

«I hereby ratify»

R. Kocharyan,

President of the Republic of Armenia

2 October 2002

GOVERNMENT OF THE REPUBLIC OF ARMENIA

DECREE

5 September 2002 No.1516-N

RA GOVERNMENT DECREE ON ESTABLISHMENT OF “THE STAFF OF THE RA MINISTRY OF AGRICULTURE” STATE ADMINISTRATIVE INSTITUTION AND ON APPROVING THE STATUTE OF THE RA MINISTRY OF AGRICULTURE AND STRUCTURE OF THE STAFF

Pursuant to sub-paragraphs “a”, “b”, “c”, “f” of Para 1 of Article 11 of the RA Law on “State Administrative Institutions” and Para 4 of the procedures as approved per Order NH-1064 of the President of the Republic of Armenia of March 16, 2002,

The Government of the Republic of Armenia **decrees:**

1. To establish “The Staff of the Ministry of Agriculture of the Republic of Armenia” state administrative institution.

2. To approve:

a) the Statute of the Ministry of the Republic of Armenia as per Appendix 1;

b) the Structure of the Staff of the Ministry of the Republic of Armenia as per Appendix 2;

c) the composition and amount of property handed over to the Staff of the Ministry of the Republic of Armenia as per Appendix 3.

3. To submit the designs of the statutes of the separated subdivisions of the RA Ministry of Agriculture to the Government of the Republic of Armenia by the Ministry of Agriculture of the Republic of Armenia in two months period.

3.1. Approve:

a) The Statute and the Structure of the Agency of Numeration, Registration and Record of Animal Breeding, Veterinary and Agricultural Animals of the Staff of the Ministry of Agriculture of the Republic of Armenia as per Appendix 4 and Appendix 5;

b) The Statute and the Structure of the Agency of Forest Management of the Staff of the Ministry of Agriculture of the Republic of Armenia as per Appendix 6 and Appendix 7.

(Para 3.1 amended 29.01.04 N 96-N)

4. The present decree enters into force on the day following the official publication.

Prime Minister of the Republic of Armenia

A.Margaryan

September 19, 2002

Yerevan

STATUTE

OF THE MINISTRY OF AGRICULTURE OF THE REPUBLIC OF ARMENIA

I. GENERAL PROVISIONS

1. The Ministry of Agriculture of the Republic of Armenia (hereinafter referred to as the Ministry) is a republican body of executive power of the Republic of Armenia, which develops and implements the policy of the Government of the Republic of Armenia in the field of agriculture and forestry.

(Para 1 amended as per Decree 13.01.05 N 101-N)

2. The Ministry is established, reorganized and liquidated pursuant to the order of the President of the Republic of Armenia:

3. The powers of the Ministry are prescribed by laws of the Republic of Armenia, decrees and prescripts of the President of the Republic of Armenia, resolutions of the Government of the Republic of Armenia, as well as international treaties of the Republic of Armenia.

4. The Ministry carries out its activities in accordance with the RA Legislation and other legal acts.

5. The Ministry has a round seal which bears the Coat of Arms of the Republic of Armenia and Armenian name of the Ministry, as well as its formats, symbol and other means of identification.

6. The system of the Ministry is comprised of a Minister, the Staff of the Ministry, State Service for Food Safety operating in the field of the ministry, as well as state non-commercial organizations subordinated to the Ministry.

(Para 6 edited as per Decree 27.10.11 N 1697-N)

7. Aims and objectives of the Ministry:

a) development and implementation of the economical policy of the Government of the Republic of Armenia in the agrifood field;

b).ensuring the development of agriculture and increase of productivity of agricultural activities through maximum use of agricultural potential of the Republic of Armenia on the basis of the scientific-technical united policy;

c) development and implementation of complex analyses of the processes in the agrifood field, fundamentals, concepts and projects of agrarian and investment policy based on the relevant predictions, as well as support to the process of the establishment of market relations and development of relevant infrastructures;

d) development and implementation of the state policy of preservation, protection, regeneration and use of the forests of the Republic of Armenia;

e) ensuring support to implementation of marketing activities of domestic producers and promotion of export of agricultural products and raw material;

f)ensuring implementation of inspection activities of agricultural machinery as prescribed for by law;

g) ensuring development and enlargement of cooperation;

h) ensuring development and enlargement of agroprocessing industry;

- i) ensuring support to the process of investment of Hazard Analysis and Control of Critical Points (HACCP) system in all stages (production and turnover) of the food chain;
- j) ensuring provision of licenses and/or certificates for carrying out agricultural activities;
- k) ensuring purposeful and efficient use of financial means allocated from the state budget of the Republic of Armenia as prescribed by the law of the Republic of Armenia;
- l) ensuring planning and implementation of activities of military mobilization preparation, mobilization and civil defense;
- m) development and implementation of state policy in the fields of food safety, veterinary and phytosanitary.

(Para 7 amended as per Decree No 29.01.04 N 96-N, edited 13.01.05 N 101-N, amended 01.07.10 N 877-N, modified. 30.12.10 N 1730-N, amended 23.12.10 N 1767-N, 10.03.11 N 267-N)

II. FUNCTIONS OF THE MINISTRY

For the implementation of its goals and objectives, the Ministry performs the following functions according to the order stipulated by the legislation of the Republic of Armenia:

1. Elaboration and monitoring of programs promoting entrepreneurial activity in agri-food sector,
2. elaboration and monitoring of agrarian and food security programs of the Republic of Armenia,
3. elaboration and monitoring of intergovernmental cooperation programs in agriculture,
4. approval of relevant administrative statistical reporting forms and maintenance of administrative statistical registers based on the collected data and information,
5. elaboration and monitoring of development programs in sphere of forests preservation, protection, reproduction and utilization, as well as of programs for the efficient use of forest resources,
6. elaboration and monitoring of programs for fire safety of forest lands, as well as for pest and disease control measures,
7. classification of forests according to their functional significance,
8. approval of state forest management plans,
9. elaboration and monitoring of support programs for the entities engaged in agricultural activity,
10. elaboration and monitoring of support programs in agricultural crops seed-breeding, as well as programs for quarantine disease and the most dangerous pest control measures for plants, plant products and regulated articles (with the exception of inspection functions),
11. elaboration and monitoring of programs for development of animal breeding, as well as for veterinary and animal anti-epidemic measures (with the exception of inspection functions),
12. elaboration and monitoring of programs for increasing the efficiency of agricultural land use and melioration (improvement) in the Republic of Armenia according to the legislation of the Republic of Armenia,
13. implementation of preparatory process for privatization of non-privatized state property in this field,
14. elaboration and monitoring of irrigation programs,

15. elaboration and monitoring of the measures to prevent and eradicate the harmful impact of river waters stipulated by the Water Code of the Republic of Armenia,
16. programming of professional needs for training, retraining and re-qualification of the staff, elaboration and monitoring of the relevant policies and programs,
17. elaboration and monitoring of innovation programs, as well as programs for introduction of scientific-technical policies and advanced technologies,
18. organizing of state procurement processes in accordance with the procedure prescribed by the legislation of the Republic of Armenia,
19. participation in the process of elaboration and discussion of the international agreements related to agriculture, in accordance with the prescribed procedure,
20. elaboration of the drafts of the legislative acts related to the field, as well as elaboration and approval of the legal acts regulating the field, in cases provided for by the legislation,
21. control of the use and maintenance of the state property affiliated to the subordinate organizations, providing the consent for property alienation or leasing in cases stipulated by the charter of the given organization or according to the decision of the founder,
22. management of the state-owned stocks in joint-stock companies, in accordance with the procedure prescribed by the legislation of the Republic of Armenia,
23. organization and implementation of information policy and public relations of the Ministry.

III. GOVERNANCE OF THE MINISTRY

9. The Ministry is governed by the Minister of Agriculture of the Republic of Armenia (hereinafter – the Minister), who is designated and relieved of his duties by the President of the Republic of Armenia, with the presentation of the Prime-Minister of the Republic of Armenia. The Minister has the First Deputy and Deputies that are designated and released from duties by the Prime-Minister, in consultation with the Minister.

In performance of his activities, the Minister is guided with the Constitution of the Republic of Armenia, Laws of the Republic of Armenia, the present Charter and other legal acts, as well as with International Agreements of the Republic of Armenia.

10. The Minister exercises tasks and functions provided for the Ministry and he is responsible for the policy making and its implementation, as well as for providing the existing situation and prospective development in sphere of the authority.

11. The Minister is accountable to the President of the Republic of Armenia, Government of the Republic of Armenia and Prime-Minister of the Republic of Armenia.

12. The Minister.

a) within his authorities and in the manner prescribed by the legislation of the Republic of Armenia, adopts normative legal acts;

b) directs the current activities of the Ministry and is responsible for the implementation of the tasks and functions assigned to the Ministry;

c) submits proposals to the Government of the Republic of Armenia, according to the sphere of activity, objectives and tasks provided for by the Law, other normative acts and this Charter;

d) within his authorities, gives Orders, assignments and instructions, acts on behalf of the Republic of Armenia or the Ministry without Power of Attorney, as well as gives Power of Attorneys to act on behalf of the Republic of Armenia and the Ministry, including the Power of Attorneys with the right of transfer;

e) in the cases and manner prescribed by Law, makes assignments in the civil service positions of the Ministry, as well as applies incentive and disciplinary penalty measures to the staff;

f) assigns and relieves of duties the Advisors, Press-Attaché and Assistants, as well as applies incentive and disciplinary penalty measures;

g) according to the Law and the present Charter, defines the limits of authorities of the structural subdivisions of the staff of the Ministry;

h) defines distribution of work among his Deputies;

i) with his authorities provided for by the Law and present Charter, suspends and repeals the Orders, Directives, Assignments and Instructions of the Head of Staff of the Ministry, Heads of separated subdivisions of the Staff of the Ministry, as well as of the Heads of State Non-Commercial Organizations within the jurisdiction of the Ministry, inconsistent with the requirements of the Legislation of the Republic of Armenia;

j) hears and submits for approval of the Government of the Republic of Armenia the annual reports on the activity of the Staff of the Ministry, as well as the annual balance, examines the results of the verification of its activity, approves the estimates of the annual maintenance costs of the Staff of the Ministry, its performance and the results of re-verification of the reliability of financial reports;

ja) exercises control of the maintenance of state property attached to the Staff of the Ministry;

jb) in cases and manner prescribed by Law, awards civil service ranks of the Republic of Armenia;

jc) submits for approval of the Government of the Republic of Armenia the Charter of the Ministry and the structure of the Staff;

jd) submits for approval of the Prime-Minister of the Republic of Armenia the number of employees of the Ministry;

je) establishes Advisory Bodies;

jf) exercises other authorities provided by the Law, other legal acts and the present Charter.

(To amend Point 12, 01.07.10 N 877-N)

13. In case of the absence of the Minister, according to his instructions, the duties of the Minister are exercised by the First Deputy Minister and in case of the absence of the latter - by one of the Deputy Ministers.

14. The Deputy Minister.

a) coordinates the works of the system of the Ministry in policy making of the Ministry, in spheres assigned to him.

b) within his authorities, through the structural and separate subdivisions of the Staff of the Ministry, coordinates the implementation of works required for providing policy of the Ministry in spheres designated to him, by giving instructions and assignments;

c) according to the objectives and tasks of the Ministry, defines particular assignments and tasks for the bodies of the structure of the Ministry in sphere assigned to him and the controls implementation of those;

d) provides preliminary discussions of the topics discussed with the Minister, according to the order of the Minister;

e) coordinates professional surveys and operative analysis of the state of works implemented by the bodies of the system of the Ministry, in spheres assigned to him;

- f) within his authorities, cooperates with state administration and other bodies, organizations and institutions;
- g) within his authorities, coordinates the works of development and implementation of the relevant development projects;
- h) provides the Minister with regular information on the situation in spheres assigned to him;
- i) provides control of the implementation of the Orders and Instructions of the Minister, in sphere assigned to him, and informs the Minister on the results;
- j) submits proposals to the Minister and to the Head of Staff on the issues related to their authorities;
- ja) implements other functions according to the order of the Minister;

15. The Minister has Advisors, Press-Attaché and Assistants, among which he defines distribution of the responsibilities;

15.1. In order to efficiently implement the tasks and functions assigned to the Ministry, the Board under the Minister is established. The Board under the Minister:

- a) supports the processes of the strategic planning of the activity of the Ministry, political decision making and making Plans of Activities;
- b) favours the implementation of strategic projects, assessment and participation of the civil society in those processes;
- c) drafts and presents proposals on the enhancement of the efficiency of the governance of the Ministry.

(To amend Point 15.1 18.12.08 N 1509-N)

IV. THE MINISTRY STAFF

16. The aim and objective of the Ministry Staff (including the agencies and Inspectorates operating under the Ministry) is to provide for the complete and efficient implementation of the functions prescribed by Legislation, legal acts and this Charter and to provide for the participation of the Ministry in civil legal relations.

17. The Ministry Staff is a Public Administration Institution without legal entity status, which is subject to registration by an institution entitled to register legal entities, as Public Administration Institution, in accordance with the established procedure of the Legislation of the Republic of Armenia.

18. The Ministry Staff acts on the basis of the Civil Code of the Republic of Armenia, RA Law on “Public Administration Institutions”, The Law of the Republic of Armenia, other laws and legal acts, International Treaties of the Republic of Armenia and this Charter.

19. The Ministry Staff within its competence can acquire and exercise property and personal non-property rights on behalf of the Republic of Armenia, incur obligations, appear in the court as a plaintiff or a defendant.

20. The Ministry Staff has a round seal and a letterhead featuring Republic of Armenia’s coat of arms and its full name in Armenian, an emblem and other means of identification.

21. The Ministry Staff has an account balance of its own.

22. The Ministry Staff cannot undertake entrepreneurial activities. For the operations and services provided by the Ministry Staff only state duties can be charged in the amount and manner prescribed by Law.

23. The Ministry Staff implements its financial operations via the Treasury system. To meet the maintenance needs of the Ministry Staff and in the scope of the budgetary projects assigned to the Ministry, procurement is carried out as prescribed by the Law of the Republic of Armenia on Procurement.

24. The Republic of Armenia bears responsibility for the Ministry Staff liabilities.

25. The name of the Ministry Staff is Staff of the Ministry of Agriculture of the Republic of Armenia.

26. The Ministry Staff is located at Republic Square, Governmental Building # 3, Yerevan, Armenia.

(Point 26 amended 13.01.05 N 101-N)

V. THE MINISTRY STAFF PROPERTY

27. The Ministry Staff property is established by the Government in accordance with the procedure established by law and by the property obtained via transactions made by the Staff in the name of the Republic of Armenia and submitted (attached) to its possession, disposition and utilization (including property rights), which is included in its balance. By the decision of the Government of the Republic of Armenia the Staff can also be empowered to possess state stocks or shares.

28. The Government of the Republic of Armenia possesses the right to take back the property submitted to the Ministry Staff any time.

29. The Ministry Staff possesses the right to utilize, dispose and possess its property in accordance with the aims of its activity and the property significance in the cases and procedure prescribed by law, other legal acts and its Charter.

VI. THE MINISTRY STAFF STRUCTURE

30. The Staff structure includes structural subdivisions (departments, secretariat, and divisions) and separate subdivisions (agencies, inspectorates).

31. The charters of the structural subdivisions of the Ministry Staff is approved by the Minister.

32. The charters of the separate subdivisions of the Ministry Staff is approved by the Government of the Republic of Armenia following their submission by the Minister.

33. Separate subdivision of the Ministry Staff is an entity that is empowered to provide services, carry out control functions and apply liability measures, as prescribed by law and in some cases, as prescribed by the legislation of the Republic of Armenia.

34. Separate subdivision of the Ministry Staff implements some functions the Ministry Staff or a part of its functions and acts on behalf of the Republic of Armenia.

35. Separate subdivision can acquire and exercise property and personal non-property rights on behalf of the Republic of Armenia, incur obligations, appear in the court as a plaintiff or a defendant.

36. Separate subdivision of the Ministry Staff has a round seal featuring Republic of Armenia's coat of arms and the Ministry Staff and its full names in Armenian, letterhead, an emblem and other means of identification.

VII. MANAGEMENT OF THE STAFF OF THE MINISTRY

37. The Staff of the Ministry is governed by the RA Government and the Minister within the limits of their authority as prescribed by law and this Statute.

The Staff of the Ministry is governed by the Chief of Staff.

38. The Government of the Republic of Armenia:

- a) reorganizes and terminates the activities of the Staff of the Ministry;
- b) approves the Statute of the Staff of the Ministry and amendments thereto;
- c) determines the composition and size of the property handed over to the Staff of the Ministry;
- d) approves the structure of the Staff of the Ministry;
- e) appoints and dismisses the Chief of the Staff of the Ministry;
- f) performs other powers as prescribed by the Constitution and law of the Republic of Armenia.

39. Within the powers prescribed by law, other legal acts, resolutions of the Minister and this Statute, the Chief of Staff of the Ministry manages the current activities of the Staff of the Ministry and is accountable for failure to perform the requirements of laws, other legal acts, decrees of the RA Government, the Minister's decisions and this Statute or for their improper performance.

40. The Chief of Staff of the Ministry as prescribed by law bears material responsibility for any losses caused to the State by his/her fault. The termination of powers of the Chief of Staff of the Ministry does not excuse him/her from not performing the obligation of reimbursing the caused losses.

41. The Chief of the Staff of the Ministry must not follow the decisions, decrees, orders and instructions of the founder, of the Minister if they are in contradiction with the legislation of the Republic of Armenia.

42. In the absence of the Chief of Staff of the Ministry or in case of impossibility of performing official obligations the latter is substituted as prescribed by the RA Law "On Civil Service".

43. The Chief of the Staff of the Ministry:

- a) within his/her competence acts without any power of attorney on behalf of the Republic of Armenia and represents its interests, by virtue of his/her powers sues and is sued in the court, issues powers of attorney for pleading cases in the court and carrying out other procedural activities;
- b) manages the state owned property attributed to the Ministry, including financial assets, as prescribed by the law, other legal acts and procedures promulgated by its founder and this Statute;
- c) within his/her jurisdiction issues powers of attorney, including powers of attorney with the right of re-authorization for acting on behalf of the Republic of Armenia;
- d) within his/her jurisdiction provided by law and the present Statute appoints/designates and dismisses/releases employees of the Staff of the Ministry, as well as rewards them and carries out disciplinary sanctions;
- e) awards class degrees of civil service of the Republic of Armenia in accordance with the cases and procedure as prescribed by law;
- e¹) ensures the performance of functions related to the personnel management in accordance with the RA Law "On Civil Service" and other legal acts;
- f) within his/her jurisdiction prescribed by law, other legal acts and this Statute, releases orders, and gives binding instructions;
- g) submits the annual report and annual balance sheet of the Staff of the Ministry to the Minister for approval, along with ensuring the maintenance of accounting, preparation and submission of financial reports, as well as submits annual maintenance expenses of the Staff of the Ministry, its

performance, the annual financial statements and the annual balance to the Minister for approval and undertakes measures for eliminating financial irregularities detected as a result of audits;

h) submits recommendations on the main activities of the Staff of the Ministry to the Minister;

i) organizes the activities related to the preparation of the draft budget of the Ministry and ensures the execution of budgetary expenditures;

j) organizes debates/discussions and conferences within the Ministry;

k) controls the execution of the work within the time specified by the Staff of the Ministry;

l) submits the orders and instructions to the signature of the Minister;

m) ensures cooperation with the staffs of the state authorities of the Republic of Armenia;

n) organizes clerical/administration and maintenance activities within the Ministry;

o) exercises other powers prescribed by the law, other legal acts and this Statute, including the responsibilities/duties of the Chief Financial Officer.

(Para 43 amended 07.03.07 N 244-N, 25.03.10 N 290-N)

44. the Chief Financial Officer of the Staff of the Ministry manages the financial and accounting functions, acts under immediate supervision of the Minister and exercises the powers assigned to him/her in conformity with the RA Law "On Treasury System".

(Para 44 modified 25.03.10 N 290-N)

45. the Chief Financial Officer of the Staff of the Ministry is responsible for maintaining the accounting, as well as duly preparing the financial statements, budget execution reports, tax reports, statistical reports and reports on mandatory fees/contributions.

VIII. ACCOUNTING AND REPORTS

46. In accordance with the procedure established by the Legislation of the Republic of Armenia the Ministry Staff maintains accounting records and submits information on financial, tax, customs, obligatory payments and statistical reports, calculations, declarations to relevant bodies.

47. The authenticity of annual financial reports of the Ministry Staff activity can be subject to audit (review) in accordance with the procedure established by the Government of the Republic of Armenia.

IX. REORGANIZATION OF THE MINISTRY STAFF AND SUSPENSION OF ACTIVITY

48. The Ministry Staff is reorganized and suspended in accordance with the procedure established by law.

(attachment amended 29.01.04 N 96-N, amended, edited, modified 13.01.05 N 101-N, amended 28.12.06 N 1898-N, 07.03.07 N 244-N, 18.12.08 N 1509-N, amended, modified 25.03.10 N 290-N, amended, modified 01.07.10 N 877-N, modified, edited 30.12.10 N 1730-N, amended 23.12.10 N 1767-N, 10.03.11 N 267-N, amended, edited, modified 27.10.11 N 1697-N)

of the Republic of Armenia

September 19, 2002

Yerevan

ORGANIZATION
OF
“STAFF OF THE MINISTRY OF AGRICULTURE OF THE REPUBLIC OF ARMENIA”

I. Structural Subdivisions

1. Departments

Agriculture Development Projects Department
Plant Production and Protection Department
Land Use and Melioration Department
Agroprocessing Development Department
Livestock and Veterinary Department
Legal Affairs Department
Finance, Economics and Accounting Department
Foreign Relations Department
Agriculture Projects Monitoring and Analysis Department

2. Secretariat

3. Divisions

Forestry Division
Personnel Management Division
First Division
Scientific and Agriculture Support Centers Coordination Division
Food Safety Division
Agriculture Cooperatives Support Division
Information and Public Relations Division
General Service Division
Mobilization Division
Internal Audit Division

II. Separate Subdivisions

Agriculture Machinery State Inspectorate
“License Center” Agency

III. State Bodies in the Governance Sphere of the Ministry of Agriculture of the Republic of Armenia

State Service for Food Safety

State Committee of Water Economy