

CHARTER

MINISTRY OF HEALTH OF THE REPUBLIC OF ARMENIA

I. GENERAL PROVISIONS

1. Ministry of Health of the Republic of Armenia (hereinafter - the Ministry) is the executive power body which develops and implements health policy of the Government of Armenia.
2. The Ministry is being formed, reformed and its power is terminated by the law.
3. The Ministry is established based on the Constitution and Law of the Republic of Armenia, other legal acts and its charter.
4. Ministry names:
 - a) Armenian: Հայաստանի Հանրապետության առողջապահության նախարարություն
 - b) Russian: Министерство здравоохранения Республики Армения
 - c) English: Ministry of Health of the Republic of Armenia
 - d) French: Ministère de la Santé de la République d'Arménie
5. The Ministry has its own round seal and papers with figure of the coat of arm of the RA. The ministry may have other symbols and other options of personalization.
6. The Ministry board consists of the Minister, Deputy Minister, Cheif Secretary, Deputy Cheif Secretary, Adviser to the Minister, Press Secretary, Assistants to Minister and Deputies of Minister, Structural Departments and other departments.
7. In accordance with National Legislation of the RA the Ministry may have jurisdiction to preserve governmental stocks and shares
8. Address: Government Building 3, Republic Square, Yerevan 0010.

II. THE GOALS AND OBJECTIVES OF THE MINISTRY

9. The goals of Ministry of Health of the RA are:
 - a) human and public health protection, health improvement, prevention of disease, disability and mortality reduction
 - b) the development of government policy and its implementation in the Republic of Armenia
 - c) maintenance of maternal and child health care
 - d) public health and sanitary epidemiological security of population
 - e) maintenance of employee's health and security
10. The objectives of Ministry of Health of the RA are:
 - a) the development of government policy in the sphere of healthcare and its implementation in the Republic of Armenia

- b) the development of the efficiency and quality of medical care, the effective functioning of the health care system provides organizational assistance for the health care organizations
- c) to provide productive activity, organization, management and the introduction of economic and sustainable financing mechanism for the health care system
- d) maintenance of medical assistance in emergency situations
- e) maintenance of stable funding
- f) maintenance of safety of imported and exported medicines including quality and efficiency
- g) maintenance of providing licenses and permits in the field of healthcare
- h) creating new policy for licenses and official registration of the medicine

III FUNCTIONS OF THE MINISTRY

11. Ministry of Health of RA performs the following functions to implement its goals and objectives:

- a) Organization of medical care, evaluation of quality of medical care standards and criteria, implementation and monitoring
- b) Concepts, strategies, policy development and monitoring of their implementation in separate fields of healthcare sector
- c) Development of health policy, public-purpose projects, public health, prevention and treatment of diseases, protection of health and safety in workplaces, disability and mortality reduction programs, Sanitary-Epidemiological security in public policy and targeted programs and monitoring for their implementation
- d) Setting priorities, targeted, development and implementation of strategic projects and its monitoring in the mother and child health sector
- e) Systematic analysis of the situation of children's and women's health, evaluation, assessment issues, development measures to improve the situation and implementation, as well as infant and maternal mortality rates and the performance of the continuous monitoring and mitigation strategy
- f) Annual and long-term development programs in the health care component for the social-economic development of the Republic of Armenia
- g) Development of requirements and conditions for licensing qualification, and monitoring and maintenance for their implementation, for submission of proposals for activities in healthcare sector institutions and organizations (companies)
- h) Designing the target programs and their implementation within the frames of Basic Benefit Package (BBP) according to the charter of the Republic of Armenia
- i) Defines financing, balance sheets and the summary for subordinate institutions and organizations of Ministry of Health
- j) Implementation of centralized procurement, allocation of funds for procurement for drugs, medical products and services.
- k) Monitoring and implementation of human resources policies and programs in Health sector
- l) Public policy development and program implementation monitoring in higher, vocational and pre-vocational medical training (training, specialization, retraining), improvement, continuous professional development, maintenance of existing human resources, reproduction and development, human resource efficient rearrangement fields

- m) Implementation of structural reforms, contribution of scientific achievements, material technical enrichment, development and implementation observation of technical and technological development policy projects in the sphere
- n) Public awareness and health educational projects development and observation, organization and implementation of Informational Policy and Public Relations of the Ministry
- o) Development of laws and other legislative acts, legislative acts projects discussion and introduction of corresponding conclusions developed by the Ministries of the RA, republic executive authorities and regional administrative bodies and relating to its activity sphere
- p) Implementation of state drug policy projects and development of its observation
- q) Implementation of corresponding administrative, statistical reports (questionnaires, references, etc.) approved by the procedure of the law and other legislative acts and implementation of administrative statistical registers based on the collected dates and information,
- r) Collection, analysis and evaluation of information about health system ad condition of population
- s) Development of International treaties projects in healthcare and collaboration with international organizations by the approved procedure
- t) Guaranteeing medical assistance and development of service organization standards, guidelines, regulations, healthcare organization, management, financing and management modern mechanisms, standards approved by State
- u) Preparation and implementation of events for mobilization within its jurisdiction
- v) Organizing the admission of the citizens, discussions of applications, overlooking and analyzing the issues, as well as the consulting assistance
- w) Previsions of conclusion in accordance with the law of RA for “the provision of the Sanitary epidemiological security of the RA population

(In addition to 11th point 28.02.19 N 190- K)

11.1 During the implementation of the objectives and goals of the Ministry to ensure the participation of society the public council is set up. That council

- a) supports the ministry goals and objectives effective implementation by introducing suggestions and remarks from Ministry side
- b) discusses the opinions and views of different segments of the society with the participation of non-governmental organizations (NGO)
- c) submits suggestions and remarks to
 - a. legal acts circulated by the Ministry, concepts, strategies and action plans as well supports public in making discussion.
 - b. priority of reformation, general and sectoral policy directions undertaken by the Ministry
 - c. the quality of the current activities of the Ministry, and services provided by the offices

(In addition to 11.1 point 01.03.19 N 198- K)

IV. MANAGEMENT OF THE MINISTRY

12. The management of the Ministry is implemented by the Prime Minister and the Chief of Health Ministry (hereinafter Minister) of the RA.
13. The Prime Minister of the Republic of Armenia:
 - a) confirms and modifies the charter of the Ministry and other departments
 - b) supervise the activities of the Ministry
 - c) discusses the Ministry activates' reports and final results
14. The Minister governs the functions of Ministry
15. The Minister is accountable to the Government and the Prime Minister of the Republic of Armenia
16. Deputies Minister, Chief Secretary, Heads of Organizations, Institutions, Adviser to the Minister, Assistant Secretary, Press Secretary and Heads of Major Professional Structural departments are accountable to the Minister
17. Heads of Professional supportive departments and Deputy Chief Secretary are accountable to the Minister
18. The Minister:
 - d) rules the current activities of the Ministry, is responsible for the implementation of issues and functions set before the Ministry
 - e) implements the management of the organization and institution subordinated to the Ministry
 - f) submits proposals to the Prime Minister about the main activities reserved for the Ministry
 - g) defines the main directions corresponding to the goals and objectives of Ministry
 - h) implements surveillance towards the state property protection and expropriation attached to the staff of the Ministry
 - i) confirms annual balance
 - j) defines the competencies of the subordinated departments by confirming their charter
 - k) is responsible for Ministry goals and objectives
 - l) defines the work coordinated by the deputies Minister
 - m) within the authority limits envisaged by the law even without credentials, has the right to act on behalf of RA. As well as, has the right to give credentials.
 - n) appoints and dismisses his Adviser, Press Secretary, Assistant, Deputy Assistant Minister. In their regards applies the measures of encouragement and imposition of disciplinary penalty
 - o) confirms complement
 - p) confirms internal disciplinary rules
 - q) has the right to establish advisory bodies attached to him/her provided by the legislation of the Republic of Armenia
 - r) suspends chief secretary orders that are contradicting the RA legislation requirements
 - s) suspends Deputy Minister, Chief Secretary's assignments
 - t) suspends the instructions, commands, assignments of organizations' chiefs that are contradicting the RA legislation requirements

- u) Listens and submits the annual reports and annual balance sheet to the Government of the RA about the activities of the Ministry board examines the verification results of their activities, confirms the annual maintenance expenses, its performance and the financing reports of reliability of audit results
 - v) adopts normative, individual legal acts by the law
19. In the case of absence of the Minister, by his instruction, one of the Deputy Ministers performs the duties of Minister.
20. Deputy Minister:
- a) coordinates the works of the system in the instructed areas for the policy implementation set before the Ministry
 - b) within the bounds of his authority coordinates the implementation of necessary work, in the fields of policy-making, of the structural and affiliations through, giving directions and instruction
 - c) within the bounds of his authority aquaria support of chief secretary and cooperate with other organizations
 - d) within the bounds of his authority presents suggestions
 - e) implements the instructions given by Ministry
21. Deputy Minister has assistant. The assistant is accountable to Deputy Minister
22. The Ministry implements the Property and Personal Non-Property Rights as well as other civil rights responsibilities through the chief secretary
23. Approved by the legislation of RA, the chief secretary is responsible for Management of the Ministry, for the implementation of financial and economic functions and for the participation of civil-legal relations.
24. Chief Secretary is accountable to supportive professional departments
25. The Chief Secretary, defined by the law, is responsible for any damage caused to the State property by his own fault
26. Chief Secretary:
- a) could act on behalf of RA approved by “the Regulation of Administrative Legal Relations” **State 12, Article 1**. Could represent benefits, seal documents as well as give credentials
 - b) manage the state property attached to Ministry including financial resources, other legal acts and the charter
 - c) appoints and dismisses Ministry employees. In their regards applies the measures of encouragement and imposition of disciplinary penalty
 - d) represents the annual reports to the Minister
 - e) submits proposals of organizing issues of the work of the structural departments and agencies of the Ministry
 - f) submits the reports on the activities of the supporting professional departments, information on other departments and agencies within the scope of its competence, as well as in case of need represents also account reports
 - g) within the bounds of his authority cooperate with Deputy Minister and other organizations
 - h) within the bounds of his authority coordinates the implementation of necessary work, in the fields of policy-making, of the structural and affiliations through, giving directions and instruction
 - i) seals documents prepared by structural departments, as well as documents prepared on behalf of him, the Minister and the Deputy Minister

- j) accepts individual orders, gives instructions by the law

27. Chief Secretary may have Deputy who replaces him in his absence. Deputy is accountable to Chief Secretary. The number of Deputies is determined by the Prime Minister of the Republic of Armenia

28. Minister Adviser:

- a) coordinates his/her own work with Minister
- b) regularly submits reports, analytical materials about the situation in the areas under him / her control and offers solutions to the existing problems
- c) on the instruction of the Minister, participates in the state and local self-government bodies and organizations discussions that are related to him/her
- d) may control the activities of the advisory bodies attached to the Minister
- e) on the instruction of the Minister, convene consultations, organizes discussions on the issues assigned to him/her
- f) implements other authorities defined by the position

29. Minister Press Secretary:

- a) represents the Minister's official point of view to mass media and in case of need makes declarations
- b) develops the Ministry's media and public relations policy, ensure the implementation of policy by the help of Public Relations Department
- c) provides information to mass media about Ministry, subdivided department of the Ministry, the activities of the Minister, as well as about orders issued by the Minister, decisions made, as well as his statements and speeches
- d) organizes the official and labor meetings, has participation on illustrating meetings (photographing, recording, as well as preparing press releases and shears the information)
- e) observing media, clarify the cooperation methods for improvement
- f) undertakes public opinion survey
- g) represents the daily theory of mass media publication, the attitude of mass media about certain topics and the formation of public opinion
- h) creates Minister archives
- i) initiates press conference, labor and official meetings for Minister with the representatives of mass media
- j) within the bounds of his authority cooperates with other state bodies, ensure the information transaction
- k) establishes and provides relations with national and international representatives of mass media
- l) participates in the sessions, consultations, negotiations, discussions, official and other working meetings held at the Ministry
- m) In order to organize proper coverage of the ministry's activities, gets the needed materials from departments as well as the copies of legal documents in order to organize public discussions

30. Minister Assistant:

- a) provides organizational, informational and technical assistance to the Minister
- b) organizes the preparation of the Minister's current and perspective schedule, agreed upon Minister
- c) organizes the preparation of consultations, meetings, visits of the Minister

- d) prepares analytical materials to Minister cooperating with the employees of the structural departments
 - e) prepares and represents suggestions for working schedule
 - f) organizes admissions for citizens
 - g) performs other tasks assigned by the Minister
31. Deputy Minister assistant implements Deputy Minister recommendations
- a) organizes the preparation of the Deputy Minister's current and perspective schedule, agreed upon Deputy Minister
 - b) organizes the preparation of consultations, meetings, visits of the Deputy Minister
 - h) prepares analytical materials to Minister cooperating with the employees of the structural departments
 - c) prepares and represents suggestions for working schedule
 - d) organizes admissions for citizens
 - e) performs other tasks assigned by the Deputy Minister

V. STRUCTURAL DEPARTMENTS

32. The main structural professional departments of Ministry of Health are:
- a) Department of the Policy of Healthcare
 - b) Department of Maternal and Child Health Protection
 - c) Department of policy of Drugs and Medical technologies
 - d) Division of Public Health
33. Professional structural supportive departments are:
- a) Department of Human Resources Management
 - b) Department of Law
 - c) Department of Financial Economic
 - d) Department of International Relations
 - e) Secretariat
 - f) First Division
 - g) Division of Emergency Situations and Mobilization Preparedness
 - h) Division of Public Relations
 - i) Division of Quick response for complaints and applications of Citizens

VI. AGENCIES OF MINISTRY

34. The Agencies of Ministry of Health are:
- a) Agency of Licensing
 - b) Agency of State Health

VII. PROPERTY OF MINISTRY

35. The Ministry has its own balance sheet
36. The property of the Ministry is formed in accordance with the legislation of the Republic of Armenia

- 37. The quantity and structure of property is set by Government of RA
- 38. The Ministry owns, uses also manages the property handed to him
- 39. Purchases of the Ministry implements in accordance to the Law of the Republic of Armenia

VIII. ACCOUNTING AND REPORTS

- 40. The Ministry implements accounting records and represents accounting reports prescribed by law
- 41. The accounting reports may become subjected to audit by the law
- 42. The financial operations of the Ministry implements through the treasury system
- 43. Chief Secretary is responsible for the financial operations of the Ministry, defined by the Law of the Republic of Armenia

(In addition, 28.02.19 N 190-K, 01.03.19 N 198-K)

Chief Staff of Prime Minister of Republic of Armenian