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Interdisciplinary educational project on the disciplines "MDK 01.05 Office work  
and confidentiality regime" and "Foreign language"

Interdisciplinary educational project on the disciplines "MDK 01.05 Paperwork  
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## Annotation

The topic "Procedure for the preparation and approval of documents of collegial bodies" is devoted to the study of the procedure for the preparation and approval of documents developed and adopted by collegial bodies in the system of state and law enforcement activities. The work reveals the theoretical and legal foundations of the functioning of collegial bodies, considers the types and specifics of their documents, analyzes the stages of office work – from the preparation of projects to their approval. Particular attention is paid to legal regulation, as well as practical aspects of maintaining documentation using the example of a specific body. Based on the analysis, the main problems associated with the preparation of documents are identified, and ways to eliminate them are proposed.

## Keywords (10)

Collegial body, office work, regulatory framework, meeting minutes, document approval, commission decision, civil service, legal act, work regulations, documentary registration.

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## INTRODUCTION

### **Relevance.**

The relevance of the topic of the work is due to the need for strict compliance with the procedure for the preparation and approval of documents of collegial bodies in the system of internal affairs bodies. Violations in office work can entail legal consequences, reduce the legal significance of decisions taken and complicate their implementation. In the context of standardization of management and the introduction of electronic document management, this area requires special attention and practical improvement.

**The purpose of the study** is to study the procedure for registration and approval of documents of collegial bodies in the system of law enforcement agencies using the example of the Ministry of Internal Affairs of Russia "Yenisei".

**The object of the study** is the organization of document flow of collegial bodies in the system of the Ministry of Internal Affairs of Russia.

**The subject of the study** is the procedure for registration and approval of documents of the collegial bodies of the Ministry of Internal Affairs of Russia "Yenisei".

### **Research objectives:**

- to study the theoretical and legal foundations of the activities of collegial bodies and their document flow;
- analyze the regulatory legal acts governing the procedure for the preparation and approval of documents;
- to consider the practical aspects of maintaining documentation in the work of collegial bodies using the example of the Yenisei MO of the Ministry of Internal Affairs of Russia;
- identify the main problems and suggest ways to solve them.

The empirical basis of the study includes regulatory documents of the Ministry of Internal Affairs of Russia, materials of professional and scientific literature,

official websites of law enforcement agencies, as well as documents drawn up in the course of the activities of collegial bodies.

Structure of the term paper: introduction, two chapters, conclusion, list of references.

Research base: MO Ministry of Internal Affairs of Russia "Yenisei".

**Research hypothesis.**

It is assumed that compliance with the established procedure for the preparation and approval of documents of collegial bodies contributes to increasing the legal significance of decisions taken, reducing the number of violations in office work and increasing the efficiency of the work of internal affairs agencies.

# 1 Theoretical and legal foundations of the procedure for the preparation and approval of documents of collegial bodies

## 1.1 The concept and legal essence of collegial bodies in the system of state power

Collegial bodies are structures in which management, administrative or control decisions are made jointly by a group of authorized persons, based on discussion and voting. The decisions made are formalized in official documents: minutes, conclusions, decisions.

Historically, the institution of collegiality in Russia originates from the reforms of Peter I, when orders were replaced by boards, distinguished by collective management and regulated procedures. The principle of collegiality was preserved in the Soviet period – in the activities of the Councils, committees and commissions [15].

In the modern system of state power, collegial bodies are used in federal, regional and municipal structures, as well as in the system of the Ministry of Internal Affairs of Russia – in the form of certification, disciplinary and other commissions. They ensure the legality, transparency and objectivity of management decisions [14].

The legal basis for the activities of collegial bodies consists of:

1. Article 32 of the Constitution of the Russian Federation, which enshrines the right of citizens to participate in government [1].

2. Federal Law of 07.02.2011 No. 3–FZ “On Police” provides for the possibility of creating advisory bodies in the system of the Ministry of Internal Affairs [4].

3. Federal Law of 03.06.2009 No. 103–FZ – regulates the activities of public councils [3].

4. Orders of the Ministry of Internal Affairs of Russia No. 282, No. 530, No. 890 – determine the procedure for the functioning of certification and disciplinary commissions, as well as the requirements for the execution of their documents[6–8].

Collegial bodies in the legal sense:

- operate in the manner prescribed by law;
- have a decision-making procedure;
- ensure that the results are recorded in documents;
- contribute to the legal certainty of management processes.

Thus, collegial bodies are an integral instrument of legal and administrative activity, ensuring collective responsibility and transparency in the work of government bodies, including the Ministry of Internal Affairs.

## 1.2 Types of documents issued by collegial bodies

The activities of collegial bodies are accompanied by the preparation of a set of documents reflecting the preparation, conduct and results of meetings. These documents perform a managerial and legal function, confirming the decisions made and ensuring the transparency of procedures.

The minutes must contain: the name of the body, the date and number of the meeting, the agenda, the composition of the participants, the voting results, the text of the decisions and the signatures of the chairman and secretary. All documents are subject to registration and are stored for the established period (from 5 to 10 years, sometimes permanently).

Thus, the documentation of collegial bodies is strictly regulated and ensures the legal validity of the decisions taken.

### 1.3 Normative and legal regulation of the procedure for the preparation and approval of documents of collegial bodies

The preparation and approval of documents of collegial bodies is regulated by federal legislation, departmental orders of the Ministry of Internal Affairs of Russia and state standards, which norms ensure the legal significance, regulation and uniformity of management documentation.

Main regulatory legal acts:

1. Federal Law of 07.02.2011 No. 3–FZ “On Police” – allows the creation of advisory and consultative collegial bodies within the structure of the Ministry of Internal Affairs [4].
2. Federal Law of 03.06.2009 No. 103–FZ regulates the activities of public councils [3].
3. Order of the Ministry of Internal Affairs of Russia dated 07.11.2013 No. 890 – establishes the rules for the execution, approval and registration of documents [7].
4. Orders of the Ministry of Internal Affairs of Russia No. 282, No. 530, No. 955 detail the work procedure of certification and disciplinary commissions [6, 7, 9].
5. GOST R 7.0.97–2016 and GOST R ISO 15489–1–2007 define requirements for the structure, details and management of documents [11].

Since 2020, the Ministry of Internal Affairs of Russia has been implementing electronic document management (Order No. 190), which provides for the approval of documents using an enhanced qualified electronic signature (EQES) and registration through automated systems [10].

Violation of the established registration procedure may entail disciplinary liability in accordance with Federal Law No. 342–FZ and orders of the Ministry of Internal Affairs [5].



## 2 Organization of office work in the activities of collegial bodies

### 2.1 Procedure for preparation, coordination and approval of protocols and decisions

The preparation of documents of collegial bodies of the Ministry of Internal Affairs of Russia is regulated by the Order of the Ministry of Internal Affairs of 07.11.2013 No. 890 [7]. The main documents recording the results of meetings are the minutes, the decision and the extract from the minutes.

#### Stage 1. Preparation of the meeting.

- the agenda and draft decisions are being formed;
- notifications to commission members are sent no later than 3 days before the meeting;
- preparation is carried out by the secretary or on behalf of the management.

Stage 2. Conducting the meeting and drawing up the minutes. The minutes include:

- date, meeting number;
- composition of those present;
- agenda;
- results of discussions and voting;
- decision made.

The minutes are kept by the secretary of the commission and signed jointly with the chairman. The document can be drawn up in paper or electronic form.

#### Stage 3. Agreement and approval. After the meeting, the minutes:

- signed by the chairman and secretary;
- if necessary, agreed with a lawyer;
- approved by the head of the department or issued by order.

#### Step 4. Registration and storage

- the minutes are registered in the meeting journal or electronic document management system;

- stored in the archive in accordance with the List of standard documents (period – 5–10 years).

In the division, the execution of protocols is assigned to the personnel service. Final decisions are most often approved by the signature of the chairman, and, if necessary, by an order on personnel.

Thus, strict adherence to the stages of preparation, execution and approval of documents ensures the legal force of decisions and their compliance with regulatory requirements.

## 2.2 Requirements for the execution of documents of collegial bodies using an example

The preparation of documents of collegial bodies is carried out in accordance with GOST R 7.0.97–2016 and the Order of the Ministry of Internal Affairs of Russia dated 07.11.2013 No. 890 [7, 12]. Mandatory documents include: minutes, extracts from minutes, decisions, agendas and lists of participants.

The protocol includes:

- full name of the body;
- date and number of the meeting;
- composition of the commission;
- agenda;
- brief summary of the discussion;
- formulation of the solution;
- signatures of the chairman and secretary.
- signatures of responsible persons.

Thus, the preparation of documents of collegial bodies requires compliance with a unified structure and standards, which is confirmed by the examples presented in the work.

## 2.3 Main problems of registration and approval of documents of collegial bodies and ways of their solution

Despite the existence of regulations, problems persist in the practice of the work of the MIA units. Based on the analysis, the following problems were identified (Table 2).

Table 2 – Identified problems in the design and approval of documents of collegial bodies

Problem	Description
Lack of uniform templates	Some commissions (especially when they work irregularly) use arbitrary forms of protocols, which leads to non-compliance with the requirements of GOST and the Order of the Ministry of Internal Affairs
Errors in design	There are typos, signatures and dates are missing, and the titles and positions of the meeting participants are incorrectly indicated.
Violation of registration and approval deadlines	Protocols may be delayed in being submitted for signature or not registered in a timely manner, which affects the implementation of decisions

The following measures are proposed and presented in Table 3.

Table 3 – Possible solutions

Offer	Expected effect
Development and implementation of unified document templates (minutes, extracts, decisions)	Improving the quality and consistency of design; reducing the time required to prepare documents
Organization of training seminars for secretaries and office staff on office work issues	Improving the legal and methodological literacy of personnel, reducing the number of errors
Introduction of deadlines for signing and registering documents	Eliminate delays, improve document flow
Transition to electronic document management (within the framework of acceptable regulations)	Reducing the risk of document loss, increasing transparency and speed of approval

Solving problems requires a systematic approach, which will ensure that documents comply with regulatory requirements and increase their legal significance.

## CONCLUSION

During the course work, an assessment was made of the procedure for the preparation and approval of documents of collegial bodies in the system of state power, in particular, in the structure of internal affairs bodies using the example of the Ministry of Internal Affairs of Russia "Yenisei".

The first chapter examines the theoretical and legal foundations of the functioning of collegial bodies. It is specified that such bodies are advisory or administrative structures acting on the basis of the principles of collectivity, transparency, legality and regulation. A classification of documents is given that formalize the activities of collegial bodies, and their legal essence is disclosed. An analysis of current regulatory legal acts, such as Order of the Ministry of Internal Affairs of Russia No. 890 and GOST R 7.0.97–2016, regulating the structure and procedure for drawing up minutes, decisions, extracts and accompanying materials, is conducted.

The second chapter examines the practical side of record keeping in collegial bodies. Using the example of the work of the certification commission of the Ministry of Internal Affairs of Russia "Yenisei", the stages of preparation, coordination, approval and registration of final documents were analyzed. An analysis of typical violations in the execution of documents was conducted, problems related to the lack of unified templates, low legal training of employees and insufficient automation of document flow were identified. Solutions were proposed.

The stated objective of the study – to study the procedure for the preparation and approval of documents of collegial bodies and to propose recommendations for their improvement – was achieved. Based on the analysis, it can be stated that improving discipline and quality in the field of office work of collegial bodies directly affects the effectiveness of making management decisions in the system of internal affairs bodies.

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