



British Embassy
Yerevan



National Assembly of the
Republic of Armenia



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ORIENTATION GUIDE

for deputies of the
National Assembly of the
Republic of Armenia

"Strengthening the capacity of the National Assembly in
strategic political debate and communication" project

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ORIENTATION GUIDE

FOR NEWLY-ELECTED DEPUTIES

OF THE NATIONAL ASSEMBLY

This Guidebook has been developed within the framework of “Strengthening the capacity of the National Assembly in strategic political debate and communication” project. The project is implemented by the International Center for Human Development non-governmental organization within the framework of UK’s Good Governance Fund, with support of the British people.

The opinions expressed in this Guidebook are those of the authors and do not necessarily reflect the official position of the UK Government.

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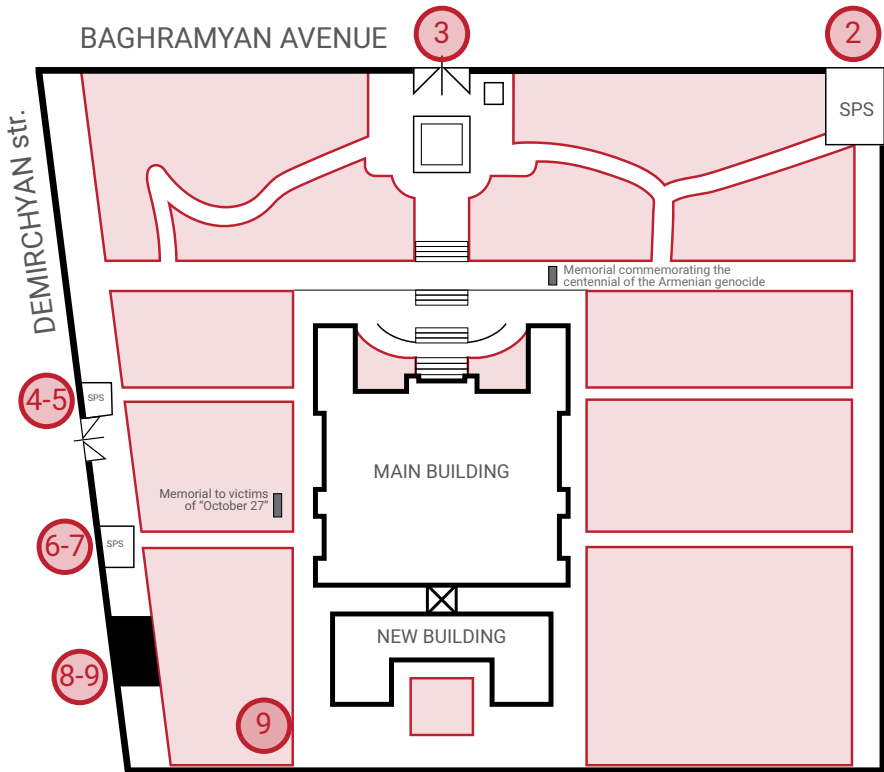
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MAIN BUILDING

NEW BUILDING

I FLOOR

- 1. MEDICAL STATION - room 145

HALLS - rooms 114, 214, 314, 414

II FLOOR

- 2. LIBRARY - rooms 252, 253
- 3. RED HALL - room 234



III FLOOR

- 4. GOLDEN HALL - room 301
- 5. HALL - room 334
- 6. SESSION HALL
- 7. HALL - room 330
- 8. WHITE HALL - room 327
- 9. SOFT HALL - room 328

1.

NATIONAL ASSEMBLY ACCESS REGULATIONS

For security reasons, there are security rules operating in the area of the residence and the building of the National Assembly to control the entry (exit), movement, location and time of all people, vehicles and commodities and material values entering (leaving) the territory. This access regulation applies to deputies as well.

In order to maintain the access regime properly, internal entry (exit) documents are defined; deputies are given certificates. Entry to (exit from) the National Assembly territory is provided through gates No. **2, 3, 4, 5, 6, 7, 8, 9** on Demirchyan street and Baghramyan avenue, on working days and weekends, from 8 a.m. to 22:00 p.m.; also:

- 1.** entry (exit) of vehicles is provided through the gates No. **4, 7, 9** on Demirchyan street,
- 2.** entry (exit) of people is provided through the checkpoints No. 2 on Baghramyan avenue and **2** on Baghramyan avenue and **5, 6** and **9** on Demirchyan street, after preliminary check-up by relevant technical equipment (hereinafter also referred to as relevant equipment) in the defined order.
- 3.** The deputies have the right to enter (exit) with their vehicles through gates No. **4, 7, 9** on Demirchyan street if the license plate numbers of these vehicles, with permission of the National Assembly Chairperson, are provided in advance to the head of the State Protection Service in a list signed by the Chief of Staff of the National Assembly (with specification of the relevant gate). A vehicle of a National Assembly deputy may be parked on the territory of the National Assembly only with permission of the Chief of Staff of the National Assembly.

2.

LOGISTICAL SUPPORT OF THE NATIONAL ASSEMBLY DEPUTY

In the National Assembly residence a deputy is provided with a furnished office equipped with technical and communications devices (including a computer, access to internet, telephone), and with a workplace equipped with a microphone and a personal e-voting device in the National Assembly session hall. There is no defined order for office distribution among the NA deputies. Deputies may also use the conference halls of the NA building to organize meetings, upon prior agreement with the Staff, and the local government bodies, upon request of the deputies, should allocate an equipped office or a conference hall to deputies to organize reception of citizens at least one day in a month.

3.

PROFESSIONAL SUPPORT FOR THE DEPUTY'S ACTIVITIES

A deputy may have two assistants working on paid and voluntary basis to ensure professional support for their activities.

Professional support for the activities of deputies is ensured by their assistants and the staff of the National Assembly.

On the instruction of the deputy, the assistant:

1. prepares documents to be submitted to NA discussion by the deputy;
2. prepares the necessary analytical, information and other materials for exercising of the deputy's powers;
3. organizes reception of citizens by the deputy;
4. may attend the public sittings of the NA committees and parliamentary hearings in the order defined by the Constitutional Law of the Republic of Armenia on the Rules of Procedure of the National Assembly;
5. maintains the record of documents addressed to the deputy.

The deputy's paid assistant is employed at their own request and upon presentation of the deputy, with a fixed-term employment contract.

The deputy's paid assistant may be dismissed on the grounds and in the order prescribed by labour law, as well as in case the deputy's powers are discontinued or terminated.

While performing their job-related duties, the deputy's assistants use the deputy's office, technical and communications equipment.

The order of calculation of the NA deputies' salary is defined by the law. There will be deductions from the salary for the deputies' unexcused absence from the NA sittings, committee meetings and parliamentary hearings.

4.

FINANCIAL SUPPORT OF THE NATIONAL ASSEMBLY DEPUTY

The order of calculation of the NA deputies' salary is defined by the law. There will be deductions from the salary for the deputies' unexcused absence from the NA sittings, committee meetings and parliamentary hearings.

Along with the salary, each deputy gets compensation fee for expenses related to their parliamentary activities in the amount of **50,000 AMD** per month.

In addition, deputies who have no housing in Yerevan get compensation equivalent to an apartment rent in Yerevan.

In case of a business trip, a deputy gets compensation of travel expenses including the overnight stay expenses, which is defined by the decision of the RA Government,

A person who has held the parliamentary mandate of the National Assembly of the Republic of Armenia for at least one constitutional term, is eligible for a state pension as their turn **65 years old**.

In case of death caused by an injury or mutilation sustained during performance of their official duties or in relation to these duties by a NA deputy:

- 1.** a funeral allowance is paid to the person organizing the deputy's funeral,
- 2.** the deputy's family gets a lum-sum allowance,
- 3.** pension is assigned and paid to the deputy's family members who are eligible for a pension in case of a loss of the breadwinner specified by the Law on State Pensions of the Republic of Armenia.

The list of documents for assigning the lump-sum allowance and the funeral allowance, the order of assignment and payment, the amount of the funeral allowance and the lum-sum allowance is determined by the government of the Republic of Armenia.

5.

RULES OF ETHICS OF THE NATIONAL ASSEMBLY DEPUTY

The rules of the parliamentary ethics are as follows:

1. respect and obey the law,
2. respect the moral standards of the public,
3. observe the procedure for holding the National Assembly sittings, meetings of its committees and parliamentary hearings,
4. in performing their powers, not pursue one's personal interests or the personal interests of persons interrelated with self,
5. not use the authority of deputy's position in their own interests or in the interests of other persons,
6. contribute to building trust and respect for the National Assembly with their activities,
7. demonstrate, everywhere and in performing any activity, proper conduct for a deputy,
8. show respectful attitude to political opponents, participants of discussions in the National Assembly, journalists, as well as all those persons with whom the deputy communicates in exercising their powers.

A deputy must maintain the rules of parliamentary ethics both in performing the deputy powers and in everyday conduct.

An Ad-hoc committee may be established for discussing the issues related to the parliamentary ethics and the submission of respective conclusions to the National Assembly.

The term of operation of an Ad-hoc committee on parliamentary ethics is up to two months, which may, by the committee's proposal and resolution

of the National Assembly, be prolonged for a period of up to one month in order to finalize the discussion of the issue.

Prior to the establishment of the Ad-hoc committee on parliamentary ethics, applications on issues of parliamentary ethics are studied by a competent expert (specialist) of the Staff who presents a conclusion to the factions within a two-week period, and provides professional support to the activities of the committee once the latter is established. The competent expert (specialist) of the Staff is employed and dismissed in compliance with the legislation on public service in the National Assembly staff.

6.

OATH OF THE NEWLY ELECTED DEPUTY OF THE NATIONAL ASSEMBLY AND THE FIRST SESSION AGENDA

The sittings of the first session of the newly elected National Assembly are opened and chaired by the oldest Deputy, until the Chairperson of the National Assembly is elected. The President of the Republic and the Catholicos of All Armenians have the right to deliver a welcome speech on the occasion of the opening of the first session.

After the welcome speeches, the Deputies take an oath worded as follows: "To achieve the national goals and to strengthen and develop our homeland, I swear to fulfill in good faith the obligations I have before the nation, adhere to the Constitution and laws of the Republic of Armenia, contribute to the sovereignty and protection of interests of the Republic of Armenia, to do everything to maintain civil solidarity and protect the national and universal values."

In case of missing the sitting, or joining the National Assembly later, a deputy takes the oath at the first National Assembly sitting they take part in.

Immediately after it the newly elected parliamentarians move on to addressing the issues of the NA's first session agenda which are crucial for ensuring the activities of the National Assembly: These issues include: establishment of the Counting Commission, election of the Chairperson of the National Assembly, elections of three Deputy Chairpersons of the National Assembly, establishment of Standing Committees, elections of the Chairpersons of Standing Committees; by proposal of the Government, debate on a draft law amending the structure of the Government, approval of the Government's program.

Everyday sittings are held until the discussion of the election of chairpersons of standing committees is finalized. As to the Government's program, within 24 hours after it is submitted to the National Assembly, the Chairperson of the National Assembly announces the date and time of the sitting for the discussion of the issue. The first session is closed by the concluding speech of the Chairperson of the National Assembly and an announcement on the date of convocation of the next session.

7.

STATUS (MANDATE COMPATIBILITY) OF THE NATIONAL ASSEMBLY DEPUTY

A deputy of the National Assembly may not hold any position not related to their status within other state or local self-government bodies, or any position within commercial organisations, engage in entrepreneurial activities or perform other paid work, except for scientific, educational and creative work.

Within one month upon receiving the deputy mandate, the deputy must cancel the state registration of individual entrepreneur, hand over the share in commercial organizations or their authorized capital completely to trust management, quit positions in the commercial organizations, public or local government bodies and any other paid job, except for scientific, educational and creative work.

The payment to a deputy for scientific, educational and creative work may not exceed the reasonable amount, i.e. the amount which would be claimed for a similar activity by a person who has similar skills but no deputy mandate.

8.

IMMUNITY OF THE NATIONAL ASSEMBLY DEPUTY

Criminal prosecution may be initiated against a deputy only upon the consent of the National Assembly. Prosecutor General submits a petition to the Chairperson of the National Assembly on giving consent to initiate criminal prosecution against a deputy or deprivation of their liberty. The Chairperson of the National Assembly immediately notifies the deputy indicated in the petition, and, if that is not possible, takes the floor with a statement. The draft resolution of the National Assembly on giving consent to initiate criminal prosecution against a deputy or depriving them of their liberty is attached to the petition. In case of unexcused absence of the deputy indicated in the petition from a sitting of the National Assembly the issue is discussed without their participation.

The resolution of the National Assembly on giving consent to initiate criminal prosecution against a deputy or depriving them of their liberty is adopted through a secret ballot.

9.

RIGHTS AND DUTIES OF THE NATIONAL ASSEMBLY DEPUTY

A deputy has the right to:

1. take the floor with a legislative initiative;
2. submit draft resolutions, statements and addresses of the National Assembly;
3. deliver speeches, ask questions and make proposals at the sittings of the National Assembly and its committees and working groups, as well as at the parliamentary hearings;
4. address written questions to the Government;
5. address verbal questions to the Government members;
6. hold offices conditioned by their status;
7. be included in the composition of a working group of a standing or an Ad-hoc committee;
8. be included in the composition of a sub-committee established by their relevant committee;
9. leave the faction;
10. familiarize oneself with any document addressed to the National Assembly, their faction or committee, except for private or personal materials, as well as information containing state or official secrets whereof the deputy is not entitled to be aware;
11. address inquiries and proposals to the state and local self-government bodies and public officials;
12. have two assistants; one of which works on a paid basis, and the other on a voluntary basis.

A deputy is obliged to:

1. be included in the composition of one standing committee, except for the Chairperson of the National Assembly and their deputies, as well as the heads of the factions who may not be included in a committee.
2. participate in the sittings of the National Assembly, as well as the committees and the working groups of which they are a member;
3. participate in the parliamentary hearings held by the committees of the National Assembly, of which they are a member;
4. maintain the rules of parliamentary ethics;
5. ensure the implementation of the requirements of incompatibility of the deputy mandates;
6. organize the reception of citizens, as well as, within their powers, respond to the citizens' written proposals by the procedure established by the law;
7. follow the security rules operating in the area of the residence and the building of the National Assembly.

10. DEPUTY'S RIGHT TO PROPOSE A LEGISLATIVE INITIATIVE

Deputies, factions and the Government have the right to propose a legislative initiative. A legislative initiative is exercised through the submission of a draft law or package of drafts to the National Assembly for debate. The provisions established by the RA NA Rules of Procedure for the draft law also apply to a package of drafts.

During the discussion of the bill the deputy, as the author of the legislative initiative, has the right to take the floor as the main speaker, deliver a speech and answer the questions. As the author of the legislative initiative, the deputy is authorized to:

- adopt or reject the proposals regarding the draft law;
- amend the bill;
- withdraw the bill at any moment;
- in case of co-authorship, leave the group of the initiative co-authors.

The procedure for the withdrawal of the draft, as well as leaving the group of the initiative co-authors, is established by the RA NA Rules of Procedure.

11. PARLIAMENTARY OVERSIGHT

A deputy included in the standing committees may participate in the discussion of the subject of parliamentary oversight within the jurisdiction of the committee, as well as in defining the actions to be taken in this regard and drafting of the conclusion of the committee based on the oversight results.

Deputies have the right to address **written questions** to the members of the Government.

Within three weeks from the moment of receiving the question, the Prime Minister or, on their assignment, the relevant member of the Government answers the question in written form.

Procedures for sending written questions, as well as providing answers to a deputy are established by the RA National Assembly Work Procedure. Answers to the written questions are published on the official website of the National Assembly.

Deputies have the right to address **verbal questions** to the members of the Government at the last main meeting of each regular sitting on Wednesdays.

Each question should relate to an area of jurisdiction reserved to one member of the Government.

The sitting is concluded once the question of the last registered deputy has been answered.

INTERPELLATIONS

Since the factions have the right to address the members of the Government with written interpellations, therefore, the deputies of the factions may initiate interpellations on behalf of the factions.

12. REGISTRATION OF THE DEPUTY AT THE NATIONAL ASSEMBLY SITTING, THE RIGHT TO ASK QUESTIONS AND DELIVER SPEECHES

The deputy of the National Assembly has the right to deliver a speech, ask questions and make proposals at the sittings of the National Assembly committees, working groups, as well as parliamentary hearings.

The registration of deputies at the sitting of the National Assembly is performed in 10 seconds through the electronic system. The number of registered deputies is constantly shown on the display panel. The main speakers and co-presenters of the debated issue take the floor by the statement of the sitting chair.

The registration of deputies for addressing questions at the National Assembly sitting is performed after each report and also, in cases established by the Rules of Procedure, after each speech. The main speakers and co-presenters, as well as those who take the floor answer the questions from the rostrum.

The registration for addressing questions is performed through the electronic system in 10 seconds and is shown on the display panel. In case the electronic system fails, the registration for the questions is performed by the officer presiding at the sitting, based on deputies' requests.

The deputies ask questions through the microphones provided to them, following the registration sequence and the statement of the officer presiding at the sitting, which simultaneously specifies the name and surname of the next person to ask a question.

During the exchange of the opinions the deputies take the floor according to the registration sequence, while the invited persons follow the sequence specified by the sitting chair. The succession of speeches of the factions

representatives is determined by the number of their members, from smallest to largest. During the exchange of the opinions the speakers take the floor from the rostrum, by the statement of the officer presiding at the sitting, which simultaneously specifies the name and surname of the next speaker.

13. FOREIGN RELATIONS

The National Assembly may sign an inter-parliamentary agreement with the legislative or higher representative body of another country, which regulates friendship and cooperation, exchange of experience, mutual assistance, establishment of parliamentary friendship groups, exchange of delegations and other relations.

The inter-parliamentary agreement is signed by the Chairperson of the National Assembly, with consent of the Council.

The Chairperson, the Deputy Chairpersons, factions and standing committees of the National Assembly may propose the initiative of signing an inter-parliamentary agreement or establishing a parliamentary friendship group. The initiative is discussed in the competent standing committee and submitted to the Chairperson of the National Assembly within a ten-day period.

The National Assembly Council:

1. gives its consent to sign an inter-parliamentary agreement;
2. approves the composition of the National Assembly delegations in the international parliamentary organizations, inter-parliamentary committees, and the procedures for their establishment and activity;
3. establishes and dissolves friendship groups of the National Assembly, as well as approves their composition and order of activities.

According to the order prescribed by the Rules of Procedure, a faction has the right:

1. to nominate its member to be included in the composition of the delegation of the National Assembly or another official delegation in an international parliamentary organization, as well as inter-parliamentary commission,
2. to nominate its member to be included in a National Assembly friendship group.

Deputies, parliamentary delegations and friendship groups traveling to a foreign country for a business trip should, within ten days upon their return:

1. submit a written report to the Chairperson of the National Assembly, which is sent to the authorized standing committee,
2. hold a briefing or a press conference.

The authorized standing committee, within a month after the end of each regular session, summarizes and submits to the Council a statement on the inter-parliamentary relations, which includes information on the progress of the implementation of inter-parliamentary agreements, as well as information about the work of parliamentary delegations and friendship groups.

INTER-PARLIAMENTARY AGREEMENTS SIGNED BY THE NATIONAL ASSEMBLY OF THE REPUBLIC OF ARMENIA

1. Agreement on Inter-parliamentary Cooperation between the National Assembly of the Republic of Armenia and Georgia (*signed in Tbilisi on May 1, 1998*).
2. Agreement on Inter-parliamentary Cooperation between the National Assembly of the Republic of Armenia and the Assembly of People's Representatives of Jogorku Kenesh of the Kyrgyz Republic (*signed in Yerevan on March 6, 1997*).
3. Agreement on Cooperation between the National Assembly of the Republic of Armenia and the National Assembly of the Republic of Nagorno Karabakh (*signed in Stepanakert on May 15, 1998*).
4. Protocol of Agreement on Cooperation Between the Supreme Council of the Republic of Armenia and the National Assembly of the Republic of France (*signed in Paris on March 9, 1995*).
5. Agreement on Cooperation Between the Supreme Council of the Republic of Armenia and the Parliament of the Republic of Lebanon (*signed in Beirut in December 1993*).

6. Agreement on Cooperation Between the Supreme Council of the Republic of Armenia and the People's Council of the Syrian Arab Republic (*signed in Damascus in December 1993*).
7. Agreement on Cooperation between the National Assembly of the Republic of Armenia and the People's Assembly of the Arab Republic of Egypt (*signed in Cairo on May 4, 1997*).
8. Agreement on Inter-parliamentary Cooperation between the National Assembly of the Republic of Armenia and the Federal Assembly of the Russian Federation (*signed in Moscow on February 18, 1998*).
9. Agreement on Cooperation between the National Assembly of the Republic of Armenia and the House of Representatives of the Republic of Cyprus (*signed in Nicosia on December 9, 2003*).

INTER-PARLIAMENTARY COMMITTEES

1. Inter-parliamentary Committee on Cooperation between the National Assembly of the Republic of Armenia and National Assembly of Artsakh Republic
2. Inter-parliamentary Committee on Cooperation between the National Assembly of the Republic of Armenia and National Assembly of the Republic of Belarus
3. Inter-parliamentary Committee on Cooperation between the National Assembly of the Republic of Armenia and the House of Representatives of the Republic of Cyprus
4. Inter-parliamentary Committee on Cooperation between the National Assembly of the Republic of Armenia and Federal Assembly of the Russian Federation

INTERNATIONAL PARLIAMENTARY ORGANIZATIONS

- 1.** Inter-parliamentary Assembly of the Member States of the Commonwealth of Independent States (CIS)
- 2.** Euronest Parliamentary Assembly of the Eastern Partnership
- 3.** Parliamentary Assembly of the Organization for Security and Cooperation in Europe (PA OSCE)
- 4.** Parliamentary Assembly of the Council of Europe (PACE)
- 5.** EU-Armenia Parliamentary Partnership Committee
- 6.** Parliamentary Assembly of the Collective Security Treaty Organization (PA CSTO)
- 7.** Inter-Parliamentary Union
- 8.** Parliamentary Assembly of the NATO
- 9.** Inter-Parliamentary Assembly on Orthodoxy
- 10.** Parliamentary Assembly of the Black Sea Economic Cooperation
- 11.** Parliamentary Assembly of the Francophonie

FRIENDSHIP GROUPS OF THE NATIONAL ASSEMBLY OF THE REPUBLIC OF ARMENIA

- 12.** Friendship Group Armenia-USA
- 13.** Friendship Group Armenia-Australia
- 14.** Friendship Group Armenia-Austria
- 15.** Friendship Group Armenia-United Arab Emirates
- 16.** Friendship Group Armenia-Argentina, Armenia-Uruguay
- 17.** Friendship Group Armenia-Bahrain
- 18.** Friendship Group Armenia-Belgium

- 19.** Friendship Group Armenia-Bulgaria
- 20.** Friendship Group Armenia-Brazil
- 21.** Friendship Group Armenia-Germany
- 22.** Friendship Group Armenia-Egypt
- 23.** Friendship Group Armenia-Thailand
- 24.** Friendship Group Armenia-Turkmenistan
- 25.** Friendship Group Armenia-Indonesia
- 26.** Friendship Group Armenia-Ireland
- 27.** Friendship Group Armenia-Iceland
- 28.** Friendship Group Armenia-Spain
- 29.** Friendship Group Armenia-Israel
- 30.** Friendship Group Armenia-Italy
- 31.** Friendship Group Armenia-Iran
- 32.** Friendship Group Armenia-Iraq
- 33.** Friendship Group Armenia-Latvia, Lithuania, Estonia
- 34.** Friendship Group Armenia-Poland
- 35.** Friendship Group Armenia-Lebanon
- 36.** Friendship Group Armenia-Luxembourg
- 37.** Friendship Group Armenia-Croatia
- 38.** Friendship Group Armenia-Canada
- 39.** Friendship Group Armenia-Korea (Republic of Korea)
- 40.** Friendship Group Armenia-Cuba
- 41.** Friendship Group Armenia-India
- 42.** Friendship Group Armenia-Jordan
- 43.** Friendship Group Armenia-Greece

44. Friendship Group Armenia-Kazakhstan
45. Friendship Group Armenia-Kyrgyzstan
46. Friendship Group Armenia-Japan
47. Friendship Group Armenia-Malta
48. Friendship Group Armenia-Great Britain
49. Friendship Group Armenia-Mexico
50. Friendship Group Armenia-Moldova
51. Friendship Group Armenia-Mongolia
52. Friendship Group Armenia-Sweden
53. Friendship Group Armenia-Switzerland
54. Friendship Group Armenia-Ukraine
55. Friendship Group Armenia-Czech Republic
56. Friendship Group Armenia-Chile
57. Friendship Group Armenia-China
58. Friendship Group Armenia-Portugal
59. Friendship Group Armenia-Romania
60. Friendship Group Armenia-Serbia
61. Friendship Group Armenia-Syria
62. Friendship Group Armenia-Slovakia
63. Friendship Group Armenia-Slovenia
64. Friendship Group Armenia-Vietnam
65. Friendship Group Armenia-Georgia
66. Friendship Group Armenia-Tajikistan
67. Friendship Group Armenia-Kuwait
68. Friendship Group Armenia-Philippines

69. Friendship Group Armenia-Finland, Norway

70. Friendship Group Armenia-France

BUSINESS TRIPS OF DEPUTIES TO FOREIGN COUNTRIES

Deputies, parliamentary delegations and friendship groups traveling to a foreign country for a business trip should, within ten days upon their return:

- 1.** submit a written report to the Chairperson of the National Assembly, which is sent to the authorized standing committee,
- 2.** hold a briefing or a press conference.

The authorized standing committee, within a month after the end of each regular session, summarizes and submits to the Council a statement on the inter-parliamentary relations, which includes information on the progress of the implementation of inter-parliamentary agreements, as well as information about the work of parliamentary delegations and friendship groups.

14. CONFLICT OF INTEREST OF THE NATIONAL ASSEMBLY DEPUTY

The conflict of interest occurs in a situation when a deputy, while exercising their constitutional or legislative powers, should perform an action or make a decision which may be reasonably interpreted as guidance by their own personal interests or those of persons interrelated with them. Also, a deputy should be aware that the corresponding action causes or contributes to, or may reasonably cause or contribute to the improvement of property or legal situation of oneself or persons interrelated with oneself, etc. In these cases, however, a deputy is not obliged to abstain from exercising their powers, but should rather make a statement on the conflict of interest prior to performing the respective action.

At the same time, there is no conflict of interest if the corresponding action:

1. is performed on behalf of the National Assembly Committee or factions,
2. is related to the activities of public and local government bodies, state or municipal non-commercial organizations, institutions or their officials,
3. is universally applicable and addresses wide strata of the society so that it cannot reasonably be interpreted as guidance by the deputy's own personal interests or those of persons interrelated with the deputy,
4. is related to the amount of remuneration of the deputy, compensation of expenses related to their activities, benefits or other guarantees of their activity.

15. RIGHT OF RECEPTION OF THE NATIONAL ASSEMBLY DEPUTY

Deputies may receive other guests with one-off entry pass specified for ensuring the proper access regime of the National Assembly. Entry (exit) is allowed from 9 a.m. to 6 p.m. on working days, from the **checkpoint No. 2** on Baghramyan avenue, through special inspection equipment with one-off entry pass, application, lists and letters. In order to get a one-off entry pass, visitors should present their identity documents.

In order to get a one-off entry pass, visitors should fill in an application specifying the date and time of the visit, name, surname of the invited person and the office they are going to visit. The application is handed to the State Protection Service checkpoint (1st building of the National Assembly, 1st floor, room 101); then the information specified in the application is further transferred to the **checkpoint No. 2** for issuing the pass. The application is handed to the protection service checkpoint personally by the applicant or their assistant (clerk), from 9 a.m. to 5:50 p.m. Visitors with one-off entry passes are provided with multi-coloured badges at the **checkpoint No. 2** on Baghramyan avenue for each floor of the National Assembly building which the visitors should bear on the right or left visible part of their chest, and return upon leaving the **checkpoint No. 2**.

The identity document of the visitor with a one-off entry pass is handed to the checkpoint's protection service officer and is given back once the badge and the entry pass are returned when the visitor leaves the checkpoint. After 7 p.m. on working days the identity documents of visitors who entered the premises through the **checkpoint No. 2** on Baghramyan avenue are handed over to the checkpoint No. 3 on Baghramyan avenue where the visitors leaving the premises can pick them.

The deputy signs the visitor's pass before the latter leaves the National Assembly building.

Study visits to the National Assembly residence can be organized to ensure publicity of the legislative body's activity, and provide public access to the residence (administrative building) as a historical and cultural monument of the city of Yerevan.

As a rule, the visits can be organized for students of educational institutions and staff of other organizations based on written applications submitted by the heads of the respective organizations. These applications should be addressed to the chairperson of the National Assembly at least one month prior to the planned visit of the applicant, and should include information about the purpose and tentative date of the visit. Also, the total list of visitors along with their personal data (name, surname, date of birth) and name of the visitor group leader, as well as telephone number and email address should necessarily be enclosed with the application. Visit can last no longer than two hours.

16. GROUNDS FOR DISCONTINUATION AND TERMINATION OF POWERS OF A DEPUTY

The powers of a Deputy discontinue if:

1. the term of powers of the National Assembly has expired,
2. they have lost citizenship of the Republic of Armenia,
3. they have acquired citizenship of another state,
4. the verdict on sentencing them to imprisonment has come into force,
5. the court verdict on declaring them legal incapable, as missing or dead has come into force,
6. they have resigned.

Grounds for the termination of a deputy's powers include:

1. unexcused absence from at least half of the votings during each calendar semester,
2. violation of the constitutional requirement regarding the incompatibility of the deputy mandate.

17.

NATIONAL ASSEMBLY STAFF (STRUCTURE AND FUNCTIONS OF RESPECTIVE SUBDIVISIONS)

The Staff of the National Assembly carries out specialized expertise with regard to formulation of drafts or other documents submitted for discussion and presents a conclusion, provides specialized consultancy, prepares draft agendas for NA sessions and sittings, organizes and performs research and analytical works involving, if necessary, relevant specialized organizations and experts, implements the logistical and financial provision on the National Assembly and its bodies.

Chief of Staff, Secretary General - Tigran Galstyan

Tel.: (+374-10) 529695, (+374-11) 513265

e-mail: staff@parliament.am

Deputy Chief of Staff - Samvel Meliksetyan

Tel.: (+374-11) 513641

Deputy Chief of Staff - Lilit Minasyan

Tel.: (+374-11) 513645

e-mail: lilit.minasyan@parliament.am

Deputy Chief of Staff - Lilya Sirakanyan

Tel.: (+374-10) 513410

e-mail: lilit.sirakanyan@parliament.am

STRUCTURAL SUBDIVISIONS

Structural subdivisions of the staff include the **secretariat, department, unit,** and **office.**

SECRETARIAT

Head of Secretariat Tatul Soghomonyan

Tel.: (+374-10) 520515, (+374-11) 513449

e-mail: tatul.soghomonyan@parliament.am

The Secretariat ensures the effective organisation of document circulation and application of uniform paperwork procedure, assistance to the National Assembly sittings; it also registers, formulates and distributes to respective recipients the written questions, interpellations of the MPs addressed to the RA Government, as well as the answers to the interpellations and other official letters, in compliance with the established procedure.

The Secretariat also ensures compilation of statements about the deputies' participation in the NA sittings and votings at the end of each month and each session and their provision to the NA Chairperson, as well as the maintenance of the official website of the National Assembly (www.parliament.am).

Divisions:

- *Protocol Division,*
- *Shorthand Division,*
- *Session Support Division,*
- *National Assembly's Official Website Maintenance Division.*

DEPARTMENTS

Department for Legal Expertise

Head of department: Garegin Petrosyan

Tel.: (+374-11) 513217
e-mail: legal@parliament.am

The Department for Legal Expertise implements the legal expertise of the draft amendments to the RA Constitution, laws, NA decisions, decisions, addresses and statements of the Council that are submitted to the NA for discussion, and prepares relevant conclusions. It submits the necessary legal analytical and information materials to the National Assembly bodies; provides its conclusions to the Standing Committees of the National Assembly, and offers the deputies relevant consultancy with regard to the drafts that underwent expertise.

Divisions:

- *Legislative Expertise Division,*
- *Legal Provision Division.:*

Department for Economic Expertise

Head of Department: Arthur Tamazyan

Tel.: (+374-11) 513668
e-mail: atamazyan@parliament.am

The Department for Economic Enterprise carries out economic expertise of draft socio-economic (if necessary, related to other spheres as well) legal acts submitted to the National Assembly for discussion, and prepare relevant conclusions on them. The Department presents its conclusions in the Standing Committees of the National Assembly, offering the deputies

relevant consultancy with regard to the drafts that underwent expertise.

Among other functions, it prepares and submits statements on the reports on the implementation of the RA state budget, as well as with regard to activity programs and reports of the functionally independent RA state bodies.

Divisions:

- *Division for Economic Expertise,*
- *Division for Social Expertise.:*

Information and Analytical Department

Acting head of department: Fatma Khachatryan

Tel.: (+374-10) 521309, (+374-11) 513295

e-mail: library@parliament.am, fatma@parliament.am

The information and analytical department provides the National Assembly bodies and staff with the necessary information. It examines the demand for information, and, based on it, searches, coordinates and provides relevant information, documents, other states' legal acts, research and analytical materials. Using various databases, the Department carries out search, research and analytical work in order to assist the National Assembly in performing its legislative, oversight and representative functions. Basing on the international expertise, it develops statements on different subjects; organizes the work of the NA library, ensures the delivery of quality services for library users, organizes and manages the archive of the National Assembly.

Divisions:

- *Research and analytical division,*
- *Library and archive division.*

Human Resources Management Department

Head of department: Shushanik Shushanyan

Tel.: (+374-11) 513283

Human Resources Management Department implements the preparation, management, record and maintenance of the personal files of officials appointed by the orders of the Chairperson of the National Assembly and the Chief of Staff, and manages the staff record and personal files of the National Assembly Deputies and officials elected (appointed) by the National Assembly. It also ensures the preparation and record of orders of the NA Chairperson and the Chief of Staff, the staff list and necessary statements, maintenance of personal files, arrangement of business trips and holidays, preparation and record of service certificates, temporary and annual entrance passes, approval of the working hours calculation statements.

Divisions:

- *Division for Contest and Attestation Organization,*
- *Division for Personal Files Maintenance.*

Information and Public Relations Department

Head of department:

Tel.: (+374-10) 527400, (+374-11) 513210

e-mail: press@parliament.am

The Information and Public Relations Department informs the public about the activities of the National Assembly through mass media outlets, ensuring publicity of the NA activities and cooperation with the mass media representatives, as well as providing for the accreditation of the mass media representatives.

It compiles the daily media overview including the Armenian media, and searches the net to examine the materials of foreign papers and news agencies. Based on this information, the Department prepares daily media overviews, submits them to the Chief of Staff and publishes them in the intranet section of the official website of the National Assembly.

The Department also provides the preparation of the Parliamentary Week TV program, along with the recording of statements of the NA deputies to be broadcast by the Public TV and Radio Company, and preparation for broadcasting.

Divisions:

- *Information Division,*
- *Media Liaison Division.*

Department of Foreign Relations

Head of department: Arman Israelian

Tel.: (+374-11) 513276

The Department of Foreign Relations provides the delegations of the National Assembly with the necessary information and analytical materials, ensuring the implementation of the work of the secretariats of delegations in order to promote productive activity in the international parliamentary organizations. It studies the experience of the activities of international and parliamentary organizations, provides the implementation of work of the secretariats of friendship groups and inter-parliamentary committees of the National Assembly, prepares bilateral visits of parliamentary delegations, as well as international conferences and seminars related to the parliamentary activities, conducting analytical work in the foreign relations area.

Divisions:

- *Inter-parliamentary Relations and European Integration Division,*
- *International Organizations Division:*

Protocol department

Head of department: Artak Hovhannisyan

Tel.: (+374-10) 521831, (+374-11) 513251

e-mail: protocol@parliament.am

The Protocol Department ensures the implementation of the requirements of the key provisions of the RA State Protocol with regard to the RA National Assembly. In particular, it holds the protocol events related to the visits of the foreign parliamentary leaders, official delegations, international organizations, visits headed by special representatives and their accompanying persons to the National Assembly. At the same time, the Department carries out the preparation work for the business trips of the National Assembly Deputies and passport service of the National Assembly delegations.

Divisions:

- *Passport Service Division,*
- *Visits and Receptions Organization Division.:*

Financial Department

Head of department: Artashes Bakhshyan

Tel.: (+374-10) 525471, (+374-11) 513633

e-mail: artashes.bakhshyan@parliament.am

The Financial Department ensures economic use of allocations for the current year, oversees the use of the National Assembly property and its transfer, material and financial resources. It ensures fulfillment of the obligations of the National Assembly

with regard to taxes, duties and other mandatory payments, provides funding for the planned events and timely payment of debts to suppliers and banks. In compliance with the RA Law on Remuneration of Persons Holding Public Positions, the Department performs the calculation and registration of wage rates for public servants, keeps record and summarizes the actual expenses incurred by the National Assembly, as well as prepares the balance sheet, accounting and financial reports of the National Assembly, preparing and submitting to relevant parties the applications for funding the NA maintenance costs.

Divisions:

- *Accountancy Division,*
- *Planning and Reporting Division,,*
- *Procurement Organization Division.*

Department for Logistical Support

Head of department: Nelson Stepanyan

Tel.: (+374-11) 513371

e-mail: gk@parliament.am

The Department for Logistical Support provides for the maintenance, renovation, current and major construction of the administrative buildings and adjacent territories, vehicle and transport service. It ensures the provision of financial, economic, logistical and transportation arrangements for the National Assembly's sittings, parliamentary hearings and other official and protocol events. Other functions of the Department include the provision of smooth operation of the telecommunication systems, computer and TV networks, as well as hardware and software of the National Assembly, and the implementation of relevant design, construction, expansion, modernization and repair works.

Divisions:

- *Supply Division,*
- *Maintenance and Service Division,*
- *Communications Systems Service Division,*
- *Vehicle and Transport Division.:*

DIVISIONS

First Division

Head of division: Ashot Galstyan

Tel.: (+374-11) 513465
e-mail: ashot.galstyan@parliament.am

The First Division ensures the provision of confidentiality regime in the National Assembly and record of employees entitled to access state secret information, and provides arrangements of respective permits for the staff not entitled to secret information.

Internal Audit Division

Head of Division: Aram Shakaryan

Tel.: (+374-11) 513378
e-mail: ashakaryan@parliament.am

The Internal Audit Division organizes and performs internal audit of the structural subdivisions, institutions and organizations of the staff, as well as carries out the compliance assessment of the activities according to the requirements of the RA legislation. The Department performs audit of all functions related to the financial management and oversight of the staff activities. Also, it implements the assessment of the internal staff oversight system and other functions prescribed by the RA Law on Internal Audit.

Legal Service Division

Head of division: Karen Movsisyan

e-mail: karen.movsisyan@parliament.am

The Legal Service Division provides legal support for the activities of the National Assembly Chairperson and the Staff; on the instruction of the Chairperson or the Chief of Staff, Secretary General of the National Assembly, it prepares draft legal documents related to the protection of interests of the National Assembly or the Staff in the courts of the Republic of Armenia, and ensures representation in the courts. The Division studies and prepares draft answers to notes, letters and proposals addressed to the Chairperson of the National Assembly or the Chief of Staff, Secretary General, draft legal acts related to the Staff activities, and provides legal consultation regarding the issues raised.

Citizen Reception and Letters Division

Tel.: [\(+374-11\) 513614](tel:+37411513614)

The Citizen Reception and Letters Division accepts, studies, analyzes, summarizes, registers and drafts answers to the letters addressed to the National Assembly. Among other functions, the Division organizes the reception of citizens by the Chairperson, Deputy Chairpersons, Standing Committees and the Chief of Staff, Secretary General of the National Assembly, compiles semi-annual and annual reports on the letters and reception of citizens and submits them to the leadership of the National Assembly Staff.

General Division

Tel.: (+374-11) 513259, (374-11) 513404

The General Division provides unclassified document services to the bodies of the National Assembly and the Staff; ensures effective organisation of document circulation and application of uniform paperwork procedure, and develops and submits proposals for improving the paperwork, exercises control over the deadlines for the execution of the incoming documents. The Division receives, registers and transfers to the bodies and the Staff of the National Assembly the draft laws of the Republic of Armenia and resolutions of the National Assembly, international treaties and received official letters, as well as proposals, appeals from the citizens. Among other functions, it publishes statistical data on the citizens' letters addressed to the National Assembly and provides archiving of completed correspondence.

OFFICES

Office of the Chairperson of RA National Assembly

Office of the Deputy Chairperson of RA National Assembly
Lena Nazaryan

Office of the Deputy Chairperson of RA National Assembly
Alen Simonyan

Office of the Deputy Chairperson of RA National Assembly
Vahe Enfiayyan

Budget Office of the National Assembly

18. NATIONAL ASSEMBLY COUNCIL

The National Assembly Council consists of the Chairperson of the National Assembly, their three deputies, one representative of each faction and the Chairpersons of the Standing Committees.

The National Assembly Council:

- approves draft agendas of the regular sessions and sittings of the National Assembly,
- establishes the sequence of debate of the agenda issues of the regular sittings of the National Assembly,
- establishes the schedule of days for convening regular sittings of the standing and ad-hoc committees,
- may adopt a resolution determining the duration of the debate of an issue from one to six hours at a regular sitting of the National Assembly,
- may submit a draft resolution to the National Assembly for a debate on holding an extra sitting during the regular sittings of the National Assembly,
- applies to the Constitutional Court for the discontinuation of the Deputy's powers in a case as prescribed in paragraph 6 of the Article 168 of the Constitution,
- establishes the model work procedures of the committees of the National Assembly,
- ratifies the structure and statute of the Staff,
- approves the work procedure of the Budget Office by the proposal of a competent standing committee, the procedures for the conditions of the term of office, election (appointment) of the experts, as well as the procedures of disciplinary liability of the Budget Office experts,

- approves the order of accreditation of journalists in the National Assembly, as well as procedures for holding press conferences and briefings at the National Assembly residence,
- approves the description and the awarding procedure of the Medal of Honor of the National Assembly of the Republic of Armenia, the Certificate of Honor of the National Assembly of the Republic of Armenia, the Certificate of Commendation of the Chairperson of the National Assembly of the Republic of Armenia, the Commemorative Medal of the Chairperson of the National Assembly of the Republic of Armenia, and the Souvenir of the Chairperson of the National Assembly of the Republic of Armenia,
- approves the description of the "Deputy of the National Assembly" Badge,
- approves the schedule for the preliminary discussions of the draft state budget in the standing committees and their joint sittings, submission of proposals and introduction of amendments by the Government,
- approves the schedule of preliminary discussions of the annual budget report in the standing committees,
- gives its consent for signing an inter-parliamentary agreement,
- approves the composition of the delegations of the National Assembly in international parliamentary organizations, inter-parliamentary committees, and the procedures for their formation and activity,
- establishes and dissolves friendship groups of the National Assembly, as well as approves their composition and procedure of activities,
- establishes the terms of the sittings envisaged in paragraphs 3 and 5 of part 3 of the Article 40 of the Rules of Procedure, as well as competition for the "Parliamentary Week" TV program broadcast.

Regular sittings of the Council, as a rule, are convened on Mondays of the week of regular sittings of the regular session of the National Assembly, at the time specified by the Chairperson of the National Assembly. Extraordinary sittings of the Council are convened by the Chairperson of the National

Assembly by their own initiative or by the initiative of at least one fourth of the total number of the Council members. The agenda and the timeframe of an extraordinary sitting are established by the initiator.

Council sittings are public. Resolutions of the Council are adopted by the majority of votes of the total number of the Council members. The voting on each issue is held immediately after the debate of the issue. The Council member may vote for, against or abstain from voting.

19. LIST OF NECESSARY LEGAL DOCUMENTS

1. **RA constitutional amendments**, December 6, 2015.
2. Constitutional Law of the Republic of Armenia on the **Rules of Procedure of the National Assembly** No.HO9N, December 16, 2016.
3. Resolution of the National Assembly of the Republic of Armenia on **Approval of the Work Procedure of the National Assembly of the Republic of Armenia** No.AZHVO267N, December 16, 2016.
4. Law of the Republic of Armenia on **Guarantees of Activities of the Deputy of the National Assembly of the Republic of Armenia** No.HO-20N, December 16, 2016.
5. Resolution of the Chairperson of the National Assembly of the Republic of Armenia on **Approval of the security rules in the territory and building of the residence of the National Assembly of the Republic of Armenia** No.NO055N, May 31, 2016.
6. Resolution No. 1 of the Council of the National Assembly of the Republic of Armenia on **Approval of the Work Procedure of the National Assembly Council of the Republic of Armenia**, May 26, 2017.
7. Order No. K-28-A of the Chairperson of the RA National Assembly on the **procedure for organization of study visits to the residence of the National Assembly of the Republic of Armenia**.
8. Resolution of the RA Government No.2335-N dated December 29, 2005 on **approval of the procedures and amounts of the minimum and maximum payments for compensation of business trip expenses of the staff leaving on a business trip, financial compensation of transportation costs for leaving the Republic of Armenia for a foreign country, or returning to the Republic of Armenia from a foreign country, as well as rent of residence in a foreign country for military servants of the Defense Ministry system of the Republic of Armenia sent to foreign**

countries for study or service and their family members, diplomats leaving to serve in a diplomatic mission in a foreign country and their family members.





This Guide has been developed to support you as a newly elected deputy, representative of the legislative body of the Republic of Armenia and assist in getting to know your constitutional and legal status in the National Assembly, along with the key elements of the National Assembly's work organization and activities. You can get any other information from the staff of the National Assembly; the contact information of relevant subdivisions is presented in this Guide.

This Guidebook has been developed within the framework of "Support to the RA National Assembly to Improve the Parliamentary Oversight and Communication with the Voters" project. The project is implemented by the International Center for Human Development non-governmental organization.



British Embassy
Yerevan



National Assembly of the
Republic of Armenia



International Center
for Human Development



UKaid
from the British people

**Good
Governance
Fund**

The project is implemented within the framework of
UK's Good Governance Fund, with support of the
British people