

**CHARTER
OF INTERNATIONAL COOPERATION AND INFORMATIVE TECHNOLOGIES DIVISION
OF EDUCATIONAL-METHODICAL AND DEVELOPMENT DEPARTMENT OF
EDUCATIONAL COMPLEX OF POLICE OF THE REPUBLIC OF ARMENIA**

I. General clauses

1. The given charter regulates main objectives, functions and issues related to the management of International cooperation and informative technologies (IT) division of Educational-methodical and development department of Educational Complex (hereinafter: Educational Complex) of Police of the Republic of Armenia (RA).
2. The division is a structural subdivision of Educational-methodical and development department of the Educational Complex, which provides international cooperation with police educational institutions of foreign countries, the study of international advanced experience, the investment of informative technologies (IT) to improve and modernize the educational process.
3. The staff of the division is confirmed and changed by the order of the Head of Police of RA,
4. The division is directed according to the legislations of RA, Police of RA, legal acts of the Ministry of Education and Science, charters of Educational Complex and Educational-Methodical and Development department, internal legal acts of the Educational Complex and the given charter.
5. The charter of the division is confirmed, changed or supplemented by the order of the Head of Educational Complex.

II. The main objectives of the division

6. The main problems of the division:
 - 1) The cooperation with police educational institutions of foreign states, the development of realization of mutual aid works.
 - 2) The investment of informative technologies in order to improve and modernize educational process.
 - 3) The study and investment of international advanced experience, modern technologies of tutoring to make qualified cadres of Police of the Republic of Armenia.
 - 4) The elaboration of bilateral and multilateral cooperation protocol, memorandum and treaty drafts with educational institutions of foreign states, international organizations, as well as the provision of its signature and the realization of clauses,
 - 5) The realization of study, arrangement of business trips to the other foreign states for officers of Educational Complex, as well as fixation of final results and business trips,
 - 6) Planning and realizing projects in action for the learners and educational-supportive, professorial and lecturing staff,
 - 7) The administration of web-page of the Educational Complex and its excellent work, provision of information.

III. Main functions of division

7. Main functions of the division:
 - 1) Elaboration, provision of signature of bilateral and multilateral cooperation protocols, memorandums and treaty drafts with educational institutions of foreign states, international organizations,
 - 2) Arrangement and provision of clauses of protocols, memorandum and treaties, signed with the educational institutions of foreign states, international organizations.
 - 3) Arrangement of acceptance the delegation, visiting to Educational Complex, presenting it in news and participation in the case of necessity,
 - 4) Studying and presents suggestions within the framework of international cooperation and informative technologies' investment,
 - 5) Studying actual approaches about educational models, educational process peculiarities, which are implemented in police educational institutions of foreign states in the framework of international cooperation,
 - 6) Making translations within the framework of international activity of Educational Complex,
 - 7) Supporting Officers of Educational Complex, attending in business trips to fix, register documents, present reports,
 - 8) Studying and presenting suggestions related to the modernized projects, which are used in the police educational institutions of foreign states in the framework of informative technologies' investment,
 - 9) The provision of excellent work of web-page of Educational Complex, as well as make suggestions about research results related to its modernization,
 - 10) Presenting suggestions about new perspectives and projects' efficiency in the field of informative technologies,
 - 11) Cooperation with other services and international organizations, who have interests in the field of informative technologies,
 - 12) Implementation of technical works, provision of computer technical programs of Educational Complex,
 - 13) Excellent work provision of the computer system "Server",
 - 14) provision of computer system excellent work, service and organizing, giving IP addresses to users,
 - 15) Studying and analyzing problems of management automation system service, as well as localization, regulation and program service of the system.
 - 16) Suggestions related to modernization of computer programs and technical means.

IV. Final clauses

8. The division is directed by the Head of the Educational-Methodical and Development department of Educational Complex.
9. The activity is led by the Head of division, who is appointed to his position and fired from it according to the order by Head of Police of RA. Head of the division organizes and coordinates duties of division and provides its conduction.
10. Duties, realized by the Head and coworkers of division are regulated according to their functional obligations. The functional obligations are confirmed by the Head of the Educational-Methodical and Development department.