

**STATUTE**  
**OF THE STATE COMMITTEE OF SCIENCE OF THE REPUBLIC OF ARMENIA**

**I. GENERAL PROVISIONS**

1. The State Committee of Science that shall function within the Ministry of Education and Science of the Republic of Armenia (hereinafter referred to as "The Committee") is a state body, which shall elaborate and implement the state policy of the Government of the Republic of Armenia in the sphere of science.

2. The Committee shall be established, reorganized and its activities shall be terminated by the Decree of the President of the Republic of Armenia.

3. The authorities of the Committee shall be defined by the Constitution of the Republic of Armenia, laws of the Republic of Armenia, Decrees and Orders of the President of the Republic of Armenia, Resolutions of the Government of the Republic of Armenia, the Statute of the Ministry of Education and Science of the Republic of Armenia, as well as by international agreements concluded on the part of the Republic of Armenia.

4. The Committee shall carry out its activities in conformity with the legislation and other legal acts of the Republic of Armenia.

1. The Name of the Committee shall be:

In Armenian: Գիտությունների Պետական Կոմիտե  
In Russian: Государственный Комитет по Науке  
In English: The State Committee of Science

6. The Committee shall be located at:

The Republic of Armenia, Yerevan, 22 Orbeli Street.

7. The Committee has a round seal and forms with the Coat of Arms of the Republic of Armenia and the name of the organization in Armenian, Russian and English, a symbol and other means of identification means.

8. The Committee shall consist of the Chairman and the Staff of the Committee. The state non-commercial organizations and enterprises can function within the authority of the Committee in conformity with the legislation of the Republic of Armenia.

9. The objects and tasks of the Committee shall be the following:

- 1) development, rational distribution and maintenance of the Republic of Armenia's scientific and technical potential, formulation of a productive system for training scientific personnel, assistance to the reproduction of the intellectual potential of the society;
- 2) maintenance of the natural development and functioning of science sector as a basic incentive for the economic growth, national security, progress in education and science;
- 3) development and implementation of scientific and scientific- technical policy;

4) participation in the development and implementation of innovation policy, supporting the investment of the results of fundamental and applied sciences, scientific-technical activity and higher technology.

## **II. FUNCTIONS OF THE COMMITTEE**

10. With a view to implementing its objects and tasks the Committee shall perform the following functions in accordance with the provisions settled by the legislation of the Republic of Armenia:

- 1) drawing out draft documents on the state policy in the sphere of science of the Republic of Armenia and legal acts thereon;
- 2) development and implementation of structural reforms in the sphere of science and maintenance of the progressive development of the sphere;
- 3) development and implementation of prospective and targeted projects, including projects in the framework of international cooperation;
- 4) supporting the promotion of the international cooperation, participation in drawing out international agreements on the issues within the Committee's authority and discussions thereof in accordance with procedure prescribed by law;
- 5) coordination and exercising control over the performance of duties of organizations reserved to the jurisdiction of the Committee;
- 6) organization and implementation of scientific and scientific-technical activity aimed at integrating science, education and production, settling social tasks and providing security of man, society and the state;
- 7) maintenance of reproduction and development of the scientific and technical potential, formation of a state order for training scientific and technical specialists;
- 8) investigation of the market with a view to training skilled scientific and technical personnel for the needs of education, science and economy of the Republic of Armenia;
- 9) maintenance of the development and expansion of scientific and technical system and its integration to the international scientific and technical system;
- 10) foundation and development of an up-to-date research infrastructure and information system;
- 11) maintenance of implementation of modern technological achievements in scientific and educational institutions with a view to organizing librarianship, obtainment of scientific literature and publications;
- 12) carrying out reforms in the system of conferral of scientific degrees;
- 13) introduction of relevant administrative statistical reports (questionnaires, references, etc.) in accordance with the law and other legal acts, and maintenance of an administrative statistical registry based on data and information collected thereby;
- 14) ensuring budgetary processes within the Committee and its structure;
- 15) supporting the commercialization of the scientific results and their introduction into the domestic and foreign markets;
- 16) formulating recommendations on the establishment of Independent Science Expertise System of research projects and organization of their submission to the Government of the Republic of Armenia by the Minister of Education and Science of the Republic of Armenia provided by the legislation of the Republic of Armenia;

17)formulating recommendations on the priorities in science and technology and organization of their submission to the Government of the Republic of Armenia by the Minister of Education and Science of the Republic of Armenia provided by the legislation of the Republic of Armenia;

18)Performance of other duties provided by the laws of the Republic of Armenia and the Resolutions of the Government of the Republic of Armenia.

### **III.MANAGEMENT OF THE COMMITTEE**

11. The Committee shall be managed by the Chairman of the Committee (hereinafter referred to as “the Chairman”), who is appointed to and removed from the office by the Prime- Minister of the Republic of Armenia upon the recommendation of the Minister of Education and Science of the Republic of Armenia. In the course of his/her activities the Chairman shall be guided by the Constitution of the Republic of Armenia, international agreements of the Republic of Armenia, the laws of the Republic of Armenia, the Statute of the Ministry of Education and Science of the Republic of Armenia, this Statute and other legal acts.

12.The Chairman:

- 1) shall adopt departmental legal acts in accordance with the procedure prescribed by law and within the scope of his/her competences;
- 2) shall manage the current activities of the Committee, shall be responsible for performance of tasks and functions set for the Committee;
- 3) shall submit recommendations to the Government of the Republic of Armenia by the Minister of Education and Science with respect to areas of activity, objects and tasks prescribed by law, other legal acts and this Statute;
- 4) shall, in accordance with procedure defined by law, issue orders and give instructions within the scope of his/her competences, shall act on behalf of the Republic of Armenia and the Committee without an authorization, and shall issue authorizations for acting on behalf of the Republic of Armenia or the Committee including authorizations with the power of reauthorization;
- 5) shall submit recommendation to the Government of the Republic of Armenia on one of the participants in the competition for the vacant post of the Head of Staff of the Committee;
- 6) shall submit recommendation to the Prime Minister of the Republic of Armenia on the incentive measures and disciplinary sanctions toward the Head of Staff of the Committee;
- 7) in accordance with the procedure prescribed by law shall make designations to the highest and first subgroup of the chief posts of civil service and impose incentive and disciplinary measures toward the civil servants designated to those posts;
- 8) shall define the scope of competences of structural subdivisions of the staff of the Committee in accordance with the law and this Statute;
- 9) shall, within the scope of his/her authorities prescribed by law and this Statute, suspend and repeal those orders, directives, letters of assignment, executive orders and instructions of the Head of Staff of the Committee and the heads of state non-commercial organizations reserved to the jurisdiction of the Committee that contradict the requirements of the legislation of the Republic of Armenia;
- 10) shall hear and submit the annual report on the activities of the staff of the Committee and the annual balance sheet to the Government of the Republic of Armenia for approval by the Minister of Education and Science of the Republic of Armenia, shall review the findings of inspection of the activities thereof, shall approve the estimate of the annual maintenance expenses of financial statements;

11) shall exercise supervision over the maintenance and alienation of state property attached to the staff of the Ministry;

12) shall, by the Minister of Education and Science of the Republic of Armenia, submit the Statute and the structure of the Committee to the Government of the Republic of Armenia for approval;

13) shall, by the Minister of Education and Science of the Republic of Armenia, submit the number of the employees of the Committee to the Prime-Minister of the Republic of Armenia for approval;

14) shall award classification ranks of civil service of the Republic of Armenia in accordance with the cases and procedure prescribed by law;

15) shall establish consultative bodies;

16) shall exercise other authorities envisaged by law, other legal acts and this Statute.

13. The Chairman shall perform the tasks and activities reserved to the Committee and shall be responsible for developing and implementing policy in the sphere reserved to his/her authority, for the present situation and maintaining prospective development.

14. The Chairman shall report to the Government of the Republic of Armenia, the Prime-Minister of the Republic of Armenia and the Minister of Education and Science of the Republic of Armenia.

#### **IV. STAFF OF THE COMMITTEE**

15. The object and task of the staff of the Committee is to ensure the complete and effective performance of the authorities reserved to the Committee by the laws of the Republic of Armenia, other legal acts, this Statute, as well as to ensure the participation of the Committee in civil law relations.

16. The staff of the Committee is a state administration institution without a status of a legal person which shall, in accordance with the procedure defined by the legislation of the Republic of Armenia, be subject to registration by the authority carrying out state registration of legal persons.

17. The staff of the Committee shall function in accordance with the international agreements concluded by the Republic of Armenia, the Civil Code of the Republic of Armenia, the Law of the Republic of Armenia “On State Administration Institutions”, other laws and legal acts, the Statute of the Ministry of Education and Science of the Republic of Armenia and this Statute.

18. The Staff of the Committee shall, within the scope of its competence, , acquire and exercise property rights on behalf of the Republic of Armenia and personal non-property rights, bear responsibilities, act as a plaintiff or defendant in court.

19. The staff of the Committee shall have a round seal bearing the representation of the Coat of Arms of the Republic of Armenia and with the inscription of its title in Armenian, forms, a symbol and other identification means.

20. The staff of the Committee shall have a separate balance sheet.

21. The Staff of the Committee may not engage in entrepreneurial activities. Only state fee may be levied for the functions performed and the services delivered by the staff of the Committee in the amount and in accordance with the procedures defined by law.

22. The staff of the Committee shall perform its financial operations through the state treasury system. Procurements for the maintenance needs of the staff of the Committee, as well as procurements within the framework of budgetary programs reserved to the jurisdiction of the Committee, shall be made in accordance with the procedure defined by the Law of the Republic of Armenia “On Procurements”.

23. The responsibility for the obligations of the staff of the Committee shall rest with the Republic of Armenia.

24. The title of the staff of the Committee shall be: “Staff of the State Committee of Science”.

25. The staff of the Committee shall be located at the following address: Republic of Armenia, Yerevan, Main Avenue, Governmental Building 3.

#### **V. PROPERTY OF THE STAFF OF THE COMMITTEE**

26. The property of the staff of the Committee shall be formed by the Government of the Republic of Armenia in accordance with the procedures provided by laws, as well as from the property acquired through transactions signed by the Committee on behalf of the Republic of Armenia, and assigned to the possession, disposition and use of the staff of the Committee. Upon the Resolutions of the Government of the Republic of Armenia the staff of the Ministry may be reserved a right of holding government stocks and shares.

27. The Government of the Republic of Armenia shall have the right to take possession of the property or the part of the property of the staff of the Committee any time.

28. The staff of the Committee shall have the right to use, dispose of and possess its property in accordance with the property’s intended purpose in cases and by the procedure defined by law, other legal acts and this Statute.

#### **VI. STRUCTURE OF THE STAFF OF THE COMMITTEE**

29. The structure of the staff of the Committee shall comprise its structural subdivisions (Departments, Divisions and Secretariat).

#### **VII. MANAGEMENT OF THE STAFF OF THE COMMITTEE**

30. The management of the staff of the Committee shall be carried out by the Government of the Republic of Armenia, the Minister of Education and Science of the Republic of Armenia and the Chairman. The staff of the Committee shall be headed by the Head of Staff of the Committee.

31. The Government of the Republic of Armenia:

- 1) shall reorganize and terminate the activities of the staff of the Committee;
- 2) shall approve the statute of the staff of the Committee and amendments thereto;
- 3) shall determine the composition and size of the property provided to the staff of the Committee;
- 4) shall approve the structure of the staff of the Committee;
- 5) shall exercise other authorities reserved to it by the Constitution and laws of the Republic of Armenia.

32. The Head of Staff of the Committee shall, within the scope of authorities reserved to him/her by law, other legal acts, Decisions of the Chairman and this Statute, head the current activities of the staff of the Committee and bear responsibility for failure to fulfill and for improper fulfillment of requirements of laws, other legal acts, Resolutions of the Government of the Republic of Armenia, Decisions of the Chairman and this Statute.

33. The Head of Staff of the Committee shall, by the procedure defined by law, bear responsibility in rem for the damage caused to the state at his/her fault. Termination of authorities of the Head of Staff of the Committee shall not be a ground for not fulfilling the obligation to compensate the damage caused.

34. The Head of Staff of the Committee shall be obligated not to execute the decisions, executive orders, orders and directives of the founder, the Minister of Education and Science of the Republic of Armenia, the Chairman that contradict the legislation of the Republic of Armenia.

35. In case of absence of the Head of Staff of the Committee or the impossibility of carrying out responsibilities, the issue shall be regulated following the 18th article of the Law of the Republic of Armenia on “Civil Service”.

36. The Head of Staff of the Committee:

- 1) shall, within the scope of his/her competences and without an authorization, act on behalf of the Republic of Armenia and represent its interests and shall, within the scope of his/her authorities, act as a plaintiff or defendant in court, issue authorizations for administering a case in court and taking procedural steps.
- 2) shall, by the procedure defined by law, other legal acts, the Government of the Republic of Armenia and this Statute, dispose of the state property, including financial resources, attached to the institution;
- 3) shall, within the framework of his/her competences, issue authorizations to act on behalf of the Republic of Armenia, including authorizations with the power of reauthorization;
- 4) shall, within the scope of his/her authorities defined by law and this Statute, appoint to and remove from office the employees of the staff of the Committee; shall apply incentive measures and impose disciplinary sanctions on them;
- 5) shall, by the procedure and occasion defined by law, award ranks of civil service of the Republic of Armenia.
- 6) shall, within the scope of his/her authorities defined by law, other legal acts and this Statute, issue orders and binding instructions;
- 7) shall submit the annual accounts and the annual balance sheet of the staff to the Chairman for approval, shall ensure the maintenance of book-keeping of the staff of the Committee, preparation and submission of financial statements; shall submit to the Chairman for approval the estimate of the annual maintenance expenses of the staff of the Committee, as well as the actual accounts for discharge, the annual financial statements and the annual balance sheet; shall take measures aimed at elimination of financial infractions revealed by controls;
- 8) shall present to the Chairman recommendations on main directions of activities of the staff of the Committee;
- 9) shall organize the preparation work for drawing up the draft budget of the Committee and ensure the execution of budget expenditures;
- 10) shall organize the conduct of discussions and consultations in the Committee;
- 11) shall supervise the process of activities carried out within specified time frames by the staff of the Committee;
- 12) shall submit the orders and instructions of the Chairman to the Chairman for signature;
- 13) shall ensure cooperation with the staff of other state bodies of the Republic of Armenia;
- 14) shall organize office work and technical maintenance of the Committee;
- 15) shall exercise other authorities provided for by law, other legal acts and this Statute.

37. The chief financier of the staff of the Committee shall manage the financial and book-keeping services of the Committee, function within the immediate authority of the Head of the Staff of the Committee and shall perform the obligations reserved to him/her by the the Law of the Republic of Armenia “On Treasury System”.

38. The chief financier of the staff of the Committee shall be responsible for the maintenance of book-keeping and timely preparation of financial, budgetary, tax, statistical and mandatory payments reports of the staff of the Committee.

#### **VIII. BOOK-KEEPING AND REPORTS**

39. The staff of the Committee shall, by the procedure defined by the legislation of the Republic of Armenia, maintain book-keeping and shall submit financial, tax, customs, mandatory payment and statistical reports, estimations and declarations to relevant authorities.

40. The authenticity of annual financial reports on activities of the staff of the Committee may be subject to auditing by the procedure defined by the Government of the Republic of Armenia.

#### **IX. REORGANIZATION AND TERMINATION OF ACTIVITIES OF THE STAFF OF THE COMMITTEE**

41. The procedure and terms for the reorganization and termination of activities of the staff of the Committee shall be defined by the legislation of the Republic of Armenia.

**STRUCTURE**  
**OF THE STAFF OF THE STATE COMMITTEE OF SCIENCE**

Structural subdivisions

1. Departments

Department for Science Policy

Department for Organizing Scientific Activity

2. Divisions

Division for Financial-economical and Accounting Issues

Division for Information and Public Relations

Division for Administrative Affairs (Personnel Division)

3. Secretariat