

«APPROVED»

NAA' s Director  
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**WORKPLAN  
OF THE Federal State Budgetary Institution  
«National Accreditation Agency»  
for 2020**

<b>№ п/п</b>	<b>Events</b>	<b>Means of Organizing the Material</b>	<b>Duty Holders</b>	<b>Dates of Performance</b>	<b>Expected Outcomes</b>
<b>I. Organizational Activities</b>					
<b>1.</b>	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
<b>2.</b>	Conducting an 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 Innovative Development	January-December (according to the schedule)	The protocol of conducting the Accreditation commission meeting, the draft order on experts (expert organization) certification
<b>3.</b>	Formation of a report on NAA's activities	NAA's activity Report	Heads of structural departments	February	Analysis and evaluation of NAA's activities
<b>4.</b>	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.	Planning and procurement for NAA's needs	Acquisition Plan Schedule Acquisition documentation	Department of contractual relations and administration	January-December	Procurement, contracting
7.	Formation of a report on the State task and its placement in information systems	Report on Government Assignment for 2019	Department of Innovative Development, Technical Support and Database Department	until March 1	Generated and posted report on the State task for 2019
<b>II. Financial Support</b>					
8.	Coordination and approval of the Plan for financial and economic activities (PFEA) for 2020	Plan for financial and economic activities for 2020	Accounting Department, Department of contractual relations and administration	January	PFEA for 2020. Proposals for inclusion in the plan for financial and economic activity. Calculation of the necessary funding for the implementation of proposals for activities development
9.	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
10.	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.

<b>11.</b>	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
<b>12.</b>	Development of accounting policies for 2020 (if necessary)	Documents	Accounting Department	January-December	Order on approval of accounting policies for 2020.
<b>III. Normative and Staffing Support</b>					
<b>13.</b>	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
<b>14.</b>	Updating and approval of the Regulation on the remuneration of NAA's employees (if necessary)	Regulation on the remuneration of NAA's employees	Department of contractual relations and administration	January-December	Updating the Regulation on the remuneration of employees of the Institution
<b>15.</b>	Preparation of proposals for draft international 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 international activities
<b>16.</b>	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
<b>17.</b>	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	Draft local regulations	Department of contractual relations and administration	January-December	Approved local regulations
<b>18.</b>	Maintaining established personnel documentation	Staff documentation	Department of contractual relations and administration	January-December	Staff documentation
<b>19.</b>	Analysis and preparation of regulatory	Regulations	Department of	January-	Regulations

	documents to ensure NAA's activities		contractual relations and administration	December	
20.	Further training of NAA's employees	Training Schedule	Department of contractual relations and administration	January-December	Documents confirming employees' professional development
<b>IV. Normative and Methodological Support of State Accreditation Procedures</b>					
21.	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 contractual relations and administration	January-December	Proposals to regulatory legal acts in the sphere of state accreditation, taking into account the implementation practice of the procedure
22.	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	Department of Innovative Development, Department of contractual relations and administration	January-December	Updated documents
23.	Updating the methodological support of external review	Methodological documentation	Department of Innovative Development	January-December	Updated methodology for supporting state accreditation and other documents in accordance with changes in the regulatory legal framework
24.	Updating the methodology for conducting external review in electronic form	User guides and training materials	Department of Innovative Development, Technical Support Support and Database Department	January-December	Updated instructive materials on conducting external review in electronic form
25.	Updating assessment materials for the qualification exam for persons applying for expert status, in accordance with changes in the legal acts and updated FSES	Test tasks	Department of Innovative Development	January-December	Qualification Exam Materials for Applicants for the expert status
<b>V. Support for State Accreditation Procedures</b>					

<b>26.</b>	Processing and entering information from applications 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
<b>27.</b>	Analysis of the information provided by educational and scientific organizations for formation of the task for external review	Timetable for implementation of external reviews	NAA's Branch in Yoshkar-Ola	January-December	Prepared information required for external review. Prepared tasks.
<b>28.</b>	Monitoring of information published on the websites of educational institutions of higher education	Report on monitoring results	NAA's Branch in Yoshkar-Ola	January-December	Prepared reports on the results of websites monitoring.
<b>29.</b>	Experts nomination for expert panel of external review	Proposals for the composition of expert panel for conducting external review	Department for the Support of Accreditation Procedure	January-December	Formed proposals on the composition of expert panels for external review in accordance with the schedule, draft orders.
<b>30.</b>	Maintenance of civil contracts with experts and expert organizations on the basis of Rosobrnadzor's order on the formation of the composition of expert panel for external review procedure	Concluded Civil Contracts	Department of contractual relations and administration	January-December	Civil contracts for external review conduction for educational and scientific organizations. Accounting and payment of services and reimbursement of expenses for experts and expert organizations.
<b>31.</b>	Continuous monitoring of the implementation of financial obligations under civil contracts concluded with	Information on monitoring results	Department of contractual relations and administration	January-December	Prepared information on monitoring results

	experts				
32.	Preparation of draft Rosobrnadzor's orders on external reviews conduction	Draft regulations	Department for the Support of Accreditation Procedure	January-December	Prepared draft orders
33.	Organizational and technical support the expert panel work during external review	System statistical reports	Department for the Support of Accreditation Procedure	January-December	Prepared reports and conclusions based on the results of external reviews.
34.	Development of draft orders based on the results of external reviews	Projects of the orders	Information and Analytical Department	January-December	Prepared draft orders
35.	Preparation of models of certificates on state accreditation and their annexes in connection with state accreditation and re-registration	Layouts of certificates and their attachments	Department of Innovative Development	January-December	Layouts of certificates and their annexes
36.	Collection and processing of applications of nominees for the establishment of an expert's powers	List of nominees for experts	Department of Innovative Development	January-December	The formed list of experts candidates
37.	Organizational and technical support of experts' certification procedure	Generating data for the register	Department of Innovative Development	January-December	Entering data in the Experts' register
38.	Systematization and updating of data on experts and expert organizations	Information reference	Department of Innovative Development, Department for the Support of Accreditation Procedure	January-December	Information note
39.	Monitoring the required number of experts for conducting external reviews at all levels of education	Information reference on monitoring results	Department of Innovative Development, Department for the Support of Accreditation Procedure	January-December	Information on monitoring results

40.	Activity on attracting experts candidates from educational organizations for conducting external reviews	Letters to educational organizations	Department of Innovative Development	January-December	Applications for determining the powers of state accreditation experts
41.	Conducting training Skype meetings for experts and leaders of expert panels involved in external review	Presentations and technical support	Information and Analytical Department, Department of Innovative Development, Department for the Support of Accreditation Procedure, Department of contractual relations and administration	weekly every Friday	Trained experts and expert team leaders
<b>VI. Information, technical and analytical support of state accreditation procedures</b>					
42.	Preparation of information on state accreditation procedures support	Quarterly report	Heads of structural departments	quarterly until the 5th day following the reporting month	Quarterly report
43.	Analysis of expert reports and expert panel conclusions based on the results of external reviews of educational activities of organizations on study programs	Analytical materials; original documents confirming non-compliance	Information and Analytical Department	January-December	Draft orders on state accreditation and re-issuance of a certificate of state accreditation regarding previously unaccredited programs, materials submitted to Rosobrnadzor
44.	Organizational support of information systems in terms of maintaining data of the IS SA	Quarterly report	Technical Support Support and Database Department	January-December	Quarterly report
45.	Updating the register of certified experts and expert organizations	Updating the information	Technical Support Support and Database Department, Department of Innovative Development	January-December	Information relevant in the registry. Statements preparation upon request
46.	Maintaining and supporting a consolidated	Updating the	Technical Support	January-	Information relevant to the content

	Register of organizations engaged in educational activities with state-accredited study programs	information	Support and Database Department	December	of the consolidated register of accreditation certificates Statements preparation upon request
47.	Organizational support of information systems in terms of maintaining data of IP LOD	Quarterly report	Technical Support Support and Database Department	January-December	Quarterly report
48.	Organization of work using the system of interagency interaction	Queries	Information and Analytical Department, отдел сопровождения аккредитационной экспертизы, Automated Data Processing Department	January-December	The accuracy of the information presented in the applications submitted for state accreditation and re-registration
49.	Support and content filling of NAA's official website	Materials for NAA's site, posting information, monitoring of NAA's site	Department of Innovative Development, Technical Support Support and Database Department	January-December	Current information on NAA's website
<b>VII. Organizational, technical and economic support activities</b>					
50.	Receiving, accounting, registration and distribution of incoming correspondence	Document management (including СЭДКП)	Department for Organizational Support and Logistic	January-December	Information on request
51.	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 Support and Logistic	January-December	Information on request
52.	Material and technical support of NAA's infrastructure	Ensuring hardware smooth operation and information systems	Technical Support Support and Database Department	January-December	Uninterrupted operation of equipment and information systems
53.	NAA's life support services	Organization of employee' workplaces	Department for Organizational Support and Logistic	January-December	Organized workplaces for employees Compliance with labor protection



		Ensuring compliance with labor protection requirements Providing employees with office supplies			requirements
<b>54.</b>	Fire safety measures	Fire Safety instruction	Department for Organizational Support and Logistic	January-December	Training log for accident prevention
<b>55.</b>	Activities for mobilized training, civil defense and emergency	Updating documents on mobilization training; on the prevention and liquidation of emergency situations and civil defense.	Department for Organizational Support and Logistic	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
<b>VIII. Extrabudgetary Activities</b>					
<b>56.</b>	Performance of work (provision of services) within the framework of Project activity	Performance reporting	Heads of structural departments	January-December	Performance of work on the development of project reporting materials
<b>57.</b>	Organization and holding of meetings, seminars, conferences and other events	Quarterly report	Department of Innovative Development, Accounting Department	January-December	Conducted meetings, seminars, conferences and other events
<b>58.</b>	Cooperation with international organizations on issues of assessing education quality and participation in ongoing joint activities	Quarterly report	Department of Innovative Development	January-December	Exchange of experience with foreign colleagues, study of international practices for conducting external reviews
<b>59.</b>	Preparation and undergoing of external review to confirm a full member status of the European Association for Quality Assurance in Higher Education (ENQA)	Self-assessment report ENQA report	Heads of structural departments	in accordance with the plan of international activity	Exchange of experience with foreign colleagues, study of international practices for conducting external reviews
<b>60.</b>	Interaction with expert organizations on issues of professional and public, public, international accreditation	Quarterly report	Department of Innovative Development	January-December	Holding meetings and other events

<b>61.</b>	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
<b>62.</b>	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 Innovative Development	January-December	Issued documents on advanced training