

**Annex No 1**

**to Decision of the Prime Minister of  
the Republic of Armenia  
No 564-L of 25 May 2018**

**CHARTER**

**OF THE OFFICE OF THE PRIME MINISTER**

**I. GENERAL PROVISIONS**

1. The goal of the Office of the Prime Minister (hereinafter referred to as "the Office") is to assist in the activities of the Government, the Prime Minister and Deputy Prime Ministers.

2. Pursuant to part 9 of Article 7 of the Law "On the structure and activities of the Government", the objective of the Office is to ensure the exercise of the powers of the Prime Minister and Deputy Prime Ministers, as well as the holding of Government sittings.

3. The Office shall be established and re-organised upon the decision of the Prime Minister.

4. The Charter, structure and number of employees of the Office shall be approved by the Prime Minister, whereas the staff list — by the Chief of Staff (hereinafter referred to as "the Chief of Staff").

5. The Office shall have a round seal bearing the image of the Coat of Arms of the Republic of Armenia and the inscription of its name in Armenian, headed forms, a symbol and other means of identification.

6. The name of the Office shall be:

(1) in Armenian — Վարչապետի աշխատակազմ;

(2) in Russian — Аппарат Премьер-министра Республики Армения;

(3) in English — Office of the Prime-Minister of the Republic of Armenia;

(4) in French — Cabinet du Premier ministre de la République d'Arménie.

7. The registered address of the Office shall be: Republic of Armenia, Yerevan, 26 Marshal Baghramyan Avenue and Government House 1, Republic Square.

## II. MAIN FUNCTIONS OF THE OFFICE

### 8. The Office:

(1) shall provide the Prime Minister with professional, informational and technical assistance in the development of the Government Programme;

(2) shall elaborate, in compliance with the Operating Procedure of the Government, a draft action plan of activities of the Government on the basis of recommendations received from ministries and other bodies of the state administration system;

(3) shall, within a period of one month after the end of each year, prepare and submit to the Prime Minister and Deputy Prime Ministers a statement of information on the implementation of the action plan of activities during the preceding year, and subsequently publish the report on the official website of the Government;

(4) shall make preparations for the sittings of the Government and the Committees of Ministers;

(5) shall perform functions aimed at ensuring the exercise of powers of Deputy Prime Ministers, as prescribed by the legislation of the Republic of Armenia, the Operating Procedure of the Government, and this Charter;

(6) shall submit to the Prime Minister and Deputy Prime Ministers opinions, materials of analytical and informative nature as well as recommendations on issues to be discussed within the Government;

(7) shall undertake a preliminary examination of all documents submitted to the Government, Prime Minister and Deputy Prime Ministers;

(8) may, upon necessity, request additional documents, materials, substantiations from the person having brought forward an issue, and invite representatives of state bodies competent for or interested in the given issue or other officials;

(9) shall ensure the elaboration of the draft legal acts of the Government, Prime Minister and Deputy Prime Ministers;

(10) shall, in the prescribed manner, deliver the decisions adopted by the Government and the Prime Minister — upon being signed by the Prime Minister — to relevant bodies for official

publication, as well as to the person having brought forward the issue before the Office and all other bodies to which the decision of the Government and that of the Prime Minister relates;

(11) shall organise the reception of citizens as well as the discussion, analysis and summarisation of their applications, complaints and proposals, regularly informing the Prime Minister on applications;

(12) shall register and in cases provided for by law shall also publish the submitted petitions, decide on the issues of returning petitions, rejecting the consideration of a petition, as well as notify on the decisions adopted with regard to petitions;

(13) shall request necessary documents and substantiations from the bodies of the state administration system for the purpose of ensuring the exercise of powers vested in the Prime Minister and Deputy Prime Ministers, their participation in civil law relations, and the smooth operation of the Government;

(14) shall render methodological assistance in the development of strategic programmes and conduct monitoring thereover.

### **III. GOVERNANCE AND MANAGEMENT OF THE OFFICE**

9. The Office shall be governed by the Prime Minister.

10. The Prime Minister shall:

(1) establish and re-organise the Office;

(2) define the principal directions of the activities of the Office for the purpose of implementing the Government Programme and the main directions of the Government policy;

(3) approve the Charter of the Office and the amendments thereto;

(4) appoint and remove from office the Chief of Staff, the deputies thereof, advisers to the Prime Minister, the Ambassador-at-large, assistants, press secretary, protocol officer for the Prime Minister, head of the group of aides to the Prime Minister, and the aides;

(5) appoint and remove from office, in cases and in the manner prescribed by law, the civil servants of the Office and bureaus, heads of bureaus of the Office except for the head of the Bureau

of Deputy Prime Minister, apply incentive measures and impose disciplinary sanctions thereon in cases provided for by law, grant leaves thereto;

(6) suspend or repeal — within the scope of his powers — the orders, assignments and instructions of the Chief of Staff and the Head of Bureau, which contradict the requirements of the legislation of the Republic of Armenia;

(7) approve the number of employees of the Office;

(8) exercise supervision over the maintenance of the state property attached to or granted for use to the Office;

(9) perform other statutory functions aimed at the governance of the Office.

11. The Chief of Staff, advisers to the Prime Minister, the Ambassador-at-large, Prime Minister's assistants, press secretary, protocol officer, head of the group of aides, aides, heads of bureaus except for the head of the Bureau of Deputy Prime Minister shall be directly reporting to the Prime Minister.

12. The Office shall be managed by the Chief of Staff, in compliance with the goals and objectives provided for by law, other legal acts and the Charter of the Office. Within the scope of its competences, the Office shall acquire and exercise — through the Chief of Staff — property rights and personal non-property rights, as well as other civil law obligations.

13. The Chief of Staff shall:

(1) be responsible for the implementation of the objectives and functions of the Office;

(2) communicate to the Office the assignments of the Prime Minister;

(3) co-operate, within the scope of his or her powers, with heads of other state bodies;

(4) carry out the governance of organisations and institutions placed under the subordination of the Office;

(5) report to the Prime Minister on the post addressed to the Prime Minister;

(6) endorse the official letters, letters, telegrams and other documents — not requiring a decision to be rendered by the Government or the Prime Minister — received from members of the Government, territorial administration bodies, as well as other state bodies and officials, local self-government bodies, organisations, and citizens;

(7) for the purpose of carrying out the assignments given by the Prime Minister, convene and hold consultations, involving representatives, professionals, experts from competent bodies of the state administration system;

(8) have the right to attend sittings of the Government;

(9) submit to the Prime Minister for signature the decisions of the Government and the Prime Minister, organise the publication of decisions subject to publication;

(10) approve the staff list of the Office and submit to the approval of the Prime Minister the number of employees of the Office;

(11) in cases and in the manner prescribed by law, appoint and remove from office the civil servants of the Office not being appointed by the Prime Minister, as well as persons not included in the list of civil service positions, apply incentive measures and impose disciplinary sanctions thereon, grant leaves thereto;

(12) organise the events on the working agenda of the Prime Minister, ensure the arrangements for other events with the participation of the Prime Minister;

(13) within the scope of his or her competence, issue orders, give assignments, instructions, act on behalf of the Republic of Armenia without a letter of authorisation, as well as issue letters of authorisation to act on behalf of the Republic of Armenia, including letters of authorisation with the power of substitution;

(14) as prescribed by law, other legal acts and the Charter, dispose of the state property attached to the Office, including the financial means;

(15) ensure the maintenance of the state property attached to or granted for use to the Office;

(16) establish working groups within the scope of his or her powers;

(17) submit the draft budget financing request of the Office for the upcoming year to the Prime Minister for approval, approve the annual balance sheet of the Office;

(18) approve the internal disciplinary rules;

(19) establish, upon the recommendation of the Head of Bureau, the competences of the structural subdivisions of the Bureau, approving the Charters thereof;

(20) suspend or repeal the assignments issued by his or her deputy;

(21) suspend or repeal the orders, directives, commands, instructions and assignments of the heads of organisations and institutions placed under the subordination of the Office, which contradict the requirements of the legislation of the Republic of Armenia;

(22) hear the reports of the structural subdivisions of the Office and in cases provided for by law also those of the Bureaus, examine the audit results of activities of the structural subdivisions unless otherwise provided for by law;

(23) perform other functions prescribed by law, the Operating Procedure of the Government and this Charter aimed at the management of the Office.

14. Deputy Chiefs of Staff, heads of structural subdivisions, and the assistant to the Chief of Staff shall be directly reporting to the Chief of Staff.

15. Deputy Chiefs of Staff shall, in the manner prescribed by the Chief of Staff, ensure the co-ordination of certain functions and certain subdivisions of the Office.

16. In case of absence of the Chief of Staff, the First Deputy shall substitute him or her; and where the position of the First Deputy is not envisaged or in case of absence of the First Deputy, the Chief of Staff shall be substituted by one of the deputies upon the assignment of the Chief of Staff.

17. The Chief of Staff shall be responsible, as prescribed by the legislation of the Republic of Armenia, for the exercise of powers of the Office, performance of professional functions as well as of organisational, personnel management, financial and economic functions, and for participation in civil law relations.

18. Assignments and instructions to the heads of structural subdivisions of the Office, organisations and institutions placed under the subordination of the Office in cases provided for by the legislation of the Republic of Armenia, and to Deputy Chiefs of Staff shall be given by the Chief of Staff.

19. Upon the order of the Chief of Staff, the co-ordination of specific functions and activities of structural subdivisions, organisations and institutions placed under the subordination of the Office, ensuring the implementation of those functions, may be vested in the Chief of Staff as well as the Deputy Chief of Staff.

**IV. ADVISERS TO THE PRIME MINISTER, THE AMBASSADOR-AT-LARGE, ASSISTANTS, PRESS SECRETARY, PROTOCOL OFFICER, HEAD OF GROUP OF AIDES TO THE PRIME MINISTER, AND AIDES**

20. The Adviser to the Prime Minister shall:

(1) prepare his or her work plan and submit it to the Prime Minister for approval;

(2) undertake a study of the sector assigned to him or her by the Prime Minister, identify the sectoral development trends, reveal the existing fundamental issues and submit recommendations to the Prime Minister for their resolution;

(3) regularly submit to the Prime Minister analytical and consultative materials regarding the sector assigned to him or her;

(4) upon the assignment of the Prime Minister, participate in the discussion of issues — relating to his or her functions — held in state and local self-government bodies and organisations;

(5) upon the decision of the Prime Minister, manage the operation of advisory bodies established by the Prime Minister, or participate in the activities thereof;

(6) analyse the post assigned to him or her by the Prime Minister, and submit brief information thereon to the Prime Minister.

21. The Prime Minister shall distribute the duties among the advisers to the Prime Minister.

22. The Ambassador-at-large shall, based on the assignments of the Prime Minister, resolve certain issues in international relations.

23. The assistant to the Prime Minister shall:

(1) submit, at intervals fixed by the Prime Minister, brief information to the Prime Minister on the situation existing in the sector assigned to him or her, topical fundamental issues, and submit to the Prime Minister recommendations on their resolution;

(2) prepare — upon the assignment of the Prime Minister and co-operating with the employees of the subdivisions of the Office — information materials for the Prime Minister;

(3) prepare — upon the assignment of the Prime Minister and co-operating with the aides to the Prime Minister — certain speeches, letters of the Prime Minister;

(4) participate in the preparation of visits, talks, negotiations, consultations, meetings, and trips of the Prime Minister, related to the sector assigned to him or her;

(5) co-operate, when performing his or her functions, with the bodies of the state administration system, organisations, as well as experts acting in the sector assigned to him or her;

(6) upon the assignment of the Prime Minister, convene working consultations, discussions with the participation of officials from interested state, local self-government bodies and organisations and other persons; participate in the discussion of issues — relating to the sector assigned to him or her — held in state, local self-government bodies, and organisations;

(7) hold, upon the assignment of the Prime Minister, reception of citizens;

(8) submit recommendations on draft decisions and other legal acts of the Government and the Prime Minister;

(9) analyse the post assigned to him or her by the Prime Minister, and submit brief information thereon to the Prime Minister;

(10) submit to the head of the group of aides to the Prime Minister recommendations on the draft speeches, addresses and letters of the Prime Minister, prepared by the aides to the Prime Minister, as well as on other draft documents prepared on his or her behalf;

(11) carry out specific assignments of the Prime Minister.

24. The Prime Minister shall distribute the duties among the assistants to the Prime Minister.

25. The press secretary to the Prime Minister shall:

(1) present the official opinion of the Prime Minister to the mass media outlets of the Republic of Armenia and foreign states;

(2) organise interviews, press conferences and meetings of the Prime Minister with representatives of the media;

(3) submit to the Prime Minister recommendations on his public speeches, co-operate — when preparing them — with the assistants, aides to the Prime Minister and other employees of the Office;

(4) upon the assignment of the Prime Minister, make statements, provide clarifications, and make refutations;

(5) provide coverage to the activities of the Prime Minister and the Office, and prepare press releases with regard thereto;

(6) ensure the communication of the Prime Minister and the Office with the mass media;

(7) organise and maintain the web page of the Prime Minister on the Internet.

26. The protocol officer to the Prime Minister shall:

(1) organise the meetings, consultations, and discussions of the Prime Minister;

(2) organise the local and international visits of the Prime Minister.

27. The head of the group of aides to the Prime Minister shall:

(1) manage the activities of aides;

(2) carry out certain informational and analytical activities;

(3) carry out specific assignments of the Prime Minister.

28. Aides to the Prime Minister shall:

(1) prepare draft speeches, addresses and letters of the Prime Minister, as well as other draft documents prepared on his behalf;

(2) carry out certain informational and analytical activities;

(3) carry out specific assignments of the Prime Minister and of the head of the group of aides to the Prime Minister.

## **V. BUREAU OF DEPUTY PRIME MINISTER**

29. The Bureau of Deputy Prime Minister shall ensure the performance of the current activities of the Prime Minister.

30. The Charter of the Bureau of Deputy Prime Minister shall be approved and the amendments thereto shall be made by the Prime Minister. The structure of the Bureau of Deputy Prime Minister shall be approved and the structural changes thereto shall be made by the Prime Minister, in the prescribed manner.

## VI. FUNCTIONS OF THE STRUCTURAL SUBDIVISIONS OF THE OFFICE

31. The Department for Relations with the National Assembly shall:

(1) ensure the receipt from the bodies of the state administration system of recommendations on a draft law or a package of draft laws submitted by the Deputies of the National Assembly of the Republic of Armenia, the preparation of draft proposals of the Government based thereon, their discussion in the Government and submission to the National Assembly of the Republic of Armenia within the time period prescribed by law;

(2) ensure the receipt from the bodies of the state administration system of recommendations on a draft law or a package of draft laws submitted by the Deputies of the National Assembly of the Republic of Armenia and adopted by the National Assembly of the Republic of Armenia in first reading, their summarisation and submission to the National Assembly of the Republic of Armenia within the time period prescribed by law;

(3) ensure the submission to the discussion of the National Assembly of the Republic of Armenia of a draft law or a package of draft laws proposed by the legislative initiative of the Government, in compliance with the requirements of the Constitutional Law of the Republic of Armenia "Rules of Procedure of the National Assembly";

(4) ensure the submission to the National Assembly of the Republic of Armenia, for discussion in subsequent reading, of the draft or the package of drafts — revised as a result of discussions of the legislative initiatives of the Government at the head commissions of the National Assembly of the Republic of Armenia — and of the executive summary;

(5) ensure the formation of recommendations of the Government on the draft or the package of drafts — proposed at the legislative initiative of the Government and adopted in first reading — and their submission to the National Assembly of the Republic of Armenia;

(6) ensure the submission to the National Assembly of the Republic of Armenia, within the time period prescribed by law, of responses to the official letters, written questions of the Deputies of the National Assembly of the Republic of Armenia and the interpellations of the factions of the National Assembly of the Republic of Armenia addressed to the Government;

(7) ensure the participation of the representatives of the Government in open sittings, activities of standing commissions, working groups and parliamentary hearings of the National Assembly of the Republic of Armenia;

(8) provide the Chief of Staff with information on the agendas of the sittings of the commissions of the National Assembly of the Republic of Armenia and of the sessions and sittings of the National Assembly of the Republic of Armenia;

(9) ensure the submission to the Chief of Staff and Ministers (as per the sectors) of information on statements made at the sittings of the National Assembly of the Republic of Armenia;

(10) summarise the results of the question and answer session of the National Assembly of the Republic of Armenia with the Government; prepare, upon necessity, transcripts of the sitting and relevant assignments;

(11) ensure the submission to the Chief of Staff of a statement of information on the results of the regular session of the National Assembly of the Republic of Armenia;

(12) arrange the preparation of agendas of extraordinary sittings or sessions of the National Assembly of the Republic of Armenia, convened upon the initiative of the Government; ensure the submission to the National Assembly of the Republic of Armenia of the agenda item drafts and the package of other necessary legal acts;

(13) co-operate with the commissions of the National Assembly of the Republic of Armenia in the preparation of the agendas of the commission sittings;

(14) ensure, as per the priorities, the discussion in the prescribed manner of legislative initiatives of the Government (international treaties) at the National Assembly of the Republic of Armenia and submit to the Prime Minister information on the results thereof;

(15) ensure, as scheduled, the participation of the representatives of the Government in the discussions of the State Budget of the Republic of Armenia and of the report on budget execution at the sittings of the commissions of the National Assembly of the Republic of Armenia and of the National Assembly of the Republic of Armenia;

(16) participate (at the level of the head) in the sittings of the Council of the National Assembly of the Republic of Armenia;

(17) elaborate draft legal acts relating to its fields of activities.

32. The Department for External Relations shall:

(1) participate in the preparation of programme documents related to the issues of foreign policy of the Republic of Armenia, submit recommendations on the common strategy of the foreign policy of the Republic of Armenia as well as its separate directions;

(2) carry out activities aimed at ensuring the informational and analytical, as well as organisational support to the activities of the Prime Minister with regard to issues of foreign policy and international relations;

(3) ensure the preparation — as to the substance — of the Prime Minister's foreign visits, meetings with heads and officials of foreign states and governments, representatives of international organisations, heads of diplomatic representations accredited to the Republic of Armenia, as well as of other foreign policy events attended by the Prime Minister;

(4) ensure the organisation of the communication of the Prime Minister with heads of foreign states and governments, international, including non-governmental organisations, foreign political and public figures, as well as with representatives of Armenian institutions and community actors of the Diaspora;

(5) participate in the preparation of speeches, addresses, letters of the Prime Minister as well as other documents prepared on his behalf, pertaining to the foreign policy and international relations of the Republic of Armenia;

(6) give recommendations on international treaties and other documents related to the international field as well as the drafts thereof submitted to the Office;

(7) organise and carry out the activities of the Office with the diplomatic representations of the Republic of Armenia;

(8) study the activities of the bodies of executive power in the field of foreign policy; in the prescribed manner submit to the Prime Minister and the Chief of Staff recommendations on increasing the effectiveness of the activities.

33. The Legal Department shall:

(1) provide legal support to the activities of the Prime Minister and Deputy Prime Ministers;

(2) carry out legal examination and prepare expert opinions on the compliance — with the legislation of the Republic of Armenia, secondary regulatory legal acts and rules of legislative technique — of draft legal acts prepared by the Office or submitted by the competent authorities for consideration, endorsement, signature or approval of the Government or the Prime Minister, as well as carry out professional expert examination related to separate issues, by giving opinions on the development of the relevant field envisaged by draft legal acts and on the improvement of the effectiveness of the activities carried out in that field;

(3) keep the copies of laws and other legal acts of the Republic of Armenia;

(4) submit recommendations to the Prime Minister on the improvement of the legal acts and the administration system of the Republic of Armenia;

(5) prepare responses to statements of claim under court proceedings, filed against the Prime Minister or the Office of the Prime-Minister;

(6) upon the assignment of the Prime Minister, follow the course of implementation of separate decisions and assignments of the Prime Minister, and where necessary carry out studies and submit recommendations in case of revealing problems;

(7) study and give final validation to legal documents prepared by other subdivisions of the Office;

(8) upon the assignment of the Chief of Staff, ensure the representation of the interests of the Prime Minister or the Office before administrative bodies and courts.

34. The Department for Defence, Security and Justice Issues shall:

(1) study the issues falling within the fields of justice, defence, emergency situations, prosecutor's office, the national security service, the police, legal and notary services, the civil, criminal and administrative legislation, the legislation on political parties and other unions, the draft legal acts related to the issues of the mentioned fields and submitted for the consideration or for the opinion of the Government and the Prime Minister, as well as separate issues in terms of their compliance with the Government Programme and main policy directions; carry out, upon the assignment of the Chief of Staff, professional expert examination, give opinions on the development of the relevant field envisaged by draft legal acts and on the improvement of effectiveness of the activities carried out in those fields;

(2) prepare informational materials and statements of information with regard to the fields of its activities;

(3) carry out, within the scope of its competence, summarisation and analysis of reports submitted by the bodies of the state administration system;

(4) exercise control over the implementation progress of the action plan of activities and priorities of the Government for the given year with regard to the fields of its activities;

(5) elaborate draft legal acts relating to its fields of activities;

(6) ensure that the final package of draft laws (the draft, rationale, statements of information, opinion and where applicable RIAs) of the Republic of Armenia — proposed at the initiative of the Government, relating to the fields of its activities and approved during the sitting of the Government — is provided to the Department for Relations with the National Assembly for the purpose of submission thereof, by the latter, to the National Assembly of the Republic of Armenia in accordance with sub-point 3 of point 31 of this Charter;

(7) arrange and organise the sittings of the Ministerial Committee on State and Legal Affairs.

35. The Department for Territorial Development and Environmental Issues shall:

(1) study the issues falling within the fields of territorial administration, local self-government, territorial development, refugees and migration of population, regional integration, environmental protection, management and use of bio-resources and forestry, environmental strategic programmes and use of natural resources, management of waste and atmospheric emissions, urban development (territorial development planning), architecture, land development, land use, construction and design, immovable property cadastre, seismic protection, engineering protection of territories, hydrometeorology, municipal and urban economy (water supply, drainage, improvement, landscaping, waste disposal, cemeteries), heat supply strategy, water economy system, geodesy and cartography, geographical indications, use of atomic energy, control over nuclear and radiation safety, control over subsoil and mining, organisation of the activities related with the election of local self-government bodies, the draft legal acts related to the mentioned fields and submitted for the consideration or for the opinion of the Government and the Prime Minister as well as separate issues in terms of their compliance with the Government Programme and main policy directions; carry out, upon the assignment of the Chief of Staff, professional expert examination, give opinions on the

development of the relevant field envisaged by draft legal acts and on the improvement of the effectiveness of the activities carried out in those fields;

(2) prepare informational materials and statements of information with regard to the fields of its activities; carry out, within the scope of its competence, summarisation and analysis of reports submitted by the bodies of the state administration system;

(3) exercise control over the implementation progress of the action plan of activities of the Government for the given year with regard to the fields of its activities;

(4) elaborate draft legal acts relating to its fields of activities;

(5) ensure that the final package of draft laws (the draft, rationale, statements of information, opinion and where applicable RIAs) of the Republic of Armenia — proposed at the initiative of the Government, relating to the fields of its activities and approved during the sitting of the Government — is provided to the Department for Relations with the National Assembly for the purpose of submission thereof, by the latter, to the National Assembly of the Republic of Armenia in accordance with sub-point 3 of point 31 of this Charter;

(6) arrange and organise the sittings of the Ministerial Committee on Territorial Development and Environment.

36. The Department for Social Affairs shall:

(1) study the issues falling within the fields of education and science, healthcare, culture, Diaspora, sport and youth, language, social security, insurance, employment, employment relations, archiving, publishing, demography, trafficking, adoption, social and cultural development of marzes, the draft legal acts related to the mentioned fields and submitted for the consideration or for the opinion of the Government and the Prime Minister as well as separate issues in terms of their compliance with the Government Programme and main policy directions; carry out, upon the assignment of the Chief of Staff, professional expert examination, give opinions on the development of the relevant field envisaged by draft legal acts and on the improvement of the effectiveness of the activities carried out in those fields;

(2) prepare informational materials and statements of information with regard to the fields of its activities;

(3) carry out, within the scope of its competence, summarisation and analysis of reports submitted by the bodies of the state administration system;

(4) exercise control over the implementation progress of the action plan of activities and priorities of the Government for the given year with regard to the fields of its activities;

(5) ensure the activities of councils dealing with issues of separate fields and operating under the Prime Minister, as well as of anniversary commissions formed and chaired by the Prime Minister, assist in the organisation of funerals of prominent state figures, artists and scientists, as well as organise the activities of the Republican Commission on Adoption;

(6) elaborate draft legal acts relating to its fields of activities;

(7) ensure that the final package of draft laws (the draft, rationale, statements of information, opinion and where applicable RIAs) of the Republic of Armenia — proposed at the initiative of the Government, relating to the fields of its activities and approved during the sitting of the Government — is provided to the Department for Relations with the National Assembly for the purpose of submission thereof, by the latter, to the National Assembly of the Republic of Armenia in accordance with sub-point 3 of point 31 of this Charter;

(8) arrange and organise the sittings of the Ministerial Committee on Social Affairs.

37. The Department for Staffing and Personnel Management shall:

(1) prepare draft legal acts on the appointment and removal from office of persons appointed and removed from office by decisions of the Government and the Prime Minister and by orders of the Chief of Staff, on the application of incentive measures and imposition of disciplinary sanctions, as well as prepare the employment contracts of persons employed under employment and civil-law contracts. It shall — in compliance with the legislation of the Republic of Armenia — also carry out the preparation, maintenance, record-registration and record-keeping of personal files of the mentioned officials, ensure the preparation and record-registration of the staff list, necessary statements of information, certificates of incapacity for work, monitoring of entry into and exit from the building through computer software and summarisation of data, approval of the log books for calculation of working hours;

(2) organise and hold competitions for filling vacant civil service positions as prescribed by the law of the Republic of Armenia;

(3) prepare job descriptions for the civil service positions of the Office, as well as the job descriptions for the advisers to the Prime Minister;

(4) undertake preparatory works related to the documentation of secondments related with the improvement of professional knowledge and working skills and leaves of the employees of the Office, Deputy Prime Ministers, employees of the bureaus of civil service, public council, inspection bodies, security council, as well as study and analyse the reports submitted in the prescribed manner upon return from secondment;

(5) carry out — within the time limits and under the procedure prescribed by the legislation of Republic of Armenia — the activities related to filling the existing vacant positions of civil service, of executive body, *i.e.* director of a state non-commercial organisation placed under the subordination of the Office, of executive body, *i.e.* director of closed joint-stock companies with one hundred per cent of shares owned by the State by ownership right, of directors of project implementation state institutions operating within the Office of the Prime-Minister and the ministries, as well as the activities related to their professional trainings;

(6) study the proposals for commendations awarded by the Prime Minister and prepare commendations of the Prime Minister (commemorative medals, letters of acknowledgment, personalised gifts);

(7) ensure the registration of records of the employees of the Office eligible for military service and exempted from active duty;

(8) organise the process related to preparation and approval of the work plans and performance assessments of employees working with the electronic document circulation system in place in the Office, as well as ensure the administration of system users;

(9) organise the activities related to the submission to the Prime Minister of the annual work plans of the staffs of state administration system bodies prepared in the prescribed manner, as well as the activities related to the submission of the assessed performance reports of those staffs for the consideration of the Prime Minister upon the end of each quarter;

(10) carry out professional expert examination of draft legal acts related to the fields of its activities and submitted for the consideration or for the opinion of the Government and the Prime Minister as well as of separate issues; give opinions on the development of the relevant field

envisaged by draft legal acts and on the improvement of the effectiveness of the activities carried out in those fields;

(11) study the charters of bodies of the state administration system, carry out professional expert examination and give opinions with regard thereto;

(12) prepare draft decisions of the Prime Minister on granting leaves to ministers, Secretary of the Security Council, head of state body under the Government, the Chief of Staff, head of inspection body, head of state body under the Prime Minister, marzpets, head of bureau of the Office;

(13) prepare and record-register the documents, official identification cards, annual passes and magnetic cards granting the right to enter Government House No 1;

(14) exercise control over the observance of internal disciplinary rules by the employees of the Office.

38. The Department for Information and Public Relations shall:

(1) organise the Prime Minister's interviews, press conferences and meetings with the representatives of the media;

(2) provide coverage to the activities of the Prime Minister and the Office and prepare press releases with regard thereto;

(3) ensure the communication of the Prime Minister and the Office with the mass media;

(4) provide the press and the media outlets of foreign countries with materials pertaining to the activities of the Prime Minister;

(5) interact with the press services of the bodies of the state administration system and marzpetarans;

(6) carry out the accreditation of all journalists having submitted relevant requests in accordance with the prescribed procedure;

(7) where necessary, respond to the questions addressed to the Prime Minister and the Office as well as to alerts raised by citizens via the mass media;

(8) organise and maintain the web page of the Prime Minister on the Internet;

(9) compile daily media reports, including of the Armenian press, as well as study the materials of foreign media outlets on the Internet, prepare daily reports based thereon and submit those to the Chief of Staff and the Press Secretary of the Prime Minister.

39. The Financial-Economics Department shall:

(1) study the issues falling within the fields of State Budget preparation and execution, foreign and domestic debt, treasury system, state dividends, accounting, audit, macroeconomic policy, tax and customs policy, issues related to the field of state property management including alienation and use of property belonging to the State, use of buildings and territories owned by the State, liquidation, privatisation and re-organisation of companies having shares owned by the State, state property management, housing policy (including that of refugees), business environment (including uniformity of measurements, conformity assessment, standardisation, certification), state procurement, financial markets, operation of lotteries, casinos, games of chance and pawnshops, monetary policy, financial system, Audit Chamber budget execution, privatisation, opinions on use of loan resources, entrepreneurial activity and investment policy, industry, transport, road exploitation, road construction, communication and information, agriculture, food safety, regulation of public services, trade, tourism, civil aviation, energy (except for use of atomic energy, nuclear and radiation safety, control over mining), protection of economic competition, intellectual property — copyright and related rights, the draft legal acts related to the mentioned fields and submitted for the consideration or for the opinion of the Government and the Prime Minister as well as separate issues in terms of their compliance with the Government Programme and main policy directions; carry out, upon the assignment of the Chief of Staff, professional expert examination, give opinions on the development of the relevant field envisaged by draft legal acts and on the improvement of the effectiveness of the activities carried out in those fields;

(2) prepare informational materials and statements of information with regard to the fields of its activities; carry out summarisation and analysis of reports submitted by the bodies of the state administration system;

(3) exercise control over the implementation progress of the action plan of activities of the Government for the given year with regard to the fields of its activities;

(4) elaborate draft legal acts relating to its fields of activities;

(5) ensure that the final package of draft laws (the draft, rationale, statements of information, opinion and where applicable RIAs) of the Republic of Armenia — proposed at the initiative of the Government, relating to the fields of its activities and approved during the sitting of the Government — is provided to the Department for Relations with the National Assembly for the purpose of submission thereof, by the latter, to the National Assembly of the Republic of Armenia in accordance with sub-point 3 of point 31 of this Charter;

(6) arrange and organise the sittings of the Ministerial Committee on Financial and Economic Issues.

40. The Financial and Accounting Department shall:

(1) maintain the accounting of the Office, prepare and summarise the financial and tax reports and submit them to the relevant bodies;

(2) compile, summarise and submit, in the prescribed manner, the medium-term expenditure plan of the Office and the budget request for the upcoming year;

(3) receive the medium-term expenditure plans, budget requests for the upcoming year, relevant financial documents and financial reports from entities implementing budget programmes financed by the Office and submit them under the prescribed procedure;

(4) elaborate draft legal acts relating to its fields of activities.

41. The Department for Reception of Citizens and Discussion of Applications shall:

(1) examine and process, in the prescribed manner, the official letters, applications, proposals and complaints addressed to the Prime Minister, Deputy Prime Ministers and to the Chief of Staff, exercise supervision over the execution of assignments given in relation thereto;

(2) hold reception of citizens, hold discussions on the raised issues with the participation of citizen(s), furnish clarifications, consult, and settle, if possible, the raised issues in working order;

(3) ensure the smooth operation of the hotline of the Office of the Prime Minister, the receipt and registration, discussion and processing, in the prescribed manner, of applications and complaints filed through the hotline (via telephone as well as by means of electronic communication), carry out examination of facts presented therein;

(4) submit to the Prime Minister and the Chief of Staff recommendations on possible solutions or further processing of issues raised by citizens and not resolved by the bodies of the state administration system;

(5) analyse and summarise the proposals, applications and complaints received by the Office from citizens, including through the hotline, according to relevant fields and as per their nature; regularly submit to the Prime Minister and the Chief of Staff information and recommendations thereon;

(6) elaborate draft legal acts relating to its fields of activities;

(7) register, and in cases provided for by law, also publish the petitions submitted to the Government, ensure their circulation as prescribed by the legislation of the Republic of Armenia.

42. The Department for Programmes Expertise shall:

(1) carry out the professional expert examination of draft strategic documents submitted to the Government and the Prime Minister for consideration or opinion, as well as professional expert examination related to separate issues; give opinions on the development of the relevant field and improvement of the effectiveness of the activities carried out in that field;

(2) provide methodological support for the development of strategic programmes and ensure the implementation of studies for the execution of those programmes as well as programmes being implemented through loan and grant funds;

(3) ensure the organisation of the Government's operational planning process (elaboration of the action plan of activities of the Government);

(4) co-ordinate the process of record-registration and inventory-keeping of strategic documents;

(5) ensure the preliminary examination of impact assessments received from the state bodies, and the submission of recommendation on engaging a specialised unit (experts) for the purpose of implementing a more in-depth study;

(6) ensure the examination of comprehensive strategic documents and mid-level (sector-specific) strategic documents received from republican executive bodies and the submission of recommendations thereon;

(7) elaborate draft legal acts.

43. The Administrative Department shall:

(1) provide logistics support to the employees of the Office, including the servicing of transportation means;

(2) organise the procurements for the Office;

(3) organise the designing of construction and repair works at the Office, exercise supervision over its execution;

(4) ensure the exploitation, improvement, routine and capital construction of the administrative buildings of the Office and the areas adjacent thereto, the transportation and medical services;

(5) exercise, upon the assignment of the Chief of Staff, supervision and co-ordination of the activities of organisations under the Office;

(6) through co-ordination of the activities of the "Maintenance Service" and "Management of Kond Villas" state non-commercial organisations, implement engineering-technical oversight over the maintenance of the Office's official and auxiliary buildings, common premises, offices, provision of communication, energy supply, water supply and elevator services, and over fire safety and guard services, as well as ensure food supply service at the Office;

(7) exercise supervision over the maintenance of the property attached to or granted for use to the Office;

(8) ensure the rational use of financial allocations of the given year and the preservation of inventory items;

(9) elaborate draft legal acts relating to its fields of activities.

44. The Division for Ethnic Minorities and Religious Affairs shall:

(1) study the draft legal acts related to national minorities, freedom of religion and conscience and submitted for the discussion or for the opinion of the Government and the Prime Minister, as well as separate issues in terms of their compliance with the Government Programme and main policy directions; carry out, upon the assignment of the Chief of Staff, professional expert examination, give opinions on the development of the relevant field envisaged by draft legal acts and on the improvement of effectiveness of the activities carried out in those fields;

(2) prepare informational materials and statements of information regarding the fields of its activities; carry out summarisation and analysis of information presented by state administration bodies and local self-government bodies and submit it to the Chief of Staff;

(3) exercise control over the process of the implementation of the action plan of activities and priorities of the Government for the given year with regard to the fields of its activities;

(4) elaborate draft legal acts relating to its fields of activities;

45. The Protocol Division shall:

(1) prepare draft agendas of the sittings of the Government and ensure the normal course of the sittings of the Government;

(2) edit draft decisions of the Government, the Prime Minister and Deputy Prime Ministers, as well as draft orders of the Chief of Staff and other documents and submit them for signature on a relevant headed form, bringing them in line with the rules of the Armenian language and the prescribed format, ensuring linguistic-stylistic and terminological uniformity;

(3) carry out record-registration of decisions, their preparation for delivery, publication through the official website: [www.gov.am](http://www.gov.am);

(4) prepare the decisions and materials attached thereto and deposit them in the archives of the Office;

(5) ensure the preparation of draft minutes of the sittings of the Government, as well as of the discussions, consultations, meetings held with the Prime Minister and of the sittings of ministerial committees;

(6) ensure, in the prescribed manner, the updating of the relevant sections of [www.nist.am](http://www.nist.am) and [www.Intranet.am](http://www.Intranet.am) websites with necessary information.

46. The General Division shall:

(1) carry out documentation related services for the Office, ensure the effective organisation of documents circulation and application of a uniform procedure for workflow management within the Office;

(2) ensure the computer input of the documents of the Office and the delivery thereof, the preliminary examination of documents submitted to the Chief of Staff and the submission of relevant recommendations on further processing of documents;

(3) provide supervision over the observance of time-limits for the execution of documents, letters and applications signed by the Chief of Staff, co-ordinate within the Office the activities carried out with postal and messenger services;

(4) organise and conduct the activities of the archives and the library;

(5) carry out supervision over the observance of the time-limits for the execution of assignments given in the decisions of the Government and the Prime Minister, assignments given as a result of the sittings of ministerial committees, consultations held with the Prime Minister, meetings of the Prime Minister with the heads and representatives of international organisations, high-ranking delegations of foreign states and the heads of diplomatic missions accredited to the Republic of Armenia, as well as assignments communicated by the Prime Minister or the Chief of Staff;

(6) provide the Office with the relevant headed forms.

47. The First Division shall:

(1) ensure the activities related to confidential document management and the confidentiality regime within the Office;

(2) organise the adoption of decisions as a result of receipt, registration, circulation, execution and discussion of official confidential documents within the Office; keeping, record-registration, delivery and archiving of confidential documents;

(3) submit to the Chief of Staff an annual report on the activities carried out for ensuring the confidentiality regime;

(4) document and record-register the permits for relevant officials to deal with confidential information and provide instructions to persons having received a permit;

(5) elaborate draft legal acts relating to its fields of activities.

48. The Division for Information Technologies and Special Systems shall:

(1) ensure smooth operation of the following websites: www.primeminister.am, www.gov.am, www.ftp.gov.am, www.intranet.am, www.nist.am and www.mail.gov.am; ensure the implementation of new requirements set for the mentioned websites;

(2) ensure and improve the operability of internal information networks and servers of the Office;

(3) ensure the smooth operation of the electronic document circulation system operating within the Office, ministries, bodies under the Government and the Prime Minister, as well as within the marzpetarans;

(4) develop software required for the structural subdivisions of the Office;

(5) carry out and make provisions for activities related to electronic digital signatures and ensures the servicing thereof;

(6) ensure coded video communication between the Office, ministries, bodies under the Government and the Prime Minister, as well as marzpetarans;

(7) ensure the maintenance of the computer equipment and relevant software of the Office;

(8) maintain the separated communication channels between the Office and ministries, bodies under the Government and the Prime Minister, marzpetarans, the State Register of the Republic of Armenia (centres in Yerevan and the marzes), the State Social Security Service of the Republic of Armenia (centres in Yerevan and the marzes), and the Civil Status Acts Registration Agency of the Republic of Armenia (centres in Yerevan and the marzes);

(9) elaborate draft legal acts relating to its fields of activities.

49. The Division for Internal Audit shall ensure the performance of functions prescribed by the Law "On internal audit".

50. The Division for Granting Pardon, Citizenship, Awards and Titles shall:

(1) within the scope of its competence, ensure the performance of the function of submitting to the President of the Republic a recommendation on granting pardon or on rejecting the granting of pardon by the Prime Minister to the person having filed a petition for pardon;

(2) within the scope of its competence, ensure the performance of the function of submitting to the President of the Republic a recommendation on granting or terminating the citizenship or on

rejecting the granting or terminating the citizenship by the Prime Minister to the person having filed an application for citizenship;

(3) within the scope of its competence, ensure the performance of the function of granting by the Prime Minister a special residence status to foreigners;

(4) within the scope of its competence, ensure the preparation of issues relating to decorating with state awards and conferring honorary titles;

(5) within the scope of its competence, ensure the performance of the function of submitting to the President of the Republic a recommendation on conferring highest military ranks, diplomatic and other class ranks by the Prime Minister.

51. The Division for Mobilisation Preparation and Mobilisation Programmes shall:

(1) carry out professional expert examination of the draft legal acts related to mobilisation preparation, mobilisation and mobilisation programmes, civil defence and submitted to the Government and the Prime Minister for consideration or opinion, as well as of separate issues, give opinions on the draft legal acts on the development of the relevant field and on the improvement of the effectiveness of the activities carried out in those fields, co-ordinate the development and approval of mobilisation and mobilisation preparation programs and plans;

(2) organise the activities for the development of the state policy on mobilisation preparation and organising of mobilisation, carry out monitoring of the activities for mobilisation preparation;

(3) carry out organisational-methodical administration and co-ordination activities for the development of plans for mobilisation preparation and organising of mobilisation by public administration and local self-government bodies;

(4) develop the policy on establishing and defining mobilisation tasks, co-ordinate the process of concluding contracts with organisations having mobilisation tasks;

(5) organise activities for the development of actions envisaged by the mobilisation plan during mobilisation and carry out monitoring over the implementation of those actions;

(6) examine and analyse the international experience in mobilisation preparation and development of the mobilisation sector and, where appropriate, submit recommendations;

(7) carry out the activities for civil defence provided for by Decision of the Government of the Republic of Armenia No 591 of 20 May 2002, including development of civil defence plans, organising the preparation of the civil defence leadership for civil defence, co-ordination of the activities in the civil defence sector being implemented by employees of structural subdivisions, performance of other functions provided for by the legislation of the Republic of Armenia;

(8) elaborate draft legal acts.

52. The Division for Official Protocol shall:

(1) ensure the organisation and holding of protocol events during the international and local meetings of the Prime Minister and the Chief of Staff;

(2) within the scope of its competence, ensure the observance of the protocol for the highest-level and high-level visits of the Prime Minister, the international and other events held in the Republic of Armenia with the participation of the Prime Minister;

(3) within the scope of its competence, ensure the holding of protocol events during working meetings — at international and local level — of the Prime Minister, if necessary — the spouse of the Prime Minister, the Chief of Staff, as well as, upon the assignment of the Chief of Staff — certain officials of the Office.

CHIEF OF STAFF TO THE PRIME MINISTER OF THE  
REPUBLIC OF ARMENIA

E. AGHAJANYAN