

Working Plan
"Sevan" National Park SNCO, 2016

N/N	The name of work or measurement	Implementation terms/trimester/				The goal of work/measurement/	Expected result	The form of the work result	
		1	2	3	4				

The Section of Science

The group of scientific researches

1	Exploration of fish species and crayfish in the Lake Sevan	+	+	+	+	The assessment of current situation of fish and crayfish populations	Data collecting	Report	Deputy Director in Science V. Gulanyan
2	Planning and fulfillment of scientific researches and practical elaboration	-	+	+	+	The assessment of flora conditions on the National Park territory and its buffer zone	Data collecting	Report	Deputy Director in Science V. Gulanyan
3	Planning and fulfillment of scientific researches and practical elaboration	-	+	+	+	The assessment of fauna conditions on the National Park territory and its buffer zone	Data collecting	Report	Deputy Director in Science V. Gulanyan
4	The services of forest planting	-	+	+	+	The assessment of flora conditions on the National Park territory and its buffer zone	Data collecting	Report	Deputy Director in Science V. Gulanyan

The section of monitoring and cadastre keeping

5	Obtaining of baseline data for monitoring objects, collection, analysis and summary of these data , database maintenance and information provision.	+	+	+	+	Collecting of necessary information for the implementation of permanent observations	Database update of basic substances	Report	Deputy Director in Science V. Gulanyan
6	Accounting of contracted users of National Park lands, natural and other resources, the verification of compliance of documents to applicable laws, digitalization, creation of distribution and cartographic materials	+	+	+	+	Efficient and sustainable use of natural resources		Report	Deputy Director in Science V. Gulanyan
7	Registration of illegal land use cases in Sevan national park area and assessment of their impact on natural ecosystems	+	+	+	+	The sustainable use of territorial-functional zones of Sevan National Park	The prevention of negative anthropogenic influence on the development of natural ecosystems of Sevan National Park territorial-functional zones	Report	Deputy Director in Science V. Gulanyan
8	The inventory, accounting of submerging objects, determination of their future impact on Lake Sevan ecosystems and providing information about them	+	+	+	+	Prevention of possible negative impacts on Lake Sevan	Timely dismantling and cleaning of submerging objects		Deputy Director in Science V. Gulanyan
9	Verification of borders of Sevan National Park and communities, according to administrative borders of communities	+	+	+	+	Verification of Sevan National park borders	Providing completeness of Sevan National Park borders	Report	Deputy Director in Science V. Gulanyan
10	Elaboration and localization of fire prevention measurements	+	+	+	+		Fire Prevention	Report	Deputy Director in Science V. Gulanyan

11	a. Building and care of fire prevention roads 14km								Deputy Director in Science V. Gulanyan
12	b. Construction and care of mineralized layers, 140 km								Deputy Director in Science V. Gulanyan

The visitor center and museum

13	Providing information to the visitors about the natural ecosystems, landscape varieties and biodiversity, natural and historic-cultural heritage.	+	+	+	+	Increasing of global recognition about Sevan National Park	Providing Information	Provided information	The leader of the visitor center E. Kocharyan
14	Arrangement of scientific-cognitive, educational measurements	-	+	+	+	Ecological education	Competent S	Report	The leader of the visitor center E. Kocharyan
15	Elaboration and conservation of exhibits		+	+			Fresh state	Special materials for ventilation and processing	The leader of the visitor center E. Kocharyan
16	Trip arrangement on the centre area	+	+	+	+	Increasing of global recognition about Sevan National Park	Informing the society	Report	The leader of the visitor center E. Kocharyan

The section of conservation

	Conservation of ecosystems, natural landscape variety and biodiversity of Sevan National Park	+	+	+	+	Preservation of natural ecosystems, landscape varieties and biodiversity on the park area	Proper conservation of park area	Fulfilled observations Report	Deputy Director in Conservation S. Muradyan
	Revelation of violation cases for ecological and nature management regimes, as well as historic-cultural monuments' protection zones regime .	+	+	+	+	Conservation of ecological and nature management regimes and historic-cultural monuments	Proper conservation of park area	Fulfilled observations Report	Deputy Director in Conservation S. Muradyan

	Supervision implementation for the requirements set out in the Charter of the park by natural and legal persons from the territory of Sevan National Park	+	+	+	+	Sevan National Park regime providing	Proper coservation of park area	Fulfilled observations Report	Deputy Director in Conservation S. Muradyan
	Establish all day duty at the spawning areas of Lake Sevan fishes, conservation with strict regimes.	+	+	+	+	Conservation of Species composition of lake Sevan	Conservation of biodiversity of the park area	Fulfilled observations Report	Deputy Director in Conservation S. Muradyan
	Arrangement of fight against poaching, defining the oversee for the legality of crayfish hunting.	+	+	+	+	Conservation of Species composition of lake Sevan	Conservation of biodiversity of the park area	Fulfilled observations Report	Deputy Director in Conservation S. Muradyan
	Implementation of all day duty on the breeding areas at spawning time.	-	+	-	-	Conservation of bird species composition of lake Sevan	Conservation of biodiversity of the park area	Fulfilled observations Report	Deputy Director in Conservation S. Muradyan
	Detection of illegal land users and prevention of their activities.	+	+	+	+	Ensuring the legality of land use	Proper coservation of park area	Report	Deputy Director in Conservation S. Muradyan
	Oversee the fulfilling of the provisions of lease and construction contracts from land users, violation detection.	+	+	+	+	Ensuring the legality of land use	Proper coservation of park area	Report	Deputy Director in Conservation S. Muradyan

Juridical group

	Ensuring the compliance of activities of "Sevan National Park" SNCO to the legislation of Republic of Armenia.	+	+	+	+	Fulfilling of corresponding activities to the laws and legal acts of RA.	Aproprate activity to the laws and legal acts of RA.	Report	Jurist A. Engoyan
	Performing the interests of "Sevan National Park" SNCO at low courts of RA.	+	+	+	+	Advocacy	Advocacy	Report	Jurist A. Engoyan
	Submissions of lawsuits to RA courts about the rent exaction and undertake the mesurements for exaction by CES service.	+	+	+	+	Rent collection	Planned collection of financies	Report	Jurist A. Engoyan
	Acting by notary and at the State Committee of Real Estate Cadastre to sign land lease and construction contracts, to change and solve them	+	+	+	+	Fulfilling of corresponding activities to the laws and legal acts of RA.	Aproprate activity to legislation of RA.	Report	Jurist A. Engoyan

	Legal advice to Sevan National Park SNCO separate units	+	+	+	+	Fulfilling of corresponding activities to the laws and legal acts of RA.	Aproppriate activity to legislation of RA.	Report	Jurist A. Engoyan
Financial and accounting section									
	Accounting, preparation of financial statements, conclusion of planning indicators according to the estimate	+	+	+	+	Information providing about the economic state of the organization	Perform accounting aproppriate to the laws and legal acts of RA	Report	Chief accountant A. Sargsyan
	Accounting, use of AS-6 program	+	+	+	+	Accounting automation	Improvement and optimization of accounting	Plan use	Chief accountant A. Sargsyan
	Use of electronic service system of banking accounts, electronic accounts in the framework of "bank accounts" program	+	+	+	+	Automation of the account relating information	Improvement and optimization of accounting	Extracts and documents relating to accounts	Chief accountant A. Sargsyan

Procurement section									
	Expenditure and revenue planning of "Sevan National Park" SNCO	+	+	+	+	Expenditure and revenue planning	Expenditure and revenue estimating	Expenditure and revenue estimating	The head of financial and accounting secction, chief accountant A. Sargsyan
	Plan making for products, works and services at expense of budgetary and extra-budgetary funds.	+	+	+	+	Planning of purchasable prducts, works and services	Purchasing arrangements according to estimates	Procurement plans	Purchasing coordinator Q. Gulanyan
	Arrangement of processes according to purchasing plans.	+	+	+	+	Acquirement of necessary purchases	Acquired products, works and services	Procurement contracts	Purchasing coordinator Q. Gulanyan
Economy section									
	Inventory of immovable and movable estates		+		+	Accounting of the property of Sevan National Park SNCO	Data collecting	Report	Permanent commission for inventory

	Checking the technical state of technical-transport vehicles, collecting documents for them to form the procurement process.	+	+	+	+	Providing the uninterrupted work of vehicles	The uninterrupted work of vehicles	Report	Head of economic section T. Mnacakanyan
	Checking the expense of fuel or other materials and control the sparing use of these	+	+	+	+	Sparing of fuel and other materials	Sparing use of fuel and other materials	Report	Head of economic section T. Mnacakanyan
	Providing the technical security	+	+	+	+				
Secreteriat									
	Registration of incoming and outgoing documents, control over their performance and circulation	+	+	+	+	Proper registration of documents and their answers	Prescribed formulating of documents	Report	Head of Secretariat A. Hovhannisyan
	Maintainance of Sevan national park's staff-related documents and personell files.	+	+	+	+	Documentation of working relationships	Documents formulated about personell	Personell documents	

