

OFFICIAL TRANSLATION

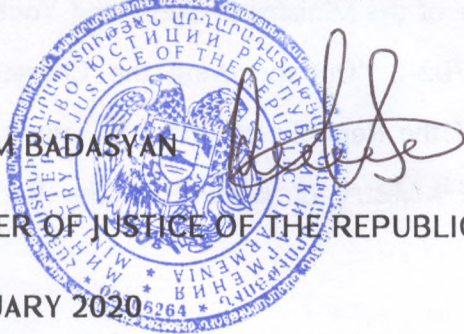
MINISTRY OF JUSTICE OF THE REPUBLIC OF ARMENIA

661-L/01.06.2019/EN/H/22.01.2020

RUSTAM BADASYAN

MINISTER OF JUSTICE OF THE REPUBLIC OF ARMENIA

22 JANUARY 2020



PRIME MINISTER OF THE REPUBLIC OF ARMENIA

DECISION

No 661-L of 1 June 2019

ON APPROVING THE CHARTER OF THE MINISTRY OF EDUCATION, SCIENCE,
CULTURE AND SPORT OF THE REPUBLIC OF ARMENIA, REPEALING
THE DECISIONS OF THE PRIME MINISTER OF THE REPUBLIC OF ARMENIA
NO 701-L, NO 703-L AND NO 705-L OF 11 JUNE 2018

Based on part 8 of Article 7 of the Law of the Republic of Armenia “On the structure and activities of the Government”, part 3 of Article 14 of Law HO-31-N of 8 May 2019 “On making amendments and supplements to the Law “On the structure and activities of the Government”” and part 1 of Article 37 of the Law of the Republic of Armenia “On regulatory legal acts”,

1. To approve the Charter of the Ministry of Education, Science, Culture and Sport of the Republic of Armenia, pursuant to the Annex.

2. To repeal the Decisions of the Prime Minister of the Republic of Armenia No 701-L “On approving the Charter of the Ministry of Sport and Youth Affairs of the Republic of Armenia”, No 703-L “On approving the Charter of the Ministry of Education and Science of the Republic of Armenia” and No 705-L “On approving the Charter of the Ministry of Culture of the Republic of Armenia”, of 11 June 2018.

**Prime Minister
of the Republic of Armenia**

N. Pashinyan

1 June 2019

Yerevan

Annex
to Decision of the Prime Minister
of the Republic of Armenia
No 661-L of 1 June 2019

CHARTER

**OF THE MINISTRY OF EDUCATION, SCIENCE,
CULTURE AND SPORT OF THE REPUBLIC OF ARMENIA**

I. GENERAL PROVISIONS

1. The Ministry of Education, Science, Culture and Sport of the Republic of Armenia (hereinafter referred to as “the Ministry”) shall elaborate and implement the policy of the Government of the Republic of Armenia in the field of activities reserved thereto by the Law of the Republic of Armenia “On the structure and activities of the Government”.
2. The Ministry shall be established, re-organised, and its activities shall be terminated by law.
3. The Ministry shall operate based on the Constitution, laws and other legal acts of the Republic of Armenia, and its Charter.
4. The name of the Ministry shall be as follows:
 - (1) in Armenian — Հայաստանի Հանրապետության կրթության, գիտության, մշակույթի և սպորտի նախարարություն;

- (2) in Russian — Министерство образования, науки, культуры и спорта;
 - (3) in English — Ministry of Education, Science, Culture and Sport;
 - (4) in French — Ministère de l'éducation, des sciences, de la culture et du sport.
5. The Ministry shall have a round seal and letterheads bearing the image of the Coat of Arms of the Republic of Armenia and an inscription of its name in Armenian. The Ministry may have a symbol and other means of identification.
 6. The positions of the Minister of Education, Science, Culture and Sport of the Republic of Armenia (hereinafter referred to as “the Minister”), Deputy Ministers, the General Secretary, deputies of the General Secretary, the Adviser, Press Secretary, Assistant to the Minister and assistants to Deputy Ministers, as well as structural subdivisions and offices shall be included in the structure of the Ministry.
 7. The Ministry may be vested, as prescribed by the legislation of the Republic of Armenia, with the competence of possessing state stocks or shares.
 8. The registered addresses of the Ministry shall be as follows: 0010, city of Yerevan, 3 V. Sargsyan Str., Government House No 2 and 0010, city of Yerevan, 9 Abovyan Str.

II. GOALS AND TASKS OF THE MINISTRY

9. The goals of the Ministry shall be as follows:
 - (1) to enhance the spiritual and intellectual potential of the Armenian people, preserve and develop the national and universal values, ensure regular operation of the system of education, science, culture and sports;
 - (2) to ensure the formation of a person comprehensively developed and educated in the spirit of patriotism, statehood and humanism;

- (3) to ensure the preserving and development of the fields of education, science, culture and sports as an exclusively important factor for development of economy, ensuring of competitiveness, social progress and safety of the country;
- (4) to contribute to the development of culture;
- (5) to contribute to the creation, preservation, protection, study, use and general recognition of cultural heritage;
- (6) to ensure the perception of culture by the society as a means of development and introduction of new values and new ideas;
- (7) to create conditions for reproduction and development of the creative potential of the society;
- (8) to ensure access to cultural values and conditions for provision of accessible services in the sphere of culture;
- (9) to establish and implement the goals and primary directions of the state policy for education, science, culture and sports;
- (10) to create and develop a scientifically justified modern system for rehabilitation and physical education of the population;
- (11) to assist in raising the role of physical culture and sports, multi-facet and harmonious development of an individual, strengthening health of the population, forming healthy lifestyle and organising the active leisure thereof, as well as in forming a physically trained, educated and patriotic generation;
- (12) to develop a scientifically justified system for physical education of the population and training of sportsmen;
- (13) to assist in developing the Olympic movement in the Republic;

- (14) to develop and implement the state youth policy;
- (15) to create conditions for fulfilment and development of youth potential, full self-expression and self-determination, as well as for promotion of youth participation;
- (16) to raise the level of participation of youth in social, political, civil, economic and cultural life.

10. The tasks of the Ministry shall be as follows:

- (1) ensuring equal opportunities for receiving more qualified education in compliance with the abilities and inclinations of each person, contributing to raising the level of general education of the society;
- (2) ensuring the compliance of educational programmes with state educational standards;
- (3) contributing to staff-related, teaching and methodical as well as educational and material support of educational institutions;
- (4) ensuring assessment of the quality and effectiveness of activities of educational and scientific systems, fulfilment of the requirements of the Law of the Republic of Armenia “On language”;
- (5) maintaining the Armenian education of Armenians residing outside the Republic and the Armenian language among them, developing co-operation with the Armenian Holy Apostolic Church, civil society, as well as the relevant bodies and international organisations of foreign States;
- (6) ensuring the licensing of implementation of educational programmes in the cases and under the procedure provided for by law;
- (7) monitoring and assessing the quality and effectiveness of the systems of education, science, culture and sports;

- (8) ensuring the opportunity for full participation of an individual and the society in cultural life, creating equal conditions for everyone;
- (9) promoting the cultural activities of organisations and individual artists;
- (10) contributing to proportional territorial development of education, science, culture and sports;
- (11) contributing to modernisation, diversity and accessibility of cultural services for the society;
- (12) contributing to aspiration of freedom and happiness of each person in the Republic of Armenia, through regular access to culture;
- (13) raising the role of culture in the life of an individual and the society, which will contribute to development of civil society;
- (14) contributing to development of international cultural co-operation in the field of culture and general recognition of national cultural values within the scope of the norms of international law;
- (15) introducing in practice a scientifically justified system for physical education of the population and training of sportsmen, creating favourable conditions for practicing physical culture and sports by persons with disabilities;
- (16) assisting in preparation of specialists of physical culture and sports, as well as organising the training activities thereof;
- (17) ensuring implementation of scientific and methodical and research activities in the fields of physical culture and sports, co-classification of programmes for carrying out scientific research, performance of methodical activities and studies in the youth sector;
- (18) supporting the activities of the National Olympic Committee of Armenia and the national federations of sports;

- (19) contributing to the activities of developing measures for the purpose of providing state support to the activities of sports organisations of young people as well as child and youth sports organisations and assisting in the implementation thereof;
- (20) ensuring the propaganda of sports and youth policy through mass media;
- (21) assisting in the development of inter-marz [region] and inter-community horizontal co-operation between youth and youth organisations;
- (22) assisting in solving the issues of youth employment as well as social and economic problems thereof.

III. FUNCTIONS OF THE MINISTRY

- 11. In pursuance of its goals and tasks, the Ministry shall perform the following functions:
 - (1) develop draft legal acts of the Republic of Armenia on the fields of education, science, culture and sports, as well as the state policy of the Republic of Armenia in the fields of education, science, culture and sports;
 - (2) develop and submit to the Government of the Republic of Armenia programmes of the Government of the Republic of Armenia in the fields of education, science, culture and sports: target programmes, strategies, concept papers, mid-term and long-term development programmes, as well as carry out the monitoring thereof;
 - (3) develop state educational standards (including in the fields of culture, physical culture and sports) and monitor the implementation thereof;

- (4) develop the state general education standard, develop and approve state general education programmes, template curricula and syllabuses;
- (5) develop and approve state education standards for higher and post-graduate professional education and qualification descriptions as of professions and academic degrees;
- (6) develop the strategy for handicraft and secondary vocational education and teaching as of professions and academic degrees, approve the lists of state education standards and qualification descriptions of handicraft and secondary vocational education, specialisations of professions of handicraft and secondary vocational education;
- (7) develop inter-state co-operation programmes in the field of education and organise the implementation thereof;
- (8) participate, in a prescribed manner, in the development and discussion of international treaties (agreements) on issues relating to the fields of education, science, culture and sports;
- (9) implement, within the scope of powers reserved thereto, the management of stocks and shares of non-commercial organisations under its subordination, as well as of commercial organisations, carry out study of documents and audit relating to the financial and economic as well as manufacturing practice within organisations under its subordination, exercise oversight over spending of budgetary funds and effective use of the property falling under state ownership;
- (10) organise educational and upbringing events, conferences, consultations and other events on issues related to education, science, culture and sports jointly with the ministries, other bodies of state administration system as well as local self-government bodies of the Republic of Armenia;

- (11) develop and carry out monitoring over programmes for support to be provided to the Armenian educational institutions of the Diaspora, for educational activities aimed at preserving the Armenian identity in the Diaspora and for participation of the Diaspora in educational activities in the Republic of Armenia in co-operation with the Office of the Chief Commissioner for Diaspora Affairs of the Staff to the Prime Minister of the Republic of Armenia;
- (12) organise state programme budgeting and procurement process in the fields of education, science, culture, and sports;
- (13) organise and implement the information-based policy and public relations of the Ministry;
- (14) develop programmes for development of supplementary education, carry out monitoring over organisations implementing supplementary education programmes;
- (15) develop educational seats as of professions with the full reimbursement (free of charge) of the tuition fee by the State under primary vocational (handicraft) and secondary vocational, professional educational programmes and distribute them as of educational institutions;
- (16) develop educational seats as of professions with the full reimbursement (free of charge) of the tuition fee by the State under higher and postgraduate professional education programmes;
- (17) coordinate the activities of organisations placed under its subordination, including the works related to mobilisation, civil protection and emergency situations;
- (18) exercise supervision over the use and maintenance of state property attached to the organisations placed under its subordination, and, in the

cases provided for by the decision of the founder or the charter of state organisation — give consent for alienation of the property of the latter or for the transfer thereof for lease;

- (19) introduce relevant administrative statistical reports (questionnaires, statements of information, etc.) as prescribed by law and other legal acts, and maintain administrative statistical registries based on the data and information collected by means of them;
- (20) implement application and distribution activities of state-recognised documents of educational institutions; order, fill in, record-register and maintain graduation documents of the graduates of higher, postgraduate, secondary and primary (handicraft) vocational, as well as general education institutions;
- (21) develop the forms of graduation documents of state-recognised education and scientific titles and those of the documents relating to scientific degrees;
- (22) carry out activities of granting state awards, prizes, honorary titles in the spheres of education, science, culture and sports, those of nominating the artistic groups and theatres for an academic title, granting of departmental awards, sports titles and ranks, granting of medals, prizes and diplomas to the republican championship winners, sports devotees and organisations;
- (23) develop and approve the procedure for holding competition for scholarship-based seats, prescribed by interstate agreements, at higher educational institutions of foreign States;
- (24) develop the regulation for granting scientific degrees and the procedure for granting scientific titles;

- (25) approve the procedure for guaranteeing textbooks, manuals, training support materials and educational visual accessories for use at educational institutions;
- (26) take part, within the scope its competence, in the development of the draft state budget of the Republic of Armenia;
- (27) develop and implement principles, rules, standards (norms) and criteria for record-registration, preservation, use and replenishment of historical-cultural heritage of the Republic of Armenia;
- (28) approve the plans for monument protection areas and define the preservation regime thereof;
- (29) maintain the state cadastre of monuments;
- (30) submit recommendations to the Government of the Republic of Armenia and the United Nations Educational, Scientific and Cultural Organisation (UNESCO) on including the immovable historical and cultural monuments and specially protected historical and cultural areas in the state list of historical and cultural monuments of the Republic of Armenia and in the world cultural heritage lists of the UNESCO, respectively, as well as on including the intangible cultural heritage values of the Republic of Armenia in the list of intangible cultural heritage values of the Republic of Armenia and in the intangible cultural heritage lists of the UNESCO, respectively;
- (31) develop and implement the regulations for preservation, protection, ensuring of vitality and general recognition of intangible cultural heritage of the Republic of Armenia;
- (32) carry out preventing and precluding measures of illicit export and illicit import of cultural values, as well as illicit transfer of ownership over cultural values in accordance with the legislation of the Republic of Armenia;

- (33) define and implement the regulations for record-registration, preservation, restoration, replenishment, study, presentation and general recognition of state museum and library collections;
- (34) carry out the management of cultural values, museum and library collections falling under state ownership, exercise the priority right to purchase the cultural values registered or subject to registration in the preservation list on behalf of the State;
- (35) prescribe the regime of communicating with museum objects and collections available at libraries and museums under its subordination, that of availing of museum collections, respectively;
- (36) ensure publication and general recognition, in the Republic of Armenia and in foreign States, of Armenian classic and modern literature, as well as the literature representing the Armenian culture, contribute to the ongoing promotion of reading;
- (37) carry out digitalisation of cultural heritage;
- (38) develop programmes promoting enhancement of tour and exhibition activities within the territory of the Republic of Armenia, as well as establishment and development of regional cooperation among creative groups, cultural, educational and scientific organisations;
- (39) organise, in the sphere of culture, the training, re-training, re-qualification of specialists operating in the field of education;
- (40) contribute to the better availability and accessibility of cultural organisations under its subordination for the purpose of development of tourism;
- (41) submit proposals to the Government of the Republic of Armenia on establishing state organisations and naming the state organisations placed under its subordination after outstanding historical, social-political, cultural actors, artists, scientific actors and relevant persons;

- (42) establish and introduce a system for maintenance of administrative statistical reports (questionnaires, statements of information, etc.) and maintain state administrative statistics in the sphere of culture and sports through the relevant register-books;
- (43) develop propaganda programmes of cultural and sports policies through mass media and carry out their monitoring;
- (44) develop and approve the professional qualification standards of the executive staff in the sphere of culture;
- (45) carry out state cultural territorial policy jointly with territorial bodies of state administration;
- (46) receive relevant information from state administration bodies, legal and natural persons, avail of the information of INTERPOL National Central Bureau in the Republic of Armenia as prescribed by the Government of the Republic of Armenia;
- (47) carry out the methodological management of organisation of physical education process of the population and training of sportsmen in the Republic;
- (48) assist in the activities of training the sports reserve, carried out in the Republic of Armenia;
- (49) elaborate and implement effective mechanisms for the fulfilment and development of youth potential;
- (50) carry out activities aimed at promoting participation processes on the part of young people; developing spiritual, cultural and national identity of, as well as raising the legal awareness among the youth;
- (51) ensure the implementation of studies and researches in the youth sector;
- (52) ensure the implementation of territorial sports and youth policies jointly with territorial bodies of state administration;

- (53) assist in preservation, prevalence and development of national sports games and national sports, in ensuring the diversity of sports and entertainment activities;
- (54) ensure the coordination of programmes of implementing scientific and research activities in sports;
- (55) exercise the secondment of sports and youth groups, young individuals and sportsmen to foreign States for the purpose of international sports and youth cooperation, assist in the development of international sports and youth cooperation and exchanges;
- (56) cooperate and participate in the activities of international sports and youth organisations;
- (57) develop all-Armenian sports and youth programmes in cooperation with the authorised body of state administration;
- (58) define the directions of scientific and technical development in the spheres of physical education and sports, assist in technical re-equipment of sports organisations and capacity building of youth organisations;
- (59) analyse the service market in the spheres of physical education, sports and youth affairs, organise the summarisation and dissemination of situational data;
- (60) develop information-based, scientific and methodical, educational, scientific, analytical and other types of programmes in compliance with state target programmes in the spheres of information systems and those of provision of methodical and consultation services, as well as sports and youth issues;
- (61) establish and introduce a system for maintenance of administrative statistical reports (questionnaires, statements of information, etc.) and maintain the administrative statistics in the spheres of physical education

and sports through the relevant registries, carry out record-registration of sports, child and youth, as well as youth organisations;

(62) analyse, study and predict social processes in the youth environment;

(63) perform other functions prescribed by the legislation of the Republic of Armenia.

12. For the purpose of ensuring the participation of civil society in the course of fulfilment of tasks and objectives of the Ministry, a Non-governmental Council Adjunct to the Minister shall be established. The Non-governmental Council Adjunct to the Minister shall:

(1) assist in more effective fulfilment of tasks and objectives of the Ministry by submitting recommendations and comments on more effective implementation of the general policy pursued by the Ministry;

(2) discuss, with the participation of non-governmental organisations or other interested persons, opinions and viewpoints of various strata of the society with regard to the fulfilment of tasks and objectives of the Ministry;

(3) submit recommendations and comments with regard to:

a. draft legal acts, concept papers, strategies and action plans communicated by the Ministry and assist in organisation and implementation of public discussions;

b. reforms undertaken by the Ministry, directions of the general and sectoral policy, as well as to the priorities of other works implemented by the Ministry;

c. the current activities of the Ministry, as well as the quality of services rendered by respective offices.

IV. MANAGEMENT AND ADMINISTRATION OF THE MINISTRY

13. Management of the Ministry shall be carried out by the Prime Minister of the Republic of Armenia (hereinafter referred to as “the Prime Minister”) and the Minister.
14. The Prime Minister shall:
 - (1) approve the Charter of the Ministry, including its structure, and make amendments to the Charter;
 - (2) exercise supervision over the activities of the Ministry;
 - (3) hear reports on the activities of the Ministry, examine the results of checks carried out in respect of relevant activities.
15. The Minister shall direct the activities of the Ministry.
16. The Minister shall be accountable to the Government of the Republic of Armenia and to the Prime Minister.
17. Deputy Ministers, the General Secretary, heads of subordinate bodies, organisations and institutions, Advisor to the Minister and his or her assistant, the Press Secretary, as well as heads of the main professional structural subdivisions shall be directly accountable to the Minister.
18. Heads of supporting professional structural subdivisions, deputies of the General Secretary shall be accountable to the Minister.
19. The Minister shall:
 - (1) independently direct the field of activities reserved to the Ministry, independently elaborate and implement the policy of the Government of the Republic of Armenia related to the field of activities reserved to the Ministry;

- (2) carry out the administration of the body subordinate to the Ministry, as well as that of the organisation and institution subordinate to the Ministry, as well as exercise supervision over them, including revise the decisions of the body subordinate to the Ministry;
- (3) submit recommendations to the Prime Minister on the main directions of the field of activities reserved to the Ministry;
- (4) define the main directions of activities of the Ministry in compliance with the field of activities reserved to the Ministry, goals and tasks thereof;
- (5) exercise supervision over the maintenance of state property attached to the Ministry or transferred for use thereby;
- (6) approve the annual balance;
- (7) define the competences of structural subdivisions of the Ministry, by approving the Charters thereof;
- (8) be responsible for the implementation of tasks and functions of the Ministry;
- (9) define the spheres of works (activities) coordinated by each Deputy Minister;
- (10) act, within the scope of his or her competences, 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 re-authorisation;
- (11) appoint and dismiss from office his or her advisor, press secretary, assistant, assistant to the Deputy Minister, apply incentive measures thereto and impose disciplinary penalties thereon;
- (12) appoint and dismiss from office, in the cases provided for by law, relevant employees of the Ministry, apply incentive measures thereto and impose disciplinary penalties thereon;

- (13) approve the staff list;
 - (14) approve the internal disciplinary rules;
 - (15) establish, in the cases and under the procedure provided for by the legislation of the Republic of Armenia, advisory bodies attached thereto;
 - (16) suspend or repeal the orders of the General Secretary, which contradict the requirements of the legislation of the Republic of Armenia;
 - (17) suspend or repeal the assignments of the Deputy Minister and the General Secretary;
 - (18) suspend or repeal the orders, directives, executive orders, instructions and assignments of the subordinate body, heads of organisations and institutions, which contradict the requirements of the legislation of the Republic of Armenia;
 - (19) hear the reports of structural subdivisions of the Ministry, subordinate bodies, organisations and institutions, examine the results of inspections of the activities thereof, unless otherwise provided for by law;
 - (20) adopt regulatory, individual and internal legal acts in the cases provided for by law.
20. In case of absence of the Minister he or she shall be substituted by the first deputy, and where the position of the first deputy is not provided for or in case of absence of the first deputy — by the deputy with a longer term of service in the position of Deputy Minister, unless otherwise provided for by law. The Deputy Minister substituting the Minister shall exercise, in full, the powers vested in the Minister, including within the National Assembly of the Republic of Armenia.
21. The Deputy Minister shall:

- (1) act by virtue of the powers delegated by the Minister and co-ordinate the works (activities) in the spheres assigned thereto;
 - (2) forward, within the scope of his or her powers of co-ordination, the assignments of the Minister to structural subdivisions, subordinate bodies, organisations and institutions of the Ministry, ensure the fulfilment of assignments of the Minister thereby, give assignments within the scope of his or her powers of co-ordination, and exercise oversight over the fulfilment thereof by informing the Minister about the results;
 - (3) receive the assistance of the General Secretary, co-operate with other bodies and organisations within the scope of his or her powers of co-ordination;
 - (4) submit recommendations to the Minister within the scope of his or her powers of co-ordination;
 - (5) fulfil the instructions and assignments issued by the Minister.
22. The Deputy Minister may have an assistant. The Deputy Minister shall be the immediate superior of his or her assistant. The assistant to the Deputy Minister shall be directly accountable to the Deputy Minister.
23. The Ministry shall acquire and exercise property rights and personal non-property rights, as well as other civil-law obligations through the General Secretary.
24. The General Secretary shall be responsible, as prescribed by the legislation of the Republic of Armenia, for organising the exercise of powers, for personnel management, performance of financial and economic functions of the Ministry and participation thereof in civil-law relations.
25. Assisting professional structural subdivisions shall be directly accountable to the General Secretary.

26. The General Secretary may have an assistant. The General Secretary shall be the immediate supervisor of his or her assistant. The assistant of the General Secretary shall be directly accountable to the General Secretary.
27. The General Secretary shall bear property liability, as prescribed by law, for the damage caused to the State by his or her guilt.
28. The General Secretary shall:
 - (1) act, to the extent provided for by part 1 of Article 12 of the Law of the Republic of Armenia “On regulation of managerial legal relations” and without a letter of authorisation, on behalf of the Republic of Armenia and represent its interests, conclude transactions, as well as issue letters of authorisation concerning the matters falling under his or her competence;
 - (2) dispose of the state property attached to the Ministry, including the funds, as prescribed by law, other legal acts and the Charter;
 - (3) appoint and dismiss from office, in the cases provided for by law, relevant employees of the Ministry, apply incentive measures thereto and impose disciplinary penalties thereon;
 - (4) submit to the Minister the annual balance of the Ministry;
 - (5) submit recommendations on issues concerning the organisation of activities of structural subdivisions of the Ministry;
 - (6) submit to the Minister reports on the activities of assisting professional structural subdivisions and information relating to the scope of his or her competence in respect of other subdivisions, as well as a report — in the cases provided for by the legislation of the Republic of Armenia;
 - (7) co-operate with the Deputy Minister, other bodies and organisations within the scope of his or her powers of co-ordination;

- (8) forward the assignments of the Minister to the structural subdivisions, subordinate bodies, organisations and institutions of the Ministry within the scope of his or her powers of co-ordination, or give assignments within the scope of his or her powers of co-ordination and exercise oversight over the fulfilment thereof by informing the Minister about the results;
 - (9) stamp, if necessary, the documents prepared by structural subdivisions, as well as those prepared on behalf of him or her, of the Minister and the Deputy Minister, unless otherwise provided for by law;
 - (10) adopt individual orders, give assignments in the cases provided for by law.
29. The General Secretary may have deputies, one of which substitutes him or her, upon the order of the Minister, in case of his or her absence. The General Secretary shall be the immediate superior of his or her deputies. The deputies of the General Secretary shall be directly accountable to the General Secretary. The number of deputies of the General Secretary shall be established by the Prime Minister.
30. The Adviser to the Minister:
- (1) shall draw up the work plans thereof upon agreement with the Minister;
 - (2) shall submit to the Minister, on a regular basis, reports, necessary analytical materials on the existing situation, phenomena and events in the spheres assigned thereto, as well as recommendations on the solution of existing fundamental issues;
 - (3) shall organise the reception of citizens;
 - (4) shall participate, upon the assignment of the Minister, in the discussion of issues relating to the spheres assigned thereto, to be held in state and local self-government bodies and organisations;
 - (5) may, upon the decision of the Minister, direct the activities of advisory bodies adjunct to the Minister, or participate in their works;

(6) shall, upon the assignment of the Minister, convene consultations, organise discussions on issues assigned thereto;

(7) shall fulfil other assignments given by the Minister;

31. The assistant to the Minister shall:

(1) organise, after having agreed with the Minister, the preparation of current and prospective work programmes of the Minister and submit them to the Minister;

(2) organise the preparation of consultations, meetings, visits and trips of the Minister;

(3) prepare information and analytical materials for the Minister in co-operation with the employees of structural subdivisions of the Staff of the Ministry;

(4) prepare and submit to the Minister recommendations on work programmes;

(5) fulfil other assignments given by the Minister.

32. The Press Secretary to the Minister shall:

(1) introduce the official positions, delivered by the Minister, to the mass media of the Republic of Armenia and those of foreign States;

(2) hold press conferences and briefings;

(3) submit recommendations and analyses to the Minister related to the planning and implementation of his or her activities and observe the implementation thereof after having agreed with the Minister;

(4) organise the interviews, press conferences and meetings of the Minister with the representatives of the press and other mass media;

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

- (6) fulfil other assignments given by the Minister.
33. The assistant to the Deputy Minister shall:
- (1) organise the preparation of consultations, meetings, visits and trips of the Deputy Minister;
 - (2) prepare information and analytical materials for the Deputy Minister in co-operation with the employees of structural subdivisions of the Staff of the Ministry;
 - (3) fulfil other assignments given by the Deputy Minister.

V. STRUCTURAL SUBDIVISIONS OF THE MINISTRY

34. The main professional structural subdivisions of the Ministry shall be as follows:
- (1) Department for Higher and Post-Graduate Professional Education;
 - (2) Department for Primary (Handicraft) Vocational and Secondary Vocational Education;
 - (3) Department for General Education;
 - (4) Department for Military and Sports and Extracurricular Educational Upbringing;
 - (5) Department for Development Programmes and Monitoring;
 - (6) Division for Supplementary and Continuing Education;
 - (7) Department for Foreign Relations and Diaspora;
 - (8) Department for Internal Audit;
 - (9) Agency of Licensing;

- (10) Department for Cultural Heritage and National Crafts;
 - (11) Department for Modern Art;
 - (12) Department for Mass Sports and Policy on Physical Education;
 - (13) Department for Sports Organisations and Policy on Child and Youth Sports;
 - (14) Department for Policy on the Sports Highest Achievements;
 - (15) Department for Youth Policies.
35. The professional structural subdivisions assisting the Ministry shall be as follows:
- (1) Department for Personnel Management;
 - (2) Department for Legal Affairs;
 - (3) Department for Information and Public Relations;
 - (4) Department for Financial and Budgetary Affairs;
 - (5) Department for Procurement and Accounting;
 - (6) Department for Organisational and Economic Affairs;
 - (7) Department for Maintenance of State-Recognised Documents;
 - (8) First Division;
 - (9) Division for Mobilisation Preparation;
 - (10) General Division.

VI. BODIES SUBORDINATE TO THE MINISTRY

36. Subordinate bodies of the Ministry shall be as follows:

- (1) Science Committee;
- (2) Higher Qualification Committee;
- (3) Language Committee.

VII. OFFICES OF THE MINISTRY

37. The offices of the Ministry shall be as follows:

- (1) Agency for the Protection of Cultural Heritage;
- (2) Agency for the Protection of Monuments of History and Culture.

VIII. PROPERTY OF THE MINISTRY

38. The Ministry shall have an independent balance.

39. The property of the Ministry shall be generated from the property transferred (attached) to the possession and use of the Ministry as prescribed by the legislation of the Republic of Armenia.

40. The composition and size of the property transferred to the Ministry shall be determined by the Government of the Republic of Armenia.

41. The Ministry shall possess, use, and in the cases provided for by other legal acts — also dispose of the property transferred thereto.

42. Procurement for the needs of the Ministry shall be carried out under the procedure prescribed by the Law of the Republic of Armenia “On procurement”. The procurement process shall be coordinated by the General Secretary.

IX. ACCOUNTING AND REPORTS

43. The Ministry shall maintain accounting and submit accounting reports as prescribed by law.
44. Maintenance of accounting and submission of reports by the Ministry shall be co-ordinated and ensured by the General Secretary.
45. The authenticity of financial reports of the Ministry may be subject to re-inspection under the procedure and in the cases provided for by law.
46. Financial operations of the Ministry shall be carried out through the treasury system.
47. The General Secretary, who exercises the powers prescribed by the Law of the Republic of Armenia “On treasury system”, shall be responsible for the implementation of financial operations.

**Chief of Staff to the Prime Minister
of the Republic of Armenia**

E. Aghajanyan

1. The Ministry shall maintain accounts and records of the following:

ARTICLE 10

2. The Ministry shall maintain accounts and records of the following:

3. The Ministry shall maintain accounts and records of the following:

4. The Ministry shall maintain accounts and records of the following:

5. The Ministry shall maintain accounts and records of the following:

6. The Ministry shall maintain accounts and records of the following:

7. The Ministry shall maintain accounts and records of the following:

8. The Ministry shall maintain accounts and records of the following:

