

**ACTION PLAN
for 2017**

№ п/п	Event	Form of presentation	Responsible	Deadline	Expected results
I. Organizational events					
1.	Participation in the meetings, workshops, conferences and other events conducted by the Ministry of Education and Science (MES) and the Federal Service for Supervision in Education and Science (Rosobrnadzor)	Presentations	L. Izmaylova E. Efimova M. Petropavlovskiy	January-December	Participation in meetings, workshops, conferences and other events
2.	Confirmation of membership in the European Association for Quality Assurance in Higher Education	ENQA decision	E. Efimova M. Petropavlovskiy M. Shishkhanov	January-June	Membership in the European Association for Quality Assurance in Higher Education
3.	Meeting of the Accreditation Commission for the establishment of the powers of an expert (expert organization) to carry out external reviews	Scheduled plan of the Accreditation Commission meeting	L. Izmaylova E. Efimova E. Zabolotskaya	January-December (according to the scheduled plan)	The minutes of the Accreditation Commission meeting, draft order on experts' (expert organization's) certification
II. Financial provision					
4.	Budgetary control report (f. 0503737)	Report	L. Izmaylova L. Davydova O. Mergeneva	quarterly	The report on the current state of financial (cash expenditures) and contract activities. Expenditure control. Assessment of the risks identified by financial violations.
5.	Preparation of the report on the state task and business plan for 2017	Prepared report on the state task and business plan for 2017	L. Davydova E. Efimova T. Bibik	Before 15 th February	Report on the state task and business plan for 2017. Proposals for development to be included in the business plan Accounting financial expenditure necessary for implementation of the

					proposals for development
6.	Agreement and approval of the business plan for 2017	Business plan for 2017	L. Izmaylova L. Davydova	February-March	Business plan for 2017
7.	Preparation of the report on execution of the state task and its publication in the information systems	Report on execution of the state task	E. Efimova L. Davydova O. Kozlov T. Bibik I. Kulinin	Quarterly, not later than the 5 th day of the month following the accounting month	Quarterly report on execution of the state task
8.	Preparation of the draft document on the state task for 2018	Draft document on the state task for 2018	E. Efimova L. Davydova T. Bibik Heads of the departments	July December	Draft document on the state task for 2018
9.	Carrying out annual inventory of material resources and financial obligations of NAA and its branch in Yoshkar-Ola	Activity report (inventory records)	M. Petropavlovskiy I. Kulinin	November-December	Annual inventory report
10.	Development of the accounting policy for 2017	Documents	L. Davydova O. Mergeneva	April	Order on the approval of the accounting policy for the purpose of accounting and tax assessment in 2017. Annexes: 1.Accounting policy; 2. Working plan of accounts; 3. Document flow schedule; 4. Accounting records.

III. Regulatory support and staffing

11.	Renewal and approval of NAA's Personnel Compensation Policy	NAA's Personnel Compensation Policy	E. Efimova L. Davydova E. Shvedova	April	Human resources documentation
12.	Maintenance of the stipulated human resources documentation		E. Shvedova M. Matyos	January-December	Human resources documentation
13.	Analysis and preparation of the regulatory documents on NAA's activities	Regulatory documents	E. Shvedova	January-December	Regulatory documents
14.	Professional development and training of NAA's personnel	Scheduled plan for training	E. Shvedova M. Matyos	January-December	Documents confirming professional development of NAA's personnel

IV. Regulatory and methodological support of the state accreditation procedures

15.	Participation in the preparation of regulatory documents of Rosobrnadzor and MES	Report on participation in the event	L. Izmaylova E. Efimova E. Shvedova Heads of the departments	January-December	Suggestions to be contributed to the regulatory documents on state accreditation with due consideration of the procedure in practice
16.	Methodological support of external review	Methodological documents	E. Efimova E. Shvedova T. Bibik Heads of the departments	January-December	Methodology for the support of state accreditation and other documents as soon as the regulatory documents are issued
V. Support of the state accreditation procedures					
17.	Processing and input of the data from the applications of educational and research organizations into the information system	Statistics report	E. Efimova E. Avtenyeva	January-December	Input data from the applications of educational organizations with the attached documents. Draft notices on receipt/refusal of receipt of the documents on the merits.
18.	Analysis of the data submitted by educational and research organizations for developing an external review assignment. Formation of assignments for experts to carry out external review	External reviews schedule	E. Efimova M. Petropavlovskiy V. Karpenko	January-December	Completed documents necessary to carry out external reviews. Completed assignments.
19.	Monitoring of websites of educational organizations of higher professional education	Report on monitoring results	M. Petropavlovskiy	January-December	Completed reports on monitoring results.
20.	Selection of experts to be included in expert panels for carrying out external reviews	Suggestions on expert panels' composition	E. Efimova V. Karpenko	January-December	Final suggestions on composition of expert panels to carry out external reviews according to the schedule, draft

					orders.
21.	Monitoring of civil contract with experts and expert organizations based on the order of Rosobrnadzor on composition of an expert panel to carry out external review	Concluded civil contracts	E. Efimova L. Davydova E. Zabolotskaya N. Dvoretz	January-December	Civil contracts to carry out external reviews of educational and research organizations. Accounting and reimbursement of expenditures of experts and expert organizations.
22.	Organizational and technical support of the expert panel's work	System-wide statistics report	E. Efimova V. Karpenko	January-December	Reports and conclusions based on the results of external reviews.
23.	Preparation of information and analytical materials based on the results of expert panels' work.	Draft orders and instructions	E. Efimova V. Karpenko L. Kapralova	January-December	<ul style="list-style-type: none"> ▪ Completed materials based on the results of external reviews for consideration by the accreditation body ▪ Preparation of proposals for executive orders ▪ Draft orders and instructions
24.	Design of layouts of certificates of state accreditation and annexes to them resulting from state accreditation and reissuance	Layouts of certificates and annexes to them	E. Efimova L. Kapralova G. Ageeva	January-December	Layouts of certificates and annexes to them
25.	Providing collection, processing and keeping of accounts and other documented information on organizations undergoing external reviews. Organizational and technical support of accreditation files' formation.	Accreditation files for 2016-2017	I. Kulinin	January-December	Formation of accreditation files for 2016-2017
26.	Submission of accreditation files to Rosobrnadzor	Accreditation files for 2016-2017	I. Kulinin	January-December	Accreditation files submitted to Rosobrnadzor in accordance with the order of Rosobrnadzor №1484 of 12.09.2014
27.	Collection and processing of the applications submitted by candidates to establish the	Statistics report	E. Efimova E. Zabolotskaya	January-December	Completed list of expert candidates

	powers of an expert				
28.	Organizational and technical support of the procedure for certification of experts	Input data for the Register	E. Efimova E. Zabolotskaya	January-December	Data input into the Register of experts
29.	Systematization and updating of the data on experts and expert organizations	Analytical report	E. Efimova E. Zabolotskaya	January-December	Analytical report
30.	Monitoring of the number of experts required for carrying out external reviews at all levels of education	Monitoring report	E. Efimova E. Zabolotskaya	January-December	Monthly monitoring report
31.	Activity on involving expert candidates from educational organizations to carry out external reviews	Applications on the establishment of the powers of experts	E. Efimova E. Zabolotskaya	January-December	Applications on the establishment of the powers of experts in state accreditation
32.	Conducting training on-line meetings for experts and heads of expert panels involved in external reviews	Presentations and technical support	E. Efimova V. Karpenko T. Bibik E. Zakhvatova L. Kapralova V. Drobot	Weekly, each Friday	Trained experts and heads of expert panels
VI. Information, technical and analytical support of the state accreditation procedures					
33.	Preparation of the report on support of the state accreditation procedures	Report on support of the state accreditation procedures	E. Efimova T. Bibik Heads of the departments	Quarterly, not later than the 5 th day of the month following the accounting month	Report on support of the state accreditation procedures
34.	Conducting analysis of experts' reports and expert panels' conclusions based on the results of external reviews of study programs delivered by educational organizations.	Analytical materials; original documents, confirming incompliance	E. Efimova L. Kapralova	January-December	Draft orders on state accreditation and reissuance of state accreditation certificates with regard to study programs not accredited previously, materials submitted to Rosobrnadzor
35.	Organizational support of the information systems in terms of data input: Complex Information System of	Completion statement	M. Petropavlovskiy V. Drobot	January-December	Report on maintenance operation of the information telecommunication complex

	State Accreditation (CISSA)				
36.	Maintenance and support of the Register of certified experts and expert organization	Information updating	E. Zabolotskaya V. Drobot	January-December	Updated information in the Register. Drawing up of extracts upon requests' receipt
37.	Maintenance and support of the consolidated Register of certificates	Information updating	M. Petropavlovskiy V. Drobot	January-December	Updated information in the consolidated Register of certificates. Drawing up of extracts upon requests' receipt
38.	Maintenance and support of the consolidated Register of licenses	Information updating	M. Petropavlovskiy V. Drobot	January-December	Updated information in the consolidated Register of licenses. Drawing up of extracts upon requests' receipt
39.	Maintenance of the Automated system module for the support of admission quotas' distribution in relation to citizens, studying at the expense of the federal budget, and for the formation of state tasks for staff training in state educational organizations of higher professional education	Information updating	M. Petropavlovskiy V. Drobot	January-December	Content updated information
40.	Organization of works based on the use of interdepartmental interaction system	Requests	M. Petropavlovskiy E. Avtenyeva V. Drobot	January-December	Authenticity of the information contained in the applications submitted for state accreditation and reissuance
41.	Measures on complex protection of the confidential information, including personal data and certification of the informatization object in terms of its compliance with the information protection requirements, as well as the measures on development of the archive backup system.	Action plan, progress report	M. Petropavlovskiy V. Drobot	January-December	Conducting events on complex protection of the information and review of the informatization object in terms of its compliance with the information protection requirements, Development of the archive backup system.
42.	Support and content management of the NAA's official web site	Materials for the web site, publication of the information, web site	T. Bibik A. Krechetova	January-December	Updated information on the web site

		monitoring			
VII. Organizational and technical provision					
43.	Receipt, accounting, registration and distribution of the incoming mail	Completion statement	I. Kulinin	January-December	Document management (including the system of electronic document management and control of assignments)
44.	Monitoring of the compliance with the deadlines for consideration of incoming documents at the structural divisions and their timely processing	Completion statement	I. Kulinin M. Kunikina	January-December	Document management (including the system of electronic document management and control of assignments)
45.	Creation and maintenance of NAA's archive	Archive	I. Kulinin	January-December	Maintenance of NAA's archive of documents
46.	Technical support of the Agency's infrastructure	Progress report	M. Petropavlovskiy V. Drobot	January-December	Providing smooth operation of the equipment and information systems
47.	Life support of the Agency	Progress report	I. Kulinin	January-December	Staff work places' arrangement Ensuring the compliance with the labor safety requirements Providing the staff with stationery
48.	Fire safety activities	Completion statement	I. Kulinin E. Bracker	January-December	Conducting briefing on fire safety
49.	Activity on mobilization training, civil defense and emergency	Elaborated documents on mobilization training, emergency management and civil defense.	I. Kulinin V. Palley	January-December	<ul style="list-style-type: none"> • Action plan on mobilization training • Action plan on emergency prevention and control and fire safety • Plan for evacuation of NAA's personnel
50.	Publication of the information about NAA on the web site bus.gov.ru	Materials for publication on the web site	L. Davydova E. Efimova I. Kulinin Heads of the departments	Quarterly	Updated information on the web site bus.gov.ru
VIII. Off-budget activity					
51.	Execution of works (provision	Progress report	E. Efimova	January-December	Execution of works on the development

	of services) within the projects of the Federal target program for education development (FTPED)		M. Petropavlovskiy Heads of the departments		of report materials on FTPED projects
52.	Organization and conduct of meetings, workshops, conferences and other events	Action report	E. Efimova T. Bibik	January-December	Conducting meetings, workshops, conferences and other events
53.	Cooperation with international organizations on education quality assurance issues and participation in collaborative activities	Report on participation in the event	E. Efimova M. Petropavlovskiy T. Bibik M. Shishkhanov	January-December	Experience exchange with foreign colleagues, studying international rules for carrying out external reviews
54.	Conducting regional workshops for HEIs' staff on state accreditation issues	Progress report	E. Efimova T. Bibik E. Zabolotskaya	January-December	Report on the conducted regional workshops
55.	Monitoring of the education quality evaluation in the educational organization	Analytical reference	M. Petropavlovskiy E. Efimova	January-December	Analytical reference on monitoring results
56.	Joint delivery of further professional study programs with the leading universities (professional development programs completed by the issue of documents on professional development)	Progress report	E. Efimova T. Bibik M. Petropavlovskiy	January-December	Report on the conducted events