

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE, THE  
UNITED NATIONS DEVELOPMENT PROGRAMME AND THE  
GOVERNMENT OF THE REPUBLIC OF ARMENIA**

This Memorandum of Understanding (“MoU”) is entered into by the Government of the Republic of Armenia, represented by the Ministry of Urban Development (hereinafter “MoUD”), the United Nations Economic Commission for Europe (hereinafter “UNECE”), a regional commission of the United Nations, and the United Nations Development Programme (“UNDP”), a subsidiary organ of the United Nations, UNECE, UNDP, and MoUD being hereinafter jointly referred to as the “Parties”.

**WHEREAS**, the principal activity implemented by the UNECE Committee on Housing and Land Management is the preparation of the ECE country profiles on housing and land management to reflect social and economic changes in housing and land management in the ECE region;

**WHEREAS**, UNDP serves as the operational arm of the United Nations at the country level and works with partners in numerous countries to promote sustainable development, eradication of poverty, advancement of women, good governance and the rule of law;

**WHEREAS** UNDP, represented by the Country Office in the Republic of Armenia wishes to enhance its development activities in provision of support to housing policy reform, urban development and land management to contribute to the country’s sustainable development;

**WHEREAS**, the Government of the Republic of Armenia, as represented by MoUD, attaches priority to urban development, spatial planning and housing policy in the country and has expressed its interest in the preparation, jointly with the UNECE and UNDP, of a country profile on housing and land management (see Annex 1 – Letter No. 01/21/5941-13 dated 26 September 2013 from Mr. Samvel Tadevosyan to Ms. Virginia Cram-Martos).

**WHEREAS**, the Parties share similar objectives and wish to cooperate in areas of mutual concern to enhance the effectiveness of their efforts for sustainable development (see Annex 2 – Letter Ref: ECE/ ECTLM /2013/349 dated 30 October 2013 from Mr. Sven Alkalaj to Mr. Samvel Tadevosyan);

**NOW, THEREFORE**, the Parties agree to cooperate as follows:

## **Article I Purpose**

1. The purpose of this MoU is to provide a framework of cooperation between the Parties in areas of common interest under the preparation of the Country Profile on Housing and Land Management for the Republic of Armenia.
2. This MoU serves as a basis for cooperation between MoUD and UNECE, UNDP aimed to support the preparation of the Country Profile on Housing and Land Management (according to the structure approved by the Parties as set out in Annex 3 - Structure of Country Profile on Housing and Land Management of the Republic of Armenia), which will enable the Government of the Republic of Armenia to analyze the policy, strategies and activities of organizations specialized in housing, urban development, spatial planning and land management, as well as to compare the progress made by the country in these areas with that of other countries in the region.

## **Article II Areas of cooperation**

1. The Parties agree to cooperate on the following activities, as defined in the UNECE Guidelines for the preparation of UNECE country profiles on housing and land management (see Annex 4 – Guidelines for the preparation of ECE country profiles on housing and land management, ECE/HBP/2013/8):
  - 1.1. To carry out appropriate preparatory works, including:
    - 1.1.1. To set up the national Interagency Commission for strategic coordination and supervision over the preparation of the country profile on housing and land management based on the government decision (see Annex 5 – Decision of Prime Minister No. 943 A on Establishing the Interagency Commission);
    - 1.1.2. To set up the national team of experts comprising housing and land management specialists, preferably with a good command of English, who will assist the international group of experts through provision of necessary information and data in the frame of this survey (see Annex 6 – Ministerial Order No. 262 on Establishing the National Group of Experts);
    - 1.1.3. To set up the international group of experts for the preparation of the country profile on housing and land management (to be done by UNECE in consultation and cooperation with MoUD and UNDP);
    - 1.1.4. To ensure the collection of reference data required for the preliminary preparatory mission, follow-up research mission and the final mission of the international expert group (to be coordinated by MoUD based on the Note for the national

coordinator prepared by the UNECE Housing and Land Management Unit (Annex 7)).

- 1.2. To arrange four (4) missions within the timeframe agreed by the Parties (to be ensured by MoUD based on the Note for the national coordinator prepared by the UNECE Housing and Land Management Unit (Annex 7) and Republic of Armenia Country Profile preliminary work schedule (Annex 8), in cooperation with UNECE and UNDP), as follows:
    - 1.2.1. Preliminary mission involving representatives of the UNECE secretariat;
    - 1.2.2. First research mission for the preparation of a pilot project on smart cities involving representatives of the UNECE secretariat and international experts;
    - 1.2.3. Second research mission involving representatives of the UNECE secretariat and international experts;
    - 1.2.4. Final mission involving representatives of the UNECE secretariat and, possibly, international experts, to launch the Country Profile.
  - 1.3. To prepare a draft country profile on housing, urban development and land management by the group of international experts in close cooperation with the national team of experts, to submit it for consideration by all Parties, to collect their comments and observations and elaborate the final document.
  - 1.4. To publish the final country profile in languages agreed by the Parties and post it on the UNECE Committee website: <http://www.unece.org/housing>.
  - 1.5. To organize a presentation of the country profile to be conducted in the Republic of Armenia (as part of the final mission outlined in 1.2.3.) inviting a wide range of international and national representatives drawn from the housing, urban planning and management and land administration sectors. Copies of the document will be disseminated directly among all UNECE member states through relevant ministries.
2. To achieve the above activities, the Parties agree to cooperate as follows:
- 2.1. The procedural and organizational issues related to timely implementation of activities mentioned above will be dealt with by the Parties in compliance with the assignments specified in the Note for the national coordinator prepared by the UNECE Housing and Land Management Unit (Annex 7), according to the mandate and powers conferred to each of the Parties and by their common agreement and approval;
  - 2.2. Activities related to the preparation of the country profile on housing and land management will be funded by UNECE, UNDP and MoUD in line with the budget approved by the Parties (see Annex 9 – Indication of sources of

financial support for the preparation of the Country Profile on Housing and Land Management of the Republic of Armenia), taking into account that the actual financial contribution to be made by UNDP may be adjusted by the latter based on the needs for financing of pre-defined types of activities. In addition, UNECE will provide expertise from the United Kingdom and the Russian Federation in support of these activities. Direct funding of all activities will be agreed through separate bilateral or multilateral donor agreements. These agreements will define the exact source and amounts of funding required for each activity.

### **Article III Consultation and Exchange of Information**

- 3.1 The Parties shall, on a quarterly basis, keep each other informed of and consult on matters of common interest, which in their opinion are likely to lead to mutual collaboration.
- 3.2 Consultation and exchange of information and documents under this Article shall be without prejudice to arrangements which may be required to safeguard the confidential and restricted character of certain information and documents. Such arrangements will survive the termination of this MoU and of any agreements signed by the Parties within the scope of this collaboration.
- 3.3 The Parties shall convene meetings on a regular basis to review the progress of activities being carried out under the present MoU and to plan future activities.
- 3.4 The Parties may invite each other to send observers to meetings or conferences convened by them or held under their respective auspices in which, in the opinion of either Party, the other may have an interest. Invitations shall be subject to the procedures applicable to such meetings or conferences.
- 3.5 All costs associated with these meetings will be borne by each party respectively, unless otherwise agreed in writing.

### **Article IV Implementation of the MoU**

- 4.1 It is understood that all activities will be carried out on the basis of this MoU and its relevant annexes agreed by the Parties, and in accordance with the applicable regulations and rules of UN/UNDP/UNECE and the Government of the Republic of Armenia.
- 4.2 Neither Party shall act as a representative or joint partner of the other Party. Neither Party shall enter into any contract or commitment on behalf of

the other Party and shall be solely responsible for making all payments to and on behalf of its own account, as provided for under this MoU, unless otherwise agreed in writing.

- 4.3 Each Party shall be responsible for its acts and omissions in connection with this MoU and its implementation and responsibilities arising therefrom for either Party cannot be transferred to other Parties.

## **Article V Use of Name and Emblem**

- 5.1 Neither Party shall use the name, emblem or trademarks of the other Party, or any of its subsidiaries, and/or affiliates, or any abbreviation thereof, without the express prior written approval of the other Party in each case. Under no circumstances will authorization to use the UNECE and UNDP names or emblems, or any abbreviations thereof, be granted for commercial purposes, or for use in any manner that suggests an endorsement by UNECE and UNDP of MoUD, UNECE and UNDP's services.
- 5.2 The Parties acknowledge that they are familiar with UNDP's priorities and the goals and objectives of the UN and recognize that the names and emblems of UNDP and UNECE may not be associated with any political or sectarian cause or otherwise used in a manner inconsistent with the status, reputation and neutrality of UNECE and UNDP.
- 5.3 The Parties agree to recognize and acknowledge this partnership, as appropriate. To this end, the Parties shall consult with each other concerning the manner and form of such recognition and acknowledgement.

## **Article VI Term, Termination, Amendment**

- 6.1 The cooperation under this MoU shall start from the Effective Date as defined in Article **XI of this MoU** and end on **31 May 2016**, unless terminated earlier by either Party upon two months' written notice to the other Parties. The Parties may agree to extend this MoU in writing for subsequent periods of one year.
- 6.2 In the event of termination of this MoU, any documents concluded hereunder, including cost-sharing or project cooperation agreements may also be terminated in accordance with the termination provisions contained in such agreements. In such a case, the Parties shall take appropriate steps to ensure that the activities carried out under this MoU, as well as cost-sharing agreements, and other project documents are terminated in a prompt and appropriate manner.

6.3 This MoU may be amended only by mutual written agreement of the Parties.

**Article VII**  
**Notices and Addresses**

Any notice or request required or permitted to be given under this MoU has to be made in writing. Such notice or request will be deemed duly given or made if delivered by e-mail and/or post mail to the Party to which it is required to be given or made at the address specified below or other address to be notified further.

For MoUD: Ms. Ruzan Alaverdyan  
Deputy Minister  
Ministry of Urban Development of the RA  
Republic Square, Government House 3  
0010 Yerevan, Armenia  
Phone: +374 11 60-621-706  
Fax: +374 11 60-621-734  
E-mail: [ruzan\\_a@yahoo.com](mailto:ruzan_a@yahoo.com)

For UNECE: Ms. Gulnara Roll  
Head, Housing and Land Management Unit  
Forests, Land and Housing Division  
UN Economic Commission for Europe  
Palais des Nations  
CH-1211 Geneva 10, Switzerland  
Phone: +41 22 917 22 57  
E-mail: [Gulnara.Roll@unece.org](mailto:Gulnara.Roll@unece.org)

For UNDP: Ms. Claire Medina  
Deputy Resident Representative  
UNDP Armenia  
14 Petros Adamyan St., Yerevan 0010 Armenia  
Tel: +374 60 53 0000 (ext. 106)  
Fax: +374 10 54 3811  
E-mail: [claire.medina@undp.org](mailto:claire.medina@undp.org)

**Article VIII**  
**Settlement of Disputes**

The Parties shall endeavour to settle any disputes between them arising out of the application or the interpretation of this MoU amicably and in good faith.

**Article IX**  
**Privileges and immunities of UNECE and UNDP**

Nothing in this MoU shall be understood as a waiver, explicit or implicit, of the privileges and immunities enjoyed by UNECE and UNDP.

**Article X**  
**Miscellaneous**

This MoU and any related co-financing agreements, as well as other relevant project documents, comprise the complete understanding of the Parties in respect of the subject matter in this MoU and supersede all prior agreements relating to the same subject matter. Failure by either Party to enforce a provision of this MoU shall not constitute a waiver of that or any other provision of this MoU. If one of the Parties fails to fulfill the requirements of this MoU, the MoU will be reconsidered and amended by the agreement of the Parties. The invalidity or unenforceability of any provision of this MoU shall not affect the validity or enforceability of any other provision of the MoU.

**Article XI**  
**Entry into Force**

This MoU is made in 3 (three) copies in English, each of which shall be deemed an original and all of which duly executed shall constitute one entire document, and shall enter into force and effect on the date (“Effective Date”) of its signature by duly authorized representatives of the Parties.

**Article XII**  
**Status of Memorandum**

The present MoU is not deemed a binding international agreement and does not impose rights and duties under international law on the Parties.

**IN WITNESS WHEREOF**, the duly authorized representatives of the Parties affix their signatures below.

***FOR THE GOVERNMENT OF THE REPUBLIC OF ARMENIA:***  
*(Ministry of Urban Development of the Republic of Armenia):*

.....  
Mr. Narek Sargsyan  
Minister of Urban Development of the Republic of Armenia

.....  
Date

***FOR THE UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE:***

.....  
Mr. Christian Friis Bach  
UNECE Executive Secretary

.....  
Date

***FOR THE UNITED NATIONS DEVELOPMENT PROGRAMME:***

.....  
Name  
Title

.....  
Date





РЕСПУБЛИКА АРМЕНИЯ  
МИНИСТЕРСТВО ГРАДОСТРОИТЕЛЬСТВА  
МИНИСТР

REPUBLIC OF ARMENIA  
THE MINISTRY OF URBAN DEVELOPMENT  
MINISTER

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375010, ք. Երևան, Հանրապետության Հրապարակ,  
Շառափարկան տուն 3,  
375010, ք. Երևան, և՛ր. Բեստամյանի  
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Government House 3, Republic Square,  
Yerevan 375010  
Tel. 589080, Fax 523200

26.09.2013 N 01/21/5941-13

*Palais des Nations, Avenue de la Paix, 8-14  
CH-1211 Geneva 10, Switzerland*

To: **Ms. Virginia Cram-Martos**  
**Director, Trade and Sustainable Land**  
**Management Division**  
**UN Economic Commission for Europe**

**Dear Mrs. Cram-Martos,**

I would like to express my sincere gratitude to the UNECE Committee on Housing and Land Management staff and You personally, for providing valuable assistance in the developments of the housing policy and spatial planning fields, as well as for the involvement of the Ministry's representatives in the mentioned activities.

We highly appreciate the UNECE assistance for the studies made in the sphere of Land Administration and Housing Policy in 2001-2003, which resulted analyses and proposals playing great role in the mentioned spheres of policy improvement and development processes.

Simultaneously, it should be mentioned, that 10-12 years have passed since the above mentioned studies and new challenges have appeared in the fields of spatial planning and housing policy during that time. Thus, there is a great necessity to implement new studies to withstand challenges and solve occurred issues.

Taking into account the above mentioned, we would like to ask UNECE assistance in implementation of country's new studies in the fields of housing policy and spatial planning, which will include principles applicable for Armenia reflected in the report on "Spatial Planning - Key Instrument for Development and Effective Governance with Special Reference to Countries in Transition" published in 2008 by UNECE, as well as recommendations will be made related to the strategical development of the mentioned fields.

We are looking forward to productive and continuous cooperation.

Using this opportunity, please accept the assurances of my highest consideration.

Sincerely yours,



**SAMVEL TADEVOSYAN**



UNITED NATIONS  
ECONOMIC COMMISSION FOR EUROPE

The Executive Secretary

*Under-Secretary-General*

Ref: ECE / ECTLM / 2013 / 349

30 October 2013

Excellency,

I wish to thank you for your letter dated 26 September 2013 addressed to Ms. Virginia Cram-Martos, Director of Economic Cooperation, Trade and Land Management Division of the UNECE, containing a request to conduct a country profile on housing and land management in Armenia.

The UNECE Committee on Housing and Land Management at its seventy-fourth session on 7 October 2013 agreed to develop a country profile for Armenia, pending the availability of financial resources.

The country profile activity requires a considerable amount of preparatory work by the country under review and by the UNECE secretariat. This includes establishing local and international expert teams, organization of the preparatory and research missions, as well as the preparation of background materials.

Depending on the time needed for the preparatory activities and the availability of funding, the profile could be carried out in the second half of 2014 and in 2015.

The UNECE secretariat stands ready to assist your country in the implementation of your country profile and will get in touch with your office for the planning of relevant activities. In this regard, we would be grateful if you could appoint a focal point to handle communications with the UNECE secretariat. The name of the focal point can be communicated directly to Ms. Gulnara Roll, Secretary to the Committee on Housing and Land Management, at [gulnara.roll@unece.org](mailto:gulnara.roll@unece.org).

His Excellency  
Mr. Samvel Tadevosyan  
Minister of Urban Development  
of the Republic of Armenia  
Yerevan



I thank you again for your interest in the work of UNECE and I look forward to cooperating with you on this important activity.

Please accept, Excellency, the assurances of my highest consideration.



Sven Alkalaj

# **Structure of Country Profile on Housing and Land Management of the Republic of Armenia**

## **General Overview**

1. Geographical situation
2. Political situation
3. Population and demographic situation (including changes in the demographic composition of urban and rural settlements)
4. Socio-economic conditions

## **Part I. LEGAL AND INSTITUTIONAL FRAMEWORK FOR HOUSING, URBAN DEVELOPMENT AND LAND MANAGEMENT**

1. Legal and institutional frameworks for housing
2. Legal and institutional frameworks for urban development
3. Legal and institutional frameworks for land management

## **Part II. HOUSING SECTOR**

### **1. Housing policy**

### **2. Existing housing stock, housing maintenance and management**

- 2.1. Analysis of the housing stock, including type, age, distribution by rural and urban settlements, its physical and seismic conditions, accessibility, habitability and comfort
- 2.2. Housing tenure system (i.e., individual ownership, municipal ownership, condominiums), including housing-related land tenure
- 2.3. Housing management, including the role of the private sector
- 2.4. Information systems of housing management (housing registry and technical passports of residential buildings)
- 2.5. Renovation, strengthening and modernization of existing housing

### **3. Housing provision**

- 3.1. Housing demand
- 3.2. Analysis of state, community and donor supported housing programs
- 3.3. Development of social and affordable housing
- 3.4. Housing for rent (rental housing)

### **4. Communal infrastructures and public services**

- 4.1. Quality of infrastructure and public services and the roles of different actors in their provision
- 4.2. Analysis of the provision of communal services, including the contracts for the provision of services by private operators and legal relations between the operator and the customer, and between the operator and housing management institution
- 4.3. Tariff policy, fees

## **5. Energy efficiency and energy saving in housing**

- 5.1. Norms and standards
- 5.2. Activities in promoting energy efficiency in housing, including in new housing construction and modernization of existing housing
- 5.3. Ongoing projects on energy efficiency, including those in public sector
- 5.4. Role of commercial banks and international organizations in promotion of energy efficiency and energy saving in housing sector

## **6. Housing market**

- 6.1. Analysis of trends in the housing market as well as the actors in the housing market
- 6.2. Mortgage market
- 6.3. Financial mechanisms

## **7. Housing construction**

- 7.1. Construction procedures (construction permit, supervision, administrative barriers, safety and seismic consideration)
- 7.2. Housing demand and supply
- 7.3. State and private housing construction (including analysis of dynamics of construction during the last 10 years)
- 7.4. Financial mechanisms

## **8. Disaster risk reduction**

- 8.1. Strategy to combat natural and human-induced disasters including through better housing standards
- 8.2. Emergency management and city resilience

## **Part III. URBAN DEVELOPMENT AND PLANNING**

### **1. Urban development and spatial planning**

- 1.1. Main drivers in urban development
- 1.2. Urban and territorial planning (including at municipal and regional or multi-municipal planning)
- 1.3. National resettlement projects
- 1.4. Regional development projects in Armenia
- 1.5. Smart and compact cities
- 1.6. Urban sprawl and its management
- 1.7. Sustainable cities / green architecture

### **2. Social cohesion and environmental protection**

- 2.1. Implementation of the landscape policy in human settlements, natural landscapes conservation and restoration of degraded areas
- 2.2. Development, management and basic principles of the four-year Community Development Project
- 2.3. Architectural and historical heritage conservation
- 2.4. Spatial planning and urban development impacts on the environment and resilience to disasters

#### **Part IV. LAND ADMINISTRATION AND MANAGEMENT**

1. Real estate cadaster, including the cadastral basis
2. Geodetic framework and topographic mapping
3. Role of notaries
4. Services to the public, including the provision of information on land and real estate
5. Private sector involvement in land administration
6. Urban land value assessment
7. Land use impacts on environment and resilience

#### **PART V. FINANCIAL FRAMEWORK FOR THE HOUSING AND LAND SECTOR**

1. Public and private financing of housing and land
2. Link between housing policy and banking system
3. Housing affordability, availability of housing finance, financing of housing improvements
4. Role of national and local housing finance authorities

#### **PART VI. POLICY RECOMMENDATIONS**



## Economic and Social Council

Distr.: General  
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### Economic Commission for Europe

#### Committee on Housing and Land Management

##### **Seventy-fourth session and Ministerial meeting**

Geneva, 7 - 9 October 2013

Item 5(d) of the provisional agenda

##### **Review of the programme of work 2012 – 2013**

##### **Country profiles on housing and land management**

### **Guidelines for the preparation of ECE country profiles on housing and land management**

#### **Note by the secretariat**

##### *Summary*

ECE country profiles on housing and land management are the flagship activity of the Committee on Housing and Land Management. Regular reviews of the methodology for the preparation of country profiles are conducted by the Committee in order to reflect social, economic and political changes in housing and land management in the ECE region.

At its seventy-third session, the Committee requested the secretariat to review the methodology of the preparation of the country profiles and prepare guidelines for the preparation of country profiles. This note contains these guidelines.

The Committee is invited to endorse these methodological guidelines. Following the Committee's endorsement, the guidelines will be made available through the ECE website.



## I. Introduction

1. To support housing and land policy reforms in the ECE region, and especially in countries in transition, the ECE prepares country profiles on housing and land management. These country profiles are a tool for Governments to analyse their housing, urban development and land management policies, strategies, and institutions. They also help countries to compare their progress in these areas with that made by other countries in the region. At the core of the country profiles is an analytical study of housing, urban development and land management written by independent international experts. Practical policy recommendations are formulated based on this analysis.

2. The target groups for country profiles are: most importantly, decision-makers in the national and local authorities; international and non-governmental organizations; academia; and the private sector active in housing, urban development and land administration.

3. The housing profile studies have been developed by ECE since 1996. Thus far, ECE country profiles have been produced for Bulgaria (1996), Poland (1998), Slovakia (1999), Lithuania (2000), Romania (2001), the Republic of Moldova (2002), Albania (2002), Armenia (2004), the Russian Federation (2004), Serbia and Montenegro (2006), Georgia (2007), Belarus (2008), Kyrgyzstan (2010), Azerbaijan (2010) and Tajikistan (2011). The country profile of Ukraine will be completed in 2013.

4. Country profile recommendations have resulted in important policy reforms. For example:

- In Armenia, following the completion of the country profile, a state programme on housing for special population groups was developed and a framework to improve housing conditions of the socially vulnerable was approved. Moreover, the Government initiated a five-year programme on multifamily housing stock maintenance and management.
- Since the launch of the country profile of Azerbaijan in 2010, the Government amended its housing code and drafted a town planning code.
- In Belarus, recommendations from the 2008 country profile were translated into national legislation to make housing more affordable through savings schemes and to facilitate easier access to mortgages and low-interest credit. As part of these reforms, new regulations on savings for housing construction are being considered. Moreover, a programme for the design and construction of energy-efficient housing was launched and a pilot project to introduce rental housing in Belarus was started in Minsk.
- Following the preparation of the country profile for Georgia, the Government of Georgia developed a draft Codex for Spatial Planning and Construction Regulation. This included, for example, rules to legalize existing illegal buildings.
- In Serbia, the country profile has served as a basis for substantive improvements in housing legislation, including the creation of a legal framework for social housing.

5. This note contains information on the purpose of country profiles, the rationale behind their structure and the role country profiles play in facilitating legal, political and infrastructural reforms. This information is presented for the use of experts who contribute to country profiles and authorities who use country profiles.

6. In 2008, the Bureau of the Committee conducted a self-evaluation on the preparation of country profiles (ECE/HBP/2008/41). The self-evaluation focused on the procedure for the preparation of country profiles. This note builds on this self-evaluation and addresses logistics as well as the structure and the content of the country profiles.

7. The rest of this note contains guidelines which are divided into three areas: the procedure for the preparation of the country profiles (section II), the structure and content of country profiles (section III), and the use of country profiles as a tool to promote reforms in housing and land management (section IV).

## II. Procedure for the preparation of country profiles

8. **Request.** The Committee considers the preparation of a country profile after receiving a request from the relevant national agency or Ministry, addressed to the director of the division servicing the Committee. <sup>2</sup> If the Committee approves the request, the ECE secretariat (hereinafter, secretariat) requests the country to nominate a focal point for the country profile project.

9. **Nomination** of a focal point. The country assigns a representative of the relevant ministry as a focal point for the project. The focal point coordinates country efforts to facilitate the country profile preparation process. The focal point regularly communicates with the secretariat regarding the preparation and execution of research missions and the coordination of national experts. The focal point must be able to communicate in English.

10. **Establishment** of a national team of experts. The national team of experts is established by the host government to support the international team. This is done before the preliminary mission of the secretariat is conducted. National experts represent the government institutions dealing with housing and land issues in the country under review. The experts provide available information relevant to the country profile prior to the research mission and assist the international team during and after the mission. The work of the national team of experts is an in-kind contribution of the host government to the country profile project.

11. **Preliminary mission.** The secretariat will undertake a preliminary mission to the country in order to establish contacts with the national and local organizations involved in housing, urban development and land management and to collect information materials that could be useful to the international experts. After the mission, the structure of the country profile is drafted and a list of national experts with contact data is established. The structure of the country profile will be decided, in consultation with national authorities, based on the main housing, urban development and land management challenges identified during the mission.

12. **Establishment of an international team of experts and collection of background data and information.** A team of international experts is established by the secretariat. The team includes professionals in housing policy, housing finance, urban planning and management, land administration and land management. Experts act in their personal capacity and are chosen on the basis of their expertise and knowledge of the region. Usually, experts are not from the country under review in order to avoid conflicts of interest and to provide an external, independent perspective.

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<sup>1</sup> Available at <http://www.unece.org/hlm/sessions/69thsession.html>

<sup>2</sup> A template request letter is available at <http://www.unece.org/housing-and-land-management/areas-of-work/country-profiles-on-housing-and-land-management.html>

13. The secretariat and the national focal point facilitate the initial contact between international experts and national experts via email so that international experts can further communicate directly with national experts to collect necessary background information for their chapters and, thus, to prepare for the research mission.
14. National experts are requested to participate actively in the collection of relevant background information and data. Information is provided to international experts well in advance of the research mission and not later than four weeks before the mission. When possible, main documents and legal acts should be provided in the English language.
15. Background information includes policy documents, reports, publications, lists and copies of relevant legal acts as well as available and relevant economic data for the last 10 years. Earlier data will be requested as needed.
16. **Research mission.** The research mission is conducted by the secretariat and the international team of experts. International experts are requested to submit a two-page draft outline of their chapters, with the main points to be covered by the chapters, to the secretariat at least one month prior to the research mission. The research mission involves fact-finding and in-depth discussions with the national team of experts and housing and land management stakeholders in the country. Close cooperation between the international and national expert teams is a prerequisite for a successful research mission. Technical visits to housing sites can be organized during the mission.
17. **Preliminary chapter drafts.** International experts prepare comprehensive first drafts of their chapters after the research mission. The expected length of a chapter is 7-10 pages (in 11 point Times New Roman with single line spacing). Each chapter includes proposed policy recommendations. While these drafts are being written, the national expert team is expected to answer additional queries from international experts or the secretariat as needed.
18. **Final draft.** The secretariat and the international experts cooperate to create a revised draft. This draft is sent to country authorities for acknowledgement and verification. The secretariat produces a final draft, incorporating these comments. The final draft is presented to the Committee for approval.
19. **Publication.** After the country profile is approved by the Committee, it is published in English and, when requested by country authorities, in Russian. Country authorities translate the study into the national language. The document is made available in hard copy and online on the Committee website at <http://www.unece.org/hlm>.
20. **Launch Event.** After the publication is released in English and the national language, a launch event is held in the country with the participation of a wide range of international and national actors in the housing and land sectors.
21. **Distribution.** Copies are distributed directly to all the ECE member States through relevant ministries, local authorities and other institutions.
22. The following factors should be taken into consideration in planning and organizing a country profile study:
  - **Financing.** Country profiles are financed primarily through extrabudgetary funds, mostly in the form of member State contributions to the Housing and Land Management Trust Fund. Member States sometimes provide in kind assistance as well, by contributing and paying the travel costs of international experts. Countries under review contribute national experts, data and information collection, translation of relevant documents, interpretation and local transport during the missions.

- **Cooperation with international organizations.** During the country profile missions, the secretariat should establish contacts with international organizations in the country of the mission in order to take advantage of existing knowledge.
- **Sources.** Analyses prepared by international experts should be based on the data and information provided by the country under review and on the reports and publications of international organizations and donor agencies active in the country.
- **Approximate timeframe of the county profile study.** The process of preparing a country profile should take approximately 38 weeks, including a pre-mission (one week), collection of background data and information (six weeks), research mission (one to two weeks), drafting the chapters and recommendations (twenty-four weeks) and publication (six weeks).

### III. Structure and content of country profiles

23. Countries under review vary geographically, politically and socioeconomically and it is therefore impossible to establish a single country profile structure for all countries. The proposed structure is indicative and should be adapted as needed.

24. International experts should consult the Committee website<sup>3</sup> before preparing their chapters. The website contains published country profiles and other useful links and information.

25. Country profiles have various end users and each may seek different information. Nonetheless, especially for national authorities of reviewed countries, the most important component of the profiles is the conclusions and policy recommendations. These are found at the end of each chapter and summarized in the last chapter of the country profile.

26. Policy recommendations should be direct, clear and realistic and include a timeline. They should indicate actions that are needed in order to effect change and the public actors who are responsible for each action. Recommendations should include guidelines for the coordination of different actors.

27. The following structure for the country profiles is recommended:

28. **Preamble.** This part of the profile includes a foreword by the ECE Executive Secretary, a preface, acknowledgements, and an executive summary.

29. **General overview of the country situation.** This chapter includes information on geography, political framework, population and socio-economic conditions.

30. **Legal and institutional framework for housing, urban development and land management.** This part consists of two chapters, one each on the legal and institutional frameworks for housing, urban development and land management. These chapters identify the strengths and weaknesses of the legal and institutional systems. They analyse relevant actors and their roles, the level of engagement of the public and private sectors and participation of the public in decision making.

31. **Housing conditions, maintenance and management.** This section includes an analysis of the housing stock, including its physical condition, accessibility, affordability, habitability and cultural adequacy, as well as housing maintenance and management

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<sup>3</sup> Available at <http://www.unece.org/housing-and-land-management/areas-of-work/country-profiles-on-housing-and-land-management.html>

practices, including the role of the private sector in housing management.<sup>4</sup> The section also analyses utilities, housing energy efficiency and housing tenure systems (such as home ownership, individual ownership, condominiums and cooperatives). The section addresses gender issues (such as home ownership by women), adaptation to climate change and strategies to combat natural and human-induced disasters through better housing standards and design. Finally, the section shall analyse housing policies, including the housing policy framework and policy instruments.

32. **Urban development and planning.** This section explores the state of urban development, including issues such as urbanization, the abandonment of urban or rural areas, the densification of inner cities or urban sprawl, social inclusion, gentrification, socially mixed development as well as planned and unplanned housing development in the context of the development of smart and compact cities. The section also analyses large housing development projects, the reconstruction of degraded areas (greenfield development and brownfield regeneration), spatial planning, the management of urban growth, the adaptation to and mitigation of climate change and informal settlements. The section addresses the policy framework for spatial development and land-use regulations, including master plans and zoning.

33. **Infrastructure and public services.** This section analyses the quality of infrastructure and public services and the roles of different actors in their provision and management. The chapter analyses management systems in the country and the extent to which they facilitate the provision of services. It assesses investment priorities.

34. **Land administration and management.** This section usually consists of two chapters, one each on land policies and land administration. The first chapter analyses the national land administration system, including: relevant authorities; the role of notaries, if applicable; the real estate cadastre, including the cadastral basis; private sector involvement in land administration, the geodetic framework and topographic mapping; services to the public, including the provision of information on land and real estate; collaboration with other departments and municipalities; mortgages (including registration processes, fees, and foreclosure procedures); and the use of land as collateral. The chapter also discusses the state of real estate markets, including the taxation of real property. The second chapter in this section provides an analysis of the land policy framework<sup>5</sup>, including ongoing or planned reforms.

35. **Financial framework for housing and land.** This section addresses the public and private financing of housing and land, the availability of housing finance, housing affordability, the financing of housing improvements, and measures to increase housing energy efficiency, including for the poor. The section will address the link between housing policy and the banking system and the role of national and local housing finance authorities.

36. **Policy recommendations.** This section will summarize the recommendations included in each chapter.

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<sup>4</sup> See also “Elements of the right to adequate housing”, available at <http://www.ohchr.org/EN/Issues/Housing/toolkit/Pages/RighttoAdequateHousingToolkit.aspx>

<sup>5</sup> In the preparation of this chapter, it is recommended to make use of the Food and Agriculture Organization’s “Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the Context of National Food Security”, available at <http://www.fao.org/docrep/016/i2801e/i2801e.pdf>

#### **IV. Country profiles as a tool to promote reforms in housing, urban planning and land management**

37. Country profiles provide concrete policy recommendations. It is important to ensure the implementation of those recommendations and to support policy reforms. Following the preparation of country profiles, the government is recommended to write a national action plan with specific measures for the implementation of country profile policy recommendations. ECE can assist in the preparation of such an action plan, subject to the availability of extrabudgetary resources.

38. In 2013, ECE proposed the establishment of national urban policy dialogues. The objective of the dialogues would be to assist target countries in carrying out policy reforms by supporting the preparation of national action plans and their implementation. To monitor the implementation of the action plans, countries are recommended to form interagency committees, which include all key ministries and agencies involved in housing, urban planning and land management.

39. To ensure better coordination with UN-Habitat and its work aimed at coordinating the preparation of the third United Nations conference on housing and sustainable urban development (HABITAT III) 6., it is proposed that these national interagency committees be established in cooperation with ECE and UN-Habitat as National Habitat Committees. These committees could then, in addition to monitoring the implementation of the country profile national action plans, engage in policy and strategic discussions on issues related to the preparation of Habitat III

40. National urban dialogues can promote the strengthening of legal, institutional and managerial frameworks so that national and local authorities, urban planning, housing and land management authorities can cope with existing and new challenges.

41. Several years after the country profile has been produced, the country under review may request the team of international experts to conduct an assessment of reforms carried out. The team would evaluate the implementation of the recommendations, discuss future strategies for housing and land management and assess the impact of the country profile on housing policy. This could allow long-term monitoring of reforms and the creation of new policy objectives to meet evolving challenges.

42. The Committee on Housing and Land Management is invited to endorse these methodological guidelines for the preparation of country profiles on housing and land management, reaffirm the importance of the leadership of the ECE in the preparation of the country profiles and encourage the cooperation of the ECE with other international organizations and agencies interested in contributing to the preparation of the country profiles on housing and land management for specific countries in the ECE region.

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<sup>6</sup> Mandated by the United Nations General Assembly in A/RES/66/207, available at [http://www.un.org/ga/search/view\\_doc.asp?symbol=%20A/RES/66/207](http://www.un.org/ga/search/view_doc.asp?symbol=%20A/RES/66/207)



**PRIME MINISTER OF THE REPUBLIC OF ARMENIA**  
**D E C I S I O N**

***Non-official translation***

N 943 – A, 29 September 2014

**ON ESTABLISHING INTERAGENCY COMMISSION  
AND APPROVING ITS COMPOSITION**

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Guided by Article 1, subpoint 2 of point 121 of the Decree N NH-174-N of the President of the Republic of Armenia (on 18 July 2007) the Government of the Republic of Armenia decides

with the purpose of effective implementation of projects and studies in the field of Urban Development in cooperation with United Nations Economic Commission for Europe, United Nations Human Settlements Programme -Habitat and the Ministry of Urban Development of RA, to establish an Supervision Interagency Commission of project on strengthening national capacity for sustainable housing and urban planning, and approve the Commission's composition in accordance with Annex.

PRIME-MINISTER OF THE  
REPUBLIC OF ARMENIA  
September 29, 2014  
Yerevan

HOVIK ABRAHAMYAN

Annex  
to the Prime Minister Decision  
N943-A of 29 September 2014

## **Composition**

### **Of the Supervision Interagency Commission of project on strengthening national capacity for sustainable housing and urban planning**

- R.Alaverdyan - Deputy Minister of Urban Development of RA (the chairman of Commission)
- J.Baghdasaryan - Deputy Minister of Labor and Social Affairs of RA
- A.Giloyan – Head of Local Self-Government Department of the Ministry of the Territorial Administration of RA
- A.Eganyan – Head of Industry Policy Department of the Ministry of Economy RA
- H.Emishyan – Head of Department of Mobilization Preparation of the State Planning Reserve and Civil Defense of the Ministry of Emergency Situations of RA
- A. Budaghyan - Head of Development and Monitoring Department of the Public Services Regulatory Commission of RA
- A.Harutyunyan - Head of Legal Department of the State Committee of the Real Estate Cadastre of RA
- H. Badalyan – Head of Energy Savings and Technical Standards Division of Development Department of the Ministry of Energy and Natural Resources of RA
- A.Danielyan- - Head of Foreign Relations Division of the Ministry of Nature Protection of RA
- A.Khachatryan – Head of Examination of the Legal Acts of Constitutional and Legal Aspects Division of the Ministry of Justice of RA
- N.Baghdasaryan – Head of Social Sphere and Nature Protection Division of the National Statistical Service of RA
- A.Hakobyan - Assistant to the Chief Architect of Yerevan

Minister-Chief of Government Staff of RA

David Harutyunyan





“13 “ October 2014

## ORDER

№ 262

NON OFFICIAL TRANSLATION

### ON ESTABLISHING OF NATIONAL EXPERTS GROUP

Guided by point 4 of Article 14 of the RA Government Resolution N-1294 of 25 July 2012 “On establishing the staff of the Ministry of Urban Development of the Republic of Armenia State administration Institution, approving the Statute of the Ministry of Urban Development of the Republic of Armenia and the structure of the staff”

#### I ORDER

to establish national experts group by the following staff for the implementation of studies on Country Profile Armenia in the fields of Urban Development, Spatial Planning, Housing Policy and Energy Efficiency Improvements within the cooperation with United Nations Economic Commission for Europe and United Nations Human Settlements Program–Habitat:

Arman Harutyunyan	Temporary Acting Head of Foreign Relations Department, Ministry of Urban Development of RA
Aramanush Patrikyan	Temporary acting Head of Architecture Policy Division of the Architecture Department, Ministry of Urban Development of RA
Aida Baghdasaryan	Temporary acting Head of Legal Acts Expertise and Analysis Division of the Legal Department, Ministry of Urban Development of RA
Tanya Arzumanyan Communal	Head of Housing Division of the Housing Policy and Infrastructures Department, Ministry of Urban Development of RA
Naira Sargsyan	Chief Specialist of Urban Development Policy Division of the Urban Development Policy and Spatial Planning Department, Ministry of Urban Development of RA
Karen Khachatryan	Head of Information Technology Center of the State Committee of Real Estate Cadastre of RA (by agreement)

Ashot Vardevanyan	Deputy Head of Bioresources Management Agency, Ministry of Nature Protection of RA (by agreement)
Karine Kuyumjyan	Head of Population Census and Demography Division, the National Statistical Service of the Republic of Armenia (by agreement)
Ara Aslanyan	Head of Development Programs Division, Department of Emergency Situations Policy Programs, Ministry of Emergency Situations of RA (by agreement)
Sergey Aghinyan	Head of Economics Division of the Development and Monitoring Department, Public Services Regulatory Commission of RA (by agreement)
Ruzanna Hakobyan	Chief specialist of the Energy Savings and Technical Standards Division of the Development Department, Ministry of Energy and Natural Resources of RA (by agreement)
Lusine Khazaryan	Chief Specialist of Wastes Passports Agreement and Permits Issuance Division of the Waste and Atmosphere Emissions Management Agency, Ministry of Nature Protection of RA (by agreement)
Marine Voskanyan	Surveying analyst of Information Analysis and Protection Division of "Environmental Effect Monitoring Center" SNCO Ministry of Nature Protection of RA (by agreement)
Lusine Harutyunyan	Leading specialist of Coordination of local self-governance affairs Division of the of Local Self-Government Department, Ministry of Territorial Administration of RA (by agreement)
Liana Aghabekyan	Leading specialist of Budgets and Development Programs Monitoring Division of the, of Local Self-Government Department Ministry of Territorial Administration of RA (by agreement)
Nune Harutyunyan	Director of Regional Environmental Center for Caucasus (by agreement)
Astghine Pasoyan	Director of Armenia Energy Efficiency Fund (by agreement)
Arsen Chilingaryan	Coordinator of Disaster Risk Reduction Program of the United Nations Development Program
Arsen Karapetyan	National Expert on Building Codes "Improving Energy Efficiency in Buildings" UNDP-GEF Project (by agreement)
Nune Petrosyan	Architect, Director of "Nune Petrosyan Architectural Studio" (by agreement)
Narine Avetyan	Chief specialist of Housing Policy and Communal Infrastructures Department, Ministry of Urban Development of RA (Secretary)

Minister

Narek Sargsyan

13 October 2014  
Yerevan

## ANNEX 7

### Note for the national coordinator

Prepared by the UNECE Housing and Land Management Unit

#### **Preparatory work:**

##### Establishment of the local team of experts

The team should consist of housing and land management specialists, preferably able to speak English and available to assist the international team of experts during and after the mission. The local team should be able to provide the international team with the necessary information and data in the framework of the study, which will consist of the following chapters: (according to Annex 3)

##### Collection of background information

Since the international team of experts will come to the country to conduct the research mission, they should be well prepared and able to undertake research on specific problems straight away. This stresses the importance for the national focal point to make available some background information well in advance for both the preliminary and the actual research missions. The information should be forwarded to the UNECE coordinator of the Country Profiles (CPs).

#### **Procedural steps:**

1. Agreement on dates for the: pre-mission (international team will consist of the UNECE secretariat and possibly with a harmonizing expert), research mission (international team will consist of the UNECE secretariat and the experts) and post-research mission.
2. The preparatory work should be accomplished before the pre-mission. The national coordinator will be responsible for sending relevant background information. The background information that will be provided should include the following:
  - a. List of available materials and corresponding copy: policy documents, reports, assessments, project proposals, and other documentations. Please specify if the document is available in English and if not, indicate when it could be available in English.
  - b. List of the relevant legal acts with their description and corresponding copy. If the document is not in English, please provide the title in English at least.
  - c. Description of the institutional framework for housing, urban development and land management.
  - d. Relevant statistics from the past 10 years in table format on the following topics:
    - Main economic indicators
    - Population and demography (migration, rural and urban composition, population of main cities, etc.)
    - Housing construction, housing prices, dwelling per 1000 inhabitants, utilities, etc.
    - Investment in housing
    - Housing ownership structure
    - Other statistics relevant to the development of the chapters of the study.
3. Pre-mission

The national coordinator prepares the detailed programme (schedule of meetings and discussions) for the preliminary mission. He/She will be responsible in contacting the

participants to the meetings and directly communicating to the UNECE secretariat, through the CP coordinator, updates on pre-mission activities.

4. Research mission

The national coordinator:

- a. Arranges the general and individual meetings for the team of experts with government officials, international organizations and other stakeholders in housing, urban planning and land management. Arrange for translation, if necessary.
- b. Arranges for field visits to housing sites, rural communities, etc.
- c. Arranges local transportation.
- d. Provides a room for evening meetings of the international team of experts (as normally the experts try to stay in only one hotel, this could be arranged with the hotel).
- e. Makes available the facility to make photocopies of documents when needed.

5. Post-research mission

The national coordinator:

- a. Makes sure that all queries by the international experts are addressed.
- b. Is in direct contact with the UNECE secretariat during the verification and correction stage of the final draft of the study.

## **ANNEX 8**

### **Republic of Armenia Country Profile preliminary work schedule**

#### ***Preliminary mission:***

12-17 October 2014 - a workshop to support discussions on policy implementation in the fields of sustainable urban development, housing and energy efficiency and strengthen national capacities for the policy development on housing and urban issues; establish contacts with the national and local organizations involved in housing, urban development and land management and to collect information materials for the international experts

#### ***Smart City mission:***

9-13 February 2015 – research mission for the Smart City Profile

#### ***Country Profile research mission (8-16 April 2015):***

9 April 2015 - a workshop in Yerevan on the Country Profile - to present the international experts and discuss the content of the CP chapters

10 April 2015 - Smart City workshop in Goris - presentation of findings of the Smart City Profile February research mission

11 April 2015 - continuation of the Smart City workshop - stakeholder consultation and field trip to possible investment sites. Departure for Yerevan

12 April 2015 - Country Profile team internal debriefing; Smart City team departure from Yerevan

13-15 April 2015 - Country Profile team interviews and meetings for the preparation of draft chapters

16 April 2015 - Country Profile team departure from Yerevan

***Country Profile launch event:*** sometime in 2016

## ANNEX 9 - Indication of sources of financial support for the preparation of the Country Profile on Housing and Land Management of Armenia

<i>Budget lines</i>			
<b>PERSONNEL COUNTRY PROFILE</b>	<b>UNECE</b>	<b>UNDP-AM</b>	<b>MoUD</b>
Personnel at UNECE Secretariat	In-kind		
Project coordination and logistical assistance in the country			in-kind
Honoraria for national experts			in-kind
Honoraria for UNDP experts in Armenia		in-kind	
Honoraria for UNECE international experts	Financial support by UNECE from donor contribution and by member States		
<b>PRE-MISSION AND FIRST WORKSHOP, 12-17 October 2014</b>			
UNECE Secretariat travel 3 persons	Financed by UNECE through donor contributions		
Costs of the workshop in Yerevan	Financed by UNECE through donor contributions		
Interpretation for delegation		in-kind	
<b>RESEARCH MISSION, INCLUDING A WORKSHOP ON COUNTRY PROFILE, 8-15 APRIL 2015</b>			
Workshop costs in Yerevan 9 April	Financed by UNECE		
Project coordination and logistical assistance in the country			in-kind
Travel of the UNECE Secretariat	Financed by UNECE through donor contributions		
Travel of international experts	Financed by UNECE through donor contributions		
Ground transport in Yerevan		in-kind	
Interpretation for international experts		in-kind	
<b>TRANSLATION AND PUBLICATION SERVICES</b>			
Translation of the report into Russian	in-kind		
Translation of the CP report into Armenian		in-kind	
Editing	in-kind		
Design	in-kind		
Printing (300 EN, 500 RU)	in-kind		
Distribution	in-kind		
Publication in Russian	in-kind		
Publication in English	in-kind		
Publication of CP in Armenian		in-kind	
<b>COUNTRY PROFILE LAUNCH EVENT IN 2016</b>			
Workshop costs in Yerevan	Financed by UNECE		
Project coordination and logistical assistance in the country	Financial support by UNECE		
Travel of the UNECE Secretariat	in-kind		
Travel of international experts	in-kind		
Ground transport in Yerevan		in-kind	
Interpretation for international experts		in-kind	
<b>OTHER</b>			
General Operating Expenses	in-kind	in-kind	
Miscellaneous	in-kind	in-kind	