

STATUTE
OF THE SCIENCE COMMITTEE
OF THE MINISTRY OF EDUCATION, SCIENCE, CULTURE AND SPORTS
OF THE REPUBLIC OF ARMENIA

I. GENERAL PROVISIONS

1. The Science Committee (hereinafter referred to as "The Committee") is a state body functioning within the Ministry of Education, Science, Culture and Sports of the Republic of Armenia.
2. The Committee shall be established, reorganized and its activities shall be terminated pursuant to a law.
3. The Committee shall carry out its activities in conformity with the Constitution, legislation and other legal acts of the Republic of Armenia, as well as this Statute.
4. The Name of the Committee shall be:
 - 1) In Armenian: Գիտությունների կոմիտե;
 - 2) In Russian: Комитет по науке;
 - 3) In English: Science Committee;
 - 4) In French: Comité de la Science.
5. The Committee shall have its own round seal and letterhead that include the Coat of Arms of the Republic of Armenia and its name in Armenian, as well as its own symbol and other means of identification.
6. The Committee shall consist of the positions of the Chairman of the Committee (hereinafter referred to as "The Chairman"), Deputy Chairman, Secretary General and the structural subdivisions.
7. In the manner prescribed by the Law of the Republic of Armenia, the Committee may be reserved a right of holding government stocks and shares.
8. The Committee shall be located at:

22 Orbeli Brothers Street, Yerevan, 0028, Republic of Armenia.

II. GOALS AND OBJECTIVES OF THE COMMITTEE

9. The goals of the Committee shall be the following:
 - 1) ensuring proper functioning and progressive development of the science sector as a key factor for the economic growth, national security and competitiveness, as well as for educational, cultural and social progress;

2) maintenance and development of Armenia's scientific and technological potential, assisting to the formation of an efficient system for scientific and technical personnel training;

3) fostering the integration of science, education and industry.

10. The objectives of the Committee shall be the following:

1) development and implementation of state policy in the field of scientific and technological activities;

2) assisting to the formation of an efficient system for scientific and technical personnel training;

3) fostering the formation and development of a modern infrastructure and information system in the field of scientific and technological activities, as well as integration to the international scientific and technological system;

4) development and monitoring of concepts, strategies, mid-term and long-term development programs in the field of science;

5) development and implementation of state policy in the field of scientific and technical expertise (hereinafter referred to as expertise);

6) supporting the development of economically viable or dual-use competitive high technology products;

7) monitoring the quality and efficiency of the functioning of the scientific system;

8) fostering the commercialization of scientific and/or technological output, as well as its integration to the economy.

III. FUNCTIONS OF THE COMMITTEE

11. The Committee shall perform the following functions:

1) elaboration of draft documents on the state policy in the sphere of science of the Republic of Armenia and legal acts thereon;

2) development of structural reform programs in the sphere of science;

3) elaboration and implementation of prospective and targeted science and technology programs aimed at the development of science, as well as realization of projects in the framework of international cooperation;

4) development of programs for improving the structure of scientific and technological potential and increasing the efficiency of their application, conducting research related to scientific personnel training, and submitting recommendations on the formation of a state order;

5) elaboration of recommendations on development priorities in the field of science and technology and their submission to the Government of the Republic of Armenia for approval in a prescribed manner;

6) participation in the elaboration of draft state budget within its authorities;

7) elaboration of draft legal acts in the field of expertise;

8) defining requirements towards the organizers of the expertise and the experts;

9) development of state accreditation procedure and criteria in the field of expertise;

10) development and approval of methodological, institutional and technical frameworks for state expertise;

- 11) signing international cooperation agreements in the field of expertise;
- 12) organization of the implementation of scientific and technological activities aimed at integrating science, education and industry;
- 13) participation in drafting international agreements (contracts) in the field of science and discussions thereof in accordance with procedure prescribed by law;
- 14) development and implementation of programs aimed at attracting the potential of foreign scientists, including those of the Diaspora;
- 15) implementation of the budgetary processes in the field of science within its authorities;
- 16) organization of the monitoring of the development, expertise and implementation of military-technical programs jointly with the relevant state entities and the Military-Industrial Committee;
- 17) collection of data on scientific and/or technological output, its scientometric analysis, creation and maintenance of a complete accounting system;
- 18) introduction of relevant administrative statistical reports (questionnaires, references, etc.) in a manner prescribed by law and other legal acts, and maintenance of an administrative statistical registry based on data and information collected thereby;
- 19) exercising other powers defined by the laws of the Republic of Armenia and the Decisions of the Government of the Republic of Armenia.

IV. GOVERNANCE AND MANAGEMENT OF THE COMMITTEE

12. The Committee shall be governed by the Minister of Education, Science, Culture and Sports of the Republic of Armenia (hereinafter referred to as “the Minister”).

13. The Minister:

- 1) shall approve the Statute of the Committee, including the structure, and make changes to the Statute, unless otherwise provided by law;
- 2) shall define the main activities of the Committee in accordance with the spheres of activity, goals and objectives stipulated by law and other legal acts;
- 3) shall exercise supervision over the activities of the Committee;
- 4) shall accept reports on the activities of the Committee, as well as shall review the findings of the inspection of the activities thereof;
- 5) shall exercise supervision over the protection of state property attached to the Committee or handed over for use;
- 6) shall approve the annual balance sheet, unless otherwise provided by law.

14. The Committee shall be managed by the Chairman.

15. The Deputy Chairman, the Secretary General, the heads of the subordinate organizations and institutions and the heads of structural subdivisions shall be directly accountable to the Chairman.

16. The heads of supporting professional structural subdivisions shall be accountable to the Chairman.

17. The Chairman shall be accountable to the Government of the Republic of Armenia, the Prime Minister of the Republic of Armenia and the Minister.

18. The Chairman:

- 1) shall be responsible for the implementation of the objectives and functions set out for the Committee;
- 2) shall, within the scope of his/her authorities, act on behalf of the Republic of Armenia without a power of attorney, as well as issue a power of attorney, including those with the right of reauthorization, for acting on behalf of the Republic of Armenia;
- 3) shall sign documents on international cooperation in the field of science;
- 4) shall manage the organizations and institutions subordinated to the Committee;
- 5) shall, in cases provided by law or the Statute of the Committee, appoint and dismiss the Committee's employees, apply incentives and impose disciplinary sanctions on them;
- 6) shall approve the internal disciplinary guidelines;
- 7) shall, in cases provided by law, adopts normative, individual and internal legal acts;
- 8) shall, in cases provided by the legislation of the Republic of Armenia, establish consultative bodies to the Committee;
- 9) shall suspend or repeal the orders of the Secretary General that contradict the requirements of the legislation of the Republic of Armenia;
- 10) shall suspend or repeal the assignments of the Deputy Chairman and Secretary General;
- 11) shall suspend or repeal the orders, directives, instructions, executive orders and assignments of the heads of its subordinate organizations and institutions that contradict the requirements of the legislation of the Republic of Armenia;
- 12) shall accept the reports of the structural subdivision and its subordinate organizations and institutions, shall review the findings of inspection of the activities thereof, unless otherwise provided by law;

19. In the absence of the Chairman, he/she is replaced by the Deputy Chairman.

20. The staff list of the Committee shall be approved by the Minister upon the proposal of the Chairman.

21. The Deputy Chairman:

- 1) shall exercise the powers delegated by the Chairman, and coordinate the activities in the field assigned to them;
 - 2) shall, within the scope of his/her powers for coordination, forward the Chairman's assignments to the structural subdivisions of the Committee, the organizations and institutions subordinated to the Committee;
- shall provide the performance of the Chairman's assignments by the structural subdivisions of the Committee, the organizations and institutions subordinated to the Committee;
- shall, within the scope of his/her powers for coordination, issue assignments and exercise supervision over implementation thereof, informing the Chairman about the results;
- 3) shall, within the scope of his/her powers for coordination, receive the support of the Secretary General and cooperate with other entities and organizations;

4) shall, within the scope of his/her powers for coordination, submit recommendations to the Chairman;

5) shall implement the executive orders and assignments issued by the Chairman.

22. The Committee shall, within the scope of its competence, obtain property rights and personal non-property rights, as well as other civil law obligations, and shall exercise them through the Secretary General.

23. The Secretary General shall, in a manner prescribed by the RA legislation, be responsible for the implementation of the organizational, personnel management, financial and economic functions of the Committee and the participation in civil-law relations.

24. Supporting professional structural subdivisions shall be directly accountable to the Secretary-General.

25. The Secretary General shall, in a manner prescribed by law, bear pecuniary liability for the damage caused to the state at his/her fault. Termination of the powers of the Secretary General shall not be a ground for not fulfilling the obligation to compensate the damage caused. The person terminating the powers of the Secretary General shall be obliged to resolve the issue of compensation for the damage caused to the state by the latter. The damage caused to the state due to non-fulfillment of this requirement shall be compensated by the person who violated the requirement of this article.

26. The Secretary General:

1) shall act — without a power of attorney — on behalf of the Republic of Armenia and represent its interests, conclude transactions, issue letters of authorization concerning the matters reserved to his or her competence, under part 1 of Article 12 of the Law of the Republic of Armenia "On regulation of administrative legal relations";

2) shall dispose the state property attached to the Committee, including the financial resources, as prescribed by law, other legal acts and the Statute;

3) shall provide the implementation of the functions related to personnel management in accordance with the legislation on civil service and other legal acts;

4) shall appoint and dismiss relevant employees of the Committee, provide incentives and impose disciplinary penalties thereon in cases provided for by law;

5) shall submit the annual balance sheet of the Committee to the Chairman;

6) shall submit recommendations on organizational issues concerning the functioning of the Committee's structural subdivisions to the Chairman;

7) shall submit the activity reports of supporting professional structural subdivisions, as well as information, falling under his or her competence, on other subdivisions, and in cases provided for by the RA legislation — shall also submit a report;

8) shall co-operate with the Deputy Chairman, other public bodies and organizations within the scope of his or her powers;

9) shall convey the assignments of the Chairman to the structural subdivisions, subordinate public bodies, organizations and institutions within the scope of his or her powers, or give assignments within the scope of his or her powers and exercise supervision over the execution thereof, by informing the Chairman of the results;

10) shall endorse, as necessary, the documents drafted by the structural subdivisions, as well as those drafted on his/her own behalf or on the behalf of the Chairman and the Deputy Chairman, unless otherwise provided for by law;

11) shall adopt individual legal acts, give assignments in cases provided by law.

V. STRUCTURAL SUBDIVISIONS OF THE COMMITTEE

27. The main professional structural subdivisions of the Committee are as follows:

- 1) Department for Science Policy,
- 2) Department for Organizing Scientific Activity.

28. The supporting professional structural subdivisions of the Committee are as follows:

- 1) Unit for Financial-Economical and Accounting Issues,
- 2) Unit for Information and Public Relations,
- 3) Personnel Unit,
- 4) Secretariat.

29. The competencies of the structural subdivisions of the Committee are defined by the Chairman through the approval of their statutes.

VI. PROPERTY OF THE COMMITTEE

30. The Committee shall have a separate balance sheet.

31. The property of the Committee shall consist of the property assigned (attached) to the Committee for the possession and use, as prescribed by the legislation of the Republic of Armenia.

31. Composition and amount of the property assigned to the Committee shall be determined by the Government of the Republic of Armenia.

32. The Committee shall possess, use and — in cases provided for by other legal acts — dispose the property assigned thereto.

33. The purchases made for the needs of the Committee shall be made in the manner prescribed by the Law of the Republic of Armenia "On procurements". Procurement process shall be coordinated by the Secretary General.

VII. ACCOUNTING AND REPORTS

42. The Committee shall maintain accounting and shall submit accounting reports as prescribed by law.

43. The authenticity of financial reports of the Committee may be subject to verification in the manner and cases prescribed by law.

44. The Committee shall perform its financial operations through the Treasury.

45. The Secretary General, who exercises the powers prescribed by the Law "On the Treasury System", shall be responsible for implementing financial operations.