

Annex No 11

to Order of the Minister of Justice

No 103-L

of 29 March 2019

STATUTE

OF THE SECRETARIAT OF THE MINISTRY OF JUSTICE

1. GENERAL PROVISIONS

1. The Secretariat of the Ministry of Justice (hereinafter referred to as “the Ministry”) is a professional structural assisting subdivision of the Ministry.
2. The Statute of the Secretariat shall be approved by the Minister of Justice (hereinafter referred to as “the Minister”).
3. The Secretariat shall operate based on the Constitution, laws, other legal acts, as well as the Statute of the Ministry and this Statute.
4. The Secretariat shall comprise the head of the Secretariat and the divisions of the Secretariat.

2. OBJECTIVES AND TASKS OF THE SECRETARIAT

5. The objective of the Secretariat shall be to promote and assist in the performance of functions of main professional subdivisions of the Ministry.
6. The tasks of the Secretariat shall be as follows:
 - (1) to ensure the documentation support of the Ministry, to effectively organise the non-confidential documentation and to apply a single procedure for workflow management within the Ministry;
 - (2) to organise and maintain the archive-keeping.

3. FUNCTIONS OF THE SECRETARIAT

7. With a view of implementing its objectives and tasks, the Secretariat shall perform the following functions:
- (1) ensuring activities related to registration of documents addressed to the Ministry, entry thereof into the electronic system and maintenance of documentation;
 - (2) ensuring activities related to differentiation of documents as of types;
 - (3) ensuring activities related to delivery of outgoing documents of the Ministry as of relevant recipients;
 - (4) ensuring activities related to provision of information on the flow and process of proceeding with official letters, correspondence, as well as with applications, recommendations and complaints of citizens;
 - (5) ensuring activities related to receipt and delivery of non-electronic documents through courier service;
 - (6) ensuring, as prescribed by the legislation of the Republic of Armenia, activities related to acceptance from citizens of documents subject to Apostille certification, receipts of state duties designed for these documents and handover thereof to relevant subdivisions, as well as acceptance of documents, undergone Apostille certification, from the relevant subdivision and the return thereof to citizens;
 - (7) ensuring activities related to co-ordination and record-registration of files, entry and exit logs, as well as of incoming and outgoing official letters;
 - (8) ensuring activities related to classification, analysis and summarisation of documentation of the Ministry;
 - (9) ensuring monthly activities related to drawing up of statistics and brief reports on the number of recommendations, official letters, applications

and complaints, on the nature of issues raised therein, interim or final responses thereto and finalised documents thereon, as well as on the social composition of addressers.

4. COMPETENCES OF THE DEPARTMENT

8. The competences of the Department shall be as follows:
 - (1) exercising oversight, through electronic documentation system operating within the Ministry, over the execution, within the time limits prescribed, of assignments existing in the decisions of the Government and the Prime Minister, of assignments given as a result of consultations convened with the ministerial committees and the Prime Minister and meetings held with other officials, as well as of assignments communicated by the Prime Minister and by the Chief of Staff to the Prime Minister upon the assignment of the Prime Minister;
 - (2) conducting monitoring of time limits prescribed for responses to official letters, applications and complaints received from state bodies, natural and legal persons and informing the executing subdivisions thereon;
 - (3) submitting to the General Secretary relevant recommendations in respect of violations of the time limits prescribed by the legislation of the Republic of Armenia, detected by the monitoring results;
 - (4) ensuring activities related to the creation of analytical and statistical databases.

5. DIVISIONS INCLUDED IN THE SECRETARIAT

9. The Secretariat shall include:
 - (1) General Division;
 - (2) Archives Division.
10. The divisions of the Department shall perform their functions in co-operation with each other.

6. FUNCTIONS OF THE DIVISIONS OF THE SECRETARIAT

11. The functions of the General Division shall be as follows:
 - (1) ensuring activities related to registration of documents addressed to the Ministry, entry thereof into the electronic system and maintenance of documentation;
 - (2) examining and submitting, through the electronic system, the entered documents to the head of the Secretariat;
 - (3) ensuring activities related to differentiation of documents as of types;
 - (4) ensuring implementation of activities related to delivery of outgoing documents of the Ministry as of relevant recipients;
 - (5) ensuring activities related to provision of information on the flow and process of proceeding with official letters, correspondence, as well as with applications, recommendations and complaints of citizens;
 - (6) ensuring activities related to receipt and delivery of non-electronic documents through courier service;
 - (7) ensuring, as prescribed by the legislation of the Republic of Armenia, activities related to acceptance from citizens of documents subject to

Apostille certification, receipts of state duties designed for these documents and handover thereof to relevant subdivisions, as well as acceptance of documents, undergone Apostille certification, from the relevant subdivision and the return thereof to citizens;

- (8) ensuring activities related to co-ordination and record-registration of files, entry and exit logs, as well as of incoming and outgoing official letters;
- (9) submitting recommendations to the head of the Secretariat with regard to archiving of documents of the division;
- (10) ensuring, upon the assignment of the head of the Secretariat, preparation of draft legal acts, recommendations, conclusions, other documents deriving from the functions and tasks of the division, as well as elaboration of methodical clarifications and guidelines thereon;
- (11) preparing, within the scope of the powers of the General Division, recommendations, statements of information, reports, motions, reporting notices and other official letters;
- (12) exercising oversight, through the electronic documentation system (hereinafter referred to as “the System”) operating within the Ministry, over the execution, within the time limits prescribed, of assignments existing in decisions of the Government and the Prime Minister, of assignments given as a result of consultations convened with the ministerial committees and the Prime Minister and meetings held with other officials, as well as of assignments communicated by the Prime Minister and by the Chief of Staff to the Prime Minister upon the assignment of the Prime Minister;
- (13) conducting, through the System, monitoring of time limits prescribed for responses to official letters, applications and complaints received from state bodies, natural and legal persons and informing the executing subdivisions thereon;

- (14) submitting to the head of the Secretariat relevant recommendations in respect of violations of the time limits prescribed by the legislation of the Republic of Armenia, detected by the monitoring results;
- (15) ensuring, through the System, activities related to classification, analysis and summarisation of documentation of the Ministry;
- (16) ensuring activities related to preparation of brief materials, based on the results of analysis of the information at the disposal of the General Division;
- (17) ensuring monthly activities related to drawing up of statistics and brief reports on the number of recommendations, official letters, applications and complaints, on the nature of issues raised therein, interim or final responses thereto and finalised documents thereon, as well as on the social composition of addressers;
- (18) ensuring the implementation of activities related to collection of statistical indicators and drawing up of analytical references and reports as a result thereof.

12. The functions of the Archives Division shall be as follows:

- (1) implementing activities related to receipt, record-registration, preservation and use of documents subject to preservation in the archives, which are created in the course of activities of the offices of structural subdivisions of the Ministry, as well as of state non-commercial organisations placed under subordination of the Ministry, and are finalised upon workflow management, prior to filing for permanent preservation in the State archives;
- (2) ensuring, as prescribed by the Law “On archive-keeping”, record-registration of the documents delivered to archives and the preservation thereof within the time limits prescribed, carrying out expert evaluation of archive-based documents, creating and improving the scientific information system of archives, as well as carrying out record-registration of documents;

- (3) implementing activities related to provision of the outline of co-ordination of archive-based documents and files subject to arrangements, *i.e.* those related to drawing up of the list of groups and subgroups of documents and entry of the documents into the archive fund in accordance therewith;
- (4) implementing activities related to drawing up of the lists concerning the composition, content, chronological data and significance of units (files, documents, documentary information recorded on a tangible medium) delivered for preservation, as well as those related to creation of the archive directory;
- (5) providing, in a prescribed manner, archive-based documents for temporary use;
- (6) carrying out analytical work with regard to archive-based documents, informing of the composition and content of these documents and preparing analytical and information materials thereon upon the assignment of the Minister, the deputies thereof and the General Secretary;
- (7) providing methodical and practical assistance in current workflow management and in the activities on dealing with documents to be delivered to archives;
- (8) performing other functions provided for by the legislation of the Republic of Armenia.

7. CO-ORDINATION AND MANAGEMENT OF THE SECRETARIAT

13. The activities of the Ministry shall be managed by the Minister.
14. The activities of the Secretariat shall be co-ordinated by the General Secretary.

15. The Secretariat shall operate under the direct supervision of the head of the Secretariat.
16. The head of the Secretariat shall be directly accountable to the General Secretary.
17. The documents created through the performance of functions of the Secretariat shall be signed by the Minister or the General Secretary.
18. The head of the Secretariat may, upon the assignment or consent of the immediate superior, sign the documents created through the performance of functions of the Secretariat.