MINISTRY OF ECONOMIC DEVELOPMENT OF THE RUSSIAN FEDERATION (MOED)

ORDER

December 22, 2010 No. 670

Moscow

On Approval of the Methodological Guidelines for Development and Implementation of State Programs of the Russian Federation

In accordance with Resolution of the Russian Federation Government dated August 2, 2010 No. 588, *On Approval of the Procedures for Development, Implementation, and Performance Evaluation of State Programs of the Russian Federation* (Collected Legislation of the Russian Federation, 2010, No. 32, article 4329) I hereby ORDER that:

The attached Methodological Guidelines for Development and Implementation of State Programs of the Russian Federation be approved.

E.S. Nabiullina
Minister

APPROVED by
MoED Order
dated December 22, 2010, No. 670

Methodological Guidelines for Development and Implementation of State Programs of the Russian Federation

I. General provisions

1. These Methodological Guidelines for Development and Implementation of State Programs of the Russian Federation (hereinafter, the Methodological Guidelines and State Programs, respectively) define requirements for drafting of State Programs and preparation of reports on their implementation progress and performance evaluation, and set forth procedures for conducting monitoring of the State Programs by the Ministry of Economic Development of the Russian Federation (MoED).

2. Key notions used in the Methodological Guidelines:

Subprogram of the State Program (Subprogram) means a set of activities interlinked by their goals, timing, and resources and segregated on the basis of the scope and complexity of tasks addressed within the State Program.

Implementation area of the State Program (subprogram) is the area of socioeconomic development or national security of the Russian Federation addressing problems in which the relevant State Program (subprogram) is aimed at.

Key parameters of the State Program (subprogram) include goals, objectives, major activities, indicators (targets), outcomes of the State Program (subprogram), timeframe for their achievement, and amounts of resources, broken down by major activities, needed to achieve the goals of the State Program (subprogram).

Problem of socioeconomic development or national security means the difference between the desired and current (existing) status of the implementation area of the State Program.

Goal means the planned outcome of resolving the problem of socioeconomic development or national security of the Russian Federation through implementing the State Program (subprogram), achievable over the life of the program.

Objective is the result of completing the set of interrelated activities or performing government functions aimed at achieving the goal (goals) of the State Program (subprogram).

Activity means a set of interlinked actions aimed at achieving the relevant objective.

Major activity is a set of interlinked activities characterized by a significant contribution to attainment of the goals of the subprogram.

Indicator (target) is a quantified characteristic of attaining the goal or objective.

Outcome is the status (change in the status) of socioeconomic development or national security of the Russian Federation, characterized by quantitative and/or qualitative indicators, which reflects benefits from the State Program (subprogram).

Output is a characteristic of the amount and quality of the activity aimed at delivering the outcome of the State Program (subprogram).

State program participants are the responsible implementing agency and co-implementing agencies.

The responsible implementing agency of the State Program is a federal executive agency designated as the responsible agency in accordance with the list of state programs (the List) approved by the Government of Russia and having the authority as established by the Procedures for Development, Implementation, and Performance Evaluation of State Programs of the Russian Federation (the Procedures) approved by GoR Resolution No. 588 dated August 2, 2010.

Co-implementing agencies of the State Program are federal executive authorities involved in the development, implementation and performance evaluation of the State Program and identified as co-implementing agencies in the List.

Risk factors are probable phenomena, events, and processes that are outside the control of state program participants and are adversely influencing the key parameters of the State Program (subprogram).

Monitoring is the process of observing how the key parameters of the State program are realized.

Other concepts used in the Methodological Guidelines have the meanings defined in the Procedures or the meanings adopted in the Russian laws.

3. The basis for developing state programs is the List to be produced in accordance with the Procedures. However, the avenues of implementation and the composition of co-implementing agencies can be amended in the process of drafting and adjustment of the state program in view of the need to carry out any activities to achieve its goals.

4. The responsible implementing agency of the state program shall coordinate activities of its participants in accordance with the Regulations of the Government of Russia in the process of preparing and submitting a draft GoR regulation on approval of the state program and in other cases, in accordance with the Standard Regulations for Communication Between Federal Executive Authorities.

5. If the key parameters and activities of the state program involve work with data constituting state secrets in accordance with Russian Federation laws (including information both for individual activities and the closed part of the federal budget concerning expenditures for national defense, national security and law enforcement, and data on state financial credits and state export loans), such data shall be provided in the manner established by Russian Federation laws and in accordance with the rules for drafting state programs and preparing reports on their implementation progress and performance evaluation as laid down by these Guidelines.

6. Requirements to the content and procedures for development and implementation of federal targeted programs included in the state program shall be defined by the Government of Russia.

7. Development, approval, implementation, monitoring, and evaluation of implementation progress and performance of subprograms shall be pursued within the framework of the State Programs in accordance with these Guidelines.

Procedures for development and implementation and requirements to the content of departmental earmarked programs included in the subprogram shall be defined by the Government of Russia.

8. State Programs shall be developed on the basis of the following principles:

- development of state programs on the basis of long-term goals of socioeconomic development and indicators (targets) of their attainment and with consideration for strategic documents approved by the President of the Russian Federation or Government of Russia and in view of individual decisions of the RF President and Government of Russia;
- the fullest possible coverage of areas of socioeconomic development and federal budget appropriations;
- establishment for state programs of measurable results of their implementation (outcomes and outputs);
- integration of regulatory (rule-making, enforcement, and oversight) measures and financial (budgetary, tax, property, monetary, debt, and currency) measures for the purpose of achieving the goals of state programs;
- designation of a federal executive agency responsible for implementation of the state program (attainment of its outcomes);
- state program participants must have the authority necessary and sufficient for achievement of the program goals;

- regular assessments of the effectiveness and efficiency of state programs, including their external reviews by independent experts, evaluation of their contribution to economic modernization and innovative development with the possibility of their adjustment or early termination along with establishment of liability of individual officials for poor performance of the programs.

9. The responsible agency together with co-implementing agencies shall adjust the state program in the manner defined for drafting state programs in line with the requirements of the Procedures.

In concurrence with co-implementing agencies, the responsible agency is entitled to make decisions on changes to the composition of activities (except for major activities) and their implementation periods, and, in accordance with the Russian laws, may change the amounts of budgetary allocations for the activities within the approved limits of provisions for the state program overall.

Such a decision can be made by the responsible agency provided that planned changes do not influence the key parameters of the state program and do not lead either to worsening of the planned targets or values of indicators of the state program or to an increase in the amounts of financial resources needed for implementation of major activities under the state program or their longer implementation times.

II. Drafting a State Program

Requirements to development of State Programs and their structure

10. State programs include federal targeted programs being implemented in the relevant area of socioeconomic development or national security and subprograms containing departmental earmarked programs and major activities.

Incorporation in the state program of some parts of federal targeted programs or whole federal targeted programs that are aimed at achieving goals of other state programs is not allowed.

If federal targeted programs are not used in the area of the state program concerned, this program shall include only subprograms.

11. State programs can include a subprogram aimed at creating an enabling environment for implementation of the state program.

12. State programs shall have the following structure:

12.1. state program passport (information sheet);

12.2. text part of the state program, divided into the following sections:

- general description of the implementation area of the state program, including definitions of main problems existing in this area and its development outlook;
- government policy priorities in the area of the state program, its goals and objectives and indicators (targets) of their attainment, description of main expected outcomes of the program, its timelines and stages;
- summary description of major activities under the state program and departmental earmarked programs within subprograms of the state program;
- summary description of regulatory measures;
- projections of consolidated indicators for state assignments for individual stages of the state program (if federal public entities provide public services or carry out works under the state program);
- summary description of major activities to be implemented by Russian Federation regions if they are involved in the development and implementation of the state program (if the state program is aimed at achieving goals that fall within the shared competences of the Russian Federation and its subnational entities);
- information on involvement of state corporations, joint-stock companies partially owned by the State, nongovernmental, academic and other organizations, and state extra-budgetary funds in implementation of the state program;
- justification for the segregation of subprograms and incorporation of ongoing federal targeted programs (their list and passports) in the state program;
- justification of the amount of financial resources required for implementation of the state program;
- analysis of implementation risks of the state program and description of risk management measures;
- a methodology for performance evaluation of the state program;

12.3. annexes to the text part of the state program using the forms of Tables 1-7;

12.4. subprograms of the state program and federal targeted programs (FTP passports).

13. If the state program is aimed at achieving the goals that fall within the shared competences of the Russian Federation and its subnational entities, this program shall also include a section on participation of the regions in the implementation process containing the following information:

a) substantiation of the list and values of targets and indicators of the state program, showing the attainment of its outcomes for individual stages by regions or groups of regions (lists and values of such targets and indicators at the regional level shall be presented as per Table 1a);
b) substantiation of measures to coordinate activities of subnational executive authorities in order to achieve the subprogram goals and outcomes, including through carrying out similar regional programs;

c) projected (including for different options) amounts of expenditures from consolidated subnational budgets for implementation of similar regional programs along with evaluation of the impact of these expenditures on attainment of the goals and outcomes of the subprogram.

14. It is not recommended incorporating in the state program provisions governing communication between responsible agencies and co-implementing agencies in designing and implementing the state program and evaluating its performance.

15. When developing the state program, its responsible agency shall make certain that requirements are met concerning anticorruption reviews of laws and regulations as established by section 5 of GoR Resolution dated February 26, 2010, No. 96, in accordance with which drafters of laws and regulations shall post drafts of such documents to their official websites within the work day corresponding to the day when these drafts are sent to government agencies and organizations for clearance, indicating the opening and closing dates for receiving opinions based on an independent anticorruption review.

At the same time, along with publication of draft state programs and draft GoR resolutions on their approval, responsible agencies shall make certain that additional and substantiating materials presented together with the state program are also published on their official websites.

16. When submitting a draft state program to the GoR in the established manner, the responsible agency will need to include in the draft regulation approving the program a section on the need to update the Federal Plan of Statistical Work and to introduce a new form for official statistical observation to ensure that data will be obtained for describing the results of the program, for the list of state program indicators that are not part of official statistics.

17. The responsible agency can have a public discussion of a draft state program, including with the involvement of the Public Chamber of the Russian Federation, public councils set up at federal executive authorities, academia, and other stakeholders.

18. The title page to the state program and its substantiation materials should contain the following information:

- title of the state program;
- name of the responsible agency;
- date of draft state program;
- position, full name, telephone number and e-mail address of the drafter.

The title page shall be signed by the head and/or deputy head of the federal executive agency acting as responsible agency for the program.

19. The draft state program shall be sent to co-implementing agencies for concurrence in hard copy and in electronic form.

20. Materials to be presented by the responsible agency along with the draft state program include the following:

- draft GoR resolution on approval of the state program;
- draft implementation plan for the first year of the state program;
- justification of the planned amounts of resources for implementation of the state program;
- details of decisions on allocation of budgetary funds for major activities in accordance with decisions of the RF President or Government of Russia (number and date of GoR resolution or order of the RF President or GoR Chairperson);
- data on indicators and targets of the state program;
- assessment of the impact of allocation of additional resources on the values of indicators (targets) of the state program (subprogram), lists and key parameters of departmental earmarked programs and major activities under subprograms of the state program;
- analytical allocation of funds not included in the state programs between the state programs of the Russian Federation (for federal executive authorities involved in several state programs);
- analytical allocation of resources of the Subprogram on Support to Implementation of the State Program between subprograms of the state program;
- assessment of the planned efficiency of the state program (subprograms);
- list of strategic documents approved by the RF President or Government of Russia effective in the implementation area of the state program.

Requirements concerning completion of the state program passport

21. The state program passport shall be developed using the form as per Annex to the Procedures.

Programmatic instruments include federal targeted programs and departmental earmarked programs to be approved in the area of implementation of the state program.

Goals, objectives, and indicators (targets) and timelines and stages of the state program shall be specified in line with the requirements of the Procedures and these Guidelines.

Federal budget allocations for the state program include federal budget appropriations for the state program broken down by federal targeted programs included in the state program and subprograms of the state program.

The amount of budgetary appropriations shall be presented in thousand rubles showing two decimal places after comma. Indicated shall be the total amount of allocations for the state program overall and separate amounts for each federal targeted program and subprogram by implementation years of the state program.

Expected results from the state program shall be presented as a description of key expected (planned) outcomes (changes reflecting the impact of the state program) in the implementation area of the program and of the timeframe of delivery of these outcomes.

Requirements for the content of the state program

22. Description of the current status of and development outlook for the implementation area of the state program should involve an analysis of its current (existing) status, including identification of major problems, development forecast for the area concerned, and analysis of social, financial, economic and other risks associated with the state program.

Analysis of the current (existing) status of the implementation area of the state program should include a description of policy outcomes in this area, identification of the development potential of the area under review and existing constraints in this area, and a comparison of the existing status of the reviewed area with the status of similar areas in advanced countries (where such comparison is possible).

Description of the current status of the implementation area of the state program should include key indicators of the level of development of the relevant area of socioeconomic development or national security of the Russian Federation.

A development forecast for the relevant area of socioeconomic development of national security of the Russian Federation should define trends of its development and planned macroeconomic indicators based on the outcomes of the state program.

23. State policy priorities are defined in the Concept for Long-term Socioeconomic Development of the Russian Federation, Key Areas of Government Activities for the Medium Term, presidential addresses to the Federal Assembly of the Russian Federation, long- and medium-term sectoral development strategies, and other strategic documents approved by the RF President or the Government of Russia.

24. Goals of the state program should be consistent with government policy priorities in the implementation area of the state program and should reflect outcomes of the state program.

25. The goal must be:

- specific (it should match the implementation area of the state program);
- concrete (vague/unclear language and wordings that may admit of arbitrary or ambiguous interpretations are not allowed);
- measurable (attainment of goal must be verifiable);
- achievable (the goal should be achievable over the life of the program);
- relevant (the language of the goal must be consistent with the expected outcomes from the state program).

26. The language of the goal must be concise and clear, should contain no special terms, indications to other goals, objectives or results that are consequences of achieving the goal itself, and should not include a description of ways, means or methods of attaining the goal.

27. An objective of the state program shall define the outcome of carrying out the set of interlinked activities or performing government functions as part of achieving the goal (goals) of the state program or of ensuring national security of the Russian Federation.

28. The formulated objectives should be necessary and sufficient to achieve the relevant goal.

29. When formulating goals and objectives it would be necessary to ensure that their attainment can be verified and validated. For this, indicators (targets) should be defined to show progress in achieving goals or objectives.

30. Information on the list and values of the indicators shall be presented as per Table 1.

31. The indicators used must satisfy the following requirements. They must be:

- adequate (the indicator should clearly characterize progress in achieving the goal or objective and cover all significant aspects of achieving the goal or objective of the subprogram);
- precise (measurement errors should not lead to a distorted picture of the results of the subprogram);
- objective (it is not allowed using indicators the improvement of reporting values of which would be possible with worsening of the actual state of affairs; the indicators should create the least possible incentives for subprogram implementing agencies, their subordinate federal executive authorities and organizations to distort the results of the subprogram);
- reliable (methods used to collect and process primary data should enable verification of data accuracy during independent monitoring and evaluation of the subprogram);
- unambiguous (the indicator should be defined in such a way that the essence of the measured parameter could be understood in the same way both by experts and end users of services, including individual consumers, for which it is recommended avoiding too complex indicators or indicators that do not have clear and generally accepted definitions or units of measurement);
- cost-effective (reporting data should be obtained with least cost possible; to the extent possible the indicators should be based on the already existing data collection procedures);
- comparable (indicators should be chosen with consideration for the need to accumulate data on an ongoing basis and to ensure they are comparable for

various periods and with indicators used to evaluate progress in implementation of similar (allied) subprograms and indicators used internationally);

- timely and regular (reporting data should be provided with strictly defined periodicity and with a small time lag between the time of collection of information and the time of its use (for monitoring purposes, reporting data should be provided not less frequently than once in a year).

32. The set of indicators should include indicators characterizing publicly significant outcomes, outputs and the level of user satisfaction with public services/works provided/financed by the implementing agencies, their amount and quality.

33. Indicators of subprograms should be linked to indicators of goals and objectives of the state program. Presented should be a substantiation of the list and values of the indicators (targets) and assessment of the impact of external factors and conditions on their achievement.

34. Indicators should have planned yearly quantitative values measured or calculated on the basis of approved methodologies and should be determined on the basis of state statistical data.

35. If the indicator is part of official statistical data, it is necessary to give reference to the relevant section of the Federal Plan of Statistical Work, approved by GoR Directive dated May 6, 2008, No. 671-r, and indicate the official statistical recording entity responsible for development of official statistical data for the indicator concerned. This information shall be presented as per Table 13.

36. If the indicator is not part of official statistical data and needs to be included in the Federal Plan of Statistical Work, then additional materials to the state program should include its description as per Table 13a containing the name, unit of measurement, and definition of the indicator, its observed and time characteristics, profile of observation, additional characteristics needed to describe the indicator, the calculation algorithm along with methodological explanations, and indication of the official statistical recording entity responsible for data gathering and provision.

Any proposed indicator should be a quantitative characteristic of the observed socioeconomic phenomenon (process or object).

The name of the indicator should be laconic and clear, reflecting the basic essence of the observed phenomenon.

The unit of measurement of the indicator shall be chosen from the All-Russia Classifier of Units of Measurement (OKEI).

A description of observed characteristics shall include justification of the choice of physical values (quantitative, monetary, relative or qualitative) using which the process or

object of observation is characterized. Depending on the purpose of statistical observation, different observed characteristics can be used for the same process and/or object of observation.

Shown for each indicator shall be its periodicity (yearly, quarterly, monthly, etc.) and the type of the time characteristic (for the reporting period, at the beginning of reporting period, end of reporting period, at specific date, etc.).

The description of the indicator should contain indication of the observation profile (territorial, institutional, or by type of economic activity (OKVED)). For the territorial profile, observation will be performed at the subnational level. In the institutional context, observation will take place at the level of federal executive agencies.

If necessary, additional characteristics needed to clarify the indicator shall be presented.

The calculation algorithm for the indicator is a procedure for quantitative (formula-based) computation of the indicator together with the necessary explanations to the procedure.

Explanations to the indicator should reflect methodological recommendations for the collection, processing, and interpretation of indicator values. These explanations shall include the text part of the data gathering and processing methodology along with references to data collection forms and instructions on how to complete them.

If the indicator calculation methodology uses other indicators (hereinafter referred to as basic indicators), their description should be presented.

Basic indicators are indicators that are directly linked to the sources of their determination. Furthermore, generally accepted statistical indicators (such as GDP, industrial output, population size, etc.) shall be considered in this description as basic indicators.

37. A description of key expected outcomes of the state program should give a detailed exposition of the planned changes (outcomes) in the implementation area of the state program. Such an exposition should include rationale for the following:

- change in the status of the implementation area of the state program and in related areas during implementation of the state program (positive and negative external effects in allied areas);
- benefits from the state program.

Stages of the state program shall be determined on the basis of sequencing of addressing its objectives. For each stage, interim implementation results should be defined.

38. The scope of major activities should be such as to enable control of the implementation process of the state program without making the system of control and reporting too complicated.

39. Description of major activities, regulatory measures, projections for consolidated indicators for public assignments broken down by stages of the state program (where federal state entities provide public services/carry out works under the state program), description of major activities to be implemented by Russian Federation regions in case of their participation in the development and implementation of the state program (where the program is aimed at achieving goals that fall within the shared competences of the Russian Federation and its subnational entities), and information on involvement in the state program of state corporations, joint-stock companies partially owned by the State, grassroots organizations, academia, other entities, and state extra-budgetary funds – all these pieces should be presented on the basis of summarizing relevant data by subprograms of the state program.

Information on major activities and departmental earmarked programs included in subprograms of the state program shall be presented in accordance with Table 2.

40. Projections for consolidated indicators of public assignments by stages of the state program shall be presented in accordance with Table 5.

41. Used as a rationale for segregation of subprograms and inclusion of ongoing federal targeted programs in the state program could be, among other things, substantiation of their contribution to attainment of the goals of the state program.

42. For subprograms included in the state program, the list, information sheets (passports), and text parts shall be presented, and for federal targeted programs, the list and passports.

43. Analysis of risks associated with the state program and description of risk management measures shall involve the following:

- identification of risk factors by sources of emergence and nature of impact on the progress and results of the state program;
- qualitative and, if possible, quantitative assessment of risk factors;
- substantiation of proposals on risk management measures for the state program.

44. The methodology for state program evaluation shall define an algorithm for evaluating the actual performance in the course and after completion of the state program and should be based on assessment of the effectiveness of the program with consideration for the amount of its inputs and in view of the materialized risks and socioeconomic effects that are influencing changes in the relevant area of socioeconomic development of the Russian Federation.

45. This methodology shall consider the need to assess the following:

1) degree of attainment of goals and objectives of subprograms and the state program overall;

2) degree of meeting the planned levels of costs and delivering value for money in spending federal resources;

3) degree of completion of activities (delivery of expected outputs).

Requirements concerning presentation of information on federal expenditures for implementation of the state program and expenditures out of subnational budgets and state extra-budgetary sources and their justification

46. The amount of federal expenditures for implementation of the state program for the long term shall be determined during program development by a decision of the Government of Russia.

47. Procedures for annual adjustment of the amount and structure of federal expenditures for the state program shall be determined in the Procedures for Drafting the Federal Budget and Budgets of State Extra-Budgetary Funds of the Russian Federation for the Next Fiscal Year and the Planning Period.

48. Information on federal budget expenditures for implementation of the state program shall be presented with breakdown by chief administrators of budget funds (responsible entity and co-implementing agencies of the state program).

Expenditures for the state program shall be shown as total amounts, with allocation between subprograms of the state program, departmental earmarked programs, and major activities under subprograms using budget expenditure classification codes, and also for federal targeted programs (total amount for each federal targeted program).

If the state program is aimed at achieving goals and objectives that fall within the shared competences of the Russian Federation and its subnational entities, federal subsidies or subventions can be envisaged for subnational entities to finance major activities included in subprograms of the state program.

Information on expenditures for the state program shown by implementation years shall be presented as per Table 6.

49. If the state program is aimed at achieving goals that fall within the shared competences of the Russian Federation and its subnational entities and/or if it involves the participation of state corporations, joint-stock companies partially owned by the State, grassroots organizations, academia or other organizations or involves the use of resources from state extra-budgetary funds, then this program should include projections (for

reference) of expenditures from consolidated subnational budgets, state extra-budgetary funds, and legal entities for achievement of the goals of the state program, with such projections to be presented as per Table 7.

Requirements concerning the development of subprograms of the state program and presentation of information on federal targeted programs included in the state program

50. A subprogram is an integral part of the state program and should be developed with consideration for consistency between key parameters of the state program and the subprogram.

51. The subprogram shall have the following structure:

51.1. Passport of the subprogram;

51.2. Text part of the subprogram, including the following sections:

- description of the implementation area of the subprogram, key problems in this area and its development outlook;
- government policy priorities in the subprogram area, goals (as appropriate), objectives and indicators (targets) for attainment of the goals and objectives, description of main expected outcomes, timelines and milestones of the subprogram;
- description of departmental earmarked programs and major activities of the subprogram;
- description of regulatory measures;
- projections for consolidated indicators of public assignments for individual stages of the subprogram (where federal state entities provide public services/ carry out works under the subprogram);
- description of major activities to be carried out by subnational entities if they are involved in the development and implementation of the subprogram (where the subprogram is aimed at achieving goals that fall within the shared competences of the Russian Federation and its subnational entities);
- information on the involvement of state corporations, joint-stock companies partially owned by the State, nongovernmental, academic, and other organizations and state extra-budgetary funds in implementation of the subprogram;
- justification for the amount of resources required to implement the subprogram;
- analysis of subprogram implementation risks and description of risk management measures for the subprogram.

52. If the subprogram is aimed at achieving goals that fall within the shared competences of the Russian Federation and its subnational entities, it should also include a

section on involvement of the regions in the implementation process, containing the following information:

a) substantiation of the list of subprogram targets and indicators showing the attainment of outcomes by individual stages of the subprogram and broken down by the regions or groups of regions;
b) a rationale for actions needed to coordinate activities of subnational executive authorities in achieving goals and outcomes of the subprogram, including through implementing similar programs at the regional level;
c) projected (including for different scenarios) expenditures from consolidated subnational budgets for implementation of similar regional programs along with assessment of the impact of these expenditures on achievement of the goals and outcomes of the subprogram.

53. For federal targeted programs included in the state program, it would be necessary to annex their passports and assessment of their contribution to achievement of goals of the state program or to changes in the level of development of the relevant area of socioeconomic development or national security of the Russian Federation.

Requirements concerning completion of the subprogram passport and the substance of the subprogram

54. The subprogram passport shall be developed as per Table 14.

Requirements to completion of subprogram passports are similar to the requirements imposed on completion of the passport of the state program.

55. Requirements concerning the description of the implementation area of the subprogram and key problems in this area, its development outlook, description of policy priorities in the subprogram area, goals (if formulated), objectives, and indicators (targets) of attainment of the goals and objectives, description of key expected outcomes of the subprogram, its timelines and milestones, justification for the amount of financial resources needed to implement the subprogram, analysis of subprogram risks and description of risk management measures are all similar to the requirements imposed on the substance of the state program.

56. Description of departmental earmarked programs and major activities of the subprogram shall include information on their timelines, implementing agencies, expected outputs, links to indicators of the subprogram and implications of the failure to carry out the major activity.

57. State regulatory measures are understood to mean tax, customs, credit regulatory measures and regulatory measures in other areas. Description of regulatory measures in the implementation area of the subprogram (tax, customs, tariff, credit measures and other regulatory actions) shall include justification of their need and

assessment of their results (including financial assessment). Regulatory measures shall be presented as per Table 3.

58. For legal regulation measures, presented shall be a rationale for changes in legal regulation in the implementation area of the subprogram (if these are planned), their key provisions and expected timelines for adoption of necessary regulatory documents along with regulatory impact assessment (where such assessment is envisaged by the Russian laws). Legal regulation measures shall be adduced as per Table 4.

59. If the subprogram envisages provision/carrying out of public services/works by federal state institutions, the subprogram should include projections of consolidated indicators for public assignments for each stage of the subprogram. Information on consolidated values of indicators for public assignments shall be presented as per Table 5.

These indicators can be included in the set of indicators (targets) of the subprogram as indicators (targets) of outputs.

II. Additional and substantiating materials to be presented together with the state program

60. A draft regulation on approval of the state program shall be presented to the Government of Russia together with the report on anticorruption review of this regulation.

61. A draft implementation plan for the first year of the state program, prepared as per Table 15, shall be presented to the MoED and MoF together with the draft state program. The implementation plan of the state program shall consist of implementation plans for its subprograms.

All activities of the subprograms are to be included in the implementation plan of the state program. To make sure that data are comparable, activities in the implementation plan of the state program are to be grouped into major activities and departmental earmarked programs as shown in the subprograms. The amounts of expenditures for implementation of activities should correspond to the amounts of expenditures for relevant major activities.

A brief rationale for each activity describing its need to achieve the expected outcome from the relevant major activity of the state program should be presented together with the implementation plan of the state program.

62. Along with the draft state program presented shall be materials containing a detailed justification for financial resources required for each major activity excluding activities under federal targeted programs and departmental earmarked programs subject to approval and capital construction projects other than included in federal targeted programs, taking into consideration the inflation rate and other factors in keeping with

laws and regulations governing the processes of drafting federal budgets and budgetary planning.

63. The amounts of federal subventions and payments of federal monies to be made by state extra-budgetary funds to certain groups of individuals in accordance with the Russian Federation laws shall be substantiated using the form of Table 8.

64. Expenditures to be calculated by a cash method shall be substantiated using the form as per Table 8a.

65. Federal budget expenditures for the state program shall not include operating costs of headquarters, territorial units, and foreign administrative offices of federal executive authorities and governance bodies of state extra-budgetary funds involved in implementation of several state programs.

For the purpose of their substantiation, these costs shall be analytically allocated by the responsible agency between the state programs and, if possible, between subprograms of the state programs using the form in Table 9.

66. Federal budget expenditures for maintenance of headquarters, territorial units, and foreign offices of federal executive authorities and of governance bodies of state extra-budgetary funds involved in implementation of several subprograms of one state program, and other resources spent for implementation of several subprograms of one state program can be reflected in the state program as a separate subprogram aimed at creating an enabling environment for the state program.

Furthermore, for substantiation purposes these expenditures shall be analytically allocated between the subprograms and, if possible, between departmental earmarked programs and major activities as per Table 10.

67. If budgetary funds are allocated for any major activities in accordance with decisions of the RF President or Government of Russia, then together with the draft state program the responsible agency shall provide the details of such decisions (number and date of GoR resolution or instruction of the RF President or GoR Chairperson).

68. Data on indicators and targets of the state program in accordance with sections 35-36 of these Methodological Guidelines shall be adduced together with the draft state program.

69. Assessment of the impact of allocation of additional resources on indicators (targets) of the state program (subprogram) shall be presented as per Annex 11.

Moreover, for the purpose of assessing potential influence of allocation of such resources on the attainment of goals and objectives of the state program (subprogram), two

scenarios of indicator values shall be presented: with and without consideration for additional resources.

Assessment of the impact of allocation of additional resources on the implementation timelines and expected outputs of departmental earmarked programs and major activities under the subprograms shall be presented as per Table 12.

70. Assessment of the planned efficiency of the state program shall be performed by its responsible entity at the program development stage as part of substantiating documents and shall be based on assessment of the planned contribution of state program outcomes to socioeconomic development and national security of the Russian Federation, containing a description of quantitative or qualitative (if the former is not possible) links between changes in the values of indicators (targets) of the state program and changes in the level of socioeconomic development or national security of the Russian Federation.

71. Assessment of the planned performance of subprograms shall be performed in accordance with section 16 of the Procedures with the aim of substantiating the proposed ways of achieving goals and objectives of the state program.

72. Assessment of the planned efficiency of a subprogram shall be performed by its responsible agency at the stage of subprogram development and shall be based on assessment of the planned contribution of subprogram results to the achievement of goals and objectives of the state program, containing a description of quantitative or qualitative (if the former is not possible) links between changes in the values of indicators (targets) of the subprogram and changes in the values of indicators (targets) of the state program.

73. A list of strategic documents approved by the RF President or Government of Russia in the implementation area of the state program with indication of their details (date and number of relevant regulation) shall be presented together with the draft state program.

IV. Preparation of annual implementation and performance evaluation reports and reports on implementation progress of the state program

74. Annual reports on implementation progress and performance evaluation of the state program (annual reports) shall be produced by the responsible agency on the basis of information received from co-implementing agencies and shall be submitted to the GoR, MoED, and MoF in the manner and within the time as established in the Procedures.

75. An annual report shall have the following structure:

- specific results from the state program achieved in the reporting year;
- results of departmental earmarked programs and major activities broken down by subprograms and federal targeted programs;
- results of using federal budget funding and other resources allocated for activities of the state program;

- information on changes to the state program introduced by the responsible agency;
- suggestions on further implementation of the state program.

76. When describing specific results from the state program during the reporting year, the responsible agency should present the following:

- key results achieved in the reporting year;
- description of the contribution of these key results to the attainment of goals and objectives of the state program;
- data on achievement of the values of indicators (targets) of the state program, its subprograms, and federal targeted programs (to be presented as per Table 16 in the Annex, with explanation of deviations for indicators that have not achieved their planned targets);
- planned, but not achieved results, listing activities that have not been carried out or have not been fully carried out;
- analysis of factors that have influenced the implementation progress of the state program;
- analysis of actual and potential implications of the impact of these factors on key parameters of the state program.

77. Description of the results of departmental earmarked programs and major activities of subprograms and FTP activities that had been envisaged for the reporting year shall include:

- description of the results of most important departmental earmarked programs and major activities of subprograms and FTP activities in the reporting year;
- list of non-implemented or partially completed departmental earmarked programs and major activities of subprograms and FTP activities (of those that had been planned for implementation in the reporting year) with indication of reasons why they have not been fully carried out;
- analysis of factors that have influenced their implementation progress;
- analysis of implications of non-completion of departmental earmarked programs and major activities of subprograms and FTP activities for implementation of the subprogram.

78. Description of the results delivered by departmental earmarked programs and major activities of subprograms and FTP activities in the reporting year shall have attached to it information generated as per Table 17 and annual reports on the implementation progress of federal targeted programs and the Federal Targeted Investment Program.

79. Data on the use of federal budget appropriations and other resources allocated for activities of the state program, broken down by subprograms and federal targeted programs slated for the reporting year, shall include the following:

a) data on cash expenditures from the federal budget, budgets of state extra-budgetary funds, consolidated subnational budgets and data on actual expenditures of state corporations, companies partially owned by the State, nongovernmental, academic, and other organizations, and state extra-budgetary funds (to be presented by the responsible agency as part of the annual report using the forms in Tables 18 and 19);
b) actual consolidated indicators of public assignments shall be presented as per Table 20.

80. Information on changes introduced in the state program by the responsible agency shall contain a list of such changes, their rationale, and details of relevant GoR regulations.

81. In the case of deviations from the planned trends in implementation of the state program or action of risk factors adversely impacting key parameters of the state program, the annual report shall include suggestions on further implementation of the program along with their validation.

82. Responsible agency's reports on implementation of the state program (the Report) shall be generated to provide the Government of Russia with updated information on the progress of the state program. The Report shall have the following structure:

a) results delivered by the state program by the date of submission of the Report and expected results of the state program by year end;
b) use of federal budget appropriations and other resources allocated for activities of the state program at the date of submission of the Report;
c) suggestions on further implementation of the state program.

83. The description of state program results achieved by the date of the Report and expected results by the end of the current year should include:

a) description of key results achieved by the date of the Report;
b) list of planned, but not achieved results, setting forth reasons for non-achievement and implications for attainment of key parameters of the state program and listing non-implemented or partially implemented activities;
c) data on expected results and values of indicators (targets) of the state program, its subprograms, federal targeted programs (their subprograms) by year end (to be presented as per Table 21). A rationale shall be provided for those indicators that cannot achieve their planned targets.

84. Data to be provided on the use of federal budget appropriations and other resources allocated for state program activities, broken down by subprograms and federal targeted programs (their subprograms), the completion of which is envisaged by the date of submission of the Report should include the following:

a) planned amounts of federal budget appropriations and other resources for the current year;
b) actual expenditures by the date of submission of the Report;
c) suggestions on adjustment of federal budget allocations along with a rationale and assessment of their expected impact on the performance of the state program.

Data on the use of federal monies and other resources allocated for state program activities shall be presented by the responsible agency as per Table 18.

85. Suggestions on future implementation of the state program and their rationale should include assessment of the need to adjust the state program.

86. The title page to annual reports and the Report should contain the following information:

- title of the state program;
- name of the responsible agency;
- reporting date (for annual reports, reporting year);
- date of generation of the report;
- position, full name, telephone number and e-mail address of the drafter.

The title page shall be signed by the head or deputy head of the federal executive agency acting as responsible agency for the state program.

87. Annual reports on implementation progress and performance evaluation of the state program shall be sent to co-implementing agencies for concurrence in hard copy and in electronic form.

V. Management, oversight, and performance evaluation of the state program

88. Management and oversight of implementation of the state program shall be in keeping with the requirements of section V of the Procedures.

89. State program activities shall be carried out in accordance with the timelines established by the state program. Any changes to the timelines and costs of activities that would impact key parameters of the state program (subprogram) will require adjustment of the state program (subprogram).

90. Monitoring of implementation progress of the state program is aimed at early prevention of problems and deviations from the planned track of implementation of the state program.

The subject of monitoring shall be values of indicators (targets) of the state program (subprograms and federal targeted programs) and implementation progress of departmental earmarked programs and major activities of the state program.

91. Monitoring of state programs shall be conducted by the Ministry of Economic Development of the Russian Federation.

92. Monitoring of state programs shall be performed on the basis of data of official statistical observation, annual reports on implementation progress and performance evaluation of state programs, responsible agency's reports on implementation progress of the state program, reports on implementation progress of federal targeted programs and departmental earmarked programs, reports on the results and key areas of activities of federal executive authorities, other reports of federal executive agencies prepared in pursuance of instructions of the RF President or Government of Russia.

93. To obtain updated information on the progress of any state program, the MoED shall send requests for such information to the responsible agency and co-implementing agencies, indicating the deadline for compliance and attaching forms, formats, and procedures for data presentation.

94. If it is impossible to provide the above data, then with halftime left to the deadline the responsible agency or a co-implementing agency of the state program shall advise the MoED accordingly, explaining why it is impossible to provide the requested information and suggesting the alternative timeline for provision of such data.

95. Results of monitoring of the state programs shall be used for their performance evaluation and for preparation of MoED opinions on implementation progress of the state program in accordance with section 34 of the Procedures.

96. Based on the results of monitoring of the state programs the MoED will prepare suggestions on reduction or reallocation between participants of the state program of budgetary appropriations for its implementation for the next fiscal year and the planning period or on early termination of either individual activities of the program or the overall state program.

97. Performance of the state program shall be evaluated on the basis of the methodology for its performance evaluation.

98. To determine the extent of achievement of planned results of the state program (its subprograms) in the reporting year, the actual values of the indicators shall be compared against the planned targets.

To determine the extent of achievement of the planned level of costs, the actual implementation costs of the state program (subprogram) shall be compared against their planned targets.

99. To determine the extent of compliance with the implementation plan of the state program (subprogram), the actual implementation times of the activities shall be

compared with the planned times, and the actual results shall be compared against the expected results.

100. If it is identified that the actual results in the reporting year deviated from the planned targets for that year for all the above areas, it is recommended that along with the list of non-implemented or only partially completed activities a reasoned explanation be presented why:

- values of the indicators achieved in the reporting period deviated from the planned targets, and in this context the planned values for the next period were revised;
- some indicators considerably underperformed while others surpassed their targets, or most indicators greatly surpassed their planned targets in the reporting period;
- savings occurred in budgetary appropriations for the state program (subprogram) in the reporting year;
- budgetary appropriations were reallocated between activities of the state program (subprogram) in the reporting year;
- the implementation plan for the state program (subprogram) was carried out in the reporting period with missed deadlines.

ANNEX
to Methodological Guidelines for
Development and Implementation of
State Programs of the Russian
Federation

Table 1

Data on indicators (targets) of the state program, its subprograms, federal targeted programs (subprograms of federal targeted programs) and their values

No.	Indicator (target) (name)	Unit of measurement	Values of indicators				
			Reporting year	Current year	Next year	First year of the planning period	…
1	2	3	4	5	6	7	8
State program							
1	Indicator (target)						
…	…						
Subprogram 1							
…	Indicator (target)						
..	…						
…							
Federal targeted program 1							
…	Indicator (target)						
..	…						
…							

Table 1a

Data on indicators (targets) broken down by Russian Federation regions

No.	Region (groups of regions) of the Russian Federation	Indicator values and their substantiation				
		Reporting year	Current year	Next year	First year of the planning period	…
1	2	3	4	5	6	7
Indicator 1, unit of measurement						
1						
…	…					
Indicator 2, unit of measurement						
…						
..	…					

Table 2

List of departmental earmarked programs and major activities of the state program

No.	Number and title of departmental earmarked program, major activity	Responsible agency	Timelines		Expected output (summary description)	Implications of non-implementation of departmental earmarked program, major activity	Links to indicators of the state program (subprogram)
			Commencement	Completion			
1	2	3	4	5	6	7	8
	Subprogram 1						
1	DEP 1.1						
2	DEP 1.2						
	…						
	Major activity 1.1.						
	Major activity 1.2.						
…	…						
	…						

Table 3

Assessment of regulatory measures[1] taken in the area of implementation of the state program

No.	Regulatory measure[2]	Indicator of using the measure[3]	Financial assessment of the result (thousand rubles), years			Brief rationale for the need take the measure to achieve the goal of the state program[4]
			Next year	First year of the planning period	Second year of the planning period	
1	2	3	4	5	6	7
	Subprogram 1					
	Departmental earmarked program / (Major activity) 1.1.					
	Departmental earmarked program / (Major activity) 1.2.					
	…					

[1] Tax, customs, tariff, credit, or other regulatory measures.
[2] Tax credit, guarantees, etc.
[3] Amount of foregone revenues of the federal budget or consolidated subnational budget (thousand rubles), increase in commitments of the Russian Federation by (thousand rubles).
[4] To validate the use of tax, customs, tariff, credit, or other regulatory measures, it would be necessary to indicate the duration of the measure and present estimates of foregone or extra revenues to be lost/received as a result of the use of the said measures for different levels of the fiscal system of the Russian Federation.

Table 4

Data on key legal regulation measures in the area of the state program

No.	Type of legal regulatory document	Main provisions of legal regulatory document	Responsible agency and co-implementing agencies	Expected timelines for adoption
1	2	3	4	5
	Subprogram 1			
	Departmental earmarked program / (Major activity) 1.1			
	Departmental earmarked program / (Major activity) 1.2			
	…			

Table 5

Projections for consolidated indicators of state assignments for public service delivery by federal state institutions under the state program of the Russian Federation

Services, indicator of their amount, subprogram/DEP	Value of indicator of the amount of services			Federal budget expenditures for service delivery, thousand rubles		
	Next year	First year of the planning period	Second year of the planning period	Next year	First year of the planning period	Second year of the planning period
2	3	4	5	6	7	8
Name of service and its substance:	_____					
Indicator of the amount of services:	_____					
Subprogram 1						
DEP 1.1						
DEP 1.2						
…						
Major activity 1.1.						
Major activity 1.2.						
…						
Subprogram 2						
DEP 2.1						
DEP 2.2						
…						
Major activity 1.1.						
Major activity 1.2.						
…						

Table 6

Federal budget provisions for implementation of the state program (thousand rubles)

Status	Title of the state program, subprogram of the state program, federal targeted program (subprogram of the federal targeted program), departmental earmarked program, major activity	Responsible agency, co-implementing agencies, state client-coordinator	Budget classification code[5]				Expenditure (thousand rubles), years			
			GRBS	Rz Pr	TsSR	VR	Next year	First year of the planning period	Second year of the planning period	..
1	2	3	4	5	6	7	9	10	11	12
State program		Total	X	X	X	X				
		Responsible agency of the state program		X	X	X				
		Co-implementing agency 1		X	X	X				
		…		X	X	X				
Subprogram 1		Total		X	X	X				
		Responsible agency of the subprogram		X	X	X				
		Co-implementing agency 1		X	X	X				
		…		X	X	X				
DEP 1.1.		DEP implementing agency								
DEP 1.2.		DEP implementing agency								
…										
Major activity 1.1		Responsible agency of the activity								
Major activity 1.2		Responsible agency of the activity								
…										
…										
FTP 1 (total)		State client-coordinator		X	X	X				
FTP 2 (total)		State client-coordinator		X	X	X				
…				X	X	X				
Subprogram for Support to Implementation of the State Program[6]		Responsible agency of the state program								
		Co-implementing agency 1								
		Co-implementing agency 2								
		…								

[5] Prior to assignment of the budget classification code, indicated shall be the details of the regulation (GoR decision) on allocation of federal budget resources for implementation of major activities of the state program.

[6] Support to implementation of the state program is understood to mean activities other than those aimed at implementation of DEPs, major activities of subprograms, and activities under FTPs.

Table 7

Resource provision and estimated (reference) expenditures from the federal budget, budgets of state extra-budgetary funds, consolidated subnational budgets and budgets of legal entities for achievement of the goals of the state program of the Russian Federation (thousand rubles)

Status	Title of the state program, subprogram of the state program, federal targeted program (subprogram of the federal targeted program), departmental earmarked program, major activity	Responsible agency, co-implementing agencies, state client-coordinator	Estimated expenditures (thousand rubles), years			
			Next year	First year of the planning period	Second year of the planning period	…
1	2	3	4	5	6	7
State program		Total				
		Federal budget[7]				
		Consolidated subnational budgets				
		State extra-budgetary funds of the Russian Federation				
		Territorial state extra-budgetary funds				
		Legal entities[8]				
Subprogram 1		Total				
		Federal budget				
		Consolidated subnational budgets				
		State extra-budgetary funds of the Russian Federation				
		Territorial state extra-budgetary funds				
		Legal entities				
…						
FTP 1		Total				
		Federal budget				
		Consolidated subnational budgets				
		State extra-budgetary funds of the Russian Federation				
		Territorial state extra-budgetary funds				
…						

[7] Hereinafter in the table, federal budget resources shall be shown in accordance with federal budget provisions for implementation of the state program of the Russian Federation.

[8] Hereinafter in the table, legal entities are understood to mean state corporations, joint-stock companies partially owned by the state, nongovernmental, academic, and other organizations.

Table 8

Calculations of federal budget appropriations to meet public normative commitments, amounts of federal subventions and payments to be made at the expense of federal budget resources by state extra-budgetary funds of the Russian Federation in accordance with the Russian laws to individual categories of citizens under the state program

No.	Description	Classification code of budgetary expenditure (GRBS, Rz, Pr, Tssr, Vr)	Indicators	Years			
				Next year	First year of the planning period	Second year of the planning period	…
1	2		3	4	5	6	7
Public normative commitments							
			Amount of payment (thousand rubles/people)				
			Estimated number of recipients (people)				
			Amount of budgetary appropriations to meet PNC[9] (thousand rubles)				
Subventions							
			Amount of payment (thousand rubles)				
			Estimated number of recipients (people)				
			Amount of budgetary appropriations to meet PNC (thousand rubles)				
Payments to be made at the expense of federal budget resources by state extra-budgetary funds of the Russian Federation to individual categories of citizens in accordance with the Russian laws							
			Amount of payment (thousand rubles)				
			Estimated number of recipients (people)				
			Amount of budgetary appropriations to meet PNC (thousand rubles)				

[9] PNC stands for public normative commitment

Table 8a

Estimated expenditures under the state program calculated using the planning method

No.	Description	Estimated expenditures in accordance with the legal regulatory document (thousand rubles)				Amount of budgetary allocations in accordance with the federal law on the federal budget and estimated expenditures beyond the planning period				Details of the legal regulatory document
		Next year	First year of the planning period	Second year of the planning period	…	Next year	First year of the planning period	Second year of the planning period	…	
1	2	3	4	5	6	7	8	9	10	11
	1. Federal targeted programs									
	2. Expenditures under the Federal Targeted Investment Program other than those included in FTPs									
	3. Other expenditures calculated using the planning method									

Table 9

Analytical allocation of financial resources

_____

(name of the federal executive agency acting as responsible agency of the state programs)
that are not included in the state programs between state programs of the Russian Federation (thousand rubles)

Status	Titles of state programs	Titles of subprograms of the state program	Budget classification code				Years		
			GRBS	Rz Pr	TsSR	VR	Next year	First year of the planning period	Second year of the planning period
1	2	3	4	5	6	7	9	10	11
State programs		Total	X	X	X	X			
State program 1		Total							
		Subprogram 1							
		Subprogram 2							
		…							
		…							
State program 2		Total							
		Subprogram 1							
		Subprogram 2							
		…							

Table 10

Analytical allocation of financial resources of the Subprogram for Support to Implementation of the State Program between subprograms and departmental earmarked programs (thousand rubles)

Status	Titles of the state program, subprogram of the state program, departmental earmarked program, major activity	Budget classification code				Expenditures (thousand rubles), years		
		GRBS	Rz Pr	TsSR	VR	Next year	First year of the planning period	Second year of the planning period
1	2	3	4	5	6	8	9	10
State program (total)		X	X	X	X			
Subprogram 1 (total)								
DEP 1.1.								
DEP 1.2.								
…								
Major activity 1.1								
Major activity 1.2								
…								
…								
…								

Table 11

Assessment of the impact of allocation of additional resources on the values of indicators (targets) of the state program (subprogram)

No.	Indicator (target) (name)	Unit of measurement	Values of indicators									
			Current year		Next year		First year of the planning period		Second year of the planning period		…	
			With additional resources	Without additional resources	With additional resources	Without additional resources	With additional resources	Without additional resources	With additional resources	Without additional resources	With additional resources	Without additional resources
1	2	3	4	5	6	7	8	9	10	11	12	13
State program												
1	Indicator (target)											
…	…											
Subprogram 1												
…	Indicator (target)											
..	…											
	…											

Table 12

Assessment of the impact of allocation of additional resources on the timing and expected outputs of departmental earmarked programs and major activities of subprograms

No.	Number and title of departmental earmarked program, major activity	Responsible agency	Status[10]	Amount of additional resources	With additional resources		
					Timelines		Expected output (summary description)[11]
					start	finish	
1	2	3	4	5	6	7	8
	Subprogram 1						
1	DEP 1.1						
2	DEP 1.2						
	…						
	Major activity 1.1.						
	Major activity 1.2.						
…	…						
	…						
	Total						

[10] The status of DEP or major activity is to be indicated: whether it has been planned for implementation under the state program or is planned to be implemented if additional financial resources are allocated.

[11] Expected output of the activity if additional resources are allocated.

Table 13

Data on indicators included in the Federal Plan of Statistical Work

No.	Name of indicator	Section of the Federal Plan of Statistical Work	Official statistics entity
1			
2.			
…			

Table 13a

Data on state program indicators to be included in the Federal Plan of Statistical Work

Official statistics entity responsible for collection and provision of data	
Official responsible for generation of the indicator *(contact information: full name, position, telephone number, e-mail address)*	

1	Name of indicator	
2	Unit of measurement	
3	Definition of indicator[12]	
4	Algorithm for calculation of the indicator and methodological guidelines to it[13]	
5	Observed characteristics of the indicator	
6	Temporal characteristics of the indicator[14]	
7	Profile of observation	
8	Additional characteristics needed to describe the indicator	

	Names and definitions of basic indicators	Literal notation in the calculation formula	Source executive agency (organization)	Data gathering method, index of the reporting form[15]	Object and unit of observation[16]	Coverage of units of population[17]
1.						
2.						

[12] Description of the substance of the indicator.
[13] In describing the formula or algorithm, one should use literal notation of basic indicators. If there is an approved methodology for indicator calculation, it should be referenced in the annex to the information sheet (passport) of the indicator.
[14] Periodicity and type of temporal characteristic are to be indicated.
[15] 1 – periodic reporting; 2 – census; 3 – one-off survey (recording); 4 - accounting; 5 – financial statements; 6 – sociological survey; 7 – administrative data; 8 – other (to be specified).
[16] Indicate enterprises (organizations) in various economic sectors, groups of population or households, etc.
[17] 1 – continuous observation; 2 – fundamental data set method; 3 – sample observation; 4 – monographic observation.

Таблица 14

PASSPORT
of a subprogram of the state program of the Russian Federation

Responsible agency of the subprogram
Co-implementing agencies of the subprogram
Programmatic instruments of the subprogram
Goals of the subprogram (if any)
Objectives of the subprogram
Targets and indicators of the subprogram
Stages and implementation period
Amount of budgetary allocations for the subprogram
Expected results of the subprogram

Table 15

Implementation plan of the state program

Title of subprogram, departmental earmarked program, major activity, DEP activities, activities carried out under the major activity	Responsible official (full name and position)	Timeline		Expected output (summary description)	Budget classification code (federal budget)	Financing (thousand rubles)
		Commencement	Completion			
1	2	3	4	5	6	7
Subprogram 1				**X**	**X**	
DEP 1.1.				X		
Activity 1.1.1.					X	
Activity 1.1.2.					X	
…					X	
Major activity 1.1.				X		
Activity 1.1.1					X	
Activity 1.1.2.					X	
…					X	
…					X	
				Total		

Table 16

Data on achievement of planned values of indicators (targets)

No.	Indicator (target) (name)	Unit of measurement	Values of indicators (targets) of the state program, subprogram of the state program, federal targeted program (subprogram of the federal targeted program)			Reasons for deviations of the values of the indicator (target) at the end of the reporting year (if any)
			Year preceding the reporting year [18]	Reporting year		
				planned	actual	
1	2	3	4	5	6	7
	State program					
1	Indicator (target)					
…	…					
	Subprogram of the state program					
…	Indicator (target)					
…	…					
	Federal targeted program / subprogram of the federal targeted program					
…	Indicator (target)					
…	...					

[18] Actual value of the indicator for the year preceding the reporting year.

Table 17

Data on the extent of completion of departmental earmarked programs and major activities under subprograms of the state program

No.	Title of departmental earmarked program, major activity, activity of the federal targeted program (subprogram of the federal targeted program)	Responsible entity	Planned timing		Actual timing		Results		Problems that occurred during implementation of the activity[19]
			Commence-ment	Completion	Commence-ment	Completion	planned	actual	
1	2	3	4	5	6	7	8	9	10
	Subprogram 1 of the state program								
1	DEP 1.1.								
2	Activity 1.1.1.								
3	Activity 1.1.2.								
…	…								
	Major activity 1.1.								
	Activity 1.1.1.								
	Activity 1.1.2.								
…	…								
	…								

[19] If there are deviations of actual timelines from the planned timing, please give a brief description of the problems; if there are no deviations, please write “No.”

Table 18

Report on the use of federal budget appropriations for implementation of the state program (thousand rubles)

Status	Title of the state program, subprogram of the state program, federal targeted program (subprogram of the federal targeted program), departmental earmarked program, major activity	Responsible agency, co-implementing agencies, state client-coordinator	Budget classification code				Expenditure (thousand rubles), years		
			GRBS	Rz Pr	TsSR	VR	Consolidated budget roster, plan at January 1 of the reporting year	Consolidated budget roster at the reporting date[20]	Cash execution
1	2	3	4	5	6	7	9	10	11
State program		Total	X	X	X	X			
		Responsible agency of the state program		X	X	X			
		Co-implementing agency 1		X	X	X			
		…		X	X	X			
Subprogram 1		Total		X	X	X			
		Responsible agency of the subprogram		X	X	X			
		Co-implementing agency 1		X	X	X			
		…		X	X	X			
DEP 1.1.		DEP implementing agency							
DEP 1.2.		DEP implementing agency							
…									
Major activity 1.1		Responsible agency of the activity							
Major activity 1.2		Responsible agency of the activity							
…									
…									
FTP 1 (total)		State client-coordinator		X	X	X			
FTP 2 (total)		State client-coordinator		X	X	X			
…				X	X	X			
Subprogram for Support to Implementation of the State Program[21]		Responsible agency of the state program							
		Co-implementing agency 1							
		Co-implementing agency 2							
		…							

[20] For an annual report, December 31 of the reporting year.

[21] Support to implementation of the state program is understood to mean activities other than those aimed at implementation of DEPs, major activities of subprograms, and activities under FTPs.

Table 19

Information on expenditures out of the federal budget, consolidated subnational budgets, and expenditures of legal entities for achievement of goals of the state program of the Russian Federation (thousand rubles)

Status	Title of the state program, subprogram of the state program, federal targeted program (subprogram of the federal targeted program), departmental earmarked program, major activity	Sources of financial resources	Estimated expenditure[22]	Actual expenditure[23]
1	2	3	4	5
State program		Total		
		Federal budget		
		Consolidated subnational budgets		
		State extra-budgetary funds of the Russian Federation		
		Territorial state extra-budgetary funds		
		Legal entities		
Subprogram 1		Total		
		Federal budget		
		Consolidated subnational budgets		
		State extra-budgetary funds of the Russian Federation		
		Territorial state extra-budgetary funds		
		Legal entities		
…				
FTP 1		Total		
		Federal budget		
		Consolidated subnational budgets		
		State extra-budgetary funds of the Russian Federation		
		Territorial state extra-budgetary funds		
…				

[22] In accordance with the state program.
[23] Cash expenditures of the federal budget, consolidated subnational budgets, state extra-budgetary funds and actual expenditures of legal entities.

Table 20

Report on meeting consolidated indicator targets of state assignments for public service delivery by federal state institutions under the state program of the Russian Federation

Title of service, indicator of the amount of services delivered, subprogram, departmental targeted program, major activity	Value of the indicator showing the amount of services		Federal budget expenditures for public service delivery (thousand rubles)		
	Planned	Actual	Consolidated budget roster at January 1 of the reporting year	Consolidated budget roster at December 31 of the reporting year	Cash execution
1	2	3	4	5	6
Name of service and its substance:	_____				
Indicator of the amount of services:	_____				
Subprogram 1					
DEP 1.1					
DEP 1.2					
…					
Major activity 1.1.					
Major activity 1.2.					
…					
Subprogram 2					
DEP 2.1					
DEP 2.2					
…					
Major activity 2.1.					
Major activity 2.2.					
…					
…					

Table 21

Data on expected values of indicators (targets)

No.	Indicator (target) (name)	Unit of measurement	Values of indicators (targets) of the state program, subprogram of the state program, federal targeted program (subprogram of the federal targeted program)		Reasons for deviations of the values of the indicator (target) at the end of the reporting year (if any)
			Current year		
			Planned value	Value expected at year end	
1	2	3	4	5	6
	State Program				
1	Indicator (target)				
…	…				
	Subprogram of the state program				
…	Indicator (target)				
…	…				
	Federal targeted program / subprogram of the federal targeted program				
…	Indicator (target)				
…	...				