Annex:

Minister of Economy

№ Order 475-A

10 March, 2023

 Annex 1

Minister of Economy

Order N 646-A

 19.05.2015

PERSONAL STAFF

OF ACCREDITATION COUNCIL OF THE NATIONAL ACCREDITATION BODY

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| Narek Teryan | Deputy Minister of Economy |
| Ara Nazaryan  | Deputy Minister of Emergency Situations |
| Nune Bakunts | Deputy of NATIONAL CENTER FOR DISEASE CONTROL AND PREVENTION State Non-Commercial Organization (SNCO) (MINISTRY OF HEALTH OF THE REPUBLIC OF ARMENIA) |
| Ani Obosyan | Director of “National accreditation body” SNCO (secretary)  |
| Vladimir Hovsepyan | President of "Union of Technical Safety Specialists" NON-GOVERNMENTAL ORGANIZATION (NGO)  |
| Tatul Mkrtchyan  | Vice-Rector for Science of the Armenian State University of Economics |
| Elbak Elbakyan | Vice-rector of the National Polytechnic University of Armenia, Chief of Staff |
| Ruben Aslanyan  | Director of "TESTSVYAZ" LLC |
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| Mher Balayan | Director of "EF-DI-EY Laboratory" LLC |

Annex 2

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WORKING PROVISIONS OF THE ACCREDITATION COUNCIL OF THE NATIONAL ACCREDITATION BODY

I. GENERAL PROVISIONS

1. These working provisions regulate the work of the Accreditation Council (hereinafter Council)

2. The Council is regulated by the Law on Accreditation of the Republic of Armenia (hereinafter Law), other legal acts and the present rules.

3. The Council works on voluntary basis.

4. The Council is guided by the principles of legality, transparency, impartiality, and publicity.

5. The main purpose of the Council is to ensure impartiality of the activities of the National Accreditation Body (hereinafter NAB), to represent the interests of parties in matters of accreditation and counseling for the NAB.

6. Council establishment and functions are regulated by the Law.

II. MANAGEMENT OF THE COUNCIL

7. The Council is managed by the chairperson, who:

1) Coordinates the general activities of the Council;

2) Signs protocols of the Council meetings, its decisions and other appropriate documents, ensures the observance of the present rules.

8. The Secretary of the Council:

1) Prepares the Council meetings, informs the Council members on the dates and the agenda of Council meetings, and distributes documents as required;

2) Submits the materials related to issues on the agenda for the Council discussion;

3) Makes records on the Council meetings and prepares drafts of Council decisions based on the records;

4) Performs functions as assigned by the chairperson of the Council.

9. Members of the Council:

1) Ensure compliance to the requirements of the present rules, as well as the confidentiality of information obtained within the process of accreditation;

2) Are in good command of the legal regulations related to accreditation and appropriate documents;

3) Participate in the Council meetings;

4) Are eligible to speak, submit recommendations and express special opinions on issues discussed;

5) Sign protocols of the Council meetings.

III. ORDER OF THE COUNCIL ACTIVITIES

10. The works of the Council are organized by means of meetings.

11. Council meetings are summoned upon necessity, but not less than twice a year.

12. Council meeting is valid if at least two thirds of the constituent members participating in it.

13. The decisions of the Council meetings are made by simple majority of votes of the members participating in the session. In case of equal distribution of votes the chairperson’s voice is decisive.

14. The ongoing activities of the Council are coordinated by the chairperson of the Council.

15. The Council sessions are presided by the chairperson of the Council, or by one of the Council members appointed by the chairperson, in the absence of the latter.

16. The agenda of the Council meeting and all appropriate documents are distributed to the Council members at least 3 days prior to the meeting.

17. The discussion of issues included in the meeting agenda starts upon the approval of the agenda.

18. When appropriate (in cases of urgent matters) the Council decisions may be passed by casting written ballots by the members of the Council.

19. The Council member may be stripped off authorities prematurely based on a personal request or in circumstances, which make his or her further participation in the Council impossible (e.g. workload, etc.)

20. Three or more absences of the Council member without reasonable or appropriate justifications are deemed as grounds for replacement.

21. The Council member shall inform the Secretary of the Council on the impossibility of participation in the Council meeting at least 1 working day prior to the session and substantiate the absence with a reasonable explanation.