

Approved  
By resolution of the Bureau of the Senate of  
the Parliament of the Republic of Kazakhstan  
dated October 27, 2023 № 62 -VIII BS

## **REGULATION**

### **on the Apparatus of the Senate of the Parliament of the Republic of Kazakhstan**

These Regulations in accordance with the Constitution of the Republic of Kazakhstan, the Constitutional Law of the Republic of Kazakhstan «On the Parliament of the Republic of Kazakhstan and the status of its deputies», the Law of the Republic of Kazakhstan «On the civil service of the Republic of Kazakhstan» and other regulatory legal acts of the Republic of Kazakhstan determine the status, powers and organization of work of the Senate Apparatus of the Parliament of the Republic of Kazakhstan to ensure the activities of the Senate of the Parliament of the Republic of Kazakhstan.

#### **1. General provisions**

1. The Apparatus of the Senate of the Parliament of the Republic of Kazakhstan (hereinafter referred to as the Senate Apparatus) is a state institution that provides organizational, legal, information-analytical, documentary and other support for the activities of the Senate of the Parliament of the Republic of Kazakhstan (hereinafter referred to as the Senate).

2. The Senate Apparatus carries out its activities in accordance with the Constitution and laws of the Republic of Kazakhstan, acts of the President of the Republic of Kazakhstan, other normative legal acts, as well as these Regulations.

3. The Senate Office carries out its activities in cooperation with the Office of the Mazhilis of the Parliament of the Republic of Kazakhstan, the Administration of the President of the Republic of Kazakhstan, the Office of the Government of the Republic of Kazakhstan, ministries and other government bodies, organizations of the Republic of Kazakhstan and officials.

4. The Senate Apparatus, on issues of its competence, in the manner prescribed by law, makes decisions, formalized by orders of the Head of the Senate Apparatus and other acts provided for by the legislation of the Republic of Kazakhstan.

5. The structure and staffing of the Senate Apparatus is determined and its formation is carried out by the Bureau of the Senate within the limits of budget funds allocated to finance the activities of Parliament.

6. With the expiration of the term of office of the Parliament, in the event of the dissolution of the Parliament and the election of a new composition of its deputies, the activities of civil servants of the Senate Apparatus do not cease.

7. Employees of the Senate Apparatus in terms of status, size and level of wages, and other conditions of material, financial and social security are equal to the

corresponding employees of the Government Apparatus of the Republic of Kazakhstan.

8. The creation of political party organizations is not allowed in the Senate Apparatus.

9. The change of political civil servants of the Senate Apparatus cannot serve as a basis for the termination of administrative civil servants from public service in their positions.

## **2. Tasks, powers and functions of the Senate Apparatus**

### 10. Tasks of the Senate Apparatus:

1) organizational, legal, documentary support for the activities of the Senate, its working bodies and deputies of the Chamber;

2) conducting an examination of the legal, financial, economic and other aspects of draft laws, laws adopted by the Mazhilis of the Parliament of the Republic of Kazakhstan (hereinafter referred to as the laws) and presenting conclusions of an informational and recommendatory nature;

3) organizational support for collegial decision-making and conciliation procedures;

4) ensuring compliance with the regulations of the Parliament of the Republic of Kazakhstan and the Senate within their competence;

5) organization of control over the implementation of decisions of the Senate, its working and coordinating bodies, joint commissions of the Chambers of Parliament Republic of Kazakhstan;

6) participation in the implementation of decisions of the Bureau of the Senate, committees of the Chamber, orders of the Chairman of the Senate and Deputy Chairman of the Senate;

7) ensuring interaction of deputies, standing committees and the Bureau of the Senate with the Mazhilis of Parliament of the Republic of Kazakhstan and its Administration;

8) organizational and protocol support for the interparliamentary activities of the Senate;

9) ensuring coverage of the activities of the Senate in the media, interaction with them of deputies of the Chamber;

10) implementation of documentation support for the activities of the Senate, organization of work with appeals and applications from citizens, formation and provision of a unified document flow system;

11) ensuring the implementation of the course of the President of the Republic of Kazakhstan in the field of personnel policy and public service.

### 11. Powers of the Senate Apparatus:

#### 1) rights:

request, in the prescribed manner, from government bodies, organizations and officials the necessary documents and materials;

exercise other rights provided for by the legislation of the Republic of Kazakhstan.

2) responsibilities:

ensure compliance with the regulations of the Parliament of the Republic of Kazakhstan and the Senate within their competence;

organize and ensure the holding of Parliamentary hearings, government hours, conferences, round tables and other events;

assist in the creation and organization of the activities of consultative and advisory bodies to develop proposals on issues within the competence of the Senate;

ensure the organization of control over the implementation of decisions of the Senate, its working and coordinating bodies, joint commissions of the Chambers of the Parliament of the Republic of Kazakhstan;

participate in the implementation of decisions of the Bureau of the Senate, standing committees of the Chamber, orders of the Chairman of the Senate and Deputy Chairman of the Senate;

perform other duties provided for by the legislation of the Republic of Kazakhstan.

12. Functions:

1) preparation of laws, bills for consideration at a meeting of the Senate with the attachment of relevant documents, as well as related materials on laws, bills;

2) preparation of draft resolutions of the Bureau of the Senate and the Senate, opinions on laws, bills, comparatives and comparative tables;

3) providing deputies with documents adopted by the Senate and Parliament of the Republic of Kazakhstan, as well as officially distributed information and reference materials of the Parliament of the Republic of Kazakhstan, other government bodies and public associations;

4) interaction with the Office of the Mazhilis of the Parliament of the Republic of Kazakhstan, the Office of the Government of the Republic of Kazakhstan, the Administration of the President of the Republic of Kazakhstan, government bodies and other organizations within their competence;

5) implementation of other functions provided for by the legislation of the Republic of Kazakhstan.

### **3. Structure of the Senate Apparatus**

13. The Senate Apparatus is headed by the Chief of Staff, who is appointed and dismissed by the Chairman of the Senate and works under his direct supervision.

14. The Head of the Senate Apparatus organizes and manages the activities of the Staff on the basis of unity of command, bears personal responsibility for the implementation of the tasks assigned to the Staff and the implementation of its functions.

15. Powers of the Chief of Staff of the Senate:

1) submits for approval by the Bureau of the Senate a draft Regulation on the Senate Apparatus, a proposal on the structure and staffing of the Senate Apparatus, and amendments to it within the limits of the approved staffing level;

2) submits for consideration to the Chairman of the Senate a proposal for the appointment of deputy heads of the Senate Apparatus;

3) in accordance with the legislation of the Republic of Kazakhstan,

appoints and dismisses administrative civil servants of the Senate Apparatus;

- 4) approves regulations on the structural divisions of the Senate Apparatus;
- 5) issues orders and approves instructions and rules for the Senate Apparatus;
- 6) establishes internal labor regulations in the Senate Apparatus;
- 7) signs official documentation;
- 8) encourages government employees of the Senate Apparatus and imposes disciplinary sanctions on them;
- 9) sends civil servants of the Senate Apparatus on business trips;
- 10) organizes and ensures the implementation of the personnel policy of the Head of State, monitors the implementation of legislation on the civil service;
- 11) carries out personal reception of citizens;
- 12) ensures on an ongoing basis communication between the Senate Apparatus and the Administration of the President of the Republic of Kazakhstan, the Office of the Mazhilis of the Parliament of the Republic of Kazakhstan, the Office of the Government of the Republic of Kazakhstan, ministries, other central executive and other government bodies, local representative and executive bodies, and the media;
- 13) is present at open and closed meetings of the Parliament of the Republic of Kazakhstan and its Chambers;
- 14) attracts, on a contractual basis, representatives of organizations, research institutions, scientists and specialists to participate in the examination of issues within the jurisdiction of the Senate and its Apparatus;
- 15) exercises other powers in accordance with the current legislation of the Republic of Kazakhstan and the Rules of Procedure of the Senate.

16. The Chief of Staff has deputies who are appointed and dismissed by the Chairman of the Senate on the recommendation of the Chief of Staff of the Senate. The distribution of responsibilities between the Chief of Staff of the Senate and his deputies is approved by order of the Chairman of the Senate. In the absence of the Chief of Staff of the Senate, his duties are performed by one of the deputies, determined by the Chief of Staff of the Senate.

17. Structural divisions of the Senate Apparatus are headed by their leaders, who:

- 1) are appointed to office and dismissed from office by the Chief of Staff of the Senate;
- 2) bear responsibility for the implementation of tasks assigned to structural units, timely and comprehensive execution of acts and instructions of the Chief of Staff of the Senate;
- 3) distribute responsibilities between employees, ensure organization of work and proper labor discipline.
- 4) in accordance with the established procedure, has the right to use any information data banks available to the Parliament of the Republic of Kazakhstan;
- 5) has the right, in the manner determined by the Chief of Staff of the Senate, to attend joint meetings of the Parliament of the Republic of Kazakhstan, meetings of the Senate, as well as the Bureau of the Senate;
- 6) has the right, in the manner established by the legislation of the Republic of Kazakhstan, to use appropriate official and duty vehicles, telephone communications.

7) exercise other powers provided for by the legislation of the Republic of Kazakhstan and these Regulations.

18. Employees of the Senate Apparatus are civil servants empowered to ensure the activities of the Senate.

19. In their activities, civil servants of the Senate Apparatus are guided by the Law of the Republic of Kazakhstan «On the Civil Service of the Republic of Kazakhstan».

20. Working conditions for employees of the Senate Apparatus are determined by the legislation of the Republic of Kazakhstan.

21. Financial, logistical, engineering, household, transport and other support for the activities of the Senate is carried out by the state institution «Management of Material and Technical Support» of the Administration of the President of the Republic of Kazakhstan, which is not part of the Senate Apparatus.

22. Republican state enterprise with the right of economic management «Engineering Center of the Logistics and Technical Support Management» provides information and technical support for the activities of the Senate and the Senate Apparatus, operation of the electronic voting system, sound amplification, recording of speech and simultaneous translation of meetings of the Senate, the Bureau of the Senate and the standing committees of the Senate, stenography, maintenance and support of local network computer equipment, software, development and implementation of computer information technologies, conducts high-quality video and photography, recording and editing of video materials of Senate events.

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