**Regulations of the Secretariat of the Assembly of people of Kazakhstan in Astana city**

**I. General conditions**

1. The Secretariat of the Assembly of people of Kazakhstan in Astana city (further - Secretariat) is a subdivision of akimat of the city.

2. The Secretariat is guided by the Constitution and laws of the Republic of Kazakhstan, decrees and orders of the President of the Republic of Kazakhstan, resolutions and decisions of the Government of the Republic of Kazakhstan, akim of Astana, Regulations of the Assembly of people of Kazakhstan, as well as the present Regulations.

3. The Secretariat works in accordance with the regulations of Astana akimat and plans approved by the responsible deputy akim of Astana city.

**II. The objectives of the Secretariat**

4. The main objectives of the Secretariat are:

- implementation of the policy of the President, the Government, akim of the city to ensure the unity of people, inviolability of the Constitution, the approval of the constitutional principles of social harmony and political stability;

-formation of common program and coordinated interaction of state bodies and civil society institutions in the sphere of interethnic relations in the social sphere: addressing the prevention of juvenile delinquency, women and family-demographic policy;

- ensuring the implementation of the Strategy "Kazakhstan-2030 Strategy of the Assembly of people of Kazakhstan, the Gender equality strategy in the Republic of Kazakhstan for 2006-2016;

- organization of monitoring and analysis of the situation in the sphere of interethnic relations, development on the basis of their practical recommendations for consolidating society;

- prevention of negative trends in the sphere of interethnic relations through the creation of a unified system of cooperation between the Assembly of the city of Astana with the state bodies and public associations;

- jointly with the Internal policy department of Astana city preparation analytical and promotional material for the republican and city mass media on the activities of ethnocultural associations, scientific and practical conferences, seminars and other events and actions that contribute to social progress and civil peace;

- supporting the integration of various national interests in the state's national policy.

**III. Functions and rights of the Secretariat**

5. The main functions of the Secretariat of the Assembly of people of Kazakhstan in Astana city are:

- support of the Assembly of Astana city, the organization and monitoring of the decisions of the Assembly of people of Kazakhstan, Assembly in Astanacity;

- coordination of the activities of state bodies in the joint work plan for the development and strengthening of interethnic relations, harmony and stability in society;

- participation in the implementation of concepts and program documents of the Assembly and implementation of programs of revival and preservation of language, culture, historical traditions and customs of the people of Kazakhstan;

- preparation of analytical, informational and methodological materials on issues related to the activities of the Assembly of Astana city, conferences, seminars and other events and actions that contribute to social progress and civil peace in the country;

- interaction with government agencies and similar structures in regions of Kazakhstan, as well as social and ethnocultural associations, non-governmental organizations aimed at sustainable development of Kazakhstan and the implementation of the tasks entrusted to the Assembly of Astana city;

- participate in making recommendations on social protection of women and family-demographic policy;

- interactions with republican and city mass media and participates in the drafting of resolutions of akimat, decisions and orders of akim;

- carries out contacts with foreign countries on issues of public associations, the diasporas.

6. The secretariat is endowed with the following powers:

- to carry out the coordination of activities of ethnocultural associations;

- to carry out cooperation with government agencies and institutions for women and family-demographic policy, prevention of juvenile delinquency;

- to carry out cooperation with the higher authorities of government, the Assembly of people of Kazakhstan;

- in accordance with established procedure by order of akim's administration to take part in the preparation and conduct of the republican activities.

7. The department within its competence has the right:

- to request and receive the necessary materials from the city authorities, the media, as well as institutions, organizations and officials in the established order;

- if necessary to attract the workers of city departments and offices in the preparation and conduct of citywide events, to participate in the preparation of the issues at meetings of akimat, the execution of the instructions of the akim of the city;

- to attend organization, regardless of ownership to perform the tasks entrusted to the Secretariat in the established order.

**IV. The responsibility of the Secretariat and its staff**

8. The Secretariat is responsible for the timely and proper execution of the tasks.

The head of the Secretariat is personally responsible for the performance of the Secretariat assigned tasks.

**V. Organization of the Secretariat**

9. The Secretariat is headed by the head.

Head of the Secretariat shall be appointed and dismissed by akim of the city on the proposal responsible deputy akim and head of staff of akimat of the city.

10. Information, documentation, legal, logistical and transportation support activities of the Secretariat carried out the relevant departments of akimat of the city.