

Annex No 10

to Order of the Minister of Justice

No 103-L

of 29 March 2019

STATUTE

OF THE DEPARTMENT FOR INFORMATION AND PUBLIC RELATIONS OF THE MINISTRY OF JUSTICE

1. GENERAL PROVISIONS

1. The Department for Information and Public Relations (hereinafter referred to as “the Department”) 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 Department shall be approved by the Minister of Justice (hereinafter referred to as “the Minister”).
3. The Department shall operate based on the Constitution, laws, other legal acts, as well as the Statute of the Ministry and this Statute.

2. OBJECTIVES AND TASKS OF THE DEPARTMENT

4. The objectives of the Department shall be as follows:
 - (1) to draft the information policy of the Ministry;
 - (2) to co-ordinate activities related to the coverage of activities of the Ministry and those related to mass media.

5. The tasks of the Department shall be as follows:
 - (1) to organise press conferences, interviews and briefings of the Minister;
 - (2) to prepare and disseminate press releases, clarifications via mass media;
 - (3) to organise press conferences, interviews and briefings on the topics of public interest regarding the field of activities of the Ministry;
 - (4) to publish on the official website of the Ministry information subject to mandatory publication;
 - (5) to organise and run the website of the Ministry on the Internet;
 - (6) to implement activities related to information support on the Internet website of the Ministry.

3. FUNCTIONS OF THE DEPARTMENT

6. With a view of implementing its objectives and tasks, the Department shall perform the following functions:
 - (1) ensuring activities related to implementation of the information policy of the Ministry, coverage of activities of the Ministry and those related to mass media;
 - (2) preparing and disseminating press releases, delivering clarifications and statements within the scope of its competences;
 - (3) organising and holding press conferences, interviews and briefings on the topics of public interest regarding the field of activities of the Ministry;
 - (4) organising activities related to study, analysis and archiving of the materials regarding the field of activities of the Ministry, which are published via mass media;

- (5) organising working meetings with mass media representatives, including with the participation of the Minister and other officials;
- (6) ensuring activities related to daily digest of the media and television programmes and the monitoring thereof, as well as notifying the Minister and the General Secretary thereon;
- (7) submitting to the Minister and the General Secretary recommendations on the participation of relevant officials of the Ministry in speeches, theme-based headlines, via mass media, and in television programmes, as well as planning their participation and ensuring the implementation of these recommendations;
- (8) receiving, for the purpose of ensuring proper coverage of activities of the Ministry, necessary information and materials, including carbon copies of draft legal acts being elaborated and, if necessary, ensuring activities related to the coverage thereof as well as those related to public deliberations;
- (9) ensuring the publication of information, subject to mandatory publication, at least once a year, whereas in case of amendments made thereto — within a period of ten days;
- (10) organising the elaboration and publication of the procedure for provision of information;
- (11) creating, upon the assignment of the Minister or the General Secretary, in the information field an integrated archive of analytical, statistical and other materials, as well as preparing videos and releasing newsletters in case there are technical capacities;
- (12) ensuring the implementation of activities related to information support on the Internet website of the Ministry;

- (13) organising, as prescribed by the legislation of the Republic of Armenia, the implementation of activities related to accreditation of journalists having submitted applications for accreditation;
- (14) responding, upon necessity, to questions addressed to the Ministry, as well as to alarms raised by citizens via mass media;
- (15) ensuring co-operation with the news services of the Ministry and of other state administration bodies;
- (16) organising activities related to the coverage of the visits paid by the Minister and the delegations led by the Minister to foreign States as well as that of the international official events held with their participation at the Ministry;
- (17) preparing recommendations, statements of information, reports, motions, reporting notices and other official letters;
- (18) organising the visits of citizens with the Minister and the Deputy Ministers.

4. COMPETENCES OF THE DEPARTMENT

7. The competences of the Department shall be as follows:
 - (1) introducing the official positions of the Ministry to the mass media in the form of press releases;
 - (2) organising press conferences and briefings;
 - (3) making statements, delivering clarifications and denials upon the assignment of the Minister.

5. CO-ORDINATION AND MANAGEMENT OF THE DEPARTMENT

8. The activities of the Ministry shall be managed by the Minister.
9. The Department shall operate under the direct supervision of the head of the Department-press secretary.
10. The head of the Department-press secretary shall be directly accountable to the Minister.
11. The documents created through the performance of functions of the Department shall be signed by the Minister or the General Secretary.
12. The head of the Department-press secretary may, upon the assignment or consent of the immediate superior, sign the documents created through the performance of functions of the Department.