

2016 Annual Work Plan For the EITI Implementation in Azerbaijan

N	Activities	Execution Deadline	Actual Execution Date	Responsible Party/Parties	Finance Source	Allocated Funds	Execution Status	Capacity Constraints	Note
I Priority objectives									
Objective 1. Enhancing public awareness of the profits from the natural resources, enabling citizens to access fast to the information distributed within the framework of the EITI implementation, utilize it and additionally, building an information-exchange capacity									
1.1. The 2014 EITI Report									
1.1.1. Reconciliation process for the 2014 EITI implementation									
1.1.1.1	Approving the 2014 Auditor Report	01.Fev	26.Yan	MSG	SOFAZ	34316 AZN	Executed	Not exist	
1.1.1.2	Publication of the Government, auditor reports on the webpages of the EITI Azerbaijan, SOFAZ, the Coalition and the International Secretariat; Publication of the final report of the Government on the official state newspaper	15.Fev.16		Secretariat, Coalition	SOFAZ	500 AZN		Not exist	
1.1.1.3	The presentation of the Opinion of the NGO Coalition for the MSG	12.Fev.16		Coalition	No funding required	No funding required		Not exist	
1.1.1.4	Posting the data in the report within a separate electron file on the webpage of the EITI Azerbaijan	01.Mar.16		MSG, Secretariat	No funding required	No funding required		Not exist	
1.1.1.5	Filling in the form for electronic reporting standardized by the International Secretariat and sending it to the International Secretariat	01.Mar.16		Auditor, Secretariat	No funding required	No funding required		Not exist	
1.1.2. Preparing the 2014 Single document									
1.1.2.1	Discussing the document where the EITI report and the Activity report are to be published jointly	12.Fev.16		MSG, Secretariat	No funding required	No funding required		Not exist	
1.1.2.2	The publication of the 2014 EITI Annual Report and the Activity Report in a joint document	19.Fev.16		Secretariat	SOFAZ	14330		Not exist	

1.2. The 2015 EITI Azerbaijan Report

1.2.1. The 2015 EITI Reconciliation Process

1.2.1.1	Declaration of a tender for the designation of the auditor	16 May		Secretariat	No funding required	No funding required			
1.2.1.2	The discussion of and the agreement on the Terms of Reference for the Auditor	14.İyun		MSG	No funding required	No funding required		Not exist	
1.2.1.3	Checking the materiality of the payments from companies to the State Social Protection Fund for 2016	01.İyul		MSG, Secretariat	No funding required	No funding required		Not exist	
1.2.1.4	Updating the Reporting Teamplates	14.İyun		MSG, Working group	No funding required	No funding required		Not exist	
1.2.1.5	Sending the Reporting Tempaltes to the local and foreign companies	30.İyun		Secretariat	No funding required	No funding required		Not exist	
1.2.1.6	The submission of the reports of the Government, foreign and local companies	1 August		Commission, Group of Companies	No funding required	No funding required		Not exist	
1.2.1.7	Presenting the Auditor Report (Presenting the Auditor report on reconciliation of the individual reports of companies and the government report to the MSG)	03.Okt		Auditor, MSG	No funding required	No funding required		Not exist	
1.2.1.8	Preliminary comments by the parties to the MSG on the Auditor Report	14.Okt		MSG	No funding required	No funding required		Not exist	
1.2.1.9	Presentation and approval of the final version of the Auditor Report (with the consideration of the comments of the MSG)	15.Noy		Auditor, MSG	SOFAZ	60000 AZN		Not exist	
1.2.1.10	The publication of the reports by the Government, the Auditor and the individual reports on the webpages of the EITI Azerbaijan, the SOFAZ, the Coalition and the International Secretariat and publishing the Government final report on the official state newspaper	21.Noy		Secretariat, Coalition	SOFAZ	500 AZN		Not exist	
1.2.1.11	Presentng the MSG the Opinion of the NGO Coalition	15.Noy		Coalition	No funding required	No funding required		Not exist	

1.2.1.12	Posting the data from the report on the webpage of the EITI, within an electronic file	01.Dek		MSG,Secretariat	No funding required	No funding required		Not exist	
1.2.1.13	Filling in the form of the electronic reporting standardized by the International Secretariat	01.Dek		Auditor, Secretariat	No funding required	No funding required		Not exist	
1.2.2. The 2015 Activity Report									
1.2.2.1	Holding preliminary discussions on the Activity Report	01.Apr		MSG	No funding required	No funding required		Not exist	
1.2.2.2	Sending relevant information and materials to the Secretariat	2 May		MSG	Maliyyə tələb olunmur	No funding required		Not exist	
1.2.2.3	Preparing the draft text of the report	01.İyun		Secretariat	No funding required	No funding required		Not exist	
1.2.2.4	Approving the final draft of the report, publishing it on the webpage of the EITI Azerbaijan	01.İyul		Secretariat,MSG	No funding required	No funding required		Not exist	
1.2.2.5.	Conducting research to find out opportunities to improve the national reporting through a comparative study of the reporting of various countries based on the EITI New Standards, preparing recommendations and discussing the results in the MSG	30.Dek		Coalition, MSG	Grants allocated for the NGO projects	Grants allocated for the NGO projects		Not exist	
1.2.3. Preparing the 2015 Single document									
1.2.3.1	Discussing the document where the EITI report and the activity report are to be published jointly	01.Dek		MSG	No funding required	No funding required		Not exist	
1.2.3.2	Preparing the 2015 Annual EITI Report, the Activity Report, and the Opinion of the NGO Coalition in a joint document in a modern design, editing texts in both languages and publishing them	30.Dek		Secretariat	SOFAZ	To be determined		Not exist	
1.3.Summary Reports									

1.3.1	Determining the content of the 2013 and 2014 Summary Reports in the Working Group	15.Yan		Working Group, Secretariat	No funding required	No funding required		Not exist	
1.3.2	Consideration of the draft versions in the Working Group	15.Fev		Working Group	No funding required	No funding required		Not exist	
1.3.3	Approving the draft versions	15.Fev		MSG	No funding required	No funding required		Not exist	
1.3.4	Preparing reports in a modern design, editing texts in two languages and publishing them	19.Fev		Secretariat	SOFAZ	5000 AZN		Not exist	
1.4. Ensuring the public informedness and increasing public debates									
1.4.1	Round-table discussions at universities and delivering lectures	Year-round		Coalition, Secretariat	Maliyyə tələb olunmur	No funding required		Not exist	
1.4.2	Round-table discussions in the regions, on the central and regional TV channels	Year-round		Coalition, Secretariat	Grants allocated for the NGO projects	Grants allocated for the NGO projects		Not exist	
1.4.3	Regularly improving and updating the webpage of the EITI Azerbaijan	Year-round		Secretariat	No funding required	No funding required		Not exist	
1.4.4	An event to present the 2013 and 2014 EITI reports to the public	2 May		Secretariat,MSG	No funding required	No funding required		Not exist	
1.4.5	Holding events to present the Opinion of the NGO Coalition on the EITI Reports	Year-round		Coalition, Secretariat	Grants allocated for the NGO projects	Grants allocated for the NGO projects		Not exist	
Objective 2. Incorporating EITI in the activities of the state bodies (EITI mainstreaming), preparing a credible and mobile database on revenues from extraction, and reporting models									
2.1.	Analyzing the systems applied by the Government and holding discussions on the feasibility of the integration of the EITI-introduced database into the systems of other government bodies	01.Apr		MSG	No funding required	No funding required		Not exist	
2.2.	Preparing capacity-building programs for the state bodies	30.Dek		MSG, World Bank	World Bank	Issues concerning the project under consideration		Not exist	

2.3.	Engaging the experts into the analysis of the legal and practical experience over the state licenses, contracts and the beneficial ownership	30.Dek		MSG, World Bank	World Bank	Issues concerning the project under consideration		Not exist	
2.4.	Steps to strengthen the capacity of the EITI Secretariat to manage more effectively the growing flow of information and to increase mobility	30.Dek		MSG, World Bank	World Bank	Issues concerning the project under consideration		Not exist	
2.5.	Conducting a complete study of the experience of the relevant state bodies having been audited	30.Dek		MSG, World Bank	World Bank	Issues concerning the project under consideration		Not exist	
2.6.	Before reporting, holding a seminar for the relevant representative of the Group of Companies	30.İyun		Auditor, Working Group, Secretariat	The Group of Companies	2000 AZN		Not exist	
2.7.	Studying the international experience over the EITI electronic reporting	01.Apr		Secretariat, MSG	No funding required	No funding required		Not exist	
2.8.	Analyzing the current electronic systems of the Azerbaijani government, perform a study of the application of the electronic reporting in Azerbaijan.	01.İyun		Secretariat, MSG	No funding required	No funding required		Not exist	
Objective 3. Establishing a framework to ensure healthy and advanced relations among the parties of the EITI Azerbaijan (the government, extractive companies, and the civil society)									
3.1.	Approving the Code of Conduct for the MSG	01.Apr		MSG	No funding required	No funding required		Not exist	
3.2. Ensuring the active participation of the civil society in the EITI									
	Discussing how to ensure the active participation of the civil society in the EITI implementation, any obstacle to it and how to eliminate it	Year-round		MSG	No funding required	No funding required		Not exist	
	a) Strengthening the cooperation between the government and the civil society	Year-round		Commission, Coalition, Secretariat	World Bank	Issues concerning the project under consideration			

3.2.1	b) The resumption of the free participation of the civil society in the MSG	Year-round		MSG	No funding required	No funding required		Not exist	
	c) Solving issues concerning the capacity constraints of the Coalition	Year-round		MSG, Secretariat	Grants allocated for the NGO projects	Grants allocated for the NGO projects			
	d) Ensuring the security of the representatives of the civil society engaged in the EITI implementation	Year-round		Commission, MSG	World Bank				
3.2.2.	Holding meetings between the EITI member extractive companies and Coalition members	Year-round		Coalition, companies	No funding required	No funding required		Not exist	
3.2.3	Holding a meeting between the Government and the Coalition Council	Year-round		Commission, Coalition, Secretariat	No funding required	No funding required		Not exist	
II. Other activities with regard to the EITI implementation process in Azerbaijan									
1	Preparation for the Validation by the Secretariat	15.Apr		MSG, Secretariat	No funding required	No funding required		Not exist	
2	Purchasing, preparing, designing, publication of the promotion materials to be used and distributed in the National Exhibition to be held in Peru, preparing the design of the roll-up banner and publishing, shipping promotion materials to Peru	19.Apr		MSG, Secretariat	SOFAZ	20000 AZN		Not exist	