

PRIME MINISTER OF THE REPUBLIC OF ARMENIA

DECISION

No 300-N of 18 April 2015

**ON ESTABLISHING PROCEDURE FOR COMPETITION AND ROTATION
HELD FOR INVOLVING NON-GOVERNMENTAL ORGANISATIONS IN
THE COMPOSITION OF THE ANTI-CORRUPTION COUNCIL
OF THE REPUBLIC OF ARMENIA**

Taking as a basis subpoint 2 of point 5 and point 7 of Decision of the Government of the Republic of Armenia No 165-N of 19 February 2015:

1. To establish the procedure for competition and rotation held for involving non-governmental organisations in the composition of the Anti-Corruption Council of the Republic of Armenia (hereinafter referred to as "the Council") pursuant to the Annex.
2. To assign the Minister of Justice of the Republic of Armenia to set up a commission for the purpose of implementing the process for involving non-governmental organisations in the composition of the Council.

(Point 2 edited by No 62-N of 27 January 2017)

3. This Decision shall enter into force from the day following its official promulgation.

**Prime Minister
of the Republic of Armenia**

18 April 2015

Yerevan

H. Abrahamyan

Annex
to Decision of the Prime Minister
of the Republic of Armenia No 300-N
of 18 April 2015

PROCEDURE
FOR COMPETITION AND ROTATION HELD FOR INVOLVING
NON-GOVERNMENTAL ORGANISATIONS IN THE COMPOSITION
OF THE ANTI-CORRUPTION COUNCIL OF THE REPUBLIC OF ARMENIA

I. GENERAL PROVISIONS

1. This procedure shall regulate the relations pertaining to the competition and rotation held for involving non-governmental organisations (hereinafter referred to as "involvement") in the composition of the Anti-Corruption Council of the Republic of Armenia (hereinafter referred to as "the Council").
2. The process for involving non-governmental organisations in the composition of the Council shall be implemented by the Staff of the Ministry of Justice of the Republic of Armenia (hereinafter referred to as "the Staff").

(Point 2 amended by No 62-N of 27 January 2017)

II. ANNOUNCEMENT ON INVOLVING NON-GOVERNMENTAL
ORGANISATIONS IN THE COMPOSITION OF THE COUNCIL

3. The Staff shall, at least 10 days before starting the competition held for involving non-governmental organisations in the composition of the Council, publish an announcement thereon. The announcement shall be published in a press with a print

run of at least 3,000 copies and via other means of mass media, as well as on the official website of the Staff at www.moj.am and the official website of the Staff of the Government of the Republic of Armenia at www.gov.am.

(Point 3 edited by No 62-N of 27 January 2017)

4. At least the following data shall be included in the announcement:
 - (1) place, address, electronic mail for submitting applications and the phone number and electronic mail of the person responsible for accepting applications;
 - (2) days and hours for accepting applications;
 - (3) requirements for non-governmental organisations submitting applications and the list of necessary documents attached to the application;
 - (4) deadline for submitting applications.

III. SUBMISSION OF APPLICATIONS BY NON-GOVERNMENTAL ORGANISATIONS FOR THE PURPOSE OF BEING INVOLVED IN THE COMPOSITION OF THE COUNCIL

5. Non-governmental organisations shall submit the applications to the Staff within 10 days after the publication of the announcement.

(Point 5 amended by No 62-N of 27 January 2017)

6. Non-governmental organisations, registered in the Republic of Armenia as prescribed, complying with the standards enshrined by point 7 of Annex No 2 to Decision of the Government of the Republic of Armenia No 165-N of 19 February 2015 may submit an application.

7. A non-governmental organisation shall submit attached to the application the documents (original and copy) which state the compliance of the non-governmental

organisation with the requirements (standards) enshrined by point 7 of Annex No 2 to Decision of the Government of the Republic of Armenia No 165-N of 19 February 2015.

8. A non-governmental organisation shall specify in the application the authorised representative who must represent the organisation in the Council, and submit the data regarding the representative thereof (name, surname, passport data, phone number, electronic mail).

9. The application and the attached documents (hereinafter referred to as "documents") may be submitted personally, sent by mail or be submitted to the electronic mail specified in the announcement, approved by electronic digital signature or signed and scanned.

10. For the purpose of accepting documents, a relevant register shall be maintained in the Staff, wherein the information regarding the applicant submitted through the application and the number of documents shall be specified.

11. Documents sent by mail shall be considered as submitted within the time limit, where they have been submitted to a post office before the expiration of the time limit specified in point 5 of this Procedure.

12. The contender shall be notified of the receipt of documents sent by mail and electronically within one working day following the receipt of the documents, via the electronic mail submitted thereby.

IV. PROCEDURE FOR INVOLVING NON-GOVENMENTAL ORGANISATIONS

13. Involvement shall be carried out by stages. In the first stage, the completeness and relevance of documents shall be verified. The relevance of documents submitted by non-governmental organisations shall be determined by the commission set up by the order of the Minister of Justice of the Republic of Armenia, which shall be

composed of at least 5 members. The commission shall, after verifying the completeness and relevance of the documents, draw up a relevant protocol.

(Point 13 amended by No 62-N of 27 January 2017)

14. In case the documents are incomplete or do not comply with the list of necessary documents, the applicant shall be notified thereof within one working day (by phone, electronic mail or in writing), and two working days shall be provided thereto for correcting the shortcomings.

15. In case of failure to correct the shortcomings within the prescribed time limit, the application submitted by a non-governmental organisation shall not be processed.

16. The competition of non-governmental organisations of the private sector (hereinafter referred to as "business sector") shall be held separately from that of other non-governmental organisations. Where maximum four non-governmental organisations comply with the prescribed criteria (moreover, two of the organisations must necessarily be non-governmental organisations of the business sector), that organisation (organisations) shall be included in the composition of the Council based on the results of the document submission stage. Where more than four non-governmental organisations comply with the prescribed standards, the second stage — drawing of lots, shall be held with the participation of the organisations having submitted an application. Drawing of lots of non-governmental organisations of the business sector shall be implemented separately. The organisations having submitted an application shall be notified of the date and time of drawing of lots (by phone or the electronic mail specified in the application) at least one working day before drawing of lots.

(Point 16 edited by No 62-N of 27 January 2017)

17. Drawing of lots shall be conducted by the commission specified in point 13 of this Procedure.

18. Drawing of lots shall be conducted with the use of a relevant transparent container designed for that, wherein small papers cut in squares corresponding to the

number of participants and folded in the same size, not differing from each other in shape shall be, in two of which the words "Member of the Council" must be written.

19. Representatives of a non-governmental organisation shall, after one of the members of the commission mixes the papers, at their will, approach in turn and pick out one paper each, after which they shall hand it over to the commission by opening the paper and reading out the record (where there is no record, it shall be said loudly that there is no record).

20. The process of drawing of lots shall complete with taking out of all the papers and handing the papers over to the commission after reading them.

21. Immediately after completing the process of drawing of lots, the commission shall record the results and inform the participants of drawing of lots thereon, by handing over the copies of the protocols to them. They shall be drawn up according to the number of participants and be signed by the members of the commission and participants. Where a participant refuses to sign the protocol, a record shall be made in the protocol thereon. In case of refusing to sign the protocol, the participant may submit objections in writing, which shall be attached to the protocol.

22. From the moment of signing of the protocols on the results of drawing of lots, the non-governmental organisations, the representatives whereof have picked out the record "Member of the Council", shall be considered as members of the Council.

23. The commission shall ensure through the Staff the posting of the information on the results of the competition on the official websites of the Staff of the Government of the Republic of Armenia and the Staff of the Ministry of Justice of the Republic of Armenia.

24. In case of failure to submit applications as prescribed, the Council shall, pursuant to sub-point 3 of point 5 of Decision of the Government of the Republic of Armenia No 165-N of 19 February 2015, be considered to have been formed without non-governmental organisations.

25. For the purpose of applying the principle of rotation, the Staff of the Ministry of Justice of the Republic of Armenia shall, two years after the involvement of the first four organisations, publish a new announcement on involving non-governmental organisations in the composition of the Council, pursuant to the provisions of Chapter 2 of this Procedure. Non-governmental organisations which are members of the Council at the given time may also submit an application. They shall continue maintaining membership in the Council until the completion of the new process for involvement.

(Point 25 edited by No 62-N of 27 January 2017)

26. Where besides the non-governmental organisations which are members of the Council, four non-governmental organisations complying with the prescribed standards (moreover, two of the organisations must necessarily be non-governmental organisations of the business sector) participate in the regular involvement process, non-governmental organisations which previously were not members of the Council, shall have the preferential right. Where there are more than four non-governmental organisations complying with the prescribed standards (including non-governmental organisations of the business sector), drawing of lots shall be conducted pursuant to the procedure prescribed by this Procedure; moreover, non-governmental organisations which are members shall not participate in drawing of lots. Where the number of non-governmental organisations which comply with the prescribed standards and are not members of the Council at the given moment is less than four, drawing of lots shall determine which of the non-governmental organisations which is (are) a member (members) of the Council shall continue the membership. Where no non-governmental organisation submits an application after the announcement provided for by point 25 of this Procedure, the non-governmental organisations,

which are current members of the Council, shall continue the membership in the composition of the Council until the completion of the activities of the Council.

(Point 26 amended by No 62-N of 27 January 2017)

(Annex amended, edited by No 62-N of 27 January 2017)

**Minister-Chief
of Staff of the Government
of the Republic of Armenia**

D. Harutyunyan