

Approved  
by order of the Chairman of the Senate  
Parliament of the Republic of  
Kazakhstan  
dated January 27, 2023  
No. 009-r/a

**DISTRIBUTION**  
**duties between the Head and Deputy Heads of Staff of the Senate of the**  
**Parliament of the Republic of Kazakhstan**

**Head of the Senate Staff**  
**SPOTKAY M.A.**

Management of the activities of the Apparatus of the Senate of the Parliament of the Republic of Kazakhstan (hereinafter referred to as the Apparatus of the Senate).

Representation of the Office of the Senate in relations with the Administration of the President of the Republic of Kazakhstan, the Office of the Mazhilis of the Parliament, the Office of the Government of the Republic of Kazakhstan, central executive and state bodies, local representative and executive bodies, the media.

Submission for approval by the Bureau of the Senate of the Regulations on the Staff of the Senate, proposals on the structure and staff of the Staff of the Senate.

Personnel issues of the Senate Apparatus.

Approval of qualification requirements for administrative public positions.

Approval of the composition of commissions of the Senate Administration.

Approval of regulations on structural subdivisions of the Senate Staff, job descriptions for civil servants of the Senate Staff and other instructions and rules.

Encouragement of civil servants of the Senate Apparatus.

Imposition of disciplinary sanctions on civil servants of the Senate Administration.

Issues of coordinating the work of the commission for assessing the activities of civil servants of the corps "B" of the Senate Administration.

Issues of secondment of employees of the Senate Apparatus.

Issues of compliance by the staff of the Senate Administration with the internal regulations.

Control over the implementation of legislation on public service in the Senate Office.

Control over the execution of resolutions of the Senate and its Bureau, orders of the Chairman of the Senate.

Control and coordination of the work of the Secretariat of the Chairman of the Senate of the Parliament.

Control and coordination of the work of the Department of Personnel Work and Information Security on the issues of staffing the activities of the Senate and its Administration, the implementation of personnel policy in the field of civil service.

Issues of organization and provision of access and intra-object control in the Senate building and in the territory adjacent to the building of the Senate of the Parliament.

Issues of ensuring work on the protection of information and secrecy.

Control over compliance with the Instructions on office work in the Senate of the Parliament of the Republic of Kazakhstan.

Issues of organizing preparations for the Congress of Leaders of World and Traditional Religions and its Secretariat.

**Deputy Chief of Staff of the Senate**  
**Uakpaev M.S.**

Issues of legal support for the legislative activity of the deputies of the Senate, including when they exercise their right to legislative initiative.

Issues of organizing work with materials of interdepartmental commissions on legislative work and on model legislative acts of interparliamentary organizations.

Issues of legal support for the activities of the Senate Administration.

Control and coordination of the work of the Department of Legislation on the legislative activities of the Senate.

Issues of conducting an independent examination of bills and sociological research by the standing committees of the Senate.

Control and coordination of the work of departments for interaction with the permanent committees of the Senate.

Issues of preparing and holding parliamentary hearings, government hours, round tables, conferences and other events.

Issues of interaction with the representatives of the President and the Government of the Republic of Kazakhstan in the Parliament, the Office of the Mazhilis of the Parliament, other state bodies and organizations on issues supervised by them.

**Deputy Chief of Staff of the Senate**  
**DANABEKOV O.K.**

Control and coordination of the work of the Department of organizational and control work, including the preparation and holding of the Bureau of the Senate and meetings of the Senate, the organization of the planning system in the Senate and the Staff, summarizing the results of the activities of the Senate and the organization of the reporting system.

Control and coordination of the work of the General Department on the issues of documentary support of the legislative activities of the Senate, consideration of official correspondence, appeals and applications of citizens, as well as deputy requests.

Control and coordination of the work of the Editorial and Publishing Department on the issues of ensuring the legislative activities of the Chamber, as

well as editing, translating documents from the state into the official and from the official into the state languages, organizing simultaneous translation of the meetings of the Chamber, meetings of the Bureau.

Issues of interaction with the Department of Logistics on issues of financial, economic, transport and other support, as well as on issues of automation and informatization of the activities of the Senate and its Administration.

Issues of interaction with the representatives of the President and the Government of the Republic of Kazakhstan in the Parliament, the Office of the Mazhilis of the Parliament, other state bodies and organizations on issues supervised by them.

### **Deputy Chief of Staff of the Senate NYGYMETOV G.S.**

Control and coordination of the work of the Department of International Cooperation and the Protocol on Ensuring Inter-Parliamentary Relations and International Cooperation of the Senate.

Issues of protocol and organizational support for international events with the participation of the leadership and deputies of the Chamber, including working and official visits, bilateral and multilateral meetings, as well as events of inter-parliamentary interaction.

Issues of protocol support for state events with the participation of the leadership of the Chamber, including trips to the regions, as well as attendance at events within the country.

Control and coordination of the work of the Press Service of the Senate.

Issues of interaction with the media, coverage of the activities of the Senate in the media.

Issues of information replenishment of the Internet resource of the Senate and the automated system "Monitoring of the Parliament of the Republic of Kazakhstan".

Control and coordination of the work of the Information and Analytical Department.

Issues of organizing the work of the Council for interaction with local representative bodies (maslikhats) under the Senate of the Parliament of the Republic of Kazakhstan and the Onir deputy group.

Issues of interaction with the apparatuses of maslikhats, akims of regions, cities of republican significance and the capital.

Issues of coordination of meetings of the deputies of the Chamber with the deputies of maslikhats and the population in the regions.

Issues of interaction with the representatives of the President and the Government of the Republic of Kazakhstan in the Parliament, the Office of the Mazhilis of the Parliament, other state bodies and organizations on issues supervised by them.

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