

Appendix 1

**Decision of the Council
of the National Assembly
of the Republic of Armenia
006-L on June 12, 2017**

**(Appendix edited on 27.12.2017 DCNA-046-L,
Appendix amended and supplemented 13.07.2019 DCNA-040-L)**

STATUTE

OF THE STAFF OF THE NATIONAL ASSEMBLY OF THE REPUBLIC OF ARMENIA

CHAPTER 1

GENERAL PROVISIONS

1. The Staff of the National Assembly of the Republic of Armenia (hereinafter: National Assembly), in accordance with the legislation of the Republic of Armenia, shall implement professional support related to the powers and implementation of functions of the National Assembly and its bodies, including: professional support related to the formulation of drafts or other documents submitted to the National Assembly for discussion, as well as: logistical support. (Amended on 13.07.2019 DCNA-040-L)
2. (Expired on 13.07.2019 DCNA-040-L)
3. The Statute and the structure of the Staff shall be approved by the Council of the National Assembly (hereinafter: Council).
4. The Staff shall implement its activities in accordance with the Constitution of the Republic of Armenia; the Constitutional Law of the Republic of Armenia “Rules of Procedure of the National Assembly,” with the Laws of the Republic of Armenia “on the

Regulation of Administrative Legal Relations,” “on State Service of the Staff of the National Assembly of the Republic of Armenia” and with other Laws, National Assembly, Decisions of the Council, Decisions, decrees of the Chairperson of the National Assembly and in accordance with this Statute. (Amended on 13.07.2019 DCNA-040-L)

5. (Expired on 13.07.2019 DCNA-040-L)

6. (Expired on 13.07.2019 DCNA-040-L)

7. (Expired on 13.07.2019 DCNA-040-L)

8. (Expired on 13.07.2019 DCNA-040-L)

9. The Staff has a round seal with the image of the coat of arms of the Republic of Armenia and with its Armenian name, forms, symbol and other means of personalization.

10. The official name of the Staff is:

Armenian: Հայաստանի Հանրապետության Ազգային ժողովի աշխատակազմ,

English: Staff of the National Assembly of the Republic of Armenia,

Russian: Аппарат Национального Собрания Республики Армения,

French: Personnel de l'Assemblée nationale de la République d'Arménie:

11. The official email address of the Staff is: staff@parliament.am:

12. The location of the Staff is: 19 Marshal Baghramyan Avenue, Yerevan City, Republic of Armenia.

CHAPTER 2:

MAIN TASK AND FUNCTIONS OF THE STAFF

13. The main task of the Staff shall be the professional service, support and provision of logistics regarding the implementation of constitutional powers and functions of the National Assembly.

14. "The staff, according to its main task, shall implement the following primary functions:

1) Shall perform the work of putting into circulation and accounting the Constitution of the Republic of Armenia, Amendments to the Constitution of the Republic of Armenia, the draft Laws of the Republic of Armenia, as well as the decisions, statements, addresses of the National Assembly, and other draft legal acts, submitted to the National Assembly for a debate;

2) Shall provide the professional and organizational support for the sittings of the National Assembly, sittings of the Council, Parliamentary hearings, invited sittings for preliminary discussions for the draft state budget of the National Assembly, the preparation of the discussion of the issues at the sitting of the National Assembly, preparation of the regular sessions and sittings of the National Assembly, drafts of succession of the discussion of agenda issues of regular sittings, preparation of the records of the sittings, shorthand of the sittings of the National Assembly, and shall support the work of the Calculating Commission of the National Assembly"

3) shall prepare and submit to the Chairperson of the National Assembly drafts of the resolutions, decrees of the Chairperson of the National Assembly as well as drafts of the National Assembly, Decisions of the Council and other sub-legislative acts and documents"

4) Shall provide conformity of the laws of the Republic of Armenia and the draft resolutions, addresses and statements of the National Assembly submitted to the National Assembly, as well as legal acts and other documents submitted with the rules of the Armenian language, for the signature of the Chairperson of the National Assembly; shall implement their editing, organizing the information entering into computer, co-reading, correcting, calculating and translation if necessary, and preparation of their delivery to required recipients"

5) Shall provide the management of the information systems of the official web site of the National Assembly, non-official promulgation of the decisions, statements, addresses, Council of the National Assembly and the decisions of the Chairperson of the National Assembly, online broadcasting of the sittings and committee sittings of the National Assembly, as well as of the parliamentary hearings, shall manage the official website of the National Assembly (www.parliament.am, internet and intranet pages).

6) Shall provide consultation to the bodies of the National Assembly and to the relevant subdivisions of the Staff of National Assembly regarding the implementation of the functions of the bodies of the National Assembly, legislative process, procedures of discussions and adoption of the issues at the sitting of the National Assembly and the sitting of the Council of the National Assembly, and related to other issues regarding parliamentary law; shall cooperate with the standing committees of the National Assembly, with the relevant subdivisions of the Staff, with the staff of the Prime Minister of the Republic of Armenia, the staff of the President of the Republic of Armenia and with other state authorities of the Republic of Armenia in the aim of organizing and coordinating the work of the sittings of the National Assembly”

7) Shall implement professional examination of the drafts of the Constitution of the Republic of Armenia, International treaties of the Republic of Armenia, the Laws of the Republic of Armenia, decisions, statements, addresses, and draft decisions of the Council of the National Assembly, and shall present conclusions and provide necessary professional consultation in the aim of providing conformity to the Constitution and laws”

8) In the aim of providing information and providing professional support to the bodies of the National Assembly shall study current situation in the state re legal, human rights, defense and security, economic, social and cultural spheres; shall reveal the issues, demanding legislative solutions and in the aim of presenting developed proposals for the solutions of those issues shall organize and carry out analytical-research work, if necessary involving relevant professional organizations, private specialists and experts.

9) In the aim of supporting the implementation of the Parliamentary control function of the standing committees of the National Assembly, shall implement prediction of possible results in case the draft laws, by an MP, that are put into circulation by a faction, are adopted, shall implement constant survey for the implementation of the adopted laws, after they are entered into force.

10) In the aim of proper implementation of the functions regarding the approval and development of the International and inter-parliamentary relations of the National Assembly, shall cooperate with Staffs of the Parliaments of other states, international parliamentary organizations and international organizations.

11) Shall provide necessary information and analytical materials as well as shall organize and provide implementation of the work of the secretariats in the aim of providing productive activity with the Chairperson of the National Assembly and other bodies of the National Assembly among international organizations and parliaments, as well as foreign state bodies, officials, foreign political and public figures.

12) Shall organize and provide protocol events for the Chairperson of the National Assembly, other bodies of the National Assembly and regarding the activities of the Chief of Staff;

13) shall provide proper working conditions for the National Assembly and its bodies, for the friendship groups of the National Assembly, for normal activity of delegations of the National Assembly and other official delegations at international parliamentary organizations and at inter-parliamentary committees.

14) shall organize, provide publicity and elucidation of the activity of the Staff of the National Assembly and its bodies, as well as through the mass media shall inform the society on the activity of the Chairperson of the National Assembly and other bodies of the National Assembly;

15) shall implement constant observation of media, shall provide the National Assembly bodies with necessary information, and on the base of the results shall implement weekly, monthly analyses, supplying materials to the National Assembly bodies”

16) shall implement survey and analysis of issues raised in letters and inquiries to the Chairperson of the National Assembly and the Staff, shall obtain necessary information, and based on those shall reply to the applicants;

17) shall involve and organize receptions for citizens, educational institutions, NGOs and interested groups;

18) shall implement the internal and external non-secret document circulation of the National Assembly, shall manage the library and archive work of the National Assembly and the Staff.

19) shall implement the fiscal provision of the National Assembly and its bodies;

20) shall organize and provide implementation of internal audit of the Staff;

21) shall provide and oversee the confidentiality protection of state and service secret at the National Assembly and the Staff and shall organize the confidentiality clerical work;

22) shall manage the organization and implementation work for competitions for offices for vacancy of state service in the Staff, as well as for training and certification preparation of civil servants in the Staff;

23) shall implement management of personal records of the Deputies of the National Assembly, of persons doing administrative work, discretionary work, persons occupying offices of civil service, persons doing civil work and of persons implementing technical work of the Staff;

24) during the dispute of the laws of the Republic of Armenia and the decisions of the National Assembly at the Constitutional Court of the Republic of Armenia, shall prepare draft answers, explanations, statements and other legal documents regarding the dispute”

25) shall prepare draft documents of legal character, regarding protection of the interests of the National Assembly and the Staff in the courts of the Republic of Armenia and shall provide the implementation of representation in the courts”

26) shall implement and provide logistics service for the sessions, standing committees and sittings of the Council, parliamentary hearings of the National Assembly;

27) shall provide the service, protection and secure usage of movable and immovable property of the National Assembly;

28) shall implement supervision for the maintenance of current working regulations for technical and fire safety in the territory of the residence and in the building of the National Assembly”

29) shall implement and provide service for information, technology, software and network equipment for the National Assembly and its bodies, sessions, standing committees, and Council sittings, and parliamentary hearings;

30) shall perform provision for planning and implementing the activities for mobilization training, mobilization and civil defense in peacetime and during times of armed attack on the Republic of Armenia, and in conditions of the presence of immediate threat of it and military activities”

31) shall cooperate with state and local self-government bodies, officials, as well as with foreign state bodies, international and foreign organizations, their officials and shall receive the necessary information and materials. (Edited on 13.07.2019 DCNA-040-L)

15. The Staff, by the laws of the Republic of Armenia, resolutions of the National Assembly, resolutions and decrees of Chairperson of the National Assembly, resolutions of the Council and by present statute, shall also implement other functions reserved for the Staff.

CHAPTER 3

GOVERNANCE AND MANAGEMENT OF THE STAFF

16. The Staff shall be managed by the Chairperson of the National Assembly.

17. The Staff shall be subject and accountable to the Chairperson of the National Assembly.

18. The Chairperson of the National Assembly shall;

1) appoint and remove the Chief - Secretary General of the Staff (hereinafter the Chief of the Staff), First Deputy to the Chief of the Staff, Deputies to the Chief of the Staff, Advisers, Assistants, Press Secretary, Aids to the Chairperson of the National Assembly, as well as can implement encouragement and disciplinary sanctions towards them;
(Amended on 13.07.2019 DCNA-040-L)

2) approve the nomenclature of offices, passports of civil service in the Staff, as well as staff list and official salaries of the employees of the Staff;

3) suspend, recognize null and void or annul the orders and instructions of the chief of the Staff that contradict the requirements of the legislation of the Republic of Armenia;

4) implement oversight over the activities of the Staff and towards the protection of the state property attached or entrusted to the Staff.

5) determine the composition and size of the property transferred to the Staff, shall determine procedure for possession, utilization and disposal of property transferred to the Staff;

6) approve the annual reports and annual balance of the Staff, as well as shall coordinate the execution work for budget financing application of the National Assembly for the coming year;

7) manage the financial resources of the National Assembly;

8) organize oversight towards the provision of protection for state and service secret in the National Assembly and in the Staff.

19. The Chairperson of the National Assembly shall also implement other powers and functions regarding the Staff.

20. The Chief of Staff shall be directly subject and accountable to the Chairperson of the National Assembly and shall exercise the following basic powers;

1) shall organize current activities of the Staff and implementation of the performance of functions and shall govern them within his/her powers;

2) shall represent the Staff in interrelations with state, local self-government

bodies, officials, organizations and individuals, shall act without a warrant on behalf of the Staff, within its jurisdiction, shall represent its interests, shall seal

transactions and working contracts as well as shall give warrants for acting on behalf of the Staff, including the warrants with the right of power of sub-authorization;

3) by the defined procedure prescribed by law and other legal acts shall manage the state property attached to the Staff, including the financial resources; (Supplemented on 13.07.2019 DCNA-040-L)

4) shall present to the Chairperson of the National Assembly the draft Charter and the structure of the Staff regarding amendments to them;

5) shall submit for a signature to the Chairperson of the National Assembly the resolutions, orders of the Chairperson of the National Assembly as well as the decisions of the Council and other official documents;

6) shall submit for an approval to the Chairperson of the National Assembly the nominal list of the offices of state service in the Staff, passports, as well as staff list of the Staff and office rates of the employees;

7) shall sign the appendixes of the decisions and orders of the Chairperson of the National Assembly, as well as the appendixes of the decisions of the Council:

8) shall organize the implementation of decisions, orders, recommendations of the Chairperson of the National Assembly and the implementation of the decisions of the Council, as well as preparation of deliberations, meetings, visits, negotiations and records

of the trips of the Chairperson of the National Assembly, shall oversee the progress of those implementations;

9) shall issues orders, recommendations, shall give instructions for mandatory implementation, shall oversee and verify their performance; (Supplemented on 13.07.2019: DCNA-040-L)

10) may apply encouragement and disciplinary penalty measures towards individuals appointed, by him, to his / her office in the Staff (admitted to work) occupying discretionary, civil service office, towards individuals doing civil work, and towards individuals, providing technical services. May apply disciplinary penalty measures towards the Deputy, Adviser and Assistant to the Chairperson of the National Assembly in consultation with the appropriate Deputy to the Chairperson of the National Assembly.

11) may be present at the Government sittings of the Republic of Armenia in cases and procedure prescribed by the legislation; (Supplemented on 13.07.2019 DCNA-040-L)

12) within the scopes of its powers shall invite and hold deliberations with participation of relevant bodies, organizations, officials and other persons;

13) may organize working and consultative groups, committees;

14) with the agreement of the Chairperson of the National Assembly, shall approve the internal disciplinary rules of the Staff

15) shall approve the procedure of administration in the Staff;

16) shall implement the instructions of the Chairperson of the National Assembly.

21. The Staff shall also implement other powers, reserved for the Staff by the laws of the Republic of Armenia, decisions of the National Assembly, decisions, orders of the Chairperson of the National Assembly, decisions of the Council, and by this statute.

22. The Chief of the Staff by the procedure prescribed by the laws of the Republic of Armenia shall be responsible for the failure of the implementation or not implementing properly his/her powers, prescribed by the laws of the Republic of Armenia, decisions of

the National Assembly, decisions, orders of the Chairperson of the National Assembly, decisions of the Council and by this Statute.

23. In case of the absence of the Chief of the Staff, he shall be replaced by one of the Deputies to the Chief of the Staff, decided by the order of the Chairperson of the National Assembly.

CHAPTER 4

LEGAL STATUS OF EMPLOYEES, OCCUPYING DISCRETIONARY, STATE SERVICE OFFICES AND OF OTHER EMPLOYEES

24. Professional service, support, as well as logistics provision regarding implementation of powers and functions of the National Assembly and its bodies shall be implemented by the Staff through persons occupying discretionary, administrative and state service offices, as well as persons exercising civil work and persons implementing technical service. (Supplemented on 13.07.2019 DCNA-040-L)

25. Legal status of persons occupying discretionary, administrative, state service offices, persons implementing civil work, and persons implementing technical service in the Staff, as well as the procedure and conditions of appointment and dismissal of those offices (admission to work and dismissal) shall be defined in compliance with the Laws of the Republic of Armenia "On Public Service," "On State Service in the Staff of the National Assembly of the Republic of Armenia," "On Remuneration of Entities Occupying State Offices and Offices of State Service," in compliance with the Labour Code of the Republic of Armenia, with other Laws of the Republic of Armenia and sub-legislative acts adopted on those bases and with this statute.

(Supplemented, Amended on 13.07.2019 DCNA-040-L)

26. The Adviser, Assistant, Press Secretary and the Aid to the Chairperson of the National Assembly, shall be directly subject and accountable to the Chairperson of the National Assembly. (Amended on 13.07.2019 DCNA-040-L)

27. The functions of the Adviser, Assistant, Press Secretary and the Aid to the Chairperson of the National Assembly, shall be defined by the Chairperson of the National Assembly. (Amended on 13.07. 2019 DCNA-040-L)

28. The First Deputy and the Deputy of the Chief of the Staff shall act under the direct supervision of the Chief of the Staff, and shall coordinate the work in the areas assigned to them by the Chief of the Staff, shall implement the recommendations of the Chairperson and the Chief of Staff of the National Assembly.

(Amended on 13.07. 2019 DCNA-040-L)

29. The Chief of the Staff shall appoint to an office and dismiss from the office the Adviser and Assistant to the Deputy Chairperson of the National Assembly by the presentation of the corresponding Deputy Chairperson of the National Assembly.

30. The Adviser and Assistant to the Deputy Chairperson of the National Assembly shall be directly subject and accountable to the corresponding Deputy Chairperson of the National Assembly.

31. The functions of the Adviser and Assistant to the Deputy Chairperson of the National Assembly shall be determined by the corresponding Deputy Chairperson of the National Assembly.

32. The Assistant to the Chief of the Staff shall be appointed to the office and dismissed from the office by the Chief of the Staff. (Amended on 13.07.2019 DCNA-040-L)

33. The Assistant to the Chief of the Staff shall be directly subject and accountable to the Chief of the Staff. (Amended on 13.07.2019 DCNA-040-L)

34. The functions of the Assistant to the Chief of the Staff shall be determined by the Chief of the Staff. (Amended on 13.07.2019 DCNA-040-L)

35. The Chairperson of the National Assembly shall appoint to the highest office of the civil service in the Staff, as well as apply encouragement and disciplinary penalties towards the person holding that office.

36. The Chief of the Staff shall appoint chief, leading and junior offices of the civil service in the Staff and dismiss from those offices, as well as apply encouragement and disciplinary penalties towards the persons holding those offices.

37. The Coordinating Expert of the Standing Committee of the National Assembly and the Experts (specialists) shall be state servants of the Staff. The Chief of Staff, by the agreement of the corresponding Chair of the Committee, shall appoint to work and dismiss from the work the clerk (assistant) of the Standing Committee of the National Assembly.

38. The Head of the structural subdivision of the Staff, with the exception of cases as defined by the legislation of the Republic of Armenia, shall function under the immediate direction of the Chief of the staff. (Amended on 13.07.2019 DCNA-040-L)

39. The expert and clerk of the faction of the National Assembly shall be appointed to work and dismissed from work by the Chief of the Staff by the presentation of the corresponding Head of the Faction.

40. The assistant to a Deputy of the National Assembly, working on a payable basis, shall be appointed to an office and dismissed from the office by the Chief of the Staff by the presentation of the corresponding Deputy.

41. The coordinating expert and other experts of the Budget Office shall be hired and dismissed from work in compliance with the Constitutional Law of the Republic of Armenia "Rules of Procedure of the National Assembly," with the Constitutional Law of the Republic of Armenia and in compliance with the Work Procedure: by the defined procedure of the Council.

42. The persons implementing civil work and persons implementing technical services in the Staff, in accordance with the procedure established by the legislation of the Republic

of Armenia, shall be hired and dismissed from work, as well as applying encouragement and disciplinary penalties towards them, shall be implemented by the Chief of the Staff.

CHAPTER 5:
STRUCTURE OF THE STAFF AND THE LEGAL STATUS OF
THE STRUCTURAL SUBDIVISIONS

43. The Legal status of the structural subdivisions of the Staff shall be defined by the Constitutional Law of the Republic of Armenia “Rules of Procedure of the National Assembly,” by the Laws of the Republic of Armenia and by this Charter.

44. The structural subdivisions of the Staff are: the secretariat, the department, the division, the office.

45. (Expired on 13.07.2019 DCNA-040-L)

46. Internal subdivisions: divisions may be included in the composition of the structural subdivisions of the Staff.

47. The structural subdivisions of the Staff shall function under the direct leadership of the head of the appropriate subdivision.

48. The composition of the Office of the Chairperson of the National Assembly shall be comprised by the Adviser, Assistant, Press Secretary and Aid to the Chairperson of the National Assembly. Persons implementing civil work and persons implementing technical services, by the staff list of the Staff, can be included in the composition of the Office of the Chairperson of the National Assembly. (Amended on 13.07.2019 DCNA-040-L)

49. The composition of the Office of the Vice Chairperson of the National Assembly shall be comprised by the Adviser and Assistant to the Vice Chairperson of the National Assembly. Persons implementing civil work and persons implementing technical services, by the staff list of the Staff can be included in the composition of the Office of the Vice Chairperson of the National Assembly.

50. The composition of the Office of the faction of the National Assembly shall be comprised by the expert and the clerk of the faction.

51. The office of the Member of the Parliament shall be comprised by a deputy to an MP, on a paid basis, and by a deputy to an MP, on a voluntary basis.

52. The composition of the Office of the Chief of the Staff shall be comprised by the First Deputy, Deputy and Assistant to the Chief of the Staff. Persons implementing civil work and persons implementing technical services, by the staff list of the Staff can be included in the composition of the Office of the Chief of the Staff. (Amended on 13.07.2019 DCNA-040-L)

53. The Secretariat of the Standing Committee of the National Assembly shall be a subdivision of the Staff, which shall function with the procedure, defined by the work procedure of the Standing Committee by the leadership of the Chair of the Standing Committee with the procedure defined by the statute of the Staff. (Amended on 13.07.2019 DCNA-040-L)

54. The Budget Office shall function in compliance with the Constitutional Law of the Republic of Armenia "Rules of Procedure of the National Assembly," with the Decision of the National Assembly of the Republic of Armenia "On Approval of the Work Procedure of the National Assembly" and in compliance with its Work Procedure.

55. General coordination and monitoring of the activity of the Budget Office shall be carried out by the competent Standing Committee of the National Assembly. The direct coordination, organization and oversight of the work of the experts of the Budget Office shall be carried out by the coordinating expert of the Budget Office.

56. The Chief of Staff by the agreement of the Chairperson of the National Assembly, with the exception of the cases defined by the Constitutional Law of the Republic of Armenia "Rules of Procedure of the National Assembly," other Laws of the Republic of Armenia, decisions of the National Assembly, decisions of the Council and this Statute shall be determine the jurisdiction (functions) of the structural subdivisions of the Staff.

57. The structural subdivisions of the Staff shall also implement other functions, defined by the Constitutional Law of the Republic of Armenia “Rules of Procedure of the National Assembly,” other Laws of the Republic of Armenia, decisions of the National Assembly, decisions of the Council, decisions and decrees of the Chairperson of the National Assembly. (Amended on 13.07.2019 DCNA-040-L)

CHAPTER 6

PROPERTY OF THE STAFF, ACCOUNTING AND THE REPORTS

58. The property of the Staff shall be formed in accordance with the procedure defined by the legislation of the Republic of Armenia.

59. The Staff shall have the right, in cases foreseen by the legislation of the Republic of Armenia and this Statute, in compliance with objectives of its activity and the importance of property, to use, obtain, and manage the property (property rights) delivered to the Staff.

60. The Staff maintenance costs shall be fully funded from the resources of the state budget of the Republic of Armenia. The Staff can be also funded from other resources of funding not prohibited by law.

61. The Staff, its financial activities and purchases for its needs and for the needs of the National Assembly shall carry out in accordance with the procedure defined by the legislation of the Republic of Armenia.

62. The Staff, in accordance with the procedure defined by the legislation of the Republic of Armenia, shall manage the accounting and shall represent corresponding reports, accountings, references, declarations and required other documents to the competent state bodies.

Chief of the Staff- Secretary General
of the National Assembly of the

Republic of Armenia A.Saghatelyan