

**APPROVED**

**Scientific Council of the Educational  
Complex of the Police of the RA on  
17.07.2019 at Meeting N8**

**Chairman of the Scientific Council of  
the Educational Complex of the  
Police of the RA, major general of  
the police**

**M.A.BABAYAN**

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## **PROCEDURE**

### **ON IMPLEMENTING INFORMATIONAL-ANALYTICAL ACTIVITIES AND ACCOUNTABILITY AT THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA**

#### **I. GENERAL PROVISIONS**

1. This procedure defines the process of carrying out informational-analytical activities and accountability at the Educational Complex of the Police of the RA (hereinafter referred to as the Educational Complex), reporting departments, reporting periods, and requirements for the content of documentation on analysis of activities of the reporting department.
2. The purpose of this procedure is to regulate the informational-analytical activities carried out in the Educational Complex and to ensure the operation of a unified accountability mechanism in the Educational Complex.
3. The legal basis of this procedure are the RA Government Decision 1791-N on 09.11.2006 on re-organizing the "Police Academy of the Republic of Armenia" public institution and on approval of the statute of the "Educational Complex of the Police of the Republic of Armenia" state non-commercial organization and Decree 777-A on 15.03.2003 of the Chief of the Police of the RA "On approving the instruction on informational-analytical, organization of planning activities, holding of operative consultations, and control in the Police system of the RA".

#### **II. ACCOUNTABILITY PROCESS AT THE EDUCATIONAL COMPLEX**

1. The accountability process in the Educational Complex includes the step-by-step implementation of the following informational-analytical activities:

- 1) Analysis of their activities by the reporting departments of the Educational Complex during the reporting period and preparation of references about it;
  - 2) Developing a reference on the analysis of the activities of the Educational Complex during the reporting period on the basis of the references submitted by the reporting departments;
  - 3) Discussion of the outcomes of the activities of the Educational Complex during the operative consultation;
  - 4) Submitting the reference on the analysis of the activities of the Educational Complex to the Headquarters of the Police of the RA during the reporting period.
2. Each reporting department performs an analysis of its (including subordinate subdivisions) activities by operational areas in each reporting period and develops a reference on the analysis. The head of the department signs the reference and submits it to the Educational-Methodological and Development Department of the Educational Complex within three working days following the end of the reporting period.
3. The Educational-Methodological and Development Department of the Educational Complex compiles the references submitted by all reporting department, develops the reference on the analysis of the activities of the Educational Complex during the reporting period.
4. The results of the analysis of the activities of the Educational Complex during the reporting period are discussed in the Educational Complex during the operative consultation. As a result of the discussion, the shortcomings identified during the reporting period and their reasons, the factors hindering the objectives and operation of the departments of the Educational Complex, and the proposals submitted by the reporting departments are singled out. As a result of the operative consultation on the elimination of impediments and the causes of shortcomings, as well as the implementation of the presented proposals, administrative decisions are made; instructions are given; indicating those responsible; the deadlines for implementation; and the implementation indicators. The adopted administrative decisions and the given instructions are mentioned in the protocol of the operative consultation.
5. The reference on the analysis of the results of the activities of the Educational Complex during the reporting period is submitted in a written form by the Head of the Educational Complex to the Headquarters of the Police of the RA.
6. The reference submitted to the Headquarters of the Police of the RA must contain the following:
- 1) The general description of the activities carried out in the Educational Complex during the reporting period, according to the department and operational areas;

- 2) the proposals for the implementation of which administrative decision at the level of the leadership of the RA Police is necessary (if any).
7. References submitted by the reporting departments and the second copy of the reference on the analysis of the outcomes of the activities of the Educational Complex is kept in the Secretariat.
8. The reference on the analysis of the outcomes of the annual activities of the Educational Complex, except for the sections containing confidential information, is published on the official website of the Educational Complex.
9. The outcomes of the annual activities of the Educational Complex, including the process of implementation of the instructions given as a result of the operative consultations, the quality and the results, are also discussed at the meeting of the Board of the Educational Complex.

### **III. REPORTING DEPARTMENTS OF THE EDUCATIONAL COMPLEX AND THE REPORTING PERIODS**

1. Reporting departments of the Educational Complex are the following:
  - 1) Education-Methodological and Development Department
  - 2) Academy,
  - 3) College,
  - 4) Education Center
  - 5) Faculty of training and attestation,
  - 6) Human Resource Management Department,
  - 7) Department of Scientific Works
  - 8) Service Division
  - 9) Economic Department,
  - 10) Finance Department
  - 11) Education Quality Assurance Department
  - 12) Secretariat,
  - 13) Senior Law Consultant,
  - 14) Purchasing Group,
  - 15) Medical part,
  - 16) Police History Museum.
2. Reporting periods in the Educational Complex are the following: quarterly, half-year, nine-month and annual.

#### **IV. REQUIREMENTS FOR THE CONTENT OF THE REFERENCES ON THE ANALYSIS OF THE ACTIVITIES OF THE REPORTING DEPARTMENTS**

3. References on the analysis of the activities of the reporting departments during the reporting period should reflect the following:

- 1) General description of the activities carried out by the department during the reporting period, according to the departments and operational areas;
- 2) specific works planned by the department for the reporting period, which were not performed or were incompletely performed, as well as the reasons for non-performance or failure (if any);
- 3) the factors that generally hindered the normal implementation of the objectives and operations of the department (if any) during the reporting period;
- 4) Comparison of the main indicators of the department's activity with the indicators of the same period of the previous year, and the consequences arising as a result of the comparison (if possible, if expedient);
- 5) the specific proposals, which aim at the specific reasons hindering the implementation of the planned activities of the department; the elimination of specific factors hindering the normal operation of the department (if any);
- 6) the specific recommendations, which generally aim at increasing the efficiency of the department (if any).

#### **V. TRANSITIONAL PROVISIONS**

3. Changes and amendments to this procedure are made by the decision of the Scientific Council of the Educational Complex.