

Approved
by the order of Federal Environmental,
Industrial and Nuclear Supervision Service

No. 607 of 24 December 2014

**PROVISION ON ORGANIZATION OF WORK ON TUTORSHIP AT
FEDERAL ENVIRONMENTAL, INDUSTRIAL AND NUCLEAR
SUPERVISION SERVICE**

I. General

1. This Provision defines the objective, tasks and procedure of implementing the institution of tutorship at Federal Environmental, Industrial and Nuclear Supervision Service.

2. The objective of tutorship is to assist the government civil servants of Rostechнадзор (hereinafter referred to as civil servants) who are employed as government civil servants for the first time or appointed to a position of government civil service by way of service promotion in their professional formation, acquisition of professional skills for fulfillment of their service duties, adaptation in the collective, and discipline training.

3. The tasks of tutorship are:

optimizing the process of formation and development of professional knowledge, skills and abilities of the civil servants with respect to whom the tutorship is implemented (hereinafter referred to as civil servant (probationer));

assisting the civil servants (probationers) in adapting to the conditions of implementation of their service activities, accelerating the process of their professional formation in service;

accelerating the process of development of the civil servant (probationer's) ability to independently, with good quality and responsibly fulfill the assigned

functional duties in accordance with the position taken, and enhance his/her professional level;

assisting the civil servants (probationers) in developing the skills of service behavior which would meet to the professional and ethical principles and rules of service behavior, as well as the requirements established by the law of the Russian Federation;

forming the civil servant's (probationer's) high consciousness, discipline, diligence, commitment to service and sense of responsibility for the entrusted work and his/her deeds, benevolent and respectful attitude to the colleagues, citizens and other persons;

forming the civil servant's (probationer's) active social and life stance, developing a responsible and conscientious attitude to the service;

forming and stabilizing a qualified staff.

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II. Arrangement of Tutorship

4. Tutorship will be established with respect to the persons whose duties would require expanding or acquiring new professional knowledge and mastering new practical skills.

5. The civil servants and persons who were discharged due to achieving the age limit established for civil service but continue their work at Rostekhnadzor under a term contract at a position which is not a position of civil service can be invited to work as tutors (hereinafter referred to as tutor).

A civil servant from the staff of a structural unit where a civil servant (probationer) was appointed for the first time, who takes a position which is higher than or equal to the trainee's one, has worked in his position for at least two years, enjoys authority with the collective and demonstrates aptitude for educational work can be a tutor.

6. The tutors will be appointed voluntarily with a mandatory written agreement of the person to be appointed tutor. The fulfillment of the tutor's functions can be regulated by a service contract and/or job description.

7. The grounds for appointing tutor to the civil servant (probationer) who is employed for government civil service or appointed to the position by way of service promotion will be an office memorandum of the head of the structural unit of Rostechnadzor (territorial department of Rostechnadzor) indicating the period of tutorship with written consent of the prospective tutor. This office memorandum will be submitted to the Chairman of Rostechnadzor (manager of the territorial department of Rostechnadzor) concurrently with a solicitation for appointment to the position of government civil service.

8. The tutor candidacy will be approved through the order of the Chairman of Rostechnadzor (manager of the territorial department of Rostechnadzor) concurrently with the appointment of a civil servant (probationer) to the position of civil service or the commencement of fulfillment of his/her duties.

9. The tutor may implement tutorship actions with respect to one or several civil servants (probationers) simultaneously subject to their personal qualities and the scope of work to be done in accordance with their duties.

10. Tutorship will be established within one month to one year. The period of tutorship will be established subject to the level of professional and positional training of the civil servant (probationer), his/her individual abilities for accumulation and renewal of professional experience.

This period will not include the period of temporary disability and other periods of the civil servant's (probationer's) absence for valid reasons. When the civil servant (probationer) acquires the needed skills quickly and successfully, tutorship may be completed before the appointed time as agreed with the manager of the structural unit and the tutor.

11. The tutor will implement his/her activities on the grounds of this Provision and the Tutorship Action Plan (Appendix 1). Upon completion of the tutorship period, the Report on Tutorship Results will be drawn (Appendix 2).

12. In the process of tutorship, the tutor will:

develop a tutorship action plan for the civil servant (probationer) jointly with the manager of the structural unit;

facilitate the familiarization of the civil servant (probationer) with his/her duties, major areas of activity, authority and organization of work at Rostekhnadzor (territorial department of Rostekhnadzor), with the procedure of fulfillment of the instructions and directions associated with his/her service activity;

render methodological and practical support in acquiring skills that would enable the civil servant (probationer) to fulfill his/her duties, and continuously controls his/her activity;

detect, in a timely manner, the errors and drawbacks in the civil servant's (probationer's) work and takes measures to have them rectified;

comprehensively study personal and business qualities of the civil servant (probationer), his/her attitude to the fulfillment of his/her duties, his/her colleagues;

develop positive qualities of the civil servant (probationer) by personal example, correct his/her behavior in the service;

once every two weeks, report to the manager of the structural unit on the progress of the tutorship action plan;

draw the report on tutorship results.

For the purpose of implementation of tutorship, the tutor shall be aware of the requirements of the law of the Russian Federation, departmental regulatory legal and legal acts which regulate the civil servant's (probationer's) service activity.

13. In the course of tutorship, the tutor can be replaced in the cases as follows:

when the service contract with the civil servant who is a tutor is terminated;

when the tutor or the civil servant (probationer) is transferred (appointed) to another position or the other structural unit of Rostekhnadzor (territorial department of Rostekhnadzor);

at the tutor's or the civil servant's (probationer's) written request;

for other reasons when there are circumstances which prevent from the implementation of the process of professional formation of the civil servant (probationer).

The replacement of the tutor is executed as an order of the Chairman of Rostekhnadzor (manager of the territorial department of Rostekhnadzor) on the basis of a memo from the head of the structural unit addressed to the Chairman of Rostekhnadzor (manager of the territorial department of Rostekhnadzor). When the tutor is replaced, the period of tutorship remains unchanged.

III. Tutorship Management

14. The head of the structural unit of Rostekhnadzor (territorial department of Rostekhnadzor) or his/her deputy in charge of this area will directly manage the organization of tutorship at the structural unit. He/she will:

- determine the number of persons with respect to which the tutor simultaneously implements tutorship depending on the level of their professional training and the scope of work performed by them;

- determine the period of tutorship depending on the level of professional training of the civil servant (probationer);

- determine the candidacy of the tutor, control his/her activity and the civil servant's (probationer's) activity, make necessary changes and additions in the process of tutorship activity;

- create the needed conditions for organization of their joint service activity for the period of tutorship;

- render methodological and practical assistance, implement overall control;

- approve the tutorship action plan and the report on tutorship results;

- upon completion of the tutorship period, interview the civil servant (probationer) who has passed through formation at the position and ensure that the report on tutorship results is submitted to the Department of Civil Service and Staff (staff service of the territorial department) in a timely manner.

15. The Department of Civil Service and Staff (staff service of the territorial department) will coordinate and implement methodological management of tutorship, which includes:

provision of information on selection of tutors;

preparation of the order on establishment of tutorship;

familiarization with the order on establishment of tutorship which is to be signed by the civil servant (probationer) and the tutor;

rendering consulting assistance in the development of the tutorship action plan;

maintenance of contact with the tutor and the civil servant (probationer) to render necessary assistance within its competence;

control of the completion of the period of tutorship and entry of the relevant records and reports on completion of tutorship in the personal profiles of the civil servants (probationers);

analysis and generalization of the tutor's experience.

IV. Completion of Tutorship

16. Within ten days upon completion of the period of tutorship established by the order of the Chairman of Rostekhnadzor (manager of the territorial department of Rostekhnadzor), a report on tutorship results will be prepared which to be approved by the head of the structural unit.

17. The report on tutorship results approved by the head of the structural unit will be submitted to the Department of Civil Service and Staff (staff service of the territorial department) for inclusion in the personal profile.

18. The tutor's activity will be assessed by the head of the structural unit based on the following criteria:

results of civil servant's (probationer's) fulfillment of his/her service duties;

level of the civil servant's (probationer's) professional knowledge, development of his/her skills and abilities;

ability to apply the obtained theoretical knowledge in the civil servant's (probationer's) activity;

the civil servant's (probationer's) ability to make independent decisions and fulfill his/her duties;

positive motivation for professional activity and professional growth, initiative in his/her service activity;

discipline and diligence when fulfilling the instructions and directions associated with his/her service activity;

quality of the service documentation developed by the civil servant (probationer).

19. The tutor who has achieved good results may be recommended by the head of the structural unit for different types of incentive in accordance with the established types of incentive at Rostekhnadzor.

The results of the tutor's work will be taken into account when nominating him/her for a class rank, deciding whether he/she can be included in the staff reserve to fill a vacant position of civil service by way of professional growth based on the results of tests and promotion.

Appendix 1
to Provision on Organization of Work
on Tutorship at Federal Environmental, Industrial and Nuclear
Supervision Service approved by Order of Federal Environmental,
Industrial and Nuclear Supervision Service

No. _____ of DD/MM/YY

APPROVED BY

(signature, last name, initials of structural unit head)

(name of structural unit)

DD/MM/YY

Tutorship Action Plan

(civil servant's (probationer's) name, current position)

managed by the tutor

(name, current position)

Tutorship period: from DD/MM/YY

to DD/MM/YY

(number of weeks)

No.	Name and content of action	Deadline	Fulfilled/unfulfilled
	Section 1. Introduction of the civil servant (probationer) to the collective and familiarization with his/her work place, additional equipping		
	Section 2. Familiarization with personal regulations, qualification requirements to his/her		

position, office regulations and order of fulfillment of his/her duties			
Section 3. Familiarization with restrictions and bans at government civil service and anti-corruption law			
Section 4. Familiarization with tasks, structures and peculiarities of government civil service and conditions of work at the structural unit			
Section 5. Familiarization with the order and peculiarities of maintenance of service documentation and observance of secrecy regime			
Section 6. Rendering assistance in socialization and adaptation to work place			
Section 7. Study of the trainee's personality, his/her psychological peculiarities, social and living conditions			
Section 8. Organization of study of regulatory legal framework in terms of issues of fulfillment of duties			
Section 9. Control of fulfillment of test and practical assignments			
Section 10. Check of skills and knowledge obtained by the civil servant (probationer), his/her readiness for independent practical fulfillment of duties			

Section 11. Preparation of conclusion of tutorship results			

Tutor

(initials, last name, current position)

DD/MM/YY
)

(signature)

**Exemplary List of Regulatory Legal Acts to Be Known by Civil Servants
(Probationers)**

1. Constitution of the Russian Federation of December 12, 1993.
2. Federal Law "On the System of Government Service of the Russian Federation", No. 58-FZ of May 27, 2003.
3. Federal Law "On Government Civil Service of the Russian Federation", No. 79-FZ of July 27, 2004.
4. Federal Law "On Corruption Control", No. 273-FZ of December 25, 2008.
5. Decree of the President of the Russian Federation "On the System and Structure of the Federal Executive Authorities", No. 314 of March 9, 2004.
6. Decree of the President of the Russian Federation "On the Conduct of Certification of Government Civil Servants of the Russian Federation", No. 110 of February 1, 2005.
7. Decree of the President of the Russian Federation "On the Order of Conduct of Passing Qualification Examination by Government Civil Servants of the Russian Federation and Assessment of Their Knowledge, Skills and Abilities (Professional Level)", No. 112 of February 1, 2005.
8. Decree of the President of the Russian Federation "On the Competition to Fill in Vacant Position of Government State Service of the Russian Federation", No. 112 of February 1, 2005.
9. Decree of the President of the Russian Federation "On the Order of Conferment and Preservation of Class Ranks of Government Civil Service of the Russian Federation to Government Civil Servants", No. 113 of February 1, 2005.
10. Decree of the President of the Russian Federation "On the Exemplary Form of Service Contract of Government Civil Service of the Russian Federation and Filling in a Position of Government Civil Service", No. 159 of February 16, 2005.

11. Decree of the President of the Russian Federation "On the Register of Positions of Federal Government Service", No. 1574 of December 31, 2005.
12. Decree of the President of the Russian Federation "On the Exemplary Form of Service Contract of Government Civil Service of the Russian Federation and Filling in a Position of Government Civil Service", No. 159 of February 16, 2005.
13. Decree of the President of the Russian Federation "On the Financial Allowance of Government Civil Servants", No. 763 of July 25, 2006.
14. Decree of the President of the Russian Federation "On the Main Areas of Enhancement of the State Management System", No. 601 of May 7, 2012.
15. "Code of Ethics and Service Behavior of Government Civil Servants of Federal Environmental, Industrial and Nuclear Supervision Service" approved by the order of Federal Environmental, Industrial and Nuclear Supervision Service, No. 328 of June 28, 2011.
16. Administrative regulations of Rostekhnadzor.
17. Job description of a civil servant (probationer).
18. "Instruction on Record Management at the Headquarters of Federal Environmental, Industrial and Nuclear Supervision Service" approved by the order of Federal Environmental, Industrial and Nuclear Supervision Service, No. 340 of June 30, 2011.
19. Internal regulating documents:

20. Other regulatory legal and legal acts of Rostekhnadzor/structural unit:

Appendix 2
to Provision on Organization of Work
on Tutorship at Federal Environmental, Industrial and Nuclear
Supervision Service approved by Order of Federal Environmental,
Industrial and Nuclear Supervision Service

No. _____ of DD/MM/YY

APPROVED BY

(signature, last name, initials of structural unit head)

(name of structural unit)

DD/MM/YY

Report on Tutorship Results

Civil servant (probationer) _____

(name current position)

Year of birth _____

Education _____
(name of educational establishment)

(specialty or area of training, qualification, academic degree, academic title)

Period of tutorship from DD/MM/YY

To DD/MM/YY

Conclusion _____

Recommendations _____

Tutor _____

(signature, initials, last name, current position)

DD/MM/YY

Report acknowledged by civil servant (probationer) _____

(signature, initials, last name, current position)

DD/MM/YY
