf) periodically examines the results of decision and assignment implementation of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia and takes measures to remove deficiencies;
- jg) confirms the staff list of the Staff and submits the number of the Staff officials to the Prime Minister of the Republic of Armenia for confirmation;
- jh) in accordance with the procedure established in the Staff of the Government of the Republic of Armenia appoints to a post and relieves of a post officials included in groups of principal, leading and junior positions of civil service, as well as officials not included in the list of civil service positions, takes incentive and disciplinary measure towards them;
- ji) within the scope of its power issues orders and gives instructions, acts on behalf of the Staff without power of attorney, as well as gives powers of attorney to act on behalf of the Staff, including power of attorney with the reauthorization right.
- ka) in accordance with the Legislation of the Republic of Armenia and the current Charter specifies the spheres of activity of the territorial subdivisions of the Staff;
- ka) specifies the distribution of work among its deputies;
- kb) ensures the state property maintenance attached to or submitted to the Staff for use;
- kc) within the scope of its power creates working groups, commissions;
- kd) submits annual financial reports and annual balance of the Staff activity to the Prime Minister of the Republic of Armenia for confirmation;
- ke) carries out other authorizations prescribed by law, other legal acts and the current Charter.

IV. STAFF PROPERTY

19. In accordance with the procedure established by law the Staff property is formed by the property submitted (attached) to its possession, disposition and utilization by the Government of the Republic of Armenia. By the decision of the Government of the Republic of Armenia the Staff can also be preserved with the power of possessing state stocks or shares.

20. The Government of the Republic of Armenia possesses the right to take the property submitted to the Staff back any time.

21. The Staff possesses the right to utilize and possess the property submitted to it (property rights) in accordance with the aim of its activity and the property significance in the cases and procedure prescribed by law, other legal acts and its Charter. The Staff can dispose (alienate, lease) of the property submitted to it and property rights in the procedure established by law and other legal acts.

V. ACCOUNTING AND REPORTS

22. In accordance with the procedure established by the Legislation of the Republic of Armenia the Staff maintains accounting records and submits information on financial, budget, tax, customs, obligatory payments and statistical reports, calculations, declarations to relevant bodies

23. The authenticity of annual financial reports of the Staff activity can be subject to audit (revision) in accordance with the procedure established by the Government of the Republic of Armenia.

VI. THE ADVISERS, PRESS SECRETARY AND ASSISTANTS OF THE PRIME MINISTER OF THE REPUBLIC OF ARMENIA

24. The Prime Minister of the Republic of Armenia has Advisers, a Press Secretary and Assistants among which he makes a distribution of responsibilities.

25. The Advisers, Press Secretary and Assistants of the Prime Minister of the Republic of Armenia act under direct supervision of the Prime Minister of the Republic of Armenia, are accountable and responsible to the latter. The Advisers, Press Secretary and Assistants of the Prime Minister of the Republic are appointed to a post and relieved of a post by the Prime Minister of the Republic of Armenia.

VII. THE STRUCTURAL SUBDIVISIONS OF THE STAFF

26. The Staff structure includes structural subdivisions (secretariat, departments, divisions) which carry out their functions cooperating with each other. The Heads of the Staff structural subdivisions act under the direct supervision of the Chief of the Staff.

27. The heads structural subdivisions organize and direct the subdivision activity, implement the distribution of work among the subdivision workers, ensure work discipline and are responsible for the implementation of the issues assigned to them.

The heads structural subdivisions can participate in the sessions of the Government of the Republic of Armenia and in the consultations held with the Prime Minister of the Republic of Armenia.

28. The main task of a structural subdivision is to examine within the scope of its competence the laws of the Republic of Armenia, the decisions of the National Assembly of the Republic

of Armenia of normative character, the decrees and orders of the President of the Republic of Armenia, the draft decisions of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia, as well as to prepare issues which are submitted to the Government of the Republic of Armenia for consideration in the session.

29. The structural subdivision participates in the drafting of the programs of Republic of Armenia Government activities, formulates proposals concerning program implementation and amendments, provides for the maintenance and respect of ethnic minority traditions as governed by the relations between the State and religious organizations under the Republic of Armenia law “On freedom of belief and religious organizations”, as well as exercises Republic of Armenia State agency functions relating to the protection of minorities’ right to preservation linguistic and cultural identities.

30. To comply with the tasks assigned to them, the heads of structural subdivision:

- a) invite representatives of central executive authorities, of the Staff of the President of the Republic of Armenia or other concerned public officials for discussion of draft legal acts submitted to the Government of the Republic of Armenia or to the Prime Minister of the Republic of Armenia, as well as other documents submitted to the Government of the Republic of Armenia or the Prime Minister of the Republic of Armenia;
- b) to provide for in-depth consideration of those issues submitted to the Government of the Republic of Armenia or to the Prime Minister of the Republic of Armenia, applies to the Chief of the Staff for having an expert appraisal of the materials submitted to the Government of the Republic of Armenia or the Prime Minister of the Republic of Armenia;
- c) reports to the Chief of the Staff any such disagreement between the applicant State agency and the structural subdivision as may arise during the study of submitted issues;
- d) gets the endorsement of concerned structural subdivisions and the Legal Department of the Staff concerning those draft laws of the Republic of Armenia, decisions of the National Assembly of the Republic of Armenia of normative character, decrees and orders of the President of the Republic of Armenia, decisions of the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia submitted to the Government of the Republic of Armenia for consideration;
- e) provides reference notes to the Prime Minister of the Republic of Armenia and the Chief of the Staff on such issues as may be raised by mass media concerning the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia and calling for a decision to be passed over by the Government of the Republic of Armenia and the Prime Minister of the Republic of Armenia;
- f) where appropriate and instructed so by the Prime Minister of the Republic of Armenia or the Chief of the Staff, participates in discussions involving relevant State and local self-government bodies;
- g) provides for transparency in the activity of the Government of the Republic of Armenia;
- h) when necessary, analyzes individual sectors and corresponding programs, develops proposals on improvement of specific areas or functions and hands them over to the authorized State governance entity via the Chief of the Staff or the Prime Minister of the Republic of Armenia;
- i) provides findings on the annual reports of corresponding spheres and submits them with relevant proposals to the Chief of the Staff and the Prime Minister of the Republic of Armenia;
- j) instructed so by the Prime Minister of the Republic of Armenia or the Chief of the Staff, calls in references on the situation in a given sphere of activity from the Ministers of the Republic of Armenia, from the heads of State bodies by the Government of the Republic of Armenia and other public agencies.

31. The Staff’s chief financial officer is responsible for accounting and book-keeping records and for timely delivery of financial, budgeting, tax, statistical, mandatory payment-related statements on behalf of the Staff.

VIII. REORGANIZATION AND SUSPENSION OF STAFF ACTIVITIES

32. The Staff is reorganized and suspended in accordance with the procedure established by law.

ORGANIZATION

OF

“REPUBLIC OF ARMENIA GOVERNMENT STAFF” PUBLIC ADMINISTRATION INSTITUTION

Department for Relations with National Assembly

Human Resource Management Department

Department for Production Infrastructures

Foreign Relations Department

Legal Department

Social Affairs Department

Department for Credit and Humanitarian Assistance Programs

Administrative Organs Department

Prime Minister’s Control Service

Department for Territorial Management and Local Self-Government

Information and Public Relations Department

Economics Department

Department for Urban Development and Natural Resources

Financial and Accounting Department

Department for Ethnic Minorities and Religious Affairs

Secretariat-

Protocol Division

General Division

Informatics and Special Systems Division