

Annex

**to Order of the Minister of Education, Science,
Culture and Sport
of the Republic of Armenia
No 75-N of 9 October 2024**

**PROCEDURE AND ASSESSMENT CRITERIA FOR SELECTION OF MEMBERS
OF THE BOARD OF TRUSTEES OF THE NATIONAL BODY OF CINEMATOGRAPHY
(INCLUDING SPECIALISTS IN THE FIELD OF CINEMATOGRAPHY) AND
THE EXECUTIVE DIRECTOR OF THE NATIONAL BODY OF CINEMATOGRAPHY**

1. GENERAL PROVISIONS

1. This Procedure shall establish the procedure and assessment criteria for selection of members of the Board of Trustees of the national body of cinematography (hereinafter referred to as "the Board") (including specialists in the field of cinematography) and the Executive Director of the national body of cinematography (hereinafter referred to as "the Director").
2. The Armenian Film Foundation (hereinafter referred to as "the Foundation") shall be deemed to be national body of cinematography.

**2. SELECTION OF AND ASSESSMENT CRITERIA FOR MEMBERS OF THE BOARD OF
TRUSTEES OF THE ARMENIAN FILM FOUNDATION**

3. The Board of the Foundation shall comprise 7 (seven) members, including:
 - (1) head of the authorised state body — ex officio;
 - (2) head of the state body authorised in the field of management of public funds — ex officio;

- (3) head of the state body authorised in the field of development of branches of economy — ex officio;
 - (4) four specialists (including foreign specialists) in the field of cinematography — on competitive basis.
4. Selection of specialists of the Board in the field of cinematography shall be organised by the Ministry of Education, Science, Culture and Sport of the Republic of Armenia (hereinafter referred to as "the Ministry"), by setting up an independent expert commission consisting of 9 (nine) members (hereinafter referred to as "the Commission").
 5. The Board of the Foundation shall be formed for a term of 3 (three) years.
 6. The Board of the Foundation shall operate on a voluntary basis.
 7. From among the specialists in the field of cinematography having received maximum sum of total scores set by assessment criteria for specialists in the field of cinematography prescribed in point 8, the candidate who has higher education in the field of film art and meets one of the following conditions, may be elected member of the Board of the Foundation:
 - (1) has received a film festival award;
 - (2) is an award winner of any co-production project;
 - (3) has work experience of a member of the jury at a film festival;
 8. Assessment of specialists in the field of cinematography shall be conducted based on the criteria of practical and theoretical professions.

profession	description of criterion	point
PRACTICAL 3 specialists Filmmaker, Film Director, Film Operator, or Scriptwriter	Higher education in film art	3
	5 or more years of work experience	3
	At least 2 feature films or 4 short films in filmography	3
	At least 1 international participation — according to the sector-specific list established under Decision of the Government of the Republic of Armenia No 305-L of 29 February 2024	3

	At least 1 international award — according to the sector-specific list established under Decision of the Government of the Republic of Armenia No 305-L of 29 February 2024	3
	Attempt of international co-production — international film project with the participation of at least one foreign filmmaker in the filmography	3
Total number of points		18
Mandatory minimum threshold of points		9
THEORETICAL 1 specialist Expert in film production, theorist, critic or journalist, actor	Higher education in film art	3
	5 or more years of work experience	3
	Participation in the production of at least 2 feature films as a professional	3
	Attempt of international co-production — international film project with the participation of at least one foreign filmmaker in the filmography	3
	Printed scientific articles, reports and/or other printed materials concerning the development of cinematography	3
	Participation in international film festivals/film platforms — Invitation to conduct a course or deliver a lecture	3
Total number of points		18
Mandatory minimum threshold of points		9

9. A person who is next of kin or in-law of the Director (spouse, parent, child, sibling, parent, child, sibling of spouse) at the same time may not be a member of the Board of the Foundation.
10. The following documents shall be submitted for participating in the selection of the Board of the Foundation:
- (1) an application, pursuant to Form N 1;
 - (2) carbon copy of the passport or identification card;
 - (3) carbon copy of a document attesting higher education;
 - (4) carbon copy of military registration book (or document on conscription), if the candidate is a conscript;
 - (5) curriculum vitae, pursuant to Form N 2;
 - (6) other documents attesting professional knowledge and practical capabilities —

- scientific, creative works, publications or the list thereof (if available);
- (7) accompanying letter (briefly presenting the reasons for interest in this position) and the skills of the applicant which, in his or her opinion, are required for holding the position concerned;
 - (8) vision for reforms and development in the field of cinematography — in a closed and signed envelope which shall be opened after the deadline for acceptance of applications (at least 5 pages);
 - (9) 2 colour photos of 3x4 size;
 - (10) statement, pursuant to Form N 3.
11. The Ministry shall, 1 (one) time every 3 (three) years, announce a competition for holding the position of member of the Board by posting the announcement on the official website of the Ministry and disseminating the announcement in on-line media within 3 (three) working days.
 12. The documents prescribed by point 10 of this Procedure shall be submitted to the Ministry in 3 (three) copies. Applications shall be accepted within 5 (five) calendar days starting from the day of publishing the announcement about the competition. Documents submitted after the specified term shall not be considered.
 13. The Commission shall be formed 3 (three) working days before the day of holding the competition.
 14. The Chairperson of the Commission shall be the Deputy Minister of the Ministry who co-ordinates the field.
 15. The Chairperson of the Commission shall appoint a Secretary, who is a representative of the authorised state body, according to subordination for sectors and is not a member of the Commission.
 16. Meeting of the Commission shall have quorum, where more than half of the members are present at the meeting.

17. Where the meeting of the Commission lacks quorum, the meeting may be postponed not more than 1 (one) time, for up to 3 (three) working days.
18. Upon the decision of the Commission, the competition shall be considered as not having taken place, if:
 - (1) the meeting of the Commission lacks quorum (if more than half of the members are not present);
 - (2) none of the contenders has shown up for the competition.
19. Where meeting of the Commission is not held within 3 (three) working days, a new competition shall be announced, in accordance with this Procedure.
20. Each member of the Board shall be entitled to one vote.
21. The Secretary shall record and audio-record the meetings of the Commission.
22. During the meeting convened on the day of holding the competition, the Commission shall study the submitted documents and shall, by ballot — by simple majority of votes — adopt a decision on permitting or rejecting participation in the competition and approve the list of names of participants of the competition.
23. In case permission to participate in the competition is not granted, the Commission shall, on the same day, present to the participant, in writing, the legal grounds for rejection.
24. Where the Commission does not permit any one of the persons having applied for participation in the competition to participate in the competition, the Commission shall adopt a decision on considering the competition as not having taken place, and a new competition shall be announced in accordance with this Procedure.
25. The powers of member of the Board of the Foundation, the grounds for termination of powers and the obligations shall be established under the Law "On cinematography" and the Charter of the Foundation.
26. Upon expiry of the term of powers of the Board prescribed by point 5 of this

Procedure, new member of the Board shall be elected by the Board within no later than 60 days from the day of termination of powers of the former member, by two-thirds of votes of the members of the Board.

27. In the cases provided for by law and the Charter of the Foundation, in case the powers of member of the Board are terminated sooner than the term provided for by point 5 of this Procedure, the powers of the new member of the Board shall expire at the same time that the term of powers of the Board expires.
28. The first meeting of the Board of the Foundation shall be conducted by the eldest member of the Board.
29. The Board of the Foundation shall, through open ballot, elect the Chairperson of the Board, pursuant to the Charter of the Foundation.
30. Where as a result of ballot no candidate receives simple majority of votes, new ballot shall be held within 2 (two) working days.
31. Where the Chairperson of the Board is not elected after the new ballot as well, the candidate having received the most votes shall be considered as elected.
32. The meetings of the Board of the Foundation shall be recorded by the Secretary nominated by the Chairperson of the Board and elected by the Board by simple majority of votes (the open or closed form of ballot shall be determined by the Board of Trustees) who is not a member of the Board.
33. The meetings of the Board shall be convened by the Chairperson of the Board not less than twice a year.

1. SELECTION OF AND ASSESSMENT CRITERIA FOR EXECUTIVE DIRECTOR OF THE ARMENIAN FILM FOUNDATION

34. After confirming the members of the Board of the Foundation, the Foundation shall, within a one-month period, announce a competition for selection of the Director

and shall appoint a Secretary, who will compile the documents.

35. Preparatory works for holding a competition shall be carried out by the Secretary of the Board of the Foundation.
36. Adult citizens of the Republic of Armenia with active legal capacity, having higher education and at least 3 (three) years of professional work experience in the field of film art may participate in the competition for selection of Director of the Foundation.
37. The announcement shall, within 3 (three) working days, be posted on the official websites of the Foundation and of the Ministry and via other mass media outlets, and shall be posted on the official website for public notices of the Republic of Armenia (azdarar.am).
38. Candidate for Director of the Foundation must submit the documents prescribed by point 39 of this Procedure and meet the criteria prescribed in point 44 of this Procedure.
39. The following documents shall be submitted for participating in the selection of Director of the Foundation:
 - (1) an application, pursuant to Form N 1;
 - (2) carbon copy of the passport or identification card;
 - (3) carbon copy of a document attesting higher education;
 - (4) curriculum vitae, pursuant to Form N 2;
 - (5) other documents attesting professional knowledge and practical abilities — scientific, creative works, publications or the list thereof (if available);
 - (6) accompanying letter (briefly presenting the reasons for interest in this position) and the skills of the applicant which, in his or her opinion, are required for holding the position concerned;
 - (7) 3-year plan for reforms and development of the field of cinematography (at

least 30 pages, without annexes) — in a closed and signed envelope, which shall be opened after the deadline for acceptance of applications;

- (8) 2 colour photos of 3x4 size;
 - (9) statement, pursuant to Form N 3.
40. The documents must be submitted by hand to the Secretary of the Board in one package.
 41. Applications for competition of Director of the Foundation shall be accepted within 10 (ten) calendar days starting from the day of publishing the announcement about the competition. Documents submitted after the specified term shall not be considered.
 42. Secretary of the Board of the Foundation shall verify completeness of the documents and draw up an opinion, pursuant to Form N 4. The Secretary shall inform the participant about permission or rejection to participate in the competition on the same day, by notifying via the official e-mail of the Foundation. The Secretary shall include the signed and approved opinion in the notice.
 43. Incomplete applications shall be subject to rejection.
 44. The competition shall be held in one stage — an interview for compliance of criteria (hereinafter referred to as "the Interview"). The competition shall be held when at least one citizen has applied.
 45. The Interview shall be conducted by the Board of the Foundation.
 46. During the Interview, the Board of the Foundation shall receive more detailed information on the participant of the competition, ask the participant of the competition questions to verify correctness of the information submitted thereby, assess the compliance of the professional knowledge and competencies thereof with the requirements defined for the position of Director.

47. The Interview with all the participants having obtained the right to participate in the interview stage of the competition shall be held in the same formats — one or more.
48. All the following formats shall be applied when holding an interview:
- (1) **questionnaire:** assessing the knowledge, capacities, skills and behaviour of the participant through specific questions;
 - (2) **working situations:** assessing the capacities of the participants in a working situation through a specific task;
 - (3) **current key issues:** the participant expressing viewpoint, showing analytical thinking and communication skills with regard to the current issues in the field requiring urgent solution, proposing potential options of positive, negative consequences and effective solution thereof;
 - (4) **writing an essay:** the participant writing about his or her viewpoint or position regarding any of the topics proposed by the Board of the Foundation.
49. During the interview, the members of the Board of the Foundation shall provide the participant with the opportunity to introduce himself or herself, demonstrate his or her professional knowledge and skills freely and in a relaxed manner. The members of the Board of the Foundation may ask the participant questions, may conduct the necessary analyses and draw the necessary conclusions based on the answers given thereby.
50. The Ministry shall, on the day preceding the day of holding the competition for Director, provide the Board of the Foundation with the formats and criteria for conducting the interview referred to in point 48 of this Procedure. The criteria shall be assessed within the range of the scores of 0-3, where “0” means no answer, “1” means low level, “2” means average level and “3” means high level.
51. An interview shall be held through questions drawn up in advance in the format provided for by sub-point 1 of point 48 of this Procedure. The answers provided by

the participant to the questions in each section provided for in the questionnaire shall be assessed by the members of the Commission in a defined format.

52. Where the Interview is conducted in the format provided for by sub-point 2 of point 48 of this Procedure, the members of the Board of the Foundation may assign the participant any task deriving from the functions of the position concerned, and the participant must present his or her option of the solution within a certain period of time. The Commission may assign to the participant to prepare a presentation or review a certain document. The documents may be both formulated correctly and with mistakes. Detection or omission of mistakes during the review process may attest to the competency of the participant.
53. With the view to discovering the professional knowledge and competencies of the participant in the format provided for by sub-point 3 of point 48 of this Procedure, the Commission shall recommend that the participant submit, within the range of two pages, written recommendations on the current sector-specific issues requiring urgent solutions, positive, negative consequences of the issues concerned and on effective solutions thereto.
54. The essay provided for by sub-point 4 of point 48 of this Procedure shall be written by the participant in a free style, he or she shall formulate the issues related to the proposed topic, potential options for the solutions and the justifications thereof.
55. The topic of the essay may be proposed by the Commission or upon selection of the participant from at least three topics proposed by the Commission.
56. The essay shall have the following structure:
 - (1) preamble, where the modernity of the proposed topic shall be stated;
 - (2) theses, where the grounded evidence and the personal viewpoints shall be presented;
 - (3) epilogue, where the conclusion on the proposed topic shall be stated.
57. A participant shall be given 30 minutes to write the essay.

58. The score set for the essay shall be lowered or it shall be assessed “0”, if:
- (1) the essence of the proposed topic was not perceived correctly;
 - (2) the logical structure of the composition is missing;
 - (3) rhetoric has been used instead of justifications;
 - (4) the data have not been applied correctly, with undue generalisations;
 - (5) an extensive descriptive part is presented without analytical material;
 - (6) his or her personal position is missing; others' opinions are presented without providing any reference.
59. The Board of the Foundation shall, in accordance with the formats for conducting the Interview, assess the professional knowledge and competencies of the participant through Form N 5 in the assessment sheets for the Interview of the participant.
60. Only one participant shall pass the interview stage. As a result of the Interview, the Board of the Foundation shall submit an opinion on the participants of the Interview, indicating the only participant having passed the interview stage, and shall, within 3 (three) working days, appoint the only participant having passed the interview stage to the position of Director, pursuant to Form N 6.
61. Assessment criteria for Director of the Foundation shall be as follows:

№	Description of criteria	(point)
1.	has higher education in the field of art and at least 3 (three) years of work experience in entrepreneurial or management sector	3
2.	has higher education in the field of cinematography and at least 3 (three) years of work experience in entrepreneurial or management sector	3
3.	has command of the legal acts required for fulfilment of duties arising from the position (including the Constitution of the Republic of Armenia, the Law of the Republic of Armenia "On funds and foundations", the legislation of the Republic of Armenia regulating the media sector and other legal acts)	3
4.	has skills in planning and managing financial-economic activities	3
5.	has the ability to develop a reforms and development plan for an organisation (has submitted a 3-	3

	year realistic plan for reforms and development of the field of cinematography, with proportionate development components of the field of cinematography (film production, rental market, distribution))	
6.	has skills in communication, negotiations with state institutions, international organisations and the public, in adopting urgent and responsible decisions	3
7.	has skills in working with modern technical resources	3
8.	has public and interpersonal communication skills	3
	Total number of points	24
	Mandatory minimum threshold of points	15

62. A person who is simultaneously next of kin or in-law of members of the Board (spouse, parent, child, sibling, parent, child, sibling of spouse) may not be nominated for Director of the Foundation.
63. The candidate, whose plan for improvement and development of the field of cinematography has been approved by the Board, may be selected to the position of Director out of three contenders for the position of Director having received maximum scores of the sum total of scores of criteria established under point 61 of this Procedure.
64. The Board shall make a selection within 3 (three) working days after acceptance of the applications for the competition for Director of the Foundation.
65. The Board of the Foundation shall carry out its activities through meetings.
66. Chairperson of the Board of the Foundation shall appoint a Secretary, who is not a member of the Board.
67. The meeting of the Board of the Foundation shall have quorum, if more than half of the members of the Board participate.
68. The meetings of the Board of the Foundation shall be recorded by the Secretary.
69. Director of the Foundation shall be appointed for a term of 3 (three) years.
70. The Director of the Foundation may not engage in entrepreneurial activities, hold

other positions or perform paid work other than scientific, pedagogical and creative work, and the same person may not be selected to a position of Director for more than two times consecutively.

71. The plan of the selected Director for reforms and development in the field of cinematography shall be posted on the official websites of the Foundation and of the Ministry.

2. CONFLICT OF INTERESTS

72. The person holding the position of Director or a member of the Board, while exercising his or her powers, must not perform an action or adopt a decision that can be reasonably interpreted as a decision being guided by his or her personal interests or that of the person affiliated to him or her.
73. Being guided by personal interests of person holding position of Director or of the person affiliated thereto shall mean performance of such an action or adoption of such a decision (including participation in the adoption of a decision within the composition of a collegial body) which, though legitimate in itself, leads or contributes to or reasonably may lead or contribute to:
 - (1) the improvement of his or her property status or legal status or of property status or legal status of the person affiliated thereto;
 - (2) the improvement of property status or legal status of a non-commercial organisation to which he or she or the person affiliated thereto is a member;
 - (3) the improvement of property status or legal status of a commercial organisation with his or her participation or the participation of the person affiliated thereto;
 - (4) the appointment to the position of the person affiliated thereto.
74. Where an issue regarding the property interests or other interests of any member of

the Board of Trustees of the Foundation or of person affiliated thereto (parent, spouse, child, sibling, parent, child, sibling of spouse) is considered during the meeting of the Board of Trustees, the particular member of the Board of Trustees shall not participate in the ballot.

75. A person holding a position of Director or member of the Board shall not be guided by his or her personal interests or the personal interests of the person affiliated thereto, if the given action or decision has a universal application and applies to a wide range of persons.
76. A person holding a position of Director or member of the Board must avoid performing actions that lead to conflict of interests and must refrain from performing an action or adopting a decision in a situation of conflict of interests. Where performance of an action or adoption of a decision by or with the participation of a person holding a position of Director or member of the Board of the Foundation, within the scope of his or her powers, has led to conflict of interests, the person holding a position of Director or member of the Board of the Foundation shall be obliged to submit a written statement on the circumstances related to the conflict of interests to his or her superior or immediate supervisor (if he or she has a superior or an immediate supervisor), which shall be subject to immediate consideration. Before obtaining a written consent from the superior or the immediate supervisor, a person must refrain from performing an action or making a decision with regard to the issue. The superior or the immediate supervisor shall take steps or shall make an offer for settlement of the situation. The superior or the immediate supervisor shall have the right to assign the competency of considering and solving the matter to another person holding a position, if it is not prohibited by law.
77. A member of the Board of the Foundation not having a superior or immediate supervisor may submit a written statement thereon to the Corruption Prevention Commission, which offers to take steps for settlement of the situation, as well as to

make a statement on existence of interests in a specific situation.

78. Within the meaning of this section, affiliated persons shall be considered as the spouse of the person holding a position, the child (including adopted ones), parent (including the adopter), sibling, grandparents, grandchild, aunt, uncle, the children of the sibling of the person holding a position or his or her spouse, the children of the aunt, uncle, the spouses of the children of the sibling of the person holding a position.
79. Performing an action or adopting a decision in a situation of conflict of interests shall entail disciplinary liability.

of the Armenian Film Foundation
To Chairperson of the Board

(name, surname)

APPLICATION

**On participating in the competition for member of the Board and
candidate for Director**

Name, surname of applicant

Address of record-registration

Telephone number, e-mail

Attached documents:

- | | |
|---|--------------|
| (1) carbon copy of the passport or identification card; | _____ sheet, |
| (2) carbon copy of a document attesting higher education | _____ sheet, |
| (3) a CV; | _____ sheet, |
| 4. accompanying letter | _____ sheet, |
| 5. statement | _____ sheet, |
| 6. vision for reforms and development of the field of cinematography — in case of member of the Board | _____ sheet, |
| 7. 3-year plan for reforms and development of the field of cinematography — in the case of candidate for Director | _____ sheet, |
| 8. other documents | _____ sheet, |

9. 2 colour photos of 3x4 cm size

Total _____ sheets.

Applicant

_____ (name, surname)

_____ (signature)

_____ (day, month, year)

CURRICULUM VITAE

Name, surname, father's name	
Day, month, year of birth	
Place and country of birth	
Residence of record-registration	
Permanent residence	
Citizenship	
Marital status	
Foreign languages Oral: indicate language and level of proficiency: good, satisfactory, poor	
Foreign languages: Written: indicate language and level of proficiency: good, satisfactory, poor	
Training, education: list educational institutions, years of study, specialisations	
Work-related activities: list workplaces, expertise, years of employment, positions	
Description of experience in the fields of audiovisual media and culture: list organisations, years of employment, specialisations	
Training courses: list years of training, training programmes, status of participation	
Other information: scientific articles, monographs, state, governmental and other awards. If possible, indicate Internet links	
Other information that you consider as important to communicate to the competition commission	

Telephone number	
E-mail address	
Mailing address	
Internet page (LinkedIn, Facebook)	

(signature)

(name, surname of person filling out the application)

(day, month, year)

STATEMENT

name, surname and father's name

Governed by the provisions of the Law "On cinematography", I hereby inform the following:

1. I am an adult citizen of the Republic of Armenia with active legal capacity
2. I have a good command of literary Armenian
3. I have at least three years of professional work experience
4. I have higher education in the field of art
5. I do not have conviction that has not been abolished or expunged as prescribed
6. I am not a real beneficiary or director of a private film company
7. I do not suffer from a disease that may hinder fulfilment of official duties or exercise of powers
8. I have not been the head of an organisation having been liquidated as a result of bankruptcy over the previous three years and not having satisfied the legal claims of the creditors

I hereby certify that the information and documents submitted by me are complete, accurate and correspond to reality. I am ready to bear liability, in accordance with the law of the Republic of Armenia, for providing false information.

(signature)

(name, surname of person filling out the application)

(day, month, year)

Conclusion

of Director of the Armenian Film Foundation

citizen having submitted an application to fill the vacant position

(name, father's name, surname)

on the completeness of the documents and their compliance with the requirements of the Law

"On cinematography", the Law "On funds and foundations" and other legal acts

N	Required data on citizen	Filled out data on citizen
1.	citizenship	
2.	age limit	
3.	command of Armenian	
4.	association with military service	
5.	education	
7.1	university	
7.2	profession(s)	
7.3	qualification(s)	
8.	work record and experience	
8.1	professional work record	
8.2	record in the field of work required in the job description of the position	
9.	command of computer programmes	
10.	command of foreign languages	
11.	other data	
12.	completeness of documents	
13.	compliance of the documents with legal acts	

Secretary of the Board

(signature)

(name, surname)

(day, month, year)

Assessment sheet

of Director of the Armenian Film Foundation

participant of the competition being held for filling the vacant position

_____ of the interview stage
(name, surname)

N/N	Scope of assessment	Points for assessment
1.	Professional knowledge	
1.1		
1.2		
1.3		
	total of the points of the sub-points of point 1:	
2.	Compliance with criteria	
2.1		
2.2		
2.3		
	total of the points of the sub-points of point 2:	
3.	Competencies (practical abilities and skills)	
3.1		
3.2		
3.3		
	total of the points of the sub-points of point 3:	
	Total: (total of the points of all sub-points):	

Member of the Board:

_____ (signature)

_____ (name, surname)

Participant of the
competition:

_____ (signature)

_____ (name, surname)

_____ (day, month, year)

Conclusion

of Director of the Armenian Film Foundation

on the participants of the interview for the competition being held

for filling the vacant position

N	Name, father's name, surname of the participant	Passport data of the participant (series, number, date of issuance, issued by, public service number)	As a result of the interview		
			maximum number of possible points	number of points received by the participant	points received by the participant in percentage
1.					
2.					
3.					
4.					
5.					

Has passed the interview _____.
(name, father's name, surname)

Chairperson of the Board: _____
(signature) (name, surname)

Members of the Board: _____
(signature) (name, surname)

(signature) (signature)

(signature) (signature)

(signature) (signature)

(day, month, year)