**GOVERNMENT OF THE REPUBLIC OF ARMENIA

DECREE**

November 21 2002
 N 1809-N

**ON ESTABLISHING STATE ADMINISTRATIVE  INSTITUTION OF
"THE STAFF OF THE MINISTRY OF TRANSPORT AND COMMUNICATION OF THE REPUBLIC OF ARMENIA" AND THE REGULATIONS AND THE STAFF STRUCTURE OF THE MINISTRY OF TRANSPORT AND COMMUNICATION OF THE REPUBLIC OF ARMENIA**

Based on the Article 7 of the Law of the Republic of Armenia on "State Administrative Institutions",  the President's Decree NH-1063 of March 16, 2002,  on point 4 of the President's Decree NH-1063 of March 16, 2002 and in pursuance of RA Government's Decree N 1750-N of August 29, 2002 on "On Reforms in the System of the Ministry of Transport and Communication" , the Government of the Republic of Armenia decides:

1. To establish the state administrative institution of "The Staff of the Ministry of Transport
and Communication".

2. To establish

a) The regulations of the Ministry of Transport and Communication of the Republic of
Armenia according to Annex N  1.

b) The structure of the Ministry of Transport and Communication of the Republic of Armenia
according to Annex N 2.

c) The regulations of the licensing agency of the Ministry of Transport and Communication
of the Republic of Armenia according to Annex N 3.
***(point 2  accomplished 03.06.10 N 756-N)***

2.1. To define that the departments of the Staff of the Ministry of Transport and
Communication of the Republic of Armenia should have at least 5 staff units,  and any
structural section should have at least 3 staff units.
***(point 2.1  accomplished 30.01.03 N 70-N, 03.06.10 N 756-N)***

3. The Minister of  Transport and  Communication of the Republic of Armenia should submit a proposal to the Government of the Republic of Armenia on the property size and cover given to the Staff of the Ministry of Transport and Communication of the Republic of
Armenia.

4. The Decree enters into force the next day of the official publication date.

**The Prime Minister of
The Republic of Armenia                                                 A. Margaryan**

      November 27, 2002
                Yerevan

                                                                                                        Annex N 1
                                                                                  Decree of the Government of RA of
                                                                                        November 21 2002 N 1809-N

**REGULATIONS
OF THE MINISTRY OF TRANSPORT AND COMMUNICATION

I. GENERAL PROVISIONS**

1. The Ministry of Transport and Communication of the Republic  of Armenia (hereinafter Ministry) is a republican body of executive power, develops and implements policy of the Government of the Republic of Armenia in the spheres of transportation, communication and information.

2. The Ministry is established, reestablished and its functions terminate by The President's Decree.

3. The powers of the Ministry are defined by laws, the President's decrees, orders, the RA government's decrees , as well as international agreements of the Republic of Armenia.

4. The Ministry realizes its activities according to the legislation and regulations of the Republic of Armenia.

5. The Ministry possesses its own  round seal with the blazon of the Republic of Armenia and its Armenian name, blanks, symbol and other identification marks.

6. The Ministry consists of the Minister and the Ministry Staff. The Ministry structure comprises the  non-profit organizations and institutions submitted under its subordination.

7. The aims and the problems of the Ministry:

a)   process of  licensing of the functions by law  in the sphere of transport and post  and to control over the electronic communication network construction and reconstruction works, normative technical documentation and rules of standard and network security.

b)  effective management and coordination of transport, communication, post, internet and informatization spheres.

c)  provision of technical control and  normative acts requirement maintenance over acting licenses in the sphere of transport and post, process of permission of  advertisement setting on the interstate and republican roads of the Republic of Armenia, payment and cost count for the advertisements, electronic communications terminal equipment import, practice and usage, technical means implementation in connected to the railway transport sphere.

d) the protection of the interests of the Republic of Armenia in ITU and UPU, as well in any  other cooperation in the sphere of transport, communications, network (internet), informatization and road construction and other international and local organizations.

e) design, preparation and development of integrated route network, inter-state and inter-provincial bus company tender organization, organization of  regular transportation to ensure regular inter-provincial bus and passenger transportation route network, provision of single system of road maintenance and safety assurance.

f) management of mechanisms and self-propelled road vehicle, snowmobile, boat, railway vehicle inventory according to the  Republic of Armenia.

g) assumption of responsibility for the electronic communications networks or services, or any operation and management, as well as the provision of information and postal communication networks in emergency or military situations.

***(point 7edited  13.04.06 N 1090-N, 03.06.10 N 756-N)***

**II. FUNCTIONS OF THE MINISTRY OF TRANSPORT AND COMMUNICATION**

The Ministry implements the following functions for the realization  of its goals  and problems according to the legislation of the Republic of Armenia

a) processing and monitoring of implementation of programs aimed at  electronic, transport, communications, post, web (Internet), informatization, communication and road spheres development , as well as processing and monitoring of electronic communications public service policy programs.

b)  implementation of committments refereing to the electronic, transport, communications, post, web (Internet), informatization, communication and road spheres set by  international agreements.

c)  processing technical regulations and normative acts reffering to the electronic, transport, communications, post, web (Internet), information, communication and road spheres, adoption of departmental normative acts regulating the transport, post, communications and informatization  spheres  according to the legislation of the Republic of Armenia.

d) definition of restrictions and rules of land usage of  transport and communications objects, their channels  and  protective zones.

e)  implementation of preparation and signing of international agreements (memorandums) of RA concerning the electronic, transport, communications, post, web (Internet), informatization, communication and road spheres, as well as  RA commitments of participation and other forms of international cooperation in its jurisdiction.

f) input of administrative statistical reporting (questionnaires, references, etc.) and maintainance of administrative statistical register based on the collected date concerning the electronic, transport, communications, post, web (Internet), information, communication and road spheres.

g) procesing of sections concerning electronic, transport, communications, post, web (Internet), information, communication and road spheres in socio-economic programs of the Republic of Armenia.

h) management of  state participation in trade organizations (shareholders) in the discharge, as well as non-profit organizations and public institutions.

i) definition of radio frequency spectrum protection and standards of maintenance and their implementation  procedures.

j) allocation  of radio frequency spectrum and seclusion of  radio frequency spectrum certain sections for special purpuses.

k) acting as RA postal administration in international cooperation in spheres of post and communications.

l) suggestions concerning terms of satellites orbital position adjustment regulation in reference to  telecommunications and web (Internet) services.

m) definition of  postal payment of drilling samples, naming, quantity, validity, postal facilities ZIP codes and RA  postage stamps imaging and themes.

n) definition of control period of  correspondence collection, the frequency shift and postal money transfer.

o)  processing of programs of the use of the road network development, construction, reconstruction (rebuilding, repairing medium), operation (current repair, maintenance)  and  monitoring of  road classification and recordiing nomenclature.

p) acceptance of construction and operation of the  highways (except city roads and parts located in the city area).

q) establishment and changing  of the RA frequency distribution table.

r) definition of regulations concerning radio-antenna structering,  supply and lighting.

s) iimplementation of the functions vested by the concession contract signed on February 13, 2008 between the "South Caucasus Railways" Closed Joint-Stock Company of The Republic of Armenia and "Russian Railways" Open Joint-Stock Company on transferring the Armenian railway system to "South Caucasus Railways" Closed Joint-Stock Company established by "Russian Railways" Open Joint-Stock Company.

t) functions regulation of the vehicle technical inspection.
u) the refinement of legal and normative technical acts and standards relating to the transport, communications, web (Internet), informatization and road construction spheres.

v) suggestion submission of the use of satellite orbital segments and numbers, limited resources, including the radio-frequency spectrum.

w) implementation of other functions according to the legislation of the Republic of Armenia.

x)  provision of planning and implementation of the mobilization preparedness and civil defense measures.

y) suggestion submissions on the legislative reforms on the efficient use of fuel and reduce vehicle hazardous emissions, continuous replacement of electrical minibuses with high capacity transport vehicles.

***(point 8 edited 13.05.04 N 703-N, accomplished, edited. 25.05.05 N 655-N, edited 13.04.06 N 1090-N, 12.04.07 N 440-N, accomplished, edited. 13.11.08 N 1331-N, edited 03.06.10 N 756-N, accomplished  05.05.11 N 541-N, 21.03.13 N 244-N)***

**III.  THE MANAGEMENT OF THE MINISTRY**

9. The Ministry is governed by the Minister of Transport and Communication of the Republic of Armenia (hereinafter Minister), who is assigned to the post and dismissed by the President of the Republic of Armenia by proposal of the Prime Minister of the Republic of Armenia. The Minister has deputy ministers, who are assigned and dismissed by the Prime Minister consulting with the Minister.
The Minister realizes his/her  activities  guided by the Constitution, laws, regulations and other legal acts and international treaties the Republic of Armenia.

10. The minister  carries the entrusted  tasks and functions of the authority and is responsible for policy development and implementation in the respective spheres in  the present and for  future development.

11.  The Minister is accountable to the President of the Republic of Armenia, the Prime Minister of the Republic of Armenia and the Government of the Republic of Armenia

12. The Minister:

a)  adopts administrative legal acts according to the legislation of RA and under his/her jurisdiction.

b)  manages the  current activity of the Ministry and is responsible for the implementation of the tasks and functions.

c) submits recommendations to the Government of the Republic of Armenia on goals, objectives of  activity areas prescribed to the Ministry by   law, other legal acts and regulations.

d) issues orders and instructions,  acts on behalf of the Republic of Armenia or the Ministry without an attorney, as well as gives attorney to act on behalf of the Republic of Armenia or the Ministry.

e) makes  Civil Service appointments according to the legislation,  implements incentives and disciplinary measures, as well as awards diplomas and badges to those with significant contribution in  transport, postal and communications sector.

f) appoints and dismisses his advisors, press secretary and assistants.

g)  submits a recommendation for the candidate who passed the tender for vacancy of the head of staff  to the Government of the Republic of Armenia according to the Law in period of three days.

h) performs the powers entrusted by RA law Article 12 paragraph  5 and 3 on  "Joint Stock Companies".

i) according to the Law and this Regulations establishes the scope of application of the structural units.

j) establishes the share of work among his/her deputy ministers.

k)  under his/her jurisdiction entrusted by Law and the Regulations procedures suspends the authority of the Chief of Staff, structural units, as well as non-profit organizations, orders, directives, instructions and guidelines that are contrary to the interests of the Ministry of Transport and Communication.

l) listens and submits to the Government of the Republic of Armenia the annual reports and annual balance sheets, results of the inspection, annual maintenance expenses, its performance and reliability of financial reporting audit results of the Ministry of Transport and Communications.

m) oversees the administration and alienation of state property protection.

n) ) submits the structure  and the statute of the Ministry to the  approval of the Government of the Republic of Armenia.

o) submits the number of the employees to the approval of the Prime Minister of the Republic of Armenia.

p) stipulates Civil Service titles according to Law and regulation.

q)  grants titles in cases envisaged by the legislation of the Republic of Armenia.

r) establishes consultative bodies.

s) realizes powers entrusted by Law, legal acts and Regulations.
***(point 12 edited 03.06.10 N 756-N)***

13.  in period of the absence of the Minister his/her duties pass on to one of the deputy ministers.

14.  the Deputy Minister:

a)  coordinates the works of the  system of the Ministry in the sphere assigned to him by the Minister.

b) coordinates the implementation of works and the policy  of the spheres assigned to him via structural units giving guidelines and recommendations under his jurisdiction.

c) by the Minister's instruction holds initial discussions be discussed at the Minister's.

d) coordinates the assigned aspects of the system by  professional studies and works connected with activities of operational analysis.

e) cooperates with state governing bodies and organizations and institutions under his/her jurisdiction.

f)  coordinates works and program development in the spheres assigned to him/her.

g) regularly presents reports on the situations in the assigned spheres.

h) controls the implementation of the Minister's commands and recommendations in the assigned spheres and presents the results to the Minister.

i) submits proposals to the Minister and the head of staff on the issues under his jurisdiction.

j) realizes other functions by the Minister's recommendation.

15. the Minister has consultants, press secretary and assistants, among whom distributes the duties.

15.1. in order to effectively realize the goals and functions of the Ministry a Collegium attached to the Minister is established. The Collegium:

1) supports the   activities of strategic planning, adoption  of policy decisions, development of action plan.

2) contributes to strategic projects implementation, evaluation and participation of civil society in these processes.

3) develops and presents recommendations aimed at improving the effectiveness of management of the Ministry.

***(point 15.1 accomplished 18.12.08 N 1511-N, edited 03.06.10 N 756-N)***

**IV.  STAFF OF THE MINISTRY**

16. The goal and objective of the Staff of the Ministry (also the Agencies and Inspections that are included in the staff) is to ensure the full and effective implementation of the authorities, reserved by the law, other legal acts and this regulation, as well as to ensure the participation of the Ministry in civil legal relations.

17. The Staff of the Ministry is an unincorporated state administrative organization that is to be registered by legal entities’ registering authorities as defined by the legislation of the Republic of Armenia.

18. The Staff of the Ministry functions on the basis of the Civil Code of the Republic of Armenia, "State administrative organizations" Law of the Republic of Armenia, other laws and legal acts of the Republic of Armenia, international agreements of the Republic of Armenia and this regulation.

19. In its competence the Staff of the Ministry has the right to obtain and implement property and personal non-property rights, bear responsibilities, to act as a plaintiff or defendant in court on behalf of the Republic of Armenia.

20. The Staff of the Ministry has a round seal, blanks, a symbol and other identification marks with its Armenian name and the blazon of arms of the Republic of Armenia.

21. The staff of the Ministry has its own balance sheet.

22. The staff of the Ministry cannot implement entrepreneurial activities. Against the functions and services of the Staff of the Ministry can be charged only state duty as reserved by the law.

23. The staff of the Ministry implements its financial functions by the treasury system. The procurements for maintenance of the Ministry staff are done in accordance with the law on “Procurement” of the Republic of Armenia.

24. The Republic of Armenia is responsible for the liabilities of the Staff of the Ministry.

25. The name of the Ministry staff is: The Staff of the Ministry of Transport and Communication of the Republic of Armenia.

26. The Location of the Staff of the Ministry is:  Nalbandyan 28, Yerevan.

 **V. PROPERTY OF THE STAFF OF THE MINISTRY**

27. The property of the Ministry is legally formed by the Government of the Republic of Armenia, as well as reached transactions on behalf of the Republic of Armenia and staff ownership, possession and use of the given (fixed) property (including property rights), which is recorded on its balance sheet. By the RA Government decision Ministry staff will be empowered with the authority of state ownership of stocks or shares.

28. Government of the Republic of Armenia at any time has the right of taking Ministry staff property.

29. The Ministry staff has the right to use, dispose and possess the transferred property entitled by law, other legal acts and proscribed regulations, as well as by its  activity objectives and designation of the property.

**VI. STRUCTURE OF THE STAFF OF THE MINISTRY**

30. In the structure of the Ministry staff are included its structural subdivisions (departments, divisions, Secretariat) and separated subdivisions (agencies, inspectorates).

31. The Minister confirms charters of the Ministry staff structural units.

32. Charter of the Ministry staff structural units confirms the Government of the Republic of Armenia at the presentation f the Minister.

33. Ministry staff separated subdivisions by law and in some cases also by the legislation of the Republic of Armenia is a body implementing scheduled services, oversight functions and responsibilities measures.

34. Ministry staff separated subdivisions also implements Ministry staff separated functions or part of it and acts on the behalf of the Republic of Armenia.

35. Separated subdivision has the right on the behalf of the Republic of Armenia to acquire and exercise property and personal non-property rights, bear responsibilities, to act as a plaintiff or defendant.

36. Ministry staff separated subdivision has a round seal with emblem staff and its Armenian name letterheads, symbols and other identification marks.

**VII. MANAGEMENT OF THE STAFF OF THE MINISTRY**

37. Management of the Ministry staff is implemented by RA Government and Minister power vested by law and these regulations.

Ministry staff is led by the head of staff, who is appointed and dismissed by the Government of the Republic of Armenia.

38. Government of the Republic of Armenia:

a) restricts  and stops the Ministry's activities,

b) approves the Ministry’s staff Charter and makes amendments,

c) determines the composition and size of the property given to the staff of the  Ministry,

d) approves the Ministry Staff structure,

e) implements its duties entrusted by  RA Constitution and RA law.

39. Chief of the Ministry Staff legally, other legal acts, the Minister’s order and powers granted by this Charter leads the ministry staff current activities and bears responsibility of laws, other legal acts, decisions of the Government of Armenia, the Minister’s orders and failure to comply with these regulations or improper performance.

40. Chief of the Ministry Staff legally is liable for property damage caused to the state by his fault. The powers termination of the Ministry Staff Chief cannot be ground to compensate for damage caused to the material.

41.  Chief of Ministry Staff is not obliged to perform the founder’s the Minister’s decisions conflicting to the legislation, of the Republic of Armenia, decrees, orders and instructions.

42. In the case of Ministry Staff Chief absence or incapacity of the official duties he is replaced by one of his deputies, by the Minister’s ordered.

43. Chief of Ministry Staff:

a) without a credentials, within the limits of his authority  act on behalf of the Republic of Armenia and represents its interests, within the limits of his authority in the court act as plaintiff or defendant, powers of attorney, for court case and other procedural steps.

b) By law, other legal acts, and the founder of the Charter manages the state property, including financial assets.

c) Within its jurisdiction gives power of attorney to act on behalf of the Republic of Armenia, including the re-authorization.

d1) Ensures the realization functions related to the work force management on the civil service in the stuff by the RA legislation and other legal acts.

d) By law and within this Charter limits the authority of his position (job) appoints and a position (job) remove, the Ministry staff members applies incentive and penalty measures.

e) In the cases defined by law and order granting the Republic of Armenia Civil Service titles.

f) By law, set by other legal acts and regulations within its authorities gives orders, issue obligatory directives.

g)  presents to the Ministers approval the annual reports of the staff of the Ministry and the annual  balance, controls the Ministry's bookkeeping, compilation and presentation of financial statements, annual maintenance cost estimate, its performance, annual financial reports and annual financial statements, takes measures to eliminate financial irregularities revealed by the inspections.

h) submits recommendations to the Minister on the basic directions of activity of the  Ministry.

i) coordinates the  budget project  preparation and organization of the Ministry and provides the implementation of budgetary expenditures.

j) organizes discussions and consultations in the Ministry.

k) controls the process of implementation of works with defined terms of performance.

l) presents the orders of the Minister to signature.

m) provides cooperation with the other staffs of the state governing bodies of the republic of Armenia.

n) organizes the reference and technical works in the Ministry.

o) realizes other duties entrusted by laws, other legal acts and the Regulations, as well as the responsibility of the chief financier.
 ***(point 43accomplished 12.04.07 N 440-N, 03.06.10 N 756-N)***

44. The chief financier of the staff of the Ministry manages the financial and bookkeeping services of the Ministry, realizes his/her duties directly subordinate to the Minister and realizes the duties entrusted to him/her by RA  law on "Treasury System".
***(point 44 edited 03.06.10 N 756-N)***

45. The chief financier of the Ministry is responsible for  accounting, the staff's finance, budget, tax, statistics, mandatory fees regulation and  report presentation on time.

**VIII. ACCOUNTING AND REPORTS**

46. Ministry staff conducts accounting established by RA law and represents to the relevant agencies financial, tax, customs, compulsory fees and statistical reports, calculations, declarations.

47. Ministry staff reliability of the annual financial statements may be subject to audit (Review) as it is defined by RA Government

**IX.  REORGANIZATION AND TERMINATION OF THE ACTIIVITIES OF
 THE STAFF OF THE MINISTRY**

48. Ministry staff reorganization and its termination of the activities procedures and conditions are prescribed by law.

*(Annex edited 13.05.04 N 703 - N, edited. 25.05.05 N 655 - N,. 13.04.06 N 1090 -, edited and supplemented. 12.04.07 N 440 - N, supplemented , change, ed. 13.11.08 N 1331 - N, amended. 18.12.08 N 1511 - N, edited, supplemented and amended. 03.06.10 N 756 - N, amended. 05.05.11 N 541 - N, 21.03.13 N 244 - N)*

**The Republic of Armenia
Head of Government Staff - Minister**                                               **M. Topuzyan**

                                        Appendix N 2
                                              RA Government 2002
                                    November 21 N 1809 - Decision

**THE STRUCTURE
OF THE STAFF OF THE MINISTRY OF TRANSPORT AND COMMUNICATION OF THE REPUBLIC OF ARMENIA**

**I.    Structural Units

-Transport department
- Department of Communication and Informatization
- Road Construction Department
-Railway Department
- Post Department
- Foreign Relations and Programs Department
-Financial-Economic and Accounting Department
-Juridical Department
-Internal Audit Department
- Secretariat
-Staff Management Department
-Public Relations Department
-First Division
-Mobilization Preparedness and Civil Defense Department**

**Separated Subdivisions**

- Transport Inspectorate of the Republic of Armenia
- Licensing agency

***(Structure changed 30.01.03 N 70 - N, supplemented , 15.05.03 N 786 - N, changed 02.12.04 N 1800 - N, added. 14.04.05 N 451 - N, edited 03.06.10 N 756 – supplemented , 05.05.11 N 541 - N, supplemented , edited 14.07.11 N 1029 - N)***

**The Republic of Armenia
Head of Government Staff - Minister**                                           **M. Topuzyan**

                                        Appendix N 2
                                              RA Government 2002
                                    November 21 N 1809 - Decision

**REGULATIONS

LICENSING AGENCY OF THE  MINISTRY OF TRANSPORT AND COMMUNICATION OF THE REPUBLIC OF ARMENIA**

**I. GENERAL PROVISIONS**

1.    The Licensing Agency (the Agency)of the Ministry of Transport and Communications of the Republic of Armenia (the Ministry) is a separate unit of the Ministry staff, providing services in the field of transport and communication, speaking on behalf of the Republic of Armenia by law and in some cases  by the legislation of the Republic of Armenia.

2.    The Agency is established, reorganized and terminated by the decision of the Government of the Republic of Armenia. The Agency operates in accordance with its regulations, approved by the Government of the Republic of Armenia with the submission of the minister of Transport and Communication of the Republic of Armenia.

3.    The Agency powers are defined by the law, the orders and decrees of the President of the Republic of Armenia, decisions of the Government of the Republic of Armenia, as well as by the international agreements of the Republic of Armenia.

4.    The Agency carries out its activities in accordance with the legislation and other legal acts of the Republic of Armenia.

5.    In cases provided by law or other legal acts, the Agency has the right to obtain and implement property and personal non-property rights, bear responsibilities, to act as a plaintiff or defendant in court on behalf of the Republic of Armenia.

6.    The Agency has a round seal, blank forms, a symbol and other identification marks with its Armenian name and the emblem of arms of the Republic of Armenia.

**II.  GOAL AND OBJECTIVE OF THE  AGENCY**

7.    The Agency’s goal and objective is to organize the works related to the activity types licensing process reserved by the "licensing" law of the Republic of Armenia in the field of transport and postal communications.

**III. FUNCTIONS OF THE AGENCY**

8.    The Agency implements the following functions to realize its goals and objectives according to the legislation of the Republic of Armenia:

1)    Organization of works related to the activity types licensing process reserved by the law in the sphere of vehicle technical inspection activities, organization of regular transportation by automobile passenger transport of general use, organization of passenger transportation by taxis, railway transport management and in transport and postal spheres.

2)    Establishment and maintenance of database related to provided, terminated and suspended licenses in the field of transport and postal communication, and license inserts.

3)    In its competence providing consulting to individuals and legal persons on matters related to license provision in the fields of transport and postal communication.

4)    Organizing the permission process of advertising installations on automobile roads of interstate and republic significance of the Republic of Armenia and calculating the fees for advertising installations.

**IV.  MANAGEMENT OF THE AGENCY**

9.    The Agency manages the Minister of Transport and Communication of the Republic of Armenia (hereinafter: the Minister). The executive management of the Agency implements the head of the Agency, who is appointed and dismissed by the legislation of the Republic of Armenia.

10.    During its activities the Head of the Agency is guided by the Constitution of the Republic of Armenia, the laws of the Republic of Armenia, the Ministry of Transport and Communications of the Republic of Armenia (hereinafter: the Ministry) and the regulations, as well as other legal acts and international agreements of the Republic of Armenia.

11.    The head of the Agency is responsible for the quality of the services provided by the Agency and as well as for their accordance with the laws and other legal acts.

12.    The head of he Agency is accountable to the Minister, the appropriate Deputy Minister regulating the activities of the Agency, and in the case reserved by the “Civil Services” law of the Republic of Armenia is also accountable to the Chief of Staff of the Ministry.

13.    the Head of the Agency:

1)    manages the current activities of the Agency, is responsible for the implementation of the goals and objectives of the Agency

2)    submits suggestions on goals and objectives of the activity field to the Minister and appropriate Deputy Minister provided by the law, other legal acts and this regulations

3)    in its competence gives orders and instructions, acts on behalf of the Republic of Armenia and Agency without a license,  as well provides licenses to act on behalf of the Agency, including the re-authorization attorneys.

4)    In its competence submits suggestions to the  Chief of Staff of the Ministry on enforcing incentives or disciplinary measures on Agency employees.

5)    Regularly submits information on the progress of the works implemented by the Agency to  the Minister or his/her appropriate  Deputy Minister.

6)    Provides the implementation of the Minister’s orders and instructions, as well as the appropriate Deputy Minister’s instructions, assignments and task performance and informs the Minister or his appropriate Deputy Minister with the results.

7)    Reserved by the law and this regulation, in its competence, terminates or revokes the orders, directives, arrangements and instructions of the heads of non-profit organizations, which are subordinated to the Agency and are contradicting the legislation of the Republic of Armenia.

8)    implements control over the state property protection  under the use of the Agency

9)    Submits suggestions on the number of the Agency’s employees and establishing consulting authorities of the Agency to the Minister.

10)     In its competence cooperates with the State and Local government authorities and other agencies.

11)     Implements other functions reserved by the law, other legal acts and this regulations.

14.    In case the Head of the Agency is absence or is impossible to carry out the official duties the issue of replacing the Head of the Agency is regulated in accordance with the “Civil Service” law of the Republic of Armenia.

V. THE ORGANISATION OF THE WORKS OF THE AGENCY

15.    Staff of the Ministry ensures the full and effective implementation of the Agency’s powers, reserved by the law, other legal acts, the regulations of the Ministry and this regulation, as well as ensures Agency’s participation in civil legal relations.

16.    According to the legislation of the Republic of Armenia, state non-profit organizations can be given to the Agency’s jurisdiction for ensuring the implementation of the Agency’s objectives and functions.

17.    The Agency employees are civil servants.

18.    The reorganization of the Agency, the procedures and conditions of terminating its activities are prescribed by law and other legal acts.

***(Annex accomplished 03.06.10 N 756-N)***