

«APPROVED»
 NAA's Director
 _____ L.S. Izmaylova
 09 December 2020

WORKPLAN
of the Federal State Budgetary Institution
«National Accreditation Agency»
for 2021

№ п/п	Events	Means of Organizing the Material	Duty Holders	Dates of Performance	Expected Outcomes
I. Organizational Activities					
1.	Participation in meetings, seminars, conferences and other events held by Rosobrnadzor, the Ministry of Science and Higher Education of the Russian Federation	Presentations	Heads of structural departments	January-December	Participation in meetings, seminars, conferences and other events
2.	Conducting Accreditation Commission meetings to establish the powers of an expert (expert organization) for carrying out external review	Timetable for the Accreditation Commission's meeting	Department of Information Support and Organization of Events	January-December (according to the schedule)	The protocol of conducting the Accreditation commission meeting, the draft order on experts (expert organization) certification
3.	Formation of a report on NAA's activities	NAA's activity Report	Heads of structural departments	February	Analysis and evaluation of NAA's activities
4.	Collection, processing and accumulation of reporting and other documented information	Reports, analytical materials, documented information	Heads of structural departments	January-December	Generated reports, analytical materials, documented information

5.	Placing information about the organization on the website bus.gov.ru	Materials for posting on NAA's site	Accounting Department, Department of Contractual Relations and Administration, Technical Support and Database Department	no later than 5 working days following the day of acceptance of documents or amendments to documents	Actual information on the website bus.gov.ru
6.	Maintenance and content filling in of NAA's official website	Materials for the website, publishing of the information, website monitoring	Department of Information Support and Organization of Events, Technical Support and Database Department	January-December	Actual information on the website
7.	Planning and procurement for NAA's needs	Acquisition Plan Schedule Acquisition documentation	Department of Contractual Relations and Administration, Department of Methodological Support and Legal Expertise, Technical Support and Database Department	January-December	Procurement, contracting
8.	Formation of a report on the State task and its placement in information systems	Report on Government Assignment for 2020	Department of Information Support and Organization of Events, Technical Support and Database Department	until March 1	Generated and posted report on the State task for 2020

II. Financial Support

9.	Coordination and approval of the Plan for Financial and Economic Activities (PFEA) for 2021	Plan for Financial and Economic Activities for 2021	Accounting Department, Department of Contractual Relations and Administration	January	PFEA for 2021. Proposals for inclusion in the Plan for Financial and Economic Activities. Calculation of the necessary funding for the implementation of proposals for activities development
10.	Signing of an agreement on receipt of subsidies for the fulfillment of the state assignment for 2021	Agreement	Accounting Department	January-December	Signed agreement
11.	Conducting an annual property inventory and financial obligations of NAA's branch in Yoshkar-Ola	Inventory records	Department for Organizational Support and Logistic, Accounting Department	November-December	Inventory records
12.	Conducting accounting, planning and financial work	Accounting, tax reporting	Accounting Department, Department of Contractual Relations and Administration	January-December	Report on the current state of financial (cash expenses) and contractual activities. Control over the use of funds. Assessment of identified risks for financial irregularities.
13.	Organization of the events for internal financial audit	Information for presentation to NAA's management	Chief Accountant, Accounting Department	January-December	Implementation of recommendations to improve the effectiveness of internal control
14.	Development of accounting policies for 2021 (if necessary)	Documents	Accounting Department	January-December	Order on approval of accounting policies for 2021.

III. Normative and Staffing Support

15.	Continuous monitoring of changes in regulatory and staffing	Information on changes in the regulatory documents to be taken into account	Department of Contractual Relations and Administration	January-December	Updated documents
16.	Updating and approval of the Regulations on the emuneration of NAA's employees and other regulatory documents of the Institution (if necessary)	Regulations on the remuneration of NAA's employees and other regulatory documents of the Institution	Department of Contractual Relations and Administration, Department of Methodological Support and Legal Expertise	January-December	Updating the Regulation on the remuneration of NAA's employees and other regulatory documents of the Institution
17.	Preparation of proposals for draft contracts, agreements within NAA's competence	Letters to Rosobrnadzor and other federal executive bodies	Department of Contractual Relations and Administration	January-December	Legal support of NAA's activities in the framework of educational activities
18.	Meeting the requirements on implementation standards	Certificate	Department of Contractual Relations and Administration, Department for Organizational Support and Logistic	January-December	Annual report on implementation standards
19.	Implementation of events provided for by the Institutional Anti-Corruption Plan, including the development of internal local acts for the prevention of corruption in the Institution and submission of the Report on the conducted events to Rosobrnadzor	Draft local regulations, Report on the events under Institutional Anti-Corruption Plan	Department of Contractual Relations and Administration	January-December	Approved local regulations, report

20.	Maintaining established personnel documentation	Staff documentation	Department of Contractual Relations and Administration	January-December	Staff documentation
21.	Analysis and preparation of regulatory (non-regulatory) documents to ensure NAA's activities	Regulations	Department of Contractual Relations and Administration	January-December	Regulations
22.	Further training of NAA's employees	Training Schedule	Heads of structural departments, Department of Contractual Relations and Administration	January-December	Documents confirming employees' professional development
IV. Normative and Methodological Support of the State Accreditation Procedures					
23.	Involvement in the preparation of regulatory documents of Rosobrnadzor, the Ministry of Science and Higher Education of the Russian Federation	Proposals for amendments	Department of Methodological Support and Legal Expertise	January-December	Proposals to regulatory legal acts in the sphere of state accreditation, taking into account the implementation practice of the procedure
24.	Continuous monitoring of changes in the regulatory legal framework for state accreditation procedures	Information on changes in the regulatory documents to be taken into account in the work	Heads of structural departments, Department of Methodological Support and Legal Expertise	January-December	Updated documents
25.	Updating the methodology for conducting external review in electronic form	Training materials. instructional guidance documents	Department of Methodological Support and Legal Expertise, Department of Technical Support and Database Maintenance, Analytics Department, Department for the Support of Accreditation Procedures	January-December	Updated methodology for the support of state accreditation in accordance with the amendments in the regulatory legal framework, updated instructional guidance documents for the external review procedure in electronic form

26.	Updating assessment tools for the qualification exam for persons applying for an expert status, in accordance with the changes in the legal acts and updated FSES	Test tasks	Department of Information Support and Organization of Events, Department of Methodological Support and Legal Expertise	январь-декабрь	Assessment tools for the qualification exam of expert candidates
V. Support of the State Accreditation Procedure					
27.	Processing, analysis and entering of the information from applications and attached documents of educational institutions, scientific organizations in the information system	Statistical Report	Automated Data Processing Department	January-December	Information from the applications of educational institutions with the documents attached to the application entered into the information system. Draft notifications of acceptance / refusal to accept documents on the merits.
28.	Analysis of the information provided by educational and scientific organizations for formation of the assignment for external review, with the use of the information from websites of educational organizations	Analytical references for carrying out external reviews	NAA's Branch in Yoshkar-Ola	January-December	Prepared information required for external reviews. Prepared assignments.
29.	Selection of experts to be included into an expert panel for carrying out external review	Proposals for the composition of the expert panel for conducting external review	Department for the Support of Accreditation Procedures	January-December	Completed proposals on the composition of expert panels for external reviews in accordance with the schedule, draft orders.
30.	Preparation of draft Rosobrnadzor's orders on carrying out external reviews	Draft orders	Department for the Support of Accreditation Procedures	January-December	Prepared draft orders

31.	Support of the civil law contracts concluded with experts and expert organizations based on the order of Rosobrnadzor on the composition formation of an expert panel for carrying out external review	Concluded civil law contracts	Department of Contractual Relations and Administration	January-December	Civil law contracts on carrying out external reviews of educational and scientific organizations. Accounting and payment of services and reimbursement of expenses for experts and expert organizations.
32.	Continuous monitoring of the implementation of financial obligations under civil contracts concluded with experts	Information on monitoring results	Department of Contractual Relations and Administration	January-December	Prepared information on monitoring results
33.	Organizational and technical support of the expert panel's work during external review	Information on the external review procedures	Department for the Support of Accreditation Procedures	January-December	Support of expert panels' work
34.	Carrying out analysis of experts' reports and expert panels' conclusions on the external review results and the documents confirming incompliances (if available)	Analytical materials; original documents, confirming incompliances	Analytics Department	January-December	Reports and conclusions prepared according to the results of external reviews
35.	Preparation of draft orders on the results of external reviews	Draft orders	Analytics Department	January-December	Prepared draft orders
36.	Preparation of models of certificates on state accreditation and their annexes in connection with state accreditation and re-registration (before the data is transferred into an electronic format)	Layouts of certificates and their annexes	Analytics Department	January-December	Layouts of certificates and their annexes

37.	Collection and processing of applications of candidates for the establishment of the powers of an expert and expert organization	Lists of expert candidates and legal entities applying for the status of an expert organization	Department of Information Support and Organization of Events	January-December	Completed lists of expert candidates and legal entities applying for the status of an expert organization
38.	Organizational and technical support of certification of experts and expert organizations	Generating data for the register	Department of Information Support and Organization of Events	January-December	Entering data in the Register of experts and expert organizations
39.	Systematization and updating of data on experts and expert organizations	Information reference	Department of Information Support and Organization of Events, Department for the Support of Accreditation Procedures	January-December	Information reference
40.	Monitoring the required number of experts for conducting external reviews at all levels of education	Information reference on monitoring results	Department of Information Support and Organization of Events, Department for the Support of Accreditation Procedures	January-December	Information reference on monitoring results
41.	Execution of works for involving expert candidates from educational organizations to carry out external reviews	Letters to educational organizations	Department of Information Support and Organization of Events	January-December	Applications for establishing the powers of state accreditation experts

42.	Conducting training Skype meetings for experts and heads of expert panels involved in external reviews	Presentations and technical support	Analytics Department, Department for the Support of Accreditation Procedures, Department of Contractual Relations and Administration	January-December	Trained experts and expert panels' heads
VI. Information, technical and analytical support of the state accreditation procedure					
43.	Preparation of information on the support of the state accreditation procedure	Quarterly report	Heads of structural departments	quarterly until the 5th day following the reporting month	Quarterly report
44.	Organizational support of information systems in terms of maintaining the data of the IS SA	Quarterly report	Technical Support and Database Department of NAA's branch in Yoshkar-Ola	January-December	Quarterly report
45.	Maintaining and supporting a consolidated Register of organizations engaged in educational activities on state-accredited study programs (SIS Register)	Updating the information	Technical Support and Database Department of NAA's branch in Yoshkar-Ola	January-December	Information relevant to the content of the consolidated register of accreditation certificates. Statements preparation upon request
46.	Organizational support of information systems in terms of maintaining the data of IP LOD	Quarterly report	Technical Support and Database Department of NAA's branch in Yoshkar-Ola	January-December	Quarterly report

47.	Modernization of the information resources of IS SA, SIS Register, IP LOD	Quarterly report	Technical Support and Database Department of NAA's branch in Yoshkar-Ola	January-December	Modernized information systems
48.	Update of the Register of certified experts and expert organizations	Updated information	Technical Support and Database Department, Department of Information Support and Organization of Events	January-December	Updated content wise information in the register. Preparation of records upon request
VII. Organizational, technical and economic support activities					
49.	Receiving, accounting, registration and distribution of incoming correspondence	Document management (including СЭДКП)	Department for Organizational and Material-Technical Support, Department for the Support of Accreditation Procedures, Automated Data Processing Department	January-December	Information upon request
50.	Monitoring of deadlines for the consideration of incoming documents in structural units and the timely preparation of answers	Document management (including СЭДКП)	Department for Organizational and Material-Technical Support	January-December	Information upon request

51.	Technical support of NAA's infrastructure	Ensuring smooth operation of equipment and information systems	Technical Support and Database Department	January-December	Uninterrupted operation of equipment and information systems
52.	NAA's life support services	Organization of employee' workplaces Ensuring compliance with labor protection requirements Providing employees with office supplies	Technical Support and Database Department	January-December	Organized workplaces for employees Compliance with labor protection requirements
53.	Fire safety measures	Fire Safety instruction	Technical Support and Database Department	January-December	Training log for accident prevention
54.	Activities for mobilized training, civil defense and emergency	Updating documents on mobilization training; on the prevention and liquidation of emergencies and civil defense.	Technical Support and Database Department	January-December	Action Plan on Mobilization Training Plan of measures for the prevention and liquidation of emergency situations and ensuring fire safety The evacuation plan for NAA's employees

VIII. Education quality assessment

55.	Support of the activity on quality assessment of students' training carried out during state accreditation of study programs	Testing	NAA's branch in Yoshkar-Ola	January-December	Information on the results of quality assessment of students' training
56.	Formation of the assessment tools on GCC/UC	Database of test tasks on GCC/UC	NAA's branch in Yoshkar-Ola	January-December	Developed assessment tools
57.	Interaction with experts, expert organizations, educational organizations, councils on professional qualifications on issues related to general professional competences (GPC)	Database of test tasks on GPC	Heads of structural units, NAA's branch in Yoshkar-Ola	January-December	Developed assessment tools
58.	Organization and holding of events with international organizations devoted to the issues of the education quality assessment	Quarterly report	Heads of structural units, Department of Information Support and Organization of Events	January-December	Conducted meetings, seminars, conferences with international participation

IX. Extrabudgetary Activities

59.	Execution of work (provision of services) within the framework of Project activity	Progress report	Heads of structural units	January-December	Execution of work on developing project reporting materials
60.	Organization and holding of meetings, seminars, conferences and other events	Quarterly report	Department of Information Support and Organization of Events, Accounting Department	January-December	Conducted training events

61.	Implementation of software products (Modules) for granting educational organizations the right to use software	Computer software	NAA's Branch in Yoshkar-Ola, Accounting Department	January-December	Distribution of software product
62.	Conducting educational activities for the implementation of further professional study programs (advanced training programs with the issuance of documents on advanced training)	Schedule of training activities	Department of Information Support and Organization of Events	January-December	Issued documents on advanced training
63.	Information and analytical support of state accreditation procedures in accordance with the international legislation	Concluded agreements	NAA's Branch in Yoshkar-Ola, Department of Methodological Support and Legal Expertise	January-December	Reports with information and analytical materials
64.	Monitoring of the quality of students' training	Concluded agreements	NAA's Branch in Yoshkar-Ola, Accounting Department, Department of Methodological Support and Legal Expertise	January-December	Information and analytical materials