

*(to the Resolution No. 251
Of the Kyrgyz Republic Cabinet of Ministers
dated as of November 15, 2021*

**Regulations on the Department of Tourism under the Ministry of Culture,
Information, Sports and Youth Policy of the Kyrgyz Republic**

1. General Provisions

1. These Regulations define the legal and organizational framework of the Department of Tourism under the Ministry of Culture, Information, Sports and Youth Policy of the Kyrgyz Republic (hereinafter referred to as the Department).

2. The Department is a subordinate unit of the Ministry of Culture, Information, Sports and Youth Policy of the Kyrgyz Republic (hereinafter referred to as the Ministry), which provides functions associated with implementing the State policy in the field of tourism.

3. In its operations, the Department shall be guided by the Constitution and the laws of the Kyrgyz Republic, other regulatory and legal acts of the Kyrgyz Republic, generally recognized principles and norms of international law, International Treaties which the Kyrgyz Republic is a party to, as well as these Regulations.

4. The Department conducts its activities in collaboration with other State executive authorities, local state administrations, local governments, associations of legal entities, and other organizations.

5. The Department is a legal entity that owns a seal with the State Emblem of the Kyrgyz Republic, displaying the title in state and official languages, as well as stamps and letterheads of standard pattern, and holds accounts in the Treasury system.

The organizational and legal form of the Department - State institution established under the right of operational management. The Department enters civil law relations on its own behalf. It has the right to function as a party to civil law relations on behalf of the State within the framework of the Kyrgyz Republic legislation.

6. Full official title of the Department:

– in the State language: «Кыргыз Республикасынын Маданият, маалымат, спорт жана жаштар саясаты министрлигине караштуу Туризм департаменти»;

- in the official language: The Department of Tourism under the Ministry of Culture, Information, Sports and Youth Policy of the Kyrgyz Republic.

7. Shortened Title

– in the State language: «Туризм департаменти»;

- in the official language: Tourism Department.

8. Department Location: Kyrgyz Republic, Bishkek, Pervomaisky district, 96 B Kievskaya street.

2. Purpose of the Department

9. The purpose of the Department is to implement a unified state policy in the field of tourism.

3. Objectives of the Department

10. The objectives of the Department are:

- 1) Improving the efficiency of State policy in the field of tourism;
- 2) creating enabling landscape for the development of tourism industry;
- 3) forming a positive image of the country.

4. Functions of the Department

11. Pursuant to the objectives specified, the Department performs the following functions:

1) The functions of industry policy:

- cooperates with interstate governing bodies and international organizations on issues falling within the competence of the Department, in the manner and cases provided for by the relevant regulatory and legal acts of the Kyrgyz Republic and International Treaties to which the Kyrgyz Republic is a party to;

- develops and submits to the Ministry the drafts of regulatory and legal acts on issues within the competence of the Department, in accordance with the procedure established by the law;

- summarizes the practice of applying legislation of the Kyrgyz Republic to the issues within the competence of the Department and develops proposals for its improvement;

- implements the unified State policy in the field of tourism;

- develops State support mechanisms for tourism;

- develops and participates in the development of conceptual and strategic documents in the field of tourism;

- studies the state of the global tourism market and submits proposals to improve the tourism sector by acting in the prescribed manner;

- conducts a comprehensive analysis and forecasting of the main trending and directions of tourism development;
 - conducts an analysis of tourist flows' status;
 - ensures the functioning of the State System for Classification of Collective Accommodation and makes proposals for its improvement
 - analyses the quality of services provided by the Tourism Entities;
 - prepares and creates a documented project base that facilitates the attraction of grants, technical, donor, and sponsor assistance to the tourism sector;
 - develops proposals for the preservation of tourist resources, including natural complexes and historical and cultural sites within the territory of the Kyrgyz Republic;
 - develops proposals for cooperation and participation of the Kyrgyz Republic in international events in the field of tourism within the scope of its competence;
 - implements international cooperation agreements in the areas within the scope of its competence;
 - performs functions of expanding cooperation with international organizations, as well as takes part in relevant activities within the scope of its competence;
- 2) coordination, monitoring, and control functions:
- Coordinates implementation of unified State policy for integrated development of tourism;
 - conducts inter-branch and inter-regional coordination between the executive authorities as related to the establishment of the State policy in the field of tourism;
 - monitors activities of organizations in the field of tourism;
 - supervises activities conducted by the Secretariat for Classification of Collective Accommodation, as well as maintaining the Register of classified collective accommodation and registration of certificates of accommodation categorization
 - monitors implementation of the established target indicators in the field of tourism in the prescribed manner and in collaboration with other government agencies;
 - interacts with the relevant state bodies, local authorities, and non-governmental structures on issues falling within the competence of the Department;
- 3) Support Functions:
- prepares and distributes information and analytical materials on the issues falling within the competence of the Department;
 - Provides information and administrative support to the public tourist associations as related to the implementation of tourist activities;
 - develops educational, marketing activities and commercials to promote the tourism potential of the Kyrgyz Republic;
 - provides methodological and advisory assistance to the entities operating in the field of tourism;

- advocates for domestic tourism organizations in other countries;
- establishes links and conducts joint research activities with national and international organizations in the field of tourism;
- maintains unified register of entities and activities in the field of tourism;
- signs necessary agreements, protocols and other documents on cooperation within the scope of its competence.

The Department also performs other functions as stipulated by the law.

5. Rights of the Department

12. To perform its functions and objectives, the Department has the right to:

- 1) make proposals on the main directions of the State policy in the field of tourism and on the activities of the Department;
- 2) participate in drafting and signing of International Treaties, agreements, and other documents with foreign countries and international organizations in coordination with the Ministry of Culture, Information, Sports and Youth Policy of the Kyrgyz Republic, acting in the prescribed manner;
- 3) create coordinating and advisory bodies (councils, commissions, groups), including interdepartmental ones, as related to the activities of the Department;
- 4) participate in the work of international institutions, commissions, expert groups, and special working groups as related to the issues falling within the competence of the Department, including those implemented at inter-agency and intergovernmental levels;
- 5) represent the interests of the Kyrgyz Republic in inter-state (regional) organizations as related to the issues falling within the competence of the Department;
- 6) raise funds from international organizations and institutions grants from donor countries for implementation of State policy in the field of tourism, acting in the prescribed manner;
- 7) attract representatives of ministries, state committees, administrative agencies of the Kyrgyz Republic, National Academy of Sciences of the Kyrgyz Republic, research and other organizations, institutions, and experts to develop proposals on the activities of the Department relating to the development of state programs, concepts, and other projects;
- 8) request from executive authorities, enterprises, organizations, and institutions materials, proposals, and conclusions relating to tourism development;
- 9) file claims to judicial authorities and take part in the courts of law;
- 10) use and dispose of property assigned to the Department consisting of fixed assets, current assets, other tangible assets, and financial resources, acting in the prescribed manner;

- 11) provide for continuous professional development, training, and exchange of experience for the specialists of the Department in the countries of near and far abroad;
- 12) take part and make proposals concerning the formation of the Department's budget, as well as during industry reforms;
- 13) establish printed media for publishing information in the focus areas and placing other deliverables as related to the issues falling within the competence of the Department;
- 14) exercise other rights stipulated by law.

6. Organization of Works

13. The Department is headed by the Director taking the position of the Deputy Minister, appointed and dismissed by the Chairman of the Cabinet of Ministers of the Kyrgyz Republic as proposed by the Minister of Culture, Information, Sports and Youth Policy of the Kyrgyz Republic (hereinafter referred to as the Minister).

The Director of the Department reports directly to the Minister and organizes the operations of the Department within the limits of his/her duties.

14. The Department has a Deputy Director position. The Deputy Director is appointed and dismissed by the Chairman of the Cabinet of Ministers of the Kyrgyz Republic as proposed by the Minister based on the proposal of the Director.

The Deputy Director reports directly to the Director and performs his/her activities within the scope of his/her duties and performs the Director duties in case of the Director's absence.

15. Director of the Department:

- 1) conducts general management of activities within the Department and is personally responsible for the implementation of the objectives assigned to the Department;
- 2) represents the Department in relations with the government agencies, local authorities, enterprises, institutions, and organizations of the Kyrgyz Republic, foreign countries, conduct negotiations within its powers and in accordance with the legislation of the Kyrgyz Republic, signs international treaties as related to the issues falling within the competence of the Department;
- 3) determines official duties of the Deputy Director and establishes the powers of other officials of the Department to resolve organizational, HR, financial, and other issues within the scope of the Department's competence.
- 4) appoints and dismisses employees of the Department, applies measures of encouragement and disciplinary punishment in the manner prescribed by the law;
- 5) submits draft organizational structure of the Department to the Minister for approval;

6) assigns civil service ranks to the employees of the Department in accordance with the established procedure;

7) submits proposals for the establishment of awards and recognition (badges, awards, certificates) of distinguished employees of the Department, as well as citizens who contribute to the objectives of the Department, acting in the prescribed manner,

8) issues binding orders and other acts, including those joint or arranged under agreement with the heads of other State bodies, acting in accordance with the legislation of the Kyrgyz Republic, and organizes the inspection over implementation

9) makes decisions on the management of property and financial assets of the Department acting in accordance with the legislation of the Kyrgyz Republic, issues powers of attorney, and ensures compliance with financial and labor discipline;

10) cancels the decisions of the Department, as well as territorial subdivisions that are contrary to the laws of the Kyrgyz Republic;

11) approves staffing schedule of the Department with the consent of the Minister within the limits of approved staff headcount and payroll fund, which can be changed only in connection with changes in the objectives and functions of the Department. At the same time, the appointment of a Director is not the basis for changing the structure of the Department;

12) exercise other powers to address issues assigned to the Department.

7. Property and other Assets

16. The property of the Department consists of fixed and current assets, as well as other tangible assets, assigned on the right of operational management, with associated costs reflected in the balance sheet.

17. The Department has the right to alienate or otherwise dispose of the property assigned to the Department only with the property Owner's consent.

18. The Department ensures the property's safety and efficient use in compliance with its operation's rules and regulations.

19. The Department maintains accounting and reporting, as well as statistical reporting in the manner prescribed by the law.

20. Financing of the activities of the Department is conducted in the prescribed manner at the expense of funds provided for by the national budget and other sources permitted by law.

8. Closing Provisions

21. The Department is accountable to the Ministry as related to its activities and operations.

22. Reorganization and termination of Department's functioning is conducted in accordance with civil legislation.

23. When the Department terminates its functioning, the documents executed during its existence are stored and used in accordance with the Law of the Kyrgyz Republic "On the National Archive Fund of the Kyrgyz Republic".